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**KENNESAW STATE COLLEGE  
UNDERGRADUATE CATALOG '93-'94**

# KENNESAW STATE COLLEGE



UNDERGRADUATE CATALOG 1993 ■ 1994

VOLUME 15 ■ NUMBER 1

A SENIOR COLLEGE OF THE  
UNIVERSITY SYSTEM OF GEORGIA  
MARIETTA, GEORGIA 30061

APPLICATION FOR ADMISSION ON BACK PAGE

**T**his catalog was prepared in the fall of 1992. The material presented is for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Kennesaw State College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students.

Every effort will be made to keep students advised of any changes in provisions listed in this catalog and/or new information. Quarterly course schedules will be considered as an extension of this catalog, and copies will be available in the Office of the Registrar.

It is incumbent on students to keep apprised of the graduation requirements for the degree they are pursuing.

Students have the responsibility to read this catalog, official announcements, notices posted on bulletin boards and otherwise to be informed completely in regard to the programs of studies, credits, degree requirements, quality points and other facts relating to life at this college.

In the event that an administrative hearing officer or a court of record determines that "publications" issued by the college create a contractual or quasi-contractual relationship with any person, the amount of damages recoverable by the parties shall be limited to the amount of consideration paid by the person for the privilege of admission, enrollment, continued enrollment or other service rendered by the institution to such person. As used herein, the term "publications" (without limiting the generality of the normal meaning of the term) shall be deemed to include any and all written forms or other documents issued by the institution concerning applications for admission, enrollment or continued enrollment, waivers of liability, consents to medical treatment and any and all other written forms, documents, letters or other materials issued by the college in furtherance of its educational mission.

Kennesaw State College is an affirmative action/equal educational and employment opportunity institution and does not discriminate on the basis of race, religion, color, sex, age, handicap or national origin.

## KENNESAW STATE COLLEGE

Post Office Box 444 ■ Marietta, GA 30061 ■ (404) 423-6000

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# WELCOME FROM THE PRESIDENT

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Dear Students:

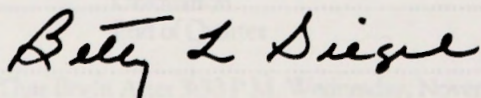
Welcome to Kennesaw State College - a four-year institution that is dynamic, growth oriented and committed to excellence in education and community service.

Throughout its 30-year history, Kennesaw State has taken great pride in its dedicated teachers, administrators, staff members and students, all of whom care about higher education and the opportunity it affords. Kennesaw State is proud of its strong academic tradition and cooperative campus environment, which complement one another in facilitating learning and growth.

We proudly point to our steeples of distinction, which enrich campus life as well as the lives of corporate and community citizens: an outstanding cultural arts program; a growing athletics program, which becomes a part of the NCAA in 1993; the Tetley Distinguished Leader Lecture Series and the Chautauqua Series, which host notable speakers; and our student groups, including Golden Key, the Accounting Club and the Model United Nations, all of which have taken national honors. This broad range of excellence speaks to the college's commitment and innovation at all levels.

We invite you to enjoy a rich and varied college experience as you take advantage of our outstanding academic offerings, as well as the cultural and recreational activities. Enjoy Kennesaw State College - the first step in your academic odyssey!

Sincerely,



Betty L. Siegel, Ph.D.  
President

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# KENNESAW STATE COLLEGE

## CALENDAR 1993-94

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### SUMMER QUARTER 1993

May 31	Application & Document deadline for Undergraduates, Graduates & Readmissions for Summer 1993**
June 17	Quarter Begins - ALL SESSIONS - (Registration) Session I, Session II, Six Week & All Quarter
June 18	Classes Begin - Session I, Six Week & All Quarter
June 18	Late Registration & Drop/Add - Phase III
June 18	Last Day to Petition to Graduate - Summer 1993
July 3, 4	No Saturday/Sunday Classes
July 5	Holiday Observed - Independence Day
July 6	Last Day to Withdraw Without Academic Penalty - Session I
July 14	Last Day to Withdraw Without Academic Penalty - Six Week
July 16	Last Day of Classes - Session I
July 19	Exams - Session I
July 21	Classes Begin - Session II
July 23	Last Day to Withdraw Without Academic Penalty - All Quarter
July 30	Last Day of Classes - Six-Week
August 2 - 3	Exams - Six Week
August 5	Last Day to Withdraw Without Academic Penalty - Session II
August 17	Last Day of Classes - All Quarter & Session II
August 18 - 22	Exams - All Quarter & Session II
August 19	Senior Grades Due at Noon (if needed)
August 28	Graduation (if needed)
August 28	End of Quarter

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### FALL QUARTER 1993

September 3	Application & Document deadline for Undergraduates, Graduates & Readmissions for Fall 1993**
September 18	Quarter Begins
September 18	Classes Begin
September 20 - 21	Late Registration & Drop/Add - Phase III
September 21	Last Day to Petition to Graduate - Fall 1993
October 27	Last Day to Withdraw Without Academic Penalty
November 24	Last Day of Classes
November 25 -28	Thanksgiving Holidays
November 29 - Dec. 5	Exams (Dec. 3, Free Day)
December 2	Senior Grades Due at Noon (if needed)
December 11	Graduation
December 11	End of Quarter

\* No Classes That Begin After 3:30 P.M. Wednesday, November 24

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**\*\*EFFECTIVE JULY 1, 1993, SUBJECT TO BOARD OF REGENTS' APPROVAL, ALL APPLICATIONS RECEIVED MUST BE ACCOMPANIED BY A NON-REFUNDABLE \$20.00 APPLICATION PROCESSING FEE. CHECKS SHOULD BE MADE PAYABLE TO KENNESAW STATE COLLEGE.**

## WINTER QUARTER 1994

December 6, 1993	Application & Document deadline for Undergraduates, Graduates & Readmissions for Winter 1994**
January 3	Quarter Begins
January 3	Classes Begin
January 1 - 4	Late Registration & Drop/Add - Phase III
January 4	Last Day to Petition to Graduate-Winter 1994
January 17	Martin Luther King Holiday
February 10	Last Day to Withdraw Without Academic Penalty
March 10	Last Day of Classes
March 11 - 16	Exams
March 17	End of Quarter
March 17	Senior Grades Due at Noon (if needed)
March 26	Graduation

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## SPRING QUARTER 1994

March 11	Application & Document deadline for Undergraduates, Graduates & Readmissions for Spring 1994**
March 25	Quarter Begins
March 26	Classes Begin
March 26 - 29	Late Registration & Drop/Add - Phase III
March 29	Last Day to Petition to Graduate - Spring 1994
May 4	Last Day to Withdraw Without Academic Penalty
May 20	KSC Day (No Classes after 10:40am)
May 30	Memorial Day Holiday
June 2	Last Day of Classes
June 3 - 8	Exams
June 9	End of Quarter
June 9	Senior Grades Due at Noon (if needed)
June 18	Graduation

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## SUMMER QUARTER 1994

June 2	Application & Document deadline for Undergraduate, Graduates & Readmissions for Summer 1994**
June 17	Quarter Begins - ALL SESSIONS - Registration - Session I, Session II, Six-Week & All Quarter
June 18	Classes Begin, Session I, Six-Week & All Quarter
June 18 - 21	Late Registration & Drop/Add - Phase III
June 21	Last Day to Petition to Graduate - Summer 1994
July 4	Holiday Observed - Independence Day
July 6	Last Day to Withdraw Without Academic Penalty - Session I
July 14	Last Day to Withdraw Without Academic Penalty - Six-Week Session
July 18	Last Day of Classes - Session I
July 19	Exams - Session I
July 21	Classes Begin - Session II
July 25	Last Day to Withdraw Without Academic Penalty - All Quarter
August 1	Last Day of Classes - Six Week
August 2 - 3	Exams - Six-Week Session
August 5	Last Day to Withdraw Without Academic Penalty - Session II
August 17	Last Day of Classes - All Quarter & Session II
August 18 - 22	Exams - All Quarter & Session II
August 18	Senior Grades Due at Noon (if needed)
August 23	End of Quarter
August 27	Graduation (if needed)

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**\*\*EFFECTIVE JULY 1, 1993, SUBJECT TO BOARD OF REGENTS' APPROVAL, ALL APPLICATIONS RECEIVED MUST BE ACCOMPANIED BY A NON-REFUNDABLE \$20.00 APPLICATION PROCESSING FEE. CHECKS SHOULD BE MADE PAYABLE TO KENNESAW STATE COLLEGE.**

# CALENDAR 1993 ■ 1994

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# GRADUATE PROGRAMS OF STUDY

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## Master of Business Administration

Accounting  
Business Administration  
Business Economics  
Business Information Systems Management  
Entrepreneurship  
Finance  
Human Resources Management & Development  
Marketing

## Master of Education

Elementary (K - 4)  
Elementary (4 - 8)

## Master of Public Administration

Governmental Administration  
Community Services Administration

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# UNDERGRADUATE PROGRAMS OF STUDY

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## Two-Year Major

Nursing

## Four-Year Majors

Accounting  
Art  
Biology  
Chemistry  
Communication  
Computer Science  
Economics  
Education-Art (K-12)  
Education-Elementary (K-4)  
Education-Elementary (4-8)  
Education-Music  
(K-12, Choral, Instrumental, General)  
Education-Secondary Biology  
Education-Secondary English  
Education-Secondary French  
Education-Secondary History  
Education-Secondary Mathematics  
Education-Secondary Social Studies  
Education-Secondary Spanish  
English  
Finance  
French  
Health & Physical Education [Teacher Education (K-12),  
Sport Management, Exercise Science & Health Promotion/Wellness]

History  
Information Systems  
International Affairs  
Management  
Marketing  
Mathematics  
Music  
Music Performance  
Nursing  
Political Science  
Professional Sales  
Psychology  
Public & Social Services  
Spanish

## Pre-Professional Programs

Pre-Dentistry  
Pre-Engineering  
Pre-Forestry  
Pre-Law  
Pre-Medicine  
Pre-Pharmacy  
Pre-Veterinary Medicine



# KENNESAW STATE COLLEGE PROFILE

## KENNESAW STATE COLLEGE TODAY

Kennesaw State College, one of the fastest-growing members of the University System of Georgia, offers high-quality education to students throughout metro-Atlanta and northwest Georgia.

To meet the needs of today's students, Kennesaw State offers day, evening and weekend classes on its spacious suburban campus. Both traditional and non-traditional students will find programs of study to fit their lifestyles and interests.

Kennesaw State's mission of education and service will grow with northwest Georgia. Providing the leadership in this mission is President Betty L. Siegel, the first woman president in the history of the 34-unit University System.

### Accreditation

Kennesaw State College is fully accredited by the Southern Association of Colleges and Schools. The undergraduate teacher education programs are accredited by the National Council for Accreditation of Teacher Education. The college is fully accredited by the National Association of Schools of Music. The associate and baccalaureate programs in nursing are approved by the Georgia Board of Nursing and accredited by the National League for Nursing.

### Purpose

Kennesaw State College is a dynamic, developing senior college in the University System of Georgia, responding to the needs of the Northwest region of the state for accessible, relevant and high-quality undergraduate, graduate and public service programs.

Grounded in the liberal arts tradition, the academic programs of the college offer opportunities for concentrated study in the arts, the humanities, the sciences and the professional fields of business, education, health and social services. Enrichment programs and support services enhance the collegiate experience, help students achieve their personal and professional goals and promote lifelong learning.

Committed to providing a stimulating and supportive learning environment, Kennesaw State College values and promotes excellence in its central missions of teaching and service. Scholarly activity and research are encouraged in support of these aims and to further professional development. The campus community provides a stimulating and challenging atmosphere, which fosters critical thinking, social responsibility and an understanding of differences among people and ideas.

Kennesaw State College aspires to be a model senior college, respected for its contributions to excellence in education, the realization of personal potential and the improvement of the quality of life in the communities it serves. The institutional goals of the college supporting these principal missions of teaching, learning and service are as follows:

- Offer collegiate programs, courses of study and services that are of high quality and that prepare people well for the pursuit of their personal and professional goals.
- Offer a broad educational experience grounded in the liberal arts tradition, in which personal growth occurs outside as well as inside the classroom.
- Maintain a strong record of excellence in teaching and learning.
- Demonstrate genuine concern for all people and for their personal development.
- Be service-oriented and responsive to the needs of the communities served.
- Remain a dynamic organization that continuously evolves and responds to needed change.
- Have an inviting campus environment.
- Be a leader among peer institutions.

### Location

About 30 miles from downtown Atlanta and located eight miles north of Marietta, Kennesaw State College is convenient to most of the Greater Atlanta area and much of northwest Georgia.

To visit the campus, take I-75 to the Chastain Road Exit (Number 117) and follow the signs to the college, about one-quarter mile.



# ADMISSIONS

Kennesaw State College welcomes all students who want to pursue a college-level program of study and are of good moral character. To be admitted as a regular student, the applicant must provide evidence of a reasonable possibility of academic success if enrolled in college credit courses. Applicants who do not meet the minimum requirements for admission to degree credit courses will be encouraged to become eligible for full admission through their performance in the Developmental Studies Program of the college. (see page 13)

## GENERAL APPLICATION PROCEDURES

To be considered for admission, applicants must complete and return all required forms and credentials to the college by the established deadline or at least 20 days prior to the registration day of the quarter for which they plan to enroll. Late applications may be considered at the discretion of the director of admissions. The following items are required of all applicants:

1. *A Completed Application for Admission* - Forms may be requested from the Admissions Office. **EFFECTIVE JULY 1, 1993, SUBJECT TO BOARD OF REGENTS' APPROVAL, ALL APPLICATIONS RECEIVED MUST BE ACCOMPANIED BY A NON-REFUNDABLE \$20.00 APPLICATION PROCESSING FEE. CHECKS SHOULD BE MADE PAYABLE TO KENNESAW STATE COLLEGE.**
2. *Official High School and/or College Transcripts* - Documents must be mailed directly from the sending institution to the Office of Admissions.
3. *For freshmen, official scores on the a) Scholastic Aptitude Test of the College Entrance Examination Board* - Application forms and other information concerning this test may be obtained from the College Entrance Examination Board (Box 592, Princeton, New Jersey 08540), high school counselors, the CAPS (counseling, advisement and placement services) Center or the Office of Admissions at Kennesaw State College, or b) *American College Testing Program* - Application forms may be obtained from the American College Testing Program (3355 Lenox Road, NE, Suite 320, Atlanta, Georgia 33026-1332).
4. Valid Immunization Certificate for measles, mumps & rubella.
5. *Social Security Number* - Applications for social security numbers may be obtained from any United States Post Office.
6. *Other Requirements* - The college may require any applicant to appear for a personal interview and to take those achievement, aptitude and psychological tests it deems appropriate in arriving at a decision regarding the applicant's general qualifications for admission to the college or placement in non-credit courses.
7. The college reserves the right to withdraw admission prior to or following enrollment if the student becomes ineligible as determined by the standards of the college or Board of Regents.
8. Upon acceptance and prior to enrollment, any student with a disability must notify the college of any special accommodations requiring assistance from KSC. Please contact the coordinator for Handicapped Student Services in the Student Development Center at (404) 423-6443.

Final acceptance or rejection of each applicant is determined by the director of admissions, subject to the applicant's right of appeal as provided by the bylaws of the college and the Board of Regents of the University System of Georgia.

## ADMISSION FROM HIGH SCHOOL

### Full Admission

An applicant for admission must be a graduate of a recognized high school. Students graduating from high school in the spring of 1988 or later must meet the requirement of the College Preparatory Curriculum (CPC).

Students lacking required courses in any of the five areas will be treated as provisional and must make up the deficiencies according to established guidelines. College courses taken to satisfy deficiencies will not apply toward core or degree requirements, but will be calculated in the cumulative grade point average. The following high school courses are minimum requirements for admission as a freshman:

Course (Units)	Instructional Emphasis
English (4)	<ul style="list-style-type: none"><li>• Grammar and usage</li><li>• Literature (American &amp; World)</li><li>• Advanced composition skills</li></ul>
Science (3)	<ul style="list-style-type: none"><li>• Physical Science</li><li>• At least two laboratory courses (units) from Biology, Chemistry or Physics</li></ul>
Mathematics (3)	<ul style="list-style-type: none"><li>• Two courses (units) in Algebra and one in Geometry</li></ul>
Social Science (3)	<ul style="list-style-type: none"><li>• American History</li><li>• World History</li><li>• Economics and Government</li></ul>
Foreign Language (2) (must be in same language)	<ul style="list-style-type: none"><li>• Skill-building courses (units) emphasizing speaking, listening reading and writing</li></ul>

Official college entrance examination scores are required for freshman admission. Minimum scores for full admission are 430 verbal and 430 math on the SAT or 22 English and 20 math on the ACT and a 2.0 (C Average) academic GPA as calculated by the college.

### Provisional Admission

Students who meet all of the requirements for full admission except the College Preparatory Curriculum (CPC) and who do not have a Developmental Studies requirement may qualify for provisional admission. Full admission may be gained by satisfying CPC deficiencies at Kennesaw State College as follows:

Area of Deficiency	Alternatives
English	The student must pass the Reading and English portions of the College Placement Exam (CPE) or complete the Developmental Studies English and Reading courses.
Mathematics	The student must pass the Math portion of the CPE, or complete the Developmental Studies Mathematics courses.
Science	The student must complete one five-hour course, either BIOL 103, BIOL 200, CHEM 111, CHEM 121, PHSC 105, PHYS 127 or PHYS 201, with a grade of "C" or better. (Hours earned will not satisfy any of the 10-hour lab science requirements in Area II of the core curriculum. However, the course taken can be used to satisfy the "sequence" requirement.) or The student can earn equivalent credit through CLEP, AP, Advanced Standing Exam or transfer.
Social Science	The student must complete one five-hour history or economics course, either HIST 111, HIST 112, HIST 251, HIST 252, ECON 133 or ECON 245, with a grade of "C" or better or Earn equivalent credit through CLEP, AP, Advanced Standing Exam or transfer.
Foreign Language	The student must complete one five hour introductory/elementary foreign language course with a grade of "C" or better or Earn equivalent credit through CLEP, AP, Advanced Standing Exam or transfer.

All CPC deficiencies must be made up before the student has earned 45 hours of college-level credit. The earned hours used to satisfy deficiencies cannot be used to satisfy degree requirements. Transfer students satisfying the CPC requirements elsewhere in the University System will be recognized as having met those requirements at Kennesaw State upon admission and evaluation of transcripts. (For further information about the CPC requirement see preceding section "Admission from High School.")

### Developmental Studies Admission

Students who do not meet the requirements for full admission will be screened for admission into the Developmental Studies Program.

Admission to Developmental Studies requires high school graduation, a minimum combined score of 650 on the SAT or 17 composite on the ACT and a 2.0 (C average) academic high school grade point average as calculated by the college. Applicants who meet these minimum requirements must take the College Placement Exam (CPE) prior to registration in order to determine

the specific requirements for remediation in Reading, English and Mathematics. Students who exempt all developmental requirements as a result of satisfactory performance on the CPE will be granted provisional or full admission, whichever is applicable.

### Early Admission

This program allows highly qualified students to begin their freshman year of college without having graduated from high school. Applicants to this program must have completed the junior year with a minimum of 3.5 academic GPA and combined SAT scores of no less than 1200 with minimum subparts of 450 verbal and 430 math or total ACT score of 29, with minimum subparts of 24 on verbal and 20 on math. All applicants to this program must schedule an interview with an admissions counselor in addition to submitting written approval from their parents (or guardian) and guidance counselor or high school principal. It is expected that all students who enroll under early admissions will sit for the GED exam when eligible or will arrange to successfully complete high school graduation requirements.

### Joint Enrollment for Twelfth Grade Students (JETS)

This program is for superior high school seniors who may earn high school and college credit concurrently. With prior high school approval, students may fulfill high school graduation requirements by enrolling in freshman college courses at Kennesaw State College.

All applicants to this program should have completed at least two courses in algebra and two in science. They should lack no more than three units of credit for high school graduation. They must have earned at least a 3.0 academic grade point average in high school and have a minimum combined score of 1000 on the Scholastic Aptitude Test of the College Entrance Examination Board with minimum scores of 450 on the verbal and 430 on the math sections or a composite score of 25 on the American College Test with minimum scores of 24 on verbal and 20 on mathematics.

In addition, each student involved will be expected to satisfy the following requirements at Kennesaw State College:

1. Students lacking the senior English requirements will complete English 101, 102 and 205.
2. Some students may be required to take an additional literature course to satisfy high school unit requirements. Students lacking the American Government requirement will complete Political Science 201 (American Government).
3. Students lacking high school elective hours may earn elective credits in any selective freshman-level courses offered at Kennesaw State College as approved by the high school.
4. Each applicant must be recommended by the high school guidance counselor, who will also verify that the courses completed at Kennesaw State will be accepted in lieu of senior course requirements.
5. Applicants must have the approval of their parents (or guardian) in order to participate in the JETS program.
6. Students are required to complete an application for admission and a Joint Enrollment Application.

Interested students may contact the Office of Admissions.

## ADMISSION FROM OTHER COLLEGES

### Transfer Students

Applicants with satisfactory records of scholarship and conduct at other colleges will be considered for admission with advanced standing. Students admitted from other colleges are required to meet all of the foregoing general requirements regarding character, entrance examinations and dates for filing a completed application.

Students planning to transfer from another college must make arrangements for each college previously attended to forward a complete official transcript to the director of admissions at Kennesaw State College. Official transcripts are required regardless of the applicant's wishes concerning transfer credit. Documents must be mailed directly from the sending agency to the Office of Admissions.

The basic policy regarding the acceptance of courses by transfer is to allow credit but not grades for courses completed with satisfactory grades in accredited colleges. Such courses must correspond in general to the length of time and content of those offered in the curricula at Kennesaw State College.

Students are required to have at least a "C" in English 101 and 102 (or equivalents) in order for those courses to transfer. Other courses may be permitted to transfer with grades of "D" earned at accredited institutions to the extent that the grades on all credits accepted for transfer will average 2.0 or better.

Course work completed more than 10 years prior to admission (or readmission) to Kennesaw State College will not be accepted for transfer unless the work is validated by the registrar and the department chair responsible for such courses at the college. Validation may require a conference and possibly an appropriate examination.

Transfer applicants who have fewer than 45 quarter hours (30 semester hours) of college credit must submit high school transcripts and SAT or ACT scores in addition to college transcripts. The standards for beginning freshman admission from high school will be applied to transfer freshmen under these circumstances.

Transfer students' records will be evaluated in the same manner as Kennesaw State College resident students. Transfer applicants who are eligible to re-enroll at their last college or university attended and have cumulative grade point averages less than 2.0 will be admitted on academic probation at KSC. Transfer students admitted on academic probation must complete 12 quarter hours at KSC with at least a 2.0 grade point average before probationary status is removed. Failure to maintain a 2.0 average in any quarter while on academic probation will result in academic dismissal from the college.

Transfer students who are currently on dismissal may not enter Kennesaw State until they are eligible to return to their former institution or have been out of school an amount of time equal to that of a Kennesaw State student in a similar dismissal status.

## SPECIAL ADMISSION CATEGORIES

### General Equivalency Development Examination (GED)

An applicant who is not a high school graduate may be considered for admission based upon the successful completion of the General Equivalency Development Examination and on the Scholastic Aptitude Test of the College Entrance Examination Board or the American College Test. The presentation of valid GED scores and/or certificate are acceptable. Information concerning GED examinations may be obtained from the State Board of Education. The GED examination is given periodically at Chattahoochee Technical Institute (formerly Marietta-Cobb Vocational Technical) and North Metro Technical Institute.

College Preparatory Curriculum (CPC) requirements will apply to GED recipients after May 1988 or to those whose normal high school graduation date would have been after May 1988. (Contact the Office of Admissions for details.)

### Non-Traditional/Adults

There is a special admission status for non-traditional adult students. In order to be eligible, applicants must meet the following criteria.

1. Applicants must have graduated from an accredited high school (or high school approved by Kennesaw State College), or have satisfied requirements for the General Educational Development (GED) Equivalency Certificate.
2. Applicants must have at least five years of post high school experience from their anticipated date of high school graduation and must not have attended college in the previous five years.
3. Applicants are required to take the English, reading and mathematics portion of the College Preparatory Examination (CPE) before they register for courses. The CPE is an academic placement examination administered by the Testing Office at Kennesaw State. There is no charge to take this test. All non-traditional admission students will be governed by the rules pertaining to students in the Developmental Studies Program. When the Developmental Studies requirement is cleared, they will be classified as freshman in full standing.
4. Students may earn no more than 30 quarter credit hours in this category.
5. Standards of progress for non-traditional /adult students must be as high as those required of students in the regular category.
6. Students in non-traditional/adult status may gain regular admission by meeting regular admission requirements or by completing 30 hours of degree credit work with a grade point average of 2.0 or higher.

### Transient Students

A student enrolled in another college or university may apply for temporary admission and registration at Kennesaw State College as a transient student — one who expects to return to the college or university in which he/she was previously enrolled. The normal fees are applicable to transient applicants.

*In fairness to its degree seeking students and because of limitations on available space, KSC must give its regular students higher priority for registration than transient students. Transient students have no guarantee that space will be available in the classes they seek.*

1. An applicant for admission as a transient student must present a written statement from the registrar of the institution last attended recommending his/her admission as a transient student and stating that the student is eligible to return.
2. An applicant will be admitted to Kennesaw State College as a transient only when it appears that the applicant's previous work has been of satisfactory quality. A student who is ineligible to return to the institution formerly attended will not be admitted as a transient.
3. Enrollment as a transient student ordinarily is limited to one quarter, unless special permission is granted in advance by the director of admissions.
4. Transient students desiring to continue as transfer students must re-apply each quarter through the Office of Admissions and furnish all documents and transcripts necessary to make an admissions decision by the established deadline.

### Non-Degree Students

The non-degree category exists for those students who have previously earned a degree from a regionally accredited institution and who wish to enroll in undergraduate courses for personal or professional reasons. Students applying for non-degree status must submit an official transcript from the institution that awarded the initial degree. (This degree can be at either the two- or four-year level). In addition to the degree transcript, any subsequent credits may be used in determining non-degree status for admission. Limited non-degree status may apply to eligible applicants for a maximum of 20 quarter hours providing minimum standards and screening are satisfied. **(Check with Admissions for details.)**

Non-degree students who later wish to pursue a degree program at Kennesaw State College must meet all transfer admission requirements and must reapply through the Office of Admissions. (See Transfer Admissions, p.14.)

### Auditors

Students may be admitted to the college as auditors on the basis of the regular application and are required to submit appropriate transcripts without being required to take the SAT or ACT.

No credit is granted for courses scheduled on an auditing basis. Students are not permitted to receive retroactive credit at any future date for their participation in a course as an auditor nor change from an audit to a credit status while enrolled in the course.

When establishing the full- or part-time status of a student attempting to qualify for educational benefits under the social security laws, veterans and other federal and state programs, audit courses are not included.

Audited courses are counted a full value in computing the student's load for fee purposes. A student wishing to change his/her classification from an auditor to another program of study must obtain the approval of the director of admissions before the change will be made and satisfy proper admissions requirements.

### Persons 62 Years of Age or Older

Pursuant to the provisions of an amendment to the Georgia Constitution, the Board of Regents established the following rules with respect to enrollment of persons aged 62 or older in units of the University System. To be eligible for enrollment under the provisions of this amendment, such persons:

1. must be legal residents of Georgia, 62 years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age to enable the Office of Admissions to determine eligibility;
2. may enroll as regular students in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies, laboratory or shop fees;
3. must meet all system and institution admission requirements to include high school record and SAT or ACT scores;
4. will have all usual student and institutional records maintained;
5. must meet all system, institutional, legislated degree requirements such as Regents' Test, Major Area Exam and History and Constitution Instruction or Exams, if they are degree-seeking students, and
6. may not enroll in dental, medical, veterinary or law schools under the provisions of this policy.

### International Students

Kennesaw State College supports international education and the philosophy that only through education and understanding can mutual respect, appreciation and tolerance of others be accomplished. The presence of international students fosters cultural exchange, which can be beneficial to the student body and to the community at large.

International students may enroll in any program of study offered at Kennesaw State College.

There are no living accommodations on the campus. However, there are two private apartment complexes, located one-half mile north of the campus, which are available to Kennesaw State College students. Otherwise, international students and all other students must make their own arrangements for living accommodations and transportation.

There is limited bus service to the campus.

There is no specific financial assistance for international students. All international students must pay non-resident fees unless such fees are waived. International applicants must present documented evidence that they have sufficient funds to meet their educational and living expenses.

All F-1 visa international students requesting admission to Kennesaw State College must submit the following credentials at least two quarters prior to the quarter of enrollment:

1. Application for admission.
2. Sworn affidavit of support from financial sponsor.
3. A letter from the sponsor's bank showing that funds are available for one year of support. Funds must be reported in U.S. dollars or in U.S. dollar equivalency.



4. Official or certified true copies of all high school and/or college records with a certified English translation.
5. Official score of 500 or more on the TOEFL (Test of English as a Foreign Language) English proficiency exam. Students who fail to meet the English proficiency requirement may enroll at the ELS Language Center in Atlanta. Proficiency certification by ELS of level 109 meets the English language requirements for admission.
6. Official scores on the Scholastic Aptitude Test, (minimum score of 650) or American College Test (minimum total score of 17.)
7. Must be in current F1 status or must submit a request for reinstatement to F1 status before enrollment.
8. A valid certificate of immunization for measles, mumps and rubella.

All correspondence should be forwarded to Office of Admissions, Kennesaw State College, P.O. Box 444, Marietta, GA 30061.

All academic credentials of international students will be reviewed, and the student will be contacted concerning the admission decision. Students may be required to have an official evaluation of credentials done by an outside agency. An I-20 Form will be issued only upon the student's full acceptance into the college.

International students with a student visa are required to be full-time students (at least 12 quarter hours) for three consecutive quarters of the academic year.

The college may be required to notify the U.S. Immigration Service whenever a student's load drops below 12 quarter hours.

After arriving in the United States, international students should apply immediately for a Social Security number. (Applications may be obtained at most U.S. Post Offices.) Also, upon arriving at Kennesaw State College, all international students are required to come by the Admissions Office and have their passports, I-20 ID copy, and Arrival-Departure Record copied and placed in their admissions file. This procedure facilitates the replacement of a lost Arrival-Departure Record and is required by the Immigration and Naturalization Service.

International students applying to Kennesaw State College from other educational institutions in the state are required to have an interview with the admissions officer responsible for international student admission.

International students who attend institutions of the University System under financial sponsorship of civic or religious groups located in the state of Georgia may be considered for enrollment upon the payment of resident fees, provided the sponsoring organization specifies Kennesaw State College and provided the number of such international students in any one institution does not exceed the quota approved by the Board of Regents and the institution. For further information, please contact the Office of Business and Finance.

All non-United States citizens whose native language is not English must demonstrate English proficiency by either submitting to the Office of Admissions an official TOEFL score of 500 or better or by providing an approved form of academic English proficiency as determined by the Kennesaw State College Office of Admissions.

All naturalized United States citizens must show proof of U.S. citizenship in the form of a naturalization certificate or a U.S. passport.

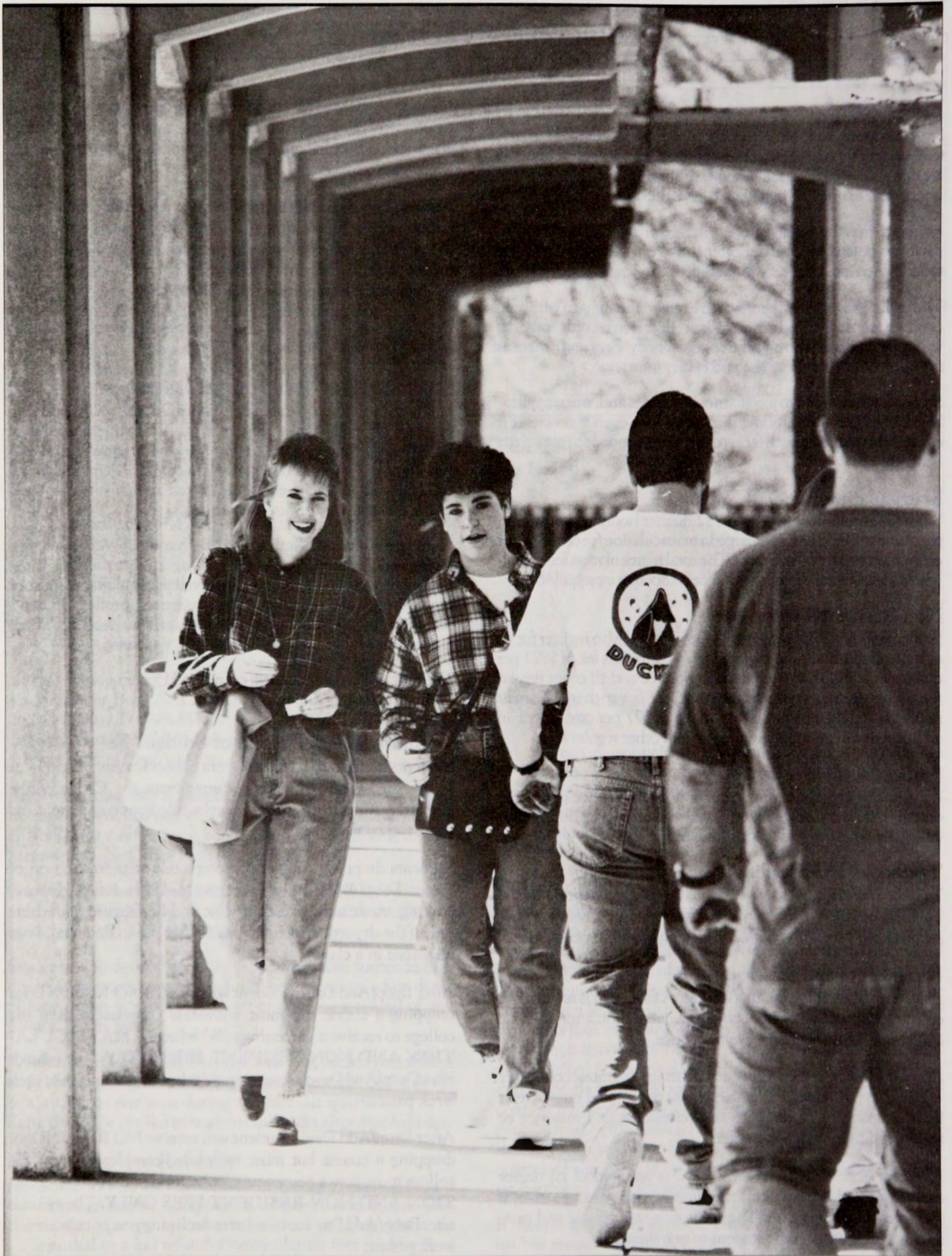
## Readmission

A student who remains out of college for more than four consecutive academic quarters must apply for readmission. This application must be received by the Office of Admissions by the established deadline for the quarter readmission is requested. Academically dismissed students must also reapply according to posted deadlines.

Official transcripts from each college attended since the student was last enrolled at Kennesaw State College must be received by the Office of Admissions by the established deadline.

## Advanced Placement (AP) and College-Level Examination Program (CLEP)

A maximum of 45 quarter hours of degree credit may be granted to students who receive satisfactory scores on either the College-Level Examination Program (CLEP) or Advanced Placement (AP) Tests. Interested students should contact the Registrar's Office or the Counseling, Advisement and Placement Services (CAPS) for information on the courses that can be exempted as well as the required cut-off scores. CLEP exams are administered nationally through Educational Testing Service (ETS) testing centers, or through the college's CAPS Center for currently enrolled students only. AP tests are given at many high schools throughout the country and qualified applicants are advised to take these tests in the spring of their senior year in high school. Students should have scores reported to the Office of Admissions for processing. CLEP and AP exempt courses do not count toward the residency requirement or the grade-point average.



# FINANCIAL INFORMATION

## EXPENSES

Expenses are in the form of matriculation fees, non-resident tuition fees, student services fees and other special fees. Fees of all students are due and payable at the time of registration, and registration is not complete until all fees have been paid.

Payment may be made either in cash or by check; however, payment of fees by check shortens the registration process and reduces the time necessary for a student to complete registration.

The college reserves and intends to exercise the right to withhold copies of transcripts and other student education records and/or to withdraw students who owe the college money. **Fees and expenses are subject to change at the end of any quarter.**

Students are required to pay matriculation fees and, when applicable, tuition fees for enrollment in all courses even if no credit is earned. Income from such fees is used for the general support of the college.

### Matriculation Fee On-Campus

Students enrolled for fewer than 12 quarter hours are considered part-time students and are charged a matriculation fee of \$38.50 for each credit hour of course work. The total matriculation fee for full-time students (those registered for 12 credit hours or more) is \$460.50

### Non-Resident Tuition Fee

Students who are not residents of Georgia and who register for 12 or more credit hours are required to pay a tuition fee of \$921 per quarter in addition to the matriculation fee and all other regular fees. Non-resident students registered for fewer than 12 credit hours are required to pay a tuition fee of \$77 per credit hour in addition to the matriculation fee and all other regular fees.

### Student Activities Fee

All students are required to pay a non-refundable fee of \$44 per quarter to finance student activities, student publications, inter-collegiate athletics and special student services.

### Textbooks and Supplies

Textbooks and school supplies, as well as other student needs, are available in the college bookstore. Although the cost of books and supplies will vary with courses, an estimate is \$150 per quarter.

### Special Fees and Expenses

**Advanced Standing Examination Fee:** A fee of \$25 is required for each institutional advanced standing examination attempted; no course may be attempted more than once.

**Applied Music Fee:** Students enrolled in applied music courses are required to pay an additional fee of \$50 per applied music credit hour. Applied music fees are non-refundable and may not be transferred to subsequent quarters.

**Diploma Fee:** A diploma fee of \$20 is required of all degree candidates and is payable at the time a petition to graduate is presented to the registrar. The fee is non-transferable and non-refundable. It entitles the student to one diploma.

**Laboratory Breakage:** Students in the laboratory sciences are required to reimburse the college on a cost basis for broken glassware and equipment. The minimum charge in the event of breakage is one dollar.

**Nursing Expenses:** Nursing students are responsible for the regular college fees. An additional \$150 to \$200 is required for purchase of uniforms, a suitable watch and professional liability insurance for coverage in the clinic laboratory. The pin at graduation is optional and costs approximately \$35 to \$100.

**Penalty Fee For Returned Check:** A penalty fee of \$15 will be assessed for each check returned by the bank.

### Student Motor Vehicle Parking Fee

All motor vehicles operated by students on the college campus must be officially registered with the Department of Public Safety. A specific parking permit must be assigned before the vehicle may be operated or parked on campus. A parking decal will be issued for each vehicle registered and must be displayed in the left rear window of the vehicle.

A student with a debilitating physical handicap will be assigned a reserved parking space upon making a request through the Department of Public Safety. Reserved parking spaces must be renewed each quarter in which the student is enrolled. Students parking vehicles in unauthorized areas will be subject to fines and/or removal of their vehicles at their expense.

The cost of a regular parking permit is \$15 per quarter, payable at the time of registration.

### Withdrawal and Refund of Student Fees

Students desiring to withdraw from classes for any reason must secure the proper withdrawal forms from the Office of the Registrar. Withdrawal forms must be filled out completely and approved by the registrar.

Students dropping courses or completely withdrawing on or before Drop/Add Day will receive a 100% refund (except parking, music and PE fees). Music and PE fees are refundable only if the department chair verifies that the student could not be placed in a class.

After Drop/Add Day, a student will receive **NO REFUND** for dropping a course but must **withdraw completely** from the college to receive a percentage (%) refund of **MATRICULATION AND NON-RESIDENT FEES ONLY**. The refunds after Drop/Add Day are based on a declining percentage as each week passes.

After Drop/Add Day, a student will receive **NO REFUND** for dropping a course but must **withdraw completely** from the college to receive a percentage (%) refund of **MATRICULATION AND NON-RESIDENT FEES ONLY**. The refunds after Drop/Add Day are based on a declining percentage as each week passes.

## SUMMARY OF EXPENSES

### FULL-TIME STUDENTS

(Twelve Hours or More)

	Resident Of Georgia	Non- Resident
Matriculation Fee Per Quarter	\$460.50	\$460.50
Non-Resident Tuition Fee Per Quarter	.00	921.00
Student Services Fee Per Quarter	44.00	44.00
Applied Music Fee Per Credit Hour	50.00	50.00
MUED Applied Music Fee Per Credit Hour	100.00	100.00
*Nursing Students (Estimated Cost for Uniforms, Insurance, etc.)	200.00	200.00
Vehicle Registration Per Quarter	15.00	15.00
Estimated Cost of Textbooks Per Quarter	150.00	150.00

### PART-TIME STUDENTS

(Fewer than Twelve Hours)

Matriculation Fee Per Credit Hour	\$38.50	\$38.50
Non-Resident Tuition Fee Per Hour	.00	75.00
Student Services Fee Per Quarter	44.00	44.00
Vehicle Registration Per Quarter	15.00	15.00

\*Cost is for full year.

1st week after Drop/Add Day .....	80%
2nd week after Drop/Add Day .....	60%
3rd week after Drop/Add Day .....	40%
4th week after Drop/Add Day .....	20%

Refer to the quarterly Schedule of Courses for specific dates and times of each refund period. The date to be used in determining eligibility for a refund will be the date the withdrawal form is presented to the Office of the Registrar.

Students enrolled in a sequence course are eligible for a percentage refund only if they formally withdraw from the college in accordance with the refundable schedule above.

Students who do not formally withdraw, those suspended for disciplinary reasons or those who leave the college when disciplinary action is pending, are not eligible for a refund of any portion of any fee.

A refund of all quarterly non-resident fees, matriculation fees and other required fees shall be made in the event of the death of a student at any time during an academic quarter. Refunds will be mailed to students six weeks after drop/add day.

### Military Service Refunds

(a) Students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive emergency orders to active military duty are entitled to a full refund of matriculation fees paid for that

quarter, in accordance with guidelines promulgated by the chancellor.

(b) Military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location, are entitled to a full refund of matriculation fees paid for that quarter, in accordance with guidelines promulgated by the chancellor.

### Definition of Legal Residents

Individuals who enter the institution as non-resident students but who wish to later qualify as legal residents must fill out a Petition for Georgia Residence Classification form, which can be obtained in the Office of Admissions. A student's resident status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student. A student is responsible for registering under the proper residency classification. A student classified as a non-resident who believes that he or she is entitled to be reclassified as a legal resident may petition the Residence Committee for a change in status. The petition must be filed no later than 60 days after the quarter begins in order for the student to be considered for reclassification for that quarter. If the petition is granted, reclassification will not be retroactive to prior quarters.

If there is any question in the mind of the student concerning his/her resident status, application for clarification should be

made immediately or not later than two weeks prior to the registration date in order to avoid delay and inconvenience of registration. Applications should be addressed to Residence Committee, Office of the Vice President for Business and Finance, Kennesaw State College, P.O. Box 444, Marietta, Georgia 30061.

### Regents' Policies Governing the Classification of Students for Tuition Purposes

The following policies have been adopted by the Board of Regents for the purpose of determining the tuition status of students:

1. (a) If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.
 

(b) No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.
2. If a person is under 18 years of age, he or she may register as an in-state student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.
3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of 12 consecutive months on the payment of in-state tuition. After the expiration of the 12 month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate.
4. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.
5. Aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
6. Waivers: An institution may waive out-of-state tuition for:
  - (a) non-resident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least 12 consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration;
  - (b) international students whose matriculation fee and other required fees are paid by an agency of the federal government, a church or a civic club located in Georgia that has received specific approval of the Board of Regents, provided the number of such students does not exceed the quota approved by the Board of Regents for the institution concerned;
  - (c) Full-time employees of the University System, their spouses and their dependent children;
  - (d) non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service at such institution;
  - (e) full-time teachers in the public schools of Georgia and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver;
  - (f) career consular officers and their dependents who are citizens of the foreign nation that their consular office represents, and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States;
  - (g) military personnel and their dependents stationed in Georgia and on active duty, unless such military personnel are assigned as students to system institutions for educational purposes;
    - (1) Military personnel on active duty in the state of Georgia who meet the admission requirements of Kennesaw State College may apply for a waiver of non-resident fees. The application for a waiver must include an affidavit signed by the applicant's commanding officer stating that the applicant is assigned to a military installation in the state of Georgia with permanent change of station orders. The affidavit must contain the approximate length of the applicant's current tour of duty.
    - (2) Legal dependents of military personnel who meet the resident waiver requirements stated above may also apply for a waiver of non-resident fees. The parent or guardian (sponsor) must furnish the affidavit described above and in addition furnish a signed statement that identifies the applicant as a legal dependent. If the dependent is 18 years of age or older, the sponsor must furnish a copy of last year's federal income tax forms showing that the applicant was claimed as a legal dependent.



# FINANCIAL ASSISTANCE

The Student Financial Aid Program provides planning, advice and financial assistance to students who would not be able to attend college without such aid.

The primary responsibility for paying for the cost of a student's education belongs to the student's family. Family ability to contribute toward educational expenses is determined first and should additional assistance be necessary, the role of the Office of Student Financial Aid is to assist in the procurement of that aid.

## Determination of Award

The amount of aid awarded is determined by a financial need analysis. As a basis for making this analysis, the Application for Federal Student Aid (AFSA) of the Department of Education is used. The necessary forms may be obtained from high school guidance offices or from the Office of Student Financial Aid, Kennesaw State College. The student may also apply for the Pell Grant Program by completing the AFSA.

## Financial Aid Application Procedures

Although applications for student aid are accepted as long as resources permit, it is advisable to apply early. All applications completed before the April 15 PRIORITY DATE will be analyzed, and awards will be made on the basis of the greatest need. In all cases, a student must be accepted by the Office of Admissions before student aid is awarded.

Students applying for financial assistance must present a Student Aid Report (SAR) of the Pell Grant Program to the Office of Student Financial Aid even if the student was determined to be ineligible for the grant.

All transfer students applying for aid must provide Financial Aid Transcripts (FAT) from previous colleges attended whether aid was received or not.

## Grants

The Application for Federal Student Aid is to be used to apply for all grants at KSC.

**Federal Pell Grant**—This is a federally funded program that provides for the payment of Pell Grant awards to students attending eligible institutions of higher education. Students receiving Pell Grants may be eligible for other forms of assistance as well. The maximum grant eligibility for each student is \$2,300 per academic year. The actual Pell Grant award is equal to the maximum award minus the family contribution, as computed by the AFSA.

**Federal Supplemental Education Opportunity Grant**—This federally sponsored program is designed for students of exceptional need who, for lack of financial means, would be unable to enter or remain in college without such assistance. Awards in this program will range from \$200 to \$1,000. Applicants to this program must show academic potential. There is no repayment required on this grant.

**Georgia Student Incentive Grant**—This state program provides funds for Georgia residents who have been accepted as undergraduate students by a Georgia Student Finance Authority approved post-secondary institution located in the State of Georgia. Applicants must be full-time students who demonstrate substantial financial need. Awards range from \$150 to \$700. For more information, contact the Office of Student Financial Aid.

## Loans

**Federal Perkins Loans**—These funds are provided by Kennesaw State College and by the Department of Education. Interest on these loans is 5% per year beginning nine months after the student ceases to be enrolled at least half-time. Eligible undergraduate students may borrow up to \$3,000 per year, while graduate students may borrow up to \$5,000 per year. Listed below are current Perkins Loan Deferments:

1. in-school pursuing at least half-time course of study
2. pursuing graduate fellowship or rehabilitation training program for the disabled approved by the Secretary
3. unemployment (up to 3 years)
4. economic hardship (up to 3 years)
5. performing service qualifying for cancellation

**Federal Stafford Loan**—The Georgia Student Finance Authority guarantees low-interest loans made to Georgia residents who plan to attend any institution of higher education. Students may apply for this loan by completing the Application for Federal Student Aid. Students awarded this loan will be mailed an acceptance form and award letter from this office. Students will be allowed to select their lender and amount of loan to borrow. This acceptance form is transmitted to GSFA and the student receives, in the mail, a pre-printed approved loan application to complete and return to their lender. First-year students may borrow up to \$2,625 per year, while second-year students may borrow up to \$3,500 per year.

Undergraduates who have completed their second year of studies may borrow up to \$5,500 per year. A graduate student may borrow up to \$8,500 per year. The amount of loan eligibility is based on need and determined from the cost of attendance (as determined by KSC) minus the calculated family contribution (FC), as determined by the AFSA. The rate of interest may not exceed 9% per year. Students are assessed an origination fee of 5%, which is deducted from each loan check. Funds are disbursed to the college in two or more installments. Repayment begins 6 months after the student ceases to be enrolled at least half-time. Students are allowed up to 10 years to repay the Stafford Loan.

**Unsubsidized Federal Stafford Loan**—This loan is available to students who cannot qualify, based on need, for the Stafford Loan. Students borrowing through the Unsubsidized Stafford Loan Program *must pay* the interest on the loan while enrolled. The total unsubsidized Stafford Loan and regular Stafford Loan may not exceed the Stafford Loan eligibility for the particular year in school. For example, a first-year student could possibly qualify for a \$1,625 Stafford Loan and a \$1,000 Unsubsidized Stafford Loan for a total loan of \$2,625. Interest rates, deferments and application procedures are the same for the Federal Stafford Loan Program.

**Federal Supplemental Loan for Students**—This program is available to independent undergraduate and/or graduate students. Applicants must first apply for the Federal Stafford Loan by completing the Application for Federal Student Aid. Interest rates for this loan may not exceed 11% (7.36% for 1992-93.) First- and second-year students may borrow up to \$4,000 per year. Students who have completed two years of study are eligible for up to \$5,000 per academic year. Graduate students are eligible for up to \$10,000 per year.

**Federal Plus Loan**—This program is available to parents of dependent students. Parent borrowers may borrow up to the cost of attendance (at KSC) minus other aid. Interest rates may not exceed 10% for this loan. Although this program is not need-based, and the AFSA is not required, students are encouraged to first apply for need-based aid (Pell Grant, Stafford Loan, etc.) prior to their parents applying for this loan.

**State Direct Student Loans**—The Georgia Student Finance Authority offers annual renewable awards to qualified students who are Georgia residents planning to work in certain technical and professional fields. At Kennesaw State College, these fields include nursing and teaching middle or high school level science, mathematics and foreign language. The amount is determined by educational costs and needs. Repayment is made through one year of service in the state of Georgia for each year that assistance is provided or in cash with interest at 8 percent per year.

**Pickett and Hatcher Loan Fund**—This fund provides low-interest loans to students who are in need of assistance in pursuing a college program. Information may be received from Pickett Hatcher Education Fund, P.O. Box 2128, Columbus, Georgia 31902.

**Short-Term Loan Fund**—The purpose of this fund is to provide short-term, no-interest loans to Kennesaw State College students to be used for tuition and fees. Repayment is due within 60 days. Monies for this fund have been received from the following sources:

- GERALD Dean Boggs Memorial—Established by the students of Kennesaw Junior College in 1967 to honor the memory of their fellow student, GERALD Dean Boggs.
- James V. Carmichael Memorial
- Phillip B. Rice Memorial—Established in memory of Phillip B. Rice
- Kennesaw State College Civitan Club
- Kennesaw State College Women's Club
- The Southwest Women's Club
- Marietta Civitan Club
- John L. Dees Memorial
- Smyrna Lions Club
- Betty H. McNiece Memorial—Established by Kennesaw College in 1984 to honor the memory of an employee, Betty H. McNiece
- Kennesaw State College Rotaract Club

## Emergency Loan Program

The emergency loan program is designed to provide assistance to students who are unable to pay tuition and fees due to some mitigating circumstance and to assist students who have emergency situations during the enrollment period and who might not be able to continue the term as a result of hardships caused by this emergency.

A tuition and fee loan will only cover the actual cost of tuition and fees for the quarter, and will only be paid for students who are residents of the state of Georgia or the resident portion of out-of-state fees. The student must be in good academic standing (not on academic probation) at the time of the loan.

Students who need emergency funds should apply to the Office of Student Financial Aid. Loans are limited to \$100 or less.

A service charge of \$1.00 will be added to either a tuition loan or an emergency loan. In addition, the loan must be repaid within 60 days or an interest rate of 5 percent per year will be assessed.

## Scholarships Awarded through the Financial Aid Office

*(Please note: any scholarships which indicate a financial need criterion require the applicant complete a federal application for student financial aid to determine eligibility. These applications are available through the Kennesaw State College Office of Student Financial Aid.)*

**James T. Anderson, Jr. Scholarship**—Earnings from this fund are made available to students who are in good academic standing, enrolled on a full-time basis, pursuing a degree in American history, fine arts or language, and who demonstrate financial need.

**James T. Anderson III Scholarship**—Earnings from this fund are available for undergraduate students attending either part-time or full-time pursuing a degree in the school of business. Students must show financial need.

**Leila Anderson Scholarship**—The annual income from this fund is available for scholarships to Kennesaw State College undergraduate students who show financial need and meet academic qualifications. Preference is given to nursing students.

**Shuler B. Antley Scholarship**—Recipients of this scholarship should be enrolled on a full-time basis and be in good academic standing. They should be working toward a degree at KSC and demonstrate financial need.

**L. M. Awtrey, Jr. Scholarship**—Funds from this scholarship are awarded to students in good academic standing who have a good record for past academic work. Enrollment should be on a full-time basis. The student should be pursuing a degree at KSC. Priority will be given to students demonstrating financial need.

**Leland H. Bagwell Scholarship**—The annual income from this fund is available for scholarships to KSC undergraduate students who show exceptional promise and have demonstrated academic excellence. Preference shall be given to students from Cherokee County with financial need.



**Harry C. Barfield Memorial Scholarship**—Earnings from this fund are made available to students who are enrolled on a full-time basis in a degree program, and who have a good academic record and demonstrate financial need. Priority will be given to past recipients.

**Barnett Scholars Programs**—The donor has the option of recommending whether undergraduate or graduate scholarships are awarded. For undergraduate applicants, consideration will be given to those in good academic standing, with a 3.0 grade point average, and who are enrolled full-time pursuing a business baccalaureate degree. Graduate students must have a baccalaureate degree from an accredited institution, be accepted into a graduate business degree program of study and maintain a 3.0 grade point average in graduate course work.

**Ernest W. Barrett Scholarship**—Earnings from this fund are made available to students in a degree program who demonstrate financial need. They must also be pursuing a degree as at least a half-time student.

**Sara Moss Bentley Scholarship**—Funds from this scholarship are awarded annually to a student who is in good academic standing enrolled on a full-time basis in an undergraduate degree program of study. The student must also show financial need.

**Arlene M. and Glenn R. Bergert Scholarship**—Funds from this scholarship are made available to students enrolled part-time or full-time in good academic standing in a degree program. They must also demonstrate financial need.

**Drew Brown Memorial Scholarship**—This scholarship has been established by the Drew Brown Memorial Scholarship Fund to provide financial assistance to students who plan careers in law enforcement, criminology, criminal justice or related fields. Recipients must have and/or maintain a 2.0 grade point average for each quarter.

**Cobb County Golf Charity Pre-Medicine Scholarship**—The income from this fund is made available to a student who is enrolled in good academic standing on a full-time or part-time basis, pursuing a program of study in pre-med and demonstrating financial need.

**Ann Greider Dean Scholarship**—The annual income from this fund is available for juniors or seniors who have completed a minimum of three quarters of study at KSC and have demonstrated financial need. In addition, the recipients should be full-time students with good academic standing.

**Grady Albert Ellis Scholarship**—Recipients of this award should be full-time students who are graduates of a Cherokee County high school. Preference will be given to students majoring in the School of Science and Allied Health. Financial need and grade point average will be determining factors.

**Nina C. and John S. Frey, Jr. Scholarship**—Earnings from this fund are made available to KSC students who demonstrate financial need and are enrolled on a full-time or part-time basis in a degree program. The recipient should be in good academic standing and show academic promise.

**G & G Scholarship**—This scholarship is awarded to a student who is enrolled at least half-time in a degree program and who demonstrates academic ability and financial need.

**Margaret G. Garrison Scholarship**—Earnings from this fund are made available each year to a student who is a graduate of North Cobb High School. In addition, the student must demonstrate financial need, display academic potential and participate in school and/or community activities.

**Henry O. Greene Scholarship**—The annual income from this fund is available for scholarships to KSC undergraduate students with need. Preference shall be given to Bartow County High School graduates. Consideration will also be given to the student's academic potential.

**Helen Griffin Scholarship**—The annual income from this fund is available for scholarships to KSC undergraduate students who are Marietta High School graduates and who, on the basis of financial need and academic potential, are deserving of financial assistance.

**Lillian Carr Grizzard Memorial Scholarship**—Recipients of this scholarship must be in good academic standing and enrolled on a full-time basis in a degree program. They must also demonstrate financial need.

**Courtland S. Gross Scholarship**—Students who are considered for this scholarship must be enrolled in a degree program in college on a full-time basis and they must demonstrate financial need. The applicants past academic record will be considered.

**Daniel J. Houghton Scholarship**—Students who are recipients of these scholarship funds should be full-time students who demonstrate financial need, are in good academic standing and are working toward an undergraduate degree.

**Jean H. Henderson Scholarship**—This fund is offered for an undergraduate student attending full-time in pursuit of a degree. Financial need is a criterion.

**Dr. Newton S. Herod Scholarship**—The annual income from this fund is available for scholarships to undergraduate students who, on the basis of need and academic qualifications, are deserving of financial assistance.

**Ruth Oliver Herod Memorial Scholarship**—Earnings from this fund are available to full-time students in good academic standing who are working toward a baccalaureate degree. Students demonstrating financial need shall be given priority.

**Virginia Hicks and Howard Schaffer Scholarship**—This scholarship is designated for graduates of Cobb County or Marietta high schools who are enrolled in the business administration program. Recipients must be full-time students who show evidence of need and of academic potential.

**Mary Jo Isakson Scholarship**—The annual income from this fund is made available to full-time students who are in good academic standing, enrolled in a degree program, and who demonstrate financial need.

**Kahn Memorial Scholarships**—The Financial Aid Department at the University of Georgia serves as administrator of these funds. Applications are made through the Kennesaw State College Office of Student Financial Aid. Recipients must display superior academic achievement, good citizenship and financial need. The number of scholarships available is determined by the Director of Financial Aid, University of Georgia. The scholarships are spread throughout institutions of the University System of Georgia.

**Kiwanis Club of Marietta Scholarship**—The annual income from this fund is to be awarded to KSC students who demonstrate financial need and academic potential.

**Hazel and Morgan McNeel Memorial Scholarship**—Students who receive assistance from the annual earnings of this fund must be in good academic standing, enrolled either full-time or part-time, working toward a degree and must demonstrate financial need.

**Jeanne and Noah Meadows Scholarship**—This fund is awarded to a full-time student pursuing a degree who demonstrates financial need. Academic achievement is considered.

**Brian Miller Memorial Scholarship**—Funds from this scholarship are given to a student in good academic standing who is enrolled in college, full-time or part-time, and working toward a degree. The student must also demonstrate financial need and be enrolled in a business or pre-business program.

**William C. Mitchell Scholarship**—This award is presented to a full-time student enrolled in a degree program who can demonstrate academic ability and financial need.

**Malinda Jolley Mortin Scholarship**—These scholarships are available to students majoring in business administration who have reached the junior or senior level. Recipients should have a 3.0 or better grade point average. Priority is given to students demonstrating need.

**Guy Hayes Northcutt, Sr. Scholarship**—The annual income from this fund is available for scholarships to undergraduate KSC students who are graduates of Marietta High School and who, on the basis of financial need and academic potential, are deserving of financial assistance.

**Ruby Lee Pace Memorial Scholarship**—Earnings from this fund are made available to students, enrolled part-time or full-time, and working toward an education degree from KSC. Priority will be given to students demonstrating financial need. Cobb County residents who are members of Marietta First United Methodist Church will be given preference.

**Mary Neal Pilcher Scholarship**—Earnings from this scholarship fund are made available to full-time or part-time students who are pursuing a degree program in good academic standing and who demonstrate financial need.

**W. Wyman Pilcher, Jr. Memorial Scholarship**—Funds from this scholarship program are made available to KSC undergraduate students who are in a degree program, in good academic standing and who have a good academic record. Students demonstrating financial need shall be given priority.

**Bob M. Prillaman Scholarship**—Recipients of this scholarship should be in good academic standing, should show academic promise and should be enrolled full-time or part-time in a degree program. Priority will be given to students demonstrating financial need.

**Lillias B. Prillaman Scholarship**—Earnings from this fund are made available to students in good academic standing who are working toward a degree at KSC. In addition, students must attend KSC at least half-time.

**Luther M. Reeves Scholarship**—The student who receives this scholarship must be a resident of Cherokee County and must maintain a 2.0 grade point average. Enrollment must be for a minimum of 10 credit hours per quarter. Financial need is the primary basis for receiving the scholarship.

**Regents' Scholarship**—The Board of Regents of the University System of Georgia offers scholarships to superior full-time students who are Georgia residents in financial need. The amount of this aid varies according to need. This scholarship is renewable each year until completion of the program of study. \*Repayment of this scholarship may be made through service in the state of Georgia for a period of one year for each \$1,000 of aid received or through repayment in cash with interest at 3 percent per year.

**Regents' Opportunity Scholarship**—This fund is made available by the Board of Regents of the University System of Georgia for graduate students. The recipients must be Georgia residents attending full-time in a master's degree program who show financial need. Preference is given to renewal applicants meeting minimum criteria.

**Louise and Alan Sellars Scholarship**—Earnings from this scholarship fund are made available to students who are in good academic standing, enrolled full-time or part-time, registered in a degree program and who demonstrate financial need.

**Betty Siegel-Durden Family Scholarship**—The earnings from this fund are available for a graduate student in good academic standing who displays financial need. Preference is given to students who earned their baccalaureate degree from Kennesaw State College.

**Lillian B. Sullivan Scholarship**—This fund is available for students pursuing a degree in good academic standing who demonstrate financial need.

**Sam Wilhoit Scholarship**—This award is presented annually to a full-time student majoring in music and is determined on the basis of financial need and academic ability.

**The Kennesaw State College Honors and Awards Committee** reviews the applications submitted and selects recipients for all scholarships included on the KSC Scholarship Application. (The application is available in February from the Office of Student Financial Aid.) Those scholarships include:

**Beck/Marietta Kiwanis Scholarship**—This award, presented to a full-time junior or senior enrolled in a degree program, is awarded on the basis of demonstrated academic ability and financial need.

**Fred D. Bentley, Sr. Scholarship**—The income from this fund is available for scholarships to full-time students with good academic records who are enrolled in a program of study leading to a Bachelor of Arts degree.

**William H. Dunaway Scholarship**—This fund has been established for students entering, or in the second year of, a pre-pharmacy or business administration course. Recipients should be graduates of either the Cobb County or Marietta high schools, should demonstrate expressed interest in the business of retailing and should possess academic potential.

**Ellen Bradshaw Ector Scholarship**—The annual income from this fund is made available to female students who are pursuing an undergraduate degree and maintaining a good academic record. The recipient must attend KSC at least half-time. Need is a criterion.

**John W. Edwards, Jr. Memorial Scholarship**—Recipients of this scholarship must be in good academic standing and have a good record for their past academic work. Enrollment on a full-time basis in an undergraduate degree program is required.

**First Community Bank of Cherokee Scholarship**—Earnings from this fund are made available to a KSC student who is a graduating senior from one of Cherokee County's high schools. Students who show academic promise, plan to enroll on a full-time basis and pursue an undergraduate degree will be given consideration.

**Mary Herod Quadfasel Scholarship**—This fund has been established for students involved in the physical education program with an interest in tennis. Financial need is not a requirement.

**Horace W. Sturgis Scholarship**—The annual income from this fund is available for juniors and seniors who have completed a minimum of one year of full-time study at KSC with a cumulative college grade point average of 3.0 or better. The recipient must be a full-time student while receiving the scholarship.

**Eva M. and W. Mayes Ward Scholarship**—Marietta Rotary Club Nursing Scholarship—The annual income from this fund is made available to a student who is enrolled in the Bachelor of Science in Nursing degree program, has reached the junior or senior level, has maintained at least a 3.5 grade point average and is registered for a minimum of 10 credit hours each quarter.

### Scholarships requiring contact with other campus departments or organizations:

**Athletic Scholarships**—Kennesaw State College offers an array of different scholarships relating to the athletics department. These funds are offered to give exceptionally talented individuals the opportunity to pursue their college educations. Applicants should contact the KSC Athletic Department concerning these scholarships.

**Ida and Marty Brill Scholarship**—This scholarship shall be used to encourage and assist students to prepare for the nursing profession through the KSC Department of Nursing. Recipients must agree to commit to one year of full-time employment by the Kennestone Regional Health Care System for each academic year financed by the scholarship. Recipients will be selected by a committee at Kennestone Hospital.

**The Chemistry Scholarship**—This scholarship is awarded to a chemistry major in the Bachelor of Science program who has completed 40 or more quarter hours of college-level chemistry credit with a 3.0 or better grade point average. The applicant should show promise of future contributions to the discipline of chemistry. Contact the Chemistry Department for details.

**Chevron Scholarship**—This award is made annually to the outstanding student member of the Cobb Symphony Orchestra, and is based on academic performance and leadership qualifications. Contact the Department of Music and Performing Arts for further information.

**Cobb County Medical Society Memorial Scholarship**—Preference for this scholarship shall be given to students who reside in Cobb County, show financial need and display academic promise on the basis of a review of their previous academic records and/or the results of any examinations required by the college. Applicants should contact the Cobb County Medical Society for further details.

**Robert Wayne Gibson Scholarship**—The annual income from this fund is available for scholarship grants to music majors specializing in either voice or piano. Artistic and academic potential as well as financial need are considered in making this award. Contact the Department of Music and Performing Arts for further information.

**Christine and Chester Gill Memorial Scholarship**—This scholarship is awarded annually to an entering freshman who declares chemistry as a major. The recipient will be chosen by the full-time chemistry faculty and should have an excellent record from high school. The scholarship is based only on merit. Applicants should contact the Chemistry Department.

**William J. Farrell Memorial Scholarship**—These scholarship funds are awarded to black students who have earned at least 44 hours of credit at Kennesaw State College, maintained a minimum grade point average of 3.0 and have been involved in campus life. Students must be enrolled in 12 or more credit hours per quarter. For more information on this scholarship contact Dr. Randolph Scott at the Pleasant Grove Baptist Church.

**Free Enterprise Scholarship**—This \$500 scholarship, provided by the Marietta Metro Rotary Club, is provided annually to a junior or senior student in a business administration degree program. The recipient must demonstrate financial need, be in good academic standing and possess academic potential. For further information on this fund contact the Marietta Metro Rotary Club.

**Lewis F. Gordon Scholarship**—This annual scholarship for tuition is awarded to an active member in the Delta Gamma Chapter of Psi Sigma Epsilon by Sales and Marketing Executives-Atlanta, Inc. Applicants are screened by a committee from the School of Business. Final determination is made by a committee of SME-Atlanta. Contact the Department of Marketing for information.

**Kennesaw State College Foundation Honor Scholarship**—These scholarships provided by the Kennesaw State College Foundation Inc. are available for a limited number of full-time students based on academic achievement. Recipients are determined by a committee composed of faculty members who consider high school grades and SAT or ACT scores along with other criteria. Applications are available in the Office of Student Financial Aid.

**Kennesaw State College Foundation Music Scholarship**—Students planning to major in music are eligible to apply for these awards. Recipients must display outstanding musical ability as determined by faculty members of the Department of Music and Performing Arts. Contact Dr. R. Wayne Gibson at KSC for more information.

**Salova King Foundation Art Awards and Scholarship**—Funds for these scholarships and awards are available to students who demonstrate commitment and excellence in the visual arts. The number of awards, criterion, and selection of recipients is determined annually by the visual arts faculty. For more information contact the Department of Visual Arts.

**Brian Miller Music Award and Scholarship**—The Kennesaw State College Music Department will select the recipient for this annual award on the basis of criteria established by the department with emphasis placed on selecting a student who has demonstrated a singular excellence in the music field. More information may be obtained from the Department of Music and Performing Arts.

**Purchasing Management Association Scholarship**—This scholarship is designated for a full-time business student majoring in marketing. Recipients will be selected on the basis of academic performance and demonstrated need. Students should contact the Purchasing Management Association of Georgia for details.

**James Smith Memorial Art Scholarship**—The Department of Visual Arts selects an art major as the recipient of this annual scholarship based on criteria established by the visual arts faculty. Emphasis is placed on the selection of a student who demonstrates excellence and commitment to the visual arts. For more information contact the Department of Visual Arts.

**Lilian Bennett Sullivan Voice Scholarship**—The income from this fund is made available to students majoring in - and having advanced standing in - voice while enrolled in the college on a full-time basis. The selection of the recipients will be based upon the recommendations of a jury consisting of the music faculty. Contact the Department of Music and Performing Arts for further requirements.

**Below is a sampling of those who have awarded gift scholarships to individual students in 1992-93:**

African American Alliance  
Air Force Aid Society  
American Business Women's Association  
American Legion Auxiliary  
Artisan Dining Club  
Atlanta & Pacific Life  
Austell Rotary Club  
Big Canoe Chapel  
Brill Scholarships  
Bureau of Indian Affairs  
C.R. Tipton Memorial  
Chick-Fil-A  
Cobb County Arts Council  
Cobb County Music  
Coca-Cola

Dixie Yarns  
Educational Testing  
Etowah Arts Council  
Etowah Foundation  
Fannin County  
First United Methodist Church  
Georgia Alpha Kappa Chapter  
Georgia PTA  
Georgia Peach Chapter AME  
Georgia Press Educational  
Georgia State Golf Association  
Gertrude E.R. Stillwell  
GHA's Nurses Essay  
Glory Ministries  
Governor's Scholarship Program  
Horizon Industries  
Humana Foundation  
Kennestone Regional  
Kiwanis Club of Marietta  
Kiwanis International  
Klamath Tribe  
KSC Alumni Association  
KSC Foundation  
Loyal Order of Moose  
Marietta City Schools  
McKibbin Foundation  
Michelle C. Shearer  
Mu Rho Sigma  
North Fulton Regional Hospital  
NCOA Scholars Program  
Northeast Cobb Jaycee's  
Page Foundation  
Paul Douglas Scholarship Program  
Paulding County High School  
Powder Springs Women's Club  
R. Wayne Gibson  
Ralph Gantt Scholars  
Robert Garrison Scholars  
Saint Joseph's Hospital  
Sam Wilhoit Award  
Samuel S. Wurtzel  
Scottish Rite Foundation  
Service League of Churches  
Shallowford Hospital  
South Cobb PTSA  
Stephen Bufton Memorial  
Stephen Ledford Memorial  
Temple-Inland Foundation  
University Women's Scholars  
Wal-Mart Stores, Inc.  
Wendy's Scholar Program  
William Marrett Jr.  
WPFH Auxiliary, Inc.

Kennesaw State College greatly appreciates the continued support from agencies throughout our region and nation contributing to the advancement of our students' educational goals. This assistance provides our students a better, stronger and more diverse educational experience.

## Student Employment

**College Work Study Program (CWSP)**—Funds for this program are provided by the federal government and college for students who wish to earn part of their college expenses while attending classes. Applicants to this program must be U.S. citizens or permanent residents of the United States; they may be part-time students; they must maintain good academic standing; and they must show evidence of need for such employment to meet college expenses. Preference is given to students from low-income families. The FAF must be submitted in order to determine eligibility.

**Institutional Employment**—There is a limited number of part-time jobs available in each division of the college. The hours and pay scale are the same as with the CWSP. Funds for these jobs are provided by the department or school that employs the student. Interested persons should contact the particular division or department of the college for information.

**Placement Service**—The Placement Office of the CAPS Center maintains a listing of full-time and part-time off-campus jobs for students who need assistance in locating off-campus employment. Regular listings are posted on the bulletin board outside the Placement Office. For more information, contact the director of placement.

## Satisfactory Academic Progress Standards

The Higher Education Act of 1965, as amended by Congress, requires that a student be maintaining satisfactory academic progress in their course of study to continue receiving Federal Title IV Financial Aid. Failure to maintain satisfactory academic progress will result in the loss of Federal Title IV Financial Aid. Federal Title IV Financial Aid includes the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Stafford Loan (Subsidized and Unsubsidized), SLS Loan, PLUS Loan and State Incentive Grant.

Satisfactory academic progress can be separated into several areas. Students must meet all requirements to continue receiving financial aid. These standards apply to part-time students as well as to full-time students.

**Developmental Studies, Regents' Remediation & College Preparatory Curriculum:** Students may receive aid for developmental studies, Regents' remediation and College Preparatory Curriculum if they are accepted for enrollment in an eligible program. Students may not receive aid for more than 45 total hours of these courses combined. Failure to exit these courses within 45 hours will result in the loss of financial aid until such time as these courses are exited.

**Good Academic Standing:** Students eligible to enroll at Kennesaw State College are considered to be in good academic standing and are eligible to receive financial aid. Students dismissed or excluded from the college are *not* considered to be in good academic standing and therefore are not eligible to receive financial aid.

**Quantitative Credits Earned:** Students must pass and earn 67% of courses attempted. Courses earned include grades of A, B, C, D or S. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, I, S, U or IP are given.

**Audit Courses:** Students are not eligible to receive financial aid for courses which they audit, and audited courses are not included in the number of hours attempted or earned.

**Maximum Time Frame:** Students are given a maximum time frame for completion of a degree. This is 150% of the total quarter hours required for degree completion. For example, degrees requiring 191 quarter hours will be allowed no more than 286 attempts. Degrees requiring 216 quarter hours will be allowed no more than 324 attempts, and so on. Degrees requiring 60 hours (graduate) will be allowed no more than 90 attempts. All hours attempted are included in maximum hours allowed. Students who exceed the maximum number of hours allowed are ineligible to receive financial aid for future quarters.

**Summer Quarter Courses:** All hours attempted in summer quarter are treated as any other quarter hours.

**Incomplete Courses:** Any course in which an I is given as the grade is counted in hours attempted. However, it is not included in GPA until such time as the course is complete and a grade is given.

**Withdrawals:** Any course in which a W or WF is given is counted in hours attempted. STUDENTS SHOULD BE AWARE THAT EXCESSIVE WITHDRAWALS FROM CLASSES COULD RESULT IN THE LOSS OF FINANCIAL AID AT SOME POINT IN FUTURE QUARTERS.

**Repeating Courses:** Courses that have been given grades of D, F, or WF that are later repeated are counted in total number of hours attempted.

**Evaluation:** Good academic standing and maximum time frame standards will be evaluated quarterly. Quantitative hours completed will be checked each year after spring quarter. All standards will be checked at the time the student first applies for financial aid.

**Appeals:** Any student not meeting the above criteria may appeal the decision to terminate financial aid if extenuating circumstances were present. A letter of appeal must be written to the Financial Aid Appeals Committee and turned in to the Office of Student Financial Aid. The letter of appeal should include the extenuating circumstances present and what the student plans to do to regain eligibility for future quarters. If the appeal is approved, the financial aid will be reinstated. If the appeal is denied, the student may submit a letter of appeal to the Vice President for Student Affairs and Dean of Students.

These regulations become effective July 1, 1993, and supersede any previously published regulations.

## Disbursement Procedure

Financial aid funds will be disbursed to the eligible student in the following procedure:

**Step One:** A signed award acceptance letter is returned to the Office of Student Financial Aid from the student.

**Step Two:** The student registers for classes, and Pell and SEOG funds are applied directly to the student's account. Excess grant funds may be used at the bookstore.

STUDENT BUDGETS		
Classification	1 Student Living With Parent	2 Student Not Living With Parent
Tuition and Fees	\$1,560	\$1,560
Books and Supplies	450	450
Rent or Mortgage Including Utilities & Board	2,265	6,975
Transportation	900	900
Personal	935	935
<b>Total Budget*</b>	<b>\$ 6,110</b>	<b>\$ 10,820</b>

1,2 represent a nine-month budget.

\* add \$2,763 to each budget for non-resident student

**Step Three:** Student loan checks are disbursed by the Business Services Office. Students must attend a loan counseling session prior to receiving these funds. Students receiving other types of assistance will check with the cashier to determine availability of their assistance.

**Step Four:** Approximately eight weeks following registration, the student will receive a check for the balance of the quarterly award after tuition, fees, books and supplies are deducted.

### Veterans' Benefits

The college is on the approval list of the Georgia State Approving Agency for the training of veterans, disabled veterans, and the children and widows of deceased veterans who are eligible for benefits under the G.I. Bill.

Students in training under the G.I. Bill are required to pay all fees as regular students, since they are paid benefits directly through the Veterans Administration. Each VA beneficiary should make financial preparation for at least one quarter because benefit checks are sometimes delayed.

Students in training under the G.I. Vocational Rehabilitation program should check with the college Business Services Office regarding the handling of their account for fees, supplies, etc.

Eligible veterans, children and widows of veterans must make application to their regional Veterans Administration Office. Application forms are available at Kennesaw State College in the Office of the Registrar. It is the student's responsibility to contact the registrar's office at the time of acceptance to the college. Certain requirements must be met before students may be certified for non-credit remedial courses for VA payment purposes.

Students attending on the G.I. Bill are certified for VA benefits only for those courses required in their particular programs of study. Courses taken for audit are not payable by the VA. Such students must maintain Kennesaw State College standards for academic performance. Those students who are academically dismissed from school will have their benefits interrupted. Upon readmission and recertification of benefits at Kennesaw State College, the VA will decide if further benefits may be paid for continuation of the program in which the academic deficiency occurred.

Current VA standards require that students attend class and that benefits be terminated when the student has been suspended for academic or disciplinary reasons. (Since VA regulations are subject to periodic change, it is the student's responsibility to keep up to date on requirements for VA benefits while in attendance at Kennesaw State College.)

### Vocational Rehabilitation

Students who attend the college and whose fees are to be paid by the State Department of Education's Division of Vocational Rehabilitation must make arrangements prior to registration with the Business Services Offices regarding the handling of their account. In addition, it is the student's responsibility to request the Office of the Registrar to send copies of his/her grades to the Vocational Rehabilitation Office each quarter.

# DIVISION OF STUDENT AFFAIRS

## Student Affairs

The Division of Student Affairs offers out-of-class programs, activities, and services to provide students opportunities to participate in college life and to enhance the college environment. Services are handled through several centers designed to meet the needs of a large and varied student population. Those centers include the Counseling, Advisement and Placement Services (CAPS) Center, the Student Development Center, the Student Life Center, the Wellness Center, and the Student Financial Aid office.

## Counseling, Advisement and Placement Services (CAPS) Center

The CAPS Center (on the second floor of the Pilcher Public Services Building) is a comprehensive service center where students can obtain help with educational, career and personal concerns from a trained staff of counselors, specialists and faculty advisers. Such assistance supports the college's academic programs by offering resources that facilitate the student's orientation to the college, contribute to personal development, enhance academic success and encourage career planning and placement. Special activities and professional staff are available for new students, adult, minority, international, and developmental students. All students are invited to come to the CAPS Center or phone 423-6600 from 8 a.m. to 8:30 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday.

## New Student Experience

The CAPS staff is particularly concerned with helping new students adjust to the college and giving the support new students need to succeed. This support is threefold: an orientation program (SOAR), a freshman seminar course (KSC 101) and the advisement program described below.

## Student Orientation, Advisement and Registration (SOAR)

Student Orientation, Advisement and Registration is a three-phase program. The orientation phase is designed to acclimate the new student to Kennesaw State College. New students are familiarized with campus activities, degree programs, policies and regulations, physical layout of the campus and the advisement and registration process.

Orientation sessions are scheduled prior to each quarter. All new students who are fully accepted for each quarter of the year are eligible to attend orientation at the beginning of their first quarter of enrollment.

## KSC 101

An outreach program of the CAPS Center and the faculty, KSC 101 is an elective course (five hours credit) available to freshmen who are interested in obtaining a thorough orientation to the college and to higher education in general. This quarter-long course is offered to small groups of students and includes a variety of experiences directly related to success in college - for example, time management, study skills, stress management, knowledge about college resources and exploration of personal goals.

## Advisement

Students who have not declared a program of study are advised by selected teaching faculty and peer advisers in the CAPS Center. Advising on an individual basis is provided to assist these students in planning academic course work, choosing a program of study, identifying career goals and generally assisting students during their first year on campus. The advisers also refer students to other CAPS staff and other college resources. (See Academic Advisement section for further information.)

## Counseling and Testing

In an atmosphere of confidentiality, professional counselors are available to assist students, faculty and staff with personal, career and academic concerns ranging from emotional stress and substance abuse to assessments and career counseling. The staff provides group therapy on a quarterly basis on a variety of topics. Special seminars on study skills, time management, stress management, assertiveness, test taking and substance abuse prevention are conducted each quarter.

In addition, testing services provides institutional, standardized, and individual testing. Tests include the Collegiate Placement Exam (CPE), the Regents' Exam, CLEP exams in various subjects, ISAT tests, U.S. History/Constitution exams, the GRE and the GMAT.

## Career Services

Placement personnel are available to assist students and alumni with career-related concerns. Students are encouraged to use these services early in their college careers—ideally in their freshman year. Among the services offered are career exploration and development, including self-assessment and occupational interest testing; notices of job openings; assistance in resume writing, interview and job search techniques; on-campus recruitment for seniors and alumni; and resume referral.

## Cooperative Education and Internships

The Cooperative Education and Internship programs offer students work experience related to their majors. Most employers want students with practical experience and often hire those who have worked with them and others through internships or co-ops.

Cooperative education combines work experience with time spent in the college classroom. The positions are always paid employment and continue for a minimum of three (3) quarters. Students will receive academic credit for each quarter worked and may accumulate a maximum of 15 hours of co-op credit. Co-op experience may be full-time or part-time. The full-time option usually equates to 35 to 40 hours of work per week. Additional courses may be taken in the evening if desired. The part-time option involves working an average of 20-25 hours per week with additional courses taken during the same quarter. Internships are usually one quarter in length and may be either full- or part-time work experience. Students may participate in a maximum of three (3) internship experiences with appropriate faculty approval. Internships may be paid or non-paid, depending on a number of factors. A student will receive academic credit for the internship, but this

credit must be approved by the academic department where the student is seeking the credit. The department also determines the amount of credit received for any given internship. The maximum is 15 credit hours. Co-op classes are taken on a pass/fail basis only, thus the grade of S or U will be assigned. Students should check with CAPS for more information and additional requirements to participate in a co-op or internship.

### Resource Library

This room is located within the CAPS Center and is open to students with no appointment necessary. It houses informational material about careers, part-time and full-time employment, SIGI+ (System for Interactive Guidance and Information) software program for career exploration, Resume Expert computer program, a video library and information about other colleges and graduate schools, College Level Examination Program (CLEP), Career Assisted Study Skills Instruction (CASSI) and free handouts about a wide range of educational, career and counseling information.

### Student Development Center

The Student Development Center, located in Suite 214 of the Carmichael Student Center, is designed to assist a number of special student populations through a variety of programs and services. The objective of the Student Development Center is to meet current needs and enrich and expand offerings in the areas of minority student retention, international student services, disabled student support services, student volunteer support services and adult learner programs. The Student Development Center is open weekdays from 8:00 a.m. to 5:00 p.m. and can be reached by phone at 423-6443.

### Minority Student Retention Services

A number of factors have a direct or indirect impact on retention of black students at a major institution like Kennesaw State College. These factors include the quality of support services, professors' expectations and attitudes, the atmosphere of the campus with regard to socialization and programming, and the level of isolation and alienation experienced by the students.

KSC offers a holistic approach that seeks to address these concerns. Through the Office of Minority Student Retention, students are provided with high-quality advisement and support services, advocacy to facilitate problem solving, exposure to mentors and role models, and information on campus and community resources, and the availability of multicultural programming.

The office seeks to promote student retention through the delivery of quality services and experiences and the development of a psychological climate and support network consisting of caring faculty, staff, students and administrators.

Relative to black student academic advisement, the office offers the Black Collegian Advisement Program. Within this program a sizable number of faculty and staff members serve as mentors to students and advise them in their academic disciplines. Advisers meet with students individually several times per quarter.

The office also exposes students to peer counseling and advisement. The peer counselors (upper division students) make personal calls to students and assist new students and freshmen in making a smooth transition to college.

Students may also consult the coordinator for counseling and academic advisement as their individual situations warrant. Additional services available to students include, but are not limited to, the following: early preliminary advisement to newly accepted students; tutorial assistance; membership in the African-American Student Alliance, a collegian support group for multicultural programming; and the option of taking classes together - "Class Clusters" - to help eliminate feelings of alienation.

Minority student retention is coordinated by the Director of the Student Development Center.

### International Student Programs

The International Student Association encourages intercultural, social and athletic exchanges among students of all nationalities. It promotes cultural pluralism through the selection and presentation of renowned lecturers, discussion groups and artistic programming in an intellectually stimulating format. Programming throughout the academic year facilitates campus-wide participation.

The association also helps foreign students experience a sense of belonging to the campus community through a series of activities and programs with an international flavor. Membership is open to international students and students of U.S. citizenship. The program is coordinated by the director of the Student Development Center.

### Disabled Student Support Services

Kennesaw State College provides program accessibility and reasonable accommodations for persons defined as handicapped under Section 504 of the Rehabilitation Act of 1973. Kennesaw State College does not deny admission or subject to discrimination in admission any qualified handicapped student. It is strongly suggested that prior to enrollment persons with a disability should visit the campus and tour the facilities so that they might become familiar with the college's physical environment and building accessibility.

Provision for assistance will be based on the following: (1) medical and/or psychological certification of the degree of disability; (2) eligibility for funding by outside agencies; (3) the student's ability to complete tasks required in the courses.

A number of services are available to help students with disabilities with their academic work. Any student who believes that he/she qualifies for specific accommodations should visit the Disabled Student Support Services Office and schedule an interview. This office is located in the Student Development Center on the upper level of the Carmichael Student Center. The office is accessible by use of the elevator or the upper level entrance to the student center.

Special services are arranged through an individual assistance plan that must be completed with the disabled student services coordinator. Services may include, but are not limited to: handicapped parking spaces, special registration arrangements, special test administration, classroom accessibility, sign language interpreters for the hearing impaired, notetakers, assistance with laboratory courses, readers for the visually impaired, tape recording, study skills labs, personal counseling, academic counseling, career counseling, library assistance, adaptive computer equipment and referral to community resources.



Qualified students are encouraged to become active members of the Disabled Student Support Services Advisory Committee and to participate in promoting awareness of the important contributions students with disabilities make to the college. The committee also works to increase the college's accessibility and to represent the interests of students with disabilities to the college administration.

Students with a hearing impairment may contact the college's coordinator for disabled student support services by TDD at 423-6480.

**Emergency Procedures:** During fire alarms or other emergency situations which require exiting a multi-story building without the use of the elevator, students who are physically disabled should proceed to the nearest stairwell and wait for emergency personnel to assist them in exiting the building. Should a student become ill while on the campus, the college's public safety personnel will follow the standard procedures outlined in the "Health Services" section of this catalog. Students who may require additional special considerations should notify the Department of Public Safety.

### Adult Learner Programs

To more effectively meet the needs of non-traditional students (those who are over the age of 25), this office provides innovative programs and services interfacing with other areas of the campus and with the community. Offerings include re-entry workshops and programs related to integration of the student role with life and work responsibilities. The office provides resource materials, consultant services and networking opportunities for KSC faculty and staff interested in adult learner involvement. Although programs and services are designed primarily with the non-traditional student in mind, adult learner programs are open to all students, regardless of age. The office is administered by the Coordinator of Adult Learner Programs.

### Lifelong Learning Center

A primary avenue for responding to adult-specific needs is the Lifelong Learning Center (LLC), a resource area for students over the traditional age (25 and older). A service of the Student Development Center under the Division of Student Affairs, the center attempts to make the college experience more pleasant and beneficial by providing programs and services specifically designed for students returning to college or starting college later in life.

The center, located in room 241 of the Carmichael Student Center, is open 7:30 a.m. to 8:30 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Friday. It is directed by the coordinator of adult learner programs and staffed by student assistants.

Resources in the LLC include information and referral services, an emergency student locator service, typewriter and videotape check-out, a study/socializing lounge and a kitchenette. Other services include a message board, information on a baby-sitting exchange, a community bulletin board and an information rack of brochures and magazines about campus life and community programs.

Periodically, guest speakers present programs to provide informative assistance of particular benefit to students over the traditional age. Topics include the psychology of the returning student, stress management, time management, fitness, effective parenting and building self-confidence. All students, regardless of age, are invited and encouraged to attend these sessions. Schedules will be posted

in the center and announced in *The Sentinel* and the LLC Newsletter. For more information, call 423-6701.

### Volunteer Kennesaw State College

Volunteer Kennesaw State College, a student/faculty/staff volunteer action center, encourages the spirit of humanitarianism by coordinating the needs of Cobb County's social service agencies with the skills and willingness of volunteer students, faculty and staff. VKSC serves an educational role by providing a practical opportunity for students to explore career options while supplying a vital link to the community.

VKSC networks with more than 100 community agencies to provide volunteer opportunities ranging from delivering Meals-On-Wheels to homebound senior adults to assisting with horseback-riding experiences for exceptional children. VKSC also coordinates quarterly Red Cross Blood Drives and a wide variety of other services. In addition, VKSC serves as a resource center for information on volunteer opportunities.

VKSC is coordinated by students and supervised by the coordinator of Adult Learner Programs. For more information, call 423-6700.

### Community Service Project

KSC students have an opportunity to participate as volunteer tutors working with at-risk students through the Cobb County Educational Enrichment Program (CEEP). CEEP is dedicated to insuring academic success and providing opportunities in the development of self-direction with an orientation to the world of work for students in kindergarten through 12th grade in the Cobb County and Marietta City schools.

CEEP operates at four sites in Marietta and Cobb County. Tutoring sessions are scheduled in the evening during the week. Volunteers receive special training through the ACTION project as well as on-going support and encouragement. The ACTION Project office is located in the Horace W. Sturgis Library, Room 337 and may be reached by phone at 423-6610.

### Student Life Center

The Student Life Center is located in Room 233 of the Carmichael Student Center. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The information booth, located on the student center balcony, offers some of the services of the Student Life Center on weekday evenings, as student assistant schedules permit. The student center, information booth and game room are open Saturday from 9:00 a.m. to 5:00 p.m. and Sunday from 2:00 p.m. to 10:00 p.m. when quarters are in session.

The staff of the Student Life Center includes the director of student activities and three program coordinators: intramurals and leisure activities; student organizations and programs; and student publications.

The Student Life Center exists to create well-rounded extracurricular life for students at Kennesaw State College. The center provides support for most of the programs and services funded with the student activity fee and strives to promote student involvement by informing students of the opportunities available to them. The development of students' leadership skills is of primary importance to the center's staff and is incorporated throughout the center's programs and services.

General services provided by the Student Life Center include production of the college ID card, operation of the information booth and game room, management of most student activity budgets and reservations of some student center rooms. Programs include intramurals, clubs and organizations, social Greek organizations, the Student Union Board, student government, Student Leadership Kennesaw and the student publications. More details on these programs are provided below.

### Student Publications

Student publications offer students opportunities to gain an in-depth knowledge of college activities and to learn skills that will be useful long after the college years are over.

The college has three student publications—The Sentinel, Montage and Share.

The Sentinel, the weekly campus newspaper, is edited and published by students. It includes news of campus activities, editorial comments, cartoons and feature articles. The purpose of The Sentinel is two-fold: to provide a vehicle through which students can improve technical, management and social skills that will enhance their lifestyles in and out of school; and to be a student voice, informing, educating and entertaining the students, faculty and administration. Opportunities for students interested in advertising, marketing and accounting are available in the Sentinel's business operations. Any student who wants to contribute to this publication is encouraged to join the staff. The Sentinel's office is located in Room 234 of the Carmichael Student Center. Call 423-6470 for more information.

Montage, the college's yearbook, preserves memories of life at Kennesaw State College. The Montage serves to provide members of the Kennesaw State College community with a visual and verbal record of a year in the life of the college; to provide a permanent record of the people and events that characterize the college; and to provide students with practical experience in writing, editing, production and photography, organization and teamwork. Students interested in developing skills in feature writing, desktop publishing, layout, design and photography are encouraged to become involved. The Montage office is located in Room 207 of the Carmichael Student Center. Call 423-6277 for more information.

Share magazine is the Kennesaw State College art and literary publication through which the creative, innovative talents of students, faculty and staff are expressed. It includes poetry, short stories, photographs, and art. Share is published twice a year. Students, faculty and staff may submit art and literary works at the beginning of the fall and spring quarters. Share staff members judge submissions, design the magazine and handle all desktop publishing. The Share office is located in Humanities room 136. Call 423-6138 for more information.

Students are invited to participate in the production of any of the student publications. Previous experience is helpful, but it is not required. Any student who is willing to work will be trained in the area in which he/she is interested. Each staff has some paid positions, and students can earn academic credit through Communication 100—Publications Workshop.

Any student interested in working on a campus publication should contact the student publications coordinator in the Student Life Center or drop by any of the publications' offices.

### Student Organizations and Programs

Kennesaw State College offers a wide variety of clubs and organizations for students. These organizations range from honor societies to fraternities and sororities, from departmental/academic clubs to special interest/recreational clubs and religious clubs. The Student Union Board and the Student Government Association are two major organizations coordinated through the Student Life Center.

### Clubs and Organizations

Kennesaw State College has approximately 50 student clubs and organizations. The purpose of these organizations is to provide social, educational and recreational opportunities for students outside the classroom. Within these clubs and organizations, students are able to develop leadership skills as well as organizational skills such as goal-setting, program-planning and working cooperatively with others toward a common goal. The added benefits of participation in student clubs and organizations include making new friends, enhancing formal education and helping to shape the Kennesaw State College experience for oneself and others.

To be eligible to participate in any campus club or organization, a student must be enrolled in the college. The criteria for eligibility or participation will vary depending upon the nature of the organization. Honor societies, for example, have particular grade and/or class requirements for membership. Fraternities and sororities have particular selective membership requirements. Other clubs and organizations are open to any and all students, regardless of grade point average or class standing.

In order to hold an office in a club or organization, a student must have a minimum cumulative grade point average of 2.0 and must maintain this average while holding office; must be enrolled for a minimum of five degree credit hours while holding office; and must not be on disciplinary probation. Each club or organization has the right to set higher standards for participation and/or leadership if it so desires.

**Student Union Board** is an organization which contributes to the educational, cultural, social and recreational development of the college community through its programs and services. The Student Union is composed of 10 committees which plan campus-wide programming and activities.

**The Chautauqua Committee** presents distinguished lecturers and speakers on a wide range of current topics important to the college community.

**The Cinematic Arts Committee** is responsible for selecting and presenting a well-balanced program of free movies.

**The Cultural Affairs Committee** presents theatrical productions and concerts in the performing arts.

**The Entertainment Committee** is responsible for presenting dances, social events, and other live entertainment programs.

**The Homecoming Committee** organizes KSC's annual, week-long college-wide homecoming extravaganza.

The **Indoor Recreation Committee** sponsors various indoor recreational games, programs and activities.

The **KSC Day Committee** plans and organizes activities for the annual on-campus carnival held on the third Friday of every May.

The **Major Events Committee** coordinates programs designed to encourage members of the college community to become more aware of their social environment.

The **Nature Bound Committee** plans and coordinates an active program of outdoor recreational and leisure activities.

The **Visual Arts Committee** is responsible for the promotion and exhibition of student art work.

**Student Government Association** exists to represent student interests to the administration of Kennesaw State College. All enrolled students are considered members of the SGA and are encouraged to attend meetings, participate in committees, vote in elections and referendums, and seek out an SGA officer to voice concerns.

SGA officers include the president, vice president, secretary and treasurer, along with the senators: two from each of the four schools of the college, one from the Student Union Board and ten at-large representatives. Students wishing to run for an office must be enrolled at Kennesaw State College; maintain a minimum grade point average of 2.0; and be in good academic and disciplinary standing with the college.

### Student Clubs

#### Honor Societies

Beta Beta Beta  
Blue Key  
Golden Key  
Nursing Honor Society  
Phi Alpha Theta  
Phi Eta Sigma  
Pi Sigma Alpha  
Psi Chi (Dr. Linda Noble)  
Sigma Tau Delta  
Phi Kappa Phi

#### Religious Groups

Baptist Student Union  
Campus Crusade for Christ  
Concerned Catholics

#### Social Fraternities and Sororities

Delta Phi Epsilon Sorority  
KSC Panhellenic Association  
Mu Rho Sigma Sorority  
Phi Mu Sorority  
Pi Kappa Phi Fraternity  
Theta Chi Fraternity

#### Music Activities

Cobb Symphony Orchestra  
Kennesaw State College Chorale  
Kennesaw Singers  
Music Ensembles

### Special-Interest Groups

African-American Student Alliance  
American Chemical Society—Student Affiliates  
American Marketing Association, Collegiate Chapter  
Association for Computing Machinery  
Data Processing Management Association  
Circle K  
College Republicans  
English Matters  
Finance Club  
GLUE (Gays & Lesbians United for Equality)  
International Affairs Council  
International Student Association  
KSC Ambassadors  
KSC Association of Accounting Students—  
National Association of Accountants  
KSC Association of Student Educators  
KSC Association of Health, Physical Education,  
Recreation and Dance  
KSC Astronomy Club  
KSC Players  
Mathematics Club  
Pi Sigma Epsilon  
Political Science Club  
Public and Social Services Club  
Rotaract Service Club  
SOAR (Student Orientation, Advisement & Registration)  
Society for Human Resource Management  
Society for Legal Studies  
Spanish Club  
Student Nurses Association of KSC  
STRiVe  
Visions: Student Art Guild

### Student Publications

Montage, the yearbook  
The Sentinel, the student newspaper  
Share, the literary/art magazine

### Intramural Sports and Leisure Programs

A comprehensive program of intramural activities is offered under the supervision of the Student Life Center. A modern, well-equipped gymnasium, a mini-gym, an indoor swimming pool and tennis courts make it possible to provide a wide variety of individual and group competitive activities. Faculty, staff, students, alumni and their guests are welcome to participate in intramural activities.

These activities include: aerobics, badminton, basketball, bowling, cricket, cycling, flag football, golf, ice skating, ping-pong, soccer, softball, sweetheart basketball shootout, swimming, tennis, the turkey trot race, volleyball, water aerobics, water basketball and weightlifting.

A participant need not be a star athlete to compete. The expanding program, including participants from all ages and all areas of the campus, provides an excellent means of becoming a part of the college community while forming new friendships through healthy competition.

The department also employs a number of students in various capacities. Students serve as aerobic instructors, gym supervisors, lifeguards, officials, special events volunteers, staff coordinators

and weight-room assistants. Students who are interested in helping with the intramural staff should contact the coordinator of intramural sports and leisure programs at 423-6280.

### Student Leadership Kennesaw

Student Leadership Kennesaw (SLK) is the leadership development program for students at Kennesaw State College. Based on an academic calendar, SLK offers retreats or workshops once each month. All activities are designed to assist students in identifying and strengthening their leadership skills. SLK strives to prepare students for their leadership roles on campus as well as in the community upon graduation.

Participants for Student Leadership Kennesaw are selected based on their ability to meet enrollment and grade requirements and their intention to commit themselves to the program. An interview is also part of the selection process. Interested students should apply by the end of the first regular week of classes each fall quarter. Applications are available beginning each spring quarter in the Student Life Center.

A typical SLK year begins with a fall opening retreat. Programs include workshops on leadership style assessments, communication skill building, problem solving, delegation, motivation, values and ethics, leadership and the use of power and leading peers. A trip to the Board of Regents office and a spring closing retreat are also part of the SLK agenda.

Students who are currently serving in leadership positions in student clubs and organizations, as well as those students who are interested in developing good leadership skills, are invited to participate in Student Leadership Kennesaw. Requirements for participation include being enrolled in at least one KSC class, being in good standing with the school, maintaining a minimum 2.0 GPA and agreeing to participate in all activities during the year. Both new and returning students are welcome.

### Wellness Center

Kennesaw State College wellness services are designed to promote wellness and to encourage students, faculty and staff to assume more responsibility for their health and safety. Wellness services are coordinated through the Wellness Center, located on the north balcony of the Carmichael Student Center.

Wellness is defined as the possession of a personal maximum level of wellness, integrating six dimensions: social, spiritual, intellectual, vocational, emotional and physical. All six dimensions need to be in balance to achieve the maximum level of well-being.

The Wellness Center offers education, special programs and activities, health and fitness assessments, and counseling on nutrition, dieting, exercise and general health. Through these services, student, faculty and staff: 1) increase their health and wellness knowledge base, and 2) learn behaviors to promote maximum well-being and help prevent disease.

The Wellness Center is also a clearinghouse on the latest health information and on campus and community resources pertaining to health, safety and wellness. Literature on a variety of health topics may be picked up by visitors to the center. Student coordinators are also available to assist you in locating information and identifying resources.

The Wellness Center is directed by a coordinator for wellness services. Students, faculty and staff are invited to visit the center during regularly scheduled hours of operation. For more information, call 423-6394.

### Information Booth

Located on the second floor of the Carmichael Student Center, the information booth is operated under the direction of the Student Life Center. The information booth is staffed by student assistants who provide a number of services.

Announcements about topics of interest to students are made over the public address system, which is based in the information booth. Any individual who wants to have an announcement made should go to the Student Life Center to fill out a request form. Announcements must be approved in the Student Life Center. Only announcements that pertain to legitimate campus programs or activities will be approved. No personal announcements will be accepted.

Billiard equipment can be checked out for use with the pool tables in the game room. A student must leave his/her ID card when checking out the equipment. The card will be returned when the equipment is returned.

Poster paints also may be checked out at the information booth upon presentation of a valid KSC ID card. The card will be returned when the paints are returned.

General information is available on a variety of subjects. Students can pick up printed materials such as quarterly schedules of classes, student handbooks and quarterly calendars of activities. Also, information booth workers can answer students' questions or direct students to the proper offices for information.

Student ID cards are made and validated at the information booth during registration and during the quarter. This service is available only during certain hours. Call the information booth (423-6275) or the Student Life Center (423-6280) to find out the hours.

Lost-and-found services are available at the information booth. Items found on campus should be turned in there. All lost-and-found items that are not claimed will be kept until the end of the quarter and then donated to a social service agency.

Paging is available to locate people in the student center. Call the information booth (423-6275) and the worker there will page the person needed over the public address system.

### Judiciary Program

The College Judiciary Program is directly supervised by the vice president and dean for student affairs. The program was developed in 1985 to adjudicate the college's Student Code of Conduct. Through a system of campus courts and trained advisers, reported infractions of the code are considered, and appropriate penalties are assessed. The College Judiciary Program strives to assure a fair and impartial consideration of charges of misconduct against any student.

The College Judicial Panel is composed of equal numbers of students and faculty who are selected and trained to participate knowledgeably in the judicial program. The training assures that members are able to hear complaints, arrive at a fair and impartial

conclusion, and deliver a clear and direct decision. Members are also trained to assist a student or faculty member in preparing a case to be presented before a court. If requested, members will present the case on behalf of the student or faculty member to the court.

The court structure includes a college court, traffic court and appeals court. Each court is composed of both faculty and student judges and operates under the direction of a chief judge. The college court hears cases involving both academic and non-academic violations of the code of conduct, except traffic and parking regulations. Infractions of traffic and parking regulations are considered by the traffic court. Appeals of court decisions are heard by the College Appeals Court.

Students are invited to apply for participation in the College Judicial Panel. Requirements are:

- a) a 2.5 overall GPA
- b) commitment to attend all training sessions
- c) a strong interest in protecting the reputation of the college by assuring that the rules of the code of conduct are upheld, and
- d) two personal references who will testify to your character and integrity.

Application forms are available in the Student Life Center and the Student Development Center. For more information, contact the college judicial officer in the Student Development Center or call 423-6443.

### Health Services

Kennesaw State College, being a non-residential college, does not assume responsibility for providing for the maintenance of a student's overall health and physical well-being. The college does assume, however, a reasonable degree of responsibility for the safety and welfare of its student body by encouraging students to participate in a nominally priced accident and sickness insurance plan and maintaining adequately equipped first-aid stations at strategic locations on campus.

If an individual becomes seriously ill or involved in an accident requiring medical attention, the college's Department of Public Safety should be contacted by dialing the campus operator and requesting assistance. Trained police officers and state-certified emergency medical technicians are on duty at all times. Comprehensive medical facilities are reasonably accessible to the campus. If it becomes necessary to seek medical attention beyond minor first-aid treatment, the following steps will be taken:

- 1) Officers of the Department of Public Safety are trained as emergency medical technicians and will be called to assess the situation and administer immediate first aid.
- 2) If the student is conscious and alert and wants an ambulance to be called, the attending officer will comply with the request.
- 3) If the student is unconscious, he/she will be treated and transported to the hospital by ambulance. The attending officer will call the ambulance at the individual's expense to transport him/her to the nearest emergency room.
- 4) In the case of injury to students participating in sanctioned intercollegiate athletic activities, the college will assume responsibility for the expense of the ambulance.

- 5) Every reasonable effort will be made to contact parents, spouse or next of kin to inform them of the situation.

No student with a contagious disease may attend classes. Every student is held individually responsible for adhering to this regulation.

Any student who needs special consideration because of any physical disability—either permanent or temporary—should have the attending physician write an explanatory letter to the vice president and dean for student affairs giving full details of the disability and any desired limitations or special considerations requested.

### Student Housing

Kennesaw State College is a non-residential college. Students are expected to provide their own off-campus housing. Notices regarding available housing near the college are posted on the housing bulletin board, located on the upper level of the Carmichael Student Center. The housing bulletin board is provided solely for the convenience of students and should not in any way be construed as warranting, endorsing or otherwise approving the security, safety or habitability of the premises listed. The institution specifically disclaims any liability for injuries or damages which may be sustained as a consequence of or in any way growing out of the occupancy, use or rental of the private housing accommodations listed.

### Student Activities Committee

The Student Activities Committee (SAC) serves as an advisory group to the college administration concerning student activity funds and auxiliary enterprises. It also approves applications for forming new campus organizations.

Membership of the Student Activities Committee includes representatives of the administration, staff, faculty and students. SAC is chaired by a representative elected by the committee.

Representation on the committee is as follows:

#### Administration, Faculty and Staff

- Vice president & dean for student affairs (ex-officio, non-voting)
- Vice president for business and finance or his/her designee
- Director of student activities
- 1 member of the Student Life Center staff
- 3 at-large members from the college staff
- 4 faculty members

#### Elected Students

- 2 traditional-age
- 2 non-traditional age
- 1 American minority
- 1 disabled
- 1 international

#### Appointed Students

- 1 appointed by the SGA
- 1 appointed by the Student Union Board
- 1 appointed by the Student Publications Board

Student members are elected annually. Students are invited to apply for election to this committee. For more information contact the Student Life Center.

## Student Services Fees

Upon registering, each student pays a student services fee of \$44. Of this amount, \$22 goes to the intercollegiate athletics program, and \$22 goes to student activities.

Student activity funds support a variety of programs, activities and organizations to provide all students with opportunities to develop leadership skills, form social networks, maintain a healthy mind and body, and enjoy a variety of entertainment.

Activities supported by student fees include student publications, intramural activities, indoor recreation, student union programs, student government programs, performing arts, clubs, organizations, student leadership training programs, the Wellness Center and the Lifelong Learning Center.

Because student fees help to pay for these activities, students receive publications at no additional cost and can participate in workshops, seminars, entertainment and other activities at no additional cost.

Student activity fees go into the student activities budget, which is handled by the Business Office under the ultimate authority of the vice president for business and finance. Expenditures are supervised by the vice president for student affairs.

Authority for yearly allocations has been delegated by the president of the college to the vice president for student affairs, who acts on the advice of the Student Activities Committee (SAC). The committee meets in the winter quarter to plan the next fiscal year's budget. During the year, it considers deviations from the budget that occur as a result of changes in the college's financial situation or as a result of changes in situations affecting organizations or programs funded by student fees.

The student activities budget begins with SAC. It solicits budget requests from funded organizations and holds hearings to consider whether each organization should be given the amount requested. Hearings are open to the public. Students are welcome to attend and to make their opinions known about how these funds are to be used.

## Intercollegiate Athletics

Begun in the fall of 1982, KSC's intercollegiate sports program belongs to both the NCAA and the NAIA national associations and the Peach Belt and Georgia Conferences. The Fighting Owls currently sponsor four sports each for men (baseball, basketball, cross-country, golf) and women (basketball, cross-country, softball, tennis). Varsity cheerleading is also a part of both the men's and women's basketball programs.

Students receive free admission, with a valid ID, to all of KSC's home contests and are encouraged to become involved as either a team participant or a spectator.

## Kennesaw State College Alumni Association (KSCAA)

Chartered in 1977, the Kennesaw State College Alumni Association, Inc. is a non-profit, educational corporation. The association places particular emphasis on and concentrates the majority of its energies and resources toward providing programs and services for alumni, fostering institutional pride, developing and enhancing



KSC's public image and meeting needs by raising and administering funds for educational purposes at Kennesaw State College.

The affairs of the association are guided by a 19-member board of directors including a five-member executive committee. Each director serves for a term of three years.

Kennesaw State College employs a full-time staff, including an executive director, to support the association and direct Alumni Affairs' programs and activities. The Office of Alumni Affairs is located in room 155 of the Pilcher Building.

All graduates of KSC and its predecessors, Kennesaw College and Kennesaw Junior College, are eligible for regular membership in the association. Former students who were regularly matriculated, active and retired members of the faculty and administrative staff and parents of former or present students are eligible for associate membership. Both types of membership demonstrate support for KSC and carry several entitlements including receipt of *Kennesaw* magazine and access to most campus facilities and services. Annual dues are \$25.

# ACADEMIC SERVICES

## Admissions Office

The Office of Admissions, located in the Administrative Annex, is the initial contact for students interested in learning about the undergraduate and graduate opportunities at Kennesaw State College. It is through this office that students submit their applications for admission, official transcripts, SAT or ACT scores and other documents as required. The decision regarding acceptance into Kennesaw State is made by this staff.

In addition to providing student admission counseling and application processing, the Office of Admissions is responsible for distributing promotional literature within the service area, student marketing and student recruiting for the college.

For additional information about the college or admissions requirements and procedures, contact the Office of Admissions.

## Center For Excellence In Teaching and Learning (CETL)

The Center for Excellence in Teaching and Learning undergirds the faculty development efforts on campus. Its primary role is to ensure that teaching continues to be the central concern of Kennesaw State faculty. The center serves as a channel for faculty to share classroom philosophy and practice with one another through newsletters, forums, book reviews, dialogues, workshops and other activities. CETL coordinates *Leadership Kennesaw State* for faculty, publishes a quarterly newsletter, *Reaching Through Teaching*, administers Faculty Development Grants and Summer Research Stipends, provides support to academic honor societies and coordinates the Educational Outcomes Assessment effort.

## Computing Resources

An increasingly rich array of computing resources has developed at Kennesaw State College. Interest in and use of computers are expanding rapidly in the academic programs and administrative operations of the college.

Computing areas for the academic programs include the Academic Computing Lab (located on the 4th floor of the A.L. Burruss Building), six electronic classrooms and two math test centers. The Academic Computing Lab is an open access area where students and alumni can use a variety of computing resources. The electronic classrooms are used for instruction in courses in a wide range of subject areas.

Two electronic testing centers have been established to provide testing services for mathematics and developmental studies.

Multi-user and single-user microcomputers are connected through a local area network to give students access to a generous library of software. DOS based and Apple Macintosh microcomputers and access to the University System Computer Network, called PeachNet, are available in the Academic Computing Lab.

PeachNet provides links to all of Georgia's public institutions of higher education and is regarded as one of the finest educational computer networks in the country. Through PeachNet, students and faculty have access to the computing power and software libraries of large main-frame and Cyber 960 as well as Inter Net.

In addition to academic computing resources, most administrative data processing is conducted on the college's TI 1500.

## Instructional Resource Center (IRC)

Located on the fourth floor of the library, the Instructional Resource Center includes media support facilities for classroom instruction, independent learning carrels, satellite reception of remote video-programming, desktop publishing and a variety of other technologies that support a wide range of faculty instructional activities.

## Horace W. Sturgis Library

The Horace W. Sturgis Library houses collections of more than 500,000 volumes of books and government publications. There are more than 3,300 serial subscriptions to newspapers and magazines and well over 700,000 pieces of microforms. Access to the extensive book collection is through the library's public catalog which is available in both computer and microfiche formats. For research purposes, students and faculty have access to full text-data services and to a wide variety of in-house periodical databases also available via computer.

The library is a member of the Online Computer Library Center, a major international computing network of libraries located in the United States, Canada, Europe and Japan. The library also participates in the Federal Depository Library Program as a selective documents recipient.

For check-out of materials, the college identification card serves as a library card. For assistance and guidance in the use of the library resources, contact any member of the staff.

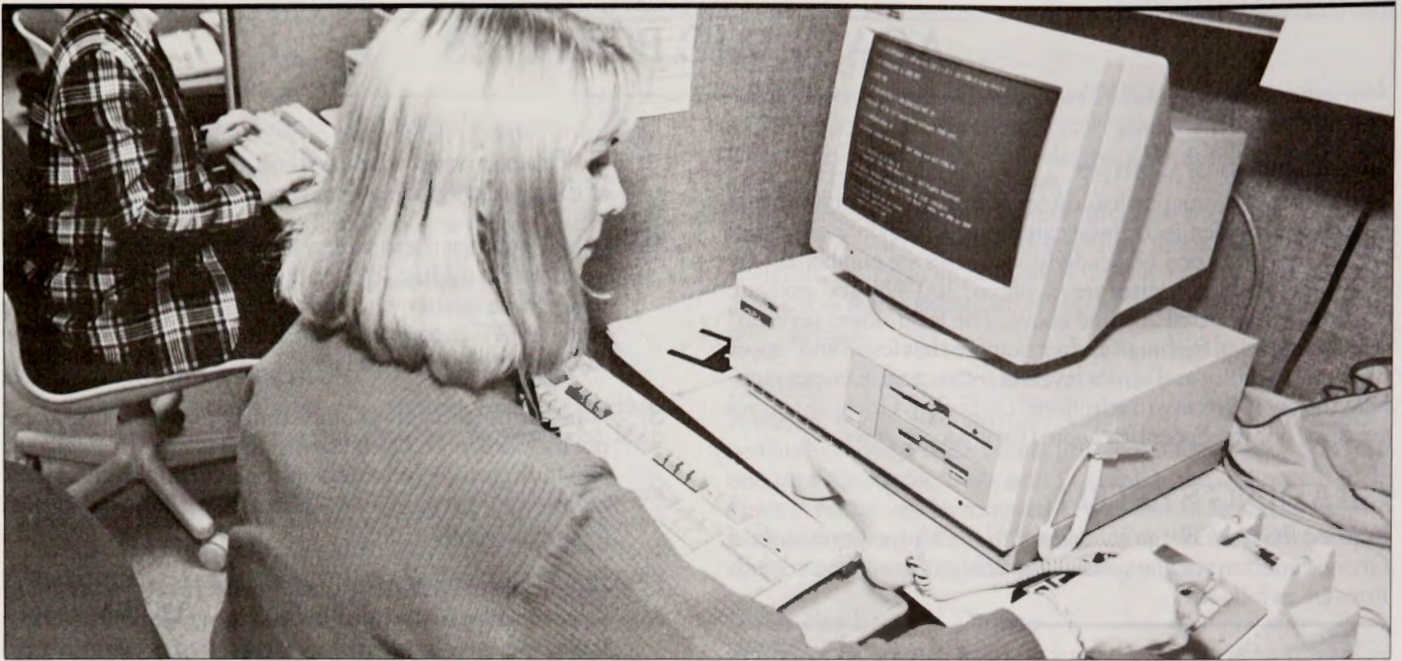
## Registrar's Office

The Office of the Registrar, located in the Administration Annex, is the central administrative office responsible for registering students, maintaining the permanent academic records, administering the Regents' Testing Program Policies and test registration, performing degree audits, enforcing the academic policies of the college and generally ensuring that students' academic issues are dealt with accurately and professionally.

## Teacher Resource and Activity Center (TRAC)

The Teacher Resource and Activity Center is sponsored by the School of Education at Kennesaw State College. It is located on the first floor of the Education Building and provides a variety of unique professional opportunities for all teachers in the geographic areas served by the college. Additionally, TRAC offers assistance to college students in teacher preparation through the provision of a curriculum library, media services and instructional materials.

TRAC also has a large collection of books, magazines and activity guides designed to help teachers create successful learning centers and bulletin boards for their classrooms. To help with these projects, more than 200 dies for cutting letters, numbers and patterns are available. There are selections of computer software for printing banners, signs and greeting cards.



The shelves are stocked with textbooks, professional books, kits and videotapes for checkout. There are three laminators, two badge makers, a book binding machine and an eyelet maker. There is access to transparency makers, an opaque projector and listening stations for previewing audio and video tapes.

Workshops comprise an important part of TRAC's offerings. Topics are chosen based upon the needs of teachers and students. Study groups in preparation for the Georgia Teacher Certification Test are held quarterly.

## ACADEMIC ADVISEMENT

### General Introduction

The Kennesaw State College Academic Advisement Program is designed to offer students individualized meetings with advisers. The program's objective is to create an atmosphere in which students can seek assistance with any difficulty they encounter while attending Kennesaw State. The advisers serve as referral agents and use all the resources of the college to help students adjust to college life. Upon admission, students are asked to state their desired major. Thereafter, they are assigned an adviser from the department of the major. Most students initially declare a major, while others remain undecided during their freshman and sophomore years. For this reason, students are classified declared or undeclared. The Registrar's Office, located in the Administration Annex, maintains a list of advisers and assigned students. Students may contact this office to identify their adviser.

### Declared Students

There are four schools with numerous programs of study at Kennesaw State listed in the program of study section. Declared students are assigned to faculty advisers in the department of their major. Schools and departments organize their advisement procedures differently; therefore, it is imperative for students to contact their faculty advisers or the department secretary for specific information.

### Undeclared Students

Undeclared students are sub-classified as degree undeclared, non-degree, transient, audit, provisional, Joint Enrollment Twelfth Grade Students (JETS) or developmental studies students. They are assigned to the CAPS Center to be advised by selected faculty, staff and peer advisers who are known as CAPS advisers. (See CAPS Center, Advisement, on page 30.) These advisers are trained and available to help students select courses that meet the general core curriculum requirements as printed on pages 64-66, identify career and vocational goals, adjust to the college, and choose a program of study. CAPS advisers also refer students to other campus resources. Undeclared students are expected to meet with a CAPS adviser every quarter.

### Changing or Declaring Majors

Quite often students change their preferences and select another major. To change a major or to declare a major for the first time, students must go to the registrar's office and complete the Change of Program of Study Request form. Students are then reassigned an adviser by the academic department of the new major. Some students may wish to change from a major to undeclared status. In this case, they must also fill out the Change of Study Request form and they will be assigned to the CAPS Center for advisement. Consequently, students may have more than one adviser during their college career.

## REGISTRATION

Phase I registration occurs during the previous quarter and is open only to currently enrolled students in good academic standing. Students who are on academic probation are not eligible for Phase I registration.

Registration at Kennesaw State College is conducted entirely by telephone. It has three different phases. Phase I is open to currently enrolled students in good academic standing. Phase II is open to new students, students who are on academic probation but eligible to return and re-admitted students. Phase III is a late registration and drop/add period for all students eligible to enroll for the given quarter. Specific dates are specified in the college calendar in the quarterly schedule of classes.



# ACADEMIC POLICIES

## Classification of Courses

The courses of instruction for degree credit in the curriculum of the college are divided into three categories: lower division, upper division and graduate. Lower division courses are numbered 100-299; upper division courses are numbered 300-499; and graduate courses are numbered 500 and above. The term "lower division" refers to the usual freshman and sophomore class levels and "upper division" to junior and senior levels of instruction. Courses numbered below 100 receive institutional credit only. Graduate courses are open only to students accepted for graduate study.

## GRADING SYSTEM

Kennesaw State College complies with the University System of Georgia uniform grading system. The final grades and their definitions are as follows:

Final Grades	Definition	Quality Points per Credit Hour *
A	excellent	4
B	good	3
C	satisfactory	2
D	passing, but less than satisfactory	1
F	failing	0
WF	late withdrawal, failing	0

\* Quality points are not awarded in Developmental Studies courses. Grades assigned in these courses receive institutional credit only.

The following symbols will be used in the cases indicated:

**I** —Incomplete grade (I) will be awarded only when the student has done satisfactory work, but for non-academic reasons beyond his/her control is unable to meet the full requirements of the course. The grade of "I" must be removed by the end of the next quarter in which the student is enrolled OR within one calendar year from the end of the quarter in which the "I" was originally assigned, if the student has not enrolled in other classes at Kennesaw State College.

The grade of "I" will not be included in the calculation of the student's grade point average at the end of the quarter in which the student is not enrolled, up to one calendar year from the end of the quarter in which the "I" was originally assigned. Upon completion of the outstanding requirements within the specified time limits, a final grade of A, B, C, D, or F will be assigned in the course on the basis of the student's total performance, and the grade will then be included in the calculation of the student's cumulative grade point average. If the outstanding work is not completed within the specified time limit, then the "I" will be changed to an "F" and calculated into the student's cumulative grade point average. An "I" cannot be removed by re-enrolling in the course.

**W** —indicates that the student was permitted to withdraw from the course without penalty with the approval of the registrar within the first 28 working days (including registration days) of the quarter. Withdrawals without penalty may be permitted after the official withdrawal period in hardship cases only with the approval of the registrar. A course in which a grade

of W has been assigned will not be included in the calculation of the student's grade point average.

**WF** —indicates that the student was permitted to withdraw from a course after the first 28 working days (including registration days) of the quarter with the approval of the registrar. The grade of WF is counted as an F in the calculation of the student's grade point average.

**S** —indicates satisfactory completion of a credit course and is not included in the calculation of the grade point average. It also indicates satisfactory completion of certain credit laboratory-type internships, or co-op courses specifically designated by overall faculty action.

**U** —indicates unsatisfactory completion of a credit course and is not included in the calculation of the grade point average. It also indicates unsatisfactory completion of certain credit laboratory-type courses specifically designated by overall faculty action.

**IP** —indicates progress in a developmental studies credit course, but not sufficient to meet the prerequisite requirements for the succeeding course. It is not included in the calculation of the grade point average.

**V** —indicates that the student was given permission to audit the course. It is not included in the calculation of the grade point average. Students may not transfer from audit to credit status or vice versa.

Errors in grades must be reported to the Office of the Registrar immediately. In general, no grade changes will be made after the expiration of three months from the end of the quarter in which the grade was assigned except with the approval of the Academic Standing Committee. In general, the Academic Standing Committee will not consider requests for grade changes beyond one year from the end of the quarter in which the grade was assigned. A petition for a grade change will not be accepted after the date of graduation.

## Academic Regulations

The basic unit of all college work is the "quarter credit hour." One quarter credit hour generally corresponds to one hour per week of classroom work for a quarter or three clock hours of laboratory work per week for a quarter. The usual load for the full-time student is three five-hour courses each quarter, therefore, "15 quarter hours." Each full-time student pays only for a maximum of 12 quarter hours, hence 12 quarter hours is considered to be a full-time load for veterans and for other purposes.

## President's List and Deans' Lists

The President's List and the Deans' Lists are announced after each quarter of the academic year. The President's List includes names of all students who earned at least 10 credit hours that quarter with a grade point average of 4.0. The Deans' Lists include those students who earned at least 10 credit hours that quarter with a 3.5 grade point average. In either case, at least 10 credit hours must have been taken in courses awarding letter grades, and students must not be in academic/disciplinary probation status.

## Deficiencies

### A. General

1. A student who has received a grade of I, IP, F or WF in a course has a deficiency in the course.
2. A student whose final grade is F or WF has a failure in that course, the student should repeat and pass the course in residence at Kennesaw State College before credit will be allowed. Repeating the course does not remove the F or WF from the total cumulative average.

### B. Removal of Deficiencies

1. A student who has a failure in a required course should schedule that course the next time it is offered while he/she is in residence.
2. A student who has otherwise completed all of the requirements for graduation and who has earned an incomplete in a course scheduled during the final quarter in residence may remove the incomplete at the convenience of the department of instruction concerned.

## Academic Standing

### Class Standing

Students will be classified at the end of each quarter on the basis of the number of credit hours they have earned in accordance with the following schedule.

Freshman:	0-44
Sophomore:	45-89
Junior:	90-134
Senior:	135 and above.

### Grade Point Averages

Kennesaw State calculates a cumulative grade point average (CGPA) for each student, which is the total number of quality points earned divided by the total number of quarter credit hours in which a final grade has been assigned, excluding courses in developmental studies (020, 090, 098, 099). This average is inclusive of all courses attempted through KSC and does not include transfer credits. Eligibility for graduation and academic honors or merit scholarships will be based upon the CGPA unless the student received an "academic fresh start" or has returned for a second KSC degree.

A quarterly grade point average (QGPA) is calculated similarly each quarter for courses attempted that quarter. This QGPA becomes particularly significant for students on academic probation who must maintain a 2.0 QGPA to avoid academic dismissal.

The adjusted grade point average (AGPA) is calculated like the CGPA, but excludes unsatisfactory grades in repeated courses and may have been restarted for returning non-traditional or second degree students. The AGPA is used to determine academic standing (probation or dismissal), and program admission. This average is not used to determine eligibility for graduation, academic honors, or merit scholarships unless the student received an "academic fresh start" or returned for a second KSC degree.

### Repeating Courses

When courses with earned grades of D, F, or WF are repeated with a C or higher grade, the unsatisfactory grades and course attempts will not be included in the calculation of the adjusted grade point average (AGPA). The student's permanent record and cumulative grade point average will retain all course attempts and grades. The AGPA will be used for determining academic standing and eligibility for program admission. It will not be used to meet graduation requirements which include a 2.0 cumulative grade point average.

### Academic Fresh Start

A student who was enrolled previously at KSC and who discontinued his/her college studies for at least five years may petition for a one-time "academic fresh start" in which the Adjusted Grade Point Average will be restarted at the time of readmission. The student's transcript and Cumulative GPA will retain all previous course attempts and grades, however.

### GPA For Second Degree

A student readmitted as an undergraduate student at KSC after completing an undergraduate degree will have his/her Adjusted GPA restarted at the time of readmission.

### Academic Probation

A student will be placed on academic probation at the end of any quarter in which his/her adjusted grade point average (AGPA) falls below 2.0. Students may remove themselves from academic probation by raising their AGPA to at least 2.0. (Students on academic warning at the end of summer quarter, 1993, will be reclassified to academic probation.)

### Academic Dismissal

Students who fail to maintain a 2.0 grade point average for courses attempted in any quarter while on academic probation will be academically dismissed. In addition, students who fail to remove themselves from academic probation after completing four quarters or 45 attempted hours while on academic probation will be dismissed. Students who are dismissed are not in good academic standing at KSC and are not eligible for immediate readmission. After the first dismissal, a student may be considered for readmission after an absence of one quarter. A student who has been dismissed twice will not be eligible for readmission for at least one calendar year (four consecutive quarters). After a third dismissal, the student will not be eligible for readmission.

### Developmental Studies Standing

Grades received in developmental studies courses (090,098,099) are not included in the calculation of a student's grade point average (adjusted or cumulative). Failing grades in these courses will be considered for the purpose of determining satisfactory progress. After receiving the first "F" or "WF" grade in a developmental course, the student will be placed on academic probation. Subsequently, a student on probation who receives an "F" or "WF" grade in a developmental studies course will be continued on academic probation. A student who received a third "F" or "WF" in any developmental studies course will be placed on academic exclusion.

## Exclusion

A student who does not complete a developmental studies area in three (3) attempts shall be placed on exclusion.

A student who has been excluded from the college because of developmental studies attempts is not eligible for readmission in developmental studies. Completion of developmental studies requirements elsewhere may restore a student's eligibility for readmission to Kennesaw State's undergraduate program.

## Academic Standing and Developmental Studies Standing

Students engaged in degree-credit courses before the completion of their developmental studies requirements will be subject to the requirements of satisfactory scholarship in both types of courses simultaneously. Once the developmental studies requirements are met, a student's academic standing will be judged solely on the basis of his or her adjusted grade point average for degree credit courses.

## Scheduling

Each quarter students should schedule all prerequisite courses possible and take lower division courses before advanced courses. Lower division means the first two years of college, with courses numbered in the 100s and 200s.

## Overloads

The normal load to be scheduled by students in good standing may not exceed 17 hours. Students with a cumulative grade point average of 3.0 at Kennesaw State may schedule up to 22 credit hours without the permission of the registrar.

## Auditing

Auditing of courses will be permitted for regularly enrolled students who have obtained the approval of their adviser. Proper paperwork obtained in the Office of the Registrar must be filed before the end of Phase III registration. Such courses count at full value in computing the student's course and fees load, and the students' names should appear on the official class rolls of the courses audited. The courses being audited should also appear on the student's approved schedule of courses. No credit is granted for courses scheduled on an auditing basis, and students are not permitted to change to or from an auditing status except through the regular procedures for schedule changes. The grade for auditing is V (visitor), and this grade should at no time be changed to a W on the basis of the auditor's attendance in the course. The grade of V will have no effect upon the student's grade-point average, and students will not be permitted to have the audit grade changed at any future date.

## Internships

Up to 15 hours of internship may be applied to degree requirements and may be used to satisfy general or free electives, as determined by the individual departments. Minimum requirements for participation in internships for academic credit vary by academic departments, but the following regulations generally apply to all departments and schools:

1. The content of the internship will not substantially overlap an existing course in the curriculum.
2. A student may not carry more than 15 credit hours in internship per quarter.

3. A student must gain approval by the department where credit is being sought before registering for the internship course.
4. A student must follow the procedures set by the department where credit is being sought plus those required by the college for registration into the course.
5. A student must complete all requirements specified by the department for successful completion of the internship. Students interested in pursuing an academic internship should check with the coordinator of cooperative education and internships in CAPS or the chair of the department where credit is being sought for specific enrollment procedures.

## Withdrawal from College or from Individual Courses

Students who find that they cannot continue in college for the entire quarter after being enrolled, because of illness or any other reason, should complete an official withdrawal form. Forms may be obtained from the Office of the Registrar.

Students who officially withdraw from college with the approval of the registrar within the first 28 working days (including registration days) of the quarter will be assigned grades of "W," which will not effect their grade point average. Students who officially withdraw after the first 28 days and before the last two weeks of the class will receive a "WF," which will be counted as a **failing grade** in their grade point average.

Those students who stop attending classes and notify no one usually are assigned failing grades, which jeopardize their chances of future academic success.

Students may, by means of the same withdrawal form and with the approval of the registrar, withdraw from individual courses while retaining other courses on their schedules. This option must be exercised within the first 28 working days of the quarter; failure to do so will mean that the student has elected to receive a **failing grade** in the course. The only exceptions to these withdrawal regulations will be for instances involving unusual and fully documented circumstances. Refunds are only applicable for students withdrawing from all classes. Students withdrawing from all courses will only receive refunds as outlined in the University System refund policy, page 18.

***Withdrawal forms are not processed during the last two weeks of each quarter.***

Consult the college calendar (see pages 5 and 6) for withdrawal dates. Summer quarter withdrawal dates may differ greatly, so it is essential that the appropriate summer quarter schedule of classes be consulted for specific dates.

## Transient Status (for KSC Students) at Another College/Institution

Students wishing to be transient students at another institution must submit a request to the registrar. Once the registrar has determined that the student is either currently enrolled or has been enrolled in KSC for one of the last four quarters, and the student is not on academic probation, dismissal or exclusion, then the registrar will issue the appropriate transient letter for the student. Major courses taken as a transient student must be approved by the major department chair. Students on disciplinary suspension or expulsion will not be issued transient letters.

## Attendance Regulations

Attendance in classes, laboratories and lectures is important. All students are expected to attend these activities in accordance with their schedule of courses. The attendance policy for each course is determined by the instructor and all instructors will provide the students, at the beginning of each quarter, a clear statement regarding their policies in handling absences. Instructors will also be responsible for counseling their students regarding the academic consequences of absences.

Students must not be absent from announced quizzes, laboratory periods or final examinations unless the reasons for the absences are acceptable to the instructors concerned. Students should also understand that they are responsible for all material covered during their absences and that they are responsible for the academic consequences of the absences.

Students who are absent because of their participation in college-approved activities such as field trips and extracurricular events will be permitted to make up the work missed during their absences.

## EXAMINATIONS

### General

All deferred examinations, re-examinations, examinations for advanced standing and special examinations must be authorized and approved by the registrar before being scheduled. A student may receive up to 45 hours by CLEP, AP, institutional or other such examinations.

### Institutional Examination for Advanced Standing

Students who offer satisfactory evidence of being qualified to do so may receive credit for a course by an examination for advanced standing. If the examination is passed, the students will receive the appropriate college credit, which will not be included in the calculation of the grade point average.

Requests for institutional advanced standing examinations should be initiated with the department chair responsible for the course in question and must be approved by the registrar subject to the following criteria (forms are available in the Office of the Registrar):

- a. A student may receive up to 45 hours of credit by certain CLEP, certain AP, Institutional Advanced Standing or other examinations.
- b. Authorization will not be given for a course under any of the following circumstances:
  1. If the course has been previously audited.
  2. If the course has been previously scheduled and failed.
  3. If the course has been previously scheduled, but the student has withdrawn after the first two calendar weeks from the day the quarter begins.
  4. If the student is currently enrolled in the course.
  5. If the course is either a prerequisite or an introduction to a course already completed. (This provision does not apply to skill courses such as physical education or music, for example.)
  6. If the course is either a prerequisite or an introduction to a course for which the student is currently enrolled. (This provision does not apply to skill courses such as physical education or music, for example.)

c. Credit earned by institutional advanced standing examination may neither be used to satisfy residency requirements nor to satisfy more than one-half of the major-field or minor-field requirements in a program of study.

d. A passing grade for institutional advanced standing examination is a grade of 75 percent or higher for a lower-division course and a grade of 80 percent or higher for an upper-division course.

e. A fee of \$25 will be assessed for each institutional advanced standing examination attempted; no course may be attempted more than once.

f. A student must be admitted to the college at the time of application for advanced standing and must be enrolled in the college to receive credit for a course by Advanced Standing Examination.

### College Level Examination Program (CLEP) for Advanced Standing

Students with business, military or professional experience are eligible to take standardized examinations in a number of areas to earn credit for certain specific courses, provided a minimum score is attained on the tests. Credit earned will be recorded on the student's permanent record. For specific information concerning subject areas in which tests are available, the cost and minimum score required for credit and dates tests will be given, contact Counseling, Advisement and Placement Services (CAPS Center).

### Advanced Placement (AP)

Kennesaw State College honors Advanced Placement (AP) credit for certain classes in which an equivalent is offered and for which the required grade is achieved. For details on the scores required and course equivalencies, contact the Office of the Registrar.

### The University System of Georgia Regents' Testing Program

Kennesaw State College policies on the Regents' Testing Program are based on the policies of the Board of Regents. These are reproduced here.

An examination to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs in University System institutions shall be administered. The following statement shall be the policy of the Board of Regents of the University System of Georgia on this examination:

"Each institution of the University System of Georgia shall 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."

"The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the Testing program are: (1) to provide systemwide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing."

"Passing the Regents' Test is defined as having passed all components of the test by scoring above the cutoff score specified for each component. The test may be administered either in its entirety or as one or more components depending on the needs of the students. If one component of the test is passed, that component need not be retaken; this provision is retroactive to all students who have taken the test in any form since the inception of the program."

"The intent of this policy is that passing the Regents' Test occur before the end of the student's sophomore year, that is, before the completion of 105 hours of degree credit. Students who fail the test must retake and pass the test. Each institution shall provide an appropriate program of remediation and shall require deficient students to participate in that program prior to retaking the test."

"A student holding a baccalaureate or higher degree 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."

"In order to implement effectively the goals of the Testing Program:

1. Students enrolled in undergraduate degree programs shall pass the Regents' Test as a requirement for graduation. Students, including transfer students and/or readmitted students, may take the test after they have completed the required basic core English courses. They may be required to take the test in the quarter after they have earned 45 hours of degree credit if the test has not been passed previously. Institutions, however, may not delay initial testing beyond the student's having earned the 60th hour of degree credit.
2. All students who have taken and have not passed the Regents' Test during the quarter in which they will have earned 75 hours of degree credit shall take the appropriate non-degree credit course or courses in remedial reading and/or remedial writing in each quarter of attendance until they have passed all components of the test.
3. Having passed the Regents' Test shall not be a condition of transfer into an institution. All transferring students from within the system shall be subject to all provisions of this policy. Students from institutions outside the system who transfer into a system institution with 60 or more degree credit hours shall take the test during the initial quarter of enrollment and in subsequent quarters shall be subject to all provisions of this policy.
4. Students whose mother tongue is other than English must first attempt the regular Regents' Test. If unsuccessful in passing the Regents' Test, students may then take the Regents' Test designed for international students. After attempting the International Regents' Test, students must follow all policies and procedures regarding Regents' for remediation and testing.
5. For extraordinary situations, each institution shall develop special procedures for certifying the literacy competence of students. A written description of those procedures shall be submitted to the chancellor for approval. A record of the action shall be reported by the chancellor to the Education Committee of the Board of Regents. Such procedures shall

include provision for remediation of needed and formal examination prior to certifying competency. Such examination shall equal or exceed the standards of the Regents' Testing Program.

6. Certain students with learning disabilities or severe test anxiety may receive special administration of the Regents' Test. For further information, contact the CAPS Center or Office of the Registrar.
7. A student may request a formal review of his/her failure on the essay component of the Regents' Test if that student's essay received at least one passing score among the three scores awarded, and if the student has successfully completed the courses in English composition required by the local institution. This review will be conducted in accordance with board approved procedures.
8. These revised procedures shall be followed by all students effective January 1, 1980.
9. Remedial work as required under the above policy shall be in keeping with regulations in satisfaction of federal and state student financial assistance and such other eligibility programs.
10. These regulations shall not prohibit institutions from increasing requirements affecting the Regents' Testing Program, provided such increased requirements are authorized by the chancellor, and provided further that such requirements are published in the official catalog of the institution prior to implementation. Such additional requirements shall in no way affect the transfer students from one institution to another or the readmission of students to University System institutions (minutes, April 1972, pp. 554-55; November, 1972, p. 166; June, 1973, pp. 481-55; November, 1978, pp.88-9)."

## Institutional Policies & Procedures for Regents' Testing Program

### General Rule:

Students who have earned more than 45 hours but fewer than 60 hours of degree credit should attempt both sections of the Regents' Test. Upon completing 60 hours, however, students **MUST** attempt both sections of the test as soon as it is offered. Upon completing 75 hours, students who have not passed either or both sections are required to schedule remediation each quarter until the test is passed. Once either the essay or reading section is passed, the students' records are updated accordingly and they do not attempt that section again.

Students with 60 or more college-level credit hours transferring from system programs that do not require the Regents' Test or from institutions outside the System shall take the test **no later than the second quarter** of enrollment in the program leading to the baccalaureate degree and in subsequent quarters shall be subject to all provisions of this policy.

1. Students are encouraged to schedule English 101 and 102 early in their college work and may take the Regents' Test prior to the 60-hour limit if these courses have been completed.

2. Students who reach 60 hours of degree credit **MUST** take the Regents' Test even if they have not completed English 101 and 102.
3. Students who have not taken the Regents' Test by their 60th hour of degree credit will be subject to the following regulations:
  - (a) 60 to 74 hours.  
A hold will be placed on the student's registration and the student will not be allowed to register until he/she signs up to take the Regents' Exam.
  - (b) 75 to 104 hours  
Enrollment in English 020 and Reading 020 is required. In addition, the student may still register for credit courses as long as total quarter hours do not exceed 17.
  - (c) 105 + hours  
Registration will be restricted to non-credit remedial courses.
4. Students with 60 hours or more who sign up for but do not take the Regents' Test will be subject to paragraphs 3b or 3c above.
5. For those students who have completed 75 hours and have attempted the Regents' Test and failed a component the following conditions exist:  
  
The student must maintain continuous enrollment in the remedial classes until the Regents' Testing Program is successfully completed. Students who fail the essay component of the test are required to take English 020 and the essay portion of the Regents' Test the next quarter they are enrolled until that component is passed. Students who fail the reading component of the test are required to take Reading 020 and the reading portion of the Regents' Test the next quarter they are enrolled until that component is passed.
6. In order to take the Regents' Test, a student must be currently enrolled for the quarter (with the exception of summer); however, if the student has completed 75 hours and has failed a portion of the Regents' Test, the student must also be enrolled in the appropriate remediation course to retake the Regents' Test.
7. Students eligible or required to take the test should register in the Office of the Registrar at the designated time prior to the administration of the test.
8. A picture identification card is required at the time of admission to the Regents' Test. **NO ONE WILL BE ADMITTED WITHOUT A PICTURE ID.**
9. Students will be permitted to use dictionaries during the final 15 minutes of the administration of the essay portion of the Regents' Test (Thesaurus not allowed).
10. Guidelines and regularly scheduled practice sessions for the essay portion are available through the Department of English.
11. Non-compliance with the above policies will result in exclusion from registration.

### Stipulation Relating to Procedure for the Review Process— Regents' Testing Program

"The Board of Regents approved the following procedures relating to a student's formal request for review of his/her failure on the essay component of the Regents' Test.

1. The review will be initiated at the campus level, with procedural matters to be determined by the institution. The on-campus review, however, will be conducted by the three (3) faculty members designated by the institution as a review panel.
2. The on-campus review panel may (1) sustain, by majority opinion, the essay's failing score, thus terminating the review process, or (2) recommended, by majority opinion, the re-scoring of the essay by the Regents' Testing Program central office. The student will be notified concerning the results of the on-campus review.
3. If the on-campus panel recommends re-scoring of the essay, that recommendation will be transmitted in writing, along with a copy of the essay, to the office of the system's director of the Regents' Testing Program. The director will utilize the services of three (3) experienced Regents' essay scorers other than those involved in the original scoring of the essay to review the essay, following normal scoring procedures for the essay component of the Regents' Test. The decision of this panel on the merits of the essay will be final, thus terminating the review process. The student will be notified, through the institution, concerning the results of the review."

## Degree Programs

### Undergraduate Program Offerings

The Board of Regents of the University System of Georgia has authorized the college to offer the following degrees and majors:

#### Bachelor of Arts (B.A.)

Art  
English  
French  
History  
International Affairs  
Music  
Political Science  
Psychology  
Spanish

#### Bachelor of Business Administration (B.B.A.)

Accounting  
Economics  
Finance  
Management  
Marketing  
Professional Sales

#### Bachelor of Music (B.M.)

Music Education (K-12)  
Performance

#### Bachelor of Science (B.S.)

Biology  
Chemistry  
Communications  
Computer Science



#### Education

Art (K-12)  
Elementary (K-4)  
Elementary (4-8)

#### Secondary Education

Biology  
English  
French  
History  
Mathematics  
Social Studies  
Spanish

#### Health & Physical Education

[Teacher Education (K-12),  
Sport Management, Exercise  
Science & Health Promotion/Wellness]

#### Information Systems

Mathematics

Nursing

Political Science

Psychology

Public and Social Services

### Associate in Science (A.S.)

Nursing

Students who do not choose a program of study may lengthen the time spent in earning an associate or baccalaureate degree because unnecessary credits may be earned or because they failed to realize that credit hours in specific courses of study are required to meet the total requirements for the degree. If students are "undecided" regarding their choices of a program of study after having completed 45 hours in Areas I, II and III of the Core Curriculum, students should receive counseling before scheduling the next quarter's work.

### Pre-Professional Programs of Study

Kennesaw State College offers pre-professional programs of study designed to satisfy the entrance requirements of local or regional professional schools. Experience has shown that requirements for these professional schools are reasonably uniform nationwide, and these programs should prepare students for admission to any school in the country.

In the School of Science and Allied Health, students may pursue programs in pre-dentistry, pre-medicine, pre-forestry, pre-pharmacy, pre-engineering and pre-veterinary medicine.

For students considering a career in law, the School of Arts and Behavioral Sciences offers a pre-law program that meets all requirements for entering an accredited school of law.

*For in-depth information on each of these pre-professional programs, see the Programs of Study section in this catalog.*

### Graduate Studies

An Office of Graduate Studies was created in 1984 by the Board of Regents of the University System of Georgia. Kennesaw State College was granted full accreditation for graduate-level programs by the Southern Association of Colleges and Schools on December 18, 1986.

Graduate study offers well-qualified students the opportunity to obtain a master's degree, to increase their skills for their professions and to become involved in scholarship and research, which can broaden their professional and cultural backgrounds.

The degrees offered include the Master of Business Administration, Master of Public Administration and the Master of Education with a major in elementary education (K-4 and 4-8). In addition, the School of Education offers numerous teacher certification programs and post-baccalaureate study opportunities.

Complete descriptions of the admission and degree requirements are detailed in the Kennesaw State College Graduate Catalog. Additional information can be obtained from the Admissions Office (423-6300) and Graduate Program Coordinators in the Business, Arts and Behavioral Sciences and Education schools.





# GENERAL DEGREE GRADUATION REQUIREMENTS

To be considered for admission to candidacy for a degree, students must make formal petition to the faculty for the degree during the quarter preceding the final quarter in residence. Petition forms are available in the Office of the Registrar and must be returned there.

In meeting the requirements for a baccalaureate degree, students must satisfactorily complete all of the courses required in the core curriculum and earn at least an additional 90 hours of credit in the courses listed as the requirements of the junior and senior year in the chosen program of study. These 90 hours of credit will include:

1. The total credit hours in upper division courses required as the principal subject of study and designated as the major. A grade of "C" or better must be earned in each of the upper division courses that make up the total credit hours included in the student's major.
2. Thirty-five hours must be earned at the 300-400 level from any discipline other than the major field. Of these 35 hours, either a formal minor or at least 20 hours in a single discipline must be earned, unless the academic adviser and the major field department chair approved an exception. A minor is not required in such professional programs as business, education and nursing. A minor in an interdisciplinary area is permissible upon prior administrative approval and the recommendation of a faculty adviser.
3. Fifteen credit hours from any elective course offerings in the college curriculum, excluding physical education activity courses.

Twenty credit hours in a foreign language are required for the bachelor of arts degree. These credit hours can, in some instances, be completed in Area IV of the core curriculum. Depending on the major chosen, the bachelor of science degree requires the completion of 10 credit hours in a foreign language, or 15 credit hours in mathematics and/or computer science. The 15 credit hours in free electives from any course in the college curriculum also provide opportunities for students to satisfy the foreign language, mathematics or computer science requirements in programs of study leading to bachelor's degrees.

To be a candidate for a degree, students must have passed all subjects required for the degree; have at least a "C" in English 101 and 102 (or equivalents); have a cumulative grade point average of 2.0 and be in good academic standing. No course may be counted more than one time in meeting the total credit hours required for the degree.

Program and course requirements and college policies are subject to change without advanced notice. Changes in policy and requirements enacted by the Board of Regents take precedence over existing college policies and requirements. The college will make reasonable efforts to accommodate students affected by such changes, but reserves the right to determine where and to what extent it will grant exceptions to new policies and requirements. In such cases, program requirements that were published in college catalogs that are more than 10 years old will not be honored without specific approval of the department chair responsible for the program at the college.

The college may elect to apply the policies or program requirements of an earlier catalog if the student was enrolled at the time that the earlier catalog was in effect. Students will not be permitted to mix or split requirements for graduation from more than one catalog.

To be considered candidates for a baccalaureate degree, students must earn at Kennesaw State College a minimum of 45 credit hours in residence. Thirty of the last 45 credit hours preceding graduation must be earned in residence. Students must also complete 20 hours of a major and 10 hours of a minor in residence to be sure that the faculty, in supporting the candidacy, knows the quality of their work.

To be considered a candidate for an associate degree, students must earn at Kennesaw State College a minimum of 45 credit hours required for the degree. To be candidates for an associate's degree, students must also earn 15 of the last 30 credit hours preceding graduation in residence.

Students are allowed a maximum of 15 quarter hours of internship in order to satisfy degree requirements. Credit for internships is only allowed as electives.

Satisfactory completion of the University System of Georgia Regents' Testing Program is required of all persons receiving a degree from Kennesaw State College or any other college in the University System.

An act of the General Assembly of the state of Georgia requires that graduates of Georgia colleges demonstrate competency in United States and Georgia history and the constitutions of the United States and Georgia. The history requirement can be met by successful completion of History 151 and 152, and the constitution requirement by successful completion of Political Science 201. Both of these courses are required in the social science core of most programs of study at Kennesaw State College. Students who desire to graduate from a Georgia college without credit for these courses must pass examinations in these fields.

Although students may complete the requirements for a degree during any quarter, there are three graduation ceremonies each year and the diploma of a candidate for a degree will bear the date of the commencement at which the degree was awarded. Graduation ceremonies take place at the end of fall, winter and spring quarters. The registrar of the college will, on request, issue students a statement of completion during the interim between the date of the completion of the degree requirements and the date of the next commencement.

*NOTE: In all instances, meeting the requirements for graduation is the responsibility of the student.*

## Honors

An overall cumulative grade point average of at least 3.5 is required for students to graduate cum laude, 3.7 to graduate magna cum laude and 3.9 to graduate summa cum laude from a baccalaureate program. Students in associate degree programs must have a cumulative

grade point average of at least 3.5 to graduate "with honor." Graduation with honor requires that students earn at least 90 credit hours in residence at Kennesaw State College for the bachelor's degree and 45 credit hours in residence for the associate's degree.

For those students who have returned for a second degree or students who have received an "academic fresh start," the adjusted grade point average will be used to determine eligibility for graduation with honors.

### Double Majors

Students wishing to receive a double major must satisfy major requirements of both disciplines, including all residency and institutional requirements for each major. Both majors will be designated on the transcript. If the baccalaureate designation is not the same, the student must select which designation will appear on the diploma.

### Second Degrees

To obtain a second degree, a student must meet all Board of Regents' and Kennesaw State College requirements for the degree. A student must earn credit for all courses in the degree program, earn a total of at least 45 credit hours at Kennesaw State College in excess of the credit hours required for any previous degrees earned, and meet institutional and major residency requirements.

### Physical Education Requirements

All degree candidates must have earned at least six credit hours in physical education. The six-hour requirement consists of the successful completion of HPED 100 (four credit hours), and an elective activity course selected from HPED 103-175 (two credit hours).

### Study Abroad

Kennesaw State College strongly encourages students to consider making a study-abroad experience part of their college curriculum. Studying abroad enables students to gain special insight into the cultures and institutions of other peoples, and it facilitates the development of valuable career skills. It also contributes to personal maturity, a sense of independence, self-knowledge and confidence.

The Kennesaw State College in Mexico program operates each summer in beautiful San Miguel de Allende in the mountains of central Mexico. Students may study Spanish language, Mexican history, or drawing and painting.

Through the International Intercultural Study Program (IISP) Kennesaw State College students earn credits toward their degrees as they participate in study-abroad programs conducted by other institutions in the University System of Georgia. IISP currently offers summer study programs in eastern and western Europe, Australia, Canada and Mexico, as well as various programs during the academic year in several countries in western Europe. In 1990 approximately 350 participants from across the state of Georgia enrolled in these programs.

Students who are eligible for financial aid may use that aid to cover costs in either the Kennesaw State Mexico program or any of the IISP programs. Beyond this, the Kennesaw State College Foundation has a limited sum of money set aside to assist with study-abroad expenses.

For information on these and other international study programs as well as financial aid for study abroad, please contact the Office of International Programs (423-6336.)

### University Center Cross Registration Program

Kennesaw State College is a member of the University Center in Georgia, a consortium of colleges and universities in the Atlanta area offering a combination of reciprocal academic services, such as cross registration, interlibrary loans and faculty exchange.

The cross registration program is available to students officially enrolled in University Center institutions. This program is distinct from transient status in that it is possible for a student to register for an approved course at any of the 18 University Center schools and receive credit, while paying tuition costs to the home institution. The intent is to allow qualified students to take course work in their area of study that is not available on their own campus.

To be eligible to participate, the student must be in good standing and must have the recommendation of the faculty adviser or department chair at the home institution. Cross registration may be pursued only for courses not offered at the home institution for the given term and is not recommended for students in their last quarter before graduation.

Students who wish to enroll in courses at member institutions of the University Center should obtain a Cross Registration form from the Cross Registration Coordinator in the Office of the Registrar. Check with the coordinator for individual member college cross registration deadlines.

### Member Colleges

Agnes Scott College  
 Atlanta College of Art  
 Clark Atlanta University  
 Columbia Theological Seminary  
 Emory University  
 Georgia Institute of Technology  
 Georgia State University  
 Institute of Paper Science and Technology  
 Interdenominational Theological Center  
 Kennesaw State College  
 Mercer University of Atlanta  
 Morehouse College  
 Morehouse School of Medicine  
 Morris Brown College  
 Oglethorpe University  
 Southern College of Technology  
 Spelman College  
 University of Georgia

### Continuing Education

At Kennesaw State College, continuing education is a creative and flexible way to continue to learn and acquire new skills throughout your life. Twelve months a year, The Division of Continuing Education develops and conducts non-credit programs for personal enrichment and professional development.

The division's two programming centers:

- Professional Development and Life Enrichment
- Conferences, Contract Services and Computer Training

offer several hundred seminars, workshops, courses and conferences to nearly 20,000 participants both on- and off-campus each year.



KSC students may prepare for post-graduate entrance exams and professional examinations such as the Graduate Record Exam (GRE), the Graduate Management Admissions Test (GMAT), the Law School Admissions Test (LSAT) and the Certified Public Accountant Examination.

Those with college degrees and/or careers may take continuing education to update professional skills and keep abreast of a changing environment. For those interested in career change, there are career assessment and planning programs that provide testing and consultation. Certificate programs are also available in medical transcription, certified financial planning, computers, paralegal studies, supervision and management.

Businesses, associations and organizations can obtain customized in-house training for employees in numerous areas: including computers, customer service, management, supervision, sales, workplace literacy, etc. All in-house training is designed to provide immediate, lasting and practical application of new knowledge and techniques that increase productivity and job satisfaction.

A wide variety of personal interest courses in sports and recreation, fine and performing arts, house and garden, etc. are also scheduled throughout the year. In addition, specialized programs for children, senior citizens and those with international interests are available on a regular basis.

Continuing Education Units (CEUs) are assigned to all professional development programs with one CEU awarded for 10 contact hours of participation. Transcripts of earned CEUs are available upon request. To obtain a free quarterly catalog or to register for a non-credit course at KSC, contact the division's registration office in the Continuing Education/Performing Arts Building, phone: 423-6765.

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# SCHOOL AND DEPARTMENT REQUIREMENTS

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## ACADEMIC ORGANIZATION

The academic programs of the college are organized under the four schools and 23 departments.

## SCHOOL OF ARTS AND BEHAVIORAL SCIENCES

Department of Communication

Department of English

Department of Foreign Languages

Department of History & Philosophy

Department of Music & Performing Arts

Department of Political Science & International Affairs

Department of Psychology

Department of Public Administration & Human Services

Department of Visual Arts

## SCHOOL OF BUSINESS ADMINISTRATION

Department of Accounting

Department of Decision Sciences & Business Law

Department of Economics & Finance

Department of Management & Entrepreneurship

Department of Marketing & Professional Sales

## SCHOOL OF EDUCATION

Department of Developmental Studies

Department of Elementary & Early Childhood Education

Department of Health, Physical Education & Recreation

Department of Secondary & Middle School Education

## SCHOOL OF SCIENCE AND ALLIED HEALTH

Department of Biological & Physical Sciences

Department of Chemistry

Department of Computer Science & Information Systems

Department of Mathematics

Department of Nursing

## SCHOOL OF ARTS AND BEHAVIORAL SCIENCES

The School of Arts and Behavioral Sciences offers programs of study in the humanities, fine arts and social sciences. Bachelor degrees are offered in art, art education, communications, English, French, music, music education, history, international affairs, political science, psychology, Spanish, Spanish education and public and social services.

In addition to the programs of study listed above, the school offers a wide range of elective courses. The electives include anthropology, Italian, criminal justice, French, geography, German, philosophy, Russian, sociology and Spanish.

The School of Arts and Behavioral Sciences strives to help students develop a better understanding of the great literary, artistic, philosophical and cultural achievements of world civilizations. Further, the school assists students in developing the interpersonal and communication skills necessary for vocational and professional success. The school also provides services to the region we serve through the A.L. Burruss Institute of Public Service and a wide variety of educational and cultural enrichment programs.

### Department of Communication

The Department of Communication offers course studies in three broad areas: organizational communication, speech communication and media studies (including journalism, public relations, television, film and radio). Within these areas, the department emphasizes the study of applied, theoretical and aesthetic dimensions of the human communication process in culturally diverse settings.

The study of communication helps prepare students to meet the challenges of today's fast-paced, highly informed society that requires careful organization of ideas, effective delivery of those ideas, and increased listening and response skills. As professional communication assumes an increasingly important role in society, the ability to create and manage the exchange of ideas becomes more central to success. Communication studies help prepare students to meet the challenges of the future by honing research, analytical, written, organizational and presentational skills.

### Department of English

The Department of English offers a wide range of courses in English and American literature, language, criticism and writing. Courses offer instruction in the works of great writers, literary ages and forms of literature. The program of study leading to the Bachelor of Arts degree in English provides an opportunity for students to complete a major field of concentration in English and American literature at a level sufficient to prepare them for immediate employment or for admission to professional or graduate schools.

The study of literature and the practice of writing provide a solid base of general knowledge which is beneficial in itself but which also supports further study for careers in public school or college teaching, communications specialties, various business programs, or other related occupations. Cooperative study and internship programs are available for students to gain work experience in conjunction with their academic training.

### Department of Foreign Languages

The Department of Foreign Languages offers programs of study leading to the Bachelor of Arts and the Bachelor of Science in Education in French and Spanish, and a minor program in German. The department also offers a variety of courses in Italian, Japanese and Russian.

The primary goal of the department is to provide a broad-based program whose main objective is to develop language proficiency in speaking, listening comprehension, reading comprehension and writing as described by the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines and the U.S. Government's "Language Proficiency Level Descriptions." The program will also introduce students to the culture, including history and literature, of areas where the target language is spoken, and to current economic and business concerns of those regions. The foreign language skills acquired by students will be of value in international business, government, the arts and education.

### Department of History & Philosophy

The Department of History & Philosophy offers a variety of courses in history and philosophy. The history courses include United States and European history as well as several courses pertaining to other areas of the world. The philosophy courses include critical thinking and the formation of values, introduction to religion, ethics, logic, and social and political philosophy.

The department offers a Bachelor of Arts degree in history. The program of study leading to the degree allows students to study in detail the historical development of the United States, Europe and other areas of the world. The department prepares students for careers in teaching, museums, preservation or archival work as well as those in business or government service that require skills in analysis and communication. History students planning professional or graduate study will receive the necessary preparation for study in law, theology, history or a number of other related areas.

Students in the history major may participate in several opportunities to gain practical experience in the field. The department offers internships at such locations as the State Archives or local historical societies and offers a program in cooperative education, through which students may gain experience while working with a business firm or private agency. In addition, students may participate in ongoing departmental projects to index the Marietta Daily Journal and interview longtime Cobb County residents.

Students majoring in history should seek a minor applicable to their eventual career plans. A minor in international studies, business or computer science can help prepare for a career in business. Students pursuing other careers can likewise select an applicable minor.

The department also offers a minor in philosophy consisting of twenty (20) hours of upper-division courses in philosophy. A minor in philosophy complements majors in all academic disciplines. The department chair serves as coordinator for interdisciplinary minors in Women's Studies and African-American Studies.

### Department of Music & Performing Arts

The Department of Music and Performing Arts provides a variety of services to the college through its commitment to the liberal arts tradition and core curriculum. Among the objectives of the department are training performers and music teachers in the areas of piano, voice, strings, brass, woodwind and percussion instruments; providing suitable background for advanced study by graduates; and offering leadership in the community through

making available recitals, concerts and private lessons. Kennesaw State College is an accredited institutional member of the National Association of Schools and Music.

The Department of Music and Performing Arts offers programs of study leading to the Bachelor of Arts degree in music and the Bachelor of Music degree in music education (choral, instrumental and general K-12) and in performance (piano, voice, winds, percussion and guitar). The department also offers minors in music and theater.

Prior to admission to a music program, the prospective music major is required to present an audition (or tape) in the principal applied area of concentration as well as to demonstrate a musical background sufficient for the undertaking of basic musicianship studies at the level of entry into the music program (freshman, sophomore, etc.). This audition should be completed before or during the student's first quarter of study.

The language requirement for degrees in music must be satisfied by the successful completion of four quarters of French, German or Italian.

The education program is offered jointly with the School of Education and leads to K-12 certification in music.

Each music major must satisfy keyboard and ear-training proficiency examinations, prior to being admitted to senior-level applied music, performance majors prior to junior recital application.

Music majors are required to attend 60 of the designated faculty and guest artist recitals and other special musical programs as part of the graduation requirement.

Enrollment in the applied area of concentration and in the appropriate ensemble (band, chorale, orchestra) is required of all music majors during each of the 12 quarters pursuant to a degree in music (11 quarters for music education majors). Music Education majors present a half recital in the senior year. Performance majors must present a junior and senior recital. Detailed procedures for fulfilling the above non-course requirements are available in the department office.

### Department of Political Science and International Affairs

The Department of Political Science and International Affairs contains the disciplines of political science and geography offering courses that contribute to degree programs in political science and international affairs. The degree programs provide students the opportunity to prepare for a number of career options or for graduate and professional study after completion of a degree. Students can build upon a common core of liberal arts courses to develop the intellectual and social interaction skills to promote personal growth. The department also houses and coordinates the pre-law preprofessional program. A wide range of courses in United States and international politics, social sciences and geography offers support for other college programs, and minors in area studies, geography, international studies, legal studies and urban studies. The degree programs offer students the opportunity to take internships in their fields of interest or participate in the college's co-op program.

The department encourages students' growth through the Pre-law Club, Political Science Club, International Affairs Club and Pi Sigma Alpha, the national political science honorary. Students are given opportunities to develop their skills through participation in Mock Trial, Model United Nations and Model Arab League competitions.

### Department of Psychology

The programs of study in psychology, leading to a Bachelor of Arts or a Bachelor of Science degree, provide students a background in both the theoretical and applied areas of the field of psychology. The programs are designed to offer opportunities for personal development as well as to prepare students for a wide range of employment opportunities, for graduate training in the field of psychology or for continued education in such fields as law, medicine or social work.

In addition to traditional learning experiences acquired in the classroom and laboratory, the programs in psychology offer students opportunities in a variety of settings and formats such as practicum experiences in community-based agencies, collaboration in research with psychology faculty members or individualized directed studies in topics of particular interest.

All psychology students are required to complete the general introductory course in psychology and a three-quarter research sequence. An additional six courses from upper division psychology courses, including a five-hour Senior Experience, are also required. The selection of these courses is made by the students and their adviser as the students begin to more clearly identify career and/or interest goals.

Students expressing an interest in graduate study are encouraged to begin contacting graduate programs as early as possible in order to assure appropriate course selection. The Psychology Department maintains a current library (housed in the Psychology Lab) of information about graduate training in psychology. Generally, students wishing to pursue graduate work in psychology (clinical or experimental) are encouraged to include in their program of study courses in the foreign languages and/or computer sciences.

### Department of Public Administration & Human Services

The Department of Public Administration and Human Services offers a Master of Public Administration Degree Program and an undergraduate degree program in public and social services. Both programs require students to complete a basic core curriculum, as well as courses in a particular area of concentration and an internship/practicum experience.

The undergraduate program prepares students to work as entry level professionals in a variety of human service agencies, whereas graduates from the MPA program will begin/continue working in administrative positions in similar organizations. The department stresses a combination of relevant academic and practical learning experiences as students learn to apply concepts and theoretical information to real-life events.

The undergraduate program offers a great deal of flexibility for students, as a wide variety of courses in anthropology, criminal justice, human services and sociology is offered each quarter.

Likewise, graduate students will be provided with an array of courses relating to public and nonprofit management. Practitioners representing public administration and public and social services will be used frequently to supplement classroom material.

Students are encouraged to participate in campus activities and organizations such as the Public and Social Services Club and Volunteer Kennesaw State to strengthen their commitments to community service.

### Department of Visual Arts

The art program is a part of the liberal arts tradition based on the rationale that in order to be fully educated students should be knowledgeable in a variety of disciplines, including the visual arts. General goals are to assist students in the acquisition of a broad understanding of the visual arts and to recognize art quality in their own personal expressions as well as in the work of others; to provide direct experiences in the visual arts for students, faculty and the community through quality art exhibitions, lectures and publications; and to provide professional training for individuals seeking careers in the visual arts.

The Department of Visual Arts offers a Bachelor of Arts degree in art as well as a Bachelor of Science degree in art education. The art education degree is offered jointly with the School of Education. Students majoring in art have the option of concentrating in studio art or graphic communication. Students completing the art education degree are eligible to apply for state teacher licensure in art for grades P-12.

All art and art education majors are required to take twenty (20) hours of art foundation courses in Area IV of the Core Curriculum. Upon completion of these basic art courses, a junior art seminar and portfolio review of basic art skills are required.

Students majoring in art complete ten (10) hours of art history at the upper-level and thirty (30) hours of upper-level course work in either a studio or graphic communications option. Art education majors take fifteen (15) hours of art history and art criticism, plus forty (40) hours of designated upper-level studio course work. Students in art education complete an additional professional education track which includes fifteen (15) hours of student teaching. A senior seminar experience is required of all graduating art and art education majors.

Students wishing to attend graduate school at another institution are advised to take additional course work in studio and art history. Advanced contact of prospective graduate programs is recommended to insure specific entry requirements are met in the undergraduate program of study.

Cooperative study and internship programs are available through the department for students to gain work experience in conjunction with their academic training.

### Military Science

Army ROTC is offered through cooperation with the Georgia Institute of Technology to provide students with career options that lead to commissions as second lieutenants in the Active Army, Army National Guard or Army Reserves.

The ROTC program is divided into the Basic Course (freshman and sophomore years) and the Advanced Course (junior and senior years). There is no military obligation incurred for enrollment in the Basic Course. After successfully completing the Basic Course, students who have demonstrated leadership potential, passed qualifying exams and have six academic quarters remaining prior to graduation are then eligible for advancement into the Advanced Course. Students in the Advanced Course receive a tax-free subsistence allowance of \$100 per month, up to \$1,000 per year. Students also receive approximately \$800 while attending a six-week advanced summer camp between their junior and senior year.

Students can qualify for advanced placement directly into the Advanced Course if they are either a veteran or have successfully completed three years of high school ROTC. Students who for any reason did not take ROTC during their freshman or sophomore years can attend a six-week basic summer camp any summer prior to starting their junior year. This summer camp qualifies them for advancement into the Advanced Course.

The starting salary of a second lieutenant is over \$22,000 per year with pay increased to over \$30,000 per year plus benefits in only four years of active duty after being promoted to captain.

Advanced Course cadets can participate in the Army ROTC program and in the National Guard or Army Reserves at the same time. This is called the Simultaneous Membership Program. These cadets receive their ROTC monthly subsistence allowance and their reserve pay at the pay grade of Sergeant, E5. Full two and three-year scholarships are available to highly qualified students. Competition is based on college performance to date, SAT or ACT scores, extracurricular activities and leadership potential. Scholarships include full payment of tuition, fees, textbooks, supplies and up to \$1,000 per year for the duration of the scholarship.

## SCHOOL OF BUSINESS ADMINISTRATION

The programs of study in business administration are designed to provide students with knowledge in several areas of business. The purpose of each program is to give students insight into the fundamental principles and practices that may be applied to the managerial and operational functions of a modern business enterprise. The courses of instruction are intended to provide students with an understanding of the American business environment and a realistic introduction to economic processes.

The School of Business Administration offers six programs of study leading to a Bachelor of Business Administration degree. The courses in these programs include foundation courses from the humanities, natural and behavioral sciences, and in the mathematics areas before advanced courses in the major-field areas are undertaken. The School of Business Administration offers upper division courses in the business disciplines of accounting, economics, finance, management and marketing, in addition to specialized courses in the areas of business law, business communication and decision sciences, international business and real estate. In some programs, these offerings are supplemented by upper division mathematics and/or computer science courses.

### Programs Leading to a Bachelor of Business Administration Degree

The School of Business Administration offers six programs of study leading to a Bachelor of Business Administration degree:

1. Program of Study in Accounting Leading to a Bachelor of Business Administration Degree.
2. Program of Study in Economics Leading to a Bachelor of Business Administration Degree.
3. Program of Study in Finance Leading to a Bachelor of Business Administration Degree.

## MILITARY SCIENCE CURRICULUM

### BASIC COURSE

#### FRESHMAN YEAR

- MILS 151 The Army Today
- MILS 152 Army Operational System
- MILS 153 Terrain Analysis and Land Navigation

#### SOPHOMORE YEAR

- MILS 251 Basic Military Leadership
- MILS 252 Analysis of Command Leadership
- MILS 253 Military Skills

### ADVANCED COURSE

#### JUNIOR YEAR

- MILS 351 Advanced Military Navigation
- MILS 352 Tactical Decision Making I
- MILS 352 Tactical Decision Making II

#### SENIOR YEAR

- MILS 451 Military Justice
- MILS 452 Professional Ethics & Precommissioning Review
- MILS 453 Military Team & the Junior Officer

4. Program of Study in Management Leading to a Bachelor of Business Administration Degree.
5. Program of Study in Marketing Leading to a Bachelor of Business Administration Degree.
6. Program of Study in Professional Sales leading to a Bachelor of Business Administration degree.

Within each program of study are "tracks" that help students focus upon career pursuits by targeting groups of courses valued by the business community. These tracks are designed to provide students with a competitive edge when entering the business world.

To fulfill the requirements for a baccalaureate degree in these programs, students must earn a minimum of 65 hours of credit in upper division business administration courses. These 65 hours must be composed of 30 hours of specified business discipline-core courses in the junior year, an upper division international course offered by the School of Business Administration and 30 hours of focused major-field courses in the senior year. (Accounting requires 35 hours.) All business students must complete 90 credit hours and Area IV of the Core Curriculum before taking any junior core business courses or 300- and 400-level courses in their major. A minor is not required in these professional programs.

A limited number of business courses taken at other colleges and universities may be used to satisfy the junior year business-core requirements plus the senior year major-field requirements. Credit for courses so earned must have been taken at the same or higher level than offered at Kennesaw State College; if the courses are taken at a lower level than offered by Kennesaw State College, students may earn credit for a course by passing an Advanced Standing Examination; however, 20 of the 30 hours of major-field courses from the senior-year offerings must be taken at Kennesaw State College.

Students in these programs must earn a grade of "C" or better in all courses comprising their major; all major-field courses selected from the senior-year program offerings plus the major-field course(s) within the junior-year specified business core. The major field courses within the junior-year business core, by program, are: Economics—FIN350; Finance—FIN 350; Management—MGT 360; Marketing—MKT 370 and Professional Sales—MKT 370.

Students seeking a Bachelor of Business Administration degree must take a two-course sequence of mathematics in Area II of the Core Curriculum; they may take either the MATH 105-106 sequence or a more advanced math sequence. Suggested math sequences for students with stronger math aptitudes or backgrounds or for students who are considering graduate school are MATH 114, 115 and 190; MATH 115 and 190; or MATH 114 and 106 (If MATH 114 and 115 are taken, MATH 114 must be counted as a free elective.) All students must also take DSC 312 (Business and Economic Statistics). No credit will be given to business students for MATH 107.

Directed Study courses and/or Business Internship courses may be used only within the elective areas of the junior and/or senior years; they may not be used to replace or substitute for required courses.

## SCHOOL OF EDUCATION

The School of Education is comprised of the Department of Developmental Studies, the Department of Early Childhood and Elementary Education, the Department of Health, Physical Education and Recreation, and the Department of Secondary and Middle School Education.

### Advisement

Upon declaring a major in one of the specific programs of study offered in the School of Education, students are assigned to an individual adviser in the department in which the program of study is offered. Students are responsible for consulting with their assigned adviser on all aspects of their program of study and should schedule a conference with their adviser each quarter before enrolling in courses.

### Transfer Students

Transfer students who have been admitted to Kennesaw State College should contact the chair or their assigned adviser in the department that offers the particular program of study they intend to pursue. Before taking any courses in the teacher education programs, students should confer with the chair or adviser in the appropriate department to identify the specific courses among those accepted for transfer to Kennesaw State College that may be used to complete major requirements in the selected program of study. To facilitate the analysis of transferred course credits, students will need to provide the department chair or adviser with copies of transcripts as well as the catalog descriptions of courses completed at other institutions. All transfer students must apply for admission and be accepted into the teacher education program before enrolling in Professional Education courses.

### The Department of Elementary and Early Childhood Education

The Department of Elementary and Early Childhood Education offers a program of study leading to the Bachelor of Science degree and licensure in elementary education (K-4). These programs are designed to meet Georgia requirements for teacher licensure.

### The Department of Secondary and Middle School Education

The Department of Secondary and Middle School Education offers a program of study leading to the Bachelor of Science degree and licensure in elementary education (4-8). The Department of Secondary and Middle School Education also offers, in cooperation with other departments in the college, programs of study leading to the Bachelor of Science degree and licensure in secondary education (7-12) in the subject areas of business, English, history, mathematics, social studies and science.

Students who declare a major in one of the secondary education programs will be assigned to an adviser in the appropriate department as follows: the Department of Management and Entrepreneurship (Business), the Department of English (English), the Department of Mathematics (Mathematics), the Department of History and Philosophy (History), the Department of Public Administration and Human Services (Social Studies) and the Department of Biological and Physical Sciences (Science).



Programs of study leading to the Bachelor of Science degree and licensure to teach French and Spanish in grades K-12 are offered in cooperation with the Department of Foreign Languages. A program of study leading to the Bachelor of Science degree and licensure to teach art in grades K-12 is offered in cooperation with the Department of Visual Arts. A program of study leading to the Bachelor of Science degree and licensure to teach music in grades K-12 is offered in cooperation with the Department of Music and Performing Arts. A program leading to the Bachelor of Science degree and licensure to teach health and physical education (K-12) is offered in the Department of Health, Physical Education and Recreation in the School of Education.

### Admission Requirements for Teacher Education Programs

Formal application for acceptance into the various teacher education programs of study is made upon successful and continued completion of the appropriate criteria as described in this section. The requirements listed represent the minimum criteria that students must meet to qualify for admission to each stage. Additional requirements for admission to each stage may be prescribed by the individual departments in which teacher education programs are offered. Students can obtain the necessary application forms and information regarding requirements for admission to specific programs by contacting the department in which the programs are offered.

#### A. Admission to Teacher Education Programs

To meet the minimum requirements for admission to the teacher education programs, the student must have:

1. completed at least 75 quarter hours of coursework, including a minimum of 15 quarter hours at Kennesaw State College.
2. passed the Regents' Test.
3. achieved an adjusted GPA of 2.5, a 2.5 GPA in Teaching Field courses, and a 2.5 GPA in Core Area IV courses.
4. earned a grade of C or higher in each of the courses taken in Core Area IV and in each Teaching Field course.
5. completed Education FED 200 & 203 *courses included in Core Area IV.*
6. completed English 101 and English 102 with a grade of C or higher.
7. received three positive faculty recommendations.
8. received positive evaluations in field experiences.
9. exhibited responsible professional behavior in all classes, field experiences and interactions with peers and faculty.

#### B. Admission to Instructional Design & Application

To become eligible to enroll in the Instructional Design and Application (IDA) courses, students must submit an application for admission to the chair of the appropriate department on or before the appropriate date listed in this section. To meet the minimum requirements for admission to IDA courses, students must have:

1. Been admitted to the teacher education program without concerns.
2. maintained an adjusted GPA of 2.5, a GPA of 2.5 in Teaching Field courses, and a GPA of 2.5 in Professional Education sequence courses.
3. earned a grade of C or higher in each of the courses taken in Core Area IV, in each Teaching Field course, and in each course taken in Professional Education.
4. completed all education core curriculum requirements and all appropriate courses in the Professional Education sequence.
5. received positive evaluations in all field experiences.
6. exhibited responsible professional behavior in all classes, field experiences, and interactions with peers and faculty.
7. received endorsement from faculty of respective department.

To be admitted to Teacher Education/IDA:	Apply by:
Fall 1993	May 7, 1993
Winter 1994	November 1, 1993
Spring 1994	February 14, 1994
Summer 1994	May 2, 1994
Fall 1994	May 2, 1994

#### C. Admission to Student Teaching

To become eligible to enroll in student teaching, students must submit an admission for student teaching application to the Director of the Office of Educational Field Experiences on or before the deadline dates specified below. To meet the minimum requirements for admission to student teaching, student must have:

1. successfully completed all coursework.
2. been admitted without concerns to the program and successfully completed IDA's teaching practicums without concerns.
3. maintained an adjusted GPA of 2.5 or higher in all course work completed at Kennesaw State College.
4. completed all course requirements with a GPA of 2.5 or higher in the core curriculum, in the teaching field and in the professional education sequence as prescribed in their particular program of study.
5. earned a grade of C or higher in each course taken to complete requirements in Core Area IV, in the teaching field and in the professional education sequence.
6. received positive evaluations of their performance in all field experiences.
7. exhibited responsible professional behavior in all classes, field experiences and interactions with peers and faculty.

To Student Teach	Submit Applications by:
Winter, 1994	May 31, 1993
Spring, 1994	November 1, 1993
Fall, 1994	March 2, 1994
Winter, 1995	May 27, 1994
Spring, 1995	October 31, 1994
Fall, 1995	March 3, 1995

### Additional Admissions Policies

1. Transfer students must complete 15 quarter hours at Kennesaw State College prior to enrolling in the professional education sequence classes of the teacher education programs. Students who have earned a cumulative GPA of 2.5 or higher in course work completed at other institutions may request permission (from the appropriate department chair) to enroll in one 300-level education course during their initial quarter at Kennesaw State College.
2. Students must meet all the requirements for admission for each admission process within four quarters of initial application.
3. All applications for admission and supporting documents must be submitted by the announced deadlines in order for students to be considered for each admission phase.

### Certification

Teaching License requirements are established by the State of Georgia Professional Standards Commission. When an approved program is completed, students desiring certification may obtain the necessary forms from the Office of Educational Field Experiences. Students desiring certification in other states should consult the State Department of Education in those states.

To be issued a teaching license, it will be necessary to pass a Teacher Certification Test (TCT) in the field in which the student wishes to be licensed. These tests are administered by the Georgia Department of Education each quarter. It is the student's responsibility to report their TCT scores to the Office of Educational Field Experiences.

### The Department of Developmental Studies

The developmental studies program at Kennesaw State College is designed to prepare students with deficiencies in English, mathematics or reading for college-level work in those areas. The program includes four non-credit courses: English 099 (grammar and composition), Math 098 (elementary algebra), Math 099 (intermediate algebra) and Reading 099 (comprehension and vocabulary). In addition, the department also offers MATH 090 (MATH 098 and 099 combination) for audit students only. (See below.)

All students entering Kennesaw State College who score below 430 on either the verbal or the mathematics portion of the SAT (or below 22 on the English or below 20 on the mathematics section of the ACT) are required to take the College Placement Examination (CPE) of the University System of Georgia. Those who take the CPE and do not meet Kennesaw State's minimum

requirements on that test are classified as developmental students and must take the appropriate developmental studies course(s).

These students must register for all the developmental courses they are required to take each quarter they are enrolled at Kennesaw State. If they are not required to take all three areas (English, math and reading), they may enroll in their required developmental courses and any regular credit course which does not have their developmental requirement as a prerequisite.

They may not, however, accumulate more than 30 hours of academic credit before completing all developmental requirements. If they do, they will not be allowed to take further credit courses until these requirements are met. They also may not attempt any developmental discipline more than three times. Those who spend three quarters in any of the three developmental areas (English, math or reading) without successfully exiting will be excluded from further study in developmental studies at Kennesaw State College. They may not withdraw from their developmental courses unless they withdraw from their credit courses as well.

Although the developmental courses are non-credit, a failing grade in these courses will be considered in determining academic standing. The grades, in other words, may place a student on academic warning or probation. (See Developmental Studies Standing, p.51.) Although these courses do not carry degree credit, students do receive institutional credit and thus may satisfy requirements for VA benefits and other financial assistance.

Students not required by the CPE to take developmental studies courses who nonetheless feel the need for remedial preparation or review may audit any of the courses offered in this department, if they receive approval prior to registration.

### The Department of Health, Physical Education & Recreation (HPER)

The Department of Health, Physical Education and Recreation consists of: (a) the physical activity required program, (b) the health and physical education major programs of study, and (c) the coaching minor education program. Major programs of study include teacher education (K-12), exercise science, sport management and health promotion/wellness. Students interested in programs offered by the department should contact the office of the department chair for further information and appropriate advisement forms. Students should seek HPER faculty advisement early when planning their program of study and at least quarterly during their study at Kennesaw State.

### Physical Education Required Program

The physical education required program (100-175 level courses) offers all Kennesaw State students opportunities to gain knowledge and skill in a variety of sports, fitness activities, dance and wellness. Six quarter hours are required of all Kennesaw State students to meet graduation degree requirements. Each student is required to successfully complete HPED 100 (four hours) and an elective activity course selected from HPED 103-175 (two hours).

### Major Programs of Study

**Teacher Education (K-12):** A bachelor of science degree in health and physical education which will meet the Georgia requirements for teacher licensure in health and physical education for grades K-12.

**Exercise Science:** Designed for students seeking an academic foundation for future graduate study in areas such as exercise physiology, cardiac rehabilitation, physical therapy, sport medicine and athletic training. Major coursework beyond Physical Education will include Biology and Chemistry.

**Sport Management:** Designed for students who are interested in managerial positions in sport fitness centers, YMCA's, retail management, recreation centers or sport administration. Primary major coursework beyond Physical Education will include emphasis in courses from the School of Business.

**Health Promotion/Wellness:** Designed to provide students with the background appropriate to work as a fitness specialist, program coordinator, and/or instructor in community, business, and agency fitness and wellness centers.

### Minor Programs of Study

The Coaching Education Minor Program offers students, regardless of major, an opportunity to pursue a minor program of study in the principles of coaching education. This program may lead to a national certification in coaching education through the American Coaches Effectiveness Program as a Level I and Level II coach. (See page 131).

### Admission Requirements

Upon entering Kennesaw State College, students may initially select health and physical education as their major field of study, with an appropriate concentration in teacher education, exercise science, sport management or health promotion/wellness. Formal application for acceptance into the various programs of study and junior year of study is made upon successful and continued completion of the appropriate criteria as described in this section.

### Admission to Health & Physical Education Teacher Education Program

Students must have:

1. passed the Regents' Test.
2. achieved an adjusted GPA of 2.5.
3. completed a minimum of 75 hours of course work (a minimum of 15 hours at KSC) that includes the completion of HPED 100, 155, 200, 210, 315; EDUC 200, 203; BIOL 206, 207; and the remaining hours distributed across Areas I, II, III, IV.
4. achieved a minimum of C in each of the designated courses required for program admission.
5. successfully completed English 101 and 102 with a grade of C or higher.
6. successfully completed a minimum of six hours with a 2.5 GPA in required professional skill classes above the 75 hours of required coursework.
7. submitted three acceptable faculty recommendations.
8. exhibited responsible professional behavior in classes, field experiences and interactions with peers and faculty.
9. demonstrated interest in the field through participation in and contribution to major's club and/or other professional activities.
10. exhibited clear, accurate verbal and written communication skills.

### Admission to Health & Physical Education Non-Certification Programs (Exercise Science, Sport Management, Health Promotion/Wellness)

Students must have:

1. passed the Regents' Test.
2. achieved an adjusted GPA of 2.0
3. completed a minimum of 75 hours of course work (a minimum of 15 hours at KSC) that includes the completion of HPED 100, 200, 210, 315; BIOL 206, 207; and the remaining hours distributed across Areas I, II, III, IV.
4. achieved a minimum of C in each of the designated courses required for program admission.
5. successfully completed English 101 and 102 with a grade of C or higher.
6. successfully completed a minimum of six hours with a 2.5 GPA in required professional skill classes above the 75 hours of required course work.
7. submitted three acceptable faculty recommendations.
8. exhibited responsible professional behavior in classes, field experiences and interactions with peers and faculty.
9. demonstrated interest in the field through participation in a contribution to major's club and/or other professional activities.
10. exhibited clear, accurate verbal and written communication skills.

### Admission to HPER Teaching Practicum Courses

Students must have:

1. been admitted to the teacher education program without concerns.
2. maintained an adjusted GPA of 2.5, as well as 2.5 GPA in each of the following HPER major course areas: professional skills, major core and professional education.
3. received a minimum letter grade of C in all required HPER major courses.
4. successfully completed HPED 345 or 355 for HPED 441, 443 and 445.
5. received positive evaluations in all field experiences.
6. exhibited responsible professional behavior in classes, field experiences and interactions with peers and faculty.
7. continued participation and professional contribution to major's club and/or other professional activities.
8. unanimous approval from HPER faculty.

### Admission to Student Teaching

Students must have:

1. successfully completed all course work.
2. been admitted without concerns to HPER teaching practicums.
3. successfully completed HPER teaching practicums without concerns.
4. received positive evaluations in all field experiences.

5. maintained an adjusted GPA of 2.5, as well as a 2.5 in each of the following HPER major course areas: professional skills, major core, and professional education.
6. achieved a minimum letter grade of C in each required HPER major course.
7. exhibited responsible professional behavior in classes, field experiences and interactions with peers and faculty.

### Admission to Coaching Practicum

#### Students must have:

1. successfully completed all course work required in the coaching minor program.
2. maintained an adjusted GPA of 2.0, as well as a 2.5 in the required coaching minor program courses.
3. received a minimum letter grade of C in all required coaching minor program courses.
4. exhibited responsible professional behavior in classes, field experiences and interactions with peers and faculty.

### Admission to Comprehensive Field Experience

#### Students must have:

1. successfully completed all required course work in the appropriate alternative track areas of study.
2. maintained an adjusted GPA of 2.0, as well as a 2.5 in professional skill courses.
3. received a minimum letter grade of C in all required major courses.
4. received positive evaluations in all field experiences.
5. exhibited responsible professional behavior in classes, field experiences and interactions with peers and faculty.

### Additional Admission Policies

1. Transfer students must complete 15 quarter hours at Kennesaw State prior to admission to the teacher education programs. A student who had a GPA from the previous institution of 2.5 or higher may take two 300-level HPED courses during the initial quarter at Kennesaw State if appropriate.
2. Any student who is ineligible for admission must become eligible within four quarters of attendance at Kennesaw State to be considered for future admission.
3. All admission applications and supporting recommendations must be submitted by the announced deadlines in order for students to be considered. Applications for admission to the teacher education program, HPER teaching practicums, Comprehensive Field Experience, and Student Teaching must be submitted on or before the following dates:

Admission to HPER Program/Practicum:	Apply by:
Fall 1993	May 3, 1993
Winter 1994	November 1, 1993
Spring 1994	February 15, 1993
Summer 1994	May 3, 1993
Fall 1994	May 3, 1993
Winter 1995	October 31, 1994

Student Teaching and Comprehensive Field Experience:	Apply by:
Winter 1994	May 31, 1993
Spring 1994	November 1, 1993
Fall 1994	March 2, 1994
Winter 1995	May 27, 1994
Spring 1995	October 31, 1994
Fall 1995	March 3, 1995

### The Teacher Resource & Activity Center (TRAC)

The Teacher Resource and Activity Center (TRAC) is part of the School of Education at Kennesaw State College. TRAC offers assistance to college students in teacher preparation by providing a curriculum library, textbooks and other instructional materials. Additionally, the center provides staff development activities for area school teachers and opportunities to design and develop instructional materials to use in their classrooms.

### SCHOOL OF SCIENCE & ALLIED HEALTH

The School of Science and Allied Health is home to the departments of biological and physical sciences, chemistry, computer science and information systems, mathematics and nursing. Staffed by faculty with exceptional teaching records and keen interests in research, these departments offer contemporary degrees that have gained high recognition for the success of their faculty and graduates. The programs offer course work that is current and challenging. Opportunities abound for students to develop a strong identity to their major departments through clubs and mentoring relations with faculty and other students.

The school offers baccalaureate degree programs in biology, chemistry, computer science, information systems, mathematics and nursing. The associate degree program in nursing is also available. Strong relationships exist between the departments and the School of Education and are reflected in the content areas in education programs. Secondary education majors receive comparable course work in the disciplines of biology and mathematics as do majors in these fields.

Students with career interests in the sciences, mathematics, nursing, computer science or information systems will find degree

programs in these areas in the School of Science and Allied Health. Those students with interests in medicine, dentistry, pharmacy, veterinary medicine, engineering, forestry or related areas most frequently choose to pursue the pre-professional requirements in the related departments within this school. While degree programs are not offered in these pre-professional areas, it is easy to meet the entrance requirements to the various professional schools while obtaining degrees from the departments within the School of Science and Allied Health. A program of study in exercise science is offered through the Department of Health, Physical Education and Recreation in the School of Education.

Degree programs in the various disciplines offer opportunities for students to elect both traditional and applied subjects. This emphasis enables students to plan programs leading to immediate career opportunities upon graduation or to pursue further graduate education in their field. The School of Science and Allied Health maintains liaison with many graduate and professional schools.

Students in the laboratory sciences will be required to reimburse Kennesaw State College for broken glassware and equipment. The charges will be assessed at the item cost, and the college must be reimbursed prior to registration for the next quarter. Failure to pay assessed charges will result in the withholding of the student's registration for additional courses or the issuance of academic transcripts. The minimum charge in the event of breakage is \$1.

### Department of Biological & Physical Sciences

The program of study in biology leading to a Bachelor of Science degree provides students with the opportunity to pursue a major field of concentration in biology with a background in the liberal arts. The breadth and depth of the departmental course offerings combined with high academic standards provide students with the flexibility to concentrate on any of the many career opportunities in biology and physics.

The biology degree program will prepare students for graduate school, for professional schools in a number of health-related fields including medical, dental, pharmacy and veterinary schools, for teacher certification in biology secondary education, and for technical positions in a large number of science laboratories. One of these preparatory tracks focuses upon cytogenetic technology. This track is designed to prepare students for a laboratory profession assisting in the diagnosis of specific genetic disorders. Skilled cytogenetic technologists are highly employable in laboratories at major universities, hospitals and medical centers as well as in private settings.

The Department of Biological and Physical Sciences emphasizes a "hands-on" approach to the study of science. This philosophy is supported by providing students access to equipment on campus through academic courses and independent research and off campus through co-op and internship experiences.

By maintaining high academic standards, the Department of Biological and Physical Sciences has been a major contributor of students destined for graduate and professional schools and has graduated well-trained people who are prepared to merge successfully into the job market.

### Department of Chemistry

The program of study in chemistry leads to a Bachelor of Science degree with the option of an American Chemical Society (ACS) certified degree. Students choosing either path will receive a background in chemistry and the liberal arts well-suited for a number of different and rewarding careers. The ACS program offers sufficient breadth and depth to prepare for graduate study in all areas of chemistry and biochemistry and both paths prepare students for professional study in health care fields such as medicine, dentistry, pharmacy and veterinary medicine as well as for local, national or international employment in research and development, quality control, environmental studies and chemical sales.

Classroom and laboratory instruction in all areas of chemistry is offered in small classes with personal contact with faculty. The department also offers a wide variety of less traditional academic experiences. Students may elect credit in directed study and work closely with a faculty member on a research project resembling a graduate school experience. The recent awarding of several research grants to faculty members in the department has permitted the acquisition of major pieces of state-of-the-art research equipment, placing Kennesaw State's research capabilities on an equal footing with much larger colleges. Students may elect an internship and gain off-campus experience while working with a business firm or private or government agency. Students also have the option of extending their work experiences while attending Kennesaw State by cooperative study.

Financial aid opportunities available include college scholarships, grants and employment such as assisting in laboratory instruction.

Students preparing for an ACS-certified degree are required to take additional courses in chemistry, physics and mathematics. In addition, these students, as well as those students preparing for graduate study in chemistry or professional studies in health-care fields, are urged to select additional electives in biology, computer science, mathematics, physics and a foreign language. Academic advisors in chemistry also advise in the preprofessional areas of medicine, dentistry, pharmacy, engineering and veterinary medicine and will design a program of study to fit an individual student's needs. Students are encouraged to determine the specific entrance requirements of the graduate or professional school in which they have an interest as an aid in this advisement process.

### Department of Computer Science and Information Systems

There are two programs of study offered by the Department of Computer Science and Information Systems: the Bachelor of Science in Computer Science and the Bachelor of Science in Information Systems.

The emphasis of the program in computer science is on computing principles, such as the design and analysis of algorithms, data types and data structures, computer system architecture and computer system software. The program offers a significant component in mathematics and mathematical concepts are incorporated into many of the courses in the major. The program also offers significant components in the development of applications software and systems software. Graduates of the program are prepared for a variety of careers in computer science, especially in software design and in the computer industry. This program also prepares students for graduate studies in computer science and related fields.

The program in information systems also provides a sound foundation in computing principles. The emphasis, however, is on applications of the computer rather than the computer itself. The program of study includes a significant component of courses in business administration. The program also includes information-resource management, data-base design and management, software systems, computer architecture and decision-support systems. Graduates of the program are prepared for careers in the design, implementation and management of information systems, especially in organizations for which computer applications are vital. This program also prepares students for graduate study in information systems and business administration.

### Department of Mathematics

The program of study in mathematics leading to the Bachelor of Science degree encompasses a broad curriculum in both pure and applied mathematics. The program includes at least one course in each of the major areas encountered at the undergraduate level. The mathematics program thus prepares students to gain employment upon graduation while maintaining the high academic standard and requirements sufficient for students to pursue graduate studies. Given the broad background of the undergraduate curriculum, graduate study can be pursued in many areas including pure or applied mathematics, statistics, computer science, engineering, economics as well as many professional programs. Mathematics majors score highest of all majors on graduate and professional school entrance examinations such as the GMAT (Graduate Management Admissions Test), GRE (Graduate Record Examination), LSAT (Law School Admissions Test) and the MCAT (Medical College Aptitude Test).

Employment prospects upon graduation with a major in mathematics are further enhanced with the choice of an appropriate minor. Among these are minors in computer science, biology, chemistry or any of the business areas. College graduates who have majored in mathematics receive the fourth highest average starting salaries, nationwide, of new and recent college graduates entering the job market and ranked by major. The highest ranked profession each year in desirability and job satisfaction is actuary, and the recommended preparation is a major in mathematics.

In conjunction with the School of Education, the department offers a program in mathematics education. Students in this program receive degrees in education or, with the addition of one more mathematics course, may receive dual degrees in mathematics and secondary education-mathematics. Students completing this program are in great demand because of the excellent performance of past students on certification tests and in the classroom. Department faculty advise majors in Secondary Education-Mathematics and those in Middle Grades Education with a concentration in mathematics.

### The Department of Nursing

The program of study in nursing offers men and women the opportunity to obtain an Associate of Science in Nursing degree or a Bachelor of Science in Nursing degree. After completion of either degree, with the recommendation of the department chair, graduates will be eligible to take the state licensing examination to practice as a registered nurse (R. N.).

All applicants should be aware that the state examining board has the right to refuse to grant a registered nurse license to any individual regardless of his or her educational credentials under circumstances of:

1. Falsification of application for licensure;
2. Conviction of a felony or crime of moral turpitude;
3. Other moral and legal violations specified in the Georgia law.

Applicants who think they might have an applicable situation should talk with the department chair early in their program of study.

### Admission to the Program of Study in Nursing

The Department of Nursing offers two programs of study in nursing — one leading to an Associate of Science in Nursing degree and one leading to a Bachelor of Science in Nursing degree. Both programs combine nursing courses with general education courses. The general education courses provide a broad scope to the nursing program and serve as a basis for learning nursing concepts. Students may declare nursing as a major and begin taking the general education component of either program at any time.

The nursing course sequences begin once a year—in fall quarter for the associate degree sequence and in spring quarter for the baccalaureate degree sequence. Since there are only a limited number of spaces in each program, prospective students must apply separately to the Department of Nursing for admission to each sequence.

Readmission to the nursing sequence is not guaranteed. Eligible students who drop out of the nursing sequence for any reason will be admitted to the sequence on a space-available basis. Students will be accommodated in rank order according to their GPA. Students interested in re-entry must notify the program director in writing of their interest at least one month prior to the re-entry date. A student who has an adjusted GPA of less than 2.0 for the associate's degree program or 2.5 for the bachelor's degree program or less than a C in all completed science, mathematics and nursing courses will not be considered for readmission to either sequence.

Criteria for progression to the sophomore year of the associate's degree program or the junior and senior year of the baccalaureate degree program are as follows:

1. Receive a C in all nursing, natural science and mathematics courses.
2. Maintain an adjusted GPA of 2.0 for the associate degree program or a 2.3 for the bachelor's degree program.

A student may repeat only one nursing course. A failure of any two clinical nursing courses will result in being dropped from the program. Students who are dropped are not eligible to reapply. For the purposes of this policy, a grade of D is considered a failure.

### Requirements for Students in Both Programs Include:

1. Annual health history or physical exam
2. Initial proof of immunity to specified communicable diseases
3. Annual tuberculosis screening
4. Health Insurance

5. Certification in cardiopulmonary resuscitation by either the American Heart Association or the American Red Cross
6. Uniforms and a suitable watch. (estimated cost is \$75 to \$125) A pin at graduation is optional at a cost of between \$35 to \$100.
7. A quarterly fee of between \$7 to \$15 paid each quarter that a student is enrolled in nursing courses to cover the cost of professional liability insurance and achievement exams at the end of the program.
8. Pre-licensed students must provide their own liability insurance in the amount of \$1,000,000/\$1,000,000. A separate fee of \$25 to \$50 will be charged to these students for an achievement exam prior to graduation.

**[STUDENTS ENROLLED IN CLINICAL NURSING COURSES WHO HAVE NOT MET THE ABOVE REQUIREMENTS MAY BE ADMINISTRATIVELY WITHDRAWN FROM THE COURSE.]**

### **Associate's Degree Program Admission Criteria**

1. All nursing students must be fully admitted to the college and must complete developmental studies requirements prior to application to the application deadline of April 1.
2. Applicants must have an adjusted 2.0 cumulative GPA on any college courses and a minimum of a C on any science, mathematics or nursing courses utilized as a part of the nursing program of study.
3. If there is a surplus of qualified applicants, decisions will be based on a combination of grades received in courses required in their program of study, the total number of required courses completed and the total number of college credits completed. For students with 45 or fewer college credits, high school GPA will be considered.
4. Applications for entry into a September nursing sequence must be completed by April 1 prior to the September the applicant is planning to enter.
5. Decisions regarding admission into the nursing sequence will be made by a nursing admissions committee, composed of the associate degree director and two associate degree nursing faculty members.

### **Advanced Placement for LPNs**

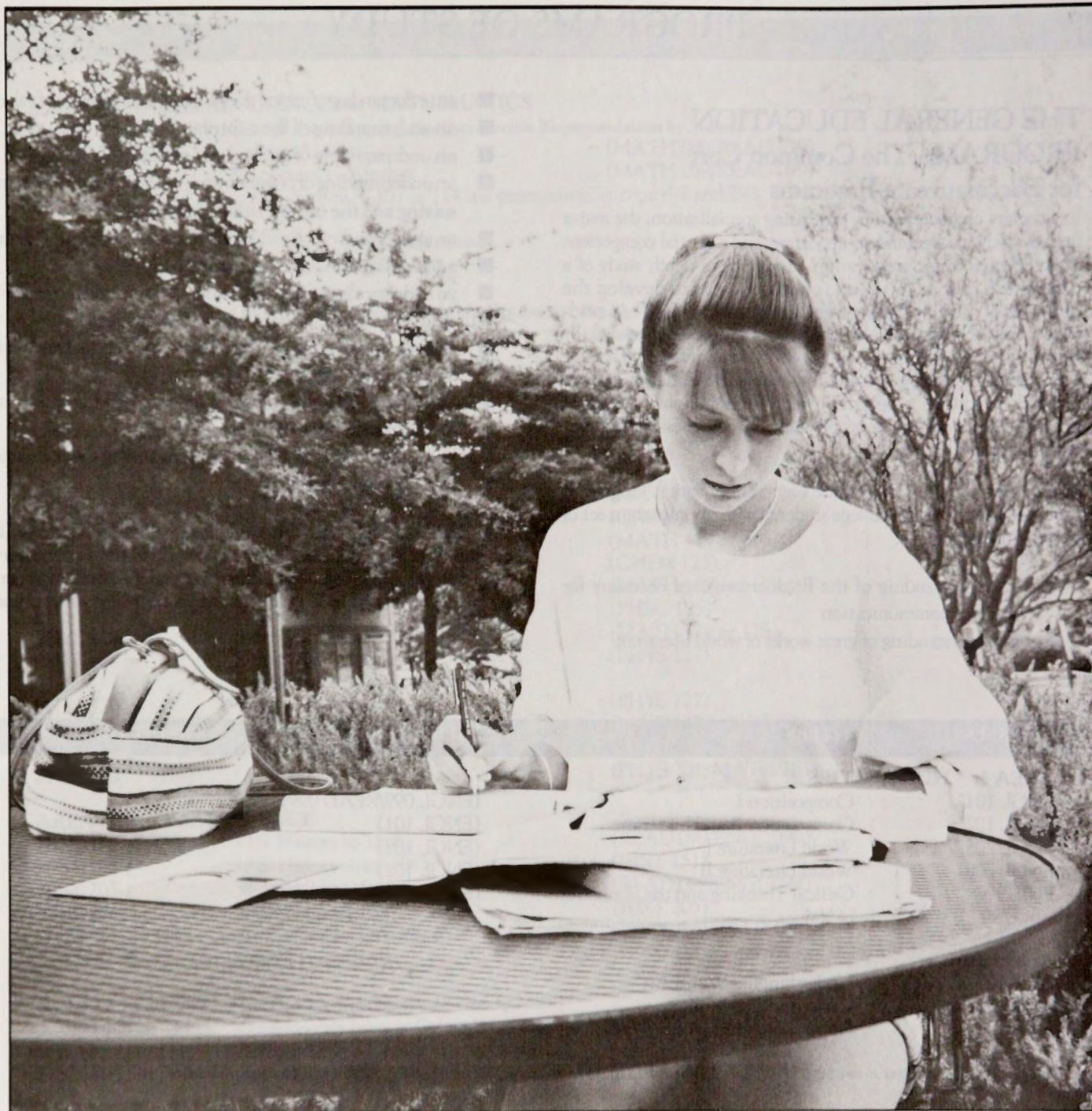
Advanced placement is available in the associate degree program for selected licensed practical nurses.

Successful completion of a non-degree-credit course allows these students to exempt 15 nursing credits and enter the sequence of clinical nursing courses at the sophomore level. This course can be taken only once. In the event that the student does not successfully complete this course, no validation credits are granted, and the student must apply for admission to the freshman level courses. Admission requirements for this course are:

1. Must have met Kennesaw State College admission requirements.
2. Must have met Kennesaw State College associate's degree nursing program admission requirements.
3. Must have completed the following prerequisite courses: MATH 105; CHEM 105; BIOL 221; PSY 201; PSY 305; and corequisite courses: BIOL 222 and ENGL 101.
4. Must present a current, valid LPN license.
5. Must be recommended by one's employer of the last working year.
6. Must have nursing experience for at least one year out of the last three years in a hospital or nursing home.
7. Must complete application by March 15 for entry into the advanced placement option for LPNs prior to the summer quarter in which applicants are planning to enroll in NURS 098.

### **Baccalaureate Program Admission Criteria**

1. All nursing students must complete developmental studies requirements prior to application to the nursing sequence.
2. The following prerequisite courses must be completed: ENGL 101, 102; MATH 105, 107; CHEM 105, 106; BIOL 221, 222, 261; PSY 201, 305; SOCI 105; and NURS 208.
3. Applicants must have an adjusted 2.5 cumulative grade point average with a minimum grade of C in each required science and mathematics course.
4. If there is a surplus of qualified applicants, decisions will be based on a combination of grades received in courses required in their program of study, the total number of required courses completed and the total number of college credits completed. While applications motivate the topics covered, equal attention is paid to the theoretical development of the concepts. Personal qualities important to nursing and longevity at Kennesaw State College may be considered.
5. Applicants for entry into the generic baccalaureate nursing sequence must be completed by November 30 prior to the spring quarter the applicant is planning to enroll in NURS 210.
6. Decisions regarding admission into the nursing sequence will be made by a nursing admissions committee composed of the baccalaureate degree director and two baccalaureate degree nursing faculty members.
7. All applicants must submit one letter of reference from a nonrelative. Applicants may be asked to come for a personal interview.



### Advanced Placement for RNs

Advanced placement is available in the baccalaureate degree program for selected registered nurses. Successful completion of NURS 320 - Concepts of Professional Nursing, a 10 hour non-degree credit course, allows these students to receive 41 hours of sophomore and junior level nursing credits by validation and enter the clinical sequence at the senior level. This course can be taken only once. In the event that the student does not successfully complete NURS 320, no validation credits will be granted, and the student must complete the sophomore and junior levels of the nursing sequence.

1. Must have met Kennesaw State College admission requirements.
2. Must have met Kennesaw State College baccalaureate degree nursing program admission criteria.
3. Must have completed the following prerequisite courses: ENGL 101, 102; MATH 105, 107; CHEM 105, 106, 301; BIOL 221, 222, 261, 317; PSY201, 305; SOCI 105; and corequisite course NURS 302.
4. Must present a current, valid Georgia RN license.
5. Must complete application by March 15 for entry into the advanced placement option for RNs prior to the summer quarter in which applicants are planning to enroll in NURS 320.



# PROGRAMS OF STUDY

## THE GENERAL EDUCATION PROGRAM: The Common Core for Baccalaureate Programs

In a society characterized by increasing specialization, the major field of study has become an important and essential component of an effective college education. However, in-depth study of a narrow field of specialization is not sufficient to develop the qualities of a well-educated college graduate. College graduates must also possess certain general knowledge and skills that cut across disciplines and which reflect a comprehensive and integrated general education. The undergraduate's general education program provides an important foundation and context for the major or specialty, balancing essential depth with important breadth.

At Kennesaw State College, the General Education Program is intended to provide all college students with an important set of shared understandings:

- an understanding of the English language necessary for effective communication
- an understanding of great works of world literature

- an understanding of critical thinking and the formation of values
- an understanding of the contributions of the arts
- an understanding of science and scientific thinking
- an understanding of computation, analysis, logic, problem-solving and the use of mathematical symbols
- an understanding of world and American history (full span)
- an understanding of comparative political systems
- an understanding of the world economy and world geography
- an understanding of contemporary social issues
- an understanding of wellness, fitness, lifestyle management and physical activity
- an understanding of a second language and the cultural diversity reflected through languages
- an understanding of the connections among the academic disciplines and learning

The faculty at Kennesaw State College believe that the well-educated college graduate who is prepared for the 21st century should develop these general understandings and the broad perspective they afford in addition to the in-depth knowledge and expertise of a specialization.

COURSES	TITLES	PREREQUISITE	CREDIT HOURS
<b>AREA I: HUMANITIES</b>			
ENGL 101*	Composition I	(ENGL 099/READ 099)	5
ENGL 102*	Composition II and Literature	(ENGL 101)	5
ENGL 205	World Literature I	(ENGL 102)	3
ENGL 206	World Literature II	(ENGL 102)	3
PHIL 100	Critical Thinking and the Formation of Values	(ENGL 099/READ 099)	3
<b>Arts Elective</b>			3
ART 107 or MUSI 107 or THR 107	Understanding World Art Understanding Music Approaches to Theater		

\*A grade of C or better is required for ENGL 101 and 102 to serve as prerequisites or to count as credit toward graduation.

**AREA II: NATURAL SCIENCE and MATHEMATICS**

<b>Math</b>	<b>One of the following (See Core Elective Recommendations by Major):</b>		<b>5</b>
MATH 105** or	College Algebra	(MATH 099/READ 099)	
MATH 114 or	Precalculus I - Algebra	(MATH 099/READ 099)	
Any 100-200 level Math course for which 105 or 114 is a prerequisite, except 192 and 292.			

<b>Elective</b>	Any 100-200 level math course except MATH 105 or 114.		<b>5</b>
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<b>Lab Science</b>	<b>One of the following 10-hour sequences (See Core Elective Recommendations by Major):</b>		<b>10</b>
BIOL 103 and	General Biology	(ENGL 099/MATH 099/READ 099)	
BIOL 104 or	General Biology II	(BIOL 103)	
BIOL 200 and	Biological Principles I	(ENGL 099/MATH 099/READ 099)	
BIOL 201 or	Biological Principles II	(CHEM 121)*	
CHEM 105 and	Fundamental Chemistry	(MATH 099 and READ 099)	
CHEM 106 or	Fundamentals of Organic and Biochemistry	(CHEM 105)	
CHEM 111 and	Science, Technology and Society I	(MATH 099/READ 099)	
CHEM 112 or	Science, Technology and Society II	(CHEM 111)	
CHEM 121 and	General Chemistry I	(MATH 114 or 116)*	
CHEM 122 or	General Chemistry II	(CHEM 121)	
PHSC 105 and	Introduction to Physical Science	(MATH 105 or higher)	
PHSC 106 or	Applications of Physical Science	(PHSC 105)	
PHYS 127 and	Mechanics and Kinetic Theory	(MATH 114 or 116)	
PHYS 128 or	Electricity, Magnetism and Geometric Optics	(PHYS 127)	
PHYS 129 or	Heat, Light, Sound	(PHYS 127)	
PHYS 201 and	General Physics I	(MATH 190, 201*)	
PHYS 202 or	General Physics II	(PHYS 201; MATH201)	
PHYS 203	General Physics III	(PHYS 201; MATH 201)	

**AREA III: SOCIAL SCIENCE**

HIST 151	U.S. History to 1865	(READ 099/ENGL 099)	<b>3</b>
HIST 152	U.S. History since 1865	(HIST 151)	<b>3</b>
HIST 205	World History I	(READ 099/ENGL 099)	<b>3</b>
HIST 206	World History II	(HIST 205)	<b>3</b>
POLS 201	American Government in a Global Perspective	(ENGL 099/READ 099)	<b>5</b>

<b>Social Issues Elective</b>	<b>(See Core Elective Recommendations by Major)</b>		<b>3</b>
ANTH 105 or	Contemporary Issues in Cultural Anthropology	(ENGL 099/READ 099)	
PSY 105	Psychology and Contemporary Issues	(READ 099)	
SOCI 105	Sociological Perspectives	(ENGL 099/READ 099)	

COURSES	TITLES	PREREQUISITE	CREDIT HOURS
<b>AREA IV: MAJOR FIELD REQUIREMENTS</b>			
	Specified according to the major selected and indicated on the succeeding program pages		30
<b>PHYSICAL EDUCATION REQUIREMENT</b>			
HPED 100	Fitness for Living		4
HPED 103-175*	Elective Activity Course (See Core Elective Recommendations by Major.)		2
<b>GLOBAL ECONOMY REQUIREMENT</b>			3
ECON 103 is required for non-business majors. GEOG 103 is required for business majors.			
<b>FOREIGN LANGUAGE REQUIREMENT</b>			0-10
Before graduation, every student must show proficiency in a language other than English at the introductory level by satisfactory completion of the 102 course or by exempting such a course through passing an examination approved by the foreign language faculty. Students who elect to take a course instead of the exemption exam and who have had one year or more of formal study of the language must enroll at the 102 level. Only those students with no prior study of the language or with less than one year of study of the language may enroll in 101.			
<b>TOTAL:</b>			<b>101</b>

## CORE ELECTIVE RECOMMENDATIONS BY MAJOR

If your program is listed here specific recommendations and/or requirements apply in the General Education Common Core.

### ACCOUNTING

MATH 105 and 106 should be taken. Students with stronger math interests or aptitudes are encouraged to take MATH 190. Students must take DSC 312, not MATH 107.

### BIOLOGY

CHEM 121 and 122 should be taken. Preparation for MATH 190 or 201 is recommended.

### CHEMISTRY

CHEM 121 and 122 should be taken.

### COMPUTER SCIENCE

PHYS 127 and 128 or PHYS 201 and 202 should be taken. MATH 190 must be taken.

### ECONOMICS

MATH 105 and 106 should be taken. Students with stronger math interests or aptitudes are encouraged to take MATH 190. Students must take DSC 312, not MATH 107.

### EDUCATION-ELEMENTARY, K-4

MATH 192 must be taken.  
HPED 155 must be taken.

### EDUCATION-ELEMENTARY, 4-8

MATH 192 must be taken.  
HPED 155 is recommended.

### EDUCATION-SECONDARY, BIOLOGY

CHEM 121 and 122 must be taken.

### EDUCATION-SECONDARY, MATHEMATICS

CHEM 121 and 122 or PHYS 201 and 202 must be taken.  
MATH 190 must be taken.

### EDUCATION-SECONDARY, SOCIAL STUDIES

PSY 201 should be taken and substituted for PSY 105.

### FINANCE

MATH 105 and 106 should be taken. Students with stronger math interests or aptitudes are encouraged to take MATH 190. Students must take DSC 312, not MATH 107.

### HEALTH AND PHYSICAL EDUCATION

**Teacher Education (K-12)**  
BIOL 103 and 104 must be taken.  
MATH 107 should be taken.  
PSY 201 should be taken and substituted for PSY 105.

### Sport Management

MATH 105 and 106 should be taken.  
PSY 201 should be taken and substituted for PSY 105.

### Exercise Science

MATH 114 or 115 must be taken for core requirement.  
CHEM 121 and 122 must be taken.  
PSY 201 should be taken and substituted for PSY 105.  
MATH 115 or 190 must be taken for core elective.

### Health Promotion/Wellness

BIOL 103 and 104 should be taken.  
MATH 107 should be taken.  
PSY 201 should be taken and substituted for PSY 105.

### INTERNATIONAL AFFAIRS

MATH 105 is strongly recommended.  
MATH 107 is strongly recommended.

### MANAGEMENT

MATH 105 and 106 should be taken. Students with stronger math interests or aptitudes are encouraged to take MATH 190. Students must take DSC 312, not MATH 107.



#### **MARKETING**

MATH 105 and 106 should be taken. Students with stronger math interests or aptitudes are encouraged to take MATH 190. Students must take DSC 312, not MATH 107.

#### **MATHEMATICS**

MATH 190 should be taken and Lab Science sequence should be chosen to satisfy Area IV course prerequisites.

#### **NURSING**

CHEM 105 and 106 must be taken.

MATH 107 must be taken.

SOCI 105 should be taken instead of 3-hour elective.

#### **POLITICAL SCIENCE**

MATH 107 should be taken

#### **PROFESSIONAL SALES**

MATH 105 and 106 should be taken. Students with stronger math interests or aptitudes are encouraged to take MATH 190. Students must take DSC 312, not MATH 107.

#### **PSYCHOLOGY**

MATH 105 should be taken.

PSY 105 should not be taken.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
ACC 201	Principles of Accounting I	(ENGL 101; MATH 105)	5
ACC 202	Principles of Accounting II	(ACC 201)	5
ECON 202	Principles of Economics-Micro	(MATH 105)	5
ECON 203	Principles of Economics-Macro	(ECON 202; MATH 106 or 190)	5
DSC 205	Business Info. Sys. and Applications	(Developmental Studies if required)	5
BL 220	Legal and Ethical Env. of Business	(Developmental Studies if required)	5
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
DSC 312	Business Statistics	(90 hours of credit including Area IV of the Business Core)	5
FIN 350	Principles of Finance	(90 hours of credit including Area IV of the Business Core)	5
MGT 360	Management and Behavioral Sciences	(90 hours of credit including Area IV of the Business Core)	5
MKT 370	Principles of Marketing	(90 hours of credit including Area IV of the Business Core)	5
DSC 380	Operations Management	(DSC 312, MGT 360)	5
MGT 499	Strategic Management	(FIN 350; DSC 380; MKT 370; within 30 hours of graduation)	5
ACC 301	Intermediate Accounting I	(90 hours of credit including Area IV of the Business Core)	5
ACC 302	Intermediate Accounting II	(ACC 301)	5
ACC 303	Intermediate Accounting III	(ACC 302)	5
ACC 434	Cost Accounting and Control	(90 hours of credit including Area IV of the Business Core)	5
ACC 435	Income Taxation I	(ACC 301)	5
ACC 436	Auditing	(ACC 302)	5
Any upper division International Course offered by the School of Business Administration.			5
<b>Field Elective</b>	<b>One of the Following:</b>		5
ACC 333	Advanced Accounting	(ACC 303)	
ACC 421	Managerial Analysis and Cost Control	(ACC 434)	
ACC 433	Accounting Information Systems	(90 hours of credit including Area IV of the Business Core)	5
ACC 437	Income Taxation II	(ACC 435)	
ACC 438	Governmental and Non Profit Accounting	(ACC 302)	
ACC 439	Income Tax III, Estates and Gifts	(ACC 435)	
ACC 490	Special Topics in Accounting	(Approval of instructor)	
<b>General Electives</b>	Ten hours of upper-division credit from <i>Economics</i> or any upper-division course offerings (300-400) <i>outside the School of Business Administration.</i>		10
<b>Free Electives</b>	Fifteen hours of credit from any level, lower-division (100-200) or upper-division (300-400). Five of these hours <i>must</i> be from course offerings outside the <i>School of Business Administration.</i> The other ten hours may be from any offering in the college curriculum. BA 208 is recommended.		15
			PROGRAM TOTAL 196

Students planning to take the CPA examination are advised to take, in addition to the program, ACC 333, ACC 437 and BL 410.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
ART 110	Structure-2 Dimensional Design		5
ART 120	Structure-3 Dimensional Design	(ART 110)	5
ART 225	Beginning Drawing		5
ART 226	Beginning Painting <sup>1</sup>	(ART 225)	5
FOREIGN LANGUAGE 101, 102, 201, 202 <sup>2</sup>	Any foreign language approved by the department.	(ENGL 099, READ 099, if required)	10
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
<b>Junior Seminar and Portfolio Review<sup>1</sup>:</b>			
Required of all art majors before taking upper level studio and graphic communications courses			1
ART 302	Junior Seminar in the Visual Arts	(ART 110, 120, 225 and 226)	
<b>Major Electives</b> Choose one of the following options <sup>3</sup> :			
<b>Option 1:</b>			
<b>Studio Area:</b>	Requires a total of 29 hours from the following four areas, a minimum of one course from each area:		29
<b>Drawing and Painting</b>			
ART 325	Intermediate Drawing	(ART 302 or permission of instructor)	
ART 326	Intermediate Painting	(ART 302 or permission of instructor)	
ART 425	Drawing III-Life Drawing	(ART 325 or permission of instructor)	
ART 426	Painting III-Watercolor	(ART 302 or permission of instructor)	
<b>Graphic Arts</b>			
ART 340	Photography I	(ART 302 or permission of instructor)	
ART 341	Photography II	(ART 340)	
ART 350	Printmaking	(ART 302 or permission of instructor)	
ART 351	Printmaking II-Intaglio	(ART 350)	
<b>Three Dimensional Design</b>			
ART 300	Introduction to Ceramics		
ART 360	Intermediate Ceramics	(ART 300)	
ART 330	Sculpture	(ART 120, 225)	
ART 430	Sculpture II-Assemblage Techniques	(ART 330)	
ART 431	Sculpture III-Casting Techniques	(ART 330)	
<b>Senior Seminar and Exhibition:</b> Required of all graduating seniors with studio emphasis			
ART 499	Senior Art Seminar and Exhibition	(Senior Status, 25 hours art at 300-400 level)	
<b>Option 2:</b>			
<b>Graphic Communications Area:</b>	Requires a total of 29 hours from the following three areas.		29
ART 369	Production Materials and Techniques	(Art 302 or permission of instructor)	
ART 370	Graphic Communications I-Type	(Art 302 or permission of instructor)	
ART 371	Graphic Communications II-Design	(Art 370 or permission of instructor)	
ART 373	Computer Graphics Publication Design	(Art 302 or permission of instructor)	
<b>Graphic Communications Elective (Select one)</b>			
ART 372	Illustration for Publications	(Art 325 or permission of instructor)	
ART 340	Photography I	(Art 302 or permission of instructor)	
ART 350	Printmaking I	(Art 302 or permission of instructor)	
ART 325	Intermediate Drawing	(Art 302 or permission of instructor)	
<b>Graphic Communications Senior Experience</b>			
ART 498	Graphic Communications Senior Seminar	(Senior status, minimum 25 hours in graphic communications at the 300 or 400 level.)	
			SUBTOTAL: 30

## BACHELOR OF ARTS DEGREE

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
ART HISTORY	10 hours required of all majors		10
ART 355	Latin American Art		
ART 357	African Art		
ART 375	Art Survey I-Prehistoric Period to 15th Century		
ART 385	Art Survey II-History of Art from 15th Century to 20th Century		
ART 475	History of American Art		
ART 485	History of Modern Art		
			SUBTOTAL: 10
MINOR and/or GENERAL ELECTIVES <sup>4</sup>	Either a formal minor must be completed or 35 hours must be earned at the 300- or 400-level from any disciplines other than art. Of these 35 hours, at least 20 must be taken in a single discipline, unless the academic adviser and major field department chair approve an exception. Up to 15 hours of art internship and/or cooperative study may be used to satisfy general or free electives requirements.		35
Free Electives <sup>5</sup>	Any courses from the college curriculum		15
			SUBTOTAL: 50
			PROGRAM TOTAL: 191

<sup>1</sup>Declared art majors must take Art 302 during the quarter of completion of Area IV major requirements, or before completion of 10 hours of upper level studio art courses. All transfer students with transfer credit of major requirements in Area IV must take Art 302 the first quarter enrolled in upper level art courses. Transfer students will be required to present a portfolio consisting of two and three dimensional designs, drawings and paintings in order to receive course credit in the major.

<sup>2</sup>Ten hours at intermediate level or 20 hours if begun in college. Ten hours at the 100 level can be counted as free electives.

<sup>3</sup>For an emphasis in studio art, follow course selections in the studio area. For an emphasis in graphic communication, follow requirements in the graphic communication area.

<sup>4</sup>An interdisciplinary minor or general electives in business, computer science or communications is recommended for an emphasis in graphic communications.

<sup>5</sup>Lower-level language courses can be applied to this area.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
CHEM 240	Organic Chemistry I	(CHEM 122)	5
CHEM 241	Organic Chemistry II	(CHEM 240)	5
BIOL 200	Biological Principles I		5
BIOL 201	Biological Principles II	(CHEM 121) <sup>1</sup>	5
MATH 190	Analytical Geometry and Calculus	(MATH 115)	5
or	or		
MATH 201	Calculus	(MATH 190)	
<b>Elective</b>	<b>One of the following:</b>		<b>5</b>
CHEM 123	General Chemistry III	(CHEM 122)	
MATH 107	Introduction to Statistics	(MATH 105 or higher)	
MATH 201	Calculus II	(MATH 190)	
CS 140	Introduction to Programming	(MATH 105 or higher)	
CS 245	Scientific Programming Languages	(CS140)	
PHYS 127	Mechanics and Kinetic Theory	(MATH 114)	
PHYS 201	General Physics I	(MATH 190, 201) <sup>1</sup>	
and	Any Foreign Language		
			<b>SUBTOTAL: 30</b>
<b>MAJOR REQUIREMENTS</b>			
BIOL 300	General Genetics	(BIOL 104 or 200/201)	5
<b>Cell Biology</b>	<b>One of the following:</b>		<b>5</b>
BIOL 333	Instrumental Methods	(BIOL 200/201; CHEM 240)	
BIOL 338	Histology	(BIOL 104 or 200/201)	
BIOL 340	Microbiology	(BIOL 200/201)	
BIOL 345	Microtechnique	(BIOL 104 or 200/201)	
BIOL 410	Cell and Molecular Biology	(BIOL 200/201; CHEM 241)	
BIOL 440	Advanced Genetics	(BIOL 300; CHEM 241)	
BIOL 465	Immunology	(BIOL 300; CHEM 240; recommended)	
<b>Organismal Biology</b>	<b>One of the following:</b>		<b>5</b>
BIOL 310	Invertebrate Zoology	(BIOL 104 or 200/201)	
BIOL 320	Plant Morphology	(BIOL 104 or 200/201)	
BIOL 350	Comparative Vertebrate Anatomy	(BIOL 104 or 200/201)	
BIOL 390	Developmental Biology	(BIOL 300)	
BIOL 420	Plant Physiology	(BIOL 200/201; CHEM 240)	
BIOL 430	Vertebrate Physiology	(BIOL 200/201; CHEM 240)	
<b>Population Biology</b>	<b>One of the following:</b>		<b>5</b>
BIOL 335	Natural History of Georgia	(BIOL 104 or 200/201 or geology sequence)	
BIOL 360	Physical Ecology	(BIOL 104 or 200/201)	
BIOL 370	Ecology	(BIOL 104 or 200/201)	
BIOL 380	Evolution and Biosystematics	(BIOL 104 or 200/201 and 300)	
<b>Major Electives<sup>2</sup></b>	Any 300- or 400-level courses in biology		<b>20</b>
<b>Minor and/or General Electives<sup>3</sup></b>	Completion of a formal minor or 35 hours at 300/400 level from a discipline other than biology with at least 20 hours in one discipline unless previously approved by the academic adviser and biology department chair. However, a maximum of five hours from BIOL 396 or 398 may be applied here.		<b>35</b>



BACHELOR OF SCIENCE DEGREE

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
Free Electives <sup>4</sup>	Any course in the college curriculum		15
SUBTOTAL:			90
PROGRAM TOTAL:			191

<sup>1</sup>Corequisite.

<sup>2</sup>A maximum of 10 hours (at least two different experiences) from BIOL 398, 400 and/or 450 can be used to satisfy major electives. Students in Cytogenetic Technology Track are required to take BIOL 327, 340 and 427.

<sup>3</sup>Students planning professional or graduate study should select a minor or general electives in mathematics or chemistry. Students who have been accepted into the Cytogenetic Technology track must elect 20 of these 35 hours in internship (BIOL 398). BIOL 396 cannot be applied toward a biology minor. A maximum of five hours from BIOL 398, 400 and/or 450 may be applied toward the biology minor.

<sup>4</sup>Students are advised to earn 10 hours in physics: PHYS 127 and 128 or 129, or PHYS 201 and 202.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
CHEM 240	Organic Chemistry I	(CHEM 122)	5
CHEM 241	Organic Chemistry II	(CHEM 240)	5
MATH 201	Calculus	(MATH 190)	5
PHYS 201	General Physics I	(MATH 190, 201 <sup>1</sup> )	5
PHYS 202 or 203	General Physics II or III	(PHYS 201; MATH 201)	5
Electives <sup>2,3,4</sup>	Any one course from biology, computer science, math, physics or foreign language		5
			<b>SUBTOTAL: 30</b>
<b>MAJOR REQUIREMENTS</b>			
CHEM 310	Inorganic Chemistry	(CHEM 241; CHEM 305 or CHEM 361) <sup>1</sup>	5
CHEM 330	Instrumental Analytical Chemistry	(CHEM 241; CHEM 310; CHEM 361)	5
CHEM 342	Intermediate Organic Chemistry	(CHEM 241)	5
CHEM 360	Physical Chemistry I	(PHYS 202 or 203; CHEM 241)	5
CHEM 361	Physical Chemistry II	(CHEM 360)	5
Major Electives <sup>3,4,5</sup>	Any 300- or 400-level courses in chemistry		15
Minor and/or General Electives <sup>3,4,5</sup>	Either a formal minor must be completed or 35 hours must be earned at the 300- or 400-level from any disciplines other than chemistry. Of these 35 hours, at least 20 must be taken in a single discipline, unless the academic adviser and major field department chair approve an exception.		35
Free Electives <sup>3,4,5</sup>	Any courses in the college curriculum		15
			<b>SUBTOTAL: 90</b>
			<b>PROGRAM TOTAL: 191</b>

<sup>1</sup>Corequisite.

<sup>2</sup>MATH 190 must be chosen as an AREA IV elective unless credit for this course is earned in AREA II. MATH 190 is a prerequisite for MATH 201 in AREA IV and either MATH 114, 115 or 116 is a prerequisite for MATH 190.

<sup>3</sup>Students planning graduate study in chemistry should choose, in the appropriate elective areas, CHEM 123, 350, 462 and five credit hours of CHEM 400. In addition, the full sequence of PHYS 201, 202 and 203 is recommended, as are courses in computer science and additional courses in mathematics and physics.

<sup>4</sup>Students planning study in a health-care field are urged to choose, in the appropriate elective areas, those courses listed in this catalog under "Pre-Professional Programs of Study."

<sup>5</sup>Students pursuing an ACS-certified degree should choose, in the appropriate elective areas, CHEM 123, 462 and two courses chosen from CHEM 350, 351, 400 and 490 Polymer Chemistry if offered. In addition, the full sequence of PHYS 201, 202 and 203 is required, and additional courses in computer science, mathematics, physics and foreign language are recommended.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
COM 109	Principles of Human Communication		5
<b>Choose one of the following:</b>			5
COM 129	Public Speaking		
COM 130	Introduction to Mass Communication		
COM 219	Introduction to Performance Studies	(ENGL 102 or consent of instructor)	
COM 289	Business and Professional Speaking		
<b>Electives:</b>	Choose from courses in anthropology, art, business, computer science, English, philosophy, political science, psychology or theatre		20
			<b>SUBTOTAL: 30</b>
<b>MAJOR REQUIREMENTS</b>			
COM 429	Persuasion	(COM 109)	5
COM 480	Communication Theory	(COM 109)	5
COM 499	Senior Seminar in Communication	(COM 480 and senior status)	5
			<b>SUBTOTAL: 15</b>
<b>Select one of the 25-hour tracks listed below:</b>			
<b>ORGANIZATIONAL COMMUNICATION</b>			
COM 305	Communication in Organizations		5
<b>Choose two of the following:</b>			10
COM 315	Interviewing	(COM 109 or 129 or 289)	
COM 325	Multicultural Communication	(COM 109)	
COM 345	Discussion Methods	(COM 109)	
COM 475	Decision Making and Problem Solving	(COM 109)	
<b>Suggested Electives:</b>			10
COM 335	Survey of Communication Research	(ENGL 102 and COM 109)	
COM 365	Communication Campaigns	(75 hours)	
COM 376	Interpersonal Communication	(COM 109)	
COM 401	Senior Seminar	(Senior level)	
COM 405	Organizational Publications	(ENGL 201 and Junior level)	
COM 430	Media Sales and Management	(75 hours and COM 330)	
COM 470	Media Law	(75 hours and COM 130 or POLS 201)	
<b>MEDIA STUDIES</b>			
COM 470	Media Law	(75 hours and COM 130 or POLS 201)	5
<b>Choose two of the following:</b>			10
COM 324	Contemporary Issues in Mass Media	(COM 109 or 130)	
COM 330	Journalism I: Reporting and Writing	(ENGL 102)	
COM 365	Communication Campaigns	(75 hours)	
COM 450	Radio/TV Scriptwriting	(ENGL 201 and COM 109)	
<b>Suggested Electives:</b>			10
COM 335	Survey of Communication Research	(ENGL 102 and COM 109)	
COM 340	Broadcast Perspectives	(COM 109 or 130)	
COM 360	Print Perspectives	(ENGL 102)	
COM 386	Communication in the American Culture	(75 credit hours)	
COM 401	Senior Seminar	(Senior level)	
COM 405	Organizational Publications	(ENGL 201 and Junior level)	
COM 420	Feature Writing	(COM 330 or consent of instructor)	
COM 430	Media Sales and Management	(75 hours and COM 330)	
COM 440	American Film	(75 credit hours; ENGL 201 or ENGL 205 and 216)	
COM 444	Film Perspectives	(ENGL 201 and 45 hours)	
COM 454	International Film	(ENGL 201 and 45 hours)	
COM 464	Documentary Form in Media	(ENGL 201 and 45 hours)	

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>SPEECH COMMUNICATION</b>			
COM 389	Rhetoric and Aesthetic Communication	(COM 109 or 129 or 219 or 289 or permission of the instructor)	5
Choose two of the following:			10
COM 306	Argumentation and Debate	(PHIL 100 or COM 129 or 289)	
COM 309	Folklore and Storytelling	(ENGL 201 or consent of instructor)	
COM 416	History of Rhetoric and Oratory	(ENGL 102 and COM 109)	
COM 419	History of Performance Traditions	(ENGL 201)	
Suggested Electives:			10
COM 315	Interviewing	(COM 109 or 129 or 289)	
COM 329	Group Performance of Literature	(ENGL 102 or consent of instructor)	
COM 335	Survey of Communication Research	(ENGL 102 and COM 109)	
COM 349	Performance Art	(ENGL 205 or 206)	
COM 376	Interpersonal Communication	(COM 109)	
COM 426	Contemporary Rhetorical Theory	(COM 109)	
Minor and /or General Electives <sup>1</sup>	Either a formal minor must be completed or 35 hours must be earned at the 300- or 400-level from any disciplines other than communication. Of these 35 hours, at least 20 must be taken in a single discipline, unless the academic adviser and major field department chair approve an exception.		35
Free Electives	Any courses in the college curriculum		15
			<b>SUBTOTAL: 50</b>
			<b>PROGRAM TOTAL: 191</b>

<sup>1</sup>Cooperative study credit hours and/or internship credit hours are applied to either general electives and/or free electives.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III (See detailed description in the beginning of the section on Programs of Study)</b>			
<b>AREA IV</b>			
MATH 201	Calculus II	(MATH 190)	5
MATH 220	Introduction to Discrete Math	(CS 220)	5
MATH 260	Elementary Linear Algebra	(MATH 201)	5
CS 220	Principles of Computer Programming I	(MATH 106 or 114)	5
CS 221	File Processing	(CS 220)	5
CS 222	Principles of Computer Programming II	(CS 220)	5
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
CS 320	Introduction to Data Structures	(CS 222; MATH 220, 260)	5
CS 351	Computer Systems I	(CS 222)	5
CS 352	Computer Systems II	(CS 351)	5
CS 360	Systems Analysis and Design	(CS 221 and either CS 222 or 311)	5
MATH 320	Discrete Mathematical Structures	(MATH 220)	5
MATH 331	Applied Probability Models	(MATH 201)	5
or	or		
MATH 421	Mathematical Statistics I	(MATH 203)	5
<b>Major Electives</b>	Any 400 level courses in computer science <sup>1</sup>		20
<b>General Electives</b>	Any 300- or 400-level courses from any discipline other than computer science		25
<b>Free Electives</b>	Any courses in the college curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 191

<sup>1</sup>The prerequisites of several of the 400-level courses in computer science include MATH 320, either MATH 331 or 421, or both.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
ACC 201	Principles of Accounting I	(ENGL 101; MATH 105)	5
ACC 202	Principles of Accounting II	(ACC 201)	5
ECON 202	Principles of Economics-Micro	(MATH 105)	5
ECON 203	Principles of Economics-Macro	(ECON 202; MATH 106 or 190)	5
DSC 205	Business Info. Sys. and Applications	(Developmental Studies if required)	5
BL 220	Legal and Ethical Env. of Business	(Developmental Studies if required)	5
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
DSC 312	Business Statistics	(90 hours of credit including Area IV of the Business Core.)	5
FIN 350	Principles of Finance	(90 hours of credit including Area IV of the Business Core.)	5
MGT 360	Management and Behavioral Sciences	(90 hours of credit including Area IV of the Business Core.)	5
MKT 370	Principles of Marketing	(90 hours of credit including Area IV of the Business Core.)	5
DSC 380	Operations Management	(DSC 312; MGT 360)	5
MGT 499	Strategic Management	(FIN 350; DSC 380; MKT 370; within 30 hours of graduation)	5
ECON 442	Intermediate Economics-Micro	(90 hours of credit including Area IV of the Business Core.)	5
ECON 443	Intermediate Economics-Macro	(90 hours of credit including Area IV of the Business Core.)	5
<b>One of the following:</b>			5
ECON 342	Comparative Economic Systems	(90 hours of credit including Area IV of the Business Core.)	
ECON 445	International Trade and Finance	(90 hours of credit including Area IV of the Business Core.)	
FIN 459	International Financial Management	(FIN 350)	
			SUBTOTAL: 45
<b>MAJOR ELECTIVES</b> Four of the following:			20
ECON 340	Money and Banking	(90 hours of credit including Area IV of the Business Core.)	
ECON 342	Comparative Economics Systems	(90 hours of credit including Area IV of the Business Core.)	
ECON 343	Economics of Labor Markets	(90 hours of credit including Area IV of the Business Core.)	
ECON 445	International Trade and Finance	(90 hours of credit including Area IV of the Business Core.)	
ECON 446	Managerial Economics	(DSC 312)	
ECON 447	History of Economic Thought	(90 hours of credit including Area IV of the Business Core.)	
ECON 448	Industrial Organization, Public Policy and Regulation	(90 hours of credit including Area IV of the Business Core.)	
ECON 449	Econometrics	(DSC 312)	
<b>General Electives:</b>	Ten hours of upper-division credit from any upper-division (300/400) course offerings <i>outside the School of Business Administration</i> .		10
<b>Free Electives</b>	Fifteen hours of credit from any level, lower-division (100/200) or upper-division (300-400). Five of these hours <i>must</i> be from course offerings outside the <i>School of Business Administration</i> . The other ten hours may be from any offering in the college curriculum.		15
			SUBTOTAL: 45
			PROGRAM TOTAL: 191

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FED 200	Human Growth and Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099 and Read 099 if required)	5
ANTH 201	Introduction to Anthropology		5
MATH 292	Number Systems and Geometry II	(MATH 192)	5
Elective	Two 100-200 level courses selected from Core Areas I, II or III		10
			SUBTOTAL: 30
<b>TEACHING FIELD</b>			
<b>Communication Arts</b>			
ENGL 310 or ENGL 311	Advanced Grammar or Advanced Composition	(ENGL 201)	5
EDEL 364	Children's Literature	(ENGL 201) (EDEL 360)	5
<b>Social Science</b>			
GEOG 201	Introduction to Geography		5
Elective	One 300-400 level course in History or Political Science or ECON 133 or 202 or 203		5
<b>Science and Mathematics</b>			
MATH 393	Early and Middle Grades Mathematics	(MATH 292)	5
SCI 301	Science Concepts	(10-hour science core sequence and 5-hour mathematics course at 100-level or above.	5
<b>Arts and Humanities</b>			
MUED 201	Music for Early and Middle Grades		5
ART 201	Visual Art for Early and Middle Grades		5
<b>Health, Physical Education and Recreation</b>			
HPED 367	Early Grades Health and Physical Education Methods for Classroom Teachers	(FED 300 and HPED 155)	5
			PROGRAM TOTAL: 45

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>PROFESSIONAL EDUCATION (K-4)</b>			
<b>Phase I<sup>1</sup></b>			
FED 300	Curriculum Design and Implementation	(Admission to Program)	5
FED 304	Exceptional Children and Youth	(FED 300)	5
FED 307	Educational Assessment	(FED 300)	5
FED 311	Educational Psychology	(FED 300)	5
FED 313	Educational Foundations	(FED 300)	5
EDEL 360	Introduction to Reading and Language Arts	(FED 300)	5
<b>Phase II<sup>1</sup></b>			
EDEL 401	Instructional Design and Application-Math (K-4)	(Admission to IDA)	5
EDEL 402	Instructional Design and Application-Science (K-4)	(Admission to IDA)	5
EDEL 403	Instructional Design and Application-Social Studies (K-4)	(Admission to IDA)	5
EDEL 431	Instructional Design and Application-Reading (K-4)	(Admission to IDA)	5
EDEL 432	Instructional Design and Application-Language Arts (K-4)	(Admission to IDA)	5
<b>Phase III</b>			
EDEL 473 <sup>1,2</sup>	Student Teaching (K-4)	(Admission to Student Teaching)	15
<b>PROFESSIONAL EDUCATION TOTAL: 70</b>			
			<b>TOTAL: 216</b>

<sup>1</sup>See School of Education Admission Requirements in this catalogue.

<sup>2</sup>Student Teaching is a full-time commitment; no other courses should be taken.



COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FED 200	Human Growth & Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099 & READ 099 if required)	5
ANTH 201	Introduction to Anthropology		5
MATH 292	Number Systems & Geometry II	(MATH 192)	5
Electives	Two 100-200 level courses selected from Core Areas I, II or III		10
			SUBTOTAL: 30
<b>TEACHING FIELD</b> (Must take 25 hours in one field and 20 hours in another as specified below)			
<b>Language Arts</b>			
EDSM 365	Middle Grades & Adolescent Literature	(EDEL 360)	5
ENGL 310	Advanced Grammar	(ENGL 201)	5
ENGL 311	Advanced Composition	(ENGL 201)	5
ENGL 221	American Literature through the Civil War	(ENGL 201)	5
or	or		
ENGL 222	American Literature after the Civil War	(ENGL 201)	5
<b>Major Concentration</b>	One five-hour course in English		5
<b>Mathematics</b>			
MATH 393	Early & Middle Grades Mathematics	(MATH 292)	5
MATH 190	Analytic Geometry & Calculus I	(MATH 115)	5
MATH 107	Introduction to Statistics	(MATH 105 or higher)	5
MATH 395	Geometry	(MATH 190)	5
<b>Major Concentration</b>			
MATH 201	Calculus II	(MATH 190)	5
<b>Science</b> (Students who complete physical science (CHEM or PHYS) in Core Area II should take BIO 103 and 104 in place of CHEM 111 and PHYS 105)			
BIOL 360	Physical Ecology	(BIOL 104 or 200/201)	5
CHEM 111	Science, Technology & Society I	(MATH 099 <sup>1</sup> and READ 099, if required)	5
SCI 301	Science Concepts	(10-hour science core sequence plus one five-hour Math course at the 100 level or above)	5
PHSC 105	Introduction to Physical Science	(MATH 105 or higher)	5
<b>Major Concentration</b>	One 300-400 level science course		5
<b>Social Studies</b>			
GEOG 201	Introduction to Geography		5
HIST 275	Introduction to Local History and Historical Methodology	(HIST 151 and 152)	5
HIST 276	Problems and Philosophies of World History	(HIST 205 and 206)	5
or	or		
HIST 305	The World Since 1945	(HIST 152 and 206)	5
HIST 404	History of Georgia	(One 100-200 level history course)	5
<b>Major Concentration</b>	One five-hour social science course		5

## BACHELOR OF SCIENCE DEGREE

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Art Minor Concentration<sup>2</sup></b>			
ART 101	Principles of Art		5
or	or		
ART 110	Structure - Two Dimensional Design		
ART 201	Visual Art for Early and Middle Grades		5
Electives	Two 300 level five-hour art courses		10
<b>Music Minor Concentration<sup>2</sup></b>			
MUSI 110	Survey of Musical Styles	(MUSI 120)	3
MUSI 120	Elementary Theory I		3
MUSI 350	Ensembles		2-4
MUSI 361-362	Performance for Non-Majors		3-5
<b>Electives</b>			
MUSI 121	Elementary Theory II	(MUSI 120)	3
MUSI 365	Keyboard Skills I		2
MUSI 318	Introduction to Symphonic Music		5
or	or		
MUSI 319	Introduction to Jazz		
<b>Health and Physical Education Minor Concentration<sup>2</sup></b>			
HPED 315	First Aid & Personal Safety		5
HPED 320	Motor Learning	(PSY 201)	5
HPED 335	School Health Program	(Admission to Program)	5
HPED 345	Curriculum Development & Instructional Design in Physical Education I	(Admission to Program & HPED 155) <sup>3</sup>	5
<b>TEACHING FIELD TOTAL:</b>			<b>45</b>
<b>PROFESSIONAL EDUCATION (4-8) (Must be admitted to program before taking these courses)</b>			
<b>Phase I<sup>4</sup></b>			
FED 300	Curriculum Design & Implementation	(Admission to Program)	5
FED 304	Exceptional Children & Youth	(FED 300)	5
FED 307	Educational Assessment	(FED 300)	5
FED 311	Educational Psychology	(FED 300)	5
FED 313	Educational Foundations	(FED 300)	5
EDEL 360	Introduction to Reading & Language Arts	(FED 300)	5
<b>Phase II<sup>4</sup></b> (Must complete all Phase I courses and all teaching field courses before enrolling in these courses) <sup>5</sup>			
EDSM 410	Instructional Design & Application Math (4-8)	(Admission to IDA)	5
EDSM 411	Instructional Design & Application Science (4-8)	(Admission to IDA)	5
EDSM 412	Instructional Design & Application Social Studies (4-8)	(Admission to IDA)	5
EDSM 433	Instructional Design & Application Reading (4-8)	(Admission to IDA)	5
EDSM 434	Instructional Design & Application Language Arts (4-8)	(Admission to IDA)	5
<b>Phase III<sup>4,6</sup></b>			
EDSM 474	Student Teaching (4-8)	(Admission to Student Teaching)	15
<b>PROFESSIONAL EDUCATION TOTAL:</b>			<b>70</b>
<b>PROGRAM TOTAL:</b>			<b>116</b>

<sup>1</sup>The prerequisite is MATH 099 or two years of high school algebra within the past five years.<sup>2</sup>Minor Concentrations are open to middle school majors only<sup>3</sup>Middle school majors should also take HPED 155 as their activity course in the PE Core Requirement.<sup>4</sup>See School of Education Admission Requirements in this catalogue.<sup>5</sup>One teaching field course or Phase I course can be taken concurrently with first two IDA's to complete a full load.<sup>6</sup>Student teaching is a full-time commitment; no other courses should be taken.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FED 200	Human Growth & Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099 and READ 099 if required)	5
ART 110	Structure - 2 Dimensional Design		5
ART 120	Structure - 3 Dimensional Design	(ART 110)	5
ART 225	Beginning Drawing		5
ART 226	Beginning Painting <sup>1</sup>	(ART 225)	5
			SUBTOTAL: 30

**ART TEACHING FIELD**

**Junior Seminar and Portfolio Review:<sup>1</sup>**

Required of all art education majors before taking upper level studio courses 1

ART 302 Junior Seminar In the Visual Arts (ART 110, 120, 225 and 226)

Studio: A total of eight courses required at the 300 level or above. Coursework in painting, drawing, printmaking, photography, ceramics and sculpture must be included, plus an additional 10 hours at the 300 level or above in one area of emphasis listed below. 40

**Drawing and Painting**

ART 325 Intermediate Drawing (ART 302 or permission of instructor)  
 ART 326 Intermediate Painting (ART 302 or permission of instructor)  
 ART 425 Drawing III-Life Drawing (ART 325)  
 ART 426 Painting III-Watercolor (ART 302 or permission of instructor)

**Graphic Art**

ART 340 Photography I (ART 302 or permission of instructor)  
 ART 341 Photography II (ART 340)  
 ART 350 Printmaking (ART 302 or permission of instructor)  
 ART 351 Printmaking II-Intaglio (ART 350)

**Three Dimensional Design**

ART 300 Beginning Ceramics  
 ART 330 Sculpture (ART 302 or permission of instructor)  
 ART 360 Intermediate Ceramics (ART 300)  
 ART 430 Sculpture II-Assemblage Techniques (ART 330)  
 ART 431 Sculpture III-Casting Techniques (ART 330)

<sup>1</sup>Declared art education majors must take ART 302 during the quarter of completion of Area IV major requirements, or before completion of 10 hours of upper level studio art courses. All transfer students with transfer credit of major requirements in Area IV must take ART 302 the first quarter enrolled in upper level art courses. Transfer students will be required to present a portfolio consisting of two and three dimensional designs, drawings and paintings in order to receive course credit in the major.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Art History</b>			
ART 355	Latin American Art		
ART 357	African Art		
ART 375	Art Survey I-Prehistoric Period to 15th Century		10
ART 385	Art Survey II-History of Art from 15th to 20th Century		
ART 475	History of American Art		
ART 485	History of Modern Art		
<b>Art Criticism</b>			
ART 365	Theory & Criticism of the Visual Arts		5
<b>Senior Exhibition:</b> Required of all Art Education Major for graduation			
ART 499	Senior Art Seminar and Exhibition	(Senior Status and minimum of 25 hours at 300/400 level)	4
			SUBTOTAL: 60
<b>PROFESSIONAL EDUCATION (K - 12)</b>			
FED 300	Curriculum Design & Implementation	(Admission to Program)	5
FED 304	Exceptional Children & Youth	(FED 300)	5
FED 307	Educational Assessment	(FED 300)	5
FED 311	Educational Psychology	(FED 300)	5
FED 313	Educational Foundations	(FED 300)	5
ARED 305	Methods & Materials for Teaching Art (K-12)	(Admission to Program)	5
ARED 425	Art Instructional Design & Application (K-12)	(Admission to IDA)	10
ARED 470 <sup>2</sup>	Student Teaching	(Admission to Student Teaching)	15
			SUBTOTAL: 55
			PROGRAM TOTAL: 216

<sup>2</sup>Student Teaching is a full-time commitment; no other courses should be taken.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FED 200	Human Growth and Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099 and READ 099 if required)	5
MUSI 110	Survey of Music Styles	(MUSI 120)	3
MUSI 121	Elementary Theory I	(MUSI 120)	3
MUSI 122	Elementary Theory II	(MUSI 121)	3
MUSI 220	Intermediate Theory I	(MUSI 122)	3
MUSI 221	Intermediate Theory II	(MUSI 220)	3
MUSI 222	Intermediate Theory III	(MUSI 221)	3
MUSI 163 <sup>1</sup>	Applied Music		2
			<b>SUBTOTAL: 30</b>

**MUSIC TEACHING FIELD**

MUSI 150	Ensemble I		6
MUSI 163 <sup>1</sup>	Applied Music		4
MUSI 263 <sup>1</sup>	Applied Music		6
MUSI 311	History of Music I	(MUSI 222)	3
MUSI 312	History of Music II	(MUSI 222)	3
MUSI 313	History of Music III	(MUSI 222)	3
MUSI 320	Form and Analysis	(MUSI 222)	3
MUSI 324	Instrumentation	(MUSI 222)	2
MUSI 330	Principles of Conducting	(MUSI 222)	2
MUSI 331	Choral Conducting	(MUSI 222; 330)	2
or	or		
MUSI 332	Instrumental Conducting	(MUSI 222; 330)	
MUSI 350	Ensemble II		5
MUSI 363 <sup>1</sup>	Applied Music		6
MUSI 463 <sup>1</sup>	Applied Music		4
MUED 469	Senior Recital		2

**Choose one of the following tracks (12 credit hours):**

<b>Vocal/Choral Track - Piano Concentration</b>			<b>12</b>
MUED 360	Percussion Techniques	(FED 200; MUSI 222)	1
MUED 360	Guitar Techniques	(FED 200; MUSI 222)	1
MUED 360	Voice Techniques	(FED 200; MUSI 222)	2
MUSI 334	Italian/English Diction		1
MUSI 335	German Diction		1
MUSI 336	French Diction		1
5 credits by advisement from Brass, Woodwind and String Techniques			5
<b>Voice/Choral Track - Voice Concentration</b>			
MUED 360	Percussion Techniques	(FED 202; MUSI 222)	1
MUED 360	Guitar Techniques	(FED 202; MUSI 222)	1
MUED 360	Keyboard Techniques	(FED 202; MUSI 222)	2
MUSI 334	Italian/English Diction		1
MUSI 335	German Diction		1
MUSI 336	French Diction		1
5 credits by advisement from Brass, Woodwind and String Techniques			5

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Instrumental Track</b>			
MUED 360	Percussion Techniques	(FED 200; MUSI 222)	1
MUED 360	Voice Techniques	(FED 200; MUSI 222)	1
MUED 370	Marching Band Techniques	(FED 203; MUSI 222)	2
8 credits by advisement from Brass, Woodwind and String Techniques			8
<b>General/Classroom Track - Voice Concentration</b>			
MUED 360	Percussion Techniques	(FED 200; MUSI 222)	1
MUED 360	Guitar Techniques	(FED 200; MUSI 222)	1
MUED 360	Keyboard Techniques	(FED 200; MUSI 222)	2
MUSI 334	Italian/English Diction		1
MUSI 335	German Diction	(MUSI 334)	1
MUSI 336	French Diction	(MUSI 334)	1
5 credits by advisement from Brass, Woodwind and String Techniques			5
<b>General/Classroom Track - Other Concentration</b>			
MUED 360	Percussion Techniques	(FED 200; MUSI 222)	1
MUED 360	Guitar Techniques	(FED 200; MUSI 222)	1
MUED 360	Voice Techniques	(FED 200; MUSI 222)	2
MUED 360	Keyboard Techniques	(FED 200; MUSI 222)	2
6 credits by advisement from Brass, Woodwind and String Techniques			6
<b>MUSIC TEACHING FIELD TOTAL:</b>			<b>63</b>
<b>PROFESSIONAL EDUCATION (K-12)</b>			
MUED 300	Curriculum Design in Music	(FED 203; MUSI 222)	3
MUED 304	Computer Applications in Music	(FED 203; MUSI 222)	2
FED 304	Exceptional Children and Youth	(MUED 300)	5
MUED 307	Assessment in Music	(FED 203; MUSI 222)	3
FED 311	Educational Psychology	(MUED 300)	5
MUED 301	General Methods	(FED 203; MUSI 222)	3
and MUED 302	Choral-Vocal Methods (by advisement)	(FED 203; MUSI 222)	3
or MUED 303	Instrumental Methods (by advisement)	(FED 203; MUSI 222)	
MUED 334	Foundations of Music Education	(Admission to Program)	3
MUED 335	Music Instructional Design and Applications (K-12)	(Admission to IDA)	5
MUED 470 <sup>2</sup>	Student Teaching	(Admission to student teaching)	15
<b>PROFESSIONAL EDUCATION TOTAL:</b>			<b>47</b>
<b>PROGRAM TOTAL:</b>			<b>111</b>

<sup>1</sup>To be taken in a single applied area.

<sup>2</sup>Student teaching is a full-time commitment; no other work should be taken.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FED 200	Human Growth and Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099 and READ 099 if required)	5
BIOL 200	Biological Principles I		5
BIOL 201	Biological Principles II	(CHEM 121) <sup>1</sup>	5
CHEM 240	Organic Chemistry I	(CHEM 122)	5
CHEM 241	Organic Chemistry II	(CHEM 240)	5
			SUBTOTAL: 30
<b>BIOLOGY TEACHING FIELD</b>			
BIOL 300	General Genetics	(BIOL 104 or 200/201)	5
<b>Cell Biology</b>			5
<b>One of the following:</b>			
BIOL 333	Instrumental Methods	(BIOL 200/201; CHEM 240)	
BIOL 338	Histology and Microtechnique	(BIOL 104 or 200/201)	
BIOL 340	Microbiology	(BIOL 200/201)	
BIOL 345	Microtechnique	(BIOL 104 OR 200/201)	
BIOL 410	Cell and Molecular Biology	(BIOL 200/201; CHEM 241)	
BIOL 440	Advanced Genetics	(BIOL 300; CHEM 241)	
BIOL 465	Immunology	(BIOL 300; CHEM 240)	
<b>Organismal Biology</b>			5
<b>One of the following:</b>			
BIOL 310	Invertebrate Zoology	(BIOL 104 or 200/201)	
BIOL 320	Plant Morphology	(BIOL 104 or 200/201)	
BIOL 350	Comparative Anatomy	(BIOL 104 or 200/201)	
BIOL 390	Developmental Biology	(BIOL 300)	
BIOL 420	Plant Physiology	(BIOL 200/201; CHEM 240)	
BIOL 430	Vertebrate Physiology	(BIOL 200/201; CHEM 240)	
<b>Population Biology</b>			5
<b>One of the following:</b>			
BIOL 335	Natural History of Georgia	(BIOL 104 or 200/201 or geology sequence)	
BIOL 360	Physical Ecology	(BIOL 104 or 200/201)	
BIOL 370	Ecology	(BIOL 104 or 200/201)	
BIOL 380	Evolution and Biosystematics	(BIOL 104 or 200/201 and 300)	
<b>Major Electives<sup>2</sup></b>	<b>Any 300 or 400 level courses in Biology</b>		20
<b>AFFILIATED TEACHING FIELD COURSES</b>			
PHYS 127	Mechanics and Kinetic Theory	(MATH 114 or higher)	5
PHYS 128	Electricity, Magnetism and Geometric Optics	(PHYS 127)	5
PHYS 129	Heat, Light, Sound	(PHYS 127)	5
MATH 107	Introduction to Statistics	(MATH 105 or higher)	5
			BIOLOGY TEACHING FIELD TOTAL: 60

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>PROFESSIONAL EDUCATION (7-12) (must be admitted to program before taking these courses)</b>			
<b>Phase I</b>			
FED 300	Curriculum Design and Implementation	(Admission to Program)	5
FED 304	Exceptional Children and Youth	(FED 300)	5
FED 307	Educational Assessment	(FED 300)	5
FED 311	Educational Psychology	(FED 300)	5
FED 313	Educational Foundations	(FED 300)	5
EDSM 362	Reading for Secondary Teachers	(FED 300)	5
<b>Phase II*</b> (must complete all Phase I courses and all teaching field courses before enrolling in these courses.)			
EDSM 332	Secondary Instructional Design and Application	(Admission to IDA)	5
EDSM 415	IDA Science (7-12)	(Admission to IDA)	5
<b>Phase III</b>			
EDSM 475 <sup>3</sup>	Secondary Student Teaching	(Admission to Student Teaching)	15
<b>PROFESSIONAL EDUCATION TOTAL:</b>			<b>55</b>
<b>PROGRAM TOTAL:</b>			<b>216</b>

<sup>1</sup>Corequisite

<sup>2</sup>A maximum of 10 hours (at least two different experiences) from Biology 398, 400 and/or 450 can be used to satisfy major electives.

<sup>3</sup>One teaching field course or Phase I course can be taken concurrently with first two IDA's to complete a full load

<sup>4</sup>Student teaching is a full-time commitment; no other work should be taken.



COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FED 200	Human Growth and Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099 and READ 099 if required)	5
ENGL 203	English Literature to 1800	(ENGL 102)	5
ENGL 204	English Literature after 1800	(ENGL 102)	5
ENGL 221	American Literature through the Civil War	(ENGL 201 or 205 and 206)	5
ENGL 222	American Literature after the Civil War	(ENGL 201 or 205 and 206)	5
			SUBTOTAL: 30
<b>ENGLISH TEACHING FIELD</b>			
ENGL 310	Advanced Grammar	(ENGL 201 or 205 and 206)	5
ENGL 311	Advanced Composition	(ENGL 201 or 205 and 206)	5
ENGL 401	History of the English Language	(ENGL 201 or 205 and 206)	5
ENGL 431	Shakespeare	(ENGL 201 or 205 and 206)	5
<b>American Literature: Two of the following:</b>			10
ENGL 360	Southern Literature	(ENGL 201 or 205 and 206)	
ENGL 370	Romanticism in American Literature	(ENGL 201 or 205 and 206)	
ENGL 372	Realism and Naturalism in American Literature	(ENGL 201 or 205 and 206)	
ENGL 375	Modern American Literature	(ENGL 201 or 205 and 206)	
ENGL 490	Special Topics (in American Literature)	(ENGL 201 or 205 and 206)	
<b>English Literature One of the following</b>			5
ENGL 411	Chaucer	(ENGL 201 or 205 and 206)	
ENGL 430	Elizabethan Prose and Poetry	(ENGL 201 or 205 and 206)	
ENGL 435	Seventeenth-Century Prose and Poetry	(ENGL 201 or 205 and 206)	
ENGL 436	Milton	(ENGL 201 or 205 and 206)	
ENGL 490	Special Topics (in English Literature)	(ENGL 201 or 205 and 206)	
Major Electives <sup>1</sup>	300-400-level English courses		10
<b>AFFILIATED TEACHING FIELD</b>			
FA 401	Comparative Fine Arts		5
			ENGLISH TEACHING FIELD TOTAL: 50
<b>PROFESSIONAL EDUCATION (7-12)</b>			
<b>Phase I</b> Must be admitted to program before taking these courses			
FED 300	Curriculum Design and Implementation	(Admission to Program)	5
FED 304	Exceptional Children and Youth	(FED 300)	5
FED 307	Educational Assessment	(FED 300)	5
FED 311	Educational Psychology	(FED 300)	5
FED 313	Educational Foundations	(FED 300)	5
EDSM 362	Reading for Secondary Teachers	(FED 300)	5
<b>Phase II</b> (Must complete all Phase I courses and all teaching field courses before enrolling in these courses.) <sup>2</sup>			
EDSM 332	Secondary Instructional Design and Application	(Admission to IDA)	5
EDSM 414	IDA English (7-12)	(Admission to IDA)	5
<b>Phase III</b>			
EDSM 475 <sup>2</sup>	Secondary Student Teaching	(Admission to Student Teaching)	15
			PROFESSIONAL EDUCATION TOTAL: 55
			PROGRAM TOTAL: 206

<sup>1</sup>Major electives must include one 300- or 400-level course after the year 1800.

<sup>2</sup>One teaching field course or Phase I course can be taken concurrently with first two IDA's to complete a full load.

<sup>3</sup>Student teaching is a full-time commitment; no other course work should be taken.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
<b>Phase I</b>			
FREN 201	Intermediate French I	(FREN 102 or equivalent)	5
FREN 202	Intermediate French II	(FREN 201 or equivalent)	5
FED 200	Human Growth and Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099, READ 099, if required)	5
<b>Select Two:</b>			
<b>Electives</b>			
	100-200 level courses from Core Area I		10
			<b>SUBTOTAL: 30</b>
<b>FRENCH TEACHING FIELD</b>			
FREN 300	Introduction to Literature	(FREN 202 or permission of instructor)	5
FREN 302	Practical Conversation	(FREN 202 or permission of instructor)	5
FREN 303	Grammar and Composition	(FREN 202 or permission of instructor)	5
FREN 310	Survey of French and Francophone Culture and Institutions I	FREN 202 or permission of instructor)	5
FREN 311	Survey of French and Francophone Culture and Institutions II	(FREN 202 or permission of instructor)	5
FREN 450	Topics in Modern France and the Francophone World: Business Culture, Values	(FREN 310/311 or permission of instructor)	5
<b>Major Elective</b>	<b>Any 400 level (advanced) course in French language or literature</b>		<b>10</b>
			<b>SUBTOTAL: 40</b>
<b>PROFESSIONAL EDUCATION (K-12)</b>			
<b>Phase I</b> (Must be admitted to program before taking these courses)			
FED 300	Curriculum Design and Implementation	(Admission to the Program)	5
FED 304	Exceptional Children and Youth	(FED 300)	5
FED 307	Educational Assessment	(FED 300)	5
FED 311	Educational Psychology	(FED 300)	5
FED 313	Foundations of Education	(FED 300)	5
EDSM 362	Reading for Secondary Teachers	(FED 300)	5
FRED 410	Introduction to the Proficiency Oriented Classroom, K-12	(Admission to Program)	5
FRED 412	Defining and Developing Proficiency in the Foreign Language Classroom, K-12	(FRED 410)	5
<b>Phase II</b> (Must complete all Phase I courses and all teaching field courses before enrolling in this course)			
FRED 413	Instructional Design and Application, K-12	(Admission to IDA)	10
<b>Phase III</b>			
FRED 480	Student Teaching in French, K-12	(Admission to Student Teaching)	15
			<b>PROFESSIONAL EDUCATIONAL TOTAL: 65</b>
			<b>PROGRAM TOTAL: 206</b>

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FED 200	Human Growth and Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099 and READ 099, if required)	5
GEOG 201	Introduction to Geography		5
ANTH 201	Introduction to Anthropology		5
or			
SOCI 201	Principles of Sociology	(READ 099 if required)	
HIST 275	Introduction to Local History and Historical Methodology	(HIST 151 and 152)	5
HIST 276	Problems and Philosophies of World History	(HIST 205 and 206)	5
			<b>SUBTOTAL: 30</b>
<b>HISTORY TEACHING FIELD</b>			
HIST 305	The World Since 1945	(HIST 152 and 206)	5
HIST 404	History of Georgia	(HIST 151 and 152)	5
<b>American History</b>			
Select two of the following:			10
HIST 311	The New South	(HIST 151 and 152)	
HIST 321	Diplomatic History of the United States	(HIST 151, 152 and 206)	
HIST 331	U.S. Social and Cultural History I	(HIST 151)	
HIST 332	U.S. Social and Cultural History II	(HIST 152 )	
HIST 340	The U.S. Military Experience	(HIST 151 and 152)	
HIST 341	Women in U.S.: History and Culture	(HIST 151 and 152)	
HIST 411	United States: Revolution-Early National	(HIST 151)	
HIST 451	Civil War and Reconstruction	(HIST 151 and 152)	
HIST 461	United States: 1900 to World War II	(HIST 152)	
HIST 471	Recent United States History	(HIST 152)	
HIST 475	War in Vietnam 1946 - 1975	(HIST 152 and 206)	
<b>European History</b>			
Select two of the following:			10
HIST 301	History of Science	(HIST 205 and 206)	
HIST 350	England to 1688	(HIST 205)	
HIST 351	Modern England	(HIST 206)	
HIST 361	Modern Russia	(HIST 206)	
HIST 437	Classical Western Civilization	(HIST 205)	
HIST 440	Medieval Europe	(HIST 205)	
HIST 444	Europe in Renaissance and Reformation	(HIST 205)	
HIST 454	Twentieth Century Europe	(HIST 206)	
HIST 456	World War II	(HIST 152 and 206)	

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Select two of the following:</b>			
<b>Area Studies</b>			10
HIST 366	Modern Latin America	(HIST 205 and 206)	
HIST 373	Modern India and South Asia	(HIST 205 and 206)	
HIST 374	Modern China and Japan	(HIST 205 and 206)	
HIST 382	Middle East in Modern Times	(HIST 205 and 206)	
HIST 392	Modern Africa	(HIST 205 and 206)	
HIST 467	History of Mexico	(HIST 205 and 206)	
<b>Affiliated Courses</b>			
ECON 202	Principles of Economics-Micro.	(Developmental Studies; if required)	5
or	or		
ECON 203	Principles of Economics-Macro.	(ECON 202)	
POLS 333	Contemporary International Politics	(POLS 201)	5
or	or		
POLS 334	Comparative Politics	(POLS 201)	
HISTORY TEACHING FIELD TOTAL:			50
<b>PROFESSIONAL EDUCATION (7-12)</b>			
<b>Phase I<sup>1</sup></b> (Must be admitted to program <i>before</i> taking these courses)			
FED 300	Curriculum Design and Implementation	(Admission to Program)	5
FED 304	Exceptional Children and Youth	(FED 300)	5
FED 307	Educational Assessment	(FED 300)	5
FED 311	Educational Psychology	(FED 300)	5
FED 313	Educational Foundations	(FED 300)	5
EDSM 362	Reading for Secondary Teachers	(FED 300)	5
<b>Phase II<sup>1</sup></b> (Must complete all Phase I courses and all teaching field courses <i>before</i> enrolling in these courses) <sup>2</sup>			
EDSM 332	Secondary Instructional Design and Application	(Admission to IDA)	5
EDSM 413	IDA Social Studies (7-12)	(Admission to IDA)	5
<b>Phase III<sup>1,2</sup></b>			
EDSM 475	Student Teaching (7-12)	(Admission to Student Teaching)	15
PROFESSIONAL EDUCATION TOTAL:			55
PROGRAM TOTAL:			206

<sup>1</sup>See School of Education Admissions Requirements in this catalogue.

<sup>2</sup>One teaching field course or Phase I course can be taken concurrently with IDA's to complete a full load.

<sup>3</sup>Student Teaching is a full-time commitment; no other courses should be taken.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III - (See detailed description in the beginning of the section on Programs of Study)</b>			
<b>AREA IV</b>			
FED 200	Human Growth and Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099 and READ 099 if required)	5
MATH 201	Calculus II	(MATH 190)	5
MATH 202	Calculus III	(MATH 201)	5
One of the following 10-hour sequence			
<b>Electives</b>			10
BIOL 200 and BIOL 201 or CHEM 240 and CHEM 241 or PHYS 201 and PHYS 202 or PHYS 203 and Computer Science <sup>2</sup>	Biological Principles I Biological Principles II Organic Chemistry I Organic Chemistry II General Physics I General Physics II General Physics III Any Computer Science	(CHEM 121') (CHEM 122) (CHEM 240) (MATH 190; MATH 201') (PHYS 201; MATH 201) (PHYS 202)	
			SUBTOTAL: 30
<b>MATHEMATICS TEACHING FIELD</b>			
MATH 203	Calculus IV	(MATH 202)	5
MATH 260	Elementary Linear Algebra	(MATH 201)	5
MATH 300	Foundations of Mathematics	(MATH 201)	5
MATH 310	Ordinary Differential Equations	(MATH 202')	5
MATH 361	Algebra I	(MATH 260, 300)	5
MATH 371	Applied Mathematics I or	(MATH 201, 260)	5
or			
MATH 372	Applied Mathematics II or	(MATH 201, 260)	5
or			
MATH 373	Applied Mathematics III	(MATH 201, 260)	
MATH 381	Advanced Calculus I	(MATH 203, 300)	5
MATH 395	Geometry	(MATH 190)	5
MATH 421	Mathematical Statistics I	(MATH 203)	5
<b>Complete any one of the above sequences from the following:</b>			
<b>Major Electives</b>		5	
MATH 362	Algebra II	(MATH 361)	
MATH 371	Applied Mathematics I	(MATH 201)	
MATH 372	Applied Mathematics II	(MATH 201, 260)	
MATH 373	Applied Mathematics III	(MATH 203, 310)	
MATH 382	Advanced Calculus II	(MATH 381)	
MATH 422	Mathematical Statistics II	(MATH 421)	
Computer Science <sup>2</sup>	Any two five-hour courses in computer science		10
			MATHEMATICS TEACHING FIELD TOTAL: 60

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>PROFESSIONAL EDUCATION (7-12)</b>			
<b>Phase I</b> (Must be admitted to program <i>before</i> taking these courses)			
FED 300	Curriculum Design and Implementation	(Admission to Program)	5
FED 304	Exceptional Children and Youth	(FED 300)	5
FED 307	Educational Assessment	(FED 300)	5
FED 311	Educational Psychology	(FED 300)	5
FED 313	Educational Foundations	(FED 300)	5
EDSM 362	Reading for Secondary Teachers	(FED 300)	5
<b>Phase II</b> (Must complete all Phase I courses and all teaching field courses <i>before</i> enrolling in these courses) <sup>3</sup>			
EDSM 332	Secondary Instructional Design and Application	(Admission to IDA)	5
EDSM 416	IDA Mathematics (7-12)	(Admission to IDA)	5
<b>Phase III</b>			
EDSM 475 <sup>4</sup>	Secondary Student Teaching	(Admission to Student Teaching)	15
PROFESSIONAL EDUCATION TOTAL:			55
PROGRAM:			216

<sup>1</sup>Corequisite.

<sup>2</sup>CS 100 is not to be selected.

<sup>3</sup>One teaching field course or Phase I course can be taken concurrently with IDA's to complete a full load.

<sup>4</sup>Student teaching is a full-time commitment; no other course work should be taken.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FED 200	Human Growth and Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099 and READ 099 if required)	5
ECON 202	Principles of Economics-Micro	(Developmental Studies; if required)	5
GEOG 201	Introduction to Geography		5
HIST 275	Introduction to Local History and Historical Methodology	(HIST 151 and 152)	5
HIST 276	Problems and Philosophies of World History	(HIST 205 and 206)	5
			SUBTOTAL: 30

**SOCIAL STUDIES TEACHING FIELD**

Select one of the following:

**Area Studies**

HIST 366	Modern Latin America	(HIST 205 and 206)	5
HIST 373	Modern India and South Asia	(HIST 205 and 206)	
HIST 374	Modern China and Japan	(HIST 205 and 206)	
HIST 382	Middle East in Modern Times	(HIST 205 and 206)	
HIST 392	History of Modern Africa	(HIST 205 and 206)	
HIST 467	History of Mexico	(HIST 205 and 206)	

**American History**

Select two of the following:

HIST 311	The New South	(HIST 151 and 152)	10
HIST 321	Diplomatic History of the United States	(HIST 151, 152 and 206)	
HIST 331	U.S. Social and Cultural History I	(HIST 151)	
HIST 332	U.S. Social and Cultural History II	(HIST 152)	
HIST 340	The U.S. Military Experience	(HIST 151 and 152)	
HIST 341	Women in U.S. History and Culture	(HIST 151 and 152)	
HIST 404 <sup>1</sup>	History of Georgia	(HIST 151 and 152)	
HIST 411	United States: Revolution-Early National	(HIST 151)	
HIST 451	Civil War and Reconstruction	(HIST 151 and 152)	
HIST 461	United States: 1900 to World War II	(HIST 152)	
HIST 471	Recent United States History	(HIST 152)	
HIST 475	War in Vietnam 1946 - 1975	(HIST 152 and 206)	

**European History**

Select one of the following:

HIST 301	History of Science	(HIST 205 and 206)	5
HIST 305	The World Since 1945	(HIST 152 and 206)	
HIST 350	England to 1688	(HIST 205)	
HIST 351	Modern England	(HIST 206)	
HIST 361	Modern Russia	(HIST 206)	
HIST 437	Classical Western Civilization	(HIST 205)	
HIST 440	Medieval Europe	(HIST 205)	
HIST 444	Europe in Renaissance and Reformation	(HIST 205)	
HIST 454	Twentieth Century Europe	(HIST 206)	
HIST 456	World War II	(HIST 152 and 206)	

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>American Government and Political Philosophy</b>			
POLS 315	American Constitutional Law Institutions	(POLS 201)	5
or	or		
POLS 415	Civil Liberties	(POLS 201)	
<b>Select one of the following:</b>			
POLS 323	Issues in Political Philosophy	(POLS 201)	5
POLS 425	Early American Political Thought	(POLS 201)	
POLS 426	Modern American Political Thought	(POLS 201)	
<b>Comparative and International Politics</b>			
POLS 333	Contemporary International Politics	(POLS 201)	5
or			
POLS 334	Comparative Politics	(POLS 201)	
<b>Sociology and Anthropology</b>			
SOCI 314	Racial and Ethnic Minorities	(SOCI 201) <sup>1</sup>	5
ANTH 201	Introduction to Anthropology		5
or			
ANTH 410	Cultural Anthropology		
<b>Geography and Economics Select Option 1 or 2:</b>			10
<b>Option 1</b>			
ECON 203	Principles of Economics-Macro.	(ECON 202)	
ECON 342	Comparative Economic Systems	(ECON 202, 203)	
<b>Option 2</b>			
GEOG 310	Historical Geography		
Elective	300-400 level Geography course		
SOCIAL STUDIES TEACHING FIELD TOTAL:			55
<b>PROFESSIONAL EDUCATION (7-12)</b>			
<b>Phase I<sup>2</sup> (Must be admitted to program before taking these courses)</b>			
FED 300	Curriculum Design and Implementation	(Admission to Program)	5
FED 304	Exceptional Children and Youth	(FED 300)	5
FED 307	Educational Assessment	(FED 300)	5
FED 311	Educational Psychology	(FED 300)	5
FED 313	Educational Foundations	(FED 300)	5
EDSM 362	Reading for Secondary Teachers	(FED 300)	5
<b>Phase II<sup>2</sup> (Must complete all Phase I courses and all teaching field courses before enrolling these courses)</b>			
EDSM 332	Secondary Instructional Design and Application	(Admission to IDA)	5
EDSM 413	IDA Social Studies (7-12)	(Admission to IDA)	5
<b>Phase III<sup>2,3</sup></b>			
EDSM 475	Student Teaching (7-12)	(Admission to Student Teaching)	15
PROFESSIONAL EDUCATION TOTAL:			55
PROGRAM TOTAL:			213

<sup>1</sup>Recommended

<sup>2</sup>See School of Education Admissions Requirements in this catalogue.

<sup>3</sup>One teaching field course or Phase I course can be taken concurrently with IDA's to complete a full load.

<sup>4</sup>Student teaching is a full-time commitment; no other courses should be taken.



COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III (See detailed description in the beginning of the section on Programs of Study)</b>			
<b>AREA IV</b>			
FED 200	Human Growth and Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099 and READ 099; if required)	5
SPAN 201	Intermediate Spanish I	(SPAN 102 or equivalent)	5
SPAN 202	Intermediate Spanish II	(SPAN 201 or equivalent)	5
Electives	100-200 level courses from Core Area I		10
			SUBTOTAL: 30
<b>SPANISH TEACHING FIELD</b>			
SPAN 302	Practical Conversation	(SPAN 202 or equivalent)	5
SPAN 303	Grammar and Composition	(SPAN 202 or equivalent)	5
SPAN 304	Commercial Spanish	(SPAN 202 or equivalent)	5
SPAN 310	Survey of Hispanic Culture and Institutions I	(SPAN 202 or equivalent)	5
SPAN 311	Survey of Hispanic Culture and Institutions II	(SPAN 202 or equivalent)	5
SPAN 450	Topics in Modern Iberia and Ibero-America: Business, Culture, Values	(SPAN 310, 311)	5
Major Electives	Any 400-level (advanced) course in Spanish language or literature		10
			SUBTOTAL: 40
<b>PROFESSIONAL EDUCATION (K-12)</b>			
<b>Phase I (Must be admitted to program before taking these courses)</b>			
FED 300	Curriculum Design and Implementation	(Admission to Program)	5
FED 304	Exceptional Children and Youth	(FED 300)	5
FED 307	Educational Assessment	(FED 300)	5
FED 311	Educational Psychology	(FED 300)	5
FED 313	Foundations of Education	(FED 300)	5
EDSM 362	Reading for Secondary Teachers	(FED 300)	5
SPED 410	Introduction to the Proficiency Oriented Classroom, K-12	(FED 300)	5
SPED 412	Defining and Developing Proficiency in the Foreign Language Classroom, K-12	(SPED 410)	5
<b>Phase II (Must complete all Phase I courses and all teaching field courses before enrolling this course)</b>			
SPED 413	Instructional Design and Application	(SPED 412 and Admission to IDA)	10
<b>Phase III</b>			
SPED 480	Student Teaching in Spanish, K-12	(Admission to Student Teaching)	15
			PROFESSIONAL EDUCATIONAL TOTAL: 65
			PROGRAM TOTAL: 206

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III (See detailed description in the beginning of the section on Programs of Study)</b>			
<b>AREA IV</b>			5
One of the following:			
ENGL 203 or	English Literature to 1800	(ENGL 201 or 205 and 206)	
ENGL 221	American Literature through the Civil War	(ENGL 201 or 205 and 206)	
And one of the following:			
ENGL 204 or	English Literature after 1800	(ENGL 201 or 205 and 206)	5
ENGL 222	American Literature after the Civil War	(ENGL 201 or 205 and 206)	
FOREIGN LANGUAGE	Any foreign language approved by the foreign language department		10
Electives	Art, English, Music, Philosophy, Communication		0-10
			<b>SUBTOTAL: 30</b>
<b>MAJOR REQUIREMENTS</b>			
History and Criticism			5
One of the following:			
ENGL 401	History of the English Language	(ENGL 201 or 205 and 206)	
ENGL 402	History of Literary Criticism	(ENGL 201 or 205 and 206)	
Major Figures <sup>2</sup>			
One of the following:			
ENGL 411	Chaucer	(ENGL 201 or 205 and 206)	5
ENGL 431	Shakespeare	(ENGL 201 or 205 and 206)	
ENGL 436	Milton	(ENGL 201 or 205 and 206)	
American Literature			
One of the following:			
ENGL 360	Southern Literature	(ENGL 201 or 205 and 206)	5
ENGL 364	African-American Literature	(ENGL 201 or 205 and 206)	
ENGL 370	Romanticism in American Literature	(ENGL 201 or 205 and 206)	
ENGL 372	Realism and Naturalism in American Literature	(ENGL 201 or 205 and 206)	
ENGL 375	Modern American Literature	(ENGL 201 or 205 and 206)	
ENGL 387	20th-Century American Poetry	(ENGL 201 or 205 and 206)	
English Literature A			
One of the following:			
ENGL 411	Chaucer	(ENGL 201 or 205 and 206)	5
ENGL 412	Medieval Literature	(ENGL 201 or 205 and 206)	
ENGL 431	Shakespeare	(ENGL 201 or 205 and 206)	
ENGL 436	Milton	(ENGL 201 or 205 and 206)	
ENGL 410	English Drama to 1642	(ENGL 201 or 205 and 206)	
ENGL 430	Elizabethan Prose and Poetry	(ENGL 201 or 205 and 206)	
ENGL 435	Seventeenth-Century Prose and Poetry	(ENGL 201 or 205 and 206)	
ENGL 440	Eighteenth-Century Prose and Poetry	(ENGL 201 or 205 and 206)	
English Literature B			
One of the following:			
ENGL 450	English Romanticism	(ENGL 201 or 205 and 206)	5
ENGL 453	The English Novel: Early 18th-Century to Romantic Experiments	(ENGL 201 or 205 and 206)	
ENGL 460	Victorian Prose and Poetry	(ENGL 201 or 205 and 206)	
ENGL 463	The English Novel: Victorian to Modern	(ENGL 201 or 205 and 206)	
ENGL 465	Modern British Literature	(ENGL 201 or 205 and 206)	
Major Electives <sup>3</sup>	Any 300- or 400-level courses in English		15

BACHELOR OF ARTS DEGREE

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
Minor and/or General Electives	35 hours must be earned at the 300- or 400-level from any discipline other than English. Of these 35 hours, at least 20 must be taken in a single discipline or as a formal minor, unless the academic adviser and major field department chair approve an exception.		35
Free Electives <sup>3,4</sup>	Any three courses in the college curriculum		15
SUBTOTAL:			90
PROGRAM TOTAL:			191

<sup>1</sup>Ten hours at intermediate level.

<sup>2</sup>Major figure course used in this category cannot also be used in English Literature A.

<sup>3</sup>Students with a special interest in writing should select from among ENGL 302, 304, 306, 310, 311 and 312 in these options.

<sup>4</sup>Hours earned from an internship or co-op must be included as general or free electives.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
ACC 201	Principles of Accounting I	(ENGL 101; MATH 105)	5
ACC 202	Principles of Accounting II	(ACC 201)	5
ECON 202	Principles of Economics-Micro	(MATH 105)	5
ECON 203	Principles of Economics-Macro	(ECON 202; MATH 106 or 190)	5
DSC 205	Business Info. Sys. and Applications	(Developmental Studies if required)	5
BL 220	Legal and Ethical Env. of Business	(Developmental Studies if required)	5
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
DSC 312	Business Statistics	(90 hours of credit including Area IV of the Business Core.)	5
FIN 350	Principles of Finance	(90 hours of credit including Area IV of the Business Core.)	5
MGT 360	Management and Behavioral Sciences	(90 hours of credit including Area IV of the Business Core.)	5
MKT 370	Principles of Marketing	(90 hours of credit including Area IV of the Business Core.)	5
DSC 380	Operations Management	(DSC 312; MGT 360)	5
MGT 499	Strategic Management	(FIN 350; DSC 380; MKT 370; within 30 hours of graduation.)	5
<b>One of the following:</b>			5
ECON 342	Comparative Economic Systems	(90 hours of credit including Area IV of the Business Core.)	
ECON 445	International Trade and Finance	(90 hours of credit including Area IV of the Business Core.)	
FIN 459	International Financial Management	(FIN 350)	
			SUBTOTAL: 35
<b>Choose six of the following:</b>			
<b>MAJOR ELECTIVES</b>			30
FIN 450	Corporate Asset Management	(FIN 350)	
FIN 452	Investment Analysis	(FIN 350)	
FIN 453	Short-term Financial Management	(FIN 350)	
FIN 455	Financial Management of Financial Institutions	(FIN 350)	
FIN 456	Money and Capital Markets	(FIN 350)	
FIN 457	Corporate Financing and Capital Structure Management	(FIN 450)	
FIN 458	Advanced Investments and Portfolio	(FIN 452)	
FIN 459	International Financial Management	(FIN 350)	
RE 454	Real Estate Finance	(FIN 350)	
or			
RE 464	Real Estate Investment	(FIN 350)	
<b>General Electives</b>	Ten hours of upper-division credit from Economics or any upper-division (300-400) course offerings <i>outside of the School of Business Administration.</i>		10
<b>Free Electives</b>	Fifteen hours of credit from any level. Lower-division (100-200) or upper-division (300-400). Five of these hours <i>must</i> be from course offerings <i>outside the School of Business Administration.</i> The other ten hours may be from any offering in the college curriculum.		15
			SUBTOTAL: 55
			PROGRAM TOTAL: 191

## BACHELOR OF ARTS DEGREE

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FREN 220	Intermediate Reading and Composition	(FREN 202)	5
FREN 221	Intermediate Listening Comprehension and Conversation	(FREN 202)	5
<b>Electives:</b> Choose from the following:			20
ANTH 201	Man and Culture		
BA 101	Introduction to Business	(Freshman or Sophomore standing)	
FREN 201 <sup>1</sup>	Intermediate French I	(FREN 102 or equivalent)	
FREN 202	Intermediate French II	(FREN 201 or equivalent)	
HIST 276	Problems and Philosophies of World History	(HIST 205 and 206)	
or	or		
	Any 100 - 200 level course in Art or Music		
			<b>SUBTOTAL: 30</b>
<b>MAJOR AREA COURSEWORK</b>			
FREN 302	Practical Conversation	(FREN 202 or permission of instructor)	5
FREN 303	Grammar and Composition	(FREN 202 or permission of instructor)	5
FREN 304	Commercial French	(FREN 202 or permission of instructor)	5
FREN 310	Survey of French and Francophone Culture and Institutions I	(FREN 202 or permission of instructor)	5
FREN 311	Survey of French and Francophone Culture and Institutions II	(FREN 202 or permission of instructor)	5
FREN 450	Topics in Modern France and the Francophone World: Business, Culture, Value	(FREN 310/311)	5
<b>Major Electives:<sup>2</sup></b>	Any 300- to 400-level course in French		10
<b>Minor and/or General Electives:<sup>3</sup></b>	Either a formal minor must be completed or 35 hours must be earned at the 300- or 400-level from any disciplines other than French. Of these 35 hours, at least 20 must be earned in a single discipline unless the adviser and the major field department chair approve an exception.		35
<b>Free Electives:</b>	Any three classes in the college curriculum		15
			<b>SUBTOTAL: 90</b>
			<b>PROGRAM TOTAL: 191</b>

<sup>1</sup>French 101 and/or 102 required as prerequisite to French 201 if not exempted by examination. Native speakers of French may not take French 101 - 102. Course substitutions will be made as needed for native speakers.

<sup>2</sup>A maximum of five credit hours of French internship may be applied to major electives. Additional internship credit hours and also all cooperative study credit hours are applied to general electives or free electives.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FED 200	Human Growth and Development	(ENGL 102)	5
FED 203	Introduction to Education	(ENGL 099, READ 099 if required)	5
BIOL 206	Structural Anatomy and Physiology I	(BIOL 104)	5
BIOL 207	Structural Anatomy and Physiology II	(BIOL 206)	5
COM 109	Principles of Communication		5
CS 100	Computer Literacy	(MATH 099)	5
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS:</b>			
<b>HPER Core:</b>			
HPED 200	Introductory Analysis in Health and Physical Education	(ENG 099, READ 099 if required)	3
HPED 210	History and Philosophy of Physical Education	(ENGL 099, READ 099 if required)	3
HPED 315	First Aid and Personal Safety		4
HPED 310	Sociological/Psychological Aspects of Sport and Physical Education	(PSY 201 or SOC 201)	5
HPED 320	Motor Learning	(PSY 201 )	5
HPED 330	Personal and Community Health	(HPED 100 )	5
HPED 380	Biomechanics	(BIOL 207)	5
HPED 410	Organization and Administration of HPER	(Senior Standing or instructor's consent)	5
HPED 430	Physiology of Exercise	(HPED 380)	5
<b>Professional Skills:</b>			
HPED 111 or 117	Folk and Square or Social Dance		2
HPED 131-135	The Appropriate Swimming Course	(Instructor's Consent)	2
HPED 155 <sup>1</sup>	Elementary Movement Activities	(HPER Major)	2
HPED 205	Outdoor Recreation and Education	(HPED 131, HPER Major)	2
HPED Skills:	Required Courses Include HPED 103, 105, 107, 119, 121, 129, 139, 141 and 143		18 <sup>2</sup>
<b>Professional Education:</b>			
HPED 335	School Health Program	(Program Admission)	5
HPED 345	Curriculum Development and Instructional Design in Physical Education I	(Program Admission)	5
HPED 355	Curriculum Development and Instructional Design in Physical Education II	(Program Admission)	5
HPED 365	Curriculum, Methods and Materials in Health	(HPED 335)	5
HPED 375	Adapted Physical Education	(HPED 345 or 355)	5
HPED 425	Measurement and Evaluation	(MATH 107, Program Admission and HPED 345 or 355)	5
HPED 441	Practicum in Elementary Health and PE	(Admission to practicum)	2
HPED 443	Practicum in Middle School Health and PE	(Admission to practicum)	2
HPED 445	Practicum in Secondary Health and PE	(Admission to practicum)	2
HPED 485 <sup>2</sup>	Student Teaching Health and PE (K-12)	(Admission to Student Teaching)	15
			MAJOR REQUIREMENT SUBTOTAL: 115
			PROGRAM TOTAL: 218

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
BIOL 206	Structural Anatomy and Physiology I	BIOL 104)	5
BIOL207	Structural Anatomy and Physiology II	(BIOL 206)	5
CS 220 <sup>a</sup>	Principles of Computer Programming I	(MATH 114)	
or			
DSC 205 <sup>a</sup>	Business Computer Application	(Developmental Studies; if required)	5
<b>Electives<sup>3</sup></b>	Courses Appropriate to the Selected Non-Cerrification Program Area		15
			<b>SUBTOTAL: 30</b>

**MAJOR REQUIREMENTS:**

**HPER Core:**

HPED 200	Introductory Analysis in Health and Physical Education	(ENGL 099, READ 099 if required)	3
HPED 210	History and Philosophy of of Physical Education	(ENGL 099, READ 099 if required)	3
HPED 315	First Aid and Personal Safety		4
HPED 310	Sociological/Psychological Aspects of Sport and Physical Education	(PSY 201 or SOC 201)	5
HPED 320	Motor Learning	(PSY 201)	5
HPED 330	Personal and Community Health	(HPED 100)	5
HPED 380	Biomechanics	(BIOL 207)	5
HPED 410	Organization and Administration HPER	(Senior Standing or instructor's consent)	5
HPED 430	Physiology of Exercise	(HPED 380)	5

**Professional Skills\*:**

HPED 103	Aerobic Conditioning/Weight Training	(HPED 100)	2
HPED 105/121/139	Individual/Dual Activity Elective		2
HPED 107/119/143	Team Sport Activity Elective		2
HPED 109-117	Dance Course Elective		2
HPED 129	Stunts and Tumbling/Gymnastics		2
HPED 131-135	Swimming Course Elective	(Instructor's consent)	2

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Major, General and Free Electives:</b>			
<b>Choose One of the Following Option Areas:</b>			
<b>Sport Management:</b>			
HPED 305	Coaching Principles	(HPED 315 recommended)	5
HPED 427	Research Methodology	(HPER Major, Senior standing and program admission)	5
HPED 437	Sport Facility Design and Management	(HPED 410 and admission to program or instructor's consent)	5
MGT 360	Principles of Management	(Developmental Studies if required; DSC 205)	5
MKT 370	Principles of Marketing	(75 Credits; DSC 205; ECON 202)	5
HPED 340	Legal Aspects of Sport and Physical Activity	(Junior/Senior standing, admission to program)	5
BA 407	Public Relations	(Junior/Senior standing)	5
MGT 461	Personnel Administration	(MGT 360)	5
HPED 475	Comprehensive Field Experience	(Admission to Field Experience)	10
<b>Exercise Science:</b>			
HPED 415	Nutrition and Physical Activity	(HPED 100 and admission to program or instructor's consent)	5
HPED 427	Research Methodology	(HPER Major, senior standing and program admission)	5
HPED 435	Exercise Prescription and Evaluation	(HPED 430)	5
HPED 453	Practicum in Human Performance Laboratory	(HPED 435)	2
PSY 305	Developmental Psychology	(PSY 201)	5
CHEM 241	Organic Chemistry II	(CHEM 240)	5
CHEM 350	Biochemistry	(CHEM 241)	5
BIOL 430	Vertebrate Physiology	(BIOL 200, 201, CHEM 240)	5
HPED 475	Comprehensive Field Experience	(Admission to Field Experience)	10
<b>Health Promotion/Wellness:</b>			
HPED 415	Nurtition and Physical Activity	(HPED 100 and admission to program or instructor's consent)	5
HPED 427	Research Methodology	(HPER Major, senior standing and program admission)	5
HPED 435	Exercise Prescription and Evaluation	(HPED 430)	5
HPED 453	Practicum in Human Performance Laboratory	(HPED 435)	2
PSY 305	Developmental Psychology	(PSY 201)	5
SOCI 424	Aging in a Social Context	(SOCI 105)	5
SOCI 443	Systems of Health Care	(SOCI 105)	5
MGT 360	Principles of Management	(Developmental Studies if required; DSC 205)	5
BA 407	Public Relations	(Junior/Senior)	5
HPED 475	Comprehensive Field Experience	(Admission to Field Experience)	10
<b>MAJOR REQUIREMENT SUBTOTAL: 97 or 100 or 102</b>			
<b>PROGRAM TOTAL: 200 or 203 or 205</b>			

<sup>1</sup>Counts toward PE requirement and should be taken before admission to program.

<sup>2</sup>The student teaching experience is a full-time commitment. Students should not enroll in other courses or jobs.

<sup>3</sup>See Department of HPER for course requirements appropriate for the specific alternative track.

<sup>4</sup>Two hours count toward PE Core Requirement.



COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
HIST 275	Introduction to Local History and Historical Methodology	(HIST 151 and 152)	5
HIST 276	Problems and Philosophies of World History	(HIST 205 and 206)	5
FOREIGN LANGUAGE 201, 202 <sup>1</sup>	Any foreign language approved by the department.	(language 102 or equivalent)	10
Electives			10
<b>Choose from the following:</b>			
ANTH 201	Introduction to Anthropology		
ECON 133	Economic Development of the United States		
ECON 202	Principles of Economics-Micro	(Developmental Studies if required)	
ECON 203	Principles of Economics-Macro	(Developmental Studies if required)	
GEOG 201	Introduction to Geography		
POLS 212	State and Local Government	(POLS 201 <sup>1</sup> )	
PSY 201	General Psychology	(ENGL 099, READ 099 if required)	
PSY 258	The Psychology of Adjustment		
SOCI 201	Principles of Sociology		
SOCI 203	Social Problems	(SOCI 201 <sup>1</sup> )	
			<b>SUBTOTAL: 30</b>
<b>MAJOR REQUIREMENTS</b>			
HIST 499	Senior Seminar	(HIST 275 and 276)	5
<b>At least one course but no more than three of the following:</b>			<b>35</b>
<b>American History</b>			
HIST 311	The New South	(HIST 151 and 152)	
HIST 321	Diplomatic History of the United States	(HIST 151, 152 and 206)	
HIST 331	U.S. Social and Cultural History I	(HIST 151)	
HIST 332	U.S. Social and Cultural History II	(HIST 152)	
HIST 340	The U.S. Military Experience	(HIST 151 and 152)	
HIST 341	Women in U.S. History and Culture	(HIST 151 and 152)	
HIST 404	History of Georgia	(HIST 151 and 152)	
HIST 411	United States: Revolution-Early National	(HIST 151)	
HIST 451	Civil War and Reconstruction	(HIST 151 and 152)	
HIST 461	United States: 1900 to World War II	(HIST 152)	
HIST 471	Recent United States History	(HIST 152)	
HIST 475	War in Vietnam 1945 - 1975	(HIST 152 and 206)	
<b>At least one course but no more than three of the following:</b>			
<b>European History</b>			
HIST 301	History of Science	(HIST 205 and 206)	
HIST 305	The World Since 1945	(HIST 152 and 206)	
HIST 350	England to 1688	(HIST 205)	
HIST 351	Modern England	(HIST 206)	
HIST 361	Modern Russia	(HIST 206)	
HIST 437	Classical Western Civilization	(HIST 205)	
HIST 440	Medieval Europe	(HIST 205)	
HIST 444	Europe in Renaissance and Reformation	(HIST 205)	
HIST 454	Twentieth Century Europe	(HIST 206)	
HIST 456	World War II	(HIST 152 and 206)	

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>At least one course but no more than three of the following:</b>			
<b>Area Studies</b>			
HIST 366	Modern Latin America	(HIST 205 and 206)	
HIST 373	Modern India and South Asia	(HIST 205 and 206)	
HIST 374	Modern China and Japan	(HIST 205 and 206)	
HIST 382	Middle East in Modern Times	(HIST 205 and 206)	
HIST 392	Modern Africa	(HIST 205 and 206)	
HIST 467	History of Mexico	(HIST 205 and 206)	
<b>Minor and/or General Electives</b>	Either a formal minor must be completed or 35 hours must be earned at the 300- or 400-level from any discipline other than history. Of these 35 hours, at least 20 hours must be taken in a single discipline, unless the academic adviser and major field department chair approve an exception.		35
<b>Free Electives<sup>4</sup></b>	Any courses in the college curriculum		15
<b>SUBTOTAL:</b>			<b>90</b>
<b>PROGRAM TOTAL:</b>			<b>191</b>

<sup>1</sup>Recommended.

<sup>2</sup>To be planned in conjunction with academic adviser.

<sup>3</sup>Prerequisite for all 300- to 400-level history courses.

<sup>4</sup>Hours earned from an internship or co-op must be included as general or free electives.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
DSC 205	Business Information Systems and Applications	(Developmental Studies if required)	5
ACC 201	Principles of Accounting I	(ENGL 101; MATH 105)	5
ACC 202	Principles of Accounting II	(ACC 201)	5
CS 220	Principles of Computer Programming I	(MATH 106 or 114)	5
CS 221	File Processing	(CS 220)	5
CS 222	Principles of Computer Programming II	(CS 220)	5
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
IS 331	Database Design and Management	(CS 221 and 222)	5
CS 351	Computer Systems I	(CS 222)	5
CS 352	Computer Systems II	(CS 351)	5
CS 360	System Analysis and Design	(CS 221 and CS 222)	5
MGT 360	Principles of Management	(DSC 205)	5
MGT 460	Organizational Behavior	(MGT 360)	5
DSC 380	Operations Management	(MATH 106; DSC 312; MGT 360)	5
MKT 370	Principles of Marketing	(75 credits; DSC 205; ECON 202, recommended)	5
or			
FIN 350	Principles of Finance	(75 credits; ACC 202, ECON 202, 203; DSC 205, 312)	5
DSC 312	Business and Economics Statistics		5
<b>Major Electives:</b>	30 hours chosen from: CS 420; CS 460 Any 400-level courses in information systems.		30
<b>Free Electives</b>	Any courses in the college curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 191

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
FOREIGN LANGUAGE 201, 202 <sup>1</sup>	Any foreign language approved by the department.	(ENGL 099, READ 099 if required)	10
GEOG 201	Introduction to Geography	(ENGL 099, READ 099 if required)	5
<b>Economics:</b>			10
ECON 202	Principle of Economics-Micro	(Developmental Studies if required)	
ECON 203	Principles of Economics-Macro	(ECON 202)	
<b>Choose one from the following:</b>			
<b>Electives:</b>			5
MATH 107	Introduction to Statistics	(MATH 105)	
CS 207	Statistical Data Analysis	(CS 100 and a statistics course)	
ACC 201	Principles of Accounting I	(ENGL 101 and MATH 105)	
DSC 205	Business Information Systems and Applications	(Developmental Studies if required)	
<b>SUBTOTAL:</b>			<b>30</b>
<b>MAJOR REQUIREMENTS</b>			<b>30</b>
ANTH 410	Cultural Anthropology	(ANTH 105 or 201 or permission of the instructor)	
ECON 342	Comparative Economic Systems	(ECON 202 and 203)	
HIST 305	World Since 1945	(One 100-200 History course)	
POLS 333	International Politics	(POLS 201)	
POLS 334	Comparative Politics	(POLS 201)	
POLS 435	Foreign Policy of Major Nations	(POLS 201)	
<b>MAJOR ELECTIVES:</b>			<b>10</b>
<b>Choose two of the following:<sup>2</sup></b>			
Note: Students who did not take MATH 107 or CS 207 in Area IV must take DSC 307 or SSCS 310 <sup>1</sup> .			
DSC 307	Advanced Business Applications	(ACC 202; MATH 106)	
SSCS 310	Research Methods		
ECON 445	International Trade and Finance	(ECON 202, 203)	
HIST 321	Diplomatic History of the United States	(HIST 151, 152 and 206)	
HIST 361	Modern Russia	(HIST 206)	
HIST 366	Modern Latin America	(HIST 205 and 206)	
HIST 373	Modern India	(HIST 205 and 206)	
HIST 374	Modern China and Japan	(HIST 205 and 206)	
HIST 382	Modern Middle East	(HIST 205 and 206)	
HIST 392	Modern Africa	(HIST 205 and 206)	
MGT 495	International Management	(MGT 360)	
MKT 482	International Marketing	(MKT 370)	
POLS 350	American Foreign Policy	(POLS 201)	
POLS 431	International Law	(POLS 201)	
POLS 433	International Organization	(POLS 201)	
POLS 436	Politics of Developing Nations	(POLS 201)	
POLS 438	Politics of International Economic Relations	(POLS 201)	
POLS 451	Soviet and East European Politics	(POLS 201)	
POLS 452	Eastern Asian Politics	(POLS 201)	
POLS 453	Politics of Latin America	(POLS 201)	

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Minor Requirements:</b>			20
Students must take a minor composed of 20 hours of 300-400 level courses. The following minors are recommended: international business, foreign language and literature, economics, european studies, east asian studies, third world studies and other. <sup>3</sup>			
<b>General Electives:</b>			15
Selected from any 300-400 level course in the college. (Courses listed above as Major Electives are strongly recommended.)			
<b>Free Electives:<sup>4</sup></b>			15
Selected from any courses in the college.			
			SUBTOTAL: 90
			PROGRAM TOTAL: 191

<sup>1</sup>10 hours at the intermediate level are required.

<sup>2</sup>Or other internationally-oriented courses as approved by your adviser.

<sup>3</sup>With approval of academic adviser and director of international programs.

<sup>4</sup>Hours earned from an internationally-oriented internship, co-op or study abroad program may be included as free electives.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
ACC 201	Principles of Accounting I	(ENGL 101; MATH 105)	5
ACC 202	Principles of Accounting II	(ACC 201)	5
ECON 202	Principles of Economics-Micro	(MATH 105)	5
ECON 203	Principles of Economics-Macro	(ECON 202; MATH 106 or 190)	5
DSC 205	Business Info. Sys. and Applications	(Developmental Studies if required)	5
BL 220	Legal and Ethical Env. of Business	(Developmental Studies if required)	5
			SUBTOTAL : 30
<b>MAJOR REQUIREMENTS</b>			
DSC 312	Business Statistics	(90 hours of credit including Area IV of the Business Core.)	5
FIN 350	Principles of Finance	(90 hours of credit including Area IV of the Business Core.)	5
MGT 360	Management and Behavioral Sciences	(90 hours of credit including Area IV of the Business Core.)	5
MKT 370	Principles of Marketing	(90 hours of credit including Area IV of the Business Core.)	5
DSC 380	Operations Management	(DSC 312, MGT 360)	5
MGT 499	Strategic Management	(FIN 350; DSC 380; MKT 370; within 30 hours of graduation)	5
MGT 460	Organizational Behavior	(MGT 360)	5
MGT 461	Human Resource Management	(MGT 360)	5
MGT 495	International Management	(MGT 360 and at least 90 quarter hours completed)	5
			SUBTOTAL: 45
<b>ELECTIVES: AREAS OF CONCENTRATION (TRACKS)</b>			
<b>Human Resource Management and Development Track:</b>			15
MGT 471	Employee and Labor Relations	(MGT 360)	
MGT 482	Compensation	(MGT 461)	
MGT 484	Staffing	(MGT 461 or permission)	
<b>Business Communications Track:</b>			15
Choose 3 of the following:			
BA 407	Public Relations	(90 hours of credit including Area IV of the Business Core.)	
MGT 408	Organizational Communications Technology	(MGT 360)	
MGT 465	Organizational Communications	(MGT 360)	
MKT 463	Direct Response Marketing	(MKT 370)	
MKT 465	Advertising		
<b>Information Systems Management:</b>			15
DSC 301	Management Information Systems	(MGT 360)	
Choose 2 of the following:			
DSC 307	Advanced Business Applications	(90 hours of credit including Area IV of the Business Core.)	5
DSC 370	Business Systems Analysis	(DSC 301)	
DSC 375	Decision Systems Management	(DSC 370)	

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Small Business Creation and Management Track:</b> Three courses from the following:			15
MGT 398	Small Business Internship	(Approval of instructor, major area committee and department chair prior to registration) (MGT 360) (MGT 360) (MGT 421 or MGT 423) (Open to business majors with a GPA of 3.0 or higher who have completed 135 or more credit hours or by permission of instructor. Substitutions for major requirements or electives with permission of department chair.)	
MGT 400	Entrepreneurship Directed Study		
MGT 421	Small Business Management		
MGT 423	Entrepreneurship and Creativity		
MGT 425	Venture Analysis		
BA 498	Honors Consulting Seminar		
<b>General Management Track:</b> Any three of the following:			15
BA 407	Public Relations	(90 hours of credit including Area IV of the Business Core.) (Open to business majors with GPA of 3.0 or higher who have completed 135 or more credit hours.	
BA 499	Managerial Effectiveness Seminar		
MGT 398	Internship	(Approval of instructor, major area committee and department chair prior to registration.) (MGT 360)	
MGT 400	Directed Study		
MGT 408	Organizational Communication Technology	(MGT 360)	
MGT 465	Organizational Communications	(MGT 360)	
MGT 471	Employee and Labor Relations	(MGT 461)	
MGT 482	Compensation	(MGT 461)	
MGT 484	Staffing	(MGT 461 and 10 hours of advanced Human Resource Management courses)	
MGT 492	Human Resource/Organization Effectiveness	(MGT 360)	
DSC 301	Management Information Systems	(90 hours of credit including Area IV of the Business Core.)	5
DSC 307	Advanced Business		
DSC 370	Business Systems Analysis	(DSC 301)	
DSC 375	Decision Systems Management	(DSC 370)	
General Electives	Fifteen hours of upper-division (300-400) credit. Ten of these hours <b>must</b> be from Economics or any upper-division (300-400) course offering <b>outside of the School of Business Administration.</b>		15
Free Electives	Fifteen hours of credit from any level, lower-division (100-200) or upper-level (300-400). Five of these hours <b>must</b> be from course offerings <b>outside the School of Business Administration.</b> The other ten hours may be from any offering in the college curriculum. BA 208 is recommended.		15
			SUBTOTAL: 45
			PROGRAM TOTAL: 191

<sup>1</sup>Any 300/400 level BA or DSC course may be substituted for a MGT course.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
ACC 201	Principles of Accounting I	(ENGL 101; MATH 105)	5
ACC 202	Principles of Accounting II	(ACC 201)	5
ECON 202	Principles of Economics-Micro	(MATH 105)	5
ECON 203	Principles of Economics-Macro	(ECON 202; MATH 106 or 190)	5
DSC 205	Business Info. Sys. and Applications	(Developmental Studies if required)	5
BL 220	Legal and Ethical Env. of Business	(Developmental Studies if required)	5
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
DSC 312	Business Statistics	(90 hours of credit including Area IV of the Business Core.)	5
FIN 350	Principles of Finance	(90 hours of credit including Area IV of the Business Core.)	5
MGT 360	Management and Behavioral Sciences	(90 hours of credit including Area IV of the Business Core.)	5
MKT 370	Principles of Marketing	(90 hours of credit including Area IV of the Business Core.)	5
DSC 380	Operations Management	(DSC 312, MGT 360)	5
MGT 499	Strategic Management	(FIN 350; DSC 380; MKT 370; within 30 hours of graduation)	5
MKT 410	Marketing Research	(MKT 370)	5
MKT 415	Consumer Behavior	(MKT 370)	5
MKT 482	International Marketing	(MKT 370)	5
MKT 499	Marketing Management	(MKT 370, 410, 415)	5
			SUBTOTAL: 50
<b>ELECTIVES: AREA OF CONCENTRATION (TRACKS)</b>			
<b>Retail Management Track:</b>			15
MKT 430	Basic Retailing	(MKT 370)	
MKT 431	Retail Merchandise Management and Control	(MKT 430)	
MKT 435	Retail Management	(MKT 370, 430)	
<b>Professional Selling Track:</b>			15
<b>Three of the following:</b>			
MKT 411	Marketing Data Analysis	(DSC 312; MKT 370)	
MKT 440	Professional Selling	(MKT 370)	
MKT 445	Sales Management	(MKT 370)	
MKT 485	Business to Business Marketing	(MKT 370)	
<b>General Marketing Track:</b>			15
<b>Three of the following:</b>			
MKT 411	Marketing Data Analysis	(DSC 312, MKT 370)	
MKT 430	Basic Retailing	(MKT 370)	
MKT 431	Retail Merchandise Management and Control	(MKT 430)	
MKT 435	Retail Management	(MKT 370, 430)	
MKT 440	Professional Selling	(MKT 370)	
MKT 445	Sales Management	(MKT 370)	
MKT 462	Services Marketing	(MKT 370)	
MKT 463	Direct Response Marketing	(MKT 370)	
MKT 465	Advertising	(MKT 370)	
MKT 485	Business to Business Marketing	(MKT 370)	



## BACHELOR OF BUSINESS ADMINISTRATION DEGREE

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Business Communications Track:</b>			
<b>Choose three of the following:</b>			15
BA 407	Public Relations	(90 hours of credit including Area IV of the Business Core.)	
MKT 463	Direct Response Marketing	(MKT 370)	
MKT 465	Advertising	(MKT 370)	
MGT 465	Organizational Communications	(MGT 360)	
General Electives	Ten hours of upper-division (300-400) credit from <b>Economics</b> or any upper-division (300-400) course offerings <b>outside the School Business Administration.</b>		10
Free Electives	Fifteen hours of credit from any level, lower-division (100-200) or upper-division (300-400). Five of these hours <b>must</b> be from course offerings <b>outside the School of Business Administration.</b> The other ten hours may be from any offering in the college curriculum. BA 208 is recommended.		15
			SUBTOTAL: 40
			PROGRAM TOTAL: 191

<sup>1</sup>Any 300- to 400-level BA or DSC course may be substituted for a MKT course.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III (See detailed description in the beginning of the section on Programs of Study)</b>			
<b>AREA IV<sup>1</sup></b>			
MATH 201	Calculus II	(MATH 190)	5
MATH 202	Calculus III	(MATH 201)	5
MATH 203	Calculus IV	(MATH 202)	5
MATH 260	Elementary Linear Algebra	(MATH 201)	5
<b>Electives</b>	<b>One of the following pairs:</b>		<b>10</b>
BIOL 200/201	Biological Principles I/II	(CHEM 121)	
CHEM 240/241	Organic Chemistry I/II	(CHEM 122/240)	
PHYS 201/202	General Physics I/II	(MATH 190, 201 <sup>2</sup> ; PHYS 201)	
PHYS 203	General Physics III	(PHYS 202)	
and	Any course in math, CS 220, 221 or 222		
			<b>SUBTOTAL: 30</b>
<b>MAJOR REQUIREMENTS</b>			
MATH 300	Foundations of Mathematics	(MATH 201)	5
MATH 310	Ordinary Differential Equations	(MATH 202 <sup>2</sup> )	5
MATH 361	Algebra I	(MATH 260, 300)	5
MATH 371	Applied Mathematics I	(MATH 201, 260)	5
or			
MATH 372	Applied Mathematics II	(MATH 201, 260)	
MATH 381	Advanced Calculus I	(MATH 203, 300)	5
MATH 421	Mathematical Statistics I	(MATH 203)	5
<b>Major Electives</b>	<b>Complete any two of the above sequences from the following:</b>		<b>10</b>
MATH 362	Algebra II	(MATH 361)	
MATH 371	Applied Mathematics I	(MATH 201)	
MATH 372	Applied Mathematics II	(MATH 201, 260)	
MATH 373	Applied Mathematics III	(MATH 203, 310)	
MATH 382	Advanced Calculus II	(MATH 381)	
MATH 422	Mathematical Statistics II	(MATH 421)	
<b>Minor and/or General Electives</b>	Either a formal minor must be completed or 35 hours must be earned at the 300- or 400-level from any discipline other than math. Of these 35 hours, at least 20 hours must be taken in a single discipline, unless the academic adviser and major field department chair approve an exception. Up to 5 hours of MATH 396 or 398 may be used to satisfy general elective requirements.		<b>35</b>
<b>Free Electives</b>	Any courses in the college curriculum		<b>15</b>
			<b>SUBTOTAL: 90</b>
			<b>PROGRAM TOTAL: 191</b>

<sup>1</sup>MATH 190 is a prerequisite for MATH 201 in AREA IV and MATH 115 is a prerequisite for MATH 190.

<sup>2</sup>Corequisite.

<sup>3</sup>MATH 201 is a corequisite for PHYS 201.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
MUSI 110	Survey of Musical Styles	(MUSI 120)	3
MUSI 121	Elementary Theory I	(MUSI 120)	3
MUSI 122	Elementary Theory II	(MUSI 121)	3
MUSI 150	Ensemble I		6
MUSI 220	Intermediate Theory I	(MUSI 122)	3
MUSI 221	Intermediate Theory II	(MUSI 220)	3
MUSI 222	Intermediate Theory III	(MUSI 221)	3
MUSI 160, 163, 260, 263	Applied in one area of concentration		6
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS:</b>			
			30
MUSI 311	History of Music I	(MUSI 222)	3
MUSI 312	History of Music II	(MUSI 222)	3
MUSI 313	History of Music III	(MUSI 222)	3
MUSI 320	Form and Analysis	(MUSI 222)	3
MUSI 324	Instrumentation	(MUSI 222)	2
MUSI 330	Principles of Conducting	(MUSI 222)	2
MUSI 331	Choral Conducting	(MUSI 222)	2
or			
MUSI 332	Instrumental Conducting	(MUSI 222)	6
MUSI 350	Ensemble II		3
MUSI 360/363	Applied in One Area of Concentration		3
MUSI 460/463	Applied in One Area of Concentration		3
<b>Major Electives</b>			
<b>Chosen from the following:</b>			10
MUSI 315	Vocal Literature	(MUSI 122)	3
MUSI 317	Introduction to Opera		5
MUSI 318	Introduction to Symphonic Music		5
MUSI 319	Introduction to Jazz		5
MUSI 321	Advanced Ear Training	(MUSI 222)	2
MUSI 331	Choral Conducting	(MUSI 222; 330)	2
MUSI 332	Instrumental Conducting	(MUSI 222; 330)	2
MUSI 333	Accompanying	(Applied Piano Study <sup>1</sup> )	1
MUSI 334	Italian and English Diction		1
MUSI 335	German Diction		1
MUSI 336	French Diction		1
MUSI 352	Opera Workshop	(Applied Vocal Study <sup>1</sup> )	2
MUSI 365	Keyboard Skills I		2
MUSI 366	Keyboard Skills II	(MUSI 365)	2
MUSI 367	Vocal Skills I		2
MUSI 368	Vocal Skills II	(MUSI 367)	2
MUSI 370	Composition	(MUSI 220)	1
MUSI 373	Composition	(MUSI 220)	2
MUSI 410	Contemporary Music Literature	(MUSI 122)	3
MUSI 413	Piano Literature I	(MUSI 220)	3
MUSI 414	Piano Literature II	(MUSI 220)	3
MUSI 420	Counterpoint	(MUSI 222)	3
MUSI 421	Twentieth-Century Analysis	(MUSI 320)	3
MUSI 430	Piano Pedagogy	(Applied Piano Study <sup>1</sup> )	2
MUSI 433	Voice Pedagogy	(Applied Vocal Study <sup>1</sup> )	2
MUSI 470	Composition	(MUSI 370)	1
MUSI 473	Composition	(MUSI 373)	2
			SUBTOTAL: 40

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
Minor and/or General Electives	Either a formal minor must be completed or 35 hours must be earned at the 300- or 400-level from any disciplines other than music. Of these 35 hours, at least 20 must be taken in a single discipline, unless the academic adviser and major field department chair approve an exception.		35
Free Electives	Any courses in the college curriculum		15
SUBTOTAL:			90
PROGRAM TOTAL:			191

<sup>1</sup>Corequisite

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
MUSI 101	Introduction to Music		3
MUSI 102	Music Theory I		3
MUSI 103	Music Theory II		3
MUSI 104	Music Theory III		3
MUSI 105	Music Theory IV		3
MUSI 106	Music Theory V		3
MUSI 107	Music Theory VI		3
MUSI 108	Music Theory VII		3
MUSI 109	Music Theory VIII		3
MUSI 110	Music Theory IX		3
MUSI 111	Music Theory X		3
MUSI 112	Music Theory XI		3
MUSI 113	Music Theory XII		3
MUSI 114	Music Theory XIII		3
MUSI 115	Music Theory XIV		3
MUSI 116	Music Theory XV		3
MUSI 117	Music Theory XVI		3
MUSI 118	Music Theory XVII		3
MUSI 119	Music Theory XVIII		3
MUSI 120	Music Theory XIX		3
MUSI 121	Music Theory XX		3
MUSI 122	Music Theory XXI		3
MUSI 123	Music Theory XXII		3
MUSI 124	Music Theory XXIII		3
MUSI 125	Music Theory XXIV		3
MUSI 126	Music Theory XXV		3
MUSI 127	Music Theory XXVI		3
MUSI 128	Music Theory XXVII		3
MUSI 129	Music Theory XXVIII		3
MUSI 130	Music Theory XXIX		3
MUSI 131	Music Theory XXX		3
MUSI 132	Music Theory XXXI		3
MUSI 133	Music Theory XXXII		3
MUSI 134	Music Theory XXXIII		3
MUSI 135	Music Theory XXXIV		3
MUSI 136	Music Theory XXXV		3
MUSI 137	Music Theory XXXVI		3
MUSI 138	Music Theory XXXVII		3
MUSI 139	Music Theory XXXVIII		3
MUSI 140	Music Theory XXXIX		3
MUSI 141	Music Theory XL		3
MUSI 142	Music Theory XLI		3
MUSI 143	Music Theory XLII		3
MUSI 144	Music Theory XLIII		3
MUSI 145	Music Theory XLIV		3
MUSI 146	Music Theory XLV		3
MUSI 147	Music Theory XLVI		3
MUSI 148	Music Theory XLVII		3
MUSI 149	Music Theory XLVIII		3
MUSI 150	Music Theory XLIX		3
MUSI 151	Music Theory L		3
MUSI 152	Music Theory LI		3
MUSI 153	Music Theory LII		3
MUSI 154	Music Theory LIII		3
MUSI 155	Music Theory LIV		3
MUSI 156	Music Theory LV		3
MUSI 157	Music Theory LVI		3
MUSI 158	Music Theory LVII		3
MUSI 159	Music Theory LVIII		3
MUSI 160	Music Theory LIX		3
MUSI 161	Music Theory LX		3
MUSI 162	Music Theory LXI		3
MUSI 163	Music Theory LXII		3
MUSI 164	Music Theory LXIII		3
MUSI 165	Music Theory LXIV		3
MUSI 166	Music Theory LXV		3
MUSI 167	Music Theory LXVI		3
MUSI 168	Music Theory LXVII		3
MUSI 169	Music Theory LXVIII		3
MUSI 170	Music Theory LXIX		3
MUSI 171	Music Theory LXX		3
MUSI 172	Music Theory LXXI		3
MUSI 173	Music Theory LXXII		3
MUSI 174	Music Theory LXXIII		3
MUSI 175	Music Theory LXXIV		3
MUSI 176	Music Theory LXXV		3
MUSI 177	Music Theory LXXVI		3
MUSI 178	Music Theory LXXVII		3
MUSI 179	Music Theory LXXVIII		3
MUSI 180	Music Theory LXXIX		3
MUSI 181	Music Theory LXXX		3
MUSI 182	Music Theory LXXXI		3
MUSI 183	Music Theory LXXXII		3
MUSI 184	Music Theory LXXXIII		3
MUSI 185	Music Theory LXXXIV		3
MUSI 186	Music Theory LXXXV		3
MUSI 187	Music Theory LXXXVI		3
MUSI 188	Music Theory LXXXVII		3
MUSI 189	Music Theory LXXXVIII		3
MUSI 190	Music Theory LXXXIX		3
MUSI 191	Music Theory LXXXX		3

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
MUSI 110	Survey of Musical Styles	(MUSI 120)	3
MUSI 121	Elementary Theory I	(MUSI 120)	3
MUSI 122	Elementary Theory II	(MUSI 121)	3
MUSI 150	Ensemble I (in one principle ensemble; Choral, Band, Orchestra)		6
MUSI 163	Performance (in one area of concentration)		6
MUSI 220	Intermediate Theory I	(MUSI 122)	3
MUSI 221	Intermediate Theory II	(MUSI 220)	3
MUSI 222	Intermediate Theory III	(MUSI 221)	3
			SUBTOTAL: 30
MUSI 263	Performance (in one area of concentration)		6
<b>MAJOR REQUIREMENTS: (Performance related)</b>			<b>43</b>
MUSI 350/352 <sup>1</sup>	Ensemble		13
MUSI 361/362	Secondary Applied	(Permission of department chair)	6
MUSI 364/464	Performance	(All hours including those in MUSI 163 and MUSI 263 are to be taken in only one of the following areas: voice, piano guitar, percussion, flute, oboe, clarinet, saxophone, bassoon, trumpet, horn, trombone, euphonium/trombone or tuba)	18
MUSI 369	Junior Recital	(Corequisite: MUSI 364)	2
MUSI 469	Senior Recital	(MUSI 369, 480 and faculty jury)	4
<b>Support Courses in Music</b>			<b>20</b>
MUSI 311	History of Music I	(MUSI 222)	3
MUSI 312	History of Music II	(MUSI 222)	3
MUSI 313	History of Music III	(MUSI 222)	3
MUSI 320	Form and Analysis	(MUSI 222)	3
MUSI 324	Instrumentation	(MUSI 222)	2
MUSI 330	Principals of Conducting	(MUSI 222)	2
MUSI 331/332	Conducting	(MUSI 222, 330)	2
MUSI 480	Research for Senior Recital	(Corequisite: MUSI 464 Prerequisite: MUSI 369)	2
			SUBTOTAL: 69
<b>Major Electives:</b>	Chosen from any 300-400 level music courses with the following limitations: -Music 364/464 excluded -Additional ensemble no more than two hours -Additional secondary applied no more than two hours -Voice majors must include MUSI 315, 334, 335, 336, 433 -Piano majors must include MUSI 413, 414, 430		23
			SUBTOTAL: 23
<b>Foreign Language:</b>	Language proficiency equivalent to the completion of FREN 202, GERM 202 or Italian 202.		10
<b>General Electives:</b>	Any 300-or 400-level courses outside Music.		15
			SUBTOTAL: 25
			PROGRAM TOTAL: 218

<sup>1</sup>All students: minimum of six credits in appropriate principle ensemble (chorale, Band, Orchestra): Piano concentration: minimum four credits in Accompanying. Voice concentration: minimum four credits in Opera Workshop. Guitar concentration: minimum four credits in Guitar Ensemble. Winds/Percussion concentration: minimum four credits in appropriate Chamber Ensembles.

BACHELOR OF SCIENCE NURSING DEGREE<sup>1</sup>

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
BIOL 221	Functional Anatomy and Physiology I	(CHEM 105)	5
BIOL 222	Functional Anatomy and Physiology II	(BIOL 221)	5
BIOL 261	Fundamental Microbiology	(BIOL 221)	5
NURS 208	Theoretical Basis for Professional Nursing and Health Issues	(ENGL 102; MATH 107; CHEM 106 <sup>2</sup> ; BIOL 222 <sup>2</sup> ; SOCI 105; PSY 305 <sup>2</sup> )	5
NURS 210 <sup>1</sup>	Nursing Science I	(ENGL 102; BIOL 222, 261; MATH 107; CHEM 106; NURS 208; PSY 305; SOCI 201)	5
PSY 201	General Psychology		5
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
BIOL 317	Pathophysiology	(BIOL 222, 261)	5
CHEM 301	Pharmacological Chemistry	(CHEM 106)	5
NURS 301 <sup>1</sup>	Nutrition	(BIOL 222; CHEM 106)	3
NURS 302	Foundations of Research	(MATH 107)	5
NURS 309	Health Assessment	(NURS 208, Co-requisite NURS 210)	3
NURS 310 <sup>1</sup>	Nursing Science II	(NURS 210; BIOL 317 <sup>2</sup> ; CHEM 301 <sup>2</sup> ; NURS 300, 301)	10
NURS 311 <sup>1</sup>	Nursing Science III	(NURS 210; BIOL 317 <sup>2</sup> ; CHEM 301 <sup>2</sup> ; NURS 300, 301)	10
NURS 312 <sup>1</sup>	Nursing Science IV	(NURS 210; BIOL 317 <sup>2</sup> ; CHEM 301 <sup>2</sup> ; NURS 300, 301)	5
NURS 401	Nursing Perspective	(NURS 302, 310, 311, 312)	3
NURS 413	Nursing Science V	(NURS 302, 310, 311, 312)	5
NURS 414	Nursing Science VI	(NURS 302, 310, 311, 312)	5
NURS 415	Nursing Science VII	(NURS 302, 310, 311, 312)	5
NURS 416	Nursing Science VIII	(NURS 413, 414, 415)	11
PSY 305	Developmental Psychology	(PSY 201)	5
Major Electives	One of the following:		2
NURS 420	Ethical Issues in Nursing		
or			
NURS 421	Dying and Death		
General Electives	Any 300-400 level courses in the college curriculum		10
			SUBTOTAL: 92
			PROGRAM TOTAL: 193

<sup>1</sup>Registered nursing students can receive credit for these courses (41 hours total) by completing Nursing 320.<sup>2</sup>Corequisite.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
POLS 212 <sup>1</sup>	State and Local Government	(POLS 201)	5
FOREIGN LANGUAGE 101, 102, 201, 202 <sup>2</sup>	Any foreign language approved by the department.	(ENGL 099, READ 099 if required)	10-20
Electives	Foreign language or any 100- to 200-level course in humanities, social science or mathematics		15-25
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
SSCS 310	Research Methods I		5
Choose 35 hours from among the following with at least one course from four of the following five areas:			35
<b>American Government and Constitutional Law</b>			
POLS 310	Police and the Socio-Political System	(POLS 201)	
POLS 315	American Constitutional Law	(POLS 201)	
POLS 320	Legal Research	(POLS 201)	
POLS 350	American Foreign Policy	(POLS 201)	
POLS 360	U.S. Congress	(POLS 201)	
POLS 370	U.S. Presidency	(POLS 201)	
POLS 380	Mass Media and Politics	(POLS 201)	
POLS 385	Campaigns and Elections	(POLS 201)	
POLS 402	Political Parties	(POLS 201)	
POLS 410	American Legal System	(POLS 201)	
POLS 411	Criminal Law	(POLS 201)	
POLS 412	Urban Affairs	(POLS 201)	
POLS 415	Civil Liberties	(POLS 201)	
POLS 420	Judicial Process	(POLS 201)	
<b>Political Theory</b>			
POLS 323	Issues in Political Philosophy	(POLS 201)	
POLS 421	Ancient and Medieval Political Thought	(POLS 201)	
POLS 422	Modern and Contemporary Political Thought	(POLS 201)	
POLS 425	Early American Political Thought: 1620 to 1865	(POLS 201)	
POLS 426	Modern American Political Thought: 1865 to Present	(POLS 201)	
<b>Comparative Government</b>			
POLS 334	Comparative Politics	(POLS 201)	
POLS 436	Politics of Developing Areas	(POLS 201)	
POLS 438	Politics of International Economic Relations	(POLS 201)	
POLS 451	Soviet and Eastern European Politics	(POLS 201)	
POLS 452	Eastern Asian Politics	(POLS 201)	
POLS 453	Politics of Latin America	(POLS 201)	
<b>International Relations</b>			
POLS 333	International Politics	(POLS 201)	
POLS 431	International Law	(POLS 201)	
POLS 433	International Organization	(POLS 201)	
POLS 435	Foreign Policy of Major Nations	(POLS 201)	

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Public Administration</b>			
POLS 303	Politics and Public Policy	(POLS 201)	
POLS 343	Principles of Public Administration	(POLS 201)	
POLS 444	Administrative Practices and Organization	(POLS 201)	
<b>Minor and/or General Electives</b>	Either a formal minor must be completed or 35 hours must be earned at the 300- or 400-level from any discipline other than political science. Of these 35 hours, at least 20 must be taken in a single discipline, unless the academic adviser and major field department chair approve an exception.		35
<b>Free Electives<sup>3</sup></b>	Any courses in the college curriculum		15
<b>SUBTOTAL:</b>			<b>90</b>
<b>PROGRAM TOTAL:</b>			<b>191</b>

<sup>1</sup>If not taken in AREA III.

<sup>2</sup>Ten hours at intermediate level or 20 hours if begun in college.

<sup>3</sup>POLS 320 may be used in Areas I, IV or V of major field.

<sup>4</sup>Hours earned from an internship or co-op must be included as general or free electives. SCS 311 recommended.



COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
POLS 212 <sup>1</sup>	State & Local Government	(POLS 201)	5
<b>At least two courses from one of the following options:</b>			10-15
CS 100	Computer Literacy	(MATH 099 if required)	
CS 207	Statistical Data Analysis	(CS 100 and a statistics course or permission of the instructor)	
MS 205	Business Computer Applications	(Developmental Studies if required)	
or			
MATH 106	Decision Math	(MATH 105 or higher)	
MATH 107	Introduction to Statistics	(MATH 105 or higher)	
MATH 235	Finite Mathematics	(MATH 105 or 114 or 116)	
Elective	Foreign language or any 100- to 200-level course in business administration, humanities, social science or mathematics		10-15
			<b>SUBTOTAL: 30</b>

**MAJOR REQUIREMENTS:** the same as the political science Bachelor of Arts Degree (page 118 - 119).

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
ACC 201	Principles of Accounting I	(ENGL 101; MATH 105)	5
ACC 202	Principles of Accounting II	(ACC 201)	
ECON 202	Principles of Economics-Micro	(MATH 105)	5
ECON 203	Principles of Economics-Macro	(ECON 202; MATH 106 or 190)	5
DSC 205	Business Info. Sys. & Applications	(Developmental Studies if required)	5
BL 220	Legal & Ethical Env. of Business	(Developmental Studies if required)	5
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
DSC 312	Business Statistics	(90 hours of credit including Area IV of the Business Core.)	5
FIN 350	Principles of Finance	(90 hours of credit including Area IV of the Business Core.)	5
MGT 360	Management & Behavioral Sciences	((90 hours of credit including Area IV of the Business Core.)	5
MKT 370	Principles of Marketing	(90 hours of credit including Area IV of the Business Core.)	5
DSC 380	Operations Management	(DSC 312, MGT 360)	5
MGT 499	Strategic Management	(FIN 350; DSC 380; MKT 370; within 30 hours of graduation)	5
MKT 411	Marketing Data Analysis	(MKT 370; DSC 312)	5
MKT 440	Professional Selling	(MKT 370)	5
MKT 445	Sales Management	(MKT 370)	5
MKT 482	International Marketing	(MKT 370)	5
MKT 485	Business to Business Marketing	(MKT 370)	5
			SUBTOTAL: 55
<b>ELECTIVES: AREA OF CONCENTRATION</b>			
<b>Major Elective Courses</b>			
Choose two from the following			10
MKT 410	Marketing Research	(MKT 370; DSC 312)	5
MKT 415	Consumer Behavior	(MKT 370)	5
MKT 430	Basic Retailing	(MKT 370)	5
MKT 431	Retail Merchandise Management and Control	(MKT 430)	5
MKT 435	Retail Management	(MKT 370; 430)	5
MKT 462	Services Marketing	(MKT 370)	5
MKT 463	Direct Response Marketing	(MKT 370)	5
MKT 465	Advertising	(MKT 370)	5
MKT 499	Marketing Management	(MKT 370, 410, 415)	5
MGT 461	Human Resource Management	(MGT 360)	5
**Other 300-400 level courses related to the student's educational goals, including those outside the School of Business Administration, approved by adviser and chair.			
General Electives	Ten hours of upper-division (300-400) credit from <i>Economics</i> or any upper-division (300-400) course offerings <i>outside the School of Business Administration.</i>		10
Free Electives	Fifteen hours of credit from any level, lower-division (100-200) or upper-division (300-400). Five of these hours must be from course offerings outside the School of Business Administration. The other ten hours may be from any offering in the college curriculum. BA 208 is recommended.		15
			SUBTOTAL: 35
			TOTAL: 191

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
PSY 299	Quantitative Psychology	(MATH 105; PSY 201)	5
<b>One of the following:</b>			5
PSY 201	General Psychology		
PSY 258	Psychology of Adjustment		
FOREIGN LANGUAGE	Any foreign language approved	(ENGL 099, READ 099 if required by the department)	10-20
101, 102, 201, 202 <sup>2</sup>			
Electives	Any courses in humanities, social sciences, natural science or foreign language options		0-10
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS</b>			
PSY 300	Research Methods	(PSY 299)	5
PSY 301	Experimental Psychology	(PSY 300)	5
<b>One course from EACH of the following GROUPS:</b>			30
<b>GROUP I:</b>			
PSY 325	Social Psychology	(PSY 201)	
PSY 335	Theories of Personality	(PSY 201)	
PSY 370	Industrial Psychology	(PSY 201)	
<b>GROUP II:</b>			
PSY 305	Developmental Psychology	(PSY 201)	
PSY 345	Learning and Conditioning	(PSY 201)	
<b>GROUP III:</b>			
PSY 410	Physiological Psychology	(PSY 301; BIO 104 <sup>1</sup> )	
PSY 415	Theories of Perception	(PSY 301)	
<b>GROUP IV:</b>			
PSY 430	Abnormal Psychology	(PSY 301)	
PSY 470	Personnel Psychology	(PSY 370; PSY 301)	
<b>SENIOR EXPERIENCE:</b>			
(Select ONE to be completed during one of the last two quarters before graduation):			
PSY 411	History and Systems of Psychology	(PSY 301)	
PSY 420	Applied Psychology	(PSY 301)	
PSY ELECTIVES	(to complete major requirements) ONE 300- or 400-level Psychology course		
Minor and/or General Electives	Either a formal minor must be completed or 35 hours must be earned at the 300- or 400-level from any disciplines other than psychology. Of these 35 hours, at least 20 must be taken in a single discipline, unless the academic adviser and major field department chair approve an exception.		35
Free Electives <sup>3</sup>	Any courses in the college curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 191

<sup>1</sup>Recommended.<sup>2</sup>Ten hours at intermediate level or 20 hours if begun in college.<sup>3</sup>Hours earned from an internship or co-op must be included as free electives.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
Core Curriculum - Areas I, II, III (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
PSY 299	Quantitative Psychology	(MATH 105; PSY 201)	5
One of the following:			5
PSY 201	General Psychology		
PSY 258	Psychology of Adjustment		
Math/Computer Science: Any 100-200 level math or computer science courses			10-20
Electives	Any courses in humanities, social sciences, natural science or foreign language options		0-10
			SUBTOTAL: 30

MAJOR REQUIREMENTS are the same as the Psychology Bachelor of Arts Degree (see page 122).

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
SOCI 233	Introduction to Public and Social Services	(READ 099)	5
POLS 212	State and Local Government	(POLS 201)	5
CS 100	Computer Literacy	(MATH 099 if required)	5
<b>At least two courses from one of the following options:</b>			
	Foreign Language		10
	or		
	DSC 205 or CS 207;		5
	COM 109 or COM 289; or PSY 201		5
<b>Elective</b>			5
<b>Choose from the following:</b>	ANTH 201; BA 101; COM 109, 289; CS 207; ECON 201 or 202; GEOG 201; HIST 111, 112 251 or 252; DSC 205; POLS 205; PSY 201, 220 or 258;		
			SUBTOTAL: 30
<b>JUNIOR and SENIOR YEARS</b>			
SOCI 301	Development of Sociology Theory	(SOCI 201 <sup>2</sup> )	5
	or		
SOCI 304	Social Organization		5
SSCS 310	Research Methods I		5
SSCS 311	Research Methods II	(SSCS 310)	5
	or		
SOCI 313	Public and Social Services Methods	(SOCI 233)	10
SSCS 396 <sup>1</sup>	Social Services Co-op		
	or		
SSCS 398 <sup>1</sup>	Social Services Internship		5
SOCI 497	Seminar in Criminal Justice	(Completion of 20 hours of upper level Public and Social Services course work.)	5
	or		
SOCI 498	Senior Seminar in Human Services	(Completion of 20 hours of upper level Public and Social Services course work.)	5
	or		
SOCI 499	Senior Seminar in Public Administration	(Completion of 20 hours of upper level Public and Social Services course work.)	5
<b>Social Services Course Concentration</b>			25
<b>Social Institutions, Structure and Policy:</b>			15
<b>Choose three of the following courses, maximum of two Sociology courses:</b>			
ANTH 410	Cultural Anthropology	(ANTH 105 or 201 or permission of instructor)	
GEOG 300	Urban Geography		
SOCI 304	Social Organization	(SOCI 201 <sup>2</sup> )	
SOCI 314	Racial and Ethnic Minorities	(SOCI 201 recommended)	
SOCI 324	Sex Roles in Modern Society	(SOCI 201 recommended)	
SOCI 326	History of Social Welfare Policy	(SOCI 201)	
SOCI 332	Corrections	(SOCI 201 or POLS 205)	
SOCI 334	Sociology of Religion	(SOCI 201 recommended)	
SOCI 352	Juvenile Delinquency	(SOCI 201 or POLS 205)	
SOCI 364	Sociology of the Family	(SOCI 201 or PSY 201)	
SOCI 374	Sociology of Occupations	(SOCI 201 recommended)	
SOCI 464	Population	(SOCI 201 recommended)	
POLS 303	Politics and Policy Formation	(POLS 201)	

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Social Processes and Dynamics</b>			
<b>Choose two of the following courses:</b>			10
PSY 305	Developmental Psychology	(PSY 201)	
PSY 320	Leadership and Group Dynamics	(PSY 201 and permission of instructor)	
POLS 412	Urban Affairs and Problems	(POLS 201)	
SOCI 351	Social Problems	(SOCI 201)	
SOCI 424	Aging in a Social Context	(SOCI 201)	
SOCI 432	Criminology	(SOCI 201 or POLS 205)	
SOCI 442	Deviance and Social Control	(SOCI 201)	
SOCI 443	Systems of Health Care	(SOCI 201 or 233)	
SOCI 444	Social Change and Modernization	(SOCI 201)	
<b>Career Paths</b>	<b>Career Path or Minor</b>		20
	Select either a formal minor in an academic discipline or a career path among the following areas: (1) human services; (2) criminal justice; (3) public administration. Courses in the career path must be 300-400 level. Select a maximum of three courses in sociology.		
<b>Free Electives</b>	<b>Any courses in the college curriculum</b>		15
<b>SUBTOTAL:</b>			<b>90</b>
<b>PROGRAM TOTAL:</b>			<b>191</b>

<sup>1</sup>For junior- or senior-level students, approved in advance by departmental internship adviser and/or director of cooperative education.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>Core Curriculum - Areas I, II, III</b> (See detailed description in the beginning of the section on Programs of Study)			
<b>AREA IV</b>			
SPAN 220	Intermediate Reading and Composition	(SPAN 202)	5
SPAN 221	Intermediate Listening Comprehension and Conversation	(SPAN 202)	5
<b>Electives</b>			
<b>Choose from the following:</b>			20
ANTH 201	Man and Culture		
BA 101	Introduction to Business	(Freshman or Sophomore standing)	
SPAN 201 <sup>1</sup>	Intermediate Spanish I	(SPAN 102 or equivalent)	
SPAN 202	Intermediate Spanish II	(SPAN 201 or equivalent)	
HIST 276	Problems and Philosophies of World History	(HIST 205 and 206)	
or	or		
	Any 100-200 level course in Art or Music.		
			SUBTOTAL: 30
<b>MAJOR REQUIREMENTS:</b>			
SPAN 302	Practical Conversation	(SPAN 202 or equivalent)	5
SPAN 303	Grammar and Composition	(SPAN 202 or equivalent)	5
SPAN 304	Commercial Spanish	(SPAN 202 or equivalent)	5
SPAN 310	Survey of Hispanic Culture and Institutions I	(SPAN 202 or equivalent)	5
SPAN 311	Survey of Hispanic Culture and Institutions II	(SPAN 202 or equivalent)	5
SPAN 450	Topics in Modern Iberia and Ibero-America: Business, Culture, Values	(SPAN 310, 311)	5
<b>Major Electives<sup>2</sup>:</b>	Any 300- to 400-level course in Spanish		10
<b>Minor and/or General Electives<sup>3,4</sup></b>	Either a formal minor must be completed or 35 hours must be earned at the 300- or 400-level from any disciplines other than Spanish. Of these 35 hours, at least 20 must be earned in a single discipline, unless the academic adviser and major field department chair approve an exception.		35
<b>Free Electives</b>	Any three courses in the college curriculum		15
			SUBTOTAL: 90
			PROGRAM TOTAL: 191

<sup>1</sup>Spanish 101 and/or 102 required as prerequisite to Spanish 201 if not exempted by examination. Native speakers of Spanish may not take Spanish 101-102. Course substitutions will be made as needed for native speakers.

<sup>2</sup>A maximum of five credit hours of Spanish internship may be applied to major electives. Additional internship credit hours and also all cooperative study credit hours are applied to general electives or free electives.

<sup>3</sup>A minor in international affairs, history, political science or English is recommended.

<sup>4</sup>POLS 438, Politics of Economic Relations, and ECON 445, International Trade and Finance, are recommended.

COURSES	TITLES	(PREREQUISITE)	CREDIT HOURS
<b>HUMANITIES</b>			
ENGL 101	Composition	(ENGL 099, READ 099 if required)	5
ENGL 102	Composition & Literature	(ENGL 101)	5
<b>NATURAL SCIENCE &amp; MATHEMATICS</b>			
MATH 105	College Algebra	(MATH 099 if required)	5
CHEM 105	Fundamental Chemistry	(MATH 099 if required)	5
BIOL 221	Functional Anatomy & Physiology I	(CHEM 105)	5
BIOL 222	Functional Anatomy & Physiology II	(BIOL 221)	5
BIOL 261	Fundamental Microbiology	(BIOL 221)	5
<b>SOCIAL SCIENCE</b>			
PSY 201	General Psychology	(ENGL 099, READ 099 if required)	5
PSY 305	Developmental Psychology	(PSY 201)	5
SOCI 201	Principles of Sociology	(READ 099 if required)	5
<b>PHYSICAL EDUCATION</b>			
HPED 100	Fitness for Living		4
<b>MAJOR FIELD REQUIREMENTS</b>			
NURS 121 <sup>2</sup>	Basic Nursing I	(CHEM 105; PSY 201, MATH 105 <sup>3</sup> )	5
NURS 122 <sup>2</sup>	Basic Nursing II	(NURS 121, BIOL 221 <sup>3</sup> , PSY 305 <sup>3</sup> )	5
NURS 123 <sup>2</sup>	Basic Nursing III	(NURS 122, BIOL 222 <sup>3</sup> )	5
NURS 221	Advanced Nursing I	(NURS 123; BIOL 222)	10
NURS 222	Advanced Nursing II	(NURS 123; BIOL 222)	10
NURS 223	Advanced Nursing III	(NURS 221/222; BIOL 261; SOCI201 <sup>3</sup> )	10
<b>PROGRAM TOTAL:</b>			<b>99</b>

<sup>1</sup>To earn a degree from any unit in the University System, students must earn credit in POL 201 and HIST 151 and 152 or show by examination that they have a basic understanding of United States and Georgia history and the United States and Georgia constitutions.

<sup>2</sup>NURS 121, 122 and 123 may be exempted by selected licensed practical nurses via completion of NURS 098.

<sup>3</sup>Corequisite.



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# PRE-PROFESSIONAL PROGRAM OF STUDY

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The programs that follow are designed to satisfy the entrance requirements of local or regional professional schools. In addition, experience has shown that these requirements are reasonably uniform nationwide and therefore should prepare you for admission to any school in the country. However, it is always a good idea to bring to your adviser the catalog from the school in which you are interested, particularly if you are planning to attend an out-of-state school with admission requirements with which your adviser may not be familiar. Finally, you are urged to work the pre-professional requirements into a specific program of study at Kennesaw State College for a bachelor's degree. Since students pursuing a pre-professional program in a health-care field usually declare biology or chemistry as a program of study, they are strongly urged to contact the biological and physical sciences or chemistry departments to discuss career goals.

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## PRE-DENTISTRY

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School of Science  
and Allied Health

Area I	Follow any program of study
Area II	Select CHEM 121 & 122 as the lab science sequence and MATH 116 or MATH 114 & 115 as a minimum for math
Area III	Follow any program of study.
Area IV	PHYS 127 & 128 or 129 or PHYS 201 and 202 or 203 (three quarters strongly recommended)
or Free Electives	BIOL 200 & 201, CHEM 240 & 241; CHEM 123 strongly recommended
Upper-Division	CHEM 342, 350, 351 & 451
Recommendations	BIOL 300, 338, 340, 350 & 430

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## PRE-ENGINEERING

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School of Science  
and Allied Health

Area I	Follow any program of study
Area II	Select CHEM 121 & 122 as the lab science sequence and MATH 114 & 115 or MATH 115 & 190 (115 & 190 recommended) for the math requirement
Area III	Follow any program of study.
Area IV	MATH 190 (unless taken in Area II) and MATH 201, 202 & 260
or Free Electives	PHYS 201, 202, 203. CHEM 123 (for chemical engineering only) CHEM 240 & 241 (for chemical engineering only) CS 245
Upper-Division	CHEM 342 (for chemical engineering only)
Recommendations	

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## PRE-FORESTRY

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School of Science  
and Allied Health

Area I (20 Hours)	Follow any program of study, electing COM 109. (Must maintain a "C" average in ENGL 101 & 102.)
Area II (20 Hours)	Select CHEM 121 & 122 as the Lab Science Sequence and MATH 116 or MATH 114 & 115.
Area III (20 Hours)	Follow any program of study, electing ECON 202.
Area IV (30 Hours)	BIOL 200 & 201 (10 Hours) CS 220 (5 Hours) MATH 190 (5 Hours) *ELECTIVES (10 Hours selected from the list below:) CHEMISTRY 240; PHYSICS 127, 128; MATH 107, 201; BIOLOGY 300, 310, 320, 350, 370 *BIOL 350 required for Wildlife Biology specialty; CHEM 240 suggested for Forest Biology specialty; PHYS 127 is suggested for Soil and Water specialty.

**PRE-LAW**School of Arts and  
Behavioral Sciences

Area I	Follow any program of study, electing COM 109
AREA II	CHEM 111 & CHEM 112 or BIOL 103 & BIOL 104
AREA III	Follow any program of study.
AREA IV or Free Electives	Any ENGL course; POLS 212; SOCI 201; PSY 201 ANTH 201; CS 207
Upper Division Recommendations	PHIL 305; ENGL 311 (required); POLS 315; POLS 320; POLS 410; POLS 411; POLS 415; POLS 420; BL 410; BL 420

**PRE-MEDICINE**School of Science  
and Allied Health

Area I	Follow any program of study
Area II	Select CHEM 121 & 122 as the lab science sequence and MATH 114 and 115 as a minimum for math
Area III	Follow any program of study
Area IV or Free Electives	PHYS 127, 128 & 129 or PHYS 201, 202 & 203. BIOL 200 & 201 CHEM 123 (see Upper-Division Recommendations) CHEM 240 & 241
Upper-Division Recommendations	CHEM 310 (may be substituted for CHEM 123) CHEM 342, 350, 351 & 451 BIOL 300, 338, 340, 350, 430 & 465 (one or more recommended)

**PRE-PHARMACY**School of Science  
and Allied Health

Area I	Follow any program of study, electing COM 109
Area II	Select CHEM 121 & 122 as the lab science sequence and MATH 114 & 115 or MATH 190 (MATH 190 preferred) for the math requirement
Area III	Follow any program of study, electing ECON 202 or 203 (202 preferred)
Area IV or Free Electives	BIOL 103 & 104 or BIOL 200 & 201 PHYS 127 & 128 CHEM 123 CHEM 240 & 241

**PRE-VETERINARY MEDICINE**School of Science  
and Allied Health

Area I	Follow any program of study.
Area II	Select CHEM 121 & 122 as the lab science sequence and MATH 114 and 115 as a minimum for math
Area III	Follow any program of study, electing ECON 103
Area IV or Free Electives	BIOL 200 & 201 CHEM 240 & 241 PHYS 127 & 128; or PHYS 201 & 202
Upper-Division Recommendations	BIOL 340; CHEM 350 (required) Choose at least one from: BIOL 300, 350, 390, 410, 430



## MINORS IN THE SINGLE DISCIPLINES

Minors in a subject area require a minimum of 20 credit hours (10 hours in residence) in a single subject area at the upper division (300-400) level.

### American Literature

Twenty hours from among ENGL 360, 364, 370, 372, 375, 387 or any appropriate ENGL 490. A student may select either ENGL 401 or 402 in place of five of these hours.

### Anthropology

The prerequisite for this minor is ANTH 105 (3 hrs.) or ANTH 201 (5 hrs.). Courses required for a minor in anthropology are ANTH 321, 410, 421 and one additional course either 400 (Directed Study) or 490 (Special Topics).

### Art History

Twenty hours at the 300-400 level in art history and/or fine arts are required; must include ART 375 and ART 385 (Prerequisite recommended: ART 107 or 210).

### Biology

Prerequisites: BIOL 103, 104 or BIOL 200, 201. BIOL 300 and any other three courses in biology at the 300-400 level (BIOL 396 not included) for which the student has met all prerequisites. This minor can be developed on the basis of the student's specific interests and needs.

### Computer Science

CS 220, CS 222, MATH 220, and MATH 260 are prerequisites for the required courses leading to a minor in computer science. In addition, other courses may be required as prerequisites for individual courses selected to be included in the minor; the catalog descriptions should be consulted. The minor shall consist of CS 301, CS 320, and 10 hours chosen from CS 350, CS 360, or any CS course numbered 400 or higher.

### Economics

Twenty hours at the 300-400 level are required; must include ECON 442, 443 and any two 300-400 level courses in economics.

### English Literature

Twenty hours from among ENGL 410, 411, 412, 430, 431, 435, 436, 440, 450, 453, 460, 463, 465 or any appropriate ENGL 490. A student may select either ENGL 401 or 402 in place of five of these hours.

### German

Courses required for a minor in German are GERM 302, 303, 310 or 311 and any 400-level course in German.

### Geography

The prerequisite for this minor is GEOG 103 (3 hrs.) or GEOG 201 (5 hrs.). Courses required for a minor in geography are GEOG 300, 310, 312 and one additional course either GEOG 400 (Directed Study) or 490 (Special Topics).

### Health & Physical Education (Coaching Education)

The Department of HPER offers Coaching Education as a minor program of study, regardless of major. The program leads toward a

national certification in Coaching Education. Thirty hours at the 300-400 level are required. Course requirements include HPED 305, 315, 380, 405, 430 and 465.

### Information Systems

CS 220, CS 221 and CS 222 are prerequisites for all courses leading to a minor in information systems. In addition, other courses may be required as prerequisites for individual courses selected to be included in the minor; the catalog descriptions should be consulted. The minor shall consist of 20 hours chosen from CS 312, CS 360, CS 460 or any IS course numbered 300 or higher.

### Philosophy

A minor in philosophy consists of two courses (10 hours) in the history of philosophy (PHIL 310 - Ancient and Medieval Philosophy; and PHIL 315 - Modern Philosophy) and two courses (10 hours), but no more than one directed study, from any of the following: PHIL 301 - Ethics, PHIL 305 Logic, PHIL 400 - Directed Study, PHIL 410 - Social and Political Philosophy, and PHIL 490 - Special Topics in Philosophy.

### Psychology

PSY 201 is a prerequisite for the minor. Twenty hours at the 300-400 level are required. Students must choose one of four tracks in psychology and complete three of the four courses listed for a particular track (Note: some courses within a track are required). The remaining five hours may be selected from any of the upper division psychology course offerings. The tracks are: 1) GENERAL PSYCHOLOGY: PSY 305, 345, 410, 430; 2) APPLIED PSYCHOLOGY: PSY 305, 335, 420 (required), 430; 3) INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY: PSY 325, 370 (required), 420, 470 (required); and 4) SCIENTIFIC/EXPERIMENTAL PSYCHOLOGY: PSY 345, 410, 415, 455.

### Spanish

Courses required for a minor in Spanish are SPAN 302, 303, 310 or 311 and any 400 level course in Spanish.

### Writing

Twenty hours from among ENGL 302, 304, 306, 310, 311, 312 or 407. A student must select five hours of ENGL 311 or 312.

## INTERDISCIPLINARY MINORS

### African & African American Studies

To complete a minor in African/African American Studies, the following two courses are required: HIST 392 and ENG 364. Two additional courses should be selected from ART 357, FREN 424, MUSI 319, POLS 436, PSY 440, or from appropriate special topics (490) courses or directed studies, which must be approved by the chair of the Department of History and Philosophy. Students may not take more than one minor course in their major field and not more than two minor courses in any one discipline. Only one directed study can be used in the minor.

### Defense Studies

To complete a 20-hour minor in defense studies, the following two courses are required: HIST 340 and POLS 350; and two of the following courses may be selected: HIST 456, 451, 321; POLS 435, 333. No more than five hours of the minor can be taken from the major.

**International Studies**

The minor will consist of 20 credit hours taken from the following courses with qualifications: ANTH 410, ECON 342, HIST 361, \*HIST 366, \*HIST 373, \*HIST 374, \*HIST 382, \*HIST 392, HIST 454, MKT 477, POLS 333, POLS 334, POLS 431, POLS 433, POLS 435, \*POLS 436, POLS 438, \*SOCI 444, SOCI 464; 1) At least one five-hour course focusing on Third World courses is required, designated with an asterisk (\*); 2) Foreign Language 300 is required of all students; 3) No more than 20 hours may be taken in any one academic discipline; and 4) All 20 hours taken for the minor must be chosen from disciplines other than the student's major.

**Legal Studies**

Students select 20 credit hours from the following courses with a maximum of ten hours in political science for political science majors: POLS 315, POLS 320, POLS 410, POLS 411, POLS 415, POLS 420, BL 410, BL 420.

**Native American Studies**

Students take 20 hours selected from the following: ANTH 321, ANTH 400, ANTH 421, ANTH 490; SOCI 314, GEOG 310 or appropriate special topics courses.

**Urban Studies**

Students take 20 hours selected from the following: GEOG 300, POLS 343, POLS 412, SOCI 314, SOCI 444, SOCI 464.

**Women's Studies**

Students may not take more than one minor course in their major field and not more than two minor courses in any one discipline. Twenty hours are selected from the following courses: HIST 341, SOCI 324, PSY 425, BIOL 384, NURS 422 or appropriate special topics courses in ENGL, POLS, HIST or PHIL.

**COURSE PREFIXES**

ACC .....	Accounting	HPED .....	Health, Physical Education & Recreation
ANTH .....	Anthropology	INS .....	Insurance
ARED .....	Art Education	IS .....	Information Systems
ART .....	Art	KSC .....	Kennesaw State College
ASTR .....	Astronomy	MATH .....	Mathematics
BA .....	Business Administration	MGT .....	Management
BIOL .....	Biology	MILS .....	Military Science
BL .....	Business Law	MKT .....	Marketing
CHEM .....	Chemistry	MUED .....	Music Education
COM .....	Communication	MUSI .....	Music
CS .....	Computer Science	NURS .....	Nursing
DRMA .....	Drama (See Theatre)	PHIL .....	Philosophy
DSC .....	Decision Sciences	PHSC .....	Physical Science
ECON .....	Economics	PHYS .....	Physics
EDEL .....	Elementary & Early Childhood Education	POLS .....	Political Science
EDSM .....	Secondary & Middle School Education	PSY .....	Psychology
ENGL .....	English	READ .....	Reading
FA .....	Fine Arts	RE .....	Real Estate
FED .....	Foundations of Education	RUSS .....	Russian
FIN .....	Finance	SCI .....	Science
FL .....	Foreign Language	SOCI .....	Sociology
FREN .....	French	SPAN .....	Spanish
FRED .....	French Education	SPED .....	Spanish Education
GEOG .....	Geography	SSCS .....	Social Science
GERM .....	German	THR .....	Theatre
HIST .....	History		

# COURSES OF INSTRUCTION

## Classification of Courses

Non-degree courses are numbered below 100. In general, freshman courses are those numbered 100 to 199, sophomore level 200 to 299, junior level 300 to 399, senior level 400-499, and graduate level 500 and above.

The figures shown below the course number and the title of the course, in general, signify the number of class hours per week, the number of laboratory hours per week and the quarter hours of credit for the completed course. Thus, the entry 4-3-5 denotes four hours of class, three hours of laboratory and five hours of degree credit. The courses are listed alphabetically.

## Developmental Studies Restrictions

All developmental studies students must be enrolled in their required developmental classes before they are eligible for any regular credit courses. If they do take credit courses before completing their developmental requirements, they may not take any course which has those requirements as a prerequisite. Developmental studies students, therefore, may take no 300- or 400-level courses, and should very carefully check the prerequisites for other courses.

## ACCOUNTING (ACC)

### ACC 201. Principles of Accounting I.

5-0-5. Prerequisite: ENGL 101 and MATH 105.

Accounting concepts, principles and procedures, related to financial accounting, financial statement preparation and analysis.

### ACC 202. Principles of Accounting II.

5-0-5. Prerequisite: ACC 201.

A broadened scope including cost and control accounting and aids to management for decision-making purposes.

### ACC 301. Intermediate Accounting I.

5-0-5. Prerequisite: 90 hours of credit including Area IV of the Business Core.

An introduction to intermediate accounting theory and application with an emphasis on professional standards, the accounting process, basic financial statements, time value of money and revenue recognition.

### ACC 302. Intermediate Accounting II.

5-0-5. Prerequisite: ACC 301.

A continuation of intermediate accounting theory and application with a focus on accounting for assets, liabilities and stockholders' equity and their financial statement presentation.

### ACC 303. Intermediate Accounting III.

5-0-5. Prerequisite: ACC 302.

A continuation of intermediate accounting theory and application with a focus on technical financial accounting topics, cash flow statements and financial statement presentation and analysis.

### ACC 333. Advanced Accounting.

5-0-5. Prerequisite: ACC 303.

Specialized problems relating to partnerships, corporations, consolidations, fiduciaries, and governmental and institutional accounting.

### ACC 396. Cooperative Study.

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internships (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

### ACC 398. Internship.

1-15 credit hours.

A supervised credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. A research paper is required to receive credit. For junior or senior students who wish to participate in an on-the-job experience in which they may apply their academic training. The work experience may not be with a current employer. The course will be graded on an S-U basis. Credit is allowed only in elective areas.

### ACC 400. Directed Study.

1-5 credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

### ACC 421. Managerial Analysis and Cost Control

5-0-5. Prerequisite: ACC 434.

Specialized concepts and procedures for cost accumulation and internal reporting, with emphasis on topics relevant to planning and control.

### ACC 433. Accounting Information Systems.

5-0-5. Prerequisite: 90 hours of credit including Area IV of the Business Core. Provide an introduction to accounting transaction data base and file processing concepts; the internal control of accounting information and related processes; the technology of accounting information systems; the utilization of accounting information systems technology; accounting information system applications; and the systems analysis and design process and selected tools, techniques, and methodologies used in this process.

### ACC 434. Cost Accounting and Control.

5-0-5. Prerequisite: 90 hours of credit including Area IV of the Business Core.

Concepts, objectives and procedures for cost accumulation and reporting in various types of organizations, with emphasis on planning and control.

### ACC 435. Income Taxation I.

5-0-5. Prerequisite: ACC 301.

Internal Revenue Code and Regulations as applied to individual and business income, deductions, credits and exclusions.

### ACC 436. Auditing.

5-0-5. Prerequisite: ACC 302.

Independent auditing with a focus on audit planning, risk assessment, internal controls, evidence, audit reports and professional responsibilities.

### ACC 437. Income Taxation II.

5-0-5. Prerequisite: ACC 435.

The Internal Revenue Code and Regulations as applied to corporations, partnerships, estates and trusts.

### ACC 438. Governmental and Non Profit Accounting.

5-0-5. Prerequisite: ACC 302.

Study of fund accounting and reporting practices for state/local governments and other nonprofit organizations.

### ACC 439. Income Tax III, Estates & Gifts.

5-0-5. Prerequisite: ACC 435.

Analysis of gross estate and its conversion into the taxable estate. Additional topics covered will be the marital deduction, taxable gift transfers and the annual gift exclusion.

**ACC 490. Special Topics in Accounting.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

**ANTHROPOLOGY (ANTH)****ANTH 105. Contemporary Issues in Cultural Anthropology.**

3-0-3. Prerequisite: ENGL 099/READ 099 if required.

Contemporary issues in anthropology are explored. Emphasis is placed upon cultural diversity, research methods and the place of anthropology among the social sciences. Primarily for non-majors meeting the core social science requirement.

**ANTH 201. Introduction to Anthropology**

5-0-5. Prerequisite: ENGL 099, READ 099 if required.

Emphasis on cultural aspects of man's ways, principles and techniques in a variety of cultures.

**ANTH 321. Indians of North America**

5-0-5. Prerequisite: ANTH 105 or 201 or permission of instructor.

Cultures of the original populations of North America, including their contemporary status.

**ANTH 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of adviser, instructor, major area committee and department chair prior to registration.

Covers special topics and seminars external to regular course offerings.

**ANTH 410. Cultural Anthropology.**

5-0-5. Prerequisite: ANTH 105 or 201 or permission of instructor.

The study of human culture and society, focusing on economic, social, political and religious organization and on culture change. Early, non-industrial cultures and modern cultures will be analyzed and compared.

**ANTH 421. Southeast U.S. Archaeology.**

5-0-5. Prerequisite: ANTH 105 or 201 or permission of instructor.

An introduction to archaeological goals, methods and interpretation on the prehistory of the Southeastern United States.

**ANTH 490. Special Topics in Anthropology**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected topics of interest to faculty and students.

**ART (ART)****ART 101. Principles of Art.**

0-5-5. Prerequisite: None.

Art structure with emphasis on design fundamentals and visual and structural concept. Includes lectures, discussion and studio experiences in drawing, painting, graphics and three-dimensional forms: for non-art majors.

**ART 107. Understanding World Art.**

3-0-3. Prerequisite: None.

An introductory art course examining the process of creating visual images in an historical, cultural and critical context. Primarily for non-majors meeting the core fine arts requirement.

**ART 110. Structure-Two Dimensional Design.**

0-10-5. Prerequisite: None.

Elements of art and the principles of two-dimensional design, with emphasis on line and shape, texture, space and color and value; for art majors and non-art majors.

**ART 120. Structure-Three Dimensional Design.**

0-10-5. Prerequisite: ART 110 or permission of the instructor.

Basic problems in three-dimensional design with constructions and design forms in paper, wood, wire, plastics and clay. Form and space relationships emphasized. For art majors.

**ART 201. Visual Art for Early and Middle Grades.**

5-5-5. Prerequisite: ENGL 099 and READ 099 if required.

Introduction to the basic concepts, materials and skills appropriate for use with children at various levels of development, with emphasis on the integration of art experiences in classrooms. For education majors.

**ART 210. Introduction to Art.**

5-0-5. Prerequisite: None.

Basic art concepts related to society—lecture, discussion, reading, field trips and limited studio activity.

**ART 225. Beginning Drawing.**

0-10-5. Prerequisite: None.

Drawing, using a variety of media and techniques, including work from figure, still-life and landscape.

**ART 226. Beginning Painting.**

0-10-5. Prerequisite: ART 225 or permission of the instructor.

Painting with acrylics emphasizing organizational structure, abstract relationships and technical considerations.

**ART 230. Arts and Crafts.**

0-5-5. Prerequisite: None.

Information and skills needed to plan and organize recreational crafts program. Emphasizes creative crafts requiring a minimum amount of equipment and materials.

**ART 300. Introduction to Ceramics.**

0-10-5. Prerequisite: ART 302 or permission of instructor.

Basic processes in ceramics, including pinch pot, coil and slab method of building, and an introduction to ceramic decoration with engobes and textures.

**ART 302. Junior Seminar in the Visual Arts.**

3-0-1 credit hours. Prerequisite: ART 110, 120, 225 and 226, Sophomore or Junior status.

A seminar to assess student direction and professional development in the visual arts. A portfolio review and faculty critique will assess student progress, strengths and areas of development. Guest lectures by professional artists will augment class discussions and presentations examining current issues, values and protocols in the visual arts.

**ART 325. Intermediate Drawing.**

0-10-5. Prerequisite: ART 302 or permission of the instructor.

Pictorial composition with studies in use of line, form, value and texture, including work from nature, the life model and set-ups.

**ART 326. Intermediate Painting.**

0-10-5. Prerequisite: ART 302 or permission of the instructor.

Painting with acrylics and/or oils emphasizing organizational structure, abstract relationships and technical considerations.

**ART 330. Sculpture.**

0-10-5. Prerequisite: ART 302 or permission of the instructor.

Basic sculptural processes using wood, metal, clay, plaster and stone.

**ART 340. Photography I.**

0-10-5. Prerequisite: ART 302 or permission of instructor.

Basic introduction to developing visual skills and photographic techniques using black and white film. Emphasis on exposure, development, printing and aesthetics.

**ART 341. Photography II.**

0-10-5. Prerequisite: ART 340 or permission of instructor.  
Refinement of techniques and visual skills. Continuation of Photography I.

**ART 350. Printmaking.**

0-10-5. Prerequisite: ART 302 or permission of instructor.  
Basic printmaking processes including relief (wood block, linoleum), intaglio (etching, engraving) and stencil (silk-screen).

**ART 351. Printmaking II-Intaglio.**

0-10-5. Prerequisite: ART 350 or permission of instructor.  
Exploration of conventional and experimental techniques of the intaglio process. Emphasis on originality of ideas and craftsmanship.

**ART 355. Latin America Art.**

5-0-5 credit hours. Prerequisites: English 102; Art 375 or Art 385 recommended.  
A study of Latin-American art from pre-Columbian times to the present.

**ART 357. African Art.**

5-0-5 credit hours. Prerequisites: English 102; Art 375 or Art 385 recommended.  
A history and survey of African art, from prehistory to the present.

**ART 360. Intermediate Ceramics.**

0-10-5. Prerequisite: ART 300 or permission of instructor.  
Experiences with hand-built and wheel-thrown methods with emphasis on form, surface treatment, glazing and firing.

**ART 365. Theory and Criticism of the Visual Arts.**

5-0-5. Prerequisite: ART 101, ART 107 or ART 210 recommended.  
A study of the basic aesthetic theories and critical methods employed by artists, teacher, critics and art historians. Emphasis on artistic styles and aesthetic philosophies in historical, cultural and creative contexts.

**ART 369. Graphic Materials & Processes.**

0-10-5 credit hours. Prerequisite: Art 302 or permission of instructor.  
An introduction to the tools, techniques and processes for preparing camera-ready art for printing. Course includes the study of prepress and printing techniques and processes. (Final work will be keyline, paste-up photomechanicals.)

**ART 370. Graphic Communications I.**

0-10-5. Prerequisite: ART 302 or permission of instructor.  
An introduction to the vocabulary and technical processes of graphic design production methods. Problems in typography and design for printed media.

**ART 371. Graphic Communications II.**

0-10-5. Prerequisite: ART 370 or permission of instructor.  
Continuation of ART 370. Examination of basic design concepts of mailers, folders, brochures and magazines. In class projects, visits to professional facilities in the community.

**ART 372. Illustration for Publications.**

0-10-5. Prerequisite: ART 325, permission of the instructor.  
Directed toward the development of individual style, employing techniques for black and white and color reproduction. Assignments include poster design, book, magazine and advertising illustration.

**ART 373. Computer Graphics Publication Design**

0-10-5 credit hours. Prerequisite: Art 302 or permission of instructor.  
Designed to integrate graphic design applications in desktop publishing. Students will develop and design effective newsletters, brochures, magazine ads and business correspondence.

**ART 375. Art Survey I-Prehistoric Period to the 15th Century A.D.**

5-0-5. Prerequisite: None.  
Study of painting, drawing, sculpture and architecture from prehistoric times to 1400 A.D. Emphasis on ancient and medieval art.

**ART 385. Art Survey II-History of Art from the 15th to 20th Century.**

5-0-5. Prerequisite: None.  
Study of painting, drawing, prints, sculpture and architecture from 1400 to 1900. Focus on major artists, styles and movements.

**ART 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internships (CAPS Center).  
A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**ART 398. Art Internship.**

5-15 credit hours. Prerequisite: Permission of department chair.  
A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency.

**ART 400. Directed Study.**

1-10 credit hours. Prerequisite: Approval of instructor and department chair prior to registration.  
Selected topics of an advanced nature, which may include original research projects. Can be used in upper-level course requirements only twice with no more than five hours credit given each time.

**ART 425. Drawing III - Life Drawing.**

0-10-5. Prerequisites: ART 325 or permission of instructor.  
Intensive study of the human figure; action, structure, volume, design and expressive potentialities from a variety of models, using a variety of the media. Some portraiture.

**ART 426. Painting III - Watercolor.**

0-10-5. Prerequisites: ART 302 or permission of instructor.  
Painting in transparent and opaque watercolor with emphasis on technical aspects of watercolor painting. Opportunities for experimental and traditional approaches will be presented.

**ART 430. Sculpture II - Assemblage Techniques.**

0-10-5. Prerequisite: ART 330 or permission of instructor.  
Studio exploration in basic additive and assemblage techniques. Emphasis in metal welding and fabrication.

**ART 431. Sculpture III - Casting Techniques.**

0-10-5. Prerequisites: ART 330 or permission of instructor.  
Studio explorations in basic substitution processes using plaster, clay, resins and metals. Emphasis on sand and lostwax casting.

**ART 475. History of American Art.**

5-0-5. Prerequisite: None.  
Study of the art styles and movements in the United States from colonial times to present.

**ART 485. History of Modern Art.**

5-0-5. Prerequisite: None.  
Study of major developments and trends in modern painting, sculpture, graphic design and architecture since 1800. Review of major aesthetic theories that shape modern art.

**ART 490. Special Topics and Art Seminar.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.  
Selected special topics and seminars of interest to faculty and upper-level students interested in art.



**ART 498. Senior Portfolio and Applied Project.**

2-3-4 credit hours. Prerequisite: Senior status with a minimum of 25 hours of graphic communication course work at the 300 and 400 level.

Selected topics dealing with graphic design and professional practices, culminating with a critique of a final design project and portfolio of work. The work will be evaluated by a panel of practicing graphic designers. Selected work may be included in the senior exhibition. Required of all art majors concentrating in graphic communications.

**ART 499. Senior Art Seminar and Exhibition.**

4-0-4. Prerequisites: Senior status with a minimum of 25 hours of art at the 300 and 400-level.

Selected topics dealing with professional artists and exhibition practices, culminating with the exhibition of participants' work.

**ART EDUCATION (ARED)****ARED 301. Art Methods and Curriculum in the Elementary School.**

3-2-5. Prerequisite: core art courses or approval of instructor. The study of art teaching methods and materials related to curriculum design at the elementary school level.

**ARED 302. Art Methods and Curriculum in the Secondary School.**

3-2-5. Prerequisite: core art courses or approval of instructor. The study of art teaching methods and materials related to curriculum design at the secondary school level.

**ARED 305. Materials and Methods for Teaching Art (K-12)**

0-10-5. Prerequisite: Admission to Teacher Education Program or permission of instructor.

An intensive laboratory experience using the media and materials for teaching art. Intended for prospective art specialists teaching grades P through 12. Methods and strategies for teaching various art media and processes will be covered.

**ARED 398. Internship.**

1-15 credit hours. Prerequisite: Approval of instructor and department chair. A supervised, credit-earning work experience of one academic quarter with an approved school, museum or educational organization involved in the visual arts. Credit is allowed only in elective areas.

**ARED 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair prior to registration. Selected topics of an advanced nature, which may include original research projects. Can be used in upper-level course requirements only once.

**ARED 425. Instructional Design and Application (K-12)**

2-10-10. Prerequisite: Admission to Teacher Education Program or permission of instructor.

A disciplined based course combining curriculum design and instructional methods with in-depth field experience in the public schools. Students will both observe and teach in a classroom setting. Campus seminars will relate the field experiences to current instructional theory.

**ARED 470. Student Teaching.**

2-38-15. Prerequisite: admission to student teaching. Full-time teaching experience under the supervision of a public school supervising teacher and a college supervisor.

**ASTRONOMY (ASTR)****ASTR 320. Astronomy and Cosmology.**

5-0-5. Prerequisites: any 10 hour lab science sequence. Descriptive review of modern astronomy and cosmology. Topics will include the evolution of stars, models for stars, modern astronomical instruments and measurement methods. The course will include a discus-

sion of some of the interesting objects of modern astronomy, such as black holes, neutron stars and white dwarfs. Current theories of the history of the universe will be examined and the evidence supporting them will be discussed.

**ASTR 321. Solar System Astronomy.**

5-0-5. Prerequisites: any 10 hour lab science sequence. A look at the sun, planets, comets and other (relatively) nearby objects. Survey of current knowledge of the solar system and its history. Recent discoveries and investigations of the solar system will be examined along with a historical perspective on the development of modern astronomy. Theories of the origin of the solar system will be discussed.

**BIOLOGY (BIOL)****BIOL 103. General Biology I.**

4-3-5. Prerequisite: All developmental studies courses, if required. An investigation of contemporary science through a study of living cells and organisms. Topics include energy and life, cell structure and function, genetics and development. Laboratory will stress principles of science and investigative processes. Not for biology majors.

**BIOL 104. General Biology II.**

4-3-5. Prerequisite: BIOL 103. Sequential to Biology 103. An investigation of contemporary science through a study of living organisms and populations. Topics include population genetics, evolution, ecology, behavior and structure/function relationships. Laboratory will stress principles of science and investigative processes. Not for biology majors.

**BIOL 200. Biological Principles I.**

4-3-5. Prerequisite: All developmental studies courses if required. An organismal approach to biology. Topics include population genetics, evolution, ecology, behavior and structure/function relationships. For science majors.

**BIOL 201. Biological Principles II.**

4-3-5. Corequisite: CHEM 121. Prerequisite: All developmental studies courses if required. A cellular approach to biology. Topics include cell chemistry, cell structure and function, energy metabolism and cell differentiation, and techniques used to study them. For science majors.

**BIOL 206. Structural Anatomy and Physiology I.**

4-3-5. Prerequisite: BIOL 104. Histology, detailed gross anatomy and fundamental physiology of the integumentary skeletal, muscular and neuroendocrine systems of the human body. Primarily for physical education majors.

**BIOL 207. Structural Anatomy and Physiology II.**

4-3-5. Prerequisite: BIOL 206. Detailed gross anatomy and fundamental physiology of the cardiovascular, respiratory, digestive and excretory systems. Aspects of nutrition, metabolism and body temperature regulation are included. Primarily for physical education majors.

**BIOL 221. Functional Anatomy and Physiology I.**

4-3-5. Prerequisite: BIOL 103 or CHEM 105. Detailed physiology with emphasis on the structural and functional relationships in humans. Begins with cellular organization and continues through cardiovascular, excretory and respiratory systems. Emphasis on homeostasis and microcirculation. Primarily for nursing majors.

**BIOL 222. Functional Anatomy and Physiology II.**

4-3-5. Prerequisite: BIOL 221. A continuation of Biology 221 with emphasis on organ systems associated with integration and control, utilization of nutrient materials and human reproduction and development. Primarily for nursing majors.

**BIOL 261. Fundamental Microbiology.**

4-3-5. Prerequisite: BIOL 103 or 221.

Basic principles and techniques of microbiology emphasizing the various types of microbes, their morphology, metabolic processes and their relationships to humans. Primarily for nursing majors.

**BIOL 300. General Genetics.**

4-3-5. Prerequisites: BIOL 104, or 200, 201.

Principles of genetics including classical, molecular, population genetics and cytogenetics. Importance of genetics as a foundation for other divisions of biology is stressed.

**BIOL 310. Invertebrate Zoology.**

4-3-5. Prerequisite: BIOL 104 or 200, 201.

An examination of environmental influences on the evolution of the invertebrates including anatomy, physiology and phylogeny of invertebrates.

**BIOL 317. Pathophysiology.**

5-0-5. Prerequisites: BIOL 222, 261; CHEM 106.

Examines the biological basis of common, clinical disease states. Pathophysiology is treated as a disruption of normal homeostatic mechanisms that progresses beyond the normal compensatory capabilities of the human body.

**BIOL 320. Plant Morphology.**

4-3-5. Prerequisite: BIOL 104 or 200, 201.

Shape and structure, both internal and external, of plants. Emphasis on phylogenetic relationships among and between non-vascular and vascular plants.

**BIOL 327. Medical Genetics**

5-0-5. Corequisite: BIOL 317 or consent of instructor.

An introduction to the principles of medical genetics and the application of these principles to human genetic disorders. Topics include inborn errors of metabolism, cytogenetic anomalies, neural tube defects, and application of molecular genetics to the diagnosis of specific disorders. Genetic counseling procedures, prenatal options and the ethical dilemmas generated as a result of these options will also be discussed.

**BIOL 333. Instrumental Methods.**

4-3-5. Prerequisites: BIOL 200, 201; CHEM 240.

Use of common laboratory instruments and their applications in quantifying biological phenomena.

**BIOL 335. Natural History of Georgia.**

2-9-5. Prerequisites: BIOL 104 or BIOL 200, 201 or a two-course sequence in geology.

This course examines the flora, fauna, geology and environments of selected Georgia ecosystems. The historical and geological development of the state's major habitats and landforms are examined by way of a series of weekend field trips.

**BIOL 338. Histology.**

4-3-5. Prerequisites: BIOL 104 or 200, 201.

An investigation of structural and functional relationships in animal tissues. Laboratory involves analysis of tissues using light microscopy.

**BIOL 340. Microbiology.**

4-3-5. Prerequisite: BIOL 200, 201.

A study of prokaryotic and unicellular eukaryotic organisms emphasizing morphology, physiology, control, identification, symbiotic relationships and practical applications. Immunology is studied as a response of vertebrates to microbial infection.

**BIOL 345. Microtechnique.**

3-6-5. Prerequisites: BIOL 104, or 200, 201.

An introduction to the light microscope and to the preparation of materials for its effective use. Preservation, histochemical staining, sectioning methods and instrumentation will be emphasized.

**BIOL 350. Comparative Vertebrate Anatomy.**

4-3-5. Prerequisites: BIOL 104 or 200, 201.

A survey of representative vertebrates and related chordates emphasizing phylogeny and anatomical adaptations. Evolutionary trends are examined in the context of large-scale environmental changes that have occurred over geologic time.

**BIOL 360. Physical Ecology.**

4-3-5. Prerequisites: BIOL 104, or 200, 201.

Origin, evolution and distribution of organisms on the earth as determined by micro- and macro-environmental factors. History, development and nature of the earth's atmosphere, hydrosphere, lithosphere and biosphere are included.

**BIOL 365. Earth Watch: Examining Global Environmental Issues.**

5-0-5. Prerequisites: 10 quarter hours of laboratory science.

An examination of the integrative nature of environmental sciences; emphasis on human interactions with world environments. Discussions will focus on case studies, environmental problem-solving, and the development of a personal ecological ethic. Ecological principles of population, community, ecosystem and biosphere will be integrated in the case studies.

**BIOL 370. Ecology.**

4-3-5. Prerequisite: BIOL 104, or 200, 201.

Relationships among living organisms and their environments at the individual, population, community and biosphere levels. Laboratory and field activities will emphasize environmental sampling procedures and statistical analysis of sampling data.

**BIOL 371. Limnology.**

3-6-5. Prerequisites: BIOL 104, or 200, 201.

This course will develop a comprehensive and integrated understanding of physical, chemical and biological processes occurring in lakes, streams and estuaries. The approach will use the scientific method to investigate and contrast basic ecological processes operating in various systems. Students will generate hypotheses from an initial collection of data and from lectures on various limnologic parameters (e.g. light, nutrients, productivity, community structure, pollutants). Students will test specific hypotheses by developing and implementing field surveys and experimental manipulations.

**BIOL 375. Behavioral Biology.**

5-0-5. Prerequisites: BIOL 104, or 200, 201.

A survey of the major concepts of neurophysiology, ethology and behavioral ecology, including the behavior of social organisms. Laboratory and field activities are integrated in this course.

**BIOL 380. Evolution and Biosystematics.**

4-3-5. Prerequisite: BIOL 104, or 200, 201 and BIOL 300.

Principles of evolutionary biology and systematics including discussions of natural selection, adaptation, population genetics and speciation. Concepts and principles involved with determining evolutionary relationships and the applications of biological nomenclature are included.

**BIOL 384. Biology of Gender.**

5-0-5. Prerequisite: BIOL 104, or 200, 201.

An exploration of the consequences of sexual dimorphism in living organisms. Sex differences in physiology, ecology, behavior and sociobiology are examined. Topics of current interest, including issues in human sociobiology, are given special emphasis in this largely discussion-format course.

**BIOL 390. Developmental Biology.**

4-3-5. Prerequisite: BIOL 300.

Developmental process of animals and plants from formation of gametes through the embryonic stages, birth, maturation and aging. Emphasis on anatomical development, experimental embryology and molecular mechanisms of cellular differentiation.

**BIOL 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of department chair and coordinator of cooperative education/internships (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a previously approved site in business, industry or government or a private agency. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**BIOL 398. Internship.**

1-15 credit hours. Prerequisite: Approval of major area committee and department chair prior to registration.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in elective areas.

**BIOL 399. Seminar.**

1-0-1. Prerequisites: BIOL103/104 or 200, 201 and permission of instructor. Selected topics of current interest, to be announced. May be taken only two times for credit.

**BIOL 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration.

Up to five hours may be applied to the major area. Selected topics of an advanced nature, which may include original research projects.

**BIOL 410. Cell and Molecular Biology.**

4-3-5. Prerequisites: BIOL 200, 201, 300; CHEM 241.

Cellular function from an experimental point of view. Emphasis on functional interactions among cellular substructures, regulation of cellular biosynthetic activity, laboratory procedures and evaluation of experimental data.

**BIOL 420. Plant Physiology.**

4-3-5. Prerequisites: BIOL 200, 201, CHEM 240.

Metabolic and physical processes of plants, emphasizing photosynthesis, respiration, water relationships, mineral utilization and hormonal reactions.

**BIOL 427. Chromosome Preparation and Analysis.**

4-3-5. Prerequisites: BIOL 300 and Corequisite: BIOL 327.

An extensive preparatory course designed to give students hands-on experience with the methods used in the preparation of human chromosomes. Collection techniques, culture procedures, harvesting protocol and slide preparation will be followed by analysis and interpretation of karyotypes. Laboratory will emphasize proper use of the microscope, as well as processing of film and prints.

**BIOL 430. Vertebrate Physiology.**

4-3-5. Prerequisites: BIOL 200, 201, CHEM 240.

Comparative systems physiology of various vertebrates, emphasizing quantitative methods of analysis.

**BIOL 440. Advanced Genetics.**

4-3-5. Prerequisites: BIOL 300, CHEM 241.

Genetic principles from an experimental point of view using microbial, dipteran and mammalian systems. Topics include transformation, transduction, mutation, enzyme systems, mapping, developmental genetics, behavioral genetics and population theory.

**BIOL 450. Team Research.**

5 credit hours. Prerequisite: BIOL 200, 201, 300 and permission of instructor.

This course is a group experience in biological research in which class members form a research team to design, perform, analyze and write up for publication a single project or group of related projects under the supervision and direction of a faculty member.

**BIOL 465. Immunology.**

4-3-5. Prerequisites: BIOL 300, CHEM 240; BIOL 340 recommended.

Immunology will explore current concepts of the immune system. Emphasis will be placed on the induction of the immune response, on the mechanism(s) of those responses, and on the mechanism(s) by which the immune system protects against disease. The development and the role of each of the components involved in the immune response as well as immunological applications will be discussed.

**BIOL 490. Special Topics in Biology.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected special or current topics of interest to faculty and students.

**BUSINESS ADMINISTRATION (BA)****BA 101. Introduction to Business.**

5-0-5. Prerequisite: Freshman or sophomore standing or non-business major. (Not open to SBA juniors or seniors). Broad spectrum analysis of business enterprise, its nature, environment, organization, management, operation and control procedures.

**BA 308. Managerial Communications.**

5-0-5. Prerequisite: ENGL 102; all Area IV business courses for business majors; all students must have completed 90 hours.

Principles, procedures and practices of effective managerial communication with a concentration in practical business writing and oral presentation skills, collaborative outputs and development of interpersonal communication skills.

**BA 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of Coordinator of Cooperative education/internships (CAPS Center).

A supervised work-experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**BA 398. Internship.**

1-15 credit hours. Prerequisite: Completion of all core curriculum requirements and at least one upper-division course in the internship area. Approval of major area committee and department chair prior to registration.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm or government agency. A research paper is required to receive credit. For junior or senior students who wish to participate in an on-the-job experience in which they may apply their academic training. The work experience may not be with a current employer. The course will be graded on an S-U basis. Credit is allowed only in elective areas.

**BA 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of Instructor, major area committee and department chair prior to registration. Special topics of an advanced nature not in the regular course offerings.

**BA 407. Public Relations**

5-0-5. Prerequisite: 90 hours of credit including Area IV of the Business Core.

Provides an understanding of the profession, the practice and the process of public relations as it relates to influencing public opinion, publicity, communication with critical publics (employees, communities, media, investors) and organizational decision making. This course may be substituted for a management elective with permission of adviser.

**BA 490. Special Topics in Business Administration.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.  
Selected special topics of interest to faculty and students.

**BA 498. Honors Consulting Seminar.**

5-0-5. Prerequisites: Open to business majors with a GPA of 3.0 or higher who have completed 135 or more credit hours or by permission of instructor. Substitution for major requirements or electives with permission of department chair. Designed to allow students to apply their academic business knowledge to business and non-profit organizations in a student-consultant capacity. Problem-finding and problem-solving skills will be taught, along with techniques for successful implementation. Students will work closely with the Kennesaw State College Small Business Development Center and with the U.S. Small Business Administration. This course represents an opportunity for business majors to improve their skills through a creative, challenging and enjoyable experience.

**BA 499. Managerial Effectiveness Seminar.**

5-0-5. Prerequisites: Open to business majors with a GPA of 3.0 or higher who have completed 135 or more credit hours.

A comprehensive in-depth study of generic managerial competencies associated with effective managerial performance. The course integrates theory with practice in organizational settings and focuses on developing greater awareness, understanding and skills in critical managerial behaviors. Utilizing diagnostic instruments, video technology and extensive feedback, the course provides the link between having the technical knowledge in a business discipline and effectively applying that knowledge in the organizational setting from a general manager's perspective.

**BUSINESS LAW (BL)****BL 201. Consumer Law.**

5-0-5. Prerequisite: None.

This course is an introduction to the law as it affects consumers and the general public. The course will briefly cover a wide range of legal topics that affect everyday life, including the legal system, crimes, torts, minors, consumers, insurance, property rights, motor vehicles, employment and estate law.

**BL 220. Legal and Ethical Environment of Business.**

5-0-5. Prerequisite: All developmental studies courses if required.

Covers torts, contracts, government regulation of business and the legal system. The course also addresses ethical issues arising in a business's internal and external relationships.

**BL 340. Negotiation.**

5-0-5. Prerequisite: None.

An examination of the theory and practice of negotiation. In addition to reviewing readings, students will participate in simulations and discuss negotiation cases to broaden their negotiating techniques.

**BL 410. Business Law II.**

5-0-5. Prerequisite: BL 310 recommended.

A study of legislation regulating business; partnerships, corporations, commercial paper, secured transactions, sales, consumer credit and bankruptcy.

**BL 420. Employment Law.**

5-0-5. Prerequisite: None.

This course will be concerned with the influence of law on the personnel function, with special emphasis on discrimination laws and affirmative action issues. It will also provide an overview of various federal laws such as the National Labor Relations Act, The Fair Labor Standards Act and ERISA.

**BL 430. Real Estate Law.**

5-0-5. Prerequisite: BL 220 recommended.

Designed to provide the business student with an understanding of the nature, sources and principles of real estate law, and its importance in the business environment. Topics include: real property versus personal property; contracts involving real estate, deeds and titles; transfer of real estate, mortgages, liens, zoning and land use controls, condemnation, realty agents and landlord-tenant law.

**BL 440. International Law: Business Applications.**

5-0-5. Prerequisites: ECON 202; ACC 201; BL 201 or 220.

Examines the international legal system and alternative means of international dispute resolution. Laws that determine when and under what conditions companies are allowed to do business abroad are examined. Cases are used to explore choosing the most appropriate business relationship and entering the most advantageous agreement.

**BL 490. Special Topics in Business Law.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected topics of interest to faculty and students.

**CHEMISTRY (CHEM)****CHEM 105. Fundamental Chemistry.**

4-3-5. Prerequisite: MATH 099 and READ 099, if required.

General principles of atomic structure, bonding, reactions, equilibria as required for a basic understanding of physiological applications. Principles of organic compounds and their reactions with applications to biochemical systems. Primarily for nursing and education majors.

**CHEM 106. Fundamentals of Organic and Biochemistry.**

4-3-5. Prerequisite: CHEM 105.

A study of organic reactions particularly applicable to biochemical systems; the chemical basis of metabolism, biochemical energetics and body fluid interactions.

**CHEM 111. Science, Technology and Society I.**

4-3-5. Prerequisite: MATH 099 and READ 099, if required.

A broad presentation of the nature of matter and energy and the role they play in all aspects of daily life. Chemical models for the structure of matter and the energy changes it undergoes are presented. The benefits and consequences for society and the limitations of the use of these changes are examined. For majors outside of the natural sciences.

**CHEM 112. Science, Technology and Society II.**

4-3-5. Prerequisite: CHEM 111 or consent of the instructor.

A continuation of the study of chemical models for the structure of matter and the energy changes it undergoes. Heavy emphasis is placed on the options available and the consequences to society of the choices made in the exploitation of these changes.

**CHEM 121. General Chemistry I.**

4-3-5. Corequisite: MATH 114.

Fundamental laws and principles of chemistry as related to the structure of the atom, the nature of the chemical bond, changes in states of matter and stoichiometry.

**CHEM 122. General Chemistry II.**

4-3-5. Prerequisite: CHEM 121; MATH 114.

A continuation of CHEM 121 with emphasis on chemical kinetics, equilibria, thermochemistry, solutions, electrochemistry and organic chemistry.

**CHEM 123. General Chemistry III.**

3-6-5. Prerequisite: CHEM 122.

A continuation of CHEM 121 and 122 with an emphasis on descriptive inorganic chemistry. Laboratory focus is on classical qualitative and quantitative analytical chemistry.

**CHEM 240. Organic Chemistry I.**

4-3-5. Prerequisite: CHEM 122.

Reactions, methods of preparation and physical and chemical properties of organic compounds with emphasis upon modern electronic and mechanistic theories.

**CHEM 241. Organic Chemistry II.**

4-3-5. Prerequisite: CHEM 240.

A continuation of the study of the reactions, preparative methods and physical and chemical properties of organic compounds.

**CHEM 301. Pharmacological Chemistry.**

5-0-5. Prerequisite: CHEM 106; BIOL 222.

A study of naturally occurring and synthetic, pharmacologically active compounds and their effects on the human organism. Not for chemistry majors.

**CHEM 305. Fundamental Physical Chemistry.**

5-0-5. Prerequisite: MATH 190; Corequisite: CHEM 241.

Thermodynamics, chemical equilibria, electrolytes, kinetics and redox reactions as applied to biological systems. Not for chemistry majors.

**CHEM 310. Inorganic Chemistry.**

4-3-5. Corequisite: CHEM 241; CHEM 305 or CHEM 361.

Atomic structure, bonding, coordination chemistry, symmetry and structure of compounds, reaction mechanisms, descriptive chemistry of the elements, and special topics. Laboratory emphasis on synthesis and characterization of inorganic compounds and complexes as well as quantitative and qualitative analytical techniques for the elements.

**CHEM 330. Instrumental Analytical Chemistry.**

3-6-5. Prerequisite: CHEM 241, 310 and 361.

Theory and practice of modern instrumental methods.

Included are spectroscopic and chromatographic methods, polarimetry, polarography, colorimetry, electroanalytical methods and classical quantitative methods.

**CHEM 342. Intermediate Organic Chemistry.**

3-6-5. Prerequisite: CHEM 241.

Extensions of the principles of organic chemistry to more complex systems, including comprehensive bonding theories and modern synthetic methods. Polynuclear aromatics, heterocyclics, polymers, fats, carbohydrates, proteins and nucleic acids are also included.

**CHEM 350. Biochemistry.**

4-3-5. Prerequisite: CHEM 241; CHEM 305 or

CHEM 360 recommended.

Chemistry and biochemistry of proteins, lipids, carbohydrates and nucleic acids. Laboratory applications of these principles.

**CHEM 351. Intermediate Biochemistry.**

4-3-5. Prerequisite: CHEM 350.

Extensions of the principles of biochemistry to more complex applications, including protein chemistry, enzyme mechanisms, metabolism, gene regulation and hormone action. Laboratory applications of these concepts.

**CHEM 360. Physical Chemistry I.**

4-3-5. Prerequisite: PHYS 202 or 203 and CHEM 241.

Physical properties of matter in the gaseous, liquid and solid states. Principles of chemical thermodynamics, equilibria and solutions. Laboratory applications of these principles.

**CHEM 361. Physical Chemistry II**

4-3-5. Prerequisite: CHEM 360.

Principles of electrochemistry, kinetics of chemical reactions, quantum mechanics and molecular spectroscopy. Laboratory applications of these principles.

**CHEM 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internships (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**CHEM 398. Internship.**

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in elective areas.

**CHEM 399. Seminar.**

1-0-1. Prerequisite: CHEM 241.

Selected topics of current interest, to be announced. Junior and senior chemistry majors only. May only be taken two times for credit.

**CHEM 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration

Up to five hours may be applied to the major area. Special topics of an advanced nature that are not in the regular course offerings.

**CHEM 411. Advanced Topics in Inorganic Chemistry.**

5-0-5. Prerequisites: CHEM 310, 361.

Survey of modern inorganic chemistry and current theories concerning atomic structure, bonding, coordination chemistry, spectroscopy including a discussion of symmetry and group theory as they apply to the characterization of inorganic compounds, ligand field theory and other topics.

**CHEM 431. Advanced Topics in Analytical Chemistry.**

5-0-5. Prerequisite: CHEM 361.

Advanced theories and methods in analytical chemistry emphasizing newer analytical methods in practice in modern laboratories.

**CHEM 443. Advanced Topics in Organic Chemistry.**

5-0-5. Prerequisite: CHEM 342.

Advanced topics in organic chemistry as may fit the needs and interests of the students and faculty. Such topics might include stereochemistry, physical organic chemistry, heterocycles, reaction mechanisms and applications of spectroscopy of organic compounds.

**CHEM 451. Advanced Topics in Biochemistry.**

5-0-5. Prerequisites: CHEM 342, 350.

Topics relating to the chemistry of metabolic processes in living organisms.

**CHEM 462. Advanced Topics in Physical Chemistry.**

4-3-5. Prerequisite: CHEM 361.

Advanced topics in physical chemistry with emphasis in such areas as statistical mechanics, polymer chemistry, quantum mechanics, kinetics and molecular spectroscopy.

**CHEM 490. Special Topics in Chemistry.**

1-5 credit hours. Prerequisite: CHEM 241.

Selected advanced topics of general interest to the faculty and students.

**COMMUNICATION (COM)****COM 109. Principles of Human Communication.**

5-0-5. Prerequisite: None.

An introduction to the fundamental components of the human communication process, including verbal and non-verbal concepts within a variety of settings. Includes methods and practice in public address.

**COM 113. Foundations of Oratory.**

5-0-5. Prerequisite: ENGL 102 and COM 109.

A survey of the significant innovators of oral expression paradigms down through the ages. Covers the nature, structure, functions, rhetoric and ethics of oratory as set forth by individuals historically considered to have made the most important contributions to oral expression over the years.

**COM 129. Public Speaking.**

5-0-5. Prerequisite: None.

Methods and practice in effective oral communication with an emphasis on speech preparation and presentation.

**COM 130. Introduction to Mass Communication.**

5-0-5. Prerequisite: None.

A survey of the various genres of mass media such as books, magazines, newspapers, radio, television, film and others. Examines the development, roles, functions, problems and criticisms of specific media forms within the American culture. A/V materials presented.

**COM 219. Introduction to Performance Studies.**

5-0-5. Prerequisite: ENGL 102 or consent of instructor.

An introduction to the study of performance as aesthetic communication. Includes methods and practice in performing literature based on the critical analysis of oral and written texts. Emphasis on the development of speaking and performing skills, the ability to analyze texts, and the understanding and appreciation of performance and performance criticism.

**COM 289 Business and Professional Speaking.**

5-0-5. Prerequisite: None.

Methods and practice in business speaking with an emphasis upon the management and integration of facts, ideas and strategic devices for speaking within business, professional and special-occasion environments.

**COM 305. Communication in Organizations.**

5-0-5. Prerequisite: None.

Methods and practice of key theories, propositions and directions of organizational communication.

**COM 306. Argumentation and Debate.**

5-0-5. Prerequisites: PHIL 100 or COM 129 or 289.

An examination of critical thinking in communication through the study of argumentation, reasoning, fallacy, use of evidence, and basic debate theory and practice, including the construction and refutation of value and policy cases. Includes in-class debating, persuasive speaking and critical analysis of oral and written arguments.

**COM 309. Folklore and Storytelling.**

5-0-5. Prerequisite: ENGL 201 or consent of instructor.

A study of the oral tradition of literature, including myths, legends, folktales and fairytales of world cultures, which emphasizes verbal art as performance and the relationship between orality and literacy. Includes methods and practice in storytelling.

**COM 315. Interviewing.**

5-0-5. Prerequisite: COM 109 or 129 or 289.

Methods and practice in situational interviewing, including selection, sales, journalistic and media interviews. Emphasis on the role of the interviewee as well as the interviewer.

**COM 320. Writing and Announcing for the Media.**

2-9-5. Prerequisite: ENGL 102.

Methods and practice in both written and oral proficiency within formats such as news, sports, weather, feature/documentary and discussion/interview. Includes student projects and utilization of appropriate A/V equipment and materials.

**COM 324. Contemporary Issues in Mass Media.**

5-0-5. Prerequisites: COM 109 or 130.

Exploration and analysis of selected issues within the field of mass communication. Various concepts, practices, issues and arguments involving the media will be examined from different viewpoints such as commercial, cultural, moral, ethical and legal parameters.

**COM 325. Multicultural Communication.**

5-0-5. Prerequisite: COM 109.

A study of cultural and communication variables that impact the interaction process between peoples. Multiculturalism is examined during the time communication participants share ideas, information, persuasion and emotions.

**COM 329. Group Performance of Literature.**

5-0-5 Prerequisite: ENGL 102 or consent of instructor.

Methods and practice in presentational modes of group performance. Emphasis upon selection, adaptation, direction and performance of literary texts.

**COM 330. Journalism I: Reporting and Writing.**

5-0-5. Prerequisite: ENGL 102.

An introduction to the ways and means of developing, gathering, writing and editing factual and editorial copy. Examines news personnel functions, reporting and interviewing techniques, ethical and legal considerations, along with news-writing practice surrounding the above.

**COM 335. Survey of Communication Research.**

5-0-5. Prerequisite: ENGL 102 and COM 109.

An introduction to (a) the nature of academic inquiry, (b) basic structure and methodology of professional and academic research, (c) resources available for access to published research, and (d) subject area research trends - all within a communication's discipline perspective.

**COM 340. Broadcast Perspectives.**

5-0-5. Prerequisite: COM 109 or 130.

History and analysis of the programming, production, personnel, technical, legal, ethical and commercial aspects of America's radio and television industries including certain contributions, influences and other factors from the world broadcast community.

**COM 345. Discussion Methods.**

5-0-5. Prerequisite: COM 109.

A study of input, process and output variables in small group discussion. Emphasis on participation, observation and evaluation of various discussion methods.

**COM 349. Performance Art.**

5-0-5. Prerequisite: ENGL 205 or ENGL 206.

History, theories and practice of performance art from futurism to the present. Emphasis on the creation and performance of image; *auteur* approaches to literary, mythic and personal sources; and the writing and staging of performance pieces.

**COM 360. Print Perspectives.**

5-0-5 Prerequisite: ENGL 102.

A study of the development of the print media industry in America, including its growth, trends, key figures, and operational policies and concepts. Covered also are various legal and ethical considerations involving the press.

**COM 365. Communication Campaigns.**

5-0-5. Prerequisite: 75 hours.

The study of all communication channels available to non-profit and for-profit organizations that support and advance short and long-term organizational goals. Students will analyze the effectiveness and consistency of existing campaigns, as well as develop strategic and tactical plans for future campaigns.

**COM 376. Interpersonal Communication.**

5-0-5. Prerequisite: COM 109.

Theory and application of communication concepts involving interpersonal relationships and contexts.

**COM 386. Communication in the American Culture.**

5-0-5. Prerequisite: 75 credit hours.

The study of various individual or public communication forms and/or other message-system-based areas of inquiry in the American culture with an examination of their nature, practices, ethics and/or legalities.

**COM 389. Rhetoric and Aesthetic Communication.**

5-0-5. Prerequisites: COM 109 or 129 or 219 or 289 or permission of instructor.

A study of the rhetorical and aesthetic dimensions of communication emphasizing their inseparability. Includes the analysis of communication acts and the components of text, event, audience and rhetor/performer.

**COM 396. Cooperative Study in Communication.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internships (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**COM 398. Internship in Communication.**

1-15 credit hours. Prerequisite: Junior level standing.

A supervised, credit-earning work experience of approximately one academic quarter with a previously approved business firm, private agency or government agency. Credit hours in this course are applied for general or free electives. A completed and approved application is required prior to registration.

**COM 400. Directed Study.**

1-5 credit hours. Prerequisites: Approval of instructor and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

**COM 401. The Senior Seminar: Inviting Success After College.**

5-0-5. Prerequisites: 120 credit hours completed.

This course is designed to bridge the gap between a student's senior year and his or her professional career. Course content surrounds the theory of "invitationalism," an approach to personal and professional functioning which is based on the premise that human potential can best be realized by people who are "intentionally inviting" to those around them. Addi-

tional course content includes such areas as the nature of employment; job access, entrance and departure concepts; personal and professional lifestyle perspectives; short-term and long-term planning considerations; and post graduate study options.

**COM 405. Organizational Publications.**

5-0-5. Prerequisite: ENGL 201 and junior or senior standing.

Explores the nature, structure and role of organizational publications; the analysis of their form and function; writing and editing news and feature material for such publications; and the selection and coordination of graphic support and production resources.

**COM 416. History of Rhetoric and Oratory.**

5-0-5. Prerequisites: ENGL 102 and COM 109.

An examination of critical writings from classical times to the present in rhetoric and oratory.

**COM 419. History of Performance Traditions.**

5-0-5. Prerequisite: ENGL 201.

An historical survey of critical writings from ancient times to the present which examine the development of performance as a communication art in the context of popular culture.

**COM 420. Feature Writing.**

5-0-5. Prerequisite: COM 330 or consent of instructor.

Methods and practice in the research and writing of feature length stories, including coverage of topics such as lead types, story development and resourcing, news features, human interest features, seasonal stories, personal profiles, enterprise stories, brights, sidebars, and others.

**COM 426. Contemporary Rhetorical Theory and Criticism.**

5-0-5. Prerequisite: COM 109.

The parameters of contemporary rhetorical theory and criticism are examined from the perspective of the context, message and rhetor. Contemporary rhetorical theory such as neo-Aristotelian theory, generic theory, feminist, pentadic theory, fantasy-theme theory and cluster theory are covered from both a theoretical and performing criticism.

**COM 429. Persuasion Methods and Strategy.**

5-0-5. Prerequisite: COM 109.

A study of the theories, methods, applications and implications of persuasion from the days of Aristotle to today's political and commercial arenas. Explores the practice of changing attitudes and opinions via non-coercive means.

**COM 430. Media Sales and Management.**

5-0-5. Prerequisites: Successful completion of 75 hours of college credit and COM 330.

A comprehensive examination and analysis of the structure, personnel, planning, operations, economics and editorial policies of a media facility.

**COM 440. The American Film.**

5-0-5. Prerequisite: 75 credit hours; ENGL 201 or ENGL 205 and 216.

History and analysis of the American motion picture as an industry, an entertainment medium and an art form. Touches upon film structure, production styles and techniques, actors, directors and themes. Films and A/V materials presented.

**COM 444. Film Perspectives.**

5-0-5. Prerequisites: ENGL 201 &amp; 45 credit hours.

An examination of the motion picture industry covering such factors as trends and developments, film economics, film and society, acting and directing, editing, production styles and personnel. Course topics are explored both within the American film industry and also within the film industries of other countries that have made unique or significant contributions to world cinema.

**COM 450. Radio/TV Scriptwriting.**

5-0-5. Prerequisites: ENGL 201 and COM 109.

This course challenges the student to write limited segments for such radio and television formats as comedies, dramas, commercials, variety shows, children's programs and special events.

**COM 454. International Film.**

5-0-5. Prerequisites: ENGL 201 and 45 hours.

This course is a study of the world's most influential film makers, their films and theories.

**COM 464. Documentary Form in Media.**

5-0-5. Prerequisites: ENGL 201 and 45 hours.

This course presents the developments and contributions that documentaries have made world-wide. Documentary trends, techniques, movements analyses, interpretations and influences from 1880 to the present will be studied.

**COM 470. Media Law.**

5-0-5. Prerequisites: Successful completion of 75 hours of college credit and COM 130 or POLS 201.

An in-depth examination of the existing legal structure within which the media operates, and the antecedent statutory and case law through which this structure has evolved. Also addresses ethical concepts and considerations surrounding the media.

**COM 475. Decision Making and Problem Solving.**

5-0-5. Prerequisite: COM 109.

Professionals make decisions alone, in groups, on behalf of diverse organizations and within multicultural settings. Procedural perspective rather than decisional outcome is the theoretical focus on the course. The communicational structure of decision making and problem solving is examined.

**COM 480. Communication Theory.**

5-0-5. Prerequisite: COM 109.

An in-depth and diversified examination of various theories analyzing and describing the human communication process from different perspectives. Includes application of theories to real-life situations and for consideration of ethical aspects.

**COM 490. Special Topics in Communication.**

5-0-5. Prerequisite: Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

**COM 499. Senior Seminar in Communication.**

5-0-5. Prerequisites: COM 480 and Senior status.

The senior seminar is designed to allow students to apply course work to professional issues. The course culminates in the student's preparation and presentation of an undergraduate thesis or creative project.

**COMPUTER SCIENCE (CS)****CS 100. Computer Literacy.**

5-0-5. Prerequisite: MATH 099 if required.

A study of computers, their effect on society, how they are used and how they work. Canned programs will be utilized in studying software applicable to various disciplines. Simple programs will be written by the students. Cannot be used to satisfy Area II requirements.

**CS 120. Introduction to Programming Principles.**

5-0-5. Prerequisites: MATH 106 or 114. CS and IS majors should check with adviser to determine if this course is necessary to provide sufficient preparation for CS 220.

This course will introduce computers as tools to aid problem-solving through the medium of programming. There will be a strong emphasis on descriptive and procedural problem solving. The Pascal programming language will be used to implement solutions.

**CS 140. Introduction to Programming.**

4-3-5. Prerequisite: MATH 105 or higher.

Principles, applications and programming of digital computers; problem solving techniques and algorithms using extended BASIC with particular attention to non-scientific applications and necessary file processing.

**CS 207. Statistical Data Analysis.**

5-0-5. Prerequisites: CS 100 and a statistics course or permission of the instructor.

A study of analysis and interpretation of data. Input requirements and interpretation of results from computer programs for business and behavioral and life sciences.

**CS 220. Principles of Computer Programming I.**

4-3-5. Prerequisite: MATH 106 or 114.

An introduction to problem-solving methods that lead to the construction of correct, well-structured algorithms for use in design, coding, debugging and documentation of well-structured programs. Topics also include the fundamentals of computer system organization, information representation and data organization. Pascal is used.

**CS 221. File Processing.**

5-0-5. Prerequisite: CS 220.

A continuation of techniques begun in Computer Science 220 with emphasis on algorithm development and structured programming, with extensive coverage of standard data-processing operations that create, use and modify sequential and random access files. COBOL is used.

**CS 222. Principles of Computer Programming II.**

5-0-5. Prerequisite: CS 220.

A continuation of techniques begun in Computer Science 220 with emphasis on algorithm development and structured programming, with extensive coverage of elementary data structures and their applications. Pascal is used.

**CS 240. Business Programming Languages.**

4-3-5. Prerequisite: CS 140.

Especially COBOL, with emphasis on applications in the solution of record-keeping and business problems.

**CS 245. Scientific Programming Languages.**

5-0-5. Prerequisite: CS 140.

Especially FORTRAN, with emphasis on applications in the solution of technical problems in business and the behavioral and life sciences.

**CS 301. Computer Organization and Programming.**

5-0-5. Prerequisites: CS 222 ; MATH 220 and 106 or 260.

An introduction to the principles of computers, using assembly language to aid in understanding computer structure and to illustrate important programming concepts. Topics include the nature and function of an assembler and linker/loader, subroutines, macros, input/output, interrupts, re-entrance and recursion and program relocation.

**CS 310. Advanced Programming.**

5-0-5. Prerequisite: CS 221 or 222 or 240 or 245 or 340.

Advanced programming techniques using extended BASIC, with emphasis on data structures, including input data verification and presentation of output data and the necessary attention to program efficiency and file size for both large and small computers.

**CS 311. Applied Data Structures.**

5-0-5. Prerequisite: CS 221 or 310.

Advanced programming techniques using Pascal, with emphasis on data structures and their applications to data processing. Topics include arrays, records, files, lists, stacks, queues and trees, with efficient algorithms for implementation and manipulation.

Credit earned in CS 311 and 320 cannot both be used to meet degree requirements.



**CS 312. Applied File Structures.**

5-0-5. Prerequisites: CS 221 or 240, 222 or 311.

Advanced programming techniques using COBOL, with emphasis on file processing and its application to data processing. Topics include file processing environment, sorting, searching, external storage devices, sequential-access files, hashing methods, indexed sequential-access files and random-access files.

Credit earned in CS 312 and 420 cannot both be used to meet degree requirements.

**CS 320. Data Structures.**

5-0-5. Prerequisites: CS 222; MATH 220 and 260.

Data structures and their application to non-numeric programming. Topics include arrays, records, files, lists, stacks, queues, trees and graphs, together with efficient algorithms for implementation and manipulation. Credit earned in CS 311 and 320 cannot both be used to meet degree requirements.

**CS 340. Computer Applications in Statistics.**

5-0-5. Prerequisites: CS 140; any statistics course.

Decision models of systems operating under conditions of uncertainty. Input requirements and interpretation of results from computer programs for business and behavioral and life sciences.

**CS 350. Computer Architecture.**

5-0-5. Prerequisites: CS 301, 320.

An overview of the structure of computers, computer components and instruction sets. Topics include computer command structures for machines using single address, general register and stack processing design; multi-programming, multi-processing and parallel processing. Credit earned in CS 350 and IS 341 cannot both be used to meet degree requirements.

**CS 351. Computer Systems I.**

5-0-5. Prerequisite: CS 222.

An introduction to hardware and software components of computer systems. Topics include machine organization, assembly language and comparative machine architecture.

**CS 352. Computer Systems II.**

5-0-5. Prerequisite: CS 351.

An introduction to the software components of computer systems, especially operating systems and communications software. Topics include operating systems concepts, issues involved with multi-user access to systems, security, and communications concepts and software.

**CS 360. Systems Analysis and Design.**

5-0-5. Prerequisites: CS 221 and either CS 222 or 311.

A detailed study of software system development. Topics include software design methodologies, problem formulation, machine requirements, file considerations, documentation. Team projects will include the organization, development and management of a large-scale software problem in a real-world environment.

**CS 396. Cooperative Study.**

1-3. credit hours. Prerequisite: Approval of coordinator of cooperative education/internships (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**CS 398. Internship.**

1-15. credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in elective areas.

**CS. 399. Seminar.**

1-0-1. Topics to be announced. May be taken junior or senior years. May only be taken two times for credit.

**CS 400. Directed Study.**

1-5. credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration. Up to five hours may be applied to the major area.

Special topics of an advanced nature that are not in the regular course offerings.

**CS 401. Operating Systems.**

5-0-5. Prerequisites: CS 352; MATH 320 and either 331 or 421.

A survey of techniques and procedures used to operate a computer system. Topics include input/output procedures, programming sequencing and protection, dynamic allocation of storage, garbage collection, management of tasks in a multi-programming environment, error messages and diagnostics.

**CS. 410. Systems Programming.**

5-0-5. Prerequisites: CS 352; MATH 320 and either 331 or 421.

A detailed study of the nature and function of system software with modification and extensions. Topics include software requirements for support of multi-programming systems; operating systems; input/output management; spooling; interrupts system modules and interfacing, executive routines.

**CS 412. Computer Graphics.**

5-0-5. Prerequisites: CS 320, 352; MATH 260.

Introduction to the basic principles of computer graphics. Topics include hardware, graphic primitives, image structure and image transformations in both two and three dimensions.

**CS. 415. Programming in the UNIX Environment.**

5-0-5. Prerequisites: CS 320, 352; MATH 320.

The study and use of UNIX, both as an illustration of a flexible and powerful operating system and for implementing software tools and firmware controls. Includes an extensive presentation of the C programming language.

**CS 420. File Structures.**

5-0-5. Prerequisites: CS 221, 352.

An introduction of concepts and techniques for manipulating data on bulk storage devices. Topics include file processing environment, sorting, searching, external storage devices, sequential-access files, hashing methods, indexed sequential access files and random-access files. COBOL is used. Credit earned in CS 420 and 312 cannot both be used to meet degree requirements.

**CS 430. Database Management.**

5-0-5. Prerequisites: IS 331; CS 352; MATH 320.

An introduction to the concepts of data base systems and a comparison with standard file-handling systems. Three main approaches—relational, hierarchical and network—are explained.

**CS 450. Data Communications.**

5-0-5. Prerequisite: CS 352.

An introduction to data communications. Topics include media, codes, data transmission, multiplexing, communications software, protocols, switching, simple networks and distributed systems. Credit earned in CS 450 and IS 441 cannot be used to meet degree requirements.

**CS 460. System Design and Implementation.**

5-0-5. Prerequisite: CS 360.

Applications of computer-programming and system-development concepts, principles and practices to a comprehensive system-development project. A team approach is used to analyze, design, implement and document realistic systems of moderate complexity. Project-management methods, project scheduling and control techniques and formal presentations are used in the solution of the problems in information systems.

**CS 470. Structure and Design of Programming Languages.**

5-0-5. Prerequisites: CS 352, 320; MATH 320.

A systematic exposition of the fundamental concepts underlying the structure and design of programming languages, including how these concepts are realized in programming languages in current use. Topics include processors, data types, sequence control, data control, storage management, syntax and translation, operating and programming environments.

**CS 480. Design and Analysis of Algorithms.**

5-0-5. Prerequisites: CS 320; MATH 320 and either 331 or 421.

A broad coverage of the fundamentals of the design and analysis of algorithms, with examples from several areas, including data structures, discrete mathematics, systems programming and artificial intelligence.

**CS 490. Special Topics in Computer Science.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected special or current topics of interest to faculty and students.

**DECISION SCIENCES (DSC)****DSC 205. Business Information Systems and Applications.**

5-0-5. Prerequisite: All developmental studies courses if required.

An introductory study of business information systems and business computer usage. Course includes "hands-on" experience with microcomputers, utilizing current spreadsheet and database software for business applications.

**DSC 301. Management Information Systems.**

5-0-5. Prerequisite: MGT 360.

Illustrates the variety of applications for, and benefits realized from, computer-based information systems in business. Examines technical, people and organizational issues in information systems planning, development, operation and control. Provides hands-on experience in developing a decision support system.

**DSC 307. Advanced Business Application Systems.**

5-0-5. Prerequisites: 90 hours of credit including Area IV of the business core.

A course which integrates the design and management of computer-based business application systems. The course surveys significant management-related issues regarding the use and deployment of information systems technology. Hands-on use of PC software packages, to include electronic spreadsheets and database management systems, is incorporated to apply concepts, methodologies and approaches that are introduced and discussed.

**DSC 312. Business Statistics.**

5-0-5. Prerequisite: 90 hours of credit including Area IV of the business core.

An introduction to descriptive and inferential statistics, including linear regression, with an emphasis on applications in business. Not for math majors.

**DSC 370. Business Systems Analysis.**

5-0-5. Prerequisites: DSC 301.

A detailed study of the tools, techniques and documentation methods of business systems analysis, including a project requiring the application of these techniques to analysis and design of business systems.

**DSC 375. Decision Systems Management.**

5-0-5. Prerequisite: DSC 370.

Course is designed to teach the student how to analyze, design and use information systems for managerial decision making in an organization setting. The emphasis will be placed on applications for higher-level management.

**DSC 380. Operations Management.**

5-0-5. Prerequisites: DSC 312; MGT 360.

Generic modeling techniques are applied to the planning, operation and control of the production of goods and services. Topics include: quality control, facility location and layout, material requirements planning and project scheduling.

**DSC 490. Special Topics in Management Science.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected topics of interest to faculty and students.

**DRAMA: See THEATRE (THR)****ECONOMICS (ECON)****ECON 103. Economics: Concepts and Issues.**

3-0-3. Prerequisite: ENGL 099, MATH 099, READ 099, if required.

Examines the fundamental questions of economics, beginning with the concept of scarce resources and the consequent need for choice by individuals and society. Economics choices in both consumption and production are examined with an emphasis on economic logic and applications. The roles of government in an economic system as well as the economic basis for trade are studied. For non-business majors.

**ECON 133. Economic Development of the United States.**

5-0-5. Prerequisite: All developmental studies courses, if required

An analytical and institutional study of factors contributing to the economic growth and development of the U.S.

**ECON 202. Principles of Economics-Micro.**

5-0-5. Prerequisite: MATH 105.

Analysis of price and output determination under various market structures, income distribution, resource allocation, domestic problems and international trade.

**ECON. 203. Principles of Economics-Macro.**

5-0-5. Prerequisite: ECON 202; MATH 106 or 190.

Analysis of socio-economic goals, money and credit systems, theories of national income, employment and economic growth.

**ECON 303. Applications in Economics: Concepts & Issues.**

5-0-5. Prerequisite: ECON 203.

Economics 303 is an issues-oriented course. Current and/or controversial economic topics are presented and examined from different economic, societal and cultural perspectives. There is an emphasis on the role and position of the United States in the world.

**ECON 340. Money and Banking.**

5-0-5. Prerequisite: 90 credit hours and all AREA IV Core courses for business majors and 90 credit hours and ECON 203 for non-business majors.

Monetary theory, monetary and fiscal policies, banking and the Federal Reserve System with emphasis on their effect upon economic activity and business decisions.

**ECON 342. Comparative Economic Systems.**

5-0-5. Prerequisite: 90 credit hours and all AREA IV Core courses for business majors and 90 credit hours and ECON 203 for non-business majors.

An analysis of alternative economic systems and their implications for the growth and distribution of wealth. Investigates types of institutional arrangements used to solve economic problems.

**ECON 343. Economics of Labor Markets.**

5-0-5. Prerequisite: 90 credit hours and all AREA IV Core courses for business majors and 90 credit hours and ECON 203 for non-business majors.

Theory of labor markets with an examination of the impact of institutional and market structure on wage and employment levels.

**ECON 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internships (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**ECON 398. Internship.**

1-15. credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. A research paper is required to receive credit. For junior or senior students who wish to participate in an on-the-job experience in which they may apply their academic training. The work experience may not be with a current employer. The course will be graded on an S-U basis. Credit is allowed only in elective areas.

**ECON 400. Directed Study.**

1-5. credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

**ECON 442. Intermediate Economics-Micro,**

5-0-5. Prerequisite: 90 credit hours and all AREA IV Core courses for business majors and 90 credit hours and ECON 203 for non-business majors.

Theory of price-quantity determination of inputs and outputs for firms and households with various levels of competition.

**ECON 443. Intermediate Economics-Macro.**

5-0-5. Prerequisite: 90 credit hours and all AREA IV Core courses for business majors and 90 credit hours and ECON 203 for non-business majors.

Analysis of aggregate output and income determination emphasizing the influence of public sector fiscal and monetary policy.

**ECON 445. International Trade and Finance.**

5-0-5. Prerequisite: 90 credit hours and all AREA IV Core courses for business majors and 90 credit hours and ECON 203 for non-business majors.

Principles of international trade and finance. Management of foreign operations of the firm within constraints of international environment; study of international currency flows, exchange rates and international banking practices.

**ECON 446. Managerial Economics.**

5-0-5. Prerequisites: DSC 312; ECON 203.

Application of the concepts, tools and methods of economic analysis to decision making within the business firm. Topics include evaluation of sequential decisions, decision making under uncertainty, the construction and evaluation of forecast, linear programming and a strategic decision models.

**ECON 447. History of Economic Thought.**

5-0-5. Prerequisite: 90 credit hours and all AREA IV Core courses for business majors and 90 credit hours and ECON 203 for non-business majors.

A history of the development and evolution of economic concepts and doctrines.

**ECON 448. Industrial Organization, Public Policy and Regulation.**

5-0-5. Prerequisite: 90 credit hours and all AREA IV Core courses for business majors and 90 credit hours and ECON 203 for non-business majors.

A study of the structure, behavior and performance of American industry. The public policy implications, including the workability of competition in various settings, and the structure, implications and results of economic regulation as a public policy response.

**ECON 449. Econometrics.**

5-0-5. Prerequisite: DSC 312; ECON 203.

Familiarizes the student with the tools used for estimating and forecasting demand, revenues and cost, as well as demographic characteristics of importance to an individual in a business decision-making position.

**ECON 490. Special Topics in Economics**

1-5 credit hours. Prerequisite: Approval of instructor and department chair. Selected special topics of interest to faculty and students.

**EDUCATION**

**FOUNDATIONS OF EDUCATION (FED)**

**FED 200. Human Growth and Development.**

5-0-5. Prerequisite: ENGL 102.

An introduction to human development through the life span. Focuses on intellectual, social, emotional and physiological development with emphasis on normative sequences, factors that contribute to individual differences and influences of child rearing and educational practices on development.

**FED 203. Introduction to Education.**

4-3-5. Prerequisite: ENGL 099 and READ 099 if required.

A critical examination of issues and problems in American education from various perspectives. Students will be involved in public school field experiences.

**FED 300. Curriculum Design and Implementation.**

5-0-5. Prerequisite: Admission to Teacher Education Program or permission of department chair.

Examines approaches to curriculum development and implication for educational practice. Emphasis will be placed on development of instructional units, objective writing and lesson planning.

**FED 304. Exceptional Children and Youth.**

5-0-5. Prerequisite: FED 300.

Emphasizes the characteristics of exceptional children as they function in today's schools. This course places special focus on the identification of intellectual, emotional and social needs of exceptional children.

**FED 307. Educational Assessment.**

5-0-5. Prerequisite: FED 300.

Study of theory and principles of teacher-made and standardized testing, of observation methods or performance and product assessment and of skills for parent conferencing.

**FED 311. Educational Psychology.**

5-0-5. Prerequisite: FED 300.

A study of the theory and principles of learning, motivation and other classroom management and their application in a classroom setting.

**FED 313. Educational Foundations.**

5-0-5. Prerequisite: FED 300.

Examines the major educational philosophies and their implications for educational practice. Historical, political, economic, social and intellectual forces and their effects on education and current educational issues will be studied.

## EARLY CHILDHOOD AND ELEMENTARY EDUCATION (EDEL)

### EDEL 220. Internship.

5 credit hours. Prerequisite: Approval of director of Educational Field Experiences and adviser.

A practicum in a classroom during which the student will be actively involved in the teaching-learning process under the guidance of a professional teacher.

### EDEL 360. Introduction to Reading and the Language Arts.

4-3-5. Prerequisite: FED 300.

An introduction to the regular process and problems of reading instruction as it relates to the broader framework of the language arts. The course explores the introductory components of the reading process and organizational and management aspects of reading instruction. Broad language arts components deal with oral communication, written communication and language strands. Students will be involved in public school field experiences.

### EDEL 364. Children's Literature.

5-0-5. Prerequisite: FED 360.

A survey of literature appropriate for early grade readers, reviewing both current and traditional works in several genres and considering various approaches for teaching such literature.

### EDEL 398. Internship.

1-15 credit hours. Prerequisite: Permission of director of Educational Field Experiences and Advisor.

A supervised teaching experience for teachers seeking certification renewal credit.

### EDEL 400. Directed Study.

1-5 credit hours. Prerequisite: Approval of instructor and department chair prior to registration.

A concentrated investigation of a particular aspect of education as a topic within a teaching field concentration or degree major. The content of the directed study will be determined jointly by the instructor and the student.

### EDEL 401. Instructional Design and Application (K-4) - Math.

3-6-5. Prerequisite: Admission to Instructional Design and Application courses. Study of integrating mathematics concepts, principles and processes into the teaching of mathematics in kindergarten through fourth grade. Emphasis will be placed upon curriculum goals and design as well as planning, implementing and evaluating instruction in mathematics. Includes an extensive field experience as well as media use.

### EDEL 402. Instructional Design and Application (K-4) - Science.

3-6-5. Prerequisite: Admission to Instructional Design and Application courses. Study of integrating science concepts, principles and processes into the teaching of science in kindergarten through fourth grade. Emphasis will be placed upon curriculum goals and design as well as planning, implementing and evaluating instruction in science. Includes an extensive field experience as well as media use.

### EDEL 403. Instructional Design and Application (K-4) - Social Studies

3-6-5. Prerequisite: Admission to Instructional Design and Application courses. Approaches to developing an instructional program in social studies will be examined. The selection of instructional strategies, activities and materials, unit and lesson planning, organizational structures, classroom management, and the development and use of media will be studied in depth. Includes an extensive field experience.

### EDEL 431. Instructional Design and Application (K-4) - Reading.

3-6-5. Prerequisite: Admission to Instructional Design and Application courses. Study of procedures and techniques that can be utilized by the classroom teacher to make formal and informal diagnoses of children's reading needs and abilities to meet individual needs. There is a heavy emphasis on the classroom field experience to provide the college student with an opportunity to put theory into practice.

### EDEL 432. Instruction Design and Application (K-4) - Language Arts.

3-6-5. Prerequisite: Admission to Instructional Design and Application Courses. Study of advanced procedures and techniques to facilitate language arts and reading instruction. There is a heavy emphasis on the classroom field experience to provide the college student with an opportunity to put theory into practice. Media use is also stressed.

### EDEL 473. Student Teaching (K-4).

2-39-15. Prerequisite: See Departmental Student Teaching Requirements. Full-time teaching experience under the supervision of a public school cooperating teacher and college supervisor.

### EDEL 490. Special Topics in Education.

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

## SECONDARY AND MIDDLE SCHOOL EDUCATION (EDSM)

### EDSM 220. Internship.

5 credit hours. Prerequisite: Approval of director of Educational Field Experiences and adviser.

A practicum in a classroom during which the student will be actively involved in the teaching-learning process under the guidance of a professional teacher.

### EDSM 332. Secondary Instructional Design and Application.

2-9-5. Prerequisite: Full Admission to Teacher Education Program.

The study of general principles of planning, implementing, evaluating and managing instruction in the secondary school. Emphasizes selection, application and integration of models of teaching, cooperative learning strategies, instructional media and materials, and systematic analysis and evaluation of teaching effectiveness. Clinical observation and interactive teaching skills are developed in micro-teaching laboratory and field experiences in the secondary school classroom.

### EDSM 362. Reading for Secondary Teachers.

5-0-5. Prerequisite: FED 300.

An introduction to the process and problems of reading instruction in secondary school subject matter areas. Strategies and activities that enable the classroom teacher to develop instruction around these processes and problems will be stressed.

### EDSM 365. Middle Grades and Adolescent Literature.

5-0-5. Prerequisite: EDEL 360 or EDSM 362.

A survey of literature appropriate for middle grade and adolescent readers, reviewing both current and traditional works in several genres and considering various methods and techniques of teaching such literature.

### EDSM 398. Internship.

1-15 credit hours. Prerequisite: Permission of director of educational field experiences and adviser.

A supervised teaching experience for teachers seeking certification renewal credit.

**EDSM 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair prior to registration.

A concentrated investigation of a particular aspect of education as a topic within a teaching field concentration or degree major. The content of the directed study will be determined jointly by the instructor and the student.

**EDSM 410. Instructional Design and Application (4-8) - Math.**

3-6-5. Prerequisite: Admission to Instructional Design and Application courses. Study of integrating mathematics concepts, principles and processes into the teaching of mathematics in grades four through eight. Emphasis will be placed upon curriculum goals and design as well as planning, implementing and evaluating instruction in mathematics. Includes an extensive field experience as well as media use.

**EDSM 411. Instructional Design and Application (4-8) - Science.**

3-6-5. Prerequisite: Admission to Instructional Design and Application courses. Study of integrating science concepts, principles and processes into the teaching of science in grades four through eight. Emphasis will be placed upon curriculum goals and design as well as planning, implementing and evaluating instruction in science. Includes an extensive field experience as well as media use.

**EDSM 412. Instructional Design and Application (4-8) - Social Studies.**

3-6-5. Prerequisite: Admission to Instructional Design and Application courses. Approaches to developing an instructional program in social studies will be examined. The selection of instructional strategies, activities and materials, unit and lesson planning, organizational structures, classroom management, and the development and use of media will be studied in depth. Includes an extensive field experience.

**EDSM 413. Instructional Design and Application (7-12) - Social Studies.**

2-9-5. Prerequisite: Full admission to teacher education program. The study of goals, objectives and content in the design of curriculum and instruction in social studies education. Emphasizes selection, application and integration of strategies for planning, implementation and evaluation of instruction in secondary school history and social studies curriculum. Simulations, instructional resources and computer software are presented. Includes an assigned social studies teaching experience in a secondary school classroom.

**EDSM 414. Instructional Design and Application (7-12) - English.**

2-9-5. Prerequisite: Full admission to teacher education program. The study of goals, objectives and content in the design of curriculum and instruction in English education. Emphasizes selection, application and integration of strategies for planning, implementation and evaluation of instruction in the secondary school English curriculum. Includes an assigned English teaching experience in a secondary school classroom.

**EDSM 415. Instructional Design and Application (7-12) - Science.**

2-9-5. Prerequisite: Full admission to teacher education program. The study of goals, objectives and content in the design of curriculum and instruction in science education. Course provides designing learning experiences for learners of ethnic and varying socioeconomic backgrounds; management and safety approaches for such areas as labs, field trips and classrooms; understanding, interpreting and applying scientific research; utilization of computer applications and other science manipulatives and materials. An assigned secondary-science, school-based experience is integrated into this course.

**EDSM 416. Instructional Design and Application (7-12) - Mathematics.**

2-9-5. Prerequisite: Full admission to teacher education program. An examination of teaching strategies, instructional materials and assessment procedures for teaching secondary school mathematics with emphasis on research and those practices sanctioned by the NCTM and the MAA.

**EDSM 417. Instructional Design and Application (7-12) - Business.**

2-9-5. Prerequisite: Full admission to teacher education program. The study of goals, objectives and content in the design of curriculum and instruction in business education. Emphasizes selection, application and integration of strategies for planning, implementation and evaluation of instruction in the secondary school business curriculum. Includes an assigned business education teaching experience in a secondary school classroom.

**EDSM 433. Instructional Design and Application (4-8) - Reading.**

3-6-5. Prerequisite: Admission to Instructional Design and Application courses. Study of procedure and techniques that can be utilized by the classroom teacher to make formal and informal diagnoses of children's reading needs and abilities leading to the formulation of instructional prescriptions to meet individual needs. There is a heavy emphasis on the classroom field experience to provide the college student with an opportunity to put theory into practice. Media use is also stressed.

**EDSM 434. Instructional Design and Application (4-8) - Language Arts.**

3-6-5. Prerequisite: Admission to Instructional Design and Application courses. Study of advanced procedures and techniques to facilitate language arts and reading instruction. There is a heavy emphasis on the classroom field experience to provide the college student with an opportunity to put theory into practice. Media is also stressed.

**EDSM 474. Student Teaching (4-8).**

2-39-15. Prerequisite: See Departmental Student Teaching Requirements. Full-time teaching experience under the supervision of a public school cooperating teacher and college supervisor.

**EDSM 475. Student Teaching (7-12).**

2-39-15. Prerequisite: See Departmental Student Teaching Requirements. Full-time teaching experience in biology, business, chemistry, English, history, mathematics or social studies under the supervision of a public school cooperating teacher and college supervisor.

**EDSM 490. Special Topics in Education.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair. Selected special topics of interest to faculty and students.

**ENGLISH (ENGL)**

**ENGL 020. Principles of Writing.**

5-0-0. (No degree credit; Institutional credit, 5 hours.) Basic principles and patterns of writing. Instruction and review for Regents' Test. Also required of students who have failed the Regents' Test.

**ENGL 099. Developmental English.**

5-0-0. (No degree credit. Institutional credit, 5 hours.) Prerequisite: Placement by College Placement Examination, by Admissions Office or by Developmental Studies Department. A developmental studies course that prepares the student for credit courses in English. Emphasizes correct grammar and standard usage as well as basic composition skills.

**ENGL 101. Composition I.**

5-0-5. Prerequisite: ENGL 099 and READ 099 if required.

Designed to teach principles of good writing. Attention to grammar, sentences, punctuation, diction, mechanics and major forms of discourse. Themes, parallel readings, and a short documented essay required.

**ENGL 102. Composition II and Introduction to Literature.**

5-0-5. Prerequisite: ENGL 101.

Continuation of English 101. Advanced compositions, including a documented term paper, with parallel readings. Serves as an introduction to literature.

**ENGL 201. Literature of the Western World I.**

5-0-5. Prerequisite: ENGL 102.

Homer through the Renaissance.

**ENGL 203. English Literature to 1800.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Beowulf through Boswell.

**ENGL 204. English Literature after 1800.**

5-0-5. Prerequisite ENGL 201 or 205 and 206.

Blake through Beckett.

**ENGL 205. World Literature I.**

3-0-3. Prerequisite: ENGL 102.

Major literary works and authors from world literature to about 1650.

**ENGL 206. World Literature II.**

3-0-3. Prerequisite: ENGL 102.

Major literary works and authors from world literature after 1650.

**ENGL 210. Contemporary English Grammar and Usage**

3-0-3. Prerequisites: English 099 and Reading 099 if required.

Introduction to present-day English grammar and usage, including current problems in the basic English sentence.

**ENGL 221. American Literature through the Civil War.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Colonial Period to 1865.

**ENGL 222. American Literature after the Civil War.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

From 1865 to present.

**ENGL 300. Research and Critical Writing.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Overview of practical criticism and literary research. Emphasis will be placed on the application of critical methods through a series of literary analyses and research papers.

**ENGL 301. Fiction.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of the fiction writer's art. Representative readings.

**ENGL 302. Creative Writing: Fiction.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Theory and practical experience in the writing of fiction.

**ENGL 303. Poetry.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of the poet's art. Representative readings.

**ENGL 304. Creative Writing: Poetry.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Theory and practical experience in the writing of poetry.

**ENGL 305. Drama.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of the dramatist's art. Representative readings.

**ENGL 306. Creative Writing: Drama.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Theory and practical experience in the writing of plays.

**ENGL 307. Film as Narrative Art Form.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of film as narrative art form, covering such elements as character, theme and symbol. Screenings of selected films.

**ENGL 308. Literary Adaptations to Film.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

A study of the relationship between film and literary sources. Screenings of selected films accompanied by close reading of the literary texts.

**ENGL 310. Advanced Grammar.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of sentence structure, emphasizing terminology, sentence structure and punctuation.

**ENGL 311. Advanced Composition.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Emphasis on expository and argumentative writing with attention to style, organization and development. Parallel readings.

**ENGL 312. Scientific and Technical Writing.**

5-0-5. Prerequisite: English 201 or 205 and 206.

Analysis of and practice in writing process analysis, descriptions of mechanisms, abstracts, user documentation and research reports.

**ENGL 320. The Bible as Literature.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of authors, themes, genres and composition of biblical writings.

**ENGL 360. Southern Literature.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of literary achievements in the South, including Southern local color and and Southwestern humor, the Southern Renaissance and contemporary Southern writers.

**ENGL 364. African-American Literature.**

5-0-5. Prerequisites: ENGL 201 or 205 and 206.

This survey of African-American literature focuses on selected major authors in their historical and cultural contexts: antebellum, post-Civil War, Harlem Renaissance, the sixties and the contemporary scene. The course will examine the main literary genres created or adopted by African-American authors such as slave narrative, essay, fiction, drama and poetry. The course includes authors such as Wheatley, Douglass, Dunbar, Chesnutt, Johnson, Dubois, McKay, Toomer, Hurston, Huges, Brown, Brooks, Wright, Baldwin, Baraka and Morrison.

**ENGL 370. Romanticism in American Literature.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Focus on major writers from approximately 1800 to 1865. Authors such as Poe, Emerson, Stowe, Fuller, Thoreau, Hawthorne, Melville and Whitman.

**ENGL 372. Realism and Naturalism in American Literature.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Focus on major writers from approximately 1865 to 1914. Authors such as Dickinson, Howells, Twain, James, Wharton, Crane, Dreiser and Chopin.

**ENGL 375. Modern American Literature.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

A study of representative 20th-century writers to the 1960's. Authors such as Faulkner, Hemingway, Fitzgerald, O'Neill, Eliot, Frost, Stevens, Welty, Plath, Rich and Ellison.

**ENGL 382. Contemporary Literature.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of representative literary works since 1960, including such authors as William Golding, Isaac Singer, Graham Greene, Iris Murdoch, Saul Bellow, Toni Morrison, Anne Tyler and John Fowles.

**ENGL 387. 20th-Century American Poetry.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

American poetry from 1900 to the present.

**ENGL 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internships (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**ENGL 398. Internship.**

1-15 credit hours. Prerequisite: Approval of departmental internship adviser.

Supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in general or free elective areas.

**ENGL 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor, curriculum committee, and department chair required prior to registration. Up to five hours of credit.

Selected topics of an advanced nature that may include original research. Normally for projects not served through regularly scheduled courses.

**ENGL 401. History of the English Language.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of the chronological development of the English language from its origin to the present.

**ENGL 402. History of Literary Criticism.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Survey of literary theory from classical times to the present.

**ENGL 407. Advanced Creative Writing: Fiction.**

5-0-5. Prerequisite: ENGL 302 or permission of instructor.

An advanced fiction-writing workshop which explores major aspects of narrative craft. Extensive fiction writing and revision, workshop discussion and some readings in major authors of short fiction.

**ENGL 410. English Drama to 1642.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of English drama from the beginning to the close of theaters, excluding Shakespeare.

**ENGL 411. Chaucer.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of Chaucer's works with focus on *Canterbury Tales* and *Troilus and Criseyde*.

**ENGL 412. Medieval Literature.**

5-0-5. Prerequisites: ENGL 201 or 205 and 206.

Study of selected literary works of the Middle Ages. Genres to be examined include epics, romances, drama, ballads and lyrics.

**ENGL 430. Elizabethan Prose and Poetry.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of 16th-century English literature, excluding drama. Authors such as Spenser, Sydney and Shakespeare.

**ENGL 431. Shakespeare.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of selected major tragedies, histories and comedies, including biographical, historical and critical aspects of the period.

**ENGL 435. 17th-Century Prose and Poetry.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of representative 17th-century poets and essayists, excluding Milton. Authors such as Donne, Herbert, Browne, Marvell and Vaughan.

**ENGL 436. Milton.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of selected poetry and prose, with focus on *Paradise Lost*, *Paradise Regained* and *Samson Agonistes*.

**ENGL 440. 18th-Century Prose and Poetry.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of representative English authors, 1689-1800, including Dryden, Pope, Swift, Johnson and Boswell.

**ENGL 450. English Romanticism.**

5-0-5 Prerequisites: ENGL 201 or 205 and 206.

Survey of the period of English literature from the late 18th-century to the 1830's, including such authors as Austen, Blake, Byron, Coleridge, DeQuincey, Hazlitt, Hogg, Keats, Lamb, Peacock, Scott, M. Shelley, P.B. Shelley, Wordsworth.

**ENGL 453. The English Novel: Early 18th-Century to Romantic Experiments.**

5-0-5. Prerequisites: ENGL 201 or 205 and 206.

Survey of representative English novelists from the 1700's to the 1830's, such as DeFoe, Richardson, Fielding, Sterne, Burney, Walpole, Radcliffe, Austen, Edgeworth and Hogg.

**ENGL 460. Victorian Prose and Poetry.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of representative authors such as Carlyle, Newman, Mill, Ruskin, Tennyson, Browning and Arnold.

**ENGL 463. The English Novel: Victorian to Modern.**

5-0-5. Prerequisites: ENGL 201 or 205 and 206.

Survey of representative English novelists from the Victorian period to the onset of Modernism, such as the Brontes, Thackeray, Dickens, Eliot, Moore, Wilde, Stoker, Hardy, Galsworthy and Butler.

**ENGL 465. Modern British Literature.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of representative 20th-century writers to the 1960s. Authors such as Conrad, Yeats, Joyce, Woolf, Lawrence, Thomas, Eliot, Ford, Forster and Lessing.

**ENGL 490. Special Topics in English.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206.

Study of selected topics such as science fiction and fantasy, women in literature, African-American literature, and international literature. Open to English and non-English majors.

**ENGL 499. Senior Seminar.**

5-0-5. Prerequisite: ENGL 201 or 205 and 206 and completion of 135 credit hours.

Detailed study of a literary, artistic, or cultural movement, theme, trend or philosophy with literary texts as the focal point but exploring works in related fields, culminating in the preparation of an original, substantial and researched seminar paper, which is to be presented orally and formally. The course will be open to English and other majors.

**FINANCE (FIN)****FIN 350. Principles of Finance.**

5-0-5. Prerequisites: All students must have completed 90 hours of credit including Area IV of the business core.

An introductory course designed to develop a knowledge of the basic concepts, principles and functions of managerial finance, with emphasis on working capital management, capital budgeting and capital structure strategies of the non-financial corporation.

**FIN 351. Consumer Finance.**

5-0-5. Prerequisite: None.

A non-technical course designed to develop an understanding of the basic principles and techniques as they apply to personal income, spending and investment. Emphasis is placed upon financial planning, budgeting, saving, home ownership, estate planning and retirement.

**FIN 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internships (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**FIN 398. Internship.**

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. A research paper is required to receive credit. For junior or senior students who wish to participate in an on-the-job experience in which they may apply their academic training. The work experience may not be with a current employer. The course will be graded on an S-U basis. Credit is allowed only in elective areas.

**FIN 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration. Special topics of an advanced nature not in the regular course offerings.

**FIN 450. Corporate Asset Management.**

5-0-5. Prerequisite: FIN 350.

Develops decision-making concepts and practices regarding the allocation of funds in the firm.

**FIN 452. Investment Analysis.**

5-0-5. Prerequisite: FIN 350.

An introduction to the principles and concepts of investments from the standpoint of individuals and institutions. Attention is focused on the analysis of potential returns and risks of individual securities and how they are efficiently combined into portfolios.

**FIN 453. Short-Term Financial Management.**

5-0-5. Prerequisite: FIN 350.

This course focuses on the management of the short-term portion of an organization's balance sheet: cash, short-term investments, receivables and inventory on the asset side and payables, short-term debt and accruals on the liability side.

**FIN 455. Financial Management of Financial Institutions.**

5-0-5. Prerequisite: FIN 350.

Financial decision-making concepts are applied to the particular financial management issues of financial institutions, including funds acquisition and management of operations and capital investments.

**FIN 456. Money and Capital Markets.**

5-0-5. Prerequisite: FIN 350.

Role of finance and financial institutions in the money and capital markets in the United States, including supply of and demand for funds, interest rates and flow-of-funds analysis.

**FIN 457. Corporate Financing and Capital Structure Management.**

5-0-5. Prerequisite: FIN 450.

Develops the analytical concepts and management practices comprising the firm's demand for financial resources.

**FIN 458. Advanced Investment and Portfolio Management.**

5-0-5. Prerequisite: FIN 452.

Extends the analytical aspects of security market and valuation techniques introduced in FIN 452 and examines the implementation of modern investment theory to important aspects of individual and institution portfolio management.

**FIN 459. International Financial Management.**

5-0-5. Prerequisite: FIN 350.

Investigates the implications for financial decision-making rules and policies that result from consideration of an international financial perspective.

**FIN 490. Special Topics in Finance.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

**FINE ARTS (FA)****FA 401. Comparative Fine Arts.**

5-0-5. Prerequisite: ENGL 099 and READ 099 if required.

A study of the development and relationship of selected works of art, drama and literature in Western culture. Also, a study of representative works of music from the major periods to modern times.

**FOREIGN LANGUAGE (FL)****FL 101. Introductory Foreign Language I**

5-0-5. Prerequisite: ENGL 099 or READ 099 if required.

Major emphasis on development of oral-aural skills. Reading and writing skills are developed through the use of dictation, lab exercises, compositions, etc.

**FL 102. Introductory Foreign Language II.**

5-0-5. Prerequisite: FL 101 or permission of instructor.

Major emphasis on the further development of aural-oral skills. Reading and writing skills are developed through the use of dictation, lab exercises, compositions, etc.

**FL 201. Intermediate Foreign Language I.**

5-0-5. Prerequisite: FL 102 or permission of instructor.

Development of aural-oral skills continues to be stressed, but greater attention is paid to obtaining accuracy in writing and to increasing vocabulary through reading of authentic texts and the use of the target language in context.

**FL 202. Intermediate Foreign Language II.**

5-0-5. Prerequisite: FL 201 or permission of instructor.

Development of aural-oral skills continues, but major emphasis is placed on development of reading and writing skills through the use of authentic texts and compositions.



**FL 300. Spanish, French or German for International Studies Minor.**  
5-0-5. Prerequisite: Spanish, French or German 202 or the equivalent.  
An individualized course of instruction that emphasizes reading comprehension. Content is tailored to correspond to the student's major focus within the minor. Activities and readings are selected based on the student's level of reading proficiency in the target language.

**FL 490. Special Topics in Foreign Language.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.  
Selected topics of interest to faculty and students.

## FRENCH (FREN)

**FREN 101. Introductory French I.**

5-0-5. Prerequisite: ENGL 099 or READ 099 if required; no prior study of French or less than one year of high school French.  
Major emphasis is on the development of aural-oral skills. Reading and writing skills are developed through the use of dictation, lab exercises and compositions. Not open to native speakers of French

**FREN 102. Introductory French II.**

5-0-5. Prerequisite: French 101, one year or more of high school French or the equivalent.  
Major emphasis is on the further development of aural-oral skills. Reading and writing skills are developed through the use of lab exercises, dictations and compositions. Not open to native speakers of French.

**FREN 201. Intermediate French I.**

5-0-5. Prerequisite: French 102 or the equivalent.  
Development of aural-oral skills continues to be stressed but greater attention is paid to obtaining accuracy in writing and to increasing vocabulary through reading of authentic texts and the use of the target language in context. Not open to native speakers of French.

**FREN 202. Intermediate French II.**

5-0-5. Prerequisite: French 201 or the equivalent.  
Development of aural-oral skills continues, but major emphasis is on reading and writing skills through the use of authentic texts and compositions. Not open to native speakers of French.

**FREN 220. Intermediate Reading and Composition.**

5-0-5. Prerequisite: FREN 202.  
Course will help students develop strategies for reading and writing in French. A variety of texts, literary and non-literary, will be used. Readings and discussion in French.

**FREN 221. Intermediate Listening Comprehension & Conversation.**

5-0-5. Prerequisite: FREN 202.  
This course will help students develop strategies for listening comprehension and conversation in French. Students will deal with both concrete and abstract topics. Class will be conducted in French.

**FREN 300. Introduction to Literature.**

5-0-5. Prerequisite: French 202 or permission of instructor.  
An introduction to the study and analysis of representative works of French literature. Emphasis on development of reading and writing skills. Lecture and discussion in French.

**FREN 302. Practical Conversation.**

5-0-5. Prerequisite: French 202 or permission of instructor.  
Students learn to express themselves verbally and in writing on a variety of "survival" topics. Emphasis on class interaction such as role playing based upon real-world situations, skits and extemporaneous speaking. Topics may also expand from basic situations to discussions of professional areas and "problem solving" in the target language.

**FREN 303. Grammar and Composition.**

5-0-5. Prerequisite: French 202 or permission of instructor.  
A review of basic grammar and an introduction to the more difficult points of French grammar and syntax. Composition topics complement discussion of specific grammatical problems for English speakers.

**FREN 304. Commercial French.**

5-0-5. Prerequisite: French 202 or permission of instructor.  
Introduction to the French language as used in business. Emphasis is on practical communication in the form of letters and other business-related documents. Students are also introduced to economic, social and political factors that are important to conducting business in the French-speaking world.

**FREN 310. Survey of French and Francophone Culture and Institutions I.**

5-0-5. Prerequisite: French 202 or permission of instructor.  
A survey of major institutions, values, customs and literary and historical movements in the French-speaking world from the Middle Ages to 1800. Includes discussion of the role these factors have played in the development of the French-speaking world.

**FREN 311. Survey of French and Francophone Culture and Institutions II.**

5-0-5. Prerequisite: French 202 or permission of instructor.  
Survey of major institutions, values, customs and literary and historical movements in the French-speaking world during the nineteenth and twentieth centuries. Includes discussions of the role of France and other French-speaking nations in the modern world.

**FREN 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internships (CAPS Center).  
A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**FREN 398. Internship.**

1-15 credit hours. Supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in elective areas.

**FREN 400. Directed Study.**

1-5 hours. Prerequisite: French 202 or approval of instructor, major area committee, and department chairman.  
Covers special topics and seminars external to course offerings that allow a student to work individually with instructor.

**FREN 410. French Linguistics.**

5-0-5. Prerequisite: French 202 or permission of instructor.  
A study of the sounds of French vowels, consonants, words and word groups using phonetic transcriptions and symbols. An introduction to the study of language and the application of the science of linguistics.

**FREN 420. Advanced Literature I**

5-0-5. Prerequisite: French 310 and French 300 or permission of instructor.  
An introduction to the literature and culture of France from the Middle Ages to 1800. Readings and discussion in French.

**FREN 422. Advanced Literature II.**

5-0-5. Prerequisite: French 311 and French 300 or permission of instructor.

An introduction to the literature and culture of France during the nineteenth and twentieth centuries. Readings and discussion in French.

**FREN 424. Advanced Literature III.**

5-0-5. Prerequisite: French 311 and French 300 or permission of instructor.

An introduction to the literature and culture of the Francophone world. Although the Francophone countries of Europe are included within the scope of this course, special attention will be given to French Canada and the French-speaking African nations.

**FREN 450. Topics in Modern France and the Francophone World: Business, Culture, Values.**

5-0-5. Prerequisite: French 310/311 or permission of instructor.

An introduction to the institutions, business, culture, values, customs and literatures of France and the Francophone world in the twentieth century. Includes an analysis of their influence on government, politics, diplomacy and business in these regions.

**FREN 460. Methods of Translation.**

5-0-5. Prerequisite: French 303 or permission of instructor.

Survey of French grammar and syntax with special emphasis on techniques of general translation and major fields of specialization such as law, medicine, literature, business, etc.

**FREN 465. Advanced Commercial French.**

5-0-5. Prerequisite: French 304 or permission of instructor.

A continuation of French 304 that offers an in-depth survey of business practices and the language of business in the French-speaking world.

**FREN 490. Special Topics in French.**

1-5 hours. Prerequisite: French 202 or permission of instructor.

Special topics relevant to current concerns within the French-speaking community.

**Studies Abroad. 395/396/397/495/496/497.**

10-15 hours. Prerequisite: French 101, 102, 201, 202 or the equivalent. Studies abroad is sponsored by the University System of Georgia International Intercultural Studies Program. A student may receive up to 15 quarter hours credit at Kennesaw State College upon successful completion of one of these programs.

**FRENCH EDUCATION (FRED)****FRED 410. Introduction to the Proficiency Oriented Classroom, K-12.**

5-0-5. Prerequisite: Admission to Teacher Education program or permission of Chair, Department of Foreign Languages.

Survey of the proficiency movement in foreign language education and an introduction to the American Council on the Teaching of Foreign Languages Proficiency Guidelines, the Interagency Language Roundtable Proficiency Levels, and the purpose and structure of the Oral Interview as they apply to the foreign language classroom, K-12.

**FRED 412. Defining and Developing Proficiency in the Foreign Language Classroom, K-12.**

3-6-5. Prerequisite: French Education 410.

An examination of the literature on proficiency that includes discussion of definitions of proficiency and why it is useful to define and measure it, teaching in the target language, approaches and practical adaptations to approaches to teaching the language, and class demonstrations, K-12. Field experience required.

**FRED 413. Instructional Design and Application, K-12.**

8-6-10. Prerequisite: French Education 412; admission to IDA.

Provides the student the opportunity to practice and to adapt approaches discussed in French Education 412. Emphasis is on guided classroom teaching and continuing review of instruction by both student and supervisor. Field experience required.

**FRED 480. Student Teaching (K-12).**

2-39-15. Prerequisite: Admission to Student Teaching.

Full-time teaching experience in French under the supervision of a public school cooperating teacher and college supervisor.

**GEOGRAPHY (GEOG)****GEOG 103. Issues in Geography.**

3-0-3. Prerequisite: None

An introductory survey of the geographic themes of location, place, human-environment interaction, movement and region with an emphasis on place. For business majors.

**GEOG 201. Introduction to Geography.**

5-0-5. Prerequisite: None.

An introduction to physical geography--surveying climate, vegetation, soils, landforms and water resources in their area interrelations and distributions--and to human geography. Identification of basic geographic concepts, in analysis of social, economic and political problems at local, regional and worldwide scales.

**GEOG 300. Urban Geography.**

5-0-5. Prerequisite: None.

An analysis of the location and distribution of urban centers, urban land uses and the geographical aspects of general urban issues.

**GEOG 310. Historical Geography.**

5-0-5. Prerequisite: None.

Study of the geographic factors influencing the settlement pattern within the eastern United States and of human modification of the natural landscape from the colonial period through the 19th century.

**GEOG. 312. Geography of the Soviet Union and Eastern Europe.**

5-0-5. Prerequisite: GEOG 201.

A geographical survey of the U.S.S.R. and Eastern Europe, with stress on the tremendous diversity found in both the physical and human geography of these regions. The economic, political and cultural geography will be examined within a framework of the broad changes now transpiring throughout the Soviet empire and the bloc of former and present communist nations along its western margin.

**GEOG 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of adviser, instructor, major area committee and department chair prior to registration.

Covers special topics and seminars external to regular course offerings.

**GEOG 490. Special Topics in Geography.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected topics of interest to faculty and students.

**GERMAN (GERM)****GERM 101. Introductory German I.**

5-0-5. Prerequisite: ENGL 099 and READ 099 if required.

Major emphasis is on the development of aural-oral skills. Reading and writing skills are developed through the use of dictation, lab exercises and short compositions. German will be continuously used throughout the course.

**GERM 102. Introductory German II.**

5-0-5. Prerequisite: GERM 101 or equivalent.

Major emphasis is on the further development of aural-oral skills. Reading and writing skills are developed through the use of lab exercises, dictations and compositions. An oral exam will be included as part of the final examination. German will be used continuously throughout the course.

**GERM 201. Intermediate German I.**

5-0-5. Prerequisite: GERM 102 or equivalent.

Development of aural-oral skills continues to be stressed, but greater attention is paid to obtaining accuracy in writing and to increasing vocabulary through reading of authentic texts and the use of German in context. Course taught in German.

**GERM 202. Intermediate German II.**

5-0-5. Prerequisite: GERM 201 or equivalent.

The course begins with an extensive grammar review, but is intended to be primarily a reading course with emphasis on oral practice and written composition. Course taught in German.

**GERM 300. Introduction to Literature.**

5-0-5. Prerequisites: GERM 202 or permission of instructor.

Reading and discussion of representative works of German literature to acquaint the student with a variety of genres and the basic techniques of literary interpretation. Close attention will be paid to form, content and the social and political background. Class participation and discussion constitute an important part of the course, which will be conducted in German.

**GERM 302. Practical Conversation.**

5-0-5. Prerequisite: GERM 202 or permission of instructor.

Students learn to express themselves verbally, using role-play, skits and extemporaneous speaking on a variety of topics including basic situations as well as discussions of professional areas. Course taught in German.

**GERM 303. Grammar and Composition.**

5-0-5. Prerequisite: GERM 202 or permission of instructor.

Introduction to the more difficult points of advanced German grammar, syntax and style. In addition to the practice of composition skills, a vigorous effort is made to expand the student's active vocabulary. Course taught in German.

**GERM 310. Survey of German Culture and Institutions I.**

5-0-5. Prerequisites: GERM 202 or permission of instructor.

A survey of the culture and civilization of Central Europe from the early Middle Ages through the Enlightenment. It is designed to provide an overview of the major epochs in the cultural history of the area on the basis of artistic and historical development. Conducted in German.

**GERM 311. Survey of German Culture and Institutions II.**

5-0-5. Prerequisites: GERM 202 or permission of instructor.

A survey of culture and civilization of Central Europe from the Enlightenment to the present. It is designed to provide an overview of the major epochs in the cultural history of the area on the basis of artistic and historical developments. Conducted in German.

**GERM 352. Introduction to Commercial German.**

5-0-5. Prerequisite: GERM 202 or permission of instructor.

A study of the German language as used in business. Students learn to write business letters and documents in German. Also, students learn economic, political and sociological aspects of the German world needed to carry on business with the German speaker.

**Studies Abroad. 395, 396, 397, 495, 496, 497.**

5-15 credit hours. Prerequisite: Four quarters of the language or the equivalent. A student who participates in the University System Studies Abroad Program in the area of German conducted overseas may receive up to 15 quarter hours of credit at Kennesaw State College. Credit is transferrable to other institutions within the University System of Georgia.

**GERM 490. Special Topics in German.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair. Selected topics of interest to faculty and students.

**HEALTH, PHYSICAL EDUCATION AND RECREATION (HPED)****SECTION I: Physical Activity Program.**

(HPED 100 and an elective from HPED 103-175 are required of all students to meet the institutional physical education requirement. There is a departmental minimum attendance policy for courses in this program.)

**HPED 100. Fitness for Living.**

3-2-4. Prerequisite: None.

Theoretical knowledge and practical experience in the principles, assessment and development of total well-being through health related physical fitness and lifestyle management techniques. Major topics include cardiovascular endurance, flexibility, muscular strength and endurance, body composition, nutrition, stress management and postural efficiency.

**HPED 103. Aerobic Conditioning/Weight Training.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in a variety of cardiovascular fitness related activities and weight training principles.

**HPED 105. Archery/Badminton.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in target archery and badminton.

**HPED 107. Basketball/Softball.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in five player basketball and slow pitch softball.

**HPED 109. Dance: Ballet.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in classical ballet dance.

**HPED 111. Dance: Folk and Square.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in international folk dance; and circle, contra, and western style square dance.

**HPED 113. Dance: Jazz.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in basic jazz dance.

**HPED 115. Dance: Modern.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in basic modern dance.

**HPED 117. Dance: Social.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in ballroom and popular dance. Dance steps and styles will include Waltz, Cha Cha, Tango, Fox-trot, Shag and current popular social dances.

**HPED 119. Field Hockey/Soccer.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in field hockey and soccer.

**HPED 121. Golf.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in golf. Additional fee required.

**HPED 123. Martial Arts.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in the development of martial arts and self defense skills. Additional fee required.

**HPED 125. Outdoor Recreational Pursuits.**

2-1-2. Prerequisite: HPED 131 or instructor's consent.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation and appreciation of outdoor recreation activities. Units represented may include backpacking, camping, orienteering and canoeing. Weekend trips, off campus field experiences and additional fee required.

**HPED 127. Racquetball.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in four-wall racquetball. Course meets off campus and requires an additional fee.

**HPED 129. Stunts and Tumbling/Gymnastics**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in the development of stunts, tumbling and gymnastic skills. Additional fee required.

**HPED 131. Swimming: Beginning.**

2-1-2. Prerequisite: A novice or beginning swimmer, and instructor's consent.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful completion of the American Red Cross Beginning through Intermediate swimming levels. Course is designed for the non-swimmer or individual with limited aquatic experience.

**HPED 133. Swimming: Intermediate.**

2-1-2. Prerequisite: HPED 131 or instructor's consent.

Motor skill acquisition, fundamental techniques and knowledge appropriate for swimming and water safety. Successful completion of this course corresponds to standards for the American Red Cross Swimmer level.

**HPED 135. Swimming: Lifeguarding.**

3-1-2. Prerequisite: HPED 133 or instructor's consent.

Motor skill acquisition, fundamental techniques and knowledge appropriate to become certified in American Red Cross Lifeguard Training.

**HPED 139. Tennis.**

2-1-2. Prerequisite: None

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in tennis.

**HPED 141. Track and Field.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful development and participation of activities related to track and field.

**HPED 143. Volleyball/Team Handball.**

2-1-2. Prerequisite: None.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the successful participation in power volleyball and European handball.

**HPED 155. Elementary Movement Activities.**

2-1-2. Prerequisite: HPER or EDUC major only.

Motor skill acquisition, fundamental techniques and knowledge appropriate for the development and understanding of movement education, activities and rhythm relating to educational games, dance and gymnastics using Laban's framework. Attention given to those activities that may be utilized in physical education programs for early and middle grade schools. Will count toward the physical education institutional requirement for HPER and EDUC teacher education majors only.

**HPED 165. Creative Gaming and Leisure Activities.**

2-1-2. Prerequisite: HPER major only.

Fundamental techniques and knowledge appropriate for lead-up games for sports, cooperative games and games commonly used in the middle school curriculum. May not be used to satisfy the physical education institutional requirement.

**HPED 175. Physical Activity for Students with Disabilities.**

2-1-2. Prerequisite: Instructor's and department chair's consent.

This course is designed for the student who has a medical certificate and cannot meet the physical activity requirement provided through the regular activity course listings. The course involves individual exercise and activity prescription determined by the nature of the disability and the individual's physician.

**SECTION II: Health, Physical Education and Recreation Major Courses.****HPED 200. Introductory Analysis in Health and Physical Education.**

3-0-3. Prerequisite: All developmental study courses, if required.

An introduction to the discipline of health and physical education. Emphasis on providing an overview of career options, major programs of study, and professionalism in health and physical education relative to current concepts and trends in the field. HPER majors should take this course prior to all 200-400 level major course.

**HPED 205. Outdoor Recreation and Education.**

2-2-2. Prerequisites: HPED 131 and HPER Majors.

Fundamental techniques and leadership skills necessary for safe participation in a variety of land and water outdoor recreational and educational activities without disturbance to the environment. Activities may include backpacking, camping, orienteering, canoeing, basic survival and problem solving adventure activities.

**HPED 207. Swimming: Water Safety Instructor.**

3-2-3. Prerequisite: HPED 133 or instructor's consent.

Fundamental techniques, knowledge and methods appropriate to become certified to teach all levels in the American Red Cross swimming programs. Does not count toward PE requirement.

**HPED 210. History and Philosophy of Physical Education**

3-0-3. Prerequisites: ENGL 099 and READ 099 if required.

A survey and study of the historical and philosophical principles relative to physical education from a world and U.S. perspective.

**HPED 237. Social Issues of Sport.**

5-0-5. Prerequisite: All developmental study courses, if required.

Study of sociological factors related to sport and physical activity. Emphasis on the role and impact of sport in society. Topics include ethnic cultures, technology, politics, economics and the social processes of sport and athletics.

**HPED 305. Coaching Principles.**

4-2-5. Prerequisites: HPED 315 recommended.

Basic understanding of the theoretical and practical applications of the sport science areas of physical education related to coaching. Current issues and topics addressing the principles and problems of the prospective interscholastic coach including coaching philosophy, pedagogy, sport psychology, sport medicine and sport physiology. Students successfully completing the course may become certified as a Leader Level Coach by the American Coaches Effectiveness Program.

**HPED 310. Sociological and Psychological Aspects of Sport & Physical Education.**

5-0-5. Prerequisite: PSY 201 or SOCI 201.

A survey of social psychological factors affecting performance in sports and physical activity. Emphasis on the impact on performance and the teaching/learning process. Topics will include leadership, motivation, group cohesion, social facilitation, arousal/anxiety, cognitive processes, and competition and cooperation.

**HPED 315. First Aid and Personal Safety.**

3-2-4. Prerequisite: None.

American Red Cross standard and instructor certification in first aid, safety and cardiopulmonary resuscitation (CPR).

**HPED 320. Motor Learning.**

5-0-5. Prerequisites: PSY 201.

Current theories and principles explaining motor behavior and the psychological factors related to and affecting motor skill acquisition and performance. Topics include learning theories, information processing, motor control, state of the learner, nature of skills and instructional considerations.

**HPED 330. Personal and Community Health.**

5-0-5. Prerequisite: HPED 100.

A study of the physical, mental and social factors of personal wellness and community health issues. Topics include substance abuse and use, human sexuality, psychological and social health, consumer health and environmental health.

**HPED 335. School Health Program.**

5-0-5. Prerequisites: Admission to the Program.

Materials and concepts relating to the organization, purpose, content and issues of a total school health program for the early grade, middle and secondary school settings. Topics will include school health, communicable and noncommunicable disease, and accident prevention and safety.

**HPED 340. Legal Aspects of Sport and Physical Activity.**

5-0-5. Prerequisites: Junior/senior standing, admission to the Program.

This course is designed to assist each individual in developing a responsible and safe attitude toward sport programming by identifying procedures that will aid in reducing the probability of injuries/lawsuits surrounding sport and physical activity.

**HPED 345. Curriculum Development and Instructional Design in Physical Education I.**

4-3-5. Prerequisite: Admission to the Program.

Curriculum development, methods, and materials for planning and implementing a total developmental program for early and middle grade physical education. Includes teaching experiences, directed field observations, and appropriate computer software usage.

**HPED 355. Curriculum Development and Instructional Design in Physical Education II.**

4-3-5. Prerequisite: Admission to the Program.

Curriculum development, methods and materials for planning and implementing a total developmental program for secondary grade physical education. Includes teaching experiences, directed field observations and appropriate computer software usage.

**HPED 365. Curriculum, Methods and Materials in Health Education.**

4-3-5. Prerequisite: HPED 330 and 335.

Curriculum development and instructional design analysis for the planning and implementation of health education programs for the early, middle and secondary school grades. Includes teaching experiences, directed field observations and appropriate computer software usage.

**HPED 367. Early Grade Health and Physical Education Methods for Classroom Teachers.**

4-3-5. Prerequisites: HPED 155 and FED 300.

The study of movement experiences and health education appropriate for early grade school children. Planning, teaching and evaluating a developmental program. Includes teaching and directed field experiences.

**HPED 375. Adapted Physical Education.**

4-3-5. Prerequisite: HPED 345 or 355.

The techniques of identification, appraisal and classification of exceptional individuals with atypical physical conditions. Methods for modifying and developing suitable programs for these special populations in health and physical education classes and activity centers. Emphasis is on meeting the needs of individuals as characterized by Public Law 94-142. Includes practical experience in an adapted program.

**HPED 380. Biomechanics.**

5-0-5. Prerequisite: BIOL 207.

The study of neuromuscular and mechanical principles of motion as related to the analysis of human movement.

**HPED 398. Internship.**

1-15 credit hours.

A supervised, credit-earning experience of one academic quarter with a previously approved business firm, sport organization, private agency or governmental agency. Credit is allowed only in elective areas. S/U grading only.

**HPED 400. Directed Study.**

1-15 credit hours. Prerequisites: Approval of instructor, major area committee and department chair prior to registration. Covers special topics and seminars of an advanced nature external to regular course offerings.

**HPED 405. Care and Prevention of Sport Injuries.**

4-3-5. Prerequisites: HPED 315 and 380.

Theory and practice of the care, prevention and rehabilitation of sport related injuries. Emphasis on the recognition, classification and evaluation of specific athletic injuries related to articular surfaces.

**HPED 410. Organization and Administration of Health, Physical Education and Recreation.**

5-0-5. Prerequisite: Senior standing or instructor's consent.

The study of concepts and theories relating to organizational tasks in health, physical education and recreation. Administrative theory and leadership skills are studied with special attention given to the broad areas of physical education, athletics and activity-related agencies.

**HPED 415. Nutrition and Physical Activity.**

5-0-5. Prerequisites: HPED 100 and admission to the Program or instructor's consent.

Nutritional needs of individuals participating in physical activity and sport. Topics include the role of individual nutrients in metabolism, estimation of energy needs, fluid balance, food fads, meal planning and nutritional needs of the body during various stages of activity.

**HPED 425. Measurement and Evaluation.**

5-0-5. Prerequisites: MATH 107, admission to the Program and HPED 345 or 355.

A survey of tests and the study of measurement and evaluation in health and physical education. Administration and critique of appropriate measures of content and skill performance. Use of research design, statistics and computer software.

**HPED 427. Research Methodology.**

5-0-5. Prerequisites: HPER Major, senior standing and program admission.

Overview of the research process applied in the study of health and physical education. Topics will include simple experimental design, data gathering techniques, statistical concepts and methods and report/research writing.

**HPED 430. Physiology of Exercise.**

4-3-5. Prerequisite: HPED 380.

Physiological functions of the body during muscular work. Physiological aspects of fatigue, training and physical fitness. Includes laboratory experiences.

**HPED 435. Fitness Evaluation and Exercise Prescription.**

5-0-5. Prerequisite: HPED 430.

A detailed examination of the health-related aspects of physical fitness. Emphasis on current test procedures used for determining body fat percentage, maximum oxygen uptake, cardiac stress testing and respiratory efficiency. Thoroughly familiarizes student with lab procedures, test protocol and construction of personalized exercise prescription.

**HPED 437. Sport Facility Design and Management.**

5-0-5. Prerequisites: HPED 410 and admission to the Program or instructor's consent.

Study of the principles and theories involving the overall design and management principles of indoor and outdoor facilities for sport and physical activity. Topics will include facility development, personnel management, problem solving, time management, financial administration, policy making, scheduling and public relations.

**HPED 441. Practicum in Early Grade Health & Physical Education.**

2-6-2. Prerequisite: Admission to HPER Teaching Practicums.

Field-based practicum in the early grade public schools designed to provide students with practical experiences in planning and implementing health and physical education instruction. S/U grading only.

**HPED 443. Practicum in Middle School Health & Physical Education.**

2-6-2. Prerequisite: Admission to HPER Teaching Practicums.

Field-based practicum in the middle grade public schools designed to provide students with practical experiences in planning and implementing health and physical education instruction. S/U grading only.

**HPED 445. Practicum in Secondary School Health and Physical Education.**

2-6-2. Prerequisite: Admission to HPER Teaching Practicums.

Field-based practicum in the secondary public schools designed to provide student with practical experiences in planning and implementing health and physical education instruction. S/U grading only.

**HPED 453. Practicum in Human Performance Laboratory.**

2-6-2. Prerequisite: HPED 435.

A field-based practicum in the HPER Human Performance Laboratory. Emphasis will focus on learning how to administer and interpret exercise physiology laboratory tests. Topics will include graded exercise tests, body composition, human performance, pulmonary function and coronary risk profiles. S/U grading only.

**HPED 465. Coaching Practicum.**

2-15-5. Prerequisite: Admission to Coaching Practicum.

A senior-level coaching experience designed primarily for students in the coaching minor program of study. Students will be assigned as assistant head coaches working under the supervision of experienced head coaches on the collegiate, high school, middle school or elementary school level. Students in the teacher education program may do their coaching practicums concurrently with their student teaching. S/U grading only.

**HPED 475. Comprehensive Field Experience.**

2-25-10. Prerequisite: Admission to HPER Comprehensive Field Experience.

A senior-level credit-earning work experience of one academic quarter with an appropriate business firm or agency. The field experience will be supervised by trained personnel in the respective area and evaluated by the appropriate staff in the Department of HPER. Required of all students in the concentration program areas outside teacher education. S/U grading only.

**HPED 485. Student Teaching in Health and Physical Education (K-12).**

2-38-15. Prerequisite: Admission to HPER Student Teaching.

Full-time teaching experience under the supervision of a public school supervising teacher and a college supervisor. S/U grading only.

**HPED 490. Special Topics in Health, Physical Education and Recreation.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected topics of interest to faculty and students not normally offered by the Department of HPER.

**HISTORY (HIST)****HIST 151. United States History to 1865.**

3-0-3. Prerequisites: READ 099 and ENGL 099, if required.  
From Colonization to the end of the Civil War. A study of the development of American society and institutions during this period and how this development affected those of differing races, classes and genders. Some geographical topics are included.

**HIST 152. United States History Since 1865.**

3-0-3. Prerequisite: HIST 151.  
From the Reconstruction Period to the present. Topics include foreign and domestic affairs and how these affected Americans of differing classes, races and genders. Some geographical topics are included.

**HIST 205. World History I.**

3-0-3. Prerequisites: READ 099 and ENGL 099, if required.  
A brief discussion of the development of human history with an emphasis on major cultural, social and political institutions. Covers from the ancient period to 1650. Some geographical topics are included.

**HIST 206. World History II.**

3-0-3. Prerequisite: HIST 205.  
From 1650 to the present, emphasizing how the process commonly called "modernization" has influenced how humans in all nations think, feel and behave. Some geographical topics are included.

**HIST 275. Introduction to Local History and Historical Methodology.**

5-0-5. Prerequisite: HIST 151 and 152.  
Using the vehicle of local history, this course is designed to acquaint students with repositories of historical documents in the Atlanta area and to provide them with a working knowledge of historical research methods.

**HIST 276. Problems and Philosophies of World History.**

5-0-5. Prerequisite: HIST 205 and 206.  
This course will explore some of the major limits and problems inherent in historical understanding and introduce the student to philosophies of history that have sought to address those problems. Case studies of major historical controversies help students recognize the important ways those limits and problems influence even the greatest scholars' efforts at historical analysis.

**HIST 300. Introduction to the Study of History.**

5-0-5. Prerequisite: HIST 205 and 206.  
Historical research, organization and the use of evidence. Includes form and style in historical writing, philosophies of history and historiography. Note: Only open to students following previous catalogs.

**HIST 301. History of Science.**

5-0-5. Prerequisite: One 100 - 200-level history course.  
Scientific ideas and methods from ancient times to present, with special emphasis on intellectual trends that contributed to the modern world's scientific outlook.

**HIST 305. The World Since 1945.**

5-0-5. Prerequisite: HIST 152 and 206.  
A survey of major themes and events in world history since 1945. The course will emphasize social and cultural developments in addition to the traditional concerns with economic and political relations. Both western and non-western cultures will be considered and both great power relationships and the interaction of smaller nations at the regional level.

**HIST 311. The New South.**

5-0-5. Prerequisite: HIST 151 and 152.  
The South's social, political and economic development from 1865. Emphasizes Reconstruction, the "New South Creed," industrialization and the region's national contemporary position.

**HIST 321. Diplomatic History of the United States.**

5-0-5. Prerequisite: HIST 151, 152 and 206.  
Major trends in U.S. diplomacy from 1898 to the present. Emphasizes U.S. rise to power, the resulting problems, World Wars I and II, the Cold War and relations with developing world areas.

**HIST 331. United States Social and Cultural History I.**

5-0-5. Prerequisite: HIST 151.  
The United States from 1492 to 1865. Concerns developments in philosophy, religion, literature, technology, folkways, mores, minority problems, education and environment.

**HIST 332. United States Social and Cultural History II.**

5-0-5. Prerequisite: HIST 152.  
The United States from 1865 until the present. Concerns developments in philosophy, religion, literature, technology, folkways, mores, minority problems, education and environment.

**HIST 340. The U.S. Military Experience.**

5-0-5. Prerequisite: HIST 151 and 152.  
A survey of the development and role of the military in U.S. history. The course will emphasize the political, economic and social importance of the military as well as the study of the evolution of strategy, operations and tactics and their use in warfare.

**HIST 341. Women in U.S. History and Culture.**

5-0-5. Prerequisite: HIST 151 and 152.  
Focuses on the social, economic, political, cultural and religious experiences of American women of various ethnic and religious backgrounds from the Colonial period to the present.

**HIST 350. England to 1688.**

5-0-5. Prerequisite: History 205.  
A survey of English history from the earliest times to 1688. The course will emphasize political, cultural and social developments between the Norman conquest and the transformation of England into a constitutional monarchy by the Glorious Revolution.

**HIST 351. Modern England.**

5-0-5. Prerequisite: HIST 206.  
English history from 1689. Emphasizes the rise of parliamentary government and social, cultural and economic ideas that have made England what it is today.

**HIST 361. Modern Russia.**

5-0-5. Prerequisite: HIST 206.  
Russian history from 1689 to the present. The course emphasizes the currents that encouraged revolutionary activity, the rise and fall of the Soviet state, and Russia's problems today.

**HIST 366. Modern Latin America.**

5-0-5. Prerequisite: HIST 205 and 206.  
Latin America's political, social, intellectual, economic and diplomatic currents from independence in 1810 to present. Emphasizes the struggle between nationalist-socialist ideas and paternalist-capitalist theories.

**HIST 373. Modern India and South Asia.**

5-0-5. Prerequisite: HIST 205 and 206.  
Emphasizes how Hindu, Buddhist, Islamic and other traditional cultures combined with British colonial rule and other modernizing influences to produce the India of today. Some attention will also be given to peripheral areas, particularly Pakistan and Bangladesh.

**HIST 374. Modern China and Japan.**

5-0-5. Prerequisite: HIST 205 and 206.  
Focuses chiefly upon China and Japan but with attention to Korea and Vietnam. Emphasizes how traditional culture, Western penetration and modernizing forces have combined to produce the East Asia of today.

**HIST 382. The Middle East in Modern Times.**

5-0-5. Prerequisite: HIST 205 and 206.

Arab civilization from sixth century A.D. Consideration of 20th century includes the advent of military, international relations, economic development, social institutions and problems of minorities.

**HIST 392. History of Modern Africa.**

5-0-5. Prerequisite: HIST 205 and 206.

An examination of the cultural traditions of Africa as well as its economic and political systems during the modern era. The first portion of the course will consider the interaction between African traditions and colonial influences. The latter portion will consider regional studies and post-colonial ideological movements such as Pan-Africanism and apartheid.

**HIST 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**HIST 398. Internship.**

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government office. Credit is allowed only in elective areas.

**HIST 400 Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair prior to registration.

Covers special topics and seminars external to regular course offerings. May require internship.

**HIST 404. History of Georgia.**

5-0-5. Prerequisite: HIST 151 and 152.

A consideration of Georgia's political, economic, social and cultural development from the colonial period to the present including the Spanish in Georgia, the founding of a British colony, the American Revolution, Indian removal, antebellum society, the Civil War, Reconstruction, the New South era, race relations and post-World War II prosperity and problems.

**HIST 411. United States: Revolution--Early National.**

5-0-5. Prerequisite: HIST 151.

Examination of political, social and economic factors that shaped the United States from 1763 through 1837. Examines causes of the Revolution and the Ages of Jefferson and Jackson.

**HIST 437. Classical Western Civilization.**

5-0-5. Prerequisite: HIST 205.

A history of Greece and Rome from the rise of the Greek city states to the collapse of the western Roman Empire, with emphasis on the political, cultural and intellectual contributions made to the development of Western society.

**HIST 440. Medieval Europe.**

5-0-5. Prerequisite: HIST 205.

A historical survey of the origins of European culture. Focuses on the period between the fourth and the 14th centuries, during which time Europe achieved its own form of cultural unity.

**HIST 444. European Renaissance and Reformation.**

5-0-5. Prerequisite: HIST 205.

A survey of the changing patterns of thought that radically altered European society between the 14th and 17th centuries. The renaissance of art, the triumph of individualism, the rise of the Protestant faith and the reformation of the Church will be studied in their social, political and intellectual contexts.

**HIST 451. Civil War and Reconstruction.**

5-0-5. Prerequisite: HIST 151 and 152.

Causes and development of the U.S. Civil War from 1830. Includes an analysis of the political, social and economic aspects of the Reconstruction Era.

**HIST 454. Twentieth-Century Europe.**

5-0-5. Prerequisite: HIST 206

The major political, social, intellectual, economic and cultural developments in Europe since 1914. Emphasizes Europe's problems in the modern world.

**HIST 456. World War II.**

5-0-5. Prerequisite: HIST 152 and HIST 206.

A survey of the causes, events and results of World War II. The course emphasizes military history but also examines the economic, political and diplomatic aspects of the war.

**HIST 461. United States: 1900 to World War II.**

5-0-5. Prerequisite: HIST 152.

Major domestic conditions and movements in the United States between 1900 and 1939. Specific attention to the Progressive Movement, the Depression, the New Deal and the effects of World War I.

**HIST 467. History of Mexico.**

5-0-5. Prerequisite: HIST 205 and 206.

This course would begin with pre-Columbian Mexico and trace the history and culture, through the conquest; the colonial period (to 1810); the Independence (1810-1822); Early Republic and Reforms (1822-1860); French Empire, U.S. penetration, Revolution to the present.

**HIST 471. Recent United States History.**

5-0-5. Prerequisite: HIST 152.

Growth of U.S. society from 1939 to the present. Emphasizes foreign and domestic topics.

**HIST 475. War In Vietnam 1946 - 1975.**

5-0-5. Prerequisite: HIST 152 and 206.

A study of conflict in Vietnam from 1946 to 1975 with an emphasis on the three Indochina Wars and their impact on Vietnam, France and the United States.

**HIST 490. Special Topics in History.**

1-5 credit hours. Prerequisite: HIST 151, 152, 205 and 206.

Selected special topics of interest to faculty and students.

**HIST 499. Senior Seminar.**

5-0-5. Prerequisite: HIST 275 and 276.

A combined tutorial and seminar in which students research and write a senior thesis.

**INFORMATION SYSTEMS (IS)****IS 105. Introduction to Micro-Computers and Word Processing.**

2-0-2. Prerequisite: None.

An introduction to the basic skills and concepts of computer usage. Topics include computer hardware, computer operating systems and word processing. No prior experience with computers or word processing is necessary for this course.

**IS 331. Database Design and Management.**

5-0-5. Prerequisite: CS 221 and 222.

An introduction to database management systems. Alternative database models will be compared and contrasted. Emphasis will be on the design and management of organizational databases and on the role of the database administrator.



**IS 341. Software Systems and Computer Architecture.**

5-0-5. Prerequisite: CS 312.

The functional description of the hardware components of computer systems and of the fundamental system software components. Topics include computer systems components, data representation, program translation concepts, operating systems concepts and secondary storage concepts. Credit earned in CS 350 and IS 341 cannot both be used to meet degree requirements.

**IS 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**IS 398. Internship.**

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in elective areas.

**IS 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration. Up to five hours may be applied to the major area.

Special topics of an advanced nature that are not in the regular course offerings.

**IS 401. Decision-Support Systems.**

5-0-5. Prerequisites: DSC 380, CS 360.

The design and implementation of computer-based systems that provide quantitative information, derived from one or more databases, to support the decision-making process within the business organization. Topics include decision-making, information theory, knowledge representation and knowledge systems, artificial intelligence, expert systems, retrieval concepts and languages, decision support systems and development methodologies.

**IS 421. EDP Audit and Control.**

5-0-5. Prerequisites: CS 360, ACC 202, MGT 360.

An introduction to the fundamentals of Electronic Data Processing (EDP) auditing. Emphasis on EDP controls, types of EDP audits and concepts and techniques used in EDP audits. Exposure to risk and threat assessment, computer center operations, computer and data security, quality assurance in systems development and professional standards in the field of EDP auditing.

**IS 431. Information-Resource Management.**

5-0-5. Prerequisites: CS 360, ACC 202, MGT 360.

A broad overview of the computer information systems management function. This course emphasizes computer information systems management with particular attention to the internal and external computer information systems environment, user services, hardware and software systems development, human resource management in computer information systems, legal issues, contracts, management reporting and strategic planning and control of the computer information systems function.

**IS 441. Techniques of Data Communication and Networks.**

5-0-5. Prerequisite: CS 352.

An introduction to data-communication techniques, with an emphasis on understanding communications requirements and compatibility features. Topics include software, protocols, modems, simple networks, networking strategies, switching, transmission technologies and multiplexing. Credit earned in CS 450 and IS 441 cannot both be used to meet degree requirements.

**IS 490. Special Topics in Information Systems.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

**INSURANCE (INS)****INS 352. Principles of Risk Management and Insurance.**

5-0-5. Prerequisite: Junior Standing.

This junior-level course is an introduction to the identification of risks and their management. Topics will include fundamental life, health, retirement, property and liability exposures and their management through avoidance, control, retention or transfer. Also covered will be the characteristics of life, health, property and liability insuring devices.

**INS 452. Life and Health Insurance.**

5-0-5. Prerequisite: FIN 350.

This course covers the nature and importance of life and health insurance risks and the uses of individual life and health insurance in managing these risks. A financial planning perspective which integrates the impact of life and health insurance on taxes, risk management, investment, retirement planning and estate planning is used.

**KENNESAW STATE COLLEGE (KSC)****KSC 101. Kennesaw State College Freshman Seminar.**

5-0-5. Prerequisite: None.

An elective course for freshmen and transfer students with less than 90 credit hours. The course is designed to acquaint them with the campus and its programs in order to foster the establishment of appropriate links between student needs and available campus resources. The course emphasizes the development of college "survival skills," such as study methods, time management and effective oral and written communication. In addition, KSC 101 aids students in selecting a major and identifying career interests and in developing good interpersonal relationships with students and faculty.

**MANAGEMENT (MGT)****MGT 360. Management and Behavioral Sciences.**

5-0-5. Prerequisite: 90 credit hours and all Area IV Core courses for business majors and 90 credit hours for non-business majors.

This course introduces students to the field of management, focusing on basic principles and concepts applicable to all types of organizations. The evolution of functional and behavioral aspects of management and organization theory are presented in the context of political, societal, regulatory, ethical, global, technological and demographic environmental forces.

**MGT 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**MGT 398. Internship.**

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. A research paper is required to receive credit. For junior or senior students who wish to participate in an on-the-job experience in which they may apply their academic training. The work experience may not be with a current employer. The course will be graded on an S/U basis. Credit is allowed only in elective areas.

**MGT 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

**MGT 408. Organizational Communication Technology.**

5-0-5. Prerequisite: MGT 360.

The course focuses on the application of evolving electronic information-processing tools used for information management in organizations.

**MGT 421. Small Business Management.**

5-0-5. Prerequisite: MGT 360.

Introduction to the management and operation of small business. Topics include: start-up issues; legal forms of organization; operational planning; developing a marketing plan; financing the business; personnel issues; developing an accounting and control system; long-range planning and strategy formation; and other topics as appropriate.

**MGT 423. Entrepreneurship and Creativity.**

5-0-5. Prerequisite: MGT 360.

Introduction to entrepreneurship. Students will develop comprehensive business plans for new ventures or for the expansion of existing small businesses through a disciplined approach to creatively visualizing future opportunities. Attention will focus on managing risk and creativity. Topics include: personal assessment; opportunity analysis; feasibility analysis; venture finance; and budgeting.

*(Not open to those who have taken MGT 361 under previous catalogs.)*

**MGT 425. Venture Analysis.**

5-0-5. Prerequisite: MGT 421 or MGT 423.

A course that applies the concepts of small business management, entrepreneurship and creativity to the analysis of complex business problems faced by new ventures and existing small businesses. Case studies will be used to develop students' ability to identify and solve problems. Work will continue on personal start-up projects and business plans.

**MGT 460. Organizational Behavior.**

5-0-5. Prerequisite: MGT 360.

Drawing from psychology, sociology, anthropology and related disciplines, the field of organizational behavior examines individual characteristics of people in a demographically diverse work force, group dynamics involved in task accomplishment, and the effects of individual and group behavior on organizational effectiveness.

**MGT 461. Human Resource Management.**

5-0-5. Prerequisite: MGT 360.

The introduction of major topical areas in human resource management. Particular emphasis is placed on the functional areas that form the major occupational categories in personnel. Includes basic concepts in employment planning, employee and labor relations, compensation and benefits, health and safety and security.

**MGT 465. Organizational Communications.**

5-0-5. Prerequisite: MGT 360.

Provides an understanding and knowledge of the communication process within organizations and the management and dissemination of organizational information.

**MGT 471. Employee and Labor Relations.**

5-0-5. Prerequisite: MGT 360.

The study of employee and labor relations concerned with collective bargaining, compliance with laws affecting employees, contract negotiation, grievance handling, arbitration procedures, satisfaction and the rights of management, employees and the union.

**MGT 482. Compensation.**

5-0-5. Prerequisite: MGT 461.

Compensation and benefits is a personnel area concerned with all of the ways in which an organization reimburses employees for their effort and performance. The following areas are emphasized: job evaluation, compensation and incentives, laws and regulations affecting compensation and benefits, benefits, and analytical tools employed for maintaining fair and competitive pay programs.

**MGT 484. Staffing.**

5-0-5. Prerequisite: MGT 461.

An advanced personnel management course focusing on the selection of personnel into the organization. This includes the processes involved in the acquisition and maintenance of human resources for the enhancement of organizational effectiveness. Course topics include human resource planning and forecasting, job analysis techniques, recruitment and selection techniques, training and development, performance appraisal, retirement/outplacement, and the laws and regulations affecting those areas.

**MGT 490. Special Topics in Management.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

**MGT 495. International Management.**

5-0-5. Prerequisite: MGT 360.

Survey course introducing students to the considerations involved in the generation, maintenance and control of international flows of people, information, funds, goods and services for commercial purposes. The course focuses on business strategies facing organizations engaged in doing business in other countries.

**MGT 499. Strategic Management.**

5-0-5. Prerequisites: FIN 350; DSC 380; MKT 370; and student must be within 30 hours of graduation.

A course designed for the last or next-to-last quarter in the business program. A capstone course for several business disciplines, serving to prepare the student to conceptualize and formulate overall organizational policy and strategy.

**MARKETING (MKT)****MKT 370. Principles of Marketing.**

5-0-5. Prerequisites: 90 credit hours including Area IV of the Business core.

An introduction to the principles of marketing. This course examines the term, "marketing," in a broad sense to include all those activities of individuals or organizations which encourage and facilitate exchanges of values. This includes many activities such as research, physical distribution, product planning, pricing and promotional activities. These concepts are examined as they apply to marketing of goods and services, in profit and non-profit sectors, in both domestic and global markets.

**MKT 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**MKT 398. Internship.**

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. A research paper is required to receive credit. For junior or senior students who wish to participate in an on-the-job experience in which they may apply their academic training. The work experience may not be with a current employer. The course will be graded on an S/U basis. Credit is allowed only in elective areas.

**MKT 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration. Special topics of an advanced nature not in the regular course offerings.

**MKT 410. Marketing Research.**

5-0-5. Prerequisites: MKT 370; DSC 312.

An examination of the marketing research process as an information-providing activity for the purpose of management decision making. The course covers definition of the research problem, selecting and planning of a research design, measurement and scaling, questionnaire construction, and data analysis and interpretation. Students are required to use a statistical software package for data management and analysis.

**MKT 411. Marketing Data Analysis.**

5-0-5. Prerequisites: DSC 312, MKT 370.

Techniques of analysis of internal and external secondary data. The focus of the course is in market and account planning. Some of the areas covered include: market analysis, forecasting, sales planning and route planning.

**MKT 415. Consumer Behavior.**

5-0-5. Prerequisite: MKT 370.

Examines the cultural, social economic and psychological aspects of household and individual purchase patterns, which provide the bases for all marketing activities directed toward target-making analysis and strategy.

**MKT 430. Basic Retailing.**

5-0-5. Prerequisite: MKT 370.

An introduction to retailing as a business institution. Attention is focused on activities, procedures and decisions related to the operation of a retail unit.

**MKT 431. Retail Merchandise Management and Control.**

5-0-5. Prerequisites: MKT 370, 430.

Acquisition and control of merchandise as a critical function in retail management. Sources of supply, methods of inventory control, approaches to evaluation and selection of merchandise are discussed.

**MKT 435. Retail Management.**

5-0-5. Prerequisites: MKT 370; MKT 430 recommended.

Examines the practices and methods of retail distribution and merchandising as a rapidly changing part of the total marketing process, involving both large and small firms.

**MKT 440. Professional Selling.**

5-0-5. Prerequisite: MKT 370.

Introduction to selling principles with attention to the industrial market. This course will examine the role of personal selling in the firm's marketing strategy, models of communication and specific methods of selling. All students will be required to develop and deliver sales presentations both in and out of class.

**MKT 445. Sales Management.**

5-0-5. Prerequisite: MKT 370.

Studies the recruitment, selection, training, motivation, leadership and management of the sales force in developing an effective market organization.

**MKT 462. Services Marketing.**

5-0-5. Prerequisite: MKT 370.

The course examines the unique characteristics of service organizations and the increasingly vital role they play in the U.S. economy. By focusing upon the marketing of such diverse services as hotels, hospitals, banking and recreation, the course stresses the importance of tailoring marketing strategies to fit the special needs of service marketers, needs quite different from those of manufacturing organizations.

**MKT 463. Direct Response Marketing.**

5-0-5. Prerequisite: MKT 370.

A study of the promotional methods that request immediate action or response. Topics include: planning, creating and evaluating of direct-response advertising campaigns, introduction to direct-mail marketing techniques including lists, catalogs, testing and merchandise selection and the media of direct-marketing.

**MKT 465. Advertising.**

5-0-5. Prerequisite: MKT 370.

While studying the various elements of advertising, this course emphasizes the strategic applications of advertising and promotion from the perspective of the marketing manager.

**MKT 482. International Marketing.**

5-0-5. Prerequisite: MKT 370.

Study of the application of the marketing concept in international markets. The course examines how the differences in international environments induced by economic, cultural, legal and other influences necessitate the adaptation of the marketing mix to satisfy consumers. Alternative international market entry strategies, such as exporting and licensing, are discussed.

**MKT 485. Business to Business Marketing.**

5-0-5. Prerequisite: MKT 370.

The special problems and requirements of marketing products to organizational buyers. The course examines organizational buyer behavior, business to business promotion, business to business sales and the development of industrial products.

**MKT 490. Special Topics in Marketing.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair. Selected special topics of interest to faculty and students.

**MKT 499. Marketing Management.**

5-0-5. Prerequisites: MKT 370, 410 415.

Integrates the full scope of marketing management. Development of complete marketing programs; discussion of major marketing problems; study and analysis of actual case problems.

**MATHEMATICS (MATH)****MATH 090. Elementary and Intermediate Algebra.**

5-0-0. (No degree credit. Institutional credit 5 hours.) Prerequisite: Permission of instructor.

A course for students who are not required by Collegiate Placement Examination to take developmental studies mathematics but who need preparation for college algebra. Students who have had little exposure to algebra should elect to audit MATH 098 and 099 in two consecutive quarters. Topics include: signed numbers, equations and inequalities, polynomials and factoring, rational expressions, graphs of linear equations, systems of equations, radicals and quadratic equations.

**MATH 098. Developmental Elementary Algebra.**

5-0-0. (No degree credit. Institutional credit, 5 hours.) Prerequisite: Placement by College Placement Examination, by Admissions Office or by Developmental Studies Department.

A developmental studies course which, in conjunction with MATH 099, prepares the student for basic credit courses in mathematics. Emphasizes basic concepts and skills of beginning algebra.

**MATH 099. Developmental Intermediate Algebra.**

5-0-0. (No degree credit. Institutional credit, 5 hours.) Prerequisite: Placement by College Placement Examination, by Admissions Office or by Developmental Studies Department.

A developmental studies course which prepares the student for basic credit mathematics courses. Emphasizes basic concepts and skills of intermediate algebra.

**MATH 105. College Algebra.**

5-0-5. Prerequisite: MATH 099 and READ 099 if required.

Topics include equations, functions and graphs, systems of equations, matrices and geometric linear programming. There is strong emphasis on applications rather than the traditional manipulative skills. Not for students with a major requiring calculus. If credit is earned in MATH 114, credit cannot be earned in MATH 105 to meet degree requirements.

**MATH 106. Elementary Calculus with Applications.**

5-0-5. Prerequisite: MATH 105, 114 or higher level.

This course uses techniques of college algebra and elementary calculus to analyze and model situations arising in business and social sciences. The emphasis will be on applications using an intuitive approach to the mathematics rather than formal development. The topics will include functional models, graphs of functions and derivatives of functions. Not for science or math majors.

**MATH 107. Introduction to Statistics.**

5-0-5. Prerequisite: MATH 105, MATH 114 or higher level.

Emphasizes techniques and applications rather than derivation. Topics include: methods of summarizing data, probability, statistical inference and regression. Not for math majors. Students graduating in business administration may not use this course to meet degree requirements.

**MATH 114. Precalculus-Algebra.**

5-0-5. Prerequisite: MATH 099 and READ 099 if required.

This course is the first of a two-quarter sequence designed to give the student the algebraic foundations needed to succeed in subsequent mathematics and science courses, specifically calculus. Topics include: polynomial and rational functions, equations, inequalities and systems of equations.

**MATH 115. Precalculus - Transcendental Functions.**

5-0-5. Prerequisite: MATH 114 or advanced algebra and trigonometry or its equivalent in high school with a grade of B or better.

This course is designed to give the students the foundation in trigonometry needed for calculus and other science courses. An introduction to the transcendental functions is also provided.

**MATH 190. Analytic Geometry and Calculus I.**

5-0-5. Prerequisite: MATH 115.

Basic theory, techniques and applications of differential calculus.

**MATH 192. Mathematics for Teaching Grades K-8, I.**

5-0-5. Prerequisite: MATH 105, MATH 114 or higher level.

The development of the student's ability to communicate mathematically through reading, writing and discussing ideas will be strongly emphasized along with the cultural, historical and scientific applications of mathematics. Topics will include the study of sets and functions; the development of the set of whole numbers and the set of integers; mathematical systems and number theory. Not to be used to satisfy core requirements except by education majors.

**MATH 201. Calculus II.**

5-0-5. Prerequisite: MATH 190.

The basic theory, techniques and applications of integral calculus, and comprehensive exposition of the transcendental functions using both the differential and integral calculus.

**MATH 202. Calculus III.**

5-0-5. Prerequisite: MATH 201.

Applications of the definite integral, indeterminate forms, improper integrals, Taylor's polynomial, sequences and series.

**MATH 203. Calculus IV.**

5-0-5. Prerequisite: MATH 202, 260.

Plane curves, polar coordinates, vector-valued functions, partial differentiation and multiple integrals.

**MATH 220. Introduction to Discrete Mathematics.**

5-0-5. Prerequisite: CS 220.

An introduction to the background necessary to understand computer science as a science of clear and concise descriptions of computable, discrete sets. Provides an introduction to the conceptual tools necessary for any focus of study in computer science. Topics are from the areas of logic, algebra, combinatorics and graph theory, with application to computer science.

**MATH 235. Finite Mathematics.**

5-0-5. Prerequisite: MATH 105, MATH 114, or higher level.

Introduces the concepts of modern finite mathematics. Topics chosen from set theory with applications, elementary probability, linear programming, Markov chains, symbolic logic and network theory, graph theory and mathematical systems.

**MATH 260. Elementary Linear Algebra.**

5-0-5. Prerequisite: MATH 201.

An introduction to the fundamental ideas associated with vector spaces, matrices and linear transformations. Attention is given to concrete examples and applications, as well as providing the student experience in theorem proving.

**MATH 292. Mathematics for Teaching Grades K - 8 II.**

5-0-5. Prerequisite: MATH 192.

A continuation of Mathematics 192. Topics include: the development of the rational numbers; decimals and real numbers; measurement; geometric shapes in the plane; arithmetic and geometric relations and operations; transformational geometry and probability. Emphasis will be on the interrelation between geometry and number systems. Not for math majors. Not to be used to satisfy core requirements.

**MATH 300. Foundations of Mathematics.**

5-0-5. Prerequisite: MATH 201.

A course designed to introduce the student to some of the basic foundations of mathematics. Topics include introductory set theory, logic, a development of the real number system, induction, axiom of choice, well-ordering axiom and transfinite induction.

**MATH 310. Ordinary Differential Equations.**

5-0-5. Prerequisite: MATH 202.

Ordinary differential equations emphasizing linear differential equations and applications.

**MATH 320. Discrete Mathematical Structures for Computer Science.**

5-0-5. Prerequisite: MATH 220.

A continuation of the study of the mathematics of computer science begun in Mathematics 220. Topics include homogeneous and heterogeneous algebras with applications appropriate for computer science, and an introduction to the theory of formal languages and automata.

**MATH 331. Applied Probability Models.**

5-0-5. Prerequisite: MATH 201.

An introduction to basic probability theory and models necessary for an understanding of fundamental algorithms in computer science. Topics from analysis of algorithms, queuing theory and system simulation. Not for math majors.

**MATH 345. Numerical Methods.**

4-3-5. Prerequisites: MATH 260, 310; CS 245.

Numerical methods in the solution of classical problems in elementary mathematics through extensive computer use. Topics chosen from solutions to a single equation, systems of equations and ordinary differential equations, interpolation, approximation, integration and the eigenvalue problem.

**MATH 361. Abstract Algebra I.**

5-0-5. Prerequisites: MATH 260, 300.

A survey of algebraic structures, such as groups, rings and fields, with emphasis on groups.

**MATH 362. Abstract Algebra II.**

5-0-5. Prerequisite: MATH 361.

Topics from ring and field theory and advanced linear algebra, including vector spaces and matrix theory.

**MATH 371. Applied Mathematics I.**

5-0-5. Prerequisites: MATH 201, 260.

Analysis of mathematical models whose structure and techniques are discrete in nature. Topics chosen from graph theory, combinatorics, measurement and utility and group decision making. While applications motivate the topics covered, equal attention is paid to the theoretical development of the concepts.

**MATH 372. Applied Mathematics II.**

5-0-5. Prerequisites: MATH 201, 260.

Analysis of mathematical models associated with optimization. Topics chosen from linear and nonlinear programming, game theory, calculus of variations, network theory, queuing theory and Markov chains.

**MATH 373. Applied Mathematics III.**

5-0-5. Prerequisites: MATH 203, 310.

Analysis of mathematical models that are continuous in nature. Topics chosen from differential equations, multivariate calculus and calculus of variations.

**MATH 381. Advanced Calculus I.**

5-0-5. Prerequisites: MATH 203, 300.

This course in advanced calculus (elementary mathematical analysis) takes a careful look at the theory that lies behind the first elementary calculus course (Mathematics 190). Topics included in the course are: fundamental properties of the real number system, elementary topology of the real line, sequences, limits of functions, continuity and uniform continuity of functions, differentiation of functions of one real variable.

**MATH 382. Advanced Calculus II.**

5-0-5. Prerequisite: MATH 381.

Mathematics 382 is a sequel to Mathematics 381. Just as Mathematics 381 provides the theoretical basis for the first elementary calculus course (Mathematics 190), so Mathematics 382 provides the theoretical basis for the second and third elementary calculus courses (Mathematics 201 and 202). Topics included in this course are: Riemann integration, infinite series, sequences and series of functions, and the theory of convergence of integrals.

**MATH 393. Mathematics for Teaching Grades K-8, III.**

4-3-5. Prerequisite: MATH 292.

A continuation of MATH 292. Introduction to the use of computer languages and other state-of-the-art software. Topics will include geometric transformations; symmetry in the plane; counting and probability; statistics and algebra/geometry. Not for math majors. Not to be used to satisfy core requirements.

**MATH 395. Geometry.**

5-0-5. Prerequisite: MATH 393 or 201/or 502.

This course develops geometry as a mathematical system developed through undefined terms, defined terms, axioms and theorems. The students will learn the concept of a mathematical proof and the concepts of geometry. Various geometries are studied including finite, infinite, affine, projective, Euclidean and non-Euclidean. The greatest emphasis is on Euclidean geometry.

**MATH 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**MATH 398. Internship.**

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in elective areas.

**MATH 399. Seminar.**

1-0-1. Topics to be announced. may be taken junior and senior years. May only be taken two times for credit.

**MATH 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration. Up to 15 hours may be applied toward graduation with up to 10 hours applied in the major area. Special topics and seminars of an advanced nature external to regular course offerings.

**MATH 421. Mathematical Statistics I.**

5-0-5. Prerequisite: MATH 203.

An in-depth study of discrete, continuous and limiting distributions concentrating on theoretical derivations of each. Some selected topics in estimation and testing hypothesis.

**MATH 422. Mathematical Statistics II.**

5-0-5. Prerequisite: MATH 421.

Continuation from Mathematics 421 of estimation and testing hypothesis. Emphasis is placed on underlying theory. Further topics selected from regression theory, analysis of variance and non-parametric methods.

**MATH 450. Complex Analysis.**

5-0-5. Prerequisite: MATH 202.

Topics from complex function theory, including contour integration, power series and residue theory.

**MATH 490. Special Topics in Mathematics.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair. Selected special topics of interest to faculty and students.

**MILITARY SCIENCE (MILS)**

**MILS 151. The Army of Today.**

2-1-2. No prerequisite.

U.S. Army missions and organizations as related to national defense, land warfare and national objectives; the role of the Army officer in today's dynamic environment.

**MILS 152. Army Operational Systems.**

2-1-2 Prerequisite: All developmental studies courses if required.  
The missions, employment and weapons of the U.S. Army general purpose forces. An examination of current and future operational systems.

**MILS 153. Terrain Analysis & Land Navigation.**

2-1-2. Prerequisite: All developmental studies courses if required.  
Fundamental land navigation techniques; map and aerial photography interpretation, map-terrain association, use of the compass and basic navigation instruments. Emphasis is placed on practical application in land navigation tasks requiring movement across unfamiliar terrain.

**MILS 251. Basic Military Leadership.**

2-1-2. Prerequisite: All developmental studies courses if required.  
Develops essential fundamental military capabilities required of the small unit leader, including communications and military intelligence, basic command control techniques and fundamental techniques of communicative skills.

**MILS 252. Analysis of Command Leadership.**

2-1-2. Prerequisite: All developmental studies courses if required.  
Group dynamics, individual motivation and analysis of leadership functions at the small-unit level. Peer group relationships. Case studies on success and failure while in leadership positions.

**MILS 253. Military Skills.**

2-1-2. Prerequisite: All developmental studies courses if required.  
Develops essential military instructional skills required of small-unit leaders to include communication skills, hands-on instruction and the Battalion Training Management System.

**MILS 351. Advanced Military Navigation.**

2-1-2. Prerequisite: Advanced standing or consent of the department.  
The movement of military land forces at nighttime and in periods of reduced visibility. Areas of emphasis: employing electronic navigation aids, determination of positions by use of heavenly bodies, dead reckoning, pilotage. Practical exercises requiring movement during hours of darkness while using all navigation aids and techniques. Practical exercises requiring the planning for and the execution of navigation instruction by each student.

**MILS 352. Tactical Decision-Making I.**

20102. Prerequisite: Advanced standing or consent of the department.  
Tactical decision-making at the small military organization (unit) level. Emphasis is placed on decision-making within a tactical environment requiring essential military skills including enhanced communicative skills; decision and information briefing; written staff studies.

**MILS 353. Tactical Decision-Making II.**

2-1-2. Prerequisite: Advanced standing or consent of the department.  
Further study in tactical decision-making at the small-unit level. Instruction will stress hands-on practical exercise problems in the following areas: fundamentals of patrolling, offensive operations, defensive operations and retrograde operations.

**MILS 451. Military Justice.**

2-1-2. Prerequisite: Advanced standing or consent of the department.  
A study of military law, the Uniform Code of Military Justice and Law of War.

**MILS 452. Professional Ethics Pre-commissioning Review.**

2-1-2. Prerequisite: Advanced standing or consent of the department.  
Study of the pressures and influences imposed by contemporary society on the military officer; the standards of conduct, integrity and special trust by which the military officer must function. Additionally, a final review of basic military knowledge and military skills will be given to ensure competency in major fundamental areas.

**MILS 453. Military Team and the Junior Officer.**

2-1-2. Prerequisite: Advanced standing or consent of the department.  
A course organized to allow the potential officer to learn concepts and ease the transition from civilian to military officer.

**MUSIC (MUSI)****MUSI 107. Understanding Music.**

3-0-3. Prerequisite: None.  
An introduction to the study of music, and an appreciation of music in its cultural/historical context. Primarily for non-majors meeting the fine arts core requirement.

**MUSI 110. Survey of Musical Styles.**

3-0-3. Prerequisite: MUSI 120.  
Introduction to music literature of the major style periods.

**MUSI 120. Fundamentals of Music.**

1-4-3. Prerequisite: None.  
A correlated study of rhythmic, melodic and harmonic aspects of the common practice period. Keyboard harmony, sight singing and ear training are included. Typically for non-music majors.

**MUSI 121. Elementary Theory I.**

1-4-3. Prerequisite: MUSI 120 or permission of the instructor.  
For music majors.

**MUSI 122. Elementary Theory II.**

1-4-3. Prerequisite: MUSI 121 or permission of the instructor.  
For music majors.

**MUSI 150. Ensemble I.**

0-2-1. Prerequisite: None.  
Focus on the ensemble (chorus, jazz band, orchestra, etc.) will be listed on student's transcript as part of course title.

**MUSI 220. Intermediate Theory I.**

1-4-3. Prerequisite: MUSI 122.  
A continuation of the harmonic principles and practices of the common practice period. Keyboard harmony, sight singing, ear training, literature study and composition are included. Music 222 includes an analytical study of 20th century music. For music majors.

**MUSI 221. Intermediate Theory II.**

1-4-3. Prerequisite: MUSI 220.  
For music majors.

**MUSI 222. Intermediate Theory III.**

1-4-3. Prerequisite: MUSI 221  
For music majors.

**MUSI 311. History of Music I.**

1-4-3. Prerequisite: MUSI 222.  
History of music to 1600.

**MUSI 312. History of Music II.**

1-4-3. Prerequisite: MUSI 222.  
History of music from 1600 to 1800.

**MUSI 313. History of Music III.**

1-4-3. Prerequisite: MUSI 222.  
History of music from 1800 to the present.

**MUSI 315. Vocal Literature.**

3-0-3. Prerequisite: MUSI 222.  
Solo vocal literature from 1600 to the present.

**MUSI 317. Introduction to Opera.**

5-0-5. Prerequisite: None.

Dramatic literature from the Florentine Camerata to the present with emphasis on the standard repertory.

**MUSI 318. Introduction to Symphonic Music.**

5-0-5. Prerequisite: None.

Orchestral literature from pre-classic to present including symphony, concert overture, incidental music, program symphony, tone poem. Emphasis on standard literature.

**MUSI 319. Introduction to Jazz.**

5-0-5. Prerequisite: None.

Jazz schools, styles and personalities in historical perspectives.

**MUSI 320. Form and Analysis.**

3-0-3. Prerequisite: MUSI 222.

Techniques of structural analysis of music compositions.

**MUSI 321. Advanced Ear Training.**

2-0-2. Prerequisite: MUSI 222.

Extended skills necessary for aural and visual comprehension in music.

**MUSI 324. Instrumentation.**

1-2-2. Prerequisite: MUSI 222.

Characteristics of orchestral instruments and their resultant timbres when in combination.

**MUSI 330. Principles of Conducting.**

1-2-2. Prerequisite: MUSI 222.

A basic approach and application of conducting skills.

**MUSI 331. Choral Conducting.**

2-0-2. Prerequisite: MUSI 222, 330.

Basic baton and choral rehearsal techniques.

**MUSI 332. Instrumental Conducting.**

2-0-2. Prerequisite: MUSI 222; 330.

Basic baton and rehearsal techniques for band and orchestra.

**MUSI 333. Accompanying.**

1-0-1 Corequisite: Applied piano study.

For majors with piano, voice or instrumental emphasis. Concerns the practical application of accompaniment techniques. Up to three hours credit.

**MUSI 334. Italian and English Diction.**

0-2-1. Prerequisite: None.

**MUSI 335. German Diction.**

0-2-1. Prerequisite: MUSI 334.

**MUSI 336. French Diction.**

0-2-1. Prerequisite: MUSI 334.

**MUSI 350. Ensemble II.**

0-2-1. Prerequisite: None.

Focus of the ensemble (chorus, jazz band, orchestra, etc.) will be listed on student's transcript as part of course title.

**MUSI 352. Opera Workshop.**

1-2-2. Corequisite: Applied vocal study.

Techniques for the singing actor studied through the production of scenes from the dramatic repertory.

**MUSI 353. Jazz Improvisation I.**

2-0-2. Prerequisite: Music 122 or permission of instructor.

This course will concentrate on development of instrumental improvisation through compositional techniques in areas of harmony, melody, rhythm and form. Musical styles will include traditional and contemporary jazz. May be taken up to three times for credit.

**MUSI 365. Keyboard Skills I.**

2-0-2. Prerequisite: None.

Keyboard proficiency for music majors and non-majors. Solo and ensemble playing.

**MUSI 366. Keyboard Skills II.**

2-0-2. Prerequisite: MUSI 365.

Continuation of Music 365.

**MUSI 367. Vocal Skills I.**

2-0-2. Prerequisite: None.

Vocal proficiency for music majors and non-majors. Emphasis on tone production, diction and performing skills.

**MUSI 368. Vocal Skills II.**

2-0-2. Prerequisite: MUSI 367.

Continuation of Music 367.

**MUSI 369. Junior Recital.**

1-2-2. Corequisite: Enrollment in MUSI 364. Prerequisite: Permission of faculty jury.

A public recital of 30-40 minutes encompassing at least three major style periods drawn from the standard concert literature.

**MUSI 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**MUSI 398. Internship.**

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in elective areas.

**MUSI 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor, major area committee and department chair prior to registration. Selected topics of an advanced nature, which may include original research projects.

**MUSI 410. Contemporary Music Literature.**

3-0-3. Prerequisite: MUSI 122.

Standard literature from Impressionism to the present.

**MUSI 413. Piano Literature.**

3-0-3. Prerequisite: MUSI 220 or permission of instructor.

Keyboard music from 1600 through the Classical Period.

**MUSI 414. Piano Literature.**

3-0-3. Prerequisite: MUSI 220 or permission of instructor.

Piano music from the early Romantic Period to the present.

**MUSI 420. Counterpoint.**

3-0-3. Prerequisite: MUSI 222.

Analysis and principles of writing in contrapuntal style of 16th century.

**MUSI 421. 20th-Century Analysis.**

3-0-3. Prerequisite: MUSI 320.

Analysis Techniques for 20th-century music, with an emphasis on atonal and electronic compositions.

**MUSI 430. Piano Pedagogy.**

1-2-2. Corequisite: Applied piano study.

Beginning, elementary and intermediate-level teaching materials and methods.

**MUSI 433. Voice Pedagogy.**

1-2-2. Corequisite: Enrollment in MUSI 364 or permission of instructor. Pedagogical techniques and literature for training voices from beginning to advanced level.

**MUSI 469. Senior Recital.**

2-4-4. Prerequisite: MUSI 369, MUSI 480 and permission of faculty jury. A recital of 45-60 minutes in duration encompassing at least four major style periods drawn from the standard concert literature.

**MUSI 480. Research for Senior Recital.**

1-2-2. Corequisite: MUSI 464. Prerequisite: MUSI 369.

A research project based on the literature to be presented in the senior recital. Analysis of the literature. Program notes to be drawn from research and analysis.

**MUSI 490. Special Topics in Music.**

1-5 credit hours. Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

**Applied Music**

Applied music encompasses the areas of instrumental and vocal performance as well as composition. It is offered for one to two hours of credit in the form of private lessons for music majors and is also open to non-music majors as schedule permits. A special fee will be charged for registration in all applied music courses. The registration fee for one 25-minute private lesson a week is \$50 per quarter; the fee for two 25-minute private lessons a week is \$100 per quarter. Each course may be repeated for credit, if necessary, until the quarterly faculty jury recommends advancement to the succeeding level. In performance studies, the particular instrument will be listed on the student's transcript as part of the course title.

**Performance Courses****MUSI 160. Performance.**

(1/2 hour instruction - 1 hour credit)

**MUSI 163. Performance.**

(1 hour instruction - 2 hours credit)

**MUSI 260. Performance.**

(1/2 hour instruction - 1 hour credit)

Continuation of Music 160.

**MUSI 263. Performance.**

(1 hour instruction - 2 hours credit)

Continuation of Music 163.

**MUSI 360. Performance.**

(1/2 hour instruction - 1 hour credit)

Continuation of Music 260.

**MUSI 361. Performance for non-majors.**

(1/2 hour instruction - 1 hour credit) Prerequisite: Permission of the department chair.

Private instruction.

**MUSI 362. Performance for non-majors.**

(1 hour instruction - 2 hours credit) Prerequisite: Permission of department chair.

Private instruction.

**MUSI 363. Performance.**

(1 hour instruction - 2 hours credit)

Continuation of Music 263.

**MUSI 364. Performance (Piano or Voice).**

0-1-3. Prerequisite: Approval by faculty jury prior to registration.

For music majors enrolled in the Bachelor of Music degree program with a concentration in piano or voice performance.

**MUSI 460. Performance.**

(1/2 hour instruction - 1 hour credit)

Continuation of Music 360.

**MUSI 463. Performance.**

(1 hour instruction - 2 hours credit)

Continuation of Music 363.

**MUSI 464. Performance (Piano or Voice).**

0-1-3. Prerequisite: MUSI 364 or equivalent by transfer or by recommendation of faculty jury.

For music majors enrolled in the Bachelor of Music degree program with a concentration in piano or voice performance.

**Composition Courses****MUSI 370. Composition.**

(1/2 hour instruction - 1 hour credit) Prerequisite: MUSI 220.

**MUSI 373. Composition.**

(1 hour instruction - 2 hours credit) Prerequisite: MUSI 220.

**MUSI 470. Composition.**

(1/2 hour instruction - 1 hour credit)

Continuation of Music 370.

**MUSI 473. Composition.**

(1 hour instruction - 2 hours credit)

Continuation of Music 373.

**MUSIC EDUCATION (MUED)****MUED 201. Music for Early and Middle Grades.**

2-0-2. Prerequisite: None.

Develops basic musical competencies and teaches methods of instruction enabling teachers to integrate musical experience into the classroom.

**MUED 300. Curriculum Design in Music.**

3-0-3. Prerequisites: FED 203, MUSI 222.

A course to direct the prospective music teacher through a careful study of the specific qualities of the music teacher and the foundations for the development of teaching strategies in music. In addition, the thorough study of the organization of music curricula and program will be covered. This course is a REQUIREMENT for all music education majors.

**MUED 301. General Music Methods and Materials.**

3-0-3. Prerequisites: FED 203, MUSI 222.

A course to develop the specific teaching skills, techniques and materials required for the role of the elementary/general music teacher. The course will prepare prospective general/classroom music teachers for all aspects of the role including the incorporation of various methodologies into classroom instruction. The objective is to assure the development of precise teaching skills and abilities in all candidates for the role. This course is a REQUIREMENT for all music education majors.



**MUED 302. Choral/Vocal Methods and Materials.**

3-0-3. Prerequisites: FED 203, MUSI 222.

A course to develop the specific teaching skills, techniques and materials required for the role of choir director and vocal music teacher. In addition, choral rehearsal procedures are developed in conjunction with the study of appropriate choral literature. The objective is to bring the prospective choral/vocal teacher in contact with the specific practical issues necessary for the effective organization, development and maintenance of a fine choral music program. This course is a REQUIREMENT for all choral/vocal music education majors.

**MUED 303. Instrumental Methods and Materials.**

3-0-3. Prerequisites: FED 203, MUSI 222.

A course to develop the specific teaching skills, techniques and materials required for the role of band director and instrumental music teacher. In addition, ensemble rehearsal procedures are developed in conjunction with a study of appropriate band literature. The objective is to bring the prospective instrumental music teacher in contact with very specific practical issues necessary for the effective organization, development and maintenance of a fine instrumental music program. This course is a REQUIREMENT for all instrumental music education majors.

**MUED 304. Computer Applications in Music.**

2-0-2. Prerequisites: FED 203, MUSI 222.

The course will develop the necessary practical experience with current computer applications specifically associated with music instruction and music performance. This course is a REQUIREMENT for all music education majors.

**MUED 307. Assessment in Music.**

3-0-3. Prerequisites: FED 203, MUSI 222.

A course to develop the ability to assess musical aptitudes, experiential backgrounds and musical interests of individuals and groups of students and to devise learning experiences to meet assessed needs. Further, the objective is to develop in the prospective music educator the ability to assess and evaluate musical instruction and to be able to use assessment insights/information for the specific planning of musical instruction. This course is a REQUIREMENT for all music education majors.

**MUED 314. Choral Literature.**

3-0-3. Prerequisite: MUSI 110.

A survey of large and small choral works from the Renaissance to the present with special attention to the variety of contemporary styles and emphasis on practical performing editions.

**MUED 334. Foundations of Music Education.**

3-0-3. Prerequisite: MUED 300.

An examination of the interaction of historical, social and philosophical forces and the development of music education.

**MUED 335. Music Instructional Design and Application (K-12).**

2-6-5. Prerequisite: Admission to IDA.

A competency-based course combining curriculum design and instructional methods with in-depth field experience in the public schools. The student will both observe and teach in a classroom setting appropriate to his/her area of expertise. Campus seminars will relate the field experiences to current instructional theory.

**MUED 360. (Name of Instrument) Techniques.**

1-0-1. Prerequisites: FED 200; MUSI 222.

Instrument Techniques are REQUIRED for all music education majors. They are taken by advisement according to the Instrument Techniques Requirement Display. This display provides for the necessary competencies in each of the music education specializations.

**MUED 370. Marching Band Techniques.**

0-4-2. Prerequisites: FED 203; MUSI 222.

Practicum in organization and training of marching bands. The planning of drills, formations and shows. Supervised apprenticeship in public school settings.

**MUED 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**MUED 398. Internship.**

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved school, kindergarten, music studio, church music program or other appropriate apprenticeship environment. Credit is allowed only in elective areas.

**MUED 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of the instructor, major area committee and department chair prior to registration. Selected topics of an advanced nature, which may include original research topics.

**MUED 469. Senior Recital.**

2 credit hours.

Senior Recital is a REQUIREMENT for all music education majors. A public recital of 30-40 minutes encompassing at least three major style periods drawn from the standard concert literature.

**MUED 470. Student Teaching.**

2-38-15. Prerequisite: Admission to student teaching.

Full-time teaching experience under the supervision of a public school supervising teacher and a college supervisor.

**MUED 490. Special Topics in Music Education.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

**NURSING (NURS)****NURS 098. Basic Nursing for LPNs.**

4-0-4. (No degree credit. Institutional credit, 4 hours) Prerequisites: CHEM 105; PSY 201; PSY 305; MATH 105; BIOL 221; Corequisite: BIOL 222; ENGL 101.

Open to selected LPNs for advanced placement in the nursing sequence. Provides knowledge of basic nursing theory related to the practice of an RN and validates knowledge of nursing theory appropriate to the practice of an LPN. Successful completion of this course entitles the student to exemption credit for Nursing 121, 122 and 123. May only be taken once.

**NURS 121. Basic Nursing I (Fall Quarter).**

3-6-5. Corequisites: CHEM 105; PSY 201; MATH 105.

Provides basis for subsequent nursing courses. Introduces student to nursing and the role of the nurse focusing on bio-psycho-socio-cultural man and his needs, the nursing process, and beginning nursing interventions.

**NURS 122. Basic Nursing II. (Winter Quarter).**

3-6-5. Prerequisites: NURS 121; Corequisites: BIOL 221; PSY 305.

Emphasis on people's need for safety and security, as well as assisting them when they are experiencing lack of need satisfaction. Continuing focus on utilization of nursing diagnoses and introduction of additional nursing interventions.

**NURS 123. Basic Nursing III (Spring Quarter).**

3-6-5. Prerequisites: NURS 122; Corequisite: BIOL 222.

Emphasis on assisting people in meeting physiological needs when they are experiencing a lack of need satisfaction. Additional nursing diagnosis are identified and nursing interventions appropriate to the nursing diagnoses are introduced.

**NURS 208. Theoretical Basis for Nursing and Health Issues.**

5-0-5. Corequisites: ENGL 102, MATH 107, CHEM 106, BIOL 222, BIOL 261, SOCI 105, PSY 305.

An introduction to the philosophical and theoretical basis for professional nursing through an exploration of the historical and current perspectives of the profession serves as a preparatory course to NURS 210. Reserved for students who have applied for admission to the Baccalaureate Nursing Program.

**NURS 210. Nursing Science I.**

3-6-5. Prerequisites: ENGL 102; MATH 107; CHEM 106; BIOL 222, 261; SOCI 201; PSY 305; NURS 208.

Application of selected assessment and intervention skills to clients in both primary and secondary intervention.

**NURS 221. Advanced Nursing I (Fall Quarter).**

5-15-10. Prerequisites: NURS 123; BIOL 222.

Focuses on people's physiological and psychological needs requiring a synthesis of previous nursing knowledge. Common interference models are utilized to introduce additional nursing diagnosis and advanced nursing interventions in order to assist man in satisfaction of his needs.

**NURS 222. Advanced Nursing II. (Winter Quarter.)**

5-15-10. Prerequisite: NURS 123; BIOL 222.

Focuses on assisting clients and their families to meet needs for love and belonging while recognizing the interferences that produce alterations in need satisfaction. Additional nursing diagnoses and nursing interventions are presented.

**NURS 223. Advanced Nursing III. (Spring Quarter).**

5-15-10. Prerequisites: NURS 221, 222, BIOL 261.

Corequisite: SOCI 201.

Emphasis on meeting personal needs for self-actualization as a graduate nurse through synthesizing previously learned knowledge and nursing interventions. Planning and care for groups of clients as well as leadership skills are introduced.

**NURS 301. Nutrition.**

3-0-3. Prerequisites: CHEM 106; BIOL 222.

Analysis of principles of normal nutrition and common physiological deviations due to age and pathologies.

**NURS 302. Foundation of Research.**

5-0-5. Prerequisite: MATH 107.

Introduction to basic research language and concepts, including issues of design, methodology and application to practice.

**NURS 309. Health Assessment.**

2-3-3. Prerequisite: NURS 208; Corequisite: NURS 210.

Introduction to basic interviewing and physical assessment techniques involved in the process of health assessment of clients of all ages. Emphasis is placed on recognition of normal findings, common deviations associated with different age groups and pathologies.

**NURS 310. Nursing Science II.**

4-18-10. Prerequisites: NURS 210, 300, 301. Corequisites: CHEM 301; BIOL 317.

Application of the processes of nursing to commonly encountered problems of middle-aged and elderly clients.

**NURS 311. Nursing Science III.**

4-18-10. Prerequisites: NURS 210, 300, 301. Corequisites: CHEM 301; BIOL 317.

Application of the processes of nursing to commonly encountered problems of the young adult.

**NURS 312. Nursing Science IV.**

2-9-5. Prerequisite: NURS 210, 300, 301. Corequisites: CHEM 301; BIOL 317.

Application of the processes of nursing to commonly encountered problems of children and adolescents.

**NURS 320. Concepts of Professional Nursing.**

5-15-10. (No degree credit. Institutional credit 10 hours). Prerequisite: PSY 305; SOCI 201; ENGL 102; MATH 107; CHEM 301; BIOL 317; Corequisite: NURS 302.

Integration of the unique components of professional nursing from Level II and Level III nursing courses for students who have previously completed an RN program. Validation of previous learning is included. Successful completion of this course entitles the student to exemption credit for NURS 208, 210, 300, 301, 310, 311 and 312. May only be taken once.

**NURS 400. Directed Study.**

1-15 credit hours. Prerequisite: Approval of the instructor and the department chair prior to registration.

Selected topics external to regular course offering, which may include original research projects.

**NURS 401. Nursing Perspectives.**

3-0-3. Prerequisites: NURS 302, 310, 311, 312.

Examination and discussion of historical, current and future perspective in nursing and health care.

**NURS 413. Nursing Science V.**

2-9-5. Prerequisites: NURS 302, 310, 311, 312.

Application of the processes of nursing to commonly encountered health problems of families within the community.

**NURS 414. Nursing Science VI.**

2-9-5. Prerequisites: NURS 302, 310, 311, 312.

Application of the processes of nursing to individual clients and their families. The focus is on individual clients who are experiencing complex health problems.

**NURS 415. Nursing Science VII.**

3-6-5. Prerequisites: NURS 302, 310, 311, 312.

Application of the processes of nursing to the health problems of a community.

**NURS 416. Nursing Science VIII.**

4-21-11. Prerequisites: NURS 413, 414, 415.

Synthesis of previous learning into a student-selected experience. Emphasis is on leadership, change agent skills and entry into professional practice.

**NURS 420. Ethical Issues in Nursing.**

2-0-2. Prerequisites: Junior-level status or approval from the instructor.

Exploration of the ethical issues affecting current and future nursing practice and health-care delivery.

**NURS 421. Dying and Death.**

2-0-2. Prerequisite: None.

An exploration of current theories, problems and research related to dying as they affect the process of nursing.

**NURS 422. Women and Health.**

5-0-5. Prerequisite: None.

This course is designed to introduce students to a wide range of health issues affecting women across the life span. Women's health issues and problems as they are influenced by physiological, psychological, economic, cultural, emotional and social factors will be reviewed. The course will focus on topics such as the politics of women's health care, the reproductive system and its relation to the allopathic treatment of women, fertility control and reproductive alternatives. Issues of mental health, substance use and abuse, violence and aging will be examined.

**NURS 423. International Health**

5-0-5. Prerequisite: Sophomore status or permission of instructor.

Designed to serve a variety of students who are interested in international or global health issues. Beginning with an historical overview of global health, the course progresses through the developmental levels of countries and people, incorporating a macro- and a micro-analysis, and considering cultural, social, economic, political, environmental, demographic, biological, technological and ethical issues which impact international health.

**NURS 490. Special Topics in Nursing.**

1-5 credit hours. Prerequisite: Consent of the instructor.

Selected special or current topics of general interest to nursing faculty and students.

**PHILOSOPHY (PHIL)****PHIL 100. Critical Thinking and the Formation of Values.**

3-0-3. Prerequisite: ENGL 099 and READ 099, if required.

A study of elementary logic, argument analysis and values: their nature, their origin and the roles of philosophical, religious and scientific traditions in both the emergence and perpetuation of values. The perspective is multicultural.

**PHIL 205. Introduction to Religion.**

5-0-5. Prerequisite: ENGL 102.

A study of selected world religions with primary concentration on the origin and major periods of the scriptural and doctrinal development of these religions.

**PHIL 301. Ethics.**

5-0-5. Prerequisites: PHIL 100 and ENGL 102.

A study of the major approaches to ethical thought and the applicability of these approaches to selected issues in the humanities, sciences, and professional areas including business, medicine and law.

**PHIL 305. Logic.**

5-0-5. Prerequisites: PHIL 100; ENGL 102 and MATH 105 (or equivalent).

An introduction to logic with emphasis on deductive logic including syllogistic and symbolic argument forms; and inductive logic including analogy, Mill's methods, and elementary probability theory.

**PHIL 310. Ancient and Medieval Western Philosophy.**

5-0-5. Prerequisite: PHIL 100, ENGL 102.

Investigates topics, problems and doctrines of ancient and medieval western philosophers including the pre-Socratics, Plato, Aristotle, Augustine and Aquinas.

**PHIL 315. Modern Western Philosophy.**

5-0-5. Prerequisite: PHIL 100, ENGL 102.

Investigates topics, problems and doctrines of modern western philosophers beginning with Descartes and concluding with Nietzsche.

**PHIL 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair prior to registration.

Special topics of an advanced nature not in the regular course offerings.

**PHIL 410. Social and Political Philosophy.**

5-0-5. Prerequisite: PHIL 100, ENGL 206, and HIST 206.

An introduction to some of the social and political philosophical traditions including natural law theory, liberalism, utilitarianism, anarchism and Marxism.

**PHIL 490. Special Topics in Philosophy.**

1-5 credit hours. Prerequisite: PHIL 100 and ENGL 102.

Selected topics of interest to faculty and students.

**PHYSICAL SCIENCE (PHSC)****PHSC 105. Introduction to Physical Science.**

4-3-5. Prerequisite: MATH 105 or higher.

A study of the relationships among energy, matter and motion. Emphasis is placed on the structure of matter from subatomic particles to the universe in relationship to existing energy and its transformation and on the motion of energy and matter. May not be used in Area II by math or science majors.

**PHSC 106. Applications of Physical Science.**

4-3-5. Prerequisites: MATH 105 or higher, PHSC 105.

A continuation of PHSC 105, with an emphasis on specific applications of physical science in today's world and on recent scientific theories and discoveries. Selected topics in energy, mechanics, electromagnetism and modern physics will be covered. May not be used in Area II by math or science majors.

**PHYSICS (PHYS)****PHYS 127. Mechanics and Kinetic Theory.**

4-3-5. Prerequisite: MATH 114.

Kinematics, dynamics, statics and particle systems.

**PHYS 128. Electricity, Magnetism and Geometric Optics.**

4-3-5. Prerequisite: PHYS 127.

Basic principles of electricity and magnetism, properties of light, and simple optics.

**PHYS 129. Heat, Light, Sound.**

4-3-5. Prerequisite: PHYS 127.

Wave properties of light and sound, heat transport phenomenon, quantum mechanical foundations of atomic and molecular structure, interactions of radiation with matter.

**PHYS 201. General Physics I.**

4-3-5. Prerequisite: MATH 190; Corequisite: MATH 201. With PHYS 202 and PHYS 203 constitutes physics for science majors.

Covers mechanics, including vector algebra, kinematics, Galilean transformations, Newton's law work, work-energy principles, conservation of energy, conservation of momentum, rotational kinematics, equilibrium of rigid bodies, rotational dynamics and kinetic theory. More laboratory work and problems with calculus being used freely.

**PHYS 202. General Physics II.**

4-3-5. Prerequisite: PHYS 201; MATH 201.

Covers electromagnetism, including Coulomb's law, electric fields, Gauss's law, potential Ohm's law, electromotive force, energy transformation in a circuit charging and discharging a capacitor, energy density in an electric field, ammeter and voltmeter construction, magnetic fields, Hall effect, Ampere's law, Faraday's law, energy density in a magnetic field, inductance, a-c circuits, electromagnetic waves; laboratory work.

**PHYS 203. General Physics III.**

4-3-5. Prerequisite: PHYS 201.

Covers sound waves, geometric and physical optics, Michaelson-Morley experiment, Lorentz transformations, relativistic form of the laws of conservation of momentum and energy, blackbody radiation, photoelectric effect, Bohr model of hydrogen, wave particle duality and the uncertainty principles and other topics in modern physics, with an introduction to quantum mechanics. Laboratory work in wave phenomena.

**PHYS 311. Concepts of Modern Physics.**

5-0-5. Prerequisites: any 10 hour lab science sequence.

A look at quantum mechanics (the physics of the very small) and relativity (the physics of high speeds and high energies) for the general audience. The puzzles of modern physics and some philosophical implications will be considered. Topics will include the wave-particle problem, the uncertainty principle, time dilation, and why the speed of light is the "speed limit" for the universe. The strong experimental evidence supporting these (seemingly) strange and paradoxical ideas will also be discussed.

**PHYS 312. Concepts of Optics.**

5-0-5. Prerequisites: any 10 hour lab science sequence.

A survey of optics and its applications for the general audience. Topics will include the nature of light, optical instruments and methods, color perception and depth perception. Techniques of color reproduction will be examined in areas such as photography, printing, art, color TV and computer graphics. The course will include the fundamentals of optical systems such as holography, photography, microscopy and fiber optics. Emphasis will be on the applications of optical principles.

**PHYS 340. Electronics.**

4-3-5. Prerequisite: MATH 115 or permission of instructor.

Fundamentals of analog and digital electronics. Basic components, transistors and integrated circuits and their use in practical circuits. The course will examine the role of electronic building blocks such as amplifiers, oscillators and gates in complex equipment such as audio systems, radio, TV and computers. Lab involves hands-on work with electronic circuits.

**PHYS 341. Digital Electronics.**

4-3-5. Prerequisite: PHYS 340.

Operation and use of digital integrated circuits such as gates, flip-flops, registers, microprocessors and memories. Examination of computer operation from the hardware standpoint. Lab includes logic circuit design and basic computer interfacing.

**PHYS 350. Electronics Instrumentation.**

3-6-5. Prerequisite: MATH 190.

Basic electronics, linear, and digital integrated circuits in modern laboratory instruments. Extensive experience with the design, construction, use and maintenance of electronic instruments.

**PHYS 360. Spectroscopy.**

5-0-5. Prerequisite: MATH 190.

Principles of vibration, rotation and electronic spectroscopy and resonance techniques in the study of atomic and molecular structure.

**PHYS 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair prior to registration.

Special topics of an advanced nature that are not in the regular course offerings.

**PHYS 490. Special Topics in Physics.**

1-5 credit hours. Prerequisite: Consent of instructor.

Selected special topics of general interest to the faculty and students.

**POLITICAL SCIENCE (POLS)****POLS 201. American Government in a Global Perspective.**

5-0-5. Prerequisite: ENGL 099 and READ 099; if required.

Examination of the institutions and processes of American government with some comparison to those of other modern nation-states.

**POLS 205. Introduction to the Criminal Justice System.**

5-0-5. Prerequisite: ENGL 099 and READ 099; if required.

How the criminal justice system actually works. An understanding of the theory, operations and contradictions of our criminal justice systems.

**POLS 212. State and Local Government.**

5-0-5. Prerequisite: ENGL 099 and READ 099 if required; POLS 201 recommended.

A general survey of state and local government; recent and current trends.

**POLS 303. Politics and Public Policy Formation.**

5-0-5. Prerequisite: POLS 201.

Origins, principles, structures, processes and practices of American national government. Stresses different perspectives on democratic theory and the adequacy of government institutions.

**POLS 310. Police and the Socio-Political System.**

5-0-5. Prerequisite: POLS 201.

The role of the police in American society. Issues examined include the police role in a democracy, ethnic tensions and the police, police unionization and police professionalism, civil disturbances, enforcement of the law, and police misconduct.

**POLS 315. American Constitutional Law Institutions.**

5-0-5. Prerequisite: POLS 201.

The constitutional powers and limitations of the national legislative, executive and judicial branches are examined. The course includes analysis of the constitutional relationship of these political institutions and their relationship to the states regarding regulation of commerce, taxation and state courts.

**POLS 320. Legal Research.**

5-0-5. Prerequisite: POLS 201.

An introduction to legal resources for law-related courses and problems stressing the effective utilization of legal research and reference tools in a manner designed to meet the needs of the student in a non-law field. An understanding of legal rules is necessary for scientists, archaeologists and other professionals.

**POLS 323. Issues in Political Philosophy.**

5-0-5. Prerequisite: POLS 201.

Emphasizes the issues of individualism and limits of political authority as dealt with by major political and social theories.

**POLS 333. Contemporary International Politics.**

5-0-5. Prerequisite: POLS 201.

The interstate system, the assumptions and ideas of international politics, determinants of foreign policy and dynamics of political change using a comparative approach.

**POLS 334. Comparative Politics.**

5-0-5. Prerequisite: POLS 201.

An introduction to the comparative approaches for the study of politics, focusing on patterns of development and change in contemporary political systems.

**POLS 343. Principles of Public Administration.**

5-0-5. Prerequisite: POLS 201.

Problems of personnel, finance, administrative law, and the growth and significance of administrative legislation and adjudication.

**POLS 350. American Foreign Policy.**

5-0-5. Prerequisite: POLS 201.

This course explores the conduct, substantive policy issues and problems associated with American foreign policy. The contemporary aspects and problems evolving out of and confronted by America's foreign policy will be emphasized.

**POLS 360. The U.S. Congress.**

5-0-5. Prerequisite: POLS 201.

Presents an in-depth treatment of the origins, development, operation and reforms of the U.S. Senate and House of Representatives.

**POLS 370. The U.S. Presidency.**

5-0-5. Prerequisite: POLS 201.

Examines the historical development of the presidency, the constitutional powers, the personalities, the roles and the relationship with other governmental agencies.

**POLS 380. Mass Media and Politics.**

5-0-5. Prerequisite: POLS 201.

Examines the role of the mass media in society. Emphasis is placed on the media's role in the social, legal and political processes in the United States, as well as other democratic and non-democratic countries such as Japan, the U.S.S.R. and Great Britain.

**POLS 385. Campaigns and Elections.**

5-0-5. Prerequisite: POLS 201.

An in-depth look at the process of selecting governmental leaders in the United States. Includes a segment on foreign elections in countries such as the Soviet Union, France and Great Britain.

**POLS 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**POLS 398. Internship.**

1-15 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in elective areas. Students must contact instructor before the end of the quarter prior to the quarter in which the internship is planned.

**POLS 400. Directed Study.**

1-5 credit hours. Prerequisite: POLS 201 and approval of instructor, adviser and department chair prior to registration. Covers special topics and seminars external to regular course offerings. May require internship.

**POLS 402. Political Parties.**

5-0-5. Prerequisite: POLS 201.

Examines the nature, structure and functions of political parties in differing national cultural contexts with particular attention to the electoral activity of political parties in the United States.

**POLS 410. American Legal System.**

5-0-5. Prerequisite: POLS 201.

Basic concepts of American law, judicial selection, the legal profession, court systems, criminal justice and judicial behavior.

**POLS 411. Criminal Law.**

5-0-5. Prerequisite: POLS 201.

An examination of those areas in which the U.S. Constitution affects criminal justice. Emphasis on understanding the role of the Supreme Court of the United States in interpreting those provisions of the Constitution that affect criminal justice. An attempt to understand the content of the important decisions in this area as well as the reason given by the court for its decisions.

**POLS 412. Urban Affairs and Problems.**

5-0-5. Prerequisite: POLS 201.

Emphasis on the changing patterns of local and municipal governments and politics, impact of reapportionment and other problems generated by an urbanized society.

**POLS 415. Civil Liberties.**

5-0-5. Prerequisite: POLS 201.

An intensive study of the rights of Americans as guaranteed by the Constitution. The changing character of civil liberties problems in the United States will be stressed with attention given to the legal, historical and political context of the cases studied.

**POLS 420. Judicial Process.**

5-0-5. Prerequisite: POLS 201.

Courts and judges as agents in the political system. Focus is on the judicial decision-making process, with attention to psychological and other variables in that process. Relation of judicial process to legislative, administrative and electoral processes emphasized.

**POLS 421. Ancient and Medieval Political Thought.**

5-0-5. Prerequisite: POLS 201.

A survey of the political thought of Socrates, Plato, Aristotle, Augustine, Aquinas and Machiavelli emphasizing the aspects of their thought most relevant to the development of Western political institutions.

**POLS 422. Modern and Contemporary Political Thought.**

5-0-5. Prerequisite: POLS 201.

A survey of the political thought of Machiavelli, Hobbes, Locke, Rousseau, Burke, Hume, Hegel, Mill and Marx emphasizing the aspects of their thought most relevant to the development of Western political institutions.

**POLS 425. Early American Political Thought: 1620 to 1865.**

5-0-5. Prerequisite: POLS 201.

This course concentrates on the development and explication of American political ideas including the English backgrounds of American political thought, the colonial and formative eras.

**POLS 426. Modern American Political Thought: 1865 to Present.**

5-0-5. Prerequisite: POLS 201.

American political thought from the Civil War era to the contemporary era emphasizing the development of the ideas underpinning the development of democracy, industrialization, the rise of the positive state and the cold war period.

**POLS 431. International Law.**

5-0-5. Prerequisite: POLS 201.

International law is generally considered to be the system of law governing relations between states. This course explores this body of law within the context of various legal topics such as the law and the individual; territorial questions; and armed conflicts. Both classic and modern cases will be examined in this context.

**POLS 433. International Organization.**

5-0-5. Prerequisite: POLS 201.

This course is designed to introduce students to the mechanics of several major international organizations. The United Nations will be examined

in great detail as will selected regional examples. This course will utilize a case study approach. It will include major topics such as disarmament arms control, peaceful settlement of disputes and self-determination.

**POLS 435. Foreign Policy of Major Nations.**

5-0-5. Prerequisite: POLS 201.

A study of governmental formulation and conduct of foreign policy, focusing on major problems of U.S. foreign policy with the Soviet Union and other major areas of the world.

**POLS 436. Politics of Developing Areas.**

5-0-5. Prerequisite: POLS 201.

This course confronts the patterns of development of governmental institutions and use of political processes in meeting the problems of the emerging nations of Asia, Africa, Latin America and the Middle East.

**POLS 438. Politics of International Economic Relations.**

5-0-5. Prerequisite: POLS 201 and ECON 203.

This course explores the fundamental questions about government and policies, about market systems and about relations between the two.

**POLS 444. Administrative Practices and Organization.**

5-0-5. Prerequisite: POLS 201.

The methods and procedures of governmental administration and the control of public bureaucracies in democratic societies.

**POLS 451. Soviet and East European Politics.**

5-0-5. Prerequisite: POLS 201.

This course examines the politics and policies of the Soviet Union and the countries of Eastern Europe in a comparative perspective. Addressing the dramatic changes that have swept the region since Gorbachev's rise to power in 1985, this course will explore the causes and potential consequences of further change.

**POLS 452. Eastern Asian Politics.**

5-0-5. Prerequisite: POLS 201.

The course is designed to acquaint students with political institutions and processes of China, Japan and Korea. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance.

**POLS 453. Politics of Latin America.**

5-0-5. Prerequisite: POLS 201.

Introduces the contemporary political situations and governmental structures of Latin America. Similarities and differences among the various political systems will be examined as will socioeconomic cleavages and foreign intervention.

**POLS 490. Special Topics in Political Science.**

1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected special topics of interest to faculty and students.

## PSYCHOLOGY (PSY)

**PSY 105. Psychology and Contemporary Issues.**

3-0-3. Prerequisite: READ 099, if required.

This course examines contemporary issues addressed by psychology and related disciplines. A cross-cultural perspective is incorporated into the study of issues such as gender, ethics and the relationship between research and application. Students are encouraged to develop effective thinking and communication skills as they learn about the relevance of psychology in modern society. Primarily for students not planning to take upper division courses in psychology.

**PSY 201. General Psychology.**

5-0-5. Prerequisite: READ 099, if required.

The scientific approach to the study of psychological phenomena, human development, learning and thinking, motivation and emotion, perception, testing and measurement, personality and behavior.

**PSY 258. The Psychology of Adjustment.**

5-0-5. Prerequisite: None.

The dynamics of normal and nonintegrative adjustment, including the study of appropriate and inappropriate reactions to frustrations and stress; resolutions of conflicts, fears and anxiety; building emotional stability and preventing mental illness.

**PSY 299. Quantitative Psychology.**

5-0-5. Prerequisites: MATH 105; PSY 201.

An introduction to the use of quantitative methods in psychology and the social sciences with emphasis on basic quantitative techniques, sampling, psychological testing and assessment, and the selection of appropriate measurements of behavior, their application and their interpretation within the context of the research endeavor.

**PSY 300. Research Methods.**

5-0-5. Prerequisites: PSY 201, 299 (Sequential to PSY 299).

A study of the empirical methods of psychology. Course is designed to provide the student with a working knowledge of methods used in the planning and evaluation of psychological research techniques and the description and analysis of data.

**PSY 301. Experimental Psychology.**

4-2-5. Prerequisite: PSY 300. (Sequential to PSY 300)

An overview of various areas of research in experimental psychology with emphasis on practical laboratory experience including conducting and reporting results of psychological experiments.

**PSY 305. Developmental Psychology.**

5-0-5. Prerequisite: PSY 201.

Human development from conception to death, emphasizing biological, cognitive, emotional, social and personality development.

**PSY 310. Psychoactive Drugs and Behavior.**

5-0-5. Prerequisite: PSY 201.

This course will present information on how psychoactive drugs work in the central nervous system and how they affect behavior. The classes of drugs discussed will include stimulants, depressants, hallucinogens, analgesics and psychotropic drugs, and will focus on their pharmacologic action in the brain. Substance abuse disorders will be addressed and physiological theories of abuse will be emphasized.

**PSY 320. Leadership and Group Dynamics.**

5-0-5. Prerequisite: PSY 201 and permission of instructor required.

Theory and application of psychological knowledge regarding group formation, group process and leadership. Issues are examined in the context of ongoing intensive group discussion.

**PSY 325. Social Psychology.**

4-2-5. Prerequisite: PSY 201.

A survey of the effects of the social environment upon the behavior of the individual. Interpersonal attraction, affiliation, aggression, prejudice, conformity, attitudes and attitude change are discussed. Experimental research findings are emphasized.

**PSY 335. Theories of Personality.**

5-0-5. Prerequisite: PSY 201.

A survey of selected theories as well as research findings and possible therapeutic, educational and social applications. The theories of Freud, Adler, Jung, Erikson, Rogers, Skinner and other major theoretical systems are covered.

**PSY 340. The Psychology of Family Interaction: A Developmental Perspective.**

5-0-5. Prerequisite: PSY 201.

An in-depth coverage of the psychological dynamics involved in parent/child relationships. A developmental approach will be employed to explore the changing needs and demands of the child and the parents as each progress in their own development. Current research and theory concerning parenting techniques, the psychological atmosphere of the home and the interaction of the child's temperament with the parents will be discussed. Contemporary family issues such as day-care, domestic violence, single parenting and children with special needs will be presented.

**PSY 345. Learning and Conditioning.**

5-0-5. Prerequisite: PSY 201.

Introduction to the basic learning process of habituation, classical conditioning and operant conditioning in humans and lower organisms.

**PSY 355. Cross-Cultural Psychology.**

5-0-5. Prerequisites: PSY 201; SOCI 201 or ANTH 201.

An overview of the study and application of psychological principles across a variety of cultures. Cognition, attitude structure and change, interpersonal communication, personality and mental health issues will be discussed as they relate to different cultural contexts.

**PSY 365. Human Sexuality.**

5-0-5. Prerequisite: PSY 201.

An examination of the biological, personal, interpersonal and social aspects of human sexual behavior. Topics include: sexual values, sex and gender, sex and love, sexual behavior over the life span, reproduction, sex and health, sexual dysfunction and treatment, and social problems/issues related to sexual behavior.

**PSY 370. Industrial Psychology.**

5-0-5 Prerequisite: PSY 201.

The application of psychological principles and research methodology to human problems in industry, including the psychological aspects of personnel selection and appraisal, motivation and work, leadership and human performance.

**PSY 380. Principles of Psychological Testing.**

5-0-5. Prerequisites: PSY 201; PSY 299 or MATH 107.

Designed to introduce the principles that underlie the development, use and interpretation of psychological assessment tools. Topics include: test construction, survey development, scaling, norming, assessment interpretation issues and psychological assessment applications in industrial, vocational, clinical and research settings. Additionally, psychological assessment will be discussed in terms of social, legal and ethical concerns.

**PSY 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of department chair and coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a previously approved site in business, industry, government or private agency. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**PSY 398. Internship.**

1-15 credit hours. Prerequisite: PSY 301 and approval of departmental internship supervisor and department chair.

A supervised credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in elective areas.

**PSY 400. Directed Study.**

1-5 credit hours. Prerequisite: Approval of instructor, major area committee and department chair. Psychology majors must have completed PSY 301.

Covers special topics and seminars external to regular course offerings. May include original research projects and practicum experience.

**PSY 410. Physiological Psychology.**

4-2-5. Prerequisite: One 300-level psychology course; BIOL 104 recommended. PSY majors must have completed PSY 301.

Study of the nervous system, endocrine glands and receptor and effector mechanisms as they influence behavior and personality.

**PSY 411. History and Systems of Psychology.**

5-0-5. Prerequisite: One 300-level psychology course. PSY majors must have completed PSY 301.

An examination of the historical development of psychology, focusing on antecedents in philosophy and physiology; major early systems; major historical figures; and the historical/cultural context in which the field developed. PSY majors: Senior Experience course option to be taken during one of last two quarters prior to graduation.

**PSY 415 Theories of Perception.**

4-2-5. Prerequisite: One 300-level psychology course. PSY majors must have completed PSY 301.

A study of various theories and phenomena of perception. Course includes experimental investigations of the characteristics of sensory systems including vision, audition, kinesthesia, and the vestibular and skin senses.

**PSY 420. Applied Psychology.**

5-0-5. Prerequisite: One 300-level psychology course. PSY majors must have completed PSY 301.

A consideration of selected contemporary psychological approaches to studying human behavior in applied settings. Methodologies available to the psychologist for the evaluation and/or modification of a variety of human problems will be explored. PSY majors: Senior Experience course option to be taken during one of last two quarters prior to graduation.

**PSY 425. Psychology of Women.**

5-0-5. Prerequisite: One 300-level psychology course. PSY majors must have completed PSY 301.

Advanced study of psychological research and theory relevant to women. Focus will be on areas in which real and false gender differences manifest themselves.

**PSY 430. Abnormal Psychology.**

5-0-5. Prerequisite: One 300-level psychology course. PSY majors must have completed PSY 301.

A comprehensive study of the various forms of mental illness and maladjustment.

**PSY 440. Black Psychology.**

5-0-5. Prerequisites: SOCI 105 or ANTH 105; one 300-level psychology course. Psychology majors must have completed PSY 301.

An examination of some of the major psychological issues affecting black Americans. Topics include: racial consciousness and identity; definition and effects of racism in the work place and in school; testing issues and cultural deficit theories of IQ; dating, marriage and family structure; issues in the evaluation and treatment of mental disorders; and an examination of research methods used to study this population.

**PSY 455. Cognitive Psychology.**

5-0-5. Prerequisite: One 300-level psychology course PSY majors must have completed PSY 301.

An examination of the experimental investigation of complex cognitive processes, including the storage and retrieval of information, concept formation, reasoning, problem-solving and decision-making.

**PSY 470. Personnel Psychology.**

5-0-5. Prerequisites: PSY 201; PSY 370 or MGT 360. PSY majors must have completed PSY 301.

An advanced study of the application of psychological research and theory to problems of organizational human resource utilization. Focus will be on individual differences in behavior and job performance and on methods of measuring and predicting such differences. Major areas of emphasis include job analysis and evaluation, recruitment, screening, validation, personnel selection, training and development and performance appraisal.

**PSY 490. Special Topics in Psychology.**

1-5 credit hours. Prerequisite: Satisfactory completion of 20 hours of 300- to 400-level psychology courses and consent of instructor and department chair.

Selected topics of special interest to faculty and students.

**READING (READ)****READ 020. Principles of Reading.**

5-0-0. (No degree credit. Institutional credit, 5 hours.)

A course required of students who failed the reading portion of the Regents' Test. Others may enroll in the course for review purposes prior to taking the Regents' Test. Primary attention is given to critical reading skills, rate, vocabulary and test-taking techniques.

**READ 099. Developmental Reading.**

5-0-0. (No degree credit. Institutional credit, 5 hours.)

Prerequisite: Placement by College Placement Examination by Admission Office or by Developmental Studies Department.

A developmental studies course that prepares the student for credit courses that require sophisticated reading skills. Emphasizes comprehension skills, vocabulary development, reading rate, textbook mastery, notetaking and study skills.

**REAL ESTATE (RE)****RE 354. Principles of Real Estate.**

5-0-5. Prerequisite: FIN 350.

In this course, students are introduced to the principles of real estate analysis and utilization. Subjects include the nature of real property; the legal instruments involved in real property transactions; market analysis and the determinants of real estate values; the appraisal process; investment and financial analysis; and the public policy aspects of real estate planning and utilization.

**RE 454. Real Estate Finance.**

5-0-5. Prerequisite: FIN 350.

Financing of residential and commercial real estate and analysis of real estate as an investment.

**RE 456. Real Estate Appraisal.**

5-0-5. Prerequisite: FIN 350.

Analyzes the principles and procedures of real estate appraisal including an in-depth study of the income, cost, financing, developing and managing real property along with the transfer process of such property.

**RE 464. Real Estate Investment.**

5-0-5. Prerequisite: FIN 350.

In this course, students are introduced to traditional methods of real estate investment analysis, as well as to modern methodologies and techniques utilized by sophisticated investors and analysts. Subjects covered include feasibility studies, calculating yields like financial management rate of return; the refinancing decision; portfolio analysis; impact of inflation and leasing.

**RUSSIAN (RUSS)****RUSS 101. Elementary Russian I.**

5-0-5. Prerequisites: ENGL 099, READ 099 if applicable.

Introduction to the Russian language. Major emphasis is on mastery of phonetics and the alphabet and on development of speaking and listening comprehension skills. Reading and writing skills (in script) are developed through the use of authentic texts, dictation, compositions and other practice exercises.

**RUSS 102. Elementary Russian II.**

5-0-5. Prerequisite: RUSS 101 or the equivalent.

Major emphasis continues to be the development of aural-oral skills. Reading and writing skills are developed through the use of authentic texts, compositions, dictation and other practice exercises.

**RUSS 201. Intermediate Russian I.**

5-0-5. Prerequisite: RUSS 102 or the equivalent.

Major emphasis is on obtaining accuracy in writing and increasing vocabulary through reading of authentic texts and the use of the target language in context. Continued development of aural-oral skills.

**RUSS 202. Intermediate Russian II.**

5-0-5. Prerequisite: RUSS 201 or equivalent.

Development of aural-oral skills continues, but major emphasis is placed on reading and writing skills through the use of authentic texts and use of the language in context.

**SCIENCE (SCI)****SCI 301. Science Concepts.**

4-3-5. Prerequisite: A 10-hour science core sequence and five hour mathematics course at the 100-level or above.

Science Concepts will define science and how it is done in the context of examining the development of fundamental concepts in physics, chemistry, geology (including oceanography), astronomy, meteorology and space science. This course will have a historical perspective and laboratories will emphasize experimental design and data analysis. Primarily for early and/or middle grade teachers.

**SOCIAL SCIENCES (SSCS)****SSCS 303. Comparative Social Science.**

5-0-5. Prerequisite: None.

A comparative study of concepts, issues and methodologies of the social sciences. Appropriate field studies will be undertaken.

**SSCS 310. Research Methods I.**

3-2-5. Prerequisite: None.

An introduction to the empirical methods in social research. Provides the student with a working knowledge of the design, implementation and evaluation of social science research.

**SSCS 311. Research Methods II.**

3-2-5. Prerequisite: SSCS 310.

A continuation of Social Science 310, emphasizing the specific research skills of a qualitative and quantitative nature. Questionnaire construction, interviewing, scaling and data analysis will be emphasized. The primary focus of this course will be on application of these techniques in areas such as program evaluation, needs assessment and information analysis.

**SSCS 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.



**SSCS 398. Internship.**

1-10 credit hours.

A supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Students must contact instructor before the end of the quarter prior to the quarter in which the internship is planned.

**SSCS 490. Special Topics in Social Science.**

1-5 credit hours. Prerequisite: Approval of instructor, adviser and department chair.

Selected topics of interest to faculty and students.

**SOCIOLOGY (SOCI)****SOCI 105. Sociological Perspectives.**

3-0-3. Prerequisites: ENGL 099/READ099, if required.

This course is an examination of society in a world context, and an introduction to the discipline of sociology and its theoretical and methodological tools. Connections between sociology and other disciplines are also examined. Primarily for non-majors meeting the core social science requirements.

**SOCI 201. Principles of Sociology.**

5-0-5. Prerequisite: READ 099 if required.

Emphasis on the social nature of human behavior, group behavior, the structure of society, culture, social problems, social change and the scientific study of society.

**SOCI 233. Introduction to Public and Social Services.**

4-2-5. Prerequisite: READ 099 if required.

The broad spectrum of career options relating to meeting human needs existent in the mid-20th century. Attention to developing a philosophy of the helping relationship and direct exposure to field experiences in public and social services.

**SOCI 301. Development of Sociological Theory.**

5-0-5. Prerequisite: SOCI 201.

A survey of the historical development of social thought, types and nature of social theories and the influence of social theory on contemporary sociology.

**SOCI 304. Social Organization.**

5-0-5. Prerequisite: SOCI 201 recommended.

A study of structures and process of social institutions and their relationship to community organizations and formal associations.

**SOCI 313. Public and Social Services Methods.**

4-2-5. Prerequisite: SOCI 233.

An introduction to problem-solving process as used in working with individuals, groups and communities. Emphasis on development of techniques in interviewing, counseling and analyzing situations.

**SOCI 314. Racial and Ethnic Minorities.**

5-0-5. Prerequisite: SOCI 201 recommended.

Analysis of intergroup relations, emphasizing origin, maintenance and consequences of prejudice and discrimination.

**SOCI 324. Sex Roles in Modern Society.**

5-0-5. Prerequisite: SOCI 201 recommended.

The implications of the changes in the kinship, economic and political structures related to male/female relations, their impact on female equality in contemporary society.

**SOCI 326. History of Social Welfare Policy.**

5-0-5. Prerequisites: SOCI 201; recommended SOCI 233.

This course focuses on the development of social welfare policy in the United States from 1600 to the present. Particular emphasis will be placed on the relationship between the socio-economic and political systems and policy formation.

**SOCI 332. Corrections.**

5-0-5. Prerequisite: SOCI 201 or POLS 205.

Review of the historical and philosophical backgrounds of corrections, with emphasis on perceiving corrections as a component of the criminal justice system.

**SOCI 334. Sociology of Religion.**

5-0-5. Prerequisite: SOCI 201 recommended.

Religion as a social institution in historical, comparative and contemporary terms.

**SOCI 351. Social Problems.**

5-0-5. Prerequisite: SOCI 201.

Current social problems facing American society with attention to developing insights into meaningful solutions. This course will stress the use of conceptual frameworks by which social problems can be analyzed and understood.

**SOCI 352. Juvenile Delinquency.**

5-0-5. Prerequisite: SOCI 201 or POLS 205.

A survey of definition, extent, cause, treatment, prevention and control of juvenile delinquency.

**SOCI 354. Stratification and Mobility.**

5-0-5. Prerequisite: SOCI 201 recommended.

An analysis of social class, power, class consciousness and social mobility. Emphasis on theory, research methods and concepts related to class structure.

**SOCI 364. Sociology of the Family.**

5-0-5. Prerequisite: SOCI 201 or PSY 201 recommended.

The family in relation to society, its history, its structure and indications of change and human sexuality.

**SOCI 374. Sociology of Occupations.**

5-0-5. Prerequisite: SOCI 201 recommended.

An analysis of the contemporary occupations with emphasis on large-scale organizations, the structure of occupations and the nature of work.

**SOCI 400. Directed Study.**

1-5 hours. Prerequisite: Approval of instructor, adviser and department chair.

Covers special topics and seminars external to regular course offerings. May include original research projects and practicum experience.

**SOCI 424. Aging in a Social Context.**

5-0-5. Prerequisite: SOCI 201 recommended.

Problems of aging in modern society, including such topics as the impact of urbanization, the aged as a subculture and the effect of age-composition changes on the social structures.

**SOCI 430. Victimology.**

5-0-5. Prerequisite: SOCI 201.

This course provides the student with an overview of the basic concepts of criminal victimization. Also, the student will become familiar with society's response to victims and their problems.

**SOCI 432. Criminology.**

5-0-5. Prerequisite: SOCI 201 or POLS 205.

Theory and practice, the nature and causation of crime and the etiology and nature of criminal offenses and offenders.

**SOCI 442. Deviance and Social Control.**

5-0-5. Prerequisite: SOCI 201 recommended.

A survey of the nature, causes and consequences of deviant behavior. Analysis of the problems of definitions, identification, explanations and social reaction to violations of institutional expectations. Presentation of the techniques of social control employed by a social system.

**SOCI 443. Systems of Health Care.**

5-0-5. Prerequisite: SOCI 201 or 233 recommended.

An analysis of (1) the social processes affecting condition of health and illness and (2) the cluster of social relationships and organizations that comprise the social institution of health: emphasis on socio-cultural factors that influence definitions of health and illness, causes, preventions and treatments; cross-cultural and inter-class comparisons of stress, delivery of health care, mental illness, death and dying and health care professionals.

**SOCI 444. Social Change and Modernization.**

5-0-5. Prerequisite: SOCI 201 recommended.

The nature, types and causes of social change; technological and socio-cultural factors affecting institutional change. Innovation, diffusion and the process of acceptance and rejection of change by social systems.

**SOCI 464. Population.**

5-0-5. Prerequisite: SOCI 201 recommended.

An analysis of the size, growth, composition, distribution and characteristics of the population with emphasis on application of demographic information to socioeconomic structure.

**SOCI 490. Special Topics in Sociology.**

1-5 credit hours. Prerequisite: Approval of instructor, adviser and department chair.

Selected topics of interest to faculty and students.

**SOCI 497. Seminar in Criminal Justice.**

5-0-5. Prerequisite: Completion of 20 hours of upper level public and social services course work.

This course concentrates on criminal justice, a career path in the Public and Social Services Program. The student prepares and presents an undergraduate thesis. This course is open to public and social services majors and minors.

**SOCI 498. Senior Seminar in Human Services.**

5-0-5. Prerequisites: Completion of 20 hours of upper level public and social services course work.

This course concentrates on human services, a career path in the Public and Social Services Program. The student prepares and presents an undergraduate thesis. The course is open to public and social services majors and minors.

**SOCI 499. Senior Seminar in Public Administration.**

5-0-5. Prerequisites: Completion of 20 hours of upper level public and social services course work.

This course concentrates on public administration, a career path in the Public and Social Services Program. The student prepares and presents an undergraduate thesis. This course is open to public and social services majors and minors.

**SPANISH (SPAN)****SPAN 101. Introductory Spanish I.**

5-0-5. Prerequisite: ENGL 099 and READ 099, if required; no prior study of Spanish or less than one year of high school Spanish.

Major emphasis is on the development of aural-oral skills. Reading and writing skills are developed through the use of dictation, lab exercises and compositions. Not open to native speakers of Spanish.

**SPAN 102. Introductory Spanish II.**

5-0-5. Prerequisite: SPAN 101, one year or more of high school Spanish or the equivalent.

A continuation of Spanish 101. Not open to native speakers of Spanish.

**SPAN 201. Intermediate Spanish I.**

5-0-5. Prerequisite: SPAN 102 or the equivalent.

Development of aural-oral skills continues to be stressed but greater attention is paid to obtaining accuracy in writing and to increasing vocabulary through reading of authentic texts and the use of the target language in context. Not open to native speakers of Spanish.

**SPAN 202. Intermediate Spanish II.**

5-0-5. Prerequisite: SPAN 201 or equivalent.

A continuation of Spanish 201. Not open to native speakers of Spanish.

**SPAN 220. Intermediate Reading and Composition.**

5-0-5. Prerequisite: SPAN 202.

This course emphasizes the development of strategies for reading and writing in Spanish. Students will learn to read and write in Spanish on concrete and abstract topics.

**SPAN 221. Intermediate Comprehension and Conversation.**

5-0-5. Prerequisite: SPAN 202.

This course emphasizes the development of strategies for comprehension and conversation in Spanish. Students will listen to and speak on both concrete and abstract topics in Spanish.

**SPAN 300. Introduction to the Study of Spanish Texts.**

5-0-5. Prerequisite: SPAN 202 (with minimum grade of "C" or equivalent).

An introduction to the study and analysis of Spanish literature using original texts. Discussion of literary movements and representative authors of Spain. Taught in Spanish.

**SPAN 301. Introduction to the Study of Latin American Texts.**

5-0-5. Prerequisite: SPAN 202 (with minimum grade of "C" or equivalent).

An introduction to the study and analysis of Spanish American literature using original texts. Discussion of literary movements and representative authors of Latin America. Taught in Spanish.

**SPAN 302. Practical Conversation.**

5-0-5. Prerequisite: Spanish 202; with minimum grade of "C" or permission of instructor.

Students learn to express themselves verbally and in writing on a variety of "survival" topics. Emphasis on class interaction such as role playing based upon real-world situations, skits and extemporaneous speaking. Topics may also expand from basic situations to discussions of professional areas and "problem solving" in the target language.

**SPAN 303. Grammar and Composition.**

5-0-5. Prerequisite: Spanish 202 with minimum grade of "C" or permission of instructor.

A review of basic grammar and an introduction to the more difficult points of Spanish grammar and syntax with reference to problems of general translation.

**SPAN 304. Commercial Spanish.**

5-0-5. Prerequisite: Spanish 202 with minimum grade of "C" or permission of instructor.

Introduction to the Spanish language as used in business. Emphasis is on practical communication in the form of letters and other business-related documents. Students are also introduced to economic, social and political factors that are important to the conduct of business in the Hispanic world.

**SPAN 310. Survey of Hispanic Culture and Institutions I.**

5-0-5. Prerequisite: Spanish 202 with minimum grade of "C" or permission of instructor.

A survey of major institutions, values, customs and literary and historical movements in the Hispanic world from the Middle Ages to the end of the conquest of New Spain. Includes discussions of the role these factors have played in the development of modern Iberia and Ibero-America.

**SPAN 311. Survey of Hispanic Culture and Institutions II.**

5-0-5. Prerequisite: Spanish 202 with minimum grade of "C" or permission of instructor.

Survey of major institutions, values, customs and literary and historical movements in the Hispanic world from the colonial period and the accession of the Bourbons to the 20th century. Includes discussions of the role of Iberia and Ibero-America in the modern world.

**SPAN 396. Cooperative Study.**

1-3 credit hours. Prerequisite: Approval of coordinator of cooperative education/internship (CAPS Center).

A supervised work experience program for a minimum of three academic quarters at a site in business, industry or government. For sophomore, junior or senior level students who wish to obtain successive on-the-job experience in conjunction with their academic training.

**SPAN 398. Internship.**

1-15 credit hours.

Supervised, credit-earning work experience of one academic quarter with a previously approved business firm, private agency or government agency. Credit is allowed only in elective areas.

**SPAN 400. Directed Study.**

1-5 hours. Prerequisite: Spanish 202 and approval of instructor, major area committee and department chairman.

Covers special topics and seminars external to course offerings that allow a student to work individually with the instructor.

**SPAN 410. Spanish Linguistics.**

5-0-5. Prerequisite: SPAN 302 with minimum grade of "C" or permission of instructor.

A study of Spanish articulatory phonetics, phonemics, sound-symbol correspondences and basic word orders.

**SPAN 420. Advanced Literature I.**

5-0-5. Prerequisite: Span 310 with minimum grade of "C" or permission of instructor.

An introduction to the literature of medieval and early Renaissance Spain. Readings and discussion in Spanish.

**SPAN 422. Advanced Literature II.**

5-0-5. Prerequisite: Span 310 with minimum grade of "C" or permission of instructor.

An introduction to the literature and culture of the Golden Age of Spain and the New World. Readings and discussion in Spanish.

**SPAN 424. Advanced Literature III.**

5-0-5. Prerequisite: Span 311 with minimum grade of "C" or permission of instructor.

An introduction to the literature and culture of 18th and 19th century Spain. Special attention is given to Spain's increasing isolation from Europe after 1715 and its impact on modern Spain.

**SPAN 426. Topics in 20th Century Hispanic Literature.**

5-0-5. Prerequisites: SPAN 311 or permission of instructor.

An introduction to the literary movements and genres of 20th century Spanish and Latin American literature. Readings and discussion in Spanish.

**SPAN 450. Topics in Modern Iberia and Ibero-America: Business, Culture, Values.**

5-0-5. Prerequisite: Span 310/311 with minimum grade of "C" or permission of instructor.

An introduction to the institutions, business, culture, values customs and literatures of Iberia and Ibero-America in the 20th century. Includes an analysis of their influence on government, politics, diplomacy and business in these regions.

**SPAN 465. Advanced Commercial Spanish.**

5-0-5. Prerequisite: Span 304 with minimum grade of "C" or permission of instructor.

A continuation of Spanish 304 that offers an in-depth survey of business practices and the language of business in the Hispanic World.

**SPAN 490. Special Topics in Spanish.**

1-5 hours. Prerequisite: Span 202 with minimum grade of "C" or permission of instructor.

Special topics relevant to current concerns within the Hispanic community.

**Studies Abroad. 395, 396, 397, 495, 496, 497.**

10-15 hours. Prerequisite: Spanish 101, 102, 201, 202 or the equivalent.

Studies Abroad is sponsored by the University System of Georgia International Intercultural Studies Program. A student may receive up to 15 quarter hours credit at Kennesaw College upon successful completion of one of these programs.

**SPANISH EDUCATION (SPED)****SPED 410. Introduction to the Proficiency Oriented Classroom K-12.**

5-0-5. Prerequisite: Admission to Teacher Education program or permission of Chair, Department of Foreign Languages.

Survey of the proficiency movement in foreign language education and an introduction to the American Council on the Teaching of Foreign Languages Proficiency Guidelines, the Interagency Language Roundtable Proficiency Levels, and the purpose and structure of the Oral Interview as they apply to the foreign language classroom, K-12.

**SPED 412. Defining and Developing Proficiency in the Foreign Language Classroom, K-12.**

3-6-5. Prerequisite: SPED 410.

An examination of the literature on proficiency that includes discussion of definitions of proficiency and why it is useful to define and measure it; teaching in the target language; approaches and practical adaptations to approaches to teaching the language; class demonstrations. Field experience required.

**SPED 413. Instructional Design and Application.**

8-6-10. Prerequisite: SPED 412.

Provides the student the opportunity to practice and to adapt approaches discussed in SPED 412. Emphasis is on guided classroom teaching and continuing review of instruction by both student and supervisor. Field experience required.

**SPED 480. Student Teaching in Spanish, K-12.**

15 credit hours. Prerequisite: Admission to Student Teaching (Spanish). Full-time teaching experience in Spanish under the supervision of a public school cooperating teacher and college supervisor.



## THEATRE (THR)

### THR 107. Approaches to Theatre.

3-0-3. Prerequisite: None.

A study of theatre through reading, discussion and observation, from the point of view of the audience. Primarily for non-majors meeting the core fine arts requirement.

### THR 110. Introduction to Theatre.

5-0-5. Prerequisite: None.

A study and analysis of representative American and European dramas from the Greeks to the contemporary theatre.

### THR 320. Studies in Acting.

5-0-5. Prerequisite: None.

Studies in the basic skills of stage acting with emphasis on the mental alignment of the various and simultaneous demands on the actor's attention in live performance. Built on the seminal studies of Constantin Stanislavski, this course will explore contemporary approaches to the problems of creativity in relation to stage relaxation, situation, character and playing style.

### THR 330. Directing.

5-0-5. Prerequisite: THR 340 or permission of department.

Studies in directoral concerns in the theatre including textual interpretation, visual and aural composition, collaboration with other artists and style. Emphasis will be placed on the directoral process from conception of a production idea to performance. Theoretical studies will be augmented with the opportunity to direct selected scenes and to observe working directors in action.

### THR 340. Play Analysis for Production.

5-0-5. Prerequisite: None.

Play Analysis is a course to develop skills in textual analysis of playscripts for the purpose of informing theatrical production. Students will be introduced to representative playscripts and critical approaches from Aristotle to the post-structuralists. Emphasis is on developing production values through close textual studies.

### THR 490. Special Topics in Theatre.

1-5 credit hours. Prerequisite: Approval of instructor and departmental chair. Selected special topics of interest to faculty and students.

# RULES AND REGULATIONS OF STUDENT LIFE

## **Administrative Procedures for Handling Disruptive and Threatening Students**

Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of the KSC Student Conduct Regulations. As with violent behavior or physical attack, this behavior can also be a violation of civil law. While the College Judiciary serves as an important agent in adjudicating complaints against students regarding such violations, the Judiciary is a deliberative body that does not act quickly by design. The protection of personal and institutional rights and safety in such cases often requires immediate or quick intervention. Such intervention will typically involve campus police and college administrators.

When KSC faculty, staff or administrators are confronted by students who exhibit belligerent, abusive, profane, threatening and/or inappropriate behavior and are unable to resolve the confrontation personally, they should contact campus police immediately for assistance. Campus police are available 24 hours a day, seven days a week at 423-6666. When such confrontations occur in a class, the instructor may direct the student to leave the class or cancel class if necessary in order to deal with the disruptive student. When these disruptions or threats appear to constitute serious violations of the Student Conduct Regulations, a verbal and/or written complaint concerning the confrontation should be reported to campus police and be substantiated by witnesses if any.

If anyone is in immediate danger, campus police will react quickly, and in extreme cases this could include formal arrest of the student and incarceration. Campus police will then forward a written report to the Vice President and Dean for Student Affairs. If danger or harm does not appear imminent in the judgment of the campus police, a written complaint will be forwarded to the Vice President and Dean for Student Affairs who will conduct an administrative inquiry with appropriate due process into the incident and render an administrative disposition or negotiated settlement of the complaint, normally within five (5) weekdays of receipt of the complaint.

Administrative dispositions may include: a) an agreement in which the complainant drops the charges or suspends action on the charges with the Judiciary in exchange for corrective action by the student; b) pursuit of administrative withdrawal of the student which may involve a confidential consultation and assessment with other college officials in the case of medical withdrawal; c) referral of the case to the appropriate criminal justice system; d) administrative sanction (s) and active pursuit of the case in the College Judiciary; e) dropping of charges by the complainant after further reflection of the facts in the case, or f) some other appropriate action in light of the circumstances of the case. In cases where a disruptive student was directed to leave a class, office or area by the complainant, re-entry will be dependent on the administrative disposition and will include conferral with the complainant and other college officials or administrators as needed. Continued disruptive or threatening behavior on the part of the student toward the complainant or others will not be tolerated.

Faculty, staff or administrators who can document that a student has exhibited behavior which may indicate a physical, mental, emotional or psychological health condition which could result in a student medical withdrawal should bring such concerns directly to the attention of the Vice President and Dean for Student Affairs. The Vice President and Dean for Student Affairs will request the Director of Counseling Services in CAPS or appropriate consultant to initiate a confidential inquiry into the matter and make a recommendation for administrative disposition to the Vice President and Dean for Student Affairs.

According to Board of Regents' policy, except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to final decision concerning his or her continued enrollment at the college.

*Approved, October 1992*

## **Grievance Procedures for Admissions, Privacy Rights and Other Non-Academic Matters**

Within the framework of students' relationships to Kennesaw State College, several avenues exist for the expression of grievance. Provision for hearing appeals by applicants denied admission to the college is outlined in Article VI, Section C, paragraph 2a, of the Bylaws of the Board of Regents. Appeal procedures for grievances related to students' privacy rights are contained in the college catalog (see section on confidentiality of student records). Grievances relative to other non-academic matters, e.g., athletics, club/organizations, standards of conduct, discipline, financial aid, student government procedures, publications and any other student activities will be heard by the College Court.

## **Academic Grievances (other than violation of stated grading policy)**

Student complaints related to final grades in any course of instruction where the student believes that the instructor violated the stated grading policy will be heard according to the grade appeal procedures as printed in the college catalog and the student handbook. Every attempt will be made to resolve other complaints/grievances at the lowest level possible in the chain of command. However, in instances where this is not possible, and the complaint cannot be satisfactorily resolved through procedures described above, the grievant may appeal in writing to the president of the college; the appeal should be communicated within five days after the action of which the student complains, or unsatisfactory resolution was reached at lower level. The president's decision is final so far as institutional grievance procedures are concerned.

## **Discrimination**

All student grievances or complaints alleging action of a discriminatory nature shall be addressed in writing to the deputy Title IX coordinator, vice president and dean for student affairs. Once the deputy coordinator has received a written complaint containing specific allegations of discriminatory practice(s) regardless of whether based on race, religion, color, sex, handicap or national origin, and the complaint cannot be resolved at this level, the complaint will be routed to the College Senate. The Senate shall be responsible for establishing from among its membership an ad hoc committee of

three faculty members and two students to hear the complaint(s). The chairperson will serve at the pleasure of the president. The committee may develop its own rules of procedure, but in the event of a tie vote, the tie shall be broken by the chairperson. Also, a minimum due process protection shall include that the institution be given 10 working days to respond to any charges of discrimination. The committee's finding and recommendations will be rendered according to the principle of the preponderance of evidence. The committee, after reviewing all available evidence and hearing all verbal statements, shall within five days make its finding and report such to the president. It should be clearly understood that the opinions and recommendations offered by the committee to the president are advisory and in no way bind her to the recommended course of action. After consideration of the committee's report, the president shall within five days make a decision which shall be final so far as the college is concerned. Should the aggrieved person(s) remain dissatisfied with the president's decision, further redress may be sought through internal channels by applying to the Board of Regents for a review of the decision, pursuant to the Bylaws of the Board of Regents, Article IX, p. xxvii.

### Americans with Disabilities Act (ADA)

Kennesaw State College does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Kennesaw State College does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Americans With Disabilities Act (ADA), Public Law 101-336, provides civil rights protection to individuals with disabilities. This law guarantees individuals with disabilities equal opportunity in the areas of public accommodations, employment, transportation, state and local government services and telecommunications.

Qualified individuals with disabilities are encouraged to apply for employment. Individuals with disabilities who require reasonable accommodations to participate in any portion of the application, interview and/or testing process must advise the institution in advance. Upon request, applicants must provide documentation confirming a disability and the need for accommodations. Advance requests for reasonable accommodations should be directed to Mr. William H. Wallace, Director of Personnel Services, at (404) 423-6030.

Three colleagues have been designated by the president of the college to monitor and assist in institutional compliance efforts with the ADA. Should you need assistance or should you have questions concerning the requirements of the ADA, please contact either Ms. Carol J. Pope, ADA Compliance Officer for Students, at (404) 423-6443; Mr. Conan Scales, ADA Compliance Officer for Facilities, at (404) 423-6224; or Mr. William H. Wallace, ADA Compliance Officer for Employment/Personnel, at (404) 423-6030.

### Human Relations Position Statement

Kennesaw State College is an educational community comprised of individuals from different ethnic, racial and religious groups and of different genders, political beliefs, ages, abilities and sexual orientations. In light of this diversity, KSC is resolved to contribute to the development of an integrated, pluralistic society in which individuals model and support humaneness and respect for the individual.

The college is committed to providing quality education, which is enhanced by the perspectives provided by individuals and groups with varying backgrounds and views. Racism, sexism and other discriminatory attitudes and behaviors impede learning and working. Conversely, respect for differences enhances educational and work experiences. Kennesaw State College is dedicated to creating an environment that cherishes and nurtures this diversity.

### Sexual Harassment

Kennesaw State College follows the policy on sexual harassment established by the Board of Regents of the University System of Georgia. That policy (802.18 in the *Regents' Policy Manual*) is as follows:

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- C. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. (BR Minutes, 1980-81, p. 237-37.) If an individual wishes to file a formal complaint of sexual harassment, such complaints should be directed to the vice president and dean for student affairs.

### Acquired Immune Deficiency Syndrome (AIDS) Policy

It is the policy of Kennesaw State College to provide academic programs, support services and social and/or recreational activities to all eligible individuals. In the event that a faculty member, student or staff member is (or becomes) HIV positive, that individual shall retain his or her right to these programs, services and activities. All actions taken by Kennesaw State College will comply with the laws pertaining to public health practices and the right of individuals to privacy and confidentiality. Situations which arise will be handled individually in order to provide maximum support to any faculty member, student or staff member who is HIV positive and to protect the welfare of the community.

### Student Administrative Withdrawals

A student may, be administratively withdrawn from the college when, in the judgment of the vice president and dean for student affairs, the director of counseling services and the college physician, if any, and after consultation with the student's parents and personal physician, if any, it is determined that the student suffers

from a physical, mental, emotional or psychological health condition which: (a) poses a significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the college.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to final decision concerning his or her continued enrollment at the college.

### Right to Accurate and Confidential Educational Records

The college recognizes its responsibility for maintaining accurate student information and academic records. Kennesaw State College students have the assurance that their educational records, compiled and maintained by college officials, are recorded and retained in confidence in accordance with the regulations contained in the Family Education Rights and Privacy Act of 1974. Briefly, this act calls for:

1. Full access to student records by parents of students under 18, and to students 18 years of age and over.
2. Hearings to contest contents of personal records that are suspected to be inaccurate; and
3. Requirements of notice and written consent by students 18 and over, and parents of students under 18, before the records can be transmitted to most third parties.

The college will furnish annual notification to students of their right to inspect and review their educational records; the right to request amendment of educational records that are incorrect or misleading or that violate privacy or other rights; and of their right to a hearing to amend such records if necessary. This annual notice is published in the college catalog in greater detail listing the college official responsible for specific records as well as the hearing and appeal procedure.

### Access to Records

Students have the right to be provided a list of the types of educational records maintained by the college that are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the college to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student. Students do not have access to financial records of their parents; confidential letters and statements of recommendation that were placed in the educational record prior to January 1, 1975, provided such letters or statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended; confidential recommendations, if the student signed a waiver of the right of access, respecting admission, application for employment, and the receipt of an honor or honorary recognition.

Students do not have access to instructional, supervisory and administrative personnel records that are not accessible or revealed to any other individual except a substitute; campus security records that are maintained apart from educational records, which are used solely for law enforcement purposes and which are not disclosed to individuals other than law enforcement officials of the same jurisdiction; employment records except when such employment requires that the person be a student; and the alumni records.

Students do not have access to physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his/her capacity or to records created in connection with the treatment of the student under these conditions and that are not disclosed to anyone other than individuals providing treatment. These records, however, may be reviewed by a physician or appropriate professional of the student's choice.

### Procedures for Access to Educational Records

Students should contact the appropriate college official (see listing in catalog) to inspect and review their records. The registrar may require that a college official be present when a student inspects or reviews his/her educational records.

The college will release a student's educational record(s) upon the student's written request. In doing so, the student must:

1. Specify the records to be released.
2. Include the reasons for such release.
3. Specify to whom the records are to be released.
4. Have no outstanding financial obligations to the college.

The student may, upon request, receive without charge a copy of the record that is released. The college may release a student's educational records, without the student's prior written consent, to the following:

1. College officials who have a legitimate educational interest.
2. Officials of other schools where the student seeks to enroll.
3. Representatives of federal agencies authorized by law to have access to educational records.
4. State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.
5. Appropriate persons in connection with a student's application for or receipt of financial aid.
6. Organizations conducting studies for the college.
7. Accrediting organizations and associations.
8. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
9. Appropriate persons in emergency situations to protect health and safety of the student or other individuals.
10. Persons designated in lawfully issued subpoena or judicial order with the understanding that the student will be notified in advance insofar as possible.

No personal information on a student will be released without a statement from the college to the party receiving the information that no third party is to have access to such information without the written consent of the student.

Each office with educational records will maintain a record of each request and disclosure of personally identifiable information of a student except for information requested in writing by the student, information released to the student or the student's parents, directory information, and information released to college officials and instructors who have a legitimate educational interest in the records.

### Release of Directory Information

Directory information may be released by the college without the student's written consent. Directory information consists of name, address, telephone number, major, advisor, holds, participation in recognized activities and sports, weight and height of athletic participants, dates of attendance and degrees received.

Students may deny the release of directory information by requesting in *writing* to the registrar that such information not be released each quarter they are enrolled. However, requests that directory information be withheld from a written publication must be received in sufficient time to prevent a delay in processing that publication.

### Amending Education Records

Students may request that any information contained in their educational records that they consider to be inaccurate, misleading or in violation of their privacy or other rights be amended or deleted from the records (a grade or other academic evaluations may not be amended, except that the accuracy of recording may be challenged).

A student who requests that information in his/her records be amended should first contact the official with primary responsibility for the information. (See listing in catalog.) If the matter is not resolved to the student's satisfaction, the student should direct his/her request to the associate vice president for academic affairs. If the matter is not resolved to the student's satisfaction, he/she may request a formal hearing. Should a student request a formal hearing to challenge the information contained in his/her educational records, the hearing will be held within a reasonable time (not to exceed 45 days) and in a reasonable place. The student may be assisted or represented by a person of his/her choice and shall be afforded a full and fair opportunity to present evidence relevant to the issue(s). The student or his/her representative should request the hearing in writing and should specifically identify the information he/she seeks to have amended. The request should be directed to the associate vice president for academic affairs.

The associate vice president for academic affairs will convene a committee of the faculty. Under the direction of the associate vice president, the committee will render a decision within a reasonable period of time after the conclusion of the hearing and the decision shall be based solely upon the evidence presented at the hearing. The student shall be notified in writing of the reason(s) for the decision and summary of the evidence.

If the decision is that the information in the student's educational records is inaccurate, misleading or in violation of his/her rights and privacy, the statement(s) will be corrected or expunged from the student's records. If the decision is that the information is not inaccurate, misleading or in violation of the privacy or other rights of the student and that the information is to remain in the student's educational records, the student shall be notified and given the opportunity to enter a statement in his/her records setting forth his/her explanation of the contents thereof. Students wishing to appeal

the decision of the Faculty Committee may do so in writing to the president of the college within five days after the action of the committee. Students wishing to file a complaint directly to the review board of H.E.W. should write to the Family Educational Rights and Privacy Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201. This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, and is not intended to impose any restrictions or grant any rights not specifically required by this act.

### Types of Educational Records and Officials Responsible for Their Maintenance

The following are lists of student records and the officials responsible for their maintenance. Copies of these records will be made available to students upon individual written requests. Such requests must be addressed to the official responsible for the maintenance of the record.

#### Director of Admissions

- Application for Admission
- Application Processing Fee
- High School and College Transcripts
- College Entrance Exam SAT or ACT Scores
- General Equivalency Development (GED) Examination Scores
- GRE and GMAT Examination Test Scores
- Immunization Certificate
- International Admission Documents

#### Director of Student Financial Aid

- Institutional Application for Aid
- Regents' Scholarship Application
- Stafford Student Loan Application
- Financial Aid Form
- Pell Grant Student Aid Report
- Student Master Card
- PLUS or SLS Application
- College Work/Study Job Assignment
- Award Notification
- Statement of Acceptance of Award
- Academic Scholarship Application

#### Chair of Developmental Studies

- College Placement Examination Scores (Placement and Exit)

#### Registrar

- College Level Examination Program Scores
- Grades and Academic Standing Status
- Petition for a Degree
- Regents' Test Results
- Georgia and U.S. History and Constitution Test Results
- Registration Information—Enrollment Data
- Veterans' Records
- Rules and Regulations

#### Director of Counseling, Advisement and Placement Services (CAPS) Center

- Individual Standardized Test Scores
- Regents' Testing Program Scores
- Georgia and U.S. History and Constitution Test Results



## Vice President and Dean for Student Affairs

Discipline File

Insurance Roster

Letters of Recommendation

### Grade Appeal Procedure

Any student has the right in any course of instruction to appeal a final grade when he/she believes that the instructor has violated his/her stated grading policy. In such cases the following procedure will be applied:

- A. Each faculty member must specify his/her grading policy at the first of the quarter. He/she may change his/her grading policy for cause after that time, but he/she must do so uniformly, with ample notification to students, if at all possible.
- B. If a student believes that his/her final grade is unfair in terms of the instructor's stated grading policy, he/she should first discuss the matter with the instructor. If the student remains dissatisfied with his/her grade, he/she may immediately appeal to the department chairperson for discussion and possible resolution.
- C. If the student remains unsatisfied with his/her grade, he/she may file a written appeal with the dean of the applicable school within 60 days from the end of the quarter in which the grade was assigned. If the instructor involved is a department chair, the appeal should be filed with the dean of the school. If the instructor involved is a dean, the appeal should be filed with the vice president for academic affairs.
- D. If, based on the above criteria, the dean finds that the student has reasonable cause for an appeal, he/she must appoint a School Hearing Committee consisting of three faculty members and three students. The members of the Hearing Committee should be appointed in a manner determined by the dean. However, in cases where the complaint is filed against a dean, the case is heard originally by an ad hoc School Hearing Committee appointed by the vice president for academic affairs.
- E. Both the faculty member and the student have the right to an adviser to assist in preparing and arguing their case.
- F. The Hearing Committee may draw up its own rules of procedure, but minimum due process protections shall include the right of both parties to be notified in writing at least 12 hours in advance of the date, time and place of the hearing; the right of the faculty member to be informed in writing of the specific nature of the complaint against him/her and of the evidence and/or witnesses on which it is based; and the right of both parties to present evidence and witnesses in their behalf and to cross examine adverse witnesses.
- G. A Hearing Committee has the right not to hear a case that the student presents to the committee, when it regards the complaint as frivolous and irresponsible on the basis of evidence that the student presents to the committee. In such circumstances, the committee may want to recommend that the student talk to one of the college counselors.
- H. All decisions will be rendered according to the principle of the preponderance of evidence.
- I. The Hearing Committee will be expected to produce a written report summarizing the testimony, indicating its verdict, explaining the verdict and making recommendations, if desirable, to either or both parties. Copies of the written report will be submitted to both parties in the case, the vice president for academic affairs, the dean of the applicable school and the department chairperson.

- J. If the dean or the School Hearing Committee rejects the student's appeal, the next level of appeals will be the vice president for academic affairs.
- K. If the final decision should be in favor of the student, the instructor and the student must attempt to agree upon a mutually acceptable grade. The Hearing Committee will participate in the discussion between the instructor and the student and try to mediate the dispute. However, if no agreement is reached, the student may be given a "W" for the course and then may be given the chance to earn credit for the course by special examination to be composed and graded by a faculty member not involved in the case. The faculty member who composes and grades the examination shall be of the same discipline and shall be selected by the dean with the consent of the student. If the complaint was against a dean, he/she shall be selected by the vice president for academic affairs with the consent of the student.

## STUDENT CONDUCT REGULATIONS

### I. Student Rights and Responsibilities

Students of Kennesaw State College are guaranteed all of the rights, privileges and freedoms granted to a citizen of the United States. In addition, they are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State College assume a responsibility for the college's student conduct regulations, just as they assume a citizen's responsibility to abide by federal, state and local laws. Violation of these statutory laws or of the college student conduct regulations may lead to disciplinary actions by Kennesaw State College. These regulations were adopted not to deny any rights or privileges previously guaranteed, but to ensure a pleasant educational environment for all Kennesaw State College students.

### II. Academic Honesty

The high quality of education at Kennesaw State College is reflected in the credits and degrees its students earn. The protection of these high standards is critical since the validity and equity of the college's grades and degrees depend upon it.

Any student found guilty of an infraction of a regulation for academic honesty shall be suspended for at least one quarter unless evidence is provided to convince the court that substantial mitigating circumstances existed in that student's offense.

The following regulations are designed to assist students in developing appropriate standards and attitudes with respect to academic honesty. To this end, the regulations protect students against infractions that may compromise the validity of their degree or place them at an undue disadvantage with respect to the equity of their grades.

#### A. Plagiarism and Cheating

No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course (including examinations, laboratory reports, essays, themes, term papers, etc.). When direct quotations are used, they should be indicated; when the ideas, theories, data, figures, graphs, programs or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged.

**B. Unauthorized Access to Official College Materials**

No student shall take or attempt to take, steal or in an unauthorized manner otherwise procure, gain access to, alter or destroy any material pertaining to the conduct of a class (including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, college grade records in written or computerized form, etc.).

**C. Misrepresentation, Falsification of College Records or Academic Work**

No student shall knowingly provide false information in completing college forms or applications (including admissions forms, scholarship applications, time sheets, use of false or counterfeit transcripts, etc.) or any work submitted for credit as part of a course.

**D. Malicious Removal, Retention, or Destruction of Library Materials**

No student shall misplace, take, destroy, or attempt to misplace, take or destroy any item or part of an item belonging to or in the protection of the college library with the intention of bringing about an undue disadvantage in the classroom work of other Kennesaw State College students.

**III. Disruption of Campus Life****A. Disorderly Assembly**

No students shall assemble on the campus for the purpose of creating a riot, or destructive or disorderly diversion, or obstructing or disrupting the normal operation of the college (including any teaching, administrative, disciplinary or public service activity, or any other activity authorized to take place on campus).

**B. Disruptive and Dangerous Conduct.**

No student shall act in a manner that can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health or safety of other persons. (Profane and/or abusive language may be considered to be disruptive.)

**C. Harassment**

No student or group of students shall intentionally create a situation or take part in any activities that produce mental or physical discomfort, embarrassment, ridicule or suffering or unduly annoy, alarm or infringe upon the freedom of another to pursue professional and personal goals. Harassment may include - but is not limited to - insulting, taunting or physically challenging approaches; or unwelcome advances or requests for sexual favors.

**D. Physical Attack**

Physical attack on or in college property or at functions sponsored by the college or any registered college organization is at any time prohibited.

**E. Theft of Personal Property**

No student shall take, sell or attempt to take or sell any items belonging to students, faculty, staff, guest of the college or student groups without proper authorization. Sale of a textbook or other item that is not one's own will be regarded as prima facie evidence of theft. Such items found should be turned in to a designated lost and found office.

**F. Possession of Weapons or Fireworks**

Students are prohibited from possessing fireworks, firearms or other weapons on college property or at college-sponsored events, except with the specific permission of the Department of Campus Safety and Security. (Peace officers recognized by the State of Georgia are exempt from this firearms regulation.)

**G. Unauthorized Entry or Use of College Facilities**

No student shall make or attempt to make unauthorized entry or use of any college building or facility. Upon appropriate notice by college officials, authorization for the use of college facilities can be withdrawn or otherwise restricted.

**H. Student Identification Cards and Registration Cards**

1. Lending, selling or otherwise transferring any student registration material or student identification card is prohibited, as is the use of any of these items by anyone other than its original holder.
2. No student shall obtain under false pretenses any additional registration cards or materials or student identification cards.
3. A student must present proper credentials to properly identified college faculty and staff upon their request while these persons are in the performance of their duties.

**I. Fire Safety and False Alarms**

1. No student shall tamper with fire safety equipment.
2. No student shall set or cause to be set any unauthorized fire in or on college property.
3. No student shall make, or cause to be made, a false fire alarm or a false notification of the presence of a bomb.
4. All occupants of a building must leave the building when the fire alarm sounds or when directed to leave by properly identified college faculty or staff while these persons are in the performance of their duties.

**J. Littering and Sanitation**

1. No student shall dispose of trash and refuse of any kind except in proper trash receptacles.
2. Food and drink are prohibited in designated areas of the college, including classrooms.
3. No student shall in any way dispose of tobacco products in trash receptables in or on college property.

**K. Smoking**

Kennesaw State College is a smoke-free environment. Smoking is prohibited in all buildings on campus.

**L. Gambling**

Conducting, organizing or participating in any activity involving games of chance or gambling in which money is exchanged (including casinos, lotteries) is prohibited.

**M. Advertising, Selling and Fund Raising**

No student or group of students shall carry out any form of sales (including bartering) or fund raising events, or advertise sales or fund raising events, without the authorization of the college president or designated representative of the college president.

**N. Campus Elections**

No student shall carry out fraudulent and/or disruptive activity in connection with any election, referendum or poll conducted on the college campus.

## O. Shared Responsibility

1. Persons who knowingly act in concert to violate college regulations may be given joint responsibility for such violation.
2. Students are responsible for the conduct of their guests (including children) on or in college property or at functions sponsored by the college or any registered college organization.

## IV. Financial Responsibility and Responsibility for College Property

### A. Financial Responsibility

Students are required to meet all financial obligations to the college promptly.

### B. Use of Student Activities Funds

Use of Student Activities Funds must follow guidelines set by the institution.

### C. Damage to Property

The taking of or malicious, unwarranted or irresponsible destruction or damaging of items of college property (including library items), items rented, leased or placed on the campus at the request of the institution, or items belonging to students, faculty, staff, guests of the college or student groups or organizations is prohibited.

## V. Use and Possession of Drugs, Including Alcohol

Use and/or possession of drugs (controlled substances) is prohibited. The Kennesaw State College Alcohol Policy is as follows:

- A. Kennesaw State College expressly prohibits the use, possession, sale or distribution of alcoholic beverages on campus by any campus constituency. Alcoholic beverages may be served at off-campus activities to adults of legal drinking age for the state in which the activity is being held, providing that a responsible club or organization representative acknowledges responsibility for monitoring alcohol consumption. Student Activity funds or institutional funds may not be used for the purchase of alcoholic beverages.

Kennesaw State College is committed to recognizing, upholding and enforcing the laws of the state of Georgia. Violation of those state laws, incorporated into the Kennesaw State College Alcohol Policy below, shall not be condoned on the campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the president.

- B. Official state regulations regarding the use, sale or possession of intoxicating beverages are as follows:

- 3-1-2 Defines "alcoholic beverages" to mean all alcohol, distilled spirits, beer, malt beverages, wine or fortified wine.
- 3-2-36 Provides for criminal process against any person who violates the law in counties and municipalities where the sale of alcoholic beverages is not authorized or where alcoholic beverages are being sold contrary to law.
- 3-3-21 Provides that no person knowingly or intentionally may sell or offer to sell any wine or malt beverages within 100 yards of any school building, school grounds or college campus. Provides further that distilled spirits may not be sold within 200 yards of a school building, educational building, school ground or college campus.

- 3-3-22 States that no alcoholic beverage shall be sold, bartered, exchanged, given, provided or furnished to any person who is in a state of noticeable intoxication.
- 3-3-23 Prohibits the furnishing to, purchasing of or possession of alcoholic beverages by persons under 21 years of age.
- 3-3-23.1 Provides that any person furnishing or possessing alcoholic beverages in violation of previous Code Section shall be guilty of a misdemeanor. Establishes procedures for arrest by law enforcement officers.

- C. All student organizations must submit an "Acknowledgement of Alcohol Policy" form to the vice president and dean for student affairs during the first week of classes each fall quarter and each time there is a change in either the president or adviser of the organization. By their signatures, the president and adviser are assuring Kennesaw State College that they and the individuals responsible for the group's social events understand the Kennesaw State College Alcohol Policy and state laws regarding the service and consumption of alcoholic beverages.

- D. Alcoholic beverages will be allowed only for functions at which alcohol is not the focal point, reason for or the "drawing card" for the event. Organizations choosing to advertise the service of alcoholic beverages at functions will not make reference to the quantity of or overindulgence in alcoholic beverages. Reference will also be made to serving food and alternative beverages and to the checking of driver's licenses.

- E. Any activity (especially those competitive in nature) contributing to the overindulgence of alcohol is, by these guidelines, prohibited.

- F. Any violation of this policy at any club or organization activity shall be reported to the vice president and dean for student affairs by the designated monitor(s) verbally within 24 hours of returning to campus and followed by a written report within three working days. The Kennesaw State College Department of Public Safety shall report any violation of this policy, whether at an activity or on an individual basis to the vice president and dean for student affairs within 24 hours of the occurrence. The vice president and dean for student affairs shall then be responsible for disciplinary action according to established college non-academic disciplinary procedures. Possible sanctions shall be the same as those for other violations of non-academic college rules and regulations as provided for in the college student code of conduct.

## VI. Parking and Traffic Regulations

### A. Authority

These regulations are adopted pursuant to the authority conferred on the Board of Regents to regulate the University System of Georgia Campus Traffic, Official Code of Georgia Annotated, Title 20. These regulations supersede all previous Kennesaw State College Parking and Traffic Regulations pertaining to vehicle registration, operation and parking while on campus.

### B. Application

These regulations are applicable to all persons operating motor vehicles on the campus of Kennesaw State College. These regulations shall be considered as part of the terms and conditions

accepted by all persons when receiving permission to operate a motor vehicle on the Kennesaw State College campus. The word "campus" shall be construed, for the purpose of these regulations, to be that property owned by the Board of Regents and designated as Kennesaw State College. For the purpose of these regulations, a "motor vehicle" is defined as being a vehicle with two or more wheels and propelled by an electric or fuel-burning motor. In the case of Parking Regulations, the "moped" type motor bike, having an auxiliary pedal mechanism, is excluded from this definition of motor vehicle.

### C. Registration of Motor Vehicles

1. Students, faculty and staff shall not operate or park any motor vehicle on campus unless qualified to do so under applicable state law and Kennesaw State College regulations. Vehicles operated or parked on campus must be registered with the KSC Police located near the south entrance of the library.
2. Student vehicle registration should be completed on or before the first day classes are attended in the academic year. Students are automatically assigned a permit number during class registration and must present their schedule in order to pick up their decal. Faculty and staff reserved and non-reserved parking permits are obtained from the office of the Vice President for Business and Finance.
3. DECALS must be attached with all of the adhesive provided in the lower (driver's-side) corner of the rear window. In case of a convertible or a car with louvers, the decal may be placed on the lower (driver's side) corner of the front windshield taking care not to obstruct the driver's vision.
4. The fee for parking permits will be established annually. Students parking fees will be added quarterly to their total cost for registration. Additional or replacement decals may be obtained at the Office of Business Services.
5. If, for any reason, a student, faculty or staff member must temporarily drive an unregistered vehicle on campus, a temporary permit must be obtained from the Department of Public Safety. This permit must be displayed on the dashboard, fully visible through the windshield.
6. Registration of a vehicle does not in any way guarantee the availability of a parking space.
7. Decal owners are responsible for any and all tickets issued to their vehicles. If for any reason during the academic year the decal owner becomes unaffiliated with the College, the decal should be removed from his/her vehicle.

### D. Parking Regulations

1. In order to facilitate a safe and orderly flow of traffic on campus, Kennesaw State College adopts in full all of the statutes and provisions concerning "Stopping, Standing and Parking" contained in the official Code of Georgia Annotated, Title 40. When appropriate, curbs may be painted yellow to designate restricted parking set forth by state law. The lack of yellow curbing or restricted parking signs is not a defense for those charged with violations of state law or campus parking regulations. Parking is not permitted on the grass, on sidewalks, in driveways or any other area not designated for parking.
2. Reserved parking areas include but are not limited to the "faculty and staff reserve" lots, loading zones, visitor spaces and other areas marked reserved for specific persons or functions. Any area so marked is considered reserved at ALL times.

3. In accordance with OCGA 40-6-225, "Handicap Parking" statutes will be strictly enforced at Kennesaw State College. This enforcement will not be limited to handicap parking spaces only but will include wheelchair ramps and other special access areas as defined by law.
4. An illegally parked vehicle may be impounded at the owner's expense if it presents a hazard or is obstructing traffic. Other vehicles subject to impoundment without prior warning include: vehicles with three or more offenses during an academic year, vehicles parked on campus overnight without proper registration or arrangements being made with KSC Police or vehicles parked in a marked "TOW AWAY ZONE". The College assumes no liability for damage incurred as a result of such impoundment. The vehicle owner is responsible for all towing and storage charges.
5. The fine schedule for violations of the campus parking regulations is published annually and made available through the Office of Business Services or the KSC Police. Parking citations may be appealed in writing through the College Traffic Court within seven days of the violation.

### E. Traffic Regulations

1. Traffic safety on campus is everyone's responsibility. Students, staff and faculty are expected to practice safe driving habits while operating motor vehicles at Kennesaw State College. The speed limit is 25 m.p.h. campus-wide except in parking lots where it is 5 m.p.h. The College is state property and all of the streets in and around campus are public highways. Hence, anyone operating a motor vehicle in violation of state law will be charged as such.
2. Pursuant to the Official Code of Georgia Annotated, Title 20, the KSC Police are charged with enforcing traffic laws on campus. They are fully empowered to make traffic arrests for offenses committed within their jurisdiction. Questions regarding Uniform Traffic Citations may be addressed to the State Court of Cobb County, Traffic Violations Bureau.
3. All motor vehicle accidents occurring on campus will be investigated by the KSC Police. For purposes of documentation, drivers are urged not to move their vehicles until after the arrival of an officer. Copies of the accident reports are usually available on the second business day following the accident.

### VII. Campus Activities

The following regulations apply to off-campus activities including outings or field trips for classes of Kennesaw State College; off-campus college athletic events; any officially sanctioned off-campus events such as those under the auspices of a Kennesaw State College class, or an officially recognized college organization, or a Kennesaw State College group or organization that is seeking official college recognition.

- a. No student involved in an off-campus activity shall behave in such a manner as to bring discredit upon Kennesaw State College.
- b. Students involved in off-campus activities shall not act in a disorderly or disruptive fashion, nor shall they conduct dangerous activity or become involved in physical attack.
- c. Use and/or possession of drugs (controlled substances) is prohibited. Alcohol regulations appear in Section V of this code.

## VIII. Organizations

A student organization is subject to the authority of the court in the following situations:

- An alleged offense was committed by one or more members of an organization, and was sanctioned by the officers.
- An alleged offense was committed by one or more members of an organization and organization funds were used to finance the venture.
- An alleged offense was committed by one or more members of an organization and was supported by a majority of the organization's membership.
- An organization has chosen to protect one or more individual offenders who were members or guests of the organization.
- The court, after hearing the case, deems that the offense, by its nature, was an organization offense, and not the actions of individual members.
- An alleged offense occurred as a result of an organization sponsored function.

### A. Disorderly or Disruptive Assembly

Assembly for the purpose of or resulting in the disruption of normal college or community activity, or which obstructs the normal activities of college faculty or administrators, is prohibited.

### B. Use of Alcohol and Other Drugs

Use and/or possession of drugs (controlled substances) is prohibited. Alcohol regulations appear in Section V of this code.

### C. Hazing

Hazing in any form is prohibited. Hazing is defined as follows: Any action taken or situation intentionally created, on or off the premises of the college, to produce mental or physical discomfort, embarrassment, harassment, ridicule or suffering as a means to gain entry into an organization. These activities include, but are not necessarily restricted to, paddling in any form; creating excessive fatigue; physical or psychological shocks; wearing, in public, apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; and any other activities not consistent with the regulations of Kennesaw State College.

### D. Theft and Disregard for Property

1. Unauthorized taking, attempted taking or possession of items belonging to an individual, the college, the community or another college or student organization is prohibited.
2. Unauthorized use or attempted use of service (e.g., telephone, computer services, etc.) belonging to the college, the community, another student organization or an individual is prohibited.

### E. Unauthorized Entry

Unauthorized entry, attempted entry, or use of college or community facilities is prohibited.

### F. Fire Safety

Use of fireworks or creation of a fire without the specific permission of the Department of Public Safety is prohibited.

### G. Academic Honesty

Maintaining files of examinations, tests, reports or term papers is prohibited.

### H. Official Recognition

All student groups and organizations shall follow the appropriate procedures, as set forward by the Office of the Vice President and Dean for Student Affairs, to become officially recognized Kennesaw State College student organizations.

### I. Gambling

Conducting, organizing or participating in any activity involving games of chance or gambling in which money is exchanged (including casinos, lotteries, etc.) is prohibited.

### J. Sales, Fund-raising & Advertising

Unauthorized selling of any kind (including bartering), unauthorized fund-raising and unauthorized advertising of fund-raising or any other type of event is prohibited. Organizations shall follow the guidelines set down by the Office of the Vice President and Dean for Student Affairs for all such activities.

### K. Proper Planning

Organizations shall be able to demonstrate that they have taken due measures to properly plan for any activities or events held on or off the college campus.

1. All such events and activities must be registered with and approved by the Office of the Vice President and Dean for Student Affairs at least two weeks prior to holding the event.
2. Reasonable measures shall be taken to ensure appropriate parking, security, safety and sanitary procedures for any activity or event.
3. Organizations shall adhere to specified time limits for any activity or event.
4. Holding events or activities that have not been sanctioned or approved by the vice president and dean for student affairs is prohibited.

### L. Shared Responsibility

Student organizations are responsible at all times for organizational violations of the college student conduct regulations by their members or their guests. Organization members who knowingly act in concert to violate the regulations may be held jointly responsible with their organization for such violations. Organizations that knowingly condone, encourage or require behavior that violates college regulations may be held jointly responsible for such violations.

## IX. Contempt and Perjury

- A. All students shall fully comply with the instructions of the courts of Kennesaw State College Judiciary.
- B. No student shall commit perjury.
- C. No student shall disrupt the proceedings of the Kennesaw State College Judiciary, behave in a manner intended to lessen the authority or dignity of the Kennesaw State College Judiciary, or otherwise obstruct justice on the campus.
- D. Students are expected to serve as witnesses when summoned by the Kennesaw State College Judiciary unless they are excused by the vice president and dean for student affairs.

## X. Revisions of the Regulations

Any student, faculty member or administrator can initiate any revision of, additions to and deletions from these Student Conduct Regulations. Recommendations shall be submitted to the vice president and dean for student affairs by mid-January. The vice president, in consultation with appropriate parties, shall ensure discussion on the proposed change. When all parties have had an opportunity to comment on the proposal, the vice president shall forward all recommendations to the College Council by mid-March. The Council, in turn, shall send its recommendations with comments to the Kennesaw State College president and staff.

## XI. Disciplinary Measures

(Refer to the Judiciary Policies and Procedures on pages 189-194.)

# JUDICIARY POLICIES & PROCEDURES

## OVERVIEW OF THE JUDICIAL STRUCTURE

### I. College Judicial Officer

#### A. Member of Student Affairs staff

#### B. Duties:

1. receiving written charges
2. planning, coordinating and training members of the College Judicial Panel
3. overseeing elections of College Court, Traffic Court and Appeals Court from the College Judicial Panel
4. routing charges to the proper court
5. keeping records of student cases
6. organizing Summer Court with the chair of the College Judicial Panel
7. supervising the witnesses during a hearing
8. other duties as needed

#### C. Term:

The term of office for the college judicial officer shall be indefinite.

### II. College Judiciary Panel

#### A. Membership

The college Judiciary Panel will consist of a group of faculty, staff and students who will receive training in college judicial procedures and from which the college courts will be selected.

Consists of 30 members:

1. Two faculty appointed by the dean of each school.
2. Two faculty appointed by the dean of graduate studies in consultation with the vice president for academic affairs, from the faculty with graduate school status, both of which cannot be from the same school of the college.
3. One faculty or professional staff member appointed by the vice president and dean for student affairs.
4. One faculty or professional staff appointed by the SGA president.
5. One professional staff member appointed by the vice president for business and finance.
6. One professional staff member appointed by the vice president and dean for student affairs.
7. One professional staff member appointed by the vice president for academic affairs.
8. Fifteen students selected by the following procedure:
  - a. Students may apply for participation on the Judiciary Panel or be recommended by a faculty/staff member.

b. Students will be selected to participate by a panel composed of the vice president and dean for student affairs, the college judicial officer, the chair of the Judiciary Panel, one S.G.A. executive officer and one student from the current Judiciary Panel. A quorum shall consist of at least three of the members including one student.

c. Student members of the Judiciary Panel must complete the prescribed training program and sign a statement that they have read and agree to abide by the Code of Ethics of the Judiciary Panel.

d. Additional students may be selected and trained as alternates to fill vacant positions as needed.

e. the S.G.A. president shall not personally serve on the Judiciary Panel.

#### B. Terms

Faculty/professional staff to serve two-year staggered terms. Students to serve one year terms. No faculty may be appointed for more than two consecutive terms. No student may be appointed for more than four consecutive terms.

The panel elects a chair from its membership to serve for one year.

#### C. Duties

To formulate operational procedures for the courts consistent with these guidelines.

### III. College Court

#### A. Jurisdiction

Both academic and non-academic violations (other than parking and traffic violations) of the Kennesaw State College Student Code of Conduct are heard by the College Court.

#### B. Membership

Composed of five members:

- One faculty/professional staff/student judge
- Two student judges
- Two faculty judges

#### C. Terms

1. The chief judge will be elected by the hearing panel members for each hearing.
2. The remaining judges for College Court will be selected by random drawing for each case as needed.
3. Selection of judges will be rotated so that a Judiciary Panel member may not serve a second term on College Court until a complete rotation of Judiciary Panel members has been achieved.

#### D. Reporting

Reports decision to the vice president for academic affairs (academic violations) or to the vice president and dean for student affairs (non-academic violations).

### IV. Traffic Court

#### A. Jurisdiction

Alleged violations of the campus traffic and parking regulations by students, faculty or staff will be tried in a Kennesaw State College Traffic Court unless the defendant chooses to waive a hearing and accept the fine and other penalties imposed by the Kennesaw State College Department of Public Safety.

**B. Membership**

1. Composed of six members (two panels of three each):
  - Two student justices
  - Two faculty justices
  - Two students/faculty/staff
2. Each panel will consist of one student, one faculty and/or staff, and one additional member chosen from faculty, staff or student.
3. Each panel will operate independently.

**C. Terms**

1. Each member of the college Judiciary Panel will sign up to serve on Traffic Court during the year.
2. Service on Traffic Court will be by rotation according to the demand for Traffic Court hearings.
3. Unless there is a heavy case load, each panel member can expect to serve on two sessions of Traffic Court during the year.

**D. Organization**

1. Each panel elects a chief judge from its membership.
2. Traffic Court meets regularly during each quarter at announced times.

**E. Reporting**

1. Reports decisions to the vice president for business and finance.
2. Any further appeals go to College Appeals Court.

**V. College Appeals Court**

**A. Jurisdiction**

If the decision of the College Court or the Traffic Court is appealed by either the plaintiff, the defendant or the administrator (if he/she deems the decision to be inappropriate), the case goes to the College Appeals Court.

**B. Membership**

Consist of five members:

- One faculty/professional staff/student justice.
- Two student justices
- Two faculty justices

**C. Terms**

1. The chief justice will be elected by hearing panel members for each hearing.
2. The remaining justices for Appeals Court will be selected by random drawing for each case as needed.
3. Selection of justices will be rotated so that a Judicial Panel member may not serve a second term on Appeals Court until a complete rotation of Judicial Panel members has been achieved.
4. A Judicial Panel member may not serve on Appeals Court to hear the appeal of a case which that member heard on College Court.

**D. Decision**

The decision of the College Appeals Court is forwarded to the appropriate administrator (vice president for academic affairs, vice president and dean for student affairs or, in cases of Traffic Court appeals, the vice president for business and finance) for execution. The decision of the College Appeals Court is final except for students whose penalty is suspension or expulsion. The decision will be executed by the appropriate college official.

**E. Further Appeals**

1. Normally, only in cases in which a student's penalty is suspension or expulsion from the college may the student appeal the College Appeals Court decision to the president of the college. The president may designate an alternative review process for appeals presented to that office.
2. If the student is dissatisfied with the decision of the president, application may be made to the Board of Regents, with the understanding that a review by the board is not a matter of right.

**VI. Summer Court**

A reduced court structure is anticipated for summer quarter. Summer Courts are organized by the college judicial officer from those members of the College Judiciary Panel available for service during summer quarter.

**VII. Advisers**

- A. The College Judiciary Panel will furnish, if requested by either party, an adviser to those persons appearing before the College Court and the College Appeals Court. Advisers may be selected only from among members of the College Judiciary Panel not currently serving as judges on any court.
- B. In the event that the Judiciary Panel furnishes an adviser or advisers, the adviser or advisers will assist in the preparation of the case and may present the case at the hearing(s) at the request of either party.
- C. Request for a Judiciary Panel adviser must be made to the Judiciary Panel within 24 hours of receipt of notification of charges.
- D. An ombudsman will be appointed from the Judiciary Panel members or alternates to be present at each College Court or Appeals Court hearing. The ombudsman will act as an impartial observer and resource person for the panel or the advisers.

**PROCEDURE FOR CHARGES SUBJECT TO COLLEGE COURT**

**I. The pre-hearing process**

**A. Filing of a charge**

1. The plaintiff files a written complaint with the college judicial officer, stating the facts underlying the alleged violation of the Kennesaw State College Student Code of Conduct, the college regulations alleged to have been violated and the witnesses to the alleged violation.
2. Except under extraordinary circumstances, complaints must be filed by the end of the next academic quarter following the discovery of the alleged violation of the Kennesaw State College Student Code of Conduct (other than traffic and parking violations).
3. Appeals of traffic and parking violations must be filed within seven days of receipt of the traffic citation.
4. The college judicial officer may not personally initiate charges.

**B. Notification**

1. The college judicial officer shall give the defendant notice of charges against him/her. If the defendant is a student organization, the notice shall be served to any officer of the organization.

2. The notice shall be in writing and contain the facts underlying the alleged violation; the specific Kennesaw State College Student Code of Conduct regulation(s) the student is alleged to have violated; the date, time and place of the hearing before the College Court. The defendant shall be informed of the availability of an adviser to assist in the preparation and presentation of the case at the hearing(s).
  3. A tape recording of the proceedings shall be kept in the office of the college judicial officer.
  4. The plaintiff and the defendant shall notify the college judicial officer at least five class days prior to the hearing of the names of witnesses each one wishes to appear on his or her behalf and a list of documentary or other evidence to be used. The college judicial officer shall supply the names of these witnesses and the list of documentary or other evidence to the defendant and the plaintiff at least three days prior to the hearing. The defendant and the plaintiff shall be informed that they may not contact opposing witnesses in any manner prior to the hearing on penalty of contempt of court.
- C. Request for postponement
1. The College Court hearing will be held at the date and time specified in the written notice unless an official postponement has been requested and approved in writing.
  2. If the defendant has a serious reason for postponing the hearing, he or she must notify the college judicial officer no later than 48 hours before the hearing time.
  3. If the defendant has not obtained an official postponement and fails to appear for the hearing, the College Court may decide to conduct the hearing without the defendant and to impose penalties.

D. Hearing involving multiple defendants

1. Two or more defendants may be required to participate jointly in a hearing if they are alleged to have participated in the same incident, act, events or series of related acts. The regulation(s) or factual circumstances alleged need not be identical for the defendants in a hearing held jointly.
2. Motion for a separate hearing: A defendant may file a written motion with the college judicial officer for a separate hearing, citing specific reasons why being heard jointly would unfairly prejudice his/her defense. The motion will be decided by a panel composed of the chief justice of the College Appeals Court, the college judicial officer and the chair of the Judiciary Panel (or that chair's appointee from the Judiciary Panel).
3. This motion must be filed in writing within four class days of the notice of the hearing. The panel will rule on the motion, by majority vote, no later than four class days after the motion is filed.

E. Summons of witnesses

1. If there are reasonable grounds to suspect that a witness will refuse to appear before the College Court, any party may request the college judicial officer to summon a witness. Failure of a summoned witness to appear may result in a charge of contempt of court.

## II. Hearing process

### A. Attendance at the hearing

1. Attendance at the hearing shall be limited to:
  - a. Members of the College Court
  - b. A recorder appointed by the college judicial officer
  - c. The defendant
  - d. The plaintiff
  - e. The plaintiff and the defendant may have one adviser each selected from the Judiciary Panel. Either the party involved or the adviser may present the case at the hearing. Since this is not a formal legal hearing, no lawyers are permitted as personal advisers, and no advisers other than those appointed from the Judiciary Panel will be allowed to attend the hearing.
  - f. A member of the Judiciary Panel may attend the hearing as an observer provided he/she has completed all of the required training and signed the Code of Ethics agreement.
2. The College Court may exclude any person who may be reasonably expected to interfere with the hearing or who does interfere with the hearing.
3. The plaintiff and the defendant shall be given an opportunity to present necessary witnesses and documentary or other evidence, but all witnesses will be admitted to the hearing only when their personal participation is necessary.

### B. Rights of the defendant

1. The right to a personal adviser
2. The right to call witnesses in his/her behalf
3. The right to present evidence in his/her behalf
4. The right to cross-examine witnesses who are present
5. The right to remain silent and have no inference of guilt drawn from such silence

### C. Burden of proof

The defendant shall be presumed innocent until proven guilty. The plaintiff shall have the burden to prove the defendant guilty.

### D. General guidelines for conducting a hearing

The following hearing procedure shall be followed in all cases. These rules shall be interpreted to maintain an informal hearing procedure to the extent that informality will not hinder or obstruct the basic fact-finding function of the court.

1. The College Court will not be bound by formal rules of legal proceedings and may admit any information that may be of value in determining the issues involved.
2. The hearing shall be private because of the confidential nature of many of the issues raised. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the complaint by either the defendant, the plaintiff, the witnesses or the members of the College Court should be avoided.
3. A tape recording of the proceedings shall be kept in the office of the college judicial officer.
4. The College Court reserves the right to call any witnesses it deems necessary for the performance of its duties.
5. The College Court may grant adjournments to enable either the plaintiff or the defendant to investigate evidence if a valid claim of surprise is made or when in the opinion of the court an interruption in the hearing would be desirable.



6. The plaintiff and the defendant shall have the right to question all witnesses.
7. The findings of fact and the decision of the College Court will be based solely on the hearing record.

E. Oath of witness

The chief judge of the College Court shall read the following statement to the plaintiff, the defendant (or representative of the defendant organization) and all the witnesses:

**ALL PARTICIPANTS IN THIS HEARING ARE REQUIRED TO TELL THE TRUTH. THOSE PARTICIPANTS WHO KNOWINGLY TESTIFY FALSELY MAY BE CHARGED WITH PERJURY.**

As each witness is called, he/she will be asked by the chief judge, "Do you agree to tell the truth at this hearing?" All witnesses who knowingly fail to tell the truth will be guilty of perjury and may be charged by the court.

F. Pleas

A plea is not required. However, the defendant shall have the right to plead guilty or not guilty. If the defendant pleads guilty, the court will immediately proceed to deliberation.

G. Evidence

1. The court shall consider only evidence presented at the hearing. Irrelevant, immaterial or unduly repetitious evidence shall be excluded.
2. Signed affidavits (written statements) shall be admissible. If a witness legitimately cannot appear at the hearing, that witness may testify in writing. However, the court will recognize that no questioning of the witness is then possible. The court will place highest value on direct examination of all witnesses; therefore, it is in the highest interest of all parties to ensure the attendance of their witnesses. Affidavit forms may be requested from the college judicial officer and must be signed in the presence of the college judicial officer who will certify that the witness has proper identification (photo I.D., driver's license, etc. preferable).

H. Order of proceedings

1. The chief judge will explain the order of proceedings and answer questions regarding that order.
2. The chief judge will read the statement regarding truthful testimony to all parties in the hearing. Afterwards, witnesses will wait outside the hearing room.
3. The plaintiff presents the charge.
4. The plaintiff presents relevant evidence and witnesses.
5. The defendant may question the plaintiff's witnesses.
6. The court may question those witnesses.
7. The defendant answers the charge.
8. The defendant presents relevant evidence and witnesses.
9. The plaintiff may question the defendant's witnesses.
10. The court may question those witnesses.
11. The court presents any witnesses separately summoned by the court as relevant to the case.
12. First the plaintiff and then the defendant may question the court's witnesses.
13. Any witnesses may be recalled for further questioning by any participants.
14. Final statement by the plaintiff.
15. Final statement by the defendant.
16. The court deliberates.

I. Deliberation of the college court.

1. The deliberations of the College Court shall be closed to all except court members.
2. Decision of the court shall be based on a majority vote.
3. The chief judge shall vote only in case of a tie.

J. Prior record

1. During the hearing, evidence of the defendant's past violations of the Kennesaw State College Student Code of Conduct will be excluded from the hearing unless the court concludes that it is necessary and that admitting the prior record would not be unduly prejudicial to the defendant.
2. In recommending a penalty, if the court concludes that the defendant is guilty of the present charge(s), the court may then consider the defendant's prior record in determining the appropriate penalty.
3. The defendant has the option of raising the matter of his/her prior record for the court to consider when setting a penalty.

**III. Reporting the Court's Decision**

- A. Within three weekdays of the hearing, the College Judicial Officer in consultation with the chief judge of the court shall forward the court's decision and penalty to the appropriate administrator.
- B. In cases of academic violations, the vice president for academic affairs shall forward the decision and penalty to the vice president and dean for student affairs for execution. The vice president for academic affairs shall notify the vice president and dean for student affairs if he intends to enter an appeal of the decision of the court.
- C. Within five weekdays of the hearing, the administrator shall inform the college judicial officer, the plaintiff and the defendant of the decision of the court and the penalty imposed. During this period, the administrator may request a copy of the record of the hearing from the college judicial officer. Notification shall be in writing and shall be delivered by hand or by certified mail.
- D. One record of the charge and the court's decision and penalty shall be placed in the student's confidential activity file in the Office of the Vice President and Dean for Student Affairs. Another copy shall be kept in the files of the college judicial officer.
- E. Any further distribution of the information shall be restricted because of the confidentiality requirements for student records.
- F. The college judicial officer will maintain a cumulative index of decisions categorized by alleged violation (plagiarism, hazing, alcohol abuse, etc.) for future reference. Information on previous cases (with names deleted) will be available to Judiciary Panel members for assistance in preparing for similar cases.

**IV. Disciplinary Sanctions**

A. For students

1. Expulsion: permanent severance of one's relationship with the college.
2. Probated expulsion: further convictions of major offenses, as specified by the court, shall result in expulsion.
3. Suspension: temporary severance of one's relationship with the college.
4. Probated suspension: notice that further convictions of major offenses, as specified by the Court, shall result in suspension.

5. Disciplinary Probation: notice to the student that any further major disciplinary violation may result in suspension. This action might also include one or more of the following: the setting of restrictions on social activities, the issuing of a reprimand and restitution.
6. Restrictions: exclusion from enjoying or participating in social activities or from holding office in college clubs or organizations.
7. Reprimand:
  - a. Oral Reprimand: an oral disapproval issued to the student.
  - b. Written Reprimand: a written disapproval issued to the student.
8. Restitution: reimbursement for damage or misappropriation of property; this may take the form of appropriate service or other compensation.
9. Community Service: assignment to work a specific number of hours at a community service agency.
10. Ethics Training: for violation of the academic honesty code, assignment to Ethics Training will be in addition to and following the prescribed suspension period. For other violations, ethics training may be assigned by the hearing panel, or by the vice president and dean for student affairs.

**B. For student organizations**

1. Includes disciplinary sanctions 7, 8, 9 and 10 listed above.
2. Restriction of social or other activities sponsored by the organization.
3. Suspension of the organization's registration with Student Activities.
4. Probated suspension of the organization's registration with Student Activities.
5. Revocation of the organization's registration with Student Activities.
6. Probated revocation of the organization's registration with Student Activities.

**C. Academic Dishonesty**

Any defendant found guilty of academic dishonesty (see Kenesaw State College Student Code of Conduct) shall be suspended for at least one quarter unless he or she has convinced the Court that there existed substantial mitigating circumstances to the offense. The appropriate grade to be assigned in the case of academic dishonesty is the responsibility of the faculty.

**V. Appeals**

- A. Within 10 weekdays of the hearing, the plaintiff, the defendant or the executing administrator may file a written appeal with the college judicial officer. The written appeal must contain in detail the specific grounds for appeal.
- B. Grounds for an appeal:
  1. Evidence exists that procedural due process rights have been violated.
  2. New and significant evidence exists that was not considered during the original hearing.
  3. The executing administrator is not restricted to these grounds for appeal but may appeal the decision of the court when he/she feels that the court decision is inconsistent with college purposes and policies.
- C. Using the written appeal, the Appeals Court will determine if a rehearing of the case is warranted based on the grounds for appeal. The Appeals Court Panel reserves the right to call and question anyone in order to reach a decision.

**D. Notification**

The college judicial officer will notify the members of the College Court, the plaintiff and the defendant, and will set the date of the new hearing.

E. The procedures for the new hearing shall be the same as procedures outlined for hearings of the College Court.

F. The decision of the second hearing is final except in cases of suspension or expulsion and shall be carried out by the executing administrator.

**VI. Judiciary Panel Code of Ethics**

- A. As the college courts exist to promote justice and fairness, and thus to serve the individual student, the campus and the public interest, a judiciary panel member's public and official behavior shall be beyond reproach and free from impropriety.
- B. No case or pending case before any court shall be discussed outside the College Judiciary membership by any judiciary panel member. No judiciary panel member shall pursue the facts or outcome of any case unless acting in an official capacity within the office of the College Judiciary Program.
- C. No judiciary panel member shall listen to, discuss, hear or express opinions about the merits of any case or pending case except when sitting as a member of a court to hear or consider that case, or serving as an advisor in that case.
- D. A judge or justice shall not be swayed by partisan demands, public clamor or consideration of personal popularity or notoriety, nor be apprehensive of unjust criticism in deciding any case.
- E. A judge or justice shall use his/her discretion to disqualify himself/herself from cases which might justify the inference that a party could improperly influence him/her or unduly enjoy his/her favor.
- F. When considering a question of guilt or innocence, a justice shall determine whether a student code of conduct regulation has been violated and shall not consider the validity of that regulation.
- G. A judge shall consider all relevant factors in determining disciplinary measures.
- H. Proceedings of the courts shall be conducted with fitting dignity and decorum and should reflect the importance and seriousness of the hearing.
  - I. The conduct of the adviser before the court shall be characterized by candor and fairness.
  - J. If called as a witness, a judiciary panel member shall be totally objective in his/her testimony and shall refrain from making subjective evaluations or expressing his/her personal beliefs.
  - K. Communication between a student or any other person and judiciary panel member concerning the possible violation of a regulation is not privileged communication.
  - L. Though justices are not required to report or bring cases to the office of the College Judiciary Program, if asked to act as a witness by an adviser, a judiciary panel member is required to cooperate.
  - M. A judiciary panel member who is a member of an organization brought before the College Judiciary has the right to silence as he/she is part of the student defendant organization.
  - N. An adviser shall not argue the merits of any case or possible case with any judge or justice except during the hearing.
  - O. An adviser shall preserve the confidence of his client.
  - P. An adviser shall not solicit for the retention of his/her services as adviser.

- Q. An adviser is expected to give his/her best possible effort to the representation of his/her client.
- R. All judiciary panel members shall be thoroughly familiar with and adhere to this Code of Ethics and the Procedures for the College Judiciary Program, and shall refrain from bringing matters of federal and state law into any hearing.

**VII. Enforcement of the Judiciary Panel Code of Ethics**

- A. Any member of the Judiciary Panel or any member of the student, faculty or staff who suspects a Judiciary panel member of having violated the code of ethics should communicate in writing to the chair of the Judiciary Panel.
- B. The chair of the Judiciary Panel will investigate the charge and confer with the Judiciary Panel member about his or her alleged violation if the situation warrants.
- C. If the Judiciary Panel chair feels that the situation is serious enough and cannot be resolved with the member who has allegedly violated the code of ethics, the chair will call a meeting of the Ethics Board of the Judiciary Panel to hear the charge and decide on appropriate penalties.
- D. The Ethics Board will consist of the chief justice of Appeals Court, the chief justice of the College Court and one judge from the current Traffic Court.
- E. The Ethics Board will set up a hearing with the chair of the Judiciary Panel and the Judiciary Panel member alleged to have violated the code of ethics and determine if a violation has occurred and, if so, the appropriate penalties to be assigned.
- F. In cases of serious violations of the code of ethics, the Ethics Board will have the option of dismissing the member from the Judiciary Panel.
- G. Appeal of decisions of the Ethics Board will be to the vice president and dean for student affairs.

**VIII. Procedures for Revision of the Judiciary Process**

- 1. The vice president and dean for student affairs bears ultimate responsibility for the administration of the Student Judiciary Procedures. Any administrator, faculty, staff or student may initiate a review for the purpose of revising any portion of these policies and procedures.
- 2. A request for review of the procedures should be filed with the vice president and dean for student affairs.
- 3. The vice president and dean for student affairs shall forward the requested revision along with his recommendation to the College Council for review and approval.
- 4. The Judiciary Panel is empowered to decide on procedures to govern itself and may make periodic changes as determined by the Panel as a whole. Written versions of these procedural changes will be forwarded to the vice president and dean for student affairs for review and approval.

**IX. Ethics Advisory Council**

- A. Any student or group of students found in violation of the academic honesty section of the student code of conduct will have ethics training assigned as an additional sanction by the College Court. For other violations, ethics training may be recommended as a sanction by the hearing panel or assigned by the vice president and dean for student affairs.
- B. The chief judge from the College Court which made the assignment (or his/her designated representative) and the Judiciary Program coordinator will meet with the Ethics Advisory Council to present the particulars involved in the case.
- C. The Ethics Advisory Council will then meet to formulate a plan for working with the student. Identified members of the Ethics Advisory Council will be responsible for overseeing each assignment and arranging practical experiences as well as encouraging and modeling appropriate ethical decision-making skills.
- D. The Ethics Advisory Council will report back to the vice president for student affairs and the college judiciary panel upon completion of the prescribed plan with their recommendation concerning further action regarding this student.
- E. A student who successfully completes the Ethics Training will have no further action taken. A student who does not successfully complete the Ethics Training may have additional sanctions, including expulsion, imposed by the vice president and dean for student affairs.
- F. Composition of the Ethics Advisory Council  
The membership shall be composed of:  
One administrative faculty with training/experience in teaching ethics  
One faculty who teaches the core ethics course  
One faculty from the Writing Center or English Department  
One faculty from science & allied health in a related area  
One faculty from education  
One faculty from arts and behavioral sciences in a related area  
One faculty from business who teaches business ethics  
One faculty from computer science/information systems  
One faculty from the library staff or library committee  
One faculty from psychology (developmental or related area)

# TEACHING & ADMINISTRATIVE FACULTY 1992 ■ 1993

The Kennesaw State College faculty consists of student-oriented men and women who are dedicated to teaching and who are actively engaged in research, scholarly activity, and community and public service. They have studied at leading educational institutions in this country and abroad. Some have had Fulbright appointments for teaching and research overseas. Others have had grants from foundations, including the Ford, National Science and various learned societies. The date in the parentheses after the name indicates the year of the appointment to the Kennesaw State College faculty.

## **ADAMS, JANET S.**

(1985), Associate Professor of Management  
Ph.D. University of Arkansas, 1988  
M.B.A. Berry College, 1979  
B.A. Shorter College, 1966

## **ADEBAYO, AKANMU G.**

(1992) Associate Professor of History  
Ph.D. Obafemi Awolowo, Nigeria, 1986  
M.A. University of IFE, Nigeria, 1982  
B.A. University of IFE, Nigeria, 1979

## **AKANBI, LINDA B.**

(1992) Chair, Department of Elementary and Early Childhood  
Education and Professor of Education  
Ed.D. State University of New York, 1978  
M.Ed. State University of New York, 1971  
B.S.Ed. West Virginia State College, 1966

## **AKRIDGE, G. RUSSELL**

(1991), Assistant Professor of Physics  
Ph.D. Georgia Institute of Technology, 1975  
Th.M. New Orleans Baptist Theological Seminary, 1970  
M.S. Georgia Institute of Technology, 1963

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(1991), Professor of Accounting  
D.B.A. University of Kentucky, 1984  
M.B.A. Eastern Kentucky, 1975  
B.B.A. Eastern Kentucky University, 1974  
C.P.A.

## **ALVERSON, CLINTON**

(1991), Instructor of Mathematics  
M.S. Georgia Institute of Technology, 1989  
B.S. Georgia Institute of Technology, 1987

## **ANDEREGG, M.L.**

(1991), Director of RISE, Director of Cobb Education Consortium and  
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Ph.D. Georgia State University, 1989  
M.S. Georgia State University, 1986  
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## **ANDERSON, THOMAS C.**

(1985), Associate Professor of Economics & Finance  
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M.S. Utah State University, 1966  
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## **ANDREWS, KAREN B.**

(1988), Director of Career Services  
M.Ed. Georgia State University, 1982  
BA The Ohio State University, 1977

## **ANGLE, MELANIE J.**

(1992) Instructor of English  
M.S. West Georgia College, 1990  
M.L.S. Florida State University, 1974  
M.A. Virginia Polytechnic Institute and State University, 1973  
B.S. Radford University, 1970

## **ARNOLD-SIMMONS, ALISON L.**

(1989), Assistant Professor of Business Law  
J.D. Harvard University, 1984  
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A.B. Harvard-Radcliffe College, 1979

## **ARONOFF, CRAIG E.**

(1983), Professor of Management and Dinos  
Distinguished Chair of Private Enterprise  
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M.A. University of Pennsylvania, 1974  
B.S.J. Northwestern University, 1971

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Ph.D. Yale University, 1989  
M. Phil. Yale University, 1986  
M.A. Yale University, 1985  
B.A. Yale University, 1983

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(1985), Professor of Mathematics  
Ed.D. Rutgers University, 1979  
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(1990), Instructor of Biology  
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## **BAIRAN, L. ANNETTE**

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M.N. Emory University, 1972  
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## **BALTIMORE, SUSAN T.**

(1989), Instructor of English  
M.A.T. Georgia State University, 1987  
B.A. College of William and Mary, 1968

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M.A. The University of Michigan-Ann Arbor, 1967  
B.A. Hope College, 1966

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Ph.D. Georgia State University, 1984  
M.A. Georgia State University, 1972  
M.R.E. Southern Baptist Theological University of Louisville, 1952  
B.A. Furman University, 1948

**BARRIER, ROBERT G.**

(1976), Associate Professor of English  
Ph.D. University of Georgia, 1980  
M.A. Vanderbilt University, 1967  
B.A. Berea College, 1965

**BEGGS, GEORGE H.**

(1966), Dean of the School of Arts and Behavioral Sciences and  
Professor of Political Science  
Ph.D. University of Arizona, 1966  
M.A. Stetson University, 1962  
B.A. Emory University, 1959

**BEINEKE, JOHN A.**

(1991), Dean of the School of Education and Professor of Education  
Ed.D. Ball State University, 1977  
M.A. Ball State University, 1973  
B.S. Marion College, 1972

**BENFORADO, SUSAN**

(1990), Assistant Professor of Art  
Ph.D. University of New Mexico, 1986  
M.A. University of Toronto, 1979  
B.A. University of Wisconsin-Madison, 1974

**BENNETT, DAVID N.**

(1986), Professor of Nursing and Director, Baccalaureate Degree  
Program in Nursing  
Ph.D. University of Mississippi, 1987  
M.S.N. University of Alabama in Birmingham, 1979  
B.S.N. Jacksonville State University, 1975  
B.S. Jacksonville State University, 1973

**BENSON, PAUL A.**

(1987), Vice President and Dean for Student Affairs  
Ph.D. University of Toledo, 1975  
M.Ed. University of Toledo, 1965  
B.S. Adrian College, 1964

**BIGGERS, RONALD C.**

(1989), Associate Professor of Mathematics  
Ph.D. University of California-Irvine, 1980  
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**BILL, M. LOUISE**

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M.S.W. University of Georgia, 1979  
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**BOBIA, ROSA**

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M.A. University of North Carolina at Chapel Hill, 1972  
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M.A. Vanderbilt University, 1960  
M.Ln. Emory University, 1971  
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**BRAWLEY, DOROTHY E.**

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**CHAI, NAM-YEARL**

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**CHAN, MICAH Y.**

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**CHEN, MING**

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M.A. University of Pittsburgh, 1989  
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M.L.S. Atlanta University, 1985  
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B.B.A. West Georgia College, 1977  
M.B.A. Kennesaw State College, 1993

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M.S. Georgia State University, 1986  
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Ph.D. Louisiana State University, 1968  
B.S. Mississippi State University, 1961

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M.A. Emory University, 1955  
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Ph.D. University of Pittsburgh, 1987  
M.B.A. University of Pittsburgh, 1982  
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Computer Lab Coordinator  
M.A.T. University of Cincinnati, 1970  
B.S. Central State University, 1964

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B.S. Florida State University, 1968

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Professor of Economics and Finance  
Ph.D. University of Kentucky, 1974  
M.A. University of Kentucky, 1969  
M.B.A. University of Missouri, 1967  
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**DABUNDO, LAURA S.**

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Ph.D. Temple University, 1987  
M.A. Bryn Mawr College, 1977  
B.A. Bucknell University, 1975

**DAMICO, LINDA H.**

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Ph.D. Florida State University, 1985  
M.A. St. Louis University, 1974  
B.S. Siena College, 1965

**DAVIS, BOWMAN O.**

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M.A. East Tennessee State University, 1967  
B.S. East Tennessee State University, 1965

**DAVIS, DOROTHY D.**

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M.S. University of North Carolina, 1969  
B.S. High Point College, 1966

**DAVIS, HERBERT L.**

(1970), Dean of the School of Science and Allied Health and  
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Ph.D. Emory University, 1965  
M.S. Emory University, 1961  
B.S. Berry College, 1957

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Ph.D. Emory University, 1979  
M.A. Emory University, 1978  
B.A. Baylor University, 1974

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M.F.A. Southern Methodist University, 1981  
B.A. University of Idaho, 1977

**DEES, WALTER W.**

(1978), Director of Procurement Services  
B.S. University of Alabama, 1962

**DENNIS, CAROL O.**

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M.S.N. Georgia State University, 1977  
B.S.N. Georgia State University, 1972

**DESMAN, ROBERT A.**

(1987), Associate Professor of Management  
Ph.D. Arizona State University, 1983  
M.B.A. Arizona State University, 1971  
B.S. Arizona State University, 1970

**DEVINE, PATRICK J.**

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Ph. D. Illinois Institute of Technology, 1980  
M. Ed. Georgia State University, 1975  
B.A. John Carroll University, 1974

**DIAO, YUANAN**

(1990), Assistant Professor of Mathematics  
Ph.D. Florida State University, 1990  
M.S. Beijing University of Science and Technology, 1984  
B.A. Wuhan University of Science and Technology, 1981

**DIRNBERGER, JOSEPH**

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Ph.D. University of Texas, 1989  
M.S. University of Oklahoma, 1983  
B.S. Baylor University, 1980

**DOMINICK, JOAN E.**

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Ed.D. University of Georgia, 1990  
M.A. Queens College (CUNY), 1975  
B.A. Queens College (CUNY), 1973

**DONOVAN III, THOMAS J.**

(1989), Associate Professor of Physical Education  
Ed.D. University of Houston, 1979  
M.Ed. University of Houston, 1972  
B.S. Louisiana State University, 1969

**DONOVAN, VIRGINIA J.**

(1990), Instructor of Physical Education  
M.S. University of Tennessee, 1973  
B.S. University of Tennessee, 1971

**DORMAN, B. REGINA**

(1982), Assistant Professor of Nursing  
M.S. Georgia State University, 1983  
B.S.N. Medical College of Georgia, 1977

**DRISCOLL, ROBERT L.**

(1978), Professor of Education  
Ph.D. Michigan State University, 1970  
M.S. Alfred University, 1961  
B.S. State University College at Brockport, New York, 1958

**DRUMMOND, PAMELA J.**

(1989), Assistant Professor of Mathematics  
Ph.D. Georgia State University, 1988  
M.Ed. Georgia State University, 1975  
A.B. Converse College, 1968

**DUFF, JACK L.**

(1990), Instructor of Chemistry  
M.S. Georgia Institute of Technology, 1989  
B.S. University of Florida, 1982

**DURRETT, WILLIAM E.**

(1972), Director of Business Services  
B.B.A. Georgia State University, 1964

**ECONOMOPOULOUS, VASSILIS C.**

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Ph.D. Emory University, 1977  
M.S. Florida State University, 1967  
B.A. "PANTIOS" Athens, Greece, 1962

**EDWARDS, CAROL D.**

(1991), Instructor of Art  
M.A. University of Alabama, 1984  
B.F.A. Mississippi University for Women, 1970

**EIDELMAN, MARIA**

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M.S. Kiev State Institution of Culture, 1978

**ELANGO, LOVETT Z.**

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Ph.D. Boston University, 1974  
M.A. Johns Hopkins University, 1966  
B.A. Bradley University, 1964

**ELLIS, ANN W.**

(1976), Chair, Department of History, and Professor of History  
Ph.D. Georgia State University, 1975  
M.A. University of Georgia, 1967  
B.S. University of Georgia, 1965

**ELMORE, RANDY F.**

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Ed.D. Auburn University, 1971  
M.A. Appalachian State University, 1967  
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**EVANS, J. DAVID**

(1988), Assistant Director of the Library  
M.S.L.S. University of Kentucky, 1977  
B.S. Armstrong State College, 1976

**FARMER, JOY A.**

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Ph.D. University of Virginia, 1977  
M.A. University of Virginia, 1973  
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**FARNSWORTH, BEVERLY J.**

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Ph.D. Georgia State University, 1988  
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M.A. Ball State University 1975  
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**FAUST, TERRY L.**

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M.Ed. Delta State University, 1977  
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**FAY DONALD J.**

(1970), Associate Professor of English  
M.A. Emory University, 1973  
B.A. Shimer College, 1966

**FEDELI, LYNN M.**

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Ph.d. Florida State University, 1972  
M.A. Florida State University, 1963  
B.A. Southeastern Louisiana University, 1962

**FEIN, MELVYN, L.**

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Ph.D. City University of New York, 1983  
M.PHIL. City University of New York, 1981  
B.A. Brooklyn College, 1963

**FERGUSON, BARBARA**

(1991), Instructor of Mathematics  
M.Ed. Texas A & M University, 1969  
B.A. University of Texas, 1967

**FINLEY, HENRY L.**

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B.S. Presbyterian College, 1982

**FIRMINT, MICHAEL J.**

(1989), Assistant Professor of Psychology  
Ph.D. University of Cincinnati, 1990  
M.A. University of Cincinnati, 1987  
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**FITZGERALD, ELIZABETH**

(1992) Assistant Professor of Management and Entrepreneurship  
Ph.D. Syracuse University, 1992  
M.B.A. Syracuse University, 1988  
B.S. Syracuse University, 1986

**FLEISZAR, KATHLEEN A.**

(1976), Professor of Biology  
Ph.D. University of Illinois, 1976  
B.S. Loyola University, 1969

**FLEMING, JAMES A.**

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Advancement and Assistant Professor of Marketing  
M.A. University of Alabama, 1964  
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**FORRESTER, DONALD W.**

(1981), Professor of Music  
Ed. D. University of Georgia, 1969  
M.C.M. New Orleans Baptist Seminary, 1962  
A.B. Mercer University, 1960

**FORRESTER, JR. WILLIAM R.**

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Ph.D. University of Tennessee, 1986  
M.B.A. University of Tennessee, 1989  
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**FOURNIER, ERIC**

(1992) Instructor of Political Science  
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**FOWLER, JOANNE E.**

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Associate Professor of English  
Ph.D. Emory University, 1982  
M.Ed. Emory University, 1971  
B.A. Duke University, 1962

**FOX, MARIAN C.**

(1989), Assistant Professor of Mathematics Education  
Ph.D. Georgia State University, 1989  
M.S. George Washington University, 1973  
B.S. Mississippi University for Women, 1969



**FRANKLIN, BARRY M.**

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 Ph. D. University of Wisconsin — Madison, 1974  
 M.S.Ed. University of Wisconsin - LaCrosse, 1978  
 M.A.T. University of Chicago, 1969  
 A.B. California State University - Northridge, 1966

**FREY, RALPH W.**

(1984), Chair, Department of Accounting, and  
 Professor of Accounting  
 D.B.A. University of Maryland, 1972  
 M.B.A. University of Maryland, 1966  
 B.S. University of Maryland, 1964  
 C.P.A.

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 Ph.D. Georgia State University, 1980  
 M.A. New School for Social Research, 1969  
 B.A. City College of New York, 1965

**GARCIA, EDWARD J.**

(1992) Instructor of Communication  
 M.A. New York University, 1968  
 B.S. New York University, 1958

**GARMANN, GERBURG M.**

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 Ph.D. Justus-Liebig-Universität, 1987  
 M.A. University of Wisconsin-Madison, 1988

**GARNER, MARY L.**

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 M.S. Georgia Institute of Technology, 1987  
 B.S. University of Florida, 1975

**GAYLER, RICHARD A.**

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 Ph.D. Florida State University, 1976  
 M.S. Georgia State University, 1990  
 M.S. Florida State University, 1974  
 B.S. Northwest Missouri State University, 1971

**GENTILE, JOHN S.**

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 Ph.D. Northwestern University, 1984  
 M.A. Northwestern University, 1980  
 B.A. State University of New York at Geneseo, 1978

**GIBSON, R. WAYNE**

(1972), Chair, Department of Music and Performing Arts, and  
 Professor of Music  
 Ph. D. Northwestern University, 1972  
 M.M. Northwestern University, 1962  
 B.A. Huntingdon College, 1961

**GILLIAM, KENNETH P.**

(1984), Associate Professor of Economics  
 Ph.D. Lehigh University, 1976  
 M.S. Lehigh University, 1974  
 M.Ed. Pennsylvania State University, 1968  
 B.S. Long Island University, 1964

**GLANKLER, BRIAN**

(1986), Counselor  
 M.A. University of Alabama, 1985  
 A.B. University of Georgia, 1982

**GOETTE, TANYA**

(1991), Instructor of Decision Sciences  
 M.B.A. Mercer University, 1988  
 B.B.A. Georgia College, 1984

**GOLDEN, BEN R.**

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 Ph.D. Brown University, 1971  
 M.A. George Peabody College (Vanderbilt), 1960  
 B.S. Middle Tennessee State University, 1958

**GOLDEN, CHRISTOPHER J.**

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 M.A. University of Scranton, 1983  
 B.A. Windham College, 1976

**GOOCH, THOMAS L.**

(1972), Assistant Professor of Computer Science and Mathematics  
 M.A. University of Georgia, 1970  
 B.S. University of Southwestern Louisiana, 1967

**GOODRUM JR., CHARLES L.**

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 Ed.S. Georgia State University, 1977  
 M.Ed. Georgia State University, 1976  
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**GOODWIN, RANDALL B. (1982), Associate Professor of Economics**

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 B.A. Armstrong State College, 1976

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**GRASHOF, JOHN F. (1984), Professor of Marketing**

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 M.B.A. University of Houston, 1978  
 B.Acc. University of Houston, 1973  
 C.P.A.

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 Ph.D. University of Liverpool, 1966  
 M.A. George Peabody College, 1956  
 B.D. New Orleans Baptist Theological Seminary, 1955  
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**GRIFFIN, ROBERTA T.**

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 M.A. University of Miami, 1975  
 B.Ed. University of Miami, 1958  
 Diplomate in Collegiate Teaching

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 Ed.M. Temple University, 1973  
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L. GILLIS MACKINNON .....	Assistant Vice Chancellor-Facilities
THOMAS E. MANN .....	Assistant Chancellor-Facilities
DAVID M. MORGAN .....	Assistant Vice Chancellor-Academic Affairs
ROGER MOSSHART .....	Assistant Vice Chancellor-Fiscal Affairs/Budgets
EARNEST MURPHREY .....	Assistant Vice Chancellor-Fiscal Affairs/Accounting Systems and Procedures
JOSEPH H. SILVER .....	Assistant Vice Chancellor-Academic Affairs
JOSEPH J. SZUTZ .....	Assistant Vice Chancellor - Planning

\*Officers of the Board

## BOARD OF REGENTS

Regents	District	Current Term Expires
THOMAS F. ALLGOOD, Augusta .....	State-at-Large .....	1999
JOHN HENRY ANDERSON JR., Hawkinsville .....	State-at-Large .....	1997
JOEL H. COWAN, Atlanta .....	State-at-Large .....	1995
DONALD M. LEEBERN JR., Atlanta .....	State-at-Large .....	1998
BARRY PHILLIPS, Atlanta .....	State-at-Large .....	1995
ARTHUR M. GIGNILLIAT JR., Savannah .....	First District .....	1997
JOHN H. CLARK, Moultrie .....	Second District .....	1996
WILLIAM B. TURNER, Columbus .....	Third District .....	1993
JUANITA POWELL BARANCO, Lithonia .....	Fourth District .....	1998
ELDRIDGE W. McMILLAN, Atlanta .....	Fifth District .....	1996
EDGAR L. RHODES, Bremen .....	Sixth District .....	1999
W. LAMAR COUSINS, Marietta .....	Seventh District .....	1994
S. WILLIAM (BILL) CLARK, JR., Waycross .....	Eighth District .....	1999
JAMES E. BROWN, Dalton .....	Ninth District .....	1994
JOHN W. ROBINSON JR., Winder .....	Tenth District .....	1993



## THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes 34 state-operated institutions of higher education located throughout the state—four universities, 15 senior colleges and 15 two-year colleges.

The 15-member constitutional Board of Regents governs the system, which has been in operation since 1932. Appointments for seven-year terms of five board members from the state-at-large and one board member from each of the state's 10 congressional districts are made by the governor, subject to confirmation by the State Senate.

The chairperson, vice chairperson and other board officers are elected by members of the board. The chancellor, who is not a board member, is the board's chief executive officer and the chief administrative officer of the University System.

Overall, programs and services of the University System are offered through three major components—instruction, public service/continuing education and research.

**INSTRUCTION** encompasses programs of study leading toward degrees, ranging from the two-year associate level through the doctoral level, and certificates.

Each institution determines requirements for admission of students to instructional programs, pursuant to policies of the Board of Regents. The board, which establishes minimum academic standards, leaves to each institution the prerogative of establishing higher standards. Applications for admission should be addressed in all cases to the institutions.

For students whose goal is a degree beyond the associate level, a Core Curriculum of study for the freshman and sophomore years is in effect at each institution. The Core Curriculum, which facilitates transfer of freshman and sophomore degree credits within the University System, requires 90 quarter-credit-hours: 60 in general education and 30 in the student's chosen major.

**PUBLIC SERVICE/CONTINUING EDUCATION** encompasses, primarily, non-degree activities, including short courses, seminars, conferences, lectures, and consultative and advisory services. Some college-degree-credit courses of special types are also offered, typically through extension center programs and teacher education consortiums.

**RESEARCH** encompasses on-campus and off-campus investigations conducted primarily by the universities but also in moderate scope at some of the senior colleges, for discovery and application of knowledge. Research topics cover a large variety of matters related to the educational objectives of the institutions and to general needs of society.

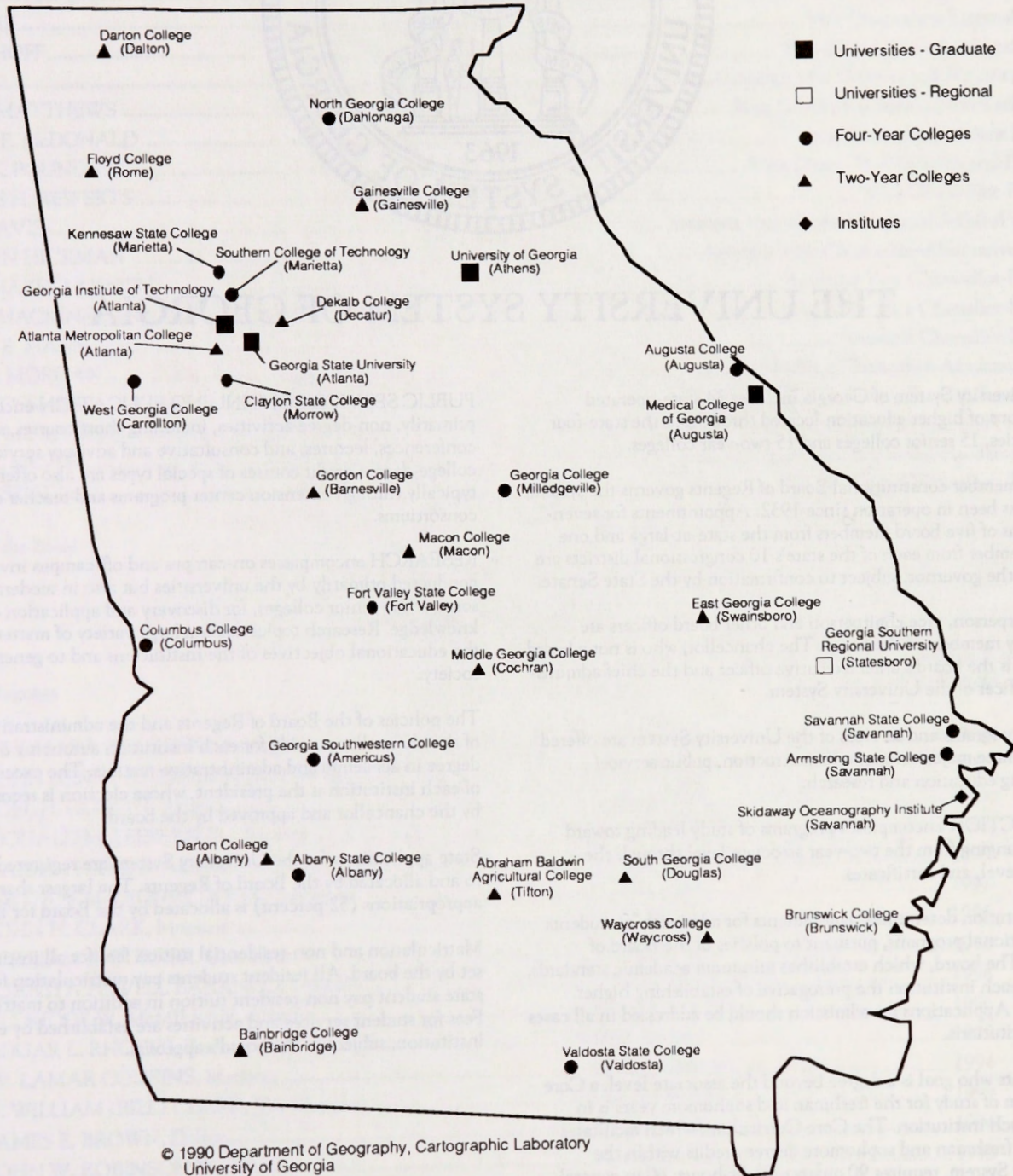
The policies of the Board of Regents and the administrative actions of the chancellor provide for each institution autonomy of high degree in academic and administrative matters. The executive head of each institution is the president, whose election is recommended by the chancellor and approved by the board.

State applications for the University System are registered by, made to and allocated by the Board of Regents. The largest share of state appropriations (52 percent) is allocated by the Board for Instruction.

Matriculation and non-residential tuition fees for all institutions are set by the board. All resident students pay matriculation fees; out-of-state students pay non-resident tuition in addition to matriculation. Fees for student services and activities are established by each institution, subject to the board's approval.



# THE UNIVERSITY SYSTEM OF GEORGIA



# KENNESAW STATE COLLEGE FOUNDATION, INC.

The Kennesaw State College Foundation, Inc., organized in 1969, is dedicated to the expansion of the educational opportunities offered by the college. It provides the organizational means through which interested individuals, groups of individuals, organizations and agencies may give support for the continued growth and development of the college.

The Foundation conducts annual fund drives to provide student honor scholarships, institutional development and faculty/staff development. Contributions to the foundation are deductible for corporate and personal income tax purposes. Current tax regulations should be consulted for specific details.

The Foundation Board of Trustees is composed of business and professional leaders from Bartow, Cherokee, Cobb, Fulton and Paulding counties. The trustees are J. LARRY STEVENS, partner, Price Waterhouse, president; RONALD E. KING, senior vice president, Prime Bank, FSB, executive vice president; MARK R. KIRK, president, K.G.E., Inc., treasurer and gifts acceptance/disposal; RALPH W. WALKER, III, attorney at law, Cohn, Turpen & Walker, deferred giving; JAMES H. POWELL, president, Northside Bank & Trust Co., strategic planning; H. NEIL BARFIELD, senior vice president, Wachovia, scholarship oversight; FRED D. BENTLEY, SR., attorney at law, Bentley, Bentley & Bentley, scholarship development; RONALD H. FRANCIS, president, Charter Bank, investment; CLARICE C. BAGWELL, chairman of the board, American Proteins, Inc., special projects; MICHAEL COLES, chairman of the board, The Original Great American Chocolate Chip Cookie Co., annual fund; JONATHAN F. ANDERSON, president, Anderson, Hunt & Co., PC, audit & finance; JACK A. DINOS, Tojac Associates, Inc., nominating; RODNEY F. BANKS, executive vice president, NationsBank; ROY E. BARNES; JOSEPH C. BARNETT, JR. MD.; EUGENE M. BISHOP, president, Health Service Centers, Inc.; CHARLES R. BRADY, The Brady Company; OTIS A. BRUMBY, JR., publisher, Marietta Daily Journal; WILLIAM E. BULLARD, president, Mayes Ward Funeral Home, Inc.; KENNETH W. CANNISTRA, president, Lockheed Aeronautical Systems;

STEVAN H. CREW, Crew & Associates; CHARLES HOWARD DANIEL, Loyal American Life; WILLIAM TRAVIS DUKE, Financial Concepts & Designs; WILLIAM B. DUNAWAY; JO ANN P. DURHAM; JUANELLE EDWARDS; SARAH R. FORTSON, co-owner, Tour of Georgia, Inc.; NINA C. FREY, owner, Frey Construction; W. JAMES GOLDIN, senior vice president, Atlanta Gas Light Co.; JAMES E. HENDERSON, Cobb County Manager; HONORABLE P. HARRIS HINES, judge, Cobb Judicial Circuit; JOHNNY ISAKSON, president, Northside Realty Associates; GEORGE W. KALAFUT, executive vice president, Genuine Parts Co.; TAD LEITHEAD, partner, Childress Klein Properties; WILLIAM W. MARETT, JR., president, Marett Properties Inc.; BEVERLY L. MCAFEE, Beverly AcAfee Designs; MALINDA J. MORTIN; SPENCER G. MULLINS, JR. MD.; BRUCE B. OVERTON, president Overton & Associates; W. WYMAN PILCHER, III, president, Applied Concepts Group, Inc.; BOB M. PRILLAMAN, senior vice president, Carastar Industries, Inc.; WARREN A. RAGSDALE, director of public affairs, Southern Bell Telephone & Telegraph; DON D. ROBERTS, president, Barnett Bank of Atlanta; PHIL SANDERS, president, Cobb Chamber of Commerce; JOSEPH I. SEWELL, JR., Brookstone; ROYL SIMMONS, JR., Charter Bank; CHARLES L. SMITH; SAM C. SMITH, president, Bartow County Bank; CAROLYN A. STRADLEY, president, C & S Paving, Inc.; FRED E. STILLWELL; DICKSIE B. TILLMAN; HONORABLE STEPHEN P. THOMPSON; DONALD F. WALSH, senior vice president, Equifax, Inc.; JOHN A. WILLIAMS, chairman of the board, Post Properties, Inc.; JACK E. WILSON, The Insurance Store.

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Honorary Trustee: FORMER GOVERNOR JOE FRANK HARRIS.

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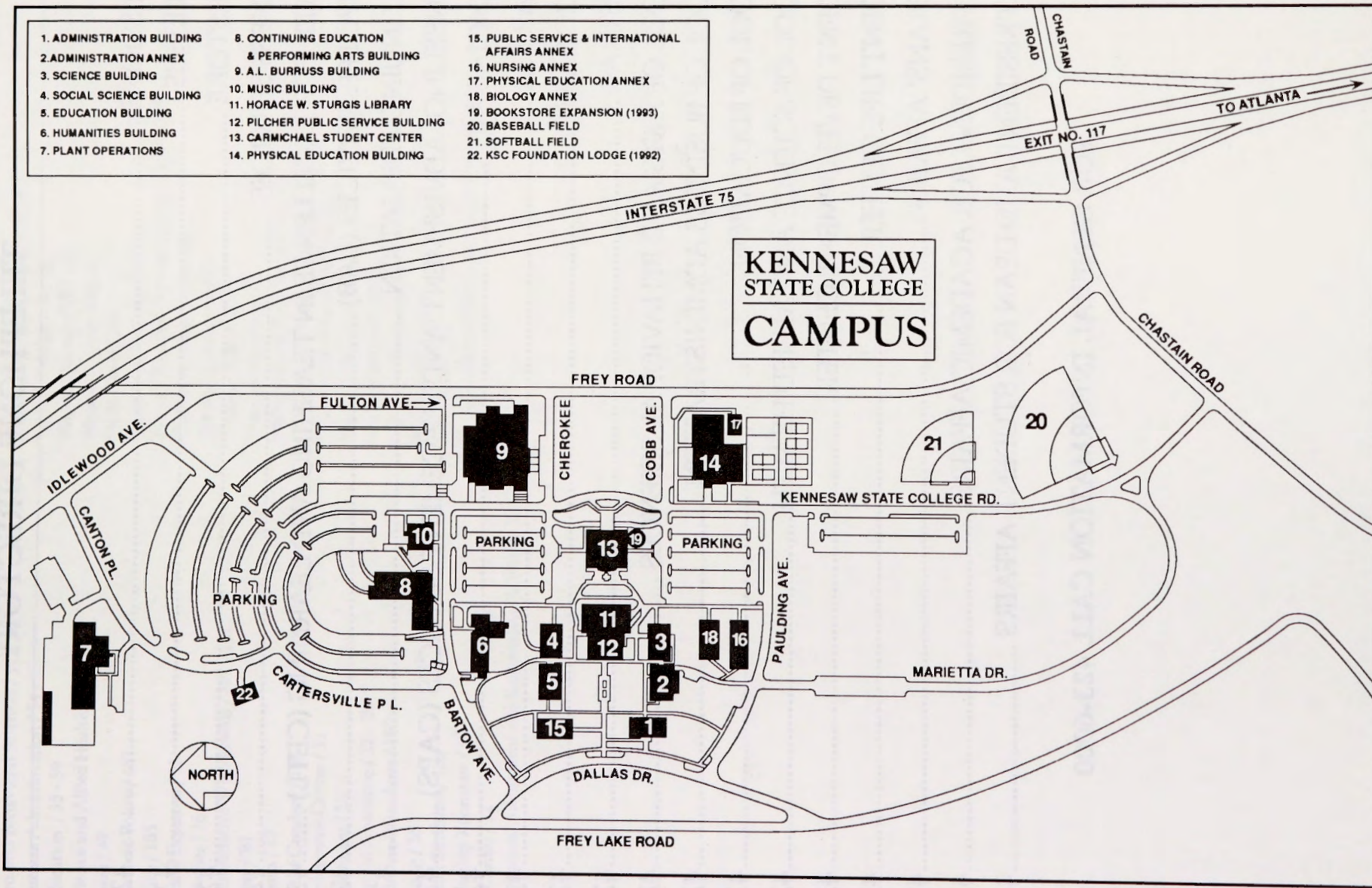
## TELEPHONE DIRECTORY

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ADMISSIONS.....	423-6300
ATHLETICS.....	423-6284
BOOKSTORE .....	423-6261
BUSINESS SERVICES .....	423-6013
CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (CETL) .....	423-6410
COMPUTER SERVICES (LAB) .....	423-6110
CONTINUING EDUCATION .....	423-6400
COUNSELING, ADVISEMENT AND PLACEMENT SERVICES (CAPS) .....	423-6600
FINANCIAL AID .....	423-6074
LIBRARY .....	423-6186
PUBLIC SAFETY .....	423-6666
REGISTRAR .....	423-6200
SCHOOL OF ARTS AND BEHAVIORAL SCIENCES .....	423-6124
SCHOOL OF BUSINESS ADMINISTRATION .....	423-6425
SCHOOL OF EDUCATION .....	423-6117
SCHOOL OF SCIENCE AND ALLIED HEALTH .....	423-6160
STUDENT DEVELOPMENT CENTER.....	423-6443
STUDENT LIFE CENTER .....	423-6280
VETERANS' AFFAIRS .....	423-6200
VICE PRESIDENT FOR ACADEMIC AFFAIRS.....	423-6023
VICE PRESIDENT AND DEAN FOR STUDENT AFFAIRS .....	423-6310

**FOR GENERAL INFORMATION CALL 423-6000**

- |                            |  |  |
|----------------------------|--|--|
| 1. ADMINISTRATION BUILDING | 8. CONTINUING EDUCATION & PERFORMING ARTS BUILDING | 15. PUBLIC SERVICE & INTERNATIONAL AFFAIRS ANNEX |
| 2. ADMINISTRATION ANNEX    | 9. A. L. BURRUSS BUILDING                          | 16. NURSING ANNEX                                |
| 3. SCIENCE BUILDING        | 10. MUSIC BUILDING                                 | 17. PHYSICAL EDUCATION ANNEX                     |
| 4. SOCIAL SCIENCE BUILDING | 11. HORACE W. STURGIS LIBRARY                      | 18. BIOLOGY ANNEX                                |
| 5. EDUCATION BUILDING      | 12. PILCHER PUBLIC SERVICE BUILDING                | 19. BOOKSTORE EXPANSION (1993)                   |
| 6. HUMANITIES BUILDING     | 13. CARMICHAEL STUDENT CENTER                      | 20. BASEBALL FIELD                               |
| 7. PLANT OPERATIONS        | 14. PHYSICAL EDUCATION BUILDING                    | 21. SOFTBALL FIELD                               |
|                            |  | 22. KSC FOUNDATION LODGE (1992)                  |





UNDERGRADUATE

# KENNESAW STATE COLLEGE APPLICATION FOR ADMISSION

EFFECTIVE JULY 1, 1993, ALL APPLICATIONS RECEIVED MUST BE ACCOMPANIED BY A NON-REFUNDABLE \$20.00 APPLICATION PROCESSING FEE. CHECKS SHOULD BE MADE PAYABLE TO KENNESAW STATE COLLEGE.

If you have attended college level classes at Kennesaw State College before, this is the wrong form. Please come by the Office of Admissions and complete an APPLICATION FOR READMISSION form.

1. NAME \_\_\_\_\_ 2. \_\_\_\_\_

3. PREVIOUS/MAIDEN NAME \_\_\_\_\_ 4. ( ) \_\_\_\_\_ 5. ( ) \_\_\_\_\_  
Last First Middle Area Code Home Phone Social Security Number Area Code Business Phone

6. MAILING ADDRESS \_\_\_\_\_  
Street Number and Name/Apt. City County State Zip Code

7. PERMANENT ADDRESS \_\_\_\_\_  
(if different from above) City County State Zip Code

8. HOW LONG HAVE YOU RESIDED IN GEORGIA? FROM \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ 9. BIRTHDATE \_\_\_\_\_  
Month Year Month Year Month Day Year

10. ETHNIC ORIGIN (Check One):  1. Caucasian  2. Black  3. Amer Ind/Alaskan Native  4. Hispanic  5. Asian, Pacific Islander

11. COUNTRY OF CITIZENSHIP \_\_\_\_\_ COUNTRY OF BIRTH \_\_\_\_\_

12. CITIZENSHIP STATUS (Check One):  1. U.S. citizen by birth  2. Naturalized U.S. citizen  3. Non-resident Alien  
 4. Resident alien (Present Alien Registration Card to Admissions for verification.)

13. MARITAL STATUS:  Single  Married 14. SEX:  Male  Female 15. EMPLOYED:  Part time  Full time

EMPLOYER: \_\_\_\_\_

16. Have you ever applied to Kennesaw State College before?  Yes  No If Yes, when? \_\_\_\_\_ 19 \_\_\_\_\_

17. Last date you took, or will take, the American College Test (ACT) or the College Board SAT: \_\_\_\_\_ 19 \_\_\_\_\_

18. Will you be applying for financial aid?  Yes  No 19. Will you be applying for Veteran's Benefits?  Yes  No

20. Are you active military stationed in Georgia or a dependent?  Yes  No

21. Check the following activities in which you have participated:  BAND  CHOIR  ORCHESTRA

STUDENT GOVERNMENT  ROTC  STUDENT PUBLICATIONS  INTRAMURALS  CLUBS

22. (Check One)  Evening Student  Day Student

23. Are you planning to compete in varsity intercollegiate athletics?  Yes  No

24. QUARTER AND YEAR YOU PLAN TO ENTER (Check One):  
 Summer 19 \_\_\_\_\_  
 Fall 19 \_\_\_\_\_  
 Winter 19 \_\_\_\_\_  
 Spring 19 \_\_\_\_\_

25. ENTERING STATUS (Check One):  
 1. Joint Enrollment  5. Adult/Non-Traditional  
 2. Audit  6. Transient  
 3. Beginning Freshmen  7. Non-Degree/Post Baccalaureate  
 4. Transfer

26. PROGRAM OF STUDY \_\_\_\_\_

27. DEGREE LEVEL (Check One):  Baccalaureate  Associate (Two-Year Nursing Only)

28. If applying as a nursing major, are you currently  a Registered Nurse (RN) or  Licensed Practical Nurse (LPN)? (Continued on Back)



29. Check if you are an alumni legacy of someone within your immediate family (spouse, sibling, or parents) who has previously graduated from Kennesaw State College?  Yes, I am a legacy.

30. If you did not graduate from high school, did you take and pass the General Education Development exam (GED)?  Yes  No

31. ALL PREVIOUS EDUCATIONAL EXPERIENCE MUST BE LISTED BELOW.

Complete Name of School	Location City, State	Years of Attendance		Did You Graduate?	Type of Degree Received (AA, BS, etc.)
		From	To		
Last High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Last College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other College				<input type="checkbox"/> Yes <input type="checkbox"/> No	

FAILURE TO LIST HIGH SCHOOL AND ALL COLLEGES PREVIOUSLY ATTENDED WILL DISQUALIFY APPLICANT - TRANSCRIPTS MUST BE MAILED DIRECTLY TO ADMISSIONS FROM THE SENDING INSTITUTION.

32. Are you currently enrolled in the last institution listed above?  Yes  No If yes, what will be your last term there? \_\_\_\_\_ 19 \_\_\_\_\_  
 Quarter Year

33. If transferring from a University System of Georgia college, did you take the Regents' Examination?  
 Yes  No Name of Institution \_\_\_\_\_

34. EMERGENCY CONTACT RELATIONSHIP:  1. Parent  2. Guardian  3. Spouse  4. Other

35. NAME \_\_\_\_\_

36. PERMANENT ADDRESS \_\_\_\_\_  
 Street Number, Name and Apt. No. City State Zip Code

37. ( ) \_\_\_\_\_ 38. COUNTRY OF ADDRESS \_\_\_\_\_  
 Area Code Home Phone (if not USA)  
 ( ) \_\_\_\_\_  
 Area Code Work Phone

FOR INTERNATIONAL STUDENTS ONLY

39. Please indicate the type of visa you currently hold: \_\_\_\_\_ (Example: F-1, E-2, etc.)

40. Will you need an I-20 Certificate of Eligibility?  Yes  No

If you are an applicant with a disability, please notify the Student Development Center prior to enrollment.

I understand by endorsing this application that my name and address will not be routinely released without my personal written authorization.

I certify that the information given above is complete and true, and if my application is accepted and I become a student, I agree to abide by the published regulations of the college and the policies of the Board of Regents of the University System of Georgia.

DATE

SIGNATURE OF APPLICANT

MAIL APPLICATIONS TO KENNESAW STATE COLLEGE, OFFICE OF ADMISSIONS, P.O. BOX 444, MARIETTA, GA 30061.

Kennesaw State College, a senior college of the University System of Georgia, is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, religion, color, sex, age, handicap or national origin.

# CERTIFICATE OF IMMUNIZATION

University System of Georgia

**PART A - To be completed by student.**

Name \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE ZIP

Expected term of enrollment \_\_\_\_\_

**PART B - To be completed and signed by a health care provider. Dates must include month and year.**

Required Immunizations:

1. For students born before 1957, Rubella immunity, as in Part IV.
2. For all other students, either a) MMR immunity, as in Part I or b) measles, mumps and rubella immunity, as in Parts II, III and IV.

**I. MMR (Measles, Mumps, Rubella) Note: Date must be after 1970**

1.  Dose 1 - immunized at 12 months of age or later, **AND** (MO/DAY/YR) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
2.  Dose 2 - immunized at least 30 days after Dose I (MO/DAY/YR) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**II. MEASLES Note: Date must be after March 4, 1963**

1.  Had disease, confirmed by physician diagnosis in office record, **OR** (MO/YR) \_\_\_\_\_ / \_\_\_\_\_
2.  Born before 1957 and therefore considered immune, **OR** (MO/YR) \_\_\_\_\_ / \_\_\_\_\_
3.  Has laboratory evidence of immune titer (specify date of titer), **OR** (MO/YR) \_\_\_\_\_ / \_\_\_\_\_
4.  Immunized with live measles vaccine at 12 mos. of age or later, **AND** (MO/DAY/YR) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
5.  Immunized with second dose of live measles vaccine at least 30 days after first dose. (MO/DAY/YR) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**III. MUMPS Note: Date must be after April 22, 1971**

1.  Had disease, confirmed by physician diagnosis in office record, **OR** (MO/YR) \_\_\_\_\_ / \_\_\_\_\_
2.  Born before 1957 and therefore considered immune, **OR** (MO/YR) \_\_\_\_\_ / \_\_\_\_\_
3.  Has laboratory evidence of immune titer (specify date of titer), **OR** (MO/YR) \_\_\_\_\_ / \_\_\_\_\_
4.  Immunized with vaccine at 12 mos. of age or later. (MO/DAY/YR) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**IV. RUBELLA Note: Date must be after June 9, 1969**

1.  Has laboratory evidence of immune titer (specify date of titer), **OR** (MO/YR) \_\_\_\_\_ / \_\_\_\_\_
2.  Immunized with vaccine at 12 mos. of age or later. (MO/DAY/YR) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Exemption on grounds of permanent medical contraindication

Exemption on grounds of temporary medical contraindication

- a)  pregnancy - expected date of confinement (MO/YR) \_\_\_\_\_ / \_\_\_\_\_
- b)  other - anticipated date of end of contraindication (MO/YR) \_\_\_\_\_ / \_\_\_\_\_

Immunization status indicated above is certified by:

Signature of physician or health facility official \_\_\_\_\_ Date \_\_\_\_\_

Name and address of physician or public health facility \_\_\_\_\_

**RELIGIOUS EXEMPTION**

I affirm that immunization, as required by the University System of Georgia, is in conflict with my religious beliefs. I understand that I am subject to exclusion from campus in the event of an outbreak of a disease for which immunization is required.

Signature of student (Student signature required only for religious exemption.) \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Students are recommended to keep a photocopy of this form for future use.

# KENNESAW STATE COLLEGE IMMUNIZATION REQUIREMENT

- ★ Effective Summer quarter 1991, all applicants are required to satisfy immunization requirements for measles, mumps and rubella (MMR) before being eligible for admissions consideration.
- ★ The Board of Regents of the University System of Georgia has instituted this policy in order to minimize potential outbreaks of measles, mumps and rubella on college campuses.
- ★ This requirement applies to all admissions classifications (i.e. Freshmen, Transfers, Joint Enrollments, Adult Non-traditional, Graduates, Transients, Audits and Non-degrees).
- ★ If you cannot provide immunization documents, please use this form and arrange for MMR vaccination through your family physician or local county health department. Exemption categories are available for circumstances regarding medical conditions or religious convictions.

THIS REQUIREMENT AS WELL AS ALL OTHER ADMISSIONS DOCUMENTS  
MUST BE RECEIVED BY POSTED QUARTERLY DEADLINES.

## AVAILABLE LOCATIONS FOR MMR IMMUNIZATIONS

<b>COBB COUNTY BOARD OF HEALTH - PUBLIC HEALTH DEPARTMENT</b>		<b>PHONE</b>
Main Center	1650 County Farm Road .....	514-2300
	Hours: Monday-Friday 8:00 - 6:30	
Acworth Center	4861 School Street .....	974-3330
	Hours: Tuesday & Wednesday 1:00-4:30	
East Cobb Center	4400 Lower Roswell Road (near Parkaire) .....	499-4422
	Hours: Monday-Friday 8:00-4:30	
Smyrna Center	2859 King Street (behind Smyrna Police) .....	436-2488
	Hours: Monday, Thursday, Friday 1:00-4:00; Wednesday 8:00-10:00	
 <b>DOUGLAS COUNTY HEALTH DEPARTMENT</b>		
Douglasville Center	6670 Selman Drive .....	949-1970
	Hours: Monday-Friday 8:00-5:30	
 <b>CHEROKEE COUNTY BOARD OF HEALTH</b>		
Canton Office	North Church Street .....	479-6502
	Hours: Wednesday 9:0-11:00 & 1:00-3:30	
Woodstock Office	Bells Ferry & Hwy. 92 .....	928-3171
	Hours: Friday 9:00-11:00 & 1:00-3:30	
 <b>BARTOW COUNTY HEALTH DEPARTMENT</b>		
Cartersville Office	105 North Bartow Street .....	382-1920
	Hours: Monday-Friday 8:00-4:00	
 <b>PAULDING COUNTY HEALTH DEPARTMENT</b>		
Dallas Office	530 W. Memorial .....	445-4486
	Hours: Tuesday & Friday 9:00-11:00 & 1:00-3:00	
 <b>FULTON COUNTY HEALTH DEPARTMENT</b>		
Atlanta Office	90 Butler Street, SE .....	730-1211
	Hours: Daily 8:30-5:00	
 <b>DEKALB COUNTY HEALTH DEPARTMENT</b>		
INFORMATION NUMBER	.....	294-3700
North Dekalb Health Center	.....	237-6366

Please directly consult individual health agency for fee information.

**NO APPOINTMENT NECESSARY**

KENNESAW STATE  
COLLEGE  
P.O. BOX 444  
MARIETTA, GA 30061

# BOOK RATE

