

KENNESAW STATE COLLEGE

GRADUATE CATALOG '94-'95

Kennesaw State College



1994 ■ 1995
Graduate Catalog
Volume 10

A Senior College of the
University System of Georgia
Marietta, Georgia 30061

The Catalog

This catalog was prepared in the winter of 1994. The material presented is for informational purposes only and should not be construed as the basis of a contract between students 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 extensions of this catalog, and copies will be available in the Office of the Registrar.

Information regarding academic requirements for graduation will be available in the offices of the registrar and deans of major schools. It is the responsibility of each student to keep himself or herself apprised of current graduation requirements for a degree program in which he or she is enrolled.

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 program 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, 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.

For further information, write or telephone:

**Graduate Studies
Kennesaw State College
P.O. Box 444
Marietta, Georgia 30061
(404) 423-6300**

An application for college admission is in
the back of this book.

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Welcome from the President

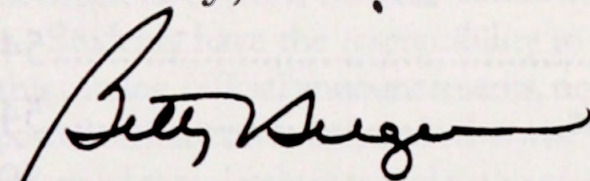
Dear Graduate Students:

I am pleased to welcome you to Kennesaw State College. This year the college celebrates its 30th anniversary, marking three decades of growth and evolution from a junior college to a four-year institution which is the largest senior institution in the University System of Georgia.

Kennesaw State College is a dynamic campus where students, faculty, administrators and staff come together to create a learning environment where individual and group efforts are encouraged and supported. The college is proud of its strong academic tradition and of continued growth in program excellence and diversity.

The faculty and staff of Kennesaw State stand ready to help make your graduate study satisfying and rewarding.

Sincerely,



Betty L. Siegel
President

Academic Calendar, 1994-95

Summer Quarter 1994

June 2

Application and Document deadline for Undergraduates, Graduates and Readmissions for Summer 1994

June 17

Quarter Begins - ALL SESSIONS - (Registration) Session I, Session II, Six Week and All Quarter

June 18

Classes Begin, Session I, Six-Week and All Quarter

June 18 - 21

Late Registration and 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

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

August 5

Last Day to Withdraw Without Academic Penalty - Session II

August 17

Last Day of Classes - All Quarter and Session II

August 18

Graduating Senior Grades Due at Noon

August 18 - 22

Exams - All Quarter and Session II

August 23

End of Quarter

Fall Quarter 1994

August 17

Application and Document deadline for Undergraduates, Graduates and Readmissions for Fall 1994

September 16

Quarter Begins

September 17

Classes Begin

September 17 - 20

Late Registration and Drop/Add - Phase III

September 20

Last Day to Petition to Graduate - Fall 1994

October 26

Last Day to Withdraw Without Academic Penalty

November 23

Last Day of Classes

November 24 - 27

Thanksgiving Holidays

November 28 - December 4

Exams

December 1

Graduating Senior Grades Due at Noon

December 5

End of Quarter

December 10

Graduation

*No classes begin after 3:30 p.m. Wednesday,
November 23

Winter Quarter 1995

November 23, 1994

Application and Document deadline for
Undergraduates, Graduates and Readmissions
for Winter 1995

December 1

Last Day to petition to graduate Winter 1995

January 3

Quarter Begins

January 3

Classes Begin

January 3 - 4

Late Registration and Drop/Add - Phase III

January 16

Martin Luther King Holiday

February 10

Last Day to Withdraw Without Academic
Penalty

March 10

Last Day of Classes

March 11 - 17

Exams

March 16

Graduating Senior Grades Due at Noon

March 17

End of Quarter

March 25

Graduation

Spring Quarter 1995

February 23

Application and Document deadline for U n -
dergraduates, Graduates and Readmissions
for Spring Quarter 1995

March 1

Last Day to Petition to Graduate - Spring 1995

March 24

Quarter Begins

March 25

Classes Begin

March 25 - 28

Late Registration and Drop/Add - Phase III

May 3

Last Day to Withdraw Without Academic Penalty

May 19

KSC Day (No Classes After 10:40 A.M.)

May 29

Memorial Day Holiday

June 1

Last Day of Classes

June 2 - 8

Exams

June 8

Senior Grades Due at Noon

June 8

End of Quarter

June 17

Graduation

Summer Quarter 1995

May 17

Application and Document deadline for U n -
dergraduates, Graduates and Readmissions
for Summer 1995

June 1

Last Day to Petition to Graduate - Summer
1995

June 16

Quarter Begins - ALL SESSIONS - (Registration) Session I, Session II, Six Week and All Quarter

June 17

Classes Begin, Session I, Six-Week and All Quarter

June 17 - 20

Late Registration and Drop/Add - Phase III

July 4

Holiday Observed - Independence Day

July 5

Last Day to Withdraw Without Academic Penalty - Session I

July 13

Last Day to Withdraw Without Academic Penalty - Six Week

July 17

Last Day of Classes - Session I

July 18

Exams - Session I

July 20

Classes Begin - Session II

July 24

Last Day to Withdraw Without Academic Penalty - All Quarter

August 1

Last Day of Classes - Six Week

August 2 - 3

Exams - Six Week

August 4

Last Day to Withdraw Without Academic Penalty - Session II

August 16

Last Day of Classes - All Quarter and Session II

August 17

Graduating Senior Grades Due at Noon

August 17 - 21

Exams - All Quarter and Session II

August 21

End of Quarter

All applications received must be accompanied by a non-refundable \$20.00 application processing fee. Checks should be made payable to Kennesaw State College.

Profile of Kennesaw State College

•Purpose•

Kennesaw State College is a dynamic, evolving 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 graduate, undergraduate and public service programs.

Committed to providing an inviting 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, Location, Location



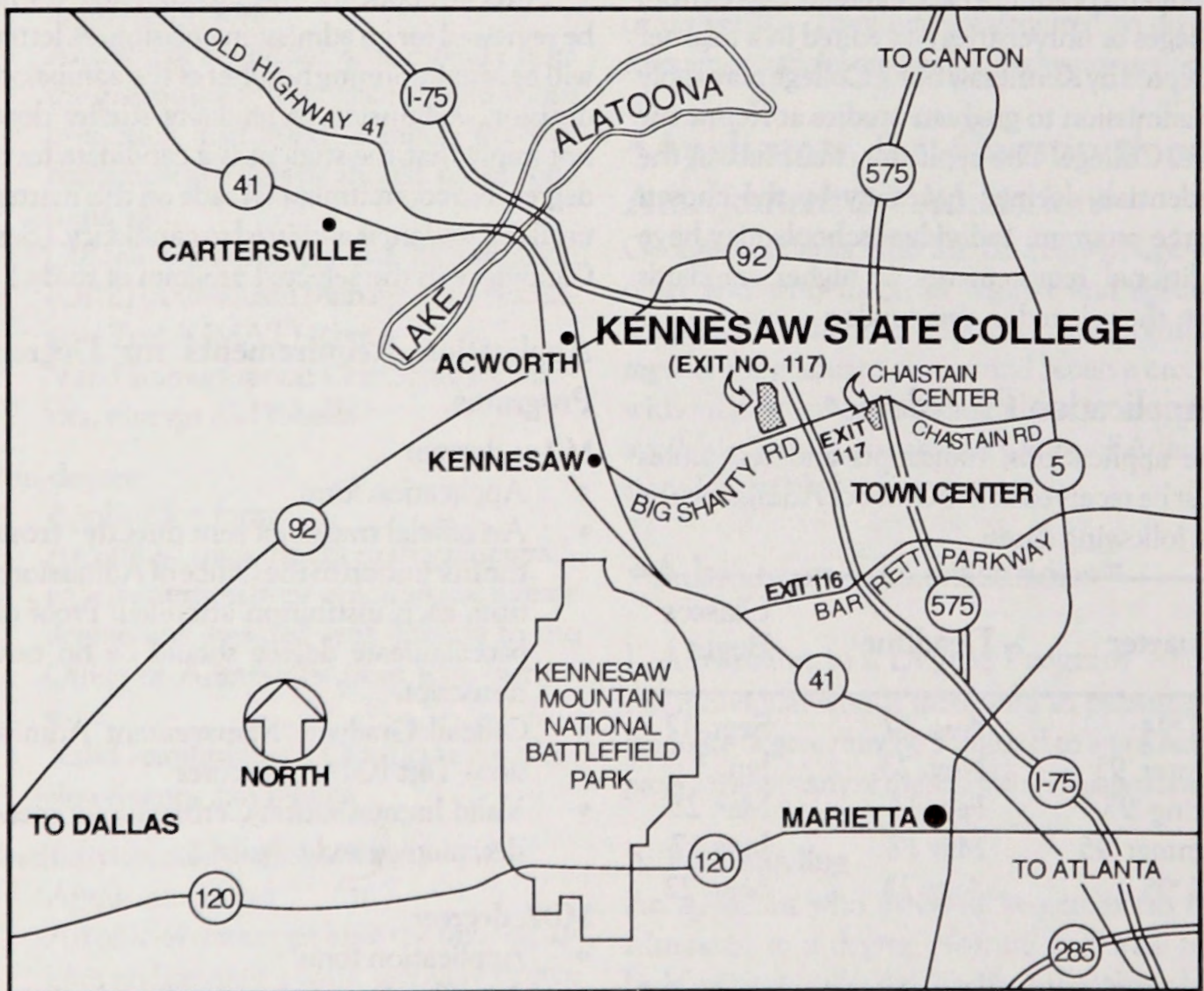
See map on next page

•Graduate Studies•

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

Degrees offered include the Master of Accounting (MAcc), Master of Business Administration (MBA), Master of Education (M.Ed) with majors in elementary education (P-5) and middle grades (4-8) and Master of Public Administration (MPA).

Location



Only 30 minutes 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

Graduates holding a baccalaureate degree from colleges or universities accredited in a manner accepted by Kennesaw State College may apply for admission to graduate studies at Kennesaw State College. The applicants must submit the credentials deemed necessary by the chosen degree program. Individual schools may have additional requirements or higher standards than those listed in this catalog.

• Application Procedures •

The applications, transcripts and test scores must be received in the Office of Admissions by the following dates:

Quarter	Deadline	Classes Begin
Fall '94	Aug. 17	Sept. 17
Winter '95	Nov. 23	Jan. 3
Spring '95	Feb. 23	Mar. 25
Summer '95	May 17	June 17
Fall '95	Aug. 23	Sept. 22

If an applicant's file is not complete by the deadline date, the application for admission may be updated to a subsequent quarter upon the applicant's request. Other supporting credentials should be sent to the program director in the appropriate school by the announced deadline. All documents become the property of Kennesaw State College and cannot be forwarded or returned.

All applications received must be accompanied by a non-refundable \$20.00 application processing fee. Checks should be made payable to Kennesaw State College.

After an applicant's file is completed, it will be reviewed for an admission decision. A letter will be sent informing him/her of the admission decision. Admission to graduate studies does not imply that the student is a candidate for a degree. No commitment is made on this matter until the student is admitted to candidacy. (See Candidacy in the selected program of study.)

Application Requirements for Degree Programs

M.Acc degree:

- Application form
- An official transcript sent directly from the institution to the Office of Admissions from each institution attended. Proof of baccalaureate degree should be on one transcript.
- Official Graduate Management Admissions Test (GMAT) scores
- Valid Immunization Certificate for measles, mumps and rubella

MBA degree:

- Application form
- An official transcript sent directly from the institution to the Office of Admissions from each institution attended. Proof of baccalaureate degree should be on one transcript.
- Official Graduate Management Admissions Test (GMAT) scores
- Valid Immunization Certificate for measles, mumps and rubella

M.Ed. degree (P-4, 4-8)

- Application form
- Application for degree program
- An official transcript sent directly from

the institution to the Office of Admissions from each institution previously attended. Proof of the baccalaureate degree should be on one transcript.

- Official Graduate Record Examination (GRE) scores
- Personal statement of goals (forms available from the Office of Admissions or Program Director)
- Valid Immunization Certificate for measles, mumps and rubella

MPA degree:

- Application form
- An official transcript sent directly from the institution to the Office of Admissions from each institution attended. Proof of baccalaureate degree should be on one transcript.
- Official Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) scores
- Valid Immunization Certificate for measles, mumps and rubella

Non-degree

- Application form
- An official transcript from the undergraduate institution from which baccalaureate degree was awarded sent directly to the Office of Admissions from that institution.
- Valid Immunization Certificate for measles, mumps and rubella

Certification Add-on/Renewals:

- Application form
- An official transcript from the undergraduate and/or most recent graduate degree sent directly to the Office of Admissions from that institution.
- Valid Immunization Certificate for measles, mumps and rubella

•International Students•

Students from other countries must meet all the requirements listed above. Any student whose native language is not English must have earned a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). If the student graduated from a college in the United States, the TOEFL may be waived.

In addition, international students must submit an affidavit of support from the sponsor and a certified financial statement from the sponsor's bank showing that funds are available for one year of study. Students must have a valid passport and must be in current, valid immigration status in order to enroll at Kennesaw State College.

Graduates of foreign schools of higher learning must be able to document the fact their degree is the equivalent of a bachelor's degree awarded by an accredited United States college or university. They may be required to do so through an official credentials evaluation service.

•Applicants for Constitutional Amendment 23 Admission•

Georgia residents who are 62 years of age or older and who meet all regular and special admission requirements for this category may register for graduate classes and receive credit without payment of tuition and fees on a space available basis. (Contact the Office of Admissions for detailed information.)

•Admission Classifications•

I. Admission to a Degree Program

An individual who is interested in pursuing a graduate degree may be admitted to a graduate program under any of the following classifications:

A. Full Standing

An applicant who meets all requirements for admission to a degree program and who has been recommended by the school in which he/she proposes to study will be considered for admission in full standing.

Admissions Requirements for Degree Programs:

MAcc Degree:

- Admission to the graduate program in accounting is limited to holders of the baccalaureate degree from institutions accredited in a manner accepted by Kennesaw State College. It is expected further that admission will be granted only to

students showing high promise of success in the program. The prospective student's performance on the Graduate Management Admission Test (GMAT) and the prospective student's undergraduate performance will be given primary consideration for admission. Consideration will be given to relevant work experience and previous performance in accounting courses.

- Valid Immunization Certificate for measles, mumps and rubella

MBA Degree:

- The MBA program is limited to talented men and women who have earned baccalaureate degrees in any field of study from institutions accredited in a manner accepted by Kennesaw State College. Admission will be granted only to students showing high probability of success in postgraduate business study.
- Consideration is given to the applicant's academic record, scores on the Graduate Management Admission Test (GMAT) and work experience. Other factors reviewed include the applicant's educational background, performance in outside activities, evidence of creativity and leadership, record of accomplishments in business and professional activities..
- To be admitted unconditionally to the MBA program, an applicant must satisfy standards involving the following predictors of success: the admissions index, the GPA, the GMAT score and work experience.
- When there is a conflict in the predictions of success for the GPA and GMAT, exceptions may be made if the applicant's educational background, excellence in performance in outside activities, creativity and leadership, accomplishments in business and professional activities are sufficient to indicate success in the program.
- International students must submit a TOEFL score to be considered for admission.
- Valid Immunization Certificate for measles, mumps and rubella is required.

M.Ed. Degree:

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State College
- Minimum cumulative undergraduate grade-point average of 2.5 on a 4.0 scale
- Minimum score of 800 (verbal and quantitative) on General Test of the GRE
- T-4 certificate or NT-4 certificate
- An acceptable statement of personal goals
- Valid Immunization Certificate for measles, mumps and rubella

MPA Degree:

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State College
- Acceptable cumulative undergraduate grade point average
- Minimum score of 1200 (verbal, quantitative and analytical) on General test of the GRE or 400 on the GMAT
- A current résumé
- Valid Immunization Certificate for measles, mumps and rubella

B. Provisional Standing

An individual whose credentials do not meet the requirements for full standing may be considered for provisional standing if, in the opinion of the program director or graduate admission committee, the applicant demonstrates potential to complete a graduate degree. A program to make up the deficiencies will be designed by the program director or adviser. No more than 15 quarter hours of graduate course work earned while in provisional standing may be applied toward the requirements of a degree program. Because the provisional requirements may vary among programs, the student should be knowledgeable of any additional requirements within the degree program. **Provisional standing is not given or available for students applying for admission to the MAcc or the MBA programs.**

II. Non-Degree Admission

An individual who is interested in earning graduate credit, but who is not an applicant for a graduate degree at Kennesaw State College, may be admitted as a non-degree student. Students who have earned a baccalaureate degree (or higher) from a recognized institution may enroll in applicable courses if all prerequisites have been taken. All applicants for non-degree study must submit a graduate application for admission and an official undergraduate transcript showing the baccalaureate degree as well as the Immunization Certificate for measles, mumps and rubella. **Only those students who have taken the GMAT, or students with a prior MBA degree will be considered for admission to the Graduate School of Business.**

Non-degree students enrolling in Master of Accounting classes do not have to meet this requirement of having taken the GMAT or having a prior MBA degree.

Non-Degree Admission Requirements:

1. Bachelor's degree from an institution accredited in a manner accepted by KSC.
2. Minimum undergraduate grade-point average of 2.5 on a 4.0 scale
3. Valid Immunization Certificate for measles, mumps and rubella

Students admitted to non-degree study must submit additional credentials prior to entering a graduate degree program. Refer to the chosen degree program in this catalog for additional requirements. No more than 15 quarter hours may be applied toward a degree program at a subsequent time and then only after the credit is approved and evaluated by the program director at the time of admission to the degree program.

III. Transient Student Status

An applicant who is enrolled in a recognized graduate program at another institution may seek temporary admission to graduate study at Kennesaw State College. The applicant must submit to the Office of Admissions a graduate

application for admission, a written statement of transient permission from the graduate dean or registrar from the former graduate institution, and a valid Immunization Certificate for measles, mumps and rubella. These forms must be received by the established deadline for the quarter. The Office of Admissions will make the admission decision. Space availability is not guaranteed.

A Kennesaw State graduate student who wishes to attend another institution as a transient student must be in good academic standing and receive written approval from the program director and dean of graduate studies prior to enrolling elsewhere in order for the courses to transfer to the degree program. Transient work shall be considered as transfer credit.

Transient work is not permissible for any part of the last 45 hours of credit toward the MBA degree, except under unusual circumstances and then only with written permission of the MBA program director prior to enrollment in transient work.

* (Student must not be on probation and must have a cumulative GPA of at least 3.0.)

Transient work is not permissible for any part of the 47 hours of credit toward the MAcc degree, except under unusual circumstances, and then only with written permission of the MAcc program director prior to enrollment in transient work.

IV. Graduate Credit for Undergraduates

A Kennesaw State College undergraduate student who is within 10 quarter hours of graduation and who has a cumulative grade-point average of 2.5 and a 3.0 grade-point average in the major subject may enroll in graduate courses. In addition to submitting the application for graduate study, the student must obtain written approval from the school program director and be officially admitted to graduate studies by the dean of graduate studies. To enter the MAcc or MBA programs as an undergraduate, the student must submit an acceptable GMAT test score just as other applicants to these programs.

Graduate credit taken under this provision may not be used to meet undergraduate degree requirements. The student will be classified as non-degree post baccalaureate until acceptable scores, final transcripts and other supporting documents as required by the degree program are received in the appropriate offices.

No more than 10 quarter hours of graduate work may be completed prior to the completion of the baccalaureate degree and admission to a graduate degree program.

• Readmission to Graduate Study •

A student must enroll at least one quarter in each four consecutive quarters in order to maintain current standing in a degree program without having to apply for readmission to the degree program.

A student must apply for readmission by completing an Application for Readmission by the established deadline for the quarter of re-enrollment and submitting it to the Office of Admissions. If the student has taken course work at another institution during the period of non-enrollment, the course work will be considered as transfer credit and, upon receipt of an official transcript, reviewed accordingly. The application is available in the Office of Admissions.

If a student exceeds the six-year limit for completing a degree, he/she must apply for admission to the degree program as a new student and begin a new planned program of study. Course credit over six years old will not be accepted in the new program. Other previous course work will be evaluated on the basis of its applicability to the new program of study.

Individual degree programs or departments may add requirements regarding readmission.

Tuition & Expenses

• Tuition and Fees •

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; registration is not complete until all fees have been paid. Students are required to pay matriculation fees and, when applicable, non-resident tuition for enrollment in all courses even if no credit is earned.

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 without notice.**

Matriculation Fee

During 1994-95, graduate students are charged a matriculation fee of \$40.00 per quarter hour of course work up to 12 quarter hours. For a graduate student to register for more than 15 quarter hours, he or she must receive special permission. The matriculation fee for 12 or more hours is \$474.00 during 1994-95.

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 \$948.00 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 tuition of \$80 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 \$46 per quarter to finance student activities, student publications, intercollegiate athletics and special student services.

Special Fees and Expenses

Diploma Fee: A diploma fee of \$25 is required of all degree candidates and is payable at the time a petition to graduate is presented to the registrar. The fee is nontransferable and non-refundable. It entitles the student to one diploma.

Diploma Replacement Fee

When a request is received to reorder a diploma (lost in fire, move, etc.), a fee of \$25 will be assessed.

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.

12 Tuition and Expenses

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.

Summary of Expenses

1994-95

(Fewer than 12 hours)

Per credit hour Resident Non-Resident

*Matriculation Fee \$40.00 \$40.00

*Non Resident

Tuition Fee .00 80.00

Related Fees (per quarter)

Student Services 46.00 46.00

Vehicle Registration 15.00 15.00

(12 or more hours)

Per quarter Resident Non-Resident

*Matriculation Fee \$474.00 \$474.00

*Non Resident

Tuition Fee .00 948.00

Related Fees (per quarter)

Student Services 46.00 46.00

Vehicle Registration 15.00 15.00

Total \$535.00 \$1,483.00

• 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 program director and the registrar.

Refunds

Students dropping courses or completely withdrawing on or before drop/add day will receive a 100 percent 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.

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%

Refunds will be mailed to students six weeks after drop/add day.

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.

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.

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 a Legal Resident•

An individual who enters the institution as a non-resident student but who later wishes to qualify as a legal resident 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 in 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 residency 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 in 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 have 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, selected by the institutional president or her authorized representative, provided, however, that the number of such waivers in effect at any time does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall quarter immediately preceding the quarter for which the out-of-state tuition is to be waived;
 - (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 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 Aid

Kennesaw State College awards financial assistance to qualified graduate students in order that they may pursue an advanced degree. Different types of aid have varying eligibility requirements. The director of financial aid can provide information on requirements and application procedures.

• Regents' Scholarships •

The Board of Regents of the University System of Georgia offers scholarships to superior full-time students who are Georgia residents and have financial need. The amount of aid varies according to need up to \$1,000 per year for graduate students. 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 of three percent per annum. Students must reapply annually.

Regents' Opportunity Scholarship

In 1978, the Georgia General Assembly created and funded this scholarship program for historically disadvantaged graduate students who are residents of Georgia and enrolled in graduate degree programs in which such students have been previously under-represented. Recipients must maintain full-time student status (10 quarter hours) and maintain satisfactory academic standing. The Office of Financial Aid provides applications and eligibility requirement information. Students must reapply annually.

• Federal Loan Programs •

Federal Perkins Loan Program

This loan is available to graduate students who will be enrolled at least half-time and demon-

strate financial need, as determined from results of the 1994-95 Application for Federal Student Aid. Students may borrow up to \$5,000 per academic year. The interest rate is 5% on this loan and repayment begins 9 months after you graduate, leave school, or drop below half-time. Funding for this program is limited and is contingent on appropriations by the U.S. Department of Education and Kennesaw State College.

Federal Stafford Loan Program

This loan is available to graduate students who will be enrolled at least half-time and demonstrate financial need, as determined from results of the 1994-95 Application for Federal Student Aid. Students may borrow up to \$8,500 per academic year. The interest rate may not exceed 9% on this loan and repayment begins 6 months after you graduate, leave school, or drop below half-time. Maximum time on repayment is 10 years.

Unsubsidized Federal Stafford Loan Program

This loan is different from the Federal Stafford Loan Program. Students qualifying to borrow through the Federal Stafford Loan Program will have the interest on their loan paid by the U.S. Department of Education to the lender, while the student is enrolled. However, students borrowing through the Unsubsidized Stafford Loan Program **must pay** the interest on the loan while enrolled. The total loan amount through both programs may not exceed \$8,500 per academic year.

For additional information contact the Kennesaw State College Office of Student Financial Aid.

• Appeals Procedures •

Students or applicants denied financial aid are entitled to an explanation as to the basis of the denial. Upon notification of denial, the student should make an appointment with the Director of Student Financial Aid to discuss the reason for the denial and the means of reinstatement to eligibility for financial assistance.

If an additional appeal is necessary, the student must appeal in writing to the Vice President and Dean for Student Affairs within 10 days after the appointment with the Director of Student Financial Aid.

The Academic Honors and Awards Committee shall be convened for the purpose of hearing the appeal within two weeks of the date of receiving the appeal and shall report the committee's finding to the Vice President and Dean for Student Affairs no later than one week after the date of the hearing. The vice president shall review the findings and recommendations of the committee and make a decision as to the merits of the appeal and shall immediately inform the student of the decision.

The student has the right to appeal the decision of the Vice President and Dean for Student Affairs to the Office of the President within eight days of receipt of the decision from the Student Affairs Office. The decision of the president will be based solely on a review of the record.

• Graduate Student Work Opportunities •

There are a limited number of part-time positions available for graduate students in selected schools of the college. Interested persons should contact the particular department or school for information.

• Veteran's Benefits •

The college is on the approved 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 V.A. 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 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 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 V.A. payment purposes.

Students attending on the G.I. Bill are certified for V.A. benefits only for those courses required in their particular programs of study. 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 V.A. will decide if further benefits may be paid for continuation of the program in which the academic deficiency occurred.

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

Academic Regulations

•Graduate Program Requirements•

Course Load

Full-time enrollment for graduate students is 10 quarter hours. At his/her discretion, a graduate student in good standing may enroll for 15 quarter hours in any quarter. In order to enroll for more than 15 quarter hours, a student must obtain approval from his/her academic program director.

Residency Requirement

Of the 60 quarter hours required for a graduate degree, 45 quarter hours must be taken in full standing at Kennesaw State College. All 47 hours of credit required for the Master of Accounting degree must be taken through Kennesaw State College.

Time Limit

All requirements for a master's degree must be completed within six years, beginning with the first registration following admission to the degree program. Extension of time may be granted only on conditions beyond the student's control.

Candidacy

The minimum requirements for admission to candidacy in any degree program shall be the successful completion of 15 quarter hours of graduate credit in a degree program at Kennesaw State College with a minimum cumulative grade-point average of 3.0 and a grade of C or better in each course presented for candidacy. With the approval of the Graduate Curriculum Committee, individual degree programs may

establish additional requirements to candidacy (e.g., interview or examination).

•Expectations for Satisfactory Graduate Level Student Performance•

Graduate students are expected to earn grades of at least B in most of their course work for their degree. Although graduate students may occasionally earn a grade below B, the college expects those instances to be few in number. For graduation, a graduate student must have earned a cumulative grade-point average of at least 3.0 in all graduate course work at Kennesaw State College and a grade of C or better in each course presented to meet degree requirements. (See Academic Regulations for non-degree students in the School of Education.)

Earning grades below B in graduate courses will result in the following changes in the student's academic standing at Kennesaw State College:

I. Academic Warning

The first time a student earns a grade lower than B in any graduate course, that student will be placed on academic warning and advised of the consequence that will result if additional grades lower than B are earned in graduate courses at Kennesaw State College.

The second time a graduate student earns a grade lower than B in any graduate course, that student will be given a second letter of warning indicating that the next grade below B in any graduate course will result in permanent academic exclusion from graduate work at Kennesaw State College.

II. Academic Probation

Whenever a graduate student's cumulative grade-point average drops below 3.0, that student will be placed on academic probation and advised of the significance and potential consequences of this action. While on probation, the student will not be permitted to apply for admission to candidacy, take comprehensive exams or obtain a graduate degree. Graduate students can have their probationary status removed by raising their cumulative grade-point average to at least 3.0.

III. Academic Exclusion

If a graduate student earns three grades below B in graduate course work, or if a graduate student on probation earns a quarterly grade-point average below 3.0, that student will be dismissed from further graduate study at Kennesaw State College and will not be eligible for readmission as a graduate student. A student who wishes to appeal after the first exclusion must submit a letter describing the situation and stating the reasons for requesting the appeal to the graduate program director of the school. The graduate program director shall notify the Dean of Graduate Studies, Office of the Registrar and the student of the decision.

•Courses & Registration•

Course Repetitions

A graduate student may only repeat for credit a total of two graduate courses, one time each. Only courses in which the student previously earned a grade below B may be retaken for credit. All grades received for work attempted at Kennesaw State College are calculated in the cumulative grade-point average. Individual degree programs may establish more stringent requirements. See individual degree programs for these additional requirements.

Schedule Changes

Graduate students are permitted to drop and/or add classes only on the official schedule change day(s). The student should consult the Kennesaw State College schedule of classes or the Office of the Registrar for the applicable sched-

ule change day(s) each quarter. Graduate students must meet with their program director for approval of changes prior to the schedule change.

Withdrawal From College or From Individual Courses

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

A student who officially withdraws 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 affect the overall scholastic average. The student who stops attending classes and notifies no one is usually assigned failing grades, which may jeopardize his/her chances of future academic success.

A student may, by means of the same withdrawal form and with the approval of the registrar, withdraw from individual courses while retaining other courses on the schedule. 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 the final grade earned in the course. The only exception to these withdrawal regulations will be for those instances that involve unusual and fully documented circumstances.

Withdrawal forms are not processed during the last two class weeks of each quarter. Information regarding withdrawal and refund of student fees is found in the section labeled "Expenses." Consult the college academic year calendar for applicable withdrawal dates. Please note that summer quarter withdrawal dates may differ greatly, so it is essential that the appropriate summer quarter schedule of classes be consulted for specific dates.

•Grading System•

All graduate students are required to maintain a 3.0 grade-point average. The college is organized on the quarter system, with three of the four quarters extending approximately 11 weeks

and summer quarter extending approximately eight weeks. The quarter hour is the unit of credit in any course. The following grading system is used:

GRADE	GRADE POINT
A Excellent	4.0
B Good	3.0
C Fair	2.0
D Poor	1.0
F Failing	.0

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 scholastic 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 — This symbol indicates that the student was permitted to withdraw from the course without penalty with the approval of the program director and 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 approval of the

registrar. A course in which the grade of W has been assigned will not be included in calculating the student's scholastic average.

WF — This symbol indicates that the student was permitted to withdraw from a course after the first 28 working days of the quarter. The dropping of a course under these circumstances is equivalent to failure and will be included in the calculation of the student's scholastic average.

S — This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for thesis hours, student teaching, clinical practicum, internship and proficiency requirements in graduate programs.

U — This symbol indicates unsatisfactory performance or progress in an attempt to complete degree requirements other than academic course work. The use of the U is approved for thesis hours, student teaching, clinical practicum, internship and proficiency requirements in graduate programs.

V— This symbol indicates that the student was given permission to audit the course and is not included in the calculation of the scholastic average. Students may not transfer from audit to credit status or vice versa.

Grade-Point Average

The grade-point average (GPA) is the average grade made by the student on all graduate course work for which he/she has enrolled. It is calculated by dividing the total number of quality points earned by the total number of quarter hours attempted. Courses carrying S, U, W grades are not included. (See Academic Regulations for non-degree students in the School of Education.)

•Transfer Credit•

Graduate work taken at other accredited institutions must be evaluated and approved by the program director or graduate committee of the respective program in order to constitute part of

the degree program at Kennesaw State College. Such transfer credit, cannot be for courses over seven years old; cannot exceed 15 quarter hours and cannot reduce residency requirements. No grade below a B may be accepted. Transfer grades are not used in calculating quarterly or cumulative grade-point averages.

Transfer credit is not permissible for any part of the last 45 hours of credit toward the MBA degree, except under unusual circumstances and then only with written permission of the MBA program director, granted prior to acceptance of the credit.

Transfer credit is not accepted for any of the 47 hours of credit required for the MAcc degree, except under unusual circumstances, and then only with written permission of the MAcc program director, granted prior to acceptance of the credit.

•Graduation Requirements•

Each candidate for a master's degree must apply for graduation through the individual program director. A student may request **in absentia** status by writing to the registrar prior to the graduation exercises.

Subject to the limitations and qualifications stated elsewhere in this bulletin, the requirements for an advanced degree are as follows:

- A. An application for graduation must be filed by the quarter preceding the final quarter of enrollment. This form may be obtained from the program director's office.
- B. Of the 60 quarter hours required for an advanced degree, 45 must be taken in full standing through Kennesaw State College. All 47 hours of credit required for the Master of Accounting degree must be taken through Kennesaw State College.
- C. Degree candidates must have earned a cumulative grade-point average of 3.0 in all graduate course work at Kennesaw State College and a grade of C or better in each course presented to meet degree requirements. With the approval of the Graduate Curriculum Committee, individual degree programs may establish additional graduation requirements (e.g., comprehensive exams, thesis).

•Additional Academic Regulations•

Individual degree programs may impose additional academic regulations. Consult with the program director, department head or adviser for this information.

Graduate Student Services

• Academic Resources •

Horace W. Sturgis Library

The library, named after the college's first president Horace W. Sturgis, is designed to support and advance the teaching and learning activities of the greater college community. Built in 1981 with over 100,000 feet of space the library has more than 550,000 volumes of books and government publications. There are more than 3,300 serial publications and well over 850,000 pieces of microforms. Access to this extensive collection is through the on-line public catalog which is available in the library, on the campus network, and via telephone from remote sites. For research purposes, faculty and students have access to a broad array of full-text and full-image databases such as ABI/Inform, ERIC, Lexis/Nexis, Medline, and Periodical Abstracts. The on-line public catalog also provides access to over 10 million volumes held in University System of Georgia and University Center in Georgia Libraries. Patron use of these collections is available by an institutional access card, via five day truck delivery, and through traditional interlibrary loans. The on-line public catalog is also connected to CARL, an on-line database and document delivery service to over 14,000 periodical titles.

Users of the Sturgis Library also have access to three special collections. The Children's Literature Collection named in honor of the late John DiFazio professor of education at Kennesaw, houses an 8,000 volume library used for the professional preparation and training of P-12 teachers. The Bentley Special Collection named in honor of Fred and Sara Bentley,

brings together a world-class collection of 15,000 items that spans the history of the written word in the Western World. This collection provides undergraduate students the opportunity to study original works firsthand. Recent additions to this collection includes a fourth folio Shakespeare dated 1685 and a first edition complete works of Chaucer dated 1542. The Government Documents Collection house both print, microforms, and CD-ROM's covering a wide range of topics issued by the Federal Government. Sturgis Library, as part of the national depository system, make books, periodicals, and agency data available to the sixth Congressional District.

The library is a charter member of SOLINET, and is a member of the On-line Computer Library Center a major international library computing network with members located in the United States, Canada, Europe, and Japan.

The Sturgis Library is open 96 hours per week during the quarter and has extended hours during exams. Between quarter hours are posted at library entrances, the circulation desk, and on the campus gopher. For check-out of materials, the college identification card serves as a library card.

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 college.

Computing areas for the academic programs include the Academic Computing Lab, eight

electronic classrooms and a math test center. 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 course instruction in a wide range of subject areas. An electronic testing center has been established to provide testing services for 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. IBM compatibles, Macintosh computers, a Sun 4/280, and access to the University System Computer Network, called PeachNet, are available in the Academic Computing Lab. The campus network also allows direct access to the KSC library and the KSC Gopher (Information Service).

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 a large mainframe and, a CDC Cyber 960 at the University of Georgia. These systems support an extensive array of programming languages, statistical analysis packages and computer-assisted instruction libraries that are used in many different fields of study at Kennesaw State College.

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

Academic Computing - User Policies

An individual's use of the state computing resources in the university environment is not an absolute, personal right; rather it is a privilege conditional on the individual's compliance with state and federal laws, campus regulations, and good manners. This section provides guidelines for what typically constitutes acceptable and unacceptable use of the Kennesaw State College computing facilities.

By using the computing resources of Kennesaw State College, the user agrees to abide by the following guidelines and rules regarding computer use at Kennesaw State. Kennesaw

State College reserves the right to review any account and files created on its resources.

Below are excerpts from the Georgia Computer Systems Protection Act. These excerpts contain the laws, set forth by the State of Georgia, to be used in dealing with computer misuse.

Section 4. Computer fraud and abuse.

(a) Whoever knowingly and willfully, directly or indirectly, without authorization, accesses, causes to be accessed, or attempts to access any computer, computer system, computer network, or any part thereof which, in whole or in part, operates in commerce or is owned by, under contract to, or in conjunction with state, county, or local government or any branch, department, or agency thereof, any business, or any entity operating in or affecting commerce for the purpose of:

- (1) Devising or executing any scheme or artifice to defraud, or
- (2) Obtaining money, property, or services for themselves or another by means of false or fraudulent pretenses, representations, or promises shall, upon conviction thereof, be fined a sum of not more than two and one-half times the amount of the fraud or theft, or imprisoned not more than 15 years, or both.

(b) Whoever intentionally and with authorization, directly or indirectly accesses, alters, damages, destroys, or attempts to destroy any computer, computer system, or computer network, or any computer software, program or data shall, upon conviction thereof, be fined not more than \$50,000.00 or imprisoned not more than 15 years, or both.

Section 6.

It is the duty of every business, partnership, college, university, person, state, county, or local governmental agency or department or branch thereof, corporation, or other business activity who has reasonable grounds to believe that a violation of this Act has been committed to promptly report the suspected violation to law enforcement authorities. When acting in good faith, such business, partnership, college, university, person, state, county, or local governmental agency or department or branch thereof, corporation, or other business entity

shall be immune from any civil liability for such reporting.

What does this mean?

Accounts are given out strictly in support of academic activities; this includes activities which, though not strictly related to class work, are considered "educational." Below is a list of guidelines for the use of computing resources at Kennesaw State.

Examples of things you **MAY** do with Kennesaw State College computing facilities.

- Use related to class work (Highest Priority)
- Programming and other computer classes
- Other uses, such as term papers, graphs, and reports.

Use **NOT** related to class work:

- Electronic mail, bulletin boards, messages
- Programming for fun.
- Teaching yourself to use a new system or program.

NOTE: If a computer is needed for class-related work, a user who is not performing class related work must relinquish the workstation immediately.

Examples of things you may **NOT** do with Kennesaw State College computing facilities.

1. You may neither use the account for business nor for profit.
2. You **may not allow anyone else to use your account** unless explicitly authorized by a faculty or staff member who has the authority to do so; do not reveal your password to anyone.
3. You may not use your account to impair the usability of any computer or related systems for anyone else. This includes:
 - Deliberately attempting to degrade the performance of the computer.
 - Deliberately attempting to degrade the communications systems.
 - Tampering with or destroying someone else's files.
4. You may not use any resource or examine any file for which you do not have specific authorization. This includes:

- Using anyone else's computer account. **You are authorized to use only your, and no other, student computer account.**
- Acquiring or examining someone else's files when you have not been explicitly and specifically authorized to do so. Even if it is possible for you to read such files, you should not. Honor the privacy of others.

The fact that something is not protected does not mean that you have the right to access it. This includes information and system actions. Most actions and information accesses that are not allowed are prevented by mechanisms built into the systems. However, computer systems are complex and errors may keep the systems from preventing prohibited access.

- Such access is **STILL PROHIBITED**. That the system did not prevent your misbehavior is not an excuse for that misbehavior.
 - Effort on your part directed towards bypassing a preventive mechanism is an extremely serious offense.
5. You may not deliberately overuse or waste computing resources.
 6. You may not employ lewd or threatening language in any electronic communication. This would violate the bounds of good taste as well as laws and regulations.
 7. You may not use the resources to play games without specific written permission from the Director of Academic Computing Services.
 8. You may not use any cloaking device to disguise or hide your identity.

If you are not sure if something is allowed — ASK the Director of Academic Computing to tell you whether your task is a legitimate use of your account, or not.

As with any other type of student misconduct, incidents of computer misuse and abuse are dealt with in accordance with the judicial policy outlined in the catalog. Punishments may include fines, academic suspension, expulsion, and possible incarcerations.

Computers system utilities permit the tracing of most activities on our computer systems so unauthorized use of the system can be detected. Use the computer properly for the sake of your academic standing as well as your conscience.

Willful misuse of the computer is almost always obvious and unambiguous.

Have fun with computers, but not at the expense of others. If you have questions, assistance should be sought first through Kennesaw State College faculty and/or staff. You are not authorized to contact people who provide resources to us.

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 College faculty. The center serves as a channel for faculty to share classroom philosophy and practices with one another through newsletters, forums, book reviews, dialogues, workshops and other activities. In addition, CETL administers Faculty Development Grants and several summer stipends for faculty research.

Counseling, Advisement & Placement Services (CAPS) Center

The CAPS Center is a comprehensive service center where students obtain help with educational, career and personal concerns from a trained staff of counselors, specialists and faculty advisers. Such assistance is intended to support Kennesaw State College's academic programs by offering relevant resources that facilitate the student's orientation to the college, contribute to personal development, enhance academic success and encourage career planning and placement. All students are invited to come to the center or phone 423-6600 from 8:00 a.m. to 8:30 p.m. Monday through Thursday and 8:00 a.m. through 5:00 p.m. Friday.

Counseling and Testing - In an atmosphere of confidentiality, professional counselors offer assistance to students with a variety of concerns. Special seminars in study skills, time management, stress management, assertiveness and test-taking are conducted each quarter during the academic year. All institutional testing is coordinated by the staff.

Placement and Career Development - Placement personnel are available to assist the Kennesaw State College student or alumnus with career-related concerns. Students are encouraged to use these services early in their college careers. Among the services offered are: career exploration and development, including self-assessment and occupational interest testing; notices of job openings; assistance in resume writing, interviewing and job search; on-campus recruitment for seniors, graduate students in the final year of their programs and alumni; and computerized resume referral.

CAPS Career Library - This room is located within the CAPS Center and is open to all students without appointment. It houses informational material about careers, part-time and full-time employment, Discover, (a career exploration software package), other colleges and graduate schools, CLEP, CASSI (Career Assisted Study Skills Instruction) and free handouts covering a wide range of educational, career and counseling information.

Educational Technology Center (ETC)

The main purpose of The Educational Technology Center is to provide public school educators with support for the selection and integration of appropriate technologies which facilitate student learning. As part of Governor Miller's education improvement plan, seventeen Georgia Department of Educational Technology Centers were chartered in 1994. The Technology Center at Kennesaw State College was selected to be the premier center and opened on June 16, 1993.

KSC Education faculty schedule media/technology utilization activities for pre-service and in-service education students in the technology center. Students have access to the latest computer-based instructional resources currently being implemented in public schools across the State and Nation. The ETC facilities contain over \$1,200,000 worth of software and hardware donated by technology vendors. Special workshops in the creation of computer-based multimedia presentations are available. Two-way interactive video/audio distance learn-

ing is part of the center's telecommunications area. Models of electronically-enhanced P-12 classrooms provide opportunities for teachers and future teachers to expand skills in the integration of technology throughout grade school curriculum.

Instructional Resource Center (IRC)

Located in room 446 on the fourth floor of the library, the IRC offers a number of technological solutions for learning and teaching activities of students and faculty. For students the IRC maintains an instructional software library and learning carrels where students may independently study videotapes, audio tapes and slide-tape programs related to their course work. The IRC makes available to faculty members the most modern and effective instructional support technologies available. Resources include: satellite reception of remote video programming, and projection systems for displaying computer output, videotapes, slides and films. In addition, the IRC arranges for the rental and/or purchase of the most effective and recently developed instructional materials available.

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 area served by the college. TRAC offers assistance to college students in teacher preparation through the provision of media services, instructional materials and a curriculum library.

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, over 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 check-out. There are three laminators, two badge

makers, a book binding machine, a poster maker 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 assessed needs of teachers and students.

•Other Student Services•

Health Services

Kennesaw State College as 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 campus police office should be contacted by dialing the campus operator (6000) and requesting assistance. There are trained police officers and state-certified emergency medical technicians on duty at all times. Comprehensive medical facilities are reasonably accessible to the campus. In the event 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 indicates a desire for 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 coordinator of Disabled Student Services giving full details of the disability and any desired limitations or special considerations requested.

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 in 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. The Disabled Student Support Services office is located in the Student Development Center on the upper level of the 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, note takers, 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 have a part in promoting awareness of the important contributions made by students with disabilities to the life of the college. The committee also works to increase accessibility of the college and to represent the interests of students with disabilities to the college administration.

Students with 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 are instructed to 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. Students who may require additional special considerations should notify the Public Safety office.

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 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.

KSC International Diplomatic Corps

The International Diplomatic Corps (IDC) is a service organization dedicated to the internationalization of the campus and community. Though most members of the IDC are international students, U.S.-born students interested in international peoples and cultures are warmly welcomed.

•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 supporting the educational purposes at Kennesaw State College.

The affairs of the association are guided by a 19-member board of directors including a 5-member executive committee. Each director serves for a term of three years.

Kennesaw State College provides space for the Office of Alumni Affairs in Room 155 of the Pilcher Building. The college also employs a full-time executive director and a secretary.

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 benefits including receipt of *KENNESAW* magazine and access to most campus facilities and services. Annual dues are \$25.

The Master of Accounting

The Master of Accounting (MAcc) degree is a professional graduate degree program designed to help an individual meet the challenges of a career in accounting, whether public, private, or governmental. The program structure has been developed to be flexible enough to serve multiple objectives:

- To increase a person's preparation for initial entry into the accounting profession;
- To aid in preparation for accounting certification exams;
- To improve the chance of promotion in an existing accounting career or to facilitate changing career paths;
- To provide economical continuing education opportunities for accounting professionals.

•General Requirements for Admission to the MAcc Program•

Admission to the MAcc Program is limited to holders of baccalaureate degrees in any field of study from an institution accredited in a manner acceptable to Kennesaw State College. Admission will be granted only to those persons showing high promise of success in graduate accounting study.

Admissions decisions are based upon overall undergraduate grade point average, official scores on the Graduate Management Admission Test (GMAT), and performance in previous accounting study. Work experience and other factors may also be considered.

An application form should be completed and sent directly to KSC's Office of Admis-

sions, along with the required official transcripts, official GMAT report, and other materials required by KSC (see the catalog section on application) by the established deadline for the desired quarter of admission. No review of the materials begins until the file is complete. Admissions decisions are communicated in writing to the applicants as soon as is practical after all materials have been evaluated.

Transfer Credit

Transfer credit is not accepted for any of the 47 hours of credit required for the MAcc degree, except under unusual circumstances, and then only with written permission of the MAcc program director, granted prior to acceptance of the credit.

Grades

Students must earn a grade of C or better in every graduate-level course. They must also achieve a GPA of at least 3.0 in (1) all 800-level accounting courses and (2) all graduate courses. See the catalog section on Academic Regulations for additional information about grade requirements.

In addition, those students who must take the undergraduate accounting prerequisite courses - ACC 301, ACC 302, ACC 303, and ACC 434 - must obtain a grade of B or better in each of those courses. If a grade below B is received, the student must repeat the course until a B or better is received, and the student will not be allowed to proceed with the 800-level accounting courses until this requirement is met.

Candidacy

The requirements for admission to candidacy shall be the successful completion of all required program prerequisite courses, successful completion of 15 hours of accounting concentration courses with a cumulative grade-point average of 3.0, and a grade of C or better in each course presented for candidacy. All MAcc students must petition to graduate at least one quarter prior to completion of program requirements.

Admission Criteria for Non-Degree Students

Accounting professionals seeking to take courses to meet continuing education requirements and others who wish to earn graduate credit by taking MAcc courses, but who do not wish to work toward a MAcc degree, may apply for admission as a non-degree/post-baccalaureate student. The requirements for admission to this status are:

1. Baccalaureate degree from a school accredited in a manner acceptable to Kennesaw State College.
2. Minimum undergraduate grade-point average of 2.5 on 4.0 scale.

In addition, any applicable course prerequisites must be met. Application is made to the KSC Office of Admissions using the same form and procedures as other applicants, as described in the catalog section on Applications. Degree-seeking students are given priority in scheduling and admission to classes.

Non-Degree to Degree Status

Students who wish to work toward a MAcc degree should not enter as non-degree/post-baccalaureate students. Only in special circumstances will a student admitted as a non-degree/post-baccalaureate student be allowed to enter the MAcc program. In those rare cases where a student is subsequently accepted to the MAcc program, no more than 15 quarter hours completed as a non-degree/post-baccalaureate student may be applied toward the MAcc degree, and the decision of whether to allow those hours to be applied will be made on an individual basis by the MAcc admissions committee.

Master of Accounting Program of Study

Program Prerequisites

To begin graduate studies in the MAcc program, a student must have an appropriate academic background in the business disciplines in general and in accounting in particular. A student usually can meet this requirement by having an undergraduate degree in business with a concentration in accounting from an accredited institution.

A student without an undergraduate business degree in accounting may be accepted to the MAcc program, but will have to complete the program prerequisite courses listed below that have not previously been taken. All courses are 5 quarter hours each. **All program prerequisites in accounting must be completed before MAcc accounting courses are begun.**

Required foundation course:

GBA 640 Business Information Systems and Applications (or DSC 205)
(Note: This course is a prerequisite for ACC 301.)

Program prerequisites in accounting:

GBA 620 Accounting Methods in Business (or ACC 201 and ACC 202)
ACC 301 Intermediate Accounting I
ACC 302 Intermediate Accounting II
ACC 303 Intermediate Accounting III
ACC 434 Cost Accounting and Control

NOTE: MAcc students enrolled in ACC 301, 302, 303, and 434 must receive a grade of B or better or repeat the course.

Program prerequisites in business:

Fifteen quarter hours in basic business courses are required. While a course in marketing (GBA 670), statistics (GBA 642), or business law (GBA 611) would also qualify to meet this 15-hour requirement, the courses listed below should be selected by students who did not do their undergraduate work in business because they are prerequisites for other work required in the program.

- GBA 630 Economic Analysis (or ECON 202 and ECON 203)
- GBA 631 Principles of Finance (or FIN 350)
- GBA 650 Organization and Management Dynamics (or MGT 360)

While not program prerequisites, the following courses may be beneficial or necessary as course prerequisites depending on a student's personal objectives:

- ACC 435 Income Taxation I (prerequisite for ACC 851 and 852)
- ACC 436 Auditing and Controls (prerequisite for ACC 840)
- ACC 437 Income Taxation II
- GBA 611 Legal Environment and Business Ethics (or BL 220)

MAcc CURRICULUM

The MAcc program consist of 47 hours of course work in three areas: 20 hours in accounting concentration courses, 12 hours in accounting elective courses, and 15 hours in business courses. **All courses to be counted toward the MAcc degree must be taken through Kennesaw State College. All program prerequisites in accounting must be completed before the MAcc accounting courses are begun.**

Credit Hours

ACCOUNTING CONCENTRATION - select 4 (5 hours each): **20**

- ACC 810 Seminar in Accounting Theory
- ACC 822 Accounting for Analysis and Decision Making (also listed as GBA 822)
- ACC 823 Accounting Information Systems (also listed as GBA 823)
- ACC 840 Seminar in Auditing
- ACC 851 Individual Taxation
- ACC 852 Corporate Taxation

ACCOUNTING ELECTIVES - select 4 (3 hours each): **12**

- ACC 845 Accounting Profession
- ACC 860 Corporate Accounting
- ACC 865 Financial/Operational Auditing
- ACC 870 Governmental Accounting and Auditing
- ACC 875 Governmental Regulation and Public Reporting
- ACC 880 Global Perspectives
- ACC 890 Accounting Policy

BUSINESS REQUIREMENTS - (5 hours each): **15**

- GBA 831 Financial Analysis and Decision Making
- GBA 841 Organizational Communication
- GBA 899 Strategic Management

PROGRAM TOTAL: 47

•Master of Accounting Course Descriptions•

The figures shown after the course number and title of the course 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, in that order.

All program prerequisites in accounting (ACC 301, 302, 303, 434) must be completed with a grade of B or better before beginning MAcc accounting concentration or elective courses.

ACC 810. Seminar in Accounting Theory. 5-0-5.

A study of accounting theory and contemporary issues.

ACC 822. Accounting for Analysis and Decision Making. 5-0-5.

An examination of financial concepts as they apply to the managerial process of decision making.

ACC 823. Accounting Information Systems. 5-0-5.

An introduction to systems analysis and design with a focus on the accounting information flow.

ACC 840. Seminar in Auditing. 5-0-5. Prerequisite: ACC 436 or permission of the instructor.

A study of auditing problems in the contemporary environment.

ACC 845. Accounting Profession. 3-0-3.

A review of the history, customs, and legal and ethical responsibilities of the accounting profession.

ACC 851. Individual Taxation. 5-0-5. Prerequisite: ACC 435 or permission of the instructor.

A study of individual taxation issues, planning, and research techniques.

ACC 852. Corporate Taxation. 5-0-5. Prerequisite: ACC 435 or permission of the instructor.

A study of corporate taxation, planning, and research techniques.

ACC 860. Corporate Accounting. 3-0-3.

A study of issues and problems facing corporate accountants.

ACC 865. Financial/Operational Auditing. 3-0-3.

An overview of the internal audit function with emphasis on design of effective controls and performance evaluation for operational areas.

ACC 870. Governmental Accounting and Auditing. 3-0-3.

A study of reporting practices and procedures, budgeting, and fund accounting for state and local governments and an overview of governmental auditing under GAAS.

ACC 875. Government Regulation and Public Reporting. 3-0-3.

An overview of governmental regulation of corporations and a study of financial reporting requirements for public corporations.

ACC 880. Global Perspectives. 3-0-3.

A study of accounting issues facing multi-national firms, a comparison of accounting systems, and a review of standards unification.

ACC 890. Accounting Policy. 3-0-3.

An examination of the broad contemporary issues facing members of the accounting profession.

Descriptions of courses with GBA designations may be found in this catalog in the MBA Program section.

Descriptions of the undergraduate courses that are prerequisites for MAcc students without an undergraduate accounting degree may be found in the KSC Undergraduate Catalog.

The Master of Business Administration

The Master of Business Administration (MBA) degree is a professional degree providing a broad base of general business knowledge, which prepares people for middle and upper-level management positions. The program seeks to develop in its students an understanding of managerial behavior and decision-making within the economic, social and political environment of business operations. Students will have the opportunity to improve their communication and leadership abilities, their analytical and decision-making skills and their effectiveness at developing working relationships with subordinates, peers and supervisors, and external publics.

•General Requirements for Admission to MBA Program•

The MBA program is limited to talented men and women who have earned baccalaureate degrees in any field of study from institutions accredited in a manner accepted by Kennesaw State College. Admission will be granted only to students showing high probability of success in postgraduate business study.

The School of Business Graduate Admissions Committee determines the eligibility of each person who applied for admission to the Master of Business Administration program. Consideration is given to the applicant's academic record, scores on the Graduate Management Admission Test (GMAT) and work experience. Other factors reviewed include the applicant's educational background, performance in outside activities, evidence of activity and leadership, record of accomplishments in business and professional activities.

Only course work from institutions with accreditation equivalent to that granted by the Commission on Colleges of the Southern Association of Colleges and Schools or similar recognized institutional accrediting agencies is considered in evaluating an applicant for admission.

To be admitted unconditionally to the MBA program, an applicant must satisfy standards involving the following predictors of success: the admissions index, the GPA, the GMAT score and work experience.

In reviewing the academic work of applicants, the Admissions Committee evaluates the junior/senior adjusted grade point average for all applicants. In cases where the applicant has done additional accredited undergraduate work beyond the bachelor's degree or has done accredited graduate work, the most recent two-year adjusted GPA will be used in the admissions consideration.

If there is a conflict in the predictions of success for the GPA and GMAT, exceptions may be made when a low GPA is accompanied by a high verbal, quantitative, or total score for the GMAT and when a low GMAT score is accompanied by a high GPA or a high verbal or quantitative score for the GMAT. However, additional information must also predict success. Exceptions may be made if the applicant's educational background, excellence in performance in outside activities, creativity and leadership, accomplishments in business and professional activities are sufficient to indicate success in the program.

An applicant will not be admitted until a completed application, an official GMAT score and official transcripts for all undergraduate and graduate courses have been received and evaluated. Admissions decisions are determined by the School of Business Graduate Admissions Committee and are communicated in writing to the applicants as soon as is practical after materials have been received and evaluated.

Applicants may appeal denial of admission only if additional relevant information is provided. In such cases, the School of Business Graduate Admissions Committee will handle the appeal and will apply the policies for unconditional admission and exceptions.

International students must submit a TOEFL score to be considered for admission.

A valid Immunization Certificate for measles, mumps and rubella is required.

Transfer Credit

A student may transfer up to 15 quarter hours of graduate core courses and area of concentration courses taken at an accredited institution, provided the transfer hours are made prior to the last 45 hours of course work. Special hardship cases, such as job transfers, will be decided on an individual basis by the program director.

The transfer of credit for course work completed at another institution will be approved only under the following conditions:

1. The course was completed at a regionally accredited institution.
2. The course was restricted to graduate students only.
3. A minimum grade of B was received in the course.
4. The content of the course corresponds to that of a course required or permitted in the student's program at Kennesaw State.
5. The credit to be considered for transfer will not be more than seven years old at the time the student enters.

A request for consideration of transfer credit must be submitted by the student concerned during the first quarter of residence here. The request must indicate the specific course(s) for which transfer credit is sought. A copy of the other institution's transcript and catalog must be submitted as well as the course outline.

Grades on Graduate Courses

Students must earn a grade of C or better in every graduate-level course. They must also achieve a GPA of at least 3.0 in:

1. all 800-level GBA courses, and
2. in all graduate-level courses.

Candidacy

The requirements for admission to candidacy shall be the successful completion of all required preparatory courses; successful completion of 15 quarter hours of core courses with a cumulative grade-point average of 3.0 and a grade of C or better in each course presented for candidacy; and submission of an approved degree program in an area of concentration. The MBA students must petition to graduate at least one quarter prior to completion of program requirements.

Admission Criteria for Non-Degree Student

1. Baccalaureate degree from regionally accredited college or university.
2. GMAT score.
3. Previous MBA degree.

Non-Degree to Degree Status

Only in rare circumstances will a student admitted as non-degree/post-baccalaureate be permitted to apply for the MBA program. Each case will be evaluated by the MBA program director.

Master of Business Administration Program of Study

The MBA program is made up of three course groupings—preparatory, core and concentration. Every student must complete 40 quarter hours of core courses and 20 quarter hours in one of the eight concentrations. This is a total of 60 quarter hours of 800-level course work. Some students, particularly those without an undergraduate business major, will have to take one or more of the preparatory courses. Each student's transcript is carefully analyzed; then, an acceptance letter is sent outlining which, if any, of the preparatory courses are needed to meet degree requirements.

Preparatory Courses:

The MBA curriculum is developed on the assumption that the students will bring certain preparatory knowledge into the 800-level courses. For those students who do not have sufficient preparatory knowledge the business school offers several alternatives to acquire sufficient preparatory knowledge: (1) the student may take undergraduate courses in the functional areas of business (a listing of these undergraduate courses follows in the next section), (2) the student may take 600-level courses, which are special courses only for students admitted to the MBA Program (the one exception is in finance), or (3) the student may take an Advanced Standing Exam to exempt the course. Arrangements for these tests must be made through the MBA Office.

		<i>Credit Hours</i>
GBA 611	Legal Environment & Business Ethics or BL 220	5
GBA 620	Accounting Methods in Business or ACC 201 & ACC 202	5
GBA 630	Economic Analysis or ECON 202 and ECON 203	5
GBA 631	Principles of Finance or FIN 350 (5)	
GBA 640	Business Information Systems and Applications or DSC 205	5
GBA 642	Business Statistics or DSC 312	5
GBA 650	Organization & Management Dynamics or MGT 360	5
GBA 670	Essentials of Marketing or MKT 370	5
CORE REQUIREMENTS: (40 quarter hours required for all degree students)		40
GBA 821	Managerial Accounting	5
GBA 830	Managerial Economics	5
GBA 831	Financial Analysis & Dec. Making	5
GBA 844	Operations Management	5
GBA 850	Management & Organizational Behavior	5
GBA 870	Marketing Management	5
GBA 899	Strategic Management	5
One International Core Course:		5
GBA 837	Multinational Financial Mgmt. or	
GBA 861	International Business Perspectives or	
GBA 873	International Marketing Mgmt.	

MAJOR CONCENTRATIONS (20 hours from one of the following eight concentrations) 20

I. Accounting Concentration (choose four courses from the following:)

- GBA 822 Studies in Advanced Managerial Accounting
- GBA 823 Studies in Accounting Information Systems
- GBA 824 Taxes and Business Strategy
- GBA 825 Controllership
- GBA 826 Internal Auditing

II. Business Administration Concentration (choose one 800-level course in four of the following business disciplines:)

Accounting
 Business Information Systems Management
 Finance
 Management
 Marketing

III. Business Economics Concentration

Required:

GBA 863 Econometrics & Forecasting Methods
 GBA 864 Business Conditions Analysis
 GBA 865 Strategic Decision Making & Competitive Pricing

One course from the following:

GBA 862 Quantitative Models in Economics & Finance or any Finance
 elective beyond GBA 831

IV. Information Systems Management Concentration

Required:

GBA 845 Management Information Systems
 GBA 846 Business Systems Analysis & Design

Two courses from the following:

GBA 823 Studies In Accounting Information Systems
 GBA 847 Management of Information Technology
 GBA 848 Strategic Management Information Systems
 GBA 875 Applied Marketing Research
 GBA 895 Special Projects in GBA Studies

V. Entrepreneurship Concentration

Required:

GBA 852 Entrepreneurship, Innovation and Creativity
 GBA 853 New Venture Analysis

One course from the following:

GBA 854 Entrepreneurial Finance
 GBA 855 Consulting Services
 GBA 856 Family Business

One free elective from any 800-level course in the college catalog.

VI. Finance Concentration

Choose four courses from the following:

- GBA 832 Managerial Finance
- GBA 833 Investment Analysis
- GBA 834 Investments & Portfolio Management
- GBA 835 Financial Markets
- GBA 836 Financial Management of Financial Institutions
- GBA 837 Multinational Financial Management**
- GBA 838 Real Property: Analysis & Investment
- GBA 839 Futures & Options
- GBA 840 Short-Term Financial Management

**Students may select GBA 837 as their core required international course.

Note: Students are encouraged to seek advisement from the finance faculty if they desire to develop an area of specialization within finance in investments, corporate finance or financial institutions.

VII. Human Resource Management and Development Concentration

Required:

- GBA 882 Staffing
- GBA 884 Motivation & Work Behavior
- GBA 885 Employee & Labor Relations

One course from the following:

- GBA 812 Contemporary Employment Law
- GBA 841 Organizational Communication
- GBA 851 Organization Analysis & Change
- GBA 880 Human Resource Management & Development
- GBA 883 Leadership & Career Development
- GBA 898 Total Quality Management

VIII. Marketing Concentration

Required:

- GBA 871 Consumer and Buyer Behavior
- GBA 875 Applied Marketing Research

Two courses from the following:

- GBA 867 Promotion Strategy & Tactics
- GBA 872 Strategic Product Management
- GBA 873 International Marketing Management**
- GBA 877 Sales Management Decisions
- GBA 878 Business To Business Marketing

**Students may select GBA 873 as their core required international course.

PROGRAM TOTAL: 60

• Business Administration Course Descriptions •

The figures shown following the course number and title of the course 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 credit.

Graduate Business Administration (GBA)

GBA 611. Legal Environment and Business Ethics. 5-0-5.

Provides an appreciation of the purpose of law related to our economic, industrial and political system with primary focus on the role of business in society.

GBA 620. Accounting Methods in Business. 5-0-5.

An accelerated course in financial and managerial accounting concepts and procedures. The primary focus of the course is the understanding and interpretation of financial reports and terminology used in business.

GBA 630. Economic Analysis. 5-0-5.

An accelerated course in economic principles and analysis with application to business decisions.

GBA 631. Principles of Finance. 3-0-3. *Prerequisite: GBA 620 & GBA 630.*

An introduction and review of the principles of business finance including financial analysis, time value of money, risk and return, basic capital budgeting and valuation.

GBA 640. Business Information Systems and Applications. 5-0-5.

An accelerated course to provide an introduction to- and understanding of- the use, capabilities and characteristics of computers and business-oriented software; applications of computers emphasizing business programs for problem identification and decision making.

GBA 642. Business Statistics. 5-0-5.

An accelerated course stressing applications of

statistical techniques to management and business decision making. Coverage includes descriptive statistics, statistical inference, regression analysis, analysis of variance, time series analysis and non-parametric techniques. Business and management applications using computer packages are emphasized.

GBA 650. Organization and Management Dynamics. 5-0-5.

An accelerated course to understand interrelationships of structure, operations and processes and how individual and group behavior influence operational, managerial and strategic activities in the firm.

GBA 670. Essentials of Marketing. 5-0-5.

An accelerated course in marketing, the marketing function and its relation to business, the economy and society. Provides an understanding of the regulatory environment of human resource management.

GBA 812. Contemporary Employment Law. 5-0-5. *Prerequisite: GBA 811.*

Provides an understanding of the regulatory environment of human resource management.

GBA 821. Managerial Accounting. 5-0-5. *Prerequisite: GBA 620 and GBA 630 or equivalents.*

A study of how managers use accounting data to plan operations, control activities and make decisions.

GBA 822. Studies in Advanced Managerial Accounting. 5-0-5. *Prerequisite: GBA 821.*

Current issues and approaches to solving comprehensive problems in the area of managerial accounting: case-study orientation.

GBA 823. Studies in Accounting Information Systems. 5-0-5. *Prerequisite: GBA 821.*

Current issues in the area of accounting information systems including an overview of contemporary information systems technology management: case-study orientation.

GBA 824. Taxes and Business Strategy. 5-0-5. *Prerequisite: GBA 821.*

An analysis of tax factors relevant to business planning and decision making.

GBA 825. Controllership. 5-0-5. *Prerequisite: GBA 821.*

A study of how the controller's functions can be

assessed, strengthened and utilized in management's top decision-making processes.

GBA 826. Internal Auditing. 5-0-5. Prerequisite: GBA 821.

A detailed overview of the internal audit function with emphasis on design of effective controls and performance evaluation for operational areas.

GBA 830. Managerial Economics. 5-0-5. Prerequisites: All 600-level courses or equivalents.

This course provides an introduction to the techniques of economic decision making from the perspective of the business manager. Topics include statistical estimation, forecasting, the application of optimization techniques to production and pricing decisions, models of strategic behavior and decision making under uncertainty.

GBA 831. Financial Analysis and Decision Making. 5-0-5. Prerequisite: FIN 350 or GBA 631, GBA 620 and GBA 630 or equivalents.

The study of capital investment strategies of the firm with emphasis on cost of capital, rate of return, capital replacement and risk taking in the competitive environment.

GBA 832. Managerial Finance. 5-0-5. Prerequisite: GBA 831.

An advanced treatment of the major financial issues facing non-financial corporations, covering both theory and practice.

GBA 833. Investment Analysis. 5-0-5. Prerequisite: GBA 831.

An introduction to the investment characteristics of individual stocks, bonds and other financial assets. Techniques for analyzing their expected returns and risk, and strategies and techniques for combining them efficiently into portfolios are also studied.

GBA 834. Investment and Portfolio Management. 5-0-5. Prerequisite: GBA 833.

An in-depth study of the conceptual framework for formulating investment policies, as well as their implications for individual and institutional portfolio management.

GBA 835. Financial Markets. 5-0-5. Prerequisite: GBA 831.

An analysis of the role of financial intermediaries and financial markets in facilitating the efficient financing of economic activity.

GBA 836. Financial Management of Financial Institutions. 5-0-5. Prerequisite: GBA 831.

This course considers the financial decision-making framework related to issues of capital acquisition and allocation faced by major types of financial institutions.

GBA 837. Multinational Financial Management. 5-0-5. Prerequisite: GBA 831.

An introduction to the concepts, institutions and financial structure facing multinational firms and the consequent implications for financial decision making in a multi-currency environment.

GBA 838. Real Property: Analysis and Investment. 5-0-5. Prerequisite: GBA 831.

An analysis of the risk-return configuration, tax implications and investment characteristics and uses of real property.

GBA 839. Futures and Options. 5-0-5. Prerequisite: GBA 831.

This course is an introduction to and exploration of futures and options markets. The development and operation of these markets, the description of relevant financial instruments and their pricing and applications are investigated.

GBA 840. Short-term Financial Management. 5-0-5. Prerequisite: GBA 831 or equivalent.

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.

GBA 841. Organizational Communication. 5-0-5. Prerequisite: GBA 650 or equivalent.

The study of interpersonal, organizational and public communication processes as they relate to meshing individual and organizational goals: influence of communication processes on decision making, implementation of change and adaptation of organizations to their environments.

GBA 844. Operations Management. 5-0-5. Prerequisites: GBA 640 and GBA 642 or equivalents.

The focus of the course will be on the quantitative aspects of the elements which constitute the effective and efficient operations strategies of an enterprise. Emphasis will be equally placed on the means for attaining organizational objective for both service and manufacturing oriented entities.

Topical areas will be the planning for and management of services and/or products, the design of processes, work measurement, facility location and layout, forecasting, and the scheduling, measurement and control of quality and physical resources. Current software applications packages and techniques will be used.

GBA 845. Management Information Systems. 5-0-5. Prerequisite: GBA 640 or equivalent, microcomputer proficiency.

An introduction to fundamental concepts of systems and information. Coverage will include the role of information systems in organizations, the organization of a system, information flows, basic techniques and skills in representing system structure and computerized information management. Current software applications packages will be used.

GBA 846. Systems Analysis and Design. 5-0-5. Prerequisite: GBA 845 or equivalent.

Analysis of problems relating to operational opportunities in the functional areas of business - accounting, economics/finance, management, marketing and extensive study of computerized business applications packages useful in the solution of these problems. The course will require each student to complete an individual or group project involving the analysis and/or design of problem solutions using business applications software. Current software applications packages will be used.

GBA 847. Management of Information Technology. 5-0-5. Prerequisite: GBA 845 or equivalent.

Coverage of a broad range of systems, processes and techniques available to the manager for use in communication and decision-making in the organizational setting. Specific course coverage will be selected from topical areas such as the following: telecommunications and data communications systems, local area networking of computers, electronic messaging systems, video conferencing, the use of computer graphics and simulation models.

GBA 848. Strategic Information Systems. 5-0-5. Prerequisite: GBA 845 or equivalent.

A course that examines the processes of management planning and information systems with a focus on corporate level strategic management. Corporate planning models are examined and evaluated against both conceptual and empirical

research. Emphasis is on developing an understanding of the process by which large organizations gain competitive advantage.

GBA 850. Management and Organizational Behavior. 5-0-5. Prerequisite: GBA 650 or equivalent.

This course covers individual, group, and organization-wide attitudes and behaviors that contribute to individual and organizational effectiveness. Topics include applied behavioral analysis, motivation concepts, group development and dynamics, leadership models, power and influence, decision-making, communication systems, and organization design as they influence employee morale, performance and retention.

GBA 851. Organization Analysis and Change. 5-0-5. Prerequisite: GBA 650 or equivalent.

Provides approaches to analyzing individuals, organizational components and other significant elements impacting the firm: focuses upon change processes and effect upon individuals, organization strategy and goals, and viability of the firm.

GBA 852. Entrepreneurship, Innovation, and Creativity. 5-0-5. Prerequisite: None.

This course develops a set of tools useful for understanding the human issues of entrepreneurship and of creativity-intensive firms. The course addresses the needs of the would-be entrepreneur as well as the manager of creative and entrepreneurial activity within established organizations. The course also serves as a framework and catalyst to stimulate entrepreneurial motivation.

GBA 853. New Venture Analysis. 5-0-5. Prerequisite: None.

This course is designed for students who intend to undertake an entrepreneurial career by creating and pursuing opportunities which lead to the ownership and/or control of the venture. Topics include: identifying a business opportunity, developing the business plan, acquiring control over resources, managing the resources, and planning and executing the harvest.

GBA 854. Entrepreneurial Finance. 5-0-5. Prerequisite: GBA 831 or permission of instructor.

This course focuses on financial management of the non-publicly traded for profit business enterprise. Topics include making financing and investment decisions without benefit of market feedback; financial planning; valuation of project

and business coalitions; sourcing capital; financial distress; and going public.

GBA 855. Consulting Services. 5-0-5. Prerequisite: None.

This course suggests a framework for delivering consulting services within the business community. Basic consulting functions addressed include: skill/market identification; opportunity recognition and establishment of client base; interview problem/needs assessments; observation; data collection, analysis and documentation diagnosis; recommendation, implementation, follow-up and control; legal, ethical and confidentiality issues; managing change; expectations; collaborative teams and projects.

GBA 856. Family Business. 5-0-5. Prerequisite: None.

Explore the unique challenges and opportunities involved in managing a family business. Topics include: the decision to join the family firm, establishing credibility as a son or a daughter, the stages of family business growth, strategic planning and succession.

GBA 861. International Business Perspectives. 5-0-5. Prerequisite: GBA 650 or equivalent.

A study of economic, financial, political, social and cultural environments in which the American business operates abroad. Topical problems in developing empathy toward foreign behavior, understanding of international environments and analyzing practices of business firms operating in foreign environments will be explored.

GBA 862. Quantitative Decision Models in Economics and Finance. 5-0-5. Prerequisite: GBA 830.

This course considers a variety of quantitative methods which have numerous applications in economics, finance and other business areas. Among techniques considered are linear and non-linear programming, inventory models, queuing theory and the analysis of sequential decisions. Considerable emphasis is placed on both the utilization of computer packages to solve optimization problems and the integration of results into the decision-making process.

GBA 863. Econometrics and Forecasting Methods. 5-0-5. Prerequisite: GBA 830.

This course considers the statistical estimation and forecasting of demand, cost and profits, as well

as demographic characteristics of importance to the business manager. Topics include the estimation of regression models, hypothesis testing, detection of and correction of violations of the classical model, the analysis of qualitative information, time series analysis, and the construction and evaluation of forecasts as they relate to the firm's demand, cost and supply functions.

GBA 864. Business Conditions Analysis. 5-0-5. Prerequisite: GBA 830.

Provides an introduction to the analysis of macroeconomic fluctuations and business conditions in both the domestic and international arenas. Topics include monetary and fiscal policy as causal factors of economic activity, the complexity of monetary policy in the global economy, and the design and utilization of large-scale macroeconomic models. This course also provides a critical historical review of domestic and international fluctuations in the post-1944 era.

GBA 865. Strategic Decision Making and Competitive Pricing. 5-0-5. Prerequisite: GBA 830.

This course provides an economic analysis of the fundamental issues which underpin the firm's pricing and production decisions. Topics include product differentiation; employee compensation; optimal advertising; cartel behavior; devices which facilitate collusion; and the effects of economics of scale and scope on pricing and market behavior. In addition to traditional micro economic analysis, this course also adopts a variety of models from non-cooperative game theory. The goal of these models is to enhance the manager's understanding of the impact of competition, regulation and asymmetric information on the firm's allocation of resources.

GBA 867. Promotion Strategy and Tactics. 5-0-5. Prerequisite: GBA 870 or equivalent.

A course examining the use of promotion in profit and non-profit organizations is studied. Methods of promotion including public relations, advertising, professional selling and sales promotion will be analyzed, including how and when to use each, how to measure effectiveness and how to select promotion service suppliers.

GBA 870. Marketing Management. 5-0-5. Prerequisite: GBA 670 or MKT 370 or equivalents.

An examination of strategic and tactical planning and decision making in consumer goods, service and not-for-profit organizations. Cases and/or com-

puter simulations will be used to provide for applications experience.

GBA 871. Consumer and Buyer Behavior.
5-0-5. *Prerequisite: GBA 870 or equivalent.*

Utilizes the behavioral sciences and research methods to analyze, forecast and meet consumer needs. The roles of advertising and ethical issues are analyzed.

GBA 872. Strategic Product Management.
5-0-5. *Prerequisite: GBA 870 or equivalent.*

A study of the strategic product portfolio from the perspective of the marketing manager. In-depth analysis of the total product, development of products and strategies related to product introduction, change and deletion.

GBA 873. International Marketing Management. 5-0-5. *Prerequisite: GBA 870 or equivalent.*

The course focuses on the application of marketing management strategies and tactics in a global economy. Using case studies, the course analyzes how varying environmental forces influence adaptation of the marketing mix and how homogenizing forces influence global standardization of marketing strategy.

GBA 875. Applied Marketing Research. 5-0-5. *Prerequisite: GBA 640 and GBA 870 or equivalents.*

Examination and evaluation of marketing information sources and systems for opportunity identification and analysis, planning, decision making, and control.

GBA 877. Management of the Sales Force
5-0-5. *Prerequisite: GBA 870 or equivalent.*

Advanced study of conceptual and methodological tools used to support decisions required for the management of sales personnel and the planning and control of sales operations.

GBA 878. Business to Business Marketing
5-0-5. *Prerequisite: GBA 870 or equivalent.*

An examination of the areas of strategic and tactical planning and implementation when dealing with products sold to other business firms.

GBA 880. Human Resource Management and Development. 5-0-5. *Prerequisite: GBA 650 or equivalent.*

Provides a general understanding of the human resource management function in contemporary organizations. Intended for students who have not taken a basic human resource management course at the undergraduate level.

GBA 882. Staffing. 5-0-5. *Prerequisite: GBA 880 or equivalent.*

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 resource planning and forecasting, job analysis techniques, recruitment and selection techniques, training and development, performance appraisal, retirement/out-placement, and the laws and regulations affecting those areas.

GBA 883. Leadership and Career Development. 5-0-5. *Prerequisite: GBA 650 or equivalent.*

Advanced study of strategies designed to equip individuals for greater mastery of current and future leadership responsibilities, development of managerial/organizational competencies, and career growth.

GBA 884. Motivation and Work Behavior.
5-0-5. *Prerequisite: GBA 850.*

Advanced study of behavioral systems, reward systems and productivity improvement strategies focusing on their effects on individual and group behavior and organizational effectiveness.

GBA 885. Employee and Labor Relations.
5-0-5. *Prerequisite: GBA 880 or equivalent.*

Advanced study of employee-management relationships and their effect on human resource management and organizational effectiveness in union and non-union settings.

GBA 890. Special Topics in Business and Accounting (repeatable). 1 to 5. *Prerequisite: Must be approved by adviser and department chairperson.*

Selected contemporary topics in a discipline of interest to faculty, students and employers.

GBA 895. Special Projects in Business and Accounting (repeatable). 1 to 5 credit hours. *Prerequisite: Must be approved by adviser and Graduate Committee.*

Special projects and/or thesis option for students who wish to pursue advanced work on a particular subject in a specialized area.

GBA 898. Total Quality Management. 5-0-5. *Prerequisite: GBA 844 and GBA 850 or equivalent.*

A survey course that examines the topic of quality for service, manufacturing and public organizations. Empirical and conceptual research will be used to provide a foundation for understanding and evaluating current business initiatives. Models for implementing quality programs will be emphasized.

GBA 899. Strategic Management. 5-0-5. *Prerequisite: Completion of graduate core and concentration. Course is designed to be the final experience in the MBA program.*

An integrative course designed to provide an executive viewpoint of strategy formation and management of an enterprise. Teaches how to audit and analyze complex situations to determine the firm's strategies for long-run survival and growth in competitive markets. Examines techniques for analysis of environmental conditions and trends, opportunities and threats, resource strengths and limitations. Suggests how to plan, implement and control organizational efficiency and effectiveness at both the strategic and operating level.

The Master of Public Administration

The Master of Public Administration (MPA) is a professional degree which prepares public-service oriented individuals for mid- and upper-level administrative positions. The program's student- and teaching-oriented faculty seek to cultivate professional individuals with an ethos of democratic administration and to provide them with a combination of solid academic learning and concrete practical experience.

Housed in the Department of Public Administration & Human Services, the MPA Program also works in cooperation with a variety of other departments. An additional resource of special importance to program faculty and students is the College's A. L. Burruss Institute of Public Service, which provides expert technical assistance to public service organizations throughout the greater North-west Georgia region.

•General Requirements for Admission•

MPA Program admission requires:

1. A baccalaureate degree from an accredited college or university with a satisfactory grade point average;
2. A combined score of 1200 on the verbal, quantitative, and analytical portions of the Graduate Record Examination (GRE) or a combined score of 400 on the Gradu-

- ate Management Admissions Test (GMAT); international students must also provide satisfactory TOEFL scores; and
3. A current résumé.

Admissions decisions are based upon an overall evaluation of all these elements and the promise of success in graduate work and in professional public service that these qualifications demonstrate.

Transfer credit

Up to 15 hours of graduate work from other accredited institutions may be transferred. To be transferred course work from other institutions must correspond to Kennesaw State's MPA curriculum. Students will need to provide course descriptions and syllabi wherever possible, and the amount of credit granted will be at the discretion of the program coordinator. Such course work may be no more than seven years old.

Grades and Candidacy for Graduation

Students must maintain a B average throughout their course of graduate study. MPA candidates must petition to graduate at least one quarter prior to completion of their degree requirements.

The Master of Public Administration Program of Study

The MPA Program is a 60 quarter-hour course of study which consists of three components: A 7-course core curriculum required of all students (35 hours); a 4-course concentration in either governmental or community services administration (20 hours); and a 2-course set of professional exercises (5 hours).

Credit Hours

MPA CORE CURRICULUM

35

The core curriculum ensures that every graduate of Kennesaw State's MPA Program is thoroughly versed in both the theory and practice of this professional field. These include the history and values of democratic administration, the institutions and individuals that comprise it, and the tools used to achieve the goals of such administration.

- PAD 620 Fundamentals of Public Administration
- PAD 625 Research Methods & Computer Applications
- PAD 630 Public Organization Theory
- PAD 635 Public Budgeting
- PAD 640 Ethical Management in Public Service
- PAD 645 Governmental Relations
- PAD 650 Policy Analysis & Program Evaluation

MPA CONCENTRATIONS (Choose four courses from one of the following two concentrations) 20

The concentrations enable students to prepare themselves for professional careers in one of the two sectors devoted chiefly to public service: governmental administration and community services administration. In consultation with the faculty and the coordinator of the program, students may adapt one of these concentrations to meet specific individual needs.

I. Concentration: Governmental Administration

- PAD 715 Contemporary Public Issues
- PAD 725 Leadership in Bureaucracy
- PAD 735 Public Finance
- PAD 745 Administrative Law & Regulation
- PAD 790 Special Topics in Governmental Administration
- PAD 795 Directed Study in Governmental Administration

II. Concentration: Community Services Administration

- PAD 710 Community Services Organizations
- PAD 720 Managing Staff & Volunteers
- PAD 730 Community Services Finance
- PAD 740 Development & Fundraising
- PAD 790 Special Topics in Community Services Administration
- PAD 795 Directed Study in Community Administration

MPA PROFESSIONAL EXERCISES

5

The professional exercises are intended to give Kennesaw State's MPA candidates a truly professional feel for responsible and effective public administration. Specifically, these two exercises will enable candidates to demonstrate that they can (a) successfully take on analytical and organizational responsibilities on their own and (b) communicate effectively and get others to work with them. Both will foster the development of the leadership skills essential to meeting public needs with the support of coworkers and the community.

- PAD 798 Public Service Practicum
- PAD 799 Capstone Seminar

PROGRAM TOTAL: 60

•Master of Public Administration (MPA) Course Descriptions•

PAD 620. Fundamentals of Public Administration. 5-0-5. *Prerequisite: Admission to graduate study.*

Covers the public policy making process, civil service and administrative agencies (bureaucracy), and policy implementation, with brief introductory forays into motivation, leadership, decision making, finance and budgeting, and personnel. Pertinent contrasts between public and business administration will be included.

PAD 625. Research Methods and Computer Applications. 5-0-5. *Prerequisite: Admission to graduate study.*

Develops familiarity with methods of research and analysis useful to public service practitioners. Survey and research design, statistical methods such as descriptive and inferential statistics, including multiple regression, will be covered. Involves intense hands-on computer work using statistical software.

PAD 630. Public Organization Theory. 5-0-5. *Prerequisite: Admission to graduate study.*

Offers conceptual and practical perspectives for understanding and managing organizations. Formal and informal, structural and behavioral aspects of organizations will be examined, as will issues of leadership and motivation, power and culture, and communication and change in organizations. Special emphasis on the elements that distinguish public from private organizations

PAD 635. Public Service Budgeting. 5-0-5. *Prerequisite: Admission to graduate study.*

Techniques of financial management, chiefly in local agencies, covering the origins and types of modern budgeting, from line-item, program and performance, to zero-based budgeting. Attention will be paid to both the politics of the budgetary process and the financial and accounting principles involved, with a strong emphasis on hands-on exercises.

PAD 640. Ethical Management in Public Services. 5-0-5. *Prerequisite: Admission to graduate study.*

Covers both the values of ethical management—

regime, professional, and personal—and the day-to-day practical application of such management principles in terms of personnel policies, regulations, and laws. To ensure the cultivation of successfully practicing ethical managers, extensive use will be made of cases.

PAD 645. Governmental Relations. 5-0-5. *Prerequisite: Admission to graduate study.*

Elucidates operations of governmental and nonprofit organizations in our increasingly complex system of intergovernmental as well as public and private sector relations. Covers service delivery, regulatory enforcement, environmental management, regional planning, and other contractual relationships among public, private and nonprofit sectors. Special emphasis on local and regional organizations in Northwest Georgia.

PAD 650. Policy Analysis and Program Evaluation. 5-0-5. *Prerequisite: PAD 625.*

Deals with decision making and evaluation in the public policy process at the nexus of politics and economics. Covers the problematic and technical issues in problem definition, forecasting, policy recommendation and evaluation.

PAD 710. Community Services Organizations. 5-0-5. *Prerequisite: Admission to graduate study.*

Provides students with a comprehensive overview of the historical development of community service and nonprofit organizations. Particular emphasis will be given to distinguishing the nature of nonprofit organizations from business and traditional government organizations. Also, the course will emphasize the unique philosophy of nonprofits, especially the notions of charity-philanthropy, community caring, and volunteerism.

PAD 715. Contemporary Public Issues. 5-0-5. *Prerequisite: Admission to graduate study.*

Covers a spectrum of issues which may range from local matters such as education, housing and urban planning to broader concerns such as health care and economic policy as well as environmental conditions. For each issue cross-national comparisons will be investigated and alternative policy solutions will be developed and discussed.

PAD 720. Managing Staff and Volunteers. 5-0-5. *Prerequisite: PAD 630 and PAD 710.*

Focuses on developing fundamental management skills specific to nonprofit administration. Special emphasis will be placed on learning how to moti-

vate, recruit, and train staff and volunteers; to build successful staff and volunteer and advisory board teams; to establish strategic and long-range planning tools with clear mission statements and program objectives; and to learn specific strategies for managing nonprofits within a competitive, political environment.

PAD 725. Leadership in Bureaucracy. 5-0-5. Prerequisite: PAD 630.

To increase the responsiveness of government agencies and to enhance their ability to deal with public problems expeditiously, this course addresses the development of leadership capacities at all levels of bureaucracy. It focuses on more democratic practices such as participatory decision making and employee empowerment and on developing organizational cultures that promote individual initiative and leadership.

PAD 730. Community Services Finance. 5-0-5. Prerequisite: PAD 635 and PAD 710.

Examines the budgetary and fiscal operations of nonprofit organizations. Topics include understanding tax codes for nonprofits, preparing budgets and projecting liabilities-assets, understanding financial documents, and computing employee compensation and benefit plans. Case studies and practical application experiences will be used as learning tools for this course.

PAD 735. Public Finance. 5-0-5. Prerequisite: PAD 635.

Focuses on the specifics of state and local finance, from the theoretical microeconomic aspects (resource allocation, price theory and its relation to government regulation) to the actualities of government revenues, expenditures, and debt (capital management and financial forecasting), as well as strategic planning.

PAD 740. Development and Fundraising. 5-0-5. Prerequisite: PAD 710.

Provides students with a basic understanding of resource development in the nonprofit sector. Students will learn how to develop short- and long-range fundraising plans as well as specific skills for finding and writing grant proposals, creating and conducting community fundraising projects, and soliciting individual and corporate financial as well as in-kind contributions. The course will also stress the function, structure, and active role of community advisory boards and their relationship to fundraising activities.

PAD 745. Administrative Law and Regulation. 5-0-5. Prerequisite: PAD 630.

The vast majority of laws—the rules and regulations individuals and organizations throughout the U.S. must abide by—are made not by Congress or other legislative bodies, but by administrative agencies charged by these bodies to make (and enforce) these everyday laws. This course examines the bases of such rules and regulations and analyzes the political purposes and processes underlying them.

PAD 790. Special Topics. 5-0-5. Prerequisite: Consent of the instructor. (Repeatable).

Addresses topical issues in public or community services administration that are of special concern to students, faculty, and to the community.

PAD 795. Directed Study. 5-0-5. Prerequisite: Consent of the instructor. (Repeatable.)

Concentrated independent readings and investigations of special topics of interest to individual students. Readings, research, papers, and other projects will be determined jointly by the student and the instructor.

PAD 798. Public Administration Practicum. 3-0-3. Prerequisite: Approval of Program Coordinator.

Fieldwork/research project required of all students. Pre-service students must also serve an internship in an organization appropriate to their professional goals. With the guidance of the program coordinator, students will select a suitable topic and develop a proposal. This proposal will include a statement of the problem and an outline of the methodology to be employed and it must address an existing administrative problem or policy issue and offer realistic recommendations.

PAD 799. Capstone Seminar. 2-0-2. Prerequisite: Completion of 55 hours of program course work.

Integrating exercise required of all candidates for the MPA. Culminates in oral presentations that demonstrate how candidates' work as professionals in public service will serve them and the community. Emphasis will be on actual issues and problems faced by practicing administrators, as treated in the Practicum (PAD 798), and presentations will be evaluated by the peers and faculty of the candidates as well as by public service practitioners.

Graduate Programs in Education

The Kennesaw State College Professional Teacher Education Program is committed to quality graduate teacher preparation grounded in the liberal arts tradition. The Program integrates strong academic content preparation, pedagogical study, and school-based professional experiences. The Program fosters the development of the knowledge, dispositions, and skills required of creative and reflective professional educators. The Program develops educators who exhibit a strong commitment to professional growth and excellence through scholarship, service, and research and who will serve the needs of diverse learners in a dynamic, pluralistic, and technological society.

The School of Education offers the Master of Education degree with majors leading to advanced preparation in elementary education (P-5) and elementary education (4-8).

In addition, the School of Education offers graduate course work to meet requirements for add-on and renewal certification in early childhood education P-5, Middle Grades Education 4-8, Secondary and P-12 areas. Contact the Office of Graduate Studies for further information about certification courses.

• Non-Degree Graduate Study •

Applicants who wish to take graduate courses but do not want to pursue a degree program may be admitted to non-degree graduate study. This graduate level admission category is designed to allow students to pursue course work to:

- renew a teaching certificate,

- add a teaching field or endorsement to a certificate,
- take courses for personal enrichment.

The non-degree graduate level category is not designed to satisfy requirements for either initial teacher certification or the M.Ed. degree. Qualified non-degree applicants may take endorsement or add-on course work to satisfy certification requirements of the Georgia Professional Standards Commission. Kennesaw State College does not guarantee the transferability of these courses to other colleges or programs of study.

Classification as a non-degree graduate student CANNOT be used to:

1. Earn initial teacher certification on the basis of an assessment of a student's credentials, i.e., transcript(s) by Georgia Professional Standards Commission, school districts or college evaluators/advisors.
2. Satisfy more than 15 hours of credit toward meeting the requirements of a master's degree in the School of Education.

Admission Criteria

1. Baccalaureate degree from an acceptably recognized accredited college or university.
2. A minimum undergraduate cumulative grade-point average of 2.5 (on a 4.0 scale).

Non-degree to Degree Status

A student who wishes to change from non-degree to degree status must follow all the procedures and meet all the requirements specified for the degree program. A maximum of 15 quarter hours of graduate credit (600 level with

grades of B or better) earned as a non-degree student may be applied toward the requirements of an M.Ed. degree.

Academic Requirements

Non-degree graduate students are expected to maintain an overall GPA of at least 3.0 in their course work. Although graduate students may occasionally earn a grade below a B, the college expects those instances to be few in number. Failure to maintain an overall GPA of 3.0 in any course work will result in the following changes in the student's academic standing at Kennesaw State College.

Academic Warning

The first time a student earns a grade lower than B in any graduate or undergraduate course, that student will be placed on academic warning and advised of the consequences that will result if additional grades lower than a B are earned.

The second time a non-degree graduate student earns a grade lower than B, that student will be given a second letter of warning indicating that the next grade below a B will result in permanent academic exclusion from graduate course work at Kennesaw State College.

Academic Probation

If the cumulative graduate grade-point average drops below 3.0 or undergraduate GPA falls below 2.0, that student will be placed on academic probation and advised of the significance and potential consequences of this action. For students on probation, quarterly GPAs of 3.0 for graduate course work and 2.0 for undergraduate course work are required. Students can have their probationary status removed by raising their cumulative GPA to a least 3.0 graduate and 2.0 undergraduate by the end of the next 20 hours of required course work.

Academic Exclusion

Non-degree graduate students in education will be dismissed from further graduate study at

Kennesaw State College and will not be eligible for readmission as a graduate student under the following conditions.

- 1) failing to raise the cumulative GPA to at least 3.0 graduate and 2.0 undergraduate by the end of the next 20 hours of course work following academic probation; or
- 2) failing to achieve a quarterly GPA of 3.0 graduate and 2.0 undergraduate while on academic probation; or
- 3) earning any combination of three grades less than B in graduate course work or C in undergraduate course work.

•Post-Baccalaureate Initial Certification Programs•

A moratorium on applications to the post-baccalaureate initial certification programs was implemented October, 1993. No new applications are being accepted. Reasonable accommodations will be made for students enrolled in these programs prior to October 1993 to facilitate their completion.

Students who are not currently enrolled in course work leading to certification and who wish to be considered for readmission will be reviewed on a case-by-case basis by the Director of Graduate Studies in Education.

•Add-On or Renewal Certification•

Students seeking add-on certification or renewing an expired or out-of-state certificate must contact the Georgia Professional Standards Commission in order to obtain a written evaluation of required course work prior to advisement and registration at Kennesaw State College.

Students renewing a current Georgia certificate should contact their employing school system to identify appropriate course work prior to advisement and registration at Kennesaw State College.

• Add-On Programs and Endorsements •

Kennesaw State College offers a graduate level add-on in learning disabilities for the experienced teacher.

Learning Disabilities Program

This program is a graduate level add-on in learning disabilities for the experienced teacher. The program is predicated on the existence of specific prerequisite competencies which may be documented either through earned college credit or earned staff development credit for which the course description provides an equivalent. Failure to document the competencies will result in the need to remediate the prerequisites with preparatory course work before admission to the program. Graduate level transfer credit will be evaluated on an individual basis for credit in the add-on program. The internship is open only to teachers who have a documented contract to teach individuals with learning disabilities either on an emergency or provisional basis.

Competitive admission is open only in Fall quarters when cohorts are formed. These cohorts are intended to remain together throughout the experience. This design will provide a core of professional support during the students' induction into the profession.

Credit Hours

PROFESSIONAL SEQUENCE		28
EXC 700	Perspectives: LD	3
EXC 710	Nature \ Needs: LD	3
EXC 711	Clinical \ Needs	2
EXC 720	Behavior Management	3
EXC 730	Assessment: LD	5
EXC 750	Language Learning	3
EXC 740	Behavior Analysis	4
EXC 760	Methods: LD	3
EXC 761	Clinical Methods: LD	2
CAPSTONE ALTERNATIVES		5
Complete one of the following courses:		
EXC 798	Practicum (LD)	
EXC 797	Internship (LD)	
PROGRAM TOTAL:		33

Endorsements

In addition, endorsements are offered in the fields of Gifted Education, Teacher Support Specialist, and English to Speakers of Other Languages (ESOL) for students holding a valid teaching license.

Gifted Education

ECI 661	Characteristics of Gifted Children
ECI 662	Methods & Materials for Teaching Gifted Children
ECI 663	Assessment of Gifted Children & Youth*
ECI 664	Curriculum Development & Program Design in Gifted Education

*This course may be taken if student does not have previous course work in educational measurement.

Endorsements (continued)

Teacher Support Specialist

ECI 771	Supervision for Student Teaching
ECI 772	Internship for Student Teaching

Student must have at least three years teaching experience and be recommended by principal.

English to Speakers of Other Languages (ESOL)

ECI 781	Cultural Issues for ESOL/Bilingual Teacher
ECI 782	Applied Linguistics for ESOL/Bilingual Teachers
ECI 783	Methods & Materials for Teaching ESOL

•M.Ed. Degree Program•

The Master of Education (M.Ed.) is a professional degree providing intellectually challenging opportunities for teachers to acquire the understanding and skill to apply inter-disciplinary knowledge to the classroom setting. Distinctive programs are offered for Early Childhood Education (P-5) and for Middle Grades Education (4-8). The M.Ed. program is delivered through a conceptual framework known as the Collaborative Model for Preparing Professional Learning Facilitators. This model is designed to enhance the professional knowledge, skills and commitment of graduate students in education. These key areas are addressed in the following ways:

Knowledge

- applying learning theory to assist in meeting needs of learners
- analyzing the applicability and appropriateness of current trends, methods, technologies and issues in education

Skills

- solving problems and thinking critically in relation to theory and practice
- developing a multicultural perspective

- integrating knowledge into specific classroom skills
- integrating multiple technologies into instruction
- reflecting on pedagogy
- collaborating with other professionals

Commitment

- developing an appreciation for diversity
- enhancing professional and ethical behavior
- continuing learning, service and research
- striving for excellence and scholarly rigor

•Admission•

Admission Criteria

1. Baccalaureate degree from an institution accredited in a manner accepted by KSC.
2. A minimum undergraduate cumulative grade point average of 2.5 (on a 4.0 scale).
3. Eligibility for a certificate in early childhood education (P-5) or middle grades (4-8). (Those applicants who do not hold a teacher certification or have a degree in early childhood education or middle grades education may complete a prerequisite program)
4. Minimum score of 800 (verbal and quantitative) on the General Test of the Graduate Record Examination.

5. An acceptable personal statement of goals for professional development.

(NOTE: there are required forms for the personal statement.)

Individual degree programs may call for acceptable letters of recommendation and may specify higher grade point average and GRE score requirements. Individual degree programs may also have additional admission criteria.

Full Standing

Applicants who meet all of the above criteria may be admitted to full standing in a degree program.

Provisional Standing

Applicants to a degree program who are deficient in one or more of the required criteria, but who are considered acceptable for graduate study, may be admitted to provisional standing. To be eligible for provisional standing, a student must have a minimum undergraduate cumulative grade point average of 2.5 (on a 4.0 scale) and a minimum score of 700 on the General Test of the Graduate Record Examination. The requirements that must be met to make up the deficiencies will be determined by the M.Ed. Admissions Committee. A student may remain in provisional standing until 15 quarter hours of graduate work have been attempted. Upon completion of the initial 15 hours of course work, with grades of B or better and the established requirements met, an applicant must be reconsidered for full standing in a degree program. A maximum of 15 quarter hours of graduate credit (with grades of B or better) earned while in non-degree and/or provisional standing may be applied toward the requirements of a degree program.

Transfer Credit

Graduate courses taken at other accredited institutions must be evaluated and approved by the program director. A maximum of 15 quarter hours of transfer credit (with grades of B or better) may be applied toward a degree program. No courses will be accepted for transfer credit if they are more than five years old at the time of evaluation. Transfer credit includes all course work accepted into the M.Ed. program prior to admission in full standing (maximum 15 quarter hours), whether earned at another institution or at Kennesaw State College.

Candidacy

The minimum requirement for admission to candidacy is successful completion of 15 quarter hours of graduate credit in full standing in a degree program with a minimum grade point average of 3.0. Individual degree programs may have additional requirements for candidacy (e. g., interview or examination).

•Degree Requirements•

The minimum requirements for completion of an M.Ed. degree include:

1. completion of a minimum of 60 quarter hours of approved graduate course work;
2. completion of a minimum of 45 quarter hours of the minimum 60 hours in full standing at Kennesaw State College;
3. an earned cumulative grade-point average of 3.0 in all graduate course work at Kennesaw State;
4. successful presentation of professional portfolio or successful completion of a thesis, including successful completion of an oral examination on the thesis or practicum paper. Individual degree programs may specify particular requirements options (e.g., oral or written exams, thesis or practicum) as well as additional requirements.

The Master of Education Program of Study Early Childhood Education (Grades P-5)

The requirements for the Master of Education degree in Early Childhood Education are met by completing 60 quarter hours of approved graduate course work and completing and defending a professional portfolio.

		<i>Credit Hours</i>
PROFESSIONAL SEQUENCE		28
EDUC 700	Advanced Seminar in the Teaching Portfolio	3
ECE 702	History of Early Childhood Education	5
EDUC 741	Educational Research	5
ECE 703	Families and Schools in a Pluralistic Society	5
ECE 701	Advanced Studies in Learning	5
EDUC 711	Integrating Technology in Education	5
TEACHING FIELD		20
ECE 704	Trends and Issues in Language Arts for Early Childhood Education	5
ECE 705	Trends and Issues in Mathematics for Early Childhood Education	5
ECE 706	Trends and Issues in Science for Early Childhood Education	5
ECE 707	Trends and Issues in Social Science for Early Childhood Education	5
ELECTIVES¹	(to be selected with advisor approval)	10
CAPSTONE EXPERIENCE		2
ECE 797	Portfolio Presentation (student will present and defend the cumulative professional portfolio.)	

PROGRAM TOTAL: 60

¹ A thesis option is available with approval and direction of advisor.

The Master of Education Program of Study Middle Grades Education (Grades 4-8)

The requirements for the Master of Education degree are met by completing 60 quarter hours of approved graduate course work and completing and defending a cumulative portfolio.

		<i>Credit Hours</i>
PROFESSIONAL SEQUENCE		28
EDUC 700	Advanced Seminar in the Teaching Portfolio	3
EDUC 702	The Multicultural Classroom	5
EDUC 741	Educational Research Methods	5
MGE 701	Advanced Studies in Learning	5
MGE 710	Social Contexts of Middle Grades Education	5
MGE 752	Models of Teaching	5
TEACHING FIELD (minimum of 25 quarter hours)		25
Select one 15-hour block and one 10-hour block from the following:		
Language Arts:	ENED 750 - Current Issues in Middle Grades English/Language Arts plus one or two courses from ENGL 701, 721, 731, 735, 741, 751, 790, 795, ENED 711 ¹	(10 or 15)
Mathematics:	MAED 750 - Current Issues in Middle Grades Mathematics plus one or two courses from MATH 701, 713, 714, 715, 790, 795, MAED 725 ¹	(10 or 15)
Science:	SCED 750 - Current Issues in Middle Grades Science plus one or two courses from SCED 726, 727, 728, 729, 790, 795, CHEM 790, 795 ¹	(10 or 15)
Social Science:	SSED 750 - Current Issues in Middle Grades Social Science plus one or two courses from HIST 710, 720, 730, 790, 795, GEOG 701, 790, 795, ANTH 790, 795, POLS 705, 790, 795 ¹	(10 or 15)
ELECTIVE²	To be selected with advisor approval	5
CAPSTONE EXPERIENCE		2
MGE 797	Portfolio Presentation (student will present and defend the cumulative professional portfolio.)	

PROGRAM TOTAL: 60

¹ or other courses with approval of advisor.

² A thesis option is available with approval and direction of advisor.

• Professional Sequence Course Descriptions •

Early Childhood Education (ECE)

ECE 701. Advanced Studies in Learning—Early Childhood. 5-0-5. Prerequisite: Admission to graduate program.

An in-depth study of selected learning theories and concepts and their relationship to early childhood educational issues and problems. Particular focus will be on using various discipline methods to examine these theories, concepts and issues.

ECE 702. History of Early Childhood Education. 5-0-5. Prerequisite: Admission to graduate study.

An examination of the historical and philosophical roots of early childhood education as well as the sociological, political and economic contexts of developments in the field. Factors influencing present-day curriculum designs will also be addressed.

ECE 703. Families and Schools in a Pluralistic Society. 5-0-5. Prerequisite: Admission to program.

This course focuses on the need to understand and engage the family in children's education. To do so requires a knowledge of the multiple effects of economics, race, ethnicity, religion, and disability in today's society both within the family and the social structure of the community, and the skills and attitudes necessary to address those effects.

ECE 704. Trends and Issues in Early Childhood Language Arts. 5-0-5. Prerequisite: Admission to graduate study.

An examination of contemporary trends and issues in language arts education in the P-5 setting. Focus will include the historical antecedents of contemporary trends and issues, pedagogical innovations, and research theory based instructional practices. Topics are inclusive of but not limited to "whole language", technology, politics and literacy, case studies approaches to language arts education and multiculturalism.

ECE 705. Trends and Issues in Mathematics for Early Childhood. 4-0-4. Prerequisite: Admission to the Graduate Program.

An examination of the contemporary trends and issues in mathematics education in the P-5 setting. Focus will be on research-based investigation of the content in mathematics. Topics include, but are not limited to: research on constructivism, cooperative learning, technology, and problem solving, literature in mathematics and multicultural issues in the teaching of mathematics.

ECE 706. Trends and Issues in Science for Early Childhood Education. 5-0-5. Prerequisite: Admission to graduate study.

An examination of contemporary trends and issues in science education in the P-5 setting. Focus includes historical, pedagogical and research-based information as well as age/grade appropriate content. Topics are inclusive of but not limited to professional growth activities, including action research, content appropriate for early childhood science education, scientific process, inquiry, curriculum and interdisciplinary issues and technology.

ECE 707. Trends & Issues in Social Studies for Early Childhood Education. 5-0-5. Prerequisite: Admission to graduate study.

The purpose of the course is to understand the curriculum goals and content for social studies in early childhood education. Students will study the research on social studies learning and teaching and how that research can be applied to classroom instruction.

ECE 709. Theory of Play. 5-0-5. Prerequisite: Admission to graduate study.

An examination of the role of play in the early childhood curriculum. The focus includes theoretical frameworks used to study play, how play contributes to children's development, and the types, functions and purposes of play.

ECE 710. Language Development of the Young Child. 5-0-5. Prerequisite: Admission to graduate study.

The purpose of this course is to develop an understanding of the development of children's oral and

written language and the relationship between the two. Students will study the research on oral and written language development and learn how to enhance language development in young children.

ECE 716. Diagnosis and Correction of Reading Problems. 5-0-5. Prerequisite: EDUC 716 or equivalent.

A study of the causes of reading difficulties, the instruments used in diagnosing specific reading problems and the application of various remedial techniques. Individual projects will focus on methods and materials appropriate for particular age groups.

ECE 731. Survey of the Social Sciences. 5-0-5. Prerequisite: Admission to graduate study.

A study of the concepts, skills and processes of the social science disciplines. Emphasis is placed on the application of these aspects of the disciplines to the analysis of social issues. Individual projects will focus on topics appropriate for particular age groups.

ECE 733. Social Studies in the Elementary School. 5-0-5. Prerequisite: Admission to graduate study.

This course will examine concepts and processes of the social studies appropriate to early and middle grades students and teachers. Individual projects will focus on materials appropriate for particular age groups.

ECE 741. Music in the Elementary School. 5-0-5. Prerequisite: Admission to graduate study.

Designed for the graduate student in education, the course develops skills in employing standard music teaching methods, familiarizes the student with current textbooks, printed music and other resources, and explores current philosophies, practices and problems involved with implementation of music in the general elementary classroom. Individual projects will focus on materials appropriate for particular age groups.

ECE 797. Portfolio Presentation. 2-0-2. Prerequisite: Completion of at least 45 hours of course work.

A culminating experience for M.Ed. students. Assists students completing the program of study to assemble and defend the professional portfolio.

Education (EDUC)

EDUC 700. Advanced Seminar in the Teaching Portfolio. 3-0-3. Prerequisite: Admission to program.

A seminar for masters level students in early childhood education. The course is designed to assist students begin portfolio construction. Deals with proposed field-based projects and critiques of literature. Initiates documentation of professional growth.

EDUC 701. Advanced Studies in Learning. 5-0-5. Prerequisite: Admission to graduate study. Corequisite: Graduate Seminar I.

An in-depth study of selected learning theories and concepts and their relationship to educational issues and problems. Particular focus will be on using various discipline methods to examine these theories, concepts and issues.

EDUC 702. The Multicultural Classroom. 5-0-5. Prerequisite: Admission to graduate studies or permission of the director of graduate studies.

This course is designed to examine the goals and concepts of multicultural education and the importance of the integrating multicultural perspectives for all learners. Special attention will be placed on effective techniques and approaches for implementing multicultural education content and processes.

EDUC 711. Integrating Technology in Education. 5-0-5. Prerequisite: ECE 303, EDSM 303 or equivalent.

This course is designed to prepare educators to generate technology-based instruction and analyze the technological environment in P-12 settings. Topics include authoring systems, networks, multimedia, computer-based management and technological environments.

EDUC 713. Literature in the School Program. 5-0-5. Prerequisite: Admission to graduate study.

A study of the various genres of literature with

emphasis on the use of books and non-print materials as an integral part of the curriculum. Focuses on books that provide the student with an opportunity for the application of reading skills, for reading for pleasure and for understanding himself/herself in relation to the world. Individual projects will focus on materials appropriate for particular age groups.

EDUC 714. Language Arts in the Elementary School. 5-0-5. Prerequisite: Admission to graduate study.

A study of the various components of the language arts and their interrelationship. Emphasis is placed on reception and production of oral and written communication. Individual projects will focus on these processes in particular age groups

EDUC 716. Reading in the Elementary School. 5-0-5. Prerequisite: Admission to graduate study.

A study of the principles and practices of developmental reading. Emphasis is placed on the study of the reading process and the organizational and management aspect of reading instruction.

EDUC 718. Reading in the Content Fields. 5-0-5. Prerequisite: Admission to graduate study.

A study of the concepts and specific skills involved in reading in the content areas. Emphasizes development and selection of materials and teaching strategies appropriate for the classroom.

EDUC 736. Art in the Elementary School. 5-0-5. Prerequisite: Admission to graduate study.

An examination of the problems and processes in teaching art in the elementary grades. Emphasis will be placed on specific media techniques as related to the planning and implementation of art instruction. Correlation of art activities with other curriculum areas will be addressed along with a review of child development in art. Individual projects will focus on activities appropriate for particular age groups.

EDUC 741. Educational Research Methods.* 5-0-5. Prerequisite: Graduate Seminar I, EDUC 701.

Introduction to research designs and procedures, statistical analysis and the use of computers in educational problem solving.

*Must be completed in first 15 quarter hours.

EDUC 746. Health and Physical Education in the Elementary School. 5-0-5. Prerequisite:

Admission to graduate study.

A research-based approach to the curriculum and methods of elementary health and physical education. Requires peer teaching and practical term research project. Emphasizes a developmental approach. Individual projects will focus on activities appropriate for particular age groups.

EDUC 761. Characteristics of Gifted Children. 5-0-5. Prerequisite: Admission to graduate study.

This course provides an introduction to the psychological and personality characteristics of gifted and talented children with implications for their education. It includes: philosophy of gifted education; definition (according to federal, state and local guidelines); identification procedures; characteristics; types of gifted children; learning styles; learning environments, description of teaching-learning models; implications for program development, administration and evaluation; and characteristics of teachers and other personnel concerned with the education of gifted students.

EDUC 762. Methods and Materials for Teaching Gifted Children. 5-0-5. Prerequisite: Admission to graduate study and EDUC 761 or permission of the Director of Graduate Studies.

This course is designed to explore and apply knowledge about curriculum theory, measurement, learning theories and evaluation procedures to plan qualitatively different educational experiences for the gifted and talented. The course will orient prospective gifted educators to the attitudes, skills and knowledge deemed appropriate and necessary for assuming instructional leadership roles.

EDUC 763. Assessment of Gifted Children and Youth. 5-0-5. Prerequisite: Admission to graduate studies, EDUC 761 or permission of the Director of Graduate Studies.

This course explores theories of mental abilities and provides knowledge and skills in the measurement of intelligence, achievement, creativity and other dimensions of giftedness. Various plans for identification are examined including the case study and state of Georgia regulations.

EDUC 764. Curriculum Development and Program Design in Gifted Education. 5-0-5. Prerequisite: EDUC 330.

This course is designed to explore and apply knowledge about curriculum theory for the devel-

opment of effective programs in gifted education. A number of exemplary models recommended by national authorities are examined for their use in creating and evaluating programs for gifted students. The course will orient prospective educators of the gifted to the attitudes, skills and knowledge deemed appropriate and necessary for assuming instructional leadership roles.

EDUC 771. Supervision for Student Teaching. 5-0-5. *Prerequisite: Professional four-year certificate, three years of teaching experience and recommendation by principal.*

This course is designed to provide the theoretical and practical basis for supervising student teachers and interns and for serving in the roles of mentor or peer coach.

EDUC 772. Internship in Teacher Support Specialist. 5-0-5. *Prerequisite: EDUC 771.*

This course is an extension of ECI 771 and will provide opportunities for teacher-support specialists to demonstrate supervision/support competencies through a structured internship.

EDUC 781. Cultural Issues for ESOL/Bilingual Teacher.* 5-0-5. *Prerequisite: Admission to graduate programs.*

This course is designed to develop a knowledge base about culture, its influence on learning and teaching, and its role in intercultural classroom settings. In this course prospective ESOL teachers will examine major theories related to educating a culturally diverse student body, and teachers will develop strategies for ensuring that ESOL students develop knowledge of mainstream culture as they become proficient in English.

**ESOL stands for English to Speakers of Other Languages.*

EDUC 782. Applied Linguistics for ESOL-Bilingual Teacher.* 5-0-5. *Prerequisite: ECI 761 or permission of instructor.*

In this course students will examine principles of linguistics systems (phonological, syntactic and semantic) and their acquisition as it occurs both in first and additional languages. Students will also explore the relationship of oral and written language and become familiar with assessment techniques and devices for evaluating the development of English as an additional language.

**ESOL stands for English to Speakers of Other Languages.*

EDUC 783. Methods and Materials for Teaching ESOL.* 5-0-5. *Prerequisite: ECI 781, 782, or permission of instructor.*

In this course, prospective ESOL teachers will develop skills in writing and adapting curricula critiquing and selecting materials, and applying strategies for teaching reading, writing, speaking and listening to speakers of other languages. The course will also include assessment of linguistic proficiency and development.

**ESOL stands for English to Speakers of Other Languages.*

EDUC 790. Special Topics (repeatable). 1-15. *Prerequisite: Permission of adviser and instructor.*

Exploration of a specifically designed topic or theme in education for experienced classroom teachers.

EDUC 795. Directed Study (repeatable). 1-15. *Prerequisite: Permission of adviser and instructor.*

A concentrated investigation of selected topics of an advanced nature. The content will be determined jointly by the instructor and the student.

EDUC 798. Practicum (repeatable). 1-12-5. *Prerequisite: Approval of adviser and instructor.*

A supervised field placement for the purpose of implementing integrated and problem-solving instruction. Includes seminar or conference discussion of problems encountered and presentation of an approved study conducted during the experience.

EDUC 799. Masters's Thesis (repeatable). 1-15. *Prerequisite: Successful completion of comprehensive examination.*

Supervised development and preparation of thesis.

Exceptional Children (EXC)

EXC 700. Perspectives: LD. 3-0-3. *Prerequisite: Admission to Special Education Endorsement Program in Learning Disabilities.*

This course focuses on understanding national and state laws, policies and procedures and the issues emanating from the implementation of these. Emphasis is placed on tracing the way students with learning disabilities are served from

the first risk factors (pre-referral) through post-secondary and community-based options including screening, transition and record maintenance.

EXC 710. Nature/Needs: LD. 3-0-3. Prerequisite: Admission to Special Education Endorsement Program in Learning Disabilities.

Course focuses on systematic analysis of the physical, affective, behavioral and educational problems of individuals with learning disabilities. Emphasis on etiological, perceptual motor, language and academic aspects of the problems with consideration to parental involvement in the educational process.

EXC 711. Clinical N/Needs. 2-0-2. Prerequisite: Co-enrollment in Nature/Needs: LD.

This course provides a lab experience, affording the student the opportunity to observe first hand the characteristics of individuals with learning disabilities in multiple age groups over various settings. Students collect and use data on etiological, perceptual motor, language and academic aspects of the problems with consideration to parental involvement in the educationally process. Students are provided opportunities to see how student support teams and placement meetings are conducted.

EXC 720. Behavior Management. 3-0-3. Prerequisite: Perspectives, Nature/Needs: LD.

This purpose of this course is to promote the development of the teacher's own philosophy of classroom management. The course provides a range of theoretical perspectives on classroom management from which the teacher's philosophy is developed.

EXC 730. Assessment: LD. 5-0-5. Prerequisite: Behavior Management or Co-enrollment in Behavior Management.

The course establishes a base-line knowledge about standardization and the basic terms and conditions inherent to it with an emphasis on use of research data. Students develop competencies in a variety of screening and assessment measures, their use and interpretation. Special emphasis is placed on pragmatic applications including instructional decision making and communication with other professionals, students and parents.

EXC 740. Behavior Analysis. 4-0-4. Prerequisite: Behavior Management.

This course is designed to develop an understand-

ing of behavior modification strategies for increasing, decreasing, or maintaining children's behavior in academic and social settings. The application of learning theory and procedures for documenting, measuring and evaluating behavior changes using single case methodology is emphasized. The student will be required to plan, implement and evaluate an applied behavior analysis project in an educational setting with an exceptional student.

EXC 750. Language Learning. 3-0-3. Prerequisite: Assessment: LD.

The development of children's language is inter-related with oral language development. Student develop an understanding of that relationship. This course focuses on fostering understandings that facilitate oral language in children whose skills reflect deficits. The effect of cultural differences on linguistics and on bilingual acquisition will also be discussed. Ethnographic research will be required.

EXC 760. Methods: LD. 3-0-3. Prerequisite: Language Learning.

This course focuses on the application of cognitive psychology to the development of methods of teaching students with learning disabilities in ways that both enhance and compensate memory, learning and transference of learning. Means of modifying presentation, response, and materials and using media and technology to enhance memory, learning and comprehension are addressed.

EXC 761. Clinical Methods: LD. 2-0-2. Prerequisite: Co-enrollment with Methods: LD.

This course provides a lab experience in public schools, focusing on field observations and recording of data and experiences related to choice of methods of teaching students with learning disabilities in ways that both enhance and compensate memory, learning, and transference of learning and the use of media and technology in teaching individuals with learning disabilities.

EXC 797. Internship. 5-0-5. Prerequisite: Completion of all other requirements in the Special Education Endorsement Program in Learning Disabilities and approval of department and contracted employment with individuals with learning disabilities under a temporary teaching credential.

Two quarters required: A supervised teaching experience for teachers seeking endorsement certification credit.

EXC 798. Practicum. 5-0-5. Prerequisite: Permission of department and field experience office.

Daily observations will be made by the cooperating teacher in whose classroom the student is placed. Evaluation for a grade and for recommendation for licensure will be made by the college supervisor. Students will be evaluated on professional conduct including provision of an appropriate role model for minors; appropriate instructional technique, assessment and implementation; ability to fulfill every aspect of the full teaching role. Students will be evaluated in particular on their teaching, interpersonal and professional skills during both scheduled and unscheduled observations.

Middle Grades Education (MGE)

MGE 701. Advanced Studies in Learning. 5-0-5. Prerequisite: Admission to graduate program.

An in-depth study of selected learning theories and concepts and their relationship to middle grades educational issues and problems. Particular focus will be on using various discipline methods to examine these theories, concepts and issues.

MGE 710. Social Contexts of Middle Grades Education. 5-0-5. Prerequisite: Admission to graduate study.

This course examines critical issues in the field of education. Fundamental issues, such as the purposes of education, the control of schooling, the moral development of the young, and the establishment of a productive learning atmosphere will be examined. Students will also analyze specific issues currently being such as "choice" plans for schools, home schooling, preventing dropouts, early childhood education, whole-language versus basal readers, cooperative learning, mainstreaming, bilingual education, sex education and teacher testing.

MGE 721. Integrated Mathematics and Science. 5-0-5. Prerequisite: Admission to graduate study.

A study of the integrated curricula and activities for middle grades mathematics and science. Emphasis is placed on the application of the processes

of science and mathematics appropriate for a culturally diverse and technologically rich society.

MGE 752. Models of Teaching in Middle Grades Education. Prerequisite: MGE 701.

A study of models of teaching in the design, implementation and evaluation of curriculum and instruction in middle grades education. Emphasized theory, application, adaptation and integration of models of teaching to create developmentally responsive learning environments for young adolescents and to meet curriculum goals for 4-8 grades. Course includes an evaluation of models of teaching applied in a 4-8 classroom setting.

MGE 797. Portfolio Presentation. 2-0-2. Prerequisite: Completion of at least 45 hours of course work.

A culminating experience for M.Ed. students.

• Teaching Field Courses •

Anthropology (ANTH)

ANTH 790. Special Topics (repeatable).

1-15. **Prerequisite: Permission of adviser and instructor.**

Special topics of interest to faculty and students.

ANTH 795. Directed Study (repeatable).

1-15. **Prerequisite: Approval of instructor, adviser and Department Chair prior to registration.**

This course covers special topics external to regular course offerings.

Chemistry (CHEM)

CHEM 790. Special Topics (repeatable). 1-15.

Prerequisite: Permission of adviser and instructor.

Exploration of a specifically designed topic.

CHEM 795. Directed Study (repeatable). 1-15.

Prerequisite: Permission of adviser and instructor.

A concentrated investigation of selected topics of

an advanced nature. The content will be determined jointly by the instructor and the student.

English (ENGL)

ENGL 701. Topics in English and American Literature. 5-0-5. Prerequisite: Admission to graduate study.

A treatment (on a rotating basis) of themes and issues in both English and American literature. Students will read selected works and consider applications at appropriate grade levels.

ENGL 721. Figures in Literature. 5-0-5. Prerequisite: Admission to graduate study.

A study of the work of a major American or British writer.

ENGL 731. Linguistics. 5-0-5. Prerequisite: Admission to graduate study.

Study of linguistics including topics in theoretical and applied linguistics with attention to such areas as psycho-linguistics, socio-linguistics and linguistics and anthropology.

ENGL 735. Rhetoric and Advanced Composition. 5-0-5. Prerequisite: Admission to graduate study.

A study of the basic principles of classical rhetoric and an examination of developments in the teaching of rhetoric.

ENGL 741. Technology and Media in English and Language Arts. 5-0-5. Prerequisite: Admission to graduate study.

Focus on the effects of technology and other media in writing, reading and literature instruction. Students explore ways technology is changing reading and writing processes—in school, the workplace and in daily life—and develop effective ways of integrating technology into instruction.

ENGL 751. Problems in Literary Criticism. 5-0-5. Prerequisite: Admission to graduate study.

Both a theoretical and a practical study of the history and application of literary theory, this course provides insight into ways to read and to teach literature. ENGL 751 surveys literary theories from Plato to Camille Paglia, concentrating

on traditional approaches such as formalism (New Criticism) as a prelude to such opposing theories as reader response, feminist criticism, deconstruction and new historicism. What students are currently reading and/or teaching in the schools will provide materials for classroom discussions and writing assignments. Those who are teaching may choose as their term project to “try out” the various critical approaches on a work they are currently teaching to discover what methods are appropriate and effective for the various grade levels.

ENGL 790. Special Topics (repeatable). 5-0-5. Prerequisite: Permission of adviser and instructor.

Exploration of a specifically designed topic in an advanced-level seminar with extensive reading, writing and presenting assignments.

ENGL 795. Directed Study (repeatable). 5-0-5. Prerequisite: Permission of adviser, instructor and department chair prior to registration.

Detailed, advanced-level examination of a topic selected and shaped collaboratively by the instructor and the student submitting a proposal for the course. This course covers topics external to regular course offerings.

English Education (ENED)

ENED 711. Multicultural Perspectives in Literature in English. 5-0-5. Prerequisite: Admission to the graduate program.

This course examines multicultural literature written in English. Genres studied include fiction, poetry, drama and non-traditional texts (e.g., film, oral performance). An extensive and intensive research component of the course allows students to catalog and annotate both primary and secondary sources of readings appropriate for the level on which they teach. The research paper will culminate in students designing a multicultural unit for the classroom.

ENED 750. Current Issues in Middle Grades English/Language Arts. 5-0-5. Prerequisite: Admission to the graduate program.

This course will survey ongoing debates and re-

cent research in P-12 English/Language Arts instruction, especially in the middle grades. Continuing contests such as those between skills-based versus whole language curricula, between standardized/traditional assessment versus alternative/integrated assessments such as portfolios and between subject-centered versus student-centered teaching will be critiqued in a collaborative seminar. Strategies for action applied research in English classrooms will be developed individually.

Geography (GEOG)

GEOG 701. People of the World. 5-0-5. Prerequisite: Admission to graduate study.

This course takes a group of people from five nations representing different parts of the world and compares and contrasts their cultures, political and economic systems and life-styles.

GEOG 790. Special Topics (repeatable). 1-15. Prerequisite: Permission of adviser and instructor. Special topics of interest to faculty and students.

GEOG 795. Directed Study (repeatable). 1-15. Prerequisite: Approval of instructor, adviser and department chair prior to registration. This course covers special topics external to regular course offerings.

History (HIST)

HIST 710. Local History Research and Resources. 5-0-5. Prerequisite: Admission to graduate study.

An examination of local historical resources and how to gain access to them. The class will explore what history is and how historians go about the process of uncovering and interpreting the past. Students will also learn how to develop a local history course and how to use local historical material in illustrating or challenging major viewpoints about Georgia or national history.

HIST 720. Continuity and Change in Selected Nation/State. 5-0-5. Prerequisite: Admission to graduate study.

An examination of how the traditional culture and the forces of modernity have interacted in the modern history in a particular nation/state (Japan, Mexico, Iran, etc.). Focus will shift to nations of the greatest contemporary interest.

HIST 730. Minorities in America. 5-0-5. Prerequisite: Admission to graduate study.

A discussion of the role minorities have played in the development of America. Special attention will be given to racial, ethnic and political minorities.

HIST 790. Special Topics (repeatable). 1-15. Prerequisite: Permission of adviser and instructor.

Exploration of a specifically designed topic.

HIST 795. Directed Study (repeatable). 1-15. Prerequisite: Permission of adviser and instructor.

A concentrated investigation of selected topics of an advanced nature. The content will be determined jointly by the instructor and the student.

Mathematics (MATH)

MATH 700. Elementary Set Theory. 5-0-5. Prerequisite: Admission to graduate study.

A course in the theory of sets with application to the development of the real number system. Proofs, applications and history will be included.

MATH 701. History of Mathematics. 5-0-5. Prerequisite: Admission to graduate study.

A historical development of selected topics in mathematics, including numbers, notation, arithmetic, algebra and geometry to provide enrichment in the school curriculum. Individual projects allow teachers to focus on topics which would be interesting and useful in their classrooms.

MATH 713. Data Analysis for Teachers. 5-0-5. Prerequisite: Admission to graduate study.

This course focuses on applications, problem solving experiences, mathematics as part of daily life and as a natural development of human endeavors

and the use of technology as a problem solving tool. Students will use data to solve problems which occur in daily life. Topics covered may be easily adapted for use in middle grades mathematics classrooms.

MATH 714. Geometry from Multiple Perspectives. 5-0-5. *Prerequisite: Admission to graduate study.*

This course focuses on geometry and spatial thinking which are vital aspects of the mathematics curriculum for middle grades. Topics include area and perimeter, stretches and shrinks, proportional thinking and spatial visualization. An investigative approach will encourage students to discover patterns and make conjectures. Problems in real-world settings will provide students with opportunities to see connections among mathematical ideas and real-world applications.

MATH 715. Mathematical Problem Solving for Teachers. 5-0-5. *Prerequisite: Admission to graduate study.*

Activities in this course center around solving problems and issues related to problem solving such as historical perspectives, Polya's contributions, ideas for the classroom gleaned from research, problem posing, methods for assessment and teaching ideas.

MATH 721. Methods of Statistical Inference I. 5-0-5. *Prerequisite: Admission to graduate study, MATH 201 and 5 credit hours in statistics.*

Topics from estimation and inference using probability distributions, analysis of variance and covariance, and regression and correlation.

MATH 760. The Mathematical Foundations of Computer Graphics. 5-0-5. *Prerequisite: Admission to graduate study and 10 credit hours of high level programming language, familiarity with computer architecture, and MATH 260 or equivalent.*

A study of the mathematics necessary for understanding and developing computer graphics in a variety of applications.

MATH 761. Abstract Algebra I. 5-0-5. *Prerequisite: Admission to graduate study, MATH 260, MATH 361 or equivalent courses.*

A study of major topics in abstract algebra, which includes topics from group, rings and field theories.

MATH 774. Introduction to Combinatorics. 5-0-5. *Prerequisite: Admission to graduate study and MATH 260.*

A study of the theory and application of combinatorial structures such as graphs, designs, matrices and algebras.

MATH 781. Real Analysis I. 5-0-5. *Prerequisite: Admission to graduate study, MATH 260 and MATH 381 or equivalent courses.*

Elementary topology of metric spaces leading to the theory of continuity, derivatives and integrals of functions of several variables.

MATH 785. Modern Geometry and Convexity. 5-0-5. *Prerequisite: Admission to graduate study, MATH 260 and MATH 395 or equivalent courses.*

A study of modern geometry centered around the theory of convex sets and functions in which applications to extremum problems play a central role.

MATH 790. Special Topics (repeatable). 1-15. *Prerequisite: Permission of adviser and instructor.*

Exploration of a specifically designed topic.

MATH 795. Directed Study (repeatable). 1-15. *Prerequisite: Permission of adviser and instructor.*

A concentrated investigation of selected topics of an advanced nature. The content will be determined jointly by the instructor and the student.

Mathematics Education (MAED)

MAED 723. Patterns & Relations. 5-0-5. *Prerequisite: Admission to graduate study.*

Using patterns will provide the P-5 teacher an opportunity to explore a variety of mathematical

topics such as exponents, number theory, rational numbers, measurement, geometry, etc. These explorations will allow the student to construct understandings, to provide reasons for their actions, to communicate their understanding and to make connections to other mathematical topics.

MAED 724. Shapes and Measures. 5-0-5. Prerequisite: Admission to graduate study .

Students will model, map, and engage in activities to discover, visualize and represent concepts and properties of geometric figures in the physical world. These geometrical explorations and investigations will provide P-5 teachers opportunities to strengthen their spatial intuitions and gain greater understanding of geometric concepts necessary to function effectively in a three-dimensional world.

MAED 725. Mathematical Exploration, Discovery and Problem Solving for Teachers (P-5). 5-0-5. Prerequisite: Admission to graduate study.

This course will provide opportunities for teachers to investigate, discuss, question, conjecture and verify their conclusions from situations generated within the context of everyday experiences. Critical thinking skills and assessment techniques will be included.

MAED 750. Current Issues in Middle Grades Mathematics. 5-0-5. Prerequisite: Admission to graduate study.

This course surveys recent research in 4-8 mathematics education.

MAED 790. Special Topics (repeatable). 5-0-5. Prerequisite: Permission of adviser and instructor.

Exploration of specifically designed topic or theme in mathematics education for experienced classroom teachers.

MAED 795. Directed Study (repeatable). 1-15. Prerequisite: Permission of adviser and instructor.

A concentrated investigation of selected topics of an advanced nature. The content will be determined jointly by the instructor and the student.

MAED 798. Practicum (repeatable). 1-12-5. Prerequisite: Successful completion of comprehensive examination.

A supervised field placement for the purpose of

implementing integrated and problem-solving instruction. Includes seminar or conference discussion of problems encountered and presentation of an approved study conducted during the experience.

Political Science (POLS)

POLS 705. Political Ideologies. 5-0-5. Prerequisite: Admission to graduate study.

A description and assessment of the most common ideologies facing the world and their economic, social and political consequences. Emphasis will be placed on capitalism, socialism, fascism, democracy and totalitarianism.

POLS 790. Special Topics (repeatable). 1-15.

Prerequisite: Permission of adviser and instructor. Exploration of a specifically designed topic.

POLS 795. Directed Study (repeatable). 1-15.

Prerequisite: Permission of adviser and instructor. A concentrated investigation of selected topics of an advanced nature. The content of the directed study will be determined jointly by the instructor and the student.

Science Education (SCED)

SCED 726. Life Science for Teachers. 5-0-5. Prerequisite: Admission to graduate study.

This course will explore concepts and processes in the biological sciences appropriate to early and middle grades students and teachers. Emphasis will be placed on ecological relationships. Individual projects will focus on materials appropriate for particular age groups.

SCED 727. Physical Science for Teachers. 5-0-5. Prerequisite: Admission to graduate study.

This course will explore concepts and processes in chemistry and physics appropriate to early and middle grades students and teachers. Emphasis will be placed on relationships between energy and matter. Individual projects will focus on materials appropriate for particular age groups.

SCED 728. Earth Science for Teachers. 5-0-5.**Prerequisite:** Admission to graduate study.

This course will explore concepts and processes in the earth sciences appropriate to early and middle grades students and teachers. Areas of exploration will include astronomy, geology, meteorology and oceanography. Individual projects will focus on materials appropriate for particular age groups.

SCED 729. Space Science. 5-0-5. Prerequisite: Admission to graduate study.

This course explores concepts and processes in space science appropriate from primary through middle grade students and teachers. Areas of exploration will include natural phenomena occurring in the solar atmosphere on the planets and in the near earth environment. Individual projects focus on materials appropriate for particular age groups.

SCED 750. Contemporary Issues in Middle Grades Science. 5-0-5. Prerequisite: 10 hours at the graduate level.

A study of the current research based models of science instruction and curricula appropriate to middle grades. Includes the designing of science curricula based upon this research.

SCED 790. Special Topics (repeatable). 1-15. Prerequisite: Will vary as to topic. See quarter schedule.

Exploration of a specifically designed topic.

SCED 795. Directed Study (repeatable). 1-15. Prerequisite: Permission of adviser and instructor; approval of major area committee and department chair prior to registration.

A concentrated investigation of selected topics of an advanced nature. The content will be determined jointly by the instructor and the student.

Social Science Education (SSED)

SSED 750. Current Issues in Social Science Education. 5-0-5. Prerequisite: Admission to program.

This course examines issues, concepts, and subject matter of the middle grades social studies curriculum including the disciplines of history,

geography, political science, economics, anthropology and sociology. Materials available for the middle school teacher is examined including textbooks, technology and community resources. Assists students completing the program of study assemble and defend the professional portfolio.

•Post-Baccalaureate Initial Certification Courses• (being phased-out)

Foundations in Education (FED)

FED 501. Social Foundations of Education. 5-0-5. Prerequisite: Admission to graduate study.

This course is designed for graduate students seeking initial certification. It includes an examination of issues and problems in American education and major educational philosophies that have implications for educational practice. The educational philosophies and issues will be examined in their historical, economic, political and sociological contexts. May not be counted toward a graduate degree at Kennesaw State College.

FED 531. Psychological Foundations of Education. 5-0-5. Prerequisite: ECE 300, MGE 300 or SED 300.

This course is designed for graduate students seeking initial certification. It includes study of the theory and principles of child and adolescent development, learning, motivation, classroom management and evaluation and their application in a classroom setting. May not be counted toward a graduate degree at Kennesaw State College.

Early Childhood/Elementary Education (EDEL)

EDEL 561. Methods in Early Childhood Education. 5-15-10. Prerequisite: EDEL 501, FED 531 or equivalent course work, preliminary

acceptance to the P-5 initial teacher certification program and permission of graduate studies director; all program requirements must have been satisfied, except EDEL 561 & ECE 473.

This course is designed for graduate students seeking initial certification. It includes the study of instructional planning, implementation and evaluation in grades P-5, with focus on language arts, reading, mathematics, science and social studies. Includes an extensive field experience. May not be counted toward a graduate degree at Kennesaw State College.

NOTE: This course is a prerequisite for the field experience, ECE 473, Student Teaching (P-5). Please see the *Kennesaw State College Undergraduate Catalog* for a description of the student teaching requirements and refer to this catalog for admission criteria.

EDEL 590. Special Topics (repeatable). 1-15. Prerequisite: Permission of adviser and instructor. Exploration of a specifically designed topic or theme in education. For graduate-level certification students; may not be counted toward a graduate degree at Kennesaw State College.

EDEL 592. Workshop (repeatable). 1-15. Prerequisite: Permission of adviser and instructor. Examination of practical problems or activities in education. Each workshop will have an identified focus. For graduate-level certification students; may not be counted toward a graduate degree at Kennesaw State College.

EDEL 595. Directed Study (repeatable). 1-15. Prerequisite: Permission of adviser and instructor. A concentrated investigation of appropriate selected topics. The content will be determined jointly by the instructor and the student. For graduate-level certification students; may not be counted toward a graduate degree at Kennesaw State College.

EDEL 597. Practicum. 0-15-5. Prerequisite: Permission of graduate studies director and coordinator of educational field experiences.

A supervised teaching experience for teachers meeting certification requirements. May not be counted toward a graduate degree at Kennesaw State College.

Secondary/Middle School Education (EDSM)

EDSM 562. Methods in Middle Grades Education. 5-15-10. Prerequisite: EDSM 502, FED 531, preliminary acceptance to the 4-8 initial teacher certification program and permission of graduate studies director; all program requirements must have been satisfied except EDSM 562 & MGE 474.

This course is designed for graduate students seeking initial certification. It includes the study of instructional planning, implementation and evaluation in grades 4-8, with focus on language arts, reading, mathematics, science and social studies. Includes an extensive field experience. May not be counted toward a graduate degree at Kennesaw State College.

NOTE: This course is a prerequisite for the field experience, MGE 474, Student Teaching (4-8).

EDSM 590. Special Topics (repeatable). 1-15. Prerequisite: Permission of adviser and instructor. Exploration of a specifically designed topic or theme in education. For graduate-level certification students; may not be counted toward a graduate degree at Kennesaw State College.

EDSM 592. Workshop (repeatable). 1-15. Prerequisite: Permission of adviser and instructor. Examination of practical problems or activities in education. Each workshop will have an identified focus. For graduate-level certification students; may not be counted toward a graduate degree at Kennesaw State College.

EDSM 595. Directed Study (repeatable). 1-15. Prerequisite: Permission of adviser and instructor. A concentrated investigation of appropriate selected topics. The content will be determined jointly by the instructor and the student. For graduate-level certification students; may not be counted toward a graduate degree at Kennesaw State College.

EDSM 597. Practicum. 0-15-5. Prerequisite: Permission of graduate studies director and coordinator of educational field experiences.

A supervised teaching experience for teachers meeting certification requirements. May not be counted toward a graduate degree at Kennesaw State College.

Campus Policies & Procedures

• Student Administrative Withdrawals & Academic Grievance Procedures •

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.

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.

•Policies and Position Statements•

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 humanness and respect for the individual.

The college is committed to providing qual-

ity 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.

KSC Position Statement on Environmental Awareness

Kennesaw State College endeavors to encourage in each student, faculty, staff member, and the community, a respect for the worth of the environment and a desire and capacity to recycle, to conserve energy and to take other measures to help conserve limited resources. This institution focuses on developing an environmental ethic that promotes excellence, responsibility and leadership in environmental affairs and is committed to educating the community about environmental issues.

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 Records•

Right to Accurate and Confidential Educational Records

The college recognizes its responsibility for maintaining accurate student information and academic records. Kennesaw State College stu-

dents 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 related 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 designat-

ed 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 that are not disclosed to anyone other than individual 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 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, adviser, 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 stating 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 the maintenance. 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
- High School & College Transcripts
- CEEB Scholastic Aptitude Test Scores

- American College Test Scores
- Graduate Record Exam Scores
- Graduate Management Admission Test Scores
- Immunization Certificates

Director of Student Financial Aid

- Regents' Scholarship Application
- Stafford (GSL) Loan Application
- Federal Student Aid Application
- Pell Grant Student Aid Report
- PLUS or SLS Application
- College Work-Study Job Assignment
- Award Notification
- Statement of Acceptance of Award
- Academic Scholarship Application

Registrar

- College Level Examination Program Scores
- Grades & Academic Standing Status
- Petition for a Degree
- Regents' Test Results
- Georgia and U.S. History & Constitution Test Results
- Registration Information - Enrollment Data
- Veterans' Records
- Rules & Regulations

Director of Counseling, Advisement and Placement Services (CAPS) Center

- Individual Standardized Test Scores
- Regents' Testing Program Scores
- Georgia and U.S. History & Constitution Test Results
- Placement Files

Vice President and Dean for Student Affairs

- Discipline File
- Insurance Roster
- Letters of Recommendation

• Appeals •

The policy governing appeals by graduate students of any decisions affecting their progress toward a degree at Kennesaw State College is based on the following assumptions.

1. A student should initiate an appeal with the individual or group who made the contested decision.

2. If the student is not satisfied with the reviewed decision, he or she may further appeal as designated below.

A. Appeal of Time Extension to Complete Degree

A student who wishes to request a time extension due to extenuating circumstances should complete a **Request for Time Extension** form and submit it to his or her adviser. The adviser will recommend approval or non-approval and forward the requests to the graduate program director of the school. The graduate program director will recommend approval or non-approval and forward the request to the dean of graduate studies. The dean of graduate studies will approve or disapprove the request and notify all parties of the final decision.

B. Appeal of a Decision to Deny Admission to a Degree or Certification Program

A student who wishes to appeal a decision of denial of admission to a degree or certification program should submit a letter to the graduate program director of the school stating the reasons for appealing the decision. The graduate program director will notify the student of any review decision.

If the student is dissatisfied with this decision, he or she may request in writing that the graduate program director forward the appeal to the Academic Standing Committee. The Academic Standing Committee will notify the graduate program director, the student, the dean of the school and the dean of graduate studies of their decision.

C. Grade Appeal Procedure

Any student has the right in any course of instruction to appeal a final grade when he or she believes that the instructor has violated his or her stated grading policy. In such cases the following procedure will be applied:

1. Each faculty member must specify his or her grading policy at the first of the quarter. He or she may change the grading policy for cause after that time, but he or she must do so uniformly, with ample notification to students, if at all possible.

2. If a student believes that his or her final grade is unfair in terms of the instructor's stated grading policy, the matter should be discussed with the instructor. If the student remains dissatisfied with the grade, he or she may immediately appeal to the department chairperson for discussion and possible resolution.
3. If the student remains dissatisfied with the grade, he or she may file a written appeal with the dean of the applicable school within 60 days. 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.
4. If, based on the above, 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.
5. Both the faculty member and the student have the right to an adviser to assist in preparing and arguing their case.
6. 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 72 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 or 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.
7. 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.
8. All decisions will be rendered according to the principle of the preponderance of evidence.
9. 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.
10. If the dean or the School Hearing Committee rejects the student's appeal, the next level of appeal will be the vice president for academic affairs.
11. 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 or she shall be selected by the vice president for academic affairs with the consent of the student.

D. All Other Appeals

A student who wishes to appeal any other decision should submit a letter describing the situation and stating the reasons for requesting the appeal to the graduate program director of the school. The graduate program director shall notify the student of any review decision.

If the student is dissatisfied with the decision, he or she may request in writing that the graduate program director forward the appeal to

the appropriate body of the college, either the Academic Standing Committee or the Kennesaw State College Judiciary.

•Code of Conduct•

The Board of Regents' Statement on Disruptive and Obstructive Behavior:

"The Board of Regents stipulates that any student, faculty member, administrator or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment."

"The board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive or obstructive actions that interfere with academic pursuits of teaching, learning and other campus activities."

Ethical & Professional Behavior

Kennesaw State College expects that graduate students will pursue their academic programs in an ethical, professional manner. Any work that students present in fulfillment of program or course requirements should represent their own efforts, achieved without giving or receiving any unauthorized assistance. Any student who is found to have violated these expectations will be subject to disciplinary action.

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 regula-

tions, just as they assume a citizen's responsibility to abide by federal, state and local laws. Violation of statutory laws, or of the College student conduct regulations or other college policies, rules and regulations may lead to disciplinary actions by Kennesaw State College. These regulations do not deny any previously guaranteed rights or privileges, but 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 crucial 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, electronic based information 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 in any work submitted for credit as part of a course.

D. Malicious Removal, Retention, or Destruction of Library Materials

No student shall misplace, take, or 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.

E. Malicious/Intentional Misuse of Computer Facilities and/or Services

The malicious or intentional misuse of computer facilities and services is prohibited. Violation of state and federal laws (including copyright violations, unauthorized access or systems, alteration/damage/ destruction, or attempted alteration/damage/destruction, use for profit, etc.) or a department's rules for computer usage (including account violations, damage or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) is prohibited.

F. Student Identification Cards

1. Lending, selling, or otherwise transferring a student identification card is prohibited, as is the use of an identification card by anyone other than its original holder.
2. No student shall obtain under false pretenses any additional 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.

III. Disruption of Campus Life

It is the purpose of the institution to provide a campus environment which encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of the Kennesaw State College Student Conduct Regulations. Students who are found guilty of such misconduct may be subject to immediate dismissal from the institution. In addition, those violations which may constitute misdemeanor or felony violations of state law may also be subject to criminal action beyond the college disciplinary process.

A. Disorderly Assembly

No student 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 the campus).

B. Disruptive and/or Dangerous Conduct

No student shall act in a manner which can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health or safety of other persons.

C. Disruptive Speech

That speech is prohibited which: a) presents an immediate or imminent clear and present danger, b) is disruptive to the academic functioning of the institution, and/or c) constitutes a threat against an individual(s) such that it would provoke that individual(s) to imminent violent reaction.

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. Sexual Harassment/Assault

No student shall subject another person to unwelcome sexual overtures or conduct, either verbal or physical.

F. Theft or Damage of Personal Property

No student shall take, sell, attempt to take or sell, damage or destroy any items belonging to students, faculty, staff, guests 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.

G. Theft or Damage to College 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.

H. 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.)

I. 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 including electronic data processing systems or personal electronic accounts/files. Upon appropriate notice by college officials, authorization for the use of college facilities can be withdrawn or otherwise restricted. The malicious or intentional misuse of computer facilities and services is prohibited. Violation of state and federal laws (including copyright violations, unauthorized access or systems, alteration/damage/destruction, or attempted alteration/damage/destruction, use for profit, etc.) or a department's rules for computer usage (including account violations, damage or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) is prohibited.

J. 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.

K. Littering and Sanitation

1. No student shall dispose of trash and refuse of any kind except in proper trash receptacles.
2. Food and other drink are prohibited in designated areas of the college, including classrooms.
3. No student shall in any way dispose of tobacco products in trash receptacles in or on college property.

L. Smoking

Kennesaw State College is a smoke-free environment. Smoking is prohibited in all buildings on the college campus.

M. Gambling

Conducting, organizing or participating in any activity involving games of chance or gambling in which money is exchanged on college property or at college-sponsored events is prohibited.

N. Advertising, Selling, and Fund Raising

No student or group of students acting in a representational capacity of Kennesaw State College 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 a designated representative of the college president.

O. 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.

P. 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 children on or in college property or at functions sponsored by the college or any registered college organization.

IV. Financial Responsibility

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.

V. Use and Possession of Drugs, Including Alcohol

Use and/or possession of drugs (controlled substances) is/are prohibited. The Kennesaw State College Alcohol Policy is as follows:

- A. Kennesaw State College expressly prohibits the use, possession, sale, or distribution of alcohol beverages on campus by any campus constituency. Alcohol 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, shall not be condoned on the campus or at any activity held off 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. All student organizations must submit an "Acknowledgment of Alcohol Policy" form to the vice president for student affairs during the first week of classes each fall quarter and each time there is a change in either the president or advisor of the organization. By their signatures, the president and advisor are assuring Kennesaw State College that they and the individuals re-

sponsible for the group's social events understand the Kennesaw State College Alcohol Policy and state laws regarding the service and consumption of alcoholic beverages.

- C. 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 of food and alternative beverages, and the checking of driver's licenses.
- D. Any activity (especially those competitive in nature) contributing to the overindulgence of alcohol is, by these guidelines, prohibited.
- E. Any violation of this policy at any club or organization activity shall be reported of the vice president for student affairs by the designated monitor(s) verbally within 24 hours of returning to campus and followed by a written report within 3 working days. The Kennesaw State College Department of Safety and Security shall report any violation of this policy, whether at an activity or on an individual basis, to the vice president for student affairs within 24 hours of the occurrence. The vice president 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 work "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 the 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 "fees paid" receipt 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 corner (driver's side) of the rear window. In the case of a convertible or a car with louvers, the decal may be placed on the lower corner (driver's side) 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 purchased for a nominal charge at the KSC Police Office.

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 KSC Police. 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 or 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. Off-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. Students involved in off-campus activities shall not act in a disorderly or disruptive fashion, nor shall they conduct any dangerous activity.
- b. Students involved in off-campus activities shall not take, damage or destroy or attempt to take, damage or destroy property of another.
- c. Use and Possession of Drugs, including Alcohol 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; morally degrading or humiliating games and activities; and any other activities that are 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 Safety and Security 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 of 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 is prohibited.

J. Sales, Fund-raising and 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 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 of the college campus.

1. All such events and activities must be registered with and approved by the office of the vice president for student affairs for approval 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 office of the vice president 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 which knowingly condone, encourage, or require behavior which violates college regulations may be held jointly responsible for such violations.

IX. Contempt and False Statements Under Oath

- A. All students shall fully comply with the instructions of the Kennesaw State College Judiciary.
- B. No student shall make a false statement while under oath in a college disciplinary hearing.
- C. No student shall disrupt the proceedings of the Kennesaw State College Judiciary, behave in a manner which is intended to

lessen the authority or dignity of the Kennesaw State College Judiciary, or otherwise obstruct justice on the campus.

- D. All students are expected to serve as a witness when so requested by the Kennesaw State College Judiciary unless excused by the vice president 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 for student affairs. The vice president, in consultation with appropriate parties, shall ensure discussion of the proposed change(s). When all parties have had an opportunity to comment on the proposal, the vice president shall forward all recommendations to the College Senate. The Senate, in turn, shall send its recommendation, with comments, to the Kennesaw State College president and staff.

XI. Disciplinary Measures

A. For Students

1. **Expulsion** - permanent severance of one's relationship with the college.
2. **Probated expulsion** - further convictions of major offenses, such 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 student.
 - b. Written Reprimand - a written disapproval issued to 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, and 9 and 10 listed above.
2. Suspension of the organization's registration with Student Activities.
3. Probated suspension of the organization's registration with Student Activities.
4. Revocation of the organization's registration with Student Activities.
5. Restriction of social or other activities sponsored by the organization.
6. Probated revocation of the organization's registration with Student Activities.

C. Academic Dishonesty

Any accused student found guilty of academic dishonesty by a Judiciary hearing shall be suspended for at least one quarter unless he/she has convinced the court that there existed substantial mitigating circumstances to his/her offense. The appropriate grade to be assigned in the case of academic dishonesty is the responsibility of the faculty.

D. Interim Suspension

Interim suspension measures may be employed against a student by the vice president for student affairs when the vice president for student affairs or his/her designated representative shall determine, based on clear and convincing evidence, that the student has engaged, or threatens to engage, in behavior which:

- is seriously disruptive or significantly impedes the normal activities or academic endeavors of others,
- poses an immediate, significant threat of physical danger to others,

- poses an immediate, significant threat of danger to him/herself, and is of such a serious nature that it must be handled more expeditiously than the college judiciary procedures allow.

Interim suspension may include any or all of the following:

- restriction from participation in any academic course, program, or activity;
- restriction from participation in any student activity on or off campus;
- restriction from use of any or all college facilities, including the library, labs, or offices.
- restriction from entering the campus.

In such instances, the process outlined for interim suspension in the college judiciary procedures shall be followed.

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. coordinating the selection and training of members of the College Judiciary Panel
3. routing charges to the proper court
4. keeping records of student cases
5. supervising the witnesses during a hearing
6. other duties as needed

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 the college judiciary procedures and from which the college courts will be selected.

Consists of 30 members:

1. Two (2) faculty appointed by dean of each school
2. Two (2) 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 (1) faculty or professional staff mem-

ber appointed by the vice president and dean for student affairs.

4. One (1) faculty or professional staff member appointed by the SGA president.
5. One (1) professional staff member appointed by the vice president for business and finance.
6. One (1) professional staff member appointed by the vice president and dean for student affairs.
7. One (1) professional staff member appointed by the vice president for academic affairs.
8. Fifteen (15) students selected by the following procedure:
 - (a) Students may apply for participation of 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 3 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

1. Faculty/professional staff members will serve two-year staggered terms.
2. Students serve one year terms.
3. No faculty/professional staff member may be appointed for more than two consecutive terms. No student may be appointed for more than four consecutive terms.
4. The Panel elects a Chair from its membership to serve for one (1) year.

C. Duties

1. To serve on hearings when so requested by the College Judicial Officer;
2. To serve as advisor to individuals who are to appear before a hearing panel when so requested by the College Judicial Officer;

3. To formulate operational procedures for the Courts consistent with these guidelines.

III. College Court

A. Jurisdiction

Both academic and nonacademic 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 5 members:

- 1 chief judge (faculty, professional staff, or student)
- 2 student judges
- 2 faculty/professional staff judges

C. Reporting

Reports decision to the vice president for student affairs. In cases of academic violations, decisions are also reported to the vice president for academic affairs.

IV. Traffic Court

A. Jurisdiction

Alleged violations of the campus traffic and parking regulations by students, faculty or staff will be considered in a Kennesaw State College Traffic Court unless the accused 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 three members: one student, one faculty, one student/faculty/professional staff

C. Reporting

1. Reports decisions to the Vice-President for Business and Finance.
2. Appeal of a Traffic Court decision will be heard by the next available Traffic Court which does not include the same members as the original court.

V. College Appeals Court

A. Jurisdiction

If the decision of the College Court is appealed by either the accuser, the accused, or the administrator (if he/she deems the

decision to be inappropriate), it goes to the College Appeals Court.

B. Membership

Consists of five (5) members:

- 1 chief justice (faculty, professional staff, or student)
 - 2 student justices
 - 2 faculty/professional staff justices
- A Judiciary Panel member may not serve on Appeals Court to hear the appeal of a case which that member heard on College Court.

C. Decision

The decision of the College Appeals Court is forwarded to the College Judicial Officer. If the appeal is upheld, a new hearing will be scheduled with judges who did not serve on either the original hearing or the appeal hearing. If the appeal is denied, the decision of the original court will stand.

D. Further Appeals

1. Normally, only in cases where 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. Advisors

- A. The College Judiciary Panel will furnish an advisor to those persons appearing before the College Court and the College Appeals Court.
- B. The advisor or advisors will assist in the preparation of the case and may present the case at the hearing(s) upon the request of either party.
- C. An ombudsman will be appointed by the College Judicial Officer 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 advisors.

•Procedures for Addressing Incidents of Student Misconduct•

I. Academic Misconduct

A faculty member who has substantial evidence to show that a student has engaged in academic misconduct should first talk with the student about the conduct in question. If the student freely, without intimidation or coercion, admits to the misconduct, the faculty member has the prerogative of determining appropriate sanctions within the academic framework of the class (i.e., lowering the student's grade, assigning additional academic work, etc.). The faculty and student must both complete and sign an **academic misconduct** form and forward it to the college judiciary office within one week. If the student denies the misconduct, or requests a hearing to determine the appropriate sanctions, or if the faculty member wishes to seek suspension or expulsion as a sanction for the alleged misconduct, the faculty member should forward an **incident report** form and copies of all relevant documentary evidence to the judiciary office within one week. (See "Procedures for Charges Subject to College Court.") In this case, no punitive action, including grade assignments, may be made against the student until a judiciary hearing is completed. If necessary, the student should be assigned a grade of "Incomplete" until the process is completed. Only the judiciary panel can impose suspension or expulsion for academic misconduct.

II. Disruptive Conduct

Faculty, staff or students who are witnesses to or victims of incidents of alleged violation of the student code of conduct should immediately contact the college judiciary office. The college judicial officer will conduct a preliminary investigation and advise as to the appropriate course of action in each situation. Incidents of misconduct may be subjected to mediation or negotiation, if appropriate, prior to the formal hearing process.

III. Seriously Disruptive/Dangerous Conduct

A faculty member is responsible for maintain-

ing discipline in the classroom setting to the extent that all students in that class have an opportunity to participate in the learning process. Free exchange of ideas through appropriate dialogue is a necessary and important part of the learning process. Outside the classroom, other areas of the campus provide support services which are also important to the total learning process. Sometimes a faculty or staff member may be confronted with a situation where the conduct of a particular student or students is so inappropriate that it impedes the natural and necessary learning process. The faculty or staff member must immediately determine whether the situation is disruptive but not imminently dangerous, or both disruptive and imminently dangerous to the health and safety of others.

If the situation is not imminently dangerous, the faculty or staff member may control the immediate situation by requiring the student(s) to meet specific criteria (not speaking during the remainder of the class period, leaving the classroom or office area immediately, etc.), or the faculty member may choose to dismiss the class for the remainder of the period to avoid a confrontation. Such action should be immediately reported to the department chair and to the vice president for student affairs. Disruptive conduct is handled through the college judiciary program under the "disruptive and/or dangerous conduct" section of the student code of conduct.

If the faculty or staff member feels that there is significant imminent danger to the health and safety of the student(s), others, or him/herself, the faculty or staff member should immediately contact the college's Public Safety office for assistance. The responding officer at the time of notification shall remove the student from the area immediately and refer the incident to the vice president for student affairs for possible handling under the "interim suspension" policy.

IV. Sexual Assault

When a possible sexual assault has occurred, the victim is encouraged to report it immediately to either the KSC Department of Public Safety (423-6666) or the Student Affairs Office (423-6310).

The victim of a sexual assault should take care to preserve any evidence that may be necessary to prove that the assault occurred. Victims are advised to consult law enforcement authorities before showering/bathing, or changing or laundering any clothing that was worn during the assault. However, the fact that the victim of a sexual assault has already bathed, showered, or otherwise compromised potential evidence should in no way dissuade the victim from reporting the assault, as such actions may not prevent prosecution or conduct proceedings from going forward.

Students who report sexual assaults to the KSC Department of Public Safety or the vice president for student affairs shall be afforded assistance in seeking counseling and follow-up medical care, making changes to their academic situations and reporting to the appropriate criminal authorities after an assault has occurred.

Kennesaw State College recognizes and upholds the rights of victims of sexual assault, including:

- A. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims to be treated with dignity; and the right for campus organizations which assist victims to be accorded recognition.
- B. The right to have sexual assaults investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- C. The right to be free from any kind of pressure from campus personnel that victims (1) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or (2) report crimes as lesser offenses than the victims perceive them to be.
- D. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under report, crimes because (1) the victims are somehow responsible for the commission of crimes against them; (2) victims were contributorily negligent or assumed the risk of being assaulted; or (3) by reporting crimes they would incur unwanted personal publicity.
- E. The same right to advisement and assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits the accused; and the right to be notified of the outcome of such proceeding.
- F. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- G. The right to be made aware of, and assisted in exercising any options, as provided by state and federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
- H. The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
- I. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including transfer of classes if requested by the victims.

• Procedures for Charges Subject to College Court •

I. The Pre-Hearing Process

A. Filing a Charge

1. The accuser 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 occurrence of the alleged violation of the Kennesaw State College Student Code of Conduct.

3. The College Judicial Officer may not personally initiate charges.

B. Notification

1. The College Judicial Officer shall give the accused notice of charges against him/her. If the accused 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; and the date, time, and place of the hearing before the College Court. The accused shall be informed of the availability of an advisor to assist in the preparation and presentation of the case at the hearing(s).
3. Service of notice shall be by letter delivered by hand or by registered mail at least ten (10) class days before the date of the hearing. The accused may waive the ten day notification requirement in order to have a more speedy hearing and decision.
4. The accuser and the accused shall notify the College Judicial Officer at least five (5) class days prior to the hearing of the names of witnesses each one wishes to appear on his/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 accused at least 3 days prior to the hearing. The accused shall be informed that he may not contact witnesses in any manner prior to the hearing.

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 accused 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 accused has not obtained an official postponement and fails to appear for the

hearing two times, the College Court will conduct the hearing without the accused, and to impose penalties, if appropriate.

D. Hearing Involving Multiple Defendants

1. Two or more accused students 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 accused students in a hearing held jointly.
2. Motion for a separate hearing: An accused 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 College Judicial Officer, the Chair of the Judiciary Panel (or that chair's appointee from the Judiciary Panel) and a student member of the Judiciary Panel.
3. This motion must be filed in writing within 4 class days of the notice of the hearing. The panel will rule on the motion, by majority vote, no later than 4 class days after the motion is filed.

II. Hearing Process

A. Attendance at the Hearing

1. Attendance at the hearing shall be limited to:
 - a. Members of the College Court
 - b. The accused
 - c. The accuser
 - d. The accuser and the accused may have one advisor each appointed from the Judiciary Panel. Either the party involved or the advisor may present the case at the hearing but not both. Since this is not a formal legal hearing, no lawyers are permitted as personal advisors, and no advisors other than those appointed from the Judiciary Panel will be allowed to attend the hearing.
 - e. 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 inter-

ferre with the hearing or who does interfere with the hearing.

3. The accuser and the accused 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 Accused

1. The right to a personal advisor.
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 accused shall be presumed innocent until proven guilty. The accuser shall have the burden to prove the accused guilty by a preponderance of the evidence presented.

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 which 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 accused, the accuser, the witnesses, or the members of the College Court should be avoided.
3. A tape recording of the proceedings shall be made and kept in the office of the College Judicial Officer as the official record of the hearing. The written decision of the panel shall contain a summary of the testimony presented.
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 accuser or the accused to investigate evidence or when in the opinion of the Court an interruption in the hearing would be desirable.
6. The accuser and the accused 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 accuser, the accused (or representative of the accused 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 making a false statement.

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 may be charged with making a false statement by the Court.

F. Pleas

A plea is not required. However, the accused shall have the right to enter a plea.

G. Evidence

1. The Court shall consider only evidence presented at the hearing. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded.
2. Signed 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 insure the attendance of their witnesses. Written statements 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 accuser presents the charge.
4. The accuser presents relevant evidence and witnesses.
5. The accused may question the accuser's witnesses.
6. The court may question those witnesses.
7. The accused answers the charge.
8. The accused presents relevant evidence and witnesses.
9. The accuser may question the accused's witnesses.
10. The Court may question those witnesses.
11. The Court presents any witnesses called by the Court itself.
12. First the accuser and then the accused may question the Court's witnesses.
13. Any witnesses may be recalled for further questioning by any participants.
14. Final statement by the accuser.
15. Final statement by the accused.
16. The court deliberates.

I. Deliberations 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 simple majority vote.
3. The Chief Judge shall vote only in case of a tie.

J. Prior Record

1. During the hearing, evidence of the accused's past violations of the Kennesaw State College Student Code of Conduct will be excluded from the hearing.
2. In recommending a penalty, if the Court concludes that the accused is guilty of the present charge(s), the Court may then consider the accused's prior record in determining the appropriate penalty.
3. The accused 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 five class days of the hearing, the College Judicial Officer in consultation with

the Chief Judge of the Court shall forward the Court's decision and recommended penalty to the appropriate administrator (vice president and dean for student affairs or vice president for academic affairs).

- 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 seven week days of the hearing, the administrator shall inform the College Judicial Officer, the accuser, and the accused 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 registered 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.

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 accused found guilty of academic dishonesty (see Kennesaw State College Student Code of Conduct) shall be suspended for at least one quarter unless he/she has convinced the Court that there existed substantial mitigating circumstances to his/her offense. The appropriate grade to be assigned in the case of academic dishonesty is the responsibility of the faculty.

V. Interim Suspension Procedures

A. Criteria

Interim suspension measures may be employed against a student when the vice president for

student affairs or his/her designated representative shall determine, based on clear and convincing evidence, that the student has engaged, or threatens to engage, in behavior which:

- is seriously disruptive or significantly impedes the normal activities or academic endeavors of others,
- poses an immediate, significant threat of physical danger to others,
- poses an immediate, significant threat of danger to him/herself, and is of such a serious nature that it must be handled more expeditiously than the college judiciary procedures allow.

Interim suspension may include any of all of the following: 1) restriction from participation in any academic course, program, or activity; 2) restriction from participation in any student activity on or off campus; 3) restriction from use of any or all college facilities, including the library, labs or offices; 4) restriction from entering the campus.

B. Process

The vice president for student affairs shall conduct such investigation as deemed necessary to obtain all the facts surrounding the situation. The vice president for student affairs may determine that immediate interim suspension of the student from the institution is necessary and appropriate based upon clear and convincing evidence. If such a determination is made, the vice president for student affairs shall notify the student, the public safety department, the registrar, and the student's teachers that the student has been temporarily suspended from the institution pending the outcome of a hearing. The vice president for student affairs will then refer the situation to the college judiciary panel for an appropriate hearing to be held as soon as practical.

The vice president for student affairs may elect not to suspend the student, but to refer the situation to the judiciary panel for further action.

In situations which are referred to the judiciary panel in which the interim suspension process has been invoked, the student may waive the normal ten-day notification requirement in order to have a more speedy hearing and decision.

C. Psychological/Psychiatric Disability Appeal

Any student who is assigned interim suspension from the institution, or who is assigned to the judiciary panel for conduct as described above, may appeal the decision on the grounds of a diagnosed mental disorder. In such cases, the student shall be responsible for providing a current psychological/psychiatric evaluation which reflects a significant disability which would have resulted in the behavior in question. Such an evaluation should be submitted to the vice president for student affairs at least two days prior to any scheduled hearing.

In some cases, a student may be unable to respond to the charges, or may not have been aware of the nature and quality of the action in question. If the vice president for student affairs has clear and convincing evidence which would suggest that the student's behavior is the result of a mental disorder, the vice president for student affairs may require the student to provide a current psychological/psychiatric evaluation as a condition of consideration for continued enrollment in the institution.

Should a student submit an appeal on the grounds of a mental disorder, or should the student be required to submit a psychological/psychiatric evaluation for consideration, the vice president for student affairs shall convene a special hearing panel for the purpose of considering the student's misconduct. In no case shall the judiciary panel consider an appeal based on an alleged mental disorder.

D. Special Hearing Panel

The special hearing panel shall be composed of the director of counseling services or designated representative with appropriate qualifications, the chair of the psychology department or designated representative with appropriate qualifications, the coordinator for disabled student support services or designated representative with appropriate qualifications, the coordinator of the judiciary program or designated representative from the judiciary panel, and the director of public safety or designated representative from the public safety department. A quorum shall consist of any three of the identified members.

The special hearing should be held within seven class days of the determination that a special hearing is needed. The student shall be notified of the date and time of the hearing at least three days before the hearing convenes. The student may request a postponement for cause at least 24 hours before the scheduled hearing time.

The student shall be afforded the following rights:

1. the right to be present.
2. the right to be represented by an advisor of the student's choice from among the faculty or staff of the institution.
3. the right to present evidence and witnesses in his/her behalf.
4. the right to question all witnesses.

The hearing shall not be formal in nature, but shall be conducted in such a manner as to maintain order and decorum. All parties, including panel members, may question any participant in the hearing. The decision of the panel shall be based only on evidence presented at the hearing. The decision of the panel will be by majority vote.

If the student is appropriately notified but is not able to attend and/or participate in the hearing for unavoidable reasons, and requiring the student's presence would necessitate an excessive delay in the process, the members of the hearing panel may elect to meet to evaluate the situation and make a determination based upon the information available.

The hearing shall be tape recorded. A verbal recommendation shall be issued to the vice president for student affairs within 24 hours followed by a written report. The decision of the vice president for student affairs shall be made available to the student within five days after the hearing. All materials pertaining to the hearing shall be kept in the files of the college judiciary program, but designated as a special hearing.

The special hearing panel may:

- determine that the grounds for appeal on the basis of a mental disorder are not sufficient for consideration and return the case to the judiciary panel for further action;
- allow the student to return to the institu-

tion, with or without specific stipulations;

- continue the suspension for a definite or indefinite period, with or without specific stipulations; or
- recommend dismissal from the institution.

E. Appeal

Appeal of the decision of the special hearing panel and/or the vice president for student affairs shall be in writing to the president of the institution within two weeks of the delivery of the decision. The written appeal shall state the grounds for appeal of the decision.

VI. Appeals

- A. Within five (5) class days of notification of the Court's decision, the accuser, the accused, or the executing administrator may file a written appeal with the College Judicial Officer.
- B. Grounds for an appeal:
 1. Evidence exists that errors or omissions have occurred.
 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 it is felt that the court decision is inconsistent with college purposes and policies.
- C. Notification
The College Judicial Officer will notify the members of the College Appeals Court, the accuser, and the accused, and will set the date of the appeal hearing.
- D. Further steps in bringing a case before the College Appeals Court will follow the procedural order used for charges brought before the College Court, with the exception that the College Appeals Court will concentrate on matters relevant to grounds for the particular appeal and may not deem it necessary to call all previous witnesses, etc.
- E. In the description of the procedure, the duties of the Chief Judge will in appeals be handled by the Chief Justice, and references to judges will be understood to refer to the justices of the College Appeals Court.
- F. The decision of the College Appeals Court is final except in cases of suspension or expulsion and shall be carried out by the executing administrator.

VII. 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 discretion to disqualify himself/herself from cases which might justify the inference that a party could improperly influence or unduly enjoy 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 advisor 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 testimony and shall refrain from making subjective evaluations or from expressing any 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 advisor, 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 a student of the accused student organization.
- N. An advisor shall not argue the merits of any case or possible case with any judge or justice except during the hearing.
- O. An advisor shall preserve the confidence of his client.
- P. An advisor shall not solicit for the retention of his/her services as advisor.
- Q. An advisor is expected to give the best possible effort to the representation of the 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.

VIII. Enforcement of the Judiciary Panel Code of Ethics

- A. Any member of the Judiciary Panel or any member of the student body, 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/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 the current Appeals Court, the chief justice of the current 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 members of the Judiciary Panel.
- G. Appeal of decisions of the Ethics Board will be to the vice president and dean for student affairs.

IX. Procedures for Revision of the Judiciary Process

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. A request for review of the procedures should be filed with the vice president and dean for student affairs. When all interested parties have had an opportunity to review the policies and procedures and make recommendations for revisions, the vice president and dean for student affairs shall forward all recommendations to the College Senate for review and approval. The College Senate shall forward its recommendations and comments to the President and Staff for approval and implementation.

X. 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 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 together 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 and dean 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 and Allied Health in a related area.
 - One faculty from Education.
 - One faculty from Arts and Behavioral Sciences in a related area.
 - One faculty from the School of 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).

Administrative Officers and Faculty

Administrative Officers

Betty L. Siegel, Ph. D., President
 Edwin A. Rugg, Ph. D., Vice President for
 Academic Affairs
 Roger E. Hopkins, M. Ed., Vice President
 for Business & Finance
 Paul A. Benson, Ph. D., Vice President &
 Dean for Student Affairs
 James A. Fleming, M.A., Assistant to the
 President for College Advancement
 Nancy Sullivan, M. Ed., Assistant to the
 President

Academic Deans

Herbert L. Davis Jr., Ph. D., Dean, School
 of Science & Allied Health
 Donald W. Forrester, Ed.D. (Interim) Dean of
 Graduate Studies & Associate Vice Presi-
 dent for Academic Affairs
 Timothy Mescon, Ph.D., Dean, School of
 Business Administration
 Lois E. Muir, Ph.D., Dean, School of Arts,
 Humanities and Social Sciences
 Violet Towne, Ph.D., Dean of Continuing
 Education
 Deborah S. Wallace, Ph.D., (Interim) Dean,
 School of Education

Academic Department Chairs

Linda B. Akanbi, Ed.D., Elementary &
 Early Childhood Education

Ronald C. Biggers, Ph.D., (Acting) Mathematics
 M. Louise Bill, Ph.D., Public Administration
 & Human Services
 Leon L. Combs, Ph.D., Chemistry
 Teresa Covin, Ph.D., (Acting) Management
 & Entrepreneurship
 Michael D. Curley, Ph.D., Economics & Finance
 Ann W. Ellis, Ph.D., History and Philosophy
 Joanne E. Fowler, Ph. D., Learning Support
 Programs
 Ralph Frey, D.B.A., Accounting
 R. Wayne Gibson, Ph.D., Music &
 Performing Arts
 George W. Hill, Ph.D., Psychology
 Robert W. Hill, Ph.D., English
 Willoughby G. Jarrell, Ph.D., Political
 Science & International Affairs
 Elaine McAllister, Ph.D., Foreign Languages
 Beverly F. Mitchell, Ph.D., (Acting) Health,
 Physical Education & Recreation
 Martha Myers, Ph.D., (Acting) Computer
 Science & Information Systems
 Julia L. Perkins, D.S.N., Nursing
 Joseph Sessum, Ph.D, Decision Sciences
 Armen Tashchian, Ph.D., Marketing &
 Professional Sales
 Patrick L. Taylor, Ph.D., Visual Arts
 Linda Webb, Ed.D., (Acting) Secondary &
 Middle School Education
 Dorothy D. Zinsmeister, Ph.D., Biological &
 Physical Sciences

Academic and Administrative Department Heads

- M.L. Anderegg, Ph.D., Director Cobb Education Consortium
- Karen B. Andrews, M.Ed., Director of Career Services
- Pat Balsler, (Interim) Director of Auxiliary Enterprises
- W. Philmore Barco, B.M.E., Director of Alumni Affairs
- Alison Breeze-Mead, M.S., Director of Student Activities
- Theodore J. Cochran, B.S., Director of Public Safety
- Walter W. Dees, B.S., Director of Procurement
- William E. Durrett, B.B.A., Director of Business Services
- Terry L. Faust, Ed.D., Director of Financial Aid
- Jack H. Gibson, Ed.D., Director of Development
- Randall Goltz, A.S., Director of Administrative Computer Services
- William L. Hamrick, M.Ed., Registrar
- Cullene M. Harper, B.A., Director of College Relations
- Deborah J. Head, Coordinator of Institutional Research
- Joe F. Head, M.Ed., Director of Admissions
- George Hess, Ph.D., Director of Educational Field Experiences
- Thomas M. Hughes, Ph.D., Director of Annual Giving
- Thomas H. Keene, Ph.D., Director of International Programs
- Joseph W. Kelly, Ed.D., Director of Instructional Resource Center
- Nancy S. King, Ph.D., Director of Counseling Advisement and Placement Services
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- ROBERTS, VANICE W.** (1977) Associate Professor of Nursing and Director, Associate Degree Program in Nursing. D.S.N. University of Alabama 1990. M.S. Georgia State University 1977. B.S.N. Mississippi University for Women 1975.
- ROEBUCK, DEBORAH B.** (1988) Assistant Professor of Management. Ph.D. Georgia State University 1990. M.A. Northeast Missouri State University 1975. B.S.E. Northeast Missouri State University 1974.
- ROMER, K. GIRD** (1970) Associate Professor of History. Ph.D. University of Georgia 1970. M.A. University of Georgia 1966. A.B. University of Georgia 1964.
- ROOKS, WILLIAM A. JR.** (1991) Assistant Professor of Marketing and Professional Sales. Ph.D. Kent State University 1991. M.B.A. University of Akron 1970. B.S.E.E. The Citadel 1961.
- ROPER, THOMAS B., JR.** (1978) Associate Professor of Business Law. J.D. Emory University 1968. M.B.A. Georgia State University 1978. B.S.I.M. Georgia Institute of Technology 1966.
- RUGG, EDWIN A.** (1982) Vice President for Academic Affairs and Professor of Education. Ph.D. George Peabody College 1975. M.A. George Peabody College 1973. B.A. Florida Presbyterian 1971.
- RUSS, DONALD D.** (1975) Associate Professor of English. Ph.D. Georgia State University 1981. M.A. University of Florida 1969. BA. University of Florida 1966.
- SABBARESE, DONALD M.** (1978) Associate Professor of Economics. Ph.D. Georgia State University 1984. B.A. California State College 1972.
- SAWYER, JERRY D.** (1976) Professor of Management Science. Ph.D. Georgia State University 1980. M.B.A. Georgia State University 1976. M.B.I.S. Georgia State University 1972. B.C.E. Georgia Institute of Technology 1964.
- SCHAUFELE, CHRISTOPHER B.** (1974) Professor of Mathematics. Ph.D. Florida State University 1964. M.S. Florida State University 1963. B.S. University of Florida 1961.
- SCHERER, STEPHEN E.** (1974) Professor of Mathematics and Computer Science and Coordinator of Computer Services-Academic. Ph.D. Georgia Institute of Technology 1974. M.S. Georgia Institute of Technology 1970. B.S. Georgia Institute of Technology 1967.
- SCHLACT, S. ALAN** (1980) Associate Professor of Business Law. J.D. Emory University 1978. B.A. University of North Carolina at Chapel Hill 1975.
- SCOTT, THOMAS A.** (1968) Professor of History. Ph.D. University of Tennessee 1978. M.A. University of Tennessee 1966. B.S. University of Tennessee 1964.
- SESSUM, JOSEPH** (1988) Chair, Department of Decision Sciences & Business Law,

- and Associate Professor of Management Science. Ph.D. University of Nebraska 1978. M.S. Air Force Institute of Technology 1971. B.A. Texas Southern University 1965.
- SETZER, C. BENNETT** (1985) Professor of Computer Science. Ph.D. Harvard University 1972. M.A. Harvard University 1969. A.B. Princeton University 1968.
- SHEALY, E. HOWARD, JR.** (1978) Professor of History. Ph.D. Emory University 1977. M.A. Emory University 1975. A.B. West Georgia College 1971.
- SHORE, TED H.** (1986) Associate Professor of Management. Ph.D. Colorado State University 1985. M.A. City College of New York 1978. B.A. State University of New York at Buffalo 1971.
- SIEGEL, BETTY L.** (1981) President and Professor of Psychology and Education. Ph.D. Florida State University 1961. M.Ed. University of North Carolina at Chapel Hill 1953. B.A. Wake Forest College 1952.
- SIGHTLER, KEVIN W.** (1990) Assistant Professor of Management and Entrepreneurship. Ph.D. Clemson University 1990. M.S. Clemson University 1986. B.S. Clemson University 1982.
- SIMCOE, GEORGE VI** (1985) Associate Professor of Communications. Ph.D. University of Denver 1974. M.A. Murray State University 1970. B.A. Florida Atlantic University 1968.
- SMITH, ANN D.** (1988) Associate Professor of Education. Ph.D. Southern Illinois University 1978. M.S. Southern Illinois University, 1976. B.S. Mississippi Valley State College 1967.
- SMITH, BETTY A.** (1976) Professor of Anthropology. Ph.D. University of Georgia 1975. M.A. University of Georgia 1972. B.S. University of Tennessee 1969.
- SPARKS, DONALD J.** (1968) Associate Professor of Mathematics. M.Ed. University of Georgia 1967. B.S. University of Georgia 1966.
- SPECTOR, SHEILA A.** (1989) Assistant Professor of English. Ph.D. University of Maryland 1976. M.A. University of Maryland 1970. B.A. Towson State University 1968.
- STAHL, CHRISTINE D.** (1983) Associate Professor of Computer Science. Ph.D. State University of New York at Binghamton 1978. M.B.I.S. Georgia State University 1983. B.S. State University of New York at Albany 1973.
- STEVENSON, BARBARA J.** (1984) Associate Professor of English. Ph.D. Georgia State University 1985. M.A. University of Georgia 1979. B.A. Georgia Southern College 1978.
- STICKEL, GEORGE W.** (1992) Chair, Department of Secondary and Middle School Education, Associate Professor of Education. Ph.D. Southern Illinois University 1980. M.S. Southern Illinois University 1978. B.A. Sterling College 1971.
- STIVERS, BONNIE L.E.P.** (1984) Associate Professor of Accounting. CPA (Georgia). Ph.D. Georgia State University 1983. M.P.A. Georgia State University 1978. B.A. Rice Institute 1960.
- STRALEY, TINA H.** (1973) Chair, Department of Mathematics, and Professor of Mathematics. Ph.D. Auburn University 1971. M.S. Georgia State University 1966. B.A. Georgia State University 1965.
- TASHCHIAN, ARMEN** (1985) Chair, Department of Marketing and Professional Sales and Associate Professor of Marketing. Ph.D. University of Texas at Austin 1980. M.B.A. University of Texas at Austin 1977. B.B.A. University of Texas 1975.
- TAYLOR, PATRICK L.** (1987) Chair, Department of Visual Arts, and Associate Professor of Art. Ph.D. University of Georgia 1982. M.A.E. University of Georgia 1978. B.A. Valdosta State College 1970.
- THOMSON, KAREN M.** (1976) Assistant to the Dean of the School of Arts and Behavioral Sciences and Professor of English. Ph.D. Georgia State University 1975. M.A. University of Georgia 1969. A.B. Wesleyan College 1967.
- THOMSON, THOMAS R.** (1971) Professor of Mathematics. Ph.D. Georgia State University 1976. M.S. University of South Carolina 1968. B.S. Stevens Institute of Technology 1964.
- TIWARI, KASHI N.** (1988) Associate Professor of Economics. Ph.D. Southern Methodist University 1981. M.A.. University of Jodhpur 1973. M.A. Southern Methodist University 1980. B.A. University of Jodhpur 1970.

- TORKORNOO, HOPE** (1992) Assistant Professor of Marketing and International Business. Ph.D. Georgia State University 1992. M.B.A. Mississippi State University 1982. B.Sc. University of Ghana 1979.
- TUDOR, R. KEITH** (1990) Assistant Professor of Marketing. Ph.D. University of Mississippi 1992. M.B.A. Augusta College 1985. B.A. University of Georgia 1980.
- TUTTEROW, ROGER C.** (1991) Assistant Professor of Economics. Ph.D. Georgia State University 1990. M.A. Georgia State University 1988. B.S. Berry College 1984.
- VERHOEVEN, PENELOPE** (1990) Assistant Professor of Decision Sciences. Ph.D. Georgia State University 1989. M.A. University of Texas at Austin 1974. B.S. Auburn University 1971.
- WACHNIAK, LANA J.** (1988) Associate Professor of Sociology. Ph.D. University of Georgia 1986. M.S. Florida State University 1976. B.S. Georgia Southern College 1972.
- WALKER, FRANK W.** (1968) Professor of Chemistry. Ph.D. Georgia Institute of Technology 1969. M.S. Ohio University 1964. B.S. Ohio University 1962.
- WALKER, GAIL B.** (1976) Associate Professor of English. Ph.D. University of Georgia 1978. M.A. University of Alabama 1973. B.A. Jacksonville State University 1970.
- WALLACE, DEBORAH S.** (1985) Dean, School of Education and Professor of Education. Ph.D. Ohio State University 1976. M.A. Ohio State University 1974. B.S. Ohio University-Athens 1969.
- WEBB, LINDA** (1990) (Acting) Chair of Secondary & Middle School Education. Assistant Professor of Education. Ed.D. Temple University 1986. M.Ed. University of Tennessee 1980. B.S. Tennessee Technological University 1968.
- WEBSTER, GAIL E.** (1991) Associate Professor of Physical Education. Ed.D. University of Georgia 1984. M.A. Texas Woman's College 1977. B.S.E. State University of New York, Cortland 1972.
- WELCH, RICHARD** (1988) Associate Professor of Communications. Ph.D. University of Denver 1983. M.A. University of Denver 1980. B.A. Duquesne University 1969.
- WHITE, ERNEST A.** (1989) Assistant Professor of Physical Education. D.A. Middle Tennessee State University 1981. M.A. Appalachian State University 1972. B.S. Appalachian State University 1970.
- WILLEY, DIANE L.** (1972) Professor of Education. Ph.D. University of Iowa 1976. M.Ed. Georgia State University 1969. B.A. Emory University 1967.
- WILLIAMS, DANIEL J.** (1977) Associate Professor of Chemistry. Ph.D. University of Georgia 1974. B.A. Hiram College 1970.
- WINGFIELD, HAROLD L.** (1985) Associate Professor of Political Science. Ph.D. University of Oregon 1982. M.A. University of Oregon 1973. B.A. Fisk University 1970.
- YOW, PAUL P.** (1982) Associate Professor of English. Ph.D. University of Georgia 1980. M.A. University of Georgia 1973. B.A. Agnes Scott College 1970.
- ZIEGLER, CHRISTINE B.** (1987) Associate Professor of Psychology. Ph.D. Syracuse University 1982. M.S. Syracuse University 1981. B.S. State University College-Brockport 1978.
- ZIMMERMANN, ULF** (1992) Coordinator of the Master of Public Administration and Associate Professor of Public Administration. Ph.D. University of Texas 1971. M.A. University of Texas 1967. B.A. University of Texas 1965.
- ZINSMEISTER, DOROTHY D.** (1978) Chair, Department of Biology, and Professor of Biology. Ph.D. University of Illinois 1970. M.S. University of Illinois 1967. B.S. University of Illinois 1965.
- ZOGHBY, MARY** (1977) Professor of English. Ph.D. Georgia State University 1978. M.A. The Catholic University of America 1968. B.A. Mt. St. Agnes-Loyola 1959.
- ZUMOFF, NANCY E.** (1978) Professor of Mathematics. Ph.D. New York University-Courant Institute 1973. M.S. New York University-Courant Institute 1970. B.A. New York University-University Heights 1968.

University System of Georgia

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The University System of Georgia



The University System of Georgia includes 34 state-operated institutions of higher education located throughout the state — five universities, 14 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 the 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 component-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 appropriations for the University System are registered by, made to and allocated by the Board of Regents. The largest share of state appropriations (approximately 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.

Institutions of the University System of Georgia

h - On-Campus Student Housing Facilities
 Degrees Awarded: A-Associate; B-Bachelor's;
 J-Juris Doctor;
 M-Master's; S-Specialist in Education; D-Doctor's

Universities

Athens 30602
 University of Georgia, h; B, J, M, S, D
 Atlanta 30332
 Georgia Institute of Technology, h; B, M, D
 Atlanta 30303
 Georgia State University, A, B, M, S, D
 Augusta 30912
 Medical College of Georgia h; A, B, M, D

Regional Universities

Statesboro 30406
 Georgia Southern University, h; A, B, M, S
 Valdosta 31601
 Valdosta State University, h; A, B, M, S

Senior Colleges

Albany 31705
 Albany State College, h; B, M
 Americus 31709
 Georgia Southwestern College, h; A, B, M
 Augusta 30910
 Augusta College, A, B, M
 Carrollton 30118
 West Georgia College, h; A, B, M, S
 Columbus 31993
 Columbus College, A, B, M
 Dahlonega 30597
 North Georgia College, h; A, B, M
 Fort Valley 31030
 Fort Valley State College, h; A, B, M
 Marietta 30061
 Kennesaw State College, A, B, M
 Marietta 30060
 Southern College of Technology, h; B, M
 Milledgeville 31061
 Georgia College, h; A, B, M, S

Morrow 30260
 Clayton State College, A, B,
 Savannah 31406
 Armstrong State College, A, B, M
 Savannah 31404
 Savannah State College, h; A, B, M

Two-Year Colleges

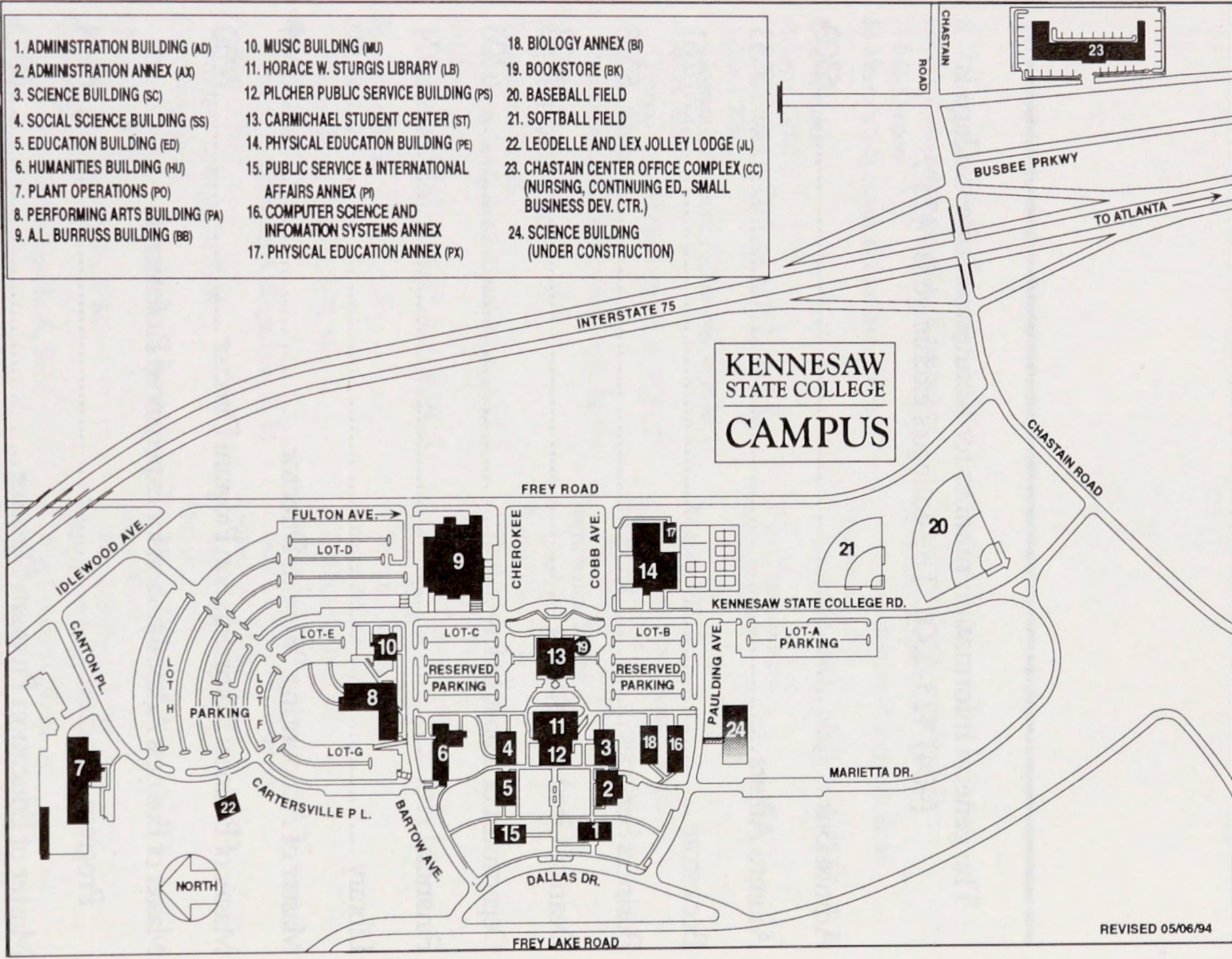
Albany 31707
 Darton College, A
 Atlanta 30310
 Atlanta Metropolitan College, A
 Bainbridge, 31117
 Bainbridge College, A
 Barnesville, 30204
 Gordon College, h; A
 Brunswick 31523
 Brunswick College, A
 Cochran, 31014
 Middle Georgia College, h; A
 Dalton 30120
 Dalton College, A
 Decatur 30089-0601
 DeKalb College, A
 Douglas 31533
 South Georgia College, A
 Gainesville 30403
 Gainesville College, A
 Macon 31297
 Macon College, A
 Rome 30161
 Floyd College, A, M
 Swainsboro 30401
 East Georgia College, A
 Tifton 31193
 Abraham Baldwin Agricultural College, A
 Waycross 31501
 Waycross College, A

University System of Georgia
244 Washington Street, S.W.
Atlanta, Georgia 30334

Information Directory

The general information number for Kennesaw State College is (404) 423-6000. The college's exchange is "423".

Admissions	6300
Alumni Affairs	6333
Bookstore	6261
Business Services	6018
Dean of Graduate Studies	6023
Department of Public Safety	6206
Financial Aid	6074
Library	6186
Master of Accounting Program Director	6084
Master of Business Administration Program Director	6050
Master of Business Administration for Experienced Professionals Program Director	6494
Master of Education Program Director	6043
Master of Public Administration Program Director	6631
Registrar	6200
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GRADUATE

KENNESAW STATE COLLEGE APPLICATION FOR ADMISSION

PLEASE TYPE OR PRINT CLEARLY

BE SURE TO FILL IN ALL SPACES

ALL APPLICATIONS RECEIVED MUST BE ACCOMPANIED BY A NON-REFUNDABLE \$20.00 APPLICATION PROCESSING FEE. CHECKS SHOULD BE MADE PAYABLE TO KENNESAW STATE COLLEGE.

All credentials must be received by the designated deadline for the quarter for which admission is desired and must be mailed directly to the Office of Admissions by the sending institution or agency.

1. (A) Name in Full _____ 2. Social Security Number _____
LAST FIRST MIDDLE III, Jr., etc.

(B) Name recorded at colleges previously attended (if different from above): _____

3. Present Mailing Address _____
NUMBER/STREET CITY STATE ZIP CODE

4. Home Phone () _____ Business Phone () _____

5. Permanent Mailing Address (if different from No.3) _____
NUMBER/STREET CITY STATE ZIP CODE

6. County and state of residence _____ Country of citizenship _____ Country of birth _____

7. (A) Citizenship Status (Check One) 1. U.S. citizen by birth 2. Naturalized U.S. citizen 3. Non-resident Alien 4. Resident Alien

(B) If not a U.S. citizen type of visa held or being requested _____ (If resident alien, present Resident Card to Admissions for verification.)

8. How long have you resided in Georgia? FROM _____ TO _____
Month/Year Month/Year

9. Date of Birth _____

10. Race/Ethnic Group 1. Caucasian 2. Black 3. American Indian/Alaskan 4. Hispanic 5. Asian 6. Multi-Racial

11. Sex: Male Female

12. When do you plan to enter? Check quarter 19 ____ : Fall (September) Winter (January) Spring (March) Summer (June)

13. To which Graduate School are you applying? (Please check school and program below.)

School of Arts, Humanities and Social Sciences

DESIRED PROGRAM:

A. Master of Public Administration

Area of Concentration:

1. Community Services Administration

2. Governmental Administration

B. Non-Degree

C. Transient

School of Business

DESIRED PROGRAM:

A. Master of Accounting

B. Master of Business Administration

Area of Concentration:

1. ___ Accounting

2. ___ Business Administration

3. ___ Business Economics

4. ___ Business Information Systems

5. ___ Entrepreneurship

6. ___ Finance

7. ___ Human Resource Management
and Development

8. ___ Marketing

C. Non-Degree MAcc

D. Non-Degree MBA

E. Transient

School of Education

DESIRED PROGRAM:

A. Master of Education

Area of Concentration:

1. ___ P - 4

2. ___ 4 - 8

B. Non-Degree

1. Add-on Certificate

2. Renewal Certificate

3. Personal Enrichment

C. Transient

D. Summer Institute

Indicate which _____

NOTE: A moratorium on applications to the Initial Certification programs was implemented October, 1993. Please contact the Office of Admissions for the current status of these programs.

14. If you are applying for the MBA program, will you be financially supported by a business corporation, government agency or other organization?

Yes No If yes, please specify _____

15. List all colleges and universities previously attended, including Kennesaw State College (use extra sheet if necessary). Official credentials must be mailed directly to the Office of Admissions by the sending institution or agency. **Former KSC students may request transcripts be forwarded from the Registrar's Office to Graduate Admissions.**

Institution	Location	From Mo/Yr	To Mo/Yr	Concentration	Degree
a) _____					
b) _____					
c) _____					

FAILURE TO LIST ALL COLLEGES PREVIOUSLY ATTENDED, THROUGH OMISSION OR MISREPRESENTATION, WILL DISQUALIFY APPLICANT. TRANSCRIPTS MUST BE MAILED DIRECTLY TO ADMISSIONS FROM THE SENDING INSTITUTION.

16. Approximate date you requested (or intend to request) an official transcript from each institution listed in No. 15. _____

17. Test scores to be submitted: GRE GMAT Date of Test _____

18. International students only: Date you took (or intend to take) Test of English as a Foreign Language (TOEFL) _____

19. Professional experience or other employment (including present position)

Date From (Mo/Yr) To (Mo/Yr)	Institution or Organization	City/State	Last Position Held	Full Time	Part Time
a) _____					
b) _____					
c) _____					

d) _____

Total number of years of full-time employment experience: _____

Have you ever held a teaching certificate? _____ If yes, in which State(s)? _____

20. Your approximate overall average in: (Based on 4.0 scale)

Undergraduate school _____ Undergraduate major _____ Graduate school _____

EMERGENCY CONTACT INFORMATION:

21. Emergency contact relationship: Parent Guardian Spouse Other

Name of contact _____ Country of address (if not USA) _____

Permanent address of contact _____

Home phone () _____ Business phone () _____

If you are a student with a disability, please notify the Student Development Center prior to enrollment.

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.

I understand by endorsing this application that my name and address will not be routinely released without my written permission.

Signature of Applicant: _____ Date: _____

Applications will not be processed without the required fee.

Mailing Instructions: Mail application to Office of Admissions, P.O. Box 444, Marietta, GA 30061

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