



KENNETH S. JAW
STATE COLLEGE
GRADUATE CATALOG
1996-1997



•Directory•

Address:

Kennesaw State College
1000 Chastain Road
Kennesaw, Georgia 30144-5591

Note:

All numbers are in Area Code 770.
Calls made outside the (770) calling
area must dial the 10 digit number.

Admissions (770) 423-6300	In-State Resident Inquiries (770) 423-6021
Bookstore (770) 423-6261	Library (770) 423-6202
Financial Aid (770) 423-6074	Registrar (770) 423-6200

- Dean of Graduate Studies•
(770) 423-6023
- Degree Program Directors•
 - Master in Accounting**
(770) 423-6084
 - Master in Business Administration**
(770) 423-6050
 - MBA for Experienced Professionals**
(770) 423-6050
 - MBA for Physician Executives**
(770) 423-6050
 - Master in Education**
(770) 423-6043
 - Master in Public Administration**
(770) 423-6631
 - Master of Arts in Professional Writing**
(770) 423-6297
 - Master of Science in Nursing**
(770) 423-6061

➤ Note: Additional directory information appears on page 141 ◀
An application for admission is found in the back of this catalog.

Kennesaw State College



Graduate Catalog
1996 • 1997
Volume 12

A Senior College of the University System
of Georgia
Kennesaw, Georgia 30144-5591

•An application for college admission is in the back of this catalog •

The Catalog

This catalog was prepared in the winter of 1996. 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, sexual orientation, age, handicap or national origin.

For further information, write or telephone:

Graduate Studies
Kennesaw State College
1000 Chastain Road
Kennesaw, Georgia 30144-5591
(770) 423-6023

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Welcome from the President

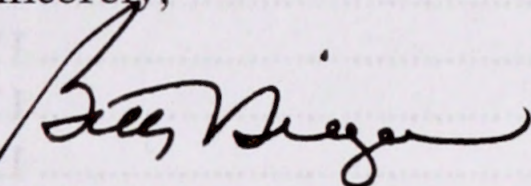
Welcome to graduate study at Kennesaw State College!

The faculty and staff of the college look forward to working with you as you pursue an advanced degree. Throughout our campus you will find a great sense of pride in all that has been accomplished during the three decades since the founding of the college. Kennesaw State's graduate programs have grown steadily and are designed to prepare students for a new level of professional achievement.

The college is committed to a strong academic tradition and to continued growth in program excellence and diversity. Thanks to innovative programs the college has received national acclaim, affirming that we are meeting the demands of a growing corporate community. Our partnership with north-west Georgia's corporate citizens and public service organizations has enabled the college to work with these prominent groups and to help prepare the region for the challenges of the new millennium.

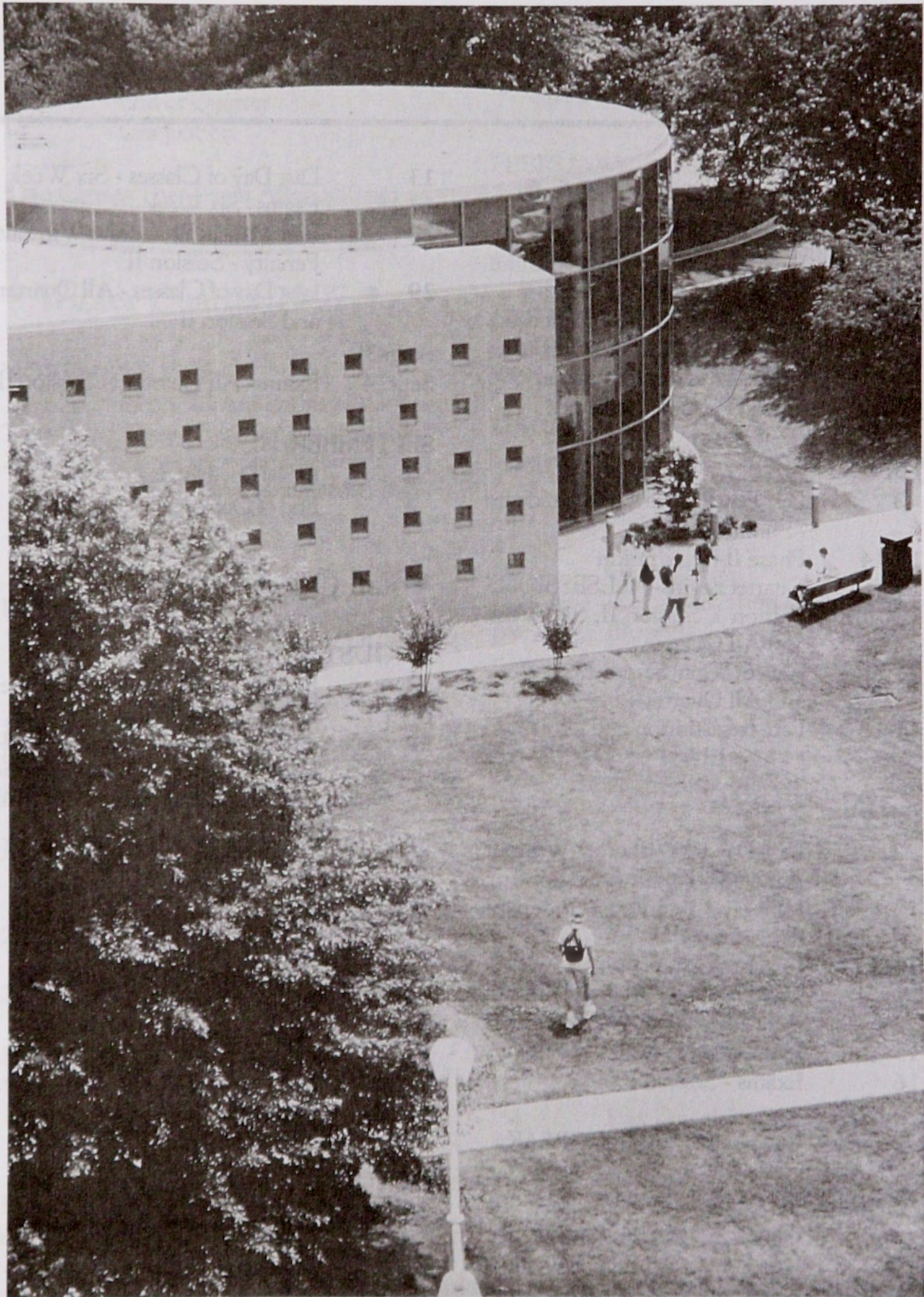
The faculty and staff of Kennesaw State stand ready to help make your graduate study satisfying and rewarding. I encourage you to immerse yourself in this grand time and to enjoy a full graduate experience. As we are partners with the community we also hope to become your partner to help you accomplish your educational goals.

Sincerely,



Betty L. Siegel
President

Academic Calendar, 1996-97



Academic Calendar, 1996-97

• Summer Quarter 1996 •

MAY

- 1 Financial Aid Priority Deadline
- 5-16 Phase I Registration
- 16 Application and Document deadline for Undergraduates, Graduates and Readmissions for Summer 1996
- 30 Phase I Payment Deadline

JUNE

- 3 Last Day to Petition to Graduate - Summer 1996
- 13-14 Phase II Registration
- 14 Quarter Begins - ALL SESSIONS Session I, Session II, Six Week and All Quarter
- 15 Classes Begin, Session I, Six Week and All Quarter
- 15-18 Late Registration and Drop/Add - Phase III

JULY

- 2 Last Day to Withdraw Without Academic Penalty - Session I
- 4 Holiday Observed - Independence Day
- 10, 11 Regents Test
- 11 Last Day to Withdraw Without Academic Penalty - Six Week
- 15 Last Day of Classes - Session I
- 16 Exams - Session I

July 19 - August 4 OLYMPIC BREAK

AUGUST

- 5 Classes Begin - Session II
- 6 Last Day to Withdraw Without Academic Penalty - All Quarter

- 13 Last Day of Classes - Six Week
- 14-15 Exams - Six Week
- 20 Last Day to Withdraw Without Penalty - Session II
- 29 Last Day of Classes - All Quarter and Session II
- Aug. 30- Sept. 4 Exams - All Quarter & Session II

SEPTEMBER

- 2 Labor Day Holiday
- 4 End of Quarter

• Fall Quarter 1996 •

AUGUST

- 1 Financial Aid Priority Deadline
- 6-19 Phase I Registration
- 22 Application and Document deadline for Undergraduates, Graduates and Readmissions for Fall 1996
- 30 Phase I Payment Day

SEPTEMBER

- 3 Last Day to Petition to Graduate - Fall 1996
- 18-20 Phase II Registration
- 20 Quarter Begins
- 22 Classes Begin
- 21-24 Late Registration & Add/Drop - Phase III

OCTOBER

- 28-29 Regents Test
- 30 Last Day to Withdraw Without Academic Penalty

NOVEMBER

27 Last Day of Classes

Nov. 28 - Dec. 1 Thanksgiving Holidays*

DECEMBER

2-8 Exams

5 Senior Grades Due @ Noon

8 End of Quarter

14 Graduation

* No Classes That Begin After 3:30 pm

Wednesday, November 27

• Winter Quarter 1997 •**NOVEMBER 1996**

1 Financial Aid Priority Deadline

7-20 Phase I Registration

22 Application and Document deadline for Undergraduates, Graduates and Readmissions for Winter 1997

DECEMBER 1996

2 Last Day to Petition to Graduate - Winter 1997

5 Phase I Payment Day

18-19 Phase II Registration

Dec. 20 -

Jan. 6 Phase III Registration

JANUARY 1997

2 Quarter Begins

2 Classes Begin

2-6 Late Registration & Add/Drop - Phase III

20 Martin Luther King Holiday

FEBRUARY 1997

10-11 Regents Test

11 Last Day to Withdraw Without Academic Penalty

MARCH 1997

11 Last Day of Classes

12-18 Exams

(March 1997 - continued)

18 End of Quarter

20 Senior Grades Due @ Noon

29 Graduation

• Spring Quarter 1997 •**FEBRUARY**

3-13 Phase I Registration

7 Financial Aid Priority Deadline
27 Application and Document deadline for Undergraduates, Graduates and Readmissions for Spring Quarter 1997

Phase I Payment Day

MARCH

3 Last Day to Petition to Graduate - Spring 1997

26-27 Phase II Registration

27 Quarter Begins

28 Classes Begin

Mar. 28 - Late Registration & Drop/Add -

Apr. 1 Phase III

APRIL

1 Last Day Late Registration & Add/Drop - Phase III

MAY

5-6 Regents Test

6 Last Day to Withdraw Without Academic Penalty

16 KSC Day (No classes after 10:40 am)

26 Memorial Day (Holiday)

JUNE

4 Last Day of Classes

5-11 Exams

11 End of Quarter

12 Senior Grades Due @ Noon

21 Graduation

• Summer Quarter 1997 •

MAY
 5-15 Phase I Registration
 19 Financial Aid Priority Deadline
 20 Application and Document deadline for Undergraduates, Graduates and Readmissions for Summer 1997

JUNE
 2 Last Day to Petition to Graduate - Summer 1997
 17-18 Phase II Registration
 18 Quarter Begins - ALL SESSIONS Session I, Session II, Six Week, and All Quarter
 19 Classes Begin, Session I, Six Week and All Quarter
 19-23 Late Registration and Drop/Add - Phase III

JULY
 4 Holiday Observed - Independence Day
 7 Last Day to Withdraw Without Academic Penalty - Session I
 5 Last Day to Withdraw Without Academic Penalty - Six Week

(July 1997 - continued)

17 Last Day of Classes - Session I
 18 Exams - Session I
 21-22 Regents Test
 22 Classes Begin - Session II
 24 Last Day to Withdraw Without Academic Penalty - All Quarter
 31 Last Day of Classes - Six Week

AUGUST

4-5 Exams - Six Week
 6 Last Day to Withdraw Without Academic Penalty - Session II
 18 Last Day of Classes - All Quarter and Session II
 19-24 Exams - All Quarter and Session II
 21 Senior Grades Due @ Noon (If Needed)
 24 End of Quarter

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



Profile of 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

• Accreditation •

Kennesaw State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award master's, baccalaureate and associate degrees. The graduate and undergraduate teacher education programs are accredited by the National Council for Accreditation of Teacher Education. The master's and baccalaureate level business degree programs are accredited by the American Assembly of Collegiate Schools of Business.

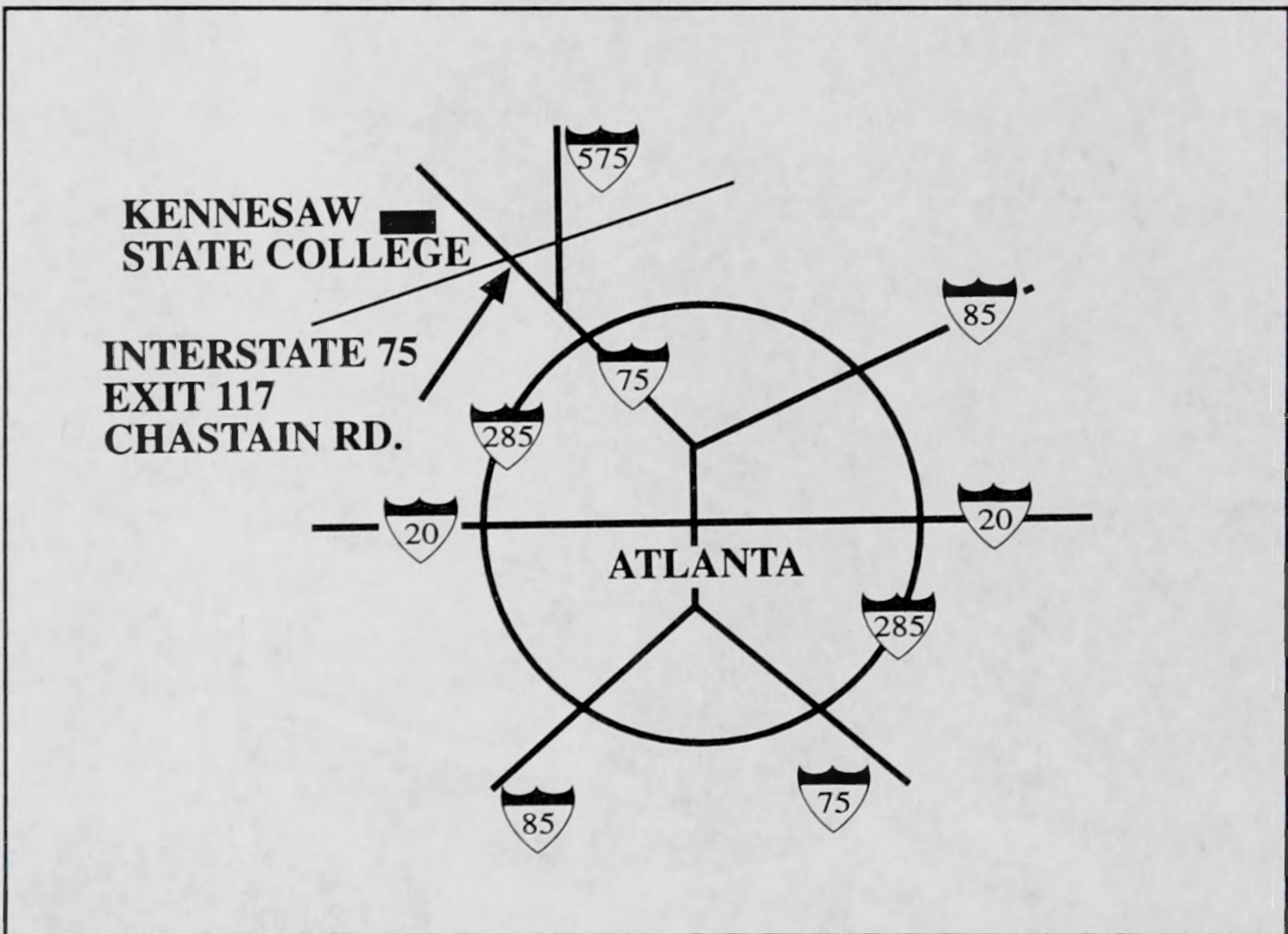
Location, Location, Location



See map on next page

Degrees offered include the Master of Accounting (MAcc), Master of Business Administration (MBA), Master of Business Administration for Experienced Professionals (MBA-EP), Master of Business Administration for Experienced Professionals (Physicians Program), Master of Education (M.Ed.) with majors in elementary education (P-5) and middle grades (4-8), Master of Public Administration (MPA), Master of Arts in Professional Writing (MAPW) and the Master of Science in Nursing (MSN).

Location Map



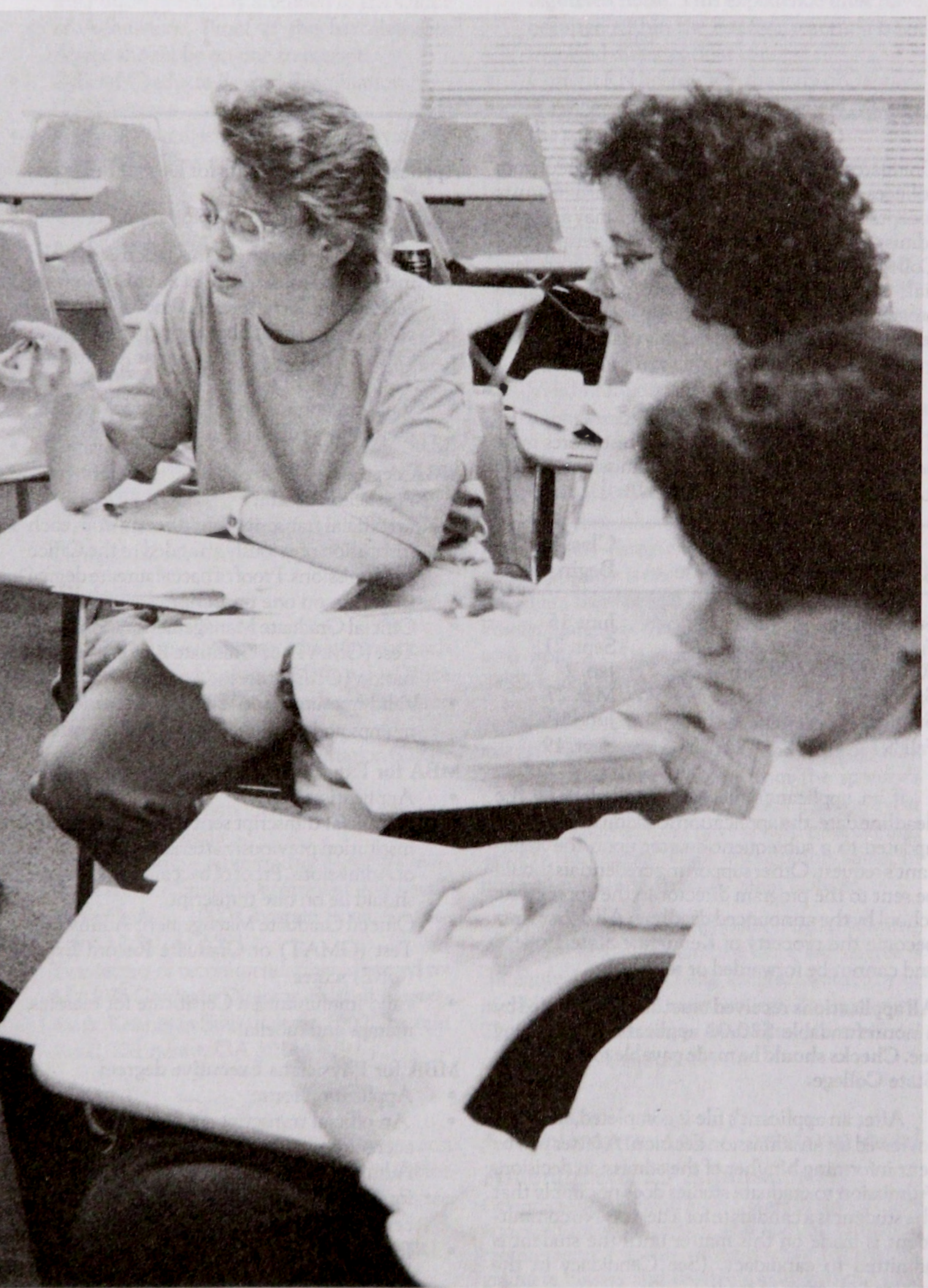
Only 30 minutes from downtown Atlanta and located eight miles north of Marietta, Kennesaw State College is convenient to most of the Greater Atlanta area and much of northwest Georgia.

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.

Degrees offered include the Master of Accounting (MAc), Master of Business Administration (MBA), Master of Business Administration for Experienced Professionals (MBA-EP), Master of Business Administration for Executives (MBA-EX), Master of Business Administration for Public (M.Ed.) with majors in elementary education (E-2) and middle grades (E-5), Master of Public Administration (MPA), Master of Arts in Professional Writing (MA/W) and the Master of Science in Nursing (MSN).



Admission



Admission

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
Summer '96	May 16	June 15
Fall '96	Aug. 22	Sept. 21
Winter '97	Nov. 22	Jan. 2
Spring '97	Feb. 27	Mar. 27
Summer '97	May 20	June 19
Fall '97	Aug. 21	Sept. 19

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 nonrefundable \$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.A. 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.B.A. degree:

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

M.B.A. for Experienced Professionals degree:

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

M.B.A. for Physicians Executive degree:

- Application form;
- An official transcript sent directly from an accredited medical school to the Office of Admissions or an Educational Commission for Foreign Medical Graduates (ECFMG) certificate
- Immunization Certificate

M.Ed. degree (P-5, 4-8)

- Application form
- Application for degree program
- An official transcript sent directly from each institution previously attended to the Office of Admissions. 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 each institution previously attended to the Office of Admissions. 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

MAPW degree:

- Application form
- An official transcript sent directly from each institution previously attended to the Office of Admissions. Proof of baccalaureate degree should be on one transcript.
- Official Graduate Record Examination (GRE) scores
- Valid Immunization Certificate for measles, mumps and rubella
- A writing sample submitted to: MAPW Graduate Director, English Department, Kennesaw State College, 1000 Chastain Road, Kennesaw, GA 30144-5591
- Two letters of recommendation addressed to: MAPW Graduate Director, English Department, Kennesaw State College, 1000 Chastain Road, Kennesaw, GA 30144-5591

MSN degree:

- Application form
- An official transcript sent directly from each institution previously attended to the Office of Admissions. Proof of baccalaureate degree should be on one transcript.
- Official Graduate Record Examination (GRE) scores

- Valid Immunization Certificate for measles, mumps and rubella
- Professional résumé documenting a minimum of three years full-time experience as a registered nurse. This experience must have occurred within the last five years and have involved direct patient care.
- Current RN licensure in the state of Georgia.
- An acceptable personal statement of goals for the program
- Proof of completion of an undergraduate physical assessment course

Non-Degree Studies

- 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

• 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 pay-

ment 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. Admission will be granted only to students showing high promise of success in the program.
- Minimum cumulative adjusted grade point average of 2.75 on a 4.0 scale.
- Minimum total score of 500 on the Graduate Management Admissions Test (GMAT).
- Other criteria will be considered by the MAcc Admissions Committee for applicants who possess either a qualifying GMAT or GPA, based on the above minimums, and whose non-qualifying GPA or GMAT is within acceptable range below the required minimum, as established by the MAcc Admissions Committee. Other criteria considered are (1) performance in previous accounting course work, (2) GPA attained in other junior/senior level course work, (3) performance in other junior/senior level course work, (4) relevant work experience.
- International students must submit a TOEFL score of 550 or above to be considered for admission.
- Valid Immunization Certificate for measles, mumps and rubella.

MBA Degree:

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State College.
- Minimum cumulative adjusted grade-point average of 2.75 on a 4.0 scale.

- Minimum total score of 450 on the Graduate Management Admission Test (GMAT) or 1350 (verbal, quantitative and analytical) on the General Test of the Graduate Record Examination (GRE).
- An admissions index of at least 1000 (computed as $200 \times$ the adjusted undergraduate GPA + the GMAT score) or 1900 (computed as $200 \times$ the adjusted undergraduate GPA + the GRE score).
- Minimum of 2 years of significant work experience.
- International students must submit a TOEFL score to be considered for admission. A score of 550 or above is required.
- Valid Immunization Certificate for measles, mumps and rubella is required.
- Consideration is given to the applicant's academic record, scores on the GMAT or GRE 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.
- When there is a conflict in the predictions of success for the GPA and GMAT or GRE, 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.

MBA Degree for Experienced Professionals Degree:

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State College.
- Minimum cumulative adjusted grade-point average of 2.75 on a 4.0 scale.
- Minimum total score of 450 on the Graduate Management Admission Test (GMAT) or 1350 (verbal, quantitative and analytical) on the General Test of the Graduate Record Examination (GRE).
- An admissions index of at least 1000 (computed as $200 \times$ the adjusted undergraduate GPA + the GMAT score) or 1900 (computed as $200 \times$ the adjusted undergraduate GPA + the GRE score).
- Minimum of 5 years of management or professional experience.
- International students must submit a TOEFL score to be considered for admission. A score of 550 or above is required.
- Valid Immunization Certificate for measles, mumps and rubella is required.

Consideration is given to the applicant's academic record, scores on the GMAT or GRE 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.

When there is a conflict in the predictions of success for the GPA and GMAT or GRE, 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.

I.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 in Early Childhood or Middle Grades Education

An acceptable statement of personal goals

Valid Immunization Certificate for measles, mumps and rubella

IPA 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

MAPW Degree:

A baccalaureate degree from an accredited college or university with a minimum of 2.5 grade point average (GPA).

A satisfactory score on the General Test of the Graduate Record Examination (GRE).

Valid Immunization Certificate for measles, mumps and rubella

A writing sample submitted to: MAPW Graduate Director, English Department, Kennesaw State College, 1000 Chastain Road, Kennesaw, GA 30144-5591

Two letters of recommendation addressed to: MAPW Graduate Director, English Department, Kennesaw State College, 1000 Chastain Road, Kennesaw, GA 30144-5591

MSN Degree:

Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State College

- Minimum undergraduate grade point average of 2.5 on a 4.0 scale
- A satisfactory score on the General Test of the Graduate Record Examination (GRE)
- A minimum of three years full-time professional experience as a registered nurse as documented in a professional résumé. This experience must have occurred within the last five years and have involved direct patient care. Preference will be given to those candidates with a greater amount of professional experience.
- Current RN licensure in the state of Georgia
- An acceptable statement of personal goals for the program
- An undergraduate physical assessment course
- 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 MAPW, MAcc or the MSN 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, as may be required by individual programs) from a recognized institution may enroll in applicable courses if all prerequisites have been taken. (See specific program requirements for details.)

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 GRE, or students with a prior MBA degree will be considered for admission to MBA classes.**

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

Non-degree status is not permitted in the Master of Science in Nursing program.

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;
4. Any specific program requirements.

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 and submitting it to the Office of Admissions by the established deadline for the quarter of re-enrollment. The application is available in 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.

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.

Financial Information and Assistance



Financial Information and Assistance

• Tuition and Fees •

Expenses are in the form of matriculation fees, nonresident 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, nonresident 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 1996-97, graduate students are charged a matriculation fee of \$47.00 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 \$554.00 during 1996-97.

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 \$1358.00 per quarter in addition to the matriculation fee and all other regular fees. Nonresident students registered for fewer than 12 credit hours are required to pay tuition of \$114 per credit hour in addition to the matriculation fee and all other regular fees.

Student Activities Fee

All students are required to pay a nonrefundable fee of \$80 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 nonrefundable. 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. 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

1996-97

(Fewer than 12 hours)

Per credit hour	Resident	Non-Resident
*Matriculation Fee	\$ 47.00	\$ 47.00
*Non Resident Tuition Fee	.00	114.00
Related Fees (per quarter)		
Student Services	80.00	80.00
Vehicle Registration	15.00	15.00

Summary of Expenses 1996-97 - (continued)

(12 or more hours)

Per quarter	Resident	Non-Resident
*Matriculation Fee	\$554.00	\$ 554.00
*Non Resident		
Tuition Fee	.00	1358.00
Related Fees (per quarter)		
Student Services	80.00	80.00
Vehicle Registration	15.00	15.00
Total	\$649.00	\$2,007.00

MBA for Experienced Professionals and MBA for Physician Executive Program Fees

The cost for each 18-month program is \$20,500, payable quarterly, plus a \$875.00 nonrefundable acceptance fee. Meals, textbooks, notebook computer, retreat and quality symposium trip are included.

Withdrawal/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.

Students dropping courses or completely withdrawing on or before drop/add day will receive a 100% refund (except 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 fees excluding HPS, music and nursing fees. The refunds after drop/add day are based on a declining percentage as each week passes.

From Drop/Add to end of 1st week	90%
Start of 2nd week to middle of 3rd week	50%
Middle of 3rd week to end of 5th week ...	25%
After 5th week.....	No Refund

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 nonresident 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.

Military Service Refunds & Re-enrollment

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.

Students who are members of the Georgia National Guard or other reserve components of the U.S. Armed Forces who are re-enrolling after having been summoned to active duty in an emergency situation are to be accorded special consideration regarding class registration, financial aid processing, payment of fees, etc., so as to expedite their re-enrollment.

Military personnel on active duty in the U.S. Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location who later wish to resume their education are to be accorded special consideration regarding class registration, financial aid processing, payment of fees, etc., so as to expedite their re-enrollment.

• Definition of a Legal Resident •

An individual who enters the institution as a nonresident 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 nonresident 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, 1000 Chastain Road, Kennesaw, Georgia 30144-5591.

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 instate 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 instate 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 instate 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 instate 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 nonresident minor such minor will not be permitted to register as an instate 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 nonresident 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 instate tuition as a citizen of the United States.
 6. **Waivers:** An institution may waive out-of-state tuition for:
 - (a) nonresident 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) nonresident 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 nonresident 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 nonresident 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.

and individuals who are seeking advanced degrees in educational fields that are experiencing a shortage of classroom teachers and trained professionals. The approved critical shortage fields at KSC are:

- Education of Exceptional Children (Grades P-12) - Gifted Education Endorsements
- ESOL (Grades P-12)
- Middle Grades Education (Grades 4-8) with primary concentration in Math, Science or Math and Science

Recipients agree to teach in a Georgia Public School System in the area in which they receive the award. Employment must begin within one year of completing the approved program in their critical shortage field. If scholarship recipients fail to complete their program or meet the terms of the teaching obligation, the scholarship becomes a loan, which must be repaid with interest.

Two thousand scholarships are available within the State of Georgia for the 1996-97 academic year, which begins with Summer Quarter 1996, and will be awarded on a first-come, first served-basis. The awards are based on the number of credit hours necessary for students to complete their program of study. Scholarship funds can be used toward tuition, fees and any other part of a student's cost of attendance budget. Students will receive \$75 per credit hour.

Financial Aid Program

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 Financial Aid Office can provide information on requirements and application procedures.

Scholarships •

Regents' Opportunity Scholarship

In 1978, the Georgia General Assembly created and funded this scholarship program for graduate students who are residents of Georgia and enrolled in graduate degree programs. 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.

HOPE Teacher Scholarship

The HOPE Teacher Scholarship is funded by the Georgia Lottery for Education and is a component of the HOPE Scholarship Program, a division of the Georgia Student Finance Authority. This scholarship will provide stipends to teachers, counselors,

• Federal Loan Programs •

Federal Perkins Loan Program

This loan is available to graduate students who will be enrolled at least halftime and demonstrate financial need, as determined from results of the 1996-97 free 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 halftime. Funding for this program is very 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 are enrolled at least halftime (5 hours) and demonstrate financial need, as determined from results of the free 1996-97 Application for Federal Student Aid. Students may borrow up to \$8,500 per academic year. The variable interest rate may not exceed 8.25% on this loan. While enrolled in school at least halftime, the interest is paid to the lender by the U.S. Department of Education. Repayment begins 6 months after you graduate, leave school or drop below halftime. Maximum time for repayment is 10 years.

Unsubsidized Federal Stafford Loan Program

This loan is different from the Federal Stafford Loan Program and is available to students in addition to their Federal Staff Loan eligibility. Students borrowing through the Unsubsidized Stafford Loan Program are responsible for the interest on the loan while enrolled. The total loan amount through both programs may not exceed \$18,500 per academic year. For additional information contact the Kennesaw State College Office of Student Financial Aid.

• Appeals Procedures •

Students are required to maintain Satisfactory Academic Progress. Failure to do so will result in the loss of financial assistance. Satisfactory Academic Progress guidelines & requirements are available from the Financial Aid Office. Students who lost financial aid may appeal the decision by submitting a letter of appeal to the Appeals Committee in the Financial Aid Office. The decision of the Appeal's Committee may be appealed to the Director of Financial Aid, then if needed, to the Vice President of Student Success & Enrollment Services.

• 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.

Kennesaw State College Graduate

Budgets (Cost of Attendance) 1996-97 Per Year (3 quarters)

Georgia Residents

	Living with parent	Not Living with parent
Tuition & fees	\$2,052	\$2,052
Room & Board	2,475	7,254
Books & Supplies	750	750
Personal	1,050	1,050
Transportation	1,425	1,425
	<u>\$7,752</u>	<u>\$12,531</u>

Non-Georgia Residents

	Living with parent	Not Living with parent
Tuition & fees	\$6,126	\$6,126
Room & Board	2,475	7,254
Books & Supplies	750	750
Personal	1,050	1,050
Transportation	1,425	1,425
	<u>\$11,826</u>	<u>\$16,605</u>

• Veteran's Benefits •

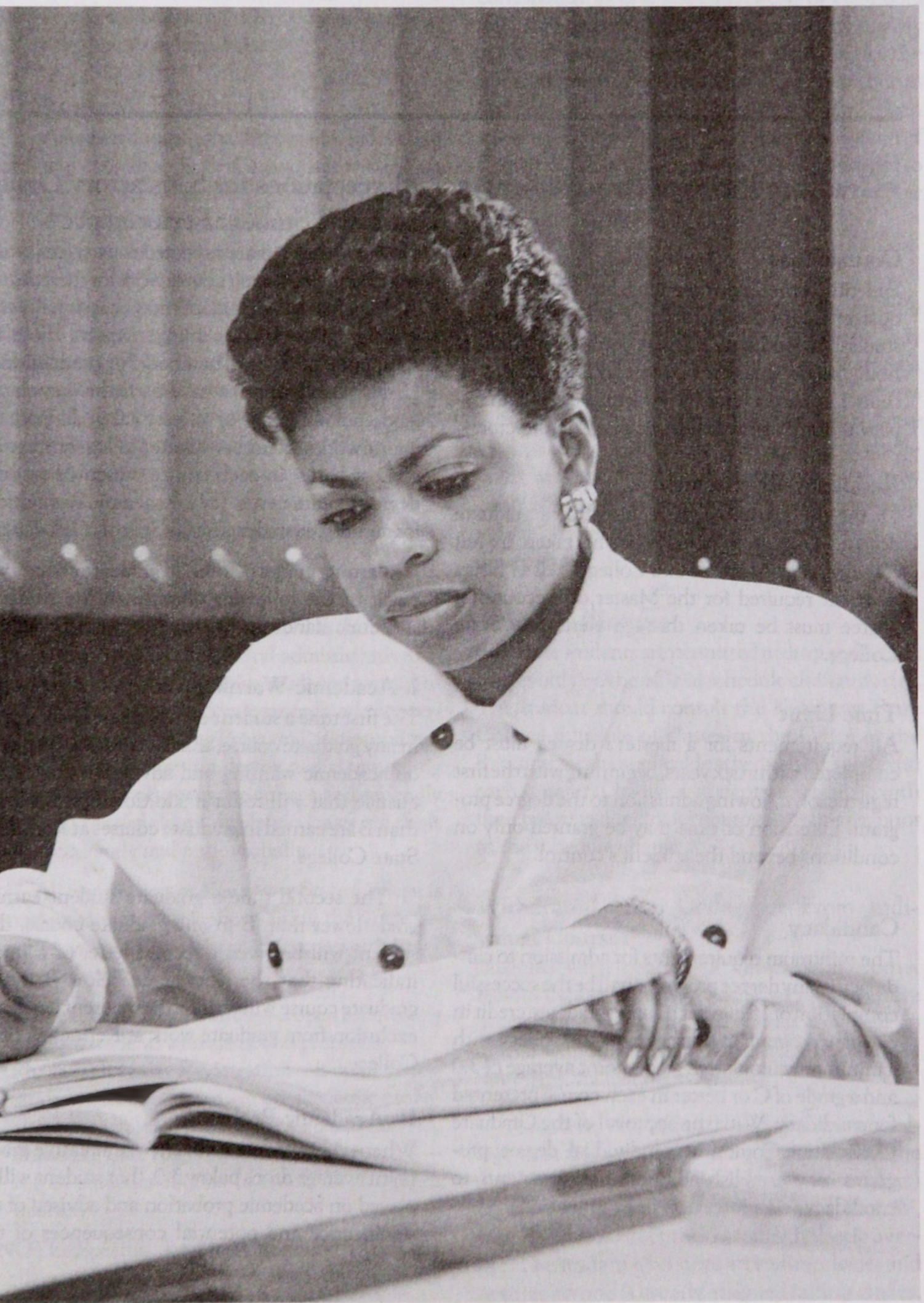
The college is on the approved list of the Georgia State Approving Agency for the training of veterans, disabled veterans and the children and widows of deceased veterans who are eligible for benefits under the G.I. Bill. Students in training under the G.I. Bill are required to pay all fees, as regular 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 noncredit 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



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 Regulation 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 the

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 •

Office of the Registrar

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

All registration at Kennesaw State College is conducted via the telephone using the voice response system. The registration process consists of three different phases:

- **Phase I, Early Registration**—is open to currently enrolled students who are not on probation.
- **Phase II, Regular Registration**—is open to new students, students who are on academic probation but eligible to return and readmitted students.
- **Phase III, Late Registration- add/drop period**—for all students eligible to enroll for the given quarter.

NOTE: Specific dates can be found under the college calendar sections in both the quarterly schedule of classes and the college catalogs.

Full-Time Load

The basic unit of all college work is the "quarter credit hour." One quarter credit hour generally corresponds to one hour per week of classroom work for a quarter or three clock hours of laboratory work per week for a quarter. The usual load for the full-time graduate student is two five-hour courses each quarter, therefore, "10 quarter hours." Each student pays a per credit hour fee to a maximum of 12 quarter hours. Ten quarter hours is considered to be a full-time load for veterans and for other purposes.

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 schedule 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 nonacademic 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 reenrolling 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.)

Grade Appeal Procedure

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

- A. Each faculty member must specify his/her grading policy at the first of the quarter. He/she may change his/her grading policy for cause after that time, but he/she must do so uniformly, with ample notification to students, if at all possible.
- B. If a student believes that his/her final grade is unfair in terms of the instructor's stated grading policy, he/she should first discuss the matter with the instructor. If the student remains dissatisfied with his/her grade, he/she may immediately appeal to the department chairperson for discussion and possible resolution.
- C. If the student remains unsatisfied with his/her grade, he/she may file a written appeal with the dean of the applicable school within 60 days from the end of the quarter in which the grade was assigned. If the instructor involved is a department chair, the appeal should be filed with the dean of the school. If the instructor involved is a dean, the appeal should be filed with the vice president for academic affairs.
- D. If, based on the above criteria, the dean finds that the student has reasonable cause for an appeal, he/she must appoint a School Hearing Committee consisting of three faculty members and three students. The members of the Hearing Committee should be appointed in a

manner determined by the dean. However, in cases where the complaint is filed against a dean, the case is heard originally by an ad hoc School Hearing Committee appointed by the vice president for academic affairs.

- E. Both the faculty member and the student have the right to an adviser to assist in preparing and arguing their case.
- F. The Hearing Committee may draw up its own rules of procedure, but minimum due process protections shall include the right of both parties to be notified in writing at least 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/her and of the evidence and/or witnesses on which it is based; and the right of both parties to present evidence and witnesses in their behalf and to cross examine adverse witnesses.
- G. A Hearing Committee has the right not to hear a case that the student presents to the committee, when it regards the complaint as frivolous and irresponsible on the basis of evidence that the student presents to the committee. In such circumstances, the committee may want to recommend that the student talk to one of the college counselors.
- H. All decisions will be rendered according to the principle of the preponderance of evidence.
- I. The Hearing Committee will be expected to produce a written report summarizing the testimony, indicating its verdict, explaining the verdict and making recommendations, if desirable, to either or both parties. Copies of the written report will be submitted to both parties in the case, the vice president for academic affairs, the dean of the applicable school and the department chairperson.
- J. If the dean or the School Hearing Committee rejects the student's appeal, the next level of appeals will be the vice president for academic affairs.
- K. If the final decision should be in favor of the student, the instructor and the student must attempt to agree upon a mutually acceptable grade. The Hearing Committee will participate in the discussion between the instructor and the student and try to mediate the dispute.

However, if no agreement is reached, the student may be given a "W" for the course and then may be given the chance to earn credit for the course by special examination to be composed and graded by a faculty member not involved in the case. The faculty member who composes and grades the examination shall be of the same discipline and shall be selected by the dean with the consent of the student. If the complaint was against a dean, he/she shall be selected by the vice president for academic affairs with the consent of the student.

•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 during 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.

Computing & Information Resources and Graduate Student Services



Computing & Information Resources and Graduate Student Services

• Computing and Information Resources •

Horace W. Sturgis Library

Built in 1981 with over 100,000 feet of space 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.

The Sturgis 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. The library also provides, through contractual and consortial arrangements with the University Center in Georgia, University System of Georgia and The Southern College of Technology over 10 million items for research and study purposes. The University Center in Georgia includes institutions such as Agnes Scott College, Emory University, University of Georgia, Clark-Atlanta University, Georgia Institute of Technology, Georgia State University, and the Institute of Paper Science and Technology. Use of these collections is available by an institutional access card, via five day truck delivery, institutional fax machines and through traditional interlibrary loans.

University Center in Georgia and University Systems Libraries have unique titles that augment collection development at Kennesaw and through the Georgia Union Catalog, enhance both research and teaching. Access to these extensive catalog collections are 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 traditional print collections and full-text and full-image items through GALILEO, ProQuest, ERIC and Lexis/Nexis. The GALILEO service provides access to world wide web resources such as the Library of Congress, full-text journal titles, newspapers and to document delivery services.

Users of the library also have access to four special collection:

- 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 Teen Collection consisting of 1,500 works designed to meet the unique learning and reading needs of adolescence.
- The Bentley Special Collections brings together a world-class collection that spans the history of the written word in the Western World. This collection provides undergraduate students one of few opportunities in the nation to study original works firsthand. A recent addition to this collection includes a first edition complete works of Chaucer dated 1542.
- The Government Documents Collection houses print, microforms, CD-ROM databases and remote access to Federal Agencies. Sturgis Library, as part of the national depository system, make books, periodicals, and agency data available to the Sixth Congressional District.

Tours, seminars and classroom instruction are provided for both small and large groups of student and faculty. Individual instruction is provided by appointment.

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 100 hours 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 checkout of materials, the college identification card serves as a library card.

Computing Services

Tracking rapid evolution within the computing field, Academic and Administrative Computing constantly refine, improve, expand and advance the computing resources available to students, faculty and staff at Kennesaw State College. They provide instructional support, network hardware and software support, and technical hardware support to the more than 13,000 members of the KSC community.

Academic Computing coordinates computing services for KSC students, and supports over 2000 personal computers, LANs, and connections to many different computing locations. Students, as well as faculty and staff, are eligible for computer accounts affording access to services such as InterNet access, KSC's library system, an active jobs database, a current scholarship database, KSC's gopher, electronic mail, Archie, Veronica, FTP, Telnet, and Kermit. The University System Computer Network, called PeachNet, is housed on the KSC campus and provides links to all of Georgia's public institutions of higher education. It is regarded as one of the finest educational computer networks in the country, giving students and faculty access to a variety of computing environments, as well as InterNet. In addition, Kennesaw students register for classes each quarter via an on-line real-time system accessed through any telephone.

Academic Computing serves over 1500 faculty and staff workstations in DOS, Macintosh, and UNIX environments. Faculty and staff workstations are networked for services such as electronic mail, student records, on-line scheduling and registration, access to the InterNet, as well as word

processing and high quality printing. KSC faculty and staff are in communication with colleagues worldwide through InterNet mailing addresses, gaining access through desktop personal computers and also through remote dial-in services.

Academic Computing also administers more than 500 student work stations located in 14 electronic classrooms and 4 open computer labs. 98% of KSC's buildings are connected via almost 5 miles of fiber optic cable. All open computer labs are networked and are open to students seven days a week. These labs are supervised by qualified lab assistants available to help with a wide variety of standard software packages in word processing, spreadsheet, database management, communications, and graphics. KSC students with special needs have access to computers configured with features such as screen magnification and voice synthesis.

Networked electronic classrooms advance diverse curricular needs by granting access to statistical and programming language software, as well as standard software packages. Special purpose advanced labs are available to majors in accounting, computer science, education and information systems. One of the Georgia Department of Education Technology Centers is located on the Kennesaw campus. Through this facility, majors in education and other fields have access to state-of-the-art technology for teaching and learning.

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. This includes MUDing (Multi User Dungeons).
 8. You may not use any cloaking device to disguise or hide your identity. This includes changing your name on the system. Should a name change become necessary, a request for a name change should be submitted to the director of Academic Computing.

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.

Computer 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 and Advising Program Services Center (CAPS) •

The Counseling and Advising Program Services (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 advisors. Such assistance is intended to support Kennesaw State College's academic programs by offering relevant resources that facilitate the students' orientation to the college, contribute to personal development, enhance academic success, and facilitate career skills. All students are invited to come to the center from 8:00 a.m. until 8:30 p.m. Monday through Thursday and 8:00 a.m. through 5:00 p.m. on Fridays, or call extension 6600 Programs and services offered by the CAPS Center include:

Orientation

A program designed to help the new student adjust to college. Included in the program are opportunities to meet college personnel, understand academic program offerings, and become aware of various organizations and services available to maximize student success.

Counseling and Testing

In an atmosphere of confidentiality, professional counselors offer assistance to students with a variety of concerns which may include career, personal

and academic counseling. Special seminars in study skills, time management, stress management, assertiveness, test-taking and other topics are conducted each quarter during the academic year. All institutional testing is coordinated by the staff.

Advisement

The Counseling and Advising Program Services (CAPS) Office is provided to students who have not declared an academic program of study, including provisionals, audits, JETS, and Learning Support Program students. A team of faculty, staff and peer advisors meet with students in the CAPS Center to help students plan academic course work, choose a program of study, identify career goals, and assist new students with concerns that may arise. CAPS is part of the Kennesaw State College advisement program whereby each department within the five schools provides advisement services to students who have chosen their programs of study. Once the undeclared CAPS students select a specific program of study, their records are transferred to the respective school where faculty in the academic departments advise the students until graduation.

Counseling and Advisement Services Resource Library

This room, located within the CAPS Center, is open to all students without appointment. It houses informational material about careers, other colleges and graduate schools, CLEP, and free handouts about a wide range of educational, career, and counseling information. Computer terminals are available for using CASSI (Career Assisted Study Skills Instruction), and DISCOVER career exploration program.

•Career Services•

Career Services provide a variety of opportunities and experiences which will empower our students and alumni to successfully pursue their career goals. Services provided include:

- Resume Writing Assistance
- Experiential Learning Opportunities (Cooperative Education and Internships)
- Videotaped practice interviewing
- Career Search Strategies
- KSCJOBS (listing of hundreds of degree and non-degree openings available through the College's computer network)

- Current listings of government, educational, social service and communications opportunities
- Information on hundreds of companies
- NEWS (national listing of employment opportunities)
- Keylink - Computerized career search tool
- Resume Expert (software package which enables you to create a resume and upload on the Career Service database for referral to employees)
- Resume Referral (resumes are referred by request of employer to hundreds of companies each quarter)
- Career Services Newsletter (a monthly newsletter is sent to students and alumni registered with Career Services that contains helpful career search advice, as well as available positions)
- On-Campus Recruiting (hundreds of companies interview our graduating students and alumni for available positions each year)
- Career Day (a general career day takes place every fall and an Education career day takes place in the spring. This is an opportunity to meet with potential employers in an informal setting)

Educational Technology Center

The \$1.5 million Educational Technology Center (ETC) is fully operational in the CSIS Annex. This major public service unit in the School of Education is one of three college-based centers in the State. The KSC site serves teachers in the 1,000 schools of North Georgia with over 400 technology integration workshops a year. ETC computer, video and distant learning facilities are also a valuable resource for teacher education students and professors.

Several units in the University System are equipped with two-way interactive video teleconferencing facilities which support statewide distant learning opportunities. Through the Georgia Statewide Academic and Medical System (GSAMS), Kennesaw State's two distant learning classrooms connect with over 200 college, public school and hospital sites statewide for two-way audio/video teleconference/course instruction activity.

Instructional Resource Center (IRC)

The Instructional Resource Center (IRC) is located on the fourth floor of the college library (Entrance - Room 446). The IRC provides services for college faculty and their students and college staff members. These include: Media Dis-

tribution Services, Media Production Services, Media Rental and Preview Services, Instructional Development Services, Desktop Publishing Services and Independent Learning Carrels. Consultative Support is provided faculty and staff in a wide variety of areas associated with instruction and other professional activities.

IRC services are available from 8:00 a.m. to 8:00 p.m. daily, Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Fridays.

IRC maintains 13 independent learning carrels for student use. Each carrel contains equipment offering: video playback, audio playback, slide-tape or filmstrip-tape playback. Instructors identify relevant software from the IRC instructional software library and inform students of its availability in IRC. Students then come to IRC request needed software and are assigned to an appropriate learning carrel.

Teacher Resource and Activity Center

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

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

Also included in TRAC are both Macintosh and IBM compatible computers. Educational software packages are available for area teachers and students to review.

The shelves are stocked with textbooks, professional books, kits and videotapes for checkout. 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 the needs of teachers and students. Study groups in preparation for the Georgia Teacher Certification Test are held quarterly.

TRAC Technology and Computer Lab

Students can improve their technological know-how in TRAC's state-of-the-art technology and computer lab. Open more than 50 hours per week and facilitated by knowledgeable student assistants, the lab offers a learner-centered environment for enhancing technology skills and integrating technology applications into the curriculum. Students are able to access Windows and Macintosh programs including more than 100 educational software programs for evaluation. World Wide Web internet access and multimedia development capabilities are also available.

• Graduate Student Services •

Campus Bookstore

The Bookstore, located in its attractive new building adjacent to the Student Center, features a wide range of merchandise catering to the needs of students, faculty and staff. In addition to the new and used textbooks and supplies, the Bookstore features computer hardware and software, cards, general interest books, special Kennesaw State merchandise and a variety of clothing, sundries and gift items. The Bookstore purchases current used textbooks and will special order books not in stock. Our ordering procedures insure a complete selection of the books being used in each quarter's courses. The friendly and knowledgeable bookstore staff is always happy to serve you.

Bookstore Hours:

Monday - Thursday	7:30 a.m. - 8:30 p.m.
Friday	7:30 a.m. - 4:00 p.m.
Saturday	8:00 a.m. - 4:30 p.m.

(In between quarters: 7:30 a.m. - 6:00 p.m.)

Food Services

The college has a contractual agreement for food services and an exclusive catering contract with Marriott Corporation Education Food Services. Marriott currently offers popular food service con-

cepts such as Taco Bell Express, Pizza Hut, TCBY and Dunkin Donuts. Fall, winter and spring quarters food service is available from 7:00 a.m. until 8:30 p.m., Monday through Thursday and 7:00 a.m. until 2:30 p.m. on Friday. Food service is available summer quarter 8:00 a.m. until 2:30 p.m. The Burruss Building will be open for food service all quarters from 5:00 p.m. until 8:00 p.m., Monday through Thursday.

Health Services

Kennesaw State College being a nonresidential college, does not assume responsibility for the overall health and physical well-being of its students. 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 KSC police should be contacted by dialing ext. 6666. There are police officers, who are trained in C.P.R. and State-certified First Responders, on duty during all normal office and class hours. Comprehensive medical facilities are reasonably accessible to the campus. If it becomes necessary to seek medical attention beyond minor first-aid treatment, the following steps will be taken:

- 1) If the student is conscious and alert and wants an ambulance to be called, the attending officer will comply with the request.
- 2) 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.

Adult Learner Programs

To more effectively meet the needs of nontraditional students (those who are over the age of 25), this office provides innovative programs and services interfacing with other areas of the campus and with the community. Offerings include reentry workshops and programs related to integration of the student role with life and work responsibilities. The office provides resource materials, consultant services and networking opportunities for KSC faculty and staff interested in adult learner involvement. The office is administered by the Coordinator of Adult Learner Programs. A primary area of service to adult learners is the Lifelong Learning Center.

disAbleD Student Support Services

Kennesaw State College provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990. A number of services are available to help students with disabilities with their academic work. In order to make arrangements for special services, students must visit the Office of disAbleD Student Support Services and arrange an individual assistance plan. In some cases, certification of disability is required. Special services are based on medical and/or psychological certification of disability, eligibility for services by outside agencies and ability to complete tasks required in courses. Any individual with a disability who wishes to participate in an activity or program offered by the institution and needs accommodations should contact the office sponsoring the program at least five days prior to the date of the program so that arrangements can be made.

Services may include, but are not limited to, handicap-accessible parking spaces, special test administration, classroom accessibility, sign language interpreters, note takers, readers, tutors, tape recording, personal, academic and career counseling, library assistance, laboratory assistance, adaptive computer equipment and referral to community resources.

Faculty members are notified at the beginning of each quarter of any students with special needs registered in their classes and the accommodations needed. The coordinator of disAbleD Student Support Services works with faculty members to assure that students with special needs are appropriately served.

You are encouraged to become an active member 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 and the community. The committee also works to increase the accessibility of the college and to represent the interests of students with disabilities to the college administration. Individuals with hearing impairment may contact the college's Coordinator of Disabled Student Services by TDD at (770) 423-6480.

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.

Lifelong Learning Center

The Lifelong Learning Center (LLC) serves as a resource for students over the traditional college age. The center makes the college experience more pleasant and beneficial by providing programs and services specifically designed for students returning to college or starting college later in life. The center, located in Suite 247 on the south balcony of the Carmichael Student Center, is open 7:30 a.m. to 8:30 p.m. Monday through Thursday, and 7:30 a.m. to 4:00 p.m. on Friday. It is directed by the Coordinator of Adult Learner Programs and staffed by nontraditional students.

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

Student Community Service

Student Community Service is an important outreach for Kennesaw State College. Not only does volunteer service provide an way for individuals to give something to the community, but it is also an avenue for service learning, a component of a number of college courses at KSC. Volunteer Kennesaw State College (VKSC), a unit within the Student Development Center, is one example.

Volunteer Kennesaw State College

VKSC is a campus based student community service center uniting people who need help with people who want to give it. Since 1984, in cooperation with more than 100 community agencies, VKSC has helped place students in volunteer service ranging from delivering Meals-on-Wheels to senior adults to giving horseback riding help and hugs to exceptional children. VKSC also serves an educational role by providing a practical opportunity for students to explore career options and experience volunteer services in their major field of interest. Student community service can provide valuable job experience as a prelude to career opportunities. Students are invited to stop by the VKSC office on the second floor of the Student Center, where student assistants will help them in reviewing service opportunities. The office is open Monday through Friday, 9:00 a.m. to 5:00 p.m.

Student Housing

Kennesaw State College is a nonresidential 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.

Student Services Fees

Upon registering, each student pays a student services fee of \$80. Of this amount, \$34 goes to the intercollegiate athletics program, \$25 to student activities and \$21 to the Student Center addition project.

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

Activities supported by student fees include student publications, intramural activities, indoor recreation, student union programs, student gov-

ernment programs, performing arts, clubs, organizations, student leadership training programs, the Wellness Center and the Lifelong Learning Center.

Because student fees help to pay for these activities, students receive publications at no additional cost and can participate in workshops, seminars, entertainment and other activities at no additional cost. Student activity fees go into the student activities budget, which is handled by the Business Office under the ultimate authority of the vice president for business and finance. Expenditures are supervised by the vice president for student success and enrollment services.

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

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

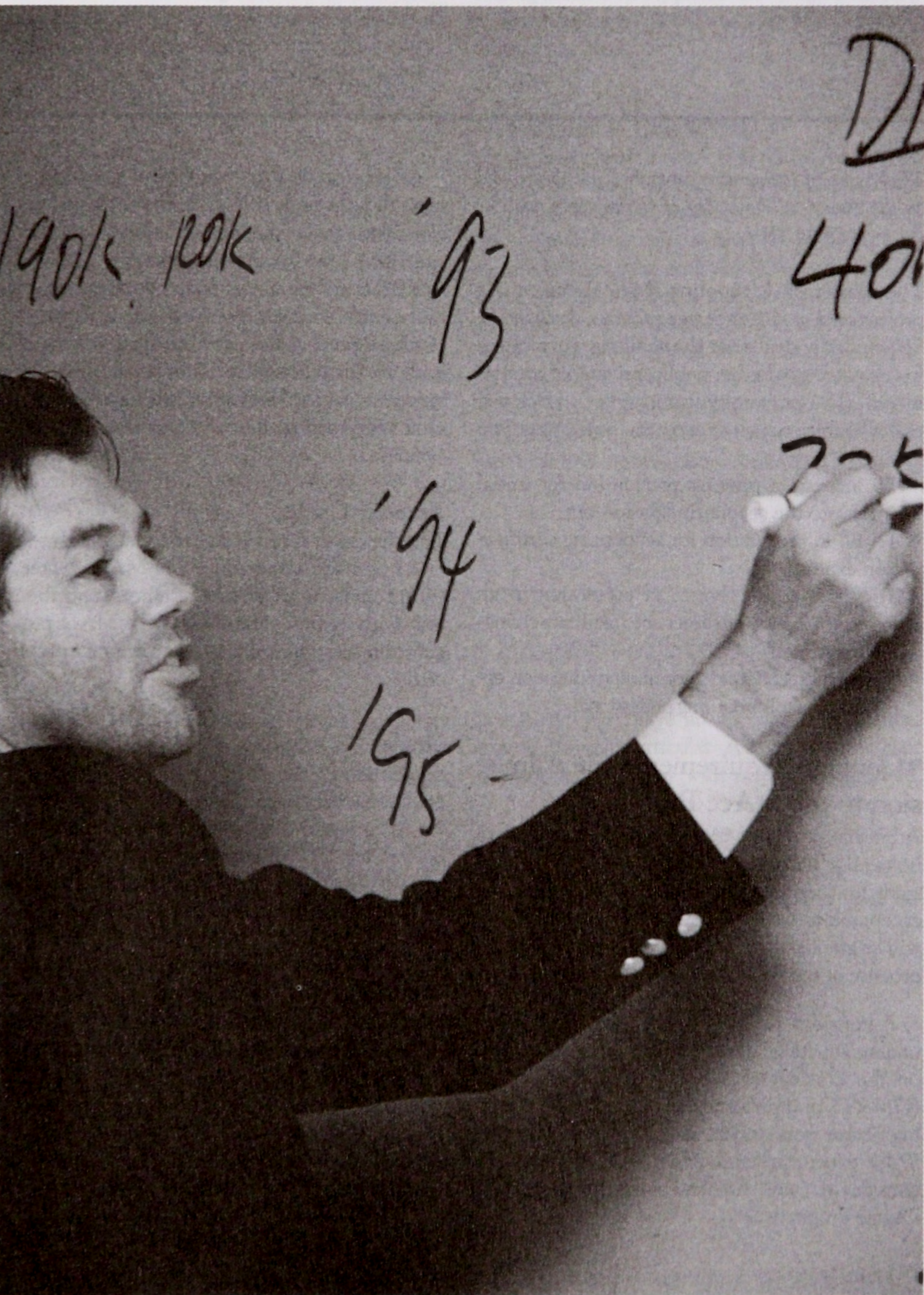
•Kennesaw State College Alumni Association (KSCAA)•

Chartered in 1977, the Kennesaw State College Alumni Association, Inc. is a nonprofit, educational corporation. The association places particular emphasis on and concentrates the majority of its energies and resources toward providing programs and services for alumni, fostering institutional pride, developing and enhancing KSC's public image and meeting needs by raising and administering funds for educational purposes at Kennesaw State College. The affairs of the association are guided by a 19-member board of directors including a five-member executive committee. Each director serves for a term of three years.

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

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

The Master of Accounting



The Master of Accounting

The Master of Accounting program is fully accredited by the American Assembly of Collegiate Schools of Business (AACSB).

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 course work and other graduate course work. Work experience and other factors may also be considered (see "Admissions Requirements for Degree Programs.")

An application form should be completed and sent directly to KSC's Office of Admissions, 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 consists 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 four (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 four (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 multinational firms, a comparison of accounting systems, and a review of standards unification.

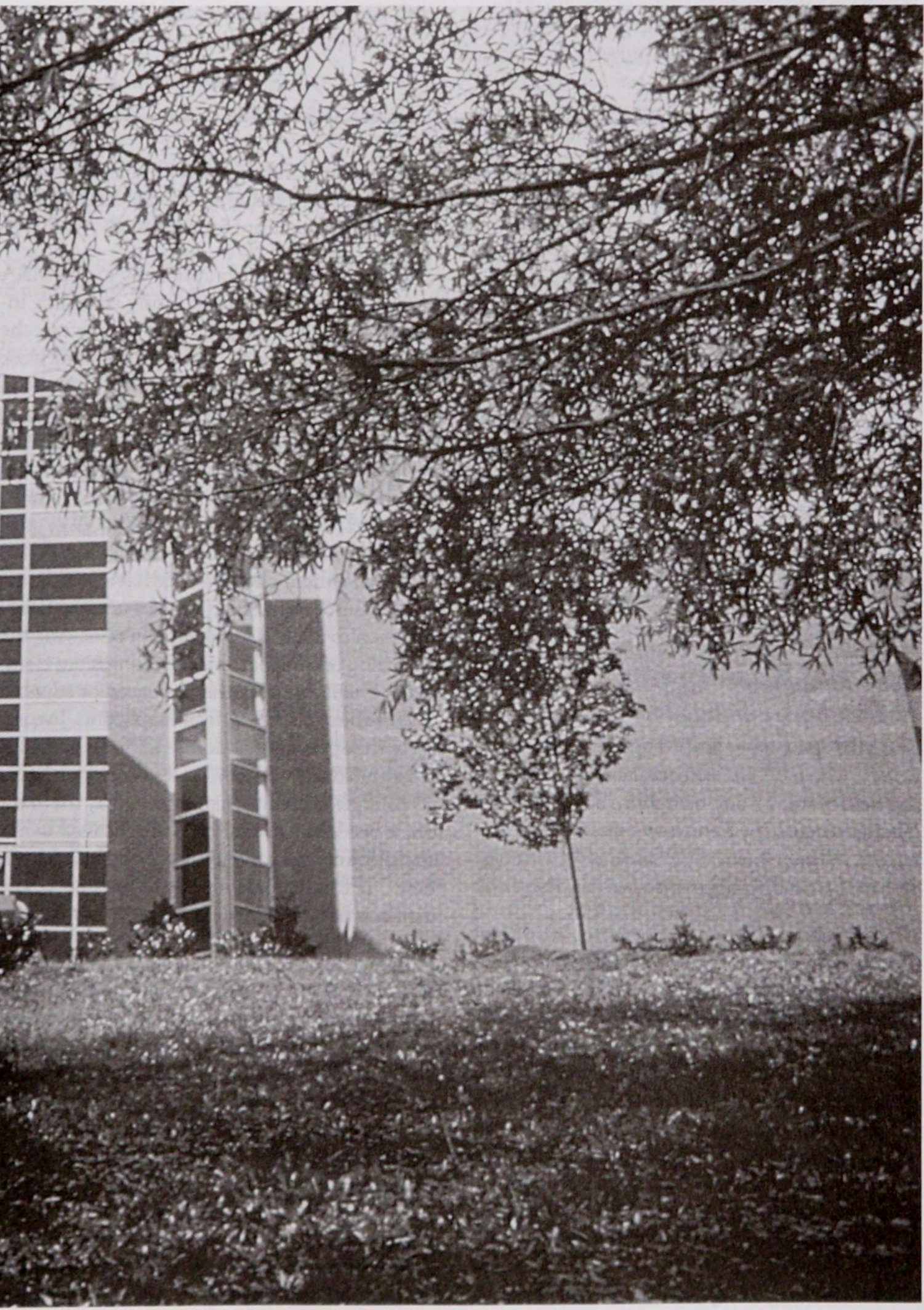
ACC 890. Accounting Policy. 3-0-3.
An examination of the broad contemporary issues facing members of the accounting profession.

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

The MBA program is fully accredited by the American Assembly of Collegiate Schools of Business (AACSB).

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 MBA program. Consideration is given to the applicant's academic record, scores on the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE) 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 Associa-

tion 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 adjusted GPA, the GMAT or GRE score and work experience. An applicant is required to have an adjusted undergraduate GPA (UGPA) of at least 2.75 on a 4.0 scale plus a total score of at least 450 on the GMAT or a total score of at least 1350 on the general test of the GRE. The applicant's admissions index ($200 \times \text{UGPA} + \text{GMAT or GRE}$) must be at least 1000 for GMAT scores or 1900 for GRE scores. Also, the applicant should have a minimum of two years of work experience for unconditional admission to the MBA program. In reviewing the academic work of applicants, the Admissions Committee evaluates either the junior/senior adjusted GPA or the overall GPA 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. A score of at least 550 on the TOEFL is required for all students for whom English is not the native language.

In reviewing the academic work of applicants, the Admissions Committee evaluates the junior/senior adjusted grade point average or the overall GPA 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.

An applicant will not be admitted until a completed application, an official GMAT or GRE 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 by the School of Business Graduate Admissions Committee 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.

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

Provisional Standing

Applicants to a degree program who are deficient in one or more of the required criteria, but who are considered acceptable by the Michael J. Coles School of Business Graduate Admissions Committee, may be admitted to provisional standing. To be eligible for provisional standing, a student must have either a minimum undergraduate cumulative grade point average of 2.75 (on a 4.0 scale) or a minimum score of 450 on the Graduate Management Admission Test (GMAT) or 1350 on the Graduate Record Examination (GRE). A student may remain in provisional standing until 15 quarter hours of graduate work (800 level courses only and courses offered only in the Michael J. Coles School of Business) have been attempted. Upon completion of the initial 15 hours of course work and with a cumulative grade point average for the 15 hours of 3.3 (on a 4.0 scale), the applicant must be reconsidered for full standing in a degree program. A maximum of 15 quarter hours of graduate credit can be earned while in provisional standing. A maximum of 15 quarter hours of graduate credit (with grades of B or better) earned while in provisional standing may be applied toward the requirements of a degree program. Students admitted to provisional standing are permitted to take preparatory courses to fulfill degree requirements. Preparatory courses taken will not count against the 15 quarter hours of graduate credit.

Transfer Credit

A student may transfer up to 15 quarter hours of graduate core courses and area of concentration

ed 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. A minimum grade of B was received in the course.
3. The course was restricted to graduate students only.
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 in 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.

Petition to Graduate

Each MBA student must petition to graduate at least one quarter prior to completion of program requirements. Petitions may be obtained from the Graduate Business Office.

Admission Criteria for Non-Degree Student

1. Baccalaureate degree from regionally accredited college or university.
2. GMAT or GRE 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 nine 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, (2) the student may take 600-level courses, which are special courses only for students admitted to the MBA Program or have Provisional Standing in the MBA Program, 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	Essentials of Legal Environment & Business Ethics or BL 220	2
GBA 620	Essentials of Accounting or ACC 201 & ACC 202	4
GBA 630	Essentials of Economics or ECON 202 and ECON 203	4
GBA 631	Essentials of Finance or FIN 350 (5)	2
GBA 640	Essentials of Business Information Systems and Applications or DSC 205	2
GBA 642	Essentials of Business Statistics or DSC 312	2
GBA 650	Essentials of Organization & Management Dynamics or MGT 3602	
GBA 670	Essentials of Marketing or MKT 370	2

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 & Decision 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 827	Accounting and Legal Issues in International Business or
GBA 837	Multinational Financial Management or
GBA 849	World Class Manufacturing or
GBA 861	International Business Perspectives or
GBA 873	International Marketing Management

MAJOR CONCENTRATIONS (20 hours from one of the following nine 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	Controllanship
GBA 826	Internal Auditing

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

Accounting
 Business Economics
 Business Information Systems Management
 Entrepreneurship
 Finance
 International Business
 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 880 Human Resource Management and Development
- GBA 812 Employment Law
- GBA 882 Advanced Topics in Human Resources

Select one course from any 800 level business course. It is strongly recommended that this choice be GBA 883 (Organizational Effectiveness).

VIII. International Business Concentration

Required:

- GBA 861 International Business Perspectives
- GBA 891 International Management Practices

Select two 800 level international business courses from the following:

- GBA 827 Accounting and Legal Issues in International Business
- GBA 837 Multinational Financial Management
- GBA 849 World Class Manufacturing
- GBA 873 International Marketing Management

IX. 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.

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. Essentials of Legal Environment and Business Ethics. 2-0-2. Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the students MBA Program acceptance letter. A concentrated and abbreviated study of the legal environment and business ethics. 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. Essentials of Accounting. 4-0-4. Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the students MBA Program acceptance letter. 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. Essentials of Economics. 4-0-4. Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the students MBA Program acceptance letter. An accelerated course in economic principles and analysis with application to business decisions.

GBA 631. Essentials of Finance. 2-0-2. Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the students MBA Program acceptance letter. 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. Essentials of Business Information Systems and Applications. 2-0-2. Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the students MBA Program acceptance letter. 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. Essentials of Business Statistics. 2-0-2. Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the students MBA Program acceptance letter. An accelerated course stressing applications of statistical techniques to management and business decision making.

GBA 650. Essentials of Organization and Management Dynamics. 2-0-2. Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the students MBA Program acceptance letter. 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. 2-0-2. Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the students MBA Program acceptance letter. An accelerated course in marketing, the marketing function and its relation to business, the economy and society.

GBA 812. Employment Law. 5-0-5. Prerequisite: GBA 880.

Provides a basic understanding of the legal implications surrounding managerial decisions regarding employees and work. The focus is on managerial decision making within the law in areas such as EEO, Americans with Disabilities Act, Age Discrimination in Employment, Family Leave Act, Employee Retirement Income Security Act, Fair Labor Standards Act, Taft Hartley Act and Occupational Safety and Health Act.

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 827. Accounting and Legal Issues in International Business. 5-0-5. *Prerequisite:* GBA 821 or equivalent.

An introduction to accounting, control and legal issues unique to the planning, execution, control and evaluation of international business activities.

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. Business 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 849. World Class Manufacturing. 5-0-5. Prerequisite: GBA 844.

"A thorough examination of the conditions needed to be a world class manufacturer. Included are the issues related to Just-In-Time and Synchronous Manufacturing philosophies, Quality Planning and Control, and ISO 9000."

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 nonlinear 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 noncooperative 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 nonprofit 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 computer 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. Advanced Topics in Human Resources. 5-0-5. Prerequisite: GBA 880 .

This course covers significant new developments in three human resource functional areas: staffing, compensation systems, and performance management systems. The focus is on pragmatic, innovative and cost effective strategies enabling the creation of sustainable competitive advantages through human resource management. Best practices in these areas will be addressed as well as implementation issues in order to enable students to transfer their knowledge to the work place.

GBA 883. Organizational Effectiveness. 5-0-5.
Prerequisite: GBA 880.

This course focuses on the development of organizational capabilities in human resource management. The changing conditions facing organizations as they relate to human resources and the ability of human resource professionals to assist the organization in responding to change are the underlying themes. Areas covered in this course include creating learning

organizations, fostering teamwork, employee involvement and commitment, creating trust, reengineering, building flexible and cooperative workforces, and cross functional involvement.

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 891. International Management Practices. 5-0-5. Prerequisite: GBA 650 or equivalent and GBA 861 plus two of GBA 827, GBA 837, GBA 849 or GBA 873.

An in-depth examination of the conditions that confront domestic enterprises when they undertake international expansion and the common business practices employed under such conditions. Included are issues related to expansion strategies, prevailing law, trade agreements and the role of the government and its various agencies.

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.

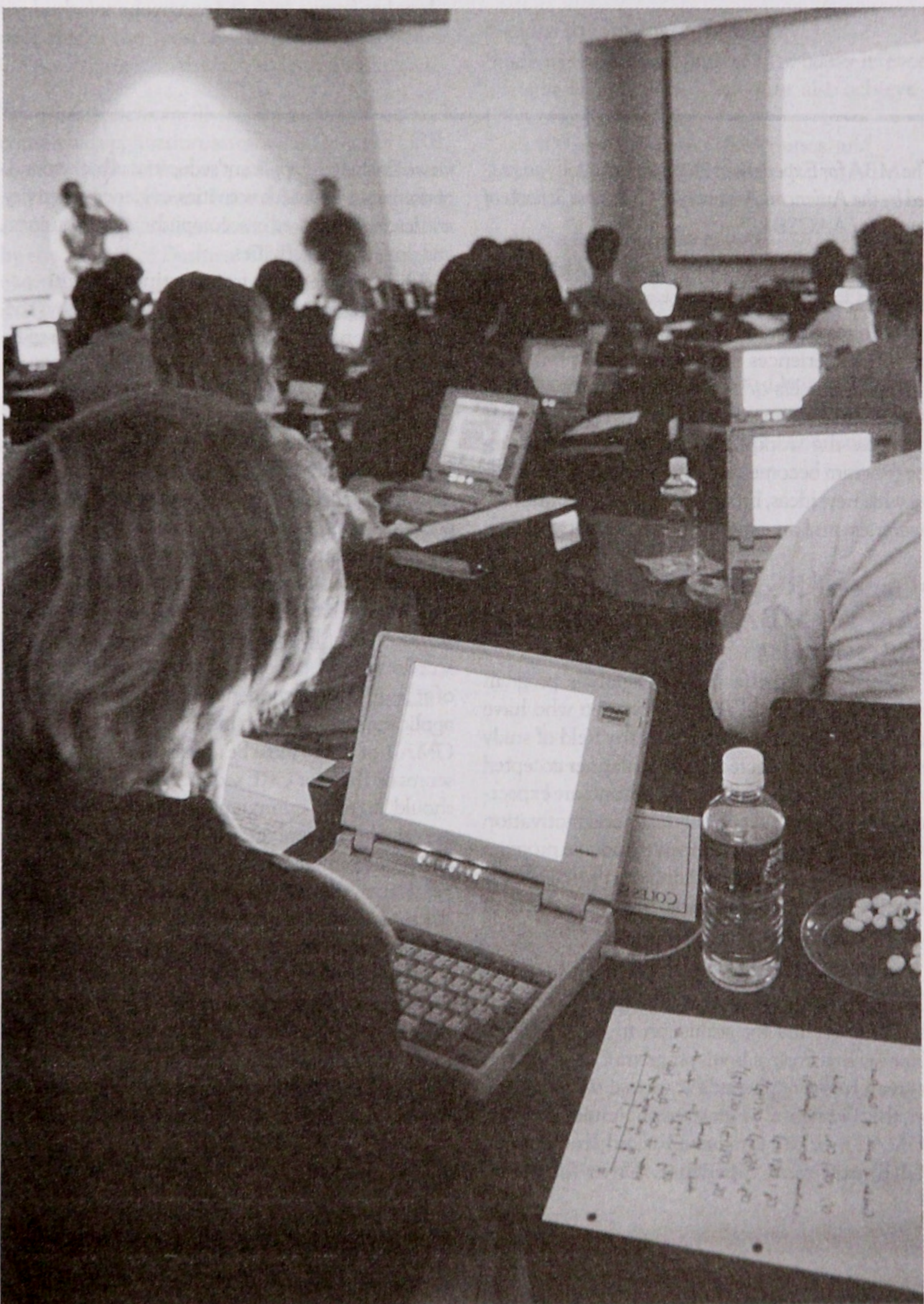
GBA 898. Total Quality Management. 5-0-5. Prerequisite: GBA 844 and GBA 850 or equivalent.

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 and permission from the Graduate Business Office. 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 Business Administration for Experienced Professionals



The Master of Business Administration for Experienced Professionals

The MBA for Experienced Professionals is fully accredited by the American Assembly of Collegiate Schools of Business (AACSB).

The Master of Business Administration (MBA) for Experienced Professionals degree is an innovative, interactive, integrated program that incorporates real-life experiences into every component. The program is process-oriented rather than functionally-oriented and taught in a team environment that simulates the workplace. Individuals completing the program become complete managers and leaders with new ideas, broad perspectives, technology awareness and an expanded business network.

• General Requirements for Admission to MBA for Experienced Professionals •

The MBA for Experienced Professionals 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. Applicants are expected to have the intellectual curiosity and motivation necessary to sustain an intensive graduate program and a professional career. 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 MBA for Experienced Professionals program. Consideration is given to the applicant's academic record, scores on the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE) and work experience. Other factors re-

viewed 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 for Experienced Professionals program, an applicant must satisfy standards involving the following predictors of success: the adjusted GPA, the GMAT or GRE score and work experience. An applicant is required to have an adjusted undergraduate GPA (UGPA) of at least 2.75 on a 4.0 scale plus a total score of at least 450 on the GMAT or a total score of at least 1350 on the general test of the GRE. The applicant's admissions index ($200 \times \text{UGPA} + \text{GMAT or GRE}$) must be at least 1000 for GMAT scores or 1900 for GRE scores. Also, the applicant should have a minimum of five years of work experience for unconditional admission to the MBA program. In reviewing the academic work of applicants, the Admissions Committee evaluates the junior/senior adjusted GPA 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. A score of at least 550 on the TOEFL is required for all students for whom English is not the native language.

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.

An applicant will not be admitted until a completed application, an official GMAT or GRE 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 by the School of Business Graduate Admissions Committee 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.

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

Transfer Credit

Students enrolled in the MBA for Experienced Professionals program will not be given credit for courses taken at other institutions.

Grades in 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 700 and 800-level GBA courses, and
2. in all graduate-level courses.

Petition to Graduate

Each MBA student must petition to graduate at least one quarter prior to completion of program requirements.

Admission Criteria for Non-Degree Student

Students classified as non-degree students are not permitted to enroll in MBA for Experienced Professional courses.

MBA for Experienced Professionals Program of Study

The MBA for Experienced Professionals Program allows an individual to earn an MBA degree in 18 months without interrupting his or her career. Associates complete six 10-hour courses which are team taught by experienced full-time graduate faculty. All traditional prerequisites are incorporated into the program. Optional refresher sessions are provided in computer applications, quantitative methods, communications, finance and accounting.

The class schedule is designed to minimize the time an individual must be away from the office and home. Classes are held on alternate weekends, Friday afternoons and all day Saturdays. The entire six-quarter schedule is provided in advance, so the professional can more easily coordinate his or her business and personal commitments with their responsibilities at school.

At the beginning of the program, Associates attend a four-day retreat that focuses and prepares the group for their upcoming challenge.

Between Terms Five and Six, the group attends a Quality Symposium which includes trips to and presentations from companies that have initiated quality programs — Malcolm Baldrige Award winners, ISO 9000 Certifications, Deming installations, and others. This symposium works in conjunction with Term Six to culminate the completion of a challenging and rewarding experience.

TERM ONE

Organizational Capability: Creating Competitive Advantage **GBA 710 (10 Credit Hours)**

MODULE ONE. *The General Manager: Top Level Views of Leadership.*

Orients the professional or manager to concepts applicable to the design and functioning of complex organizations and to understanding and influencing behavior in that setting.

MODULE TWO. *Environmental Analysis and Organizational Design.*

Examines changing economic, financial, strategic, market, technological, political, cultural and human resource factors that affect the economic and structural characteristics of industries and enterprises.

MODULE THREE. *Management Computer Applications and Information Systems.*

Examines the application of information systems to create data bases in support of employee and managerial decision making.

MODULE FOUR. *Communication in Organizations.*

Examines formal and informal interactions in business organizations and obstacles to effective communication, including written and interpersonal ways to overcome barriers.

TERM TWO

Environmental Surveillance and Analysis **GBA 720 (10 Credit Hours)**

MODULE ONE. *Financial Markets and Institutions.*

Describes operation of financial markets and institutions and how interest rates are determined.

MODULE TWO. *Statistical Analysis for Managerial Decisions.*

Provides techniques for collecting and interpreting data for coping with risk in the management decision-making process.

Environmental Surveillance and Analysis—TERM TWO - continued)

MODULE THREE. *Managerial Microeconomics.*

Analyzes the economics of competition in industrial and consumer markets by examining the economic constraints and forces determining the profitability and viability of the enterprise. Particular attention will be given to market demand and production under different types of market structure.

MODULE FOUR. *Regulatory and Legal Environment of Business.*

Emphasizes the identification of potential legal issues in business decisions, envisioning alternatives, and forecasting probable legal outcomes and costs. Reviews important legal parameters for managerial decision making, including costs and benefits of litigation; alternatives to litigation; product liability and professional liability.

TERM THREE

Management Processes and Systems

GBA 730 (10 Credit Hours)

MODULE ONE. *Financial Accounting.*

Discusses important concepts and procedures of accounting for proprietorship, partnerships and corporations emphasizing the development, use and interpretation of financial statements for external reporting.

MODULE TWO. *Management Information and Decision Support Systems.*

Presents fundamental concepts of systems, information and decision support. Explains how to analyze, design and use information systems for managerial decision making in an organizational setting. The role of information and decision support systems in organizations and techniques and skills in representing system structure will be covered.

MODULE THREE. *Marketing Management.*

Strategic and tactical planning and decision making in consumer, industrial, service and not-for profit settings. Specific areas of analysis include buyer behavior, market segmentation, product differentiation, product development, planning, pricing, channels of distribution, sales management, advertising, sales promotion, personal selling, marketing research, market development and public policy.

MODULE FOUR. *Dynamic Organizational Processes, Systems and Change.*

Provides approaches to analyzing individuals, organizational components and other significant elements impacting the firm, emphasizing change processes and the effects upon individuals, organization strategy and goals, and the viability of the firm. Techniques for initiating change in organizations, including internal consulting, team building, survey feedback, goal-setting and conflict resolution are studied and applied.

TERM FOUR

Managerial Decision Making Applications

GBA 740 (10 Credit Hours)

MODULE ONE. *Financial Management.*

Provides the general manager with an understanding and appreciation of complex corporate financial decision making. This module covers those strategic capital investment decisions which use cost of capital, rate of return, capital replacement and risk-taking assessments. With this background, the general manager will be able to understand capital budgeting, valuation, sources of funds, capital structure policy, dividend policy and working capital management.

(Managerial Decision Making Applications—TERM FOUR - continued)

MODULE TWO. *Human Resource Management.*

Provides the general manager with the human resource strategies, policies and functional overviews necessary to make sound personnel decisions which can enhance the competitive advantage a firm gains from the quality of its people. Strategic personnel planning, staffing, compensation, performance assessment and employee-development decision making are covered.

MODULE THREE. *Managerial Accounting.*

Provides the general manager with the background necessary for cost analysis and budgetary control decision making. Covers the use of operating statements, accounting measurement systems, cost-volume-profit relationships, cost controls and the cost estimating skills necessary for sound decision making.

MODULE FOUR. *Marketing Strategy and Policy.*

Provides the general manager with a broad, strategic perspective for assessing and solving marketing problems. Environmental assessment and diagnostic skills are taught to guide management's timely, comprehensive adjustments of its market mix to the dynamic global marketplace. Marketing strategy development, competitive opportunity analysis and marketing research efforts provide the tools to guide pricing, product development, promotional and distribution-channel decision making.

TERM FIVE

**Competing in the Global Marketplace
GBA 750 (10 Credit Hours)**

MODULE ONE. *International Business Management and Development.*

Provides the general manager with the economic, financial, political and cultural assessment skills necessary to compete in today's global marketplace. Discussion, development and review of critical international trade concepts, policies and practices used by global competitors are covered.

MODULE TWO. *Leading Organizational Change.*

Provides the general manager with the analytical and strategic leadership skills needed to continuously adjust corporate structure and design in today's turbulent world business environment. The introduction and management of large system change processes to improve corporate effectiveness are covered.

MODULE THREE. *Quality, Technology and Workplace Innovation.*

Provides the general manager with an operational perspective on the production function's innovative adoption of new systems technologies emphasizing total quality management, manufacturing flexibility, marketplace responsiveness and socio-technical system-design options. Evaluation of the methods and technologies of world class producers is undertaken to expand the managerial choices in domestic market situations.

MODULE FOUR. *Managerial Macroeconomics.*

Provides the general manager with an overview of the macroeconomic forces shaping today's global management community. Emphasizes how business organizations interface within a dynamic, international economic and political environment. The role of the U.S. in a world economy will be contrasted with the growing influence and control exerted by large foreign corporations and their governments.

TERM SIX

Strategic Thinking and Organizational Effectiveness in the Global Marketplace
GBA 760 (10 Credit Hours)**MODULE ONE. *Marketing's Contribution to Corporate Planning.***

Focuses on the problems of building an integrated marketing program in light of the major internal and external customers affecting marketing activity, the consumer, suppliers and vendors, competition and the regulatory environment.

MODULE TWO. *Financial Strategies in Organizational Policy Formulation.*

Develops a managerial perspective for key financial decisions of the firm. Creating value for shareholders is the central theme. Applications will focus on financial analysis and planning, working capital management, capital budgeting, optimal capital structure, cost of capital, dividend policy, valuation and merger analysis.

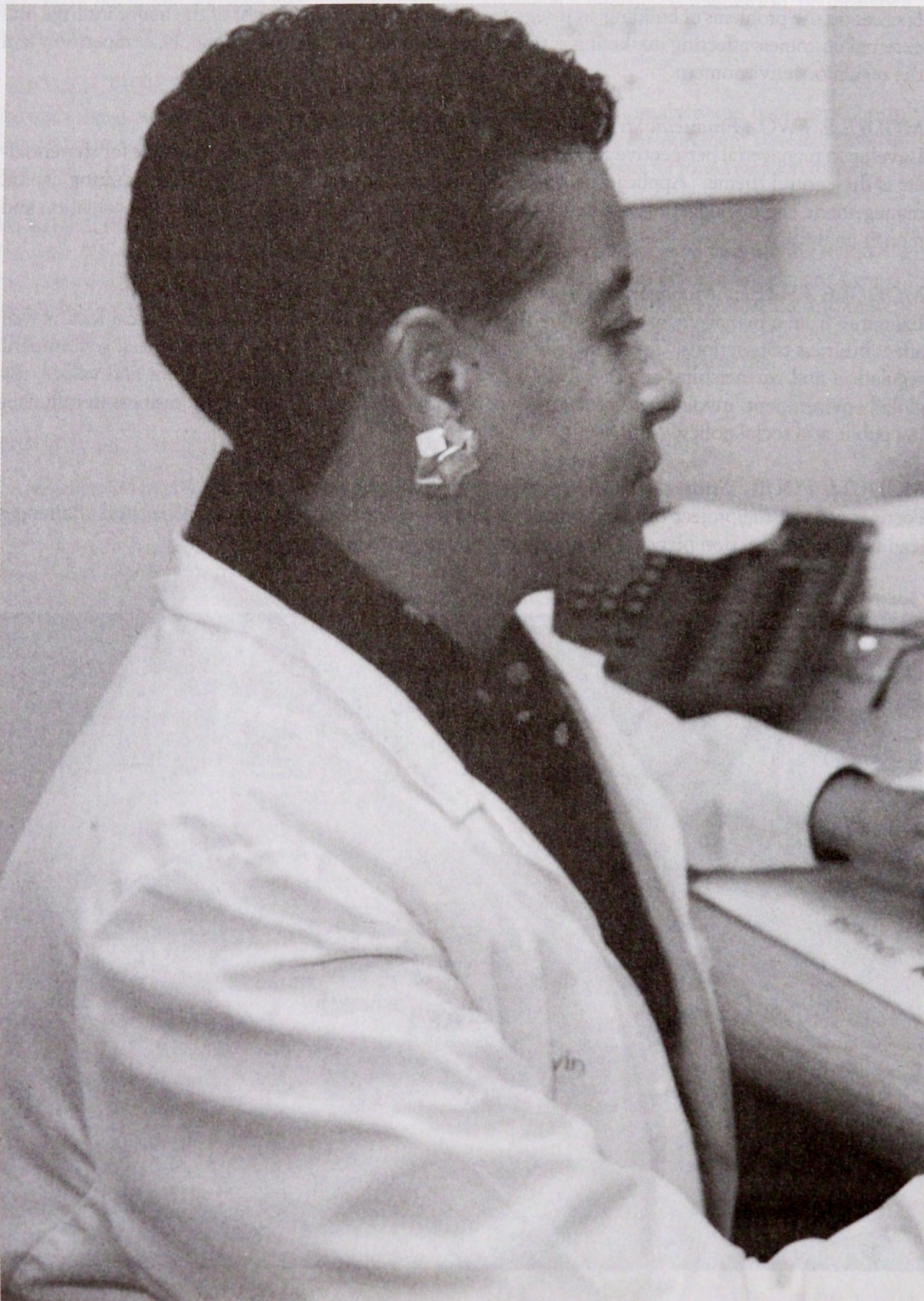
MODULE THREE. *Managerial Responsibilities in Public Affairs and Social Policy.*

Examines from a management perspective the social, political, governmental and ethical factors that affect business transactions. Topics include community responsibility and responsiveness, government regulation and partnerships, communication to internal and external publics, ethics and values, the global environment, involvement and growth of human resources and the role of business in influencing public and social policy.

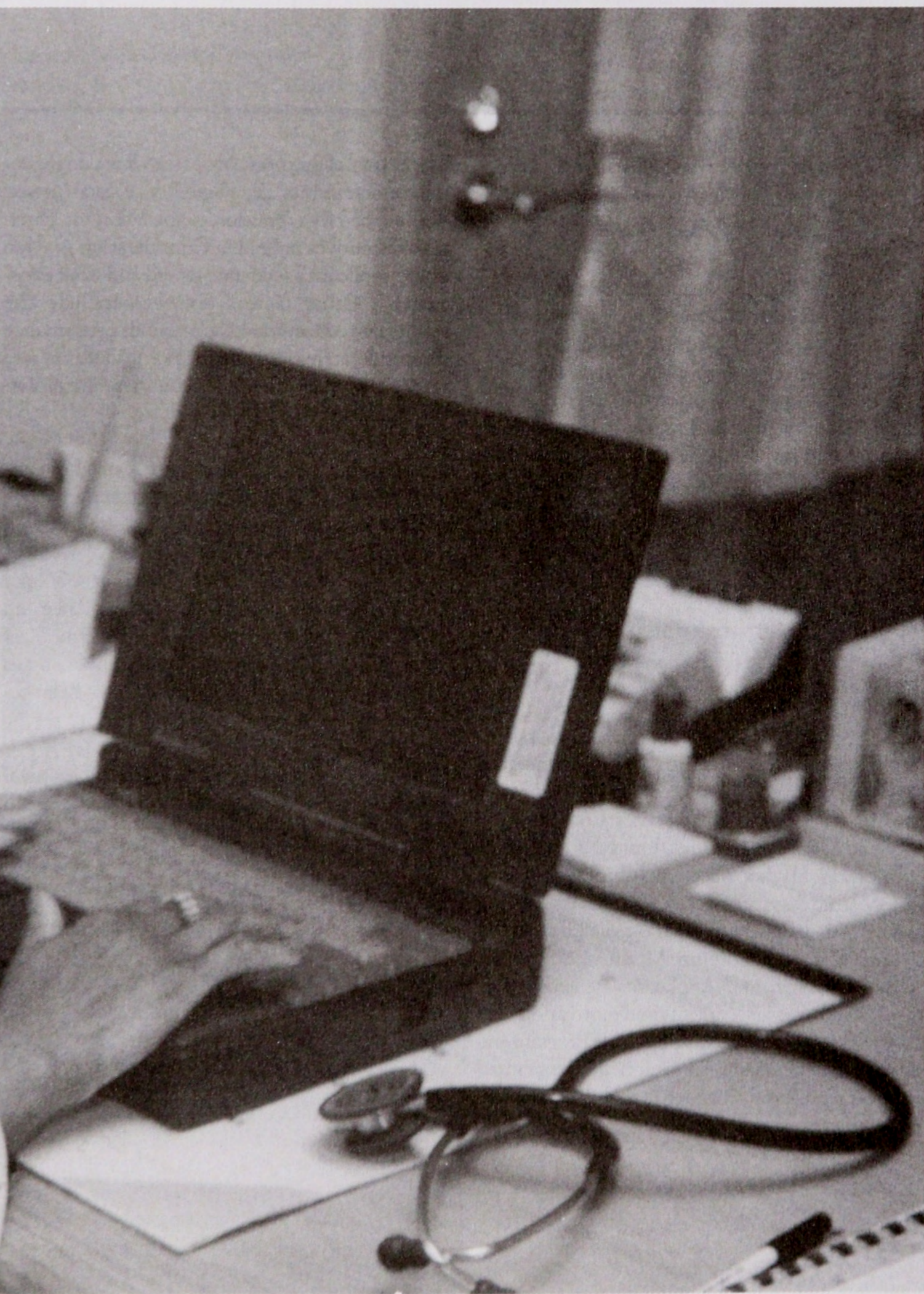
MODULE FOUR. *Strategic Thinking of General Managers.*

Focus is a case/issue/project oriented multi-faceted analysis of business opportunities and challenges leading to specific action plans for attaining strategic objectives.





The Master of Business Administration for Physician Executives



The Master of Business Administration for Physician Executives

The MBA for Physician Executives is fully accredited by the American Assembly of Collegiate Schools of Business (AACSB).

The Master of Business Administration (MBA) for Physician Executives degree is an innovative, interactive, integrated program that incorporates real-life experiences into every component. The program is process-oriented rather than functionally-oriented and taught in a team environment that simulates the workplace. Physicians completing the program become complete managers and leaders with new ideas, broad business perspectives, technology awareness, and an expanded business and healthcare network.

• General Requirements for Admission to MBA for Physician Executives •

The MBA for Physician Executives program is limited to talented physicians who have medical degrees from: medical schools in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME), United States osteopathic medical schools accredited by the American Osteopathic Association (AOA), or a graduate or a foreign medical school who holds an Educational Commission for Foreign Medical Graduates (ECFMG) certificate. Applicants are expected to have the intellectual curiosity and motivation necessary to sustain an intensive graduate program and a professional career. 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 MBA for Physician Executives program. Consideration is given to the applicant's academic record and work experience. Other factors reviewed include the applicant's educational background, performance in outside activities, evidence of leadership, and record of accomplishments in business and professional activities.

An applicant will not be admitted until a completed application, official medical school transcripts or ECFMG certificate, and immunization certificate have been received and evaluated. Admissions decisions are determined by the School of Business Graduate Admissions Committee and are communicated in writing by the School of Business Graduate Committee 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.

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

Transfer Credit

Students enrolled in the MBA for Physician Executives program will not be given credit for graduate courses taken at other institutions.

Grades in 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:

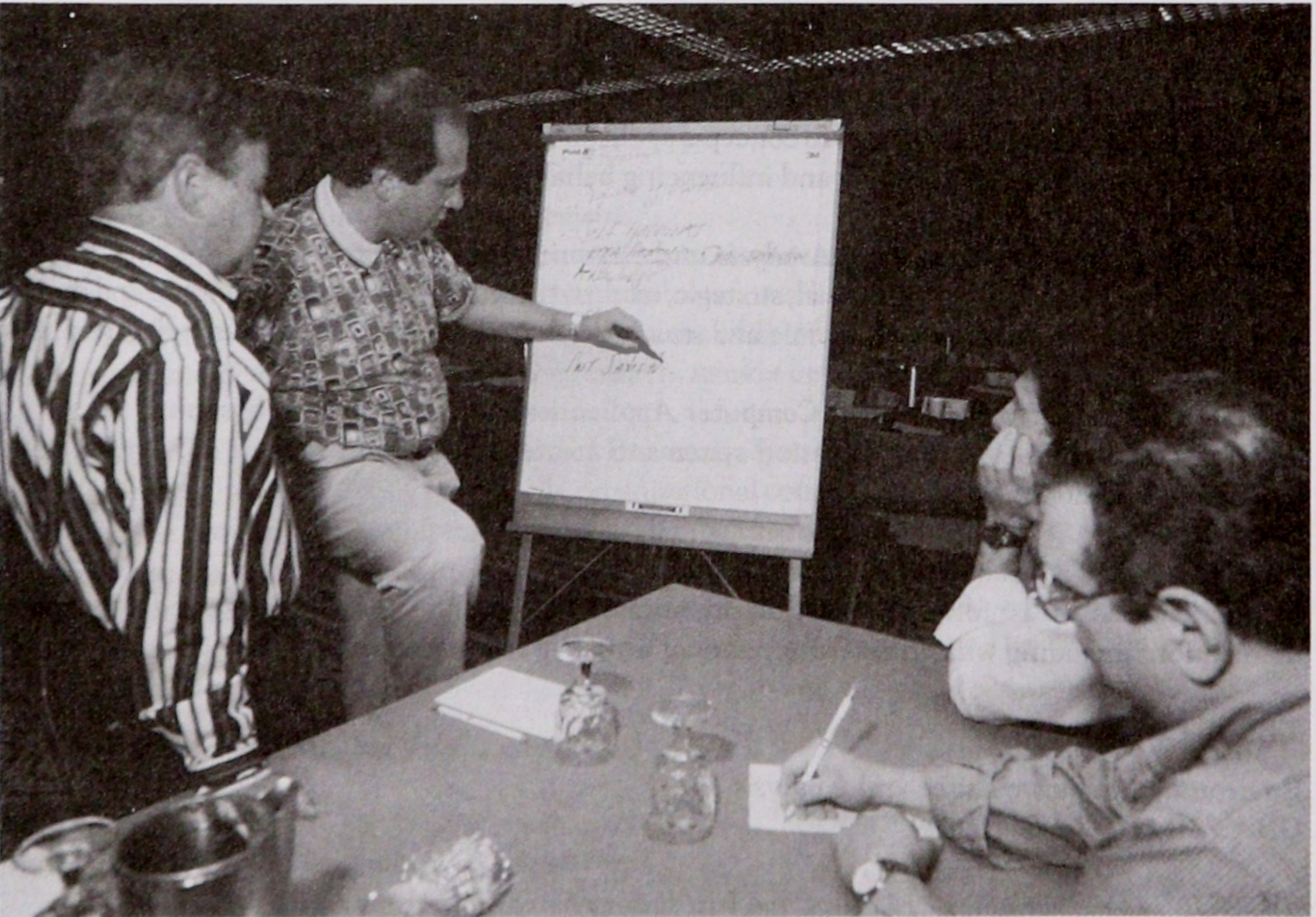
1. all 700 and 800 level GBA courses, and
2. in all graduate-level courses.

Petition to Graduate

Each MBA student must petition to graduate at least one quarter prior to completion of program requirements.

Non-Degree Students

Students classified as non-degree students are not permitted to enroll in MBA for Physician Executive courses.



MBA for Physician Executives Program of Study

The MBA for Physician Executives Program allows an individual to earn an MBA degree in 18 months without interrupting his or her career. Associates complete six 10-hour courses which are team taught by experienced full-time graduate faculty. All traditional prerequisites are incorporated into the program. Optional refresher sessions are provided in computer applications, quantitative methods, communications, finance and accounting.

The class schedule is designed to minimize the time an individual must be away from the office and home. Classes are held on alternate weekends, all day Saturdays and Sundays. The entire six-quarter schedule is provided in advance, so the physician can more easily coordinate his or her business and personal commitments with their responsibilities at school.

At the beginning of the program, Associates attend a three-day retreat that focuses and prepares the group for their upcoming challenge.

Between Terms Five and Six, the group attends a Quality Symposium which includes presentations from companies that have initiated quality programs — Malcolm Baldrige Award winners, ISO 9000 Certifications, Deming installations, and others. This symposium works in conjunction with Term Six to culminate the completion of a challenging and rewarding experience.

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Organizational Capability: Creating Competitive Advantage
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MODULE ONE. *The General Manager: Top Level Views of Leadership.*

Orients the professional or manager to concepts applicable to the design and functioning of complex organizations and to understanding and influencing behavior in that setting.

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Examines formal and informal interactions in business organizations and obstacles to effective communication, including written and interpersonal ways to overcome barriers.

TERM TWO

Environmental Surveillance and Analysis
GBA 720 (10 Credit Hours)

MODULE ONE. *Financial Markets and Institutions.*

Describes operation of financial markets and institutions and how interest rates are determined.

MODULE TWO. *Statistical Analysis for Managerial Decisions.*

Provides techniques for collecting and interpreting data for coping with risk in the management decision-making process.

(Environmental Surveillance and Analysis—TERM TWO - continued)

MODULE THREE. *Managerial Microeconomics.*

Analyzes the economics of competition in industrial and consumer markets by examining the economic constraints and forces determining the profitability and viability of the enterprise. Particular attention will be given to market demand and production under different types of market structure.

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Management Processes and Systems

GBA 730 (10 Credit Hours)

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TERM FOUR

Managerial Decision Making Applications

GBA 740 (10 Credit Hours)

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TERM FIVE

Competing in the Global Marketplace

GBA 750 (10 Credit Hours)

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TERM SIX**Strategic Thinking and Organizational Effectiveness in the Global Marketplace**
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MODULE FOUR. *Strategic Thinking of General Managers.*

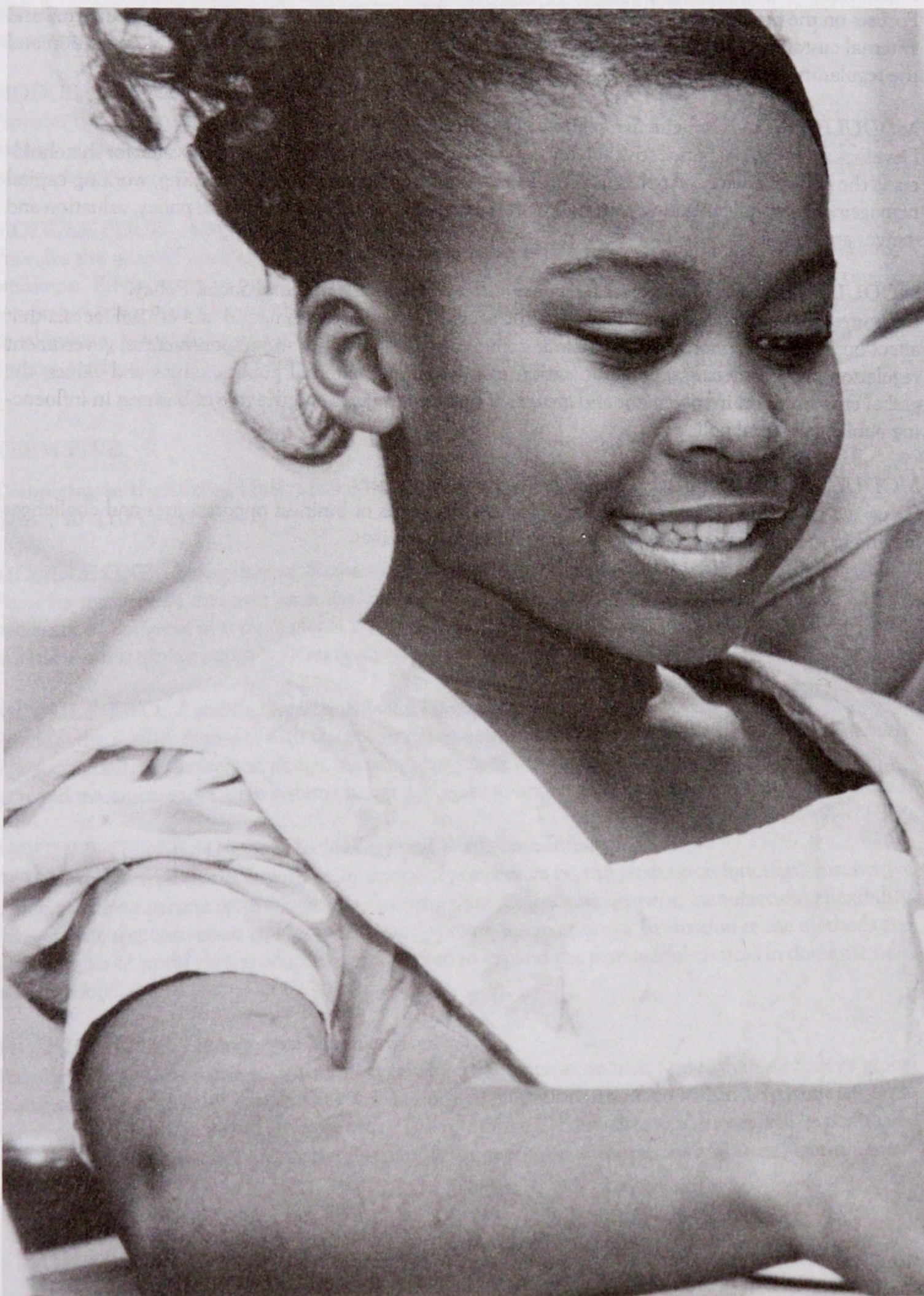
Focus is a case/issue/project oriented multi-faceted analysis of business opportunities and challenges leading to specific action plans for attaining strategic objectives.

TERM SIX

Strategic Thinking and Organizational Effectiveness in the Global Marketplace

CBA 780 (10 Credit Hours)

MODULE ONE: Marketing's Contribution to Corporate Performance



Graduate Programs in Education



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 (M.Ed.) with programs of study in Early Childhood Education (P-5) or Middle Grades Education (4-8). In addition, certified teachers may register for course work leading to add-on and/or endorsement programs. Contact the Office of Graduate Studies in Education 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 (600/700 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.

•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 interdisciplinary 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. Must hold a teaching license in early childhood education (P-5) or middle grades (4-8). (Those applicants who do not hold a teacher license 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 completion of a professional portfolio, thesis or written comprehensive examination.
- Individual degree programs may specify particular requirements and 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 M.Ed. degree consists of two program tracks. This degree may be attained through either of the following plans of study.

Thesis/Portfolio Program

The requirements for the degree of Master of Education Early Childhood Education (P-5) may be met by the completion of an approved program of 60 hours of graduate course work. Under this program, a student must complete 5 hours of thesis/portfolio course work.

Non-thesis/Portfolio Program

The requirements for the Master of Education Early Childhood Education (P-5) may be met by completing 60 quarter hours of approved graduate course work and passing a comprehensive examination.

Portfolio Program

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

PROGRAM TOTAL: 60

Thesis/ Program

PROFESSIONAL SEQUENCE		28
DUC 700	Advanced Seminar in the Teaching Portfolio/Thesis	3
CE 702	History of Early Childhood Education	5
DUC 741	Educational Research Methods	5
CE 703	Families and Schools in a Pluralistic Society	5
CE 701	Advanced Studies in Learning	5
DUC 711	Integrating Technology in Education	5

(M.Ed. Early Childhood Education - Thesis Program -continued)

		Credit Hours
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
ELECTIVES	(to be selected with advisor approval)	10
CAPSTONE EXPERIENCE		2
ECE 797	Portfolio/Thesis Presentation (student will present and defend thesis)	
PROGRAM TOTAL:		60

Non-thesis/Portfolio Program

PROFESSIONAL SEQUENCE		25
ECE 702	History of Early Childhood Education	5
EDUC 741	Educational Research Methods	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
ELECTIVES	(to be selected with advisor approval)	11
PROGRAM TOTAL:		60

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

The M.Ed. degree consists of two program tracks. This degree may be attained through either of the following plans of study.

Thesis/Portfolio Program

The requirements for the degree of Master of Education Middle Grades Education (4-8) may be met by the completion of an approved program of 60 hours of graduate course work. Under this program, a student must complete 5 hours of thesis/portfolio course work.

Non-thesis/Portfolio Program

The requirements for the Master of Education Middle Grades Education (4-8) may be met by completing 60 quarter hours of approved graduate course work and passing a comprehensive examination.

Portfolio Program

		<i>Credit Hours</i>
PROFESSIONAL SEQUENCE		28
EDUC 700	Advanced Seminar in the Teaching Portfolio/Thesis	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, 709, 721, 731, 735, 741, 751, 790, 795, ENED 711 ¹ (10 or 15 hours)	
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 hours)	
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 hours)	
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 hours)	
ELECTIVE ²	To be selected with advisor approval	5
CAPSTONE EXPERIENCE		2
MGE 797	Portfolio/Thesis Presentation (student will present and defend the cumulative professional portfolio.)	

PROGRAM TOTAL: 60

¹ Or other courses with approval of advisor.

Thesis Program

		<i>Credit Hours</i>
PROFESSIONAL SEQUENCE		28
EDUC 700	Advanced Seminar in the Teaching Portfolio/Thesis	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 hours)	

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 hours)	
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 hours)	
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 hours)	
ELECTIVE²	To be selected with advisor approval	5
CAPSTONE EXPERIENCE		2
MGE 797	Portfolio/Thesis Presentation (student will present and defend their thesis.)	

PROGRAM TOTAL: 60

¹ Or other courses with approval of advisor.

Non-Thesis/Portfolio Program

		<i>Credit Hours</i>
PROFESSIONAL SEQUENCE		25
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 Language English/Language Arts plus one or two courses from ENGL 701, 721, 731, 735, 741, 751, 790, 795, ENED 711 ¹ (10 or 15 hours)	
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 hours)	
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 hours)	
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 hours)	
ELECTIVE	To be selected with advisor approval	10

PROGRAM TOTAL: 60

¹ Or other courses with approval of advisor.

• Add-On Programs and Endorsements •

Tennessee State College offers graduate level add-on programs in Special Education for the experienced teacher. 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.

Special Education Programs

These programs incorporate four graduate level add-on endorsements in special education: learning disabilities, behavior disorders, mental retardation and interrelated and include a cross-categorical approach to reflect the needs of teachers in the field. The programs are 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 programs. The internship is open only to teachers who have a documented contract to teach individuals with 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.

Learning Disabilities Program

	<i>Credit Hours</i>
PROFESSIONAL SEQUENCE	32
EXC 705 Perspectives & Issues in Exceptionality	4
EXC 715 Nature/Needs: Students with Mild Disabilities	4
EXC 711 Clinical Nature/Needs: Students with Mild Disabilities	2
EXC 720 Behavior Management	3
EXC 730 Cross-Categorical Assessment of Exceptionality	5
EXC 740 Behavior Analysis	4
EXC 750 Language Learning	3
EXC 765 Methods for Students with Mild Disabilities	5
EXC 761 Clinical Methods for Students with Mild Disabilities	2

CAPSTONE ALTERNATIVES 5

Complete **one** of the following courses:

EXC 798	Practicum
EXC 797	Internship

PROGRAM TOTAL: 37

Behavior Disorders Program

	35
PROFESSIONAL SEQUENCE	35
EXC 705 Perspectives & Issues in Exceptionality	4
EXC 715 Nature/Needs: Students with Mild Disabilities	4
EXC 711 Clinical Nature/Needs: Students with Mild Disabilities	2
EXC 720 Behavior Management	3
EXC 730 Cross-Categorical Assessment of Exceptionality	5
EXC 740 Behavior Analysis	4
EXC 765 Methods for Students with Mild Disabilities	5
EXC 761 Clinical Methods for Students with Mild Disabilities	2
EXC 735 Special Education Law	3
EXC 745 Methods of Aggression Reduction	3

Behavior Disorders Program - continued)

CAPSTONE ALTERNATIVES

Complete **one** of the following courses:

- EXC 798 Practicum
- EXC 797 Internship

PROGRAM TOTAL: 40

Interrelated Program

PROFESSIONAL SEQUENCE

	<i>Credit Hours</i>
EXC 705 Perspectives & Issues in Exceptionality	4
EXC 715 Nature/Needs: Students with Mild Disabilities	4
EXC 711 Clinical Nature/Needs: Students with Mild Disabilities	2
EXC 720 Behavior Management	3
EXC 730 Cross-Categorical Assessment of Exceptionality	5
EXC 740 Behavior Analysis	4
EXC 750 Language Learning	3
EXC 765 Methods for Students with Mild Disabilities	5
EXC 761 Clinical Methods for Students with Mild Disabilities	2
EXC 735 Special Education Law	3
EXC 745 Methods of Aggression Reduction	3

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CAPSTONE ALTERNATIVES

Complete **one** of the following courses:

- EXC 798 Practicum
- EXC 797 Internship

PROGRAM TOTAL: 43

Intellectual Disabilities Program

PROFESSIONAL SEQUENCE

	<i>Credit Hours</i>
EXC 705 Perspectives & Issues in Exceptionality	4
EXC 715 Nature/Needs: Students with Mild Disabilities	4
EXC 711 Clinical Nature/Needs: Students with Mild Disabilities	2
EXC 720 Behavior Management	3
EXC 725 Education of Students with Severe Disabilities	5
EXC 730 Cross-Categorical Assessment of Exceptionality	5
EXC 740 Behavior Analysis	4
EXC 750 Language Learning	3
EXC 765 Methods for Students with Mild Disabilities	5
EXC 761 Clinical Methods for Students with Mild Disabilities	2

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CAPSTONE ALTERNATIVES

Complete **one** of the following courses:

- EXC 797 Internship
- EXC 799 Practicum

PROGRAM TOTAL: 42

Gifted Education

EDUC 761	Characteristics of Gifted Children
EDUC 762	Methods & Materials for Teaching Gifted Children
EDUC 763	Assessment of Gifted Children & Youth*
EDUC 764	Curriculum Development & Program Design in Gifted Education

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

Teacher Support Specialist

EDUC 771	Supervision for Student Teaching
EDUC 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)

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

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, 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/Thesis 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 develop and defend the professional portfolio or thesis.

• Education (EDUC) •

EDUC 700. Advanced Seminar in Portfolio/Thesis. 3-0-3.
Prerequisite: Admission to program.

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

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: Admission to graduate study.

This course is designed to develop an understanding of qualitative and quantitative research methods and designs, focusing on interpretation and application relating to classroom practices.

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 development 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. Supervised development and preparation of thesis.

Exceptional Children (EXC) •

EXC 705. Perspectives: & Issues in Exceptionality. 3-0-4. Prerequisite: Admission to Special Education Add-on Program .

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 exceptionalities are served from the first risk factors (pre-referral) through post-secondary and community-based options including screening, transition and record maintenance. Major issues related to identifying, placing and serving students with exceptionalities will be addressed.

EXC 711. Clinical Nature/Needs: Students with Mild Disabilities. 2-0-2. Prerequisite: Admission to Special Education Add-on Program and Co-enrollment in EXC 715.

This course provides a field experience, affording the student the opportunity to observe first hand the characteristics of individuals with mild disabilities. Students collect and use data on etiological, perceptual motor, functional, language and academic aspects of the problems. Students are provided opportunities to see how student support teams and placement meetings are conducted.

EXC 715. Nature/Needs: Students with Mild Disabilities. 4-0-4. Prerequisite: Admission to Special Education Add-on Program and Co-enrollment in EXC 711.

This course focuses on systematic analysis of the physical, affective, behavioral and educational problems of individuals with mild disabilities (intellectual, behavioral and learning disabilities). There is an emphasis on etiological, perceptual motor, language and academic aspects of the problems with consideration for parental involvement in the educational process.

EXC 720. Behavior Management. 3-0-3. Prerequisite: EXC 705, EXC 715, EXC 711.

The 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 725. Education of Students with Severe Disabilities. 5-0-5. Prerequisite: EXC 705, 711, 715 Co-enroll with EXC 740).

This course focuses on a systematic analysis of the physical, affective, behavioral and educational problems of individuals with severe disabilities (intellec-

tual and behavioral). There is an emphasis on etiological, perceptual motor, language and functional academic aspects of the problems with consideration for parental involvement in the educational process. It addresses age-appropriate curriculum, community-based instruction and adaptive technology.

EXC 730. Cross-categorical Assessment of Exceptionality. 5-0-5. Prerequisite: EXC 705, 715, 711. 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 735. Special Education Law. 3-0-3. Prerequisite: EXC 705, EXC 730.

This course focuses on the litigative, legislative and political history of special education law with specific interest on parent and student rights in due process and disciplinary action of students receiving special education services.

EXC 740. Behavior Analysis. 4-0-4. Prerequisite: EXC 720.

This course is designed to develop an understanding 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. As part of their professional responsibilities, teachers of the mildly disabled need to know the research base for applied behavior analysis and demonstrate skill in designing, conducting and interpreting behavioral analysis projects. The student will be required to plan, implement and evaluate an applied behavior analysis project in an educational setting with an exceptional student.

EXC 745. Methods of Aggression Reduction. 3-0-3. Prerequisite: EXC 720, EXC 740.

This course focuses on means of reducing aggressive and violent behavior through a multifaceted pro social skills curriculum.

EXC 750. Language Learning. 3-0-3. Prerequisite: Admission to Special Education Add-on Program.

The development and interaction of oral, written and social language are presented. Students will learn ways to enhance language development in students with mild disabilities. The effect of cultural context and different language backgrounds will be addressed.

EXC 765. Methods for Students with Mild Disabilities. 5-0-5. *Prerequisite:* EXC 705, EXC 715, EXC 711, EXC 720, EXC 730, *Co-enrollment in EXC 761.*

This course focuses on the application of cognitive psychology and special education teacher effectiveness research for instruction of students with mild disabilities. Emphasis is placed on curriculum planning and organizing for instruction. Means of modifying presentation, response, evaluation, materials and use of media and technology to enhance teacher effectiveness with exceptional students are addressed.

EXC 761. Clinical Methods for Students with Mild Disabilities. 2-0-2. *Prerequisite:* EXC 705, EXC 715, EXC 711, EXC 720, EXC 730, *Co-enrollment in EXC 765.*

This course provides a field experience in public schools, focusing on the application of cognitive psychology and special education teacher effectiveness research for instruction of students with mild disabilities. Emphasis is placed on demonstration of skill in curriculum planning and organizing for instruction. Means of modifying presentation, response, evaluation, materials and use of media and technology to enhance teacher effectiveness with exceptional students are addressed.

EXC 797. Internship. 5-0-5. *Prerequisite:* *Completion of all other requirements in the Special Education Add-on Program and approval of department. Contracted employment with individuals with mild disabilities under a temporary teaching credential.* A supervised teaching experience for teachers seeking endorsement certification credit. May be repeated.

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 purpose 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. Emphasis on 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/Thesis Presentation. 2-0-2. *Prerequisite:* *Completion of at least 45 hours of required graduate course work.*

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

● Teaching Field Courses ●

• Anthropology (ANTH) •

ANTH 790. Special Topics (repeatable). 1-1. *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.

• Biology (BIOL) •

BIOL 790. Special Topics (repeatable). 1-15. Prerequisite: Permission of adviser and instructor.
Exploration of a specifically designed topic.

BIOL 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.

• 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 709. Workshop for Teachers of Writing. 5-0-5. Prerequisite: None.
An experiential examination of principles and issues in the teaching of writing, K-20. Along with reflective exploration of current theories of composition and extensive writing, this course includes the following topics: literacy acquisition and language development, especially through writing; building writing communities; the teacher as a writer; the place of publication in the writing process; and assessment of writing.

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 nontraditional 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 recent 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 solving, 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.

• Applied Music (MUAP) •

Applied Music

Applied music encompasses the areas of instrumental and vocal performance as well as composition, orchestration and conducting. It is offered for three hours of credit in the form of private lessons. Graduate level instruction in applied music is open to students with a baccalaureate degree in music such as the Bachelor of Arts in Music, the Bachelor of Music in Performance and the Bachelor of Music in Music Education. A special fee will be charged for registration in all applied music courses. The registration fee for one 50 minute private lesson a week is \$100 per quarter. Each course may be repeated for credit, if necessary, until the quarterly faculty jury recommends advancement to the succeeding level. In performance studies, the particular instrument will be listed on the student's transcript as part of the course title.

Performance Courses

MUAP 631, 632, 633, 634. Performance.

(1 hour instruction - 3 hours credit)

MUAP 731, 732, 733, 734. Performance.

(1 hour instruction - 3 hours credit)

• Music (MUSI) •

MUSI 790. Special Topics in Music. 1-5 credit hours. Prerequisite: Approval of instructor and department chair.

Selected special topics of interest to students and faculty.

MUSI 795. Directed Study. 1 - 15 credit hours. Prerequisite: Approval of instructor, major area committee and department chair.

Covers special topics and seminars external to regular course offerings. May include original research projects.

• Music Education (MUED) •

MUED 660 (MUED 660/01 through 660/15). Instrument Techniques. 1-0-1. Prerequisite: None. Instrument techniques are a requirement for all certification programs in music education. They are taken by advisement according to the Instrument Techniques Requirement Display. This display provides for the necessary competencies in each of the music education specializations.

• Physics (PHYS) •

PHYS 795. Directed Study (repeatable). 1-15. Prerequisite: Permission of advisor and instructor. A concentrated investigation of selected topics of an advanced nature. The content will be determined jointly by the instructor and the student.

• 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 (SCI) •

SCI 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.

SCI 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.

SCI 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.

SCI 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.

SCI 790. Special Topics (repeatable). 1-15. Prerequisite: Will vary as to topic. See quarter schedule. Exploration of a specifically designed topic.

SCI 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.

• Science Education (SCED) •

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.

• 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) •

• Early Childhood/Elementary Education (EDEL) •

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.

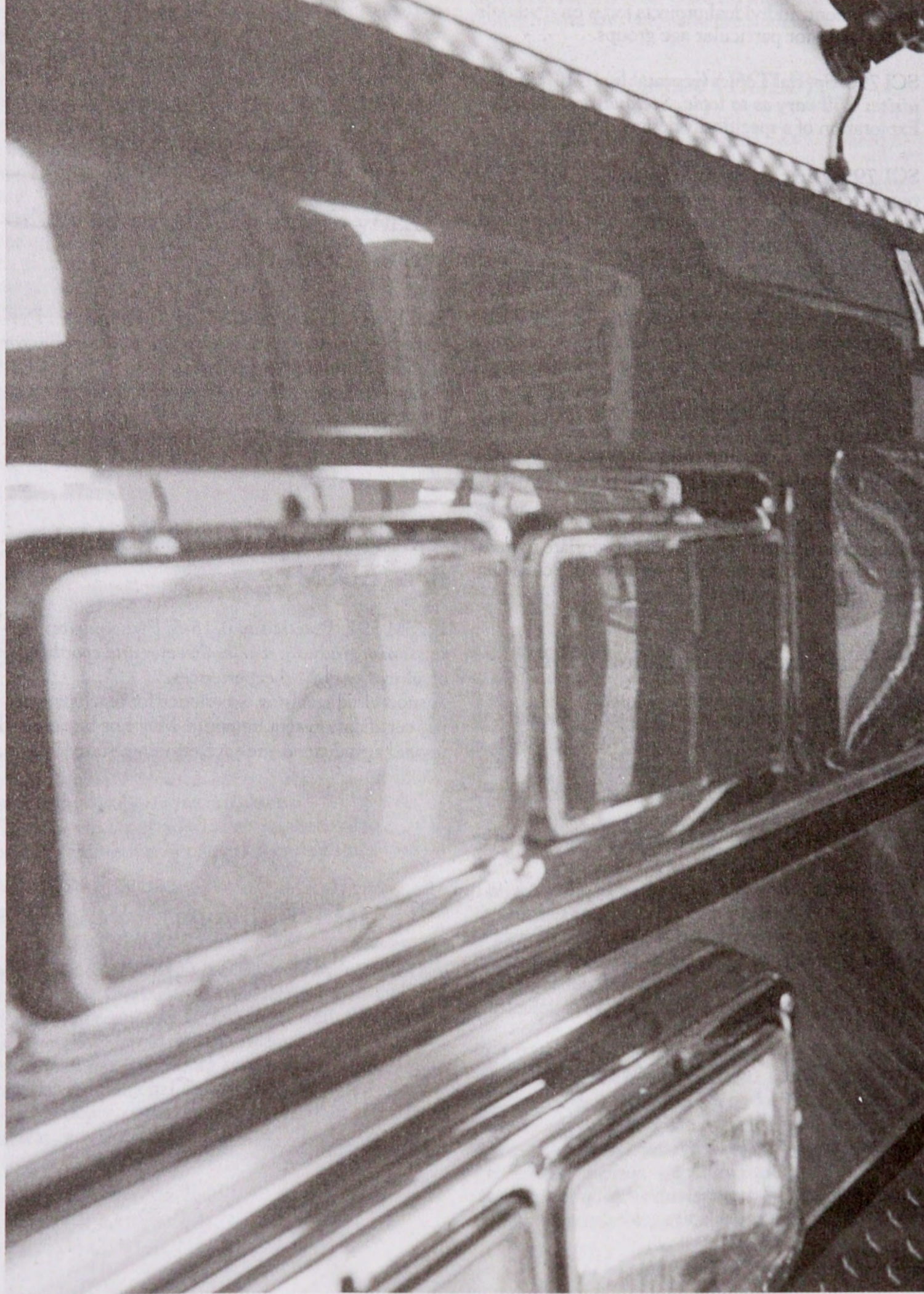
• Secondary/Middle School Education (EDSM) •

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

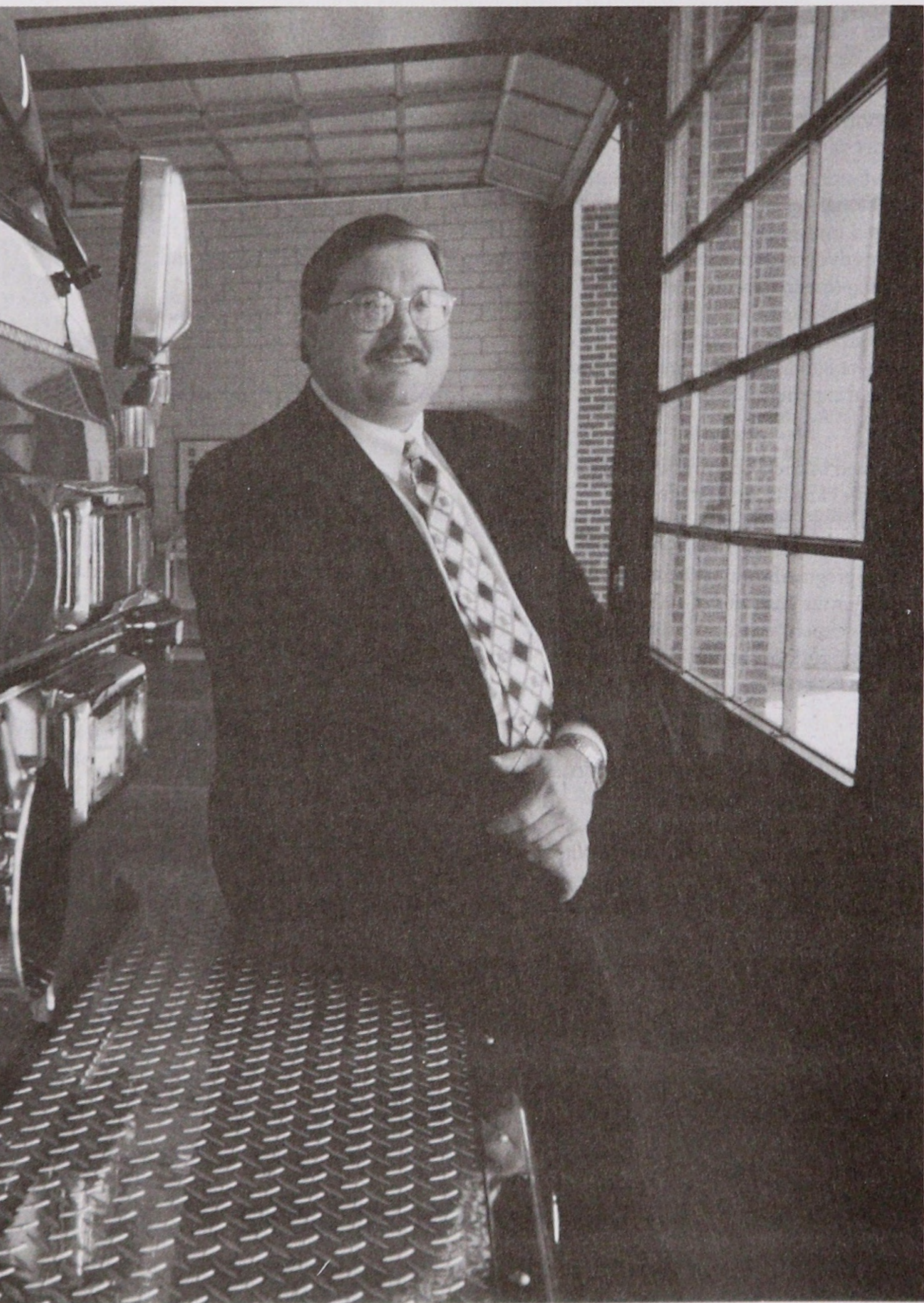
A supervised teaching experience for teachers meeting certification requirements. May not be counted toward a graduate degree at Kennesaw State College.

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The Master of Public Administration



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 Northwest 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 Graduate 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 director. 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.

Governmental Administration

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

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 Services 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 policymaking process, civil service and administrative agencies and policy implementation, with brief introductory forays into motivation, leadership, decision making, finance and budgeting, and personnel. 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 620.

Focuses on developing fundamental management skills specific to nonprofit administration. Special emphasis will be placed on learning how to motivate, 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 Public Service. 5-0-5.
Prerequisite: PAD 620.

To increase the ability of individuals to deal with public and social problems in all areas of public service, this course concentrates on understanding and developing leadership roles. Emphasis will be on leadership in the context of teamwork, participatory decision making and employee empowerment and on the development of organizational cultures that promote individual initiative and leadership.

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

Examines the budgetary and fiscal operations of non-profit 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 620.

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 620.

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 program director. (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 program director. (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 director.

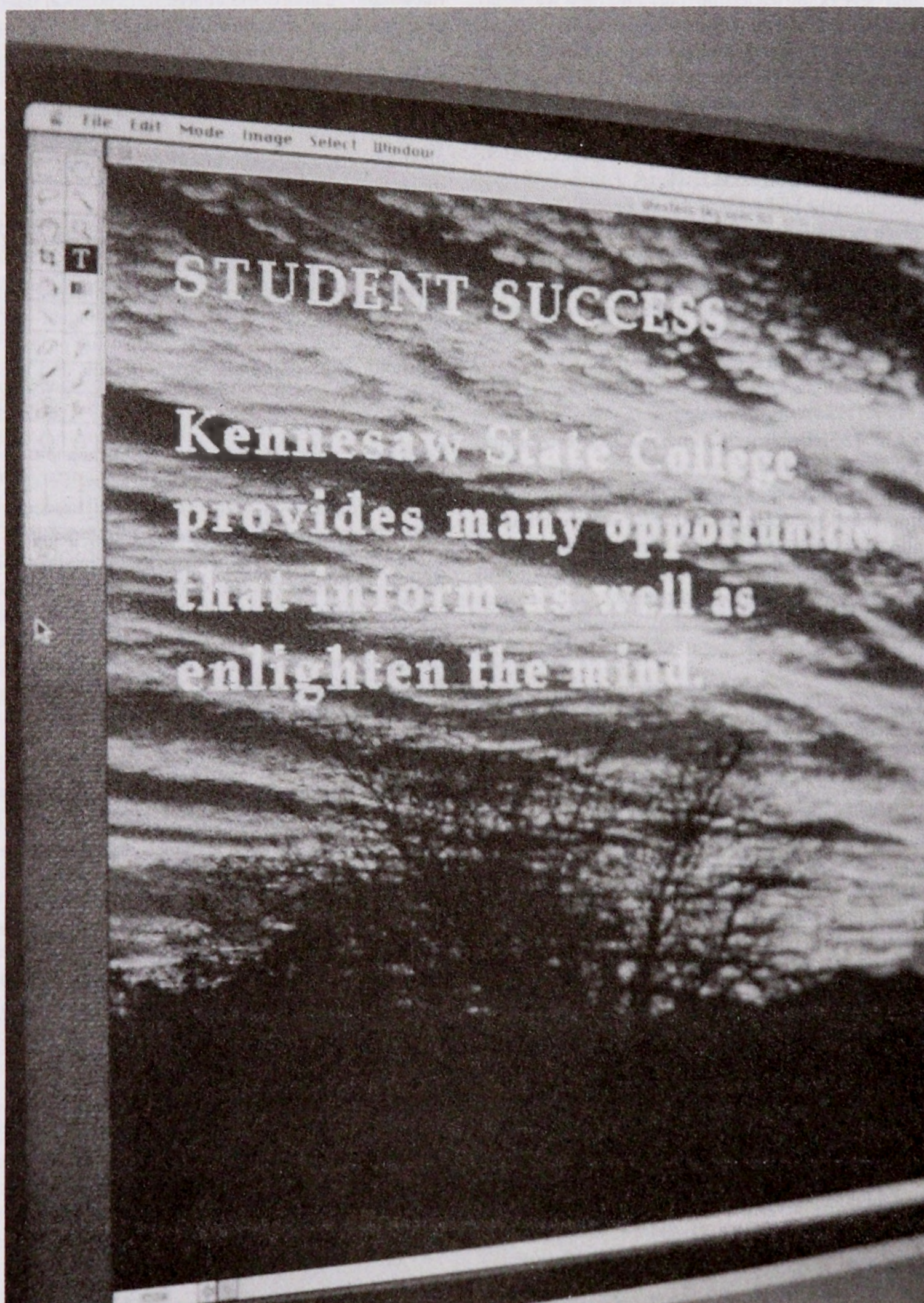
Fieldwork/research project required of all students. Pre-service students must also serve an internship in an organization appropriate to their professional goals. With the guidance of the program director, students will select a suitable topic and develop a proposal. This proposal will include a statement 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: Approval of program director.

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.

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The Master of Arts in Professional Writing



The Master of Arts in Professional Writing

The Master of Arts in Professional Writing (MAPW) degree is a professional graduate degree program that prepares candidates for a wide variety of writing-related positions in business, education, publishing, and the arts. Course work in three concentrations—applied writing, composition and rhetoric, and creative writing—allows students to gain theoretical and practical knowledge in various fields of professional writing. As students become experienced in producing and analyzing the business, technical, journalistic, and creative texts in these three concentrations, they develop a sophisticated understanding of style, structure, and audience. MAPW students will become writing professionals who can move in many directions during their careers; they will become flexible writers who can tune in to the writing conventions of a given genre, adapting their writing style to the requirements of various rhetorical contexts.

Housed in the Department of English, the MAPW Program works in cooperation with other departments such as Communication and Visual Arts. Additional resources of special importance to the program faculty and students are the Kennesaw State College Writing Center and the Kennesaw Mountain National Writing Project.

General Requirements for Admission to the MAPW Program

MAPW Program admission requires:

1. A baccalaureate degree from an accredited college or university with a minimum 2.5 grade point average (GPA).
2. A satisfactory score on the general test of the Graduate Record Examination (GRE). The

average score for the three parts of the GRE for students admitted into the MAPW program in 1995-96 was 1573.

3. A writing sample submitted to: MAPW Graduate Director, English Department, Kennesaw State College, 1000 Chastain Road, Kennesaw, GA 30144.
4. Two letters of recommendation addressed to: MAPW Graduate Director, English Department, Kennesaw State College, 1000 Chastain Road, Kennesaw, GA 30144.

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 MAPW 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 director. A minimum grade of B is required for any course transferred. Such course work may be no more than seven years old.

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 before they can advance to candidacy.

Candidacy

MAPW candidates must petition to graduate at least one quarter prior to completion of program requirements.

Master of Arts in Professional Writing Program of Study

The Master of Arts in Professional Writing Degree Program consists of 60 hours of course work. The MAPW Program is organized in three distinct parts:

Credit Hours

1. Writing Core Concentration 10

The Writing Core Concentration gives MAPW students the necessary tools to acquire both practical and theoretical knowledge about writing, writers, and graduate-level study skills. Students must complete two core courses:

GPW 600	Issues in Professional Writing	5
GPW 605	Research Methods in Professional Writing	5

Students must take GPW 600 and GPW 605 in sequence. Students must complete both core courses within their first three terms in the MAPW program.

2. Major Concentration and Support Area 40

The Major Concentration and Support Area allows candidates to concentrate on two areas of interest. In the **Major (25 Hrs)**, each student selects one concentration from the three offered below and takes five courses from this concentration, and, in the **Support Area (15 Hrs)**, each student also selects one of the remaining two concentrations as the support area. The student must take three courses from this second concentration to satisfy the support area requirement.

A: Applied Writing:

- GPW 625: Business and Commercial Writing
- GPW 629: Government Writing
- GPW 641: Feature Writing
- GPW 642: Documentary Scriptwriting
- GPW 644: Principles and Practice of Editing
- GPW 655: Document Design and Desktop Publishing
- GPW 660: Corporate Visual Communication
- GPW 670: Computers and Communication
- GPW 760: MAPW Practical Internship
- GPW 790: Special Topics
- GPW 795: MAPW Directed Study

B: Composition and Rhetoric:

- GPW 615: The Rhetorical Act: Context, Style, and Audience
- GPW 630: The Composing Process in Practice
- GPW 631: Applied Linguistics and the Teaching of Writing
- GPW 635: The Rhetorical Tradition
- GPW 650: Composition Pedagogy in High Schools and Colleges
- GPW 665: Introduction to Literacy Theory
- GPW 675: Teaching Writing to Speakers of Other Languages
- GPW 760: MAPW Practical Internship
- GPW 790: Special Topics
- GPW 795: MAPW Directed Study

C: Creative Writing:

- GPW 610: Readings for Writers
- GPW 645: Creative Writing in the Schools
- GPW 646: Fiction Writing

(Master of Arts in Professional Writing, Creative Writing Concentration - continued)

Credit Hours

- GPW 647: Poetry Writing
- GPW 648: Play Writing
- GPW 649: Screen and Television Writing
- GPW 651: The Impact of Literary Theory on Writers and Readers
- GPW 760: MAPW Practical Internship
- GPW 790: Special Topics
- GPW 795: MAPW Directed Study

3. The Professional Portfolio or the Thesis

The Professional Portfolio or the Thesis allows candidates to explore more fully an area of interest by producing a traditional academic thesis or a portfolio of written pieces and projects.

a. The Professional Portfolio

GPW 798: (10 credit hours.) A collection of various original writings samples which demonstrate the candidate's expertise in professional writing or the teaching of writing. The candidate must pass a portfolio defense at the completion of this writing project.

OR

b. The Thesis

GPW 799: (10 credit hours.) A critical investigation of writing theory, pedagogy, or practice leading from work examined in any part of Part One and Two. The candidate must pass a thesis defense at the completion of this writing project.

PROGRAM TOTAL: 60

Sample Programs of Study

1. To prepare for professional writing positions in publishing, editing, corporate communications, public relations, or the arts, MAPW students could choose a major concentration in Applied Writing and a support area in Creative Writing and take the following courses:

Writing Core Concentration (10 hours)

- GPW 600—Issues in Professional Writing
- GPW 605—Research Methods in Professional Writing

Major Concentration--Applied Writing (25 hours)

- GPW 625—Business and Commercial Writing
- GPW 641—Feature Writing
- GPW 655—Document Design and Desktop Publishing
- GPW 750—Principles and Practice of Editing
- GPW 760—MAPW Practical Internship

Support Area--Creative Writing (15 hours)

- GPW 646—Fiction Writing
- GPW 648—Play Writing
- GPW 649—Screen and Television Writing

Individual Writing Concentration (10 hours)

- GPW 798—The Professional Portfolio

(Sample programs of study - continued)

2. To enhance their understanding of how to teach writing at the secondary and college levels and to move into professional writing positions in government, curriculum development, and education, teachers returning for a master's degree could choose a major concentration in Composition and Rhetoric and a support area in Applied Writing and take the following courses:

Writing Core Concentration (10 hours)

GPW 600—Issues in Professional Writing

GPW 605—Research Methods in Professional Writing

Major Concentration--Composition and Rhetoric (25 hours)

GPW 630—The Composing Process in Practice

GPW 631—Applied Linguistics and the Teaching of Writing

GPW 635—The Rhetorical Tradition

GPW 730—Composition Pedagogy in High Schools and Colleges

GPW 735—Introduction to Literacy Theory

Support Area--Applied Writing (15 hours)

GPW 625—Business and Commercial Writing

GPW 670—Computers and Communication

GPW 750—Principles and Practice of Editing

Individual Writing Concentration (10 hours)

GPW 799—The Thesis

3. To develop their expertise as creative writers, their knowledge of publishing, and their journalistic abilities, students could choose a Major Concentration in Creative Writing and a support area in Applied Writing and take the following courses:

Writing Core Concentration (10 hours)

GPW 600—Issues in Professional Writing

GPW 605—Research Methods in Professional Writing

Major Concentration--Creative Writing (25 hours)

GPW 646—Fiction Writing

GPW 648—Play Writing

GPW 649—Screen and Television Writing

GPW 790—Special Topics--Advanced Fiction Writing

GPW 795—Directed Study

Support Area--Applied Writing (15 hours)

GPW 655—Document Design and Desktop Publishing

GPW 642—Documentary Scriptwriting

GPW 660—Corporate Visual Communication

Individual Writing Concentration (10 hours)

GPW 798—The Professional Portfolio

•Master of Arts in Professional Writing Course Descriptions•

GPW 600. Issues in Professional Writing. 5-0-5. Prerequisite: Admission to graduate study.

The course introduces students to the MAPW program and its three concentrations. Genre theory and the diverse fields of professional writing are explored, along with contemporary issues in professional writing.

GPW 605. Research Methods in Professional Writing. 5-0-5. Prerequisite: Admission to graduate study.

The course introduces students to the kinds of research they will undertake in the three concentrations of the MAPW program—applied writing, composition and rhetoric and creative writing. The course requires students to understand and be able to critique a variety of research designs and to propose and conduct research for projects for at least two concentrations using at least three different research methodologies.

GPW 610. Readings for Writers. 5-0-5. Prerequisite: Admission to graduate study.

The study of writers describing their ways of writing and/or how others' writing has influenced writers. This course studies the works listed as influential and then examines the application of such influence in later texts. Readings will vary, but will include literature, drama, poetry, essays, journalism and scientific and professional texts.

GPW 615. The Rhetorical Act: Context, Style and Audience. 5-0-5. Prerequisite: Admission to graduate study.

The study of the ways context, stylistic choices and audience influence the rhetorical act. Examples from various discourse communities including the literary, the scientific and the professional will be examined.

GPW 625. Business and Commercial Writing. 5-0-5. Prerequisite: Admission to graduate study.

The study of various business and commercial writing styles, including memos, letters, reports, and proposals. Emphasis on writing for a variety of business-related audiences.

GPW 629. Government Writing. 5-0-5. Prerequisite: Admission to graduate Study.

This course provides study and practice in various government documents, styles and formats. Students will learn how to apply rhetorical theories, including genre analysis to government writing. The goal is to help students learn how to analyze texts and contexts so that they can develop a range of strategies for producing documents that reflect agency image and ethos.

GPW 630. The Composing Process in Practice. 5-0-5. Prerequisite: Admission to graduate study. Review of current composition theory and research and practical experiences as a Writing Tutor in the Writing Center.

GPW 631. Applied Linguistics and the Teaching of Writing. 5-0-5. Prerequisite: Admission to graduate study.

A study of the principles of several grammars and developments in linguistics applied to the teaching of writing.

GPW 635. The Rhetorical Tradition: Classical and Modern Rhetorical Theory. 5-0-5. Prerequisite: Admission to graduate study.

A study of rhetorical traditions with readings from classical times to the present. Examines the move from the oral rhetorical tradition to modern persuasive issues involved in the exploration of effective written language.

GPW 641. Feature Writing. 5-0-5. Prerequisite: Admission to graduate study.

The study of the principles and processes of news reporting and feature writing techniques, including editorial writing, promotional communications, and informative newspaper and magazine article writing.

GPW 642. Documentary Scriptwriting. 5-0-5. Prerequisite: Admission to graduate study.

Focuses on the study and writing of television and film documentaries. Introduces four documentary formats: informational, biographical, social realism, and video magazine.

GPW 644. Principles and Practice of Editing. 5-0-5. Prerequisite: Admission to graduate study.

The study and practice of editing various types of documents for tone, clarity, and grace. Proofreading skills, editorial commenting, and typesetting commands will be explored. Practice of on-line and hard-copy editing will be stressed.

GPW 645. Creative Writing in the Schools. 5-0-5. Prerequisite: Admission to graduate study.

Workshop course in the writing of fiction, poetry, and drama, with attention to using creative writing as means of teaching composition skills.

GPW 646. Fiction Writing. 5-0-5. Prerequisite: Admission to graduate study.

Workshop course in the writing of fiction. Short stories and novellas may be studied. Small-group critique, one-to-one conferences and peer revision techniques may be used.

GPW 647. Poetry Writing. 5-0-5. Prerequisite: Admission to graduate study.

Workshop course in the writing of poetry. Study of traditional, free verse, haiku and experimental forms by means of small-group critique, one-to-one conferences and peer revision.

GPW 648. Play Writing. 5-0-5. Prerequisite: Admission to graduate study.

Workshop course in the writing of drama. Study and practice in writing monologues and dialogues, presenting stage directions and the production of one-act and multi-act dramatic works.

GPW 649. Screen and Television Writing. 5-0-5. Prerequisite: Admission to graduate study.

Workshop course in writing for cinema, radio and television. Study and practice in effective screenplay writing techniques, on-air report writing, on-screen news writing and the principles of script writing, evaluation and promotion will be examined.

GPW 650. Composition Pedagogy in High Schools and Colleges. 5-0-5. Prerequisite: Admission to graduate study.

An investigation into the theory-practice continuum of the writing classroom. Discussions include teaching grammar in the writing classroom, WAC and reaching diverse populations in the writing classroom.

GPW 651. The Impact of Literary Theory on Writers and Readers. 5-0-5. Prerequisite: Admission to graduate study.

An investigation of how such movements as formalism, reader-response, psychoanalysis, cultural studies, new historicism, genre and feminist theories affect the production and interpretation of literary texts.

GPW 655. Document Design and Desktop Publishing. 5-0-5. Prerequisite: Admission to graduate study.

Principles and practice in computer-aided publishing. Examine word processing and desktop publishing capabilities, develop graphic and text design experience, explore the skills needed to produce professional quality newsletters, brochures, reports, pamphlets and books.

GPW 660. Corporate Visual Communication. 5-0-5. Prerequisite: Admission to graduate study.

Projects in production of print-media corporate communications: annual reports, capabilities brochures, marketing pieces and other ancillary documents. GPW 655 or experience in desktop publishing recommended.

GPW 665. Introduction to Literacy Theory. 5-0-5. Prerequisite: Admission to graduate study.

Examines writing and reading, both in and out of academic settings, as closely related acts of composition. A brief historical review of conceptualizations of

“reading” and “writing” that have shaped American K-12 and college instruction in the two fields. Examines the current overlaps in theories about reading and writing for practical ways to foster complementary teaching and learning in both disciplines. Examines the impact that emerging reconceptualizations of oral and visual literacy will have on writing practices in and out of schools.

GPW 670. Computers and Communication. 5-0-5. Prerequisite: Admission to graduate study.

Focuses on the relationship between technology and communication. Explores ways technology is changing reading and writing processes in school, in the workplace and in daily life.

GPW 675. Teaching Writing to Speakers of Other Languages. 5-0-5. Prerequisite: Admission to graduate study.

The study of the theories and practices in the teaching writing to ESL writers. Emphasis will be placed on second language acquisition of writing skills and ESL composition techniques and principles for various ESL writing situations.

GPW 760. MAPW Practical Internship. 5-0-5. (Not Repeatable) Prerequisite: Admission to graduate study.

Guided and supervised practical experience in one concentration of the MAPW Program.

GPW 790. Special Topics. (Repeatable) 5-0-5. Prerequisite: Admission to graduate study.

Exploration of a specifically designed topic.

GPW 795. MAPW Directed Study. (Repeatable) 5-0-5. Prerequisite: Admission to graduate study.

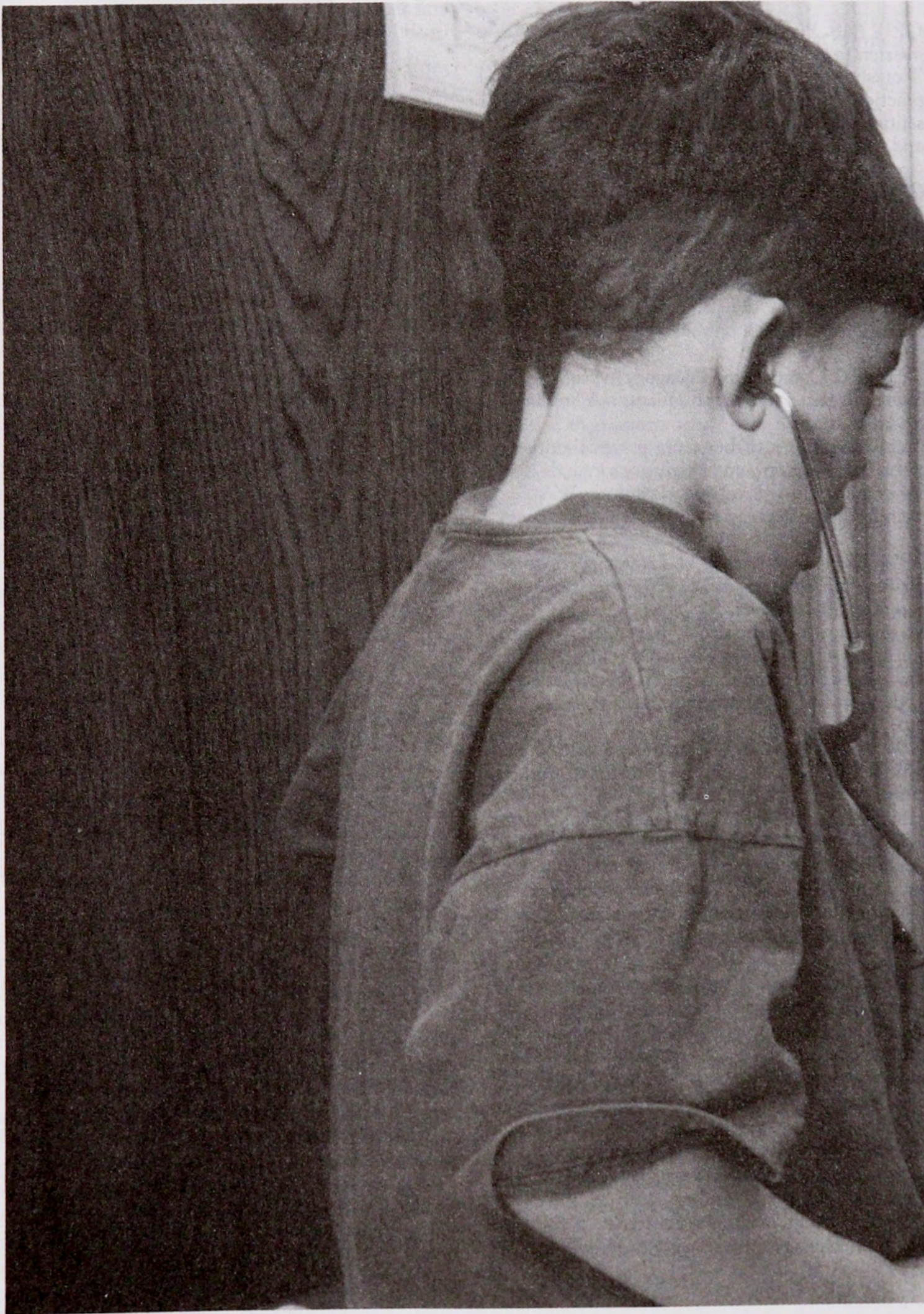
A concentrated investigation of selected topics of an advanced nature. The content will be determined jointly by the instructor and the student.

GPW 798. The Professional Portfolio. 1-10. Prerequisite: Completion of all course requirements for the MAPW.

A collection of original writing samples which demonstrate the candidate's writing expertise. Three faculty members evaluate and offer revision advice on portfolio materials. The candidate must revise and present the Portfolio at least two weeks before sitting an oral portfolio defense exam.

GPW 799. The MAPW Thesis. 1-10. Prerequisite: Completion of all course requirements for the MAPW.

A critical investigation of writing theory, pedagogy, or practice leading from work examined in the MAPW Program. After submitting an approved thesis proposal, the candidate works under the direction and advice of three faculty members to write, revise and produce a work representing original research. The candidate must present the thesis at least two weeks before sitting for an oral thesis defense exam.



The Master of Science in Nursing



The Master of Science in Nursing

The Master of Science in Nursing Primary Care Nurse Practitioner Program is a professional degree which prepares experienced registered nurses to sit for certification as a family nurse practitioner. The program builds on the background of professional nurses to prepare them to function as primary care givers in the emerging collaborative world of health care.

Housed in the School of Nursing, the MSN program maintains close community ties with a variety of health care agencies. A heavy emphasis is placed upon practical precepted clinical experiences.

•General Requirements for Admission•

MSN Primary Care Nurse Practitioner Program admission requires:

1. Baccalaureate degree in nursing from an NLN accredited institution with a satisfactory GPA of at least 2.5.
2. A minimum of three years full-time professional experience as a registered nurse as documented in a professional resume. **This experience must have occurred within the last five years and have involved direct**

patient care. Preference will be given to those candidates with a greater amount of professional experience.

3. Current RN licensure in the state of Georgia.
4. Acceptable scores on the General Test of the Graduate Record Examination.
5. An acceptable statement of personal goals for the program.
6. An undergraduate physical assessment course.

Admission decisions are based on overall evaluation of all these elements.

Transfer credit

Up to 15 hours of graduate work from other accredited institutions may be transferred. This work must correspond to the KSC MSN curriculum. Decisions regarding this transfer will be made by the program director.

Grades and Candidacy for Graduation

Students must maintain a B average throughout their course of graduate study. MSN candidates must petition to graduate at least one quarter prior to the quarter in which they complete their degree requirements.

The MSN Primary Care Nurse Practitioner Program of Study

The MSN PCNP program is a 60 quarter hour course of study which consists of three components: A 22 credit core, a 15 credit primary care area of concentration, and a 23 credit residency.

		<i>Credit Hours</i>
COURSE DESIGNATION CORE COURSES		22
GNP 700	Advanced Health Assessment	2
GNP 710	Professional Role Development and Health Care Issues	3
GNP 720	Advanced Practice Theory	3
GNP 730	Health Maintenance and Promotion Across the Life Span	4
	Prerequisite: GNP 700	
GNP 740	Research Applications in Nursing	4
GNP 750	Pharmacology for the Nurse Practitioner	3
GNP 760	Advanced Pathophysiology for the Nurse Practitioner	3
PRIMARY CARE AREA OF CONCENTRATION		15
GNP 800	Issues in Family Mental Health	2
GNP 810	Clinical Management of Common Health Conditions	4
	Prerequisite: GNP 730	
GNP 820	Clinical Management of Selected Complex Health Conditions	5
	Prerequisite: GNP 810	
GNP 830	Clinical Management of Reproductive Health	4
	Prerequisite: GNP 730	
RESIDENCY		23
GNP 850	Primary Care Residency I	3
	Corequisite: GNP 810	
GNP 851	Primary Care Residency II	6
	Corequisite: GNP 820	
GNP 852	Primary Care Residency III	6
	Corequisite: GNP 830	
GNP 853	Primary Care Residency IV	6
	Prerequisite: GNP 852	
GNP 854	Primary Care Clinical Project	2
	Corequisite: GNP 853	

PROGRAM TOTAL: 60

•Master of Science in Nursing Course Descriptions•

GNP 700. Advanced Health Assessment. 1-3-2.

This course is a prerequisite to clinical courses. This course is designed to develop the student's skill and critical appraisal of the history and physical examination of newborns, children, adults and older adults. On campus laboratory and clinical laboratory facilities will be utilized to enhance the interpretive and diagnostic competencies of the student.

GNP 710. Professional Role Development and Health Care Issues. 3-0-3.

Within this interdisciplinary course co-taught by nursing and business faculty, role theory, change theory and leadership theory as they apply to collaborative and independent practice are examined. The issues related to the role of the nurse practitioner in today's society and within health care economics and health care policy are explored. Ethical and legal decision-making are explored. The standards and regulations governing the practice of nurse practitioners are examined.

GNP 720. Advanced Practice Theory. 3-0-3.

Theories from nursing and related fields are analyzed and critiqued from the perspective of theory development and theory utilization in advanced nursing practice. Theoretical concepts are considered as they apply to the nurse practitioner in research, communication, practice, and professional autonomy.

GNP 730. Health Maintenance and Promotion Across the Life Span. 2-6-4. Prerequisite: GNP 700.

Health promotion, risk screening, and disease prevention for all age groups are the focus of this course. The issues that influence family and individual wellness are analyzed. Clinical strategies and nursing interventions are critiqued using research and theoretical data. The clinical practicum provides opportunities for the student nurse practitioner to conduct primary care assessments in an arena designed for health promotion and health maintenance of individuals and families. Included will be the performances of histories, physical and wellness education.

GNP 740. Research Applications in Nursing. 4-0-4.

This course builds upon the student's basic knowledge of the research process. It explores research design, methodology and data analysis for clinically

relevant problems encountered by the nurse practitioner. Both quantitative and qualitative methods are reviewed. Students will critique nursing studies in an area of interest and develop a proposal related to a specific health promotion or disease prevention problem in the selected area.

GNP 750. Pharmacology for the Nurse Practitioner. 3-0-3.

This course will expand the experienced professional nurse's understanding of pharmacological principles including pharmacokinetics and pharmacodynamics. Emphasis will be placed on drugs commonly used for the treatment of chronic diseases and minor acute illnesses.

EXC 760. Advanced Pathophysiology for the Nurse Practitioner. 3-0-3. Prerequisite: None.

This course is designed to provide the nurse practitioner student with advanced content concerning normal and abnormal human physiologic responses to pertinent pathophysiologic conditions. Emphasis is placed on the clinical manifestations of these conditions so that the student may successfully intervene in a variety of primary care advanced practice clinical settings.

GNP 800. Issues in Family Mental Health. 2-0-2.

Theory, research, law and practice issues related to the dynamics of family life and its influence on the individual are examined. Recognition and clinical judgment regarding family violence, psychiatric disorder, crisis situations and grief are the focus of the course with a foundation of prevention and family health as its core.

GNP 810. Clinical Management of Common Health Conditions in Adults and Children. 4-0-4. Prerequisite: GNP 730.

Course emphasizes commonly encountered problems in primary care. The client's clinical presentation, underlying causes and appropriate management are discussed as they occur across the life span.

GNP 820. Clinical Management of Selected Complex Health Conditions. 5-0-5. Prerequisite: GNP 810.

This course addresses the more complex problems encountered in primary care. Client's clinical presentation, underlying causes and appropriate treatment are discussed. Nursing's expanded role in the care of these problems will be emphasized with attention to protocol development, referral, follow-up and use of appropriate patient education resources.

GNP 830. Clinical Management of Reproductive Health. 4-0-4. Prerequisite: GNP 730.

The emphasis of this course is on the assessment and management of health care needs of essentially healthy women through the reproductive years. Emphasis will focus on common health problems of women, pregnant women and care of the newborn. Referral and follow-up care for more complex problems of women and high risk pregnancy will be explored.

GNP 850. Primary Care Residency I. 1-6-3. Corequisite: GNP 810

This course consists of an introductory practicum with a nurse practitioner or physician preceptor that are approved by NP faculty. Beginning clinical management skills are a focus. Theory component involves student case study presentation and critique.

GNP 851. Primary Care Residency II. 1-15-6. Corequisite: GNP 820.

A continuation of the practicum experience with appropriate preceptors. Increasing clinical management skills are expected. A variety of clinical sites may be utilized. Case study methodology will be continued.

GNP 852. Primary Care Residency III. 1-15-6. Corequisite: GNP 830.

A continuation of the practicum experience with appropriate preceptors. Increasing clinical management skills are expected. A variety of clinical sites may be utilized. Case study methodology will be continued.

GNP 853. Primary Care Residency IV. 1-15-6. Prerequisite: GNP 852.

A capstone practicum course where students synthesize together all elements of their clinical management skills. Competence is expected with all age groups.

GNP 854. Clinical Project. 2-0-2. Corequisite: GNP 853.

The project provides the student an opportunity to synthesize and apply knowledge and skills from previous course work under the guidance of preceptor and FNP faculty. The project is practice oriented and related to the role of the nurse practitioner in research, health promotion, community education and professional development. The Primary Care Nurse Practitioner student will identify practice problems, design a project and implement solutions which will improve the health care of specific populations.





Campus Policies & Procedures



Campus Policies & Procedures

•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 regulations, 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 language, 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. (See Academic Computing User Policies in the Computing and Information Resources section of this catalog).

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. (See *Kennesaw State College Student Handbook* for detailed specifics of student misconduct).

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 prohibited. The Kennesaw State College Alcohol Policy can be found in the *Kennesaw State College Student Handbook*.

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. (For details on registration, operation and parking, see the *Kennesaw State College Student Handbook*.)

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.

For specific regulations and policy for organizations, refer to the *Kennesaw State College Student Handbook*.

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 success & enrollment services.

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 success & enrollment services. 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.

Refer to the *Kennesaw State College Handbook* for section on Disciplinary Measures.

• 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 maintaining 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 success and enrollment services. 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 success and enrollment services 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 (770) 423-6666 or the Student Success and Enrollment Services Office (770) 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 success and enrollment services 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.

Kennesaw State College realizes that your safety is of major concern. There are two campus safety publications: *Safe and Sound* and *Sexual Assault Myths and Reality*. They contain such information as campus crime statistics and campus safety policies. These publications are available at the Department of Public Safety, upon request.

• 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 students have the assurance that their educational records, compiled and maintained by college officials, are recorded and retained in confidence in accordance with the regulations contained in the Family Education Rights and Privacy Act of 1974. Briefly, the act calls for:

1. Full access to student records by parents of students under 18, and to students 18 years of age and over.
2. Hearings to contest contents of personal records that are suspected to be inaccurate; and
3. Requirements of notice and written consent by students 18 and over, and parents of students under 18, before the records can be transmitted to most third parties.

The college will furnish annual notification to students of their right to inspect and review their educational records; the right to request amendment of educational records that are incorrect or misleading or that violate privacy or other rights; and of their right to a hearing to amend such records if necessary. This annual notice is published in the college catalog in greater detail listing the college official responsible for specific records as well as the hearing and appeal procedure.

Access to Records

Students have the right to be provided a list of the types of educational records maintained by the college that are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the college to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student. Students do not have access to financial records of their parents; confidential letters and statements of recommendation that were placed in the educational record prior to January 1, 1975, provided such letters or statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended; confidential recommendations, if the student signed a waiver of the right of access, respecting admission, application for employment, and the receipt of an honor or honorary recognition.

Students do not have access to instructional, supervisory and administrative personnel records that are not accessible or revealed to any other

individual except a substitute; campus security records that are maintained apart from educational records, which are used solely for law enforcement purposes and which are not disclosed to individuals other than law enforcement officials of the same jurisdiction; employment records except when such employment requires that the person be a student; and the alumni records.

Students do not have access to physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his/her capacity or to records created in connection with the treatment of the student under these conditions and that are not disclosed to anyone other than individuals providing treatment. These records, however, may be reviewed by a physician or appropriate professional of the student's choice.

Procedures for Access to Educational Records

Students should contact the appropriate college official (see listing in catalog) to inspect and review their records. The registrar may require that a college official be present when a student inspects or reviews his/her educational records.

The college will release a student's educational record(s) upon the student's written request. In doing so, the student must:

1. Specify the records to be released.
2. Include the reasons for such release.
3. Specify to whom the records are to be released.
4. Have no outstanding financial obligations to the college.

The student may, upon request, receive without charge a copy of the record that is released. The college may release a student's educational records, without the student's prior written consent, to the following:

1. College officials who have a legitimate educational interest.
2. Officials of other schools where the student seeks to enroll.
3. Representatives of federal agencies authorized by law to have access to educational records.
4. State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.

5. Appropriate persons in connection with a student's application for or receipt of financial aid.
6. Organizations conducting studies for the college.
7. Accrediting organizations and associations.
8. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
9. Appropriate persons in emergency situations to protect health and safety of the student or other individuals.
10. Persons designated in lawfully issued subpoena or judicial order with the understanding that the student will be notified in advance insofar as possible.

No personal information on a student will be released without a statement from the college to the party receiving the information that no third party is to have access to such information without the written consent of the student.

Each office with educational records will maintain a record of each request and disclosure of personally identifiable information of a student except for information requested in writing by the student, information released to the student or the student's parents, directory information, and information released to college officials and instructors who have a legitimate educational interest in the records.

Release of Directory Information

Directory information may be released by the college without the student's written consent. Directory information consists of name, address, telephone number, major, advisor, holds, participation in recognized activities and sports, weight and height of athletic participants, dates of attendance and degrees received.

Students may deny the release of directory information by requesting in *writing* to the registrar that such information not be released each quarter they are enrolled. However, requests that directory information be withheld from a written publication must be received in sufficient time to prevent a delay in processing that publication.

Amending Education Records

Students may request that any information contained in their educational records that they con-

sider 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 assistant vice president for academic affairs.

The assistant vice president for academic affairs will convene a committee of the faculty. Under the direction of the assistant vice president the committee will render a decision within a reasonable period of time after the conclusion of the hearing and the decision shall be based solely upon the evidence presented at the hearing. The student shall be notified in writing of the reason(s) for the decision and summary of the evidence.

If the decision is that the information in the student's educational records is inaccurate, misleading or in violation of his/her rights and privacy the statement(s) will be corrected or expunged from the student's records. If the decision is that the information is not inaccurate, misleading or in violation of the privacy or other rights of the student and that the information is to remain in the student's educational records, the student shall be notified and given the opportunity to enter a statement in his/her records setting forth his/her explanation of the contents thereof. Students wishing to appeal the decision of the Faculty Committee may do so in writing to the president of the

college within five days after the action of the committee. Students wishing to file a complaint directly to the review board of H.E.W. should write to the Family Educational Rights and Privacy Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201. This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, and is not intended to impose any restrictions or grant any rights not specifically required by this act.

Types of Educational Records and Officials Responsible for Their Maintenance

The following are lists of student records and the officials responsible for their maintenance. Copies of these records will be made available to students upon individual written requests. Such requests must be addressed to the official responsible for the maintenance of the record.

Director of Admissions

Application for Admission
Application Processing Fee
High School and College Transcripts
College Entrance Exam SAT or ACT Scores
General Equivalency Development (GED) Examination Scores
GRE and GMAT Examination Test Scores
Immunization Certificate
International Admission Documents

Director of Student Financial Aid

Regents' Scholarship Application
Stafford Student Loan Application
Financial Aid Form
Pell Grant Student Aid Report
College Work/Study Job Assignment
Award Notification
Statement of Acceptance of Award
Academic Scholarship Application

Chair of Developmental Studies

College Placement Examination Scores (Placement and Exit)

Registrar

College Level Examination Program Scores
Grades and Academic Standing Status
Petition for a Degree
Regents' Test Results
Georgia and U.S. History and Constitution Test Results

Registration Information—Enrollment Data
Veterans' Records
Rules and Regulations

Director of Counseling and Advisement Program Services (CAPS) Center

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

Vice President for Student Success & Enrollment Services

Discipline File
Insurance Roster
Letters of Recommendation

•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 (770) 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 (770) 423-6443; Mr. Conan Scales, ADA Compliance Officer for Facilities, at (770) 423-6224; or Mr. William H. Wallace, ADA Compliance Officer for Employment/Personnel, at (770) 423-6030.

Human Relations Position Statement

Kennesaw State College is an educational community comprised of individuals from different ethnic, racial and religious groups and of different genders, political beliefs, ages, abilities and sexual orientations. In light of this diversity, KSC is resolved to contribute to the development of an integrated, pluralistic society in which individuals model and support humaneness and respect for the individual.

The college is committed to providing quality education, which is enhanced by the perspectives provided by individuals and groups with varying backgrounds and views. Racism, sexism and other discriminatory attitudes and behaviors impede learning and working. Conversely, respect for differences enhances educational and work experiences. Kennesaw State College is dedicated to creating an environment that cherishes and nurtures this diversity.

KSC Freedom of Assembly and Expression Administrative Procedures and Guidelines

Kennesaw State College recognizes and upholds First Amendment Rights of Freedom of Speech and Assembly. Demonstrations and assemblies can be valid expressions for dissenting opinions provided they do not disrupt academic and administrative functions of the institution. The opinions expressed by organizations, groups or individuals using Kennesaw State College's facilities do not necessarily reflect the position of Kennesaw State College. Kennesaw State College affirms its commitment to the freedom of speech, assembly and expression even though the language or ideas of those seeking a venue for free expression may contradict college ideals and policies or the personal views of college employees and students. The institution expects members of the faculty, staff, and student body to refrain from, and discourage, behaviors which threaten the rights, freedoms and respect every individual deserves.

Administration procedures and guidelines pertaining to Freedom of Assembly and Expression are detailed in the *KSC Student Handbook*.

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 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 for student success & enrollment services, 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 nonacademic 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.

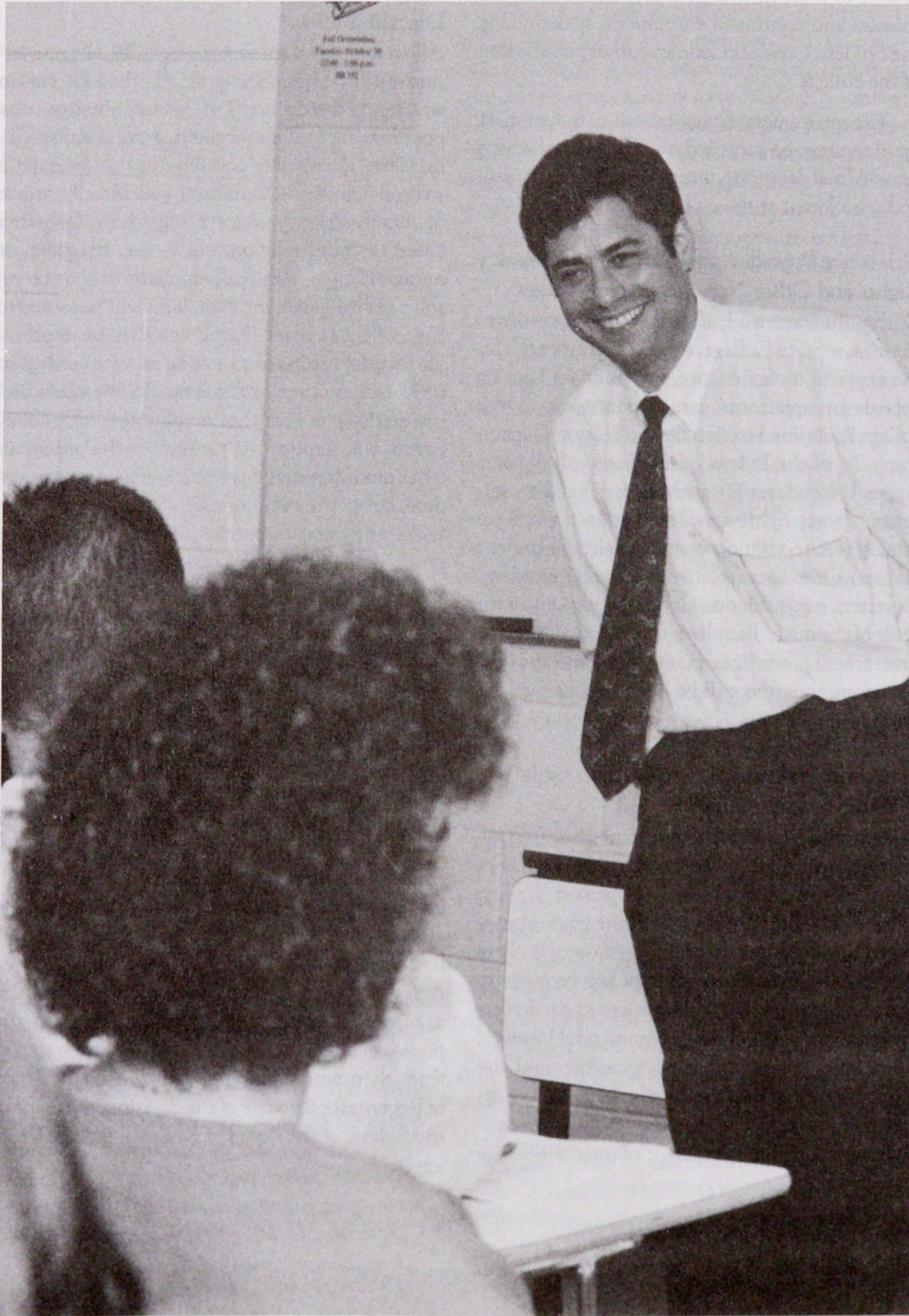
Academic Grievances (other than violation of stated grading policy)

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 for student success & enrollment services. 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.



Administration & Graduate Faculty 1995 • 1996



Administration and Faculty 1995 • 1996

Administrative Officers

- Betty L. Siegel, Ph.D., President
 Edwin A. Rugg, Ph.D., Vice President for Academic Affairs
 Belton Earle Holley, M.Acct., Vice President for Business & Finance
 Nancy S. King, Ph.D., Vice President of Student Success and Enrollment Services
 James A. Fleming, M.A., Vice President for College Advancement

Academic Deans

- Donald W. Forrester, Ed.D., (Interim) Dean, School of Arts, Humanities and Social Sciences
 Timothy Mescon, Ph.D., Dean, Michael J. Coles School of Business
 Deborah S. Wallace, Ph.D., Dean, School of Education
 Herbert L. Davis Jr., Ph.D., Dean, School of Science and Mathematics
 Julia L. Perkins, D.S.N., Dean, School of Nursing
 Tina H. Straley, Ph.D., Associate Vice President for Academic Affairs & Dean of Graduate Studies
 Barbara S. Calhoun, M.A., (Acting) Dean of the Division of Continuing Education

Academic Department Chairs

- Linda B. Akanbi, Ed.D., Elementary & Early Childhood Education
 Charles W. Ash, Ph.D., Health, Physical Education & Sport Science
 David N. Bennett, Ph.D., Baccalaureate Degree Nursing
 Ronald C. Biggers, Ph.D., Mathematics
 M. Louise Bill, Ph.D., Public Administration & Human Services
 Leon L. Combs, Ph.D., Chemistry
 Teresa Covin, Ph.D., Management & Entrepreneurship

- Laura S. Dabundo (Acting), Ph.D., English
 Joan Dominick, Ed.D., Communication
 Robert L. Driscoll, Ph.D., (Acting), Secondary & Middle School Education & Executive Director of Cobb Educational Consortium
 Joanne E. Fowler, Ph. D., Learning Support Programs
 Elaine McAllister, Ph.D., Foreign Languages
 John P. McAllister, Ph.D., Accounting
 Joseph D. Meeks (Acting), M.F.A., Music & Performing Arts
 Martha Myers, Ph.D., Computer Science & Information Systems
 Linda M. Noble, Ph.D., Psychology
 Ann Ellis Pullen, Ph.D., History and Philosophy
 Helen S. Ridley, Ph.D., Political Science & International Affairs
 Vanice Roberts, D.S.N., Associate Degree Nursing
 Joseph L. Sessum, Ph.D., Decision Sciences
 Patrick L. Taylor, Ph.D., Visual Arts
 Keith R. Tudor, Ph.D., Marketing & Professional Sales
 Roger C. Tutterow, Ph.D., Economics & Finance
 Dorothy D. Zinsmeister, Ph.D., Biological & Physical Sciences

Academic and Administrative Department Heads

- Kathy Alday, M.Ed., Director of Student Activities
 Rodney G. Alsup, D.B.A., Assistant Dean for Graduate Programs
 Karen B. Andrews, M.Ed., Director of Career Services
 Patricia Balsler, B.A., Director of Bookstore and Acting Director of Auxiliary Enterprises
 W. Philmore Barco, B.M.E., Director of Alumni Affairs
 Ed Bonza, M.A., Director of Student Publications
 Barbara S. Calhoun, M.A., Acting Dean of the Division of Continuing Education
 Theodore J. Cochran, B.S., Director of Public Safety

Walter W. Collier, M.B.A., Director of Budgets
 Walter W. Dees, B.S., Director of Procurement
 Regina Dorman, Ph.D., Director of the Master of
 Science in Nursing Program
 William E. Durrett, B.B.A., Comptroller
 Terry L. Faust, Ed.D., Director of Financial Aid
 Jack H. Gibson, Ed.D., Director of Development
 Jacqueline L. Givens, M.P.A., Coordinator of Spon-
 sored Programs
 Randall Goltz, A.S., Director of Administrative
 Computer Services
 William L. Hamrick, M.Ed., Registrar
 Deborah J. Head, M.Ed., Director of Institutional
 Research & Academic Support Services
 Joe F. Head, M.Ed., Director of Admissions
 Thomas M. Hughes, Ph.D., Director of Annual
 Giving
 Susan M. Hunter, Ph.,D., Director of MAPW
 Program
 Thomas H. Keene, Ph.D., Director of Internation-
 al Programs
 Joseph W. Kelly, Ed.D., Director of Instructional
 Resource Center
 Annette Hannon Lee, M.F.A., Director of College
 Relations
 David F. Martin, Ph.D., Director of Graduate Studies
 in Education and Teacher Education Services
 Robert Mattox, Ed.D., Director of Counseling
 & Advisement Program Services
 Harold K. McGinnis, Ph.D., Director of the A.L.
 Burruss Institute of Public Service
 Jane H. McHaney, Ed.D., Assistant Dean, School
 of Education
 Judy Mitchell, Ph.D., Director of Regional Insti-
 tute for School Enhancement (RISE)
 Michael S. Murray, M.B.A., Director of Educa-
 tional Technology Center
 Diana G. Poore, M.Ed., Director of Teacher Re-
 source & Activity Center (TRAC)
 Jerome Ratchford, Ph.D., Director of Student De-
 velopment Center
 Carlotta D. Roberts, J.D., Director of Small Busi-
 ness Development Center
 Clifton Roberts, B.A., Director of Center for Pro-
 fessional Development & Life Enrichment

Dena Roth, M.S., Director of Environmental Health
 & Safety
 Conan Scales, Director of Plant Operations
 Stephen E. Scherer, Ph.D., Director of Academic
 Computing Services
 Lana J. Wachniak, Ph.D., Director of Center for
 Excellence in Teaching & Learning (CETL)
 William H. Wallace Jr., M.Ed., Director of Person-
 nel Services
 David L. Waples, Ed.D., Athletic Director
 Robin M. Ware, B.S., Director of Special Events
 Linda Webb, Ph.D., Director of Educational Field
 Experiences
 Diane Willey, Ph.D., Director of Educational
 Research and Assessment
 Robert B. Williams, M.A., Director of the Library
 Ulf Zimmermann, Ph.D., Director of MPA Program

Affirmative Action Officers

Dr. Melvis Atkinson, Coordinator Minority Affairs
 Office: 403 Burruss Building
 Telephone: (770) 423-6028
 EEO Officer
 Title IX Coordinator (for Faculty)

Mr. Belton Earle Holley, Vice President for Busi-
 ness and Finance
 Office: 107 Administration Building
 Telephone: (770) 423-6021
 Deputy EEO Officer
 Title IX Coordinator, (for nonacademic personnel)

Dr. Nancy S. King, Vice President for Student
 Success & Enrollment Services
 Office: 129 Administration Building
 Telephone: (770) 423-6310
 Deputy Title IX Coordinator (for students)
 Deputy 504 Coordinator (for students)

Ms. Carol J. Pope, Coordinator
 Disabled Student Support Services
 Office: 221 Carmichael Student Center
 Telephone: (770) 423-6443
 ADA Officer (for students)
 504 Coordinator (for students)

Graduate Faculty

- ADAMS, JANET S.** (1985) Associate Professor of Management. Ph.D., University of Arkansas 1988, M.B.A. Berry College 1979, B.A. Shorter College 1966.
- AKANBI, LINDA B.** (1992) Chair, Department of Elementary & Early Childhood Education and Professor of Reading Education. Ed.D. State University of New York at Buffalo 1978. M.Ed. State University of New York at Buffalo 1971. B.S. Ed. West Virginia State College 1966.
- ALSUP, RODNEY G.** (1991) Assistant Dean for Graduate Programs and Professor of Accounting. D.B.A. University of Kentucky 1984. M.B.A. Eastern Kentucky University 1975. B.B.A. Eastern Kentucky University 1974 (CPA).
- ANDEREGG, M.L.** (1988) Associate Professor of Special Education. Ph.D. Georgia State University 1989. M.S. Georgia State University 1986. B.S. Georgia State University 1980.
- ANDERSON, THOMAS C.** (1985) Associate Professor of Economics and Finance. Ph.D. University of California at Berkeley 1972. M.S. Utah State University 1966. B.S. Utah State University 1965.
- ARNOLD-SIMMONS, ALISON** (1989) Assistant Professor of Business Law. J.D. Harvard Law School 1984. M.B.A. Harvard Graduate School of Business Administration 1984. A.B. Harvard Radcliffe College 1979.
- ARONOFF, CRAIG E.** (1983) Mary & Jack Dinos Distinguished Chair of Private Enterprise and Professor of Management. Ph.D. University of Texas at Austin 1975. M.A. University of Pennsylvania 1974. B.S.J. Northwestern University 1971.
- ASTRACHAN, JOSEPH H.** (1992) Associate Professor of Management. Ph.D. Yale University 1989. M.Phil Yale University 1986. M.A. Yale University 1985. B.A. Yale University 1983.
- BAIRAN, L. ANNETTE** (1972) Professor of Nursing. Ph.D. Georgia State University 1985. M.N. Emory University 1972. B.S.N. Medical College of Georgia 1970.
- BAKER, HOPE** (1994) Assistant Professor of Decision Sciences. Ph.D. University of South Carolina, 1987. B.S.B.A. East Carolina University, 1981.
- BARRIER, ROBERT G.** (1976) Director of the Writing Center and Associate Professor of English. Ph.D. University of Georgia 1980. M.A. Vanderbilt University 1967. B.A. Berea College 1965.
- BENNETT, DAVID N.** (1986) Chair of Department of Baccalaureate Degree Nursing and Professor of Nursing. Ph.D. University of Mississippi 1987. M.S.N. University of Alabama in Birmingham 1979. B.S.N. Jacksonville State University 1975. B.S. Jacksonville State University 1973.
- BENTLEY, BRED A LEAHY** (1995) Assistant Professor of Nursing. M.S.N. Georgia State University, 1994. F.N.P. Georgia State University, 1991. B.S.N. Emory University, 1982.
- BIGGERS, RONALD C.** (1989) Chair, Department of Mathematics and Associate Professor of Mathematics. Ph.D. University of California-Irvine 1980. M.S. Northern Illinois University 1972. B.S. Paine College 1967.
- BILL, M. LOUISE** (1987) Chair, Department of Public Administration & Human Services and Associate Professor of Social Work Administration. Ph.D. Atlanta University 1988. M.S.W. University of Georgia 1979. M.S. Georgia State University 1976. B.A. Georgia State University 1971.
- BOBIA, ROSA** (1984) Associate Professor of French. Ph.D. Vanderbilt University 1984. M.A. Vanderbilt University 1981. M.A. University of North Carolina at Chapel Hill 1972. B.A. North Carolina Central University 1966.
- BOCCHI, JOSEPH** (1995) Assistant Professor of English. D.A. State University of New York at Albany, 1985. M.A. State University of New York at Albany, 1981.
- BOSTICK, P. EDWARD** (1971) Professor of Biology. Ph.D. University of North Carolina at Chapel Hill 1966. M.A. University of North Carolina at Chapel Hill 1964. B.S. University of Alabama 1961.
- BRADHAM, JO ALLEN** (1986) Professor of English. Ph.D. Vanderbilt University 1964. M.A. Vanderbilt University 1960. M.Ln. Emory University 1971. A.B. University of South Carolina 1959.

- BRAWLEY, DOROTHY E.** (1989) Associate Professor of Management. Ph.D. Georgia State University 1982. M.B.A. Georgia State University 1972. B.A. Emory University 1970.
- BREMNER, MARIE N.** (1985) Associate Professor of Nursing. D.S.N. University of Alabama—Birmingham 1990. M.S. Old Dominion University 1983. B.S.N. Syracuse University 1979.
- BROTMAN, BILLIE ANN** (1989) Associate Professor of Finance. Ph.D. University of Notre Dame 1978. M.A. University of Notre Dame 1977. B.S. Arizona State University 1974.
- BROWN, SUSAN B.** (1994) Associate Professor of Special Education. Ph.D. Georgia State University 1979. M.Ed. Georgia State University 1971. B.S.H.E. University of Georgia 1968.
- BRUSH, CHRISTINA C.** (1984) Associate Professor of Management. Ph.D. Georgia State University 1983. M.B.A. Georgia State University 1978. B.A. University of Georgia 1974.
- BUMGARNER, MARY** (1985) Associate Professor of Economics. Ph.D. Georgia State University 1984. B.B.A. Georgia State University 1976. B.S. University of Rhode Island 1964.
- CAMANN, MARY ANN** (1991) Assistant Professor of Nursing. M.N. Emory University 1985. B.S.N. Niagara University 1969.
- CAMPBELL, JANE E.** (1992) Assistant Dean for Undergraduate Programs and Professor of Accounting. D.B.A. University of Tennessee 1981. M.B.A. University of Tennessee 1980. B.A. University of Tennessee 1976 (CPA).
- CARLEY, SUSAN S.** (1985) Associate Professor of Marketing. Ph.D. University of Georgia 1983. B.A. Louisiana State University 1975.
- CHAKRAVORTY, SATYA** (1992) Assistant Professor of Decision Sciences. Ph.D. University of Georgia, 1992. M.S. Birla Institute of Technology and Sciences, Pilani, India 1982. B.E. Birla Institute of Technology and Sciences, Pilani, India 1982.
- CLEMENTS, A. BRUCE** (1992) Associate Professor of Accounting. Ph.D. University of Florida 1989. M.B.A. University of Florida 1982. B.S. University of Florida 1977 (CPA).
- COLE, PAM** (1995) Assistant Professor of Secondary and Middle School Education. Ph.D. Virginia Polytechnic Institute and State University, 1994. M.S. Radford University, 1984. B.A. Emory and Henry College, 1982.
- COLLINS, MITCHELL A.** (1988) Associate Professor of Physical Education. Ed.D. University of Georgia 1985. M.Ed. North Georgia College 1982. B.S. North Georgia College 1980.
- COVIN, TERESA J.** (1987) Chair, Department of Management & Entrepreneurship and Associate Professor of Management. Ph.D. University of Pittsburgh 1987. M.B.A. University of Pittsburgh 1982. B.B.A. Saint Bonaventure University 1981.
- CURLEY, MICHAEL D.** (1984) Professor of Economics and Finance. Ph.D. University of Kentucky 1974. M.A. University of Kentucky 1969. M.B.A. University of Missouri 1967. B.S. University of Missouri 1965.
- DABUNDO, LAURA S.** (1987) Acting Chair, Department of English, Coordinator of General Education and Associate Professor of English. Ph.D. Temple University 1987. M.A. Bryn Mawr College 1977. B.A. Bucknell University 1975.
- DAVIS, BOWMAN O.** (1970) Professor of Biology. Ph.D. Emory University 1971. M.A. East Tennessee State University 1967. B.S. East Tennessee State University 1965.
- DAVIS, HERBERT L.** (1970) Dean of the School of Science and Mathematics and Professor of Biology. Ph.D. Emory University 1965. M.S. Emory University 1961. B.S. Berry College 1957.
- DAVIS, PATRICIA E.** (1988) Director of the Honors Programs and Professor of English. Ph.D. Emory University 1979. M.A. Emory University 1978. B.A. Baylor University 1974.
- DESMAN, ROBERT A.** (1987) Associate Professor of Management. Ph.D. Arizona State University 1983. M.B.A. Arizona State University 1971. B.S. Arizona State University 1970.
- DEVINE, PATRICK J.** (1980) Associate Professor of Psychology. Ph.D. Illinois Institute of Technology 1980. M. Ed. Georgia State University 1975. B.A. John Carroll University 1974.

- DIAO, YUANAN** (1990) Associate Professor of Mathematics. Ph.D. Florida State University 1990. M.S. Beijing University of Science and Technology 1984. B.A. Wuhan University of Science and Technology 1981.
- DIRNBERGER, JOSEPH** (1990) Associate Professor of Biology. Ph.D. University of Texas 1989. M.S. University of Oklahoma 1983. B.S. Baylor University 1980.
- DOMINICK, JOAN E.** (1990) Chair, Department of Communication and Associate Professor of Communication. Ed.D. University of Georgia, 1990. M.A. Queens College (CUNY), 1975. B.A. Queens College (CUNY), 1973.
- DONOVAN III, THOMAS J.** (1989) Associate Professor of Physical Education. Ed.D. University of Houston 1979. M.Ed. University of Houston 1972. B.S. Louisiana State University 1969.
- DORMAN, REGINA** (1984) Director of the Master of Science in Nursing Program and Associate Professor of Nursing. Ph.D. Georgia State University, 1993. M.S. Georgia State University, 1983. B.S.N. Medical College of Georgia, 1977. A.S.N. Kennesaw State College, 1973. F.N.P. Emory University, 1995.
- DRISCOLL, ROBERT L.** (1978) Acting Chair, Department of Secondary and Middle School Education, Executive Director of Cobb Educational Consortium and Professor of Elementary and Secondary Education. Ph.D. Michigan State University 1970. M.S. Alfred University 1961. B.S. State University of New York at Brockport, 1958.
- DRUMMOND, PAMELA J.** (1989) Associate Professor of Mathematics and Mathematics Education. Ph.D. Georgia State University 1988. M.Ed. Georgia State University 1975. A.B. Converse College 1968.
- ECONOMOPOULOS, MARJORIE** (1993) Assistant Professor of Middle Grades Mathematics Education. Ph.D., Georgia State University 1978. M.A.T. Emory University 1973. B.S. Florida State University 1967.
- ECONOMOPOULOS, VASSILIS C.** (1979) Professor of Sociology. Ph.D. Emory University 1977. M.S. Florida State University 1967. B.A. "Pantios" Athens, Greece 1962.
- ELMORE, RANDY F.** (1990) Associate Professor of Elementary & Middle Grades Education. Ed.D. Auburn University 1971. M.A. Appalachian State University 1967. B.S. Appalachian State University 1964.
- FARNSWORTH, BEVERLY J.** (1979) Professor of Nursing. Ph.D. Georgia State University 1988. M.S. Georgia State University 1988. M.A. Ball State University 1975. B.S.N. University of South Carolina 1972.
- FEDALI, LYNN M.** (1988) Associate Professor of Spanish. Ph.D. Florida State University 1972. M.A. Florida State University 1964. B.A. Southeastern Louisiana University 1962.
- FIRMMENT, MICHAEL J.** (1989) Assistant Professor of Psychology. Ph.D. University of Cincinnati 1990. M.A. University of Cincinnati 1987. B.S. Xavier University 1970.
- FITZGERALD, ELIZABETH** (1992) Assistant Professor of Management. Ph.D. Syracuse University 1992. M.B.A. Syracuse University 1988. B.S. Syracuse University 1986.
- FLEISZAR, KATHLEEN A.** (1976) Professor of Biology. Ph.D. University of Illinois 1976. B.S. Loyola University 1969.
- FORRESTER, DONALD W.** (1981) (Interim) Dean of the School of Arts, Humanities and Social Sciences and Professor of Music. Ed. D. University of Georgia 1969. M.C.M. New Orleans Baptist Seminary 1962. A.B. Mercer University 1960.
- FORRESTER JR., WILLIAM R.** (1990) Associate Professor of Marketing. Ph.D. University of Tennessee 1986. M.B.A. University of Tennessee 1979. B.S. University of Tennessee 1970.
- FOWLER, JOANNE E.** (1982) Chair, Department of Learning Support Programs and Professor of English. Ph.D. Emory University 1982. M.Ed. Emory University 1971. B.A. Duke University 1962.
- FREY, RALPH W.** (1984) Executive Assistant to the President and Professor of Accounting. D.B.A. University of Maryland 1972. M.B.A. University of Maryland 1966. B.S. University of Maryland 1964. CPA.
- GALLIANO, GRACE** (1974) Professor of Psychology. Ph.D. Georgia State University 1980. M.A. New School for Social Research 1969. B.A. City College of New York 1965.

- GAYLER, RICHARD A.** (1976) Professor of Computer Science and Information Systems and Mathematics. Ph.D. Florida State University 1976. M.S. Georgia State University 1990. M.S. Florida State University 1974. B.S. Northwest Missouri State University 1971.
- GENTILE, JOHN S.** (1985) Associate Professor of Communication and Performance Studies. Ph.D. Northwestern University 1984. M.A. Northwestern University 1980. B.A. State University of New York at Geneseo 1978.
- GIBSON, R. WAYNE** (1972) Special Assistant to the President and Professor of Music. Ph.D. Northwestern University 1972. M.M. Northwestern University 1962. B.A. Huntingdon College 1961.
- GILLIAM, KENNETH P.** (1984) Associate Professor of Economics. Ph.D. Lehigh University 1976. M.S. Lehigh University 1974. M.Ed. Pennsylvania State University 1968. B.S. Long Island University 1964.
- GOLDEN, BEN R.** (1976) Professor of Biology. Ph.D. Brown University 1971. M.A. George Peabody College 1960. B.S. Middle Tennessee State University 1958.
- GOODWIN, RANDALL B.** (1982) Associate Professor of Economics. Ph.D. University of Georgia 1982. B.A. Armstrong State College 1976.
- GRAHAM, DOROTHY H.** (1977) Associate Professor of English. Ph.D. Georgia State University 1985. M.A. University of Georgia 1977. A.B. Mercer University 1971.
- GRASHOF, JOHN F.** (1984) Professor of Management and Marketing. Ph.D. Michigan State University 1968. M.B.A. Pennsylvania State University 1965. B.S. Pennsylvania State University 1964.
- GREENWELL, GREG** (1995) Assistant Professor of Accounting. M.S.A. University of Houston, 1983. M.B.A. University of Houston, 1978. B.Acc. University of Houston, 1973. B.B.A. University of Houston 1971.
- GREIDER, JOHN C.** (1966) Professor of English. Ph.D. University of Liverpool 1966. M.A. George Peabody College 1956. B.D. New Orleans Baptist Theological Seminary 1955. B.A. University of Georgia 1953.
- GRIFFIN, ROBERTA T.** (1983) Associate Professor of Art. M.A. University of Miami 1973. B.Ed. University of Miami 1958. Diplomate in Collegiate Teaching.
- GRIFFITH, MARTHA A.** (1993) Assistant Professor of Public Administration. D.P.A. University of Alabama 1990. M.P.A. Auburn University 1985. B.A. Vanderbilt University 1968.
- GROOMS, TONY M.** (1994) Associate Professor of English. M.F.A. George Mason University 1984. B.A. College of William and Mary 1978.
- HALL, NANCY G.** (1991) Associate Professor of Decision Sciences. Ph.D. Georgia State University 1985. M.B.A. Georgia State University 1976. M.A. University of Kansas 1964. B.A. University of Kansas 1960.
- HANKS, REUEL R.** (1990) Assistant Professor of Geography. Ph.D. University of Kansas 1993. M.A. University of Kansas, 1988. M.A. University of Missouri, 1984. B.A. University of Missouri, 1981.
- HENDRIX, JERALD D.** (1988) Professor of Biology. Ph.D. Northwestern University 1984. B.A. Shorter College 1979.
- HEPLER, G. RUTH** (1978) Professor of Psychology. Ph.D. Georgia State University 1977. M.A. Georgia State University 1973. M.N. Emory University 1965. B.S.N. Emory University 1964.
- HERBERT JAMES I.** (1994) Associate Professor of Management. Ph.D. Yale University 1985. M.Phil. Yale University 1976. M.A. Yale University, 1974. B.S. Fayetteville State University 1962.
- HERMANSON, DANA R.** (1993) Assistant Professor of Accounting. Ph.D. University of Madison 1993. B.B.A. University of Georgia 1986.
- HESS, W. GEORGE** (1984) Associate Professor of Elementary Education. Ph.D. University of Iowa 1974. M.A. University of Iowa 1971. B.A. Fresno State University 1966.
- HILL, ELLIOTT M.** (1969) Associate Professor of English. Ph.D. Emory University 1969. M.A. University of Kentucky 1961. A.B. University of North Carolina at Chapel Hill 1956.
- HILL IV, GEORGE W.** (1979) Professor of Psychology. Ph.D. University of Georgia 1979. M.S. University of Georgia 1977. B.A. University of Georgia 1972.

- HILL, ROBERT W.** (1985) Professor of English. Ph.D. University of Illinois, Urbana 1972. M.A. University of North Carolina at Chapel Hill 1964. B. A. University of North Carolina at Chapel Hill 1963.
- HOLZMAN, JUDY M.** (1972) Associate Professor of Spanish and Foreign Language Education. Ph.D. Georgia State University 1980. M.A. University of Georgia 1972. Certificate, University of Madrid 1970. B.A. Auburn University 1969.
- HUBBARD, ELAINE M.** (1975) Professor of Mathematics. Ph.D. Georgia Institute of Technology 1980. M.S. Georgia Institute of Technology 1974. B.S. Georgia Institute of Technology 1972.
- HUMMELL, AUSTIN L.** (1993) Assistant Professor of English. Ph.D. University of Missouri, 1993. M.A. University of Maine 1989. B.A. Principia College 1985.
- HUNT JR., HUGH C.** (1976) Associate Professor of Philosophy. Ph.D. Emory University 1979. M.A. Emory University 1975. A.B. Emory University 1964.
- HUNTER, SUSAN M.** (1991) Director of MAPW Program and Associate Professor of English. Ph.D. University of California, Riverside 1984. M.A. University of California, Riverside 1972. B.A. Northwestern University 1970.
- INGRAM, VIRGINIA C.** (1986) Associate Professor of Finance. Ph.D. Georgia State University 1990. M.A. University of Central Florida 1979. B.S. Ohio State University 1968.
- JARRELL, WILLOUGHBY G.** (1976) Professor of Political Science. Ph.D. Emory University 1974. M.A. Indiana University 1964. B.A. Indiana University 1962.
- JEFFREY, CHRISTINA F.** (1987) Associate Professor of Political Science. Ph.D. University of Alabama 1984. M.A. University of Alabama 1973. B.A. University of Plano 1969.
- JOHNSON, GREG** (1989) Professor of English. Ph.D. Emory University 1979. M.A. Southern Methodist University 1975. B.A. Southern Methodist University 1973.
- KARCHER, BARBARA C.** (1974) Professor of Sociology. Ph.D. University of Georgia 1974. M.A. University of Georgia 1970. A.B. Loyola University 1967.
- KEENE, THOMAS H.** (1973) Director of International Programs and Professor of History. Ph.D. Emory University 1974. M.A. Emory University 1969. A.B. Dickinson College 1967.
- KING, NANCY S.** (1972) (Interim) Vice President for Student Success & Enrollment Services and Professor of English. Ph.D. Georgia State University 1984. M.A. Georgia State University 1970. B.A. Mercer University 1964.
- KOCHMAN, LADD M.** (1988) Professor of Finance. D.B.A. University of Kentucky 1980. M.B.A. West Virginia University 1972. B.S.J. West Virginia University 1967.
- KOLENKO, THOMAS A.** (1990) Associate Professor of Management. Ph.D. University of Wisconsin-Madison 1986. M.B.A. Michigan State University 1975. B.I.A. General Motors Institute 1974.
- KOSOWSKI, MARGARET** (1986) Associate Professor of Nursing. Ph.D. Georgia State University, 1993. M.S.N. State University of New York, 1979. B.S.N. D'Youville College, 1970.
- LAROSA, THEODORE N.** (1994) Assistant Professor of Physics. Ph.D. University of Maryland, 1986. B.S. Case Western Reserve University, 1980.
- LASHER, HARRY J.** (1984) Professor of Management. Ph.D. Syracuse University 1970. M.B.A. Syracuse University 1966. B.S. Syracuse University 1965.
- LESTER III, ARMY** (1985) Associate Professor of Biology. Ph.D. Atlanta University 1985. M.S. Georgia College 1981. B.S. Mercer University 1978.
- LESTER, DEBORAH H.** (1989) Associate Professor of Marketing. Ph.D. Texas Woman's University 1982. M.S. Florida State University 1976. B.S. Florida State University 1975.
- LEWIN, JONATHAN W.** (1983) Associate Professor of Mathematics. Ph.D. University of Wisconsin-Madison 1970. M.A. University of Wisconsin-Madison 1968. B.Sc. Witwatersrand University-Johannesburg 1964.
- LEWIS, GARY C.** (1988) Assistant Dean and Associate Professor of Physics. Ph.D. Georgia Institute of Technology 1981. M.S. Georgia Institute of Technology 1977. B.S. Georgia Institute of Technology 1973.

- LOOMIS, KIMBERLY** (1995) Assistant Professor of Secondary and Middle School Education. Ed.D. University of Tennessee at Knoxville, 1992. M.S. University of Tennessee at Knoxville, 1987. B.S. East Tennessee State University, 1985.
- MALGERI, LINDA** (1989) Assistant Professor of Accounting. M.B.A. Stetson University, 1977. B.A. State University of New York, 1975.
- MARTIN, DAVID J.** (1991) Director of Graduate Studies in Education and Teacher Education Services and Associate Professor of Science Education. Ph.D. Georgia State University 1991. M.S. Syracuse University 1974. B.A. Hope College 1956.
- MATHISEN, RICHARD E.** (1989) Professor of Marketing. Ph.D. Michigan State University 1976. M.B.A. Michigan State University 1971. B.S.M.E. Michigan State University 1969.
- MATSON, RONALD H.** (1989) Associate Professor of Biology. Ph.D. University of California, Los Angeles 1987. M.S. California State University, Long Beach 1980. B.S. California State University, Long Beach 1976.
- McALLISTER, ELAINE** (1986) Chair, Department of Foreign Languages, and Professor of Spanish, French and Foreign Language Education. Ph.D. Georgia State University 1982. M.A. Georgia State University 1970. A.B. Georgia State University 1968.
- McCULLAGH, STEVEN** (1989) Associate Professor of Biology. D.A. Idaho State University 1978. M.S. University of Minnesota 1973. B.A. Macalester College 1966.
- McGINNIS, HAROLD K.** (1988) Director of the A.L. Burruss Institute of Public Service and Associate Professor of Public Administration. Ph.D. Florida State University 1982. M.S.P.A. Florida State University 1979. M.S. Florida Institute of Technology 1973. B.S. Florida Institute of Technology 1971.
- McHANEY, JANE H.** (1986) Assistant Dean and Professor of Elementary Education. Ed.D. Mississippi State University 1975. M.Ed. Mississippi State University 1972. B.S. David Lipscomb College 1970.
- McLAIN, VICTORIA M.** (1991) Associate Professor of Elementary Education. Ph.D. Ball State University 1990. M.A. Ball State University 1971. B.S. Indiana University 1970.
- MESCON, TIMOTHY S.** (1990) Dean, Michael J. Coles School of Business and Professor of Management. Ph.D. University of Georgia 1979. M.B.A. Southern Methodist University 1976. B.A. Tulane University 1975.
- MILLER, THOMAS W.** (1989) Professor of Finance. Ph.D. Indiana University 1974. M.A. Ball State University 1968. M.B.A. Indiana University 1973. B.S. Ball State University 1965.
- MITCHELL, BEVERLY F.** (1985) Professor of Physical Education. Ph.D. Florida State University 1977. M.A. Michigan State University 1969. B.S. Wesleyan College 1968.
- MITCHELL, JUDITH A.** (1978) Director of RISE and Professor of Curriculum and Instruction. Ph.D. University of Wisconsin-Madison 1977. M.S. University of Wisconsin-Madison 1971. A.B. University of California-Los Angeles 1963.
- MOLDAVAN, CARLA D.** (1989) Assistant Professor of Mathematics. Ed.D. University of Georgia 1986. M.Ed. University of Georgia 1973. B.S. University of Georgia 1972.
- MOORE, J. THOMAS** (1984) Professor of Accounting. D.B.A. University of Kentucky 1982. M.B.A. Indiana University 1959. B.S. Miami University 1956. (CPA).
- MORCOL, GOKTUG** (1993) Assistant Professor of Public Administration. Ph.D. Virginia Polytechnic Institute 1990. M.S. Middle East Technical University 1982. B.S. Middle East Technical University 1979.
- MORGAN, DAVID L.** (1978) Associate Professor of Computer Science and Mathematics. Ph.D. University of Wisconsin-Madison 1968. M.A. Washington State University 1963. B.A. Washington State University 1961.
- MOSES, ORAL L.** (1984) Associate Professor of Music. D.M.A. University of Michigan 1984. M.M. University of Michigan 1978. B.M. Fisk University 1975.
- NELSON, GARY T.** (1982) Associate Professor of Mathematics Education. Ph.D. Georgia State University 1985. M.Ed. University of Georgia 1975. B.S. University of Georgia 1971.
- NOBLE, LINDA M.** (1985) Chair, Department of Psychology and Associate Professor of Psychology. Ph.D. University of Georgia 1984. M.S. University of Georgia 1983. B.A. Georgia College 1980.

- NORMAN, C. DONALD** (1977) Associate Professor of Physics. Ph.D. Oklahoma State University 1976. M.S. University of Georgia 1967. B.S. Berry College 1958.
- OUYANG, RONGHUA** (1994) Assistant Professor of Educational Technology. Ed.D. Indiana University of Pennsylvania 1993. M.A. Indiana University of Pennsylvania 1988. B.A. Nanjing University—China 1982.
- PAPAGEORGE, LINDA M.** (1978) Associate Professor of History. Ph.D. Michigan State University 1973. M.A. Michigan State University 1966. B.A. St. Norbert College 1964.
- PARK, JONG H.** (1988) Professor of Economics and Finance. Ph.D. Oklahoma State University 1974. M.A. St. Mary's University 1964. B.S. Seoul National University 1961.
- PAUL, ROBERT C.** (1978) Professor of Biology. Ph.D. State University of New York, Stony Brook 1975. B.S. State University of New York, Stony Brook 1968.
- PENNINGTON, JAMES W.** (1990) Assistant Professor of Finance. M.A. Harvard University 1989. B.B.A. Kennesaw State College 1985.
- PERKINS, JULIA L.** (1973) Dean, School of Nursing and Professor of Nursing. D.S.N. University of Alabama in Birmingham 1982. M.S.N. University of California at San Francisco 1973. B.S.N. Medical College of Georgia 1965.
- PETERS, ARDITH ANN** (1995) Assistant Professor of Sociology. Ph.D. Emory University 1985. M.A. Northern Illinois University 1979. B.A. Wheaton College 1976.
- PIERANNUNZI, CAROL A.** (1989) Associate Professor of Political Science. Ph.D. University of Georgia 1989. M.Ed. Georgia State University 1979. B.S. Georgia State University 1977.
- PINTOZZI, FRANK J.** (1984) Professor of Reading. Ed.D. North Carolina State University 1978. M.A. University of Dayton 1969. B.A. St. John's University 1967.
- PRIME, PENELOPE** (1991) Associate Professor of Economics. Ph.D. University of Michigan 1987. M.A. University of Michigan 1981. B.A. University of Denver. 1976.
- PRITCHETT, THOMAS K.** (1991) Professor of Marketing and Professional Sales. D.B.A. Florida State University 1982. M.B.A. Georgia State University 1971. B.B.A. Emory University 1968.
- PULLEN, ANN ELLIS** (1976) Chair, Department of History & Philosophy and Professor of History. Ph.D. Georgia State University 1975. M.A. University of Georgia 1967. B.S. University of Georgia 1965.
- PUTT, JAMES W.** (1995) Assistant Professor of Decision Sciences. Ph.D. University of Georgia, 1995. M.B.A. University of Georgia, 1983. B.S. Pennsylvania State University, 1973.
- RASCATI, RALPH J.** (1985) Professor of Biology. Ph.D. University of Massachusetts 1975. B.S. Rensselaer Polytechnic Institute 1969.
- REEVE, KAY** (1994) Assistant Professor of History. Ph.D. Texas A&M University, 1977. M.A. Texas Tech University, 1972. B.S. Texas Tech University, 1969.
- REGGIO, PATRICIA H.** (1979) Professor of Chemistry. Ph.D. University of New Orleans 1978. B.S. Louisiana State University in New Orleans 1971.
- REINER, MICHAEL B.** (1991) Associate Professor of Psychology. Ph.D. University of Minnesota 1983. B.A. Haverford College 1976.
- RHYNE, PAMELA J.** (1974) Professor of Biology and Science Education. Ph.D. Georgia State University 1973. M.S. Clemson University 1968. B.S. Clemson University 1967.
- RICE, VIRGINIA A.** (1989) Associate Professor of Mathematics. Ph.D. Clemson University 1988. M.S. Clemson University 1986. B.S. Mars Hill College 1984.
- RIDLEY, HELEN S.** (1975) Acting Chair, Department of Political Science and International Affairs and Professor of Political Science. Ph.D. Emory University 1975. M.A. Emory University 1954. B.A. Southwestern at Memphis 1953.
- ROACH JR., S. FREDERICK** (1968) Professor of History. Ph.D. University of Oklahoma 1972. M.A. Villanova University 1964. B.A. Georgia State College 1962.
- ROBBINS, SARAH R.** (1993) Assistant Professor of English and English Education. Ph.D. University of Michigan 1993. M.A. University of North Carolina 1975. B.A. University of North Carolina 1974.
- ROBERTS, GARY B.** (1985) Associate Professor of Management. Ph.D. Georgia State University 1982. M.B.A. Georgia State University 1977. B.A. Bowdoin College 1968.

- ROBERTS, MORRIS W.** (1985) Professor of Computer Science. Ph.D. Georgia Institute of Technology 1968. B.S. Tennessee Technological University 1955.
- ROBERTS, VANICE W.** (1977) Chair of Department of Associate Degree Nursing and Professor of Nursing. D.S.N. University of Alabama 1990. M.S.N. Georgia State University 1977. B.S.N. Mississippi University for Women 1974.
- ROEBUCK, DEBORAH B.** (1988) Associate 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) Professor of History. Ph.D. University of Georgia 1970. M.A. University of Georgia 1967. A.B. University of Georgia 1966.
- ROPER JR., THOMAS B.** (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.
- ROTTENBERG, CLAIRE J.** (1994) Assistant Professor of Elementary and Special Education. Ed.D. Arizona State University 1991. M.Ed. University of Cincinnati 1971. B.A. Queens College at CUNY 1968.
- 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) Professor of English. Ph.D. Georgia State University 1974. M.A. University of Florida 1969. B.A. 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 Decision Sciences. 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.** (1980) 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) Director of Academic Computing Services and Professor of Mathematics. 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) Professor of Business Law. J.D. Emory University 1978. B.A. University of North Carolina at Chapel Hill 1975.
- SCHULZKE, KURT S.** (1990) Assistant Professor of Accounting. M.Acc. Brigham Young University, 1986. B.S. Brigham Young University, 1986.
- 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 L.** (1988) Professor of Decision Sciences. Ph.D. University of Nebraska-Lincoln 1978. M.S. Air Force Institute of Technology 1971. B.A. Texas Southern University 1965.
- SETZER, C. BENNETT** (1985) Professor of Computer Science and Information Systems. Ph.D. Harvard University 1972. M.A. Harvard University 1969. A.B. Princeton University 1968.
- SHAH, AMEETA** (1995) Assistant Professor of Elementary and Early Childhood Education. Ph.D. University of Maryland, 1989. M.S. The Maharaja Sayajirao University of Baroda, 1978. B.S. The Maharaja Sayajirao University of Baroda, 1976.
- SHEALY JR., E. HOWARD**, (1978) Assistant Dean, School of Arts, Humanities & Social Sciences and 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 1973.
- 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) Associate Professor of Management. Ph.D. Clemson University 1990. M.S. Clemson University 1986. B.S. Clemson University 1982.

- SIHA, SAMIA** (1994) Associate Professor of Decision Sciences. Ph.D. Iowa State University, 1989. M.S. Ain-Shames University, 1976. B.S. Alexandria University, 1968.
- SIMCOE VI, GEORGE** (1985) Associate Professor of Communication. 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 Curriculum and Instruction. Ph.D. Southern Illinois University 1978. M.S. Southern Illinois University, 1976. B.S. Mississippi Valley State College 1967.
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- SPARKS, DONALD J.** (1968) Associate Professor of Mathematics. M.Ed. University of Georgia 1967. B.S.Ed. University of Georgia 1966.
- STAHL, CHRISTINE D.** (1983) Associate Professor of Computer Science and Information Systems. 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.
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- STIVERS, BONNIE L.E.P.** (1984) Professor of Accounting. Ph.D. Georgia State University 1983. M.P.A. Georgia State University 1978. B.A. Rice Institute 1960. (CPA).
- STRALEY, TINA H.** (1973) Associate Vice President of Academic Affairs and Professor of Mathematics and Computer Science. Ph.D. Auburn University 1971. M.S. Georgia State University 1966. B.A. Georgia State University 1965.
- TASHCHIAN, ARMEN** (1985) Professor of Marketing. Ph.D. University of Texas at Austin 1980. M.B.A. University of Texas at Austin 1978. B.B.A. University of Texas at Austin 1975.
- TAYLOR, PATRICK L.** (1982) Chair, Department of Visual Arts and Associate Professor of Art and Art Education. Ph.D. University of Georgia 1982. M.A.E. University of Georgia 1978. B.A. Valdosta State College 1970.
- 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. Southern Methodist University 1980. M.A. University of Jodhpur 1973. B.A. University of Jodhpur 1970.
- TOMPKINS IV, JAMES G.** (1994) Assistant Professor of Finance. Ph.D. Ohio State University 1994. M.B.A. University of Pennsylvania 1986. B.S. U.S. Merchant Marine Academy 1979.
- 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) Chair, Department of Marketing & Professional Sales and Associate Professor of Marketing. Ph.D. University of Mississippi 1992. M.B.A. Augusta College 1985. A.B. University of Georgia 1980.
- TUTTEROW, ROGER C.** (1991) Chair, Department of Economics and Finance and Associate Professor of Economics. Ph.D. Georgia State University 1990. M.A. Georgia State University 1988. B.S. Berry College 1983.
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- WILLIAMS, DANIEL J.** (1977) Professor of Chemistry. Ph. D. University of Georgia 1974. B.A. Hiram College 1970.
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- 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** (1993) Director of Master of Public Administration Program and Associate Professor of Public Administration. Ph.D. University of Texas 1971. M.A. University of Maryland 1981. M.A. University of Texas 1967. B.A. University of Texas 1965.
- ZINSMEISTER, DOROTHY D.** (1978) Chair, Department of Biological & Physical Sciences 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.
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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—six universities, 13 senior colleges and 15 two-year colleges.

The 15-member constitutional Board of Regents governs the system, which has been in operation since 1932. Appointments for seven-year terms of five board members from the state-at-large and one board member from each of the state's 10 congressional districts are made by the governor, subject to confirmation by the State Senate.

The chairperson, vice chairperson and other board officers are elected by members of the board. The chancellor, who is not a board member, is the board's chief executive officer and the chief administrative officer of the University System.

Overall, programs and services of the University System are offered through three major components—instruction, public service/continuing education and research.

INSTRUCTION encompasses programs of study leading toward degrees, ranging from the two-year associate level through the doctoral level, and certificates.

Each institution determines requirements for admission of students to instructional programs, pursuant to policies of the Board of Regents. The board, which establishes minimum academic standards, leaves to each institution the prerogative of establishing higher standards. Applications for admission should be addressed in all cases to the institutions.

For students whose goal is a degree beyond the associate level, a Core Curriculum of study for the freshman and sophomore years is in effect at each institution. The Core Curriculum, which

facilitates transfer of freshman and sophomore degree credits within the University System, requires 90 quarter-credit-hours: 60 in general education and 30 in the student's chosen major.

PUBLIC SERVICE/CONTINUING EDUCATION encompasses, primarily, non-degree activities, including short courses, seminars, conferences, lectures, and consultative and advisory services. Some college-degree-credit courses of special types are also offered, typically through extension center programs and teacher education consortiums.

RESEARCH encompasses on-campus and off-campus investigations conducted primarily by the universities but also in moderate scope at some of the senior colleges, for discovery and application of knowledge. Research topics cover a large variety of matters related to the educational objectives of the institutions and to general needs of society.

The policies of the Board of Regents and the administrative actions of the chancellor provide for each institution autonomy of high degree in academic and administrative matters. The executive head of each institution is the president, whose election is recommended by the chancellor and approved by the board.

State applications for the University System are registered by, made to and allocated by the Board of Regents. The largest share of state appropriations (52 percent) is allocated by the Board for Instruction.

Matriculation and nonresidential tuition fees for all institutions are set by the board. All resident students pay matriculation fees; out-of-state student pay nonresident 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 Edu-
 cation; 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

Kennesaw 30144

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
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Telephone Directory

The directory assistance number for Kennebec State College is (770) 423-6000. Calls made outside the (770) calling area must dial the 10 digit number. The college exchange is 423 for the 6000 extensions and 499 for the 3000 extensions. When calling on campus, dial the 4 digit station numbers listed here.

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CERTIFICATE OF IMMUNIZATION

University System of Georgia

PART A - To be completed by student.

Name _____
LAST FIRST MIDDLE INITIAL

Address _____
STREET CITY STATE ZIP

Date of Birth _____ Social Security Number _____

Expected term of enrollment _____ Phone Number _____

PART B - To be completed and signed by a health care provider. Dates must include month and year.

Required Immunizations:

For students born before 1957, Rubella immunity, as in Part IV.

For all other students, either a) MMR immunity, as in Part I or b) measles, mumps and rubella immunity, as in Parts II, III and IV.

MMR (Measles, Mumps, Rubella) *Note: Date must be after 1970*

- Dose 1 - immunized at 12 months of age or later, **AND** (MO/DAY/YR) _____ / _____ / _____
- Dose 2 - immunized at least 30 days after Dose I (MO/DAY/YR) _____ / _____ / _____

MEASLES *Note: Date must be after March 4, 1963*

- Had disease, confirmed by physician diagnosis in office record, **OR** (MO/YR) _____ / _____
- Born before 1957 and therefore considered immune, **OR** (MO/YR) _____ / _____
- Has laboratory evidence of immune titer (specify date of titer), **OR** (MO/YR) _____ / _____
- Immunized with live measles vaccine at 12 mos. of age or later, **AND** (MO/DAY/YR) _____ / _____ / _____
- Immunized with second dose of live measles vaccine at least 30 days

MUMPS Note: Date must be after April 22, 1971

- 1. Had disease, confirmed by physician diagnosis in office record, OR
- 2. Born before 1957 and therefore considered immune, OR
- 3. Has laboratory evidence of immune titer (specify date of titer), OR
- 4. Immunized with vaccine at 12 mos. of age or later.

(MO/YR) _____ / _____
 (MO/YR) _____ / _____
 (MO/YR) _____ / _____
 (MO/DAY/YR) _____ / _____ / _____

RUBELLA Note: Date must be after June 9, 1969

- 1. Has laboratory evidence of immune titer (specify date of titer), OR
- 2. Immunized with vaccine at 12 mos. of age or later.

(MO/YR) _____ / _____
 (MO/DAY/YR) _____ / _____ / _____

Exemption on grounds of permanent medical contraindication

Exemption on grounds of temporary medical contraindication

- a) pregnancy - expected date of confinement
- b) other - anticipated date of end of contraindication

(MO/YR) _____ / _____
 (MO/YR) _____ / _____

Immunization status indicated above is certified by:

Signature of physician or health facility official

Date

Name and address of physician or public health facility

RELIGIOUS EXEMPTION

I affirm that immunization, as required by the University System of Georgia, is in conflict with my religious beliefs. I understand that I am subject to exclusion from campus in the event of an outbreak of a disease for which immunization is required.

Signature of student (Student signature required only for religious exemption.)

Date

NOTE: Students are recommended to keep a photocopy of this form for future use.

KENNESAW STATE COLLEGE IMMUNIZATION REQUIREMENT

- ★ All applicants are required to satisfy immunization requirements for measles, mumps and rubella (MMR) before being eligible for admissions consideration.
- ★ The Board of Regents of the University System of Georgia has instituted this policy in order to minimize potential outbreaks of measles, mumps and rubella on college campuses.
- ★ This requirement applies to all admissions classifications (i.e. Freshmen, Transfers, Joint Enrollments, Adult Non-traditional, Graduates, Transients, Audits and Non-degrees).
- ★ If you cannot provide immunization documents, please use this form and arrange for MMR vaccination through your family physician or local county health department. Exemption categories are available for circumstances regarding medical conditions, religious convictions.

THIS REQUIREMENT AS WELL AS ALL OTHER ADMISSIONS DOCUMENTS
MUST BE RECEIVED BY POSTED QUARTERLY DEADLINES.

AVAILABLE LOCATIONS FOR MMR IMMUNIZATIONS

COBB COUNTY BOARD OF HEALTH - PUBLIC HEALTH DEPARTMENT

Main Center	1650 County Farm Road	(770) 514-2
	Hours: Monday-Friday 8:00 - 6:30 p.m.	
Acworth Center	4489 Acworth Industrial Drive	(770) 974-3
	Hours: Tuesday & Wednesday 1:00 - 5:00 p.m.	
East Cobb Center	4400 Lower Roswell Road (near Parkaire)	(770) 499-4
	Hours: Monday-Friday 8:00 - 4:30 p.m.	
Smyrna Center	3830 S. Cobb Drive, Suite 200	(770) 438-5
	Hours: Monday - Friday, 8:00 - 5:30 p.m.	

Douglasville Center 6670 Selman Drive (770) 949-
Hours: Monday-Friday 8:00 - 6:30 p.m.

CHEROKEE COUNTY BOARD OF HEALTH

Canton Office 1219 Univeter Road (770) 345-
Hours: Monday - Friday, 8:00 - 4:30 p.m.
Woodstock Office Bells Ferry & Hwy. 92 (770) 928-
Hours: Monday - Friday, 8:00 - 4:30 p.m.

BARTOW COUNTY HEALTH DEPARTMENT

Cartersville Office 100 Zena Drive (770) 382-
Hours: Monday - Friday, 9:00 - 11:00; Monday - Thursday, 1:00 - 3:00 p.m.; Thursday, 4:00 - 6:00 p.m.

PAULDING COUNTY HEALTH DEPARTMENT

Dallas Office 530 W. Memorial (770) 443-
Hours: Monday - Friday 8:15 - 4:00 BY APPOINTMENT

FULTON COUNTY HEALTH DEPARTMENT

Atlanta Office Information (404) 730-
Hours: Daily 8:30 - 5:00

DEKALB COUNTY HEALTH DEPARTMENT

INFORMATION NUMBER (Hours vary by center. Call for times and locations) (404) 294-
North Dekalb Health Center (404) 237-

Please directly consult individual health agency for fee information.



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. Sex: Male Female

11. Race/Ethnic Group 1. Caucasian 2. Black 3. American Indian/Alaskan 4. Hispanic 5. Asian 6. Multiracial

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.)

A. SCHOOL OF ARTS, HUMANITIES AND SOCIAL SCIENCES

- 1. Master of Arts in Professional Writing: Area of Concentration - Please check one of the following:
 - Applied Writing Composition and Rhetoric Creative Writing Undecided
- 2. Master of Public Administration: Area of Concentration - Please check one of the following:
 - Community Services Administration Governmental Administration Other
- 3. Transient

B. SCHOOL OF BUSINESS

- 1. Master of Accounting
- 2. Master of Business Administration: Area of Concentration - Please check one of the following:
 - Accounting Business Administration Business Economics Business Information Systems Entrepreneurship
 - Finance Human Resource Management and Development Marketing International Business
- 3. Non-Degree MAcc
- 4. Non-Degree MBA
- 5. Transient

C. SCHOOL OF EDUCATION

- 1. Master of Education: Area of Concentration - Please check one of the following:
 - Early Childhood P-5 Middle Grades 4-8 Primary Concentration _____ Secondary Concentration _____
- 2. Non-Degree
 - Add-On Certificate: ESOL Gifted Learning Disabilities Teacher Support Specialist Other _____
 - Renewal of Certification
 - Personal Enrichment
- 3. Transient
- 4. Summer Institute: Indicate which program: _____

D. SCHOOL OF NURSING

- 1. Master of Science in Nursing

(OVER)

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
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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, 1000 Chastain Road, Kennesaw, GA 30144-5591

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



KENNESAW STATE COLLEGE

SENIOR COLLEGE OF THE UNIVERSITY SYSTEM OF GEORGIA

1000 Chastain Road

Kennesaw, GA 30144-5591



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