

1999-2000

Kennesaw State University

GRADUATE CATALOG

business



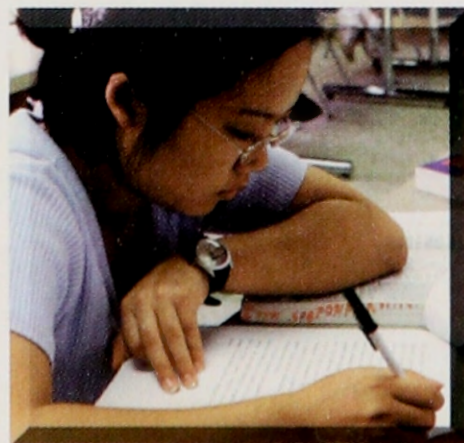
nursing



information systems



professional writing



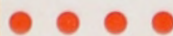
education



public administration



www.kennesaw.edu



Visit KSU's web site at: www.kennesaw.edu ► ● ● ● ●

Directory

Address:

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

Graduate Admission

(770) 423-6300

Bookstore

(770) 423-6261

Financial Aid

(770) 423-6074

Graduate Studies Associate

Vice President

(770) 423-6738

Library

(770) 423-6202

Registrar

(770) 423-6200

Graduate 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 Information Systems

(770) 423-6005

Master of Science in Nursing

(770) 499-3230

► **Note: Additional directory information appears on page 161** ◀
An application for admission is found in the back of this catalog.

1999-2000

Kennesaw State University

GRADUATE CATALOG



A Unit of the University System of Georgia
1000 Chastain Road
Kennesaw, Georgia 30144-5591

•Application for admission on back page•

The Catalog

This catalog was prepared in the winter of 1999. 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 University 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. The *Schedule of Credit Courses* will be considered an extension 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 the major colleges and school. 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 university.

In the event that an administrative hearing officer or a court of record determines that "publications" issued by the university 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 university in furtherance of its educational mission.

Kennesaw State University 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 University
1000 Chastain Road
Kennesaw, Georgia 30144-5591
(770) 423-6738

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Welcome from the President

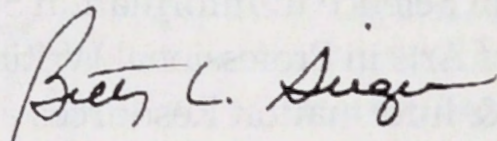
Welcome to Kennesaw State University, the fastest growing university in the University System of Georgia.

As a student in KSU's graduate programs, you will find challenging classes, professors dedicated to nurturing your success, and a student body which is impressive in its commitment to excellence. The growing number of graduate programs attests to the vitality of the institution and a continuing commitment to serve the wider community. Kennesaw State endeavors to meet the needs of individual and corporate citizens through the design and delivery of graduate programs that address current needs while preparing students for future leadership roles.

The faculty and staff of Kennesaw State University look forward to working with you in this exciting new phase of your academic odyssey.

My best regards.

Sincerely,



Betty L. Siegel
President

Academic Calendar, 1999-2000



Academic Calendar 1999-2000

Summer Term 1999

APRIL 1999

- Apr. 1 Application and Document Priority Deadline for Undergraduates, Graduates, and Readmission for Summer 1999
- Apr. 9 Application and Document Final Deadline for Undergraduates, Graduates, and Readmission for Summer 1999
- Apr. 12-23 Priority Registration

MAY 1999

- May 7 Priority Registration Payment Date
- May 17 First Day of Classes: All Term and May Session
- May 24 Last Day to Withdraw Without Academic Penalty—May Session
- May 26-27 Final Registration
- May 28- June 7 Late Registration and Add/Drop
- May 31 Memorial Day Holiday (University Closed)

JUNE 1999

- June 2 First Day of Classes-Four-Week Session I and Eight-Week Session

- June 16 First Day of Classes - Six-Week Session
- June 17 Last Day to Withdraw Without Penalty - Four -Week-Session I
- June 25 Last Day to Withdraw Without Academic Penalty - All Term
- June 28 Last Day of Classes - Four Week Session I
- June 29 Final Exams - Four-Week Session I
- June 30 First Day of Classes - Four-Week Session II

JULY 1999

- July 2-5 Independence Day Holiday (no classes Friday - Sunday)
- July 7 Last Day to Withdraw Without Penalty - Eight-Week Session
- July 12 Last Day to Withdraw Without Academic Penalty Six-Week Session
- July 15 Last Day to Withdraw Without Academic Penalty Four-Week Session II
- July 27 Last Day of Class: Four-Week Session II, Six-Week Session, Eight-Week Session and All Term
- July 28 -Aug. 1 Exams: Four-Week Session II, Six-Week Session, Eight-Week Session and All Term

AUG. 1999

- Aug. 2 Graduation

Fall Semester 1999

JUNE 1999

June 14-25 Priority Registration

JULY 1999

July 9 Application and Document
Priority Deadline

July 16 Application and Document
Final Deadline

AUGUST 1999

Aug. 16-18 Final Registration

Aug. 19-26 Late Registration & Add/Drop

Aug. 21 First Day of Classes

SEPTEMBER 1999

Sept. 4-6 Labor Day Break (No Classes)

OCTOBER 1999

Oct. 22 Last Day to Withdraw Without
Academic Penalty

NOVEMBER 1999

Nov. 24-28 Fall Break (No Classes)

DECEMBER 1999

Dec. 9 Last Day of Classes

Dec. 10-16 Final Exams

Dec. 17 Graduation

Spring Semester 2000

OCTOBER 1999

Oct. 29 Application and Document
Priority Deadline

NOVEMBER 1999

Nov. 19 Application and Document
Final Deadline

JANUARY 2000

Jan. 3-6 Final Registration

Jan. 7-16 Late Registration & Add/Drop

Jan. 10 First Day of Classes

Jan. 17 Holiday (No Classes)

MARCH 2000

Mar. 6-12 Spring Break (No Classes)

Mar. 17 Last Day to Withdraw
Without Academic Penalty

APRIL 2000

Apr. 23 Classes not in session
(Classes will meet on Friday
and Saturday)

MAY 2000

May 1 Last Day of Classes

May 2-8 Final Exams

May 11 Graduation

Summer Term 2000

MARCH 2000

Mar. 31 Application and Document
Priority Deadline

APRIL 2000

Apr. 14 Application and Document
Final Deadline

MAY 2000

May 15 First Day of Classes: Six-
Week Session

May 26 Last Day of Classes and
Exams— May Session

May 29 Holiday (University Closed)

May 31 First Day of Classes: Four-
Week Session I and Eight-
Week Session

JUNE 2000

June 14 First Day of Classes-Six-
Week Session

June 26 Last Day of Classes: Four
Week-Session I

June 27 Final Exams: Four-Week Ses-
sion I

June 28 First Day of Classes: Four-
Week Session II

4 University Calendar

JULY 2000

- July 4 Holiday (No Classes)
- July 25 Last Day of Classes: Four-Week Session II, Six-Week Session, Eight-Week Session, and All Term
- July 26-30 Final Exams: Four-Week Session II, Six-Week Session, Eight-Week Session, and All Term
- July 31 Graduation

Refer to the *Schedule of Credit Courses* for specific registration deadlines. Copies are available in the Office of the Registrar.

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



Profile of Kennesaw State University



Profile of Kennesaw State University

Kennesaw State University Today

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

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

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

Institutional Mission

Kennesaw State University is a proud public university in the University System of Georgia, located in the densely populated and rapidly developing northwest region of Greater Metropolitan Atlanta. Chartered in 1963, KSU serves as a highly valued resource for this region's educational, economic, social and cultural advancement.

This institution shares with all other units in the University System of Georgia the following characteristics:

- a supportive campus climate, necessary services and leadership development opportunities, all to educate the whole per-

son and meet the needs of students, faculty and staff;

- cultural, ethnic, racial and gender diversity in the faculty, staff and student body, supported by practices and programs that embody the ideals of an open, democratic and global society;
- technology to advance educational purposes, including instructional technology, student support services and distance education;
- collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information and other resources to expand and enhance programs and services available to the citizens of Georgia.

This institution shares with all other state universities in the University System of Georgia the following characteristics:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of an area of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and university-prepared student body, promotes high levels of student achievement, offers academic assistance and provides developmental studies programs for a limited student cohort;

- a high quality general education program supporting a variety of disciplinary, interdisciplinary and professional academic programming at the baccalaureate level with selected master's and educational specialist degrees and selected associate degree programs based on area need or/ or interinstitutional collaborations;
- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life and raise the educational level within the university's scope of influence;
- a commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits and a commitment to applied research in selected areas of institutional strength and area need.

Kennesaw State University's distinctive characteristics are described as follows:

Kennesaw State serves a diverse student body in the northern suburbs of Atlanta and extending into northwest Georgia. It includes young adults who enroll as freshmen or undergraduate transfers and an equally large number of older adults who return or transfer to the university at different stages in their lives for undergraduate or graduate study. Students reside off campus and commute to classes. A majority pursue their academic goals on a part-time basis because of job, family and civic responsibilities. Significant numbers of international and minority students enroll. Many students pursue professionally-oriented degrees, especially at the graduate level. Evening and weekend programs accommodate experienced professionals seeking academic advancement. A broad range of programs, services and activities are offered outside the classroom to enrich campus life and enhance student success and personal development.

Effective teaching and learning are central institutional priorities. Service and re-

search that strengthen teaching and address the public's interests are important supportive priorities. Faculty, staff and administrators are committed to providing a challenging and facilitative collegiate environment that fosters high-quality academic preparation, critical thinking, global and multicultural perspectives, effective communication and interpersonal skills, leadership development, social responsibility and lifelong learning. Programs that prepare students well for the advancement of professional pursuits are especially attractive and are offered in the school and colleges of the university.

The foundation for all undergraduate majors is a comprehensive and coherent general education program that promotes internationalized and connected learning in the liberal arts tradition. A wide array of baccalaureate degree programs is offered, including majors in the arts, humanities, social sciences, mathematics, natural sciences, accounting, business fields, teacher education specialities, computing and information systems and nursing. An expanding array of professional master's degrees exists in education specialities, accounting, business fields, public administration, professional writing and nursing.

KSU's commitment to public service is reflected through an extensive array of continuing education programs, service institutes and centers, nationally recognized lecturers and conferences, collaboratives with the public schools, partnerships with business and governmental agencies and international initiatives. The university plays a vital role in promoting and supporting regional interests in the visual, performing and cultural arts.

Research, scholarship and creative activity are broadly defined and predominantly applied. The university honors action research on the improvement of teaching and learning; survey research for community and economic development; interdisciplinary studies in support of

8 Profile of Kennesaw State University

(KSU Mission Statement - continued)

environmental, governmental, business, or health interests; creative contributions in the arts and humanities; intellectual contributions; discovery research and academic publication; and the interpretation or application of academic research.

Kennesaw State University aspires to be a progressive and exemplary educational institution, respected for its excellence and leadership in its teaching, service and research. The university is committed to continuous improvement in an increasingly diverse and constantly changing learning community.

Accreditation

Kennesaw State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award

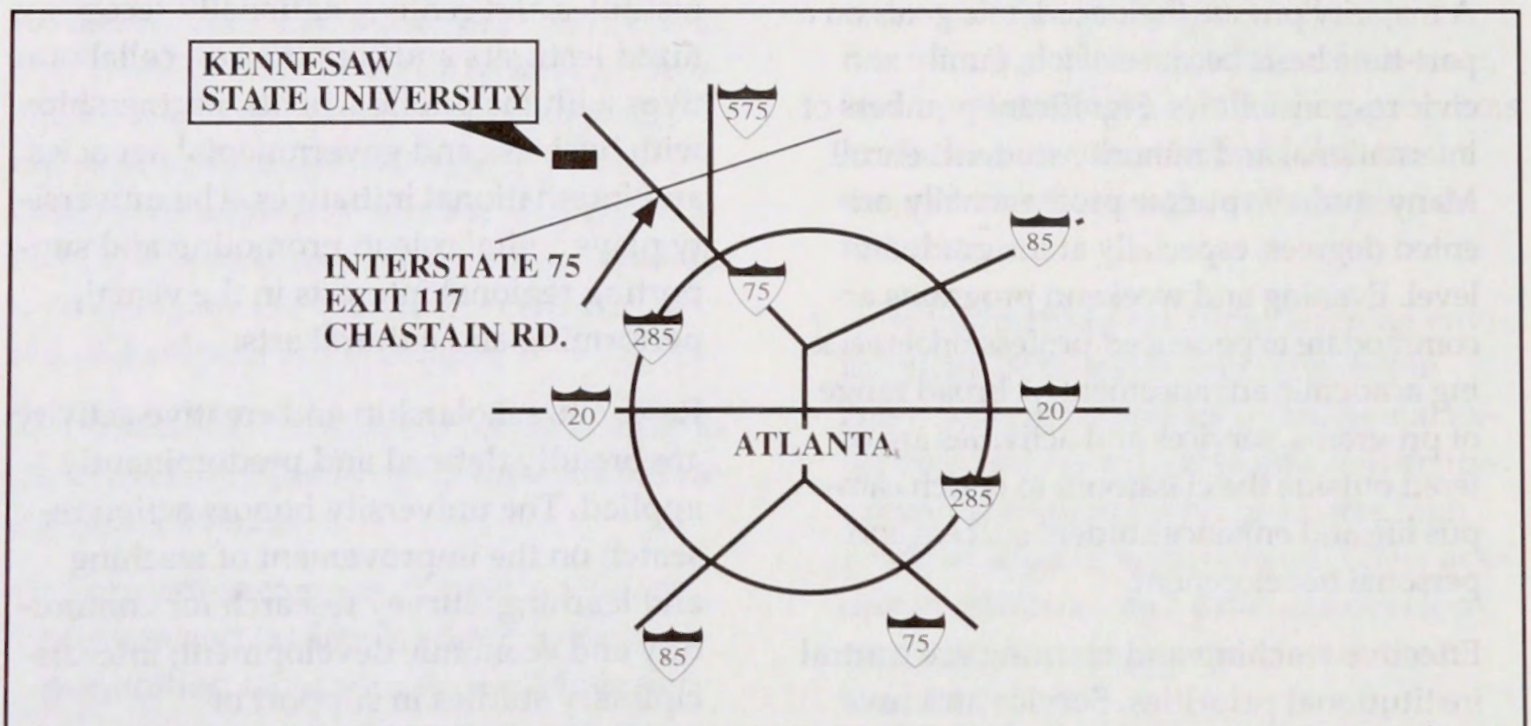
master's and baccalaureate degrees. The graduate and undergraduate teacher education programs are approved by the Georgia Professional Standards Commission for teaching licensure and accredited by the National Council for Accreditation of Teacher Education (NCATE). The master's and baccalaureate level business degree programs are accredited by the American Assembly of Collegiate Schools of Business.

Master Degrees Offered

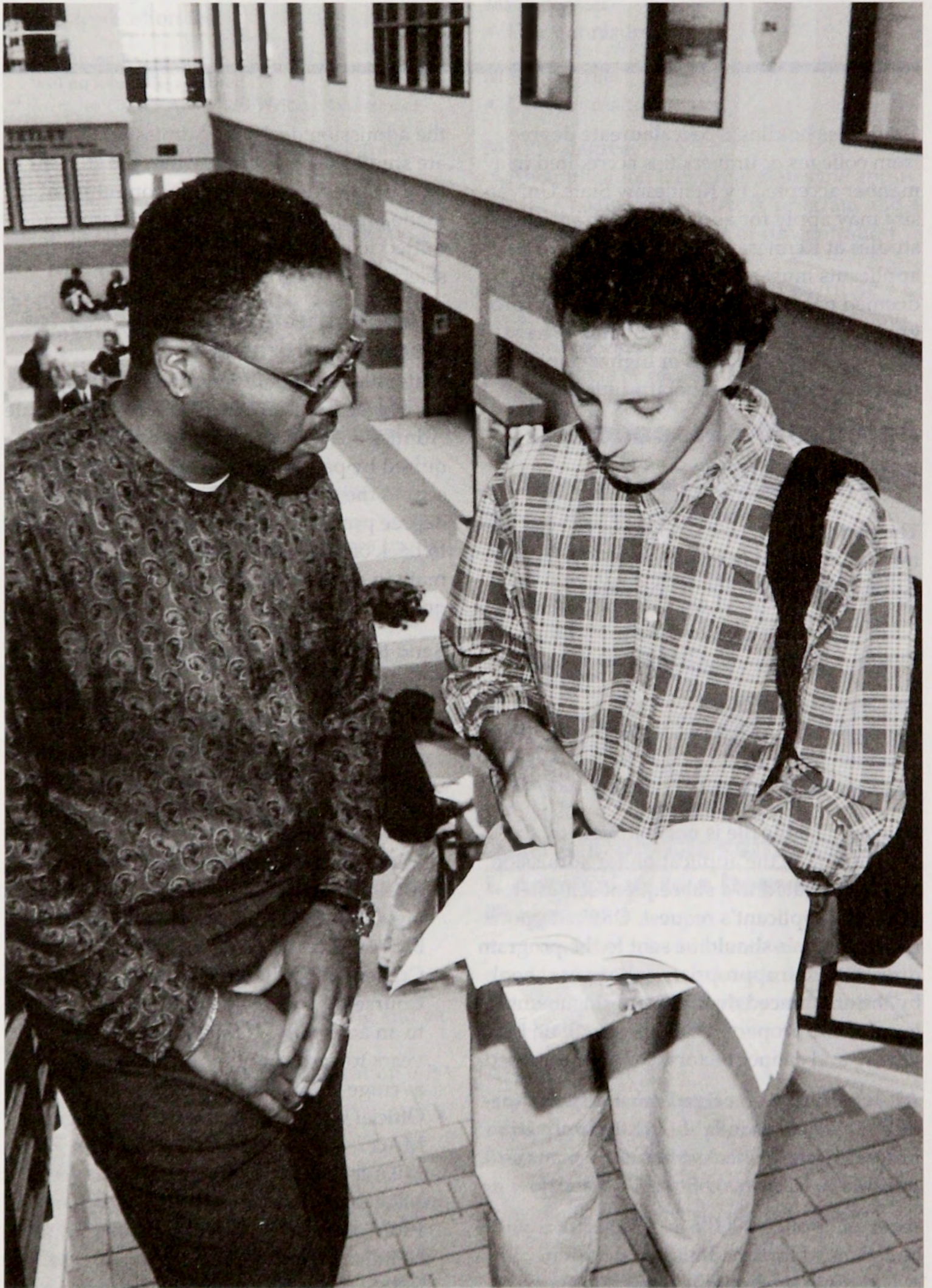
Degrees offered include the Master of Accounting, Master of Business Administration, Master of Business Administration for Experienced Professionals, Master of Business Administration for Physician Executives, Master of Science in Information Systems, Master of Education with majors in elementary education (P-5), middle grades (4-8), and Special Education (K-12), Master of Public Administration, Master of Arts in Professional Writing and the Master of Science in Nursing.

Kennesaw State University is located about 30 miles from downtown Atlanta and eight miles north of Marietta. KSU is convenient to most of the Greater Atlanta area and much of Northwest Georgia. Below is an interstate location map which shows KSU's accessibility (only 1/4 mile off of the I-75 Chastain Road exit #117).

Location Map



Graduate Admission



Graduate Admission

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

Application Procedures and Deadlines

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

Term	Priority Deadline	Final Deadline
Fall Semester, 1999	7/9/99	7/16/99
Spring Semester, 2000	10/29/99	11/19/99
Summer Term, 2000	3/31/00	4/14/00
Fall Semester, 2000	7/7/00	7/21/00

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

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

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.)

I. Application Requirements for Degree Programs

Materials commonly required for all graduate degree programs are sent to the Graduate Admissions Office. Additional materials required by particular degree programs are sent to the graduate program director of the degree program. Mailing labels are attached in back of this catalog for your use when mailing application and any program requested materials.

Send to Graduate Admissions Office:

- Application form;
- An official transcript sent directly from the institution to the Office of Graduate Admissions from each institution attended. Proof of baccalaureate degree should be on one transcript;
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.
- Official test scores as required by program:

M.Acc:	GMAT**
MBA:*	GMAT**
MBA for Exp.	
Professionals:*	GMAT**
M.Ed:	GRE
MSN:	GRE

MPA: GRE or GMAT

MSIS: GMAT or GRE

MAPW: GRE

- Valid Immunization Certificate for measles, mumps and rubella;
- \$20 application fee.

* Beginning Fall semester 1999, the GRE will no longer be accepted

** Includes GMAT Analytical Writing Assessment

Send to Appropriate Graduate Program Director:

The following materials are required by the individual degree programs. Send these materials to the appropriate Graduate Program Director.

Mailing labels are located in back of this catalog for your use.

M.Acc degree:

- Two letters of recommendation that address applicant's ability and potential for graduate study;
- Professional résumé documenting business related experience;
- A Personal Statement of Objectives (must be typed);

MBA

- Two letters of recommendation that address applicant's ability and potential for graduate study;
- Professional résumé documenting at least two years of business related experience;
- A Personal Statement of Objectives (must be typed).

MBA for Experienced Professionals:

- Two letters of recommendation that address applicant's ability and potential for graduate study.

M.Ed. degree:

- Personal statement of goals during and as a result of graduate program;
- Proof of current teaching certification if issued in a state other than Georgia.

MSN degree:

- Professional résumé documenting at least three years full-time experience in nursing in the past five years;
- Copy of current RN licensure in the State of Georgia;

- Two letters of reference addressing qualifications for graduate nursing program;
- a formal statement of personal goals for the program not to exceed one typed page.

MPA degree:

- Current résumé

MSIS degree:

- Current résumé

MAPW degree:

- An application letter that states the applicant's goals for the MAPW program and a rationale for the choice of concentration and support areas;
- Three copies of representative writing samples from both the concentration and the support areas, not to exceed 25 pages;
- Two letters of recommendation that address the applicant's writing ability and potential for graduate study.

II. Application Requirements for Non-Degree Studies

- Application form
- An official transcript from the undergraduate institution from which baccalaureate degree was awarded sent directly to the Office of Graduate Admissions from that institution.
- Valid Immunization Certificate for measles, mumps and rubella
- \$20 application fee

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 college or school in which he/she proposes to study will be considered for admission in full standing.

Admissions Requirements for Degree Programs:

MAcc Degree:

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- Minimum cumulative adjusted grade point average of 2.80 on a 4.0 scale.
- Minimum total score of 475 (verbal, quantitative, and analytical) on the Graduate Management Admissions Test (GMAT).
- 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, two letters of recommendation, professional résumé, typed personal statement of objectives, and GMAT Analytical Writing Assessment results.
- When there is a conflict in the predictions of success from the GPA and GMAT, exceptions may be made if the applicant's educational background, excellence in performance in outside activities, creativity and leadership, or accomplishments in business and professional activities are sufficient to indicate success in the program.
- International students are admitted to business graduate programs once per academic year. International student applications will be considered for program entry for summer term only.
- GMAT scores may not be more than five years old at the application date deadline for the desired semester/term of entry.

MBA Degree:

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- Minimum cumulative adjusted grade-point average of 2.80 on a 4.0 scale.
- Minimum total score of 475 (verbal, quantitative and analytical) on the Graduate Management Admission Test (GMAT).
- Minimum of 2 years of significant business related 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, two letters of recommendation, professional résumé, typed personal statement of objectives, and GMAT Analytical Writing Assessment results.
- When there is a conflict in the predictions of success from the GPA and GMAT, exceptions may be made if the applicant's educational background, excellence in performance in outside activities, creativity and leadership, or accomplishments in business and professional activities are sufficient to indicate success in the program.
- International students are admitted to business graduate programs once per academic year. International student applications will be considered for program entry for summer term only .
- GMAT scores may not be more than five years old at the application date deadline for the desired semester/term of entry.

MBA Degree for Experienced Professionals:

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- Minimum cumulative adjusted grade-point average of 2.80 on a 4.0 scale.
- Minimum total score of 475 on the Graduate Management Admission Test (GMAT).
- 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 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 Physician Executives:

- Medical degree from an institution accredited in a manner accepted by Kennesaw State University.
- Minimum of one year post residency work experience.

M.Ed. Degree:

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- 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.
- Appropriate T-4 teaching certificate as described in graduate programs in education section of this catalog
- An acceptable statement of personal goals
- Valid Immunization Certificate for measles, mumps and rubella.

MSN Degree:

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- Minimum undergraduate grade point average of 2.5 on a 4.0 scale.
- A minimum total score of 1350 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.
- A formal statement of personal goals for the program not to exceed one typed page.
- An undergraduate physical assessment course.

- Valid Immunization Certificate for measles, mumps and rubella.

MPA Degree:

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- 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.

MSIS Degree:

- Baccalaureate degree from an institution accredited in a manner acceptable by Kennesaw State University. Admission will only be granted to students showing high promise of success in the program.
- Minimum cumulative undergraduate adjusted grade-point average of 2.75 on a 4.0 scale.
- Successful completion of required undergraduate course work (or fulfillment of preparatory knowledge clusters through professional work experience).
- Minimum total score of 500 on the Graduate Management Admission Test (GMAT) or 1350 (verbal, quantitative and analytical) on the General Test of the Graduate Record Examination (GRE).
- Other criteria will be considered by the MSIS Admissions Committee for applicants, including:
 - performance on previous computer science, information systems, and management coursework;
 - GPA attained in other junior/senior level course work;
 - certificates of attainment in computing-related training/self-study programs;
 - accomplishment in professional activities; and
 - relevant work experience.
- International students must submit a TOEFL score to be considered for admission. A score of 550 or above is required.
- 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 minimum total score of 1350 (verbal, quantitative, and analytical) on the General Test of the Graduate Record Examination (GRE).
- Valid Immunization Certificate for measles, mumps and rubella.
- An application letter that states the applicant's goals for the MAPW program and a rationale for the choice of concentration and support areas.
- Three copies of representative writing samples from both the concentration and the support areas, not to exceed 25 pages.
- Two letters of recommendation that address the applicant's writing ability and potential for graduate study.

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 admissions 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 advisor. No more than nine semester 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 allowed only in the MPA and M.Ed. 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 University, 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 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 having a prior MBA degree. Students with non-degree status are not permitted to enroll in courses in the MAPW, MSIS, or the MSN program.

Non-Degree Admission Requirements:

1. Bachelor's degree from an institution accredited in a manner accepted by KSU;
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 be admitted to a graduate degree program in order to change degree status. Refer to the chosen degree program in this catalog for all requirements for admission and additional credentials to submit. No more than nine semester hours taken under the non-degree status 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 University. The applicant must submit to the Office of Graduate 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 semester. The Office of Graduate 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 27 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.) All 36 hours of the MAcc degree must be taken at Kennesaw State University.

IV. Graduate Credit for Undergraduates

A KSU undergraduate student who is within nine semester 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 graduate program director and be officially admitted to graduate studies by the Office of Graduate Admissions. 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 nine semester hours of graduate credit may be completed prior to the completion of the baccalaureate degree and admission to a graduate degree program.

Special Graduate Admission Categories

I. Integrated Graduate Studies: Bachelor's-Master's Degree Option:

Integrated graduate studies provide qualified undergraduate students the opportunity to begin graduate studies at KSU in their senior year and simultaneously satisfy some remaining requirements for the bachelor's degree and the beginning requirements of an advanced degree.

A student may use up to nine credit hours of graduate-level courses offered within a single degree program in meeting the requirements of both a bachelor's degree and a master's degree.

Requirements for this option include:

- (1) completion of at least 90 semester hours toward the undergraduate degree;
- (2) GPA of 3.5 or better for the preceding 45 hours, with at least 24 of these hours in 3000-4000 level courses;
- (3) written permission of the chair of the department of the undergraduate major to use the graduate level courses as acceptable substitutes to fulfill related requirements of the bachelor's degree (Students must satisfy all prerequisites for those graduate courses.);
- (4) completed application including all required documentation (except for receipt of an undergraduate degree) and acceptance to the graduate program.

For students who work closely with their advisors in planning their course of study at KSU, this option offers the opportunity of simultaneously satisfying partial degree requirements for a bachelor's and a master's degree in an accelerated program of study. Upon completion of the undergraduate degree, the student may move to full graduate

status in the same graduate program, and the courses taken as an undergraduate can be applied toward the graduate degree.

Many combinations of undergraduate and graduate programs are possible and are not restricted to the confines of a single discipline or major. For example, integrated undergraduate/graduate programs have been developed for a Bachelor of Science in Psychology leading to a Master's Degree in Business Administration and a Bachelor of Arts in International Affairs leading to a Master's Degree in Business Administration. Students interested in this option must meet with the department chair who oversees their undergraduate major.

II. International Students

Students from other countries must meet all the requirements listed above. Beginning Summer Term 2000, international students applying to the MBA or MAcc programs will be accepted and must begin their graduate study summer term. The initial summer term will be devoted to an acculturation and language experience. The purpose of this activity is to prepare international students for graduate study in the United States. There will be no applications accepted for Fall or Spring semesters from international applicants. 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 University.

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. International

applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree (or number of years toward completion), and grade point average equivalents are required.

III. Registration Fee Waiver for Senior Citizens

Pursuant to the provisions of an amendment to the Georgia Constitution, legal residents of Georgia who are 62 years of age or older at the time of registration for courses may have their tuition and fees waived (with the exception of the parking and technology fees). A driver's license or birth certificate must be presented to the Office of Graduate Admissions at the time of application for admission or to the Registrar's Office once the individual turns 62 to qualify for this waiver of registration fees.

IV. Readmission to Graduate Study

If a graduate student has a break in attendance of one calendar year, then he/she must apply for readmission to the graduate program.

A student must apply for readmission by completing an Application for Readmission and submitting it to the Office of Graduate Admissions by the established deadline for the semester of re-enrollment. The application is available in the Office of Graduate 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

The 1999-2000 KSU catalog went to press before the Board of Regents could finalize the schedule of student tuition and fees which goes into effect beginning Summer 1999. Thus, this section on student finances is incomplete, but contains information which may assist you in planning your finances.

At the time this catalog went to press, a small increase of 3%-5% was anticipated, but not yet finalized, for 1999-2000. Fees and expenses are subject to change at the discretion of the Board of Regents of the University System of Georgia. The 1999-2000 schedule of tuition and fees will be published elsewhere as soon as it becomes available.

1998-99 Expenses/Fees

Expenses include matriculation fees, nonresident tuition fees, student services fees and other special fees. All fees are due and payable at the time of registration, and registration is not complete until all fees have been paid.

Payment may be made either in cash, by check or with a credit card (VISA, MasterCard or Discover).

The university reserves and intends to exercise the right to withhold copies of transcripts and other student education records and/or to withdraw students who have unpaid or past due fee balances.

Students are required to pay matriculation fees and, when applicable, nonresident tuition fees, for enrollment in all courses even if no credit is earned.

Matriculation Fee

Students enrolled for twelve or less semester hours are considered part-time students for fee schedule purposes and are charged a matriculation fee of \$83.00 for each credit hour of course work. The total matriculation fee for full-time students (those registered for 12 credit hours or more) is \$1,000.00.

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 \$3,000.00 per semester in addition to the matriculation fee and all other regular fees. Nonresident students registered for fewer than 12 credit hours are required to pay a tuition fee of \$250.00 per credit hour in addition to the matriculation fee and all other regular fees.

Student Services Fee

All students are required to pay a nonrefundable fee of \$131.00 per semester to finance student activities, student publications, intercollegiate athletics and special student services.

Technology Fee

A technology fee of \$38.00 per semester is required of all students. This fee supports a wide array of computer services and technological resources.

Student Motor Vehicle Parking Fee

All motor vehicles parked by students on the university campus must be officially registered with the Department of Public Safety. All students are charged a parking fee of \$30.00 per semester at the time of registration. 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 physical disability will be assigned a reserved parking space upon making a request through the Department of Public Safety. Reserved parking spaces must be renewed each semester 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.

**Summary of Expenses
1998-99**

**Full-time Students for Fee Paying Purposes
(Twelve Hours or More)**

Per semester	Resident	Nonresident
Matriculation Fee	\$1000.00	\$1000.00
Non Resident		
Tuition Fee	N.A.	3000.00
Student Services Fee	131.00	131.00
Parking Fee	30.00	30.00
Technology Fee	38.00	38.00

**Part-time Students for Fee Paying Purposes
(Fewer than Twelve Hours)**

Per credit hour	Resident	Nonresident
Matriculation Fee	\$ 83.00	\$83.00
Non Resident		
Tuition Fee	N.A.	250.00
Per semester		
Student Services Fee	131.00	131.00
Parking Fee	30.00	30.00
Technology Fee	38.00	38.00

MBA for Experienced Professionals and MBA for Physician Executive Program Fees

The cost for each 18-month program is \$26,500. This fee includes a nonrefundable deposit of \$500 which is due upon acceptance to the program. The remaining \$26,000 is prorated over the entire program. Meals, textbooks, notebook computer, retreat and Best Practices Symposium for Physicians Executives Program and Best Practices International Symposium for Experienced Professional Program are included.

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 \$25.00 will be assessed.

PENALTY FEE FOR RETURNED CHECK: A penalty fee of \$15 will be assessed for each check returned by the bank.

LATE PAYMENT FEE : A \$25 late payment fee will be accessed for tuition and fee payments received after the end of late registration and drop/add. This fee may apply at other times as well. For specifics, contact the Office of Student Accounts.

Withdrawal/Refund of Student Fees

To withdraw from one or more classes, students must complete an official withdrawal form in the Office of the Registrar.

Students withdrawing from classes before the end of late registration and drop/add registration will receive a 100% refund (except for music fees). Music fees are refundable only if the department chair verifies that the student could not be placed in a class.

After late registration and drop/add, students will receive refunds only if they withdraw completely from the university. These refunds are based upon a percentage of the fees paid and do not include music or nursing fees, which are nonrefundable. The refunds will be calculated from the date the withdrawal form is received in the Registrar's Office and will conform to the following scale:

First 10% of the semester/summer term	90% refund
11% - 25% of the semester/summer term	50% refund
26% - 50% of the semester/summer term	25% refund
51% - 100% of the semester/summer term	no refund

Students enrolled summer term who withdraw from second-session courses or six week courses on or before the first day of those classes will receive a 100% refund. After the first day, no refunds will be processed.

Students should refer to the *Schedule of Credit Courses* for specific dates of each refund period.

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

A refund of all nonresident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during an academic semester/summer term.

All refunds will be mailed to students.

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 semester, 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 semester, 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.

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 semester begins in order for the student to be considered for reclassification in that semester. If the petition is granted, reclassification will not be retroactive to prior semester.

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 University, 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 in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.

- (b) No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired 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 institution, 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 semester immediately preceding the semester 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 University 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.

Financial Aid Program

Kennesaw State University 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 (9 semester 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 assistance to teachers 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 KSU are:

- Education of Exceptional Children (Grades P-12) - Gifted Education Endorsements
- Middle Grades Education (Grades 4-8) with primary concentration in Math, Science or Math and Science
- Secondary Education (Grades 7-12) Mathematics Education
- Science Education (Broad Field, Chemistry, Physics, Biology, or Earth/Space)
- Foreign Language (Grades P-12) Spanish, French, Latin

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.

Approximately 1500 scholarships are available within the State of Georgia for the 1999-2000 academic year, which begins with Summer Term 1999, 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 \$175 per semester hour.

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 1999-2000 free Application for Federal Student Aid. Awards for this program range up to \$1,600 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 University.

Federal Stafford Loan Program

This loan is available to graduate students who are enrolled at least halftime (6 hours) and demonstrate financial need, as determined from results of the Free Application for Federal Student Aid, Renewal FAFSA or FAFSA Express. Students may borrow up to \$8,500 per academic year, contingent upon student's budget. 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 Stafford 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, contingent upon student's budget. For additional information contact the Kennesaw State University Office of Student Financial Aid.

Satisfactory Academic Progress 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 Office of Student Financial Aid. 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 and colleges of the university. Interested persons should contact the particular department, school or college for information.

Federal Work Study Program (FWS)—The program provides jobs for undergraduate & graduate students who demonstrate financial need. FWS gives the student a chance to earn money to help pay for educational expenses while working on campus or in community service work. Applicants to this program must be U.S. citizens or permanent residents of the United States; they must be at least a part-time student, and they must maintain good academic standing. The FAFSA must be submitted and the financial aid file must be complete in order to determine eligibility.

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

Career Services—The Career Services Office maintains a listing of full-time and part-time off-campus jobs for students who need assistance in locating off-campus employment. Regular listings are posted on the bulletin board outside the Career Services Office. For more information, contact the director of career services.

Veteran's Benefits

The university 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 semester because benefit checks are sometimes delayed.

Students in training under the G.I. Vocational Rehabilitation Program should check with the University 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 University in the Registrar's Office at the time of acceptance to the university. 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 University 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 University, 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 University.)

**Kennesaw State University
Graduate Budgets (Cost of Attendance)
Per Year (2 semesters)
Estimated for (1999-2000)**

	Georgia Residents	
	Living with parent	Not Living with parent
Tuition & Fees	\$2,518	\$2,518
Room & Board	2,780	8,168
Books & Supplies	812	812
Personal	1,180	1,180
Transportation	1,650	1,650
Total:	\$8,940	\$14,328

	Non-Georgia Residents	
	Living with parent	Not Living with parent
Tuition & Fees	\$7,768	\$7,768
Room & Board	2,780	8,168
Books & Supplies	812	812
Personal	1,180	1,180
Transportation	1,650	1,650
Total:	\$14,190	\$19,578

*Semester fees and fee increased for 1999-2000 were not finalized by the Board of Regents of the University System of Georgia at the time the catalog went to press. That information will be published elsewhere as soon as it becomes available. The estimated budget figures shown above are based on an anticipated 3-5% increase for tuition and fees.

The following is a list of scholarships that have been made available to KSU students through private support to Kennesaw State University. Scholarships may be financial-need based, merit based, or merit-based with consideration given to financial need. Many are open to both undergraduate and graduate students.

To determine their eligibility for financial need-based scholarships, students must complete the FAFSA. Students wishing to be considered for merit-based scholarships must complete an appropriate application. Applications may be located in the Office of Student Financial Aid. Information on all scholarships may be found by contacting the Office of Student Financial Aid.

N = Need Based U = Undergraduate G = Graduate A S = Academic Standing G L = Grade Level A = Awarded Y = Yes
 N = No G = Good Hrs = Minimum Hours to take OSFA = Office of Student Financial Aid FAFSA = Free Appl For Fed Stud Aid

Scholarships	N	U	G	Hrs	Special Requirements	A S	G L	Application Process/Contact	A
Alyssa Kay Adams Memorial	Y	Y	Y	12	Pursuing a degree in Economics or Finance	30	Any	Mail FAFSA by Feb 15	May
James T Anderson, Jr	Y	Y	N	12	Pursuing a degree in American History, Fine Arts, or Lang.	G	Any	Mail FAFSA by Feb 15	Apr
James T Anderson, III	Y	Y	N	6	Pursuing a degree in Business or Art	G	Any	Mail FAFSA by Feb 15	Apr
Leila Anderson	Y	Y	N	6	Preference given to Nursing Students	G	Any	Mail FAFSA by Feb 15	Apr
Shuler B Antley	Y	Y	N	12	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Athletic	N	Y	N	12	Exceptionally talented individuals	G	Any	KSU Athletic Department	Aug
LM Awtrey, Jr	Y	Y	N	12	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Leland H Bagwell	N	Y	N	6	Cherokee County residents	30	Any	Mail FAFSA by Feb 15	May
M Bobby Bailey	N	Y	N	12	Pursuing a degree; participating in Womens Softball	G	Any	KSU Athl Dept in Mar	Jun
Barfield Scholarship Fund	N	Y	N	12	Pursuing a degree	30	Any	Apply in OSFA in Feb	May
Ernest W Barrett	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Bartow Co Service Scholarship	Y	Y	Y		Bartow Co Res/80 hrs com svc per yr	G	Any	Mail FAFSA by Feb 15	Apr
Beck/Marietta Kiwanis	N	Y	Y	12	Local community service	G	Any	Apply in OSFA in Feb	May
Fred D Bentley, Sr	N	Y	N	12	Pursuing a degree	G	Any	Apply in OSFA in Feb	May
Jack N Bentley	Y	Y	Y	6	Empl'd w/chldm or/grmdchldrn of Marietta Drap & Win Cov	30	Any	Mail FAFSA by Feb 15	May
Sarah Moss Bentley	Y	Y	N	12	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Arlene M/Glenn R Bergert	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Ida & Marty Brill	*	*	*	*	*****	*	***	School of Nursing	***
Brittian Scholarship	N	Y	N	12	Conducting research with Chemistry faculty	30	Jr/S	Department of Chemistry	Dec
Flo Bruns Memorial	N	Y	N	12	Pursuing a Business degree	G	Any	College of Business	Apr
The Chemistry	N	Y	N	6	Bachelor of Science, 40 Hours of college level Chemistry	30	Any	Department of Chemistry	Sep
Sidney/Barbara Clotfelter	Y	N	Y	12	Pursuing a degree	G	Grad	Mail FAFSA by Feb 15	Apr

Scholarships	N	U	G	Hrs	Special Requirements	A S	G L	Application Process/Contact	A
Cobb Co Med Society Memorial	Y	Y	Y	6/5	Cobb Co Res, Contact Cobb Co Med Society	G	Any	Mail FAFSA by Feb 15	Apr
James M Cox, Jr	Y	Y	Y	12	Pursuing a degree	30	Any	Mail FAFSA by Feb 15	Apr
Buck Craft Memorial	N	Y	Y	6	Law enforcement	G	Any	Department of Public Admin	Apr
Ann Greider Dean	Y	Y	N	12	2 Semesters at KSU	G	Jr/Sr	Mail FAFSA by Feb 15	Apr
William H Dunaway	N	Y	N	6	1 st or 2 nd yr Pre Phar/Bus Adm:Cobb Co/Mar HS Grad	G	S/J/S	Dept of Market in Jan	May
Betty Siegel-Durden Family	N	N	Y	5	Pursuing grad degree in Ed w/undergrad in Ed at KSU	30	Grad	Apply in OSFA in Feb	May
Ellen Bradshaw Ector	N	Y	N	6	Female undergraduate	30	Any	Apply in OSFA in Feb	May
John W Edwards, Jr	N	Y	N	12	Pursuing a degree	30	Any	Apply in OSFA in Feb	May
Grady Albert Ellis	Y	Y	Y	12	Cher Co HS grad,major in Science/Allied Health-Grad 10 hr	G	Any	Mail FAFSA by Feb 15	Apr
EA Fanning Memorial	Y	Y	N	6	Cobb Co HS grad/Nursing Major	30	Any	Mail FAFSA by Feb 15	May
WJ Farrell Memorial	N	Y	Y	12	Blk Stud44hr/inv w/camp,Grad 10 hr Cont	30	Any	Pleasant Grove Baptist Church	May
Edward Louis Fowler Memorial	N	Y	N		Outstanding stud in PolSci/Int'l Rel;Pub and Soc Sci	G	Any	Coll of Hum and Social Sci	Apr
Ozelle K Fowler	N	Y	N	12	Pursuing a degree in Nursing	G	Any	School of Nursing	Apr
Lamar Franklin Memorial	N	Y	Y	6	Pursuing a degree	G	Any	Apply in OSFA in Feb	Apr
Free Enterprise	Y	Y	N	6	Pursuing degree in Business Admin	G	Jr/Sr	Marietta Rotary Club	
Freshman Found Scholarship	N	Y	N	12	HS Seniors, 1100 SAT (530verbal, 470math) essay req	35	Frsh	Admissions	Jan
Nina C & John S Erey, Jr	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
G&G	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Margaret G Garrison	Y	Y	N	6	N Cobb HS grad, participating in school or comm act	G	Any	Mail FAFSA by Feb 15	Apr
Dr Gordon N Gerson	Y	Y	N	12	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Robert Wayne Gibson	N	Y	N	12	Music Major specializing in voice or piano	G	Any	Dept of Music/Perf Arts	***
Lewis F Gordon	Y	Y	Y	12	Active Mbr in Delta Gamma Chptr of Psi Sig Eps-Grad 10 hr	G	Any	Dept of Mktg in Jan	May
Henry O Greene	Y	Y	N	6	Bartow County high school graduate	G	Any	Mail FAFSA by Feb 15	Apr
Richard Grenvicz	N	Y	N	12	Pursuing a degree	30	Any	Apply in OSFA in Feb	May
Helen Griffin	Y	Y	N	6	Marietta High School graduates	G	Any	Mail FAFSA by Feb 15	Apr
Lillian Carr Grizzard Memorial	Y	Y	N	12	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Courtland S Gross	Y	Y	N	12	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr

Scholarships	N	U	G	Hrs	Special Requirements	A S	G L	Application Process/Contact	A
Daniel J Haughton	Y	Y	N	12	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Jean N Henderson	N	Y	N	12	Pursuing a degree	30	Any	Apply in OSFA in Feb	May
Dr Newton S Herod	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Ruth Oliver Herod Memorial	Y	Y	N	12	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Virg Hicks/Howard Schaffer	Y	Y	Y	12	Cobb Co or Marietta HS Grad Stud Bus Adm-Grad 10hr	G	Any	Mail FAFSA by Feb 15	Apr
Glenn Hollingsworth Memorial	N	Y	N	12	Outstanding stud in For Lang,Eng,Art,Mus,Hist, & Thtr	G	Any	Dean, Col of HSS	Apr
Jackie F. Hollingsworth Memorial	N	Y	Y	12	Prusuing a degree in Nursing	G	Any	School of Nursing	Apr
Toby Hopper	Y	Y	Y	12	Purs a degree, single mother in College of Health & HS	25	Any	Mail FAFSA byFeb15/essay	Apr
Mary Joe Isakson	Y	Y	N	12	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
LeoDelle/Lex Jolley	Y	Y	N	12	Studying Bus Admnwith 36 hours at KSU	30	Jr/Sr	Mail FAFSA by Feb 15	Apr
Kahn Memorial	Y	Y	Y	6/5	Superior academic achievement and good citizenship	G	Any	Mal FAFSA by Feb 15	Apr
KSU Foundation Honor	N	Y	Y	12	Based on academic achievement – Grad 10 hrs	G	Any	Apply in OSFA in Feb	May
KSU Foundation Music	N	Y	N	12	Music Major with outstanding music ability	G	Any	Dr R W Gibson at KSU	Sep
Kiwanis Club of Marietta	Y	Y	Y	12	Pursuing a degree – 10hrs	G	Any	Mail FAFSA by Feb 15	Apr
Salova King Foundation Arts	N	Y	N	6	Excellence in Visual Arts	G	Any	Dept of Visual Arts in Jan	May
Diann S & Richard S Labroff	Y	Y	Y	12	Pursuing a degree in Marketing/Professional Sales	30	Jr/Sr	Mail FAFSA byFeb15/essay	Apr
Brittney Lang Memorial	N	Y	N	12	Pursuing a degree, employed by Sports Authority	G	Any	Apply in OSFA in Feb	Apr
William W Marett, Jr	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Hazel/Morgan McNeal Memorial	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Jeanne & Noah Meadows	Y	Y	N	12	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Brian Miller Memorial	Y	Y	N	6	Studying Business or Pre-Business	G	Any	Mail FAFSA by Feb 15	Apr
Brian Miller Music Award	N	Y	N	12	Excellence in Music	G	Any	Dept of Music	Sep
Jim R Miller Memorial	Y	Y	N	6	Purs a degree, Cobb Co emp/their dependants/essay req	G	Any	Apply in OSFA in Feb	May
William C Mitchell	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Melinda Jolley Mortin	Y	Y	N	12	Studying Business Administration	30	J/Sr	Mail FAFSA by Feb 15	Apr
Betty Zola Murdock	N	Y	Y	6	Pursuing a degree, single mother	G	Any	Apply in OSFA in Feb	Apr
North Cobb Optimist Club	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr

Scholarships	N	U	G	Hrs	Special Requirements	A S	G L	Application Process/Contact	A
Guy Hayes Northcutt, Sr	Y	Y	N	6	Marietta High School graduate	G	Any	Mail FAFSA by Feb 15	Apr
Great American Cookie Co	N	Y	N	12	Pursuing a degree	30	Any	Apply in OSFA in Feb	May
HF Rodenhausen	N	Y	N	6	Pursuing a degree in Music	G	Any	Apply in OSFA in Feb	Apr
Ruby Lee Pace Memorial	Y	Y	N	6	Cobb Co res/mbr Marietta 1 st United Meth Church/Ed major	G	Any	Mail FAFSA by Feb 15	Apr
Psychology Club	Y	Y	N	12	Psychology Club member/majors, and have Comp PST 301	25	Any	Apply in OSFA in Feb	Apr
Mary Neal Pilcher	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
W Wyman Pilcher, Jr Memorial	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Bob M Prillaman	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Lillias B Prillaman	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Purch Mgt Assoc of GA	N	Y	N	6	Pursuing a degree	G	Jr/Sr	Dr Sessum/Dec Science	Sep
Mary Herod Quadfasel	N	Y	Y	6/5	Studying Physical Education; interest in tennis	G	Any	Dept of HPER	Sep
Milton M Ratner	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Luther M Reeves	Y	Y	Y	10	Cherokee County resident	20	Any	Mail FAFSA by Feb 15	Apr
Regent's Scholarship	Y	Y	N	12	Renewable each yr,GA res/Repymt thru monies svcs-st of/GA	G	Any	Mail FAFSA by Feb 15	Apr
Regent's Opportunity	Y	N	Y	10	GA Resident pursuing a Masters	G	Grad	Mail FAFSA by Feb 15	Apr
Mary Miller Sachs/Nursing	Y	Y	Y	6	Pursuing a degree in Nursing	G	Jr/Sr	Mail FAFSA by Feb 15	Apr
Louise/Alan Sellars	Y	Y	N	6	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
James Smith Memorial Art	N	Y	N	12	Excellence in Visual Arts	G	Any	Dept of Visual Arts in Jan	May
Gertrude ER Stillwell	N	Y	Y	12	Pursuing a degree	30	Any	Apply in OSFA in Feb	May
Horace W Sturgis	N	Y	Y	12	Completed one year full-time study at KSU	30	Jr/Sr	Apply in OSFA in Feb	May
Lillian B Sullivan	Y	Y	Y	6/5	Pursuing a degree	G	Any	Mail FAFSA by Feb 15	Apr
Lillian B Sullivan Voice	N	Y	N	12	Advanced standing in Voice	G	Any	Dept of Music	Sep
Cary L/WH Turner English	N	Y	N	12	Female English or Ed Maj **Must be Soph, Jr, or Sr	G	**	Dept of English	Apr
Eva M & W Mayes Ward	N	Y	N	10	Pursuing a degree in Nursing	35	Jr/Sr	Apply in OSFA in Feb	May
Mary Wicks Memorial	N	Y	N	12	Majoring in HPER with desire to teach 4-K Physical Ed	30	Sr	Dept of HPER	Sep
Sam Willholt	N	Y	N	12	Majoring in Music; artistic promise	G	Any	Dept of Music	Sep
Charles S Wollmer Memorial	Y	Y	N	6	Studying Mathematics or Science	G	Any	Mail FAFSA by Feb 15	Apr

Transfer Credit

Academic Regulations



Academic Regulations

Registration

The Office of the Registrar 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 university and generally ensuring that students' academic issues are dealt with accurately and professionally. In addition, the Registrar's staff handles transfer evaluations and Veteran's Affairs. Requests for data from the computerized student record system are approved by this office.

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

- **Priority Registration**—is open to currently enrolled students who are not on probation.
- **Final Registration**—is open to new students, students who are on academic probation but eligible to return and readmitted students.
- **Late Registration- and drop/add**— for all students eligible to enroll for the given semester.

NOTE: Specific dates can be found under the university calendar sections published in the *Schedule of Credit Courses* and the university catalogs.

Full-Time Load

The basic unit of all college classes is the "semester credit hour." The full-time load for a

graduate student is 9 semester hours. In the summer term, a full-time graduate load will be 6 semester hours or more.

Graduate Program Requirements

Candidacy

The minimum requirements for admission to candidacy in any degree program shall be the successful completion of 9 semester hours of graduate credit in a degree program at KSU 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 Policy and Curriculum Committee (GPCC), individual degree programs may establish additional requirements to candidacy (e.g., interview or examination).

Residency Requirement

To receive a graduate degree from Kennesaw State University, a student must complete at least 27 semester hours of program requirements at KSU. All of these 27 hours must be completed after the student has been admitted to the degree program.

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. Only courses which credit has been earned within six years of the date of graduation will be counted for degree credit.

Transfer Credit

Graduate work taken at other COC regionally accredited institutions must be evaluated and approved by the program director and/or graduate committee of the respective program in order to satisfy degree requirements at KSU. Such transfer credit, cannot be for courses over five years old and must satisfy the six-year rule above to count towards degree credit; cannot exceed 9 semester hours and cannot reduce residency requirements. No grade below "B" may be accepted. Transfer grades are not used in calculating semester, summer term or cumulative grade-point averages.

Transfer credit is not permissible for any part of the last 27 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. All 36 hours of MAcc must be taken at KSU.

Courses and Registration

Course Load

Full-time enrollment for graduate students is 9 semester hours. At his/her discretion, a graduate student in good standing may enroll for 12 semester hours in any semester. In order to enroll for more than 12 semester hours, a student must obtain approval from his/her academic program director.

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 University 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 University

Schedule of Credit Courses or the Office of the Registrar for the applicable schedule change day(s) each semester. Graduate students must meet with their program director for approval of changes prior to the schedule change.

Withdrawal from Courses

Students may withdraw from one or more courses any time before the last three weeks of the semester. To withdraw they should complete an official withdrawal form in the Office of the Registrar. Students who officially withdraw from courses before mid-semester will receive a "W" in those courses and receive no credit. They will not, however, suffer any academic penalty. Students who officially withdraw after mid-semester (and before the last three weeks of the semester) will receive a "WF," which will be counted as an "F" in the calculation of their grade point average. Exact withdrawal dates will be published in the official academic calendar and are subject to approval by the Board of Regents. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances, which are fully documented.

Students will receive refunds only when they withdraw from all their classes and only by the schedule outlined in the University System refund policy.

Grading System

Any graduate student is required to maintain a 3.0 grade-point average. The university is organized on the semester system, with two semesters extending 15 weeks (plus exams) and summer term extending approximately eight weeks. The semester 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 semester in which the student is enrolled OR within one calendar year from the end of the semester in which the "I" was originally assigned if the student has not enrolled in other classes at Kennesaw State University. The grade of "I" will not be included in the calculation of the student's scholastic average at the end of the semester in which the student is not enrolled, up to one calendar year from the end of the semester 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 semester. 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 semester. 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 semester hours attempted. Courses carrying S, U, W, I grades are not included.

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:

- (1) Each faculty member must specify his/her grading policy at the first of the semester. 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.
- (2) 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.

- (3) If the student remains unsatisfied with his/her grade, he/she may file a written appeal with the dean of the applicable college or school within 60 days from the end of the semester or summer term in which the grade was assigned. If the instructor involved is a department chair, the appeal should be filed with the dean of the college or school. If the instructor involved is a dean, the appeal should be filed with the vice president for academic affairs.
- (4) If, based on the above criteria, the dean finds that the student has reasonable cause for an appeal, he/she must appoint a School or College 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 or College Hearing Committee appointed by the vice president for academic affairs.
- (5) Both the faculty member and the student have the right to an adviser to assist in preparing and arguing their case.
- (6) The Hearing Committee may draw up its own rules of procedure, but minimum due process protections shall include the right of both parties to be notified in writing at least 72 hours in advance of the date, time and place of the hearing; the right of the faculty member to be informed in writing of the specific nature of the complaint against him/her and of the evidence and/or witnesses on which it is based; and the right of both parties to present evidence and witnesses in their behalf and to cross examine adverse witnesses.
- (7) A Hearing Committee has the right not to hear a case that the student presents to the committee, when it regards the complaint as frivolous and irresponsible on the basis of evidence that the student presents to the committee. In such circumstances, the committee may want to recommend that the student talk to one of the university counselors.
- (8) All decisions will be rendered according to the principle of the preponderance of evidence.
- (9) The Hearing Committee will be expected to produce a written report summarizing the testimony, indicating its verdict, explaining the verdict and making recommendations, if desirable, to either or both parties. Copies of the written report will be submitted to both parties in the case, the vice president for academic affairs, the dean of the applicable college or school and the department chairperson.
- (10) If the dean or the School or College Hearing Committee rejects the student's appeal, the next level of appeals will be the vice president for academic affairs.
- (11) If the final decision should be in favor of the student, the instructor and the student must attempt to agree upon a mutually acceptable grade. The Hearing Committee will participate in the discussion between the instructor and the student and try to mediate the dispute. However, if no agreement is reached, the student may be given a "W" for the course and then may be given the chance to earn credit for the course by special examination to be composed and graded by a faculty member not involved in the case. The faculty member who composes and grades the examination shall be of the same discipline and shall be selected by the dean with the consent of the student. If the complaint was against a dean, he/she shall be selected by the vice president for academic affairs with the consent of the student.

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 university 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 University and a grade of C or better in each course presented to meet degree requirements. (See Academic Regulations for non-degree students in the College of Education.)

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

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 University.

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 University.

II. Academic Probation

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

III. Academic Exclusion

If a graduate student earns three grades below B in graduate course work, or if a graduate student on probation earns a semester or summer term grade-point average below 3.0, that student will be dismissed from further graduate study at KSU 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 appropriate graduate program director who will forward his/her recommendation to the Dean of Graduate Studies. The Dean of Graduate Studies will when notify the appropriate graduate program director, the office of the registrar and the student of his/her decision.

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 catalog, the requirements for an advanced degree are as follows:

1. An application for graduation will be accepted and may be filed during the semester preceding the final semester or summer term of enrollment but must be filed before the end of the first week of his/her final semester. This form may be obtained from the program director's office.
2. A student must complete a minimum of 27 hours of degree requirements at Kennesaw State University. If the first Master's degree was earned at Kennesaw State University, nine additional hours must be earned in excess of any hours used toward the first Master's degree.
3. Degree candidates must have earned a cumulative grade-point average of 3.0 calculated on all graduate courses attempted at KSU and a grade of C or better in each course presented to meet degree requirements. With the approval of the Graduate Policy and Curriculum Committee, individual degree programs may establish additional graduation requirements (e.g., comprehensive exams, thesis).

Additional Academic Regulations

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

Graduate Programs in Business



Graduate Programs in Business

Mission Statement Michael J. Coles College of Business

Our Stakeholders: Students, businesses, not-for-profit organizations, local and regional governments, faculty and staff, the public, the university, the professions.

Vision: The Coles College of Business will provide high quality, applied business and managerial education in a collegial, ethical, and nurturing intellectual climate.

Mission: Our Mission is the recognition, creation and dissemination of valuable applied business and managerial knowledge to all our present and prospective stakeholders.

Distinctive Competencies: Collaboration, continuous learning, creativity, goal stretching, iconoclasm, innovation, niche provider, resource leveraging, responsiveness, technological sophistication.

Responsibilities:

To Students: Impart relevant knowledge, while engendering inquiry and cultivating intellectual curiosity. Facilitate learning about relevant tools and techniques through collaborative teamwork, innovative pedagogy, and sophisticated technology. Provide cutting-edge knowledge of organizations, their processes, and their interactions in an international marketplace. Offer an array of appropriate and useful courses at locations and times which accommodate a diverse student body.

To Faculty and Staff: Attract, select and retain talented faculty and staff. Treat individuals with dignity, fairness, and respect. Provide opportunities for learning, self-development, training and career progression. Foster a climate supportive of diversity, intellectual creativity, inquiry and the quest for knowledge.

To Businesses and Other Organizations: Anticipate and supply the needs of these organizations for knowledge, as well as for informed, skilled, and well-trained workforces capable of providing the leadership to face the challenges of a technology-driven, global economy.

To Governments and the Public: Utilize societal resources efficiently and effectively in the pursuit of our goals.

To the University: Support the University's mission and commitment to providing a quality education within an open, supportive, multicultural and nondiscriminatory teaching and learning environment.

To the Professions: Uphold professional standards and norms of conduct, advance the respective professional disciplines and exceed the expectations of the affiliating academies.

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 University. Students must also complete all program prerequisites before being admitted to the MAcc program. Admission will be granted only to those persons showing high promise of success in graduate accounting study.

The College 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), two letters of recommendation preferably from current supervisors or managers, professional resume documenting at least two years of business related work experience, typed Personal Statement of Objectives outlining personal and professional achievements and immediate and future goals, and GMAT Analytical Writing Assessment. 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 to the MAcc program, an applicant must satisfy standards involving the following predictors of success: the adjusted GPA and the GMAT. An applicant is required to have an adjusted undergraduate GPA (UGPA) of at least 2.80 on a 4.0 scale plus a total score of at least 475 on the GMAT. A score of at least 550 on the TOEFL is required for all students for whom English is not the native language. Beginning Summer Term 2000, international students applying to the MAcc program will be accepted and must begin their graduate study summer term. The initial summer term will be devoted to an acculturation and language experience. The purpose of this activity is to prepare international students for graduate study in the United States. There will be no applications accepted for Fall or Spring semesters from international applicants.

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

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

Transfer Credit

Transfer credit is not accepted for any of the 36 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 8000-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, 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 8000-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 nine 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 semester 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 University, and
2. Minimum undergraduate grade-point average of 2.8 on 4.0 scale.

In addition, any applicable course prerequisites must be met. Application is made to the KSU Office of Admissions using the same form and procedures as other applicants, as described in the catalog section on Graduate Admission Application Procedures. 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 nine semester 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. A student must submit a satisfactory GMAT score upon completion of nine semester hours in order to continue study in the MAcc curriculum.

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 3 semester hours each. **All program prerequisites in accounting must be completed before MAcc accounting courses are begun.**

Required foundation course:

BISM 2100 Business Information Systems & Communication (or BISM 5400)

Program prerequisites in accounting:

ACCT 2100 Introduction to Financial Accounting (or ACCT 5200)
 ACCT 2200 Introduction to Managerial Accounting (or ACCT 5200)
 ACCT 3100 Intermediate Financial Accounting & Auditing
 ACCT 3200 Intermediate Managerial Accounting & Tax
 ACCT 4100 Advanced Financial Accounting

Plus one additional 4000 level accounting course, (4150 or 5250 highly recommended)

Note: MAcc students must receive a grade of "B" or better or repeat these prerequisite courses.

Program prerequisites in business:

ECON 2100 Principles of Microeconomics (or ECON 5300)
 ECON 2200 Principles of Macroeconomics (or ECON 5300)
 FIN 3100 Principles of Finance (or FIN 5310)
 MGT 3100 Management & Behavioral Science (or MGT 5500)

Recommended courses:

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

ACCT 4150 Auditing & Assurance
 ACCT 4250 Advanced Taxation
 ACCT 4300 International Accounting
 ACCT 4500 Accounting Information Systems
 ACCT 4600 Governmental & Nonprofit Accounting
 ACCT 4700 Business Valuation

MAcc CURRICULUM

The MAcc program consists of 36 semester hours of course work in three areas:

	Credit Hours
CORE COURSES	18
ACCT 8100 Theory of Business Reporting	
ACCT 8210 Managerial Accounting	
ECON 8300 Managerial Economics	
FIN 8310 Financial Analysis & Decision Making	
MGT 8500 Management & Organizational Behavior	
MGT 8990 Strategic Management	
ELECTIVES	6
Select any two graduate level (8000 series) business or accounting courses.	
ACCOUNTING TRACKS	12
Select the Tax Track, the Business Reporting and Assurance Track, <u>or</u> the Generalist Option (four courses).	
TAX TRACK	
ACCT 8510 Business Tax I	
ACCT 8520 Business Tax II	
ACCT 8530 Business Tax III	
ACCT 8540 Business Tax IV	
BUSINESS REPORTING AND ASSURANCE TRACK (pick any four courses)	
ACCT 8110 Advanced Business Reporting	
ACCT 8220 Studies in Advanced Managerial Accounting	
ACCT 8230 Studies in Accounting Information Systems	
ACCT 8270 Accounting and Legal Issues in International Business	
ACCT 8400 Assurance Services	

GENERALIST OPTION

Select any four graduate accounting courses.

PROGRAM TOTAL: 36

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 semester hours of credit for the completed course, in that order.

All program prerequisites in accounting (ACCT 3100, 3200, 4100, 4200) must be completed with a grade of "B" or better before beginning MAcc accounting concentration or elective courses.

ACCT 8100. Theory of Business Reporting. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program.

A study of information economics, current and future business reporting models, financial accounting theory, and business valuation models.

ACCT 8110. Advanced Business Reporting. 3-0-3.

Prerequisite: ACCT 8100.

A study of complex business reporting topics (e.g., accounting for post employment benefits, stock compensation, and an examination of financial statement analysis techniques.

ACCT 8210. Managerial Accounting. 3-0-3.

Prerequisite: ACCT 5200 and ECON 5300 or equivalents.

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

ACCT 8220. Studies in Advanced Managerial Accounting. 3-0-3.

Prerequisite: ACCT 8210.

A study of current issues and approaches to solving comprehensive problems in the area of managerial accounting.

ACCT 8230. Studies in Accounting Information Systems. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA Program or permission of instructor.

Current issues in the area of accounting information systems including an overview of contemporary information systems technology management.

ACCT 8270. Accounting and Legal Issues in International Business. 3-0-3.

Prerequisite: ACCT 8210 or equivalent.

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

ACCT 8400. Assurance Services. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program or permission of the instructor.

A study of operational, compliance, quality, and financial audits, an examination of current and future attestation and assurance services.

ACCT 8510. Business Tax I. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program or permission of the instructor.

An introduction to the U.S. federal tax system, including research processes, tax practice, and procedural issues, tax definition of corporations, corporate distribution and stock redemption.

ACCT 8520. Business Tax II. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program and ACCT 8510.

A study of advanced topics in corporate taxation, such as reorganizations and consolidations.

ACCT 8530. Business Tax III. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program and ACCT 8510.

A study of tax issues related to partnerships, limited-liability corporations, and S corporations.

ACCT 8540. Business Tax IV. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program and ACCT 8510.

A study of gift estate and gift taxes, international taxation and state and local taxation.

ACCT 8900. Special Topics in Accounting. 1-3 (Repeatable).

Prerequisite: Admission to the MAcc program or the MBA program, permission of instructor and approval of program director.

Selected contemporary topics in accounting of interest to faculty and students.

ACCT 8950. Special Projects in Accounting. 1-3 (Repeatable).

Prerequisite: Admission to the MAcc program or the MBA program, permission of instructor and approval of program director.

Special projects for students who wish to pursue advanced work on a particular subject in a specialized area.

Descriptions of courses for the MBA accounting concentration may be found in this catalog under Graduate Business Course Descriptions. Descriptions of the undergraduate courses that are prerequisites for MAcc students without an undergraduate accounting degree may be found in the KSU Undergraduate Catalog.

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 University. Admission will be granted only to students showing high probability of success in postgraduate business study.

The College 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), two letters of recommendation preferably from current supervisors or managers, professional résumé documenting at least two years of business related work experience, typed Personal Statement of Objectives outlining personal and professional achievements and immediate and future goals, and GMAT Analytical Writing Assessment. 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 to the MBA program, an applicant must satisfy standards involving the following predictors of success: the adjusted GPA and the GMAT. An applicant is required to have an adjusted undergraduate GPA (UGPA) of at least 2.80 on a 4.0 scale plus a total score of at least 475 on the GMAT. A score of at least 550 on the TOEFL is required for all students for whom English is not the native language. Beginning Summer Term 2000, international students applying to the MBA program will be accepted and must begin their graduate study summer term. The initial summer term will be devoted to an acculturation and language experience. The purpose of this activity is to prepare international students for graduate study in the United States. There will be no applications accepted for Fall or Spring semesters from international applicants.

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

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

Transfer Credit

A student may transfer up to nine semester hours of graduate core courses and area of concentration courses taken at an accredited institution, provided the transfer hours are made prior to the last 27 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 to the director of the MBA program by the student concerned during the first semester 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 a course description from the catalog must be submitted. A course outline may also be required.

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 8000-level MBA courses, and
2. in all graduate-level courses.

Petition to Graduate

Each MBA student must petition to graduate at least one semester prior to completion of program requirements. The student must contact the Graduate Business Office and request a petition. A petition will then be prepared and mailed to the student's home address.

Admission Criteria for Non-Degree Student

1. Baccalaureate degree from regionally accredited college or university, and
2. GMAT, or
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 24 semester hours of core courses and 12 semester hours in one of the ten concentrations. This is a total of 36 semester hours of 8000-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 8000-level courses. For those students who do not have sufficient preparatory knowledge, the business college 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 5000-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 Graduate Business Office.

		Credit Hours
BLAW 5110	Essentials of Legal Environment & Business Ethics or BLAW 2200	(1)
ACCT 5200	Essentials of Accounting or ACCT 2100 & ACCT 2200	(3)
ECON 5300	Essentials of Economics or ECON 2100 and ECON 2200	(3)
FIN 5310	Essentials of Finance or FIN 3100	(1)
BISM 5400	Essentials of Business Information Systems and Applications or BISM 2100	(1)
ECON 5420	Essentials of Business Statistics or ECON 3100	(1)
MGT 5500	Essentials of Organization & Management Dynamics or MGT 3100	(1)
MKTG 5700	Essentials of Marketing or MKTG 3100	(1)

CORE REQUIREMENTS: (24 quarter hours required for all degree students)

24

ACCT 8210	Managerial Accounting	3
ECON 8300	Managerial Economics	3
FIN 8310	Financial Analysis & Decision Making	3
MGT 8440	Operations Management	3
MGT 8500	Management & Organizational Behavior	3
MKTG 8700	Marketing Management	3
MGT 8990	Strategic Management	3

One International Core Course:

3

ACCT 8270	Accounting and Legal Issues in International Business or
FIN 8370	Multinational Financial Management or
MGT 8490	World Class Manufacturing or
ECON 8610	International Business Perspectives or
MKTG 8730	International Marketing Management or
MKTG 8790	Applied Global Business Strategies

*Credit Hours***MAJOR CONCENTRATIONS** (12 hours from one of the following ten concentrations) **12****I. Accounting Concentration (choose four courses from the following:)**

ACCT 8100	Theory of Business Reporting
ACCT 8110	Advanced Business Reporting
ACCT 8220	Studies in Advanced Managerial Accounting
ACCT 8230	Studies in Accounting Information Systems
ACCT 8270	Accounting and Legal Issues in International Business
ACCT 8400	Assurance Services
ACCT 8510	Business Tax I
ACCT 8520	Business Tax II
ACCT 8530	Business Tax III
ACCT 8540	Business Tax IV

II. Business Administration Concentration (choose one 8000-level course in four of the following business disciplines:)

- (1) Accounting, (2) Business Economics, (3) Business Information Systems Management, (4) Entrepreneurship, (5) Finance, (6) Human Resource Management and Development, (7) Operations Management, (8) International Business, (9) Marketing

III. Business Economics Concentration**Required:**

ECON 8630	Econometrics & Forecasting Methods
ECON 8640	Business Conditions Analysis
ECON 8650	Strategic Decision Making & Competitive Pricing

One course from the following:

ECON 8620	Quantitative Models in Economics & Finance or any Finance elective beyond FIN 8310
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IV. Business Information Systems Management Concentration**Required:**

BISM 8450	Information Technology and Organizational Effectiveness
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Three courses from the following:

ACCT 8230	Studies In Accounting Information Systems
BISM 8460	Management Support Systems
BISM 8470	Contemporary Issues in Information Resource Management
IS 8020	Object-Oriented Software Development Methods and Technologies
IS 8050	Project Management Methods
IS 8070	Legal and Ethical Issues in Information Systems
IS 8222	Hypermedia
IS 8422	Systems Re-engineering and Change Management
IS 8826	Information Technology Services
IS 8950	Information Systems Policy and Strategy
IS 8900	Special Topics in Information Systems
MGT 8550	Consulting Services

(Note: for description of IS courses, see Graduate Program in Information Systems section of this catalog)

V. Entrepreneurship Concentration**Required:**

MGT 8520	Entrepreneurship, Innovation and Creativity
MGT 8530	New Venture Analysis

One course from the following:

MGT 8540	Entrepreneurial Finance
MGT 8550	Consulting Services
MGT 8560	Family Business

One free elective from any 8000-level business course in the university catalog.

VI. Finance Concentration**Choose four courses from the following:**

FIN 8320	Managerial Finance
FIN 8330	Investment Analysis
FIN 8340	Investments & Portfolio Management
FIN 8350	Financial Markets
FIN 8360	Financial Management of Financial Institutions
FIN 8370	Multinational Financial Management**
FIN 8380	Real Property: Analysis & Investment
FIN 8390	Futures & Options
FIN 8400	Short-Term Financial Management

**Students may select FIN 8370 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:**

MGT 8800	Human Resource Management and Development
MGT 8120	Employment Law
MGT 8820	Advanced Topics in Human Resource Management

Select one course from any 8000-level business course. It is strongly recommended that this choice be MGT 8830 (Organizational Effectiveness).

VIII. Operations Management Concentration**Required:**

MGT 8490	World Class Manufacturing
MGT 8980	Quality Management

Select one course from the following:

BISM 8450	Information Technology and Organizational Effectiveness
BISM 8460	Management Support Systems
BISM 8470	Contemporary Issues in Information Resource Management
MKTG 8720	Strategic Product Management

One free elective from any 8000-level business course in the university catalog.

IX. International Business Concentration**Required:**

ECON 8610	International Business Perspectives
MGT 8910	International Management Practices

Select two 8000-level international business courses from the following:

ACCT 8270	Accounting and Legal Issues in International Business
FIN 8370	Multinational Financial Management
MGT 8490	World Class Manufacturing
MKTG 8730	International Marketing Management
MKTG 8790	Applied Global Business Strategies

X. Marketing Concentration

Required:

MKTG 8710	Consumer and Buyer Behavior
MKTG 8750	Applied Marketing Research

Two courses from the following:

MKTG 8670	Promotion Strategy & Tactics
MKTG 8720	Strategic Product Management
MKTG 8730	International Marketing Management**
MKTG 8770	Sales Management Decisions
MKTG 8780	Business To Business Marketing
MKTG 8790	Applied Global Business Strategies**

**Students may select MKTG 8730 or MKTG 8790 as their core required international course.

PROGRAM TOTAL: 36

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 semester hours of credit for the completed course. Thus, the entry 3-0-3 denotes three hours of class, zero hours of laboratory, and three hours of credit.

Graduate Business Course Descriptions

ACCT 5200. Essentials of Accounting. 3-0-3.

Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the student's 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.

ACCT 8100. Theory of Business Reporting. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program.

A study of information economics, current and

future business reporting models, financial accounting theory, and business valuation models.

ACCT 8110. Advanced Business Reporting. 3-0-3.

A study of complex business reporting topics (e.g., accounting for post employment benefits, stock compensation, and an examination of financial statement analysis techniques).

ACCT 8210. Managerial Accounting. 3-0-3.

Prerequisite: ACCT 5200 and ECON 5300 or equivalents.

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

ACCT 8220. Studies in Advanced Managerial Accounting. 3-0-3.

Prerequisite: ACCT 8210.

A study of current issues and approaches to solving comprehensive problems in the area of managerial accounting.

ACCT 8230. Studies in Accounting Information Systems. 3-0-3.

Prerequisite: ACCT 8210.

Current issues in the area of accounting information systems including an overview of contemporary information systems technology management.

ACCT 8270. Accounting and Legal Issues in International Business. 3-0-3.

Prerequisite: ACCT 8210 or equivalent.

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

ACCT 8400. Assurance Services. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program or permission of the instructor.

A study of operational, compliance, quality, and financial audits, an examination of current and future attestation and assurance services.

ACCT 8510. Business Tax I. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program or permission of the instructor.

An introduction to the U.S. federal tax system, including research processes, tax practice, and procedural issues, tax definition of corporations, corporate distribution and stock redemption.

ACCT 8520. Business Tax II. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program and ACCT 8510.

A study of advanced topics in corporate taxation, such as reorganizations and consolidations.

ACCT 8530. Business Tax III. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program and ACCT 8510.

A study of tax issues related to partnerships, limited-liability corporations, and S corporations.

ACCT 8540. Business Tax IV. 3-0-3.

Prerequisite: Admission to the MAcc program or the MBA program and ACCT 8510.

A study of gift estate and gift taxes, international taxation and state and local taxation.

BISM 5400. Essentials of Business Information Systems and Applications. 1-0-1.

Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the student's 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.

BISM 8450. Information Technology and Organizational Effectiveness. 3-0-3.

Prerequisite: BISM 5400 or equivalent, microcomputer proficiency.

This course focuses on the role of information systems in promoting organizational effectiveness. Students will analyze, for various organizations, the mutual interaction over time between the organization's information systems, strategy, structure and culture, business processes, technology infrastructure and external environment. Students will develop an information system for their individual or work group use.

BISM 8460. Management Support Systems. 3-0-3.

Prerequisite: BISM 8450 or equivalent.

This course addresses the business use of decision support systems (DSS) by managers and other knowledge workers. Systems covered include On-Line Analytical Processing Systems, Geographic Information Systems, Group Decision Support Systems, Executive Information Systems, Expert Systems, and Artificial Neural Networks. Students will work in teams to develop and present small-scale decision support systems to support decision-making in specific application areas.

BISM 8470. Contemporary Issues in Information Resource Management. 3-0-3.

Prerequisite: BISM 8450.

This course will focus on contemporary issues in the management of information resources related to emerging technologies, evolving organizational structures and innovations in management and business processes. Course coverage will vary by term. The primary topic during a given term may be, for example, information systems and the supply chain, global differences in information technology infrastructures or outsourcing information system functions.

BLAW 5110. Essentials of Legal Environment and Business Ethics. 1-0-1.

Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the student's 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.

ECON 5300. Essentials of Economics. 3-0-3.

Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the student's MBA Program acceptance letter.

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

ECON 5420. Essentials of Business Statistics. 1-0-1.

Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the student's MBA Program acceptance letter.

An accelerated course stressing applications of statistical techniques to management and business decision making.

ECON 8300. Managerial Economics. 3-0-3.

Prerequisites: All 5000-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.

ECON 8610. International Business Perspectives. 3-0-3.

Prerequisite: MGT 5500 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.

ECON 8620. Quantitative Decision Models in Economics and Finance. 3-0-3.

Prerequisite: ECON 8300.

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.

ECON 8630. Econometrics and Forecasting Methods. 3-0-3.

Prerequisite: ECON 8300.

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.

ECON 8640. Business Conditions Analysis. 3-0-3.

Prerequisite: ECON 8300.

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.

ECON 8650. Strategic Decision Making and Competitive Pricing. 3-0-3.

Prerequisite: ECON 8300.

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.

FIN 5310. Essentials of Finance. 1-0-1.

Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the student's 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.

FIN 8310. Financial Analysis and Decision Making. 3-0-3.

Prerequisite: FIN 3100 or FIN 5310, ACCT 5200 and ECON 5300 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.

FIN 8320. Managerial Finance. 3-0-3.

Prerequisite: FIN 8310.

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

FIN 8330. Investment Analysis. 3-0-3.

Prerequisite: FIN 8310.

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.

FIN 8340. Investment and Portfolio Management. 3-0-3.

Prerequisite: FIN 8330.

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

FIN 8350. Financial Markets. 3-0-3.

Prerequisite: FIN 8310.

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

FIN 8360. Financial Management of Financial Institutions. 3-0-3.

Prerequisite: FIN 8310.

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

FIN 8370. Multinational Financial Management. 3-0-3.

Prerequisite: FIN 8310.

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.

FIN 8380. Real Property: Analysis and Investment. 3-0-3.

Prerequisite: FIN 8310.

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

FIN 8390. Futures and Options. 3-0-3.

Prerequisite: FIN 8310.

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.

FIN 8400. Short-term Financial Management. 3-0-3.

Prerequisite: FIN 8310 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 8900. Special Topics in Business and Accounting (repeatable). 1 to 3.

Prerequisite: Must be approved by advisor and department chairperson.

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

GBA 8950. Special Projects in Business and Accounting (repeatable). 1 to 3.

Prerequisite: Must be approved by advisor 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.

MGT 5500. Essentials of Organization and Management Dynamics. 1-0-1.

Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the student's 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.

MGT 8120. Employment Law. 3-0-3.

Prerequisite: MGT 8800.

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.

MGT 8410. Organizational Communication. 3-0-3.

Prerequisite: MGT 5500 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.

MGT 8440. Operations Management. 3-0-3.

Prerequisites: BISM 5400 and ECON 5420 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.

MGT 8490. World Class Manufacturing. 3-0-3.

Prerequisite: MGT 8440.

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.

MGT 8500. Management and Organizational Behavior. 3-0-3.

Prerequisite: MGT 5500 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.

MGT 8520. Entrepreneurship, Innovation, and Creativity. 3-0-3.

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.

MGT 8530. New Venture Analysis. 3-0-3.

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.

MGT 8540. Entrepreneurial Finance. 3-0-3.

Prerequisite: FIN 8310 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.

MGT 8550. Consulting Services. 3-0-3.

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.

MGT 8560. Family Business. 3-0-3.

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.

MGT 8800. Human Resource Management and Development. 3-0-3.

Prerequisite: MGT 5500 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.

MGT 8820. Advanced Topics in Human Resource Management. 3-0-3.

Prerequisite: MGT 8800.

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.

MGT 8830. Organizational Effectiveness. 3-0-3.

Prerequisite: MGT 8800.

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, re-engineering, building flexible and cooperative work forces, and cross functional involvement.

MGT 8910. International Management Practices. 3-0-3.

Prerequisite: ECON 8610.

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.

MGT 8980. Quality Management. 3-0-3.

Prerequisite: MGT 8440 and MGT 8500 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.

MGT 8990. Strategic Management. 3-0-3.

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.

MKTG 5700. Essentials of Marketing. 1-0-1.

Prerequisite: Admission to MBA Program or Provisional Standing in MBA Program and required by the student's MBA Program acceptance letter.

An accelerated course in marketing, the marketing function and its relation to business, the economy and society.

MKTG 8670. Promotion Strategy and Tactics. 3-0-3.

Prerequisite: MKTG 8700 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.

MKTG 8700. Marketing Management. 3-0-3.

Prerequisite: MKTG 5700 or MKTG 3100 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.

MKTG 8710. Consumer and Buyer Behavior. 3-0-3.

Prerequisite: MKTG 8700 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.

MKTG 8720. Strategic Product Management. 3-0-3.

Prerequisite: MKTG 8700 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.

MKTG 8730. International Marketing Management. 3-0-3.

Prerequisite: BISM 5400 and MKTG 8700 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.

MKTG 8750. Applied Marketing Research. 3-0-3.

Prerequisite: MKTG 5400 and MKTG 8700 or equivalents.

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

MKTG 8770. Sales Management Decisions. 3-0-3.

Prerequisite: MKTG 8700 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.

MKTG 8780. Business to Business Marketing. 3-0-3.

Prerequisite: MKTG 8700 or equivalent.

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

MKTG 8790. Applied Global Business Strategies. 3-0-3.

Prerequisite: Permission of instructor.

This course focuses on an applied multi-disciplinary approach to understanding and implementing global business strategy. It examines the phases of global strategy evolution, emphasizing the key strategic thrusts as well as how to leverage the firm's position and competencies to take advantage of potential synergies. A special learning opportunity is provided by a required overseas business study tour. Students will be exposed to foreign culture and perspectives on global strategy formulation and implementation. This course may be used as an international core requirement or an elective in the marketing, business administration, human resource or international business concentration.

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 University. 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 College 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) and work experience. Other factors reviewed include the applicant's educational background, performance in outside activities, evidence of activity and leadership, record of accomplishments in business and professional activities.

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

To be admitted unconditionally to the MBA for Experienced Professionals program, an applicant must satisfy standards involving the following predictors of success: the adjusted GPA, the GMAT score and work experience. An applicant is required to have an adjusted undergraduate GPA (UGPA) of at least 2.80 on a 4.0 scale plus a total score of at least 475 on the GMAT. Also, the applicant should have a minimum of five years of work experience for unconditional admission to the MBA-EP 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 score, and official transcripts for all undergraduate and graduate courses have been received and evaluated. Admissions decisions are determined by the College of Business Graduate Admissions Committee and are communicated in writing by the College 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 College 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 7000 and 8000-level GBA courses, and
2. in all graduate-level courses.

Petition to Graduate

Each MBA student must petition to graduate at least one semester prior to completion of program requirements. The student must contact the Graduate Business Office and request a petition. A petition will then be prepared and mailed to the student's home address.

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 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 18 month 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 5-day retreat that focuses and prepares the group for their upcoming challenge.

During the last semester, the group attends a Best Practices Seminar which includes trips to and presentations from companies that have initiated quality programs — Malcolm Baldrige Award winners, ISO 9000 Certifications, Deming award winners and others. This symposium, held during Spring Semester 2001, is the culmination of a challenging and rewarding experience.

Fall Retreat - December 1999 (3 semester hours)

GBA 7005

TEAM DEVELOPMENT AND ORIENTATION

Prerequisites: Admission to MBA-EP or MBA-PE program; Completion of assigned computer tutorials; Completion of self-assessment instruments.

DESCRIPTION

Our innovative Team Retreat is designed to introduce students to basic teamwork skills as well as computer and analysis tools necessary for successful performance. Topics include:

- Team formation and development
- Integration of diverse individuals into teams
- Negotiation and conflict management
- Team contracts
- Orientation to computer software: spreadsheet, presentation graphics, word processing, internet access and electronic mail
- Basic financial analysis tools

COURSE CURRICULUM

- Individual differences in learning styles and their effects on team functioning
- Basic skills of negotiation and conflict management
- Assessment of individual variables into team composition
- Individual diversity effects in team development and functioning
- Formation of MBA work teams based on self-assessment information
- Negotiating initial team contracts
- Basic computer skills, including use of spreadsheets, graphics, word processing, internet access, and electronic mail, with primary emphasis on the latter two.
- Reading and understanding business annual reports

Spring Semester 2000 (9 semester hours)

GBA 7010

UNDERSTANDING INTERNAL AND EXTERNAL BUSINESS ENVIRONMENTS

Prerequisites: GBA 7005 - Team Development and Orientation.

DESCRIPTION

Coursework examines the environments within which organizations strive to succeed: The external environment, including macroeconomics, industry structure, market analysis, financial markets, legal and regulatory issues and global impacts; and the internal environment, encompassing mission, vision and strategy concepts, stakeholders and their impact on the firm, and strategies for a competitive advantage. Effective manager/leader skills are explored.

COURSE CURRICULUM

External Environment

- Macroeconomic environment and its components
- Financial institutions and other sources of financing
- Market efficiencies and effectiveness
- Regulatory and legal environments
- Industry structure and rivalry
- Consumer and business-to-business market opportunities

Internal Environment

- Information sources to track company success
- Fundamental accounting concepts and financial statements
- Stakeholder influences on the company
- The value chain

Introduction to Strategy and Competitive Advantage

- Development and assessment of business strategy
- Business strategy and its influences: mission, goals, environmental factors, organizational capabilities and stakeholders
- Quality initiatives in the dynamic marketplace

Development of Manager/Leader Skills and Competencies

- The business organization as a dynamic system
- Leading and managing change within the organization
- Roles, responsibilities, skills and values of a leader
- Team building and management skills
- Decision making, leadership, motivation, time and conflict management, communication and performance appraisal

Summer Term 2000 (6 semester hours)

GBA 7020

RESOURCE ALLOCATION AND MANAGERIAL DECISION MAKING

DESCRIPTION

This class examines techniques and processes by which organizations allocate their resources. Curriculum covers alternative measures of firm performance; managerial behavior under uncertainty; allocation of funds among capital projects; optimal selection of transfer prices; tax consequences of managerial decisions; estimating demand for products; and a review of pricing strategies. Basic legal research and quantitative tools in project management are also introduced.

(Summer term 2000 - continued)

COURSE CURRICULUM

- Appropriate company objectives: maximizing profit, value and market share
- Classification of cost and revenue sources via contribution analysis
- Opportunity cost and its implications
- Relationships among engineering efficiency, economic efficiency and the goal of cost minimization
- Major factors influencing product demand
- Pricing practices and price discrimination
- Market definition in terms of geographic and product markets
- Investment decisions in which individual and collective interests diverge
- The role of capital budgeting in making value-increasing decisions
- Management decisions using a quantitative approach; return and risk in optimal decision making
- Mathematical programming as a tool for managerial problems
- Linear regression as a tool for managerial problems
- Basic legal research
- Effect of taxes on managerial decision making
- Legal restrictions on domestic and international transfer pricing
- Quantitative techniques associated with project management

Fall Semester 2000 (9 semester hours)

GBA 7030

MAKING DECISIONS THAT CREATE VALUE

DESCRIPTION

This in-depth course integrates accounting, finance, human resources and marketing issues in making and implementing decisions that create value for the firm. Curriculum is focused primarily on making decisions but also covers implementation of decisions and assessment of performance.

SEMESTER COURSE CURRICULUM

- Strategic and tactical management decisions and their effects on value
- Cash flow generation and its relationship to firm value
- Measures of firm value: book value, the firm as a going concern, market value (both tangible and intangible), breakup value and liquidation value
- Managerial accounting systems and their impact
- Impact of taxes on decision making and value creation
- Managing the marketing function to generate cash flows that enhance firm value
- Strategic treatment of human resource activities designed to maximize the contribution of each employee to organizational effectiveness and value creation
- The impact of change and change management in the creation of firm value
- The role of financial information and control systems in the creation of firm value
- Benefits, limitations and costs of accounting information systems
- The role of financial structure in the creation of firm value

Spring Semester 2001

GBA 7035 (2 semester hours)

BEST PRACTICES SEMINAR (March '00)

Description

This exciting Best Practices Seminar is a 7-10 day international retreat. The seminar provides

students with a field study experience in business processes and best practices, focusing on organizations whose practices are recognized as "best in class." Students prepare a field study portfolio to demonstrate an understanding of the role of the best practice in each organization and industry.

COURSE CURRICULUM

- Comparisons and contrasts among several major approaches to establishing a best practice
- Best practices reporting on at least three organizations
- Major implementation issues associated with developing a best practice
- Development and evolution of a best practice in an organization
- How best practice initiatives are integrated into organizational and business strategy
- Why a given best practice would not necessarily be effective for all organizations

GBA 7040 (7 semester hours)

STRATEGIC ANALYSIS, COMPETITIVENESS AND ORGANIZATION EFFECTIVENESS IN THE GLOBAL MARKETPLACE

Description

Strategic Analysis and Effectiveness deals with the dynamics of competitive positioning as it relates to organization effectiveness in a global economy. The course examines the role of firm-specific competencies and resources and how they can be utilized to obtain competitive advantage.

COURSE CURRICULUM

Strategic Analysis and the Dynamics of Competitive Rival

- Introduction of "resource-based theory of the firm," "core competencies," "sustainability of competitive advantages"
- Industry structure, the value chain, and competitive analysis
- Positioning for competitive advantage in hypercompetition
- Cooperative ventures and strategic alliances
- Global operations
- Coordination and control across subsidiaries

Strategic Analysis and the Dynamics of Global Trade

- Economic, political and cultural factors on global trade
- Innovation and technological change
- National economic policies and their effects
- National controls and regional alliances
- Interfacing with economic and political environments
- Strategies for analyzing market opportunities
- Penetrating overseas markets

Strategic Analysis and the Role of Finance

- Financial implications of decision making
- Financial analysis and planning
- Mergers, business combinations, capital restructuring

Strategic Analysis and the Role of Marketing

- Key concepts in contemporary global marketing strategy
- Integrated marketing strategy for global competition
- Market selection, timings and market entry modes
- Product positioning and market segmentation
- Marketing programs for target markets

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 health care 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. A copy of medical school transcripts, ECFMG certificate, or a current State of Georgia license to practice medicine shall be evidence of a recognized medical degree. 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 College of Business Graduate Admissions Committee determines the eligibility of each person who applies 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, an immunization certificate, and either an official medical school transcript, ECFMG certificate, or current Georgia license to practice medicine have been received and evaluated. Admissions decisions are determined by the College of Business Graduate Admissions Committee and their recommendation is communicated in writing by the College 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 College 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 all 7000 and 8000 level GBA courses.

Petition to Graduate

Each MBA student must petition to graduate at least one semester prior to completion of program requirements. The student must contact the Graduate Business Office and request a petition. A petition will then be prepared and mailed to the student's home address.

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 five integrated 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 program 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, program participants attend a five-day retreat that focuses and prepares the group for their upcoming challenge.

At the end of Fall Semester 2000, 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. The symposium is the culmination of a challenging and rewarding experience.

Fall Retreat - August 1999**GBA 7005 (3 semester hours)****TEAM DEVELOPMENT AND ORIENTATION**

Prerequisites: Admission to MBA-EP or MBA-PE program; Completion of assigned computer tutorials; Completion of self-assessment instruments.

DESCRIPTION

Our innovative Team Retreat is designed to introduce students to basic teamwork skills as well as computer and analysis tools necessary for successful performance. Topics include:

- Team formation and development
- Integration of diverse individuals into teams
- Negotiation and conflict management

(Fall Semester 1999 - Team Development and Orientation -continued)

- Team contracts
- Orientation to computer software: spreadsheet, presentation graphics, word processing, internet access and electronic mail
- Basic financial analysis tools

COURSE CURRICULUM

- Individual differences in learning styles and their effects on team functioning
- Basic skills of negotiation and conflict management
- Assessment of individual variables into team composition
- Individual diversity effects in team development and functioning
- Formation of MBA work teams based on self-assessment information
- Negotiating initial team contracts
- Basic computer skills, including use of spreadsheets, graphics, word processing, internet access, and electronic mail, with primary emphasis on the latter two.
- Reading and understanding business annual reports

GBA 7010 (9 semester hours)

UNDERSTANDING INTERNAL AND EXTERNAL BUSINESS ENVIRONMENTS

Prerequisites: GBA 7005 - Team Development and Orientation.

DESCRIPTION

The Fall 1999 semester in the MBA-PE examines the environment within which organizations strive to succeed. The external environment includes the areas of macroeconomics, industry structure, market analysis, financial markets, legal and regulatory issues and global impacts. The internal environment of the firm includes mission, vision and strategy concepts and their interrelationship, identification of several stakeholders involved with the firm and their impacts on the firm, and elements of strategies leading to a competitive advantage. Skills and competencies needed to be an effective manager/leader skills are explored.

COURSE CURRICULUM

External Environment

- Macroeconomic environment and its components
- Financial institutions and other sources of financing
- Market efficiencies and effectiveness
- Regulatory and legal environments
- Industry structure and rivalry
- Consumer and business-to-business market opportunities

Internal Environment

- Information sources to track company success
- Fundamental accounting concepts and financial statements
- Stakeholder influences on the company
- The value chain

Introduction to Strategy and Competitive Advantage

- Development and assessment of business strategy
- Business strategy and its influences: mission, goals, environmental factors, organizational capabilities and stakeholders
- Quality initiatives in the dynamic marketplace

Development of Manager/Leader Skills and Competencies

- The business organization as a dynamic system

- Leading and managing change within the organization
- Roles, responsibilities, skills and values of a leader
- Team building and management skills
- Decision making, leadership, motivation, time and conflict management, communication and performance appraisal

Spring Semester 2000 (9 semester hours)

GBA 7021

RESOURCE ALLOCATION AND MANAGERIAL DECISION MAKING

DESCRIPTION

The Spring 2000 semester in the MBA-PE examines techniques and processes by which organizations allocate their resources among activities. Topics include alternative measures of firm performance, models of managerial behavior under uncertainty, the allocation of funds among capital projects, the factors which determine the optimal selection of transfer prices, recognition of tax consequences of managerial decisions, estimation of the demand for existing and potential products, and a review of pricing strategies. Students are also introduced to basic legal research and quantitative tools associated with project management. Marketing management and decision making are also investigated, especially examining marketing strategies as resource allocation decisions of the firm.

COURSE CURRICULUM

- Understand the appropriateness of various objectives for the firm, (e.g., maximizing profit, value, market share), including differentiating between the economic and accounting concepts of profit and cost.
- Classify cost and revenue sources relevant to the decision under consideration using contribution analysis.
- Understand the notion of opportunity cost and its implications for efficient selection of transfer prices.
- Understand the relationship between engineering efficiency, economic efficiency and the goal of cost minimization including the impact of technological innovations and changes in input prices on the cost structure of the firm.
- List and explain the major factors which influence the demand for a product. Compute a simple price elasticity of demand and explain its relevance in pricing decisions of the firm.
- Discuss how various pricing practices such as "skimming", off-peak pricing, second-branding (generics) may be considered devices for price discrimination.
- Understand how to manage the marketing function to generate the cash flows to enhance firm value.
- Discuss market definition in terms of both geographic and product markets.
- Understand how to make investment decisions in which individual and collective interests diverge. Explain the implications of the "Prisoner's Dilemma" for the stability of cartel behavior.
- Use the capital budgeting process to make value increasing decisions.
- Identify management decisions for which a quantitative approach is appropriate and the role that both return and risk have in optimal decision making.
- Recognize managerial problems for which mathematical programming is an appropriate tool. Formulate a mathematical program (constrained optimization) problem algebraically and, using a spreadsheet tool, solve it and interpret the results.
- Recognize managerial problems for which linear regression is an appropriate tool. Use a spreadsheet to estimate a regression model including collecting and assembling data and interpreting the results.

(Spring Semester 2000 - continued)

- Develop skills for basic legal research.
- Recognize the effect of taxes on managerial decision making. Understand legal restriction on both domestic and international transfer pricing.
- Develop some competency with the quantitative techniques associated with project management.

Summer Term 2000 (6 semester hours)

GBA 7031

MAKING DECISIONS THAT CREATE VALUE

DESCRIPTION

This course integrates accounting, finance and human resources in making and implementing decisions for the firm that create value. It is focused primarily on making decisions but also includes some information on implementing decisions and how to assess performance.

SEMESTER COURSE CURRICULUM

- Identify how strategic and tactical management decisions create (or destroy) value for the firm's owners.
- Explain the centrality of cash flow generation capacity to firm value. Be able to evaluate the impact of changes in the cash flows of the firm (including size, timing, and riskiness of those flows) on the value of the firm.
- Identify and explain different measures of firm value (e.g., book value, the value of a firm as a going concern, market value of the assets of a firm, both tangible and intangible, breakup value, and liquidation value).
- Understand the role of managerial accounting systems in making, implementing, monitoring, and evaluating decisions in the firm.
- Understand the impact of taxes on decision-making and value creation in the firm.
- Comprehend the strategic treatment of human resources activities designed to maximize the contribution of each employee to organizational effectiveness and value creation.
- Understand the impact of change and change management in the creation of firm value.
- Understand the role of financial information and control systems in the creation of firm value.
- Understand the role of financial structure in the creation of the firm.

Fall Semester 2000

GBA 7035 (2 semester hours)

BEST PRACTICES SEMINAR (December 2000)

Description

This residential course is designed to provide students with a field study experience in business processes and best practices, focusing on organizations whose practices are recognized as "best in class." Students prepare a field study portfolio to demonstrate an understanding of the role of the "best practice" in each organization and industry.

COURSE CURRICULUM

- Comparisons and contrasts among several major approaches to establishing a best practice
- Best practices reporting on at least three organizations
- Major implementation issues associated with developing a best practice
- Development and evolution of a best practice in an organization
- How best practice initiatives are integrated into organizational and business strategy
- Why a given best practice would not necessarily be effective for all organizations

Spring Semester 2001

GBA 7040 (7 semester hours)

STRATEGIC ANALYSIS, COMPETITIVENESS AND ORGANIZATION EFFECTIVENESS IN THE GLOBAL MARKETPLACE

Description

Strategic Analysis and Effectiveness deals with the dynamics of competitive positioning as it relates to organization effectiveness in a global economy. The course examines the role of firm-specific competencies and resources and how they can be utilized to obtain competitive advantage.

COURSE CURRICULUM

Strategic Analysis and the Dynamics of Competitive Rival

- Introduction of "resource-based theory of the firm," "core competencies," "sustainability of competitive advantages"
- Industry structure, the value chain, and competitive analysis
- Positioning for competitive advantage in hypercompetition
- Cooperative ventures and strategic alliances
- Global operations
- Coordination and control across subsidiaries

Strategic Analysis and the Dynamics of Global Trade

- Economic, political and cultural factors on global trade
- Innovation and technological change
- National economic policies and their effects
- National controls and regional alliances
- Interfacing with economic and political environments
- Strategies for analyzing market opportunities
- Penetrating overseas markets

Strategic Analysis and the Role of Finance

- Financial implications of decision making
- Financial analysis and planning
- Mergers, business combinations, capital restructuring

Strategic Analysis and the Role of Marketing

- Key concepts in contemporary global marketing strategy
- Integrated marketing strategy for global competition
- Market selection, timings and market entry modes
- Product positioning and market segmentation
- Marketing programs for target markets

Impact of Cultural Differences on Health Care Delivery Systems

- Identify and analyze the role and status of various participants in the health care delivery system.
- Assess possible paths of evolution for the US health care delivery system.
- Understand how health care organizations differ across nations.

Being Semester 2001
GSA 2001 (Semester 2001)
STRATEGIC ANALYSIS, COMPETITIVE ADVANTAGE AND THE INFLUENCE OF BUSINESS
IN THE GLOBAL MARKETPLACE



Graduate Programs in Education



Graduate Programs in Education

Graduate programs in education offered by Kennesaw State University are fully accredited by the National Council for Accreditation of Teacher Education (NCATE) and meet the Georgia Professional Standards Commission program standards.

The Kennesaw State University Professional Teacher Education Faculty are committed to quality undergraduate and graduate teacher preparation grounded in the liberal arts tradition. Programs, developed and implemented through multiple collaborations, integrate strong academic preparation, pedagogical study, and school-based professional experiences. The programs foster development of the knowledge, skills, and understanding required of the Professional Learning Facilitator. The faculty develops educators who exhibit 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.

In graduate programs, the Professional Teacher Education Unit prepares professional learning facilitators who extend their understanding of the theoretical and methodological aspects of their disciplines and profession, who examine education and their teaching in the broader context of theory and research, and who employ this knowledge in making decisions as instructional leaders who will enhance the education program for all students, advancing knowledge in their field.

The Bagwell College of Education offers the Master of Education (M.Ed.) degree with programs of study in Early Childhood Education (P-5), Middle Grades Education (4-8) and in Special Education. Certified teachers may register for non-degree course work leading to add-on and/or endorsement programs in English to Speakers of Other Languages (ESOL), Teacher Support Specialist, Gifted Education, Learning Disabilities, Behavior Disorders, Mental Retardation, and Interrelated Special Education (Interrelated). The Bagwell College of Education also offers tailor-made recertification, certificate add-on, and certificate renewal programs. Contact the Office of Graduate Studies in Education for further information.

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 certified teachers 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 University 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.
2. Satisfy more than 9 hours of credit toward meeting the requirements of a master's degree in the Bagwell College 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).
3. Teaching Certification

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 nine semester hours of graduate credit (6000/7000 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 university 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 University.

Academic Warning

The first time a graduate 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 University.

Academic Probation

If the cumulative graduate grade-point average drops below 3.0 or the 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, semester and summer term 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 University 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 12 hours of course work following academic probation; or
- 2) failing to achieve a semester or summer term 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.

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 University.

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 University.

To be issued a teaching license, it is necessary to pass a Praxis II test in the field in which the student wishes to be licensed. Note that the Teacher Certification Test is replaced by the Praxis II test effective September 1997. It is the student's responsibility to report their Praxis II test scores to the Office of Educational Field Experiences and to the Teacher Certification Officer in the Bagwell College of Education. Students who have previously passed the appropriate Teacher Certification Test will not be required to take the Praxis II test.

Effective March 1, 1999, all students seeking initial certification in Georgia must demonstrate they have passed the Praxis I test *in addition to* the Praxis II test. Praxis I is a comprehensive test dealing with reading, writing, and mathematics. It will normally be taken by education majors during the sophomore year.

For further information concerning Praxis I and Praxis II, education majors should contact their advisor, the Teacher Education Advisement Center, or the Office of Graduate Studies in Education and Teacher Education Services.

M.Ed. Degree Program

The Master of Education (M.Ed.) is a professional degree providing intellectually challenging opportunities for teachers to acquire the knowledge, skills and their understanding through performance to apply interdisciplinary knowledge to the classroom setting. Distinctive programs are offered for Early Childhood Education (P-5), for Middle Grades Education (4-8) and in Special Education (Interrelated).

The requirements for the M.Ed. in Early Childhood Education, Middle Grades Education and Special Education may be met by completing an approved program of 36 semester hours of graduate work. In addition, preparation and presentation of a thesis or portfolio or a comprehensive examination during the final semester of study is required for the M.Ed. in Early Childhood and Middle Grades programs and a thesis or portfolio preparation and presentation is required for the Special Education program. The following describes the thesis, portfolio and comprehensive examination as they apply to the M.Ed. programs.

Thesis

A thesis involves systematic inquiry designed to address a particular educational problem which may take the form of a research study, an evaluation study, the development, field testing and evaluation of practical materials, or the supervised implementation and evaluation of an instructional improvement or curricular innovation in a classroom. The student selects a Thesis Committee early in the program of studies. The Thesis Committee is comprised of three graduate faculty members, one of whom is the Chair. A summary of the thesis is presented formally during the student's final semester of study. Students may utilize Master's Thesis credit (EDUC 7990) under the direction of the Thesis Committee Chair as elective credit to pursue the thesis study. See the M.Ed. Thesis Handbook for further information.

Portfolio

A portfolio serves as a permanent record of the student's individual progress while working toward a Master of Education degree. The portfolio encourages the Kennesaw State University student as learning facilitator to implement a systematic, reflection-in action approach to

problem solving and decision making. The portfolio provides a detailed authentic picture of the student's professional practice and reflective analysis of the integration of courses taken. Changes in classroom practice as well as in oneself are documented. The student selects a Portfolio Committee early in the program of studies. The Portfolio Committee is comprised of three graduate faculty members, one of whom is the Chair. A summary of the portfolio is presented formally during the student's final semester of study. See the M.Ed. Portfolio Handbook for further information.

Comprehensive Examination

The Comprehensive Examination consists of questions from each professional sequence and each teaching field course taken by the student. No questions are included from electives, directed studies, or special projects course work. Questions are general in nature and require written responses in essay format. To pass the Comprehensive Examination, the student must respond satisfactorily to two questions from professional sequence courses and two questions from teaching field courses. Responses can be prepared either on the computer or using paper and pencil. Students who are unsuccessful may retake the section(s) they failed. Faculty will provide feedback and guidance for students retaking a section. The Comprehensive Examination normally is taken during the student's final semester of study.

Collaborative Model for Preparing Professional Learning Facilitators

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 their understanding through performance 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

Understanding through Performance

- 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 KSU.
2. A minimum undergraduate cumulative grade point average of 2.5 (on a 4.0 scale).
3. Must hold the appropriate teaching license: Early Childhood Certification for admission to the M.Ed. in Early Childhood Education, Middle Grades certification for admission to the M.Ed. in Middle Grades Education, or a valid Georgia teaching certificate for admission to the M.Ed. in Special Education. (Those applicants who do not hold the appropriate credential or who are not eligible for the appropriate licensure may complete a prerequisite program.)

(Admission Criteria - cont'd)

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. Required forms for the personal statement are available from the Office of Graduate Studies in Education.

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.

NOTE: Candidates for the M.Ed. in Special Education are admitted in cohort groups in Fall semesters only.

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 (verbal and quantitative) 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 nine semester hours of graduate work have been attempted. Upon completion of the initial nine hours of course work, with grades of B or better and the established requirements met, an applicant will be reconsidered for full standing in a degree program. **A maximum of nine semester 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 nine semester 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 nine semester hours), whether earned at another institution or at Kennesaw State University.

Candidacy

The minimum requirement for admission to candidacy is successful completion of nine semester 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 36 hours of approved graduate course work;
2. completion of a minimum of 27 semester hours of the minimum 36 hours in full standing at Kennesaw State University;
3. an earned cumulative grade-point average of 3.0 in all graduate course work at Kennesaw State University;
4. successful completion of a professional portfolio, thesis or written comprehensive exam. 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 in Early Childhood Education (Grades P-5)

The Master of Education in Early Childhood Education meets the Georgia Professional Standards Commission standards for the degree and is fully accredited by the National Council for Accreditation of Teacher Education (NCATE).

The Master of Education degree program in Early Childhood Education prepares early childhood teachers to be leaders in their field. Course work emphasizes scholarly rigor through research and engagement in a variety of field-based action research projects. Technology and multicultural considerations are infused throughout the program.

It is strongly urged that students meet with their advisors during the first semester of study to plan their programs.

The degree may be attained through any of three tracks: the thesis track, the portfolio track, or the comprehensive examination track.

Thesis Program

Credit Hours

PROFESSIONAL SEQUENCE

18

EDUC 7700	Advanced Seminar in the Teaching Portfolio/Thesis	2
EDUC 7708	Professional Seminar in Education	1
EDUC 7741	Educational Research	3
ECE 7702	Historical & Contemporary Influences in Early Childhood Ed.	3
ECE 7703	Families and Schools in a Pluralistic Society	3
EDUC 7701	Advanced Studies in Learning	3
EDUC 7711	Integrating Technology in Education	3

TEACHING FIELD

12

ECE 7704	Trends and Issues in Language Arts for Early Childhood Ed.	3
ECE 7705	Trends and Issues in Mathematics for Early Childhood Ed.	3
ECE 7706	Trends and Issues in Science for Early Childhood Ed.	3
ECE 7707	Trends and Issues in Social Science for Early Childhood Ed.	3

ELECTIVES (to be selected with advisor approval)

6

CAPSTONE EXPERIENCE

Thesis Presentation (Student will present and defend the thesis.)

PROGRAM TOTAL: 36

Portfolio Program

Credit Hours

PROFESSIONAL SEQUENCE

18

EDUC 7700	Advanced Seminar in the Teaching Portfolio/Thesis	2
EDUC 7708	Professional Seminar in Education	1
EDUC 7741	Educational Research	3
ECE 7702	Historical & Contemporary Influences in Early Childhood Ed.	3
ECE 7703	Families and Schools in a Pluralistic Society	3
EDUC 7701	Advanced Studies in Learning	3
EDUC 7711	Integrating Technology in Education	3

TEACHING FIELD

12

ECE 7704	Trends and Issues in Language Arts for Early Childhood Ed.	3
ECE 7705	Trends and Issues in Mathematics for Early Childhood Ed.	3
ECE 7706	Trends and Issues in Science for Early Childhood Ed.	3
ECE 7707	Trends and Issues in Social Science for Early Childhood Ed.	3

ELECTIVES

(to be selected with advisor approval)

6

CAPSTONE

EXPERIENCE

Portfolio Presentation (Student will present and defend the portfolio.)

PROGRAM TOTAL: 36

Comprehensive Examination Program

PROFESSIONAL SEQUENCE

18

EDUC 7700	Advanced Seminar in the Teaching Portfolio/Thesis	2
EDUC 7708	Professional Seminar in Education	1
EDUC 7741	Educational Research	3
ECE 7702	Historical & Contemporary Influences in Early Childhood Ed.	3
ECE 7703	Families and Schools in a Pluralistic Society	3
EDUC 7701	Advanced Studies in Learning	3
EDUC 7711	Integrating Technology in Education	3

(Teaching Field in M.Ed. Comprehensive Exam Program)

TEACHING FIELD

12

ECE 7704	Trends and Issues in Language Arts for Early Childhood Ed.	3
ECE 7705	Trends and Issues in Mathematics for Early Childhood Ed.	3
ECE 7706	Trends and Issues in Science for Early Childhood Ed.	3
ECE 7707	Trends and Issues in Social Science for Early Childhood Ed.	3

ELECTIVES

(to be selected with advisor approval)

6

CAPSTONE

EXPERIENCE

Comprehensive Examination

PROGRAM TOTAL: 36

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

The Master of Education in Middle Grades Education meets the Georgia Professional Standards Commission standards for the degree and is fully accredited by the National Council for Accreditation of Teacher Education (NCATE).

The Master of Education degree program in Middle Grades Education prepares middle grades teachers to be leaders in their field. Course work emphasizes scholarly rigor through research and engagement in a variety of field-based action research projects. Technology and multicultural considerations are infused throughout the program.

It is strongly urged that students meet with their advisors during the first semester of study to plan their programs.

The degree may be attained through any of three tracks: the thesis track, the portfolio track, or the comprehensive examination track.

Thesis Program

		<i>Credit Hours</i>
PROFESSIONAL SEQUENCE		18
EDUC 7700	Advanced Seminar in the Teaching Portfolio/Thesis	2
EDUC 7708	Professional Seminar in Education	1
EDUC 7741	Educational Research	3
MGE 7710	Multicultural Perspectives in the Social Contexts of Middle Grades	3
EDUC 7701	Advanced Studies in Learning	3
MGE 7752	Multiple Literacies in Schools and Communities	3
EDUC 7711	Integrating Technology in Education	3
TEACHING FIELD (Select one major and one minor teaching field from language arts, mathematics, science and social studies. The major teaching field requires 9 credit hours of course work and the minor teaching field requires 6 credit hours of course work as detailed below.)		15
Major in Language Arts		
ENED 7750	Current Issues in Middle Grades English/Language Arts	(3)
Electives	Two language arts electives selected with advisor approval	(6)
Major in Mathematics		
MAED 7750	Current Issues in Middle Grades Mathematics	(3)
Electives	Two mathematics electives selected with advisor approval	(6)
Major in Science		
SCED 7750	Contemporary Issues in Middle Grades Science	(3)
Electives	Two science electives selected with advisor approval	(6)
Major in Social Studies		
SSED 7750	Current Issues in Social Science Education	(3)
Electives	Two social studies electives with advisor approval	(6)

76 Graduate Programs in Education

(Middle Grades Education - cont'd)

Minor in Language Arts

ENED 7750	Current Issues in Middle Grades English/Language Arts	(3)
Electives	One language arts elective selected with advisor approval	(3)

Minor in Mathematics

MAED 7750	Current Issues in Middle Grades Mathematics	(3)
Electives	One mathematics elective selected with advisor approval	(3)

Minor in Science

SCED 7750	Contemporary Issues in Middle Grades Science	(3)
Electives	One science elective selected with advisor approval	(3)

Minor in Social Studies

SSED 7750	Current Issues in Social Science Education	(3)
Electives	One social studies elective with advisor approval	(3)

ELECTIVE To be selected with advisor approval **3**

CAPSTONE EXPERIENCE Thesis Presentation (student will present and defend the thesis.)

PROGRAM TOTAL: 36

Portfolio Program

Credit Hours

PROFESSIONAL SEQUENCE **18**

EDUC 7700	Advanced Seminar in the Teaching Portfolio/Thesis	2
EDUC 7708	Professional Seminar in Education	1
EDUC 7741	Educational Research	3
MGE 7710	Multicultural Perspectives in the Social Contexts of Middle Grades	3
EDUC 7701	Advanced Studies in Learning	3
MGE 7752	Multiple Literacies in Schools and Communities	3
EDUC 7711	Integrating Technology in Education	3

TEACHING FIELD (Select one major and one minor teaching field from language arts, mathematics, science and social studies. The major teaching field requires 9 credit hours of course work and the minor teaching field requires 6 credit hours of course work detailed in the following.) **15**

Major in Language Arts

ENED 7750	Current Issues in Middle Grades English/Language Arts	(3)
Electives	Two language arts electives selected with advisor approval	(6)

Major in Mathematics

MAED 7750	Current Issues in Middle Grades Mathematics	(3)
Electives	Two mathematics electives selected with advisor approval	(6)

Major in Science

SCED 7750	Contemporary Issues in Middle Grades Science	(3)
Electives	Two science electives selected with advisor approval	(6)

Major in Social Studies

SSED 7750	Current Issues in Social Science Education	(3)
Electives	Two social studies electives with advisor approval	(6)

Credit Hours**Minor in Language Arts**

ENED 7750	Current Issues in Middle Grades English/Language Arts	(3)
Electives	One language arts elective selected with advisor approval	(6)

Minor in Mathematics

MAED 7750	Current Issues in Middle Grades Mathematics	(3)
Electives	One mathematics elective selected with advisor approval	(3)

Minor in Science

SCED 7750	Contemporary Issues in Middle Grades Science	(3)
Electives	One science elective selected with advisor approval	(3)

Minor in Social Studies

SSED 7750	Current Issues in Social Science Education	(3)
Electives	One social studies elective with advisor approval	(3)

ELECTIVE To be selected with advisor approval **3**

CAPSTONE EXPERIENCE Portfolio Presentation (student will present and defend the portfolio.)

PROGRAM TOTAL: 36

Comprehensive Examination Program

PROFESSIONAL SEQUENCE **18**

EDUC 7700	Advanced Seminar in the Teaching Portfolio/Thesis	2
EDUC 7708	Professional Seminar in Education	1
EDUC 7741	Educational Research	3
MGE 7710	Multicultural Perspectives in the Social Contexts of Middle Grades	3
EDUC 7701	Advanced Studies in Learning	3
MGE 7752	Multiple Literacies in Schools and Communities	3
EDUC 7711	Integrating Technology in Education	3

TEACHING FIELD (Select one major and one minor teaching field from language arts, mathematics, science and social studies. The major teaching field requires 9 credit hours of course work and the minor teaching field requires 6 credit hours of course work as detailed below.) **15**

Major in Language Arts

ENED 7750	Current Issues in Middle Grades English/Language Arts	(3)
Electives	Two language arts electives selected with advisor approval	(6)

Major in Mathematics

MAED 7750	Current Issues in Middle Grades Mathematics	(3)
Electives	Two mathematics electives selected with advisor approval	(6)

Major in Science

SCED 7750	Contemporary Issues in Middle Grades Science	(3)
Electives	Two science electives selected with advisor approval	(6)

Major in Social Studies

SSED 7750	Current Issues in Social Science Education	(3)
Electives	Two social studies electives with advisor approval	(6)

Minor in Language Arts

ENED 7750	Current Issues in Middle Grades English/Language Arts	(3)
Electives	One language arts elective selected with advisor approval	(3)

Minor in Mathematics

MAED 7750	Current Issues in Middle Grades Mathematics	(3)
Electives	One mathematics elective selected with advisor approval	(3)

Minor in Science

SCED 7750	Contemporary Issues in Middle Grades Science	(3)
Electives	One science elective selected with advisor approval	(3)

Minor in Social Studies

SSED 7750	Current Issues in Social Science Education	(3)
Electives	One social studies elective with advisor approval	(3)

ELECTIVE To be selected with advisor approval

3

CAPSTONE EXPERIENCE Comprehensive Examination

PROGRAM TOTAL: 36

The Master of Education Program of Study in Special Education (Interrelated)

The Master of Education in Special Education (Interrelated) meets the Georgia Professional Standards Commission standards for the degree and is fully accredited by the National Council for Accreditation of Teacher Education (NCATE).

The Master of Education in Special Education (Interrelated) prepares professional learning facilitators with advanced knowledge, skills and understanding of:

- Characteristics, procedures and methods for students with mild disabilities
- Assessment, documentation, communication and modifications for students with mild disabilities
- Ethical services for students with mild disabilities from preschool to adulthood
- Collaborative structures serving students with mild disabilities

The program uses a unique cross-categorical model which reflects the needs of teachers serving students with mild disabilities including Learning Disabilities, Behavior Disorders, and Mental Retardation in P-12 educational settings. The program prepares teachers to meet the educational needs of students representing several different categorical labels within an interrelated special education classroom and/or inclusive general education classroom settings. Course work emphasizes the similarities and highlights the differences among students with mild disabilities and includes a life-span perspective addressing issues from preschool through transition to post-secondary or employment. The course sequence includes linked theory and field experience courses and culminates with a supervised internship.

Applicants for the degree program must be fully or provisionally certified teachers in the State of Georgia and meet the general admission requirements for the Master of Education program. Applicants must demonstrate they have met competencies in human growth and

development, teaching children with exceptionalities, teaching reading, and educational technology. Candidates are admitted in cohort groups each fall and take courses with the cohort group to maximize acquisition of skills and interaction with each other.

The requirements for the degree of Master of Education in Special Education may be met by completing an approved program of 36 semester hours of graduate course work, including preparing and presenting a thesis or portfolio.

Program of Study Special Education (Interrelated)

Credit Hours

PROFESSIONAL SEQUENCE

15

EDUC 7700	Advanced Seminar in the Teaching Portfolio/Thesis	2
EDUC 7708	Professional Seminar in Education	1
EDUC 7741	Educational Research	3
EXC 7735	Current Trends and Legal Issues	3
EXC 7770	Psychoneurology of Exceptional Students	3
EXC 7780	Inclusion Facilitator	3

TEACHING FIELD

18

EXC 7705	Special Education Procedures	3
EXC 7715	Nature/Needs: Students with Mild Disabilities	3
EXC 7720	Behavioral Strategies	3
EXC 7730	Cross-Categorical Assessment of Exceptionality	3
EXC 7760	Curriculum Development in Special Education	3
EXC 7765	Content and Instructional Strategies	3

CAPSTONE EXPERIENCE

3

EXC 7970	Internship (3)
or EXC 7980	Practicum (3)

Thesis or Portfolio Presentation (student will present and defend thesis or portfolio)

PROGRAM TOTAL: 36

Add-On Programs and Endorsements

Kennesaw State University 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. Each of these programs meets the Georgia Professional Standards Commission standards and is fully accredited by the National Council for Accreditation of Teacher Education (NCATE).

Special Education Add-On Programs

The special education add-on programs offered at KSU include Learning Disabilities, Behavior Disorders, Interrelated and Intellectual Disabilities. Each program prepares professional

(Special Education Add-on Programs - cont'd)

learning facilitators with advanced knowledge, skills and their understanding through performance of characteristics, procedures, methods and techniques of assessment for students with learning disabilities, behavior disorders, mild disabilities or intellectual disabilities.

Each program uses a unique cross-categorical model which reflects the needs of teachers serving students with mild disabilities including learning disabilities, behavior disorders, and mental retardation in P-12 educational settings. The program prepares teachers to meet the educational needs of students within a single interrelated special education classroom and/or inclusive general education classroom settings. Course work emphasizes the similarities and highlights the differences among students with mild disabilities and includes a life-span perspective addressing issues from preschool through transition to post-secondary or employment. The course sequence includes linked theory and field experience courses and culminates with a supervised internship.

Applicants for the degree program must be fully or provisionally certified teachers in the State of Georgia and meet the general admission requirements for non-degree graduate studies. Applicants must demonstrate they have met competencies in human growth and development, teaching children with exceptionalities, teaching reading, and educational technology. Candidates are admitted in cohort groups each fall and take courses with the cohort group to maximize acquisition of skills and interaction with each other.

Learning Disabilities Add-On Program

The Learning Disabilities Add-On Program prepares professional learning facilitators with advanced knowledge of characteristics, procedures, methods and techniques of assessment for students with learning disabilities.

		<i>Credit Hours</i>
EXC 7705	Special Education Procedures	3
EXC 7715	Nature/Needs: Students with Mild Disabilities	3
EXC 7720	Behavioral Strategies	3
EXC 7730	Cross-Categorical Assessment of Exceptionality	3
EXC 7750	Language Learning	3
EXC 7760	Curriculum Development in Special Education	3
EXC 7765	Content and Instructional Strategies	3
EXC 7770	Psychoneurological and Medical Issues in Special Education	3
EXC 7970	Internship (3)	3
<u>or</u> EXC 7980	Practicum (3)	

PROGRAM TOTAL: 27

Behavior Disorders Add-On Program

The Behavior Disorders Add-On Program prepares professional learning facilitators with advanced knowledge of characteristics, procedures, methods and techniques of assessment for students with behavioral disorders.

		<i>Credit Hours</i>
EXC 7705	Special Education Procedures	3
EXC 7715	Nature/Needs: Students with Mild Disabilities	3
EXC 7720	Behavioral Strategies	3
EXC 7730	Cross-Categorical Assessment of Exceptionality	3

		<i>Credit Hours</i>
EXC 7740	Behavior Analysis	3
EXC 7745	Social Skills Strategies	3
EXC 7760	Curriculum Development in Special Education	3
EXC 7765	Content and Instructional Strategies	3
EXC 7970	Internship (3)	3
<u>or</u> EXC 7980	Practicum (3)	

PROGRAM TOTAL: 27

Interrelated Add-On Program

The Interrelated Add-On Program prepares professional learning facilitators with advanced knowledge of characteristics, procedures, methods and techniques of assessment for students with mild disabilities.

		<i>Credit Hours</i>
PROFESSIONAL SEQUENCE		
EXC 7705	Special Education Procedures	3
EXC 7715	Nature/Needs: Students with Mild Disabilities	3
EXC 7720	Behavioral Strategies	3
EXC 7730	Cross-Categorical Assessment of Exceptionality	3
EXC 7760	Curriculum Development in Special Education	3
EXC 7765	Content and Instructional Strategies	3
EXC 7770	Psychoneurological and Medical Issues in Special Education	3
EXC 7780	Inclusion Facilitator	3
EXC 7970	Internship (3)	3
<u>or</u> EXC 7980	Practicum (3)	

PROGRAM TOTAL: 27

Intellectual Disabilities Add-On Program

The Intellectual Disabilities Add-On Program prepares professional learning facilitators with advanced knowledge of characteristics, procedures, methods and techniques of assessment for students with intellectual disabilities.

		<i>Credit Hours</i>
PROFESSIONAL SEQUENCE		
EXC 7705	Special Education Procedures	3
EXC 7715	Nature/Needs: Students with Mild Disabilities	3
EXC 7720	Behavioral Strategies	3
EXC 7725	Education of Students with Severe Disabilities	3
EXC 7730	Cross-Categorical Assessment of Exceptionality	3
EXC 7740	Behavior Analysis	3
EXC 7750	Language Learning	3
EXC 7760	Curriculum Development in Special Education	3
EXC 7765	Content and Instructional Strategies	3
EXC 7797	Internship	3
<u>or</u> EXC 7798	Practicum	

PROGRAM TOTAL: 30

Gifted Education

The gifted education endorsement prepares certified teachers to teach in gifted programs and classrooms and to work with gifted students in regular classrooms. The program includes course work in characteristics of gifted children, methods and materials for teaching gifted children, assessment of gifted children and curriculum development and program design in gifted education. The program consists of twelve semester hours.

		<i>Credit Hours</i>
EDUC 7761	Characteristics of Gifted Children	3
EDUC 7762	Methods & Materials for Teaching Gifted Children	3
EDUC 7763	Assessment of Gifted Children & Youth*	3
EDUC 7764	Curriculum Development & Program Design in Gifted Education	3

PROGRAM TOTAL: 12

* This course must be taken by students who do not have previous course work in educational measurement. Course equivalencies will be evaluated on a case-by-case basis.

Teacher Support Specialist

The Teacher Support Specialist endorsement prepares certified teachers to supervise student teachers assigned to their classrooms and to serve in the role of mentor or peer coach. The program includes an on-campus course in supervision for student teaching and internship under the direction of Kennesaw State University faculty completed in the teacher's classroom. To qualify for admission, applicants must have at least three years of full time teaching experience and must be recommended by the building principal for the program. The program consists of twelve semester hours.

		<i>Credit Hours</i>
EDUC 7771	Teacher Support Specialist	3
EDUC 7772	Internship for Teacher Support Specialist	3

PROGRAM TOTAL: 6**English to Speakers of Other Languages (ESOL)**

The English to Speakers of Other Languages endorsement prepares certified teachers to teach in ESOL classrooms and to work with students in regular classrooms who are native speakers of other languages. The program includes course work in cultural issues, applied linguistics and methods and materials for teaching ESOL. The program consists of nine semester hours.

		<i>Credit Hours</i>
EDUC 7781	Cultural Issues for ESOL/Bilingual Teacher	3
EDUC 7782	Applied Linguistics for ESOL/Bilingual Teacher	3
EDUC 7783	Methods & Materials for Teaching ESOL	3

PROGRAM TOTAL: 9

Graduate Education Course Descriptions

Early Childhood Education (ECE)

ECE 7702. Historical and Contemporary Influences in Early Childhood Education. 3-0-3.

Prerequisite: Admission to graduate studies.

This course emphasizes the analysis and critical review of historical and contemporary early childhood program models, their impact and current relevance and influence on schools and teaching practices. Attention is given to the purpose (and the function) of prominent early childhood programs.

ECE 7703. Families and Schools in a Pluralistic Society. 3-0-3.

Prerequisite: Admission to graduate studies.

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 7704. Trends and Issues in Language Arts for Early Childhood. 3-0-3.

Prerequisite: EDUC 7741.

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 7705. Trends and Issues in Mathematics for Early Childhood Education. 3-0-3.

Prerequisite: EDUC 7741.

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 7706. Trends and Issues in Science for Early Childhood Education. 3-0-3.

Prerequisite: EDUC 7741.

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 7707. Trends and Issues in Social Studies for Early Childhood Education. 3-0-3.

Prerequisite: EDUC 7741.

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 7709. Theory of Play. 3-0-3.

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 7710. Language Development of the Young Child. 3-0-3.

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 7716. Diagnosis and Correction of Reading Problems. 3-0-3.

Prerequisite: Admission to graduate study.

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 7731. Survey of the Social Sciences. 3-0-3.

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 7741. Music in the Elementary School. 3-0-3.

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.

Education (EDUC)

EDUC 7700. Advanced Seminar in the Teaching Portfolio/Thesis. 2-0-2.

Prerequisite: Admission to program. Corequisite: EDUC 7708.

A seminar for masters level students in early childhood education, middle grades education and special education degree programs. 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 7701. Advanced Studies in Learning. 3-0-3.

Prerequisite: Admission to graduate program.

An in-depth study of historical and contemporary theories of learning, intelligence, and motivation, and their relationship to educational issues and problems facing the early childhood, middle grades and special education teacher. Particular focus will be on various disciplines and methods to examine issues and problems and the application of these in the field setting.

EDUC 7708. Professional Seminar in Education. 1-0-1.

Prerequisite: Admission to M.Ed. Program. Corequisite: EDUC 7700.

A seminar providing for interactive discussion about professional education topics such as professionalism, grant writing, writing for professional journals, developing presentations for professional organizations, legal issues, political influences, and other contemporary issues influencing education.

EDUC 7711. Integrating Technology in Education. 3-0-3.

Prerequisite: ECE 2303 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 7713. Literature in the School Program. 3-0-3.

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 7716. Reading in the Elementary School. 3-0-3.

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 7718. Reading in the Content Fields. 3-0-3.

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 7736. Art in the Elementary School. 3-0-3.

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 7741. Educational Research. 3-0-3.

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 7746. 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 7761. Characteristics of Gifted Children. 3-0-3.

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. Proof of professional liability insurance is required prior to field experience placement.

EDUC 7762. Methods and Materials for Teaching Gifted Children. 3-0-3.

Prerequisite: Admission to graduate study and EDUC 7761 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 7763. Assessment of Gifted Children and Youth. 3-0-3.

Prerequisite: Admission to graduate studies, EDUC 7761 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 7764. Curriculum Development and Program Design in Gifted Education. 3-0-3.

Prerequisite: EDUC 3308 or equivalent.

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 7771. Teacher Support Specialist. 3-0-3.

Prerequisite: None.

This course is designed to provide the theoretical and practical basis for serving in the role of teacher support specialist to an intern, beginning teacher or peer teacher. Three years teaching experience and principal's recommendation are required.

EDUC 7772. Internship in Teacher Support Specialist. 3-0-3.

Prerequisite: EDUC 7771.

This course is an extension of EDUC 7771 and will provide opportunities for teacher supervision/support through a structured internship. Requires employment in educational settings grades K-12. Proof of professional liability insurance is required prior to field experience placement.

EDUC 7781. Cultural Issues for ESOL/Bilingual Teacher.* 3-0-3.

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 7782. Applied Linguistics for ESOL/Bilingual Teacher.* 3-0-3.

Prerequisite: EDUC 781 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 7783. Methods and Materials for Teaching ESOL.* 3-0-3.

Prerequisite: EDUC 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 7950. Directed Study (repeatable). 1-9.

Prerequisite: Permission of adviser, instructor and department chair.

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

EDUC 7980. Practicum (repeatable). 0-3-3.

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. Proof of professional liability insurance is required prior to field experience placement. Proof of professional liability insurance is required prior to field experience placement.

EDUC 7900. Special Topics (repeatable). 1-9.

Prerequisite: Permission of adviser and instructor.

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

EDUC 7990. Masters's Thesis (repeatable). 1-9.

Prerequisite: Admission to Graduate Study and permission of the thesis committee chair.

Supervised development and preparation of thesis.

Exceptional Children (EXC)**EXC 7705. Special Education Procedures. 3-0-3.**

Prerequisite: Admission to Special Education Program.

This course focuses on understanding national and state laws, policies and procedures in special education programs. 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. Communication skills required to engage other professionals and parents in the implementation of special education programs are included. Clinical issues and professional ethics are addressed.

EXC 7715. Nature/Needs: Students with Mild Disabilities. 2-3-3.

Prerequisite: Admission to Special Education Program and Co-enrollment in EXC 7705.

This course focuses on systematic analysis of the physical, affective, behavioral and educational development 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. Clinical applications in a field site are included. Proof of professional liability insurance is required for clinical placement.

EXC 7720. Behavioral Strategies. 3-0-3.

Prerequisite: Admission to graduate studies.

This purpose of this course is to promote the development of the teacher's own philosophy of classroom management. The course provides a range of theoretical perspectives on classroom management from which the teacher's philosophy is developed. The application of learning and behavioral theories and procedures for planning and evaluating behavioral change strategies are included.

EXC 7725. Education of Students with Severe Disabilities. 4-5-5.

Prerequisite: EXC 7715 and EXC 7740.

This course focuses on a systematic analysis of the physical, affective, behavioral and educational problems of individuals with severe disabilities (intellectual 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 and assistive technology. Proof of professional liability insurance is required prior to field experience placement.

EXC 7730. Cross-categorical Assessment of Exceptionality. 3-0-3.

Prerequisite: EXC 7705 and EXC 7715.

The course covers standardization, issues and vocabulary in assessment. Students develop competencies in administration and interpretation of norm-referenced tests and development, administration and interpretation of criterion-referenced, curriculum-based, observation, checklist/rating scale, authentic and informal assessments. Special emphasis is placed on screening eligibility, instructional decision-making and documentation applications in special education.

EXC 7735. Current Trends and Legal Issues. 3-0-3.

Prerequisite: EXC 7505 and EDUC 7741.

This course focuses on current legal and research issues affecting special education programs. The emphasis is on preparing teachers to participate in development and implementation of reform efforts in special education. Analysis of research data and litigative foundations are included.

EXC 7740. Behavior Analysis. 3-0-3.

Prerequisite: EXC 7720.

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

EXC 7745. Social Skills Strategies. 3-0-3.

Prerequisite: EXC 7720 and EXC 7740.

This course focuses on means of reducing inappropriate behaviors through a multifaceted pro-social skills curricula.

EXC 7750. Language Learning. 3-0-3.

Prerequisite: EXC 7715.

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

EXC 7760. Curriculum Development in Special Education. 3-0-3.

Prerequisite: EXC EXC 7715, EXC 7730.

This course provides focuses on curriculum planning and organizing for instruction of students with special educational needs in self-contained, resource, team-taught content, and inclusive classrooms. Collaborative models of curriculum development are emphasized.

EXC 7765. Content and Instructional Strategies. 2-3-3.

Prerequisite: EXC 7730 and EXC 7760.

This course focuses on the application of cognitive psychology and special education teacher effectiveness research for instruction of students with mild disabilities. Means of modifying presentation, response, evaluation, materials and use of media and technology to enhance teacher effectiveness with exceptional students are addressed. Proof of professional liability insurance is required prior to field experience placement.

EXC 7770. Psychoneurological and Medical Issues in Special Education. 3-0-3.

Prerequisite: EXC 7715 and EXC 7730.

This course focuses on the psychological and neurological and medical bases of learning and behavioral differences exhibited by exceptional students. The link between psychological and neurological, and medical differences and performance in school will be explored to identify differential programming needs for these students. Multi-disciplinary collaboration, service coordination and preparation for addressing medical needs within the classroom setting will be emphasized.

EXC 7780. Inclusion Facilitator. 3-0-3.

Prerequisite: EXC 7705.

This course focuses on development of collaborative and consultation skills for working with parents, regular education teachers, special education teachers, support personnel, community resource personnel and others to facilitate delivery of appropriate services for special education students.

EXC 7970. Internship. 0-3-3.

Prerequisite: Completion of all other requirements in the Special Education Program and approval of department. Contracted employment teaching individuals with mild disabilities under a temporary teaching credential.

A full-time supervised teaching experience for teachers seeking to add-on a special education area to a Georgia teaching certificate. May be repeated. Proof of professional liability insurance is required prior to field experience placement.

EXC 7980. Practicum. 0-3-3.

Prerequisite: Completion of all other requirements in a special education program and approval of department.

A full-time supervised teaching experience for teachers seeking to add-on a special education area to a Georgia teaching certificate. 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 university supervisor. Students will be evaluated on professional conduct including provision of an appropriate role model for minors; appropriate curriculum development, instructional technique, assessment and implementation; ability to fulfill every aspect of the full teaching role. May be repeated. Proof of professional liability insurance is required prior to field experience placement.

Middle Grades Education (MGE)

MGE 7710. Multicultural Perspectives in the Social Contexts of Middle Grades. 3-0-3.

Prerequisite: Admission to graduate studies.

This course is designed to examine critical issues in the field of education with a major focus on middle grades. Fundamental issues, such as the purposes of education, the control of schooling, moral development, and the establishment of a productive learning environment for diverse learners will be

examined. Special attention will be focused on approaches for integrating multicultural perspectives into the middle school program. Students will also examine current issues such as home schooling, dropout prevention, and school choice.

MGE 7752. Multiple Literacies in Schools and Communities. 3-0-3.

Prerequisite: Admission to graduate studies.

Students will develop a foundational understanding of the multiple, often competing, conceptions of literacy that can foster or impede learning in middle grades classrooms. Literacy practices in homes, schools and the larger communities will be observed and interpreted with an emphasis on their implications for effective teaching. The ways that an individual student's literacy practices may be shaped by gender, social class and ethnicity will be considered, including, in particular, issues associated with ESL learners and Ebonics.

Teaching Field Courses

Anthropology (ANTH)

ANTH 7900. Special Topics (repeatable). 1-9.

Prerequisite: Approval of adviser, instructor and department chair prior to registration.

Special topics of interest to faculty and students.

ANTH 7950. Directed Study (repeatable). 1-9.

Prerequisite: Approval of adviser, instructor and Department Chair prior to registration.

Special topics of interest to faculty and students.

Chemistry (CHEM)

CHEM 7900. Special Topics (repeatable). 1-9.

Prerequisite: Permission of adviser and instructor.

Exploration of a specifically designed topic.

CHEM 7950. Directed Study (repeatable). 1-9.

Prerequisite: Permission of adviser, instructor and department chair.

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 7701. Topics in Literature. 3-0-3.

Prerequisite: None.

A treatment of themes and issues in English and/or American and/or World literature. Students will read selected works and consider applications at appropriate grade levels.

ENGL 7709. Workshop for Teachers of Writing. 3-0-3.

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 7710. Writing on Teaching. 3-0-3.

Prerequisite: Teaching experience; graduate course work in educational research or in writing.

A collaborative workshop for educators preparing to write about teaching. Students in the course will develop individual writing projects for submission to venues publishing such genres as teacher research, curriculum development stories, experienced-based writing about classrooms, and scholarship on teaching.

ENGL 7711. Multicultural Perspectives in Literature in English. 3-0-3.

Prerequisite: None.

Collaborative examination of multicultural literature. Genres studied include fiction, poetry, drama and nontraditional texts (e.g., film, oral performance). Students will explore primary and secondary sources to use in their teaching. The class will culminate in individual designs of multicultural units for the classroom.

ENGL 7721. Figures in Literature. 3-0-3.

Prerequisite: None.

A study of the work of one or more significant authors. Attention will be given to classroom teaching of appropriate texts.

ENGL 7731. Survey of Applied Linguistics. 3-0-3.

Prerequisite: None.

A study of rhetoric with an emphasis on its application to teaching writing in the schools. While developing their own writing abilities, students will consider links between rhetorical theory and teaching practice.

ENGL 7735. Rhetoric for Teachers. 3-0-3.

Prerequisite: None.

A study of the basic principles of rhetoric, including a survey of the history of composition studies and current issues in the field. While developing their own ability as writers, students will explore connections between rhetorical theory and approaches for teaching writing.

ENGL 7741. Technology and Media in English and Language Arts. 3-0-3.

Prerequisite: None.

Focus on the current effects and potential of technology and multimedia 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 instructional programs.

ENGL 7751. Critical Theory and English Studies. 3-0-3.

Prerequisite: None.

A practical study of critical theory. This course provides insight into a variety of ways to read, interpret and teach literature and other texts.

ENGL 7900. Special Topics (repeatable). 3-0-3.

Prerequisite: None.

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

ENGL 7950. Directed Study (repeatable). 3-0-3.

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 special course. This course is not an individually scheduled offering of a regular course, but a unique study designed by the student to address individual needs and interests.

English Education (ENED)

ENED 7750. Current Issues in Middle Grades English/Language Arts. 3-0-3.

Prerequisite: None.

A survey of ongoing debates and recent research in P-12 English/Language Arts instruction, especially in the middle grades. Topics may include skills-based versus whole language curricula, standards and assessment in Language Arts, and strategies for action research at the classroom level.

Geography (GEOG)

GEOG 7701. People of the World. 3-0-3.

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 7900. Special Topics (repeatable). 1-9.

Prerequisite: Permission of adviser and instructor.

Special topics of interest to faculty and students.

GEOG 7950. Directed Study. (repeatable). 1-9.

Prerequisite: Approval of instructor, adviser and department chair prior to registration.

This course covers special topics external to regular course offerings.

History (HIST)

HIST 7710. Local History Research and Resources. 3-0-3.

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 7720. Continuity and Change in Selected Nation/State. 3-0-3.

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 7730. Minorities in America. 3-0-3.

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 7900. Special Topics (repeatable). 1-9.

Prerequisite: Permission of adviser and instructor.

Exploration of a specifically designed topic.

HIST 7950. Directed Study (repeatable). 1-9.

Prerequisite: Permission of adviser, instructor and department chair.

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 7700. Elementary Set Theory. 3-0-3.

Prerequisite: Admission to graduate studies.

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 7701. History of Mathematics. 3-0-3.

Prerequisite: Admission to graduate studies.

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 7712. Discrete Mathematics for Teachers. 3-0-3.

Prerequisite: Admission to graduate studies.

This is an application-oriented course that introduces a variety of discrete mathematical topics such as finite graphs, matrices, recursion, counting, probability, and modular arithmetic. It is designed to reflect current recommendations of the MAA and NCTM for the preparation and development of mathematics teachers.

MATH 7713. Data Analysis for Teachers. 3-0-3.

Prerequisite: Admission to graduate studies.

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 7714. Geometry from Multiple Perspectives. 3-0-3.

Prerequisite: Admission to graduate studies.

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 7715. Mathematical Problem Solving for Teachers. 3-0-3.

Prerequisite: Admission to graduate studies.

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

MATH 7900. Special Topics (repeatable). 1-9.

Prerequisite: Permission of adviser and instructor.

Exploration of a specifically designed topic.

MATH 7950. Directed Study (repeatable). 1-9.

Prerequisite: Permission of adviser, instructor and department chair.

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

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 7724. Shapes and Measures. 3-0-3.

Prerequisite: Admission to graduate studies.

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 7725. Mathematical Exploration, Discovery and Problem Solving for Teachers (P-5). 3-0-3.

Prerequisite: Admission to graduate studies.

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 7750. Current Issues in Middle Grades Mathematics. 3-0-3.

Prerequisite: Admission to graduate studies.

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

MAED 7900. Special Topics (repeatable). 5-0-5.

Prerequisite: Permission of adviser and instructor.

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

MAED 7950. Directed Study (repeatable). 1-9.

Prerequisite: Permission of adviser, instructor and department chair.

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 7723. Patterns & Relations. 3-0-3.

Prerequisite: Admission to graduate studies.

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.

Applied Music (MUAP)

Applied music encompasses the areas of instrumental and vocal performance as well as composition, orchestration and conducting. It is offered for two 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 \$150 per semester. Each course may be repeated for credit, if necessary, until the 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 6631, 6632, 6633, 6634. Performance.
(1 hour instruction - 2 hours credit)

MUAP 7731, 7732, 7733, 7734. Performance.
(1 hour instruction - 2 hours credit)

Music (MUSI)

MUSI 7900. Special Topics in Music. 1-3 credit hours.

Prerequisite: Approval of instructor and department chair.

Selected special topics of interest to students and faculty.

MUSI 7950. Directed Study. 1 - 9 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 6660. (MUED 6660/01 through 6660/15). 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.

Political Science (POLS)

POLS 7705. Political Ideologies. 3-0-3.

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 7900. Special Topics (repeatable). 1-9.

Prerequisite: Permission of adviser and instructor.

Exploration of a specifically designed topic.

POLS 7950. Directed Study (repeatable). 1-9.

Prerequisite: Permission of adviser, instructor and department chair.

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 7726. Life Science for Teachers. 3-0-3.

Prerequisite: Admission to graduate studies.

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 7727. Physical Science for Teachers. 3-0-3.

Prerequisite: Admission to graduate studies.

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 7728. Earth Science for Teachers. 3-0-3.

Prerequisite: Admission to graduate studies.

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 7729. Space Science. 3-0-3.

Prerequisite: Admission to graduate studies.

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 7900. Special Topics (repeatable). 1-9.

Prerequisite: Will vary as to topic. See schedule of credit courses. Requires permission of adviser and instructor.

Exploration of a specifically designed topic.

SCI 7950. Directed Study (repeatable). 1-9.

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 7750. Contemporary Issues in Middle Grades Science. 3-0-3.**

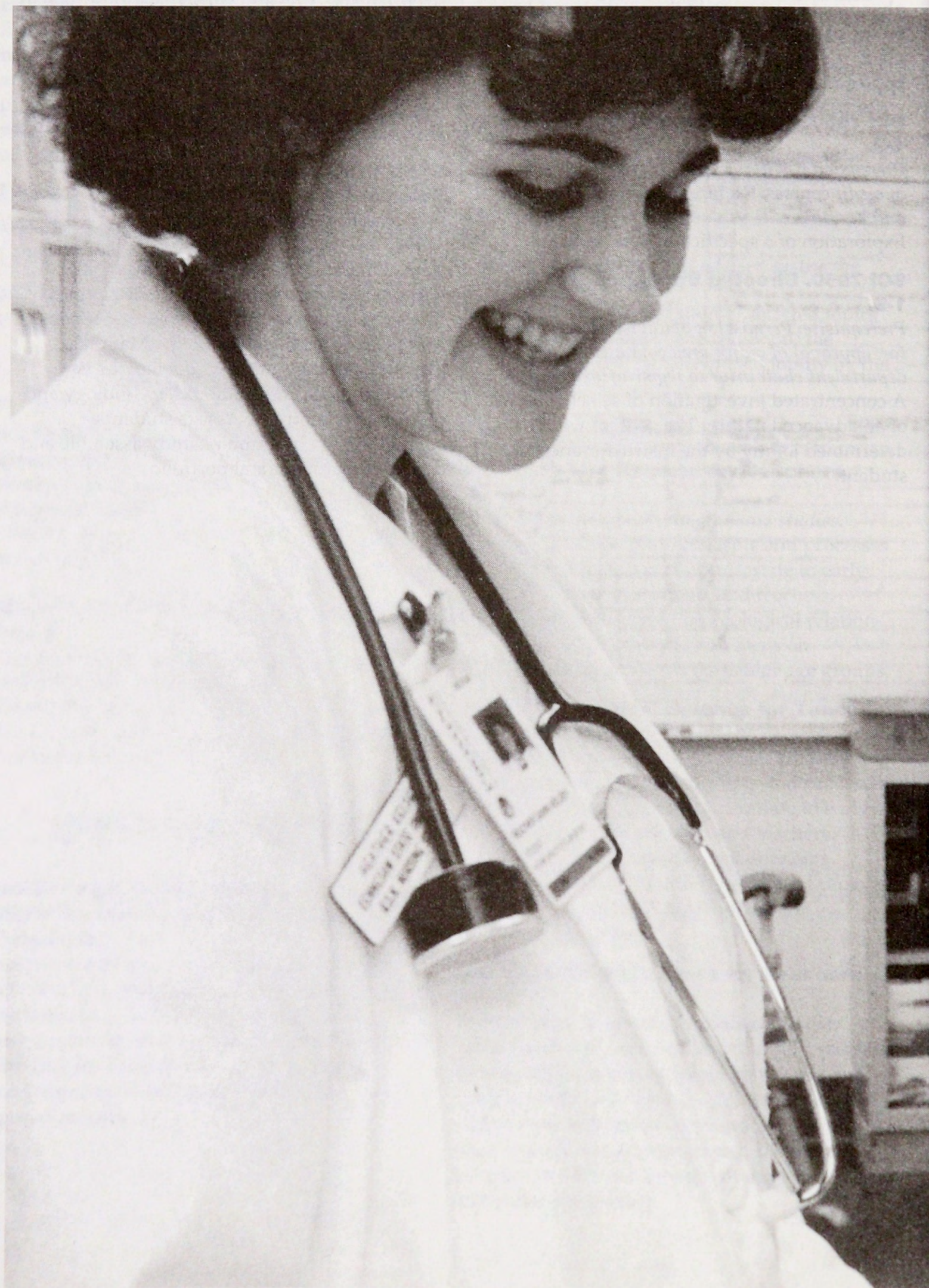
Prerequisite: 6 hours at the graduate level.

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.

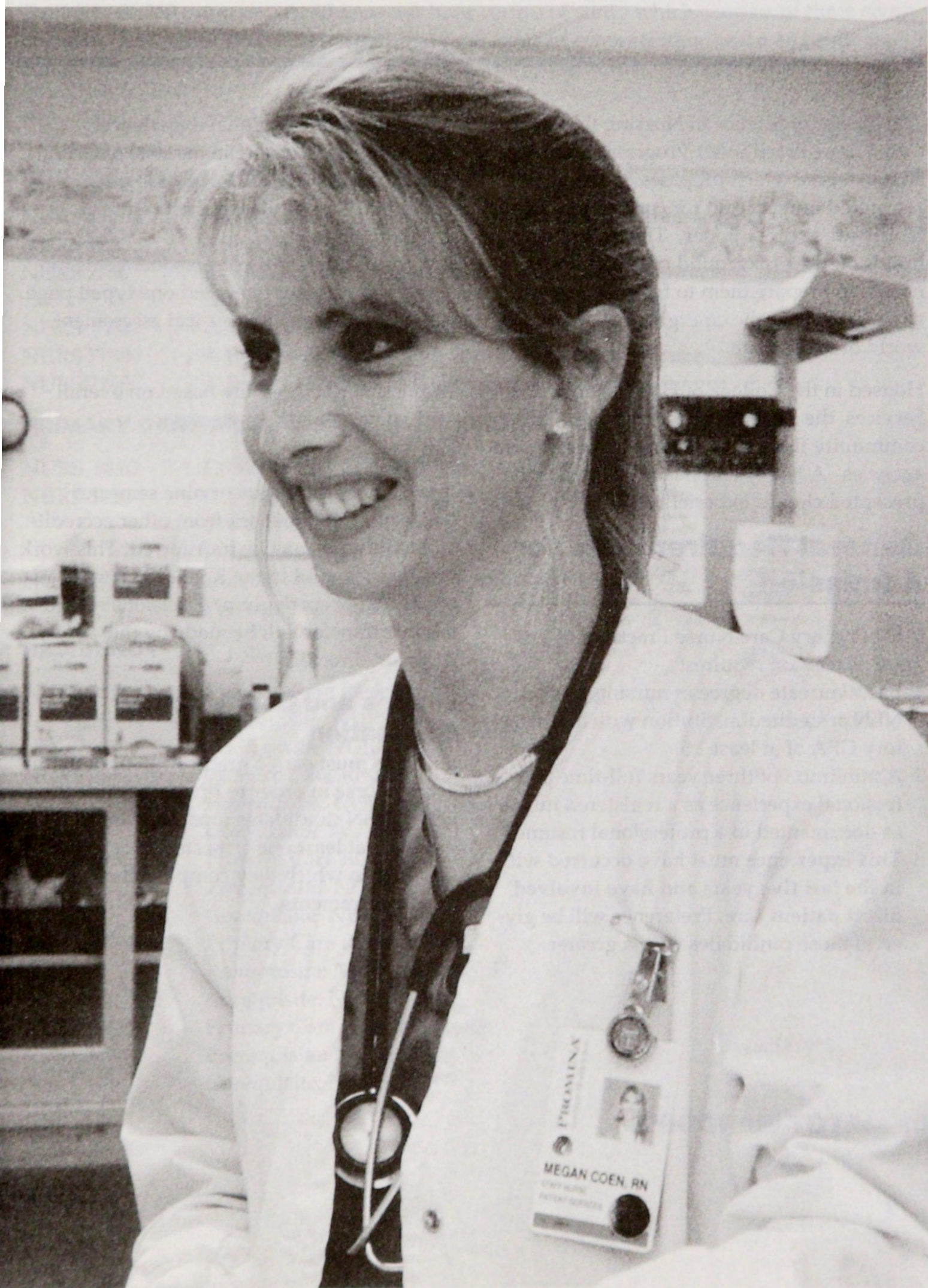
Social Science Education (SSED)**SSED 7750. Current Issues in Social Science Education. 3-0-3.**

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.



Graduate Programs in Health and Human Services



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 College of Health and Human Services, the MSN program maintains close community ties with a variety of health care agencies. A heavy emphasis is placed upon 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. A minimum total score of 1350 on the General Test of the Graduate Record Examination.
5. A formal statement of personal goals for the program not to exceed one typed page.
6. An undergraduate physical assessment course.

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

Transfer credit

Up to 15 quarter hours or nine semester hours of graduate work from other accredited institutions may be transferred. This work must correspond to the Kennesaw State University MSN curriculum. Decisions regarding this transfer will be made by the program director.

Grades and Candidacy for Graduation

Students must earn a grade of **B** or better in every course in order to progress in the program. MSN candidates must petition to graduate at least one semester prior to the semester in which they complete their degree requirements.

The MSN Primary Care Nurse Practitioner Program of Study

The MSN PCNP program is a 40 semester hour course of study which consists of three components: A 14 credit core, a 8 credit primary care area of concentration, and a 18 credit residency.

		<i>Credit Hours</i>
COURSE DESIGNATION CORE COURSES		14
NURS 7710	Professional Role Development and Health Care Issues	2
NURS 7720	Advanced Practice Theory	2
NURS 7730	Advanced Health Assessment, Health Maintenance, and Health Promotion Across the Life Span	4
NURS 7740	Research Applications in Nursing	2
NURS 7750	Advanced Pharmacology for the Nurse Practitioner	2
NURS 7760	Advanced Pathophysiology for the Nurse Practitioner	2
PRIMARY CARE AREA OF CONCENTRATION		8
NURS 8810	Clinical Management of Common Health Conditions	3
NURS 8820	Clinical Management of Selected Complex Health Conditions	3
	Prerequisite: NURS 8810	
NURS 8830	Clinical Management of Reproductive Health	2
	Prerequisite: NURS 7730	
RESIDENCY		18
NURS 8850	Primary Care Residency I	4
	Prerequisite: NURS 7730	
	Corequisite: NURS 8810	
NURS 8851	Primary Care Residency II	4
	Prerequisite: NURS 8850; 8810	
	Corequisite: NURS 8820	
NURS 8852	Primary Care Residency III	4
	Prerequisite: NURS 8851; 8820	
	Corequisite: NURS 8830	
NURS 8853	Primary Care Residency IV	4
	Prerequisite: NURS 8852; 8830	
	Corequisite: NURS 8854	
NURS 8854	Primary Care Clinical Project	2
	Prerequisite: NURS 8852	
	Corequisite: NURS 8853	

PROGRAM TOTAL: 40

Master of Science in Nursing Course Descriptions

NURS 7710. Professional Role Development and Health Care Issues. 2-0-2.

Prerequisite: Admission to MSN Primary Care NP Program.

Within this course, 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 processes are investigated. The standards and regulations governing the practice of nurse practitioners are examined.

NURS 7720. Advanced Practice Theory. 2-0-2.

Prerequisite: Admission to MSN Program

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.

NURS 7730. Advanced Health Assessment, Health Maintenance and Promotion Across the Life Span. 2-6-4.

Prerequisite: Admission to MSN Program.

This course is designed to develop the student's skill and critical appraisal of the history and physical examination of clients of all age groups. Health promotion, risk screening and disease prevention are emphasized while clinical strategies and interventions are critiqued utilizing research and theoretical data. The clinical practicum provides experiences in primary care settings designed for health promotion and health maintenance of individuals and families allowing students to develop their assessment, interpretive and diagnostic competencies.

NURS 7740. Research Applications in Nursing. 3-0-3.

Prerequisite: Admission to MSN Program.

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 primary care health promotion or disease prevention problem in the selected area.

NURS 7750. Advanced Pharmacology for the Nurse Practitioner. 2-0-2.

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

NURS 7760. Advanced Pathophysiology for the Nurse Practitioner. 2-0-2.

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.

NURS 8810. Clinical Management of Common Health Conditions. 3-0-3.

Prerequisite: NURS 7730.

This course emphasizes the common health conditions of individuals in all age groups and families that are frequently encountered in primary care settings with a focus on the client's clinical presentation, underlying causes and appropriate management. The impact of health problems on the family unit is also explored.

NURS 8820. Clinical Management of Selected Complex Health Conditions. 3-0-3.

Prerequisite: NURS 7730; NURS (GNP) 8810.

This course addresses the more complex health conditions encountered across the life-span in primary care settings. Client's clinical presentation, underlying causes and appropriate treatment are explored. The nurse practitioner's role in the management of complex health conditions is emphasized with attention protocol development, referral, follow-up and the use of appropriate client education resources.

NURS (GNP) 8830. Clinical Management of Reproductive Health. 2-0-2.

Prerequisite: NURS 7730.

This course focuses on the health care needs of essentially healthy women throughout the reproductive years and beyond. Emphasis is placed on the clinical management of common health problems of women, well pregnant

women and the care of the newborn. Appropriate referral and follow-up care for more complex health problems and high risk pregnancy are explored.

NURS 8850. Primary Care Residency I. 1-9-4.

Prerequisite: NURS 7730.

This course consists of an introductory practicum with a nurse practitioner, physician assistant or physician preceptor approved by NP faculty. Beginning clinical management skills are the focus of the course. The theory component emphasizes student case study presentation and critique.

NURS 8851. Primary Care Residency II. 1-9-4.

Prerequisite: NURS 8850; 8810.

A continuation of the practicum experience with appropriate preceptors. Improved clinical management skills are an expectation in a variety of primary care clinical sites. The case study methodology is continued.

NURS 8852. Primary Care Residency III. 1-9-4.

Prerequisite: NURS 8851; NURS 8820.

A continuation of the practicum experience

with appropriate preceptors. Increasing complex clinical management skills are an expectation in a variety of appropriate primary care clinical sites. The case study methodology is continued.

NURS 8853. Primary Care Residency IV. 1-9-4.

Prerequisite: NURS 8852; NURS 8830.

This course is the capstone practicum experience in which students synthesize all elements of their clinical management skills. Competence in the clinical management of health conditions frequently encountered in primary care in all age groups is an expectation.

NURS 8854. Primary Care Clinical Project. 2-0-2.

Prerequisite: NURS 8852.

The clinical project provides the student with the opportunity to synthesize and apply acquired knowledge and skills in a primary care focused project related to the role of the nurse practitioner in research, health promotion, and community education. The student identifies a problem/need and designs a project that will improve the health care of a specific population.



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. Additional resources of special importance to program faculty and students are the Department's Center for Nonprofit and Public Leadership and the University's A. L. Burruss Institute of Public Service which provide community services and technical assistance to nonprofit and public 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 nine semester 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 semester prior to completion of their degree requirements.

The Master of Public Administration Program of Study

The MPA Program is a 36 semester-hour course of study which consists of three components: A 7-course core curriculum required of all students (21 hours); a 4-course concentration of the student's choice (12 hours); and a 2-course set of professional exercises (3 hours).

Credit Hours

MPA CORE CURRICULUM

21

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 6200	Fundamentals of Public Administration
PAD 6250	Research Methods & Computer Applications
PAD 6300	Public Organization Theory
PAD 6350	Public Service Budgeting
PAD 6400	Ethical Management in Public Service
PAD 6450	Governmental Relations
PAD 6500	Policy Analysis

MPA CONCENTRATIONS

12

The concentration courses enable students to prepare themselves for professional careers in the public and nonprofit sectors. Choosing from the following courses, as well as selected ones from other graduate programs, students may construct concentrations that meet their specific career goals in consultation with the program director and faculty.

PAD 7100	Community Services Organizations
PAD 7120	Health Policy
PAD 7150	Contemporary Public Issues
PAD 7170	Criminal Justice Administration
PAD 7200	Managing Staff & Volunteers in Nonprofits
PAD 7250	Leadership in Public Service
PAD 7270	Police Administration
PAD 7370	Corrections Administration
PAD 7400	Development & Fund-raising in Nonprofits
PAD 7450	Administrative Law & Regulation
PAD 7470	Issues in Criminal Justice Administration
PAD 7550	Urban Policy and Administration
PAD 7900	Special Topics
PAD 7950	Directed Studies

MPA PROFESSIONAL EXERCISES

3

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 7980	Public Administration Practicum
PAD 7990	Capstone Seminar

PROGRAM TOTAL: 36

**Master of Public Administration
(MPA) Course Descriptions**

PAD 6200. Fundamentals of Public Administration. 3-0-3.

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 6250. Research Methods and Computer Applications. 3-0-3.

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 6300. Public Organization Theory. 3-0-3.

Prerequisite: Admission to graduate study.

Offers conceptual and practical perspectives for understanding and managing organizations. A spectrum of theories of organization will be examined. The concepts and issues to be discussed include mechanical and organismic aspects of organizations, organizational culture and politics, organizational psychodynamics, and recent theories of organizing. The implications of the theories for a reflective practice will be the focus of class discussions.

PAD 6350. Public Service Budgeting. 3-0-3.

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 6400. Ethical Management in Public Services. 3-0-3.

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 6450. Governmental Relations. 3-0-3.

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 6500. Policy Analysis. 3-0-3.

Prerequisite: PAD 6250.

Deals with the theoretical issues and practical techniques of policy analysis. Focus will be on problem definition, alternative and criteria formulation, and decision making phases of prospective policy analysis. Students will learn to conduct simple analyses for policy decisions. Policy-analytic report writing and other forms of policy communication will also be emphasized.

PAD 7100. Community Services Organizations. 3-0-3.

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 7120. Health Policy. 3-0-3.

Prerequisite: PAD 6200.

Provides an overview of current health policy in the U.S. and government's role in it and how these have evolved in historical perspective. The organization, financing, and delivery of health care will be examined as well as issues such as access and the roles of various health care providers.

PAD 7150. Contemporary Public Issues. 3-0-3.

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 explored and alternative policy solutions will be developed and discussed.

PAD 7170. Criminal Justice Administration. 3-0-3.

Prerequisite: PAD 6200.

This course explores criminal justice administration from a systems approach, encompassing law enforcement, courts, corrections, and the juvenile system. It addresses issues of common concern, such as the effect of the U.S. crack-down on crime, privatization, and other contemporary administration matters.

PAD 7200. Managing Staff and Volunteers in Nonprofits. 3-0-3.

Prerequisite: PAD 6200.

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 7250. Leadership in Public Service. 3-0-3.

Prerequisite: PAD 6200.

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 7270. Police Administration. 3-0-3.

Prerequisite: PAD 6200.

This course explores law enforcement management theory, organizational theory, leadership & organizational control, quality, and evaluation of law enforcement services, interagency relationships and future trends. Particular attention will be given to the relationships among local, state, and federal agencies, as well as law enforcement interaction with print and electronic media.

PAD 7350. Public Finance. 3-0-3.

Prerequisite: PAD 6350.

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 7370. Corrections Administration. 3-0-3.

Prerequisite: PAD 6200.

This course explores corrections management theory, quality and evaluation of corrections services, interagency relationships and the role of corrections in the criminal justice system. Particular attention will be paid to trends in corrections (such as privatization) and the impact of public policy on corrections. Community corrections will be a primary focus of the course.

PAD 7400. Development and Fundraising in Nonprofits. 3-0-3.

Prerequisite: PAD 6200.

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 7450. Administrative Law and Regulation. 3-0-3.

Prerequisite: PAD 6200.

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 7470. Issues in Criminal Justice Administration. 3-0-3.

Prerequisite: PAD 6200.

This course explores societal issues and trends which influence the administration of justice. These include liability issues; labor law applicability to a 24 hour/7 day a week operation; privatization; and diversity. It will address particular attention to the creation and impact of public policy.

PAD 7550. Urban Policy and Administration. 3-0-3.

Prerequisite: PAD 6200.

An introduction to the basic concepts in local government in urban areas and metropolitan issues, this course covers topics such as the development of city and county administration of the U.S., power relations in urban areas, the legal/structural bases of urban policy and administration, and the roles of citizen advocacy and nonprofit organizations in urban policy making. Metropolitan issues such as land-use planning, housing, and transportation will be discussed with particular reference to the social and policy context of the Atlanta metropolitan area.

PAD 7900. Special Topics. 3-0-3.

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 7950. Directed Study. 3-0-3.

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 7980. Public Administration Practicum. 2-0-2.

Prerequisite: Approval of program director.

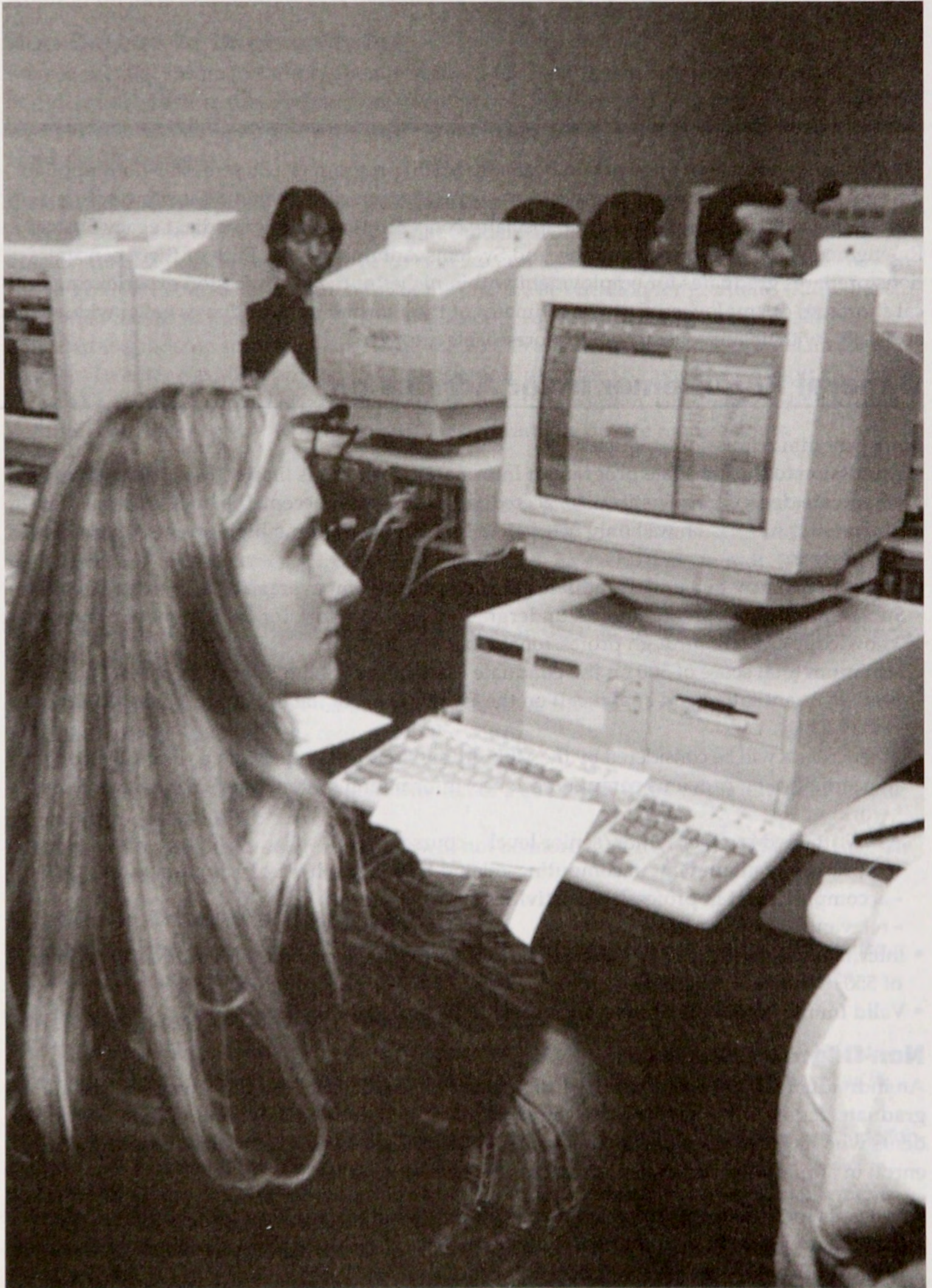
Fieldwork/research project required of all students. Pre-service students must also serve an internship in an organization appropriate to their professional goals. With the guidance of the program director, students will select a suitable topic and develop a proposal. This proposal will include a statement 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 7990. Capstone Seminar. 1-0-1.

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 7980), and presentations will be evaluated by the peers and faculty of the candidates as well as by public service practitioners.

Graduate Program in Information Systems



The Master of Science in Information Systems

The Master of Science in Information Systems (MSIS) program is a 36 semester-hour applied graduate program. Building upon a core of six foundation courses and a capstone policy course, the MSIS program offers four specialty concentrations: Hypermedia, Legacy System Re-engineering, Telecommunications, and Systems Administration. Each of these concentrations prepares graduates for employment within niches of the IT profession experiencing critical shortages of employees. Current estimates of the shortfall of IS graduates nationwide stands at 200,000, with no improvement in the foreseeable future.

General Requirements for Admission

MSIS program admissions requires:

- Admission to the graduate program in Information Systems is limited to holders of the baccalaureate degree from institutions accredited in a manner acceptable by Kennesaw State University. Admission will only be granted to students showing high promise of success in the program.
- Minimum cumulative undergraduate adjusted grade-point average of 2.75 on a 4.0 scale.
- Successful completion of required undergraduate course work (or fulfillment of preparatory knowledge clusters through professional work experience).
- Minimum total score of 500 on the Graduate Management Admission Test (GMAT) or 1350 (verbal, quantitative and analytical) on the General Test of the Graduate Record Examination (GRE).
- Other criteria will be considered by the MSIS Admissions Committee for applicants, including:
 - performance on previous computer science, information systems, and management course work;
 - GPA attained in other junior/senior level course work;
 - certificates of attainment in computing-related training/self-study programs;
 - accomplishment in professional activities; and
 - relevant 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.

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 University, may be admitted as a non-degree student. Students who have earned a baccalaureate degree (or higher) from a recognized institution may enroll in applicable courses if all prerequisites have been taken.

Applicants for non-degree programs 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.

Admission Criteria for Non-Degree Students

- 1) Bachelor's degree from an institution accredited in a manner accepted by KSU;
- 2) Minimum undergraduate grade-point average of 2.5 on a 4.0 scale;
- 3) Valid Immunization Certificate;

Application form and procedure is the same as degree-seeking applicants.

Non-Degree to Degree Status

Degree-seeking students will be given priority in scheduling and admission to classes. If a non-degree student is subsequently accepted into the MSIS degree program, no more than 12 semester hours completed as a non-degree/post baccalaureate student may be applied toward the MSIS degree.

Graduate Credit of Undergraduates

A Kennesaw State University undergraduate student who is within six (6) semester hours of graduation and who has a cumulative GPA of 2.5 and a 3.0 GPA in CSIS coursework 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 Associate Vice President of Scholarship and Graduate Studies. To enter the MSIS program as an undergraduate, the student must submit an acceptable GMAT or GRE score, just as other applicants to the program. Graduate credit taken under this provision may not be used to meet undergraduate degree requirements.

Transfer Credit

A student may transfer up to six (6) semester hours of graduate courses taken at an accredited institution, providing the transfer hours are made prior to the last 30 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:

- The course work was completed at a regionally accredited institution;
- A minimum grade of 'B' was received in the course;
- The course was restricted to graduate students only;
- The content of the course corresponds to that of a course required or permitted in the student's program at KSU; and
- The credit to be considered for transfer will not be more than five years old at the time the student enters.

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 all 8000-level IS courses; and all graduate-level courses.

MSIS Program of Study Preparatory Courses

The MSIS program coursework is developed on the assumption that students will be sufficiently prepared to enter the 8000-level courses. For those students who do not have sufficient preparatory knowledge, several alternatives exist:

- The student may take undergraduate courses in the fundamental technologies and functional areas of information systems;
- The student may take an Advanced Standing Exam to exempt the course. Arrangements for these tests must be made through the program director's office;
- The student may submit a portfolio of work for evaluation for exempting one or more preparatory courses.

Preparatory Knowledge Clusters

Successful admission to the MSIS program requires:

- Basic knowledge of computer information systems, including proficiency in the use of common PC-based software environments, or CSIS 1001;
- Quantitative skills including algebra, calculus, and statistics, or CSIS 3400;
- Object-oriented programming skills, or CSIS 1301 and CSIS 1302;
- Familiarity with systems analysis and design methodologies, including object-oriented, or CSIS 3600;
- Experience using relational or object-based database management systems, or CSIS 3310;
- Knowledge of the principles and common applications of data communications, or CSIS 2520;
- Project management skills, or CSIS 3210.
- Familiarity with modern computer architectures and operating systems or CSIS 3510 and CSIS 3530.

The Master of Science in Information Systems Program of Study

All MSIS graduates will complete the Core Requirements (21 hours), a Collaborative Studies Component (3 hours), and a Concentration (12 hours). The Core Requirements include a capstone IS policy course, IS 8950, which includes a substantial IS project that enables students to summarize and apply their coursework to a real-world system. All coursework will focus on the integration of IS theory into practice.

Credit Hours

CORE REQUIREMENTS

21

IS 8020	Object-Oriented Software Dev. Methods & Technologies	3
IS 8030	Integrated Computing Environments	3
IS 8040	Data Communication Theory and Practice	3
IS 8050	Information Systems Project Management Methods	3
IS 8060	Information Systems Dev. Methods and Technologies	3
IS 8070	Legal and Ethical Issues in Information Systems	3
IS 8950	Information Systems Policy and Strategy (Capstone Experience)	3

COLLABORATIVE STUDIES ELECTIVE

The interdisciplinary focus of information systems requires that graduates possess an organization-spanning perspective on the processes and tasks that are supported by the Information Systems infrastructure. Students may choose from approved course work outside of the College of Science and Mathematics, or a cooperative education or internship experience to fulfill this requirement.

Choose three (3) hours from the following:

3

PRWR 6600	Corporate Visual Communication	3
PRWR 6550	Document Design and Desktop Publishing	3
PRWR 6700	Computers and Communication	3
IS 8916	Cooperative Education	1-3
IS 8918	Internship	1-3

Other graduate courses as approved by the MSIS program director*

*Students may choose from any graduate business courses for which they are eligible to enroll.

SPECIALTY CONCENTRATION

12

Candidates for the Master of Science in Information Systems must complete 12 hours of coursework in a specialty concentration.

SPECIALTY CONCENTRATIONS

I. Hypermedia (Choose 12 hours from the following)

The graduate with a concentration in Hypermedia will complete coursework and projects that emphasize document management, Web site development, data warehousing and transformation techniques (voice, image, text, video, audio, and digital data), hypertext editors and development systems, multimedia development and production techniques, and linking intranet applications to the organization's mission.

			<i>Credit Hours</i>
IS 8222	Hypermedia		3
IS 8224	Human Computer Interface Design		3
IS 8226	Multimedia Systems Design and Implementation		3
IS 8900	Special Topics in Information Systems		1-3
<u>or</u>			
IS 8910	Special Projects in Information Systems		1-3
<u>or</u>			
Elective(s) approved by advisor/program director			

II. Legacy System Re-engineering (Choose 12 hours from the following)

The graduate with a concentration in Legacy System Re-engineering will complete coursework and projects that emphasize the development of a comprehensive organizational plan to transform existing, strategic information systems into maintainable systems, compatible with contemporary software and hardware environments. Conversions from legacy systems to new systems is an enduring theme throughout the industry. This concentration will provide graduates with skills that are unique, timely, and in continuous demand. The latest standards and technology, as well as conversion techniques will be included. IS Methodologies and Project Management techniques that support systems re-engineering will be included. Software quality and maintenance issues, policies, and practices will be studied.

IS 8422	Systems Re-engineering and Change Management		3
IS 8424	Object-Oriented Specifications		3
IS 8426	Advanced Object-Oriented Development Practices		3
IS 8428	Data Conversion and Integration		3
IS 8900	Special Topics in Information Systems		1-3
<u>or</u>			
IS 8910	Special Projects in Information Systems		1-3
<u>or</u>			
Elective(s) approved by advisor/program director			

III. Telecommunications (Choose 12 hours from the following)

The graduate with a concentration in Telecommunications will complete coursework and projects emphasizing those systems environments required to effectively support large and small networking; voice, video, graphics and data integration; application of cellular, wireless, and ISDN technologies, as well as client-server computing. Inter- and Intranet policies and practices will be addressed.

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(Telecommunications Concentration - cont'd)

IS 8622	Computer Network Design and Implementation	3
IS 8624	Interoperability and Integration Issues	3
IS 8626	Telecommunications Policy	3
IS 8900	Special Topics in Information Systems	1-3
<u>or</u>		
IS 8910	Special Projects in Information Systems	1-3
<u>or</u>		
Elective(s) approved by advisor/program director		

IV. Systems Administration (Choose 12 hours from the following)

The graduate with a concentration in Systems Administration will complete coursework and projects in selection and implementation of information systems; effective negotiation and marketing of information technology including human resources; information technology organizations and relationships, database application development methods, documentation practices, interoperability issues, and training of end-users.

IS 8822	Information Systems Integration	3
IS 8824	Database Application Design and Implementation	3
IS 8826	Information Systems Services	3
IS 8900	Special Topics in Information Systems	1-3
<u>or</u>		
IS 8910	Special Projects in Information Systems	1-3
<u>or</u>		
Elective(s) approved by advisor/program director		

PROGRAM TOTAL: 36 hours

Master of Science in Information Systems Course Descriptions

IS 8020 Object-Oriented Software Development Methods and Technologies. 3-0-3.

Prerequisite: Admission to the graduate program and programming experience.

Current technologies and practices of object-oriented software engineering. Topics include data structures, design optimization, file and stream processing, templates, inheritance and reusability.

IS 8030 Integrated Computing Environments. 3-0-3.

Prerequisite: Admission to the graduate program.

A comparative study of computer system organization, architecture and operating systems. Descriptive and comparative analysis of contemporary architectures, including distributed and parallel processing systems.

IS 8040 Data Communication Theory and Practice. 3-0-3.

Prerequisite: Admission to the graduate program.

Overview of the principles of data communication including protocols, communication software, switching, networks design and management practices, and network implementation projects.

IS 8050 Project Management Methods. 3-0-3.

Prerequisite: Admission to the graduate program.

Application of project management principles to Information Systems projects. Topics include project planning and estimation techniques, management of JAD projects, budgeting, concurrent project management strategies, managing project relationship with IT customers, and controlling project risks. Project Management software will be used to facilitate team projects and project reporting.

IS 8060 Information Systems Development Methods and Technologies. 3-0-3.

Prerequisite: IS 8020 and IS 8050.

This course examines the Systems Development Life Cycle and the technologies used to implement high-quality information systems. A variety of modeling techniques will be used by students to articulate client requirements and convert them into implementable specifications. Prototyping and methodology engineering will be covered.

IS 8070 Legal and Ethical Issues in Information Systems. 3-0-3.

Prerequisite: Admission to the graduate program.

This course is a case-based survey of contemporary legal and ethical issues faced by IS professionals. Topics include a review of applicable statutes and regulations that impact the IS organization. Students will conduct on-line research and explore ethical issues at the leading edge of the organization's technology frontiers.

IS 8222 Hypermedia. 3-0-3.

Prerequisite: Admission to the graduate program and programming experience.

Hypermedia is the nonlinear storage, access, and presentation of information, including video, audio, and animation. Topics: History and impact of hypermedia, hardware and software, authoring systems, hypermedia methodologies, information modeling, navigation, and applications.

IS 8224 Human Computer Interface Design. 3-0-3.

Prerequisite: IS 8060 Information Systems Development Methods and Technologies.

The human-computer interface models the ways in which humans use and react to computer systems. Topics: help systems, interaction styles, visual design principles, user interface prototyping, and human factor analysis.

IS 8226 Multimedia Systems Design and Implementation. 3-0-3.

Prerequisite: IS 8222 Hypermedia.

A project course that integrates concepts from visual systems development and graphics arts methodology. Primary focus will be on the design and implementation of systems that incorporate text, audio, images, animation, and full-motion video. The course will introduce the student to current practices and technologies. Students are required to design, implement, and present at least one multimedia application for evaluation by the class.

IS 8422 Systems Re-engineering and Change Management. 3-0-3.

Prerequisite: Programming experience and admission to the graduate program.

This course examines the nature of the organization's cross-functional business processes and the impact of information systems on maintenance of these processes. Principles and practices are introduced to evaluate and enhance the contribution of the functional information system to the goals and objectives of the organization. Current practices in managing re-engineering of legacy systems are explored.

IS 8424 Object-Oriented Specifications. 3-0-3.

Prerequisite: 8020 Software Development Methods.

This course introduces students to an object view of modeling business processes and the subsequent construction of an object-oriented information system. A disciplined approach to problem classification, domain analysis, method selection, implementation strategies, and testing. Students will be exposed to current practices using object-oriented CASE tools.

IS 8426 Advanced Object-Oriented Development Practices. 3-0-3.

Prerequisite: 8424 Object-Oriented Specifications and 8050 Project Management Methods.

Application of Object-Oriented (OO) analysis and design and OO programming techniques to business information system project, with an emphasis on project management issues.

IS 8428 Data Conversion and Integration. 3-0-3.

Prerequisite: 8060.

Data management during and after system conversion will be examined. Integration issues in complex IT environments will be fully explored including special data conversion projects with industry partners.

IS 8622 Computer Network Design and Implementation. 3-0-3.

Prerequisite: IS 8040.

Design and implementation of small-scale computer networks that support the organization's applications. Contemporary commercial systems will be evaluated, installed, and customized. Maintenance and service issues are explored.

IS 8624 Interoperability and Integration Issues. 3-0-3.

Prerequisite: IS 8622.

Large-scale computer networks are analyzed and designed. Internet and intranet strategies and policies are addressed. Current practices in network administration are covered.

IS 8626 Telecommunications Policy. 3-0-3.

Prerequisite: 8040 Data Communication Theory and Practice.

Overview of telecommunication regulation at the federal, state, and judicial levels; Review of FCC policy and how these policies shape strategic planning. Students will conduct a comprehensive review and formulation of organizational plan for managing telecommunication policy in support of the corporate strategic plan. Design of internet and intranet plans and policies will be covered.

IS 8822 Information Systems Integration. 3-0-3.

Prerequisite: IS 8060.

Modern information systems contain many purchased components, which must be selected, integrated, tested, and installed. This course addresses the skills required to develop system RFPs, evaluate and manage contracts and contractors, testing methodologies, installation planning, and outsourcing.

IS 8824 Database Application Design and Implementation. 3-0-3.

Prerequisite: IS 8060.

This course examines contemporary strategies for the design and implementation of applications supported by back-end database systems. Topics include data administration, data mining, user-interface design, reporting, data integrity issues, and distributed databases. Relational and object-oriented technologies are covered.

IS 8826 Information Technology Services. 3-0-3.

Prerequisite: Admission to the graduate program.

Design and management of the service functions performed by the Information Systems organization. Topics include: Managing help desks, customer support, training end users, developing professional development programs for IS employees, documentation management, and marketing IT products. Internal and external clients are considered.

IS 8900 Special Topics in Information Systems. 1 to 3.

Prerequisite: Must be approved by advisor/ Program Director.

Exploration of selected contemporary topics of interest to the student and sponsoring faculty. Can be repeated for credit.

IS 8910 Special Projects in Information Systems. 1 to 3.

Prerequisite: Must be approved by advisor/ Program Director.

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

IS 8916 Cooperative Education. 1 to 3.

Prerequisite: Departmental approval.

IS 8918 Internship. 1 to 3.

Prerequisite: Departmental approval.

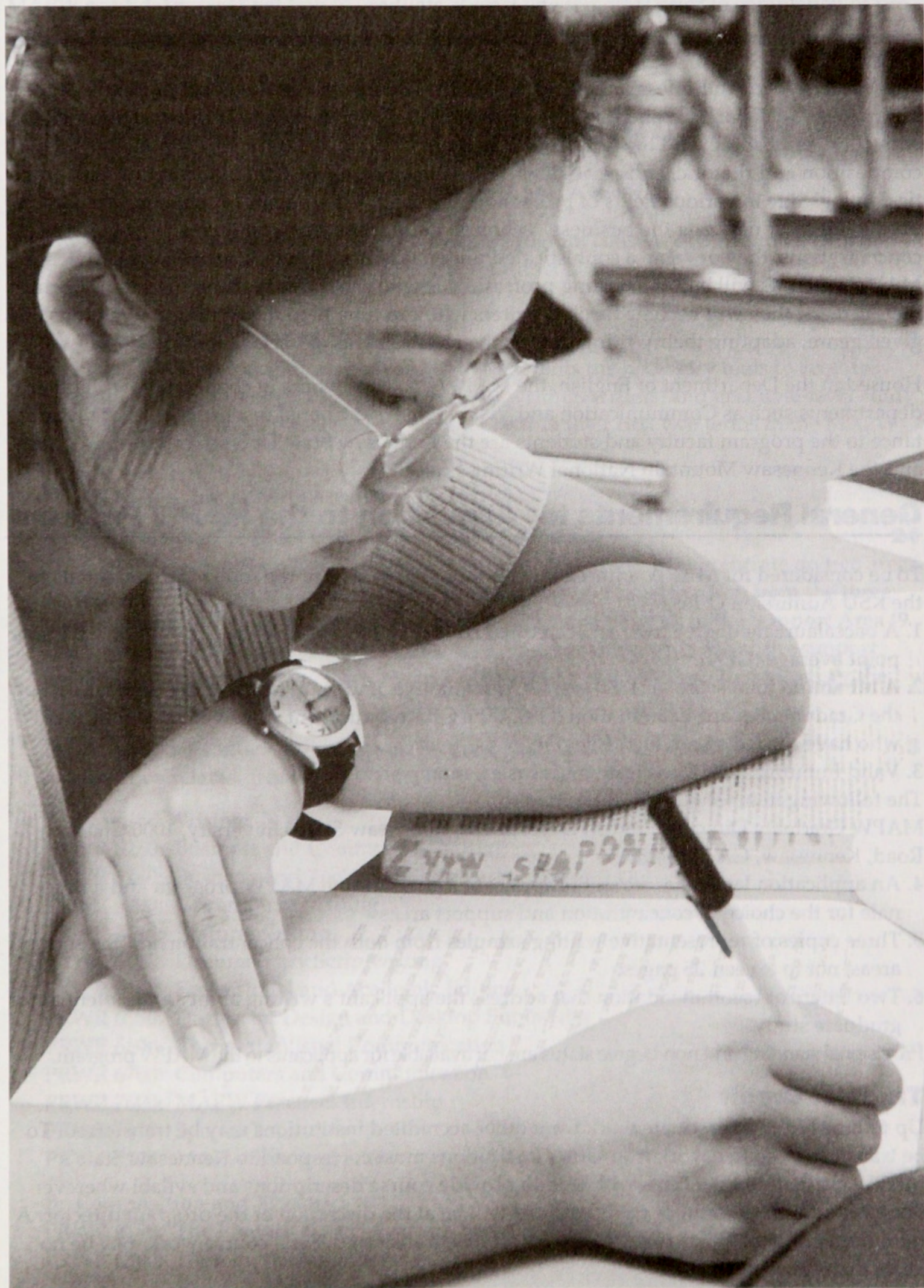
IS 8950 Information Systems Policy and Strategy. 3-0-3.

Prerequisite: IS 8060 or permission of instructor. Should be taken in the student's last semester.

A capstone course, which integrates the program's coursework into comprehensive, IS policies and procedures, which support the organization's mission. Students will review and evaluate actual corporate IS strategies in a case-study format.

The Master of Arts in Professional Writing

Candidacy



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 University Writing Center and the Kennesaw Mountain National Writing Project.

General Requirements for Admission to the MAPW Program

To be considered for MAPW admission, applicants must submit the following credentials to the KSU Admission Office:

1. A baccalaureate degree from an accredited college or university with a minimum 2.5 grade point average (GPA).
2. A minimum total score of 1350 (verbal, quantitative, and analytical) on the General Test of the Graduate Record Examination (GRE); the GRE requirement is waived for applicants who have earned an advanced degree.
3. Valid Immunization Certificate for measles, mumps and rubella.

The following items should be submitted to:

MAPW Graduate Director, English Department, Kennesaw State University, 1000 Chastain Road, Kennesaw, GA 30144-5591.

4. An application letter that states the applicant's goals for the MAPW program and a rationale for the choice of concentration and support areas.
5. Three copies of representative writing samples from both the concentration and the support areas, not to exceed 25 pages.
6. Two letters of recommendation that address the applicant's writing ability and potential for graduate study.

Provisional standing and non-degree status are not available for applicants to the MAPW program.

Transfer Credit

Up to nine 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 semester 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 36 hours of course work. The MAPW Program is organized in three distinct parts:

Credit Hours

1. WRITING CORE CONCENTRATION

3

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 the core course within their first two terms in the MAPW program:

PRWR 6000 Issues and Research in Professional Writing

2. MAJOR CONCENTRATION AND SUPPORT AREA

24

The Major Concentration and Support Area allows candidates to concentrate on two areas of interest. In the **Major (15 Hrs)**, each student selects one concentration from the three offered below and takes five courses from this concentration, and, in the **Support Area (9 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.

In addition, the student will take one elective (3 hrs): any MAPW course or a course in a related graduate program

3

A: Applied Writing:

PRWR 6250: Business and Commercial Writing

PRWR 6280: Business and Technical Editing

PRWR 6290: Government Writing

PRWR 6410: Feature Writing

PRWR 6420: Documentary Scriptwriting

PRWR 6440: Professional and Academic Editing

PRWR 6550: Document Design and Desktop Publishing

PRWR 6600: Corporate Visual Communication

PRWR 6700: Computers and Communication

PRWR 7600: MAPW Practical Internship

PRWR 7900: Special Topics

PRWR 7950: MAPW Directed Study

B: Composition and Rhetoric:

PRWR 6150: The Rhetorical Act: Context, Style, and Audience

PRWR 6300: The Composing Process in Practice

(Composition and Rhetoric Concentration - cont'd)

Credit Hours

- PRWR 6310: Applied Linguistics and the Teaching of Writing
- PRWR 6350: The Rhetorical Tradition
- PRWR 6500: Composition Pedagogy in High Schools and Colleges
- PRWR 6650: Introduction to Literacy Theory
- PRWR 6750: Teaching Writing to Speakers of Other Languages
- PRWR 7600: MAPW Practical Internship
- PRWR 7900: Special Topics
- PRWR 7950: MAPW Directed Study

C: Creative Writing:

- PRWR 6100: Readings for Writers
- PRWR 6450: Creative Writing in the Schools
- PRWR 6460: Fiction Writing
- PRWR 6470: Poetry Writing
- PRWR 6480: Play Writing
- PRWR 6490: Screen and Television Writing
- PRWR 6510: The Impact of Literary Theory on Writers and Readers
- PRWR 6520: Creative Nonfiction
- PRWR 6800: Literary Arts Administration
- PRWR 7500: Advanced Creative Writing
- PRWR 7600: MAPW Practical Internship
- PRWR 7900: Special Topics
- PRWR 7950: MAPW Directed Study

3. THE PROFESSIONAL PORTFOLIO OR THE THESIS

6

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

PRWR 7980: (6 credit hours.) A collection of various original writing 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

PRWR 7990: (6 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: 36

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 (3 hours)

PRWR 6000—Issues and Research in Professional Writing

Major Concentration--Applied Writing (15 hours)

PRWR 6250—Business and Commercial Writing

PRWR 6410—Feature Writing

PRWR 6440—Professional and Academic Editing

PRWR 6550—Document Design and Desktop Publishing
 PRWR 7600—MAPW Practical Internship

Support Area--Creative Writing (9 hours)

PRWR 6460—Fiction Writing
 PRWR 6480—Play Writing
 PRWR 6490—Screen and Television Writing

Elective (3 hours)

Individual Writing Concentration (6 hours)

PRWR 7980—The Professional Portfolio

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 (3 hours)

PRWR 6000—Issues and Research in Professional Writing

Major Concentration--Composition and Rhetoric (15 hours)

PRWR 6300—The Composing Process in Practice
 PRWR 6310—Applied Linguistics and the Teaching of Writing
 PRWR 6350—The Rhetorical Tradition
 PRWR 6500—Composition Pedagogy in High Schools and Colleges
 PRWR 6650—Introduction to Literacy Theory

Support Area--Applied Writing (9 hours)

PRWR 6250—Business and Commercial Writing
 PRWR 6700—Computers and Communication
 PRWR 6440—Professional and Academic Editing

Elective (3 hours)

Individual Writing Concentration (6 hours)

PRWR 7990—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 (3 hours)

PRWR 6000—Issues and Research in Professional Writing

Major Concentration--Creative Writing (15 hours)

PRWR 6460—Fiction Writing
 PRWR 6480—Play Writing
 PRWR 6490—Screen and Television Writing
 PRWR 7500—Advanced Creative Writing
 PRWR 7950—Directed Study

Support Area--Applied Writing (9 hours)

PRWR 6550—Document Design and Desktop Publishing
 PRWR 6420—Documentary Scriptwriting
 PRWR 6600—Corporate Visual Communication

Elective (3 hours)

Individual Writing Concentration (6 hours)
 PRWR 7980—The Professional Portfolio

Master of Arts in Professional Writing Course Descriptions

PRWR 6000. Issues and Research in Professional Writing. 3-0-3.

Prerequisite: Admission to graduate study. (Students must take this course within their first two terms in the MAPW program.)

The course is the required core course in the Master of Arts in Professional Writing (MAPW) program. It introduces students to the three program concentrations—applied, writing, composition and rhetoric, and creative writing—by focusing on key issues, theories, and research methods specific to each field as well as those that cut across all three concentrations. The course provides the necessary foundation of knowledge, skills, and practice—through a variety of readings on contemporary issues and through discussion, critique, and application of research methodologies—for students to complete MAPW requirements and course work within their concentration and support areas.

PRWR 6100. Readings for Writers. 3-0-3.

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.

PRWR 6150. The Rhetorical Act: Context, Style and Audience. 3-0-3.

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.

PRWR 6250. Business and Commercial Writing. 3-0-3.

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.

PRWR 6280. Business and Technical Writing. 3-0-3.

Prerequisite: Admission to graduate study.
The study and practice of technical editing in texts found in corporate, engineering, government, high-tech, and scientific settings, including reports, proposals, manuals, company newsletters, and Internet web pages. Editorial responsibilities for document development, copy editing, and proofreading will be explored. Practice of electronic editing and hard copy editing will be stressed.

PRWR 6290. Government Writing. 3-0-3.

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.

PRWR 6300. The Composing Process in Practice. 3-0-3.

Prerequisite: Admission to graduate study.
Review of current composition theory and research and practical experiences as a Writing Tutor in the Writing Center.

PRWR 6310. Applied Linguistics and the Teaching of Writing. 3-0-3.

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

PRWR 6350. The Rhetorical Tradition: Classical and Modern Rhetorical Theory. 3-0-3.

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.

PRWR 6410. Feature Writing. 3-0-3.

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.

PRWR 6420. Documentary Scriptwriting. 3-0-3.

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.

PRWR 6440. Professional and Academic Editing. 3-0-3.

Prerequisite: Admission to graduate study.
The study and practice of professional and academic (trade, professional, educational, and scholarly) editing for magazines, journals, books, and textbooks. Editorial divisions of labor and approaches and responsibilities of editors, along with the introduction to text development, acquisition, and line editing.

PRWR 6450. Creative Writing in the Schools. 3-0-3.

Prerequisite: Admission to graduate study.
Workshop course in the writing of fiction, poetry, and drama, with attention to using creative writing as a means of teaching composition skills.

PRWR 6460. Fiction Writing. 3-0-3.

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.

PRWR 6470. Poetry Writing. 3-0-3.

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.

PRWR 6480. Play Writing. 3-0-3.

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.

PRWR 6490. Screen and Television Writing. 3-0-3.

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.

PRWR 6500. Composition Pedagogy in High Schools and Colleges. 3-0-3.

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.

PRWR 6510. The Impact of Literary Theory on Writers and Readers. 3-0-3.

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.

PRWR 6520. Creative Nonfiction. 3-0-3.

Prerequisite: Admission to graduate study.
Readings from and writing in creative or literary nonfiction, including the personal essay, biography, travel writing, the research essay, and the nonfictional novel. Attention to the history and development of the genre and its subdivisions and to the markets for its manuscripts.

PRWR 6550. Document Design and Desktop Publishing. 3-0-3.

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.

PRWR 6600. Corporate Visual Communication. 3-0-3.

Prerequisite: Admission to graduate study.
Projects in production of print-media corporate communications: annual reports, capabilities brochures, marketing pieces and other ancillary documents. PRWR 6550 or experience in desktop publishing recommended.

PRWR 6650. Introduction to Literacy Theory. 3-0-3.

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.

PRWR 6700. Computers and Communication. 3-0-3.

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.

PRWR 6750. Teaching Writing to Speakers of Other Languages. 3-0-3.

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.

PRWR 6800. Literary Arts Administration. 3-0-3.

Prerequisite: Admission to graduate study.

The first half of the course will survey components that make up the literature field and introduce the student to the management concerns in selected components. The survey will inform the student about professional and organization infrastructures that support the literary arts in the United States and give the student theoretical and practical knowledge concerning arts management. The second half of the course will focus on the writer's personal management. Grantsmanship and fellowship writing as well as submissions-and-publications procedures, literary promotions, and time management will be discussed.

PRWR 7500. Advanced Creative Writing. 3-0-3.

Prerequisite: Admission to graduate study, 6000-level creative writing course in the appropriate genre, and permission of instructor.

Advanced workshop course in either fiction, poetry, play, literary nonfiction, or screen and television writing. Open only to students who have already reached a fairly high level of accomplishments in the genre.

PRWR 7600. MAPW Practical Internship. 3-0-3. (Repeatable once)

Prerequisite: Admission to graduate study.

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

PRWR 7900. Special Topics. (Repeatable) 3-0-3.

Prerequisite: Admission to graduate study.

Exploration of a specifically designed topic.

PRWR 7950. MAPW Directed Study. (Repeatable once). 3-0-3.

Prerequisite: Admission to graduate study, PRWR 6000, and a graduate course in the field of the directed study.

An intensive, advanced investigation of selected topics derived from individual courses of study. The content will be determined jointly by the instructor, the student, and the student's advisor. The proposed course of study must be submitted to the graduate director by a deadline published each term for MAPW Committee approval.

PRWR 7980. The Professional Portfolio. 1-6.

Prerequisite: Completion of 27 credit hours and at least four courses in the concentration.

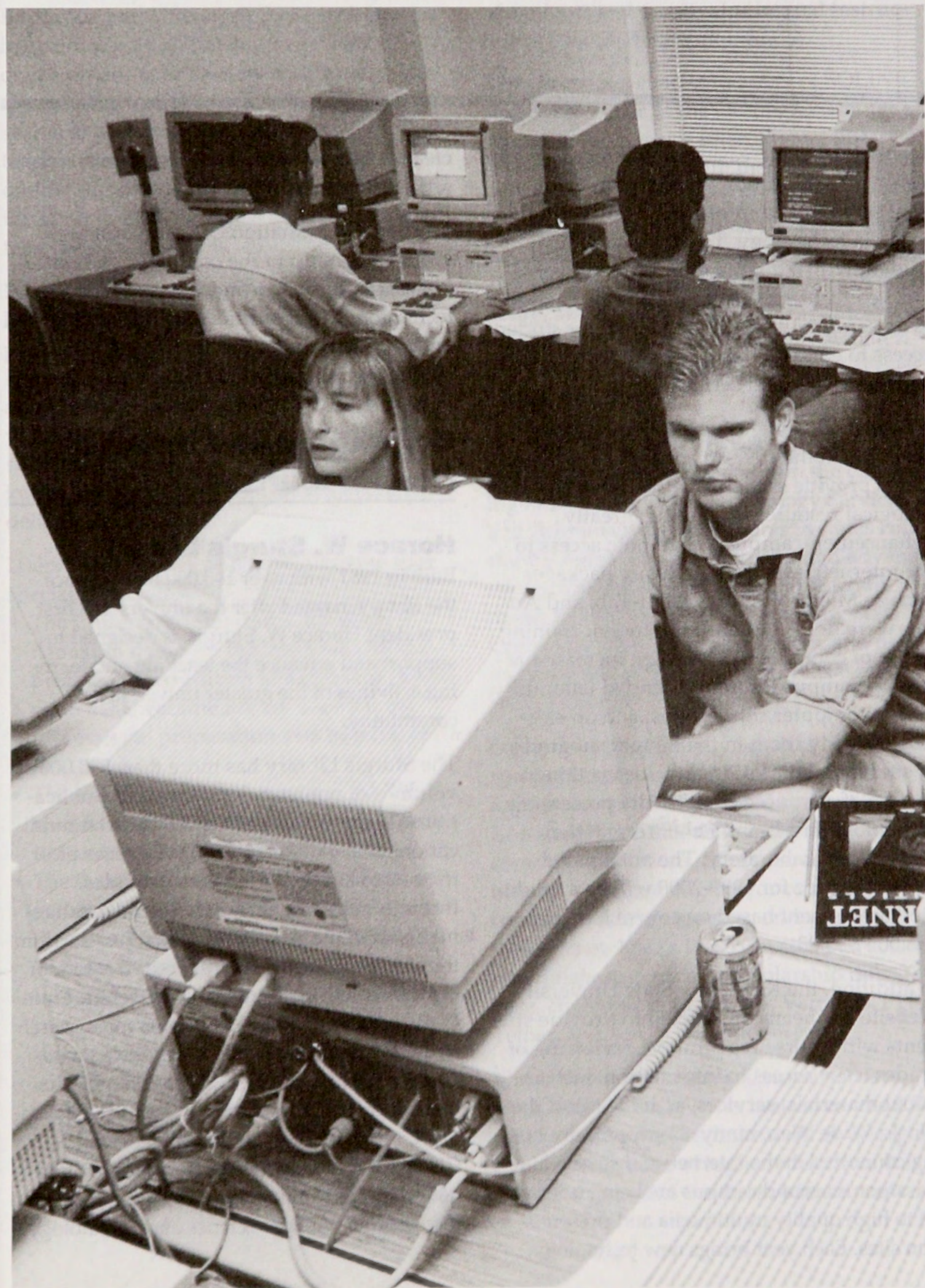
A collection of original writing samples which demonstrate the candidate's writing expertise. Three faculty members evaluate and offer revision advice on portfolio materials. The candidate must revise and present the Portfolio at least two weeks before sitting an oral portfolio defense exam.

PRWR 7990. The MAPW Thesis. 1-6.

Prerequisite: Completion of 27 credit hours and at least four courses in the concentration.

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.

Computing/Information Resources and Graduate Student Services



Computing/Information Resources and Graduate Student Services

Technology is increasingly an integral part of a student's education. In addition, many student services and information will be delivered via technology. To provide the KSU student with a quality education delivered most conveniently, technology will be used as an essential part of instruction, for student access to educational materials, and for the delivery of student services.

A \$25 technology fee was collected for the first time in the 1997-98 academic year in order to provide students with improved technological resources including: greatly enhanced on-campus and remote access to the internet; important software packages such as Microsoft Office, Mini-Tab, and Authorware delivered on-line; student training in use of computer technology; increased access on campus through extended laboratory hours; computer connections, and an electronics study room in the Library; upgrade of student laboratories; and, instruction in the use of advanced multimedia presentation technology in a brand new Presentation Technology Laboratory. The anticipated technology fee for 1999-2000 will be a graduated assessment based on course load of \$38.00 - \$55.00.

In addition, the Kennesaw State University Website has been constructed to provide students with course registration, reviewing of grades, easy access to information, instructional materials, services, activities, and the World Wide Web; many classrooms are being connected to the internet; and selected classrooms around campus are being upgraded to high quality multimedia and presentation sites. Each year brings new technology,

creative uses of technology on campus, and services to meet our growing needs.

The Chief Information Officer (CIO) provides leadership in the continuing advancement of information and instructional technology. This position oversees the operations of information technology which includes the following areas:

Computing and Information Resources

Horace W. Sturgis Library

Built in 1981 with over 100,000 feet of space, the library, named after the university's first president Horace W. Sturgis, is designed to support and advance the teaching and learning activities of the greater university 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 1,000,000 pieces of microforms. The library also provides, through contractual and consortial arrangements with the Atlanta Regional Consortium for Higher Education, University System of Georgia and The Southern Polytechnic State University over 10 million items for research and study purposes. The Atlanta Regional Consortium for Higher Education 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.

The Atlanta Regional Consortium for Higher Education 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 collections:

- The Children's Literature Collection named in honor of the late John DiFazio, professor of education at Kennesaw, houses an 8,000 volume library used for the professional preparation and training of P-12 teachers.
- The 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 students 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 semester and has extended hours during exams. Between semester hours are posted at library entrances, the circulation desk and on the campus gopher. For checkout of materials, the university identification card serves as a library card.

Computing Services

Tracking rapid evolution within the computing field, Information Technology Services and Administrative Computer Systems constantly refine, improve, expand and advance the computing resources available to students, faculty and staff at Kennesaw State University. They provide network and desktop support for the more than 14,000 members of the KSU community.

Information Technology Services coordinates computing services for KSU students and supports over 2,700 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 the Internet, KSU's library system, an active jobs database, a current scholarship database, electronic mail, Archie, Veronica, FTP, Telnet, and KSU's web site server.

The University System's Computer Network, called PeachNet, is housed on the KSU 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 the Internet.

In addition, Kennesaw students register for classes each semester via an on-line real-time system accessed through any touchtone telephone. Registration via the web is KSU's latest effort to provide efficient use of its students' time.

Information Technology serves over 2,000 faculty/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. KSU 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.

Information Technology Services also administers more than 700 student work stations located in 22 electronic classrooms and four open computer labs. All of KSU's buildings are connected via almost five 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. KSU 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's Educational Technology Center 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.

The rules for use of all telecommunications equipment, including telephones, computers and FAX equipment, are found the KSU Web site at:

www.kennesaw.edu/resources/policy.shtml

or they can be reached from the KSU Intranet Home Page by choosing the topic Telecommunications Policies from the Technology Resources section.

Use of any of these facilities implies an understanding of and compliance with these policies.

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 University's academic programs by offering relevant resources that facilitate the students' orientation to the university, 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 8:00 p.m. Monday through Thursday and 8:00 a.m. through 5:00 p.m. on Fridays, or call 770-423-6600. 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 university 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 semester during the academic year. All institutional testing is coordinated by the staff.

Advising

The Counseling and Advising Program Services (CAPS) Office provides students who have not declared an academic program of study, including provisionals, audits, and Learning Support Program students with academic advising. 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 University advising program whereby each department within the five colleges and one school provides advising services to students who have chosen their programs of study. Once the undeclared CAPS students select a specific program of study, they are referred to the respective college and/or 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 universities 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), DISCOVER career exploration program, and the Georgia Career Information Systems program.

Career Services Center

The Career Services Center provides a variety of opportunities and experiences which will empower our students and alumni to successfully pursue their career goals. The

Center is located in Pilcher Building, Room 227. The phone number is 770-423-6555.

Services provided include:

- Resume writing assistance
- Experiential learning opportunities (Cooperative Education and Internships)
- Videotaped practice interviewing
- Career search strategies
- Internet career search assistance: careerctr.kennesaw.edu
- KSUJOBS (listing of hundreds of degree and non-degree openings available through the University's computer network)
- Current listings of government, educational, social service and communications opportunities
- Information on hundreds of companies
- 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 semester)
- Career Services Newsletter (each semester, a 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 and a Healthcare fair 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 Educational Technology Annex. This major public service unit in the Bagwell College of Education is one of thirteen college-based centers in the State. The KSU site serves

teachers in the upper third of the State, including metro Atlanta, with over 450 technology integration workshops a year. These workshops train approximately 14,000 pre-service and in-service educators each year. The Educational Technology Center computer, video and distance learning facilities are also a valuable resource for teacher education students and faculty.

The KSU Educational Technology Training Center at Kennesaw State University is also the founder of the "Georgia Framework for INtegrating TECHnology in the Student-Centered Classroom: A Professional Development Model". This framework has been adopted by the Georgia Department of Education as the professional development model for instructional technology and trains educators in the design to support and enhance their existing curriculum where technology will drive change in teaching and learning. Over one-third of Georgia's schools have applied and are currently being trained in one of the ETTC's from across the State.

Presentation Technology Department (PTD)

The Presentation Technology Department (PTD) offers a wide range of multimedia services and training for faculty, staff, and students. Located on the fourth floor of the library, PTD supports audio/visual and presentation equipment on campus. In addition to maintaining KSU's multimedia presentation classrooms, PTD specializes in multimedia training and production assistance; graphics creation, multimedia file conversion, audio/video tape duplication, video editing/compression, desktop publishing, and CD-ROM recording. PTD supports some of the most cutting edge multimedia hardware and software available.

Distance Learning Support

PTD provides technical support for the University's GSAMS system located in Room 226/227 on the second floor of the Sturgis Library. Satellite downlinks are also available. Users should schedule this facility through PTD at extension 6057.

STARS Program Office

The Student Technology Advisors (STARS) program office is located in the PTD suite on the fourth floor of the Sturgis Library. The mission of the STARS program is to bring students and faculty together in a joint effort to explore the use of technology in teaching and learning in the classroom. The program provides resources to hire and train students to work one-on-one with faculty to develop a critical mass of technological understanding on campus. For more information, contact the STARS program office at extension 6058.

PTD Media Lab Hours

The PTD multimedia lab is open to faculty, staff, and students Monday - Thursday from 8:30 a.m. - 9:00 p.m., Friday from 8:30 a.m. to 5:00 p.m., and Sunday from 1:00 p.m. - 6:00 p.m. The lab is closed on holidays.

Teacher Resource and Activity Center (TRAC)

The Teacher Resource and Activity Center is sponsored by the College of Education at Kennesaw State University. 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 university. Additionally, TRAC offers assistance to college students in teacher preparation through the provision of a curriculum library, media services and instructional materials.

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

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.

TRAC Technology and Computer Lab

Students can improve their technological knowhow in TRAC's state-of-the-art educational 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 University merchandise and a variety of clothing, sundries and gift items. The Bookstore purchases current used textbooks and will special order books not in stock. The bookstore insures a complete selection of books being used in each semester'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 semesters:	7:30 a.m. - 6:00 p.m.)

Food Services

The university has a contractual agreement for food services and an exclusive catering contract with Sodexo Marriott Services and currently offers popular food services such as Taco Bell Express, Pizza Hut, Deli,

Haagem-Dazs, Starbucks Coffee, Freshens Yogurt, Chick-Fil-A, Krispey Kreme Donuts and Einstein Bagel. Fall and spring semesters 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 term 8:00 a.m. until 2:30 p.m. Monday through Friday. Midnite Owl 8:00 a.m. until 8:30 p.m., Monday through Friday and Saturday 7:30 a.m. - 2:30 p.m.

Health Services

Kennesaw State University Health Center

The KSU Health Center, in collaboration with the Cobb County Board of Health, serves students, faculty, and staff of Kennesaw State University by encouraging health promotion and disease prevention. Certified Nurse Practitioners and students currently enrolled in the Primary Care Nurse Practitioner Program provide services including physical examinations, adult immunizations, women's health, laboratory testing, and health education. Medical information is confidential and will not be released without the patient's written consent except as required by law.

Health Center fees are set by the Cobb County Board of Health. Cash, Check, VISA, and MasterCard are accepted. Some insurance plans are accepted.

The Health Center is located on the ground floor of the Nursing Building, Room 014. Services are by appointment (770) 423-6644. The Health Center is closed on scheduled school holidays and hours limited during semester breaks.

Kennesaw State University being a nonresidential university, does not assume responsibility for the overall health and physical well-being of its students. The university 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 KSU 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 university will assume responsibility for the expense of the ambulance.
- 5) Every reasonable effort will be made to contact parents, spouse or next of kin to inform them of the situation.

No student with a contagious disease may attend classes. Every student is held individually responsible for adhering to this regulation. Any student who needs special consideration because of any physical disability—either permanent or temporary—should have the attending physician write an explanatory letter to the vice president for student success and enrollment services giving full details of the disability and any desired limitations or special considerations requested.

Information Booth

Located on the second floor of the Carmichael Student Center, the information booth is operated under the direction of the Student Life Center. The information booth is staffed by student assistants who provide a number of services. Poster paints may be checked out at the information booth upon

presentation of a valid KSU ID card. The card will be returned when the paints are returned.

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

Photo ID cards are made at the Information Booth. Students should show proof of registration and fee payment for the semester in order to have an ID card made. Replacement ID cards cost \$15.00 and students must also show proof of enrollment. For more information on student ID cards, call the Student Life Center at (770) 423-6280.

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

Student Services Fees**

Upon registering, each student pays a student services fee of \$131. Of this amount, \$62 goes to the intercollegiate athletics program, \$37 to student activities and \$32 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 government programs, performing arts, clubs, organizations, student leadership training programs, the Center for Health Promotion & Wellness 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 university 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 during spring semester 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 university'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.

****Semester fees and fee increases for 1999-2000 were not finalized by the Board of Regents of the University System of Georgia at the time the catalog went to press. That information will be published elsewhere as soon as it becomes available.**

Adult Learner Programs

Adult Learner Programs at KSU offer a variety of innovative programs and services to meet the needs of the "nontraditional" student—those students who are 25 or older or who have "nontraditional" life-styles such as family, children, and employment. Offerings include a peer mentor service, workshops for students reentering school, parenting workshops, and programs for the college students' children. Child care information is provided as well as an opportunity for students to participate in a child care subsidy program. A major program sponsored by

ALP is the WINGS Ceremony for graduating seniors to recognize those individuals that have helped them through college. KSU students, faculty, and staff interested in adult learner concerns are provided resource materials, consultation services, and networking opportunities. The office is housed in the Lifelong Learning Center, a resource center for adult learners located on the second floor of the Student Center.

Disabled Student Support Services

Kennesaw State University 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 disabled students 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, modifications of printed materials, sign language interpreters, assistance with getting class notes, tape recording, library and laboratory assistance, adaptive computer equipment, and referral to community resources.

Eligible students deliver certification letters to faculty at the beginning of each semester identifying the accommodations approved. The Assistant Director for Disabled Student Support Services works with faculty members to assure that students with special

needs receive appropriate accommodations. Students, faculty and staff are encouraged to become active members of the Disabled Student Support Services Advisory Committee and to have a part in promoting awareness of the important contributions made by students with disabilities to the life of the university and the community. The committee also works to increase the accessibility of the university and to represent the interests of students with disabilities to the university administration. Individuals with hearing impairment may contact the university's Assistant Director for Disabled Student Support Services by TDD at 770-423-6480.

Lifelong Learning Center

The Lifelong Learning Center (LLC) serves as a resource center for adult learners (students over the traditional college age or living "nontraditional" college life-styles such as family and employment). The center makes the university 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 8:30 am to 8:30 pm Monday through Thursday and 8:30 am to 4:00 pm on Friday.

Resources in the LLC include information and referral services, computers, television/video playback unit, and cassette player for student use. An emergency locator service, typewriter checkout, a resource library with books, and audio and videotapes are available for students to check out. The LLC also houses a study/socializing area complete with kitchenette, message board, racks of magazines, resource brochures, and bulletin boards with campus and community information, child care information, free telephone, and free coffee. Other services include workshops and programs on a variety of topics including parenting skills, succeeding in college, and programming for children such as Disney Days and KSU Family Day at ZOO Atlanta.

International Center

The International Center serves as a catalyst for internationalizing the curriculum, for expanding international opportunities for faculty, students and the community. It coordinates a wide range of international programs and events, including study abroad and the annual country-study program, and seeks external funds to promote the university's global initiatives. The International Center also assists international faculty and students with visa issues.

Student Community Service

Student Community Service is an important outreach for Kennesaw State University. Not only does volunteer service provide an avenue for individuals to give something back to the community, but it is also a vehicle for service learning, which unites classroom study and on-site community service. Service learning is a component of a growing number of university courses. Additional information regarding service learning can be obtained through Volunteer Kennesaw State University. VKSU is a campus center which coordinates a variety of service placements and projects.

Volunteer Kennesaw State University

VKSU is a campus based community service center matching student volunteer skills and talents with community needs. Since 1984, in cooperation with more than 150 agencies, VKSU has served as a clearing house for volunteer placements which include: Habitat For Humanity, Red Cross Blood Drives, MUST Ministries and providing tutoring/mentoring services to at risk children from the Cobb County and Marietta Schools. In addition to traditional volunteer placements, VKSU also regularly coordinates group service projects called Involve to Solve. VKSU serves an educational role, too, 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 VKSU office on the second floor of the Student Center, where student employees will help them in reviewing service opportunities. The office is open Monday through Friday, 9:00 a.m. to 5:00 p.m.

Intercollegiate Athletics

Initiated in the fall of 1982, KSU's intercollegiate sports program is a member of the Peach Belt Athletic Conference and Division II of the National Collegiate Athletic Association (NCAA). The Fighting Owls currently sponsor five sports each for men (baseball, basketball, cross-country, golf, and outdoor track) and women (basketball, cross-country, softball, tennis, and outdoor track). Varsity cheerleading is also a part of both the men's and women's basketball programs.

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

Kennesaw State University Alumni Association (KSUAA)

Chartered in 1977, the Kennesaw State University Alumni Association, Inc. is a non-profit, educational corporation. The association places particular emphasis on and concentrates the majority of its energies

and resources toward providing programs and services for alumni, fostering institutional pride, developing and enhancing KSU's public image and meeting needs by raising and administering funds for educational purposes at Kennesaw State University. 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 University employs a full-time staff, including an executive director, to support the association and direct Alumni Affairs' programs and activities.

All graduates of KSU and its predecessors, Kennesaw State College, 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 KSU and carry several entitlements including receipt of *Kennesaw* magazine and access to most campus facilities and services. Annual dues are \$25.



Campus Policies & Procedures



Campus Policies & Procedures

Student Code of Conduct

I. Student Rights and Responsibilities

Students of Kennesaw State University are guaranteed all of the rights, privileges and freedoms granted to a citizen of the United States and the State of Georgia, including freedom of speech, freedom of press, freedom of assembly, nondiscrimination, privacy and fairness. In addition, they are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility for the University's Student Code of Conduct, just as they assume a citizen's responsibility to abide by federal, state and local laws.

Violation of statutory laws, or of the University Student Code of Conduct, may lead to disciplinary actions by Kennesaw State University. These regulations were adopted not to deny any rights or privileges previously guaranteed, but to ensure a pleasant educational environment for all Kennesaw State University students.

Alleged violations of the Student Code of Conduct or other policies will be handled as informally as appropriate to resolve the issue. However, any student who is accused of a violation is entitled to basic due process rights, which include:

1. The rights to have a hearing before an impartial body,
2. The right to present evidence and witnesses on his/her behalf,
3. The right to question his/her accuser,
4. The right to be considered innocent until a violation is proven,
5. The right to remain silent and have no inference of guilt drawn from such silence,

6. The right to request an appeal the decision of the hearing body based proper grounds, as detailed in the University's policies.

Disciplinary measures which may be assigned to individual students for violations of the Student Code of Conduct include expulsion, probated expulsion, suspension, probated suspension, probation, restrictions, reprimand (oral or written) restitution, and community service.

II. Academic Honesty

The high quality of education at Kennesaw State University 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 University'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 University 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, university grade records in written or computerized form, etc.).

C. Misrepresentation, Falsification of University Records or Academic Work

No student shall knowingly provide false information in completing university 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 university library with the intention of bringing about an undue disadvantage in the classroom work of other Kennesaw State University 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 of systems, alteration/damage/destruction, or attempted alteration/damage/destruction, use for profit, etc.) or a department's rules for computer usage (including account violations, damage or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) is prohibited.

F. Student Identification Cards

1. Lending, selling, or otherwise transferring a student identification card is prohibited, as is the use of an identification card by anyone other than its original holder.
2. No student shall obtain under false pretenses any additional student identification cards.
3. A student must present proper credentials to properly identified university 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 University 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 university disciplinary process. (See the *Kennesaw State University Student Handbook* for detailed specifics of student misconduct).

IV. Financial Responsibility

A. Financial Responsibility

Students are required to meet all financial obligations to the university 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 University Alcohol Policy can be found in the *Kennesaw State University Student Handbook*.

VI. Parking and Traffic Regulations

A. Authority

Kennesaw State University adopts these regulations pursuant to the authority conferred upon the Board of Regents to regulate the University System of Georgia Campus Traffic, Official Code of Georgia Annotated, (OCGA), Title 20. These regulations supersede all previous KSU Parking and Traffic Regulations pertaining to motor vehicle operation and parking on campus.

B. Application

These regulations apply to all persons operating motor vehicles at Kennesaw State University. Students, faculty, and staff shall not operate or park any motor vehicles on campus unless qualified to do so under applicable State law and KSU regulations. The campus includes that property owned or leased by the Board of Regents and designated as Kennesaw State University. For the purpose of these regulations, a motor vehicle is a conveyance with two or more wheels propelled by an electric or fuel-burning motor.

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

VII. Off-Campus Activities

The following regulations apply to off-campus activities including outings or field trips for classes of Kennesaw State University, off-campus university athletic events, any officially sanctioned off-campus events such as those under the auspices of a Kennesaw State University class, or an officially recognized university organization, or a Kennesaw State University group or organization that is seeking official university 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 University Student Handbook*.

IX. Contempt and False Statements Under Oath

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

excused by the vice president for student success and 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 and 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 University Senate. The Senate, in turn, shall send its recommendation, with comments, to the Kennesaw State University president and staff.

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

Handling Student Code of Conduct Violations at KSU

Kennesaw State University's Student Code of Conduct, Judiciary Policies and Procedures, suspension policies, and campus police are organized in ways to preserve and protect the health, safety and academic integrity of the campus community, as noted in the following policies and procedures.

In General

The University Judiciary Program handles all charges against students which involve alleged violations of the Kennesaw State University Student Code of Conduct, including allegations of academic misconduct and disruptive behavior. In addition, the KSU Police may become involved with incidents of disruptive behavior.

Faculty, staff and/or students who are witnesses to or victims of incidents of alleged violations of the Student Code of Conduct should immediately contact the University Judiciary Office and submit the proper documentation. The university 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.

A person bringing charges against a student for alleged violations of the Code of Conduct is expected to fully cooperate with the judiciary policies and procedures, which includes participation in investigations related to the charges and in the hearing process. Once a hearing date is set, both the accuser and the accused student will have the option of obtaining an advisor from the judiciary panel to assist in the preparation and presentation of their case. A detailed description of the hearing process is found in the Official KSU Judiciary Handbook.

I. Academic Misconduct

Academic misconduct is defined in Section II of the Kennesaw State University Student Code of Conduct. Procedures for addressing and reporting incidents of academic misconduct can be found in the Judiciary Policies and Procedures, as well as the Faculty/Staff Guide to Addressing Student Conduct Issues. The University's policies include procedures for both handling informal resolutions of academic misconduct, and filing formal charges with the Office of Judiciary Programs, which will result in a hearing.

In either situation, whether the matter is handled informally or forwarded to the judiciary for handling, the faculty member should document the incident on an Academic Misconduct Incident Report form, and forward this information to the university judiciary officer. Incident reports which are submitted to the Office of Judiciary Programs will not be released without the written consent of the student, in accordance with the Family Educational Rights and Privacy Act.

Under the informal procedure, a faculty member who has evidence that a student has committed academic misconduct may elect to resolve the issue within the confines of the class, if the student readily admits to the

misconduct, without coercion or intimidation. The faculty member must first meet with the student to explain and discuss the allegations of misconduct. If the student admits the misconduct, and declines a judiciary hearing, the faculty member may assign an appropriate sanction. Informal sanctions may include additional academic work for the class, grade reduction, a grade of "F" on the assignment or in the course, etc.

However, if the student denies the misconduct, or the student and faculty member cannot reach an informal agreement regarding an appropriate penalty, the misconduct should be reported to the judiciary program for a hearing. Academic misconduct, as determined by a judiciary hearing, carries a mandatory minimum suspension of one semester, unless substantial mitigating circumstances are proven.

II. Disruptive Behavior

It is the purpose of the University 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 University Student Code of Conduct. Students who are found in violation of the Code of Conduct may be subject to immediate dismissal from the University. In addition, those violations, which may constitute misdemeanor or felony violations of state or federal law, may also be subject to criminal action beyond the University disciplinary process.

Disruptive behavior includes, but is not limited to the following conduct (See the KSU Student Code of Conduct for additional categories of unacceptable student conduct.):

1. Disorderly Assembly

No student shall assemble on the campus for the purpose of creating a riot, or destructive or disorderly diversion, or obstructing or disrupting the normal

operation of the University (including any teaching, administrative, disciplinary, or public service activity, or any other activity authorized to take place on the campus).

2. Disruptive and/or Dangerous Conduct

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

3. Disruptive Speech

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

4. Physical Attack

Physical attack on or in University property or at functions sponsored by the University or any registered university organization, is at any time prohibited.

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 inappropriate in that it impedes the natural and necessary learning process. The faculty or staff member must then 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 Office of Judiciary Programs, using the Student Misconduct Incident Report Form.

If the faculty or staff member feels that there is a 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 University'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 & Enrollment Services, or his/her designated representative, for possible handling under the "interim suspension" policy.

Interim suspension measures may be taken against a student when the Vice President for Student Success & Enrollment Services or his/her designated representative shall determine, based on clear and convincing evidence, that the student has engaged, or threatens to engage, in behavior which (1) is seriously disruptive or significantly impedes the normal activities or academic endeavors of others, (2) poses an immediate, significant threat of physical danger to others, (3) poses an immediate, significant threat of danger to him/herself, and is of such a serious nature that it must be handled more expeditiously than the university judiciary procedures allow. Interim suspension may include any or all of the following: (1) restriction from participation in any academic course, program, or activity; (2) restriction from participation in any student activity on or off campus; (3) restriction from use of any or all university facilities, including the library, labs, or offices; (4) restriction from entering the campus.

If a determination is made to suspend a student under the interim suspension policy, the person rendering the decision shall notify the student, the public safety department, the registrar, and the student's teachers that the student has been temporarily suspended from the institution pending the outcome of a hearing. The case will then be forwarded

to the University Judiciary for a hearing, to be held as soon as practical. In such situations, the student may waive the normal ten-day notification requirement in order to have a more speedy hearing and decision.

Supplemental Program Specific Recourse

Some degree programs, such as those in education or nursing, have program-level admission and retention standards and review procedures in place beyond the generally applicable institutional admission and retention policies. If disruptive student behavior occurs in the context of fulfilling program requirements in such areas, the faculty or staff member may also have the recourse of filing a complaint with the designated program-level official and proceeding through the due process procedures established for handling such complaints. Individuals should consult the dean of the college/school and/or published standards as to the applicability of such program-specific recourse to the incident or incidents in question.

Resources

1. Coordinator of the University Judiciary Program - (770) 499-3403.
2. Vice President for Student Success and Enrollment Services - (770) 423-6310.
4. Director of University Police - (770) 423-6206.
5. University Judiciary Program Handbook (found in many offices on campus, including the offices of all Deans and Department Chairs)
6. The KSU Student Code of Conduct
7. The University Judiciary Program Homepage (which includes all rules, policies and procedures related to the Judiciary) at <http://www.kennesaw.edu/judiciaryprog>

III. Sexual Assault

Victims should report instances of alleged sexual assault to either the KSU 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 KSU 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 University 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 contributively 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 assailant(s), including transfer of classes if requested by the victims.

Note: Kennesaw State University is concerned with your safety. We publish 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

Accuracy and Privacy of Records

The university recognizes its responsibility for maintaining accurate student information and academic records. Kennesaw State University students have the assurance that their educational records, compiled and maintained by university officials, are recorded and retained in confidence in accordance with the regulations contained in the Family Education Rights and Privacy Act of 1974. Briefly, this act calls for:

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

The university 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 university catalog in greater detail listing the university 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 university 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 university 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 university official (see listing in catalog) to inspect and review their records. The registrar may require that a university official be

present when a student inspects or reviews his/her educational records.

The university 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 university.

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

1. University 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 university.
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 university 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 university officials and instructors who have a legitimate educational interest in the records.

Release of Directory Information

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

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

Amending Education Records

Students may request that any information contained in their educational records that they consider to be inaccurate, misleading or in violation of their privacy or other rights be amended or deleted from the records (a grade or other academic evaluations may not be amended, except that the accuracy of recording may be challenged).

A student who requests that information in his/her records be amended should first contact the official with primary responsibility for the information. (See listing in catalog.) If the matter is not resolved to the student's satisfaction, the student should direct his/her request to the assistant 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 university 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., Washing-

ton, 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, College, and University Transcripts
University 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
University Work/Study Job Assignment
Award Notification
Statement of Acceptance of Award
Academic Scholarship Application

Chair of Learning Support Programs

University Placement Examination Scores (Placement and Exit)

Registrar

University 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 Advising Program Services (CAPS)

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

Vice President for Student Success and Enrollment Services

Discipline File
Health Insurance Brochures
Letters of Recommendation

Policies and Position Statements

Americans with Disabilities Act (ADA)

Kennesaw State University, a member of the University System of Georgia, does not discriminate on the basis of race, color, religion, age, sex, national origin or disability in employment or provision of services. Kennesaw State University 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, gives civil rights protections to individuals with disabilities. This statute guarantees equal opportunity for this protected group 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 opportunities with the University. Individuals with disabilities who require reasonable accommodation to participate in any portion of the application, interview and/or testing process must advise the University's Department of Personnel Services in advance. Upon

request, applicants must provide documentation confirming a disability and the need for an accommodation. Advance requests for reasonable accommodation(s) should be directed to the Director of Personnel Services. The office telephone number is (770) 423-6030 V/TDD. The FAX number is (770) 423-6570. The Web Page address for employment opportunities is [HYPERLINK http://www.kennesaw.edu/personnel](http://www.kennesaw.edu/personnel).

The following individuals have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should you require assistance or have further questions about the ADA, please contact either Ms. Carol Pope, ADA Compliance Officer for Students at (770) 423-6443; Mr. Lee Richey, ADA Compliance Officer for Facilities at (770) 423-6224; Dr. Herbert Davis, ADA Compliance Officer for Faculty at (770) 423-6670; and Mr. William Wallace, ADA Compliance Officer for Non-academic Personnel at (770) 423-6030.

Human Relations Position Statement

Kennesaw State University 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, Kennesaw State University 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 University 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 University is dedicated to creating an environment that cherishes and nourishes this diversity.

KSU Freedom of Assembly and Expression Administrative Procedures and Guidelines

Kennesaw State University 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 University's facilities do not necessarily reflect the position of Kennesaw State University. Kennesaw State University 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 university ideals and policies or the personal views of university 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 *KSU Student Handbook*.

KSU Position Statement on Environmental Awareness

Kennesaw State University 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 stewardship in environmental affairs and is committed to educating the community about environmental issues.

Acquired Immune Deficiency Syndrome (AIDS) Policy

Kennesaw State University shall provide academic programs, support services, and social and/or recreational to all eligible individu-

als. In the event that an employee or student is (or becomes) HIV (human immunodeficiency virus) positive, that individual shall retain his/her right to these programs, services and activities. All actions taken by Kennesaw State University will comply with the laws pertaining to public health practices and the rights of individuals to privacy and confidentiality. Instances that arise will be handled individually to provide maximum support to any member of the faculty, the administration, the staff or the student body who is HIV positive.

KSU Mission Statement on Occupational Health & Safety

It is the goal of Kennesaw State University to protect employees and property of KSU and to provide safe work places. To this end, the Department of Environmental, Health & Safety of Kennesaw State University will ensure compliance with local, state, and applicable federal codes, provide technical assistance, conduct routine facility audits and empower the employees of KSU through training in hazard recognition and accident prevention.

Student Administrative Withdrawals & Academic Grievance Procedures

Student Administrative Withdrawals

A student may be administratively withdrawn from the university when, in the judgment of the vice president for student success and enrollment services, the director of counseling services and the university 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 university community or with the exercise of any proper activities or functions of

the university 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 university.

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 university.

Grievance Procedures for Admissions, Privacy Rights and Other Non-Academic Matters

Within the framework of students' relationships to Kennesaw State University, several avenues exist for the expression of grievance. Provision for hearing appeals by applicants denied admission to the university 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 university catalog (see section on confidentiality of student records). Charges against students and student organizations for violations of the KSU Student Code of Conduct will be handled through the University Judiciary Program. Grievances related to loss of athletic scholarship and other forms of financial aid will be heard by the Financial Aid Appeals Committee.

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 university 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.

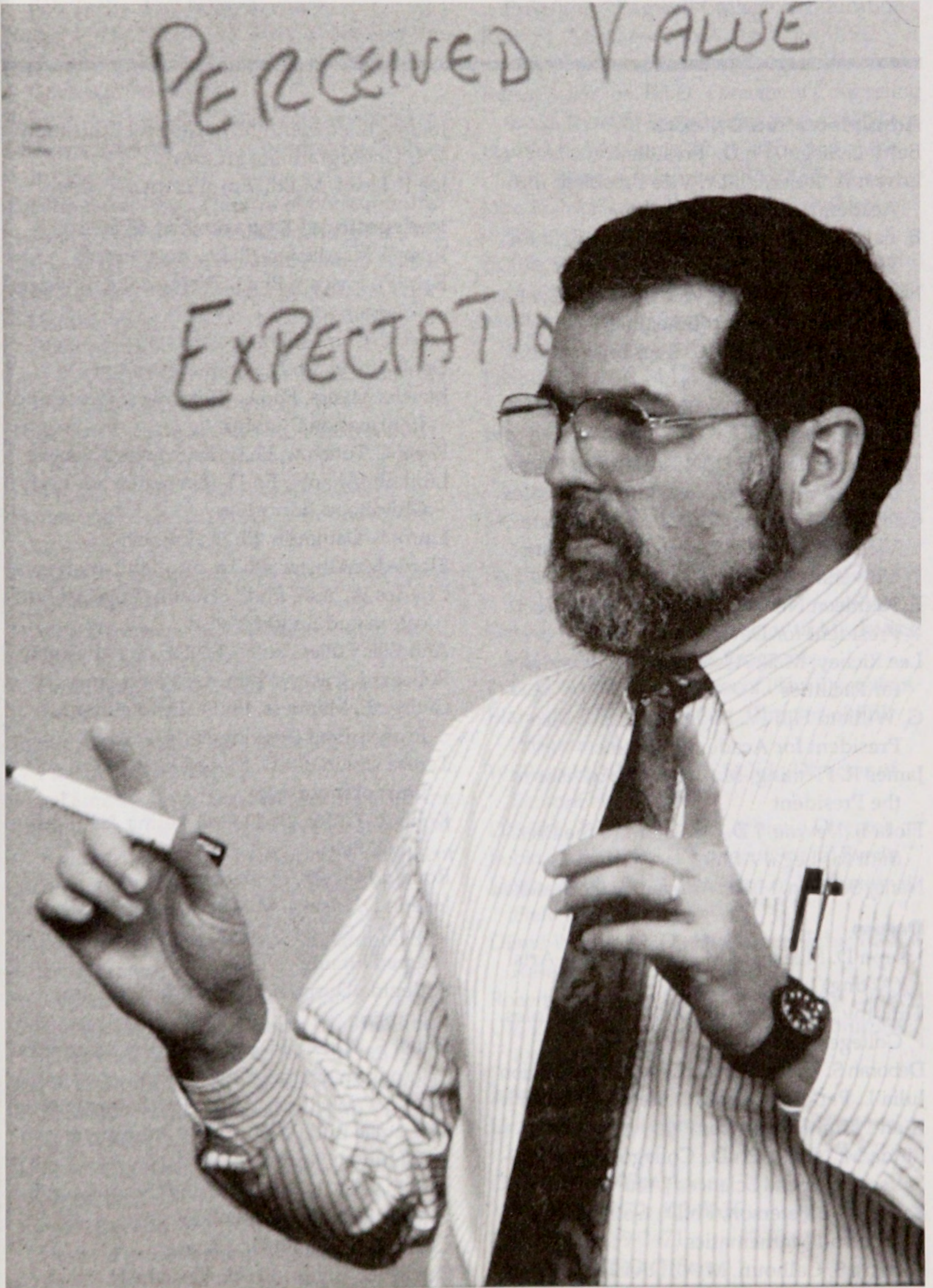
However, in instances where this is not possible, and the complaint cannot be satisfactorily resolved through procedures described above, the grievant may appeal in writing to the president of the university; the appeal should be communicated within five days after the action of which the student complains,

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 and 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, sexual orientation, handicap or national origin, and the complaint cannot be resolved at this level, the complaint will be routed to the University 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 university 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 and Faculty



Administration and Faculty

Administrative Officers

- Betty L. Siegel, Ph.D., President
Edwin A. Rugg, Ph.D., Vice President for Academic Affairs
B. Earle Holley, MAcct., Vice President for Business & Finance
Nancy S. King, Ph.D., Vice President for Student Success & Enrollment Services
Randy C. Hinds, Ph.D., Chief Information Officer
Ralph W. Frey, D.B.A., Executive Assistant to the President
Tina H. Straley, Ph.D., Associate Vice President for Scholarship & Graduate Studies
Gordan A. Harrison, M.A.P.W., Associate Vice President for External Affairs and University Relations
E. Kathleen Neitzel, B.S., Associate Vice President for Development
Lee Richey, M.S., Associate Vice President for Facilities
G. William Hill IV, Ph.D., Assistant Vice President for Academic Affairs
James R. Fleming, M.A., Senior Advisor to the President
Flora B. Devine, J.D., Assistant to the President for Legal Affairs
Nancy Sullivan, M.Ed., Assistant to the President

Deans

- Joseph D. Meeks, M.M., School of the Arts (Acting)
Timothy S. Mescon, Ph.D., Michael J. Coles College of Business
Deborah S. Wallace, Ph.D., College of Education
Julia L. Perkins, D.S.N., College of Health and Human Services
Linda M. Noble, Ph.D., College of Humanities and Social Sciences (Acting)
Laurence I. Peterson, Ph.D., College of Science and Mathematics
Barbara S. Calhoun, M.A., Division of Continuing Education

- Joanne E. Fowler, Ph.D., General Education & Undergraduate Studies
Joe F. Head, M.Ed., Enrollment Services

Instructional Department Chairs

- John P. McAllister, Ph.D., Accounting
Ralph J. Rascati, Ph.D., Biological & Physical Sciences
Leon L. Combs, Ph.D., Chemistry
Denis Vogel, Ph.D., Communication
Martha Myers, Ph.D., Computer Science and Information Systems
Roger C. Tutterow, Ph.D., Economics & Finance
Linda B. Akanbi, Ed.D., Elementary & Early Childhood Education
Laura S. Dabundo, Ph.D., English
Elaine McAllister, Ph.D., Foreign Languages
Charles W. Ash, Ph.D., Health, Physical Education and Sport Science
Ann Ellis Pullen, Ph.D., History & Philosophy
Rebecca J. Casey, Ph.D., Learning Support
George E. Manners, Ph.D., Leadership & Professional Development
Teresa Covin, Ph.D. Management & Entrepreneurship
Keith R. Tudor, Ph.D., Marketing & Professional Sales
Ronald Biggers, Ph.D., Mathematics
Joseph D. Meeks, M.M., Music
David N. Bennett, Ph.D., Baccalaureate Degree Nursing
B. Regina Dorman, Ph.D., Primary Care Nursing
Helen S. Ridley, Ph.D., Political Science & International Affairs
Valerie W. Whittlesay, Ph.D., Psychology (Acting)
M. Louise Bill, Ph.D., Public Administration & Human Services
Ann D. Smith, Ph.D., (Acting) Secondary & Middle School Education
Curtis D. Daw, Ph.D., Theater
Patrick L. Taylor, Ph.D., Visual Art

Lana J. Wachniak, Ph.D., Sociology, Geography, & Anthropology

Administrative Department Heads

Karl C. Aldag, M.L.S., Director of Presentation Technologies Department
 Kathy Alday, M.Ed., Director of Student Life
 Rodney Alsup, D.B.A., Assistant Dean for Graduate Programs
 Karen B. Andrews, M.Ed., Director of Career Services
 Melvis Atkinson, Ed.D., Coordinator/Minority Affairs
 Patricia Balsler, B.A., Director of Bookstore and Acting Director of Auxiliary Enterprises
 Phil G. Barco, B.M.E., Director of Alumni Affairs
 Robert Barrier, Ph.D., Director of Writing Center
 Ed Bonza, M.A., Coordinator of Student Publications
 Jane E. Campbell, D.B.A., Assistant Dean of Undergraduate Business Programs
 Theodore J. Cochran, M.P.A., Director of Public Safety
 Walter W. Collier, M.B.A., Comptroller
 Herbert L. Davis, Jr., Ph.D., Director for Instructional Technology
 Patricia E. Davis, Ph.D., Director of the Honors Program
 Wayne Dennison, M.S., Director of Banner Student Information System
 Carla S. Dent, B.B.A., Director of Business Services
 Joan E. Dominick, Ed.D., Director of KSU 4401 Senior Seminar
 Joan Duncan, Ph.D., Director of Annual Giving
 Terry L. Faust, Ed.D., Director of Financial Aid
 G. Richard Gary, A.S., Director of Procurement
 Jacqueline L. Givens, M.P.A., Director of Sponsored Programs
 Randall Goltz, A.S., Director of Administrative Computer Systems
 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
 Thomas H. Keene, Ph.D., Director of International Center
 Kyrstin Lavelle, M.S., Director of Center for Health Promotion and Wellness

Annette H. Lee, M.F.A., Director of University Relations
 Gary C. Lewis, Ph.D., Director of Digital Instruction Development
 David F. Martin, Ph.D., Director of Graduate Programs - Bagwell College of Education
 Kathy L. Matthews, M.A., Director/KSU 1101 Freshman Seminar Program
 Robert J. Mattox, Ed.D., Director of Counseling & Advisement Program Services (CAPS)
 Harold K. McGinnis, Ph.D., Director of the A.L. Burruss Institute of Public Service
 Jane H. McHaney, Ed.D., Assistant Dean - Bagwell College of Education
 Judith Mitchell, Ph.D., Director of Regional Institute for School Enhancement (RISE)
 Michael Murray M.B.A., Director of Educational Technology Center
 Diana G. Poore, M.Ed., Director of Teacher Resource & Activity Center (TRAC)
 Jerome Ratchford, Ph.D., Director of Student Development Center
 Carlotta D. Roberts, J.D., Director of SBDC
 Dena Roth, M.S., Director of Environmental Health & Safety
 Stephen E. Scherer, Ph.D., Director of Information Technology Services
 Gary L. Selden, Ed.D., Director of Marketing of Graduate Business Programs
 Jodie G. Sweat, B.S., Director of Plant Operations
 Elaine D. Thornton, M.A., Director of ESL Program (Acting)
 William H. Wallace, Jr., M.Ed., Director of Personnel Services
 David L. Waples, Ed.D., Athletic Director
 Robin M. Ware, B.S., Director of Special Events
 Linda Webb, Ed.D., Director of Educational Field Experiences
 Diane Willey, Ph.D., Director of Educational Research and Assessment
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 Ulf Zimmermann, Ph.D., Director of MPA Degree Program

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 Title IX Coordinator (for faculty)

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Deputy 504 Coordinator (for students)

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Dr. Herbert L. Davis, Jr.

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- GRIFFITH, MARTHA A.** (1993) Associate Professor of Public Administration. D.P.A. University of Alabama 1990. M.P.A. Auburn University 1985. B.A. Vanderbilt University 1968.
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- MESCON, TIMOTHY S.** (1990) Dean, Michael J. Coles College of Business and Professor of Management. Ph.D. University of Georgia 1979. M.B.A. Southern Methodist University 1976. B.A. Tulane University 1975.
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- SCHULZKE, KURT S.** (1990) Assistant Professor of Accounting. M.Acc. Brigham Young University, 1986. B.S. Brigham Young University, 1986.
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- SELDEN, GARY L.** (1995) Director of Marketing of Graduate Business Programs and Assistant Professor of Marketing. Ed.D. University of Georgia, 1998. M.B.A. Kennesaw State College, 1988. B.A. Ithaca College, 1969.
- 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.
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- 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.
- SMITH, ANN D.** (1988) (Acting) Chair of Secondary & Middle Grades Education and 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.
- SMITH KATHLEEN A.** (1986) Assistant Professor of Nursing. M.S. University of Oklahoma, 1985. M.S. Oklahoma State University, 1979. B.S.N. University of Oklahoma, 1969.
- 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 for Scholarship and Graduate Studies and Professor of Mathematics. Ph.D. Auburn University 1971. M.S. Georgia State University 1966. B.A. Georgia State University 1965.
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- 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.
- 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.
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- VERHOEVEN, PENELOPE** (1990) Associate Professor of Decision Sciences. Ph.D. Georgia State University 1989. M.A. University of Texas at Austin 1974. B.S. Auburn University 1971.
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- WHITMAN, MICHAEL E.** (1998) Associate Professor of Computer Science and Information Systems. Ph.D. Auburn University, 1994. M.B.A. Auburn University, 1991. B.S.B.A. Auburn University, 1986.
- WILLEY, DIANE L.** (1972) Director of Education Research & Assessment and Professor of Educational Psychology. Ph.D. University of Iowa 1976. M.Ed. Georgia State University 1969. B.A. Emory University 1967.
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- ZIEGLER, CHRISTINE B.** (1987) 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.
- 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.

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—four research universities, two regional universities, 13 state universities, two state colleges, and 13 two-year colleges.

The 16-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 11 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 63 semester-credit-hours: 45 in general education and 18 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 state universities and 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 Education; D-Doctor's

Universities

Athens 30602

University of Georgia, h; B, J, M, S, D

Atlanta 30332

Georgia Institute of Technology, h; B, M, D

Atlanta 30303

Georgia State University, A, B, M, S, D

Augusta 30912

Medical College of Georgia h; A, B, M, D

Regional Universities

Statesboro 30406

Georgia Southern University, h; A, B, M, S

Valdosta 31601

Valdosta State University, h; A, B, M, S

State Universities and Senior Colleges

Albany 31705

Albany State University, h; B, M

Americus 31709

Georgia Southwestern State University,
h; A, B, M

Augusta 30910

Augusta State University, A, B, M

Carrollton 30118

State University of West Georgia, h; A, B, M, S

Columbus 31993

Columbus State University, A, B, M

Dahlonega 30597

North Georgia College & State University,
h; A, B, M

Fort Valley 31030

Fort Valley State University, h; A, B, M

Kennesaw 30144

Kennesaw State University, A, B, M

Marietta 30060

Southern Polytechnic State University, h; B, M

Milledgeville 31061

Georgia College & State University, h; A, B, M, S

Morrow 30260

Clayton College & State University, A, B

Savannah 31406

Armstrong Atlantic State University, A, B, M

Savannah 31404

Savannah State University, 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

Coastal Georgia Community College, A

Cochran, 31014

Middle Georgia College, h; A

Dalton 30120

Dalton State College, A

Decatur 30089-0601

DeKalb College, A

Douglas 31533

South Georgia College, A

Gainesville 30403

Gainesville College, A

Macon 31297

Macon State 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
270 Washington Street, S.W.
Atlanta, Georgia 30334

Campus Information

What You Need	Office to Contact	Phone (770) 423-	Location
Academic Advisor (declared major)	Office of your major area of study		
Academic Advisor (undeclared major)	CAPS Center	6600	Pilcher Building 201
Address Change	Registrar	6200	Administration Annex 101
Adult Learner Assistance	Lifelong Learning Center	6701	Student Center 241
Alumni Information	Alumni Affairs	6333	Library 319
Appeal of grade	Instructor first, then Department Chair		
Career counseling	CAPS Center	6600	Pilcher Building 201
Change of major	Registrar	6200	Administration Annex 101
Continuing Education information	Continuing Education	6765	Chastain Center
Cooperative Education/Internship	Career Services	6555	Pilcher Building 227
Copy of transcript	Registrar	6200	Administration Annex 101
Counselor	CAPS Center	6600	Pilcher Building 201
Declaration of major	Registrar	6200	Administration Annex 101
Donations to KSU or Foundation	Development Office	6027	Pilcher Building 130
External Affairs	University Relations	6203	Pilcher Building 138
Fee information and refunds	Business Services	6419	Office Annex 113
Financial Aid	Student Financial Aid	6074	Office Annex
Gifts/Grants	Development Office	6027	Pilcher Building 130
Graduate Information	Graduate Studies	6738	Library 323
GSL checks, Pell checks, Refunds, & Scholarship Checks	Business Service	6419	Administration 107A
Health Information	Health Promotion & Wellness Center	6394	Student Center 241
Help for disabled persons	Student Development Center	6443	Student Center 227
ID Card	Student Life Center	6280	Student Center 233
Intercollegiate athletics	Intercollegiate Athletics	6284	Gym 110, 112, 113
International Student Services	Cultural Awareness & Resource Ctr.	6512	Office Annex 119
Intramural activities	Student Life Center	6280	Student Center 233
Job after graduation	Career Services	6555	Pilcher Building 227
Job on/off campus	Career Services	6555	Pilcher Building 227
Job on campus (work study)	Student Financial Aid	6074	Office Annex
Judiciary/Traffic Court Information	Judiciary Office	499-3403	Office Annex 1
KSU Foundation information	Development Office	6027	Pilcher Building 130
Learning Support information	Learning Support	6207	Library 411
Minority Student Assistance	Cultural Awareness & Resource Ctr.	6512	Office Annex 119
Non-Traditional Student Assistance	Lifelong Learning Center	6701	Student Center 241
Payment of parking ticket	Business Services	6016	Administration 138C
Personal help	CAPS Center	6600	Pilcher Building 201
Perkins checks	Business Services	6475	Office Annex 113
Petition to graduate	Registrar	6200	Administration Annex 101
Photocopying	Library	6186	Library
Press Inquiries	University Relations	6203	Pilcher Building 138
Readmission application	Admissions	6300	Administration Annex 155
Registration for Regents' Examination	Registrar	6200	Administration Annex 101
Registration information	Registrar	6200	Administration Annex 101
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ROTC information	ROTC	6229	Chastain Center 216
Student activities information	Student Life Center	6280	Student Center 233
Student publications information	Student Life Center	6280	Student Center 233
Transfer credit evaluations	Registrar	6200	Administration Annex 101
Tuition information	Business Services	6419	Office Annex 113
Veteran's information	Registrar	6200	Administration Annex 101
Volunteerism	Volunteer KSU	6700	Student Center 218B
Withdraw from a class	Registrar	6200	Administration Annex 101
Writing assistance	Writing Center	6380	Humanities 237

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16. COUNTRY OF CITIZENSHIP

COUNTRY OF BIRTH

Grid for Country of Citizenship

Grid for Country of Birth

17. If not a US citizen, type of visa held or being requested _____

18. When do you plan to enter? Check Semester/Term: FALL _____ SPRING _____ SUMMER _____

19. The following is optional: Religion: _____

20. To which Graduate School are you applying? (Please check school and program below.)

A. COLLEGE OF 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
 - Undeclared

B. COLES COLLEGE 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
 - Information Systems Management
 - Entrepreneurship
 - Finance
 - Human Resources Management and Development
 - Marketing
 - International Business
 - Operations Management
- 3. Non-degree MAcc
- 4. Non-degree MBA
- 5. Transient

C. BAGWELL COLLEGE OF EDUCATION

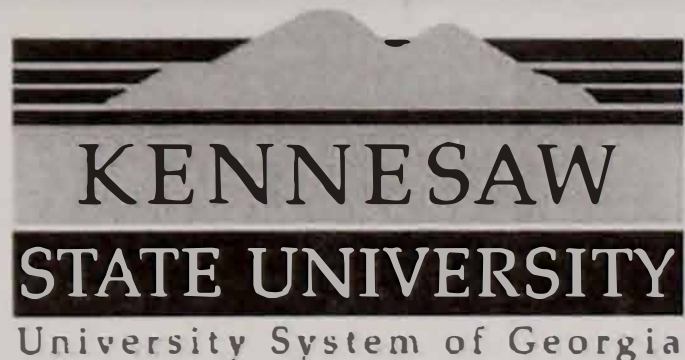
- 1. Master of Education: Area of Concentration – Please check one of the following:
 - Early Childhood P-5
 - Special Education
 - Middle Grades 4-8: Primary Concentration _____ Secondary Concentration _____
- 2. Non-degree (Please check only one)
 - Add-On Certificate: ESOL
 - Gifted
 - Teacher Support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

D. COLLEGE OF HEALTH AND HUMAN SERVICES

- Master of Science in Nursing
- Master of Public Administration
- Transient (MSN)
- Transient (MPA)
- Non-degree (MPA)

E. COLLEGE OF SCIENCE AND MATHEMATICS

- 1. Master of Science in Information Systems
- 2. Transient



KENNESAW STATE UNIVERSITY 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 Enrollment, Adult Non-traditionals, Graduates, Transients, Audits, and Non-degrees).

If you cannot provide immunization documents, please use this form and arrange for MMR vaccination through your family physician or local county health department. Exemption categories are available for circumstances regarding medical conditions or religious convictions.

**THIS IMMUNIZATION DOCUMENT MUST BE RECEIVED
WITHIN 30 DAYS AFTER THE POSTED TERM DEADLINE**

AVAILABLE LOCATIONS FOR MMR IMMUNIZATIONS

KENNESAW STATE UNIVERSITY HEALTH CENTER		PHONE
Ground Floor	Nursing Building – Room 014.....	(770) 423-6644
	Hours: Monday 7:00 - 11:00am and 12:00 – 2:00pm, Wednesday 10:00am – 12:00pm and 1:00 – 5:00pm, Thursday 10:00 - 12:00pm and 1:00 - 5:00pm	
COBB COUNTY BOARD OF HEALTH – PUBLIC HEALTH DEPARTMENT		
Main Center	1650 County Farm Road.....	(770) 514-2300
	Hours: Monday-Friday, 8:00 – 6:30pm	
Acworth Center	4489 Acworth Industrial Drive.....	(770) 974-3330
	Hours: Tuesday & Wednesday, 1:00 – 5:00pm	
East Cobb Center	44 Lower Roswell Road (near Parkaire).....	(770) 499-4421
	Hours: Monday-Friday, 8:00 – 4:30pm	
Smyrna Center	3830 S. Cobb Drive, Suite 200.....	(770) 438-5105
	Hours: Monday – Friday, 8:00 – 5:30pm	

WITHIN 30 DAYS AFTER THE POSTED TERM DEADLINE

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Hours: Monday 7:00 - 11:00am and 12:00 - 2:00pm, Wednesday 10:00am - 12:00pm and 1:00 - 5:00pm, Thursday 10:00 - 12:00pm and 1:00 - 5:00pm	(770) 214-

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	Hours: Tuesday & Wednesday, 1:00 - 5:00pm	
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	Hours: Monday-Friday, 8:00 - 4:30pm	
Smyrna Center	3830 S. Cobb Drive, Suite 200.....	(770) 438-
	Hours: Monday - Friday, 8:00 - 5:30pm	

DOUGLAS COUNTY HEALTH DEPARTMENT

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

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	Hours: Monday - Friday, 8:00 - 4:30pm	
Woodstock Office	Bells Ferry & Hwy. 92.....	(770) 928-
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Kennesaw, GA 30144-5591**

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Kennesaw, Ga 30144-5591**

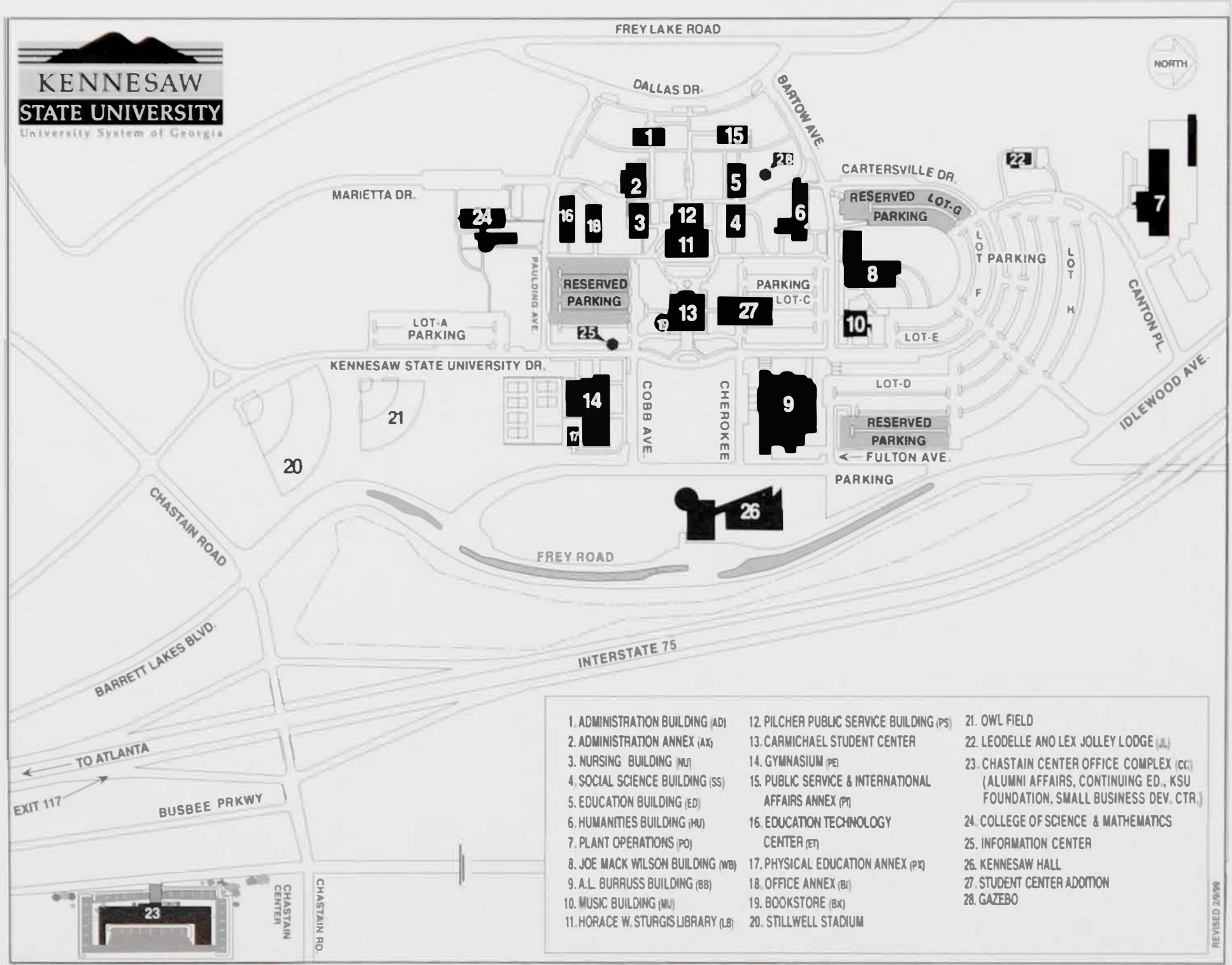
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**KENNESAW
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- | | | |
|------------------------------------|--|--|
| 1. ADMINISTRATION BUILDING (AD) | 12. PILCHER PUBLIC SERVICE BUILDING (PS) | 21. OWL FIELD |
| 2. ADMINISTRATION ANNEX (AX) | 13. CARMICHAEL STUDENT CENTER | 22. LEODELLE AND LEX JOLLEY LODGE (L) |
| 3. NURSING BUILDING (NU) | 14. GYMNASIUM (PE) | 23. CHASTAIN CENTER OFFICE COMPLEX (CC)
(ALUMNI AFFAIRS, CONTINUING ED., KSU
FOUNDATION, SMALL BUSINESS DEV. CTR.) |
| 4. SOCIAL SCIENCE BUILDING (SS) | 15. PUBLIC SERVICE & INTERNATIONAL
AFFAIRS ANNEX (PI) | 24. COLLEGE OF SCIENCE & MATHEMATICS |
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CENTER (ET) | 25. INFORMATION CENTER |
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| 7. PLANT OPERATIONS (PO) | 18. OFFICE ANNEX (BI) | 27. STUDENT CENTER ADDITION |
| 8. JOE MACK WILSON BUILDING (WB) | 19. BOOKSTORE (BK) | 28. GAZEBO |
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| 11. HORACE W. STURGIS LIBRARY (LB) | | |

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