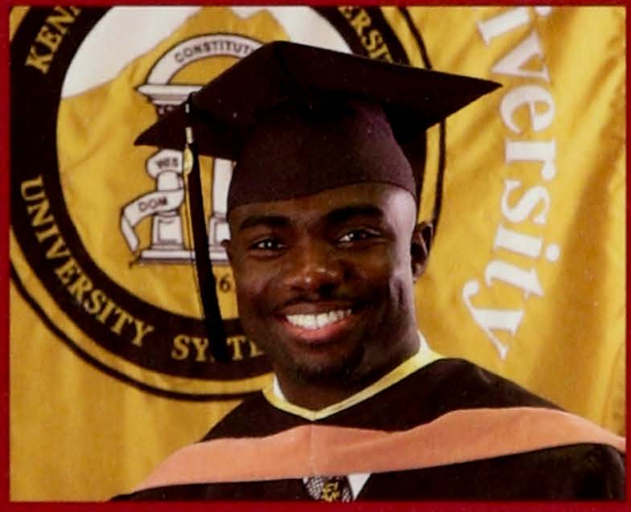
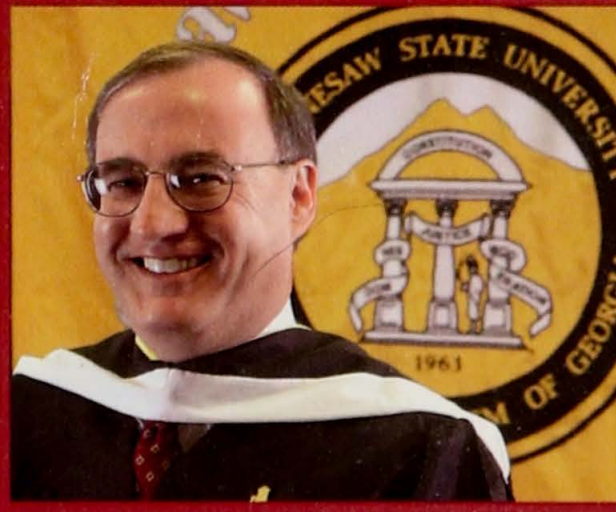
Kennesaw State University

2002-2003 Graduate Catalog





www.kennesaw.edu

•Directory•

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

Graduate Admissions
(770) 420-4377

Bookstore
(770) 423-6261

Financial Aid
(770) 423-6074

Library
(770) 423-6186

Registrar
(770) 423-6200

For specific registration deadlines, refer to the ***Schedule of Credit Courses***. Copies are available in the Office of the Register.

Additional directory information appears on inside back cover.

A KSU Campus Map and an *Application for Graduate Admission* are located in the back of this catalog.

Visit KSU's web site at:

www.kennesaw.edu

Graduate Program Directory

Master of Accounting
(770) 423-6087

Master of Business Administration
- Career Growth MBA
  (770) 423-6087
- MBA for Experienced Professionals
  (770) 420-4622
- MBA for Experienced Healthcare Professionals
  (770) 420-4622
- WebMBA
  (770) 423-6087

Master of Science in Conflict Management
(770) 423-6299

Master of Education
(770) 423-6043

Master of Science in Applied Computer Science
(770) 423-6005

Master of Science in Information Systems
(770) 423-6005

Master of Science in Nursing
(770) 499-3230

Master of Arts in Professional Writing
(770) 423-6297

Master of Public Administration
(770) 423-6631

GRADUATE CATALOG
2002-2003

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

•See back of catalog for the KSU Campus Map and a Graduate Application for Admission•

The 2002-2003 University Graduate Catalog
This catalog was prepared in the spring of 2002. The material presented is for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Kennesaw State 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 he considered as an extension of this catalog, and copies will be available in the Office of the Registrar.

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

Students have the responsibility to read this catalog, official announcements, notices posted on bulletin boards and otherwise to be informed completely in regard to the programs of studies, credits, degree requirements, quality points and other facts relating to life at this 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 and any and all other written forms, documents, letters or other materials issued by the university in furtherance of its educational mission.

Equal Opportunity/Affirmative Action
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, age, disability, national origin, or sexual orientation.

Graduate Studies
Kennesaw State University
1000 Chastain Road
Kennesaw, GA 30144-5591
(770) 423-6738

Welcome from the President

Dear Students:

I am delighted to welcome you to Kennesaw State University. It promises to be another stellar year for our university, and I know we will be led in everything we do by a committed and engaged student body. As graduate students, you occupy a unique place on our campus, inspiring us with your commitment to professional development. Indeed, we are always impressed by what our graduate students are able to accomplish, often balancing academic life with the demands of work and family. You constantly amaze us with your tenacity, energy, and spirit.

I trust you will find your coursework to be challenging and rewarding, and that you will also discover a close-knit community among your peers, as well as among our graduate faculty and staff. The spirit of collaboration and engagement truly defines what is best about what we do, and our community of students—over 14,000 strong—is particularly dedicated to forging meaningful connections both on and off campus. I have long said that your experience here at Kennesaw State should be much more than a collection of courses, and it has been inspiring to see our graduates students join the undergraduates in making student life on our campus so vibrant.

We continue to witness remarkable growth in our graduate programs, as more and more students turn to Kennesaw State for excellence in teaching, scholarship, and service. With your graduate degree you will be poised to make a profound difference in your respective fields and in your communities, moving from success to significance in everything you do. It gives us great pride to know that we are educating a purposeful and connected community of leaders for the 21st century, and I wish you only the best in all of your endeavors.

Thank you again for becoming part of the Kennesaw State University family.

Sincerely,

Betty L. Siegel

Betty L. Siegel
President

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Graduate Programs of Study

Graduate Degrees

Accounting:
Master of Accounting (MAcc)

Business:
Career Growth MBA
MBA for Experienced Professionals
MBA for Experienced Healthcare Professionals
WebMBA

Conflict Management:
Master of Science in Conflict Management (MSCM)

Master of Education:
MEd in Adolescent Education
MEd in Early Childhood Education
MEd in Educational Leadership
MEd in Special Education

Computer Science:
Master of Science in Applied Computer Science (MSACS)

Information Systems:
Master of Science in Information Systems (MSIS)

Nursing:
Master of Science in Nursing (MSN)

Professional Writing:
Master of Arts in Professional Writing (MAPW)

Public Administration:
Master of Public Administration (MPA)

Graduate Certificate Programs

Gerontology
Creative Writing
Professional Writing for International Audiences

Accelerated Studies Option

Accelerated Bachelor's-Master's Degree Option

Academic Calendar

University Calendar

Summer Term 2002

MARCH 2002

Mar. 29 Application and Document Priority Deadline

APRIL 2002

Apr. 12 Application and Document Final Deadline

MAY 2002

May 13 First Day of Classes: All Term and May Session
May 24 Last Day of Classes and Exams— May Session
May 27 Holiday (University Closed)
May 29 First Day of Classes: Four-Week Session I and Eight-Week Session

JUNE 2002

June 12 First Day of Classes-Six-Week Session
June 24 Last Day of Classes: Four Week-Session I
June 25 Final Exams: Four-Week Session I
June 26 First Day of Classes: Four-Week Session II

JULY 2002

July 4 Holiday (University Closed)
July 23 Last Day of Classes: Four-Week Session II, Six-Week Session, Eight-Week Session, and All Term
July 24-28 Final Exams: Four-Week Session II, Six-Week Session, Eight-Week Session, and All Term

Fall Semester 2002

JULY 2002

July 8 Application and Document Priority Deadline
July 15 Application and Document Final Deadline

AUGUST 2002

Aug. 24 First Day of Classes

(Fall Semester 2002 - cont'd)

SEPTEMBER 2002
Aug. 31 - Sep. 2 Holiday (No Classes)

OCTOBER 2002
Oct. 25 Last Day to Withdraw Without Academic Penalty

NOVEMBER 2002
Nov. 27 - Dec. 1 Fall Break (No Classes)

DECEMBER 2002
Dec. 12 Last Day of Classes
Dec. 13-19 Final Exams

Spring Semester 2003

OCTOBER 2002
Oct. 25 Application and Document Priority Deadline

NOVEMBER 2002
Nov. 15 Application and Document Final Deadline

JANUARY 2003
Jan. 8 First Day of Classes
Jan. 20 Holiday (University Closed)

MARCH 2003
Mar. 8-14 Spring Break (No Classes)
Mar. 19 Last Day to Withdraw Without Academic Penalty

APRIL 2003
Apr. 30 Last Day of Classes

MAY 2003
May 1-7 Final Exams

Summer Term 2003

MARCH 2003
Mar. 28 Application and Document Priority Deadline

APRIL 2003
Apr. 18 Application and Document Final Deadline

MAY 2003
May 12 First Day of Classes: All Term and May Session
May 23 Last Day of Classes and Exams— May Session
May 26 Holiday (University Closed)
May 28 First Day of Classes: Four-Week Session I and Eight-Week Session

JUNE 2003
June 11 First Day of Classes-Six-Week Session
June 23 Last Day of Classes: Four Week-Session I
June 24 Final Exams: Four-Week Session I
June 25 First Day of Classes: Four-Week Session II

JULY 2003
July 4 Holiday (University Closed)
July 22 Last Day of Classes: Four-Week Session II, Six-Week Session, Eight-Week Session, and All Term
July 23-27 Final Exams: Four-Week Session II, Six-Week Session, Eight-Week Session, and All Term

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 $40.00 application processing fee. Checks should be made payable to Kennesaw State University.

2002

January 2002

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About Kennesaw State

KSU 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 lifestyles and interests.

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

Accreditation

Kennesaw State 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 undergraduate and graduate teacher education programs are approved by the Georgia Professional Standards Commission for teaching certification and accredited by the National Council for Accreditation of Teacher Education (NCATE). The baccalaureate and master's level accounting and business programs are accredited by the AACSB, The International Association for Management Education. The master's program in nursing is approved by the Georgia Board of Nursing and accredited by the National League for Nursing Accrediting Commission—61 Broadway - 33rd Floor, Street, New York, New York 10006. Phone: (212) 363-5555.

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 person 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 and/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. 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 research 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. KSU offers an expanding array of professional graduate programs in accounting, business, conflict management, computer science, education, information systems, nursing, professional writing, and public administration.

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 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.

KSU Human Relations Position Statement

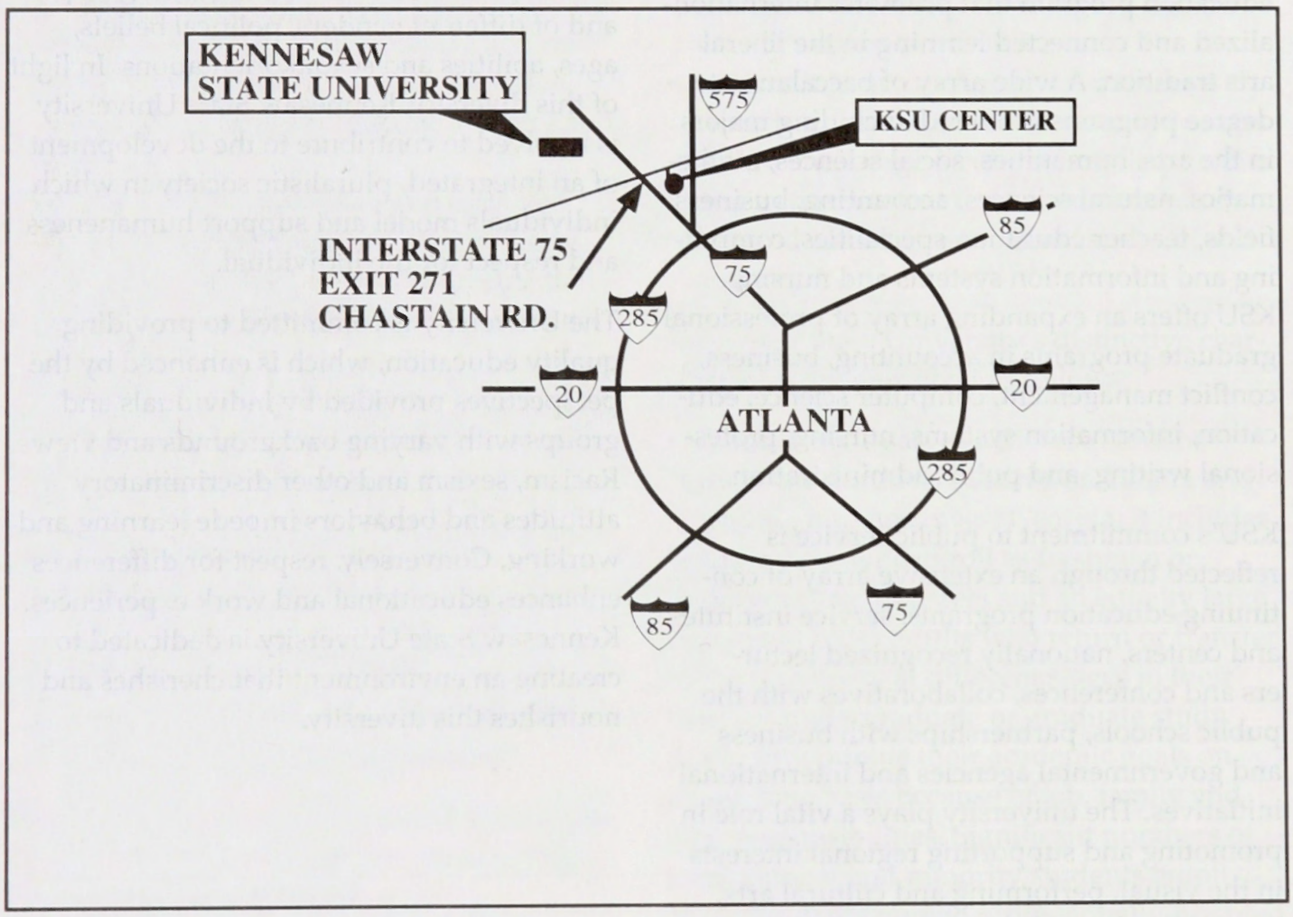
Kennesaw State University is an educational community comprised of individuals from different ethnic, racial and religious groups and of different genders, political beliefs, ages, abilities and sexual orientations. In light of this diversity, Kennesaw State University is resolved to contribute to the 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.

The Campus

Kennesaw State University is convenient to the greater Atlanta area and Northwest Georgia. To visit the main campus, take I-75 to Chastain Road, Exit 271, and go west on Chastain Road, about one-quarter mile.

Location Map



Graduate Admission

Graduate Admission Procedures

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/schools may have additional requirements or higher standards than those listed for general admission. Students are accepted to one graduate program specifically and must reapply in order to change programs.

Admissions Requirements for Degree Programs:

Master of Accounting (MAcc)

- 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). (Test requirements may be waived for applicants who have earned an advanced degree.)
- Consideration is given to the applicant's academic record, scores on the GMAT, two letters of recommendation if required, 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.
- GMAT scores may not be more than five years old at the application date deadline for the desired semester/term of entry.
- International Students (see page 21).

Career Growth Master of Business Administration (MBA)

- 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). (Test requirements may be waived for applicants who have earned an advanced degree).
- Minimum of 2 years of significant business related work experience.
- Consideration is given to the applicant's academic record, scores on the GMAT, 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 (see page 21).

Master of Business Administration for Experienced Professionals (MBA-EP)

- 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 Admissions Test (GMAT).
- Minimum of 5 years of management or professional experience.
- 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, exceptions may be made if the applicant's educational background, excellence in performance in outside activities, creativity and leadership, accomplishments in business and professional activities are sufficient to indicate success in the program.
- International Students (see page 21).

Master of Business Administration for Experienced Healthcare Professionals (MBA-EHP)

For information on the MBA for Experienced Healthcare Professionals, contact the Graduate Business Office at 770-420-4622.

WebMBA

For information on the WebMBA at Kennesaw State University, contact the Graduate Business Office at 770-423-6087 or go to the website at: http://coles.kennesaw.edu/webmba/webmba.html.

Master of Science in Conflict Management (MSCM)

- A Baccalaureate degree from an accredited college or university with a minimum grade point of 2.80 on a 4.0 scale.
- A minimum score of:
  a. 1400 on the General Test of Graduate Record Exam (GRE) (verbal, quantitative and analytical) or
  b. 475 on the Graduate Management Admissions Test (GMAT) or
  c. 151 on the Law School Admission Test (LSAT).

  (Test requirement may be waived for applicants who have earned an advanced degree.)
- Consideration is given to the applicant's academic record, test score, letters of recommendation, résumé, and typed personal statement of objectives.
- When there is a conflict in the predictions of success from the GPA and test score, exceptions may be made if the applicant's educational background, excellence in performance in business and professional activities, creativity and leadership, or

experience in the field of alternative dispute resolution indicate success in the program.
- International Students (see page 21).

Master of Education (MEd) in Adolescent Education

- A baccalaureate degree from an accredited institution.
- An undergraduate cumulative grade point average of 2.75 (on a 4.0 scale).
- A minimum score of 800 (verbal and quantitative combined) on the GRE.
- Professional résumé documenting education, teaching experience, volunteer and service accomplishments, and record of leadership.
- Two letters of recommendation that address applicant's success in teaching and ability for success in master's degree studies.
- Personal statement of goals for professional development (form available).
- Current Georgia certificate (clear renewable) in a teaching field.
- International Students (see page 21).

Master of Education (MEd) in Early Childhood Education

- A baccalaureate degree from an accredited institution.
- An undergraduate cumulative grade point average of 2.75 (on a 4.0 scale).
- A professional resume documenting education, teaching experience, volunteer and service accomplishments, and record of leadership activities.
- A completed Kennesaw State University Endorsement Form from current principal
- A written personal statement on appropriate Kennesaw State University form.
- A Georgia Teaching Certificate in Early Childhood or Elementary Teaching (P-5). Possession of a provisional teaching certificate is not appropriate for admission consideration.
- One year full-time successful current contractual teaching experience.
- Must be employed as a classroom teacher for the duration of the program.
- A signed letter of commitment to enter and complete the program within the 15-month period.
- International Students (see page 21).

Master of Education (MEd) in Educational Leadership

- A baccalaureate degree from an accredited institution
- An undergraduate cumulative grade point average of 2.75 (on a 4.0 scale)
- A professional resume documenting education, experience, and a record of leadership activities
- A completed evaluation and verification of provision of practicum experiences and mentoring from current administrator
- A current Georgia Teaching Certificate
- Three years successful contractual experience as an educational professional in the public schools
- A completed evaluation and statement of support from a district level administration
- International Students (see page 21).

Master of Education (MEd) in Special Education

- A baccalaureate degree from an accredited institution.
- An undergraduate cumulative grade point average of 2.75 (on a 4.0 scale).
- A minimum score of 800 (verbal and quantitative combined) on the GRE.
- Professional résumé documenting education, teaching experience, volunteer and service accomplishments, and record of leadership.
- Two letters of recommendation that address applicant's success in teaching and ability for success in master's degree studies.
- Personal statement of goals for professional development (form available).
- Current Georgia certificate (clear renewable) in a teaching field.
- Proof of completion of courses in Human Growth and Development, Teaching of Reading, and Education of Exceptional Students.
- International Students (see page 21).

Master of Science in Applied Computer Science (MSACS)

- An undergraduate degree from an accredited institution is required. The program is open to various majors with appropriate backgrounds who can master the foundations, and is not restricted to undergraduate degrees in science and engineering.
- Minimum cumulative undergraduate adjusted GPA of 2.75 on a 4.0 scale.
- At least 2 years of experience in the computing industry is required. This can include both part-time and full time experience.
- Coursework in the following prerequisite foundations are required:
  a. applied calculus
  b. physics
  c. computer programming
  d. computer architecture
  e. data structures

  Work experience and other coursework can selectively replace certain prerequisite knowledge foundations at the discretion of the program director with demonstration of student competency in the knowledge area.
- Minimum score of 1425 (verbal, quantitative and analytical) on the General Test of the Graduate Record Examination (GRE).
- Other criteria will be considered by the MSACS Admissions Committee for applicants, including:
  - course work
  - major area coursework GPA
  - professional certifications in computing areas
  - relevant work experience
  - professional activities
- Valid Immunization Certificate for measles, mumps, and rubella.
- International Students (see page 21).

Master of Science in Information Systems (MSIS)

- 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 1425 (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;
  -relevant work experience.
- A current résumé.
- A Statement of Interests that states the applicant's professional career goals. This Statement of Interests should indicate how the applicant plans to leverage the MSIS degree in their career plan.
- International Students (see page 21).

Master of Science in Nursing (MSN)

- 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.
- International Students (see page 21).

Master of Arts in Professional Writing (MAPW)

- 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); or a minimum of 550 verbal score; the GRE requirement is waived for applicants who have earned an advanced 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.
- Representative writing samples from both the concentration and the support areas.
- A letter of recommendation is optional.
- International Students (see page 21).

Master of Public Administration (MPA)

- Baccalaureate degree from an accredited college or university with a 2.5 grade point average.
- A minimum 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.
- An application letter that states the applicant's interest and goals for the MPA Program and the potential use of the degree.
- A current résumé.
- Two letters of recommendation that address the applicant's potential for graduate study and use of an MPA degree.
- International Students (see page 21).

Students are admitted to the program based upon an overall review of all credentials including any work and community service experience that indicates potential success in graduate work and in professional public service.

How to Apply

Applicants for the MAcc, Career Growth MBA, MEd in Education, MEd in Special Education, MAPW, MSN, MPA , MSACS, MSIS, and WebMBA degrees may apply using the form included in this catalog, or on-line at www.kennesaw.edu. Applicants for the MBA-EP, MBA-EHP, WebMBA, MSCM, MSACS, MEd in Early Childhood Education, and the MEd in Educational Leadership should contact the graduate program office for each program for application materials.

Graduate Program Office	Phone Number
Master of Accounting	(770) 423-6087
Career Growth MBA	(770) 423-6087
MBA -EP	(770) 420-4622
MBA-EHP	(770) 420-4622
WebMBA	(770) 423-6087
Master of Science in Applied Computer Science	(770) 423-6005
Master of Science in Conflict Management	(770) 423-6299
Master of Education	(770) 423-6043
Master of Science in Information Systems	(770) 423-6005
Master of Science in Nursing	(770) 499-3230
Master of Arts in Professional Writing	(770) 423-6297
Master of Public Administration	(770) 423-6631

The files of applicants who do not enroll after a period of one year become inactive. Since files are destroyed, these applicants must file new applications and documents. All documents become the property of Kennesaw State University and cannot be forwarded or returned.

All applications received must be accompanied by a nonrefundable $40.00 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 the applicant 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.

Application Documentation for Degree Programs

Specific documentation required as well as to whom/ what office documentation should be sent is shown below.

Master of Accounting (MAcc)

Mail to Office of Graduate Admissions:

- 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 GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.

Mail to the MAcc Graduate Program Director

- Professional résumé documenting business related work experience.
- A Personal Statement of Objectives (must be typed).

Career Growth Master of Business Administration (MBA)

Mail to the Office of Graduate Admissions:

- 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 GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.

Mail to the Career Growth MBA Program Director:

- Professional résumé documenting business related work experience.
- A Personal Statement of Objectives (must be typed).

Master of Business Administration for Experienced Professionals (MBA-EP):

Contact (770) 420-4622 or visit http://coles.kennesaw.edu to request application materials.

Master of Business Administration for Experienced Healthcare Professionals: (MBA-EHP)

Contact (770) 420-4622 or visit http://coles.kennesaw.edu to request application materials.

WebMBA:

Contact (770) 423-6087 or visit http://coles.kennesaw.edu to request application materials.

Master of Science in Applied Computer Science (MSACS)

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from the institution 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 GRE test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.

Mail to the MSACS Program Director:
- Current résumé.
- Personal statement of goals.

Master of Science in Conflict Management (MSCM):

To be considered for admission to the MSCM program, the following application materials must be submitted to the ***MSCM Graduate Director, Department of Political Science and International Affairs, Kennesaw State University, Bldg. #23 Rm. 222, 1000 Chastain Road, Kennesaw, GA 30144-5591:***
- Application Form: A special MSCM application is available online at: www.kennesaw.edu/pols/mscm/ or by calling 770-423-6299.
- An official transcript sent directly from the institution from each institution attended. Proof of baccalaureate degree should be on one transcript.
- Official GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- Evidence of Immunization: A valid Immunization Certificate for mumps, measles and rubella.
- An application letter that states the applicant's interest and goals for the MSCM and the potential use of the degree.
- A current resume is required.
- Two letters of recommendation that address the applicant's potential for graduate study and use of the MSCM degree from employers, supervisors, or professors familiar with the applicant's ability.

Master of Education (MEd) in Adolescent Education:

Mail to the Office of Graduate Admissions:
- Application form.
- An official transcript sent directly from the institution from each institution attended. Proof of baccalaureate degree should be on one transcript.
- Proof of current teaching certification;
- 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 GRE test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.

Mail to the MEd in Adolescent Education Program Director:
- Professional résumé that address applicant's success in teaching experience, volunteer and service accomplishments, and record of leadership.
- Two letters of recommendation that address applicant's success in teaching and ability for success in master's degree studies.

Master of Education (MEd) in Early Childhood Education:

Contact (770) 423-6043 to request application materials and/or for further information.

Master of Education (MEd) in Educational Leadership:

Contact (770) 423-6043 to request application materials and/or for further information.

Master of Education (MEd) in Special Education

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from the institution 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 GRE test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.

Mail to the MEd in Special Education Program Director:

- Personal statement of goals during and as a result of graduate programs (forms are available in the Office of Graduate Studies in Education).
- Professional résumé documenting education, teaching experience, volunteer and service accomplishments, and record of leadership.

Master of Science in Information Systems (MSIS)

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from the institution 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 GRE or GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.

Mail to the MSIS Program Director:

- Current résumé.
- Personal statement of goals.

Master of Science in Nursing (MSN)

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from the institution 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 GRE test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.

Mail to the MSN Program Director:

- 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.

Master of Arts in Professional Writing (MAPW)

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from the institution 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 GRE test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.

Mail to the MAPW Program Director:

- 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.

Master of Public Administration (MPA)

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from the institution 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 GRE or GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.

Mail to the MPA Program Director:

- Current résumé.
- Letter of application and intent.
- Letters of recommendation.

Provisional Standing

Provisional standing is allowed only in the M.Ed. programs of study in Adolescent Education and Special Education. An individual whose credentials do not meet the requirements for full admission may be considered for provisional admission if, in the opinion of the program director or graduate admissions committee, the applicant demonstrates strong 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 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.

Appealing an Admission Decision

Students may appeal an admissions decision by contacting, in writing, the Dean of Graduate Studies. Applicant may appeal denial of admission only if additional relevant information is provided for review.

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. Non-degree students must meet the following requirements:

1. An earned baccalaureate degree (or higher, as may be required by individual programs) from an institution accredited in a manner accepted by KSU.

2. Minimum undergraduate grade-point average of at least 2.5 on a 4.0 scale; (please see specific requirements).
3. GMAT is required for Career Growth MBA classes.
4. Any specific program requirements, including applicable prerequisites.
5. Permission of the appropriate graduate program director.

Individual degree programs may impose additional or more stringent requirements.
Students with non-degree status are not permitted to enroll in courses in the MSCM, MSN, MBA-EP, MSACS, or MBA-EHP programs.

Students wishing to apply for non-degree status should submit the following to the Office of Graduate Admissions:

- Application form.
- An official transcript from the undergraduate institution from which baccalaureate or other required degree was awarded sent directly to the Office of Graduate Admissions from that institution.
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.
- GMAT scores (for MBA classes only).

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.

Certificate Programs

Kennesaw State University offers Graduate Certificates in the following areas:

Gerontology
Creative Writing
Professional Writing for International Audiences

Individuals wishing to apply for a certificate in Gerontology should contact Dr. Christine Ziegler at 770-423-6225. Those interested in the Creative Writing or Professional Writing for International Audiences certificate programs should contact Dr. Susan Hunter at 770-499-3335 or 770-423-6468.

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 the following to the Office of Graduate Admissions:

- Application form.
- A transient letter from the applicant's home institution stating that the applicant is in good academic standing.
- Valid Immunization Certificate for measles, mumps and rubella.
- $40 application fee.

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 the registrar 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 any KSU MBA program 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.

Accelerated Bachelor's-Master's Degree Option:

The Accelerated Bachelor's Master's Degree Option provides qualified KSU undergraduate students the opportunity to begin graduate studies at KSU in their senior year and to 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. Students applying for this program must:

(1) Have completed at least 18 hours of coursework at Kennesaw State.
(2) Have a KSU GPA of 3.5 or better.
(3) Be within 21 semester hours of graduation.
(4) Have 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).
(5) Meet all requirements for admission into the specified graduate program (except for receipt of the undergraduate degree); and
(6) Submit an application for admission to the Accelerated Bachelor's-Master's Degree Program, along with all necessary admissions documentation to the Dean of Graduate Studies by the deadline dates listed below.

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. An undergraduate student enrolled in graduate classes is limited to six semester hours of graduate course work per term and a total academic course load of 12 semester hours per semester.

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, with a satisfactory undergraduate grade point average, and a grade of "B " or better in all graduate courses completed, 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 English leading to a Master of Arts in Professional Writing. Students interested in this option must meet with the department chair responsible for the undergraduate major.

Application materials should be submitted to the Dean of Graduate Studies no later than the following dates:

July 15	for Fall term admission
November 15	for Spring term admission
April 15	for Summer term admission

For application materials, contact the Dean of Graduate Studies at 770-423-6738.

This option is not available for students wishing to take courses in the M.Ed. program unless the student has the required certification for admission to the graduate program. For information on the integrated study option for the MSN degree, please contact the School of Nursing at 770-499-3230.

International Students

In addition to meeting specific requirements for each degree program, international students must meet the following additional requirements:

Any student whose native language is not English must have earned a minimum score of 550 on the written Test of English as a Foreign Language (TOEFL) or 213 on the computer-based TOEFL test. 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.

Readmission to Graduate Study

Any graduate student who has a break in attendance of one calendar year, 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. The application and a $25.00 nonrefundable application processing fee must be received 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.

Any student who exceeds the six-year limit for completing a degree 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.

KSU on the World Wide Web

Visit KSU's home page at:

http://www.kennesaw.edu.

Online Web Link for Students to check the status of your application or view the graduate catalog.

Click on **Academics** and then click on **Graduate Studies** to access sites to apply on-line or to acquire more information about admission requirements, degree programs, and the faculty.

Tuition Expenses, & Financial Aid

Tuition and Fees

All tuition charges or other charges are subject to change at the end of any academic term.

2002-2003 Expenses/Fees

Expenses include in-state tuition, out-of-state tuition, 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 in-state tuition and, when applicable, out-of-state tuition, for enrollment in all courses even if no credit is earned.

In-State Tuition

Graduate students enrolled for less than twelve semester hours are considered part-time students for fee schedule purposes and are charged an in-state tuition of $101.00 for each credit hour of course work. The total in-state tuition for full-time students (those registered for 12 credit hours or more) is $1,206.00.

Out-of-State Tuition

Graduate students who are not residents of Georgia and who register for 12 or more credit hours are required to pay an out-of-state tuition fee of $4,824.00 per semester in addition to all other regular fees. Nonresident students registered for fewer than 12 credit hours are required to pay an out-of-state tuition fee of $402.00 per credit hour in addition to all other regular fees.

Student Services Fee

All students are required to pay a nonrefundable fee of $145.00 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 $20.00 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.

An additional fee of $50 per semester will be charged to each student for the construction of parking decks on campus.

Summary of Expenses 2002-2003

Full-time Students (Twelve Hours or More)

Per semester	Resident	Nonresident
In-state Tuition	$1,206.00	N.A.
Out-of State Tuition	N.A.	4,8240.00
Student Services Fee	145.00	145.00
Parking Fee	20.00	20.00
Technology Fee	38.00	38.00
Parking Deck	50.00	50.00

Part-time Students (Fewer than Twelve Hours)

Per credit hour	Resident	Nonresident
In-state Tuition	$101.00	N.A.
Out-of-State Tuition Fee	N.A.	402.00
Per semester		
Student Services Fee	145.00	145.00
Parking Fee	20.00	20.00
Technology Fee	38.00	38.00
Parking Deck	50.00	50.00

MBA for Experienced Professionals and MBA for Experienced Healthcare Professionals Program Fees

The cost for each 18-month program is $30,000. This fee includes a nonrefundable deposit of $500 which is due upon acceptance to the program. The remaining $29,500 is prorated over the entire program. Meals, textbooks, notebook computer, retreat and the International Residency for Experienced Professional Program are included.

The Master of Science in Conflict Management Program Fees

The cost of the program is $19,500, which includes tuition, fees, books and class materials, meals on class weekends, travel to a professional conference, membership in a professional organization and a subscription to an ADR journal. The cost includes a nonrefundable reservation fee of $500 which is due upon official notification of acceptance in order to reserve a place in the program.

All MSCM applicants are encouraged to apply for financial aid in the event of an emergency that could prevent fulfilling their commitment to the program.

See Master of Science in Conflict Management section of this catalog for further details on fee schedules, deadlines, and payment of fees.

The Master of Science in Applied Computer Science Program Fees

The cost of the MSACS program is $25,000 for five (5) semesters of course work.

Special Fees and Expenses

DIPLOMA FEE: A diploma fee of $35 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.

FAX Fee: Priority fee for electronic transmission (FAX) of unofficial transcripts or certifications forms/letters of $10.00 per document.

LATE PAYMENT FEE : A $50 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.

LATE REGISTRATION FEE : Students requesting a late registration or add/drop after all official registration periods have ended will pay a late hand registration fee of $30.00 per transaction.

PENALTY FEE FOR RETURNED CHECK: A penalty fee of $25 will be assessed for each check returned by the bank.

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 standard 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.

Individuals 62 and over wishing to enroll in one of Kennesaw State's Executive Programs (the Master of Business Administration for Experienced Professionals, the Master of Business Administration for Experienced Healthcare Professionals, the Master of Science in Conflict Management, the Master of Science in Applied Computer Science or the WebMBA) will be required to pay all costs of these programs in excess of standard graduate program tuition and fees.

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 (Phase III) registration will receive a 100% refund.

After late registration and drop/add, students will receive refunds only if they withdraw completely from the university. The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

Students enrolled summer term who withdraw from second-session courses on 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 tuition 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 and Re-enrollment

Subject to institutional policies, full refunds of tuition and mandatory fees and pro rata refunds of electives fees are hereby authorized for students who are:

- military reservists (including members of the National Guard) and who receive emergency orders to active duty after having enrolled in a University System institution and paid tuition and fees;
- active duty military personnel and who receive an emergency reassignment after having enrolled in a University System institution and paid tuition and fees;
- otherwise unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exceptional equitable relief.
- students who are members of the Georgia National Guard or other reserve components of the U.S. Armed Forces who are reenrolling after having been summoned to active duty in an emergency situation are to be accorded special consideration regarding class registration, financial aid processing, payment of fees, etc., so as to expedite their re-enrollment.
- military personnel on active duty in the U.S. Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location who later wish to resume their education are to be accorded special consideration regarding class registration, financial aid processing, payment of fees, etc., so as to expedite their re-enrollment.

Definition of Legal Residents

Individuals who enter the institution as out-of-state students but who wish to later qualify as legal residents must fill out a Petition for Georgia Residence Classification form, which can be obtained in the Office of the Registrar. 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 out-of-state 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 for that semester. If the petition is granted, reclassification will not be retroactive to prior semesters.

If there is any question in the mind of the student concerning his/her resident status, application for clarification should be made immediately or not later than two weeks prior to the registration date in order to avoid delay and inconvenience of registration. Applications should be addressed to Residence Committee, Office of the Vice President for Business and Finance, Kennesaw State University, 1000 Chastain Road, Mailbox # 0102, Kennesaw, Georgia 30144.

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 month immediately preceding the date of registration.

   (b) No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes

while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.

2. If a person is under 18 years of age, he or she may register as an in-state student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.
3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of 12 consecutive months on the payment of in-state tuition. After the expiration of the 12 month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate.
4. In the event that a legal resident of Georgia is appointed as guardian of an out-of-state minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.
5. Aliens shall be classified as out-of-state students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
6. Waivers: An institution may waive out-of-state tuition for:

a. Nonresident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration, provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration;
b. Up to two percent of the institution's full-time enrollment for superior out-of-state students in selected programs and/or international students, as selected by the president (BR Minutes, 1984-85, p. 372; March, 1996, p. 47);
c. Full-time employees of the University System, their spouses, and their dependent children;
d. Medical and dental residents and medical and dental interns at the Medical College of Georgia (BR Minutes, 1986-87, p. 340);
e. Full-time teachers in the public schools of Georgia or in the programs of the State Board of Technical and Adult Education and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p. 43);
f. Career consular officers and their dependents who are citizens of the foreign nation which 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;
h. Students who are legal residents of out-of-state counties bordering on Georgia counties in which an institution of the University System is located and who are enrolled in the institution;
i. Full-time members of the Georgia National Guard (BR Minutes, April, 1998, pp. 16-17); and
j. Students who are certified by the Commissioner of Industry, Tourism and Trade as being part of a competitive economic development project.

Institutions shall exercise the greatest care in selecting students who are to receive waivers of the tuition differential. Such non-resident graduate students shall pay all tuition and fees required of residents of Georgia.

A Georgia-based corporation may contract with the Board of Regents to provide tuition differential waivers to the corporation's non-Georgia-domiciled employees attending University System institutions (BR Minutes, March, 1996, p. 47).

Financial Aid

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.

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.

Scholarships and Fellowships at Kennesaw State University

Several privately-supported scholarships for undergraduate students and fellowships for graduate students are available at Kennesaw State University. These may be merit-based, financial need based or both. A complete list of available scholarships and fellowships and relevant applications information is located on the KSU web site at:

www.kennesaw.edu/financial_aid

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 Free Application for Federal Student Aid (FAFSA) is the only application required. These are reviewed on a first come first serve basis. 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 for the 2001-2002 and 2002-2003 academic year:

- Middle Grades Education (Grades 4-8) with primary concentration in Math, Science or Math and Science
- Mathematics Education (Grades 7-12)
- Science Education (Grades 7-12 *Broad Field, Chemistry, Physics, Biology, or *Earth/Space)
- Foreign Language (Grades P-12) French and Spanish
  (subject to change)

*Majors not offered at KSU.

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.

The scholarships are available within the State of Georgia for the 2002-2003 academic year, which begins with Summer Term 2002, 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 $125 per semester hour. Students should apply in early May of 2002. They may get applications from the state or College of Education at KSU.

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 2002-2003 free Application for Federal Student Aid. Awards for this program range up to $1,600 per academic year. The interest rate is 5% 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 Subsidized Stafford Loan Program

This loan is available to graduate students who are enrolled at least halftime (5 hours) and demonstrate financial need, as determined from results of the Free 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.

Federal Unsubsidized Stafford Loan Program

This loan is different from the Federal Subsidized Stafford Loan and is available to students in addition to their Federal Subsidized 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.

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.

Graduate Research Assistantships—Graduate programs may award a limited number of Graduate Research assistantships. Graduate Research Assistants work closely with faculty on specific projects and, in return, receive a stipend and waiver of tuition. Graduate Research Assistantships are not available for the MBAEP, MBAEHP and MSCM programs. Students interested in the Graduate Research Assistantship program should contact the program director of the specific degree program.

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. FWS applications are available in the financial aid office.

Institutional Employment—There are 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)
2002-2003

Georgia Residents

	Living with parent	Not Living with parent
*Tuition	$2,412	$2,412
Fees	506	506
Loan fees (est)	165	165
Room & Board	3,000	8,520
Books/ Supplies	750	750
Personal	1,258	1,258
**Transportation	1,708	1,708
Total:	$9,799	$15,319

Non-Georgia Residents

	Living with parent	Not Living with parent
*Tuition	$9,648	$9, 648
Fees	506	506
Loan fees (est)	165	165
Room/Board	3,000	8,520
Books & Supplies	750	750
Personal	1,258	1,258
**Transportation	1,708	1,708
Total:	$17,035	$22,555

* Executive MBA Program - $30,000
* Conflict Management Program - $19,500
* MS in Applied Computer Science - $25,000 for five semesters

** Cost of transportation for students living in community apartments (University Place and KSU Place) is approximately $854.00.

Academic Policies

Policies and Procedures

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 at :
www.kennesaw.edu/registrar

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.

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. Individual degree programs may establish additional requirements for 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 Commission of Colleges (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.

Transfer credit is not permissible for any part of the MBA for Experienced Professionals, the MBA for Experienced Healthcare Professionals or the Master of Science in Conflict Management programs.

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 graduate 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. Grades for repeated courses are considered as work attempted and do not replace grades already received. Individual degree programs may establish more stringent requirements. Students enrolled in KSU's executive program (MBAEP, MBAEHP, MSCM and MSACS) may not repeat courses for credit.

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 of the School or College Hearing Committee rejects the student's appeal, the next level of appeals will be the dean of graduate studies, who represents the vice president of 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.

Academic Appeals (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. Every attempt will be made to resolve other complaints/grievances starting with the faculty member involved. However, in instances where this is not possible, and the complaint cannot be satisfactorily resolved through procedures described above, the grievant may appeal to the dean of graduate studies. The appeal should be communicated within five days after the action of which the student complains, or unsatisfactory resolution was reached at lower level.

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 consequences:

I. Academic Warning

Upon earning a grade lower than B in at least two credit hours of graduate course work, the student will receive a letter of warning and be advised of the consequence that will result if additional grades lower than B are earned in graduate courses at Kennesaw State University.

Upon earning a grade lower than B in at least six credit hours of graduate course work, the student will be given a letter of warning.

Upon earning a grade lower than B in nine or more hours of graduate course work, the student will be dismissed from further graduate study at KSU and will not be eligible for readmission as a graduate student.

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 nine credit hours of grades below B, or if a graduate student on probation earns a semester or summer 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 then notify the appropriate graduate program director, the office of the registrar and the student of his/her decision. The decision of the dean of graduate studies is final and students may not appeal a second exclusion.

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. Candidates for a second Master's degree at Kennesaw State must earn a minimum of 18 additional hours in excess of any hours used toward the first Master's degree (the exact number of hours will depend on specific degree requirements).
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).

Double Majors and Concentrations in a Single Degree Program

In graduate programs with specific concentrations or majors (the MAPW, MPA, and MSIS programs) a student may qualify for an additional major or concentration (within the specified graduate program) by completing a minimum of 12 additional hours of appropriate coursework beyond that required for the original concentration or major, and by completing any special requirements of that major or concentration.

The earning of a second concentration or major will be confirmed by the Office of the Registrar, upon written request by the student, and only if the additional courses are completed before any of the student's graduate credits will be more than six years old. Double Major/Concentration Request Forms are available from the program director. The grades in the additional hours must not cause the student's grade point average to fall below a 3.0. All grades must be "C" or higher.

Multiple Graduate Degrees

A student may earn a particular master's degree at Kennesaw State only once. If a student wishes to complete a second master's degree program, he or she must meet all admission requirements in effect for the second degree and thereafter fulfill all requirements for the second master's degree.

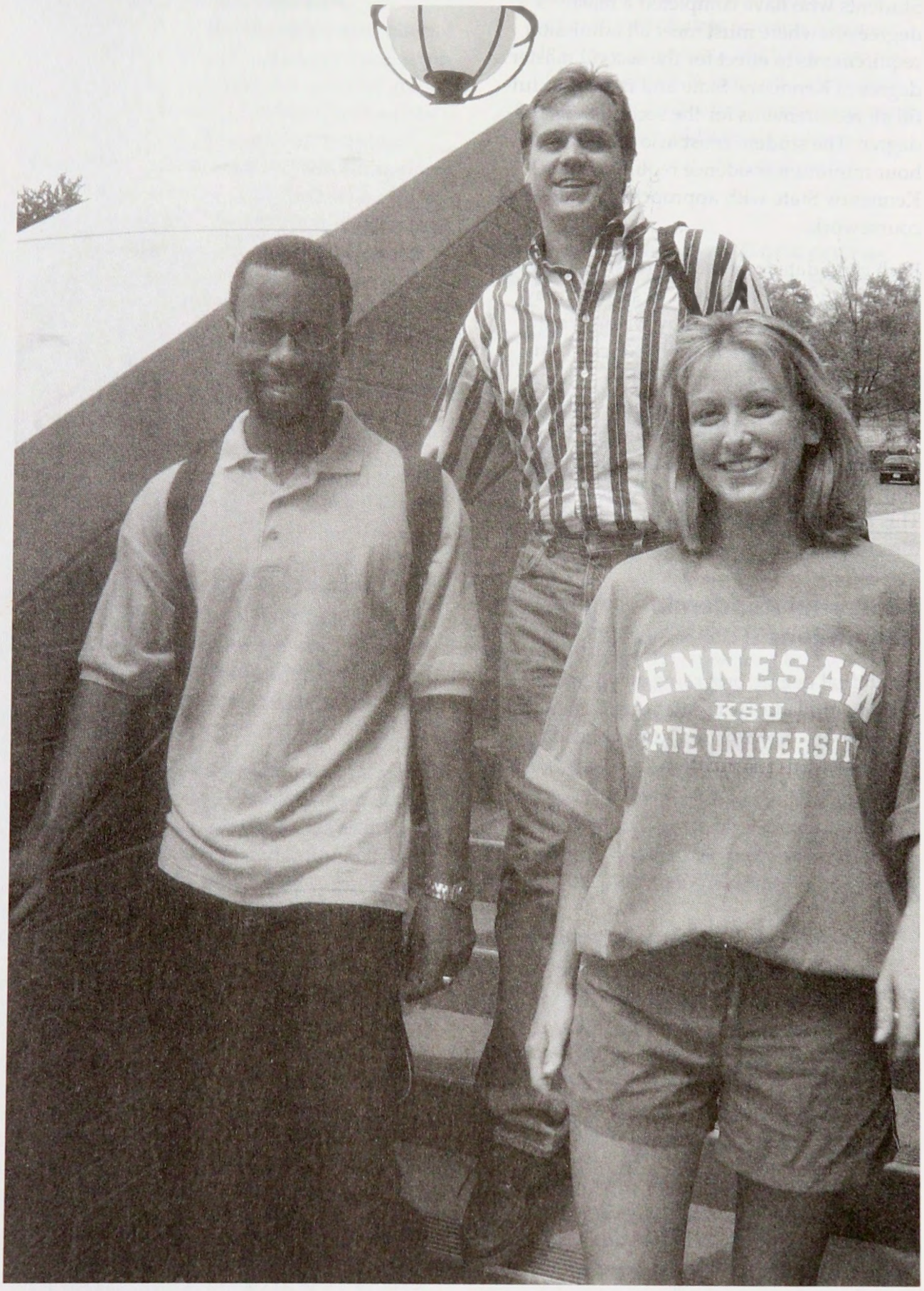
Along with other requirements as specified by the degree program, the student must complete a minimum of 18 hours of appropriate coursework beyond that required for the original masters degree (the exact number of hours will depend on specific degree requirements). Expectations for Satisfactory Graduate Level Student Performance, as outlined above, apply to all second master's degree students.

Students who have completed a master's degree elsewhere must meet all admission requirements in effect for the second master's degree at Kennesaw State and thereafter fulfill all requirements for the second master's degree. The student must also meet the 27-hour minimum residence requirement at Kennesaw State with appropriate grades and coursework.

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

Additional Academic Regulations

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


ENNESAW
KSU
ATE UNIVERSIT

Master of Accounting

The Master of Accounting program is fully accredited by AACSB, The International Association for Management Education.

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 is flexible enough to serve these 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; and
- To provide economical continuing education opportunities for accounting professionals.

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 work forces 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.

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. 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 applies for admission to the MAcc program.

1. Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
2. Minimum cumulative adjusted grade point average (GPA) of 2.80 on a 4.0 scale.
3. Minimum total score of 475 (verbal, quantitative, and analytical) on the Graduate Management Admissions Test (GMAT). (Test requirements may be waived for applicants who have earned an advanced degree.)
4. Consideration is given to the applicant's academic record, scores on the GMAT, two letters of recommendation if required, professional résumé, typed personal statement of objectives, and GMAT Analytical Writing Assessment results.
5. 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.
6. Valid Immunization Certificate for measles, mumps and rubella.
7. A score of at least 550 on the written TOEFL or 213 on the computer-based TOEFL is required for all students for whom English is not the native language. International applicants must have their foreign credentials evaluated by an independent evaluation service. Course-by-course evaluations, equivalence to

an accredited U.S. degree or number of years toward completion, and grade point average (GPA) equivalents are 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.

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 six years old at the time the student enters Kennesaw State University.

A request for consideration of transfer credit must be submitted to the director of the MAcc 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

Expectations for satisfactory graduate level student performance are detailed in the Academic Policies section of this catalog.

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.

Petition to Graduate

Each MAcc 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 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 a 4.0 scale.

In addition, any applicable course prerequisites must be met. Application is made to the KSU Office of Graduate 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 program.

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.**

Master of Accounting

Accounting Foundation Courses:

The MAcc curriculum is developed on the assumption that students will bring certain preparatory knowledge into the 8000-level courses. For those students who do not have the appropriate business foundation knowledge and skills, the Coles College offers several alternatives: (1) the student may take one or both integrated, team-taught courses, GBA 6100—Analytical Business Applications and/or GBA 6200—Exploring Contemporary Business, specially designed only for students admitted to the MAcc/MBA Programs, (2) the student may take approved undergraduate courses (listed below) in functional areas of business, or (3) the student may take an Advanced Standing Exam to exempt a course. Arrangements for these examinations must be made through the Graduate Business Office.

		Credit Hours
ACCT 2100	Introduction to Financial Accounting	(3)
ACCT 2200	Introduction to Managerial Accounting	(3)
EBIZ 2100	Business Information Systems and Communication	(3)
BLAW 2200	Legal and Ethical Environment of Business	(3)
ECON 2100	Principles of Microeconomics	(3)
ECON 2200	Principles of Macroeconomics	(3)
ECON 3100	Business Statistics	(3)
FIN 3100	Principles of Finance	(3)
MGT 3100	Management and Behavioral Science	(3)
MKTG 3100	Principles of Marketing	(3)

Program prerequisites in accounting:

Accounting prerequisites for undergraduate courses completed at KSU:

ACCT 3100	Intermediate Financial Accounting & Auditing
ACCT 3200	Intermediate Managerial Accounting & Tax
ACCT 4100	Advanced Financial Accounting

For undergraduate courses completed at other institutions:
Three courses (nine semester hours) above the introductory accounting sequence (generally 3000- and 4000-level courses).

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

		Credit Hours
CORE COURSES (All are required)		**18**
ACCT 8000	Accounting Insights for Managers	3
ECON 8010	Resource Allocation and Decision Analysis	3
FIN 8020	Business Finance	3
MGT 8999	Strategic Management: An Integrative, Capstone Experience	3
ELECTIVES (Select any two of the following:)		6
MGT 8040	Managing the Value Chain (3)	
MGT 8050	Leading Work Behavior, Effectiveness, and Change (3)	
MKTG 8030	Strategic Marketing (3)	
ACCOUNTING AND TAXATION ELECTIVES: (6 courses**)		**18**

Select six graduate accounting courses (8000 level, with the ACCT prefix)

** Elective courses are primarily to be selected from those courses with the ACCT prefix. However, with the approval of the accounting department chair, students wishing to emphasize in information systems may take up to two elective courses related to that area of study that are listed outside the ACCT sequence of courses. Such courses may be offered by the Coles College of Business or by the Master of Science in Information Systems program (MSIS). Permission to register for courses in the MSIS program must also be obtained from the MSIS director.

Recognizing the diverse preparation needed for most accounting, auditing, and tax related careers, the Master of Accounting includes six elective courses. Students are encouraged to select those courses that will provide them the optimal preparation for their careers.
We encourage students to consult with academic advisors, faculty members, and work place associates as they decide on the elective courses that are "best" for them.

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

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

ACCT 8000. Accounting Insights for Managers. 3-0-3.
Prerequisite: Admission to the MAcc program or the Career Growth MBA.
This course provides managers with an overview of key accounting issues, with an emphasis on concepts, tools, and international perspectives that will provide direct benefits in the workplace. Areas covered include reporting performance to stakeholders outside the entity, using accounting information inside the entity to make decisions and control behavior, and ensuring the reliability of accounting information

ACCT 8100. Theory of Business Reporting. 3-0-3.
Prerequisite: Admission to the MAcc program or the Career Growth 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 8220. Studies in Advanced Managerial Accounting. 3-0-3.
Prerequisite: ACCT 8000 or equivalent.
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 8000 or equivalent.
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: Admission to the MAcc program or the Career Growth MBA.
An introduction to accounting, control and legal issues unique to the planning, execution and evaluation of international business activities.

ACCT 8300. Seminar in Valuation of Closely Held Businesses. 3-0-3.
Prerequisite: ACCT 2100, 2200 or equivalents; ECON 2100, 2200 or equivalents; FIN 3100 or equivalent.
An examination of the principles of business valuation, with an emphasis on the valuation of non-publicly traded, closely-held entities, including both corporate and non corporate businesses.

ACCT 8400. Assurance Services. 3-0-3.
Prerequisite: Admission to the MAcc program or the Career Growth MBA program or permission of the instructor.
A study of operational, compliance, quality, and financial audits, and an examination of current and future attestation and assurance services.

ACCT 8510. Tax Research and Procedure. 3-0-3.
Prerequisite: Permission of the department chair or completion of one undergraduate tax course.
An introduction to the U.S. federal tax system, including research processes, tax practice, and procedural issues. This course is intended to strengthen students' problem solving and communication skills in a tax research setting. Electronic tax research services are used in the search for applicable tax authority.

ACCT 8520. Corporate Taxation. 3-0-3.
Prerequisite: Permission of the department chair or completion of one undergraduate tax course.
A study of the federal income taxation of corporations and shareholders. Topics covered include corporate contributions, distributions of shareholders, stock redemptions, and corporate liquidations.

ACCT 8530. Taxation of Flow-Through Entities. 3-0-3.
Prerequisite: Permission of the department chair or completion of one undergraduate tax course.

An advanced study of the federal income taxation of flow-through entities, including partnerships, S Corporations and Limited Liability Companies. Topics include contributions and distributions from a flow-through entity; reporting of profits, gains and losses; complete and partial liquidations; and the partnership special allocation rules.

ACCT 8540. Taxation of Property Trans actions. 3-0-3.
Prerequisite: Permission of the department chair or completion of one undergraduate tax course.
A course that focuses on the federal income taxation of owning, operating, and disposing of property. The course examines the income tax consequences of investing in real estate and other types of property, and offers, among others, an in-depth study of the passive activity loss rules, cost recovery methods, characterization and timing of gains and losses, and the nonrecognition rules governing involuntary conversions and like-kind exchanges.

ACCT 8550. Estate and Gift Taxation. 3-0-3.
Prerequisite: Permission of the department chair or completion of one undergraduate tax course.
A study of federal estate and gift tax laws involved in intervivos and testamentary transfers of property. Tax-planning techniques designed to minimize transfer taxes and ensure the orderly transfer of assets to succeeding generations are explored, as are the use of outright and charitable gifts, trusts, and generation skipping transfers.

ACCT 8560. International Taxation. 3-0-3.
Prerequisite: Permission of the department chair or completion of one undergraduate tax course.
A course examining the income tax consequences of foreign income to U.S. taxpayers and of U.S. income for foreign taxpayers. Topics covered include the foreign tax credit, Subpart F income, controlled foreign corporations, and sourcing rules.

ACCT 8570. Selected Topics in Taxation. 3-0-3.
Prerequisite: Permission of the department chair or completion of one undergraduate tax course.
An intensive study of selected topics of current interest, which might include, among others, advanced corporate taxation, state and local taxation, deferred compensation, and accounting periods and methods.

ACCT 8900. Special Topics in Accounting. 1-3 (Repeatable).
Prerequisite: Admission to the MAcc program or the Career Growth MBA program, permission of instructor, and approval of program director.
Selected contemporary topics in accounting of interest to faculty and students.

ACCT 8940. Directed Studies in Accounting and Taxation. 1 to 3.
Prerequisite: Admission to the MAcc program or the Career Growth MBA program and approval of instructor and department chair prior to registration.
Special topics of an advanced or specialized nature not in the regular course offerings.

ACCT 8950. Special Projects in Accounting. 1 to 3 (Repeatable).
Prerequisite: Admission to the MAcc program or the Career Growth 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.

ECON 8010. Resource Allocation and Decision Analysis. 3-0-3.
Prerequisite: Admission to the MAcc program or the Career Growth MBA .
An overview of models and techniques that guide a manager's decisions regarding resource allocation. Topics include economic profit and value creation, optimization techniques, analysis of costs, transfer pricing, choice under uncertainty, foundations of risk management, real options, revenue management, statistical estimation of demand, and models of strategic decisions.

FIN 8020. Business Finance. 3-0-3.
Prerequisite: Admission to the MAcc program or the Career Growth MBA.
The study of financial management as it affects the value of the firm in a competitive business environment. The course focuses on capital investment strategies, cost of capital, rate of return, capital replacement, valuation, and risk taking. The emphasis is on how finance theory translates into practice.

GBA 6100. Analytical Business Applications. 6-0-6.
Prerequisite: Admission to the MAcc program or the Career Growth MBA.
This class provides the non-business undergraduate with foundation business knowledge and

skills in analytical (numbers and research) areas to enter and successfully complete the core MAcc and Career Growth MBA programs. It conforms to the AACSB accreditation requirements by innovatively integrating business information to cohort learning teams. It provides for faculty team coordination and delivery in classroom settings as well as using distance or distributed learning on-line approaches.

GBA 6200. Exploring Contemporary Business. 6-0-6.

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

This class provides the non-business undergraduate with foundation business knowledge and skills in domestic and global economic environments of organizations, creation and distribution of goods and services, and human behavior in organizations areas to enter and successfully complete the core MAcc and Career Growth MBA programs. It conforms to the AACSB accreditation requirements by innovatively integrating business information to cohort learning teams. It provides for faculty team coordination and delivery in classroom settings as well as using distance or distributed learning online approaches.

GBA 7095. International Internship. 3-0-3.

Prerequisite: Completion of at least 18 hours of 8000-level MAcc courses, must be approved by the graduate business office and the coordinator of cooperative education/internships (KSU Career Services); no internship work can be completed in the student's country of legal residence or country of origin.

A supervised three-hour credit work experience of one academic semester with a previously approved business firm or governmental agency substitutes for one accounting elective. A research paper is required to receive credit. The course will be graded on a satisfactory/unsatisfactory S/U basis.

MGT 8040. Managing the Value Chain. 3-0-3.

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

The objective of this course is to learn how to maximize the overall value to the customer for the least cost possible. The value is the difference between what the final product (or service) is worth to the customer and the effort the system expends in filling the customer's request. Successful value chain management requires several decisions relating to the flow of information and products or services. Decisions fall into these three categories: (1) value chain strategy, (2) value chain planning, and (3) value chain operations. The topics include competitive scope and the value chain, the value chain and organizational structure, product/process design, capacity/inventory management, location/distribution management, quality, forecasting, shop control, cost evaluation, and their interrelationships.

MGT 8050. Leading Work Behavior, Effectiveness, and Change. 3-0-3.

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

This course explores some of the many ways in which human behavior affects how one manages and leads and ultimately how it affects individual, group, and organizational performance. The course will examine behavioral issues from both the macro level and the micro level with three principal areas of focus:

- Individual and organizational effectiveness
- Organizational behavior—what people think, feel, and do in organizations
- Leading organizational change

A conceptual understanding and knowledge of the applied consequences of these issues are requisite to understanding business matters as diverse as employee discipline policies, career development, marketing and promotion strategies, and the economics of the firm. The principal areas will be examined with a thorough grounding in theory yet with a focus on how the associated knowledge and skills may be applied to develop better managers, leaders, and global citizens.

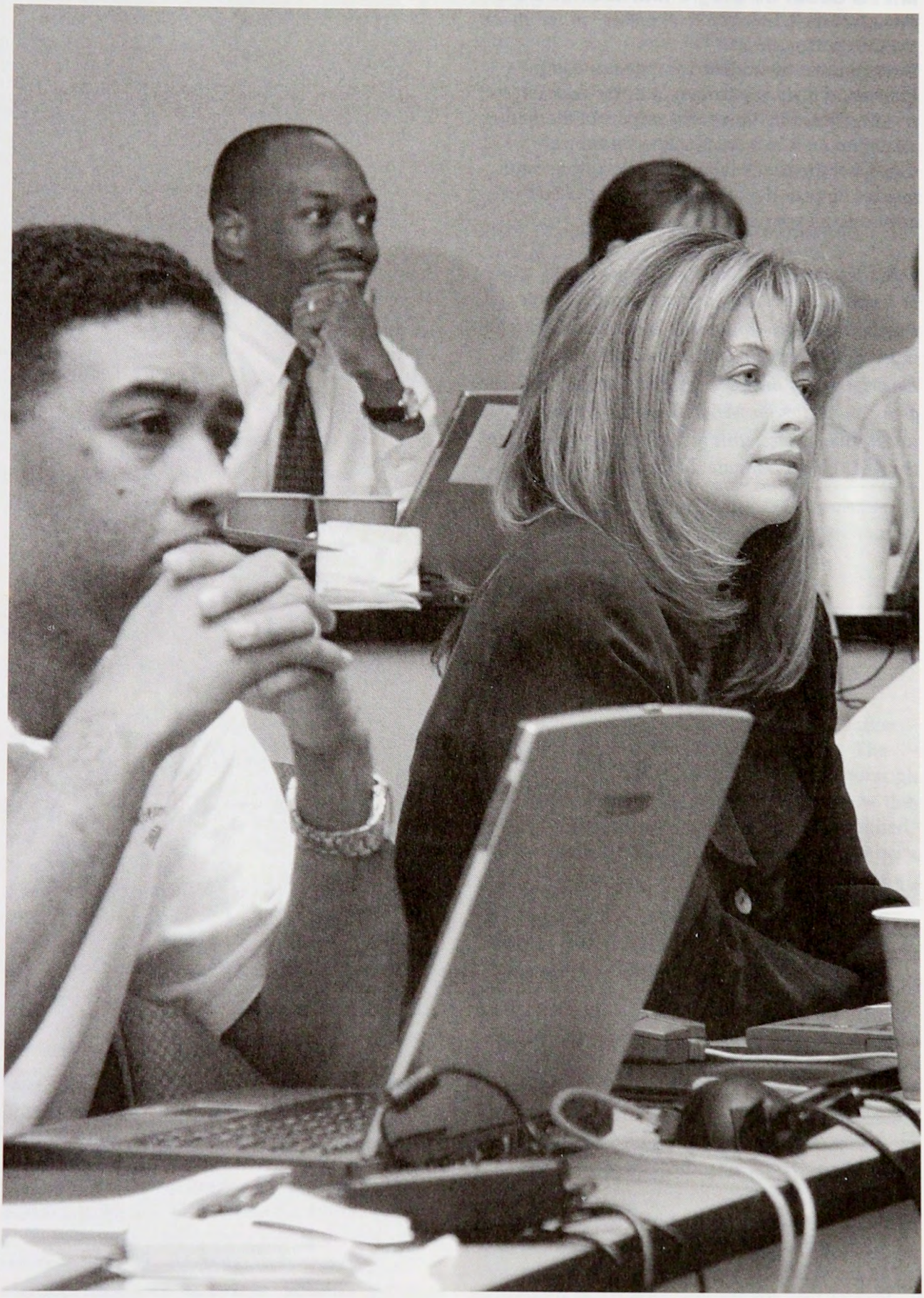
MGT 8999. Strategic Management: An Integrative, Capstone Experience. 3-0-3.

Prerequisite: Completion of graduate core and one-third to one-half of electives and permission from the Graduate Business Office. Course is designed to be the final experience in the MAcc program.

An integrative capstone 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 operational level.

MKTG 8030. Strategic Marketing. 3-0-3.
Prerequisite: Admission to the MAcc program or the Career Growth MBA.
Development of marketing strategies and programs and their application in firm's decision-making. Examination of the impact of marketing strategies on firm's financial performance. Cases, competitive marketing simulations, and marketing plan developments will be used for application experience.

Descriptions of information systems courses may be found in this catalog under either the Master of Business Administration or the Master of Science in Information Systems section of this catalog. Descriptions of the undergraduate courses that are prerequisites for MAcc students without an undergraduate accounting degree may be found in the KSU Undergraduate Catalog.



Master of Business Administration Programs

Kennesaw State University offers three graduate MBA programs of study: (1) Career Growth MBA, (2) MBA for Experienced Professionals, and (3) MBA for Experienced Healthcare Professionals. Each of these programs are fully accredited by the AACSB, The International Association for Management Education.

The WebMBA is another option that allows highly self-disciplined individuals an opportunity to complete an MBA degree on-line (distance learning.) It is a time intensive "lock-step" program whereby each student takes two courses a semester until completion of MBA requirements. Students attend a weekend orientation and then totally work on-line, in a virtual learning community, until degree completion. Currently there are five institutions from the State of Georgia participating in this innovative and collaborative approach.

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 work forces 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.

Career Growth MBA

The Career Growth MBA 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 environments 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 the Career Growth MBA

1. Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
2. Minimum cumulative adjusted grade-point average (GPA) of 2.80 on a 4.0 scale.
3. Minimum total score of 475 (verbal, quantitative, and analytical) on the Graduate Management Admissions Test (GMAT). (Test requirements may be waived for applicants who have earned an advanced degree).
4. Minimum of 2 years of significant business related work experience.
5. Consideration is given to the applicant's academic record, scores on the GMAT, professional résumé, typed personal statement of objectives, and GMAT Analytical Writing Assessment results.
6. 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.

7. Valid Immunization Certificate for measles, mumps and rubella.
8. A score of at least 550 on the written TOEFL or 213 on the computer-based TOEFL is required for all students for whom English is not the native language. International applicants must have their foreign credentials evaluated by an independent evaluation service. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average (GPA) equivalents are required.

Transfer Credit

A student may transfer up to nine semester hours of graduate core courses and elective 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 six years old at the time the student enters Kennesaw State University.

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

Expectations for satisfactory graduate level student performance are detailed in the Academic Policies section of this catalog.

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. Minimum undergraduate adjusted grade point average of 2.8 on a 4.0 scale, and
3. GMAT, or
4. Previous MBA degree.

Non-Degree to Degree Status

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

Career Growth MBA

The Career Growth MBA program is made up of three course groupings – business foundation, core, and business electives. Every student must complete 18 semester hours of core courses and 18 semester hours of electives. 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 business foundation courses. Each student 's transcript is carefully analyzed; then an acceptance letter is sent to the student outlining which, if any, of the business foundation courses are needed to meet degree requirements

Business Foundation Courses:
The MBA curriculum is developed on the assumption that students will bring certain preparatory knowledge into the 8000-level courses. For those students who do not have the appropriate business foundation knowledge and skills, the Coles College offers several alternatives: (1) the student may take one or both integrated, team taught courses, GBA 6100 —Analytical Business Applications and/or GBA 6200 —Exploring Contemporary Business, specially designed only for students admitted to the MBA/MAcc Programs, (2) the student may take approved undergraduate courses (listed below) in functional areas of business, or (3) the student may take an Advanced Standing Exam to exempt a course. Arrangements for these examinations must be made through the Graduate Business Office.

ACCT 2100	Introduction to Financial Accounting (3)
ACCT 2200	Introduction to Managerial Accounting (3)
EBIZ 2100	Business Information Systems and Communication (3)
BLAW 2200	Legal and Ethical Environment of Business (3)
ECON 2100	Principles of Microeconomics (3)
ECON 2200	Principles of Macroeconomics (3)
ECON 3100	Business Statistics (3)
FIN 3100	Principles of Finance (3)
MGT 3100	Management and Behavioral Science (3)
MKTG 3100	Principles of Marketing (3)

CORE REQUIREMENTS: (Select five of the following six courses:) ***Credit Hours*** **18**

ACCT 8000	Accounting Insights for Managers	3
ECON 8010	Resource Allocation and Decision Analysis	3
FIN 8020	Business Finance	3
MGT 8040	Managing the Value Chain	3
MGT 8050	Leading Work Behavior, Effectiveness, and Change	3
MKTG 8030	Strategic Marketing	3

All students are required to take the following core course:

MGT 8999	Strategic Management: An Integrative, Capstone Experience	3

	Credit Hours
ELECTIVE REQUIREMENTS: (6 courses)	18

Students will select six 8000-level elective courses offered by the Coles College of Business. The core course not selected to meet core requirements may be used as an elective. Students are encouraged to select those courses that will provide them the optimal preparation for their careers. Areas of electives include accounting, business economics, business information systems management, e-business management, entrepreneurship, finance, human resource management and development, international business, marketing, and operations management. One three-semester-hour elective can be taken from any graduate program at Kennesaw State University with the written permission of the director of that program and the Graduate Business Office.

We encourage students to consult with academic advisers, faculty members, and workplace associates as they decide on the elective courses that are "best" for them as relates to their career plans.

PROGRAM TOTAL: 36

Graduate Business Administration 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. Thus, the entry 3-0-3 denotes three hours of class, zero hours of laboratory, and three hours of credit.

ACCT 8000. Accounting Insights for Managers. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
This course provides managers with an overview of key accounting issues, with an emphasis on concepts, tools, and international perspectives that will provide direct benefits in the workplace. Areas covered include reporting performance to stakeholders outside the entity, using accounting information inside the entity to make decisions and control behavior, and ensuring the reliability of accounting information

ACCT 8100. Theory of Business Reporting. 3-0-3.
Prerequisite: Admission to the Career Growth MBA program or the MAcc 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 8220. Studies in Advanced Managerial Accounting. 3-0-3.
Prerequisite: ACCT 8000.
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 8000 or equivalent.
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 8000.
An introduction to accounting, control and legal issues unique to the planning, execution, control and evaluation of international business activities.

ACCT 8300. Seminar in Valuation of Closely Held Businesses. 3-0-3.
Prerequisite: ACCT 2100, 2200 or equivalent; ECON 2100, 2200 or equivalent; FIN 3100 or equivalent.
An examination of the principles of business valuation, with an emphasis on the valuation

of non-publicly traded, closely-held entities, including both corporate and non corporate businesses.

ACCT 8400. Assurance Services. 3-0-3.
Prerequisite: Admission to the Career Growth MBA program or the MAcc program or permission of the instructor.
A study of operational, compliance, quality, and financial audits, and an examination of current and future attestation and assurance services.

ACCT 8510. Tax Research and Procedure. 3-0-3.
Prerequisite: Permission of department chair or completion of one undergraduate tax course.
An introduction to the U.S. federal tax system, including research processes, tax practice, and procedural issues. This course is intended to strengthen students' problem solving and communication skills in a tax research setting. Electronic tax research services are used in the search for applicable tax authority.

ACCT 8520. Corporate Taxation. 3-0-3.
Prerequisite: Permission of department chair or completion of one undergraduate tax course.
A study of the federal income taxation of corporations and shareholders. Topics covered include corporate contributions, distributions of shareholders, stock redemptions, and corporate liquidations.

ACCT 8530. Taxation of Flow-Through Entities. 3-0-3.
Prerequisite: Permission of department chair or completion of one undergraduate tax course.
An advanced study of the federal income taxation of flow-through entities, including partnerships, S Corporations and Limited Liability Companies. Topics include contributions and distributions from a flow-through entity; reporting of profits, gains and losses; complete and partial liquidations; and the partnership special allocation rules.

ACCT 8540. Taxation of Property Transactions. 3-0-3.
Prerequisite: Permission of department chair or completion of one undergraduate tax course.
A course that focuses on the federal income taxation of owning, operating, and disposing of property. The course examines the income tax consequences of investing in real estate and other types of property, and offers, among others, an in-depth study of the passive activity loss rules, cost recovery methods, characterization and timing of gains and losses, and the nonrecognition rules governing involuntary conversions and like-kind exchanges.

ACCT 8550. Estate and Gift Taxation. 3-0-3.
Prerequisite: Permission of department chair or completion of one undergraduate tax course.
A study of federal estate and gift tax laws involved in intervivos and testamentary transfers of property. Tax-planning techniques designed to minimize transfer taxes and ensure the orderly transfer of assets to succeeding generations are explored, as are the use of outright and charitable gifts, trusts, and generation skipping transfers.

ACCT 8560. International Taxation. 3-0-3.
Prerequisite: Permission of department chair or completion of one undergraduate tax course.
A course examining the income tax consequences of foreign income to U.S. taxpayers and of U.S. income for foreign taxpayers. Topics covered include the foreign tax credit, Subpart F income, controlled foreign corporations, and sourcing rules.

ACCT 8570. Selected Topics in Taxation. 3-0-3.
Prerequisite: Permission of department chair or completion of one undergraduate tax course.
An intensive study of selected topics of current interest, which might include, among others, advanced corporate taxation, state and local taxation, deferred compensation, and accounting periods and methods.

ACCT 8900. Special Topics in Accounting. 1-3 (Repeatable).
Prerequisite: Admission to the Career Growth MBA program or the MAcc program, permission of instructor, and approval of program director.
Selected contemporary topics in accounting of interest to faculty and students.

ACCT 8940. Directed Studies in Accounting and Taxation. 1-3. (Repeatable - not to exceed 6 semester hours).
Prerequisite: Admission to the Career Growth MBA program or the MAcc program and approval of instructor and department chair prior to registration.
Special topics of an advanced or specialized nature not in the regular course offerings.

ACCT 8950. Special Projects in Accounting. 1-3 (Repeatable).
Prerequisite: Admission to the Career Growth MBA program or the MAcc 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.

BISM 8450. Information Technology and Organizational Effectiveness. 3-0-3.
Prerequisite: EBIZ 2100 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 environments. 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 or equivalent.
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 8320. Cyberlaw. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
This course will introduce the student to the trends in the emerging field of cyberlaw as it relates to e-business and cyberspace. Relevant legal topics such as jurisdiction, intellectual property, privacy, defamation, cybercrimes, taxation, online contracting, and online securities offerings will be examined.

BLAW 8330. Intellectual Property Law. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
This course will allow managers and executives to understand the fundamental legal issues pertinent to technology management so they can competently create strategic plans to maintain or improve their company's competitiveness and leadership in their industry.

ECON 8010. Resource Allocation and Decision Analysis. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
An overview of models and techniques that guide a manager's decisions regarding resource allocation. Topics include economic profit and value creation, optimization techniques, analysis of costs, transfer pricing, choice under uncertainty, foundations of risk management, real options, revenue management, statistical estimation of demand, and models of strategic decisions.

ECON 8610. International Business Perspectives. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
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 8640. Business Conditions Analysis. 3-0-3.
Prerequisite: ECON 8010 or equivalent.
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 8010 or equivalent.
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.

ECON 8660. Economics and Strategy for the Information Economy. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program, ECON 8010 or equivalent, and FIN 8020 or equivalent.
This course provides an overview of the information economy. Topics include an overview of recent technological advances and their implications for the economy; structure, performance and pricing in the market for information goods and design of auction markets; issues in the valuation and financing of new information economy businesses; and the effect of internet technology on financial markets, product distribution, and business strategy.

ECON 8700. Econometrics and Forecasting Methods. 3-0-3.
Prerequisite: ECON 8010 or equivalent.
This course considers the statistical estimation and forecasting of demand, cost, and price, as well as other 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.

ECON 8720. Multivariate Data Analysis. 3-0-3.
Prerequisite: ECON 8010 or equivalent.
Theory and application of quantitative methods of data analysis with an emphasis on empirical modeling in business and economics. Topics include regression analysis, experimental design, discriminant analysis, principal components analysis, factor analysis, and cluster analysis. Incorporates an applied project.

ECON 8740. Quantitative Decision Models in Economics and Finance. 3-0-3.
Prerequisite: ECON 8010 or equivalent.
This course considers a variety of quantitative methods that have numerous applications in economics, finance, and other business areas. Among the techniques considered are linear and nonlinear programming, inventory models, and the analysis of sequential decisions. Emphasis is placed on the utilization of computer packages to and the integration of results into the decision-making process.

ECON 8760. Simulation and Risk Analysis. 3-0-3.
Prerequisite: ECON 8010 or equivalent.
The theory and application of stochastic decision models. Emphasis is on the application of probability and simulation techniques to structure decision problems in business and economics. Topics include decision processes, decision analysis, measurement of risk, and static and dynamic simulation models. An applied project will be incorporated.

FIN 8020. Business Finance. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
The study of financial management as it affects the value of the firm in a competitive business environment. The course focuses on capital investment strategies, cost of capital, rate of return, capital replacement, valuation, and risk taking. The emphasis is on how finance theory translates into practice.

FIN 8320. Advanced Corporate Finance. 3-0-3.
Prerequisite: FIN 8020 or equivalent.
An advanced treatment of the major financial issues facing non financial corporations covering both theory and practice.

FIN 8330. Investment Analysis. 3-0-3.
Prerequisite: FIN 8020 or equivalent.
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. Financial Statement and Security Analysis. 3-0-3.
Prerequisite: FIN 8020 or equivalent.
This course allows students to analyze a company and the securities it issues in the current economic and industry environment. There is an emphasis on the analysis of financial statements as part of the security analysis process and on the valuation of common stock. Students will also evaluate other securities including such instruments as convertible bonds and speculative grade bonds.

FIN 8350. Financial Markets. 3-0-3.
Prerequisite: FIN 8020 or equivalent.
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 8020 or equivalent.
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 8020 or equivalent.
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 8020 or equivalent.
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 8020 or equivalent.
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 8410. Valuation and Strategic Financial Management. 3-0-3.
Prerequisite: FIN 8020 or equivalent.
This course focuses on designing and implementing systems that promote and reward decisions that add market value to investor-supplied funds. Conceptual frameworks for valuation are developed and their usefulness in practice is examined and evaluated. Valuation frameworks are used to measure and analyze the historical performance of actual companies. Operating, investing, and financing strategies are developed for actual companies, targets are established for value drivers, and future performance is forecasted. Measurement, evaluation, and compensation systems are designed to align the interests of managers and owners to produce business decisions that increase the market value added to investor-supplied funds

GBA 6100. Analytical Business Applications. 6-0-6.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
This class provides the non-business undergraduate with foundation business knowledge and skills in analytical (numbers and research) areas to enter and successfully complete the core Career Growth MBA and MAcc programs. It conforms to the AACSB accreditation requirements by innovatively integrating business information to cohort learning teams. It provides for faculty team coordination and delivery in classroom settings as well as using distance or distributed learning online approaches.

GBA 6200. Exploring Contemporary Business. 6-0-6.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
This class provides the non-business undergraduate with foundation business knowledge and skills in domestic and global economic environments of organizations, creation and distribution of goods and services, and human behavior in organizations areas to enter and successfully complete the core Career Growth MBA and MAcc programs. It conforms to the AACSB accreditation requirements by innovatively integrating business information to cohort learning teams. It provides for faculty team coordination and delivery in classroom settings as well as using distance or distributed learning online approaches.

GBA 7095. International Internship. 3-0-3.
Prerequisite: Completion of at least 18 hours of 8000-level MBA courses, must be approved by the MBA director and the coordinator of cooperative education/internships (KSU Career Services); no internship work can be completed in the student's country of legal residence or country of origin.
A supervised three-credit hour work experience of one academic semester with a previously approved business firm or governmental agency substitutes for one elective. A research paper is required to receive credit. The course will be graded on a satisfactory or unsatisfactory (S/U) basis.

GBA 8900. Special Topics in Business and Accounting (Repeatable). 1 to 3.
Prerequisite: Admission to the Career Growth MBA program and approval 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 (not to exceed 6 semester hours).
Prerequisite: Must be approved by advisor and selected instructor.
Special projects for students who wish to pursue advanced work on a particular subject in a specialized area.

MGT 8040. Managing the Value Chain. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
The objective of this course is to learn how to maximize the overall value to the customer for the least cost possible. The value is the difference between what the final product (or service) is worth to the customer and the effort the system expends in filling the customer's request. Successful value chain management requires several decisions relating to the flow of information and products or services. Decisions fall into these three categories: (1) value chain strategy, (2) value chain planning, and (3) value chain operations. The topics include competitive scope and the value chain, the value chain and organizational structure, product/process design, capacity/inventory management, location/distribution management, quality, forecasting, shop control, cost evaluation, and their interrelationships.

MGT 8050. Leading Work Behavior, Effectiveness, and Change. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
This course explores some of the many ways in which human behavior affects how one manages and leads and ultimately how it affects individual, group, and organizational performance. The course will examine behavioral issues from both the macro level and the micro level with three principal areas of focus:

- Individual and organizational effectiveness
- Organizational behavior—what people think, feel, and do in organizations
- Leading organizational change

A conceptual understanding and knowledge of the applied consequences of these issues are requisite to understanding business matters as diverse as employee discipline policies, career development, marketing and promotion strategies, and the economics of the firm. The principal areas will be examined with a thorough grounding in theory yet with a focus on how the associated knowledge and skills may be applied to develop better managers, leaders, and global citizens.

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 8200. Supply Chain Management for e-Business. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
This course focuses upon the strategic importance of supply chain management. The purpose of the course is to design and manage business-to-business to retail supply chain purchasing and distribution systems, and to formulate an integrated supply chain strategy that is supportive of various corporate strategies. New purchasing and distribution opportunities for businesses and inter/intra company communications systems designed for creating a more efficient marketplace are explored.

MGT 8240. Entrepreneurship for e-Business. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
The essence of the class is the examination of the strategy, structure, culture, and performance of e-business companies and the entrepreneurs that start them; to get students to look with vision at the opportunities in the marketplace where e-business works, and, ultimately, to ensure that students have the skills to envision, create, and start e-businesses (whether on their own or inside an existing business as a corporate venture).

MGT 8410. Organizational Communication. 3-0-3.
Prerequisite: EBIZ 2100 and MGT 3100, or equivalents.
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 8490. World Class Manufacturing. 3-0-3.
Prerequisite: MGT 8040 or equivalent.
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 8520. Entrepreneurship, Innovation, and Creativity. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or the MAcc program.
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: Admission to the Career Growth MBA or the MAcc program.
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 8020 or equivalent 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: Admission to the Career Growth MBA or the MAcc program.
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: Admission to the Career Growth MBA or the MAcc program.
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 and strategic planning and succession.

MGT 8800. Human Resource Management and Development. 3-0-3.
Prerequisite: MGT 8050 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 8840. Reinventing Business Leadership. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or the MAcc program.
This course addresses essential knowledge and skills of business leadership for professional and personal development. Using dimensions of leadership applicable to business—information, integration, inspiration, integrity, innovation, and individuality—students assess their individual leadership skills and competencies, learn best practices of current business leaders, and formulate strategies for lifelong leadership

development. Application of leadership in both traditional organizations and evolving organizational structures, networks, technologies, alliances, and diverse populations is covered.

MGT 8910. International Management. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
This course deals with theoretical and practical aspects of managing international business operations in the global market. It offers a cross-cultural perspective on the challenge of managing business organizations in multiple national markets, and it focuses on issues of cultural diversity in socio-political and economic systems. This course offers 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.

MGT 8980. Service and Quality Management. 3-0-3.
Prerequisite: MGT 8040 or equivalent.
This course has two major components. The first component is providing an in-depth study of the key concepts and practices of modern quality philosophies and techniques. The opportunities to add value through quality in all phases of business and product life cycles will be identified. Concepts and methods of statistical quality control will be presented. The second component is focusing on the development of a clear understanding of service management from multiple perspectives. Students will learn to define, diagnose, design, measure, control, and change service with the objective of improving quality and productivity.

MGT 8999. Strategic Management: An Integrative, Capstone Experience. 3-0-3.
Prerequisite: Completion of graduate core and one-third to one-half of electives and permission from the Graduate Business Office. Course is designed to be the final experience in the Career Growth MBA program.
An integrative capstone 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 operational level.

MKTG 8030. Strategic Marketing. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program.
Development of marketing strategies and programs and their application in firm's decision-making. Examination of the impact of marketing strategies on firm's financial performance. Cases, competitive marketing simulations, and marketing plan developments will be used to provide for application experience.

MKTG 8440. Marketing for e-Business. 3-0-3.
Prerequisite: Admission to the Career Growth MBA or MAcc program, MKTG 8030 or equivalent
This course develops a framework for understanding the forces driving the internet revolution in marketing and business. The course will cover such topics as online behavior, customer support, new product development, branding, pricing, and internet marketing plans.

MKTG 8670. Promotion Strategy and Tactics. 3-0-3.
Prerequisite: MKTG 8030 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 8710. Consumer and Buyer Behavior. 3-0-3.
Prerequisite: MKTG 8030 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 8030 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: EBIZ 2100 and MKTG 8030 or equivalents.
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: EBIZ 2100 and MKTG 8030 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 8030 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 8030 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: Admission to the Career Growth MBA or MAcc program or 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.

MBA for Experienced Professionals

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 and 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.

1. Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
2. Minimum cumulative adjusted grade-point average of 2.80 on a 4.0 scale.
3. Minimum total score of 475 on the Graduate Management Admissions Test (GMAT).
4. Minimum of 5 years of management or professional experience.
5. 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.
6. When there is a conflict in the predictions of success for the GPA and GMAT, exceptions may be made if the applicant's educational background, excellence in performance in outside activities, creativity and leadership, accomplishments in business and professional activities are sufficient to indicate success in the program.
7. Valid Immunization Certificate for measles, mumps and rubella.
8. A score of at least 550 on the written TOEFL or 213 on the computer-based TOEFL is required for all students for whom English is not the native language. International applicants must have their foreign credentials evaluated by an independent evaluation service. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.

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.

Program Fees

The cost for the 18-month program is $30,000. This fee includes a nonrefundable deposit of $500 which is due upon acceptance to the program. The remaining $29,500 is prorated over the entire program. Meals, textbooks, notebook computer, retreat and the International Residency are included in this fee.

Transfer Credit

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

Candidacy

Students will be admitted to candidacy upon successful completion of 9 semester hours of course work with a minimum cumulative grade point average (GPA) of 3.0 and a grade of "C" or better in each course presented for candidacy. Students not achieving a minimum cumulative GPA of 3.0 after the completion of 9 credit hours will be admitted to candidacy at such time as they achieve a 3.0 minimum GPA.

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.

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, , via various distance learning vendors or CD ROM, 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 one weekend per month, on Friday afternoon and all day Saturday and Sunday. 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.

During the 18 months of study a significant portion of the overall learning experience takes place via online asynchronous communication with both faculty and fellow associates. Traditional in-class time is augmented each semester by utilizing "electronic courseroom" discussions concerning assigned readings and cases. Incorporating this technology into the program serves as an extension of in-class time by allowing associates to ask questions and receive feedback prior to the readings and cases being discussed in-class. As a result, in-class time is utilized more efficiently and effectively.

MBA for Experienced Professionals

GBA 7005 (Variable 1-6 semester hours)
TEAM DEVELOPMENT AND ORIENTATION RESIDENCY
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. Both during and after the residency, communication and collaboration between and among faculty and associates is facilitated by use of a distance learning platform. Significant attention is dedicated to this collaboration application as it represents one-third of the total number of contact hours between faculty and associates each semester. 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
- Orientation to the distance learning platform; Lotus Notes/Learning Space
- 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.

GBA 7010 (9 semester hours)
INSTITUTIONAL EXCELLENCE
Prerequisites: GBA 7005 - Team Development and Orientation Residency.

DESCRIPTION
This course examines topics that form the basis for determining institutional excellence. The Lotus Notes/Learning Space distance learning platform continues to be incorporated this semester. The use of this technology serves as an extension of in-class time by providing associates the ability to discuss, with fellow associates and faculty, readings and issues pertaining to each on-campus weekend. Topics include: Financial Statements, Macro Economic Structure, Corporate Financial Structure, Legal and Governance Structure, Monetary Policy, Strategy Framework, Presentation Skills, Fiscal Policy, Defining the Organization, Leadership and Culture, Managing Growth, Organization Design, Time Value of Money, Corporate Performance, Financial Statement Analysis, Economic Value Added and Valuation, Goal Setting and Compensation, Human Resource Strategy, Corporate Values and Ethics, Capital Cost and Capital Structure.

COURSE CURRICULUM

Weekend One
- Financial Statements
- Macro Economic Structure
- Corporate Financial Structure
- Legal & Governance Structure
- Monetary Policy
- Strategy Framework

Weekend Two
- Presentation Skills
- Fiscal Policy
- Defining the Organization
- Leadership & Culture
- Managing Growth
- Organization Design

Weekend Three
- Time Value of Money
- Corporate Performance
- Financial Statement Analysis
- Economic Value Added and Valuation
- Goal Setting and Compensation
- Human Resource Strategy
- Corporate Values and Ethics

Weekend Four
- Capital Cost and Capital Structure
- Semester Project Presentations
- Leadership & Personal Growth

GBA 7020 (11 semester hours)
BUSNESS EXCELLENCE
Prerequisites: GBA 7010 - Institutional Excellence

DESCRIPTION
This course examines topics that form the basis for determining business excellence. The Lotus Notes/Learning Space distance learning platform continues to be incorporated this semester. The use of this technology serves as an extension of in-class time by providing associates the ability to discuss, with fellow associates and faculty, readings and issues pertaining to each on-campus weekend. Topics include: Resource Allocation, Risk and Return, Microeconomics and Structure, Market Analysis of Industries, Industry Forces, Quantitative Analysis, Investment Decision Criteria, Strategic Frameworks, Business Strategy in Action, Capital Decisions, Operating Systems, Expansion and Integration, Managerial Accounting and Cost Analysis, Product Positioning, Branding and Promotion, Customer Service, Processes and Process Excellence, Quality Processes, Statistical Principles, Process Control, Change Management, Project Management, Information and Knowledge Management, Human Resource Strategy & Development, Value Drivers, and Leadership and Personal Growth.

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

GBA 7030 (9 semester hours)
PRODUCT/SERVICE EXCELLENCE
Prerequisites: GBA 7020 -Business Excellence

DESCRIPTION
This course examines topics that form the basis for determining product/service excellence. The Lotus Notes/Learning Space distance learning platform continues to be incorporated this semester. The use of this technology serves as an extension of in-class time by providing associates the ability to discuss, with fellow associates and faculty, readings and issues pertaining to each on-campus weekend. Topics include: Data Analysis and Modeling, The Voice of the Customer, Economics of Price and Output, Demographics and Forecasting, Cost/Volume/Profit Analysis, Framework for Product/Service Strategy, Product/Service Performance, Segmentation, Positioning, Product/Service Development, Financial Drivers Analysis, Advertising and Promotion, Pricing, Brand Management, Post Transaction Service, Product/Service Excellence, Leadership and Personal Growth, and Team Development

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.

GBA 7035 (Variable Credit Hours 1-6)
INTERNATIONAL RESIDENCY

DESCRIPTION

This unprecedented learning experience offers candidates the opportunity to confer and convene with non-U.S. EMBA counterparts via the Internet, seeking information and sharing solutions for every business challenge. This dynamic virtual teaming process provides associates with an experiential view of what is required to do business internationally. Teams negotiate contracts and deal with cultural, technological, geographical and team governance issues together. The results of tackling these global-scale strategic issues are secondary to the teaming process, which is of foremost importance. Teams hold individual video conferences to define the scope of their study, how it will be accomplished, and what roles individual international team members will play. Each virtual team develops a working agreement that describes its operating norms. A written work plan, which is international in context and strategic in scope, is then created by each team. The experience also includes an international trip to join with their non-U.S. EMBA counterparts to participate in company visits and additional instruction periods. Teams will also deliver presentations to an audience of international faculty, corporate executives and venture capitalists regarding their international projects during the trip.

GBA 7040 (9 semester hours)
DECISION MAKING AND PROFESSIONAL DEVELOPMENT
Prerequisites: GBA 7030 Product/Service Excellence.

DESCRIPTION

This course examines topics that form the basis for demonstrating excellence through decision making and individual professional development. The Lotus Notes/Learning Space distance learning platform continues to be incorporated this semester. The use of this technology serves as an extension of in-class time by providing associates the ability to discuss, with fellow associates and faculty, readings and issues pertaining to each on-campus weekend. Topics include: Decision Feedback and Planning, Integrating Business and Personal Planning and Personal and Professional Development.

COURSE CURRICULUM

Weekend One

- Introduction to the Decision Simulation
- Simulation Decision I Preparation and Submission
- Decision Feedback and Planning
- Integrating Business and Personal Planning

Weekend Two

- Simulation Decision II Preparation and Submission
- Decision Feedback and Planning

Weekend Three

- Simulation Decision III Preparation and Submission
- Decision Feedback and Planning

Weekend Four

- Simulation Decision IV Preparation and Submission
- Decision Feedback and Planning
- Personal Development Planning

GBA 7090 (1 - 9 semester hours)
SPECIAL TOPICS FOR THE POST MBA

Prerequisites: Completion of an MBA; must be approved by the MBA director; not available to students currently enrolled in an MBA program. This course can be taken for credit multiple times.

DESCRIPTION

Selected contemporary topics in a business related discipline that are of interest to faculty, MBA alumni, and employers.

WebMBA

For information on the WebMBA , please contact the Graduate Business Office at 770-423-6087.

MBA for Experienced Healthcare Professionals

For information on the MBA for Experienced Healthcare Professionals, please contact the Graduate Business Office at 770-420-4622.

Master of Science in Applied Computer Science

The Master of Science with major in Applied Computer Science for Experienced Professionals (MSACS) is a thirty-six hour graduate degree program. Coursework in the following areas will be included: Embedded Systems Computing Systems Software Engineering Principles N-tier Client/Server Systems Parallel & Distributed Systems Distributed Object Technology. The MSACS is perfect for working professionals with industry experience in computing and information technology interested in obtaining a graduate degree in computer science, concurrent with work commitments. Courses will be offered in a cohort/learning-community allowing students to complete the program in 22 months (5 semesters including a summer semester). The program is approachable for students with modest technical backgrounds, and does not require an undergraduate degree in computer science. Graduates will be awarded certifications in Embedded Systems and a chosen professional certification.

Web-Based Instruction Delivery

Classes will meet in person and on-campus only every third week. Instruction will be delivered using web-based technologies for the other class meetings, supplemented by study group teams, and ad-hoc meetings. Lectures will be delivered using synchronous distance learning technology over the web, where students attend class over the web at an assigned time, or view the archived lecture at their convenience. Real-time interaction between the students and professor will be supported using online "chat" facilities and white-board. The use of distance-learning technology and staggered on-campus meetings is intended to accommodate "non-traditional" students balancing work with graduate study.

Individual Lab Equipment

The non-traditional technology-based instruction delivery component of the MSACS program requires that students have off-campus access to laboratory components. Courses with

hardware-specific lab experiments (embedded systems) will be conducted using hardware and equipment issued to each student for home and off-campus use. In addition, the CSIS department maintains a faculty development and graduate student resource room with laboratory equipment available for student use.

General Requirements for Admission to the MSACS Program

1. An undergraduate degree from an accredited institution is required. The program is open to various majors with appropriate backgrounds who can master the foundations, and is not restricted to undergraduate degrees in science and engineering.
2. Minimum cumulative undergraduate adjusted GPA of 2.75 on a 4.0 scale.
3. Experience in the computing industry is required. This can include both part-time and full time experience.
4. Coursework in the following prerequisite foundations are required:
    a. applied calculus
    b. physics
    c. computer programming
    d. computer architecture
    e. data structures

    Work experience and other coursework can selectively replace certain prerequisite knowledge foundations at the discretion of the program director with demonstration of student competency in the knowledge area.
5. Minimum score of 1425 (verbal, quantitative and analytical) on the General Test of the Graduate Record Examination (GRE).
6. Other criteria will be considered by the MSACS Admissions Committee for applicants, including:
    - course work
    - major area coursework GPA
    - professional certifications in computing areas
    - relevant work experience
    - professional activities
7. International Students must submit a minimum TOEFL score of at least 600 to be considered for admission.
8. Valid Immunization Certificate for measles, mumps, and rubella.

Program Fees

The cost of the MSACS program is $25,000 for five (5) semesters of course work.

Grades in Graduate Courses

Expectations for satisfactory graduate level student performance are detailed in Academic Policies section of this catalog.

Petition to Graduate

Each MSACS candidate must petition to graduate at least one semester prior to completion of program requirements. The student must contact the MSACS program office and request a petition. Applications should meet with their advisor or the MSACS director and complete a graduation checklist prior to submitting their petition to the KSU registrar's office.

Foundation Courses

Students lacking formal preparation may be required to complete one or more of the following computing foundations courses. These courses are designed to provide an individually tailored program of study in computer science foundations, and will be delivered in an online self-study format. The prerequisites for these courses are program admission.

CS 8001 Computer Hardware **1 Hour**
A study of basic computer hardware components and devices including floppy and hard disk drives, monitor technologies, printers, digital scanners and cameras, optical storage devices, backup devices, raid technology, Intel and AMD processor generations. The course will also discuss the differences (and similarities) between workstations, PCs, mainframes, servers, and supercomputers.

CS 8002 Computer Networking **1 Hour**
A study of basic networking methods, topologies, devices and technologies.

CS 8003 Elementary Data Structures **1 Hour**
A study of elementary data structures including arrays, lists, and trees, along with simple methods for sorting and searching.

Master of Science in Applied Computer Science

Credit Hours

REQUIRED TRADITIONAL COURSEWORK 27

CS 8421	Computing Systems	3
CS 8422	Advanced Computing Systems	3
CS 8431	Software Engineering	3
CS 8532	Advanced Software Engineering	3
CS 8411	Embedded Systems and Micro-controllers	3
CS 8512	Advanced Embedded Systems and Micro-controllers	3
CS 8625	High-Performance Computing	3
CS 8628	N-Tier Client-Server Systems	3
CS 8635	Distributed Object Technology	3

Non-Traditional Applied Studies 9

Students will complete 9 credit hours of study of current applied computer science topics, including seminars and lectures as part of the Distinguished Speaker Lecture Series, a Special Topics course of study (LINUX or ORACLE certification), and a Directed Study (includes group travel to a conference to learn the latest in embedded and real-time systems technology).

CS 8910 Professional Seminar	3
CS 8940 Directed Study	3
CS 8990 Special Topics	3

MSACS Distinguished Speaker Lecture Series. Three credit hours of CS 8910 Professional Seminars over three semesters.

Professional Certifications: In addition to receiving the Embedded Systems Certification as part of the program course requirements, students will complete a professional certification program. Each program consists of 144 hours of hands-on continuing education study in either LINUX systems administration or ORACLE database administration, and will receive 3 hours of graduate credit upon completion of all certification requirements.

Embedded Systems Conference: Students will travel as a group to attend one of the four embedded systems conferences offered yearly around the country. Students will attend 5 days of intensive study in current topics in embedded and real-time systems. Each student will select one topic for further independent research and study upon return from the conference, culminating in a presentation to students and faculty.

PROGRAM TOTAL: 36

MSACS Course Descriptions

CS 8001. Computer Hardware. 1-0-1.
Prerequisite: Admission to the MSACS program.
A study of basic computer hardware components and devices. Topics include storage, monitor technologies, printers, digital scanners and cameras, optical storage devices, backup devices, raid technology, processor generations, workstations, PCs, mainframes, servers, and supercomputers.

CS 8002. Computer Networking. 1-0-1.
Prerequisite: Admission to the MSACS program.
A study of basic networking methods, topologies, devices and technologies.

CS 8003. Elementary Data Structures. 1-0-1.
Prerequisite: Admission to the MSACS program.
A study of elementary data structures including arrays, lists, and trees, along with simple methods for sorting and searching.

CS 8411. Embedded Systems and Microcontrollers. 3-0-3.
Prerequisite: Admission to the MSACS program.
An introduction to embedded systems, embedded systems programming, microcontrollers and embedded system analysis and design. Discussion of real-time systems, operating systems, timing constraints and execution size limitations. Laboratory experience will realize theoretical concepts.

CS 8421. Computing Systems. 3-0-3.
Prerequisite: Admission to the MSACS program.
This course is the first in a sequence of two required core courses building a high level of competency in computing systems. The sequence builds content in the following knowledge areas: architecture performance enhancements, advanced computer architectures, data communications, networking protocols. Topics include caching, pipelines, super-scalar architectures, multiprocessors, multi-computers, networking, network protocols, and Internet protocols. Includes a review of basic computer architecture.

CS 8422. Advanced Computing Systems. 3-0-3.
Prerequisite: CS 8421 Computing Systems.
This second course in the sequence continues the study of computing systems concentrating on networking and operating systems and covers distributed and networked systems. Topics include CPU time management, memory management, storage management, process control, synchronization and deadlock, distributed operating systems, data communications, networking protocols, distributed systems, distributed cache coherence.

CS 8431. Software Engineering. 3-0-3.
Prerequisite: Admission to the MSACS program.
Techniques and formal methods in modern software design and engineering. Coverage of UML, design patterns and frameworks.

CS 8512. Advanced Embedded Systems and Microcontrollers. 3-0-3.
Prerequisite: CS 8411 Embedded Systems and completion of CS 8001, 8002, 8003.
A continuation of Embedded Systems, with emphasis on interfacing, networking, and real-time systems analysis and design.

CS 8532. Advanced Software Engineering. 3-0-3.
Prerequisite: CS 8431 Software Engineering and completion of CS 8001, 8002, 8003.
A study of the use of simulation in the design and verification of complex software systems, specifically including real-time systems with hard timing constraints.

CS 8625. High Performance Computing. 3-0-3.
Prerequisite: CS 8422 Advanced Computing Systems and completion of CS 8001, 8002, 8003.
A study of high-performance computing systems and architectures, programming techniques, theoretical and practical parallel speedup alternative mechanisms and limitations. Include a brief introduction to Quantum Computing principles and projected application.

CS 8628. N-Tier Client-Server Systems. 3-0-3.
Prerequisite: CS 8421 Computing Systems and CS 8001, 8002, and 8003 OR IS 8040 Data Communication Theory and Practice.
A study of modern N-Tier Client Server systems that form the foundation for distributed computing systems. This course dovetails with the software-oriented orientation of CS 8635 Distributed Object Technology. Integrated topic spanning computer architecture, networking, middleware, operating systems, client-server system design.

CS 8635. Distributed Object Technology. 3-0-3.
Prerequisite: CS 8628 N-Tier Client/Server Architectures and CS 8532 Advanced Software Engineering.
A presentation of Networks, UNIX and programming including inter-process communication, communication protocols, OSI mode, security, file transfer protocols, printer spoolers, remote command execution, remote login/access, performance and procedure calls.

CS 8910. Professional Seminar. 1-0-1.
Students will complete three hours of CS 8910 Professional Seminar.

CS 8916. Coop. 3-0-3.
Prerequisite: Permission of Program Director.
Students may receive credit for coop and internship work through this course.

CS 8918. Internship. 3-0-3.
Prerequisite: Permission of Program Director.
Students may receive credit for coop and internship work through this course.

CS 8940. Directed Study. 1 to 3.
Requires permission of the Program Director and a faculty sponsor/mentor.

CS 8990. Special Topics. 1 to 3.
Prerequisite: Permission of Program Director.
Current topics in applied computer science, offered on an as needed basis.

Master of Science in Conflict Management

The Master of Science in Conflict Management (MSCM) is designed to train students to be conflict resolution practitioners in varied environments. The curriculum includes courses in theory, research, design skills and practice skills. It offers field study opportunities. Students select a specific environment and develop a substantive specialty.

The primary objective of the MSCM is to produce students who: (1) understand the nature of conflict from the perspective of multiple disciplines; (2) understand the continuum of responses to conflict; (3) possess the necessary skills to facilitate the management of various types of conflict; (4) demonstrate the ability to analyze and research conflict in an organizational environment; (5) demonstrate the ability to design conflict intervention procedures and strategies appropriate to a particular situation or environment; (6) demonstrate the ability to evaluate the efficacy of a given intervention or system of interventions; and (7) successfully participate in conflict management on a practical level in one or more specific environments.

The Master's program prepares students to identify and pursue opportunities for a new career based on conflict management expertise. The MSCM also provides students with enhanced credentials to pursue career advancement in an existing work environment.

General Requirements for Admission to MSCM Program

The Graduate Admissions Committee of the Department of Political Science and International Affairs determines the eligibility of each person who applies for admission to the MSCM program. Admission will be granted only to students showing high probability of success in postgraduate study.

To be considered for admission to the MSCM program, the following application materials must be submitted to the *MSCM Graduate Director, Department of Political Science and*

International Affairs, Kennesaw State University, Bldg. #23 Rm. 222, 1000 Chastain Road, Kennesaw, GA 30144-5591:

1. Application Form: A special MSCM application is available online at: www.kennesaw.edu/pols/mscm/ or by calling 770-423-6299.

2. Transcripts: Official transcript for a baccalaureate degree from an accredited college or university with a minimum grade point average of 2.80 on a 4.0 scale. Official transcripts for all undergraduate and graduate courses must be submitted.

3. Test Score: Applicants must submit a test score of 1400 on the General Test of the Graduate Record Exam (GRE) (verbal, quantitative and analytical); 475 on the Graduate Management Admissions Test (GMAT); or 151 on the Law School Admission Test (LSAT). Test requirement may be waived for applicants who have earned an advanced degree.

4. Evidence of Immunization: A valid Immunization Certificate for mumps, measles and rubella.

5. Letter of Intent: An application letter that states the applicant's interest and goals for the MSCM and the potential use of the degree.

6. Resume: A current resume is required.

7. Recommendations: Two letters of recommendation that address the applicant's potential for graduate study and use of the MSCM degree from employers, supervisors, or professors familiar with the applicant's ability.

Consideration is given to the applicant's academic record, test score, letters of recommendation, resume, and typed personal statement and objectives. However, when there is a conflict in the predictions of success from the GPA and test score, exceptions may be made if the applicant's educational background, excellence in performance in business and professional activities, creativity and leadership, or experience in the field of alternative dispute resolution indicate success in the program. In reviewing the academic work of applicants, the junior/senior adjusted grade point average for all applicants will be considered. 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, application letter, current resume, two letters of recommendation, valid Immunization Certificate for measles, mumps and rubella, official test score, and official transcripts for all undergraduate and graduate courses have been received and evaluated.

Non-Degree Admission

Only students classified as MSCM degree students are permitted to enroll in the regular MSCM courses. However, any student admitted to graduate study at KSU may enroll in Special Topic CM courses (CM 8900).

Grades in Graduate Courses

Since MSCM courses are 9 semester credit hours each, students who earn a grade of "C" or lower in any course will be dismissed from the program. Please be advised that this rule differs from the rule regarding grades of "C" in graduate programs offering 3-hour courses. NOTE: Individual course credit hours are being re-evaluated and changes may be made. For current information, call the Program Director.

Petition to Graduate

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

Financial Information and Assistance for MSCM Program

1. Premium Pricing

The cost of the program is $19,500, which includes tuition, fees, books and class materials, meals on class weekends, travel to an international conference, membership in a professional organization and a subscription to an ADR journal. The cost includes a non-refundable reservation fee of $500 which is due upon official notification of acceptance in order to reserve a place in the program.

2. Financial Aid

All MSCM applicants are encouraged to apply for financial aid in the event of an emergency that could prevent them from fulfilling their commitment to the program.

3. Fee Schedule and Deadlines

Tuition is pro-rated over the length of the program with a payment of $4,750 due on or before the first day of class each semester.

4. Payment of Fees

Payment of the $500 reservation fee is due on notification of acceptance to the program. Payment of this fee and the $4,750 semester tuition fee can be made by check, credit card (VISA, MasterCard or Discover), or cash.

The following deadlines have been established as the refund policy for withdrawing from classes:

Deadline for Fall Semester 2002	
October 11	30%
Deadline for Spring Semester 2003	
February 7	30%
Deadline for Summer Term 2003	
June 13	30%
Deadline for Fall Semester 2002	
September 19	20%

Master of Science in Conflict Management

	Credit Hours
CORE COURSES	**36**
CM 7720 Foundations and Theories of Conflict Management (9)	
CM 7730 Critical Knowledge and Skills of Conflict Management (9)	
CM 7740 Methods, Systems Evaluation and Design (9)	
CM 7750 Specified Environments of Conflict Management (9)	
PROGRAM TOTAL: 36	

Conflict Management Course Descriptions

CM 7720. Foundations and Theories of Conflict. Nine (9) semester credit hours.
Prerequisite: Admission to the MSCM graduate program or permission of program director.
This course is designed to introduce students to foundations and theories of conflict and conflict management. The course includes an interdisciplinary introduction to conflict, sources of conflict, and conflict theory. The course introduces students to various responses to conflict and the ADR continuum. Students are introduced to negotiation theory and receive basic mediation skill training.

CM 7730. Critical Knowledge and Skills of Conflict Management.Nine (9) semester credit hours.
Prerequisite: CM 7720.
This course is designed to introduce students to critical knowledge and skills of conflict management. The course will integrate an introduction to interpersonal and intergroup conflict with an understanding of organizational, community, international, and intercultural conflict. Students will gain critical skills in multi-party and public policy facilitation and mediation, as well as skill in co-mediation.

CM 7740. Methods, Systems Evaluation and Design. Nine (9) semester credit hours.
Prerequisite: CM 7730.
This course is designed to introduce students to design and evaluation of conflict management processes and systems. Students will have the opportunity to study existing systems for conflict management in specified environments such as the courts, government agencies, and in the corporate setting. Finally, students will receive skills training that will enable them to participate in training and coaching others in conflict management techniques.

CM 7750. Specified Environments of Conflict Management. Nine (9) semester credit hours.
Prerequisite: 27 hours in graduate CM courses and approval of program director.
This course includes field study in a specified environment chosen by the student with the guidance of faculty. The student will analyze ongoing conflict in the chosen environment and will design and plan implementation of intervention processes to manage or resolve the conflict. The student will prepare an extensive written report of this analysis, accompanied by an annotated bibliography. In addition, students will receive training in mediation in the specified environment of the family.

CM 8900. Special Topics.(repeatable) 1-3.
Prerequisite: Admission to graduate study or permission of director of MSCM.
Exploration of a specified topic in conflict management.

NOTE: Individual course credit hours are being re-evaluated and changes may be made. For current information, call the Program Director.

Master of Education Programs

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 programs 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 knowledge, skills, and dispositions required of the effective teacher leader. The faculty develop educators who exhibit strong commitment to professional growth and excellence through scholarship, service, and research, and who serve the needs of diverse learners in a dynamic, pluralistic, and technological society.

In graduate programs, the Professional Teacher Education Unit prepares effective teacher leaders 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 that will enhance the education program for all students and advance knowledge in their field.

The Bagwell College of Education offers the Master of Education (M.Ed.) degree with programs of study in Adolescent Education (4-8), Educational Leadership, Elementary and Early Childhood Education (P-5), and in Special Education. Certified teachers may apply for admission to pursue non-degree course work leading to endorsements or add-ons in Behavior Disorders, Educational Leadership, English to Speakers of Other Languages (ESOL), Gifted Education, Interrelated Special Education, Learning Disabilities, Mental Retardation, Preschool Special Education, Reading, and Teacher Support Specialist (TSS). The Bagwell College of Education also offers tailor-made programs for certified teachers seeking certification renewal or the Georgia teaching certificate based on a teaching certificate from another state in accordance with an evaluation by the Georgia Professional Standards Commission. Contact the Office of Graduate Studies in Education for further information.

Collaborative Development of Expertise in Teaching and Learning

Teacher development is generally recognized as a process that includes a continuum of pre service, induction, in-service, and renewal. At KSU we believe collaboration among many partners is necessary to support teacher development. We also believe that throughout the continuum of development, the concept of expertise is an important part of preparing effective classroom teachers and teacher leaders. We believe that expertise is a process of continued development based on best practices, and that while advancing content knowledge and pedagogical competencies, teachers develop expertise both as professionals and as learners. By improving their own learning, teachers become more proficient in recognizing, facilitating, assessing and evaluating student learning.

Candidates in graduate programs develop as teacher leaders by refining expertise in content knowledge and effective instruction, defining new professional roles and responsibilities, and contributing towards more effective schools by providing professional support and direction for colleagues, parents, and community members.

M.Ed. in Adolescent Education

The Master of Education degree program in Adolescent Education prepares secondary and middle grades teachers to be expert teacher-leaders. It is a content focused, standards based program which 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 program of study is also aligned with the National Board for Professional Teaching Standards and meets the Board of Regents Principles which state that "graduate programs for teachers who are already certified will focus on both strengthening their content knowledge and ... deepen(ing) their understanding of teaching and learning so as to be prepared to seek National Board Certification, should they choose to do so. (BOR Principle #4)

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. This Masters program does not lead to Middle Grades or Secondary Education Certification. Persons interested in adding Middle Grades or Secondary certification areas should contact the Professional Standards Commission for guidance in meeting specific certification requirements.

General Requirements for Admission to M.Ed. in Adolescent Education

1. A bachelor's degree with at least a 2.75 GPA
2. A minimum score of 800 (verbal plus quantitative) on the GRE
3. Professional résumé documenting education, teaching experience, volunteer and service accomplishments, and record of leadership
4. Two letters of recommendation that address applicant's success in teaching and ability for success in master's degree studies
5. Personal statement of goals for professional development (form available)
6. Valid Georgia teaching certificate (clear renewable).

Full Standing

Applicants who meet all admission requirements including all of the above criteria will be reviewed for admission to full standing in the degree program. The review will be made by the program admission committee and will consider all application materials in assessing the applicant's potential for success in the program.

Provisional Standing

Applicants to the degree program may be reviewed for provisional admission under the following circumstances:

- Undergraduate cumulative grade point average between 2.5 and 2.75 (on a 4.0 scale) and/or score on the General Test of the GRE (verbal plus quantitative) between 700 and 800). Candidates admitted to the M.Ed. program in provisional standing may take a maximum of nine semester hours of graduate coursework in education and must earn grades of A or B in all coursework attempted. These nine semester hours must include EDUC 7700 (3 semester hours) and two additional courses (3 semester hours each) in the candidates ' M.Ed. program. Upon completing the initial nine hours of course work, with grades of B or better, and meeting any additional requirements established by the admission committee, a provisionally admitted candidate will be reviewed for admission to full standing in the degree program.

Degree Requirements

The requirements for completion of an M.Ed. degree in Adolescent Education 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.

Portfolio

The portfolio requirements resemble, in part, those required by the National Board of Professional Teaching Standards (NBPTS). The purpose of the portfolio is to implement a systematic, reflection-in-action approach to problem solving and decision making. This process is designed to document the candidate's development of expertise as a teacher-leader. A primary goal of the portfolio is to document the candidate's impact on student achievement. The portfolio provides a detailed authentic picture of the candidate's professional practice and reflective analysis of the integration of courses taken supported by theory and resource literature. Changes in classroom practice as well as in oneself are documented. The candidate selects a Portfolio Committee early in the program of studies.

The Portfolio Committee is comprised of graduate faculty members, one of whom is the chair of the portfolio committee. A summary of the portfolio is presented formally during the candidate's final semester of study. See the M.Ed. Portfolio Handbook for further information.

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.

Petition to Graduate

Each M.Ed. candidate must petition to graduate at least one semester prior to completion of program requirements. The candidate must contact their department or the graduate studies in education office and request a petition.

M.Ed in Adolescent Education

The Master of Education in Adolescent 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 program of study is also aligned with the National Board for Professional Teaching Standards.

Candidates for the M.Ed. in Adolescent Education take a combination of courses in the professional sequence, content, and cognate areas. Candidates are strongly urged to meet with their advisors during the first semester of study to plan their programs.

		Credit Hours
PROFESSIONAL SEQUENCE		**15**
EDUC 7700	Reflective Inquiry	3
EDUC 7703	Advanced Studies of Middle Grades Learner	3
or		
EDSM 7704	Learning and Assessment	
EDUC 7741	Educational Research	3
EDUC 7752	Multiple Literacies in Schools and Communities	3
EDUC 7797	Portfolio	3
TEACHING FIELD		**15-18**

English/Language Arts (required courses):

ENGL 7711	Multicultural Literature in English (3)
ENGL 7731	Language Studies in English (3)
ENGL 7735	Introduction to Composition Studies (3)
ENGL 7750	English Studies in Schools (3)

Other selections from the following:

ENGL 7701	Topics in Literature (3)
ENGL 7709	Workshop for Teachers of Writing (3)
ENGL 7710	Writing on Teaching (3)
ENGL 7721	Author Studies (3)
ENGL 7741	Technology and Media in English and Language Arts (3)

Mathematics (select from):

MATH 7701	History of Mathematics (3)
MATH 7712	Discrete Mathematics (3)
MATH 7713	Statistics and Data Analysis (3)
MATH 7714	Geometry from Multiple Perspectives (3)
MATH 7715	Mathematical Problem Solving (3)
MATH 7716	Math Studies (3)
MATH 7717	Number Theory (3)
MATH 7718	Functions and Analytic Techniques (3)
MATH 7719	Technology and Mathematics (3)
MATH 7750	Mathematics Teaching and Learning (3)

Science

SCI 7726	Life Science (3)
SCI 7727	Physical Science (3)
SCI 7728	Earth Science (3)
SCI 7729	Space Science (3)
SCED 7750	Current Issues in Science Education (3)

Social Studies

GEOG 7701	Peoples of the World (3)
HIST 7710	Local History Research and Resources (3)
HIST 7720	Continuity and Change in Selected Nation/State (3)
HIST 7730	Minorities in America (3)
POLS 7705	Political Ideologies
SSED 7750	Current Issues in Social Science Education (3)

COGNATE AREA **3-6**

With advisor approval, candidates select one or two courses from any content area, professional education field, or courses leading to endorsements in Teacher Support Specialist, ESOL, Gifted Education, or Reading.

PROGRAM TOTAL: 36

M.Ed. in Early Childhood Education

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 of Accreditation of Teacher Education (NCATE).

Through a cohort model, the Master of Education program in Early Childhood Education prepares early childhood (P-5) teachers to become accomplished classroom instructional leaders. Examples of leadership for the classroom teacher may include the development of exemplary skills in classroom management, exploration and development of unique and effective strategies for teaching content areas for diverse populations, and development of effective ways to facilitate parental involvement in the classroom. Outside the classroom, accomplished classroom instructional leaders may share their knowledge and skills through conference presentations, collegial exchanges, published articles, and mentoring. Coursework will address content and pedagogical strategies that represent best practices to enhance student learning including diverse populations, ESOL, and students with disabilities. Topics and collaborative projects will be presented through instructional inquiry that includes exploration of excellence in teaching, and demonstration of instructional leadership. Candidates will be engaged in a variety of classroom projects focused on curriculum decision making to improve student achievement. Many of the processes and explorations in which candidates are involved will provide the groundwork for future development for National Board Certification.

General Requirements for M.Ed. in Early Childhood Education

The M.Ed. in Early Childhood Education is designed for accomplished classroom instructional leaders and is limited to current elementary level (P-5) public school teachers who have successfully completed at least one year of full-time teaching. The Department of Elementary and Early Childhood Education Graduate Admission Committee in the Bagwell College of Education determines the eligibility of each person who applies for admission. To be considered for admission to the Master of Education Program of Study in Early Childhood Education (Grades P-5) a candidate must possess the following:

1. a baccalaureate degree from an accredited institution
2. an undergraduate cumulative grade point average of 2.75 (on a 4.0 scale)
3. a professional resume documenting education, teaching experience, volunteer and service accomplishments, and record of leadership activities
4. a completed Kennesaw State University Endorsement Form from current principal
5. a written personal statement on appropriate Kennesaw State University form
6. a Georgia Teaching Certificate in Early Childhood or Elementary Teaching (P-5). Possession of a provisional teaching certificate is not appropriate for admission consideration.
7. one year full-time successful current contractual teaching experience
8. must be employed as a classroom teacher for the duration of the program
9. a signed letter of commitment to enter and complete the program within the 15-month period.

Admission to a cohort group is competitive and is open to a limited number of candidates. An applicant will not be considered for admission until all application requirements are met by the specified deadline. Admission decisions are competitive and are made

by the Department of Elementary and Early Childhood Education Graduate Admissions Committee. If admission is denied on the first review, an applicant's file automatically remains in the pool for one year, and will be considered during the next admission review. The decision from the Graduate Admissions Committee is communicated in writing to the applicants. There is no provisional admission status.

Transfer Credit

Candidates enrolled in the M.Ed. for in Early Childhood Education will not be given credit for graduate courses taken at other institutions.

Grades in Graduate Courses

Expectations for satisfactory graduate level student performance are detailed in Academic Policies section of this catalog.

Licensure Requirements

A Georgia Teaching Certificate in Early Childhood or Elementary Teaching is required. Provisional Certificates are not accepted.

Non-Degree Candidates

Students classified as non-degree students are not permitted to enroll in the M.Ed. in Early Childhood Education. This program will not provide graduate level course work for certification renewal purposes.

Petition to Graduate

Each M.Ed. candidate must petition to graduate at least one semester prior to completion of program requirements. The candidate must contact their department or the graduate studies in education office and request a petition.

M.Ed. in Early Childhood Education

The M.Ed. in Early Childhood Education is designed specifically for Accomplished Classroom Instructional Leaders. The program allows experienced classroom teachers in elementary education (P-5) to earn an M.Ed. in 15 months while continuing their teaching career. Candidates complete six modules taught by full-time graduate faculty and experienced school personnel. The program will be delivered in cohorts offered at centers in public schools. Each center will have a cohort coordinator and faculty who will mentor candidates and facilitate program delivery. The program of study schedule is designed to coincide with the public school calendar and will be provided in advance so teachers can coordinate educational and personal commitments with program requirements.

The 15-month, highly individualized, self-directed program will begin with a six-week summer session, and continue through fall and spring semesters. Throughout this program, candidates will be involved with distance learning, the use of modules, direct instruction, cohort planning, and individual projects all tied to individual needs based on school improvement plans. The final eight week summer session will be the culmination of an enriching and rewarding year of learning. During this time, candidates will develop a personal, professional portfolio that may include many of the National Board Certification requirements. The accomplished classroom instructional leader will possess the knowledge, skills, and dispositions needed to facilitate and enhance student achievement in their classroom.

FIRST PHASE: INTEGRATED INSTRUCTIONAL INQUIRY

(Total 10 semester hours)
1st Summer Semester

DESCRIPTION

The exciting and challenging eight week, summer session is designed as a time of instructional inquiry. As candidates develop new insights, they will explore assessment strategies, curriculum programs, and environmental influences on student achievement. The purpose of the instructional inquiry phase is to prepare at the advanced level candidates for successful classroom instructional leadership. These candidates will have an in-depth understanding of pedagogy that represents best practices; content knowledge based on local, state, and national standards; instructional technology; globalization; and applied educational research methodology. This advanced understanding will allow candidates to use inquiry, investigation, exploration, and reflection to prepare educational environments that support all children's' learning as they implement multiple methods and strategies to meet the needs of an increasingly diverse student population. Topics include:

Module I - *Prerequisite: Admission to M.Ed. in Early Childhood Education.*
Candidates will examine and explore assessment, curricula, and environmental influences on student achievement in the situational context of their individual school sites and school improvement plans. Technology will be integrated in all processes.

ECE 8811 Inquiry: Multiple Assessment Strategies
(2 semester hours)

Through the exploration and interpretation of formal and authentic assessment measures, candidates will develop strategies to make informed decisions for intervention, as well as appropriate assessment for diverse student populations. Action research will be a major focus in preparing candidates for planning and writing their prospectus in Module II of the M.Ed. program.

ECE 8812 Inquiry: Best Instructional and Curricular Practices
(2 semester hours)

Candidates will examine outcomes, standards, curriculum, programs, and instruction in their own schools and classrooms with a focus on becoming informed decision makers.

ECE 8813 Inquiry: Diverse Environmental Influences on Achievement
(2 semester hours)

Through examining cultural differences and societal and community influences on education, candidates will build a vision for teaching all children.

ECE 8814 Inquiry: Essential Technology Strategies and Skills
(2 semester hours)

Through the exploration of both traditional and advanced educational technologies, candidates will develop technological skills and strategies of implementation to built an integrated plan of utilizing technology for improving classroom teaching and student learning.

Module II - *Prerequisite: Completion of Module I*

Based on integrated inquiry learning in Module I, the situational context of their individual school sites, and the student records for their forthcoming classroom, candidates will develop a prospectus using situational context to guide further study as well as portfolio development.

ECE 8820 Prospectus and Portfolio Development for Achievement
(2 semester hours)

Candidate's prospectus will focus on selected issues, concerns, and interests that will improve their instruction in the classroom, represent best practice, and have a positive impact on student achievement. A portfolio development plan based on National Board Standards will be identified.

SECOND PHASE: TEACHING EXCELLENCE
(Total 16 hours)

DESCRIPTION

During this phase of the M.Ed. in Early Childhood Education, candidates will explore models of teaching excellence based on curriculum content integration (including mathematics, social studies, language arts, and science) and local, state, and national standards, as well as assessment modifications, and environmental modifications that enhance student achievement. The purpose of the second phase is to prepare at the advanced level candidates for successful instructional leadership who facilitate student learning by integrating the curriculum, and practice action research to validate instructional decisions for all students. The candidates will reflect on their teaching and practice to make informed adjustments that enhance and extend student achievement. Candidates will implement the prospectus and continue with portfolio development. This phase includes Teacher Support Strategist training for candidates to enhance leadership and mentoring skills for working with student teachers and candidate InTech training to hone technology skills.

(M.Ed. in Early Childhood Education - cont'd)

Fall Semester

Module III - *Prerequisite: Completion of First Phase Modules I and II*

Candidates will focus on the implementation of their prospectus, and work as teacher researchers in the design, assessment, and efficacy of curricular strategies on the achievement of students. The foci of candidate interactions will include the integration of subject matter and the exploration, assessment and redesign of models of instruction.

ECE 8830 Integrated Models of Instruction I
(4 semester hours)

Candidates will implement a detailed curriculum design and assess its impact on student achievement. This includes the integration of content areas of mathematics, science, social studies, and language arts and detailed approaches to globalization.

EDUC 7771 Teacher Support Specialist
(3 semester hours)

EDUC 7900 Special Topics (InTech Training or specifically designed topics)
(2 semester hours)

Spring Semester

Module IV - *Prerequisite: Completion of Module III*

Candidates will continue their investigation, assessment and implementation of the redesigned prospectus to enhance student achievement. They will design, implement, assess, and redesign instruction based on innovative instructional models responsive to the diversity of their public elementary classroom. Crucial to this module is the inclusion of issues of diversity with respect to home culture, language, community expectations, and students' background of experiences.

ECE 8840 Integrated Models of Instruction II
(4 semester hours)

The candidate will develop and implement a detailed design of curriculum content demonstrating instructional modifications and accommodations for all students including those with disabilities and those at risk.

EDUC 7772 Internship in Teacher Support Specialist
(3 semester hours)

THIRD PHASE: ACCOMPLISHED CLASSROOM INSTRUCTIONAL LEADER

(Total 6 semester hours)
2nd Summer Semester

DESCRIPTION

During the third and final phase of this Master of Education in Early Childhood Education, candidates will demonstrate their instructional leadership skills through the completion of their personal portfolio. The National Board Professional Teaching Standards will be addressed in the portfolio where appropriate. The candidates will mentor new cohort members and collaborate with colleagues in the dissemination of knowledge, skills, and dispositions acquired and enhanced through action research and teacher as researcher activities. The purpose of phase three is for the accomplished classroom instructional leader to show their newly acquired professional facilitator skills. Topics include:

Module V - *Prerequisite: ECE 8830 - Second Phase: Teaching Excellence*
The candidate will complete a final portfolio representing an in-depth understanding of instructional inquiry and teaching excellence in his or her own situational context. The portfolio will incorporate a plan for integrating technology into the classroom that is designed to meet the needs of an increasingly diverse student population. Through the application of reflective teaching, action research, and continuous assessment, candidates will present justification for instructional decisions to increase student achievement. A description of a plan developed collaboratively to enhance student achievement for the following school year will bring culmination to the portfolio and full cycle to their M.Ed. program. Selected cohort members will be utilized to provide mentoring for the new M. Ed. cohort group.

ECE 8850 Prospectus and Portfolio Completion
(4 semester hours)
Candidates will complete a prospectus based on action research achievement, complete a portfolio based on work throughout the program, and develop a plan for facilitating and mentoring a new cohort. In preparation for the following school year, they will develop a second prospectus to enhance student achievement for future success and leadership in the classroom.

Module VI
In this final module, candidates will demonstrate their classroom instructional leadership skills in two final capstone experiences: conference participation and portfolio presentation.

ECE 8860 Accomplished Instructional Leader
(2 semester hours)
Prerequisite Completion of Module V

By collaborating with other cohort members, candidates plan a conference to be held on the Kennesaw State University campus. Each candidate will present a project from their portfolio highlighting their plan and focusing on reflection and changes made to improve student achievement in their classroom. Conference attendants will include candidates from other cohorts finishing the M.Ed., new M.Ed. cohort candidates, and teacher colleagues. In addition to providing candidates with an opportunity to demonstrate leadership skills, this conference sets expectations for the new M.Ed. cohorts.

Candidates will prepare a Power Point presentation to accent the key topics in their portfolio. Portfolios will be aligned as closely as possible with National Board for Professional Teaching Standards guidelines.

M.Ed. in Educational Leadership

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

Through a cohort model, the Master of Education program in Educational Leadership prepares dynamic, high-performing leaders for our diverse, technologically complex society who have the knowledge and skills to create learning environments that support teacher success in bringing students from diverse groups to high levels of learning. The program will prepare educational leaders to:

- facilitate the development of programs which are responsive to the strengths and needs of Georgia's increasingly diverse population and ever-changing society;
- set high expectations for all students in the school or system and then organize curriculum, instruction, and assessment around them;
- use data on student learning and achievement to set benchmarks and to monitor progress toward continuous improvement;
- lead schools using standards-based objectives, results-based performance management, and continuous improvement, and;
- work collaboratively with school communities, including students, parents, and staff members, service agencies and nonprofit organizations.

General Requirements for M.Ed. in Educational Leadership

The M. Ed. in Educational Leadership is designed for experienced educational professionals and is limited to current practitioners who have successfully completed at least three years of full-time work in the field. The Department of Educational Leadership Graduate Admission Committee in the Bagwell College of Education determines the eligibility of each person who applies for admission. To be considered for admission to Master of Education Program of Study in Educational Leadership a candidate must possess the following:

1. a baccalaureate degree from an accredited institution
2. an undergraduate cumulative grade point average of 2.75 (on a 4.0 scale)
3. a professional resume documenting education, experience, and a record of leadership activities
4. a completed evaluation and verification of provision of practicum experiences and mentoring from current administrator
5. a current Georgia Teaching Certificate
6. three years successful contractual experience as an educational professional in the public schools
7. a completed evaluation and statement of support from a district level administration

Admission to a cohort group is competitive and is open to a limited number of candidates. An applicant will not be considered for admission until all application requirements are met by the specified deadline. Admission decisions are competitive and are made by the Department of Educational Leadership Graduate Admissions Committee. If admission is denied on the first review, an applicant's file automatically remains in the pool for one year, and will be considered during the next admission review. The decision from the Graduate Admissions Committee is communicated in writing to the applicants. There is no provisional admission status.

Transfer Credit

Candidates enrolled in the M.Ed. for in Educational Leadership will not be given credit for graduate courses taken at other institutions.

Grades in Graduate Courses

Expectations for satisfactory graduate level student performance are detailed in Academic Policies section of this catalog.

Non-Degree Candidates

Students classified as non-degree students are not permitted to enroll in the M.Ed. in Educational Leadership. This program will not provide graduate level course work for certification renewal purposes.

Petition to Graduate

Each M.Ed. candidate must petition to graduate at least one semester prior to completion of program requirements. The candidate must contact their department or the graduate studies in education office and request a petition.

M.Ed. in Educational Leadership

The M. Ed. in Educational Leadership is designed to prepare and develop educational leaders to direct school improvement toward higher levels of student learning and achievement. The program allows experienced educational professionals to earn an M. Ed. in five semesters while continuing their careers. Candidates complete five modules taught by full-time graduate faculty and experienced school personnel. The program will be delivered in cohorts offered at public schools and on campus. The program of study schedule is designed to coincide with public school university calendars and will be provided in advance so educational and personal commitments can be coordinated with program requirements.

The five-semester, highly individualized program will be offered through the use of modules, direct instruction, cohort planning, and individual projects based on personal development plans formulated by each student through the learning team composed of student, KSU faculty member, and on-site mentor. During the course of study, candidates will develop a personal, professional portfolio which will include all In Interstate School Leaders Licensure Consortium standards. A practicum accompanies each semester's work to provide synthesis of the practical and theoretical knowledge necessary for today's educational leader. At the conclusion of the program, candidates will possess the knowledge, skills, and dispositions necessary to lead schools to higher levels of achievement for all students.

(NOTE FOR ALL MODULES: While courses are shown as separate entities, work is fully integrated and presented in extended learning periods.)

MODULE 1-SEMESTER I: Leadership for School Improvement
(7 semester hours)

In this module, candidates learn about the responsibilities of school leaders in dealing with all facets of the educational program while examining on the ethics of educational leadership. The module consists of seven semester hours of integrated course work and field experiences designed to provide the foundation for leadership of schools in which efforts are focused on school improvement as shown by high levels of student achievement.

EDL 6705 Current Issues in Educational Leadership (3 semester hours)

This course provides a reflective overview of issues relating to school leadership and educational administrative leadership policy and practice and encompasses the wide range of responsibilities engaged in by the school leader as a collaborative member of a leadership team. Special emphasis is given to organizational structure and administrative processes in Georgia public schools.

EDL 6735 Ethics of Educational Leadership (3 semester hours)

This course is designed to provide leaders with an in-depth examination of the current and anticipated ethical issues and dilemmas facing leaders and the role of character education in our society.

EDL 6980 Practicum (1 semester hour)

Provides candidates an opportunity to engage in field-based experiential learning activities related to educational leadership under the guidance of a practicing administrator. The practicum takes place in a real setting and is accompanied by a seminar.

MODULE 2-SEMESTER II: Improving Curriculum and Instruction
(7 semester hours)

This module focuses on student achievement and leadership roles and responsibilities in curriculum and instruction. Today's educational leader is far more than a manager, and the role of educational leader is foremost in fostering success for all students. Emphasis will be on organizing all activities within the school to foster successful teaching and learning.

EDL 6710 Instructional Leadership (3 semester hours)

Study of instructional leadership will focus on the role educational leaders play in improving the teaching and learning process and will include the application and practice of instructional supervisory/leadership philosophy, theory, and principles as they guide instructional leadership behavior and assessment of the results of instructional leadership behaviors.

EDL 6715 Curriculum Leadership (3 semester hours)

Study of curriculum leadership examines the practical realities of systemic curriculum and teaching reform for increased student achievement.

EDL 6980 Practicum (1 semester hour)

Provides candidates an opportunity to engage in field-based experiential learning activities related to educational leadership under the guidance of a practicing administrator. The practicum takes place in a real setting and is accompanied by a seminar.

MODULE 3-SEMESTER III: Data-Drive Improvement for All Students
(7 semester hours)

In this module candidates learn to make decisions for school improvement based on utilization of data. Included in this data is knowledge of the learning community. This module prepares candidates to obtain and utilize data so that school improvement efforts, as shown by increased achievement of all students, will be effective in their particular learning communities.

EDL 6740 Multicultural and International Education (3 semester hours)

This class focuses on various aspects of culture and its link to educational leadership. Included are concepts related to cultural values and diversity, as well as analysis of programs and procedures for meeting the needs of diverse student populations.

EDL 6750 Educational Research (3 semester hours)

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

EDL 6980 Practicum (1 semester hour)

Provides candidates an opportunity to engage in field-based experiential learning activities related to educational leadership under the guidance of a practicing administrator. The practicum takes place in a real setting and is accompanied by a seminar.

MODULE 4-SEMESTER IV: Utilizing Resources for School Improvement
(7 semester hours)

Module 4 builds upon the candidates' knowledge by providing learning in utilizing and improving resources for school improvement. The program is built on a model of continuous improvement, and candidates learn to continually improve their performance and the schools they lead. This module focuses on use of resources in today's economy and planning for resources for future needs.

EDL 6720 Personnel and Staff Development (3 semester hours)

This course focuses on the personnel functions and responsibilities of school leaders. Processes and procedures of effective school personnel administration is emphasized.

EDL 6725 Organizational and Financial Resources (3 semester hours)

This course provides a comprehensive overview of the financing of public schools in Georgia and effective management of school fiscal resources. Proper business procedures and facility management (maintenance, operations, planning, compliance issues) are discussed in a perspective of resource management for school improvement.

EDL 6980 Practicum (1 semester hour)

Provides candidates an opportunity to engage in field-based experiential learning activities related to educational leadership under the guidance of a practicing administrator. The practicum takes place in a real setting and is accompanied by a seminar.

MODULE 5-SEMESTER V: School Improvement Policies and Issues
(4 semester hours)

This module provides candidates with learning about public policies, laws, and regulations and how they impact schools, school leadership, and school improvement.

EDL 6730 Educational Policy and Legal Perspectives (3 semester hours)

This course provides an overview of the larger political, legal, social, economic, and cultural contexts affecting the operations and leadership of public schools in Georgia, with consideration of federal and state laws, and local regulations affecting the rights, privileges, and duties of educational leaders, teachers, learners, and citizens. Current legal issues are examined and students are introduced to legal reasoning and analysis.

EDL 6980 Practicum (1 semester hour)

Provides candidates an opportunity to engage in field-based experiential learning activities related to educational leadership under the guidance of a practicing administrator. The practicum takes place in a real setting and is accompanied by a seminar.

Candidates will present a professional, personal portfolio at program conclusion and will prepare an electronic presentation to accent the key topics. Portfolios will show mastery of Interstate School Leaders Licensure Consortium Standards for School Leaders.

M.Ed. in Special Education

The requirements for the M.Ed. in Special Education may be met by completing an approved program of 36 semester hours of graduate work. In addition, preparation and presentation of a portfolio during the final semester of study is required. The following describes the portfolio as it applies to this M.Ed. in Special Education.

Portfolio

A portfolio serves as a permanent record of the candidate's individual progress while working toward a Master of Education degree. The portfolio encourages the Kennesaw State University candidate 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 candidate's professional practice and reflective analysis of the integration of courses taken supported by theory and resource literature. Changes in classroom practice as well as in oneself are documented. Impact on student achievement is documented. Portfolio assignments are integrated in each course syllabi. Candidates enroll in a capstone course to support portfolio development and a presentation during the candidate's final semester of study. See the M.Ed. Portfolio Handbook for further information.

Full Standing

Applicants who meet all admission requirements including all of the above criteria will be reviewed for admission to full standing in a degree program. The review will be made by the program admission committee and will consider all application materials in assessing the applicant's potential for success in the program.

Provisional Standing

Applicants to a degree program may be reviewed for provisional admission under the following circumstances:

- Undergraduate cumulative grade point average between 2.5 and 2.75 (on a 4.0 scale) and score on the General Test of the GRE (verbal plus quantitative) of 800 or above;
- Undergraduate cumulative grade point average 2.75 or above (on a 4.0 scale) and score on the General Test of the GRE (verbal plus quantitative) between 700 and 800;
- Undergraduate cumulative grade point average between 2.5 and 2.75 (on a 4.0 scale) and score on the General Test of the GRE (verbal plus quantitative) between 700 and 800).

The review will be made by the program admission committee and will consider all application materials in assessing the applicant's potential for success in the program. Candidates admitted to the M.Ed. program in provisional standing may take a maximum of nine semester hours of graduate coursework in education and must earn grades of A or B in all coursework attempted. These nine semester hours must include EDUC 7700 (3 semester hours), EDUC 7741 (3 semester hours), and one additional 3 semester hour course required in the candidate's M.Ed. program. Upon completing the initial nine hours of course work, with grades of B or better, and meeting any additional requirements established by the admission committee, a provisionally admitted candidate will be reviewed for admission to full standing in the degree program. This review will consider work completed at KSU in addition to the admission documents and other materials submitted by the candidate.

Transfer Credit

Graduate courses taken at other accredited institutions must be evaluated and approved by the program coordinator or department chair. 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.

Petition to Graduate

Each M.Ed. candidate must petition to graduate at least one semester prior to completion of program requirements. The candidate must contact their department or the graduate studies in education office and request a petition.

Degree Requirements

The minimum requirements for completion of an M.Ed. degree in Special Education 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 and presentation of a professional portfolio. (See SPE portfolio handbook).

General Requirements for Admission to M.Ed. in Special Education

1. At least a bachelor's degree with at least a 2.75 GPA
2. A minimum score of 800 (verbal and quantitative combined) on the GRE
3. Professional résumé documenting education, teaching experience, volunteer and service accomplishments, and record of leadership
4. Two letters of recommendation that address applicant's success in teaching and ability for success in master's degree studies
5. Personal statement of goals for professional development (form available)
6. Valid Georgia certificate (clear renewable) in a teaching field)
7. Proof of completion of courses in Human Growth and Development, Teaching of Reading, and Education of Exceptional Students.
8. A score of at least 550 on the TOEFL is required for all students for whom English is not the native language. International applicants must have their foreign credentials evaluated by an independent evaluation service. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.

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

M.Ed. 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) and the Council for Exceptional Children (CEC).

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

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

The program uses a unique cross-categorical model which reflects the needs of teachers serving students with disabilities in P-12 educational settings. The program prepares teachers to meet the educational needs of students representing 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 disabilities and includes a life-span perspective addressing issues from preschool through transition to post-secondary or employment. The course sequence includes courses that link theory and practice through field experience and culminates with a supervised internship.

Applicants for the degree program must be fully certified teachers (ECE, MGE, SED, P-12) 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 summer 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: Interrelated may be met by completing an approved program of 36 semester hours of graduate course work, including preparing and presenting a portfolio documenting professional growth.

Admission to the M.Ed. in Special Education program, an add-on program , or permission of department chair is required for enrollment in any EXC graduate course.

		Credit Hours
PROFESSIONAL SEQUENCE		**15**
EXC 7700	Teacher as Researcher: Data-Based Decision Making	3
EXC 7735	Current Trends and Legal Issues	3
EXC 7770	Pscyhoneurological and Medical Issues in Special Education	3
EXC 7780	Collaborative Practices	3
EXC 7790	Documenting Professional Growth	3
TEACHING FIELD		**18**
EXC 7705	Special Education Procedures	3
EXC 7715	Nature/Needs: Students with Mild Disabilities	3
EXC 7720	Classroom Behavior Strategies	3
EXC 7730	Assessment	3
EXC 7760	Teaching and Learning I	3
EXC 7765	Teaching and Learning II	3

CAPSTONE EXPERIENCE **3**

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

Professional Portfolio Presentation

PROGRAM TOTAL: 36

M.Ed. in Special Education - Collaborative Practices

The Master of Education in Special Education (Collaborative Practices) 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: Collaborative Practices prepares professional teacher leaders with advanced knowledge, skills and understanding of:

- Characteristics, procedures and instructional methods for students in inclusive settings
- Assessment, documentation, communication and modifications for all students in inclusive settings
- Ethical services for all students from preschool to adulthood
- Collaborative structures serving all students in inclusive settings

The program uses a collaborative model which reflects the needs of teachers serving all students in P-12 inclusive educational settings. The program prepares teachers to meet the educational needs of students representing diverse learning styles and needs within an inclusive general education classroom setting. Course work emphasizes the similarities and highlights the differences among students and includes a life-span perspective addressing issues from preschool through transition to post-secondary or employment. The program sequence includes courses that link theory and practice through field experiences.

Applicants for the degree program must be fully certified teachers (ECE, MGE, SED, P-12) in the State of Georgia and meet the general admission requirements for the Master of Education program. Candidates are admitted in cohort groups each summer and take core 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: Collaborative Practices may be met by completing an approved program of 36 semester hours of graduate course work, including preparing and presenting a portfolio.

		Credit Hours
PROFESSIONAL SEQUENCE (required of all candidates)		**18**
EXC 7700	Teacher as Researcher: Data-Based Decision Making	3
EXC 7720	Classroom Behavior Strategies	3
EXC 7730	Assessment	3
EXC 7760	Teaching and Learning I	3
EXC 7780	Collaborative Practices	3
EXC 7790	Documenting Professional Growth	3

(M.Ed. in Special Education-Collaborative Practices - cont'd)

The following PSC approved add-on programs are available for candidates to choose from in collaboration with a graduate faculty advisor from within the Department of Special Education. Candidates will pursue endorsement in one area of study. In collaboration with their advisors, candidates will also choose electives that will best fit into their program of study based on individual learning goals and professional outcomes. Examples of possible electives a candidate may choose from are content area courses in mathematics, science, foreign language, English or the humanities and/or pedagogical studies such as technology and multicultural education.

	Credit Hours
TEACHING FIELD (candidate selected courses)	**6-9**

Gifted Education

EDUC 7761	Characteristics of Gifted Children
EDUC 7762	Methods & Materials for Teaching Gifted Children
EDUC 7763	Assessment of Gifted Children & Youth*
EDUC 7764	Curriculum Development & Program Design in Gifted Education*

Preschool/Special Education

EXC 7746	Models of Development and Procedures For Assessment
EXC 7747	Developmentally Appropriate Practices for Curricular Design and Methods of Intervention
EXC 7748	Language Learning & Emergent Literacy

Reading Endorsement

EDUC 7715	Strand 1: Understanding Readers and the Reading Process
EDUC 7717	Strand 2: Linking Assessment and Instruction
EDUC 7718	Strand 3: Using Instructional Strategies in Specific Content Areas

English to Speakers of Other Languages (ESL)

EDUC 7781	Cultural Issues for ESOL/Bilingual Teacher
EDUC 7782	Applied Linguistics for ESOL/Bilingual Teacher
EDUC 7783	Methods & Materials for Teaching ESOL

*The courses EXC 7730 and EXC 7760 may be substituted for these courses.

Candidate Selected Elective Courses Teaching Field	**9-12**
PROGRAM TOTAL:	**36**

Non-Degree Graduate Study in Education

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:

- Renew a teaching certificate,
- Obtain a Georgia teaching certificate based on a teaching certificate from another state in accordance with the evaluation by the Georgia Professional Standards Commission,
- Add a teaching field to an existing certificate,
- Add an endorsement or an add-on to an existing certificate.

The non-degree level category is not designed to satisfy requirements for either initial teacher certification or the M.Ed. degree. Qualified non-degree applicants may take renewal, endorsement, or add-on course work to satisfy the certification requirements of the Georgia Professional Standards Commission. Students admitted to non-degree programs in education must consult with the Office of Graduate Studies in Education to plan their programs. Kennesaw State University does not guarantee the transferability of these courses to other colleges or programs of study.

Kennesaw State University does not guarantee admission for non-degree students to all courses. Contact the department to check for specific admission requirements.

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

1. Earn initial teacher certification. (Note that a recommendation for initial Georgia teacher certification from Kennesaw State University requires the completion of a teacher preparation program at the undergraduate level. Students interested in obtaining initial Georgia teaching certification should contact the Teacher Education Advisement Center for program information at 770 423-6105).
2. Satisfy more than 9 semester 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 12 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.

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 Preschool/Special Education, Gifted Education, Teacher Support Specialist, English to Speakers of Other Languages (ESOL), Educational Leadership, and Reading for students holding a valid teaching license. Each of these programs *meets the Georgia Professional Standards Commission standards. All programs with the exception of Educational Leadership are fully accredited by the National Council for Accreditation of Teacher Education (NCATE). The Educational Leadership program will undergo NCATE review during the accreditation visit in 2004.*

Special Education Add-On Programs

The special education add-on programs offered at KSU include Behavior Disorders, Intellectual Disabilities, Interrelated, and Learning Disabilities. Each program prepares professional teacher leaders to meet the needs of all students.

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

Applicants for the add-on programs must be fully certified teachers in the State of Georgia (ECE, MGE, SED or P-12) and meet the general admission requirements for non-degree graduate studies. Applicants for special education add-on programs 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 summer and take courses with the cohort group to maximize acquisition of skills and interaction with each other.

Behavior Disorders Add-On Program

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

		Credit Hours
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 7740	Behavior Analysis	3
EXC 7745	Social Skills Strategies	3
EXC 7760	Teaching and Learning I	3
EXC 7765	Teaching and Learning II	3
EXC 7970	Internship (3)	3
or EXC 7980	Practicum (3)	

PROGRAM TOTAL: 27

Educational Leadership Add-On Program

The Department of Educational Leadership prepares dynamic, high-performing leaders for our diverse, technologically complex society who have the knowledge and skills to build learning communities focused on student achievement. The goal is to produce graduates who are able to create learning environments that support teacher success in bringing students from diverse groups to high levels of learning.

The Add-On Certification Program is composed of seven courses and three practicums.

		Credit Hours
EDL 6705	Current Issues in Educational Leadership	3
EDL 6710	Instructional Leadership	3
EDL 6980	Practicum	1
EDL 6715	Curriculum Leadership	3
EDL 6720	Personnel & Staff Development	3
EDL 6980	Practicum	1
EDL 6725	Organizational & Financial Resources	3
EDL 6730	Educational & Legal Perspectives	3
EDL 6980	Practicum	1

PROGRAM TOTAL: 21

Applicants for the add-on programs must be fully certified teachers in the State of Georgia and meet the general admission requirements for non-degree graduate studies. Applicants must provide verification of field experience availability within their school system, verification of a mentor with whom they will work, and recommendation by a system-level administrator. Candidates are admitted in cohort groups each summer and take courses with the cohort group to maximize acquisition of skills and interaction with each other.

English to Speakers of Other Languages (ESOL)

The English to Speakers of Other Languages add-on program 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.

		Credit Hours
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

Gifted Education

The gifted education add-on program 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.

		Credit Hours
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

* The courses EXC 7730 and EXC 7760 may be substituted for these courses.

Intellectual Disabilities Add-On Program

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

PROFESSIONAL SEQUENCE

		Credit Hours
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	Teaching and Learning I	3
EXC 7765	Teaching and Learning I	3
EXC 7797	Internship (3)	3
or EXC 7798	Practicum (3)	

PROGRAM TOTAL: 30

Interrelated Add-On Program

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

PROFESSIONAL SEQUENCE

		Credit Hours
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	Teaching and Learning I	3
EXC 7765	Teaching and Learning II	3
EXC 7770	Psychoneurological and Medical Issues in Special Education	3
EXC 7780	Inclusion Facilitator	3
EXC 7970	Internship (3)	3
or EXC 7980	Practicum (3)	

PROGRAM TOTAL: 27

Learning Disabilities Add-On Program

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

		Credit Hours
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	Teaching and Learning I	3
EXC 7765	Teaching and Learning II	3
EXC 7770	Psychoneurological and Medical Issues in Special Education	3
EXC 7970	Internship (3)	3
or EXC 7980	Practicum (3)	

PROGRAM TOTAL: 27

Preschool/Special Education

The Preschool/Special Education Add-On Program prepares professional teacher leaders with advanced knowledge of characteristics, language development, procedures, methods and techniques of assessment for preschool students with special education needs.

		Credit Hours
EXC 7746	Models of Development and Procedures For Assessment	3
EXC 7747	Developmentally Appropriate Practices for Curricular Design and Methods of Intervention	3
EXC 7748	Language Learning & Emergent Literacy	3

PROGRAM TOTAL: 9

Reading

The Reading Institute in collaboration with the Departments within the Bagwell College of Education offer graduate courses in literacy to give classroom teachers additional training to meet the literacy needs of students at the early childhood, middle childhood, and secondary school levels. Courses which apply to Georgia's Reading Add-on for classroom teachers focus on understanding readers and the reading process, linking assessment and instruction, and using instructional strategies in specific content courses.

Successful completion of the following three courses qualifies a person for the bachelor's level add-on for the classroom reading teacher. The program presupposes certification at least at the bachelor's level.

		Credit Hours
EDUC 7715	Strand 1: Understanding Readers and the Reading Process	3
EDUC 7717	Strand 2: Linking Assessment and Instruction	3
EDUC 7718	Strand 3: Using Instructional Strategies in Specific Content Areas	3

PROGRAM TOTAL: 9

Teacher Support Specialist

The Teacher Support Specialist 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 an 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 six semester hours.

		Credit Hours
EDUC 7771	Teacher Support Specialist	3
EDUC 7772	Internship for Teacher Support Specialist	3

PROGRAM TOTAL: 6

Graduate Education Course Descriptions

(Note: Students desiring to enroll in courses for which they do not possess the prerequisites must receive approval from the appropriate program director).

Early Childhood Education (ECE)

ECE 7702. Historical and Contemporary Influences in Early Childhood Education. 3-0-3.
Prerequisite: Admission to graduate studies in education.
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 in education.
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: Admission to M.Ed. in Elementary and Early Childhood Education and 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: Admission to M.Ed. in Elementary and Early Childhood Education and 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: Admission to M.Ed. in Elementary and Early Childhood Education and 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: Admission to M.Ed. in Elementary and Early Childhood Education and 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 M.Ed. in Elementary and Early Childhood Education.
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 7716. Diagnosis and Correction of Reading Problems. 3-0-3.
Prerequisite: Admission to M.Ed. in Elementary and Early Childhood Education.
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.

Education (EDUC)

EDUC 7700. Reflective Inquiry. 3-0-3.
Regular grades)
Prerequisite: Admission to the M.Ed. program.
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 while providing a basis for understanding the mission of the National Board for Professional Teaching Standards (NBPTS). Topics include interactive discussion about professionalism in education, grant writing, developing presentations for professional organizations, legal issues, political influences, and other contemporary issues influencing education.

EDUC 7703. Advanced Studies of Middle Grades Learner. 3-0-3.
Prerequisite: Admission to graduate studies in education.
This course focuses on diverse middle grades learners. Critical issues such as theories of learning, intelligence, and motivation will be examined in diverse contexts. Special attention will be focused on developing approaches for integrating global perspectives into various disciplines and examining issues and problems related to the application of these approaches in the field setting.

EDUC 7704. Learning and Assessment. 3-0-3.
Prerequisite: Admission to graduate studies in education.
This course provides an overview of learning and assessment in secondary teaching. With a focus on the adolescent learner the course examines the best practices in exemplary secondary schools. Major topics include learning theories, standards and curriculum development, new directions for instruction, school organization, use of technology, and methods for student achievement assessment.

EDUC 7711. Integrating Technology in Education. 3-0-3.
Prerequisite: Admission to M.Ed. program.
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 7715. Reading Theory and Application. 3-0-3.
Prerequisite: Admission to M.Ed. program or Reading Endorsement program.
A study of the research and theories underlying languages acquisition and the reading process and how these theories apply to developmental reading practice in the schools. Home-school influences and how to meet the needs of diverse learners in the classroom will also be emphasized. (Field Experience required).

EDUC 7716. Reading in the Elementary School. 3-0-3.
Prerequisite: Admission to graduate studies in education.
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 7717. Reading Assessment and Instruction. 3-0-3.
Prerequisite: Admission to M.Ed. program or Reading Endorsement program.
An overview of the causes of the reading difficulty; study of formal and informal assessment procedures with an emphasis on classroom-based assessment techniques and the use of assessment in making instructional decisions. (Field Experience required).

EDUC 7718. Reading Strategies for the Content Fields (K-12). 3-0-3.
Prerequisite: Admission to M.Ed. program or Reading Endorsement program and EDUC 7715 and EDUC 7717.
A study of the concepts and specific processing strategies involved in reading and writing in the content areas. Emphasizes development and selection of materials appropriate for the specific content area and grade level. (Field Experience required).

EDUC 7741. Educational Research. 3-0-3.
Prerequisite: EDUC 7700.
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 7752. Multiple Literacies in Schools and Communities. 3-0-3.
Prerequisite: Admission to graduate studies in education.
Candidates will develop a foundational understanding of the multiple, often competing, conceptions of literacy that can foster or impede learning in adolescent classrooms at the middle

grades and secondary levels. 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.

EDUC 7761. Characteristics of Gifted Children. 3-0-3.
Prerequisite: Admission to M.Ed. program or Gifted endorsement program.
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 M.Ed. program or Gifted endorsement program and EDUC 7761.
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 M.Ed. program or Gifted endorsement program and EDUC 7761.
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: Admission to M.Ed. program or Gifted endorsement program and EDUC 7761.
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: Admission to M.Ed. program or Teacher Support Specialist Endorsement program.
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: Admission to M.Ed. program or Teacher Support Specialist Endorsement program and 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 M.Ed. program or ESOL endorsement program.
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: Admission to M.Ed. program or ESOL endorsement program and EDUC 7781.
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: Admission to M.Ed. program or ESOL endorsement program and EDUC 7781, and EDUC 7782.
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 7797. The Portfolio. 3-0-3.
Prerequisite: Permission of the committee chair.
This is the capstone experience for the Master of Education in Adolescent Education. Candidates work independently under the supervision of the portfolio committee. The portfolio requirements resemble, in part, those required by the National Board of Professional Teaching Standards (NBPTS). The purpose of the portfolio is to implement a systematic, reflection-in-action approach to problem solving and decision-making. This process is designed to document the candidate's development of expertise as a teacher-leader. A primary goal of the portfolio is to document the candidate's impact on student achievement. The portfolio provides a detailed authentic picture of the candidate's professional practice and reflective analysis of the integration of courses taken supported by theory. Changes in classroom practice as well as in ones' self are documented.

EDUC 7950. Directed Study (repeatable). 1-9. *(Regular grades)*
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
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. (Regular grades)
Prerequisite: Admission to graduate studies in education and permission of director, Office of Educational Field Experiences and director, Graduate Studies in Education.
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. (Regular grades)
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
Exploration of a specifically designed topic or theme in education for experienced classroom teachers.

Educational Leadership (EDL)

EDL 6705. Current Issues in Educational Leadership. 3-0-3.
Prerequisite: : Admission to M. Ed. program in Educational Leadership or graduate Educational Leadership Add-On Certification program.
This course provides a reflective overview of issues relating to school leadership and educational administrative leadership policy and practice and encompasses the wide range of responsibilities engaged in by the school leader as a collaborative member of a leadership team. Special attention is given to organizational structure and administrative processes in Georgia public schools.

EDL 6710. Instructional Leadership. 3-0-3.
Prerequisite: : Admission to M. Ed. program in Educational Leadership or graduate Educational Leadership Add-On Certification program.
This course focuses on the role educational leaders play in improving the teaching and learning process. It includes the application and practice of instructional supervisory / leadership philosophy, theory, and principles as they guide instructional leadership behavior and assessment of the results of instructional leadership behaviors.

EDL 6715. Curriculum Leadership. 3-0-3.
Prerequisite: : Admission to M. Ed. program in Educational Leadership or graduate Educational Leadership Add-On Certification program.
This course examines the design, development, and implementation of curriculum and instructional strategies to create classroom environments which support the learning of all students.

EDL 6720. Personnel and Staff Development. 3-0-3.
Prerequisite: : Admission to M. Ed. program in Educational Leadership or graduate Educational Leadership Add-On Certification program.
This course focuses on the personnel functions and responsibilities of school leaders. Processes and procedures of effective school personnel administration is emphasized.

EDL 6725. School Finance and Business Administration. 3-0-3.
Prerequisite: : Admission to M. Ed. program in Educational Leadership or graduate Educational Leadership Add-On Certification program.
This course provides a comprehensive overview of the financing of public schools in Georgia and effective management of school fiscal resources. Proper business procedures and facility management (maintenance, operations, planning, compliance issues) are discussed in a perspective of resource management for school improvement.

EDL 6730. Legal Issues In Education. 3-0-3.
Prerequisite: : Admission to M. Ed. program in Educational Leadership or graduate Educational Leadership Add-On Certification program.
This course provides an overview of specific legal provisions affecting the operations and leadership of public schools in Georgia, with consideration of federal and state laws, and local regulations affecting the rights, privileges, and duties of educational leaders, teachers, learners, and citizens. Current legal issues are examined and students are introduced to legal reasoning and analysis.

EDL 6980. Practicum. 1 semester hour.
Prerequisite: : Permission of advisor.
This course provides an opportunity for students to engage in field-based experiential learning activities related to educational leadership under the guidance of a practicing administrator.

Exceptional Children (EXC)

EXC 7700. Teacher as Researcher: Data-Based Decision Making. 3-0-3.
Prerequisite: Admission to M.Ed. program in Special Education.
Master level teachers engage in collaboration, action research and exhibit commitment to scholarly inquiry and professional development. This course is designed to facilitate graduate candidates' understanding of qualitative, quantitative, and single-subject research methods and designs, focusing on interpretation and application relating to classroom practice in the form of ongoing action research. In addition, this course will give students a clear understanding of how to interpret educational research, reflect on its application to their classrooms, use it to develop and evaluate research-based interventions in their classrooms, and reflect on their practice.

EXC 7705. Special Education Procedures. 3-0-3.
Prerequisite: Admission to M.Ed. program in Special Education or graduate special education add-on 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 M.Ed. program in Special Education or graduate special education add-on program.
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. Classroom Behavioral Strategies. 3-0-3.
Prerequisite: Admission to M.Ed. program in Special Education or graduate special education add-on program.
The primary focus of this course is for candidates to develop skills in implementing proactive strategies for positive classroom management. The basic application of the principles of applied behavior analysis, functional analysis, positive classroom ecology, and positive behavior support for classroom management will provide the framework in developing these skills. Candidates will learn and apply these principles through the development of an application project with a student with problem behaviors. This course also discusses family and cultural influences on behavior as well as a variety of different perspectives on improving student's behavior in classroom and school settings and how they relate to applied behavior analysis.

EXC 7725. Education of Students with Severe Disabilities. 2-3-3.
Prerequisite: Admission to M.Ed. program in Special Education or graduate special education add-on program. 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. Assessment. 3-0-3.
Prerequisite: Admission to M.Ed. program or graduate add-on program.
The course covers issues, relevant terminology and standardization procedures in assessment. Students develop competencies in the development, administration and interpretation of norm-referenced, criterion-referenced, curriculum-based, authentic and informal assessment instruments directly related to curriculum development and instructional practices. Screening, eligibility, instructional decision-making and documentation applications in special education are also addressed.

EXC 7735. Current Trends and Legal Issues. 3-0-3.
Prerequisite: Admission to M.Ed. program in Special Education. EXC 7705 and EDUC 7700.
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. Advanced Behavior Strategies. 3-0-3.
Prerequisite: Admission to M.Ed. program in Special Education or graduate special education add-on program. EXC 7720.
This course focuses on the advanced application of the principles of applied behavior analysis, functional analysis, classroom ecology, and positive behavior support for the challenging behaviors of students with more significant disabilities and/or severe emotional or psychiatric disorders. This course will also focus on the use of single subject research methodology in designing and evaluating behavior interventions. Students will apply these principles through the development of an action research project using a single subject design.

EXC 7745. Social Skills Strategies. 3-0-3.
Prerequisite: Admission to M.Ed. program in Special Education or graduate special education add-on program. EXC 7720 and EXC 7740.
This course focuses on means of reducing inappropriate behaviors through a multifaceted prosocial skills curricula.

EXC 7746. Models of Development and Procedures for Assessment. 3-0-3.
Prerequisite: Admission to Preschool/Special Education Add-on Program.
This course focuses on the physical, sensory, affective, behavioral, language and cognitive development of infants and children. There is an emphasis on the etiological, sociological, medical and intervention effects on both typical and atypical development. Issues concerning procedures for formal and informal assessment are stressed. The importance of collaborating with families as partners through a family- centered approach is also emphasized. Clinical applications in a field site are included. Proof of professional liability insurance is required for placement.

EXC 7747. Developmentally Appropriate Practices for Curricular Design and Methods of Intervention. 3-0-3.
Prerequisite: Admission to Preschool/Special Education Add-on Program.
This course focuses on developmentally appropriate and developmentally different practices for infants and preschool children with disabilities. Accommodations for appropriate settings, parental and/or family involvement and collaboration with other professionals are emphasized. Proof of professional liability insurance is required prior to field experience placement.

EXC 7748. Language Learning & Emergent Literacy. 3-0-3.
Prerequisite: Admission to Preschool/Special Education Add-on Program.
The development and interaction of oral, written and social language are presented. Students will learn ways to access and enhance oral and social language development in infants and preschool children with disabilities. The effect of cultural context and different language backgrounds will be addressed.

EXC 7750. Language Learning. 3-0-3.
Prerequisite: Admission to M.Ed. program in Special Education or graduate special education add-on program. 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. Teaching and Learning I. 3-0-3.
Prerequisite: Admission to M.Ed. program or graduate special education add-on program.
Teaching & Learning I prepares teachers to develop curriculum and instruction that is universal in design and based on best practices research in general education. Particular attention is given to research-based models of teaching and learning including cooperative learning, inductive reasoning, concept attainment, jurisprudential inquiry, information processing etc. Universally designed instruction is flexible such that the materials and activities allow different learning goals to be achieved by individuals with a wider range of abilities (and disabilities). This curriculum model provides build-in adaptations to the lesson that reduce the amount of time needed to create individual accommodations and modifications for students with disabilities. The "Big Ideas" addressed in this course include Universal Design, Interdisciplinary Thematic Units, Multi-Level Instruction, and Multiple Intelligence Theory. Additional attention will be paid to the Georgia Learning Connections Website, as well as the alignment of IEP objectives with the Quality Core Curriculum (QCC).

EXC 7765. Teaching and Learning II. 2-3-3.
Prerequisite: Admission to M.Ed. program in Special Education or graduate special education add-on program. EXC 7760.
Teaching & Learning II focuses on the various forms of research-based, special instruction for students with disabilities. Specific focus will be on direct instruction, strategy instruction (metacognitive and cognitive behavior management), cooperative learning, social or functional skills development and systematic instruction using task analysis, prompts & cues, particularly as these practices apply to education of students with disabilities. Course content will build on information presented in Teaching and Learning I (e.g., the development of curriculum and instruction that follows the precepts of best practices and universal design in all academic areas.) Special attention will be given to embedded forms of student assessment and ongoing data collection procedures to evaluate the overall impact of instruction on student learning will be discussed. 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: Admission to M.Ed. program in Special Education or graduate special education add-on program. EXC 7715 and EXC 7730.
This course focuses on the psychological, neurological, and medical bases of learning and behavioral differences exhibited by exceptional students. The link between psychological, neurological, and medical differences and performance in school will be explored to identify differential programming needs for these students. Multidisciplinary collaboration, service coordination and preparation for addressing medical needs within the classroom setting will be emphasized.

EXC 7780. Collaborative Practices. 3-0-3.
Prerequisite: Admission to M.Ed. program.
This course focuses on development of collaborative and consultation skills for working with parents, general education teachers, special

education teachers, support personnel, community resource personnel and others to facilitate delivery of appropriate services for all students in inclusive classroom communities.

EXC 7790. Documenting Professional Growth. 3-0-3.
Prerequisite: EDUC 7741 and permission of department chair.
This course provides support for Master of Education in Special Education candidates in completing and presenting their professional portfolio to document their professional growth. Candidates will work with a Portfolio Committee to organize reflections about their growth including: highlighting pivotal KSU learning experiences, reflecting on changes in practice, integrating research and practice, and relating these to the growth of their students. Outcomes will include a written portfolio and a multimedia presentation summarizing the portfolio and is to be completed at least three weeks prior to the date of graduation.

EXC 7970. Internship. 0-3-3. (S/U grades)
Prerequisite: Admission to M.Ed. program in Special Education or graduate special education add-on program. Completion of all other requirements in the Special Education Program. Approval of department chair. Contracted employment teaching individuals with mild disabilities under a clear renewable or provisional Georgia 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. *(S/U grades)*
Prerequisite: Admission to M.Ed. program in Special Education or graduate special education add-on program. Completion of all other requirements in a special education program and approval of department chair.
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 candidate is placed. Evaluation for a grade and recommendation for licensure will be made by the university supervisor. Candidates will be evaluated on professional conduct including provision of an appropriate role model for students; 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.

Teaching Field Courses

Anthropology (ANTH)

ANTH 7900. Special Topics (repeatable). 1-9. *(Regular grades)*
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
Special topics of interest to faculty and students.

ANTH 7950. Directed Study (repeatable). 1-9. *(Regular grades)*
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
Special topics of interest to faculty and students.

Chemistry (CHEM)

CHEM 7900. Special Topics (repeatable). 1-9. (Regular grades)
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
Exploration of a specifically designed topic.

CHEM 7950. Directed Study (repeatable). 1-9. (Regular grades)
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
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: Admission to graduate studies in education.
A treatment of themes and issues in English and/or American and/or World literature. Students will read selected works and consider teaching applications for engaging adolescents and young adults in responding to and interpreting a wide variety of literary texts.

ENGL 7709. Workshop for Teachers of Writing. 3-0-3.
Prerequisite: Admission to graduate studies in education.
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: Admission to graduate studies in education, and teaching experience and graduate coursework in educational research or 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 Literature in English. 3-0-3.
Prerequisite: Admission to graduate studies in education.
An examination of multicultural literature written in English. Genres studied include fiction, nonfiction, poetry, drama, and nontraditional literary texts (e.g., film, oral performance). Students will explore primary and secondary sources to use for teaching literature from a global perspective, including studying how emerging traditions of literary criticism and theory can shape interpretations and teaching.

ENGL 7721. Author Studies. 3-0-3.
Prerequisite: Admission to graduate studies in education.
A study of the work of one or more significant authors. Attention will be given to strategies for engaging students in critical thinking and writing about literature.

ENGL 7731. Language Studies in English. 3-0-3.
Prerequisite: Admission to graduate studies in education.
A study of language as a key component of English/Language Arts. Topics include understanding English's historical and ongoing development, learning English as a second language, using discourse appropriately in a variety of contexts, dialect variations, relationships between oral and written language use, and issues involved in teaching language (e.g., teaching grammar in context).

ENGL 7735. Introduction to Composition Studies. 3-0-3.
Prerequisite: Admission to graduate studies in education.
A survey of issues and themes in composition studies, especially those which have influenced writing instruction in the schools. Topics examined include writing as a process and writing for a variety of purposes, audiences, and genres, as well as approaches for evaluating writing and for planning writing instruction that invites students to use the art of writing for exploring authentic issues that matter in their lives.

ENGL 7741. Technology and Media in English and Language Arts. 3-0-3.
Prerequisite: Admission to graduate studies in education.
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 7750. English Studies in the Schools. 3-0-3. *Prerequisite: Admission to graduate studies in education.*
Review of the field of English Studies today, including relationships among concepts that guide the field, especially in schools. Students will explore strategies for integrating various elements of English Studies (including writing, reading/literature, language, and literacy studies) in scholarship and in teaching. Topics will include standards and assessment in English/Language Arts, especially those associated with National Board Certification and the National Council of Teachers of English standards for instruction.

ENGL 7900. Special Topics (repeatable). 3-0-3. (Regular grades)
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, graduate studies in education.
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. (Regular grades)
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
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.

Geography (GEOG)

GEOG 7701. Peoples of the World. 3-0-3.
Prerequisite: Admission to graduate studies in education.
Understanding diversity is the cornerstone of this course which presents comparisons of human groups throughout the world in a geographic case study format, focusing on cultural, political, economic, and social themes. Students will develop culturally-focused and geographically-based lesson plan strategies and present their research in a seminar format. The use of international resources from academic and local communities adds to the advancement of disciplinary knowledge and cultural awareness

GEOG 7900. Special Topics (repeatable). 1-9. (Regular grades) *Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.*
Special topics of interest to faculty and students.

GEOG 7950. Directed Study. (repeatable). 1-9. (Regular grades) *Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.*
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 in education.*
Candidates will gain a working knowledge of local historical resources and will examine what history is and the processes used by historians in interpreting and uncovering the past. They will build individual skills in these processes through the researching and writing of a term paper on a local topic using primary materials. Candidates will also explore strategies to incorporate local history into their classrooms; to increase their own and their students' civic awareness and involvement; to teach critical thinking skills; to facilitate the learning of history by use of local examples; and, to use local history to illustrate or challenge major viewpoints about both Georgia and national history.

HIST 7720. Continuity and Change in Selected Nation/State. 3-0-3. *Prerequisite: Admission to graduate studies in education.*
An examination of the development of a particular nation/state including its relative place in the world. Themes will include economic and political systems, social structures, belief systems, population and migration, and environmental and geographic influences. Candidates will read selected works and consider teaching applications for engaging adolescents and young adults in responding to and interpreting a variety of sources.

HIST 7730. Minorities in America. 3-0-3.
Prerequisite: Admission to graduate studies in education.
An examination of the roles minorities have played in the development of America. Special attention will be given to racial, ethnic, and political minorities. Included will be the ways family, economic, and political issues have affected peoples of different ethnic and racial groups and how to make ethnic diversity a source of unity rather than divisiveness in our civic culture. Emphasis is placed on the use of a variety of resources that speak from diverse perspectives. Candidates will develop strategies for incorporating issues of diversity and social understanding in their classrooms.

HIST 7900. Special Topics (repeatable). 1-9. (Regular grades)
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
Exploration of a specifically designed topic.

HIST 7950. Directed Study (repeatable). 1-9. (Regular grades)
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
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 study in education.
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 study in education.
A historical and cultural development of mathematics from ancient times to the present as a natural development of human endeavors. Selected topics include numeration, mathematical notation, arithmetic, algebra, geometry, analysis, and prominent mathematicians. Individual projects allow students to research topics which would be appropriate to their areas of mathematical interests and to applications in their school classrooms.

MATH 7712. Discrete Mathematics. 3-0-3.
Prerequisite: MATH 3390 or permission of instructor. Admission to graduate study in education.
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 Mathematical Association of America and the National Council for Teachers of Mathematics for the preparation and development of mathematics teachers.

MATH 7713. Statistics and Data Analysis. 3-0-3.
Prerequisite: Undergraduate statistics course. Admission to graduate study in education.
This course focuses on applications of statistics and data analysis to various fields such as education, science, and business. Through the use of various technologies as data analysis tools, the students will solve problems using descriptive and inferential statistics, as well as apply algebraic techniques for analyzing data.

MATH 7714. Geometry from Multiple Perspectives. 3-0-3.
Prerequisite: MATH 3395 or equivalent. Admission to graduate study in education.
This course focuses on Euclidean, non-Euclidean, and transformational geometry. Topics include incidence, order, parallelism, formal and informal proof, proportional reasoning, spatial visualization, and axiomatic systems. An investigative approach encourages students to conjecture, test, and verify geometric principles.

MATH 7715. Mathematical Problem Solving. 3-0-3.
Prerequisite: Admission to graduate study in education.
Investigations in this course center around formulating, solving, and extending problems from various areas of mathematics and other disciplines. The course includes issues related to problem solving such as historical perspectives, Polya's contributions, and research-based ideas for teaching and assessing problem solving.

MATH 7716. Math Studies. 3-0-3.
Prerequisite: MATH 3390 or equivalent. Admission to graduate study in education.
Students' understanding of the mathematics they teach will be deepened and broadened through the study of problems in Algebra, Calculus, Discrete Mathematics, and Mathematical Modeling. This course is designed so that students can explore key ideas in mathematics, bringing with them the skills and understandings of advanced course work, enhancing their understanding, and connecting more advanced ideas to the topics they teach.

MATH 7717. Elementary Number Theory. 3-0-3.
Prerequisite: MATH 3390 or equivalent. Admission to graduate study in education or permission of instructor.
Introduction to the basic principles of number theory. Topics include properties of integers, congruences, divisibility, greatest common divisors, the Euclidean algorithm, Pythagorian theorem, prime number theorems, Diophantine equations, Fermat's Last Theorem, Goldbach's conjecture, Euler's theorem and applications in cryptology.

MATH 7718. Functions and Analytic Techniques. 3-0-3.
Prerequisite: MATH 1190 or higher. Admission to graduate study in education.
Study of families of functions from the perspective of multiple representations. Extends knowledge of basic algebraic and trigonometric functions and the modeling process through applications using various technologies.

MATH 7719. Technology and Mathematics. 3-0-3.
Prerequisite: Admission to graduate study in education.
Focus is on the current effects and potential of technology for doing, teaching, and learning mathematics. Students explore mathematics as they develop skill in innovative mathematics technologies. Technologies include graphing calculators, data collection technologies (such as CBL, CBR), dynamic geometry software, statistics software, web simulations, web courseware, and other technology tools for mathematics. This course is designed to count towards the Georgia Professional Standards Commission requirement for technology endorsement

MATH 7750. Mathematics Teaching and Learning. 3-0-3.
Prerequisite: Admission to graduate study in education.
Emphasizes general mathematical concepts and reasoning methods and how they undergird the development of analytic thinking. Emphasizes the link between mathematics and mathematics pedagogy. Topics include multiple representations, thinking and reasoning mathematically, communication, modeling, connections, and applications. The impact of these mathematical processes on school mathematics instruction is addressed in such topics as standards-based education, alternative curricula, testing and assessment, differentiation of instruction, and the use of innovative teaching tools.

MATH 7900. Special Topics (repeatable). 1-9. ***(Regular grades)***
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
Exploration of a specifically designed topic.

MATH 7950. Directed Study (repeatable). 1-9. ***(Regular grades)***
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
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 study in education.
Using patterns will provide the P-5 teacher an opportunity to explore a variety of mathematical topics such as exponents, number theory, rational numbers, measurement, geometry, etc. These explorations will allow the student to construct understandings, to provide reasons for their actions, to communicate their understanding and to make connections to other mathematical topics.

MAED 7724. Shapes and Measures. 3-0-3.
Prerequisite: Admission to graduate study in education.
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 study in education.
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 study in education.
This course surveys recent research in 4-8 mathematics education.

MAED 7900. Special Topics (repeatable). 5-0-5.
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
Exploration of a specifically designed topic or theme in mathematics education for experienced classroom teachers.

MAED 7950. Directed Study (repeatable). 1-9.
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
A concentrated investigation of selected topics of an advanced nature. The content will be determined jointly by the instructor and the student.

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. (Regular grades)
Prerequisite: Admission to graduate study in education.
(1 hour instruction - 2 hours credit)

MUAP 7731, 7732, 7733, 7734. Performance. (Regular grades)
Prerequisite: Admission to graduate study in education.
(1 hour instruction - 2 hours credit)

Music (MUSI)

MUSI 7900. Special Topics in Music. 1-3 credit hours. (Regular grades)
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
Selected special topics of interest to students and faculty.

MUSI 7950. Directed Study. *1 - 9 credit hours. (Regular grades)*
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
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. (Regular grades)
Prerequisite: Admission to graduate study in education.
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 in education.
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. *(Regular grades)*
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
Exploration of a specifically designed topic.

POLS 7950. Directed Study (repeatable). 1-9. *(Regular grades)*
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
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. 3-0-3.
Prerequisite: Admission to graduate study in education.
This course will explore concepts and processes in the biological sciences appropriate to the teachers of adolescent and young adult learners. Emphasis will be placed on the diversity and

unity that characterize life, the genetic basis for the transfer of biological characteristics from one generation to the next, the structure and function of cells, the life cycle, the dependence of all organisms on one another and on their environment, the cycling of matter and flow of energy through the living environment, and the basic concepts of evolution of species. Individual projects will focus on materials appropriate for particular age groups.

SCI 7727. Physical Science. 3-0-3.
Prerequisite: Admission to graduate study in education.
This course will explore concepts and process in chemistry and physics appropriate to the teachers of adolescent and young adult learners. Emphasis will be placed on the laws of motion, thermodynamics, and laws of conservation. Individual projects will focus on materials appropriate for particular age groups.

SCI 7728. Earth Science. 3-0-3.
Prerequisite: Admission to graduate study in education.
This course will explore concepts and process in the earth sciences appropriate to the teaching of adolescent and young adult learners. Areas of exploration will include the motions of the earth and the materials and systems that compose it, the processes that shape the earth's surface and the relation of these cycling processes to the living environment. Individual projects will focus on materials appropriate for particular age groups

SCI 7729. Astronomy. 3-0-3.
Prerequisite: Admission to graduate study in education.
This course will explore concepts and process in space science appropriate to the teachers of adolescent and young adult learners. Areas of exploration will include: gravity and the laws of motion applied to the planets, the origin of the solar system and the Earth, light, planetary atmospheres, comparative planetology and cosmology. Individual projects will focus on materials appropriate for particular age groups.

SCI 7900. Special Topics (repeatable). 1-9. ***(Regular grades)***
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education. Additional prerequisites vary with topic; see schedule of credit courses.
Exploration of a specifically designed topic.

SCI 7950. Directed Study (repeatable). 1-9. ***(Regular grades)***
Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, department chair, and director, Graduate Studies in Education.
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 Science Education. 3-0-3.
Prerequisite: Admission to graduate study in education.
A study of the current research based models of science instruction and curricula. 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 graduate study in education.
This course examines issues, concepts, and subject matter of the social studies curriculum in middle grades and secondary classrooms including the disciplines of history, geography, political science, economics, anthropology, and sociology. Materials available for the middle grades and secondary teachers are examined including textbooks, technology, and community resources. Assists students completing the program of study to assemble and defend the professional portfolio.

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 three specialty concentrations: e-Business Systems, Data Communications, and Systems Administration. Each of these concentrations prepares graduates for employment within niches of the IT profession experiencing critical shortages of employees.

General Requirements for Admissions to the MSIS Program

MSIS program admissions requires:

1. 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.
2. Minimum cumulative undergraduate adjusted grade-point average of 2.75 on a 4.0 scale.
3. Successful completion of required undergraduate course work (or fulfillment of preparatory knowledge clusters through professional work experience).
4. Minimum total score of 500 on the Graduate Management Admission Test (GMAT) or 1425 (verbal, quantitative and analytical) on the General Test of the Graduate Record Examination (GRE).
5. 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.

6. International students must submit a TOEFL score to be considered for admission. A score of 550 or above is required.
7. 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.

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

Expectations for satisfactory graduate level student performance are detailed in Academic Policies section of this catalog.

Petition to Graduate

Each MSIS candidate must petition to graduate at least one semester prior to completion of program requirements. The student must contact the MSIS program office and request a petition. Applicants should meet with their advisor or the MSIS director and complete a graduation checklist prior to submitting their petition to the KSU's registrar's office.

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
- Quantitative skills including algebra, calculus, and statistics
- Object-oriented programming skills
- Familiarity with systems analysis and design methodologies, including object-oriented
- Experience using relational or object-based database management systems
- Knowledge of the principles and common applications of data communications
- Familiarity with modern computer organization architecture
- Operating systems

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.

Master of Science in Information Systems

Credit Hours

CORE REQUIREMENTS 21

IS 8020	Object-Oriented Software Dev. Methods & Technologies	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 8080	Database Application Design and Implementation	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 6550	Document Design and Desktop Publishing	3
PRWR 6700	Computer Technology in Professional Writing	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. Data Communications (Choose 12 hours from the following)

The graduate with a concentration in Data Communications 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.

IS 8622	Computer Network Design and Implementation	3
IS 8625	Networking Protocols	3
IS 81xx	Any IS Common Elective	3
or		
IS 8900	Special Topics in Information Systems	1-3
or		

IS 8910	Special Projects in Information Systems	1-3

or

Elective(s) approved by advisor/program director

II. 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 8825	Current Issues in Systems Administration	3
IS 8826	Information Systems Services	3
IS 81xx	Any IS Common Elective	3

or

IS 8900	Special Topics in Information Systems	1-3

or

IS 8910	Special Projects in Information Systems	1-3

or

Elective(s) approved by advisor/program director

III. e-Business Systems (Choose 12 hours from the following)

The e-Business specialty concentration in the Master of Science in Information Systems program will meet the expanding demand for designers, developers, and managers of electronic business solutions. The new e-Business concentration consists of three courses: e-Business Systems Strategy, e-Business Technologies, and e-Business Systems Solutions. Each course focuses on specific aspects of how organizations are moving from traditional processes and physical products to electronic processes and digitized products. As a whole, the courses flow from analysis of business processes to core e-business technologies to implementation and management of e-business solutions. Into each course will also be woven an overview of the issues organizations encounter as they undertake e-business initiatives. As such, while the concentration is designed as a sequence, each course could be successfully undertaken piecemeal or out of order.

IS 8722	e-Business Systems Strategy	3
IS 8724	e-Business Technologies	3
IS 8726	e-Business Systems Solutions	3
IS 81xx	Any IS Common Elective	3
IS 8900	Special Topics in Information Systems	1-3

or

IS 8910	Special Projects in Information Systems	1-3

or

Elective(s) approved by advisor/program director

Common Electives

These courses may be selected as an elective in any of the listed track concentrations. They may also be substituted for the collaboration elective with permission of the program director.

IS 8110	Information Security (3)
IS 8120	Human-Computer Interface and Design (3)

PROGRAM TOTAL: 36

MSIS Course Descriptions

IS 8020. Object-Oriented Software Development Methods and Technologies. 3-0-3.
Prerequisite: Admission to the MSIS program or permission of the graduate program director.
Current technologies and practices of object-oriented software engineering. Topics include data structures, design optimization, file and stream processing, templates, inheritance and reusability.

IS 8040. Data Communication Theory and Practice. 3-0-3.
Prerequisite: Admission to the MSIS program or permission of the graduate program director.
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 MSIS program or permission of the graduate program director.
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: Admission to MSIS program or permission of the graduate program director.
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 MSIS program or permission of the graduate program director.
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 8080. Database Application Design and Implementation. 3-0-3.
Prerequisite: Admission to the MSIS program or permission of the graduate program director.
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 8110. Information Security. 3-0-3.
Prerequisite: Admission to the MSIS program or permission of the graduate program director.
Examination of current Standards of Due Care and Best Business Practices in Information Security. Includes examination of security technologies, methodologies and practices. Focus is on evaluation and selection of optimal security posture. Topics include evaluation of security models, risk assessment, threat analysis, organizational technology evaluation, security implementation, disaster recovery planning and security policy formulation and implementation.

IS 8120. Human Computer Interface Design. 3-0-3.
Prerequisite: Admission to the MSIS program or permission of the graduate director.
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 8422. Systems Re-engineering and Change Management. 3-0-3.
Prerequisite: Admission to the MSIS program or permission of the graduate program director.
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 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 8625. Networking Protocols. 3-0-3.
Prerequisite: Admission to the MSIS program, or consent of the program director.
This course provides a detailed examination of networking protocols using TCP/IP protocol stack as the primary instructional tool. It also addresses the OSI reference model. Topics include the basic functions of the seven layers of the OSI model, Application layer functions, TCP and UDP data transfer, IP addressing and subnetting, and associated support functions (DNS, DHCP, ICMP etc). Additional protocols: IPXSPX, NetBUI will be examined.

IS 8722 e-Business Systems Strategy. 3-0-3.
Prerequisite: Admission to the MSIS program, or consent of the program director .
This course focuses on business process redesign and change management in the context of e-business. Topics include impact of e-business on business models, channel relationships and the value chain, integration of emerging technologies with legacy systems, functional and inter-organizational integration, and transaction cost issues. Applications include supply and selling chain management, customer relation management, enterprise resource planning, e-procurement, and knowledge tone applications.

IS 8724 e-Business Technologies. 3-0-3.
Prerequisite: IS 8040
This course focuses on core e-business technologies. Topics include risk management, Internet protocols and security standards, cryptography and authentication, firewalls, electronic payment systems and intelligent agents. Students will conduct an analysis of infrastructure components from functional and management perspectives.

IS 8726 e-Business Systems Solution. 3-0-3.
Prerequisite: IS 8020.
This course focuses on analysis, design, development, and deployment of e-business solutions. Topics include World Wide Web site design, application development structures such as Java, ColdFusion, and CGI, Web database integration, hypermedia development tools, and implementation strategies.

IS 8822. Information Systems Integration. 3-0-3.
Prerequisite: Admission to the MSIS program or permission of the graduate program director.
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 8825. Current Issues in Systems Administration. 3-0-3.
Prerequisite: Admission to the MSIS program or permission of the graduate program director.
The topics covered in this subject vary to maintain currency with current thinking and discussion in the information systems profession. Students will choose or be given topics to be investigated either individually or in groups, and will perform library, on-line, and field research, prepare and deliver reports and presentations, and analyze and critically evaluate the reports and presentations of other students.

IS 8826. Information Technology Services. 3-0-3.
Prerequisite: Admission to the MSIS program or permission of the graduate program director.
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 and graduate 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 and graduate 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: Must be approved by graduate program director.

IS 8918. Internship. 1 to 3.
Prerequisite: Must be approved by graduate program director.

IS 8950. Information Systems Policy and Strategy. 3-0-3.
Prerequisite: IS 8060 or permission of graduate program director. 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.

Master of Science in Nursing

The WellStar Primary Care Nurse Practitioner Program is a professional degree which prepares experienced registered nurses to sit for certification as a family or adult 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 Admissions to the MSN Program

MSN Primary Care Nurse Practitioner Program admission requires:

1. Baccalaureate degree in nursing from an nationally 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. The credit to be considered for transfer will not be more than five years old at the time the student enters.

Grades

Students must earn a grade of B or better in every course in order to progress in the program.

Petition to Graduate

MSN candidates must petition to graduate at least one semester prior to the semester in which they complete their degree requirements. Petition to graduate forms are available in the program directors office.

Master of Science in Nursing

The WellStar Primary Care Nurse Practitioner 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.

		Credit Hours
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	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
AREA OF CONCENTRATION		**8**
Family		
NURS 8800	Clinical Management of Selected Common Health Conditions in Adults	3
NURS 8805	Clinical Management of Selected Common Health Conditions in Children	3
NURS 8830	Clinical Management of Reproductive Health	2
OR		
Adult		
NURS 8800	Clinical Management of Selected Common Health Conditions in Adults	3
NURS 8815	Clinical Management of Selected Chronic Health Conditions in Middle-Aged and Older Adults	3
NURS 8830	Clinical Management of Reproductive Health	2
RESIDENCY		**18**
NURS 8850	Primary Care Residency I Prerequisite: NURS 7730 Corequisite: NURS 8800	4
NURS 8851	Primary Care Residency II Prerequisite: NURS 8850; 8800 Corequisite: NURS 8805 or NURS 8815	4
NURS 8852	Primary Care Residency III Prerequisite: NURS 8851; 8805 or 8815; Corequisite: NURS 8830, 8853	4
NURS 8853	Primary Care Residency IV Prerequisite: NURS 8851; Corequisite: NURS 8854, 8852, 8830	4
NURS 8854	Primary Care Clinical Project Prerequisite: NURS 7740 Corequisite: NURS 8852; 8853	2

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 or permission of the program director.
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 Health Promotion. 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 appropriate 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/or 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 or permission of the program director.
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.
Prerequisite: Admission to MSN Program or permission of the program director.
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.
Prerequisite: Admission to MSN Program or permission of the program director.
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 8800. Clinical Management of Selected Common Health Conditions in Adults. 3-0-3.
Prerequisite: NURS 7730. Corequisite: NURS 8850.
This course addresses the common health conditions, both simple and complex, affecting individuals, aged 17 and older, frequently encountered in primary care setting. Client's clinical presentation, underlying causes, and appropriate treatment modalities are explored. The nurse practitioner's role in the clinical management of common health conditions in the adult client is the focus with emphasis on referral, follow-up, and client education. The impact of health problems on the family unit is also explored.

NURS 8805. Clinical Management of Selected Common Health Conditions in Children. 3-0-3.
Prerequisite: NURS 7730; 8800. Corequisite: NURS 8851.
This course is designed to provide an exploration of theories and knowledge needed for child health supervision in the primary care setting

with a focus on the nurse practitioner's role in clinical management, anticipatory guidance, referral, and follow-up. Emphasis is placed upon parents as participants in assessment, decision-making, and management of common health problems and the stresses of normal development in infancy, childhood, and adolescence.

NURS 8815. Clinical Management of Selected Chronic Health Problems in Middle-Aged and Older Adults. 3-0-3.
Prerequisite: NURS 7730; 8800. Corequisite: NURS 8851.
This course addresses the chronic health conditions frequently encountered in the primary care of middle-aged and older adults. Clients' clinical presentation, underlying causes, and appropriate treatment modalities are explored. The nurse practitioner's role in the management of chronic health conditions is emphasized with attention to protocol development, referral, follow-up, and client education.

NURS 8830. Clinical Management of Reproductive Health. 2-0-2.
Prerequisite: NURS 8805 or 8815. Corequisite: NURS 8852, 8853.
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. Corequisite NURS 8800:
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. Corequisite: 8805 or 8815.
A continuation of the practicum experience with appropriate preceptors. Improved clinical management skills are an expectation in a variety of clinical sites. The case study methodology is continued.

NURS 8852. Primary Care Residency III. 1-9-4.
Prerequisite: NURS 8851; 8805 or 8815. Corequisite: NURS 8830, 8853.
A continuation of the practicum experience with appropriate preceptors. Increasing complex clinical management skills are an expectation in a variety of appropriate clinical sites. The case study methodology is continued.

NURS 8853. Primary Care Residency IV. 1-9-4.
Prerequisite: NURS 8851; Corequisite: NURS 8852, 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 is an expectation.

NURS 8854. Primary Care Clinical Project. 2-0-2.
Prerequisite: NURS 7740. Corequisite: NURS 8853, 8852.
The clinical project provides the student with the opportunity to synthesize and apply acquired knowledge and skills in a clinically 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.

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 in today's print and electronic environments.

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 Admissions 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); or a minimum of 550 verbal score; 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. A letter of recommendation is optional.

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 five 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.

Petition to Graduate

MAPW candidates must petition to graduate at least one semester prior to completion of program requirements. Before MAPW students can petition to graduate, they must have a cumulative grade point average of at least 3.0. The student should contact the MAPW office and request a petition be mailed to their home address, or they may print the form located on the MAPW web site at: **www.kennesaw.edu/english/mapw**.

The student must obtain the MAPW graduate director's signature before submitting the petition to the business office and registrar.

Certificate Programs in Creative Writing and in Professional Writing for International Audiences

For information on the graduate certificate programs in creative writing or in professional writing for international audiences, contact the director of the MAPW program at 770-423-6468 or 770-499-3335.

Master of Arts in Professional Writing

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**

a. The **Major Concentration and Support Area (24 hours)** allows candidates to concentrate on two areas of interest. In the **Major (15 hours)**, each student selects one concentration from the three offered below and takes five courses from this concentration, and, in the **Support Area (9 hours)**, 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 hours):** any MAPW course or a course in a related graduate program **3**

OR

b. Major concentration (15 hours) and two courses from each of the other two concentrations (12 hours) allow students to study all three areas of professional writing offered in the MAPW program.

A: Applied Writing:

PRWR 6250: Corporate Communication
PRWR 6280: Business and Technical Editing
PRWR 6290: Public Service Writing
PRWR 6410: Feature Writing
PRWR 6440: Professional and Academic Editing
PRWR 6550: Document Design and Desktop Publishing
PRWR 6700: Computer Technology in Professional Writing
PRWR 6850: Writing for the Web
PRWR 6860: Intercultural Communication in Contexts
PRWR 7600: MAPW Practical Internship
PRWR 7900: Special Topics
PRWR 7950: MAPW Directed Study

B: Composition and Rhetoric:

PRWR 6150: Context, Style, and Audience in Professional Writing
PRWR 6300: Understanding Writing as Process
PRWR 6500: Teaching Writing in High Schools and Colleges
PRWR 6650: Introduction to Literacy Studies
PRWR 6750: Teaching Writing to Speakers of Other Languages
PRWR 6750: World Englishes
PRWR 7600: MAPW Practical Internship
PRWR 7900: Special Topics
PRWR 7950: MAPW Directed Study

(MAPW - Major concentration and support area - cont'd)

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 6520: Creative Nonfiction
PRWR 6800: Careers in the Literary Arts
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 OR THE PRACTICUM 6

The Professional Portfolio, The Thesis or The Practicum 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. After submitting an approved proposal, the candidate works under the direction and advice of two faculty members to produce the project. The candidate must submit the portfolio at least two weeks before either 1) a discussion about the portfolio with the faculty committee, or 2) a public presentation about the project for an audience of faculty and peers. The candidate will consult with the portfolio committee chair and committee member about which option to choose.

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, or, for creative writers, production of a book-length manuscript. After submitting an approved proposal, the candidate works under the direction and advice of two faculty members to produce the project. The candidate must submit the thesis at least two weeks before either 1) a discussion about the thesis with the faculty committee, or 2) a public presentation about the project for an audience of faculty and peers. The candidate will consult with the thesis committee chair and committee member about which option to choose.

OR

c. **The Practicum**

PRWR 7970: (6 credit hours.) A project, accompanied by a rationale for its purpose and design, that involves electronic and/or print media and is relevant to the student's concentration in professional writing. After submitting an approved proposal, the candidate works under the direction and advice of two faculty members to produce the project. The candidate must submit the practicum at least two weeks before either 1) a discussion about the practicum with the faculty committee, or 2) a public presentation about the project for an audience of faculty and peers. The candidate will consult with the practicum committee chair and committee member about which option to choose.

PROGRAM TOTAL: 36

M.A. in Professional Writing Course Descriptions

PRWR 6000. Issues and Research in Professional Writing. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director. (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 rmethods 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 the MAPW program or permission of the graduate program director.
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. This course is repeatable.

PRWR 6150. Context, Style and Audience in Professional Writing. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
A study of the ways context, stylistic choices, and audience influence all areas of writing in action, whether in the workplace, on the Internet, in publishing, or in the classroom. Course will focus on the creation of specific texts, many by the students themselves, with attention to the rhetorical traditions behind all spoken and written acts.

PRWR 6250. Corporate Communication. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
The study of corporate communication, including written, visual, and on-line materials. Emphasis on writing for varied corporate purposes and business audiences.

PRWR 6280. Business and Technical Editing. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
The study and practice of business and 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. Public Service Writing. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
Study and practice in public service writing—that is, writing for nonprofit and community organizations and government agencies on local, state, and federal levels. Students will learn rhetorical strategies, together with genre analysis and study of ethics, that can be applied in producing a wide variety of public service documents. Students will learn how to analyze texts and contexts within an ethical framework and to develop approaches for producing public service documents, from grants and proposals for government funding to the many writing requirements of government agencies. The course will also focus on a study of organizational writers at work and the latest technology being implemented in public service writing.

PRWR 6300. Understanding Writing as Process. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
The study of the concept of writing as process and its implications for professional writers in various creative, workplace, and instructional situations. This course will focus on such questions as What happens when we write? Can the processes by which individuals shape written texts be observed, documented, and theorized? How does social context affect writing processes? How does understanding writing as process affect the teaching of writing?

PRWR 6410. Feature Writing. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
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 6440. Professional and Academic Editing. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
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 the MAPW program or permission of the graduate program director.
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 the MAPW program or permission of the graduate program director.
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 the MAPW program or permission of the graduate program director.
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 the MAPW program or permission of the graduate program director.
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 the MAPW program or permission of the graduate program director.
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. Teaching Writing in High Schools and Colleges. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
An investigation into the theories and practices that have shaped writing instruction over the past thirty years. Students will examine student-centered instruction, writing process theories, current methods of assessment, technologies of writing, and other important advances in order to produce curricular design for high school and college writing classes.

PRWR 6520. Creative Nonfiction. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
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 the MAPW program or permission of the graduate program director.
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 6650. Introduction to Literacy Studies. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
An overview of approaches for studying and shaping literacy in a range of social contexts, including workplaces, instructional settings, and the literary marketplace. This course will explore competing definitions of literacy and their implications for professional writers with students learning to use research about literacy to enhance their work as professional writers.

PRWR 6700. Computer Technology in Professional Writing. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
An introduction to the uses of computer technology in professional writing. Starting from

communication modes, such as email and online chat, the course explores Internet research methods, basic web page design, virtual communities, and hypertext to study how technology is changing reading and writing processes in school, the workplace, and society at large.

PRWR 6750. Teaching Writing to Speakers of Other Languages. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
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 6760. World Englishes. 3-0-3.
Prerequisite: Admission to the MAPW program, admission to the graduate certificate in professional writing for international audiences program, or permission of the graduate program director.
A study of the unprecedented growth of English on a global scale. Course will examine the current state of English in the world and the cultural/social factors that have given rise to a number of different varieties of English in the world. These varieties, attitudes towards them, and implications for various written media of communication will be explored.

PRWR 6800. Careers in the Literary Arts. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
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 6850. Writing for the Web. 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
Study and practice of techniques for appealing and effective web pages in writing for advertising, education, business and public service organizations, as well as political and charitable organizations. Topics will cover writing for the web by using basic and more complex software including hypertext markup language, constructing graphics and search boxes, multimedia implementation (such as adding streaming video and real audio), corporate intranet design, accessibility for disabled users, and international considerations.

PRWR 6860. Intercultural Communication in Context. 3-0-3.
Prerequisite: Admission to the MAPW program, admission to the graduate certificate in professional writing for international audiences, or permission of the graduate program director.
A study of written communication across cultures. Course will use a case studies format to explore principles for effectively communicating in English across different cultures. Topics will include document design for international audiences, rhetorically sensitive strategies, issues of translation and contrastive rhetoric. Students will be able to study a specific type of written communication in a specific region or regions of the world according to their interests and need.

PRWR 7500. Advanced Creative Writing. 3-0-3.
Prerequisite: Admission to the MAPW program, or permission of the graduate program director, 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. 1-6. (Up to six hours may be used to satisfy MAPW degree requirements.
Prerequisite: Admission to the MAPW program or permission of the graduate program director and/or faculty advisor.
Guided and supervised practical experience in one concentration of the MAPW Program.

PRWR 7900. Special Topics. (Repeatable) 3-0-3.
Prerequisite: Admission to the MAPW program or permission of the graduate program director.
Exploration of a specifically designed topic.

PRWR 7950. MAPW Directed Study. (Repeatable once). 3-0-3.
Prerequisite: Admission to the MAPW program, or permission of the graduate program director, 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 7970. The Practicum. 1-6.
Prerequisite: Completion of 27 credit hours in the MAPW program and at least four courses in the concentration.
A project, accompanied by a rationale for its purpose and design, that involves electronic and/or print media and is relevant to the student's concentration in professional writing. After submitting an approved practicum proposal, the candidate works under the direction and advice of two faculty members to produce the project. The candidate must submit the practicum at least two weeks before either 1) a discussion about the practicum with the faculty committee, or 2) a public presentation about the project for an audience of faculty and peers. The candidate will consult with the practicum committee chair and committee member about which option to choose.

PRWR 7980. The Professional Portfolio. 1-6.
Prerequisite: Completion of 27 credit hours in the MAPW program and at least four courses in the concentration.
A collection of original writing samples that demonstrates the candidate's writing expertise. After they have approved a portfolio proposal, two faculty members evaluate and offer revision advice on portfolio materials. The candidate must revise and submit the portfolio at least two weeks prior to either 1) a discussion about the contents of the portfolio with the faculty committee, or 2) a public reading of a part of the portfolio for faculty and peers. The candidate will consult with the portfolio committee chair and committee member about which option to choose.

PRWR 7990. The MAPW Thesis. 1-6.
Prerequisite: Completion of 27 credit hours in the MAPW program 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 or a manuscript of creative work. After submitting an approved thesis proposal, the candidate works under the direction and advice of two faculty members to write, revise and produce original research or previously unpublished creative work. The candidate must submit the thesis at least two weeks before either 1) a discussion about the thesis with the faculty committee, or 2) a public reading of a part of the thesis for an audience of faculty and peers. The candidate will consult with the thesis committee chair and committee member about which option to choose.

Master of Public Administration

The Master of Public Administration (MPA) is a professional degree that prepares persons interested in public service for middle and upper level administrative positions. The program's student and teaching oriented faculty seek to contribute to the development of professional individuals with an ethos of democratic administration by providing them with a combination of solid academic learning and concrete practical experiences.

The MPA Program is located in the Department of Political Science and International Affairs. The Program works in cooperation with a number of other departments as well as the A. L. Burruss Institute of Public Service that provides community services and technical assistance to nonprofit and public organizations throughout the greater Northwest Georgia region.

General Requirements for Admissions to the MPA Program

MPA Program admission requires:

1. A baccalaureate degree from an accredited college or university with a 2.5 grade point average;
2. A minimum 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;
3. An application letter that states the applicant's interest and goals for the MPA Program and the potential use of the degree;
4. A current résumé; and
5. Two letters of recommendation that address the applicant's potential for graduate study and use of an MPA degree.

Students are admitted to the program based upon an overall review of all credentials including any work and community service experience that indicates potential success in graduate work and in professional public service.

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 five years old.

Grades

Expectations for satisfactory graduate level student performance are detailed in Academic Policies section of this catalog.

Petition to Graduate

MPA candidates must petition to graduate at least one semester prior to completion of their degree requirements.

Master of Public Administration

The MPA Program is a 36 semester-hour course of study that 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 professional exercise (3 hours).

Credit Hours

CORE CURRICULUM **21**

The core curriculum ensures that every MPA graduate is versed in both the theory and practice of this professional field. Courses 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 and Public Service
PAD 6250	Research Methods & Computer Applications
PAD 6300	Public Organization Theory
PAD 6350	Public Service Budgeting
PAD 6450	Governmental Relations
PAD 6700	Public Personnel Administration
PAD 6500	Policy Analysis (required for the regional policy and administration concentration)
or	
PAD 6600	Program Evaluation

CONCENTRATIONS **12**

The concentration courses enable students to prepare themselves for professional careers in the public and nonprofit sectors. Students will choose one of the following concentrations.

Credit Hours

Regional Policy and Administration

Required:

PAD 7130	Regional Politics and Policy
PAD 7430	Regional and Local Planning
GEOG 7100	Geographic Information Systems for Administrators

Select one additional course from the folowing:

PAD 7230	Local Government and City Management
CM 7100	Introduction to Conflict Management
PAD 7455	Administrative Law

Community Services/Nonprofit Administration

Required:

PAD 7100	Philanthrophy and the Nonprofit Sector
PAD 7180	Nonprofit Governance and Administration

Select two additional courses from the following:

PAD 7130	Regional Politics and Policy
PAD 7120	Health Policy
PAD 7150	Contemporary Public Issues
PAD 7250	Leadership in Public Service
CM 7100	Introduction to Conflict Management

Information Systems Administration

IS 8050	Information Systems Project Management Methods
IS 8070	Legal and Ethical Issues in Information Systems
IS 8950	Information Systems Policy and Strategy

Student will select one other graduate IS or MPA course or other graduate course as approved by the Graduate Director. IS 8910, Special Projects in Information Systems, IS 8916, Cooperative Education, and IS 8918, Internship in Information Systems are among the choices available depending upon the student's background and goals.

Governmental Administration

Required:

PAD 7455	Administrative Law
CM 7100	Introduction to Conflict Management

Select two additional courses from the following:

PAD 7130	Regional Politics and Policy
PAD 7230	Local Government and City Management
PAD 7120	Health Policy
PAD 7150	Contemporary Public Issues
PAD 7250	Leadership in Public Service
GEOG 7100	GIS for Administrators
PAD 7470	Issues in Criminal Justice Administration

MPA PROFESSIONAL EXERCISES **3**

Students select one of the following with the consent of the graduate director:

PAD 7985	Internship in Public Service
PAD 7995	Public Service Practicum

PROGRAM TOTAL: 36

Master of Public Administration Course Descriptions

CM 7100. Introduction to Conflict Management. 3-0-3.
Prerequisite: Admission to graduate study.
This course presents an overview of the emerging movement toward alternative forms of conflict resolution and of conflict management as an interdisciplinary field. Readings are drawn from a broad range of academic disciplines, including law, economics, social psychology, sociology, anthropology, political science, as well as dispute resolution. Students are introduced to conflict resolution theories, dispute resolution processes, conflict management system design, and application of conflict management to the public policy environment.

GEOG 7100. Geographic Information Systems for Administrators. 3-0-3.
Prerequisite: Admission to graduate study.
This course is designed for administrators (not GIS managers) who wish to integrate a geographic information system into the operations of their local agency. Students will be introduced to basic GIS technology, but course emphasis is placed on conceptualizing and understanding how GIS can aid daily operations in administrative capacity. Guest lectures and specific case studies, including, planning and zoning, transportation, utilities, emergency services, taxation, and waste management, will be examined in class. Students at a minimum should be comfortable working in a Windows environment, have some experience working with databases, and be accomplished Internet users (ftp, browsing, etc.). No previous exposure to GIS or mapping is necessary.

PAD 6200. Fundamentals of Public Administration and Public Service. 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 6450. Governmental Relations. 3-0-3.
Prerequisite: Admission to graduate study.
Examines the interaction between the federal, state, and local levels of government in the United States and their interaction with nonprofit and other private sector organizations. Special attention is given to the constitutional and fiscal relationships between these levels of government.

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 6600. Program Evaluation. 3-0-3.
Prerequisite: PAD 6250.
This course is designed to introduce the basic methods of policy and program evaluation. These evaluation methods are used in needs assessments, monitoring social programs, and assessing the effectiveness and efficiency of their impacts. Quantitative approaches, such as experimental, quasi-experimental, and reflexive designs and the social, political, and ethical context of evaluation studies will be discussed.

PAD 6700. Public Personnel Administration. 3-0-3.
Prerequisite: Admission to graduate studies.
This course addresses theories and principles of managing people in public and nonprofit organizations. Issues that will be addressed are the application of human resources concepts and processes, the legal and political influences impacting human resource management, and the distinctive role of human resource management in public and nonprofit organizations.

PAD 7100. Philanthrophy and the Nonprofit Sector. 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 7130. Regional Politics and Policy. 3-0-3.
Prerequisite: Admission to graduate study.
This course is designed to introduce students to the basic concepts in politics of local and regional governance. The history of the city and county administration in the U.S., power relations in urban areas, and the legal/structural bases of urban policymaking will be discussed in the class. The history and structure of American cities will be compared with those of European cities and the global implications of urban problems will be discussed.

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 7180. Nonprofit Governance and Administration. 3-0-3.
Prerequisite: Admission to graduate study.
This course will cover how to build successful boards for responsible governance, community impact, and mission advancement; how to recruit, train, and manage staff and volunteers; how to develop resources and raise funds from institutional as well as individual contributors. It will also emphasize special ethical dimensions of nonprofit governance and administration

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 7430. Regional and Local Planning. 3-0-3.
Prerequisite: PAD 6200.
This course covers the theory, history and the technical and legal bases of regional/metropolitan and local planning. The topics to be discussed are the history of planning in the U.S. and European countries, the legal bases and politics of planning, the tools of land-use planning, community development, transportation planning, economic development and growth management, and environmental and energy planning. Particular emphases will be on the legal and technical aspects of planning in cities, counties, and metropolitan regions. The implications of citizen participation in planning for democracy and political processes will also be discussed.

PAD 7455. Administrative Law. 3-0-3.
Prerequisite: PAD 6200.
Administrative law provides students with a broad ranging analysis of how public administrators must handle constitutional and legal restraints placed on them by legislators, executives and the judiciary. The course provides an overview of those constraints then discusses in depth United States Supreme Court cases in which the law and constitution are applied to administrative actions.

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 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 7985. Internship in Public Service. 3-0-3.
Prerequisite: Approval of program director.
Culminating exercise required of all pre-service students; students must have permission of the graduate director prior to registering for this course or alternatively for PAD 7995.
Students shall work for a minimum of 150 hours on site during the term (approximately 10 contact hours per week). Objectives for the internship, field placements, readings, and research topics will be determined jointly by the student and supervising faculty. Requires preparation of a final written paper that summarizes how internship objectives were met and culminates in an oral presentation that demonstrates how the candidate's internship has developed him/her as a public service professional. Emphasis will be placed on actual issues and problems faced by practicing administrators.

PAD 7995. Public Service Practicum. 3-0-3.
Prerequisite: Approval of the program director.
Culminating exercise required of all in-service practitioners; students must have permission of the graduate director prior to registering for this course or alternatively for PAD 7985.
With the guidance of the program director, the student will select a suitable topic and develop a proposal to guide completion of a fieldwork/research project during the semester. Requires preparation of a written paper that summarizes the results of project and culminates in oral presentations that demonstrate how the candidate's work as a professional in public service will serve him/her and the community. Emphasis will be on actual issues and problems faced by practicing administrators.

Information Technology 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 2002-2003 will be $38.00 .

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:

Information Technology

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, faculty, staff, 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, FTP, Telnet, and KSU's web site server.

In addition, Kennesaw students register for classes each semester via an on-line real-time system accessed through any touch tone telephone. Registration via the web is KSU's latest effort to provide efficient use of its students' time.

Faculty and staff workstations are net worked for services such as electronic mail, student records, online 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 net worked 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.

Net worked 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.

Distributed Learning and Instructional Technology Department

Distributed Learning and Instructional Technology serves the institution by providing the infrastructure for diverse learning opportunities. It provides direction and support in integrating current technologies in delivering instruction. This ranges from support for classroom instruction to web based delivery. Currently, we provide course management software support, a listserv and limited media streaming capabilities on campus and to the Web.

The changing cultural and work environments require that students and faculty have resources and opportunities for flexible scheduling and diverse spatial relationships to the campus. By providing opportunities for digital course support, DLIT gives faculty and students the opportunity to negotiate the type of learning environment desired. Many

classes have some Internet presence to accompany classroom activities. Several classes are available for distance delivery.

Distributed Learning and Instructional Technology is committed to providing support to faculty and students to make flexible opportunities for instructional delivery possible, while promoting integrity and dependable service.

Educational Technology Center

The $1.5 million Educational Technology Center (ETC) is fully operational in the Kennesaw Hall building. 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.

Instructional Equipment

PTD supports a wide range of equipment for classroom use. Through designated building coordinators, PTD maintains a distributed set of equipment for faculty to request. Each building coordinator has his/her own system for reserving equipment. See your departmental secretary to obtain building coordinator's contract name and number. Equipment available for pickup includes: data projection systems, video playback combo, VHS camcorders, audio cassette player/recorders, audio CD players, public address systems, slide projectors, and microphones. If you have special equipment needs, consult PTD to consider options.

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 Bagwell College of Education at Kennesaw State University. It is located on the 2nd floor of Kennesaw Hall 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.

Learning Technology Center
Students can improve their technological know how in the Learning Technology Center state-of-the-art educational learning technology center. Open more than 50 hours per week and facilitated by knowledgeable student assistants, the center 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 own 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 am - 8:30 pm
Friday	7:30 am - 4:00 pm
Saturday	8:00 am - 4:00 pm

(In between semesters: 7:30 am - 6:00 pm - may change, so call and check hours)

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), Pinpoint 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 on the second floor of Kennesaw Hall, Room 2617. 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
- OwlTrak (Internet system which enables you to create a resume and upload it to the Career Service database for referral to employees) from the web
- On-Campus recruiting (hundreds of companies interview our graduating students and alumni for available positions each year)
- Career Fair - a business career fair is held each fall. An education career fair is held in the spring and an arts and sciences expo is held in the fall. A combination general career fair and co-op/internship career fair is also held in the Spring.

Food Services

The university has a contractual agreement for food service with Sodexho Marriott Services. The cafeteria offers popular food services such as Pizza Hut, Chick -Fil-A, Deli, Starbucks Coffee, Freshens Yogurt, Dunkin Donuts, Haagen-Dazs and Manhattan Bagels. Fall and spring semesters food service is available from 7:00 am-3:00 pm Monday -Thursday and 7:00 am-2:30 pm on Friday. The Midnite Owl 8:00 am-8:00 pm Monday- Thursday and until 2:30 pm on Friday. The Kennesaw Grill, offering hamburgers, hotdogs, philly steak sandwiches and fries is open Monday-Thursday 11: 00 am-8:00 pm.

Center Court at the KSU center is open 8:00 am-8:00 pm Monday-Thursday and until 2:30 pm on Friday.

Health Services

Kennesaw State University Walk-In Health Clinic

The KSU Health Clinic, 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, health education and minor illness care. Medical information is confidential and will not be released without the patient's written consent except as required by law.

Health Clinic fees are set by the Cobb County Board of Health. Cash, Check, VISA, and MasterCard are accepted. The Health Clinic is located on the ground floor of the Nursing Building, Room 014. Services are by appointment (770) 423-6644 and/or walk-in basis. The Health Clinic 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.
3) In the case of injury to students participating in sanctioned intercollegiate athletic activities, the university will assume responsibility for the expense of the ambulance.
4) 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 first 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.

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. Information booth assistants can also 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 $10.00 and students must also show proof of enrollment. For more information on student ID cards, call the Student Life Center at (770) 423-6280.

The International Center

The International Center serves as a catalyst for internationalizing the curriculum, and 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.

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 and employment. Offerings include a peer mentor service, workshops and individual consultations for students re-entering school, parenting workshops, and programs for the college students' children. Staff in Adult Learner Programs act as liaisons and advocates in helping non-traditional students succeed in college. Childcare information is provided as well as an opportunity for students to participate in a childcare subsidy program. A major program sponsored by Adult Learner Programs 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.

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. 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.

Accommodative services may include, but are not limited to, handicap-accessible parking spaces, special test rooms, 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.

Workshops on relevant topics designed to meet the unique needs of disabled students are offered frequently during each semester. Individual assistance with study skills, assignment completion, and test preparation is available.

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. Located in Room 261 of the Carmichael Student Center, the center is open from 8:30 a.m. to 7:00 p.m. Monday through Thursday and 8:30 a.m. to 4:00 p.m. on Friday. 770-423-6701

Resources in the LLC include information and referral services, literature racks with academic, campus activities/community services information, and audio/video equipment 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 with a free telephone, kitchenette complete with microwave, refrigerator, toaster oven and free coffee. Academic support services include four computers networked to Information Technology Services, laptop ports, FAX machine, equipment and resources for completing papers and projects. In addition, tutors are offered to assist with writing, English and math. Childcare information is available in both written form and on the website. 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.

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 organizations and non-profit agencies to partner with Kennesaw State University. Additional information regarding community service projects 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 where student employees will help them in reviewing service opportunities. The office is located on the second floor of the Student Center, Room 264, and is open Monday through Friday, 9:00 a.m. to 5:00 p.m.

Judiciary Program

The University Judiciary Program was developed in 1985 to adjudicate infractions of the University's Student Code of Conduct and other University policies. Through a system of campus courts and trained advisers, reported infractions are considered and appropriate penalties are assessed. The University Judiciary Program strives to assure a fair and impartial consideration of charges of misconduct against any student.

The University Judicial Panel is composed of at least fifteen selected students and fifteen appointed faculty/staff members who are trained to participate knowledgeably in the Judicial Program. The training enables Panel members to hear complaints, arrive at fair and impartial conclusions and deliver clear and direct recommendations.

The Judiciary structure includes the University Court, which handles charges against students for alleged violations of the KSU Student Code of Conduct, and the Traffic Court, which hears appeals of student parking citations.† Each court is composed of both faculty/staff and student members of the Judiciary. In addition, if requested, a Judiciary member may have the opportunity to act as an advisor on behalf of the student or faculty member, assisting in the preparation and presentation of a case before the University Court.

Students are invited to apply to become a member of the Judiciary Panel. Requirements include:

- a minimum 2.8 overall G.P.A.;
- a strong interest in protecting the reputation of the University by assuring that the rules of the Code of Conduct are upheld;
- successful personal interview(s);
- two personal references who will testify to your character and integrity;
- a commitment to uphold the Judiciary Code of Ethics, attend meetings and training sessions, and volunteer to serve on campus courts when available.

For more information, please contact the Coordinator for University Judiciary Programs at (770) 499-3403 or visit the KSU Judiciary Program Web Page at www.kennesaw.edu/judiciary/

Intercollegiate Athletics

Initiated in the fall of 1982, KSU's intercollegiate sports program is a member of the

Peach Belt Conference and Division II of the National Collegiate Athletic Association (NCAA). The Fighting Owls currently sponsor sports for men (baseball, basketball, cross-country, golf, and outdoor track) and six for women (basketball, cross-country, soccer, 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 nonprofit, educational corporation. The association places particular emphasis on and concentrates the majority of its energies and resources toward providing programs and services for alumni, fostering institutional pride, developing and enhancing 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.

Student Services Fees

Upon registering, each student pays a student services fee of $145. Of this amount, $76 goes to the intercollegiate athletics program, $37 to student activities and $32 to the Activity Center Facility. 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, campus activities board 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 usually 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.

Campus Policies and 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. 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 conduct regulations, just as they assume a citizen's responsibility to abide by federal, state and local laws. Violation of statutory laws or of the University student conduct regulations or specific departmental rules may lead to disciplinary action(s) 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 KSU students.

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 semester 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, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged.

B. Unauthorized Access to Official University Materials

No student shall take or attempt to take, steal or in any 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 to 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 owner.

(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.

G. Revisions of Academic Honesty Regulations

Any student, faculty member or administrator can initiate any revision of, additions to and deletions from these Academic Honesty 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 on the proposed change. When all parties have had an opportunity to comment on the proposal, the Vice President shall forward all recommendations to the University Senate. The Senate, in turn, shall send its recommendations with comments to the Kennesaw State University President and staff.

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, these violations of state law may also be subject to criminal action beyond the University disciplinary process.

A. Disorderly Assembly

No students shall assemble on the campus for the purpose of creating a riot, or destructive or disorderly diversion, or obstructing or disrupting the normal operation of the university, including any teaching, administrative, disciplinary or public service activity, or any other activity authorized to take place on the campus.

B. Disruptive and Dangerous Conduct

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

C. Disruptive Speech

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

D. Physical Attack

Physical attack on or in University property or at functions sponsored by the University or any registered University organization is prohibited.

E. Sexual Harassment/Assault

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

F. Theft or Damage of Personal Property

No student shall take, sell or attempt to take or sell, damage or destroy any items belonging to students, faculty, staff, guests of the University, or student groups without proper authorization. Nor shall any student make or attempt to make unauthorized use of the property of any other person or organization while on the KSU campus. Sale of a textbook or other item that is not one's own will be regarded as prima facie evidence of theft. Items should be turned in to a Lost and Found area.

G. Theft or Damage of University Property

The taking of or malicious, unwarranted, or irresponsible destruction or damaging of items of University property (including library items), items rented, leased, or placed on the campus at the request of the institution, or items belonging to the students, faculty, staff, guests of the University, or student groups or organizations is prohibited.

H. Possession of Weapons or Fireworks

Students are prohibited from possessing fireworks, firearms or other weapons on University property or at University sponsored events, except with the specific permission of the Department of Campus Safety and Security. Peace officers recognized by the State of Georgia are exempt from this firearms regulation.

I. Unauthorized Entry or Use of University Facilities

No student shall make or attempt to make unauthorized entry or use of any University building or facility including electronic data processing systems or personal electronic accounts/files. Upon appropriate notice by University officials, authorization for the use of University facilities can be withdrawn or otherwise restricted. The malicious or intentional misuse of computer facilities and services is prohibited. Violations of state and federal laws (including copyright violations, unauthorized access or systems, alteration/damage/destruction, or attempted alteration/damage/destruction, use for profit, etc.) or a department's rules for computer usage (including account violations, damage or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening of obscene language, etc.) are prohibited.

J. Fire Safety and False Alarms

1. No student shall tamper with fire safety equipment.

2. No student shall set or cause to be set any unauthorized fire in or on University property.
3. No student shall make, or cause to be made, a false fire alarm or a false notification of the presence of a bomb.
4. All occupants of a building must leave the building when the fire alarm sounds or when directed to leave by properly identified University faculty or staff while these persons are in the performance of their duties.

K. Littering and Sanitation

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

L. Kennesaw State University Is a Smoke-Free Environment

Smoking is prohibited in all buildings on the University campus.

M. Gambling Is Strictly Prohibited

N. Raffles

Raffles may be held by student organizations. Raffles will be treated as any other fund-raising activity and will be subject to fund-raising guidelines.

O. Advertising, Selling, and Fundraising

No student or group of students acting in a representational capacity for Kennesaw State University shall carry out any form of sales (including bartering) or fundraising events, or advertise sales or fundraising events, without the authorization of the University President or a designated representative of the University President.

P. Campus Elections

No student shall carry out fraudulent and/or disruptive activity in connection with any election, referendum or poll conducted on the University campus.

Q. Shared Responsibility

Persons who knowingly act in concert to violate University regulations may be given joint responsibility for such violation. Students are responsible for their conduct on or in University property or at functions sponsored by the University or any registered University organization.

IV. Financial Responsibility

A. Financial Responsibility

Students are required to meet all financial obligations to the university.

B. Use of Student Activities Funds

To use student activities funds, student organizations 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.

A. Kennesaw State University expressly prohibits the use, possession, sale or distribution of alcoholic beverages on campus by any campus constituency. Alcoholic beverages may be served at off-campus activities to adults of legal drinking age for the state in which the activity is being held, providing that a responsible organization representative acknowledges responsibility for monitoring alcohol consumption. Student activity funds or institutional funds may not be used for the purchase of alcoholic beverages. Kennesaw State University is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws shall not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the president.

B. All student organizations must submit an "Acknowledgment of Alcohol Policy" form to the Vice President for Student Success and Enrollment Services during the first week of classes each fall semester and each time there is a change in either the president or advisor of the organization. By their signatures, the president and advisor are

assuring Kennesaw State University that they and the individuals responsible for the group's social events understand the Kennesaw State University Alcohol Policy and state laws regarding the service and consumption of alcoholic beverages.

C. Alcoholic beverages will be allowed only for functions at which alcohol is not the focal point, reason for, or the "drawing card" for the event. Organizations choosing to advertise the service of alcoholic beverages at functions will not make reference to the quantity of or overindulgence in alcoholic beverages. Reference will also be made to serving of food and alternative beverages, and the checking of driver's licenses.

D. Any activity (especially those competitive in nature) contributing to the overindulgence of alcohol is, by these guidelines, prohibited.

E. Any violation of this policy at any organization activity shall be reported to the Vice President for Student Success and Enrollment Services by the designated monitor(s) verbally with 24 hours of returning to campus and followed by a written report within three working days. The Kennesaw State University Police shall report any violation of this policy, whether at an activity or on an individual basis, to the Vice President for Student Success and Enrollment Services, who shall then be responsible for disciplinary action according to established University non-academic disciplinary procedures. Possible sanctions shall be the same as those for other violations of non-academic University rules and regulations as provided for in the University Student Code of Conduct.

VI. 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 activity such as those under the auspices of a Kennesaw State University class, 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, 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.

VII. Organizations

A student organization is subject to the authority of the court in the following situations:
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 action(s) of the individual members.
- An alleged offense occurred as a result of an organization sponsored function.

A. Disorderly or Disruptive Assembly

Assembly for the purpose of or resulting in the disruption of normal university or community activity, or which obstructs the normal activities of university faculty or staff, is prohibited.

B. Use of Alcohol or Other Drugs

Use and/or possession of drugs (controlled substances) is prohibited. Alcohol regulations appear in Section V of this code.

C. Hazing

Hazing in any form is prohibited. Hazing is defined as follows: Any action taken, or situation intentionally created, on or off the premises of the university, to produce mental or physical discomfort, embarrassment, harassment, ridicule or suffering as a means to gain entry into an organization. These activities include, but are not necessarily restricted to, paddling in any form; creating excessive fatigue; physical or psychological shocks; wearing, in public, apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and/or any other activities not consistent with the regulations of Kennesaw State University.

D. Theft and Disregard for Property

1. Unauthorized taking, attempted taking, or possession of items belonging to an individual, the university, the community, or another university or student organization is prohibited.
2. Unauthorized use or attempted use of service (e.g., telephone, computer services, etc.) belonging to the university, the community, another student organization, or an individual is prohibited.

E. Unauthorized Entry

Unauthorized entry, attempted entry, or use of university or community facilities is prohibited.

F. Fire Safety

Use of fireworks or creation of a fire without the specific permission of the KSU Police is prohibited.

G. Academic Honesty

Maintaining files of examinations, tests, reports, or term papers is prohibited.

H. Official Recognition

All student groups and organizations shall follow the appropriate procedures, as set forward by the Office of the Vice President for Student Success and Enrollment Services, to become officially recognized Kennesaw State University student organizations.

I. Gambling Is Strictly Prohibited

J. Raffles

Raffles may be held by student organizations. Raffles will be treated as any other fundraising activity and will be subject to fundraising guidelines.

K. Sales, Fundraising and Advertising

Unauthorized selling of any kind (including bartering), unauthorized fundraising, and unauthorized advertising of fundraising or any other type of event is prohibited. Organizations shall follow the guidelines set down by the Office of the Vice President for Student Success and Enrollment Services for all such activities.

L. Proper Planning

Organizations shall be able to demonstrate that they have taken due measures to properly plan for any activities or events held on or off the university campus.

1. All such events and activities must be registered with and approved by the Office of the Vice President for Student Success and Enrollment Services for approval at least two weeks prior to holding the event.
2. Reasonable measures shall be taken to ensure appropriate parking, security, safety and sanitary procedures for any activity or event.
3. Organizations shall adhere to specified time limits for any activity or event.
4. Holding events or activities not sanctioned or approved by the Office of the Vice President for Student Success and Enrollment Services is prohibited.

M. Shared Responsibility

Student organizations are responsible at all times for organizational violations of the university student conduct regulations by their members or their guests. Organization members who knowingly act in concert to violate the regulations may be held jointly responsible with their organization for such

violations. Organizations that knowingly condone, encourage, or require behavior that violates university regulations may be held jointly responsible for such violations.

VIII. Contempt and False Statements Under Oath

A. All students shall fully comply with the instructions of the courts 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 in intended to lessen the authority or dignity of the Kennesaw State Judiciary, or otherwise obstruct justice on the campus.

D. All students are expected to serve as witnesses when summoned by the Kennesaw State University Judiciary unless excused by the Vice President of Student Success and Enrollment Services.

IX. Revisions of the KSU Code of Conduct excluding those pertaining to Academic Honesty

Any student, faculty member or administrator can initiate any revision of, additions to and/or deletions from these Student Campus Code of Conduct Regulations. Recommendations shall be submitted to the acting Student Government President. The Student Government President shall ensure discussion on the proposed change in the Student Government Senate. When the Student Government Senate has decided on an official recommendation to comment on the proposal, the Student Government President shall forward all recommendations with comments to the Vice President for Student Success and Enrollment Services no later than 90 days from the date of the initial proposal. In the event that 90 days should expire without a recommendation being given to the Vice President for Student Success and Enrollment Services, the proposal shall be passed directly to the Vice President's office for consideration and deliberation. The Student Government President, upon delivering the recommendation to the Vice President's office, shall also forward copies to the Coordinator of Judiciary Programs and the Chair of the University Senate. The University Senate shall be afforded the option of passing a motion from that body which either approves or disapproves of the entire recommended change, and this official motion shall be delivered to the President of the Student Government and the Vice President for Student Success and Enrollment Services in a recommendation capacity. The University Senate shall have no more than 40 days from which the Chair is notified to approve said motion. The Vice President, in turn, shall either accept or reject the Student Government's recommendations. If the recommendation is accepted, the Vice President shall distribute the recommendation with comments to the University President and cabinet.

X. Disciplinary Measures

A. For students

1. **Expulsion:** permanent severance of one's relationship with the university.
2. **Probated expulsion:** further convictions of major offenses, as specified by the court, shall result in expulsion.
3. **Suspension:** temporary severance of one's relationship with the university.
4. **Probated suspension:** notice to the student that further convictions of major offenses, as specified by the court, shall result in suspension.
5. **Disciplinary probation:** notice to the student that any further major disciplinary violation may result in suspension; this action might also include one or more of the following: the setting of restrictions on social activities, the issuing of a reprimand, and restitution.
6. **Restrictions:** exclusion from enjoying or participating in social activities or from holding office in university organizations.
7. **Reprimand:** Oral reprimand: an oral disapproval issued to the student. Written reprimand: a written disapproval issued to the student.
8. **Restitution:** reimbursement for damage or misappropriation of property; this may take the form of appropriate service or other compensation.

9. **Community service:** assignment to work a specific number of hours at a community service agency.
10. **Ethics Training:** for violation of the academic honesty code, assignment to Ethics Training will be in addition to and following the prescribed suspension period. For other violations, ethics training may be assigned by the hearing panel or by the Vice President for Student Success and Enrollment Services.
11. Other Remedies as Imposed by the Vice President of Student Success and Enrollment Services.

B. For Student Organizations

1. Includes disciplinary sanctions 7, 8, 9 and 10 listed above.
2. Suspension of the organization's registration with Student Activities.
3. Probated suspension of the organization's registration with Student Activities.
4. Revocation of the organization's registration with Student Activities.

C. Academic Dishonesty

Any accused student found guilty of academic dishonesty by a Judiciary hearing shall be suspended for at least one semester unless he/she has convinced the court that there exist substantial mitigating circumstances to his/her offense. The appropriate grade to be assigned in the case of academic dishonesty is the responsibility of the faculty.

D. Interim Suspension

Interim suspension measures may be employed against a student by the Vice President for Student Success and Enrollment Services when the Vice President for Student Success and 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:

a. is seriously disruptive or significantly impedes the normal activities or academic endeavors of others, or
b. poses an immediate significant threat of physical danger to others, or
c. poses an immediate significant threat of danger to him/herself, and such threat 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:

a. restriction from participation in any academic course, program, or activity;
b. restriction from participation in any student activity on or off campus;
c. restriction from use of any or all University facilities, including the library, labs, or offices;
d. restriction from entering the campus.

In such instances, the process outlined for interim suspension in the university judiciary procedures shall be followed.

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 in the *Kennesaw State University Handbook* 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, 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, or (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.
3. Director of University Police - (770) 423-6206.
4. University Judiciary Program Handbook (found in many offices on campus, including the offices of all Deans and Department Chairs)
5. The KSU Student Code of Conduct
6. The University Judiciary Program Homepage (which includes all rules, policies and procedures related to the Judiciary) at http://www.kennesaw.edu/judiciary/

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. You may also request a campus security report regarding crime statistics from this office.

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 semester 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., Washington, D.C. 20201. This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, and is not intended to impose any restrictions or grant any rights not specifically required by this act.

Types of Educational Records and Officials Responsible for Their Maintenance

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

Such requests must be addressed to the official responsible for the maintenance of the record.

Director of Admissions
Application for Admission
Application Processing Fee
High School, 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, TOEFL

Director of Student Financial Aid
Loan Processing Request
Financial Aid Application
Award Notification

Chair of University Studies
University Placement Examination Scores (Placement and Exit)
International Regents' Test

Registrar
University Level Examination Program Scores
Grades and Academic Standing Status
Petition for a Degree
Regents' Test Results and Tracking
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
Georgia and U.S. History & Constitution Test Results
CLEP Tests
ISAT Tests
COMPASS Exam

Vice President for Student Success and Enrollment Services
Discipline Files
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

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 Director of Personnel Services, 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 ethic, 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

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.

Administrative 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 /recreational programs to all eligible individuals, regardless of their disability. 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 and 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, and the director of counseling services, 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 Code of Conduct and other publications of the university.

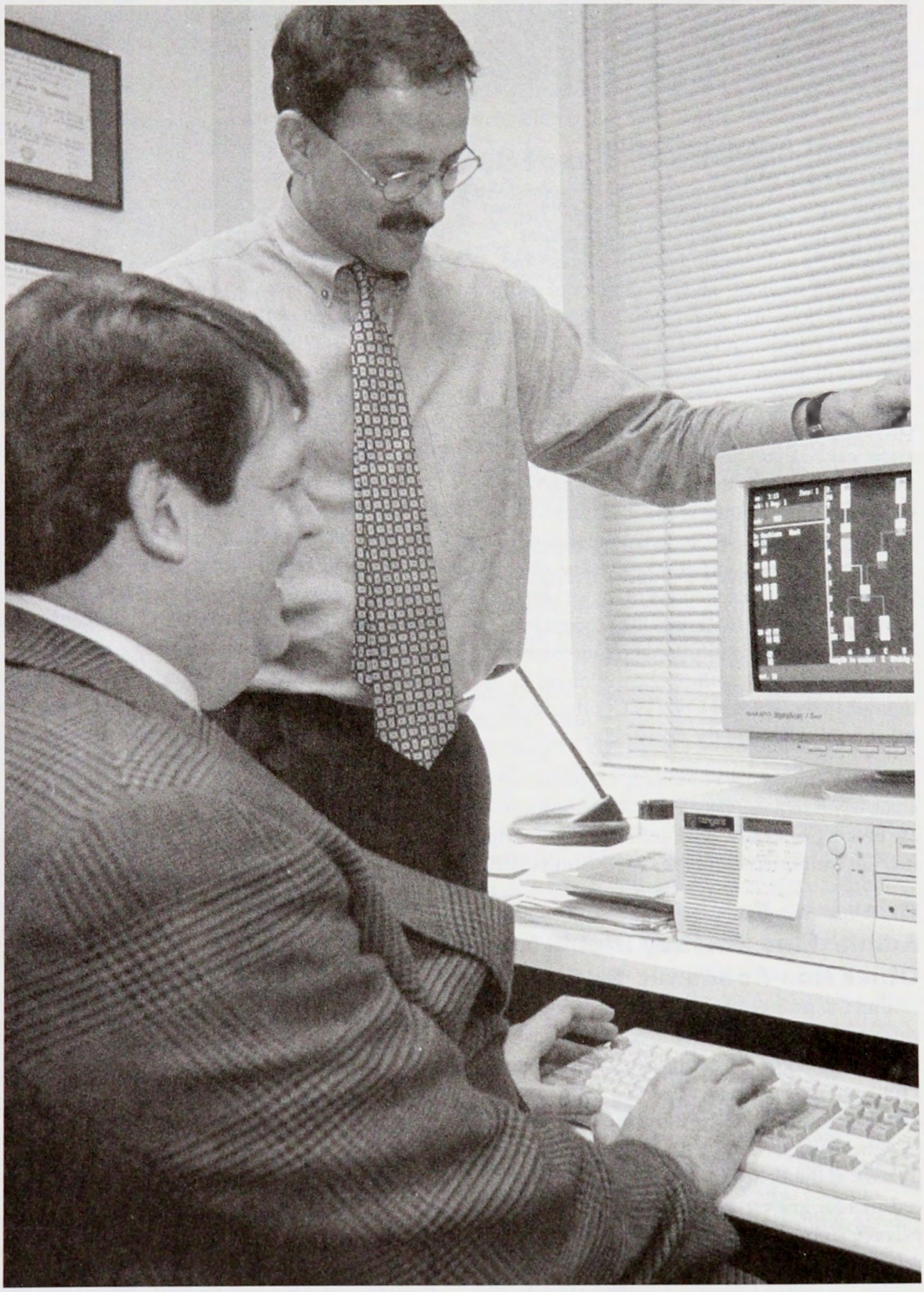
Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision concerning his/her continued enrollment at the university.

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.

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. 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.



Graduate Faculty

Ex Officio Graduate Faculty

Betty L. Siegel, Ph.D., President
Lendley C. Black, Ph.D., Vice President for Academic Affairs
Teresa Joyce, Ph.D., Dean of Graduate Studies
Joseph D. Meeks, M.M. Dean, School of the Arts
Timothy S. Mescon, Ph.D., Dean, Michael J. Coles College of Business and Tony & Jack Dinos Eminent Scholar Chair of Entrepreneurial Management
Yiping Wan, Ph.D., Dean, Bagwell College of Education
Richard L. Sowell, Ph.D., Dean, College of Health and Human Services
Linda M. Noble, Ph.D., Dean, College of Humanities and Social Sciences
Laurence I. Peterson, Ph.D., Dean, College of Science and Mathematics
Mary Lou Frank, Ph.D., Dean, Undergraduate and University Studies

Department Chairs

John P. McAllister, Ph.D., Accounting
Ralph J. Rascati, Ph.D., Biological & Physical Sciences
Leon L. Combs, Ph.D., Chemistry
Katherine Kinnick, Ph.D., Communication (Acting)
Merle S. King, M.B.I.S., Computer Science and Information Systems
Roger C. Tutterow, Ph.D., Economics & Finance
Loretta M. Howell, Ph.D., Elementary & Early Childhood Education (Acting)
Laura S. Dabundo, Ph.D., English
Elaine McAllister, Ph.D., Foreign Languages
Gail Webster, Ed.D., Health, Physical Education and Sport Science (Acting)
Howard Shealy, Ph.D., History & Philosophy
Alan Kirk, Ph.D., Human Services
Rebecca J. Casey, Ph.D., University Studies
Deborah B. Roebuck, Ph.D., Leadership & Professional Development
Kamal Fatehi, Ph.D., Management & Entrepreneurship
R. Keith Tudor, Ph.D., Marketing & Professional Sales
Danny Lau, Ph.D., Mathematics
Peter Witte, M.M., Music (Acting)

David N. Bennett, Ph.D., School of Nursing
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Lana J. Wachniak, Ph.D., Sociology, Geography, & Anthropology
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University of Georgia, h; B, J, M, S, D
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Albany State University, h; B, M
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Augusta State University, A, B, M, S
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State University of West Georgia, h; A, B, M, S, D
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Fort Valley State University, h; A, B, M
Kennesaw 30144
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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

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Dalton 30120
Dalton State College, A, B
Macon 31297
Macon State College, A, B

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Darton College, A
Atlanta 30310
Atlanta Metropolitan College, A
Bainbridge, 31117
Bainbridge College, A
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Georgia Perimeter College - TWO
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Georgia Southwestern State University - SU
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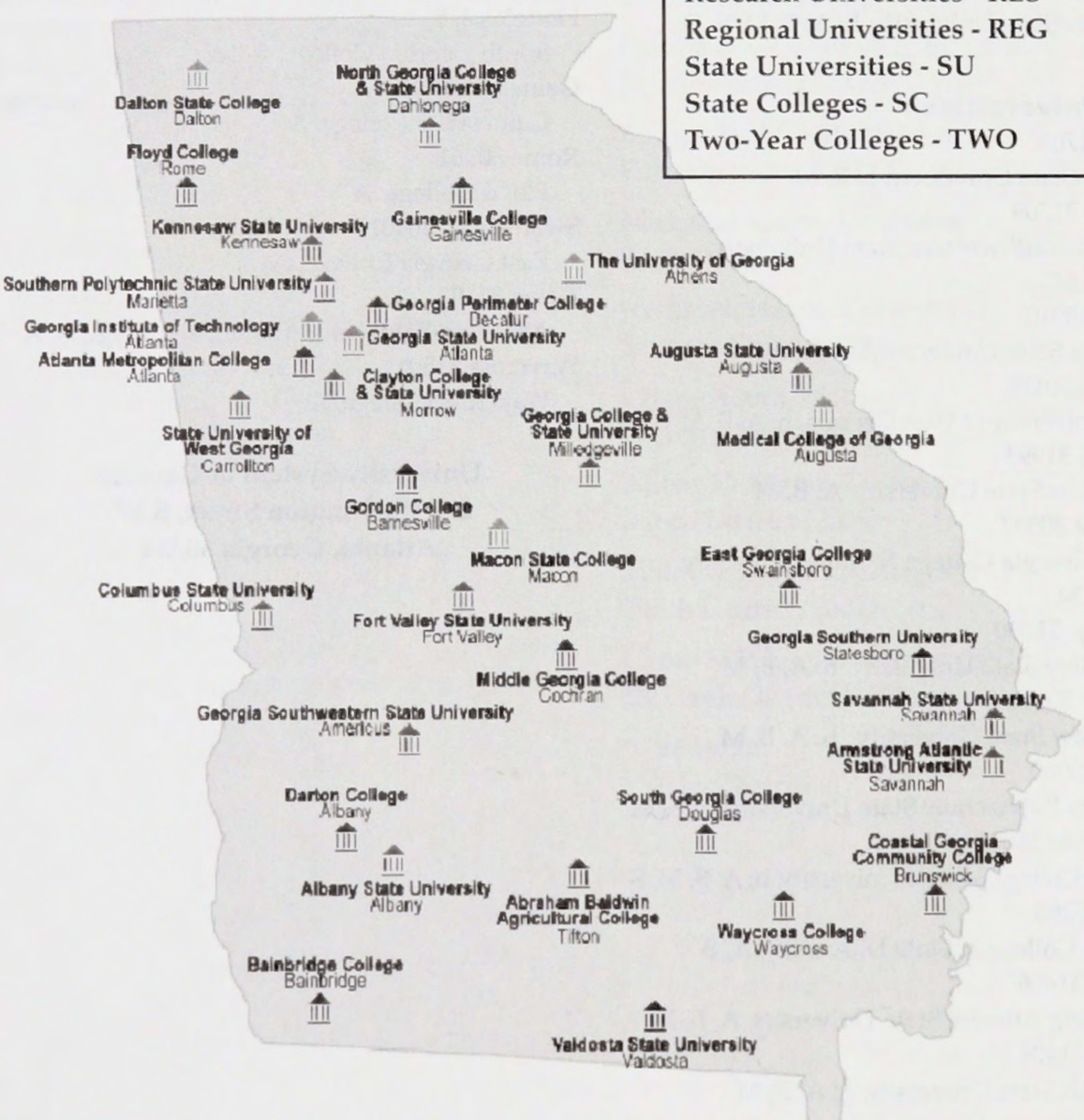

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Mr. Jack A. Dinos (Retired) Owner
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Pinnacle Orthopedic and Sports Medicine
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Mr. Matthew Towery
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and Communications, The Coca-Cola
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HONORARY TRUSTEE

Former Governor Joe Frank Harris

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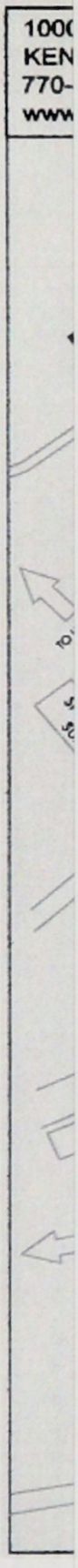
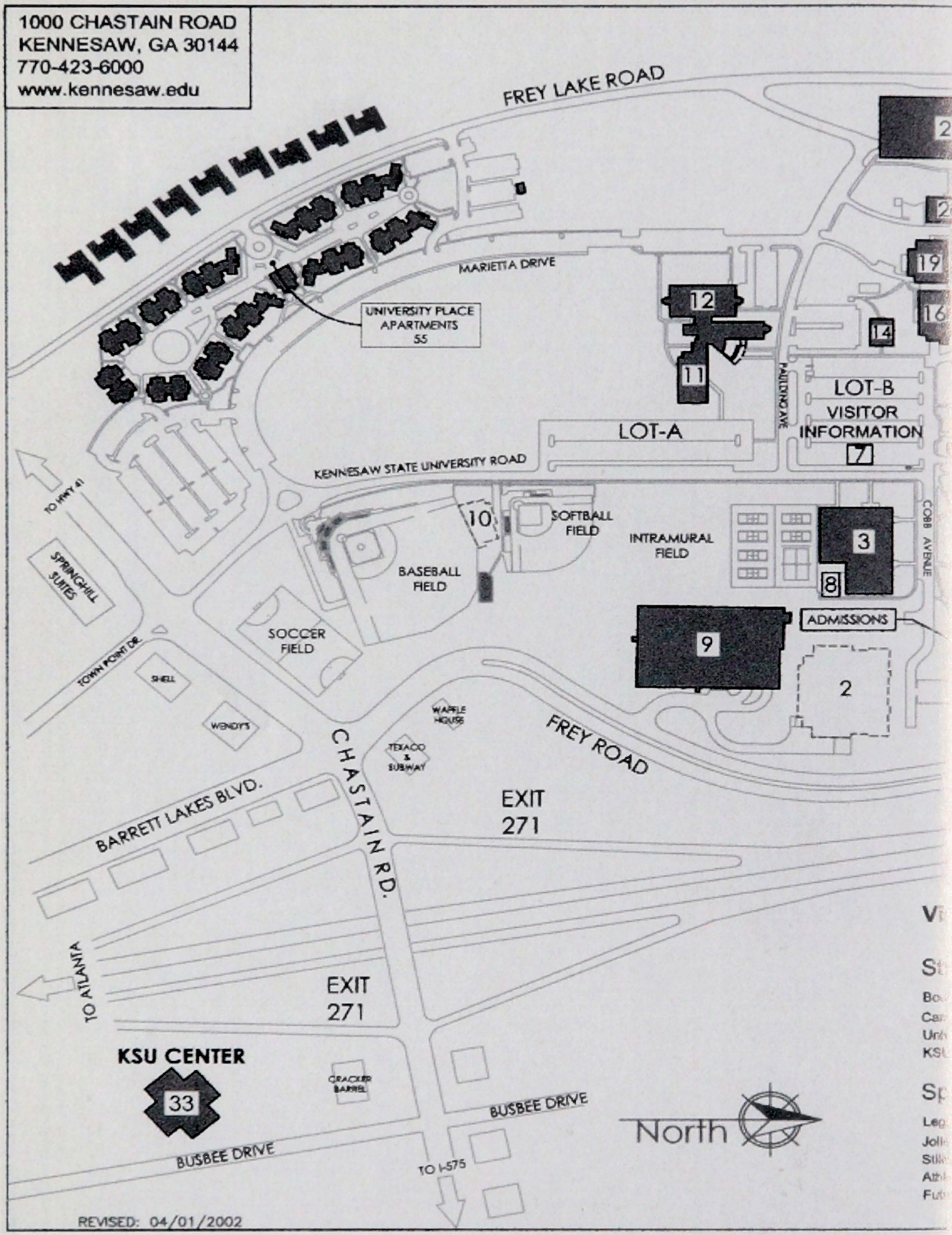


Kennesaw State University
Campus Map

1000 CHASTAIN ROAD
KENNESAW, GA 30144
770-423-6000
www.kennesaw.edu



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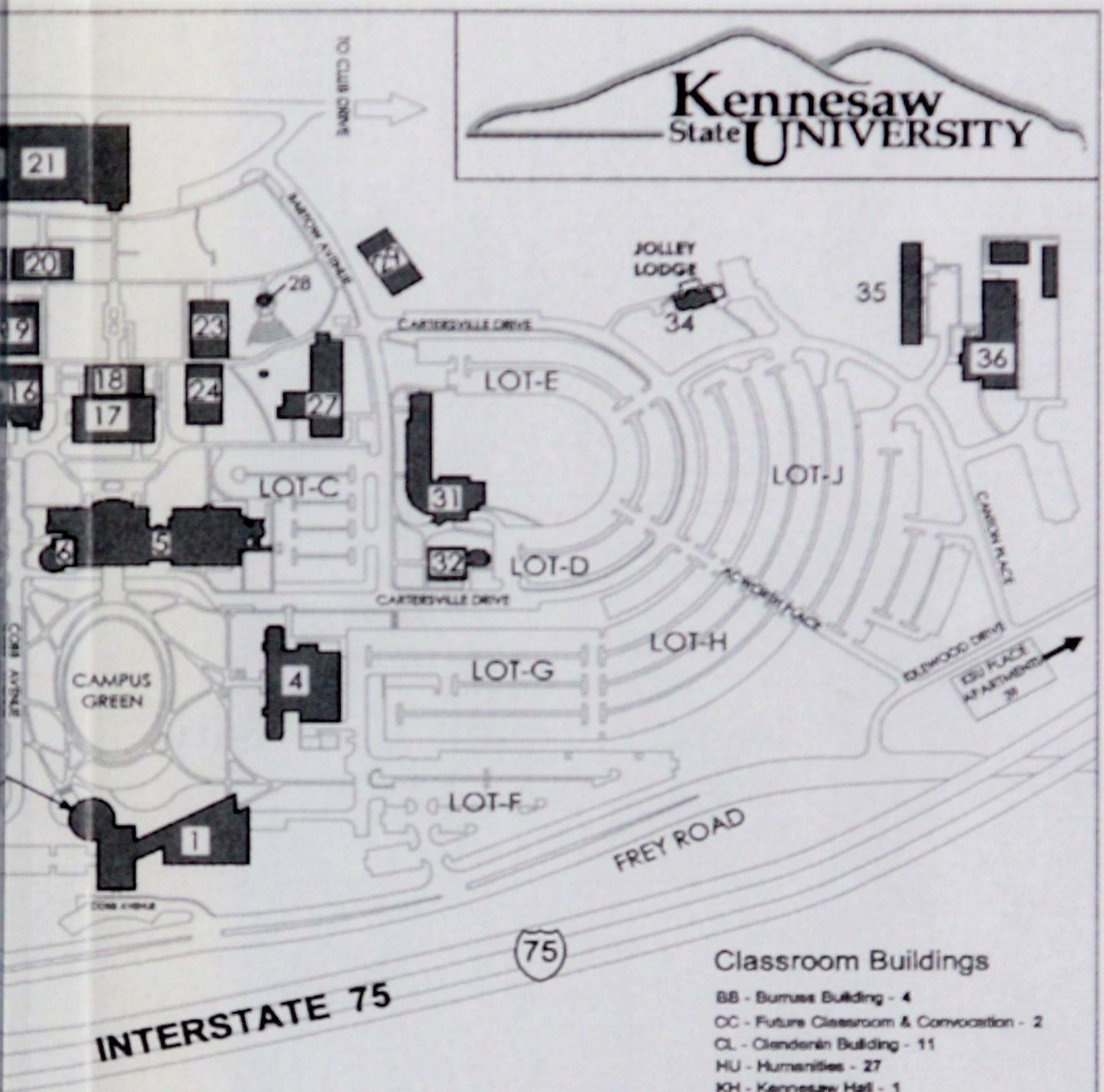

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CERTIFICATE OF IMMUNIZATION University System of Georgia

PART A – To be completed by student.

LAST NAME FIRST NAME M.I.

MAILING ADDRESS

CITY STATE ZIP

PHONE NUMBER SOCIAL SECURITY NUMBER DATE OF BIRTH

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

Required Immunizations:

1. For students born before 1957, Rubella immunity, as in Part IV.
2. For all other students, either a) MMR immunity, as in Part I or B) measles, mumps, and rubella immunity, as in Parts II, III, and IV.

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

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

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

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

III. **MUMPS** *Note: Date must be after April 22 , 1971*

1. ☐ Had disease, confirmed by physician diagnosis in office record, OR (MO/YR)

4. ☐ Immunized with live measles vaccine at 12 mos. of age or later, AND (MO/YR)

5. ☐ Immunized with second dose of live measles vaccine at least 30 days after first dose. (MO/DAY/YR)

III. MUMPS *Note: Date must be after April 22 , 1971*

1. ☐ Had disease, confirmed by physician diagnosis in office record, OR (MO/YR)

2. ☐ Born before 1957 and therefore considered immune, OR (MO/YR)

3. ☐ Has laboratory evidence of immune titer (specify date of titer) , OR (MO/YR)

4. ☐ Immunized with vaccine at 12 mos. of age or later. (MO/DAY/YR)

IV. RUBELLA *Note: Date must be after June 9, 1969*

1. ☐ Has laboratory evidence of immune titer (specify date of titer) , OR (MO/YR)

2. ☐ Immunized with vaccine at 12 mos. of age or later. (MO/DAY/YR)

☐ Exemption on grounds of permanent medical contraindication

☐ Exemption on grounds of temporary medical contraindication

a) pregnancy – expected date of confinement (MO/YR)

b) other – anticipated date of end of contraindication (MO/YR)

Immunization status indicated above is certified by:

Signature of physician or health facility official Date

Name and address of physician or public health facility Date

☐ RELIGIOUS EXEMPTION

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

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

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

KENNESAW STATE UNIVERSITY
IMMUNIZATION REQUIREMENT

All applicants are required to satisfy immunization requirements for measles, mumps, and rubella (MMR) before being eligible for final 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

		PHONE
KENNESAW STATE UNIVERSITY HEALTH CENTER		
Ground Floor	Nursing Building – Room 014	(770) 423-6644
	Hours: Call office for New Hours	
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	
DOUGLAS COUNTY HEALTH DEPARTMENT		
Douglasville Center	6670 Selman Drive	(770) 949-1970
	Hours: Monday – Friday, 8:00 – 6:30pm	

Acworth Center — 4489 Acworth Industrial Drive ..... (770) 974-3536
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

DOUGLAS COUNTY HEALTH DEPARTMENT

Douglasville Center — 6670 Selman Drive ..... (770) 949-1970
Hours: Monday – Friday, 8:00 – 6:30pm

CHEROKEE COUNTY BOARD OF HEALTH

Canton Office — 1219 Univeter Road ..... (770) 345-7371
Hours: Monday – Friday, 8:00 – 4:30pm

Woodstock Office — Bells Ferry & Hwy. 92 ..... (770) 928-0133
Hours: Monday – Friday, 8:00 – 4:30pm

BARTOW COUNTY HEALTH DEPARTMENT

Cartersville Office — 100 Zena Drive ..... (770) 382-1920
Hours: Monday – Friday, 9:00 – 11:00am, Monday – Thursday, 1:00 – 3:00pm,
Thursday, 4:00 – 6:00pm

PAULDING COUNTY HEALTH DEPARTMENT

Dallas Office — 530 W. Memorial ..... (770) 443-7881
Hours: Monday – Friday, 8:15am – 4:00pm BY APPOINTMENT

FULTON COUNTY HEALTH DEPARTMENT

Atlanta Office — Information ..... (404) 730-1485
Hours: Daily 8:30am – 5:00pm

DEKALB COUNTY HEALTH DEPARTMENT

Dekalb County Board of Health ..... (404) 294-3700

Please directly consult individual health agency for fee information.

K. **Public Administration (Master of Public Administration)**

Community Service/Nonprofit Administration Governmental Administration Information Systems

L. **Non-Degree Status**

Master of Accounting

Master of Public Administration Master of Science in Information Systems

M. **Transient Status**

Master of Accounting Master of Business Administration

Master of Education Master of Science in Nursing

Master of Public Administration Master of Science in Information Systems

K. **Certificate Programs**

Gerontology Professional Writing

21. List all colleges and universities attended, including Kennesaw State University (use an extra sheet if necessary). Official credentials must be mailed directly to the Office of Graduate Admissions by the sending institution or agency. **Former KSU students must request official transcripts from colleges not on file at KSU.**

(office use only)	Institution	Location City, State	Years of Attendance (YEAR - YEAR)	Concentration	Type of Degree Received (AA,BS, etc.)
			TO		
			TO		
			TO		
			TO		
			TO		

FAILURE TO LIST ALL COLLEGES PREVIOUSLY ATTENDED, THROUGH OMISSION OR MISREPRESENTATION, WILL DISQUALIFY APPLICANT. TRANSCRIPTS MUST BE MAILED DIRECTLY TO ADMISSIONS FROM THE SENDING INSTITUTION.

22. Approximated date you requested (or intend to request) an official transcript from each institution listed in NO. 21. _____

23. **See current Graduate Catalog for any additional program requirements. These should be mailed directly to the Program Director of your chosen program at 1000 Chastain Road, Kennesaw, GA, 30144-5591.**

24. Test scores to be submitted: GRE GMAT LSAT Date of Test_____

25. Please provide information for the following items. For each yes answer, please respond to the corresponding questions. (NOTE: Failure to complete this portion of the application may result in your classification as a non-resident for fee-payment purposes.)

	Yes	No	In Which State?	Original Issue Date	Most Recent Date
Driver's License					
Vehicle Registration					
Voter Registration					
State Income Tax Returns					

26. Total number of years of full-time employment experience: _____

Have you ever held a teaching certificate? Yes No If yes, in which State(s)?_____

27. Your approximate overall average in: (Based on 4.0 scale)

Undergraduate school_____ Undergraduate major_____ Graduate school_____

28. EMERGENCY CONTACT RELATIONSHIP: 1. Parent 2. Guardian 3. Spouse 4. Other

NAME

PERMANENT ADDRESS CITY STATE ZIP

COUNTRY OF ADDRESS (if not USA) CONTACT PHONE NUMBER

If you are an applicant with a disability, please notify the Student Development Center prior to enrollment.

FAILURE TO LIST ALL COLLEGES PREVIOUSLY ATTENDED, THROUGH OMISSION OR MISREPRESENTATION, WILL DISQUALIFY APPLICANT. TRANSCRIPTS MUST BE MAILED DIRECTLY TO ADMISSIONS FROM THE SENDING INSTITUTION.

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NAME

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COUNTRY OF ADDRESS (if not USA) CONTACT PHONE NUMBER

If you are an applicant with a disability, please notify the Student Development Center prior to enrollment.

Please be aware that minimum admissions standards are subject to change.
I certify that the information given above is complete and true, and if my application is accepted and I become a student, I agree to abide by the published regulations of the university and the policies of the Board of Regents of the University System of Georgia.

I understand by endorsing this application that my name and address will not be routinely released without my personal written authorization.

_____ _____
DATE SIGNATURE OF APPLICANT

Applications will not be processed without the required fee.

Mailing Instructions: Mail application to Office of Graduate Admissions, 1000 Chastain Road, Kennesaw, GA 30144-5591.

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Be sure to visit our Web site at: http://www.kennesaw.edu GC2002-2003

Kennesaw State University

2002 - 2003

THIS FORM WILL BE SCANNED, PLEASE PRINT OR TYPE INSIDE THE BOXES

- ✓ USE UPPERCASE BLOCK LETTERS.
- ✓ USE BLACK INK.
- ✓ CORRECT ERRORS WITH WHITE CORRECTION FLUID

GRADUATE APPLICATION FOR ADMISSION

ALL APPLICATIONS RECEIVED MUST BE ACCOMPANIED BY A NON-REFUNDABLE $40.00 APPLICATION PROCESSING FEE. CHECKS SHOULD BE MADE PAYABLE TO KENNESAW STATE UNIVERSITY.

All credentials must be received by the designated deadline for the term for which admission is desired and must be mailed directly to the Office of Graduate Admissions by the sending institution or agency.

Not all applicants should use this form, but should contact the program directors for application materials:
MBA for Experienced Professionals - Office of Executive MBA Program at 770-420-4622
MBA for Physician Executives – Office of Executive MBA Program at 770-420-4622
Early Childhood Education (P-5) – Office of Graduate Studies in Education at 770-423-6043

1. LAST NAME

2. SOCIAL SECURITY NUMBER

3. FIRST NAME MI 4. NAME SUFFIX 5. PREVIOUS NAME

6. MAILING ADDRESS

7. CITY STATE ZIP

8. E-MAIL ADDRESS

9. HOME PHONE NUMBER 10. BUSINESS PHONE NUMBER 11. BIRTHDATE (MM/DD/YY)

12. HOW LONG HAVE YOU RESIDED IN GEORGIA?

FROM (MM/YY) TO (MM/YY) 13. SEX: ☐ Male ☐ Female

14. ETHNIC ORGIN (check one): ☐ 1. Caucasian ☐ 2. Black ☐ 3. American Indian/Alaskan Native ☐ 4. Hispanic ☐ 5. Asian, Pacific Islander ☐ 6. Multi-Racial

15. CITIZENSHIP STATUS (Check One): ☐ 1. U.S. Citizen ☐ 2. Non-resident Alien ☐ 3. Lawful Permanent Resident (Present Alien Registration Card to Admissions for verification.)

16. COUNTRY OF CITIZENSHIP 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: ☐ FALL _____ ☐ SPRING _____ ☐ SUMMER_____

19. The following is optional: Religion: _____

20. To which Graduate Program are you applying? (Please check only one program below.)

A. ☐ **Accounting (Master of Accounting)**

B. ☐ **Applied Computer Science (Master of Science in Applied Computer Science)** (This premium tuition program admits to Fall semester)

C. ☐ **Business Administration (Master of Business Administration)**
   - ☐ Career Growth ™ MBA ☐ WebMBA (This premium tuition cohort program admits to Fall semester)

D. ☐ **Conflict Management (Master of Science in Conflict Management)** (This premium tuition cohort program admits to Fall semester)

E. ☐ **Education (Master of Education)**
   - ☐ Adolescent Education (4-8) Indicate Primary Concentration_____
   - ☐ Educational Leadership (This cohort program admits to Fall semester)
   - ☐ Special Education Indicate Interrelated or Collaborative Cohort

9. HOME PHONE NUMBER

10. BUSINESS PHONE NUMBER

11. BIRTHDATE (MM/DD/YY)

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E. ☐ **Education (Master of Education)**
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- ☐ Educational Leadership (This cohort program admits to Fall semester)
- ☐ Special Education Indicate Interrelated or Collaborative Cohort

F. ☐ **Education (Add-On Certificate Programs)**
- ☐ Behavior Disorders ☐ ESOL ☐ Gifted ☐ Interrelated ☐ Learning Disabilities
- ☐ Mental Retardation ☐ Pre-school Special Ed ☐ Reading Endorsement ☐ Other_____

G. ☐ **Education (Other Programs)**
- ☐ Renewal of Certification ☐ Certificate Out of State ☐ Summer Institute: (Indicate)_____

H. ☐ **Information Systems (Master of Science in Information Systems)**
- ☐ E-Business Systems ☐ Data Communications ☐ Systems Administration

I. ☐ **Nursing (Master of Science in Nursing)**
- ☐ Primary Care Nursing ☐ Adult Care Nursing

J. ☐ **Professional Writing (Master of Arts in Professional Writing)**
- ☐ Applied Writing ☐ Composition and Rhetoric ☐ Creative Writing

WHERE TO GO FOR HELP ON CAMPUS

INFORMATION 770-423-6000

What You Need	Office to Contact	Phone (770) 423-	Location
Academic Advisor Address Change	Office of your degree program		
Address Change	Registrar	6200	Kennesaw Hall 1501
Admissions Information	Office of Graduate Admissions	420-4377	Kennesaw Hall 3401
Adult Learner Assistance	Student Development Center	6701	Student Center 213
Alumni Information	Alumni Affairs	6333	Student Center 156
Appeal of grade	Instructor first, then Department Chair		
Career counseling	CAPS Center	6600	Kennesaw Hall 2401
Continuing Education information	Continuing Education	6765	KSU Executive Center
Cooperative Education/Internship	Career Services	6555	Kennesaw Hall 2617
Copy of transcript	Registrar	6200	Kennesaw Hall 1501
Counselor	CAPS Center	6600	Kennesaw Hall 2401
Donations to KSU or Foundation	Development Office	6027	Advancement Bldg. 160
External Affairs	University Relations	6203	Advancement Bldg. 107
Fee information and refunds	Bursar's Office	6419	Student Center 233
Financial Aid	Student Financial Aid	6074	Kennesaw Hall 1311
Graduate Information	Graduate Studies	6738	Kennesaw Hall 3425
GSL checks, Pell checks, Refunds, & Scholarship Checks	Bursar's Office	6419	Student Center 233
Health & Fitness Information	Center for Health Promotion & Wellness	6394	Student Center
Health Information	Health Center	6644	Nursing
Help for disabled persons	Student Development Center	6443	Student Center 268A
Housing	Student Life Center	6280	Student Center 274
ID Card	Student Life Center	6280	Student Center 274
Intercollegiate athletics	Intercollegiate Athletics	6284	Gym 110, 112, 113
International Student Services	Student Development Center	6512	Student Center 258
Intramural activities	Student Life Center	499-3207	Student Center 171
Job search	Career Services	6555	Kennesaw Hall 2617
Job on campus (work study)	Student Financial Aid	6074	Kennesaw Hall 1311
Judiciary/Traffic Court Information	Judiciary Office	499-3403	Student Center 286-287
KSU Foundation information	Development Office	6027	Advancement Bldg. 160
Learning Support information	Department of University Studies	6207	Library 411
Minority Student Assistance	Student Development Center	6308	Student Center 263
Non-Traditional Student Assistance	Student Development Center	6701	Student Center 261
Payment of parking ticket	Bursar's Office	6016	Student Center 233
Perkins checks	Bursar's Office	6475	Student Center 233
Petition to graduate	Degree Program Director		
Photocopying	Library	6186	Library
Press Inquiries	University Relations	6203	Advancement Bldg. 107
Readmission application	Admissions	6300	Kennesaw Hall 1501
Registration information	Office of Graduate Admissions	420-4377	Kennesaw Hall 3401
Residency status/change	VP/Business & Finance	6021	Kennesaw Hall 4421
ROTC information	ROTC	6229	
Student activities information	Student Life Center	6280	Student Center 274
Student publications information	Student Life Center	6280	Student Center 277
Transfer credit evaluations	Registrar	6200	Kennesaw Hall 1501
Tuition information	Bursar's Office	6419	Student Center 233
Veteran's information	Registrar	6200	Kennesaw Hall 1501
Volunteerism	Student Development Center	6700	Student Center 264
Withdraw from a class	Registrar	6200	Kennesaw Hall 1501
Writing assistance	Writing Center	6380	Humanities 237

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