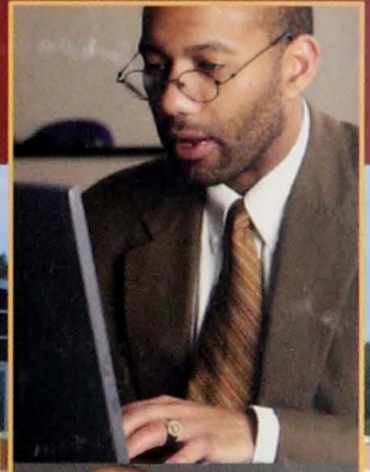


# 2005-2006 GRADUATE CATALOG



# KENNESAW STATE UNIVERSITY



## •Directory•

Kennesaw State University  
1000 Chastain Road  
Kennesaw, Georgia 30144-5591  
www.kennesaw.edu

### **Graduate Dean**

(770) 423-6738  
<http://www.kennesaw.edu/graduate/administration.html>

### **Graduate Admissions**

(770) 420-4377  
<http://www.kennesaw.edu/admissions/gradadm>

### **Bookstore**

(770) 423-6261  
<http://bookstore.kennesaw.edu>

### **Student Financial Aid**

(770) 423-6074  
[http://www.kennesaw.edu/financial\\_aid](http://www.kennesaw.edu/financial_aid)

### **Library**

(770) 423-6202  
<http://www.kennesaw.edu/library>

### **Registrar**

(770) 423-6200  
<http://www.kennesaw.edu/registrar>

For application and registration deadlines, view the academic calendar at [www.kennesaw.edu/registrar](http://www.kennesaw.edu/registrar)

Additional directory information appears on inside back cover or visit [www.kennesaw.edu](http://www.kennesaw.edu) and select directories.

*A KSU Campus Map and an Application for Graduate Admission* are located in the back of this catalog or visit [www.kennesaw.edu/maps](http://www.kennesaw.edu/maps) and [www.kennesaw.edu/admissions](http://www.kennesaw.edu/admissions).

## **Graduate Program Directory**

### **Master of Accounting**

(770) 423-6087  
<http://coles.kennesaw.edu/gbo>

### **Master of Business Administration**

- Career Growth MBA  
(770) 423-6087  
<http://coles.kennesaw.edu/gbo>

- WebMBA  
(770) 423-6087  
<http://coles.kennesaw.edu/gbo>

- MBA for Experienced Professionals  
(770) 420-4622  
<http://coles.kennesaw.edu/lapd>

### **Master of Science in Conflict Management**

(770) 423-6299  
<http://www.kennesaw.edu/pols/mscm>

### **Master of Education**

(770) 423-6043  
<http://www.kennesaw.edu/education/grad>

### **Master of Science in Applied Computer Science**

(678) 797-2025  
<http://msacs.kennesaw.edu>

### **Master of Science in Information Systems**

(678) 797-2025  
<http://science.kennesaw.edu/csis/msis>

### **Master of Science in Nursing**

(770) 499-3230  
<http://www.kennesaw.edu/chhs/schoolofnursing/MastersPrograms.htm>

### **Master of Arts in Professional Writing**

(770) 423-6297  
<http://mapw.kennesaw.edu>

### **Master of Public Administration**

(770) 423-6631  
<http://www.kennesaw.edu/pols/mpa>

### **Master of Social Work**

(770) 423-6630  
<http://www.kennesaw.edu/humanservices>



# Kennesaw State UNIVERSITY

A Unit of the University System of Georgia

## 2005-2006 Graduate Catalog

1000 Chastain Road  
 Kennesaw, Georgia 30144-5591  
 (770) 423-6000  
[www.kennesaw.edu](http://www.kennesaw.edu)

Betsy L. Siegel  
 President



## **The 2005-2006 University Graduate Catalog**

This catalog was prepared in the spring of 2005. 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 new information and/or changes in provisions listed in this catalog. The *Schedule of Credit Courses* is considered an extension of this catalog. Both the online catalog and the *Schedule of Credit Courses* (<http://www.kennesaw.edu/registrar>) are always the most current, and printed copies are available in the Office of Admissions and the Registrar, respectively.

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. KSU has established a free student account email system and will periodically email students with important messages. The university will use this email system exclusively to communicate with students.

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**

**<http://www.kennesaw.edu/graduate>**

**Cover Design by Christopher Ward**





# Welcome from the President

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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 18,000 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 graduate 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,

A handwritten signature in cursive script that reads "Betty L. Siegel".

Betty L. Siegel  
President





*Handwritten signature and text, likely identifying the photographer or subject of the image.*



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# Graduate Programs of Study

## Graduate Degrees

### Accounting:

Master of Accounting (MAcc)

### Business:

Career Growth MBA

MBA for Experienced 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 Nursing in WellStar Primary Care  
Nurse Practitioner Program

Master of Nursing in Advanced  
Care Management and Leadership

### Professional Writing:

Master of Arts in Professional Writing  
(MAPW)

### Public Administration:

Master of Public Administration (MPA)

### Social Work:

Master of Social Work (MSW)

## Graduate Certificate Programs

Gerontology

Creative Writing

Professional Writing for International Audiences

## Accelerated Studies Option

Accelerated Bachelor's-Master's Degree  
Option





Accelerated Studies Option  
 Accelerated Bachelor's-Master's Degree  
 Option

Information Systems  
 Master of Science in Information Systems  
 (MSIS)

(MSAC)



# Academic Calendar

## University Calendar

### Summer Term 2005

#### APRIL 2005

Apr. 15 Application and Document Final  
Deadline

#### MAY 2005

May 16 First Day of Classes: All Term and  
May Session  
May 27 Last Day of Classes and  
Exams— May Session  
May 30 Holiday (University Closed)

#### JUNE 2005

June 1 First Day of Classes: Four-Week  
Session I and Eight-Week Session  
June 15 First Day of Classes-Six-Week  
Session  
June 27 Last Day of Classes: Four Week-  
Session I  
June 28 Final Exams: Four-Week Session I  
June 29 First Day of Classes: Four-Week  
Session II

#### JULY 2005

July 2 - 4 Holiday (University Closed)  
July 26 Last Day of Classes: Four-Week  
Session II, Six-Week Session, Eight-  
Week Session, and Studies Abroad  
July 27-31 Final Exams: Four-Week Session II,  
Six-Week Session, Eight-Week  
Session, and Studies Abroad

### Fall Semester 2005

#### MAY 2005

May 27 Application and Document Deadline  
for new and transfer freshmen

#### JUNE 2005

June 28 Application and Document Final  
Deadline for all other classifications  
for fall semester 2005

#### AUGUST 2005

Aug. 19 First Day of Classes

#### SEPTEMBER 2005

Sep. 3-5 Holiday (University Closed)



## 4 Academic Calendar

### NOVEMBER 2005

Nov. 23-27 Fall Break (No Classes)

### DECEMBER 2005

Dec. 7 Last Day of Classes

Dec. 8-14 Final Exams

### Spring Semester 2006

### NOVEMBER 2005

Nov. 11 Application and Document Final  
Deadline for spring semester 2006

### JANUARY 2006

Jan. 6 First Day of Classes

Jan. 17 Holiday (University Closed)

### MARCH 2006

Mar.

4-10 Spring Break (No Classes)

### APRIL 2006

April 30 Last Day of Classes

### MAY 2006

May 2-8 Final Exams

### Summer Term 2006

### APRIL 2006

Apr. 14 Application and Document Final  
Deadline

### MAY 2006

May 15 First Day of Classes, Studies Abroad  
and May Session

May 16 First Day of Classes: All Term and  
May Session

May 26 Last Day of Classes and  
Exams— May Session

May 30 Holiday (University Closed)

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

### JUNE 2006

June 15 First Day of Classes-Six-Week  
Session

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

June 27 Final Exams: Four-Week Session I

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

### JULY 2006

July 4 Holiday (University Closed)

July 25 Last Day of Classes: Four-Week  
Session II, Six-Week Session, Eight-  
Week Session, and Studies Abroad

July 26-30 Final Exams: Four-Week Session II,  
Six-Week Session, Eight-Week  
Session, and Studies Abroad

Refer to the *Schedule of Credit Courses* for specific  
registration deadlines.

<http://www.kennesaw.edu/registrar/schedules/>

All applications received must be accompanied  
by a nonrefundable \$40.00 application process-  
ing fee. Checks should be made payable to Ken-  
nesaw State University.



## 2005

## January 2005

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## February 2005

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## April 2005

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## May 2005

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## June 2005

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## July 2005

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## August 2005

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## September 2005

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## October 2005

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## November 2005

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## 2006

## January 2006

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## April 2006

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## July 2006

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## August 2006

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## September 2006

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## October 2006

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## November 2006

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## December 2006

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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 (SACS) [www.sacs.org](http://www.sacs.org) (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) [www.ncate.org](http://www.ncate.org). The baccalaureate and master's level accounting and business programs are accredited by the AACSB International—The Association to Advance Collegiate Schools of Business [www.aacsb.edu](http://www.aacsb.edu). The WellStar Primary Care Nurse Practitioner Program is fully accredited by the Commission on Collegiate Nursing Education (CCNE), [www.aacn.nche.edu](http://www.aacn.nche.edu) the accrediting body of the American Association of Colleges of Nursing (ANCC). [www.aacn.nche.edu](http://www.aacn.nche.edu)



(Accreditation - cont'd)

The Master of Public Administration program is formally accredited by National Association of Schools of Public Affairs and Administration (NASPAA).

### 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 certificate 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 specialties, 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.

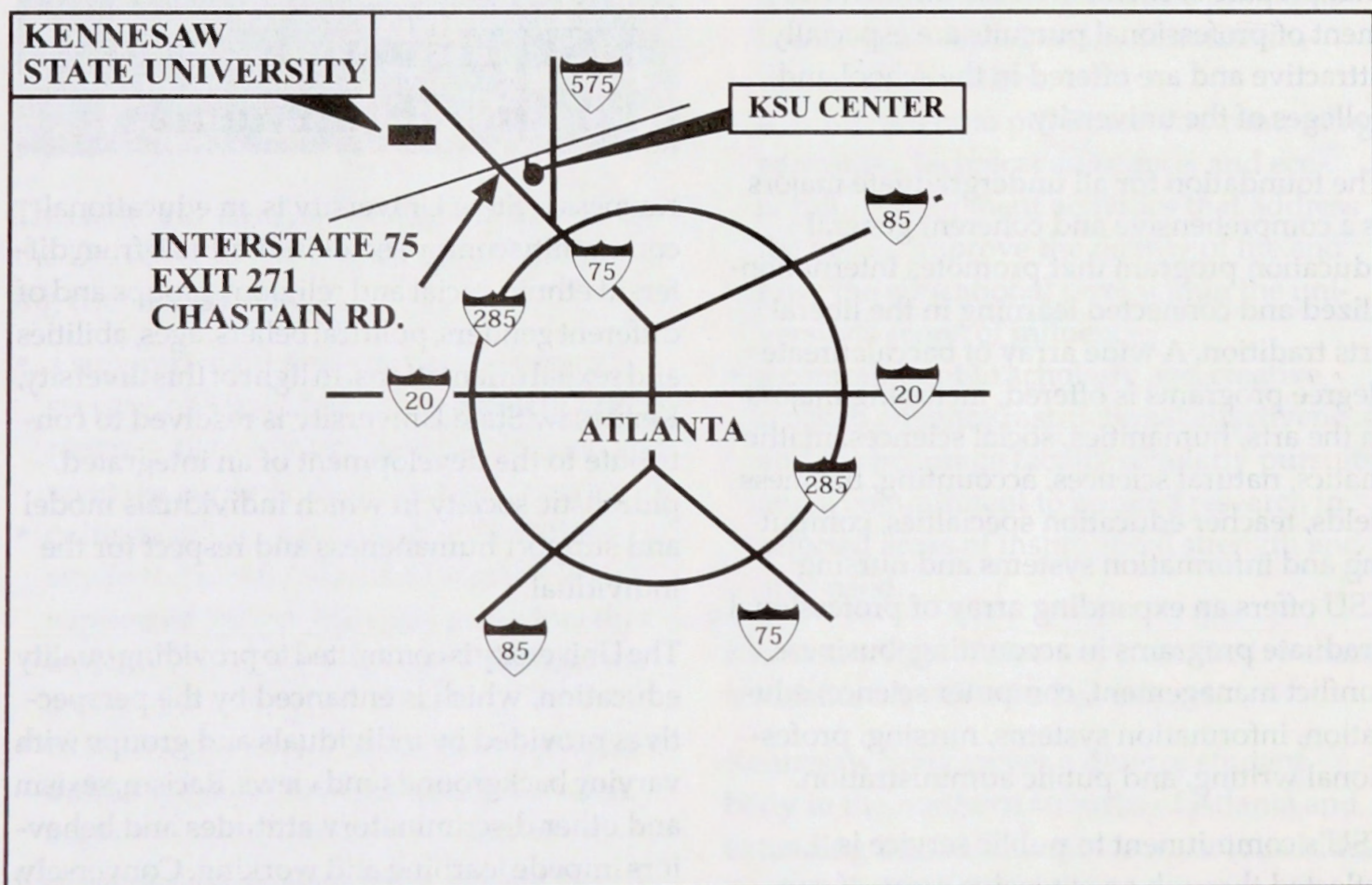
The University is committed to providing quality education, which is enhanced by the perspectives provided by individuals and groups with varying backgrounds and views. Racism, sexism and other discriminatory attitudes and behaviors impede learning and working. Conversely, respect for differences enhances 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. See a campus map at <http://www.kennesaw.edu/maps> and in the back of this printed catalog

## Location Map





# Graduate Admission

Graduates holding a baccalaureate degree from colleges or universities accredited in a manner accepted by Kennesaw State University may apply for admission to graduate studies. 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. Applicants are accepted to one graduate program specifically and must reapply in order to change programs.

## Graduate Admission Degree Requirements

### 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 500 on the Graduate Management Admissions Test (GMAT).
- Minimum of two years of significant business related experience is strongly desired.
- 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. At a minimum, a professional résumé, two letters of recommendation and a personal statement of objectives will be required to determine the appropriateness of an exception.
- International applicants (see page 19).

### 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.



## 12 Graduate Admission

(Career Growth MBA Graduate Admission Degree Requirements - cont'd)

- Minimum total score of 500 on the Graduate Management Admissions Test (GMAT).
- Minimum of two years of significant business related experience is strongly desired.
- 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. At a minimum, a professional résumé, two letters of recommendation and a personal statement of objectives will be required to determine the appropriateness of an exception.
- International applicants (see page 19).

### WebMBA

- 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 500 on the Graduate Management Admissions Test (GMAT).
- Minimum of two years of significant business related experience is strongly desired.
- 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. At a minimum, a professional résumé, two letters of recommendation and a personal statement of objectives will be required to determine the appropriateness of an exception.
- International applicants (see page 19).

### 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 500 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. At a minimum, a professional résumé, two letters of recommendation and a personal interview will be required to determine the appropriateness of an exception.
- International applicants (see page 19).

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

The Master of Science in Applied Computer Science requires two different levels of admission requirements - one for fall semester and one for spring semester. Please see the program admission requirements under the MSACS program section of this catalog.

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

- A baccalaureate degree from an accredited college or university with a minimum grade point average of 2.80 on a 4.0 scale.
- A minimum score of:
  - a. 800 on the General Test of Graduate Record Exam (GRE) (verbal, quantitative and 3.5 on the Analytical Writing Section of the General Test;
  - b. 475 on the Graduate Management Admissions Test (GMAT) or
  - c. 151 on the Law School Admissions Test (LSAT).



(Test requirement may be waived for applicants who have earned an advanced degree. Scores that are still available under the scoring in effect prior to October 1, 2002, will continue to be considered for admission to the MSCM program.)

- 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 applicants (see page 19).

### **Master of Education (MEd) in Adolescent Education**

- Valid teaching certificate (clear renewable) in Middle Grades or Secondary Education in the concentration for which one is applying.
- Official Miller's Analogy Test (MAT) or Graduate Record Exam (GRE) scores. Although no minimum score is required, the applicant's MAT or GRE scores will be considered in the competitive review process.
- A 1-2 page personal statement describing one's beliefs about education at the middle grades or secondary level and one's professional goals relative to the Master of Education in Adolescent Education degree.
- 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 ability for success in graduate studies, and commitment to adolescent learners.
- Official transcripts from all colleges/universities an applicant has attended showing evidence of a bachelor's degree with a minimum GPA of 2.75 from an accredited institution
- International applicants (see page 19).

### **Master of Education (MEd) in Early Childhood Education**

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- An undergraduate cumulative grade point average of 2.75 on a 4.0 scale.
- A professional résumé 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 applicants (see page 19).

### **Master of Education (MEd) in Educational Leadership**

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- An undergraduate cumulative grade point average of 2.75 on a 4.0 scale.
- A professional résumé 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 two administrators.
- International Applicants (see page 19).



## Master of Education (MEd) in Special Education

- Valid Georgia certificate (clear renewable) in a teaching field
- Official transcripts from all colleges/universities an applicant has attended showing evidence of a bachelor's degree with minimum GPA of 2.75 from an accredited institution
- Proof of completion of courses in Human Growth & Development, Teaching of Reading, and Education of Exceptional Students
- Official GRE scores. No minimum score is required, but the applicant's GRE scores will be considered in the review process.
- 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)
- A 1-2 page Teaching Experience Essay outlining and reflecting on a significant teaching event that has personal meaning for you (form available in application packet)
- Completed graduate application with application fee
- International applicants (see page 19).

## Master of Science in Information Systems (MSIS)

- Baccalaureate degree from an institution accredited in a manner accepted 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 score of 500 on the Graduate Management Admissions Test (GMAT) with a minimum score of 30 in the verbal category, 30 in the quantitative category

and 3.0 in the analytical writing category.  
OR

- Minimum score of 400 in the verbal and 400 in the quantitative categories and 3.0 in the analytical writing category on the General Test of the Graduate Record Examination (GRE). (Applicants submitting scores for the GRE taken prior to October 1, 2002, must submit a minimum score of 400 in each of the verbal, quantitative, and analytical portions of the GRE.)
- Other criteria will be considered by the MSIS Admissions Committee for applicants, including:
  - performance on previous computer science, information systems, and management course work;
  - GPA attained in other junior/senior level course work; certificates of attainment in computing-related training/self-study programs;
  - accomplishment in professional activities; and
  - relevant work experience.
- 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 applicants (see page 19).

## Master of Science in Nursing (MSN)

- Baccalaureate degree in nursing from a nationally accredited institution with a satisfactory grade point average of at least 3.0 on a 4.0 scale.
- 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 minimum combined total score of 800 in the verbal and quantitative categories and a minimum 3.5 in the analytical writing category on the General Test of the Graduate Record Examination (GRE). (Applicants



submitting scores for the GRE taken prior to October 1, 2002, must submit a minimum total score of 1350 on the verbal, quantitative, and analytical portions of the GRE.)

- A formal statement of personal goals for the program not to exceed one typed page.
- An undergraduate physical assessment course.
- An undergraduate research course.
- International applicants (see page 19).

### **Master of Arts in Professional Writing (MAPW)**

- A baccalaureate degree from an accredited college or university with a minimum 2.5 grade point average on a 4.0 scale.
- Minimum total score of 800 (verbal and quantitative) and a minimum 3.5 (analytic writing) on the General Test of the Graduate Record Examination (GRE); or a minimum of 550 verbal score. (Applicants submitting scores for the GRE taken prior to October 1, 2002, must submit a minimum 1350 on the verbal, quantitative, and analytical portions of the GRE.) 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.
- Three copies of representative writing samples from both the concentration and the support areas, not to exceed 25 pages.
- A letter of recommendation is optional.
- International applicants (see page 19).

### **Master of Public Administration (MPA)**

- Baccalaureate degree from an accredited college or university with at least a 2.75 grade point average on a 4.0 scale.
- Minimum combined score of 900 on the verbal and quantitative portions with a 3.5 minimum score on the analytical writing section of the General Test of the Graduate Record Examination (GRE) or a combined score of 450 on the Graduate Management Admissions Test (GMAT). International students must also provide satisfactory TOEFL scores. (Applicants submitting

scores for the GRE taken prior to October 1, 2002, must submit a minimum combined score of 1350 on the verbal, quantitative, and analytical portions of the GRE.)

- 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 applicants (see page 19).

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.

### **Master of Social Work (MSW)**

#### **General Requirements:**

- A 3.0 GPA in the last 60 hours of undergraduate courses and a 1000 combined score on the GRE.
- Applicants must possess a liberal arts background, including preferences (not required) for social sciences, psychology, statistics, and content in the physiological basis for human behavior. Humanities courses are also recognized as important.
- Demonstrated work experience in the human service section, through volunteer work, employment, or internships is desirable.
- Applicants must have strong positive recommendations from three sources capable of assessing readiness for graduate work.
- International applicants (see page 19).

#### **Advanced Standing Admission Requirements:**

- Applicants must have earned a Bachelors of Social Work (BSW) degree from a Council on Social Work Education (CSWE) accredited undergraduate program within the last five year. This requirement will not be waived.
- A minimum 3.2 GPA over the last 60 hours of undergraduate study and a 1000 combined score on the GRE.
- Demonstrated work experience in the human service sector, through paid, volunteer and internship experiences is desirable.



- Applicants must have positive and strong recommendations from three sources who are capable of assessing the candidate to the effect that the candidate is ready for graduate work, is eager to learn, and has evidenced the requisite interpersonal skills and talent for social work practice.

### How to Apply

Applicants for the MBA for Experienced Professionals should contact the program office for application materials. All other candidates should follow these guidelines:

- Download the program checklist for the selected degree program at: [http://www.kennesaw.edu/admissions/graduate\\_program\\_checklist.html](http://www.kennesaw.edu/admissions/graduate_program_checklist.html)
  - Complete the online application for graduate admission: <https://www.applyweb.com/apply/ksu/menu.html>. The fee is \$30.00 and you will receive a confirmation message indicating that your application has been submitted. Please record the confirmation number on the program checklist as indicated. Students who choose to apply using the paper application should include the completed application form in the admission packet along with a check or money order in the amount of \$40, made payable to Kennesaw State University. Choose only one method. The application fee is non-refundable.
  - Schedule the graduate entrance exam required for your program (consult program checklist). To insure adequate time for processing, the Office of Graduate Admissions recommends you take the exam six weeks prior to the application deadline. The scores are reported directly to the Office of Graduate Admissions when you select Kennesaw State University code #5359 on the exam registration menu. Official test results must be received from the Educational Testing Service (ETS) before your file is considered complete; however, a photocopy of your personal test report may be submitted to verify that the exam has been taken. Some departments may use this unofficial report for review purposes and may admit applicants contingent upon receipt of official scores.
- Request that official transcripts from each institution attended be sent to you in a sealed envelope for inclusion in your admission packet. Do Not Open Any Envelopes or the transcript will not be considered official.
  - Prepare any additional supplemental documents that may be required by the academic department as indicated on the program checklist (i.e., recommendation letters, résumé, writing samples, etc.)
  - International applicants should consult the program checklist for additional documents that must be submitted.
  - All required documents, including the program checklist and official transcripts, should be compiled in one large envelope and mailed directly to:

**Office of Graduate Admissions  
Kennesaw State University  
1000 Chastain Road  
BOX #0132  
Kennesaw, GA 30144-5591**

Program checklists and other information can also be obtained by contacting the academic departments at the following:

#### **Master of Accounting**

(770) 423-6087

<http://coles.kennesaw.edu/gbo/macc.htm>

#### **Career Growth MBA**

(770) 423-6087

<http://coles.kennesaw.edu/gbo/mba.htm>

#### **MBA—Experienced Professionals**

(770) 420-4622

<http://coles.kennesaw.edu/lapd/index.htm>

#### **WebMBA**

(770) 423-6087

<http://coles.kennesaw.edu/webmba/webmba.html>



**Master of Science in Applied Computer Science**

(770) 423-6005

<http://msacs.kennesaw.edu>**Master of Science in Conflict Management**

(770) 423-6299

<http://www.kennesaw.edu/pols/mscm>**Master of Education**

(770) 423-6043

<http://www.kennesaw.edu/education/grad>**Master of Science in Information Systems**

(770) 423-6005

<http://science.kennesaw.edu/csis/msis>**Master of Science in Nursing**

(770) 499-3230

<http://www.kennesaw.edu/chhs/schoolofnursing/MastersPrograms.htm>**Master of Arts in Professional Writing**

(770) 423-6297

<http://mapw.kennesaw.edu>**Master of Public Administration**

(770) 423-6631

<http://www.kennesaw.edu/pols/mpa>**Master of Social Work**

(770) 423-6630

<http://www.kennesaw.edu/humanservices>

All documents become the property of Kennesaw State University and cannot be forwarded or returned. Incomplete files and files of accepted applicants who never enroll in classes are destroyed after one year. Applicants wishing to apply again must file a new application and resubmit all documents, and meet current admissions criteria for the desired program.

Once an applicant's file is complete, the respective department will review the file. Then the Office of Graduate Admissions will send a letter 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. Refer to the Academic Policies section in this catalog for more information about candidacy.

## Additional Graduate Admission Policies

### Provisional Standing

Provisional standing is allowed only in the M.Ed. programs of study in Adolescent Education, Educational Leadership, and Special Education. If an applicant's grade point average (GPA) is between 2.5 and 2.75, they 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 completed while in provisional standing may be applied toward the requirements of a degree program. Because the provisional requirements may vary among programs, the applicants should be knowledgeable of any additional requirements within the degree program.

### Appealing an Admission Decision

Applicants may appeal an admissions decision by contacting, in writing, the Dean of Graduate Studies. Applicants 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 into these programs only: MAcc, MPA, and all MEd programs. Students with non-degree status are not permitted in the MAPW, Career Growth MBA, WebMBA, MBA-EP, MSCM, MSN, MSACS, MSIS, or MSW programs.

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 3.0 on a 4.0 scale; (please see specific requirements).
3. Any specific program requirements, including applicable prerequisites.
4. 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 MSIS 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.

Students admitted to non-degree study must be admitted to a graduate degree program in order to change to degree-seeking 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 or [chiegler@kennesaw.edu](mailto:chiegler@kennesaw.edu). Those interested in the Creative Writing or Professional Writing for International

Audiences certificate programs should call 770-499-3335 or 770-423-6468. For program and course information, see the Graduate Certificate Programs section of this catalog.

### Transient Student Status

Applicants who are enrolled in a recognized graduate program at another institution may seek temporary admission to graduate study at Kennesaw State University. Applicants must submit the following to the Office of Graduate Admissions:

- Application form: <https://www.apply-web.com/apply/ksu/menu.html>
- A transient letter from the applicant's home institution stating the following:
  1. The applicant is in good academic standing
  2. The specific KSU course(s) in which the applicant wishes to enroll; and
  3. The home institution will accept the credit from KSU as transfer credit toward the applicant's degree.Mail the letter to the Office of Graduate Admissions, Kennesaw State University, 1000 Chastain Road, #0132, Kennesaw, GA 30144-5591, or email to [ksugrad@kennesaw.edu](mailto:ksugrad@kennesaw.edu) or fax to 770-420-4435.
- Nonrefundable application fee (\$30 for online application, \$40 for the hard copy).

Kennesaw State graduate students may attend another institution as a transient student. KSU students must seek written approval from their program director and registrar prior to applying to or enrolling in classes at another institution. Students must be in good academic standing and have a cumulative GPA of at least 3.0. Individual programs may have additional criteria. 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 degree or 24 hours of MAcc 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.)



**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.

Students 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 course work 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 (including tests such as GMAT or GRE) 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 graduate 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.

For application materials, contact the Dean of Graduate Studies at 770-423-6738 or [www.kennesaw.edu/graduate](http://www.kennesaw.edu/graduate). Submit application materials to the Dean of Graduate Studies no later than the following dates:

July 9	for Fall term admission
November 12	for Spring term admission
April 8	for Summer term admission

The accelerated 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. Contact the Bagwell College of Education for more information at (770) 423-6043; <http://www.kennesaw.edu/education/grad>. For information on the accelerated study option for the MSN degree, please contact the School of Nursing at (770)-499-3230; <http://www.kennesaw.edu/chhs/schoolof-nursing/MastersPrograms.htm>.

**International Applicants**

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



**TOEFL** - 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. The TOEFL may be waived for any applicant who has graduated from a college or university in the United States accredited in a manner accepted by Kennesaw State University or who is a U.S. citizen.

**Immigration Documents** - International applicants who are requesting an I-20 for an F-1 visa 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.

**Evaluation of Foreign Credentials** - Graduates of foreign schools of higher learning must be able to document the fact that their degree is the equivalent of a four-year bachelor's degree awarded by an accredited United States college or university. International applicants, regardless of their country of origin or their native language, must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Each evaluation must include the following: course-by-course description, equivalence to an accredited four-year U.S. undergraduate degree (or number of years toward completion), and grade point average. (See <http://www.kennesaw.edu/admissions/gradadm/gradintl.htm> for a list of accredited evaluation services.)

Include the following in your application packet: a copy of TOEFL scores, immigration documents, and an original evaluation of foreign credentials (in a sealed envelope).

### **Readmission to Graduate Study**

Any graduate student who has a break in attendance of one calendar year or more, must apply for readmission to the graduate program 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. Complete the online application at [www.kennesaw.edu/admissions/](http://www.kennesaw.edu/admissions/) or in the Office of Graduate Admissions. If the student has taken course work at another institution during the period of non-enrollment at KSU, the course work may be considered as transfer credit and, upon receipt of an official transcript, reviewed accordingly. All students requesting readmission to the CGMBA or MAcc programs must meet the admissions criteria (GMAT scores and GPA) in place at the time of readmission. The six-year time limit for degree completion applies.

### **Six-Year Time Limit**

Any student who exceeds the six-year time 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 additional requirements regarding readmission.

### **Immunization Requirement**

All students are required to satisfy immunization requirements for measles, mumps, and rubella (MMR) before registering for courses. 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, Transfer, Joint Enrollment, Adult Non-traditional, Graduate, Transient, and Non-degree). Exemption categories are available for circumstances regarding medical conditions or religious convictions. Proof of immunization must be submitted to:

KSU Health Clinic

1000 Chastain Road House #52

Kennesaw, GA 30144-5591

Mailstop #5200

[http://www.kennesaw.edu/col\\_hhs/hc](http://www.kennesaw.edu/col_hhs/hc)



# Tuition, Expenses, & Financial Aid

## Tuition and Fees

### 2005-2006 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.

Cash, checks, and money orders drawn on U.S. banks and payable in U.S. dollars are accepted. Electronic checks and credit cards will only be accepted on the web.

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.

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

### 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 \$122.00 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 \$1463.00.

### 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 \$5852.00 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 \$488.00 per credit hour in addition to all other regular fees.



**Student Services Fee**

All students are required to pay a nonrefundable fee of \$168.00 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**

Every student will be charged a parking fee of \$20.00 per semester at the time of registration. An additional fee of \$50.00 per fall and spring semesters will be charged to each student for the construction and maintenance of parking decks on campus. All vehicles used on campus must display a valid KSU parking decal. Vehicles without a valid decal will be ticketed and/or booted.

Each student is issued one parking decal that is transferable from car to car.

Students will be notified of the parking decal distribution process and schedule via the KSU-furnished email. New decals are issued annually to campus residential students. All other parking decals are valid for the duration of the student's official status with KSU. The parking decal is registered to a student who is responsible for any use of this decal until it has been reported lost, and/or stolen.

Replacement parking decals are available for a fee of \$10.00. One day passes are available as appropriate at the Card Services Center in the Carmichael Student Center, Suite 219.

It is the responsibility of all KSU students to review and abide by Kennesaw State University Parking Policies and Procedures available online at <http://www.kennesaw.edu/police/frames.html>. Questions on the parking regulations should be directed to the Parking and

Security Division of Public Safety, located in the Office Annex, Building #14, Room #111 or phone (770) 423-6206. Questions related to your parking decal can be answered by the Card Services Center. Students may report lost/stolen decal information to either office.

**Student Health Fee**

A fee of \$27 per semester is charged to each student for health services offered through the KSU Health Center. These services include illness care, physical exams, immunizations, women's health and some medications.

**Health Insurance Fee for International Students**

All nonimmigrant F-1 and J-1 students attending Kennesaw State University are required to purchase mandatory health insurance. Students will be billed with their registration. The cost for the 2005-2006 academic year is \$288.00 per semester for fall and spring.

**Summary of Expenses 2005-2006**

Full-time Students (12 hours or more)		
Per semester	Resident	Non-Resident
In-state Tuition	\$1463.00	N.A.
Out-of State Tuition	N.A.	\$5,852.00
Student Services Fee	\$168.00	\$ 168.00
Technology Fee	\$38.00	\$38.00
Parking Deck	\$50.00	\$50.00
Parking Fee	\$20.00	\$20.00
Student Health Fee	\$27.00	\$27.00



**Part-time Students (Fewer than 12 hours)**

Per semester	Resident	Non-Resident
In-state Tuition	\$122.00	N.A.
Out-of State Tuition	N.A.	\$488.00
<b>Per semester</b>		
Student Services Fee	\$168.00	\$168.00
Technology Fee	\$38.00	\$38.00
Parking Deck	\$50.00	\$50.00
Parking Fee	\$20.00	\$20.00
Student Health Fee	\$27.00	\$27.00

**Career Growth MBA Fees**

Program Fees—Students pay a fee of \$50.00 each semester independent of the number of credit hours taken. This fee is for services offered exclusively to CGMBA students.

Course Fees—Some courses are subject to additional fees for materials and services relevant to a particular course.

Off Campus Course Fees—Students taking courses at the Cobb Galleria are charged an additional fee per course to cover facility rental.

Note: These fees will be listed in the Schedule of Credit Courses and are subject to change without notice.

**Master of Accounting Fees**

Program Fees—Students pay a fee of \$50.00 each semester independent of the number of credit hours taken. This fee is for services offered exclusively to MAcc students.

Course Fees—Some courses are subject to additional fees for materials and services relevant to a particular course.

Off Campus Course Fees—Students taking courses at the Cobb Galleria are charged an additional fee per course to cover facility rental.

Note: These fees will be listed in the Schedule of Credit Courses and are subject to change without notice.

**MBA for Experienced Professionals Program Fees**

The cost for the 18-month program is \$45,000. This fee includes a nonrefundable deposit of \$500 which is due upon acceptance to the program. The remaining \$44,500 is prorated over the entire program. Meals, textbooks, notebook computer, retreat and the International Residency for Experienced Professional Program are included.

**WebMBA**

The cost of the WebMBA is \$16,275, which includes tuition for ten courses and one-credit hour mandatory two-day orientation. This does not include books or travel and lodging for the orientation. All costs are subject to change without notice.

**The Master of Science in Conflict Management Program Fees**

The cost of the program is \$21,500, 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. NOTE: Insurance premiums associated with insurance required by the University for all international students are not included in the cost of 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 MSACS Premium Program includes premium features that enrich the student's education with a variety of resources and experiences. The cost of the program is \$5000 per semester over five semesters for \$25,000 total. This tuition includes fees, books and class materials, access to lectures using distance learning technology, recorded lectures, a graduation banquet and hooding ceremony, and other premium features currently including a laptop, PDA, digital logic lab kit including microprocessor and components, membership in the Association for Computing Machinery (ACM), and optional research project.

All MSACS 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.

See Master of Science in Applied Computer Science section of this catalog for further details on fee schedules, deadlines, payment of fees, and other pertinent program information.

### **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 assessed 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 Bursar's Office.

**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 supplies, laboratory fees, and special course 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 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 registration will receive a 100% refund. These withdrawal/refund policies do not apply to KSU's Executive Programs.

### **KSU Institutional Refund Policy:**

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.

Refunds will be disbursed by the university's internet bank partner. Students may use their KSU Debit Card to select a refund payment method: electronic fund transfer or paper check. Details are available at: <http://www.ksuone.com>

### **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 months immediately preceding the date of registration.  
Exceptions:
  - i. A student whose parent, spouse, or court-appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.
  - ii. A student who previously held residency status in the State of Georgia but moved from the state then returned to the state in 12 or fewer months.
  - iii. Students who are transferred to Georgia by an employer are not subject to the durational residency requirement.
- (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 parent or legal guardian of a student changes his or her legal residence to another state following a period of legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her parent or legal guardian.
3. In the event that a legal resident of Georgia is appointed by a court as guardian of a nonresident minor, such minor will be permitted to register as an in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
4. 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.
5. Waivers: An institution may waive out-of-state tuition and assess in-state tuition for:
  - a. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
  - b. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed two percent of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
  - c. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
  - d. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia. (BR Minutes, 1986-87, p. 340).
  - e. Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, 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 Officials. Career consular officers, their spouses, and their dependent children who are citizens of



the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.

- g. **Military Personnel.** Military personnel, their spouses, and their dependent children stationed in Georgia and on active duty, unless such military personnel are assigned as students to System institutions for educational purposes. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status (BR Minutes, May 2003).
- h. **Research University Graduate Students.** Graduate Students attending the University of Georgia, the Georgia Institute of Technology, Georgia State University, and the Medical College of Georgia, which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year, with the understanding that the number of students at each of these institutions to whom such waivers are granted shall not exceed the number assigned below at any one point in time:
 

University of Georgia	80
Georgia Institute of Technology	60
Georgia State University Medical College of Georgia	20
- i. **Border County Residents.** Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University System is located.
- j. **National Guard Members.** Full-time members of the Georgia National Guard, their spouses, and their dependent children. (BR Minutes, April, 1998, pp. 16-17).
- k. **Students enrolled in University System institutions as part of Competitive**

Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Industry, Tourism and Trade as being part of a competitive economic development project.

- l. **Students in Georgia-Based Corporations.** Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- m. **Students in Pilot Programs.** Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.
- n. **Students in ICAPP® Advantage programs.** Any student participating in an ICAAP® Advantage program.
- o. **Direct Exchange Program Students.** Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.
- p. **Families Moving to Georgia.** A dependent student who, as of the first day of term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state differential waiver which will expire 12 months from the date the waiver was granted. An affected student may petition for residency status according to established procedures at the institution.
- q. **Recently Separated Military Service Personnel.** Members of a uniformed military service of the United States who, within 12 months of separation



from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.

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.

### Financial Aid

Kennesaw State University is committed to ensuring that a postsecondary education is accessible to qualified graduate students. In order to accomplish this commitment, the financial aid office subscribes to the following goals to assist students in paying for their educational investment:

- Evaluate the family's financial ability to pay for educational costs
- Distribute limited resources in an equitable manner
- Provide a balance of gift aid and self-help aid

A wide variety of financial aid programs from scholarships, grants, employment, and loans are available to help students with educational costs. Most awards are based on financial need while some are awarded in recognition of merit or achievement.

If you have any questions, feel free to visit our office in Kennesaw Hall, view our web site at [http://www.kennesaw.edu/financial\\_aid](http://www.kennesaw.edu/financial_aid), contact our automated telephone system at (770) 423-6074, fax at (770) 423-6708, email at [finaid@kennesaw.edu](mailto:finaid@kennesaw.edu), or write to:

Office of Student Financial Aid  
Kennesaw State University  
1000 Chastain Road, #0119  
Kennesaw GA 30144-5591

### Scholarship Programs

#### Scholarships and Fellowships

Several privately-supported scholarships for undergraduate students and fellowships for graduate students are available at Kennesaw

State University. These awards are mostly merit-based. Some, however, are based on need. A complete list of available scholarships and fellowships and relevant applications information is located at [http://www.kennesaw.edu/financial\\_aid](http://www.kennesaw.edu/financial_aid).

#### Regents' Opportunity Scholarship

The Regents' Opportunity Scholarship Program was authorized by the 1978 General Assembly. The intent of the program is to increase enrollment in University System of Georgia institutions of historically disadvantaged students in previously under-represented populations. Allocations to the institutions are based upon a combination of factors, i.e., Georgia residents enrolled full-time (9 credit hours) in graduate/professional program offerings in which historically disadvantaged students are under-represented. Recipients must maintain satisfactory academic progress. 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 for Graduate Study in Critical Shortage Fields – a component of the lottery-funded HOPE Program – provides forgivable loans to individuals seeking advanced education degrees in critical shortage fields of study. Repayment is accomplished by teaching in a Georgia public school in a critical shortage field. The approved critical shortage fields may change each spring based on an annual survey of teaching vacancies in Georgia. The following critical shortage fields were approved for the 2005-2006 academic year:

- Trade and Industrial Education
- Business Education
- Education for Exceptional Children in pre-kindergarten through 12th grade (Behavior Disorders, Interrelated Special Education, Learning Disabilities, Mental Retardation)
- Foreign Language Education in French and Spanish (P-12)
- Mathematics Education in 6th through 12th grades



**KSU Graduate (Cost of Attendance)  
Per Year (2 semesters) 2005-2006**

<b>Graduate Resident</b>			
	<b>On Campus</b>	<b>Off-Campus</b>	<b>With Parents</b>
<b>Tuition/ Fees*</b>	<b>\$3532</b>	<b>\$3532</b>	<b>\$3532</b>
<b>Loan Fees</b>	<b>\$212</b>	<b>\$212</b>	<b>\$212</b>
<b>Room/ Board</b>	<b>\$9108</b>	<b>\$9108</b>	<b>\$3193</b>
<b>Books/ Supplies</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$1000</b>
<b>Transportation</b>	<b>\$933</b>	<b>\$1866</b>	<b>\$1866</b>
<b>Personal</b>	<b>\$1380</b>	<b>\$1380</b>	<b>\$1380</b>
<b>TOTAL</b>	<b>\$16165</b>	<b>\$17098</b>	<b>\$11183</b>

<b>Graduate Non-Resident</b>			
	<b>On Campus</b>	<b>Off-Campus</b>	<b>With Parents</b>
<b>Tuition/ Fees*</b>	<b>\$12310</b>	<b>\$12310</b>	<b>\$12310</b>
<b>Loan Fees</b>	<b>\$212</b>	<b>\$212</b>	<b>\$212</b>
<b>Room/ Board</b>	<b>\$9108</b>	<b>\$9108</b>	<b>\$3193</b>
<b>Books/ Supplies</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$1000</b>
<b>Transportation</b>	<b>\$933</b>	<b>\$1866</b>	<b>\$1866</b>
<b>Personal</b>	<b>\$1380</b>	<b>\$1380</b>	<b>\$1380</b>
<b>TOTAL</b>	<b>\$24943</b>	<b>\$25876</b>	<b>\$19961</b>

- \*MBA-EP - \$45,000
- \* WebMBA - \$16,275
- \* MSCM - \$21,500
- \* MSACS - \$25,000 for five semesters

**Tuition/Expenses/  
Financial Aid**

- Science Education in 6th through 12th grades: Broad Field, Biology, Chemistry, Earth/Space, or Physics
- Middle Grades Education in Math or Science in 4th through 8th grades
- Hearing Impaired
- Health Occupations
- Orthopedically Impaired
- Secondary English – 6th through 12th grades
- Visually Impaired

Scholarships are available for the 2005-2006 academic year and will be awarded on a first-come, first serve-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 other student expenses. Students should apply in early May of 2005. Applications may be obtained from the Georgia Student Finance Commission or the College of Education at KSU. For applications and additional information, access <http://www.gsfc.org>.

**Need-Based Award Application Procedures**

Need-based awards include grants, employment, and loans. It is advisable to complete the FAFSA early. The FAFSA is available on January 1 for the award year that starts each fall semester. The priority date for receipt of the FAFSA at KSU is April 1 of each year. FAFSAs received by the priority date with all requested documents submitted by the student and reviewed by the Office of Student Financial Aid will be awarded first. New applicants must be accepted by the Office of Admissions into a degree or certificate program.

After the FAFSA is analyzed by the U. S. Department of Education, the result is called the Expected Family Contribution (EFC). The EFC is the amount that the family should be able to contribute to the student's cost of attendance (COA). COA is the amount of direct cost (e.g., tuition, fees, room, board, and books) and indirect cost (e.g., transportation and personal expenses). Need-based financial aid is awarded to help the student with need (i.e., COA minus EFC).



## **Loan Programs**

### **Federal Perkins Loan Program**

This is a federally funded and need-based student loan that is administered by Kennesaw State University. Interest on these loans is 5% per year. The federal government pays the interest while the student is in school. Awards in this program range from \$500 to \$1,600 per year. Students may apply for this loan by completing the Free Application for Federal Student Aid (FAFSA). Awards are generally made on a first come-first serve basis. When awarded, the student must complete a promissory note and entrance loan counseling with a Student Accounts representative in the Bursars Office.

Obligation for interest and repayment begins nine months after the student ceases to be enrolled at least halftime. Deferment from repayment may be requested for any of the following :

- Enrolled at least halftime in a post secondary institution
- Pursuing graduate fellowship or rehabilitation training program for the disabled approved by the U. S. Secretary of Education
- Unemployment (up to 3 years)
- Economic hardship (up to 3 years)
- Performing service qualifying for cancellation of loan (e.g., full-time teaching)

### **Federal Stafford Loan-Subsidized**

The Federal Government guarantees low-interest loans made to qualified students. Students may apply for this loan by completing the Free Application for Federal Student Aid (FAFSA). Students are allowed to select their lender and loan amount up to their award maximums. Eligible graduate students may borrow up to \$8,500 per year. At least halftime (5 credit hours) enrollment is required. The amount of loan eligibility is based on need as determined by the FAFSA and the cost of attendance.

Subsidized indicates that the federal government will pay the loan interest while the student is enrolled in school, six months after enrollment (grace), or during deferment periods. The rate of interest is variable based on the bond

equivalent of 91 day Treasury bills. The rate of interest may not exceed 8.25%. Students are assessed an origination fee and guarantee fee up to 3% which is deducted from each loan amount. Funds are disbursed to the student through the university in two installments. Repayment begins six months after the student ceases to be enrolled at least halftime. Students are allowed 10 years to repay the loan.

### **Federal Stafford Loan - Unsubsidized**

This loan is available to graduate students who choose to borrow above their Subsidized Stafford eligibility. Students borrowing through the Unsubsidized Stafford Loan Program are responsible for the interest on the loan. The amount of eligibility is based on the dependent or independent status of the student and the student's need. The application procedures and interest rates are the same as the Subsidized Stafford Loan Program.

### **Service Cancelable Student Loans**

The Georgia Student Finance Authority offers loans to qualified students who plan to work in the field of nursing in the State of Georgia. At KSU, both graduate and undergraduate students accepted in the nursing program may apply. The amount is determined by the student's need. The loan may be canceled through one year of service in nursing in the state of Georgia for each year that assistance is provided. If assistance is received and the student does not enter nursing, repayment of the loan will be required. Early completion of the FAFSA is recommended in applying for this loan because funds are limited.

### **Emergency Loan Program**

The emergency loan program is designed to provide temporary assistance to students during the enrollment process. An emergency loan for in-state tuition and fees may be available. The student must be in good academic standing (3.0 AGPA). A maximum of three emergency loans while at KSU or one emergency loan per academic year is allowed. Additionally, if the student is experiencing some mitigating circumstance that produces hardship, a personal loan for \$400 may also be



available. Students who need emergency funds for tuition and fees or for personal circumstances, should complete an application available in the Office of Student Financial Aid.

A service charge of \$10 will be added to the tuition and fees and/or the personal loan. The loan must be repaid within 45 days. If it is not repaid, a \$25 late charge will be added to the emergency loan. If a student is late paying an emergency loan, the student is considered delinquent in payment and is no longer eligible for any emergency loans during their academic career at KSU. Students will not be allowed to register for the following semester if they have not repaid their emergency loan.

Monies for this fund have been received from the following sources:

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

## Graduate Student Work Opportunities

### 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 or WebMBA programs. Students interested in the Graduate Research Assistantship program should

contact the program director of the specific degree program.

### Federal Work Study Program (FWS)

This program provides part-time jobs for undergraduate and graduate students who demonstrate financial need based on the Free Application for Federal Student Aid (FAFSA). FWS gives the student an opportunity to earn money to help pay for educational expenses while working on campus or in community service work. Early application with the FAFSA is recommended.

### Institutional Employment

There are a limited number of part-time jobs available in each division of the university. Funds for these jobs are provided by the department or college that employs the student. Interested persons should contact the particular division or department of the university or the KSU Career Services Center for information.

### Career Services

KSU's Career Services Center maintains a listing of full-time and part-time off-campus jobs for students who need assistance in locating off-campus employment. Regular job listings are posted on-line at <http://careerctr.kennesaw.edu>. For more information, contact the director of career services.

### Satisfactory Academic Progress Standards

Federal regulations require that students maintain satisfactory academic progress in their course of study to continue receiving Federal Title IV financial aid. Federal Title IV financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Perkins Loan, Federal Stafford Loan (Subsidized and Unsubsidized), and Federal PLUS Loan. The HOPE Scholarship and Institutional Scholarships are state and institution funded but follow the same requirements. Alternative loans, available from private lenders, also follow these requirements.

Satisfactory academic progress (SAP) includes two standards: qualitative and quantitative.



Students must meet both standards to continue receiving financial aid.

### Quantitative

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at KSU. The qualitative policy is the same as the academic policies of KSU. The adjusted grade point average (AGPA) will be used to determine good academic standing, probation, dismissal, and eligibility for financial aid. The AGPA will be checked each year at the end of the spring semester for satisfactory academic progress. The AGPA includes grades of A, B, and C. The student must have at least a 3.0 AGPA to remain eligible. If the student is placed on academic probation, the student will be eligible for financial aid. If a student is dismissed and returns, the student must appeal, as explained below, to be eligible for financial aid. Students may remove themselves from academic probation by raising their AGPA to at least 3.0.

Any student who fails to make progress (all Fs or all Ws) in any given semester will lose eligibility for financial aid regardless of the student's AGPA.

### Quantitative

Regulations allow a student to maintain eligibility for attempting credit hours that are 150% of the credit hours required to receive a degree. In order to meet this quantitative standard, students must complete and pass (earn) 67% of courses attempted each academic year. Courses earned include grades of A, B, C, D or S. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, I, S, U or IP are given. Students who are seeking a second undergraduate degree different from their first degree may be granted additional hours to complete the second degree requirements. The 67% criteria will be checked at the end of the spring semester.

If a student has not completed 67% of the cumulative attempted hours at the end of the spring semester, the student is placed on Satisfactory Academic Progress Warning for

one year. During the SAP warning period, the student may continue to receive financial aid. If the student has not completed 67% of the cumulative attempted hours after one year on SAP warning, the student will be placed on Satisfactory Academic Progress Failure. While on SAP failure, the student will not be eligible to receive financial aid. Financial aid eligibility may be regained when 67% of the cumulative attempted hours have been completed. The policy regarding probation, loss of eligibility, and academic dismissal is the same as the academic policies with the following exceptions:

Academic Fresh Start eligibility will calculate the quantitative standard (67% completion) on the total cumulative attempted and completed hours.

Students who are dismissed academically for one or two semesters will not be automatically eligible for financial aid upon their return to KSU. An appeal to the Appeals Committee will be necessary.

When courses with grades of D, F, or WF are repeated with a C or higher grade, the unsatisfactory grades and course attempts will not be included in the calculation of the AGPA (qualitative standard). However, courses with grades of D, F, or WF that are later repeated are counted in total number of hours attempted (quantitative standard).

### Learning Support Programs, Regents' Remediation & College Preparatory Curriculum

If accepted for enrollment in a program leading to a degree or certificate, students may receive financial aid for learning support programs, Regents' remediation and College Preparatory Curriculum. Eligibility is limited to 45 credit hours of these courses combined.

### Audit Courses

Students are not eligible to receive financial aid for courses for audit courses. Audited courses are not included in the number of hours attempted or earned for SAP consideration.

### Summer Term Courses

All hours attempted and completed in the summer terms are treated as any other semester hours in determining SAP.



**Incomplete Courses**

Any course with "I" is counted in hours attempted (quantitative). When the "I" is changed to an actual grade, the course will be considered completed.

**Withdrawals:**

Any course with a "W" or "WF" is considered as hours attempted. Students should be aware that excessive withdrawals from classes could result in the loss of financial aid at some point in future semesters due to the 67% quantitative standard for SAP.

**Repeating Courses:**

When courses with grades of D, F, or WF are repeated with a C or higher grade, the unsatisfactory grades and course attempts will not be included in the calculation of the AGPA (qualitative). However, courses with grades of D, F, or WF that are later repeated are counted in total number of hours attempted (quantitative).

**Academic Fresh Start**

For students who are approved for the Academic Fresh Start Program, the quantitative standard of satisfactory academic progress will be determined on total attempted hours which will include the "fresh start" hours.

**Dismissal and Return**

Students who are dismissed academically for one or two semesters will not be automatically eligible for financial aid upon their return. Such students must either appeal, as explained below, or use means other than financial aid for educational expenses. Eligibility will be regained when the AGPA is 3.0.

**Appeals**

Any student on SAP failure may appeal to the SAP Appeals Committee. An appeal must be based on extenuating circumstances. Examples may include but are not limited to health reasons, family reasons, or personal reasons. The appeal statement of the student should explain the extenuating circumstances. Documentation supporting the extenuating circumstances must be submitted. In addition, letters of support from an academic advisor/faculty member and a relative, clergy, supervisor, or

other associate must be submitted. The appeal form and procedures may be obtained at [www.kennesaw.edu/financial\\_aid](http://www.kennesaw.edu/financial_aid).

**Veteran's Benefits**

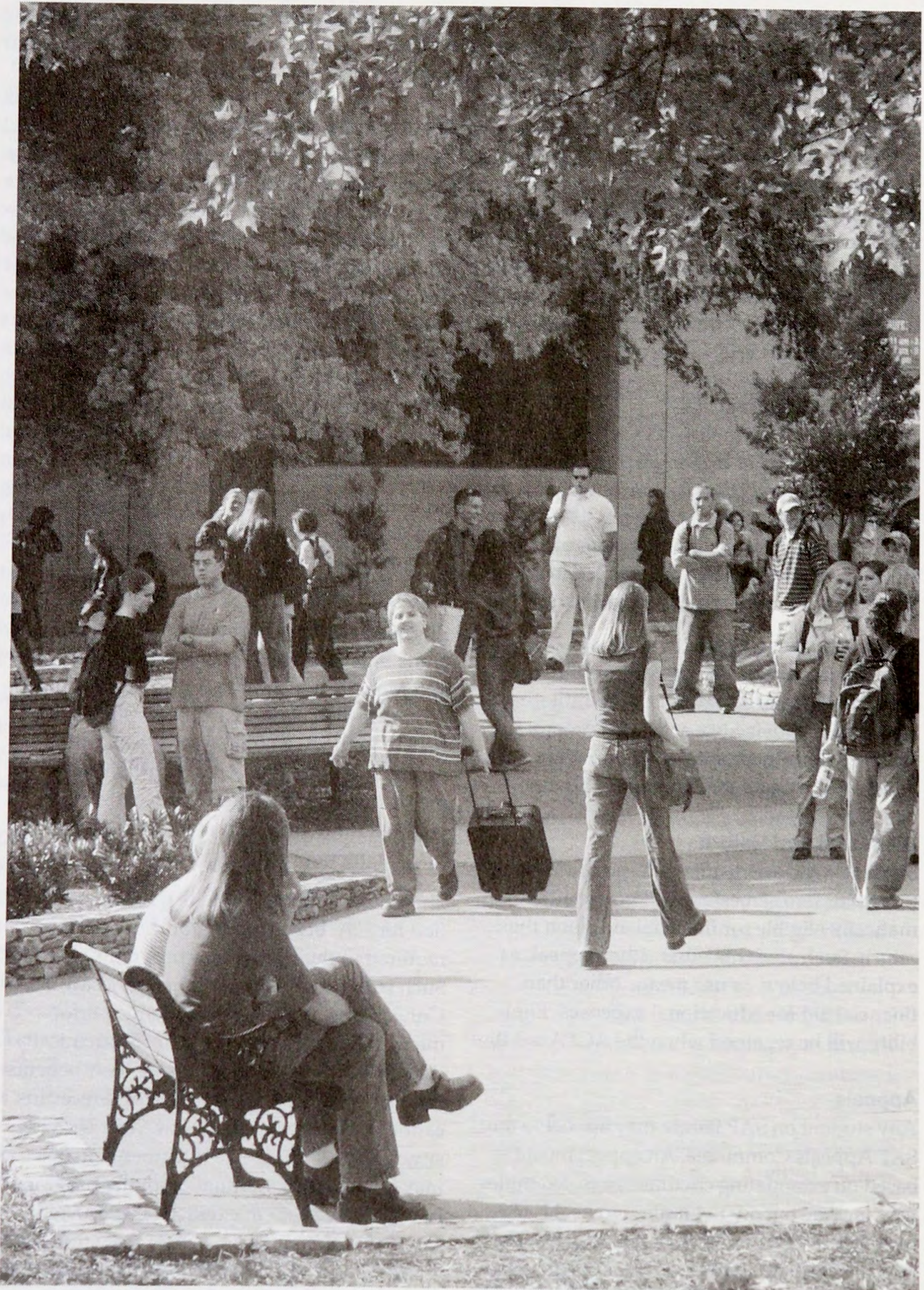
The university is on the approved list of the Georgia State Approving Agency for the training of veterans, disabled veterans and the children and widows of deceased veterans who are eligible for benefits under the G.I. Bill. Students in training under the G.I. Bill are required to pay all fees, as regular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







# 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 over the web at :  
[www.kennesaw.edu/registrar](http://www.kennesaw.edu/registrar)

The registration process consists of three different phases:

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

NOTE: See the academic calendar, which lists specific registration dates, at [www.kennesaw.edu/registrar](http://www.kennesaw.edu/registrar), the *Schedule of Courses*, or page 3 of this catalog.

### Graduate Course Auditing Policy

Auditing of courses will be permitted for regularly enrolled graduate students, as well as on a space-available basis for those who hold a graduate degree from Kennesaw State. Auditing of courses is not allowed in MBA for Experienced Professionals, Master of Science



in Conflict Management (MSCM), the Master of Science in Information Systems (MSIS), the Master of Science in Applied Computer Science (MSACS) programs, or any of KSU's Master of Education (MEd) programs. Students must have completed all prerequisites necessary for the course to be audited and are expected to complete all course requirements as noted on the course syllabus. A student may audit no more than 6 credit hours of graduate course work in a given term.

The permission to audit form, available in the Office of the Registrar, must be submitted before the end of final registration. The form must be signed by the Graduate Program Director of the program offering the course to be audited. Audited courses count at full value in computing the student's course and fees load. The student's name will appear on the official class rolls of the courses audited, as well as the student's approved schedule of courses. No credit is granted for audited courses, and students are not permitted to change to or from an auditing status except through the regular procedures for schedule changes.

The grade for auditing is V (visitor), and this grade will at no time be changed to a W on the basis of the auditor's attendance in the course. The grade of V will have no effect upon the student's grade-point average, and students will not be permitted to have the audit grade changed at any future date. Audited courses will not count toward degree completion for any of KSU's graduate programs.

### **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. Students in the MAcc or WebMBA must complete 24 hours.

### **Time Limit**

All requirements for a master's degree must be completed within six years, beginning with the first registration in graduate-level classes following admission to the degree program. Extension of time may be granted only on conditions beyond the student's control. Only courses in 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 (6 semester hours for the MAcc and the WebMBA), 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. Individual degree programs may have additional specific requirements or limitations for transfer credit.

Refer to the program descriptions in this catalog for additional information.

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



**Course Load**

Full-time enrollment for graduate students is 9 semester hours. Graduate students in good standing may enroll for 12 semester hours in any semester. In order to enroll for more than 12 semester hours, students must obtain approval from their graduate program director.

**Course Repetitions**

Graduate students may repeat for credit no more than two graduate courses, one time each. Only courses in which students previously earned a grade below B may be retaken for credit. Students who have received 9 credit hours of grades below B are not eligible to retake a class and will be dismissed from further graduate study at Kennesaw State University.

All grades received for work attempted at KSU 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 programs (MBA-EP, MSCM, and MSACS) may not repeat courses for credit toward a degree.

**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, that 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). The grade of "I" denotes an incomplete grade for the course, and will be awarded only when the student has done satisfactory work up to the last two weeks of the semester, but for nonacademic reasons beyond the student's 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 or term. 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 grade of "I" is received. Upon completion of the outstanding requirements within the specified time limit, 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 by the end of the following semester or term, 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, or I grades are not included.

### **Grade Appeal Procedure**

Any student has the right in any course of instruction to appeal a final grade in a course for

either, or both of the following reasons. (1) The student believes that the instructor has violated his/her stated grading policy. (2) The student believes that his/her final grade in a course is unfair because of retaliation or the instructor's discriminatory practice(s) based on race, religion, color, sex, sexual orientation, handicap, or national origin. In such cases the following procedures will be applied. 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.

#### **I. Grade Appeal Procedure When There is an Allegation of a Violation of Stated Grading Policy, But No Allegation of Discriminatory or Retaliatory Action**

- A. If a student believes that his/her final grade in a course 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 final course grade, he/she may immediately appeal to the department chairperson for discussion and possible resolution.
- B. If a student remains unsatisfied with his/her final course grade, he/she may file a written appeal with the dean of the appropriate college within sixty days from the end of the semester in which the final course grade was assigned. If the instructor involved is a department chair, the written appeal should be filed with the dean of the college. If the instructor involved is a college dean, the written appeal should be filed with the dean of undergraduate studies or dean of graduate studies (based on the status of the student who has initiated the appeal).
- C. If the dean of the college or his/her designee (or the dean of undergraduate/graduate studies or his/her designee) believes that the student has not shown that the professor violated his/her stated grading policies he/she must so inform the student in writing within



- one month (thirty days) of his/her receipt of the student's written appeal.
- D. Alternatively, if the dean of the college or his/her designee (or the dean of undergraduate/graduate studies or his/her designee) believes that the student may have reasonable cause for an appeal based on the issue of a violation of stated grading policies, then he/she must appoint a school hearing committee consisting of three faculty/administrative faculty members and two students. The committee selection process must begin within one month (thirty days) of his/her receipt of the student's written appeal. The members of the committee should be selected in a manner determined by the dean of the college or his/her designee (or the dean of undergraduate/graduate studies or his/her designee).
- E. The committee shall meet and elect a chair from among the five members. The chair will conduct the committee meeting(s). The chair may participate in all deliberations, but will not vote except in the case of a tie.
- F. The committee may draw up its own rules of procedure, and the committee is not bound by any formal rules of legal proceedings and may hear any information that may be of value in determining the issues involved.
- G. Each party has the right to obtain a non-attorney adviser to assist him/her in the preparation and presentation of his/her case to the committee. The committee shall determine whether it meets with the parties, their respective advisers, and any witnesses in one meeting or in a series of meetings. The members of the committee shall decide who shall be present at any meeting of the committee with the understanding that whenever the student or faculty member is present his/her adviser has the right to be present also.
- H. A hearing committee has the right to decline to make a decision in a case that a 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. Such a decision must be communicated in writing to both parties in the case, the dean of the applicable college (or the dean of undergraduate/graduate studies) and the department chairperson within five business days from the committee's decision. The chair of the hearing committee shall act to make certain the written report is delivered to the proper persons. In such circumstances, the committee may want to recommend that the student talk to one of the university counselors.
- I. All decisions will be based only on the issue of whether the professor violated his/her grading policies (see section A above), be based on a majority vote, and be rendered according to the principle of the preponderance of evidence.
- J. The hearing committee will be expected to produce a written report summarizing the testimony, indicating and explaining its decision, 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 dean of the applicable college (or the dean of undergraduate/graduate studies) and the department chairperson within five business days from the completion of the meeting(s). The chair of the hearing committee shall act to make certain the written report is delivered to the proper persons.
- K. If, after the receipt of the committee's report, or, when no school hearing committee is appointed, after a student receives the written decision of the dean of the college, the student remains unsatisfied with his/her final course grade, a student may file a final written appeal to the dean of undergraduate/graduate studies or his/her designee (based on the status of the student who initiated the appeal). If the instructor involved is also a dean of a college, then either the dean of



undergraduate/graduate studies or a committee appointed by him/her will render the written decision. In that case, and only in that case, a student may file a final written appeal to the vice president for academic affairs or his/her designee. The appeal must be made in writing within ten business days of the student's receipt of the decision of the dean of the college or the dean of undergraduate/graduate studies or the decision of the school hearing committee. The dean of undergraduate studies/graduate studies or the VP for academic affairs will issue a written decision to both parties in the case, the dean of the applicable college (or the dean of undergraduate/graduate studies) and the department chairperson within one month (thirty days). His/her decision is final. No further appeals are available.

- L. Nothing in this grade appeal process prohibits the parties from settling this matter at any stage with the assistance of mediation through the Office of the University Ombud (770-423-6112). Mediation may also address issues other than violation of stated grading policy. However, any attempt to settle the matter through mediation does not affect time deadlines for this grade appeal process.

## **II. Grade Appeal Procedure When there is an Allegation of Discriminatory Action or Retaliation**

- A. If the student believes that his/her final grade in a course is unfair because of (1) retaliation by an instructor because of the student's prior report of discrimination or harassment, or because of the student's cooperation in any investigation, or (2) discriminatory practice(s) based on race, religion, color, sex, sexual orientation, handicap, or national origin, the student should first discuss the matter with the instructor. The student should contact

the Office of the University Ombud (770-423-6112) to arrange a facilitated discussion (a neutral third party would be present) with the instructor if the student is not comfortable discussing the allegation with the instructor by himself/herself.

- B. If a student remains unsatisfied with his/her final course grade, he/she must contact the appropriate EEO officer (currently the vice president for student success and enrollment services) and submit his/her allegation in writing to that office within one month (thirty days) of when the student met with the instructor to discuss the alleged retaliation and/or discrimination. The EEO officer (or his/her designee) must notify the instructor in writing of the allegation of discrimination and/or retaliation and of the pending investigation within one week of receiving the complaint in writing from the student.
- C. If the EEO officer (or his/her designee), after investigation, finds that the student does not have reasonable grounds for complaint he/she shall so notify the student and the instructor in writing within sixty days. The student may then pursue grade appeal procedures based on a violation of stated grading policies, if appropriate, by meeting and discussing the issue with his/her instructor and subsequently, if necessary, with others as specified in section I (above) if the student began this grade appeal process within 60 days from the end of the semester in which the final grade was assigned. In that case, all deadlines for the new grade appeal will begin as of the date of the EEO officer's (or his/her designee)'s written communication notifying the student that he/she does not have reasonable grounds for a discrimination and/or retaliation complaint.
- D. If the EEO officer (or his/her designee), after investigation, finds the



student may have reasonable cause for complaint he/she shall so notify the student and the instructor in writing within sixty days. The EEO officer (or his/her designee) will then contact the chair of the university senate. The chair of the senate will be responsible for establishing an ad hoc committee of three faculty/administrative faculty members and two students to hear the discrimination complaint and make recommendations. The names and contact information of the five members of the ad hoc committee shall be communicated by the chair of the senate to the EEO officer (or his/her designee). If, as part of his/her complaint, the student also alleges that the faculty member has violated his/her stated grading policy, the ad hoc committee must hear and make recommendations on that issue concurrently.

- E. Prior to the hearing the EEO officer (or his/her designee) will arrange that the ad hoc committee shall meet and elect a chair from among the five members. The chair will conduct the hearing. The chair may participate in all deliberations, but will not vote except in the case of a tie.
- F. The hearing committee may draw up its own rules of procedure, and the committee is not bound by any formal rules of legal proceedings and may hear any information that may be of value in determining the issues involved, but minimum due process shall include the right of both parties to be notified in writing at least ten business days 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 on their behalf and to question witnesses. The EEO officer (or his/her designee) shall act to make certain these due process rights are met. The EEO officer (or

his/her designee) will attend the hearing as an observer. The EEO officer (or his/her designee) is not a party to the case, nor is he/she an advocate for either party. The EEO office shall retain all records associated with the complaint, his/her investigation, the hearing, the committee's written report, and the president's written decision for such length of time as required by Georgia law.

- G. Both the faculty member and the student have the right to a non-attorney adviser to assist in preparing and presenting his/her case before the committee. Those present during the hearing will be the members of the ad hoc committee, the EEO officer (or his/her designee), the parties to the complaint, one non-attorney adviser for each party, and such witnesses as are necessary. Each witness shall be present only when his/her presence is necessary to present information and/or answer questions. No other persons shall be present unless agreed upon in writing by the chair of the committee, both parties, and the EEO officer (or his/her designee).
- H. All decisions and recommendations will be based on a majority vote, and be rendered according to the principle of the preponderance of evidence. Only the five members of the ad hoc committee should be present during deliberation except that the EEO officer (or his/her designee) may be present to answer policy questions.
- I. The hearing committee will be expected to produce a written report summarizing the information presented, indicating and explaining its decision, 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 EEO officer (or his/her designee), the chief legal officer for the university, and the president of the university within five business days from the completion of the hearing. The chair of the hearing committee shall act to make certain the written report



is delivered to the proper persons. The opinions and recommendations of the ad hoc committee are advisory and in no way bind the president to the recommended actions.

- J. After consideration of the ad hoc committee's written report, the president shall make a decision and communicate it in writing within five business days to the student, the instructor, the EEO officer (or his/her designee), the chief legal officer of the university, and the head of the department in which the instructor teaches. If the instructor is the head of a department it shall be communicated to the dean of the appropriate college. If the instructor is a dean it shall be communicated to the vice president for academic affairs.
- K. Should the aggrieved student 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.

### **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 be 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. A Petition to Graduate 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 course work 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 course work 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 course work. MAcc and WebMBA students must complete 24 hours to meet the residence requirement.

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.



### Academic Fresh Start for Readmission

A currently enrolled student who has been previously enrolled in a graduate program at KSU, who discontinued graduate studies for at least six years, may petition in the Office of the Registrar for a onetime "academic fresh start" upon admission or readmission to a graduate program.

The student's adjusted grade point average will be readjusted after the end of the semester in which the petition was approved retroactive to the readmission term. Although the student's transcript will retain all previous graduate course attempts and grades, only courses completed and grades received after readmission will be considered in the final degree audit. In addition, only grades received after readmission will be considered in decisions regarding academic warning, probation, and dismissal.

### Academic Fresh Start for Second Degree

A student who returns to KSU for a second graduate degree may the Adjusted GPA (AGPA) restarted at the time of re-entry. In order to restart the AGPA, students must petition the Office of the Registrar.

### Additional Academic Regulations

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



# Master of Accounting

*All graduate and undergraduate business degree programs at Kennesaw State University are accredited by AACSB International — The Association to Advance Collegiate Schools of Business (<http://www.aacsb.edu>). The accounting degree programs also hold specialized AACSB accounting accreditation.*

## Mission Statement Michael J. Coles College of Business

The Coles College of Business strives to provide high quality, applied business education in a collegial, intellectually stimulating, and supportive learning and working environment. Committed to innovative pedagogy and continuous improvement, the college seeks to offer undergraduate and graduate programs of study that connect theory to practice, promote critical thinking, and engage students in active and collaborative learning. Predominantly serving working residents of metropolitan Atlanta and the

broader Northwest Georgia region, we aspire to prepare our students to provide effective and ethical business leadership in an increasingly complex, technologically sophisticated and interdependent world. We select and retain a diverse and talented pool of faculty and staff who uphold the professional standards of their respective disciplines. Consistent with our mission, Coles College faculty produce quality applied, discipline-based and learning and pedagogical scholarship. We treat individuals with integrity and respect. Faculty and staff are provided opportunities for training, development, and career enhancement.

Revised February 23, 2004

## Explanation of Changes to the MAcc Program

The previous MAcc program requirements of 36 credit hours included six required MBA courses (18 hours) and six accounting and tax electives (18 hours). For many years, this structure reflected the accounting profession's continually intensifying focus on business practices.



Accounting coursework was obviously viewed as important, however, the business context was considered at least as important. The change from 36 to 30 credit hours is reflective of the renewed focus on accounting.

Over the past few years, though, the focus of the accounting profession has shifted back to what had been its traditional primary focus of accounting (both financial and managerial), auditing and information systems. This shift was caused by recent financial reporting failures (Enron, WorldCom, etc.), coupled with federal legislation (Sarbanes-Oxley) that was intended to avoid future scandals and to provide appropriate sanctions against those who violate the public trust.

The new focus on financial information quality distinguishes KSU's MAcc program as highly responsive and relevant to the current business environment. Our graduates will have solid grounding in financial reporting enabling them to meet the demands of the accounting profession.

### The New Structure

This new structure provides strong grounding in the field of accounting and gives students the opportunity to pursue specialization in related fields such as information systems and tax. The 30 credit hours include

- Five required accounting courses (15 hours)
- One required course in Business Negotiations (BLAW 8340, 3 hours)
- Four general elective courses (12 hours)
- ACCT 8000 may not be used to satisfy MAcc degree requirements
- Two must be accounting courses (ACCT)
- Two may be from KSU's Career Growth MBA or Master of Science Information Systems (MSIS) programs
- Four may be tax courses (ACCT)

Students without an undergraduate business or accounting degree may need to satisfy business foundation courses and accounting prerequisites. Details follow.

### The Old MAcc Curriculum vs. the New MAcc Curriculum

Current students accepted and enrolled in the MAcc program prior to the 2005-2006 academic year and who have completed three or more graduate business courses should continue to follow the catalog under which they entered the program. However, recently accepted and enrolled students who must complete accounting prerequisites and who have not yet taken 8000-level graduate courses must follow the new curriculum. Seek advice from the Graduate Business Office.

### Career Growth MBA Students

The following parameters apply to MBA students who wish to take 8000-level accounting courses as their MBA electives: (See details in the program description below.)

- Must complete ACCT 8000, which is a prerequisite for all MAcc graduate courses
- Must hold a baccalaureate degree in accounting or must complete all undergraduate accounting prerequisite courses required for MAcc students
- May take ACCT 8990 as an elective only after completion of 12 hours (four 8000-level, graduate courses) including ACCT 8100 and ACCT 8400
- May not use ACCT 8990 to satisfy MGT 8999

### General Requirements for Admission to the MAcc Program

Admission to the MAcc program is granted to those persons showing high promise of success in graduate accounting study. The requirements for all applicants are:

- Baccalaureate degree from an institution accredited in a manner accepted by KSU.
- Minimum cumulative adjusted grade point average of 2.80 on a 4.0 scale.
- Minimum total score of 500 on the Graduate Management Admissions Test (GMAT).
- Minimum of two years of significant business experience is strongly desired.
- When there is a conflict in the indicators 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. At a minimum, a professional résumé, two letters of recommendation, and a personal statement of objectives will be required to determine the appropriateness of an exception.

International applicants have additional requirements; see page 19 of this catalog.

### **Transfer Credit**

Students may transfer a maximum of six semester hours of graduate course work with grades of B or better taken at an institution accredited in a manner acceptable to KSU provided the transfer hours are made prior to the last 24 hours of course work. These courses may be no more than six years old at the time of acceptance, and they must be relevant to the MAcc program. 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 an institution accredited in a manner accepted by KSU.
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 University.
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.
6. 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.

Grades and hours earned in the business foundation courses are included in computing graduate grade point average. As and Bs are expected.

Students who must take the undergraduate accounting prerequisite courses must obtain an average grade of "B" or better in those courses. Classes may be retaken to achieve this average.

### **Petition to Graduate**

Each MAcc student must petition to graduate the semester prior to completion of program requirements. To request a petition, use this form: [http://coles.kennesaw.edu/gbo/grad\\_petition.htm](http://coles.kennesaw.edu/gbo/grad_petition.htm). The Graduate Business Office will prepare a petition and e-mail it to the student's KSU e-mail address. Directions on filing the petition with the Office of the Registrar are included.

### **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:

- Baccalaureate degree from a school accredited in a manner acceptable to Kennesaw State University, and
- Minimum undergraduate adjusted grade-point average of 2.8 on a 4.0 scale.

Since all applicable business foundation courses and accounting prerequisites must be met prior to taking any graduate classes, this option is primarily for those with an accounting degree and background. To apply, visit <http://coles.kennesaw.edu/gbo>, select Applying to Kennesaw. Check "MAcc non-degree" on the application. Degree-seeking students are given priority in scheduling and admission to classes.



### Changing from 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 program director. A student must submit a satisfactory GMAT score upon completion of nine semester hours in order to continue study in the MAcc program regardless of grades achieved in courses completed as non-degree.

### Readmission to the Master of Accounting

Any graduate student who has a break in attendance of one calendar year or more must apply for readmission to the MAcc program. Students applying for readmission must meet all admissions criteria in place at the time of readmission including minimum GPA and GMAT scores. The six-year time limit for degree completion applies. For details on readmitting, see Readmission to Graduate Study in the Graduate Admission section of this catalog. Complete the application at <https://www.applyweb.com/apply/ksu/menu.html>. Select "Create Your Account."

## Master of Accounting

The Master of Accounting program is made up of these four course groupings: business foundation courses, accounting prerequisites, core courses, and electives. All students complete the required 18 credit hours of prescribed core accounting and business courses and 12 credit hours of accounting electives for a total of 30 credit hours.

Those students without a bachelor's degree in business may have to complete up to 12 additional credit hours of business foundation courses, while those students without an undergraduate degree in accounting may have to complete up to 12 additional credit hours of accounting prerequisite courses. Applicants admitted to the MAcc program are advised in their acceptance letters which foundation requirements and/or accounting prerequisites, if any, must be satisfied. Any business foundation courses must be completed before any graduate business electives are taken. All accounting prerequisites must be completed before MAcc accounting courses are begun.

### Business Foundation Requirements

Foundation requirements are the knowledge and skills of a broad set of business disciplines including accounting, business law, economics, finance, management, marketing, and statistics and math. Academic preparation in these disciplines is necessary prior to advanced study in business and accounting. A bachelor's degree in business or accounting typically satisfies all foundation requirements. As an alternative, the Coles College of Business offers six two-credit-hour courses (for a maximum of 12 credit hours) that collectively satisfy these requirements. The course(s) required are determined for each student based on a thorough analysis of college transcripts showing prior academic course work. This table summarizes the foundation requirements and options for satisfying them.



Foundation requirements are satisfied by successfully completing ...	... or by completing undergraduate course(s) with a grade of "C" or higher in ...	... which is the KSU equivalent of ...
GBA 6101-Accounting Foundations	Financial accounting and managerial accounting	ACCT 2100 and ACCT 2200
GBA 6102-Finance Foundations	Finance principles	FIN 3100
GBA 6103-Statistics and Math Foundations	Inferential statistics and algebra	ECON 2300 and MATH 1101
GBA 6201-Economics Foundations	Microeconomics and macroeconomics	ECON 2100 and ECON 2200
GBA 6202-Management Foundations	Management principles or organizational behavior	MGT 3100 or MGT 4160
GBA 6203-Marketing and Law Foundations	Marketing principles and business law and ethics	MKTG 3100 and BLAW 2200

Notes:

- Undergraduate courses used to satisfy the foundation courses must be from an institution accredited in a manner acceptable to the Coles College of Business.
- Foundation requirements must be satisfied at the beginning of the MAcc program, typically within the first or second semester of study.
- Enrollment in 8000-level graduate courses is restricted until foundation requirements are met.
- Creative scheduling enables students to complete six foundation courses in a single semester. Courses are offered in fall and spring semesters only in sequential five-week segments. Two courses are offered the first five weeks of the semester, two in the middle five weeks, and two in the last five weeks.
- Grades and hours earned in the GBA foundation courses are included in computing graduate grade point average; however, none of the hours may be used to satisfy any portion of the core or elective requirements or to meet the 30-credit-hour minimum degree requirement.
- Admission to the MBA, MAcc, or WebMBA program is required to enroll in these courses.
- Students preparing to sit for the CPA exam and who do not have an undergraduate or advanced degree in business may choose to take undergraduate business courses in order to meet the 24-hour minimum requirement of courses in business required by the CPA. (See column three in the table above for course numbers.)

Credit Hours

Accounting Prerequisites Courses

12

Students without an undergraduate degree in accounting will have to complete up to 12 additional credit hours of accounting prerequisite courses. These four courses are:

- ACCT 3100 Intermediate Financial Accounting & Auditing\* 3
- ACCT 3300 Accounting Information Systems\* 3
- ACCT 4050 Intermediate Financial Accounting II\* 3
- ACCT 4150 Auditing and Assurance\* 3



Notes:

1. KSU students must earn an average grade of B or better in these courses. Courses may be repeated to achieve the B average. Students may not take any 8000-level accounting courses until they have satisfied this requirement.
2. ACCT 3100 must be taken before ACCT 3300, 4050, and 4150. (All three may be taken together.) Students may choose a maximum of two graduate courses (MBA; MSIS) to take along with ACCT 3100.
3. Students who plan to concentrate in taxation must also complete ACCT 3200 Concepts in Taxation or its equivalent. ACCT 3200 may be taken in conjunction with ACCT 3100.
4. ACCT 3100, 3300, and 4050 are offered each semester while ACCT 4150 is offered in fall and spring semesters only.
5. Acceptable courses for students from other institutions include four courses (12 semester hours) above the introductory accounting sequence (generally 3000- and 4000-level courses) that are similar in content to the accounting prerequisites listed above. Students must earn an average grade of B or better in these. Courses may be repeated at KSU to achieve the B average.
6. Undergraduate course numbers relate to KSU; equivalent courses may be completed at other accredited institutions.

### Core Requirements (six courses)

18

Before taking the following six required core courses, students must be admitted to the MAcc program and have completed all required business foundation and accounting prerequisite courses:

	Credit Hours
1. ACCT 8100 Theory of Business Reporting	3
2. ACCT 8220 Issues in Managerial Accounting	3
3. ACCT 8230 Studies in Accounting Information Systems	3
4. ACCT 8400 Seminar in Auditing	3
5. BLAW 8340 Business Negotiation	3
6. ACCT 8990 Forensic Accounting (The Capstone Course)	3

Notes:

1. ACCT 8990 is offered in spring semester only.
2. Before taking ACCT 8990, students must complete 12 hours (four graduate, 8000-level courses) including ACCT 8100 and ACCT 8400.
3. Students must submit a request for permission to register for this course before priority registration begins. Use this online form: <http://coles.kennesaw.edu/gbo/mgt8999.htm>.

### Elective Requirements (four courses)

12

Students select a total of four electives from one of the following two options:

#### Option A: General Electives (four courses)

1. Students must select at least two elective courses from 8000-level courses with the ACCT prefix including tax courses.
2. Students may select up to two 8000-level non-accounting courses included in KSU's Career Growth MBA Program except ACCT 8000, which may not be used to satisfy MAcc degree requirements.
3. 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 under the Master of Science Information Systems program (MSIS; IS prefix). (Course descriptions are in this catalog.) Permission to register for such courses must be obtained from the MSIS director.



	Credit hours
• ACCT 8110 Advanced Business Reporting	3
• ACCT 8270 Accounting and Legal Issues in International Business	3
• ACCT 8300 Seminar in Valuation of Closely Held Businesses	3
• ACCT 8400 Seminar in Auditing	3
• ACCT 8900 Special Topics in Accounting	3
• ACCT 8940 Directed Studies in Accounting and Taxation	3
• ACCT 8950 Special Projects in Accounting	3

**Option B: Tax Concentration (four tax courses)**

1. Students planning to concentrate in taxation (ACCT 8510, 8520, 8530, 8550, or 8570) must first complete ACCT 3200 Concepts in Taxation or its equivalent.
2. Students may elect to take all five tax courses and substitute one tax course for one of these core courses: ACCT 8100, ACCT 8220, or ACCT 8230. Accounting prerequisites for these three courses will not be waived.
3. Students who complete a minimum of four tax classes may request (at the time they petition to graduate) to have the words "Tax Concentration" printed on their diploma.

• ACCT 8510 Tax Research and Procedure	3
• ACCT 8520 Corporate Tax and Shareholders	3
• ACCT 8530 Taxation of Flow-Through Entities	3
• ACCT 8550 Estate and Gift Taxation	3
• ACCT 8570 Selected Topics in Taxation	3

**Program Totals** (10 graduate courses) - **30**

**Program Totals** (10 graduate courses, 4 accounting prerequisites) - **42**

**Program Totals** (10 graduate courses, 4 accounting prerequisites, six business foundations) - **54**

**Core Offerings, ACCT 8990, and Electives:**

Students may join the MAcc in any semester; core and elective courses are offered as follows:

- \* Fall Semester – ACCT 8100, ACCT 8220, and ACCT 8400
- \* Spring Semester – ACCT 8230, ACCT 8990, and BLAW 8340
- \* Electives are typically offered once a year.

**Fast, Accelerated, and Self-Paced Tracks:**

Students may move through the MAcc program on the fast track, accelerated track, or self-paced track. These tracks include graduate classes only and assume all required business foundation courses and/or accounting prerequisites have been met.

*Fast Track* – Students who begin graduate classes in summer or fall could complete the program in one year (three semesters) if they complete the courses listed in these examples:

*Beginning summer:*

- Summer (2) Two electives
- Fall (4) ACCT 8100, ACCT 8200, ACCT 8400, one elective
- Spring (4) ACCT 8230, BLAW 8340, ACCT 8990, one elective

*Beginning fall:*

- Fall (4) ACCT 8100, ACCT 8200, ACCT 8400, one elective
- Spring (4) ACCT 8230, BLAW 8340, ACCT 8990, one elective
- Summer (2) Two electives



*Accelerated Track* – Students who begin graduate classes in spring could complete the program in one and one-half years (four semesters) if they choose the number of courses listed in these examples:

*Beginning spring:*

- Spring (4) ACCT 8230, BLAW 8340, two electives
- Summer (2) Two electives
- Fall (4) ACCT 8100, ACCT 8200, ACCT 8400, one elective
- Spring (1) ACCT 8990

*Or*

- Spring (3) ACCT 8230, two electives
- Summer (2) Two electives
- Fall (3) ACCT 8100, ACCT 8200, ACCT 8400
- Spring (2) BLAW 8340, ACCT 8990

*Self-Paced Track* – Students who prefer a self-paced track may take courses each semester that fit their schedule as long as the program is completed within the allotted six year time limit.

### 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.

**Business Foundation Course Descriptions:**  
(These six courses do not count toward the 30-credit hour degree requirements.)

#### **GBA 6101. Accounting Foundations. 2-0-2.**

This course will cover the fundamental concepts of managerial and financial accounting. Topical coverage will include financial statement analysis, financial decision making, the use of accounting information in managing a business, and managerial problem solving. NOTE: This course satisfies foundation requirements only.

#### **GBA 6102. Finance Foundations. 2-0-2.**

This course will cover the fundamental concepts of corporate and managerial finance. Topical coverage will include the time value of money, valuation of bonds and stocks, financial analysis, working capital management, capital budgeting, and capital structure. NOTE: This course satisfies foundation requirements only.

#### **GBA 6103. Statistics and Math Foundations. 2-0-2.**

This course will cover the basics of inferential statistics, math (principally algebra), and selected computer analysis software. Topical coverage will include the descriptive statistics,

inferential statistics including business-related hypothesis testing, college algebra fundamentals, and statistical tools for managerial problem solving and decision making. NOTE: This course satisfies foundation requirements only.

#### **GBA 6201. Economics Foundations. 2-0-2.**

This course will cover the basics of economics necessary to understand the micro- and macroeconomic environments of business. Topical coverage will include price/output relationships, income distribution and resource allocation mechanisms, socioeconomic systems, national income and employment, and money and banking systems. NOTE: This course satisfies foundation requirements only.

#### **GBA 6202. Management Foundations. 2-0-2.**

This course will cover the basics of management theory and practice. Topical coverage will include leadership, strategy, human resource management, business planning, and operations and service management. NOTE: This course satisfies foundation requirements only.

#### **GBA 6203. Marketing and Law Foundations. 2-0-2.**

This course will cover the fundamental concepts of business law, ethics, and environment, and the basic concepts of marketing. Topical coverage will include the Uniform Commercial Code (UCC), contracts, managerial and business ethics, the role of business in society, product planning, pricing, and promotional activities, marketing research, physical distribution, and product and customer support. NOTE: This course satisfies foundation requirements only.



## Accounting Prerequisites Course Descriptions:

(These courses do not count toward the 30-credit hour degree requirements. The prerequisites for each course are for graduate business students only.)

### ACCT 3100. Intermediate Financial Accounting & Auditing. 3-0-3.

*Prerequisite:* ACCT 2100 and ACCT 2200.

Focuses on problems and issues related to the collection, analysis, and reporting of external and internal information. Includes theory and applications in financial accounting and auditing within the framework of accounting as an information system.

### ACCT 3200. Concepts in Federal Taxation. 3-0-3.

*Prerequisite:* ACCT 3100 or equivalent.

Focuses on the fundamental principles and concepts applicable to tax liability determination and tax planning, including an introduction to tax research methodology.

### ACCT 3300. Accounting Information Systems. 3-0-3.

*Prerequisite:* ACCT 3100 or equivalent.

A continuation of accounting transaction processing concepts; internal controls and systems analysis and design.

### ACCT 4050. Intermediate Financial Accounting II. 3-0-3.

*Prerequisite:* ACCT 3100 or equivalent.

A continuation of intermediate financial accounting theory and applications, with a focus on detailed technical topics and specialized problems.

### ACCT 4150. Auditing and Assurance. 3-0-3.

*Prerequisite:* ACCT 3300 or equivalent.

A continuation of audit theory with a focus on specific applications to financial reporting. Also covers other types of attestation and assurance services with a focus on the concepts of risk, control, evidence, and ethics.

## Master of Accounting Course Descriptions:

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

*Prerequisite:* Admission to the MAcc program or ACCT 8000 and ACCT 4050 or their equivalents.

A study of financial accounting theory, including current and future business reporting 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. Issues in Managerial Accounting. 3-0-3.

*Prerequisite:* Admission to the MAcc program or ACCT 8000 or its 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:* Admission to the MAcc program or ACCT 8000 and ACCT 3300 or its 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 ACCT 8000 and ACCT 3300 or their equivalents.

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:* Admission to the MAcc program or ACCT 8000 and ACCT 3300 or their equivalents.

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. Seminar in Auditing. 3-0-3.

*Prerequisite:* Admission to the MAcc program or ACCT 8000 and ACCT 4150 or their equivalents.

A study of financial audits, assurance services, and internal audits. Emphasis is on current developments.

### ACCT 8510. Tax Research and Procedure. 3-0-3.

*Prerequisite:* Admission to the MAcc program or ACCT 8000 and ACCT 3200 or their equivalents.

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 Tax and Shareholders. 3-0-3.**

*Prerequisite: Admission to the MAcc program or ACCT 8000 and ACCT 3200 or their equivalents.*  
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: Admission to the MAcc program or ACCT 8000 and ACCT 3200 or their equivalents.*  
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 8550. Estate and Gift Taxation. 3-0-3.**

*Prerequisite: Admission to the MAcc program or ACCT 8000 and ACCT 3200 or their equivalents.*  
A study of federal estate and gift tax laws involved in inter vivos 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 8570. Selected Topics in Taxation. 3-0-3.**

*Prerequisite: Admission to the MAcc program or ACCT 8000 and ACCT 3200 or their equivalents.*  
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 ACCT 8000 or its equivalent and approval of instructor and department chair prior to registration.*  
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 MAcc program or ACCT 8000 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 MAcc program or ACCT 8000 and approval of instructor and department chair prior to registration.*  
Special projects for students who wish to pursue advanced work on a particular subject in a specialized area of accounting.

**ACCT 8990. Forensic Accounting. 3-0-3.**

*Prerequisite: Admission to the MAcc program or ACCT 8000 and completion of 12 hours of 8000-level graduate courses including ACCT 8100 and ACCT 8400 before registering for this course. Before registration, students must submit this online form: [http://coles.kennesaw.edu/gbo/grad\\_petition.htm](http://coles.kennesaw.edu/gbo/grad_petition.htm).*  
This course, which is offered in spring semester only, examines current issues in forensic accounting and fraud investigation, including the nature of fraud, who commits fraud, types of fraud (fraudulent financial reporting, asset misappropriation, etc.), fraud prevention, fraud detection, and fraud investigation / prosecution. The course is designed for graduate accounting students with strong backgrounds in financial accounting and auditing. The course will be taught in a seminar format with a great deal of interaction in class.

**BLAW 8340. Business Negotiation. 3-0-3.**

*Prerequisite: Admission to the MAcc program or ACCT 8000 or its equivalent.*  
This course immerses participants in negotiation and legal theories applicable to commercial and financial transactions, enterprises, and global business relationships. The focus is on negotiating business deals and ventures.



# Master of Business Administration Programs

*Kennesaw State University offers three MBA programs of study - Career Growth MBA, MBA for Experienced Professionals, and the WebMBA. All graduate and undergraduate programs at Kennesaw State University are fully accredited by AACSB International—The Association to Advance Collegiate Schools of Business-(<http://www.aacsb.edu>).*

## Mission Statement Michael J. Coles College of Business

The Coles College of Business strives to provide high quality, applied business education in a collegial, intellectually stimulating, and supportive learning and working environment. Committed to innovative pedagogy and continuous improvement, the college seeks to offer undergraduate and graduate programs of study that connect theory to practice, promote critical thinking, and engage students in active and collaborative learning. Predominantly serving working residents of metropolitan Atlanta and the broader Northwest Georgia region, we aspire to prepare our students

to provide effective and ethical business leadership in an increasingly complex, technologically sophisticated and interdependent world. We select and retain a diverse and talented pool of faculty and staff who uphold the professional standards of their respective disciplines. Consistent with our mission, Coles College faculty produce quality applied, discipline-based and learning and pedagogical scholarship. We treat individuals with integrity and respect. Faculty and staff are provided opportunities for training, development, and career enhancement.

Revised February 23, 2004

## Career Growth MBA

The Career Growth MBA is a professional degree providing a broad base of general business knowledge that prepares graduates 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 develop 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 constituents.

### General Requirements for Admission to the Career Growth MBA

Admission to the MBA program is granted to those persons showing high promise of success in graduate business study. The requirements for all applicants are:

- 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 500 on the Graduate Management Admissions Test (GMAT).
- Minimum of two years of significant business experience is strongly desired.
- When there is a conflict in the indicators 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. At a minimum, a professional résumé, two letters of recommendation and a personal statement of objectives will be required to determine the appropriateness of an exception.
- See additional requirements for international applicants on page 19.

### Transfer Credit

A student may transfer a maximum of nine semester hours of graduate courses 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 an institution accredited by AACSB at the time of transfer.
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 University.
5. The credit to be considered for transfer will not be more than six years old at the time the student enters KSU.

A request for consideration of transfer credit must be submitted to the MBA program director 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. Grades and hours earned in the business foundation courses are included in computing graduate grade point average. As and Bs are expected in all classes.

### Petition to Graduate

Each MBA student must petition to graduate at least one semester prior to completing program requirements. To request a petition, use this form: [http://coles.kennesaw.edu/gbo/grad\\_petition.htm](http://coles.kennesaw.edu/gbo/grad_petition.htm). The Graduate Business Office will prepare a petition and e-mail it to the student's KSU e-mail account. Directions on filing the petition with the Office of the Registrar are included.

### Admission Criteria for Non-Degree Student

The Career Growth MBA does not admit non-degree seeking students.

### Readmission to the Career Growth MBA

Any graduate student who has a break in attendance of one calendar year or more must apply for readmission to the MBA program. Students applying for readmission must meet all admissions criteria in place at the time of



readmission including minimum GPA and GMAT scores. The six-year time limit for degree completion applies.. For details on readmitting, see Readmission to Graduate

Study in the Graduate Admission section of this catalog. Complete the application at <https://www.applyweb.com/apply/ksu/menu.html>. Select "Create Your Account."

## Career Growth MBA

The Career Growth MBA program is made up of three course groupings – business foundation courses, core courses, and elective courses – for a total of 36 to 48 semester credit hours of graduate course work. All students complete 18 credit hours of prescribed core courses and 18 credit hours of elective courses. Some students, typically those without a bachelor’s degree in business, will have to complete up to 12 additional credit hours of foundation courses. Applicants admitted to the MBA program are advised in their acceptance letters which foundation requirements, if any, must be satisfied.

### Foundation Requirements:

Foundation requirements are the knowledge and skills of a broad set of business disciplines including accounting, business law, economics, finance, management, marketing, and statistics and math. Academic preparation in these disciplines is necessary prior to advanced study in business and accounting. A bachelor’s degree in business or accounting typically satisfies all foundation requirements. As an alternative, the Coles College of Business offers six two-credit-hour courses (for a maximum of 12 credit hours) that collectively satisfy these necessary courses. The course(s) required are determined for each student based on a thorough analysis of college transcripts showing prior academic course work. This table summarizes the business foundation requirements and options for satisfying them.

Foundation requirements are satisfied by successfully completing ...	... or by completing undergraduate course(s) with a grade of "C" or higher in ...	... which is the KSU equivalent of ...
GBA 6101-Accounting Foundations	Financial accounting and managerial accounting	ACCT 2100 and ACCT 2200
GBA 6102-Finance Foundations	Finance principles	FIN 3100
GBA 6103-Statistics and Math Foundations	Inferential statistics and algebra	ECON 2300 and MATH 1101
GBA 6201-Economics Foundations	Microeconomics and macroeconomics	ECON 2100 and ECON 2200
GBA 6202-Management Foundations	Management principles or organizational behavior	MGT 3100 or MGT 4160
GBA 6203-Marketing and Law Foundations	Marketing principles and business law and ethics	MKTG 3100 and BLAW 2200

Notes:

1. Undergraduate courses used to satisfy the foundation courses must be from an institution accredited in a manner acceptable to the Coles College of Business.
2. Foundation requirements must be satisfied at the beginning of the MBA program, typically within the first or second semester of study.
3. Creative scheduling enables students to complete six foundation courses in a single semester.



Courses are offered in fall and spring semesters only in sequential five-week segments. Two courses are offered the first five weeks of the semester, two in the middle five weeks, and two in the last five weeks.

4. Enrollment in 8000-level graduate courses is restricted until foundation requirements are met.
5. Grades and hours earned in the GBA foundation courses are included in computing graduate grade point average; however, none of the hours may be used to satisfy any portion of the core or elective requirements or to meet the 30-credit-hour minimum degree requirement.
6. Admission to the MBA, MAcc, or WebMBA program is required to enroll in these courses.
7. Students who are preparing to sit for the CPA exam and who do not have an undergraduate or advanced degree in business may choose to take the equivalent undergraduate business courses in order to meet the 24-hour minimum requirement of courses in business required by the CPA. (For undergraduate course numbers, see column three in the table above.)

**CORE REQUIREMENTS:**

**18**

Core requirements are the knowledge and skills of the common body of business that, collectively, are essential to managing and leading organizations. Core requirements are satisfied by

- (a) Completing any five of the following six courses: (See note 2 below)

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 Behaviors, Effectiveness, and Change	3
MKTG 8030	Strategic Marketing	3

Notes:

1. The remaining course not taken to satisfy the core may be taken to satisfy an elective requirement.
2. MBA students planning to take 8000-level accounting courses as electives must first take ACCT 8000.

**AND**

- (b) Completing the following course:

MGT 8999	Strategic Management: An Integrative, Capstone Experience	3
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Note: MGT 8999 is to be taken near or in the final semester of study. All 15 credit hours of other core courses and at least nine credit hours of elective courses must be completed prior to taking this capstone course. All students must request permission to register for MGT 8999. For permission to enroll, visit the Graduate Business Office web site at <http://coles.kennesaw.edu/gbo>. Complete and submit the Request for MGT 8999 form before priority registration begins for the semester in which enrollment is planned.

**ELECTIVE REQUIREMENTS:**

**18**

Elective requirements are the knowledge and skills of a generalized cross-section of business areas or of a more narrowly defined area of study. Students will select and complete 18 credit hours of elective courses that best fit their professional and personal goals. Any 8000-level elective (i.e., non-core) courses offered in the Coles College of Business may be selected.

Possible areas of study include, but are not limited to, accounting, business information systems, economics, entrepreneurship, finance, general management, human resource management, international business, marketing, and operations management.

The following parameters apply to MBA students who wish to take 8000-level accounting courses as their MBA electives: (See the Master of Accounting section of this catalog for more details.)

- Must complete ACCT 8000



- Must complete undergraduate accounting prerequisite courses for each 8000-level course
- May take ACCT 8990 as an MBA elective after completion of 12 hours (four 8000-level graduate courses) including ACCT 8100 and ACCT 8400
- May not use ACCT 8990 to satisfy MGT 8999

Students are advised to consider elective options early in their graduate studies and to make considered and deliberate choices. Academic advisors, faculty members, professional colleagues, mentors, and others are helpful resources to consider when choosing electives. Students are also encouraged to be flexible in their choices of electives due to evolving professional interests, course availability, or other influences that may emerge during the graduate experience.

A maximum of one business-relevant three-credit-hour course may be taken in a Kennesaw State University graduate program outside of the Coles College of Business with written permission from the director of the program and from the director of the Coles College graduate programs.

**Program Total:** (12 graduate courses) - **36**

**Program Total:** (12 graduate courses, six business foundation courses) - **48**

### 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.*

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. Note: This course may not be used in the MAcc program.

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

*Prerequisite: Admission to the Career Growth MBA program or ACCT 8000 and ACCT 4050 or their equivalents.*

A study of financial accounting theory, including current and future business reporting 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. Issues in Managerial Accounting. 3-0-3.**

*Prerequisite: Admission to the Career Growth MBA program or ACCT 8000 or its 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: Admission to the Career Growth MBA program or ACCT 8000 and ACCT 3300 or its 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 Career Growth MBA program or ACCT 8000 or its equivalent.*

An introduction to accounting 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: Admission to the Career Growth MBA program or ACCT 8000 or its 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. Seminar in Auditing. 3-0-3.**

*Prerequisite: Admission to the Career Growth MBA program or ACCT 8000 and ACCT 4150 or their equivalents.*

A study of financial audits, assurance services, and internal audits. Emphasis is on current developments.



**ACCT 8510. Tax Research and Procedure. 3-0-3.**

*Prerequisite: Admission to the Career Growth MBA program or ACCT 8000 and ACCT 3200 or their equivalents.*

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 Tax and Shareholders. 3-0-3.**

*Prerequisite: Admission to the Career Growth MBA program or ACCT 8000 and ACCT 3200 or their equivalents.*

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: Admission to the Career Growth MBA program or ACCT 8000 and ACCT 3200 or their equivalents.*

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 8550. Estate and Gift Taxation. 3-0-3.**

*Prerequisite: Admission to the Career Growth MBA program or ACCT 8000 and ACCT 3200 or their equivalents.*

A study of federal estate and gift tax laws involved in inter vivos 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 8570. Selected Topics in Taxation. 3-0-3.**

*Prerequisite: Admission to the Career Growth MBA program or ACCT 8000 and ACCT 3200 or their equivalents.*

An intensive study of selected topics of current interest, which might include, among others, advanced corporate taxation, state and local taxation, international 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 ACCT 8000 or its equivalent and approval of instructor and department chair prior to registration.*

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 ACCT 8000 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 ACCT 8000 and approval of instructor and department chair prior to registration.*

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

**ACCT 8990. Forensic Accounting. 3-0-3.**

*Prerequisite: Admission to the Career Growth MBA program or ACCT 8000 and completion of 12 hours of 8000-level graduate courses including ACCT 8100 and ACCT 8400.*

This course examines current issues in forensic accounting and fraud investigation, including the nature of fraud, who commits fraud, types of fraud (fraudulent financial reporting, asset misappropriation, etc.), fraud prevention, fraud detection, and fraud investigation/prosecution. The course is designed for graduate accounting students with strong backgrounds in financial accounting and auditing. The course will be taught in a seminar format with a great deal of interaction in class.

Note: MBA students may not substitute this course for MGT 8999.

**BISM 8450. Information and Organizations: A Managerial Approach. 3-0-3.**

*Prerequisite: Admission to the Career Growth MBA or MAcc program, and BISM 2100 or equivalent, or microcomputer proficiency.*

The course is designed for managers from all functional areas who need to (1) understand the role and potential contribution of information technology for their organizations; (2) understand the opportunities and threats posed by IT in contemporary competitive environments; and (3) understand the development, implementation and management of information technology in organizations and the resulting



issues that arise. The course will emphasize the strategic role that computer-based information systems now play in modern organizations and will explore how rapid advances in hardware and software technology are impacting business models, structures and processes within organization. The focus is on educating the manager/user on how information systems impact organizations and how organizations impact information systems. Students are equipped to understand the interplay between information technology strategy and organizational strategy.

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

*Prerequisite: Admission to the Career Growth MBA or MAcc program, and BISM 2100 or equivalent, or microcomputer proficiency.*

This course is designed to explore the business use of decision support systems (DSS) by managers and other knowledge workers and the intersection of these increasingly popular systems with the Internet and digital knowledge resources. Topics include managerial support and decision-making, knowledge management, executive decision support, artificial intelligence and group decision-making. The course will compare and contrast the role of technological and human management support systems and the potential synergy between the two. Among the practical questions taken up in the course are: How can managers become more deliberate about their own decision making and problem solving capacity? How do effective managers build knowledge-creating organizations that leverage and retain their innovative organizational members? How are effective decision support systems developed and implemented for management support. Instructional methods include lecture, group discussion, case analyses, and small group presentations.

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

*Prerequisite: Admission to the Career Growth MBA or MAcc program, and BISM 2100 or equivalent, or microcomputer proficiency.*

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.

**BLAW 8340. Business Negotiation. 3-0-3.**

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

This course immerses participants in negotiation and legal theories applicable to commercial and financial transactions, enterprises, and global business relationships. The focus is on negotiating business deals and ventures.

**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. An applied project will be incorporated.

**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 covering both theory and practice of the major financial issues facing non-financial corporations.

**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 6101. Accounting Foundations. 2-0-2.**

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

This course will cover the fundamental concepts of managerial and financial accounting. Topical coverage will include financial statement analysis, financial decision making, the use of accounting information in managing a business, and managerial problem solving. Note: This course satisfies business foundation requirements only.

**GBA 6102. Finance Foundations. 2-0-2.**

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

This course will cover the fundamental concepts of corporate and managerial finance. Topical coverage will include the time value of money, valuation of bonds and stocks, financial analysis, working capital management, capital budgeting, and capital structure. Note: This course satisfies business foundation requirements only.

**GBA 6103. Statistics and Math Foundations. 2-0-2.**

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

This course will cover the basics of inferential statistics, math (principally algebra), and selected computer analysis software. Topical coverage will include the descriptive statistics, inferential statistics including business-related hypothesis testing, college algebra fundamentals, and statistical tools for managerial problem solving and decision making. Note: This course satisfies business foundation requirements only.

**GBA 6201. Economics Foundations. 2-0-2.**

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

This course will cover the basics of economics necessary to understand the micro- and macroeconomic environments of business. Topical coverage will include price/output relationships, income distribution and resource allocation mechanisms, socioeconomic systems, national income and employment, and money and banking systems. Note: This course satisfies business foundation requirements only.

**GBA 6202. Management Foundations. 2-0-2.**

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



This course will cover the basics of management theory and practice. Topical coverage will include leadership, strategy, human resource management, business planning, and operations and service management. Note: This course satisfies business foundation requirements only.

**GBA 6203. Marketing and Law Foundations. 2-0-2.**

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

This course will cover the fundamental concepts of business law, ethics, and environment, and the basic concepts of marketing. Topical coverage will include the Uniform Commercial Code (UCC), contracts, managerial and business ethics, the role of business in society, product planning, pricing, and promotional activities, marketing research, physical distribution, and product and customer support. Note: This course satisfies business foundation requirements only.

**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 program 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 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 and 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. 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 8410. Organizational Communication. 3-0-3.**

*Prerequisite: Admission to the Career Growth MBA or MAcc program and BISM 2100 and MGT 3100, or their 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. Management Process Improvement. 3-0-3.**

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

This course introduces process improvement methodology to turn a business into a world class operation. The course begins with the process view for both service and manufacturing operations, and is broken into three phases. In the first phase, management of innovation and creativity problem solving (CPS) concepts are introduced. A thorough examination of CPS steps which consists of finding problem or opportunity, gathering information, generating solutions, and implementing solutions is performed. In the second phase, waste elimination techniques such as process mapping, kaizen event, manufacturing/office cells, mistake proofing, and quick changeover are introduced. In the third phase, in order to focus process improvement efforts, synchronous operations techniques such as bottleneck identification (weakest link) and management of bottleneck is presented.

**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. It 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; and 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 8900. Special Topics in Management and Entrepreneurship. 3-0-3. (repeatable).**

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

Selected contemporary topics in management and entrepreneurship of interest to faculty and students.

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

*Prerequisite: Completion of five graduate core and at least nine hours of electives and permission from the Graduate Business Office. This course is designed to be the final experience in the MBA programs.*

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: 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: BISM 2100 and MKTG 8030 or their 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: BISM 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.

**MKTG 8900. Special Topics in Marketing. 3-0-3. (repeatable).**

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

Selected contemporary topics in marketing and professional sales of interest to faculty and students.



## WebMBA

The WebMBA offers qualified and highly motivated students the opportunity to earn a Master of Business Administration (MBA) degree online through a consortium of five University System of Georgia institutions. The Coles College of Business and the other WebMBA participant school and colleges are accredited by AACSB International - The Association to Advance Collegiate Schools of Business (<http://www.aacsb.edu>).

### Program Description

The WebMBA is a professional degree providing a broad base of general business knowledge that prepares graduates 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, supervisors, and external constituents. The WebMBA program is cohort-based meaning that students who begin the program at the same time constitute a cohort. Each cohort progresses through the program together taking the same courses in the same sequence.

WebMBA admission is competitive with a limited cohort. Successful candidates typically have undergraduate grades and GMAT scores well above the general requirements noted below.

Two three-semester hour WebMBA courses are offered in each of the five consecutive 14-week semesters. Students must complete ten prescribed graduate business courses for a total of 30 credit hours plus a one-credit hour program orientation. Every course is not offered each semester, so students should

take courses in sequence, two courses per cohort, to complete the degree in five semesters. Course offerings will be announced at the WebMBA student orientation. (See the "Mandatory Orientation" section below for details.) For course descriptions, visit <http://www.webmbaonline.org>.

While extenuating career or life events may require a student to work closely with the program director to make any necessary adjustments, most students complete all 10 courses in five sequential semesters.

### General Requirements for Admission to the WebMBA

- 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 500 on the Graduate Management Admissions Test (GMAT).
- Minimum of two years of significant business related experience is strongly desired.
- 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. At a minimum, a professional résumé, two letters of recommendation and a personal statement of objectives will be required to determine the appropriateness of an exception.
- See additional requirements for international applicants on page 19.

### Transfer Credit

The program allows, but does not encourage, a maximum of six semester hours from an AACSB accredited graduate institution. 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 an institution accredited by AACSB at the time of transfer.



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 University.
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.

Students must submit a request for consideration of transfer credit to the program director during their first semester at KSU. The request must indicate the specific course(s) for which transfer credit is sought. An official transcript from the institution at which the course was taken and a course description from the catalog the year the course was taken must be submitted. A course outline may also be required.

### **KSU Course Substitutions**

The six-hour transfer-credit limit includes courses earned at KSU and courses completed at another institution. The KSU program director will advise on and have final authority on any requests to use KSU courses as substitutions for required WebMBA courses. While remaining flexible to work and life changes, the director typically encourages students to take the prescribed WebMBA courses to preserve the integrity of the overall learning experience.

### **Mandatory Orientation**

Students are required to attend a two-day, one-credit-hour orientation held on the Kennesaw State University campus. Any admitted student who does not attend is disqualified from continuing in the program. The orientation focuses on team building, program expectations, interaction with faculty and administrators, and hands-on learning with WebCT, the distance learning technology platform used in the program.

New students also have the chance to interact with students from other program cohorts. A second non-credit residential meeting, held concurrently with the orientation, is required for each student team. It consists of one day on which seasoned student teams or team representatives present special topics and demonstrate learned knowledge and skills and best practices.

### **Grades**

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

### **Petition to Graduate**

Each WebMBA student must petition to graduate at least one semester prior to completing program requirements. The student must contact the program director of the school to which they were admitted and request a petition to graduate. KSU students must visit <http://coles.kennesaw.edu/gbo> select "Current Student Intranet," and complete and submit the "Request for Petition to Graduate" form. The Graduate Business Office will prepare a petition and e-mail it to the student's KSU e-mail account. Directions on filing the petition with the Office of the Registrar are included.

### **Admission Criteria for Non-Degree Students**

The program does not admit non-degree seeking students.

### **Readmission to the WebMBA**

Any graduate student who has a break in attendance of one calendar year or more must apply for readmission to the WebMBA program. Students applying for readmission must meet all admissions criteria in place at the time of readmission and they must re-enter at the lock-step point in the program where they stopped attending previously. For details on readmitting, see Readmission to Graduate Study in the Graduate Admission section of this catalog.



## WebMBA

**Business Foundation Requirements**

Foundation requirements are the knowledge and skills of a broad set of business disciplines including accounting, business law, economics, finance, management, marketing, and statistics and math. Academic preparation in these disciplines is necessary prior to advanced study in business and accounting. A bachelor's degree in business or accounting typically satisfies all foundation requirements. As an alternative, the Coles College of Business offers six two-credit-hour courses that collectively satisfy these necessary courses. The course(s) required are determined for each student based on a thorough analysis of prior academic course work transcripts.

This table summarizes the business foundation requirements and options for satisfying them.

Foundation requirements are satisfied by successfully completing ...	... or by completing undergraduate course(s) with a grade of "C" or higher in ...	... which is the KSU equivalent of ...
GBA 6101-Accounting Foundations	Financial accounting and managerial accounting	ACCT 2100 and ACCT 2200
GBA 6102-Finance Foundations	Finance principles	FIN 3100
GBA 6103-Statistics and Math Foundations	Inferential statistics and algebra	ECON 2300 and MATH 1101
GBA 6201-Economics Foundations	Microeconomics and macroeconomics	ECON 2100 and ECON 2200
GBA 6202-Management Foundations	Management principles or organizational behavior	MGT 3100 or MGT 4160
GBA 6203-Marketing and Law Foundations	Marketing principles and business law and ethics	MKTG 3100 and BLAW 2200

## Notes:

- Undergraduate courses used to satisfy the foundation courses must be from an institution accredited in a manner acceptable to the Coles College of Business.
- Foundation requirements must be satisfied before beginning the WebMBA program.

**WebMBA COURSE REQUIREMENTS**

WMBA 1000	Orientation	1
WMBA Orientation	Team Presentations	0
WMBA 6000	Human Behavior in Organizations	3
WMBA 6010	Managerial Accounting	3
WMBA 6020	Managerial Communications	3
WMBA 6030	Global and International Business	3
WMBA 6040	Managerial Decision Analysis	3
WMBA 6050	Strategic Marketing	3
WMBA 6060	Managerial Finance	3
WMBA 6080	Management Information Systems	3
WMBA 6100	Productions and Operations Management	3
WMBA 6110	Business Strategy	3

**PROGRAM TOTAL: 31**



## WebMBA 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.

### **WMBA 1000. WebMBA Orientation. 1-0-1.**

The purpose of the WebMBA Orientation is to create a learning community to support student success throughout the WebMBA learning experience. Teams are formed and students obtain skills related to areas such as behavioral preferences, learning styles, interpersonal exchanges and managing differences, and developing operating agreements within team settings. Students and faculty share expectations and explore technology necessary to engage in on-line learning.

### **WMBA 6000. Human Behavior in Organizations. 3-0-3.**

An examination of the behavioral and structural factors affecting the performance of organizations including both micro and macro organizational issues. This course provides an overview of the field of organizational behavior with an emphasis on employing the human resources of the firm to achieve organizational performance. Topics include motivation, leadership, job satisfaction, selection, training, and the dynamics of teams.

### **WMBA 6010. Managerial Accounting. 3-0-3.**

This course will cover a wide range of topics that will emphasize the use of both internal and external data to enhance the decision-making skills of managers. Concepts covered will include an overview of the management accounting function within the organization, cost management and cost accumulation systems, planning and control systems, use of historical data in forecasting costs, and the use of accounting information in management decision-making. Case readings will be used to enhance students' critical thinking, problem solving, and communication skills.

### **WMBA 6020. Managerial Communications. 3-0-3.**

Designed to meet the needs of the practicing manager. Included are the internal and external communications carried out by managers in organizations and the organizational and human variables, which influence these communications. Included is the management of information systems. Communication styles of managers from different cultures are discussed.

### **WMBA 6030. Global and International Business. 3-0-3.**

This course is designed to provide the student with an understanding of how companies enter and operate in the global market. Additionally, students will learn how culture, politics, legal, and economic systems impact the marketing and trading of products in other countries. Students will develop an understanding of the business strategies and structures in the global arena, and will learn how managers interact and manage diverse groups.

### **WMBA 6040. Managerial Decision Analysis. 3-0-3.**

A study of advanced quantitative analysis techniques and their applications in business. Topics include game theory, decision analysis, forecasting, linear programming, transportation and assignment problems, network models, project management, queuing theory and market analysis.

### **WMBA 6050. Strategic Marketing. 3-0-3.**

This course provides a study of the strategic managerial aspects of marketing given the growth of E-Commerce. Topics focus on product, price, promotion, and place in the ethical planning, implementing, and controlling of marketing operations.

### **WMBA 6060. Managerial Finance. 3-0-3.**

A study of financial risk and return, capital budgeting, valuation, capital structure, working capital management, and current topics in financial management. This course is designed to develop a student's knowledge, analytical skills, and communication skills in the area of financial management. The student will be exposed to the reasons financial management is critical to the success of a business as well as to the tools that will enhance their managerial skills. Specifically, this course will give the student tools to analyze a company's financial position relative to the industry, apply time value of money concepts



to business cash flows, evaluate the acceptability of short-term and long-term financial decisions, understand the relationship between capital structure, risk, and the cost of capital, and improve communication skills.

**WMBA 6080. Management Information Systems. 3-0-3.**

A study of the effects of information technology on firms, industries, and the organization of work. This includes the development of strategies for corporate growth based on effective use and management of information technology, the analysis of business problems and relevant information systems solutions, and the use of IT to transform business processes and provide more effective management control and decision systems.

**WMBA 6100. Production and Operations Management. 3-0-3.**

This course is an introduction to the concepts, principles, problems, and practices of operations management. Emphasis is on managerial processes for achieving effective operations in both goods-producing and service-rendering organizations. Topics include operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management. The topics are integrated using a systems model of the operations of an organization.

**WMBA 6110. Business Strategy. 3-0-3.**

An integrative course designed to provide an executive viewpoint of strategy formation and management of an enterprise. The course teaches how to analyze complex business situations in order to determine a firm's strategies for long-run survival and growth in competitive markets. Participants will examine techniques for analysis of environmental conditions and trends, opportunities and threats, and resource strengths and limitations. Focus will be on developing plans and implementing and controlling those plans at both the strategic and operating level. Primary teaching method will use real-time case studies that cover policy formulation and administration. A strategy simulation will also be used. The point of departure for the course is top-and-middle management, where company-wide objectives are set and departmental policies and activities are coordinated.



## 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 applies 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.

- 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 500 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 applicants (see page 19).

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 \$45,000. This fee includes a nonrefundable deposit of \$500 which is due upon acceptance to the program. The remaining \$44,500 is prorated over the entire program. Meals, textbooks, notebook computer, lodging and meals at Opening Residency and 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 EMBA Office and request a petition. A petition will then be prepared and mailed to the student's home address.

### **Admission Criteria for Non-Degree Student**

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

## **MBA for Experienced Professionals**

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, all day Friday, 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.



**GBA 7005 (Variable 1-6 semester hours)****TEAM DEVELOPMENT AND ORIENTATION RESIDENCY**

*Prerequisites: Admission to MBA-EP 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 (Variable 1-9 semester hours)****ENTERPRISE/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 (Variable 1-11 semester hours)  
BUSINESS UNIT EXCELLENCE**

*Prerequisites: GBA 7010 -Enterprise/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 7026 (Variable 1-6 semester hours)**

#### **POLICY AND LEADERSHIP ISSUES IN ORGANIZATIONS AND INDUSTRIES RESIDENCY**

*Prerequisites: None*

#### DESCRIPTION

This residential course is designed to introduce the associates to industry specific policy issues. The retreat starts with a discussion of the leadership principles and practices needed to influence policy issues. The retreat concludes with a discussion of the organizational change issues associated with the potential policy changes. The Lotus Notes/Learning Space distance learning platform continues to be incorporated during this residency allowing faculty and associates the ability to share/exchange ideas and viewpoints garnered from the week’s activities.

### **GBA 7030 (Variable 1-9 semester hours)**

#### **PRODUCT/SERVICE EXCELLENCE**

*Prerequisites: GBA 7020 -Business Unit Excellence*

#### 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 BEST PRACTICES 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 7036 (Variable Credit Hours 1-6)**  
**BEST PRACTICES RESIDENCY**

*Prerequisites: None*

**DESCRIPTION**

This residential course is designed to provide associates a field study experience in industry specific business processes and best practices, focusing on organizations whose practices are recognized as "best in class." Associates prepare a field study portfolio to demonstrate an understanding of the role of the "best practice" in each organization. The Lotus Notes/Learning Space distance learning platform continues to be incorporated during this residency allowing faculty and associates the ability to share/exchange ideas and viewpoints garnered from the week's activities.

**Course Curriculum**

- Comparisons and contrasts among several major approaches to establishing a best practice
- Best practices reporting on at least three organizations
- Major implementation issues associated with developing a best practice
- Development and evolution of a best practice in an organization



- How best practice initiatives are integrated into organizational and business strategy
- Why a given best practice would not necessarily be effective for all organizations projects during the trip.

**GBA 7040 (Variable 1-9 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)**

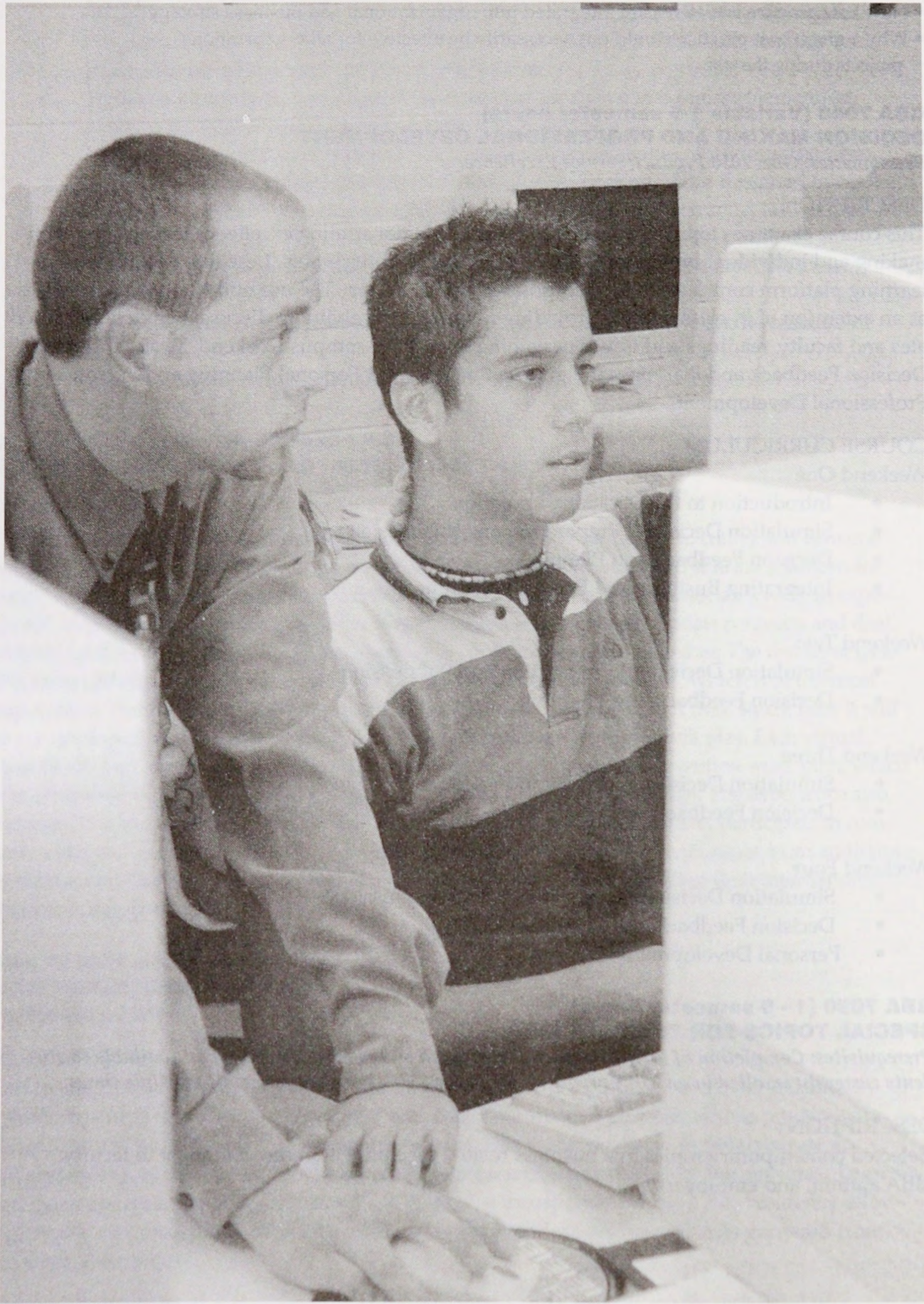
**SPECIAL TOPICS FOR THE POST MBA**

*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.







# 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 with coursework in the following areas: Software Architecture, Embedded Systems, Bio-Informatics, Software Engineering, Digital Game Design, Computing Systems, Robotics and A.I., Bio-Med Devices, Database Administration, Parallel & Distributed Systems, Distributed Object Technology. Through choice of electives, students may concentrate in one of five areas: Software Engineering and Architecture, Embedded Systems and Robotics, Distributed Computing, Bio-Med Computing, Digital Game Design, or students may choose electives from multiple areas. 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 are 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.

## Web-Based Instruction Delivery

Instruction is delivered both on campus and at a distance, using web-based technologies, allowing students to attend lectures on campus, or remote and live from work or home. All lectures are also recorded allowing students to view the archived lectures at their convenience. Real-time interaction between the students and professor will be supported using Voice-over-IP and online "chat" and application sharing.

## 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.



## Master of Science in Applied Computer Science

The Fall admission is available for students with computing industry experience and degrees in fields other than Computer Science, while the Spring admission requires a degree in a Computer Science or a closely related discipline.

### Fall Admission Requirements

1. An undergraduate degree from an accredited institution is required. Fall admission is open to various majors with appropriate backgrounds who can master the foundations, and is not restricted to undergraduate degrees in science and engineering, while the Spring admission requires a degree in a Computer Science or a closely related discipline.
2. Minimum cumulative undergraduate adjusted GPA of 2.75 on a 4.0 scale.
3. Experience in the computing industry is desired. This can include both part-time and full time experience.
4. Coursework in the following prerequisite foundations are required:
  - a. mathematics
  - b. physical science (basic electricity)
  - 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. Additional foundation-building courses are available and may be required in: basic electricity, computer architecture, and data structures and may be completed during the student's first two semesters.

5. Official GRE test scores. Although no specific minimum score is required, the applicant's GRE score will be considered in the competitive review process.
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 applicants must submit a TOEFL score .

### Spring Admission Requirements

Spring admission requires undergraduate degree in a computing field from an accredited institution. In general, an undergraduate degree in computer science, computer engineering or a technical information systems program is sufficient for Spring Admission.

### 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 complete a petition to graduate at least one semester prior to completion of program requirements. The petition will be reviewed by the MSACS director to ensure that all graduation requirements are being met, prior to submission to the KSU registrar's office.

## Financial Information for MSACS Program

### A. Premium Pricing

The MSACS Premium Program includes premium features that enrich the student's education with a variety of resources and experiences. The cost of the program is \$5000 per semester over five semesters for \$25,000 total. This tuition includes fees, books and class materials, access to lectures using distance learning technology, recorded lectures, a graduation banquet and hooding ceremony, and other premium features currently including: a laptop, PDA, digital logic lab kit including microprocessor and components, membership in the Association for Computing Machinery (ACM), and optional research project.

### B. Financial Aid

All MSACS 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.



**C. Fee Schedule and Deadlines**

Tuition is prorated over the length of the program, with a payment of \$5000 due on or before the first day of class for each of the five semesters.

**D. Payment of Fees**

Methods of Payment

Payment of this fee and the \$5000 semester tuition fee can be made by check or cash.

- Checks are sent to the Kennesaw State University, Bursar’s Office, 1000 Chastain Road, MB #0503, Kennesaw, GA 30144-5591.
- Cash payments must be made at the Cashier’s Window in the Student Center.

If Tuition is Paid by Company (Third Party Payment)

In most instances, a company will not pay tuition until after grades are assigned. To set up this method of payment, the student must request the company to send a Letter of Authorization the Bursar’s Office, Kennesaw State University, 1000 Chastain Road, Kennesaw, GA 30144-5591, at the beginning of the semester. The letter must include the following information:

- Student’s name and social security number for whom tuition will be paid;
- Semester for which tuition will be paid;
- Amount of tuition that the company will pay;
- Copy of page(s) from Human Resource Manual stating the tuition payment or reimbursement policy of that company.

At the end of the semester, the student is responsible for requesting from the registrar a verification request letter confirming the semester and the grade received for the courses. Payment from the company is due no later than 15 days after the beginning of the following semester. The student is responsible for any amount not covered by the company. Unpaid balances should be paid at the beginning of the semester. If the student cannot cover the cost at the beginning of the semester, a Promissory Note must be signed by the student indicating a specific date before the end of the current semester when the balance will be paid in full.

Any questions regarding payment of tuition should be directed to the Program Coordinator

in the Department of Computer Science and Information Systems, located in the Ann & John Clendenin Computer Science building, or telephone 770-423-6005.

**E. Refund Policy for Withdrawing from Classes**

The following refund policy is in effect:

- A. Students withdrawing within the first two weeks during which classes are held each semester, will receive a 70% refund less expenses already incurred.
- B. Students withdrawing from classes after the first two weeks but prior to or on the “last day to withdraw from classes” of a semester of classes will receive a 40% refund less expenses already incurred.
- C. Students withdrawing from classes after the “official last day to withdraw from classes” will receive no refund.

MSACS students are responsible for notifying the Director when they plan to withdraw from the program. A withdrawal Form must be filled out, signed by the student and delivered to the Registrar’s Office before a student is officially withdrawn from the class. A copy of this form and accompanying letter are sent to Student Accounts.

**Foundation Courses**

Students lacking formal preparation in selected areas may be required to complete one or more of the following computing foundation courses, based on admissions evaluation. 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 6009 Concepts in Computer Science 1 Hour**

An overview of the discipline of computer science, and exposition of our MSACS program’s “Applied” computer science orientation. Will also include a discussion of the expectations of the graduate student in the sciences. Lectures will also cover key and fundamental “great ideas” and innovations in the science of computing.



**CS 6001 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 6002 Computer Networking 1 Hour**

A study of basic networking methods, topologies, devices and technologies.

**CS 6003 Elementary Data Structures 1 Hour**

A study of elementary data structures including arrays, lists, and trees, along with simple methods for sorting and searching.

... C. Lee Schmale and Debra...  
 Tutor is provided over the length of the pro...  
 given with a payment of \$500 due on or before...  
 their 3-day grace period. After this grace period...  
 D. Payment of Fees...  
 Methods of Payment...  
 Payment of this fee and the \$200...  
 either fee can be made by check or cash...  
 • Checks are sent to the University State...  
 University Billing Office, 1000 Christian Road...  
 MIA 40112, Kansas City, MO 64114-2391...  
 • Cash payments may be made at the...  
 Cashier's Window in the Student Center...  
 ...  
 It is the student's responsibility to...  
 Payment...  
 In most instances, a company will not pay...  
 tuition and other expenses until the student...  
 set up this method of payment. The student...  
 must notify the company at least 30 days...  
 Authorization for the University of Kansas...  
 State University, 1000 Christian Road...  
 Kansas, MO 64114-2391. It is the student's...  
 the student. The letter must include the...  
 bank information...  
 • Student's name and social security number...  
 for whom tuition will be paid...  
 • Semester for which tuition will be paid...  
 • Amount of tuition and other expenses...  
 • Copy of payment form and authorization...  
 Manual setting the tuition payment...  
 neighborhood office of that company...  
 ...  
 At the end of the semester, the student...  
 responsible for the return of the...  
 for a verification of the return of the...  
 the semester and the year worked for the...  
 course. The report from the company is the...  
 later than 15 days after the beginning of the...  
 following semester. If the student is...  
 to any amount not covered by the...  
 United States should be paid at the...  
 ting of the semester. If the student...  
 cover the fee at the beginning of the...  
 for a 1-month grace period. After this...  
 student indicating a specific date for the...  
 end of the current semester. If the...  
 will be paid in full...  
 ...  
 Any questions regarding payment of tuition...  
 should be directed to the Program Coordinator...



# Master of Science in Applied Computer Science

Credit Hours

## FALL ADMISSION REQUIRED COURSEWORK

21

CS 8421	Computing Systems	3
CS 8422	Advanced Computing Systems	3
CS 8430	Object-Oriented Software Design	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

\* Courses common to both fall and spring admissions

## SPRING ADMISSION REQUIRED COURSEWORK

21

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 8990	Special Topics (taken one or more times)	3
CS 8635	Distributed Object Technology	3

Elective: Select one additional elective course from the list below

\* Courses common to both fall and spring semesters

## ELECTIVES (9 hours required)

9

Choose either:

CSIS 8570 BIO-MED Devices 3

or

CS 8625 High-Performance Computing 3

Choose either:

CSIS 8630 Database Administration 3

or

CS 8680 Digital Game Design 3

Choose either:

CS 8628 N-Tier Client-Server Systems 3

or

CS 8650 Introduction to A.I. and Robotics 3

or

CS 8670 BIO-Informatics 3

## APPLIED STUDIES (6 hours required):

6

Students will complete six hours of applied studies, which may include research, applied research, projects, professional certification, and professional conferences. Students must complete six hours of study in applied computer science topics:

CS 6940 Applied Project Planning 1

CS 8940 Directed Study 5

An applied research project requires a formal project proposal and plan, and must be approved by a faculty sponsor and by the program director prior to beginning work on the Directed Study hours.



**FULL-TIME STUDENTS**

In addition, students who need to be full-time for visa or other requirements may complete additional hours as arranged by the program director, at no additional cost.

**MSACS Course Descriptions****CS 6000. Concepts in Computer Science. 1-0-1.**

*Prerequisite: Admission to the MSACS program.*

An overview of the discipline of computer science, and exposition of the MSACS program's "Applied" computer science orientation. This course includes a discussion of the expectations of graduate students in the sciences. Lectures will also cover key and fundamental "great ideas" or innovations of the science of computers.

**CS 6001. 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 6002. Computer Networking. 1-0-1.**

*Prerequisite: Admission to the MSACS program.*

A study of basic networking methods, topologies, devices and technologies.

**CS 6003. 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 6810. Strategic Computing. 1-0-1.**

*Prerequisite: Admission to the MSACS program.*

Reading, lectures, and discussion on the changing reality of computing, computer science, and computing technology in the information age. This course exposes MSACS graduate students to the forces that are changing the computing industry and computing careers. Globalization and the internet have reduced barriers to international competition and the movement of technology jobs beyond our national borders. Strategic computing views computing technology as an infrastructure component, but also a competitive advantage for business firms and nations.

**CS 6820. Computing in the Global Economy. 1-0-1.**

*Prerequisite: Admission to the MSACS program.*

Reading, lectures, and discussion on the effect of globalization and the internet on computing and computing careers. Global competition is pressuring past assumptions about computing careers and the educational process of preparing graduates. This course exposes MSACS graduate students to these international forces that are changing the computing industry in the U.S.

**CS 6940. Research and Project Planning. 1-0-1.**

*Prerequisite: Admission to the MSACS program.*

Students in this course will develop a plan-of-study for completing the requirements for the Master of Science in Applied Computer Science to include a detailed plan for completing the five hours of applied studies required to graduate. Applied studies hours may be dedicated to research, applied projects, professional certifications and conference presentation and travel.

**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.

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 8430. Object-Oriented Software Analysis and Design. 3-0-3.**

*Prerequisite:* Admission to the MSACS program.

This course covers topics in Object-Oriented Software analysis, design, and development along with an introduction to the study of algorithms and data structures. Topics include basic analysis and design concepts; problem solving and programming with Java; and data structures.

**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 and completion of CS 6001, 6002, 6003.

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 and completion of CS 6001, 6002, 6003.

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 8570. BioMed Devices. 3-0-3.**

*Prerequisite:* Admission to MSACS program.

This is a survey and project/lab course that overviews current computing technologies embedded in biological and medical devices. Students work with a handful of technology implementations currently in use in the industry and complete a small prototype design.

**CS 8625. High Performance Computing. 3-0-3.**

*Prerequisite:* CS 8628, CS 8422, CS 8512.

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. Software Architecture. 3-0-3.**

*Prerequisite:* CS 8630.

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 8630. Database Administration. 3-0-3.**

*Prerequisite:* CS 8422.

An introductory course in database administration. Students will learn database theory, with hands-on applications.

**CS 8635. Distributed Object Technology. 3-0-3.**

*Prerequisite:* CS 8628 and CS 8532.

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 8650. Introduction to A.I. and Robotics. 3-0-3.**

*Prerequisite:* CS 8512.

This survey course covers topics in Artificial Intelligence and Robotics. A survey of AI methods and approaches from search methods to neural networks will include hands-on with expert systems. A robotics kit will be included to allow students to analyze, design, build, and test simple robotic systems.

**CS 8670. Introduction to Bio-Informatics. 3-0-3.**

*Prerequisite:* Admission to MSACS program.

Students will understand the theoretical data manipulation strategies fundamental to bioinformatics, and will examine the successful application domains and techniques. Students will apply their knowledge through programming and database exercises.

**CS 8680. Digital Game Design. 3-0-3.**

*Prerequisite:* Admission to MSACS program.

Introduction to computer game design and artificial intelligence for computer game playing,



with practical projects in game design for computers. The game design component will include graphics, human-computer interface design, real-time response programming and game strategy "intelligence". Students explore game design and programming using a software system and language compiler targeted for the standard personal computer.

**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 gathered by the student and submitted in one packet to the *MSCM Graduate*



*Director, Department of Political Science and International Affairs, Kennesaw State University, 1000 Chastain Road, MB# 2302 Kennesaw, GA 30144-5591:*

1. Application Form: A special MSCM information packet and application is available and can be requested by calling 770-423-6299 or from the website at [www.kennesaw.edu/pols/mscm](http://www.kennesaw.edu/pols/mscm).
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 800 on the General Test of the Graduate Record Exam (GRE) (verbal, quantitative ) and 3.5 on the Analytical Writing section of the General Test; 475 on the Graduate Management Admissions Test (GMAT); or 151 on the Law School Admission Test (LSAT). Test requirements may be waived for applicants who have earned an advanced degree. Scores which are still available under the scoring in effect prior to October 1, 2002, will continue to be considered for admission to the MSCM program.
4. Letter of Intent: An application letter that states the applicant's interest and goals for the MSCM and the potential use of the degree.
5. Résumé: A current résumé is required.
6. 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.
7. Immunization Requirement: see Graduate Admissions section - page 20 of this catalog.

Consideration is given to the applicant's academic record, test score, letters of recommendation, résumé, 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 résumé, 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**

See Academic Policies: Expectations for Satisfactory Level Student Performance in Graduate Catalog.

### **Petition to Graduate**

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

### **Financial Information and Assistance for MSCM Program**

#### **1. Premium Pricing**

The cost of the program is \$21,500, 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. NOTE: Insurance premiums associated with health insurance required by the University for all international students are not included in the cost of 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 \$5,000 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 \$5,000 semester tuition fee can be made by check or credit card (VISA, MasterCard or Discover).

**5. Refund Policy**

The MSCM policy states that 30% of the \$5,000 will be refunded, if a student withdraws before the semester deadline. No refunds will be given for withdrawing from classes after the following dates:

<u>Deadline for Fall 2005</u>	September 27
<u>Deadline for Spring 2006</u>	February 4
<u>Deadline for Summer 2006</u>	June 10
<u>Deadline for Fall 2006</u>	September 23

**Master of Science in Conflict Management**

**Credit Hours**

**CORE COURSES**

**36**

- CM 7200 Foundations and Theories of Conflict Management (7)
- CM 7205 Basic Mediation Skills (2)
- CM 7300 Critical Knowledge and Skills of Conflict Management (7)
- CM 7305 Advanced Conflict Management Skills (2)
- CM 7400 Conflict Management Research Methods (3)
- CM 7500 Conflict Management Systems Design (3)
- CM 7600 Study of a Specific Conflict Management Environment (3)
- CM 7700 The Practice of Conflict Management (7)
- CM 7705 Family Mediation Skills Training (2)

**PROGRAM TOTAL: 36**

**M.S. in Conflict Management**



## Conflict Management Course Descriptions

### **CM 7200. Foundation and Theories of Conflict Management. 7-0-7.**

*Prerequisite: Admission to MSCM graduate program or permission of program director.*

This course is designed to introduce students to the foundation and theories of 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, the ADR continuum, and negotiation theory.

### **CM 7205. Basic Mediation Skills. 2-0-2.**

*Prerequisite: Admission to MSCM graduate program or permission of program director.*

This course is designed to provide students with basic mediation training approved by the Georgia Office of Dispute Resolution for mediators handling court-referred or court-ordered cases.

### **CM 7300. Critical Knowledge and Skills of Conflict Management. 7-0-7.**

*Prerequisite: CM 7200.*

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 7305. Advanced Conflict Management Skills. 2-0-2.**

*Prerequisite: CM 7200; CM 7205.*

This course is designed to provide students with advanced conflict management skills, including an introduction to diversity awareness, ombudsing, co-mediation, facilitation, multi-party mediation, and train the trainer.

### **CM 7400. Conflict Management Research Methods. 3-0-3.**

*Prerequisite: CM 7200; CM 7300.*

This course is designed to introduce students to basic research methods used in the study of conflict. There is a particular emphasis upon methods to assess conflict and evaluation interventions designed to address conflict in a given environment.

### **CM 7500. Conflict Management Systems Design. 3-0-3.**

*Prerequisite: CM 7200; CM 7300; CM 7400.*

This course will prepare students to design a system to address conflict in the environment of an organization.

### **CM 7600. Study of a Specific Conflict Management Environment. 3-0-3.**

*Prerequisite: CM 7200; CM 7300; CM 7400; CM 7500.*

In this course the student chooses a specific environment for application of the knowledge and skills acquired through the academic and clinical components of the program. The study of a specific conflict environment provides the context for the student's fieldwork in the final semester of the MSCM program.

### **CM 7700. The Practice of Conflict Management. 7-0-7.**

*Prerequisite: 27 hours in graduate CM courses and approval of the program director.*

This course includes field study in a specific conflict environment chosen by the student with the guidance of the faculty. The student will analyze conflict in the chosen environment and, where appropriate, will make policy recommendations or design and plan implementation of intervention processes to address the conflict. The student will prepare an extensive written report of this analysis accompanied by an annotated bibliography.

### **CM 7705. Family Mediation Skills Training. 2-0-2.**

*Prerequisite: CM 7205.*

A forty-hour training clinic focusing on the content and skills specific to divorce and custody mediation and problems 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.



# 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 Professional Teacher Education Unit (PTEU) at Kennesaw State University is committed to developing expertise among candidates in initial and advanced programs as teachers and leaders who possess the capability, intent and expertise to facilitate high levels of learning in all of their students through effective, research-based practices in classroom instruction, and who enhance the structures that support all learning. To that end, the PTEU fosters the development of candidates as they progress through stages of growth from novice to proficient to expert and leader. Within the PTEU conceptual framework, expertise is viewed as a process of continued development, not an end-state. To be effective, teachers and educational leaders must embrace the notion that teaching and learning are entwined and that only through the implementation of validated practices can all students construct meaning and reach high levels of learning. In that way, candidates are facilitators of the teaching and

learning process. Finally, the PTEU recognizes, values and demonstrates collaborative practices across the college and university and extends collaboration to the community-at-large. Through this collaboration with professionals in the university, the public and private schools, parents and other professional partners, the PTEU meets the ultimate goal of assisting Georgia schools in bringing all students to high levels of learning.

The Bagwell College of Education offers the Master of Education (M.Ed.) degree with programs of study in Adolescent Education (4 - 12), Educational Leadership, Elementary and Early Childhood Education (P-5), and in Special Education (P-12). Certified teachers may apply for admission to pursue non-degree course work leading to endorsements or add-ons in Educational Leadership, English to Speakers of Other Languages (ESOL), Interrelated Special Education, Preschool Special Education, Reading and Teacher Support Specialist.

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 will 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 teachers and leaders who extend their understanding of the theoretical and methodological aspects of their disciplines and profession, who examine education and their teaching and leadership 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.

### **Collaborative Development of Expertise in Teaching and Learning**

The Professional Teacher Education Unit (PTEU) at Kennesaw State University is committed to developing expertise among candidates in initial and advanced programs as teachers and leaders who possess the capability, intent and expertise to facilitate high levels of learning in all of their students through effective, research-based practices in classroom instruction, and who enhance the structures that support all learning. To that end, the PTEU fosters the development of candidates as they progress through stages of growth from novice to proficient to expert and leader. Within the PTEU conceptual framework, expertise is viewed as a process of continued development, not an end-state. To be effective, teachers and educational leaders must embrace the notion that teaching and learning are entwined and that only through the implementation of validated practices can all students construct meaning and reach high levels of learning. In that way, candidates are facilitators of the teaching and learning process. Finally, the PTEU recognizes, values and demonstrates collaborative practices across the

college and university and extends collaboration to the community-at-large. Through this collaboration with professionals in the university, the public and private schools, parents and other professional partners, the PTEU meets the ultimate goal of assisting Georgia schools in bringing all students to high levels of learning.

### **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. Valid teaching certificate (clear renewable) in Middle Grades or Secondary Education in the concentration for which one is applying.
2. Official MAT or GRE scores. Although no minimum score is required, the applicant's GRE or MAT scores will be considered in the competitive review process.
3. A 1-2 page personal statement describing one's beliefs about education at the middle grades or secondary level and one's professional goals relative to the Master of Education in Adolescent Education degree.
4. Professional résumé documenting education, teaching experience, volunteer, and service accomplishments, and record of leadership.
5. Two letters of recommendation that address applicant's success in teaching and ability for success in graduate studies, and commitment to adolescent learners.
6. Official transcripts from all colleges/universities the applicant has attended showing evidence of a bachelor's degree with a minimum GPA of 2.75 from an accredited institution.
7. Completed graduate application with application fee.
8. International applicants (see page 19).

### 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.
5. no grades below "C "

### 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 research literature. Changes in classroom practice as well as in oneself are documented.



**Transfer Credit**

Graduate courses taken at other accredited institutions must be evaluated and approved by the program coordinator. 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 candidates must contact their department or the Office of the Registrar 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
<b>PROFESSIONAL SEQUENCE</b>		<b>18</b>
EDUC 7700	Reflective Inquiry	3
EDUC 7703	Advanced Studies of Middle Grades Learner	3
<i>or</i>		
EDUC 7702	Best Practices in Secondary Schools	3
EDUC 7705	Assessment and Evaluation	3
EDUC 7741	Educational Research	3
EDUC 7752	Multiple Literacies in Schools and Communities	3
EDUC 7797	Portfolio	3

### TEACHING FIELDS 15-18

**English/Language Arts (required courses):**

ENGL 7750	English Studies in Schools (3)
ENGL 7741	Technology & Media in English and Language Arts (3)
ENGL 7731	Language Studies in English (3)
ENGL 7735	Introduction to Composition Studies (3)



**Other selections from the following:**

- ENGL 7711 Multicultural Literature in English (3)
- 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)

**Mathematics**

- MATH 7700 Elementary Set Theory (3)
- MAED 7701 History of Mathematics (3)
- MATH 7712 Discrete Mathematics (3)
- MATH 7713 Statistics and Data Analysis (3)
- MATH 7714 Geometry from Multiple Perspectives (3)
- MAED 7715 Mathematical Problem Solving (3)
- MAED 7716 Math Studies (3)
- MATH 7717 Number Theory (3)
- MATH 7718 Functions and Analytic Techniques (3)
- MAED 7719 Technology and Mathematics (3)
- MAED 7751 Mathematics Teaching and Learning (3)

**Science**

- SCED 7750 Current Issues in Science Education (3)
- SCI 7726 Life Science (3)
- SCI 7727 Physical Science (3)
- SCI 7728 Earth Science (3)
- SCI 7729 Space Science (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)
- HIST 7740 Economy and Society (3)
- POLS 7705 Political Ideologies
- SSED 7750 Current Issues in Social Science Education (3)

**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 Admission to 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 résumé 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.
10. International applicants (see page 19).

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 Education is designed specifically for Accomplished Classroom Instructional Leaders. The program allows experienced classroom teachers in Elementary education (P-5) to earn a M.Ed. in 15 months while continuing their teaching career. Candidates complete 6 modules taught by full time graduate faculty and experienced school personnel. The program will be delivered in cohorts offered at centers in public schools as well as online. 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.

Throughout this program, candidates will be involved with distance learning, the use of modules, direct instruction, cohort planning, and individual projects all tied to school improvement plans. The final phase of the program will be the culmination of an enriching and rewarding learning experience. 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 classrooms.

### **FIRST PHASE: INTEGRATED INSTRUCTIONAL INQUIRY**

**(Total 9 semester hours)**

**1st Summer Semester**

#### DESCRIPTION

The first semester is designed as a time of instructional inquiry. As candidates develop new insights, they will explore the knowledge and skills of education, research and multiple assessment strategies, curriculum programs, and technology implementation for 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 educational research, assessment, curricula, and technology influences on student achievement in the situational context of their individual school sites and school improvement plans.

#### **ECE 7811 Inquiry: Educational Research and Multiple Assessment Strategies (3 semester hours)**

Through the exploration of quantitative and qualitative educational research, and the 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 that will be carried out through the M.Ed. program.



**ECE 7812 Inquiry: Best Instructional and Curricular Practices  
(3 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.

**Module II - Prerequisite: Completion of Module I**

Based on integrated inquiry learning in Module I, candidates will continue inquiry of technology strategies and skills and develop a prospectus using situational context to guide further study, action research as well as portfolio development.

**ECE 7814 Inquiry: Essentials of 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 build an integrated plan of utilizing technology for improving classroom teaching and student learning.

**ECE 7820 Prospectus and Portfolio Development for Achievement  
(1 semester hour)**

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 14 semester hours)**

**Fall and Spring Semesters**

**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.

**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 7830 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.



**ECE 7831 Research and Implementation in Classroom I  
(2 semester hours)**

Candidate will implement integrated models of instruction into action research, classroom teaching, and portfolio development for students' success in areas of language arts and social studies.

**ECE 7813 Inquiry: Diverse Environmental Influences on Achievement  
(1 semester hour)**

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

**Module IV - Prerequisite: Completion of Module III**

Candidates will continue their investigation, assessment and implementation of the redesigned prospectus to enhance student achievement. Candidate interactions will be focused on the interpretation of subject matter (Mathematics and Science), and the exploration, assessment and redesign of models of instruction.

**ECE 7840 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.

**ECE 7841 Research and Implementation in Classroom II  
(2 semester hours)**

Candidates will implement Integrated Modules of instruction focused on mathematics and science into action research, classroom teaching and portfolio development for student's success in the areas of mathematics and science.

**EDUC 7842 Multimedia Presentation and E-portfolio Development Skills  
(1 semester hour)**

This course focuses on the knowledge and skills of multimedia presentations and e-portfolio development for diverse learners. The course is designed to provide classroom leaders with advanced multimedia and Internet technology to enhance instructional presentation and develop e-portfolio, to improve classroom instruction, represent best practice, and impact positively on student achievements.

**THIRD PHASE: ACCOMPLISHED CLASSROOM INSTRUCTIONAL LEADER**

**(Total 9 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: - 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 7850 Prospectus and Portfolio Completion  
(6 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 - Prerequisite: Completion of Module V**

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

**ECE 7860 Accomplished Instructional Leader  
(3 semester hours)**

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 M.Ed. in Educational Leadership also offers a concentration in Technology Leadership to prepare leaders to model the routine, intentional, and effective use of technology and to lead effective technology programs in schools.

The M.Ed. in Educational Leadership 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 non-profit organizations.

### General Requirements for Admission to 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 the 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 résumé 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 two administrators
8. International applicants (see page 19).

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.

### Provisional Standing

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

1. cumulative grade point average between 2.5 and 2.75 (on a 4.0 scale) on all undergraduate and any graduate work completed
2. exceptional professional experience and a documented record of leadership activities
3. outstanding evaluations and statements of support from an administrator at the applicant's school



Candidates admitted to the M. Ed. program on a provisional basis may take a maximum of seven semester hours of graduate coursework in education and must earn grades of A or B in all coursework attempted. Upon completing the initial seven hours of coursework, with grades of B or better, and meeting any additional requirements previously established by the admission committee, a provisionally admitted candidate will be reviewed for admission to full standing in the degree program.

### **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.

### **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 schools and 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 National Professional Leadership Standards. A practicum accompanies the 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 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 (6 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.

**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 are 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 6797 Portfolio I (1 semester hour)**

Portfolio development is the capstone experience for the Master of Education in Educational Leadership and the Educational Leadership Add-on Programs. Participants work independently under the supervision of the program advisor. The foci of the course are on understanding the nature of portfolio, the National Professional Leadership Standards, and the procedures to be followed in the development and completion of a professional portfolio.

**MODULE 5-SEMESTER V: School Improvement Policies and Issues (5 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 6798 Portfolio II (2 semester hours)**

Portfolio development is the capstone experience for the Master of Education Program in Educational Leadership. Participants work independently under the supervision of the program advisor. The portfolio is outlined along the standards as required by the Interstate School Leaders Licensure Consortium (ISLLC). The purpose of the portfolio is to implement a systematic approach to problem solving and decision-making by requiring participants to reflect upon leadership knowledge, skills, theories and experiences acquired during their participation in the program.



## M.Ed. in Educational Leadership with a concentration in Educational Technology Leadership

The Master of Education Program in Educational Leadership with a concentration in Educational Technology Leadership prepares and develops administrators with an advanced level of expertise in educational technology to direct school improvement toward higher levels of student learning and achievement. It is designed for participants who have a T-4 Teaching Certificate. This program enables experienced educators to complete the Master's program in five semesters. Candidates will complete 32 hours of specialized course work taught by full-time graduate faculty and experienced technology specialists. The program will be delivered in cohorts offered in a blended format, both on campus and on-line.

This program will be delivered in five semesters through the use of direct instruction, on-line collaboration, cohort planning, and individual projects based on personal development plans formulated jointly by the participants and the Educational Leadership faculty. Practicum experiences can be arranged through Kennesaw State University's partnership with the Georgia Department of Education, Department of Education Educational Technology Centers, schools districts and universities. During the course of study, candidates will develop a personal, professional portfolio which will include all Educational Leadership Constituent Council (ELCC) Standards as well as National Educational Technology Standards for Administrators (NETS-A). At the conclusion of the program, candidates will possess the knowledge, skills, and dispositions necessary to lead schools to higher levels of technology implementation to support student learning.

### Semester I

#### **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 6755 Technology Leadership in Education (3 semester hours)**

This course is designed to develop educational technology leaders who are knowledgeable and skilled in technology leadership practices that improve student learning and school operations in PreK-12 schools. It addresses skills and competencies necessary for the support and assessment of national technology standards for teachers and administrators; technology planning (national technology plan, state technology plan, district/school technology plan); assessment and evaluation of technology initiatives; the change process as it applies to technology leadership; securing grants and establishing business partnerships and meeting the requirements of NCLB. This course will thoroughly examine issues and trends relevant to the field of educational technology.

#### **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.



## Semester II

### **EDL 6716 Curriculum & Instructional Leadership (3 semester hours)**

This course focuses on the role educational leaders play in improving the teaching and learning process by the examination of systemic curriculum and teaching reform. 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 6765 Productivity & Professional Practice for Leaders (3 semester hours)**

This course prepares educational leaders to apply technology to enhance their professional practice and to increase their productivity. Candidates will become competent users of information and technology tools common to information-age professionals. Emphasis is placed on computer operations, presentation and communication tools, manipulation, interpretation, and analysis of data as well as the management of Internet resources. Concept mapping, web editing, and project planning are also included.

## Semester III

### **EDL 6760 21<sup>st</sup> Century Teaching & Learning (3 semester hours)**

This course examines the role of educational leaders to identify, use, evaluate, and promote appropriate technology to enhance and support curriculum, instruction and assessment that lead to high levels of student achievement. It is designed to immerse school leaders in a technology-rich environment and prepare them to facilitate an instructional program that integrates 21<sup>st</sup> century skills and promotes relevant, authentic, and meaningful tasks for students. Candidates will apply current research and instructional design principles to the design, management, and evaluation of a 21st century learning environment. This course also prepares candidates to facilitate high quality professional learning at their school.

### **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.

## Semester IV

### **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 are 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 6797 Portfolio I (1 semester hour)**

Portfolio development is the capstone experience for the Master of Education in Educational Leadership and the Educational Leadership Add-on Programs. Participants work independently under the supervision of the program advisor. The foci of the course are on understanding the nature of portfolio, the National Professional Leadership Standards, and the procedures to be followed in the development and completion of a professional portfolio.



## Semester V

### **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 6770 Educational Technology Support, Management & Operations (3 semester hours)**

This course examines the role of leadership to support and manage technology in order to maximize student learning and increase the efficiency of school operations. It is designed to examine the technical aspects of building-related technologies including, but not limited to, desktop/laptop computers, wired and wireless networks, various instructional, administrative and technical software, and Internet technologies. This course will explore different models of technology support and present ideas on how to support technology effectively through teams of teachers, students, parents, and school system personnel. In addition, the course will address emerging technologies and their potential uses in education.

### **Elective:**

#### **EDL 6900 Special Topics (varies, 1-9)**

This individually designed course will examine advanced topics in educational leadership and/or educational technology emphasizing the students' area of specialty.



## M.Ed. in Special Education

Candidates for the M.Ed. in Special Education are admitted in cohort groups beginning each summer. The cohort serves to maximize acquisition of skills and collaborative interaction. The requirements for the M.Ed. in Special Education may be met by completing an approved program of 36 semester hours of graduate work, including preparation and presentation of a portfolio during the final semester of study.

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

The M. Ed. in Special Education program admissions committee will consider the items below when making its recommendation to the graduate school regarding an applicant's admission to the program. Therefore, applicants are encouraged to take the opportunity through the items below to document their strengths, writing skills, and goals in furthering their education. All materials must be submitted to be considered for the program.

1. Valid Georgia certificate (clear renewable) in a teaching field
2. Official transcripts from all colleges/universities an applicant has attended showing evidence of a bachelor's degree with minimum GPA of 2.75 from an accredited institution
3. Proof of completion of courses in Human Growth & Development, Teaching of Reading, and Education of Exceptional Students
4. Official GRE scores. No minimum score is required, but the applicant's GRE scores will be considered in the review process.
5. Professional résumé documenting education, teaching experience, volunteer, and service accomplishments, and record of leadership
6. Two letters of recommendation that address applicant's success in teaching and ability for success in master's degree studies
7. Personal statement of goals for professional development (form available)

8. A 1-2 page Teaching Experience Essay outlining and reflecting on a significant teaching event that has personal meaning for you (form available in application packet)
9. Completed graduate application with application fee
10. 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 US degree or number of years toward completion, and grade point average equivalents are required (see page 19).

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

### 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 in March for admission to cohort beginning in the summer 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. 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. in provisional standing may take at least six, but no more than twelve, semester hours of graduate coursework in education and must earn grades of A or B in all coursework attempted in the candidate's M.Ed. program recommended by the program admission committee. Upon completing the initial hours of course work, with grades of B or better, and meeting any additional requirements established by the program 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 submit a 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 of EXC 7790 and presentation of a professional portfolio. (See SPE portfolio handbook).

### Portfolio

A portfolio serves as a permanent record of the candidate's professional growth while working toward a Master of Education in Special 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. Portfolio assignments are integrated in each course syllabus. 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 research literature. Changes in classroom practice as well as in oneself are documented. Impact on student achievement is documented. Candidates enroll in a capstone course (EXC 7790) to support development of a portfolio and presentation during the candidate's final semester of study.



## 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, curriculum and instructional methods for students with disabilities
- Assessment, documentation, communication and accommodations for students with disabilities
- Ethical services for students with disabilities from preschool to adulthood
- Collaborative structures serving students with disabilities

The program uses a cross-categorical model that 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 in Special Education program. Applicants must demonstrate they have met competencies in human growth and development, teaching students with exceptionalities, and teaching reading. **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
<b>PROFESSIONAL SEQUENCE</b>		<b>15</b>
EXC 7700	Teacher as Researcher: Data-Based Decision Making	3
EXC 7735	Current Trends and Legal Issues	3
EXC 7770	Psycho-neurological and Medical Issues in Special Education	3
EXC 7780	Collaborative Practices	3
EXC 7790	Documenting Professional Growth	3
<b>TEACHING FIELD</b>		<b>18</b>
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



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

**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, curriculum, and instructional methods for students in inclusive settings
- Assessment, documentation, communication and accommodations 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 that 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 (Early Childhood or Special certification is required for Preschool/Special Education) and meet the general admission requirements for the Master of Education in Special 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.

**PROFESSIONAL SEQUENCE (required of all candidates)**

**Credit Hours  
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) 9**

**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 (ESOL)**

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

**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.



## Education Add-On Programs

Kennesaw State University offers graduate level add-on programs in Special Education for the experienced teacher. Programs are offered in the fields of Interrelated Special Education, Preschool Special Education, English to Speakers of Other Languages (ESOL), Educational Leadership, Reading, and Teacher Support Specialist for candidates holding a valid teaching license. Each of these programs *meets the Georgia Professional Standards Commission standards. All programs are fully accredited by the National Council for Accreditation of Teacher Education (NCATE).*

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. Candidates for the Preschool/Special Education add-on program must be fully certified in special education (P-12) or Early Childhood Education. Applicants for special education add-on programs must demonstrate they have met competencies in human growth and development, teaching children with exceptionalities, and teaching reading. Candidates are admitted in cohort groups and take courses with the cohort group to maximize acquisition of skills and interaction with each other.

### 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 six three credit hour courses; two one-hour practicum courses; and one portfolio course.

		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 Policy and Legal Perspectives	3
EDL 6797	Portfolio I	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 two building administrators. 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**

## Interrelated Add-On Program

The program uses a 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. 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.

		Credit Hours
<b>PROFESSIONAL SEQUENCE</b>		
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
<u>or</u> 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**

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	Reading Theory and Applications	3
EDUC 7717	Reading Assessment and Instruction	3
EDUC 7718	Reading Strategies for the Content Fields (K-12)	3

**PROGRAM TOTAL: 9**

**Teacher Support Specialist**

The Teacher Support Specialist endorsement prepares certified teachers to supervise student teachers assigned to their classrooms and to serve in the role of mentor peer coach. The program includes an on-campus course in supervision for student teaching and internship under the direction of Kennesaw State University faculty completed in the teacher's classroom. To qualify for admission, applicants must have at least three full 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 Hour
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.**

*Prerequisite: Admission to the M.Ed. program.*

A seminar for masters level students in Adolescent 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 7702. Best Practices in Secondary Schools. 3-0-3.**

*Prerequisite: Admission to graduate studies in education.*

With a focus on the adolescent/young adult learner, this course focuses on preparing expert teacher-leaders to implement research-based best practices of exemplary secondary schools. Course provides extensive examination of learning theories and their application to diverse secondary classrooms. Current renewal and reform initiatives in American high schools are examined in depth with the aim of preparing expert teacher-leaders for collaborative roles in their school and district.

### **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 7705. Assessment and Evaluation. 3-0-3.**

*Prerequisite: Admission to graduate studies in education.*

This course focuses on planning, constructing, analyzing, and applying educational assessment to document student performance for instructional and accountability purposes. Specific topics include guidelines for the development

of traditional assessment questions, including the use of multiple-choice questions to measure critical thinking and problem-solving skills; guidelines and rubrics for the development and scoring of performance, writing and portfolio assessments; assessing affective outcomes; describing, analyzing and refining data to improve assessment; and the application and interpretation of standardized norm and criterion-referenced measures. Additionally, attention will be paid to multicultural assessment procedures and concerns relevant to external assessment programs.

### **EDUC 7706. Motivation. 3-0-3.**

*Prerequisite: Admission to graduate studies in education.*

This course examines current theoretical and motivational research findings that stress the role of dispositional values in motivation. Six main theories (expectancy-values, attribution, social cognitive, goal, intrinsic, and achievement) will provide a foundation of specialized knowledge of this topic. Additionally, teacher candidates will apply specific motivational principles and research to educational settings to support all students' development of a positive disposition for learning. Teacher candidates will also examine how motivation is contextually facilitated or constrained by various classroom characteristics and socio-cultural factors. Finally, teacher candidates will examine school-level factors and external school reform efforts and their potential for influencing teacher and student motivation.

### **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 7755. The Knowledgeable Teacher: Reflective Practice. 3-0-3.**

*Prerequisite: Professional teaching certificate.*

This on-line course is appropriate for educators who are interested in pursuing their National Board Certification or for those educators who are interested in becoming more reflective practitioners. Emphasis will be placed on the National Board for Professional Teaching Standard's for each teacher's particular certificate area. The course meets the requirements for National Board pre-candidates as established by the Professional Standards Commissions.

**EDUC 7761. Characteristics of Gifted Children. 3-0-3.**

*Prerequisite: Admission to M.Ed. 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 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 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 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.*

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 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 6716 Curriculum & 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 by the examination of systemic curriculum and teaching reform. 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 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. Organizational and Financial Resources. 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. Educational Policy and Legal Perspectives. 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 6735. Ethics of Educational Leadership. 3-0-3.**

*Prerequisite: Admission to M. Ed. program in Educational Leadership or graduate Educational Leadership Add-On Certification program.*



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 6740. Multicultural and International Education. 3-0-3.**

*Prerequisite:* : Admission to M. Ed. program in Educational Leadership or graduate Educational Leadership Add-On Certification program.

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. 3-0-3.**

*Prerequisite:* : Admission to M. Ed. program in Educational Leadership or graduate Educational Leadership Add-On Certification program.

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 6755 Technology Leadership in Education 3-0-3.**

*Prerequisite:* Admission to M.Ed. program in Educational Leadership or graduate Educational Leadership certification program.

This course is designed to develop educational technology leaders who are knowledgeable and skilled in technology leadership practices that improve student learning and school operations in PreK-12 schools. It addresses skills and competencies necessary for the support and assessment of national technology standards for teachers and administrators; technology planning (national technology plan, state technology plan, district/school technology plan); assessment and evaluation of technology initiatives; the change process as it applies to technology leadership; securing grants and establishing business partnerships and meeting the requirements of NCLB. This course will thoroughly examine issues and trends relevant to the field of educational technology.

**EDL 6760 21<sup>st</sup> Century Teaching & Learning 3-0-3.**

*Prerequisite:* Admission to M.Ed. program in Educational Leadership or graduate Educational Leadership certification program.

This course examines the role of educational leaders to identify, use, evaluate, and promote appropriate technology to enhance and support curriculum, instruction and assessment that lead to high levels of student

achievement. It is designed to immerse school leaders in a technology-rich environment and prepare them to facilitate an instructional program that integrates 21<sup>st</sup> century skills and promotes relevant, authentic, and meaningful tasks for students. Candidates will apply current research and instructional design principles to the design, management, and evaluation of a 21st century learning environment. This course also prepares candidates to facilitate high quality professional learning at their school.

**EDL 6765 Productivity & Professional Practice for Leaders 3-0-3.**

*Prerequisite:* Admission to M.Ed. program in Educational Leadership or graduate Educational Leadership certification program.

This course prepares educational leaders to apply technology to enhance their professional practice and to increase their productivity. Candidates will become competent users of information and technology tools common to information-age professionals. Emphasis is placed on computer operations, presentation and communication tools, manipulation, interpretation, and analysis of data as well as the management of Internet resources. Concept mapping, web editing, and project planning are also included.

**EDL 6770 Educational Technology Support, Management & Operations 3-0-3.**

*Prerequisite:* Admission to M.Ed. program in Educational Leadership or graduate Educational Leadership certification program.

This course examines the role of leadership to support and manage technology in order to maximize student learning and increase the efficiency of school operations. It is designed to examine the technical aspects of building-related technologies including, but not limited to, desktop/laptop computers, wired and wireless networks, various instructional, administrative and technical software, and Internet technologies. This course will explore different models of technology support and present ideas on how to support technology effectively through teams of teachers, students, parents, and school system personnel. In addition, the course will address emerging technologies and their potential uses in education.

**EDL 6797. Portfolio I. 1 semester hour.**

*Prerequisite:* : Admission to the M.Ed. program in Educational Leadership or Add-on program of Educational Leadership.

Portfolio development is the capstone experience



for the Master of Education in Educational Leadership and the Educational Leadership Add-on Programs. Participants work independently under the supervision of the program advisor. The foci of the course are on understanding the nature of portfolio, the Interstate School Leaders Licensure Consortium (ISLLC) standards, and the procedures to be followed in the development and completion of a professional portfolio.

**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.

**EDL 6900 Special Topics (varies, 1-9)**

*Prerequisite:* : Admission to the M.Ed. program in Educational Leadership or Add-on program of Educational Leadership.

This individually designed course will examine advanced topics in educational leadership and/or educational technology emphasizing the students' area of specialty.

**EDL 6998. Portfolio II. 2 semester hour.**

*Prerequisite:* : Completion of EDL 6797.

Portfolio development is the capstone experience for the Master of Education Program in Educational Leadership. Participants work independently under the supervision of the program advisor. The portfolio is outlined along the standards as required by the Interstate School Leaders Licensure Consortium (ISLLC). The purpose of the portfolio is to implement a systematic approach to problem solving and decision-making by requiring participants to reflect upon leadership knowledge, skills, theories and experiences acquired during their participation in the program.

## 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 pro-social 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. Multi-disciplinary 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: Permission of department chair.*

This course provides support for Master of Education in Special Education candidates in completing and presenting their electronic professional portfolio to document their professional growth in alignment with the KSU Conceptual Framework. Candidates organize reflections about their growth including: highlighting pivotal KSU learning experiences, reflecting on changes in practice, integrating research and practice, and relating these to impact on student learning. Outcomes will include an electronic portfolio and a multi-media presentation summarizing the portfolio and is to be completed at least three weeks prior to the date of graduation.



**EXC 7950. Directed Study. 1-9.**

*Prerequisite: Admission to graduate studies in education and permission of advisor, instructor, and department chair.*

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

**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. (Regular 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 7740. Economy and Society. 3-0-3.** *Prerequisite: Admission to graduate studies in education.*

This course will examine major themes in the history of economic thought. Students will read selected works by and about the major theorists and their times and consider teaching applications for engaging adolescents and young adults in understanding and responding to economic theory and content.

**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 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 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, Pythagorean 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 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 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.

### **MAED 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.

**MAED 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.

**MAED 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

**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 7751. 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.

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

*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 a number of specialization opportunities including: e-Business Systems, Information Security, and Systems Administration. Each of these specializations prepares graduates for employment within niches of the IT profession experiencing critical shortages of employees.

## General Requirements for Admission to the MSIS Program

MSIS program admissions requires:

- Baccalaureate degree from an institution accredited in a manner accepted 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 score of 500 on the Graduate Management Admission Test (GMAT) with a minimum score of 30 in the verbal category, 30 in the quantitative category and 3.0 in the analytical writing category.  
OR
- Minimum score of 400 in the verbal and 400 in the quantitative categories and 3.0 in the analytical writing category on the General Test of the Graduate Record Examination (GRE). (Applicants submitting scores for the GRE taken prior to October 1, 2002, must submit a minimum score of 400 in each of the verbal, quantitative, and analytical portions of the 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 applicants (see page 19).

### Non-Degree Admission

The MS in Information Systems program does not admit students as non-degree, nor are non-degree students allowed to enroll in MS Information Systems courses.

### 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 schedule an appointment in order to complete the petition. Applicants should meet with 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. Should the student select this option, each course must be completed with a "B" or better, and may only be attempted twice at KSU;
- The student may take special MSIS-prep courses through Continuing Education scheduled each May.
- 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
- Programming skills
- Familiarity with systems analysis and design methodologies
- Experience using relational or object-based database management systems



# Master of Science in Information Systems

All MSIS graduates will complete the Core Requirements (24 hours) and four elective courses (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. The elective coursework may include a Collaborative Studies elective taken outside the department, at the approval of the program director. All coursework will focus on the integration of IS theory into practice.

**Credit Hours**

## CORE REQUIREMENTS

**24**

The Informatics course must be completed in the student's first semester of coursework. The IS Policy and Strategy course should be completed in the student's final semester of work.

IS 8005	Informatics (Must be completed in student's first semester in MSIS)	3
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 - should be taken in the students last semester in the MSIS)	3

## ELECTIVES

**12**

Students must select four courses from the following list of approved electives. Students may select no more than three (3) hours of coursework from outside the department.

IS 8110	Information Security Administration (3)
IS 8112	Information Security Technologies (3)
IS 8120	Human-Computer Interface and Design (3)
IS 8130	Query Languages (3)
IS 8622	Network Implementation and Security (3)
IS 8625	Networking Protocols (3)
IS 8628	Internetworking Technologies (3)
IS 8722	e-Business Systems Strategy (3)
IS 8724	e-Business Technologies (3)
IS 8726	e-Business Systems Solutions (3)
IS 8822	Information Systems Integration (3)
IS 8825	Current Issues in Systems Administration (3)
IS 8826	Information Systems Services (3)
IS 8900	Special Topics in Information Systems (3)
IS 8910	Special Projects in Information Systems (3)
IS 8916	Cooperative Study in Information Systems (3)
IS 8918	Internship in Information Systems (3)

Collaborative Studies Elective: Students may select no more than three (3) hours of coursework from outside the department. Contact the MSIS program director for a listing of approved courses.



**RECOMMENDED CONCENTRATIONS**

Candidates for the Master of Science in Information Systems may coordinate their elective courses to form one of the following specialty concentrations.

**I. e-Business Systems**

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
- IS 8724 e-Business Technologies
- IS 8726 e-Business Systems Solutions
- An elective from the approved listing

**II. Information Security**

The graduate with a concentration in Information Security will complete coursework and projects emphasizing the protection of the confidentiality, integrity, and availability of information while in transmission, storage, or processing through the applications of policy, education, and training, and technology.

- IS 8110 Information Security Administration
- IS 8112 Technical Aspects of Information Security
- and TWO from the following list:
  - IS 8622 Network Implementation and Security
  - IS 8628 Internetworking Technologies
  - IS 8724 e-Business Technologies
  - An elective from the approved listing

**III. 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, inter operability issues, and training of end-users.

- IS 8822 Information Systems Administration
- IS 8825 Current Issues in Systems Administration
- IS 8826 Information Systems Services
- An elective from the approved listing

**PROGRAM TOTAL: 36**



## MSIS Course Descriptions

### IS 8005. Informatics. 3-0-3.

*Prerequisite: Full admission to the MSIS program or permission of the program director.*

This course will provide students with a study of the application of computer and statistical techniques to the management of information, and the science and art of turning data into information. This course requires the student to further refine technical research and authoring skills, report writing and presentations, computer-based statistical analyses and information organization and presentation. This course is required of all MSIS students in their first semester.

### 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: MSIS 8005.*

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: MSIS 8005.*

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 Administration. 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 8112. Information Security Technologies. 3-0-3.

*Prerequisite: IS 8040.*

Detailed examinations of the application of technical controls to protect the confidentiality, integrity and availability of information and information assets. Includes tools, techniques and technologies in the protection of information from internal and external threats. Topics covered include: firewall configurations, hardening operating systems, intrusion detection systems and virtual private networks.

### 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 8130. Query Languages. 3-0-3.**

*Prerequisite: IS 8080.*

This course will provide students with in-depth understanding of SQL from the Oracle perspective. Additional topics will include SQL\*Plus and PL/SQL. Objectives for the course will be organized around the Oracle certification exam for SQL and PL/SQL. The class will include a hands-on lab.

**IS 8622. Network Implementation and Security. 3-0-3.**

*Prerequisite: IS 8040.*

Design, implementation and security of small-scale computer networks that support the organization's applications. Contemporary commercial systems will be evaluated and installed. Administration, maintenance, and security issues are explored.

**IS 8625. Networking Protocols. 3-0-3.**

*Prerequisite: IS 8040.*

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 8628. Internetworking Technologies. 3-0-3.**

*Prerequisite: IS 8040.*

This course examines the integration of Local Area Network (LAN) and Wide Area Network (WAN) networking environments. The course also addresses key protocols, hardware, software and networking components. Topics include: router and switch operations, Internet gateway and firewall configuration, client/server systems and internetworking security.

**IS 8722. e-Business Systems Strategy. 3-0-3.**

*Prerequisite: Admission to the MSIS program or permission of the graduate 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: Admission to the MSIS program or permission of the graduate program director.*

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: Admission to the MSIS program or permission of the graduate program director.*

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 8005.*

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 and the MSN in Advanced Care Management and Leadership Program are professional degree programs that build on the background of experienced registered nurses to prepare to function as advanced caregivers in a variety of leadership roles in the emerging world of collaborative health care.

Housed in the WellStar College of Health and Human Services, the MSN programs maintain close community ties with a variety of health care agencies and providers.

## General Requirements for Admission to the MSN Programs

MSN admission requires:

1. Baccalaureate degree in nursing from a nationally accredited institution with a satisfactory GPA of at least 3.0.
2. 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.

3. Current RN licensure in the state of Georgia.
  4. A minimum combined total score of 800 in the verbal and quantitative categories and a minimum 3.5 in the analytical writing category on the General Test of the Graduate Record Examination. (Applicants submitting scores for the GRE taken prior to October 1, 2002, must submit a minimum total score of 1350 on the verbal, quantitative, and analytical portions of the GRE.)
  5. A formal statement of personal goals for the program not to exceed one typed page.
  6. An undergraduate physical assessment course.
  7. An undergraduate research course.
  8. International Applicants (see page 19).
- 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 director's office.

## MSN WellStar Primary Care Nurse Practitioner

The WellStar Primary Care Nurse Practitioner Program is fully accredited by CCNE, the Commission of College Nursing Education and is fully approved by the Georgia Board of Nursing. This professional degree 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.

**Credit Hours****COURSE DESIGNATION CORE COURSES****14**

NURS 7715	Professional Advanced Practice Role Development and Health Care Issues	2
NURS 7725	Health Care Theory	2
NURS 7735	Advanced Health Assessment, Health Maintenance, and Health Promotion	4
NURS 7745	Research Applications and Outcome Evaluations in Advanced Practice	2
NURS 7755	Pharmacology for Advanced Practice Nursing	2
NURS 7765	Pathophysiology for Advanced Practice Nursing	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	4



NURS 8852	Corequisite: NURS 8805 or NURS 8815 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**

## WellStar Primary Care Nurse Practitioner Course Descriptions

### **NURS 7715. Professional Advanced Role Development and Health Care Issues. 2-0-2.**

*Prerequisite: Admission to MSN Program.*

Within this course, role theory, change theory, and leadership theory as they apply to advanced practice nursing are examined. The issues related to the role of the advanced practice nurse in today's health care environment are explored. Ethical and legal decision-making processes are investigated. The standards and regulations governing advanced practice nursing are examined.

### **NURS 7725. Health Care Theory. 2-0-2.**

*Prerequisite: Admission to MSN Program or permission of the program director.*

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

### **NURS 7735. 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. Health promotion, risk screening, and disease prevention are emphasized while clinical strategies and interventions are critiqued utilizing research and theoretical data. A clinical practicum provides experiences in health promotion and maintenance allowing students to develop their assessment, interpretive, and diagnostic competencies.

### **NURS 7745. Research Applications and Outcome Evaluations in Advanced Practice. 2-0-2.**

*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, data analysis, and outcome evaluation for relevant problems encountered by the advanced practice nurse. Both quantitative and qualitative methods are examined. Students will critique relevant studies in an area of interest and develop a proposal related to a topic in their specific area of interest.

### **NURS 7755. Pharmacology for Advanced Practice Nursing. 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 enhancing the knowledge necessary to improve client care outcomes.

### **NURS 7765. Pathophysiology for Advanced Practice Nursing. 2-0-2.**

*Prerequisite: Admission to MSN Program or permission of the program director.*

This course is designed to provide the experienced professional nurse with advanced content concerning normal and abnormal human physiologic responses to pertinent pathophysiologic conditions. Emphasis is placed on the clinical manifestations of these conditions may successfully intervene in a variety of 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.



## MSN in Advanced Care Management and Leadership

The MSN in Advanced Care Management and Leadership, a 40 semester hour cohort program prepares the experienced professional registered nurse to practice in a variety of leadership positions in the ever changing health care environment. Grounded in clinical practice and guided by health care theory and research, this advanced practice nurse will demonstrate an in-depth understanding of complex clinical problems as well as possessing the knowledge and skills to manage and improve client care.

### Credit Hours

#### **COURSE DESIGNATION CORE COURSES 14**

NURS 7715	Professional Advanced Practice Role Development and Health Care Issues	2
NURS 7725	Health Care Theory	2
NURS 7735	Advanced Health Assessment, Health Maintenance, and Health Promotion	4
NURS 7745	Research Applications and Outcome Evaluations in Advanced Practice Nursing	2
NURS 7755	Pharmacology for Advanced Practice Nursing	2
NURS 7765	Pathophysiology for Advanced Practice Nursing	2

#### **AREA OF CONCENTRATION 13**

NURS 7770	Advanced Care Management Models I	1
NURS 7775	Advanced Care Management Models II	1
NURS 7780	Ethics of Leadership for Advanced Practice Nursing	2
NURS 7785	Health Policy and Finance	2
NURS 7790	Innovative Teaching Strategies in Advanced Care Management	2
NURS/CM 7791	Seminar in Principles of Conflict Management for Advanced Practice Nursing	1
NURS/GBA 6150	Research Applications and Outcome Evaluations in Advanced Practice Nursing	4

#### **RESIDENCY 13**

NURS 8860	Advanced Care Management Leadership Practicum I	3
NURS 8861	Advanced Care Management Leadership Practicum II	4
NURS 8862	Advanced Care Management Leadership Practicum III	4
NURS 8863	Advanced Care Management Leadership Project	2

**PROGRAM TOTAL: 40**



## Advanced Care Management and Leadership Course Descriptions

### **NURS 7715. Professional Advanced Role Development and Health Care Issues. 2-0-2.**

*Prerequisite: Admission to MSN Program.*

Within this course, role theory, change theory, and leadership theory as they apply to advanced practice nursing are examined. The issues related to the role of the advanced practice nurse in today's health care environment are explored. Ethical and legal decision-making processes are investigated. The standards and regulations governing advanced practice nursing are examined.

### **NURS 7725. Health Care Theory. 2-0-2.**

*Prerequisite: Admission to MSN Program or permission of the program director.*

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

### **NURS 7735. 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. Health promotion, risk screening, and disease prevention are emphasized while clinical strategies and interventions are critiqued utilizing research and theoretical data. A clinical practicum provides experiences in health promotion and maintenance allowing students to develop their assessment, interpretive, and diagnostic competencies.

### **NURS 7745. Research Applications and Outcome Evaluations in Advanced Practice. 2-0-2.**

*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, data analysis, and outcome evaluation for relevant problems encountered by the advanced practice nurse. Both quantitative and qualitative methods are examined. Students will critique relevant studies in an area of interest and develop a proposal related to a topic in their specific area of interest.

### **NURS 7755. Pharmacology for Advanced Practice Nursing. 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 enhancing the knowledge necessary to improve client care outcomes.

### **NURS 7765. Pathophysiology for Advanced Practice Nursing. 2-0-2.**

*Prerequisite: Admission to MSN Program or permission of the program director.*

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

### **NURS 7770. Advanced Care Management Model I - Assuming a Leadership Role. 1-0-1.**

*Prerequisite: NURS 7735. Corequisite: NURS 8860.*

This is part one of a two-part course. Part I focuses on the advanced care management of individuals and populations in an acute care or other appropriate setting. Principles of advanced care management including clinical pathways and care mapping in the managed care environment are emphasized.

### **NURS 7775. Advanced Care Management Model II - Assuming a Leadership Role. 1-0-1.**

*Prerequisite: NURS 7770. Corequisite: NURS 8861.*

This is part two of a two-part course. Part II continues to focus on the advanced care management of individuals and populations in the acute care or other appropriate setting. Emphasis is placed on clinical outcomes, documentation, and evaluation in the managed care environment. Each student develops a proposed advanced care management model.

### **NURS 7780. Ethics of Leadership for Advanced Practice Nursing. 2-0-2.**

*Prerequisite: Admission to the MSN program or permission of the program director.*

This course engages the student in exploration of the ethical and legal frameworks, theories, and



applications that relate to leadership, management, and decision-making in health care organizations. Case analysis and presentation will be used to emphasize the student's ability to identify ethical and legal problems and work with others to resolve them.

**NURS 7785. Health Policy and Finance. 2-0-2.**

*Prerequisite: Admission to the MSN program or permission of the program director.*

This course is designed to provide the practice nursing student with an overview of the factors involved in understanding the current state of health care policy in the United States. Various methods of health care financing, organization, role of government in health care, and an historical perspective will be explored. Issues such as access, the roles of health care providers, primary care, and organizational structures will be discussed.

**NURS 7790. Innovative Teaching Strategies in Advanced Care Management. 2-0-2.**

*Prerequisite: Admission to the MSN program or permission of the program director.*

This course is designed to assist the in understanding the development and implementation of educational courses, seminars, workshops, or community programs for staff, students, clients, or community members. The content will focus on classroom, clinical, and online settings. The student will consider several best practice strategies as well as the use of technology to enhance or present content. A course or a workshop that may be used in a practice setting will be developed.

**NURS 8860. Advanced Care Management Leadership Practicum I. 3-9-3.**

*Prerequisite: NURS 7735. Corequisite: NURS 7770.*

This course consists of an introductory practicum with a preceptor/site identified as being appropriate for the student's area of interest and approved by the faculty. Advanced care management skills are the focus of the course with students analyzing and evaluating clinical care models and participating in their implementation in the delivery of client care. The theory component emphasizes case study presentation and critique. or present content. A course or a workshop that may be used in a practice setting will be developed.

**NURS 8861. Advanced Care Management Leadership Practicum II. 4-12-4.**

*Prerequisite: NURS 8860. Corequisite: NURS 7775.*

This course is a continuation of the practicum experience with appropriate preceptors/sites. Advanced practice management skills continue to be the focus of the course with greater expertise an expectation. The case study methodology and critique is continued.

**NURS 8862. Advanced Care Management Leadership Practicum III. 4-12-4.**

*Prerequisite: NURS 8861. Corequisite: NURS 8863.*

A continuation of the practicum experience in which students synthesize all elements of their advanced care management skills in the implementation of clinical care models in a variety of appropriate settings. Competence in advanced care management is an expectation.

**NURS 8863. Advanced Care Management Leadership Project. 2-6-2.**

*Prerequisite: NURS 7745. Corequisite: NURS 8862.*

This course is a experience that provides the student with the opportunity to synthesize and apply acquired knowledge and skills in a focused project related to the role of the advanced practice nurse in advanced care management. The student identifies a problem/need and designs a project that will enhance care management in a selected practicum site.

**NURS/GBA 6150. Analytical Business Applications and Leadership Skills for Advanced Practice Nursing. 4-0-4.**

*Prerequisite: Admission to the MSN program or permission of the program director.*

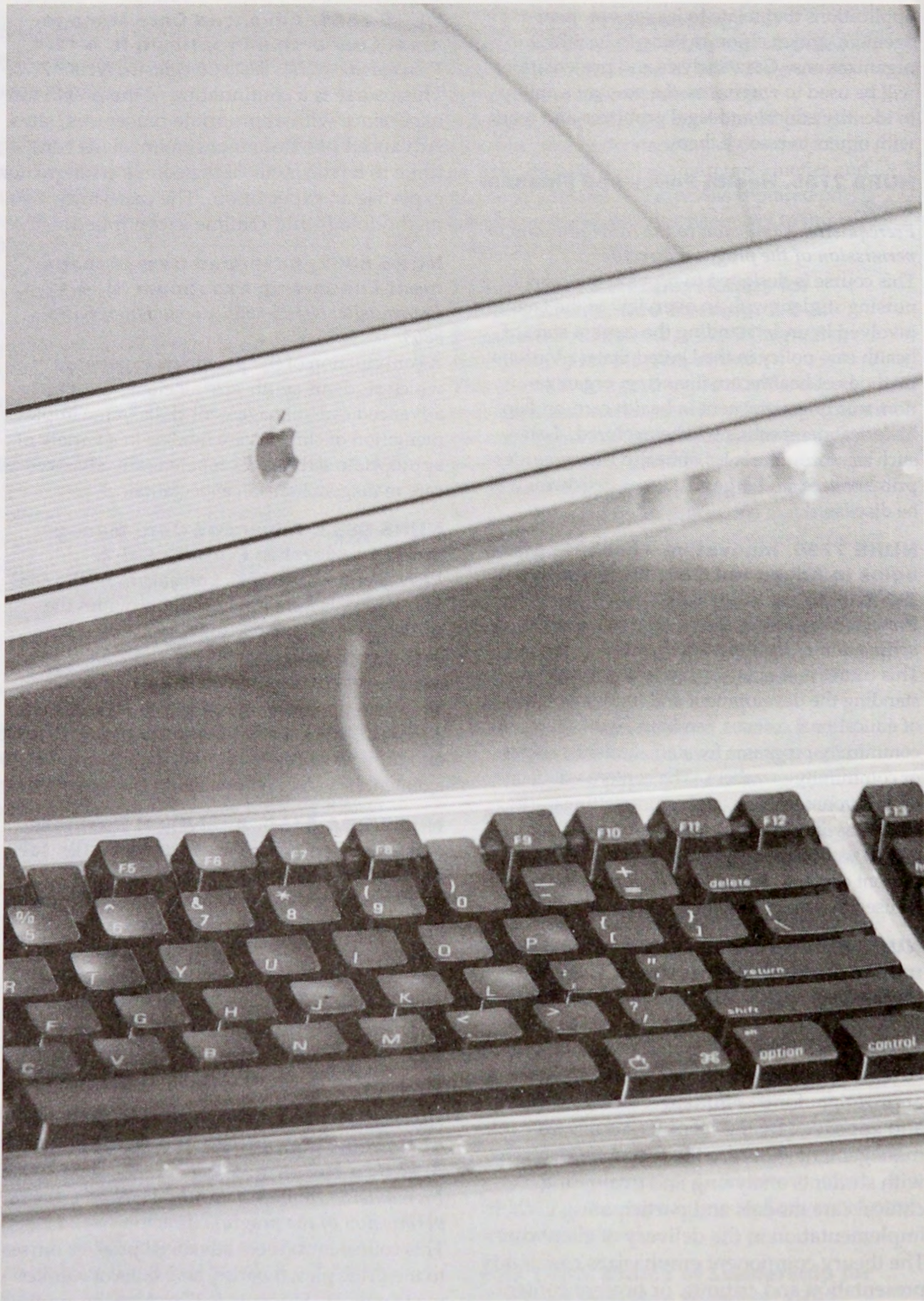
The course provides the advanced practice nurse with foundation business knowledge and analytical skills needed in the economic environments of health care organizations. The focus is on the skills needed for the successful creation, distribution, and management of health care services.

**NURS/CM 7791. Seminar in Principles of Conflict Management for Advanced Practice Nursing. 1-0-1.**

*Prerequisite: Admission to the MSN program or permission of the program director.*

This course introduces advanced practice nurses to the principles, theories, and skills of conflict management. Students will explore the application of these concepts and skills to health care issues, including patient care, patient safety, and the creation of a workplace environment that supports quality care.







# 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 grade point average.
2. A minimum total score of 800 (verbal and quantitative) and a minimum 3.5 (analytic writing) on the General Test of the Graduate Record Examination (GRE); or a minimum of 1350 (verbal, quantitative, and analytical); or a minimum of 550 verbal score. The GRE requirement is waived for applicants who have earned an advanced degree.



The following items should be submitted to: MAPW Graduate Director, English Department, Kennesaw State University, 1000 Chastain Road, Kennesaw, GA 30144-5591.

3. An application letter that states the applicant's goals for the MAPW program and a rationale for the choice of concentration and support areas.
4. Three copies of representative writing samples from both the concentration and the support areas, not to exceed 25 pages.
5. A letter of recommendation is optional.
6. International applicants (see page 19).

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](http://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, see Graduate Certificate Programs section of this catalog.



## 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

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 6850: Web Content Development  
 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 6760: 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 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. MAPW CAPSTONE PROJECT**

**6**

The MAPW Capstone project is designated as a thesis, portfolio or practicum and 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 capstone proposal, the candidate works under the direction and advice of two faculty members to produce the project. The candidate must submit the capstone project at least two weeks before either 1) a discussion about the project with the faculty committee, or 2) a public presentation about the project or a reading from the project for an audience of faculty and peers. The candidate will consult with the capstone committee chair and committee member about which option to choose.

PRWR 7960    MAPW Capstone Project

**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 research methods specific to each field as well as those that cut across all three concentrations. The course provides the necessary foundation of knowledge, skills, and practice—through a variety of readings on contemporary issues and through discussion, critique, and application of research methodologies—for students to complete MAPW requirements and course work within their concentration and support areas.

**PRWR 6100. Readings for Writers. 3-0-3.**

*Prerequisite: Admission to 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 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 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, 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. Web Content Development. 3-0-3.**

*Prerequisite: Admission to the MAPW program or permission of the graduate program director.* Study and practice in writing and development of Web content for multiple, diverse audiences in commercial areas, such as e-business, public relations, and advertising; in public service organizations, including nonprofit and government organizations; and in the area of personal and career development. Students will create their own professional e-portfolio and develop Web content for a commercial, nonprofit, or public organization. Course topics will include site architecture, visual rhetoric, audience analysis, collaboration with graphic designers to create Web pages, ethics, accessibility for disabled users, corporate intranet design, and international considerations.

**PRWR 6860. Intercultural Communication in Context. 3-0-3.**

*Prerequisite: Admission to the MAPW program, 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 7960. MAPW Capstone Project. 1-6 credit hours.**

*Prerequisite: Completion of 27 credit hours in the MAPW program and at least four courses in the concentration; approval of capstone committee.*

A project designated as a thesis, portfolio or practicum and 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 capstone proposal, the candidate works under the direction and advice of two faculty members to produce the project. The candidate must submit the capstone project at least two weeks before either 1) a discussion about the project with the faculty committee, or 2) a public presentation about the project or a reading from the project for an audience of faculty and peers. The candidate will consult with the capstone 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 non-profit and public organizations throughout the greater Northwest Georgia region.

The Master of Public Administration program is formally accredited by National Association of Schools of Public Affairs and Administration (NASPAA).

## General Requirements for Admission to the MPA Program

MPA Program admission requires:

1. A baccalaureate degree from an accredited college or university with at least 2.75 grade point average;
2. A minimum combined score of 900 on the verbal and quantitative portions with a 3.5 minimum score on the analytical writing section of the General Test of the Graduate Record Examination (GRE) or a combined score of 450 on the Graduate Management Admissions Test (GMAT). International students must also provide satisfactory TOEFL scores. (Students submitting scores for the GRE taken prior to October 1, 2002, must submit a minimum combined score of 1350 on the verbal, quantitative, and analytical portions of the Graduate Record Examination);



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	Human Resource Management in Public Service
PAD 6500	Policy Analysis (required for the regional policy and administration concentration)
<u>or</u>	
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.



**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 following:

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

**Community Services/Nonprofit Administration**

Required:

- PAD 7100 Philanthropy 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 and Ethics 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 and Ethics 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. Human Resource Management in Public Service. 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. Philanthropy 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 7230. Local Governance and City Management. 3-0-3.**

*Prerequisite:* Admission to graduate study.

This course will cover the common practices and problems of local government administrators and city managers, with special attention to the complex environment of and interrelations in the metropolitan and regional setting. It will explore the relationship between politics and administration and between city and county managers and their multiple constituencies.

**PAD 7250. Leadership and Ethics 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 and ethical practices. Emphasis will be on ethical 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 dis-



cussed 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 7390. Public Financial Management. 3-0-3.**

*Prerequisite:* PAD 6350.

Public Financial Management is a sequel to the public budgeting course. Public finance is the study of where and how governments acquire resources. Taxes, fees, charges, debt concepts, and public finance theories are explored with an emphasis on actual government problem solving.

**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 300 hours on site during the term (approximately 20 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 administrations.

**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.



# Master of Social Work

The Master of Social Work program is designed to prepare students for entry level professional practice in social work. Upon graduation, students are eligible for the License Master of Social Work (LMSW) and they may also pursue further clinical supervision requirements to become a Licensed Clinical Social Worker (LCSW). In addition, students interested in becoming a certified addiction counselor have the opportunity to take specialized courses in the area of addictions. The MSW program also offers a specialization in child welfare.

The MSW program is currently in candidacy for full accreditation by the Council on Social Work Education (CSWE). When the accreditation process is completed, all students entering the program while in candidacy will be considered graduates of a CSWE accredited social work program.

Students who satisfy the advanced standing admission requirements may qualify for the advanced standing MSW program.

## General Requirements for Admission

MSW Program admission requires:

1. A 3.0 GPA in the last 60 hours of undergraduate upper-division level courses and a 1000 combined score on the GRE.
2. Applicants must possess a liberal arts background, including preferences (not required) for social sciences, psychology, statistics, and content in the physiological basis for human behavior. Humanities courses are also recognized as important.
3. Demonstrated work experience in the human service sector, through volunteer work, employment, or internships is desirable.
4. Applicants must have strong positive recommendations from three sources capable of assessing readiness for graduate work.
5. Demonstrated eagerness to learn and the requisite interpersonal skills and talent for social work practice.

## Advanced Standing Admission Requirements

MSW Advanced Standing admission requires:

1. Applicants must have earned a Bachelors of Social Work (BSW) degree from a



(Advanced Standing Admission Requirements - cont'd)

Council on Social Work Education (CSWE) accredited undergraduate program within the last five year. This requirement will not be waived.

2. A minimum 3.2 GPA over the last 60 hours of undergraduate study and a 1000 combined score on the GRE.
3. Demonstrated work experience in the human service sector, through paid, volunteer and internship experiences.
4. Applicants must have positive and strong recommendations from three sources who are capable of assessing the candidate to the effect that the candidate is ready for graduate work, is eager to learn, and has evidenced the requisite interpersonal skills and talent for social work practice.

### Non-Degree Admission

Students classified as non-degree students are not permitted to enroll in the Master of Social Work program.

### Transfer Credit

Students enrolled in the Master of Social Work program will not be given credit for courses taken at other institutions.

### Grades

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

### Petition to Graduate

MSW candidates must petition to graduate at least one semester prior to completion of their degree requirements. Petition to graduate forms are available in the program director's office.

## Master of Social Work

The Master of Social Work program is made of five areas—foundation courses, advanced clinical practice, specialized areas, elective courses, and the fieldwork component. The following is a brief description of each area:

1. **Foundation Courses (Blocks 1 and 2)** - designed to introduce the student to the field of social work and provide a firm foundation to professional training.
2. **Advanced Clinical Practice (Blocks 2 and 3)** - the sequence of advanced courses assumes mastery of foundation courses and moves the student into more complex issues of human behavior.
3. **Specialization areas (Blocks 3 and 4)** - These consist of two specialized areas - 1) Child Welfare and Advocacy; and 2) Addictions. The Child Welfare and Advocacy specialization prepares students for entry level professional social work practice in the area of child welfare and protective services, and service to families, children, and youth. The Addictions specialization prepares students for entry level practice in the area of substance abuse prevention and intervention.
4. **Elective courses (Block 4)** - a small group of elective courses offered to enrich the student's understanding of particular areas of social work practice and programs.
5. **Fieldwork Component (Blocks 3 and 4)**- placement at a clinical internship site is an integral aspect of the MSW program. Fieldwork offers students direct practice learning in real-world service settings.



**SEQUENCE OF COURSE REQUIREMENTS****BLOCK 1****15**

SW 8705	Advanced Practice within an Ethical Framework	3
SW 7702	Social Work Practice I	3
SW 7704	Human Behavior in a Social Environment I	3
SW 7706	Practice Focused Research Methods I	3
SW 7708	Foundation Internship I	3

**BLOCK 2****15**

SW 7701	Social Welfare Policy and Services	3
W 7703	Social Work Practice II	3
SW 7705	Human Behavior in a Social Environment II	3
SW 7709	Foundation Internship II	3
SW 8702	Advanced Clinical Practice with Groups	3

**BLOCK 3****15**

SW 8701	Advanced Clinical Practice with Individuals & Families	3
SW 8710	Psychopathology	3
SW 8711	Practice Focused Research Methods II	3
SW 8712	Advanced Internship III	3
	Concentration Course	3

**BLOCK 4****15**

SW 8707	Crisis Intervention	3
SW 8713	Advanced Internship IV	3
	Concentration Course	3
	Concentration Course	3
	Elective	3

**PROGRAM TOTAL: 60****Advanced Standing**

Advanced standing is available to applicants who have graduated from an undergraduate social work program that is accredited by the Council on Social Work Education within the past five years. Applicants with two years of human service work who graduated within the last three years will be considered. Applicants must have a minimum grade point average of 3.2 over the last 60 graded hours of study. The program accepts a cohort of 10 qualified candidates for advanced standing. The cohort begins the program in June and is completed in one calendar year or 39 hours of study.

**SEQUENCE OF COURSE REQUIREMENTS****BLOCK 1 – Summer****9**

SW 8705	Advanced Practice within an Ethical Framework	3
SW 7703	Social Work Practice II	3
SW 8702	Advanced Clinical Practice with Groups	3



(Master of Social Work - Advanced Standing Curriculum - cont'd)

**BLOCK 2**

SW 8701	Advanced Clinical Practice with Individuals & Families	3
SW 8710	Psychopathology	3
SW 8711	Practice Focused Research Methods II	3
SW 8712	Advanced Internship III	3
	Concentration Course	3

**BLOCK 3**

SW 8707	Crisis Intervention	3
SW 8713	Advanced Internship IV	3
	Concentration Course	3
	Concentration Course	3
	Elective	3

**PROGRAM TOTAL: 39**



## Master of Social Work Course Descriptions

### SW 7701. Social Welfare Policy and Services. 3-0-3.

*Prerequisite: Admission to the MSW program.*

This course provides the historical foundations of the social work profession and the social welfare system in the U.S., as well as an overview of the structure of the current system. In addition, the role of social welfare policy in service delivery, social work practice and attainment of individual and social well-being is examined. The course provides students with the background to understand current national, state and local social policies, their formulation and operation. A model for policy analysis is introduced.

Recognizing the fundamental duty of the social work profession to promote social equity and justice, this course looks at the values, which underlie various policy approaches, and identifies policy shifts rooted in recurring tensions or controversies. Consequences of different policy approaches are examined in light of their impact on racial and ethnic minorities, gay men and lesbians, women, the poor, and persons with mental and/or physical challenges.

### SW 7702. Social Work Practice I. 3-0-3.

*Prerequisite: SW 7702.*

This foundation practice course provides a beginning base of practice knowledge, values, and skills for work with individuals, families, and groups in a variety of community and agency contexts. The course helps students learn the beginning phase of practice: to engage clients, assess them, and plan for intervention. The effects of clients' ethnic, racial, and gender differences on practice are emphasized throughout the course.

### SW 7703. Social Work Practice II. 3-0-3.

*Prerequisite: Admission to the MSW program.*

This second practice course in the foundation year emphasizes the on-going phase of work with individuals, families, and groups. The concepts in this course build upon and apply concepts learned in SW 7702. The textbooks are the same for both courses. Students develop their skills in purposeful intervention and further their ability to analyze their own practice methods, with particular attention to cultural and gender differences.

### SW 7704. Human Behavior in a Social Environment I. 3-0-3.

*Prerequisite: Admission to the MSW program.*

This course focuses on the physical, social and emotional development and mastery of growth crises from birth to mid-adolescence. Included in the course are current theories and research about the early years of the life cycle, with particular emphasis on the ways in which culture, ethnicity, and community influence and shape development

### SW 7705. Human Behavior in a Social Environment II. 3-0-3.

*Prerequisite: SW 7704.*

This course continues the study of the individual and the family from adolescence through old age to death. The socio-cultural and ethnic factors that shape adult development continue to be highlighted. This course also introduces students to the study of organizations..

### SW 7706. Practice Focused Research Methods I. 3-0-3.

*Prerequisite: Admission to graduate study.*

The objective of this course is to apply research concepts and principles to the actual conduct of studies addressing questions relevant to direct practice with individuals, families, and groups. The course prepares students for active roles in practice and program evaluation. An introduction to the use of computers in statistical analysis is included.

Provides a beginning understanding and appreciation of the principles and techniques of social work research and statistics and their application to social work practice. Highlighted are techniques which are used to study organizations and communities.

### SW 7708. Foundation Internship I. 0-16-3.

*Prerequisite: Admission to MSW program.*

A supervised educational experience with specified educational objectives in an agency setting, completing the required hours per week for the duration of the field placement. Field placement I requires a minimum total of 240 hours.

### SW 7709. Foundation Internship II. 0-16-3.

*Prerequisite: Admission to MSW program.*

A supervised educational experience with specified educational objectives in an agency setting, completing the required hours per week for the duration of the field placement. Field placement I requires a minimum total of 240 hours. Foundation Internship II continues to build on skills introduced in Foundation Internship I. Students build upon knowledge/experience learned in



SW7708 and apply new knowledge learned in academic coursework being completed in conjunction with the internship experience.

**SW 8701. Advanced Clinical Practice with Individuals and Families. 3-0-3.**

*Prerequisite:* SW 7705.

This concentration course emphasizes the differential assessment and treatment of individuals, families, and family subsystems with problems representative in the areas of child welfare and addictions. Students develop knowledge and skills in three areas: ethnic-sensitive practice, the psychosocial approach to practice, and crisis intervention. The course includes a focus on the influence of ethnicity, race, gender, sexual orientation, and other socio-cultural factors as they are encountered in the practice process in select problem areas.

**SW 8702. Advanced Clinical Practice with Groups. 3-0-3.**

*Prerequisite:* Admission to the MSW program.

This concentration course emphasizes differential practice with groups as related to problems in the focus areas of health, mental health, children, and families. Students develop an understanding of the knowledge, skills, and values in three models of group practice. Attention is given to understanding differential group practice under conditions of diversity.

**SW 8705. Advanced Practice Within An Ethical Framework. 3-0-3.**

*Prerequisite:* SW 8712.

This course provides a framework of values and ethical standards to evaluate practice related ethical dilemmas in a systematic way. Supplementary readings, handouts, and cases provide students with an opportunity to explore ethical issues and understand the importance of ethics and values in social work practice. Students will examine how personal and professional values affect their practice and will learn models for ethical decision-making. By exploring ethical issues and cases, students will struggle with the relativity of values, the standards of their own professions, and the thinking of experts in the field.

**SW 8707. Crisis Intervention. 3-0-3.**

*Prerequisite:* SW 8701.

The course begins by establishing a foundation of theoretical knowledge of the human response to crisis and psychological trauma. Sociological, psychological, and neuro-biological paradigms are reviewed to form a comprehensive model of the human response to hazardous events. Focusing on the unique meaning of the crisis event for

the individual, family, or community, the course explores differential methods of practice, setting treatment goals, and identifying the focus of therapeutic interventions.

**SW 8708. Family Therapy. 3-0-3.**

*Prerequisite:* SW 7702.

This course is designed for students to gain a family-systems perspective through understanding of selected theoretical approaches, therapeutic techniques, and their own personal demographics. Focus is on the assessment of family roles, communication patterns, and family dysfunction. Factors leading to family systems change, goal setting, treatment applicability, the structure of the therapy process, the therapist's role, and techniques of marital/family therapy, are taught.

**SW 8710. Psychopathology. 3-0-3.**

*Prerequisite:* SW 7705.

Students may engage in individual study in selected curriculum areas under special circumstances. The independent work is approved if the student furnishes evidence of mastery of the basic content in the social work area selected. The work done by the student in this course is carried out with the guidance of a member of the full-time faculty.

**SW 8711. Practice Focused Research Methods II. 3-0-3.**

*Prerequisite:* SW 7706 or admission to advanced standing.

This course provides advanced knowledge and skills in research methods, with particular emphasis on process and outcome practice research methods. It is the second research course in the MSW curriculum. It builds on Research I and is a study of practice-outcome research. The course focuses on single case designs, needs assessment and program evaluation; recording methods; behavioral and standardized measures; applications to individuals, families, groups, programs, communities.

**SW 8712. Advanced Internship III. 0-16-3.**

*Prerequisite:* Admission to advanced standing MSW program or SW 7709.

A supervised educational experience with specified educational objectives in an agency setting, completing the required hours per week for the duration of the field placement. Advanced Internship III requires a minimum total of 240 hours. Advanced Internship III continues to build on skills introduced in Foundation Internships I & II.



**SW 8713. Advanced Internship IV. 0-16-3.**

*Prerequisite:* SW 8712.

A supervised educational experience with specified educational objectives in an agency setting, completing the required hours per week for the duration of the field placement. Advanced Internship IV requires a minimum total of 240 hours. Advanced Internship IV continues to build on skills introduced in Advanced Internship III.

**SW 8721. Social Work Practice and the Law. 3-0-3.**

*Prerequisite:* Admission to the MSW program.

This course familiarizes social work students with the legal rights of individuals, pertinent laws, and the legal process and clinical practice issues (e.g., confidentiality), thereby enhancing their ability to help their clients. Legal issues relating to HIV/AIDS, juvenile justice, child welfare, the mentally ill, and entitlement benefits are covered.

**SW 8725. Social Work Practice with Domestic Violence. 3-0-3.**

*Prerequisite:* Admission to the MSW program.

This elective examines the effects of oppression and violence on individuals, groups, and our society. The course focuses on helping practitioners recognize, assess, and intervene with persons affected by violence.

**SW 8726. Social Work Practice with Adolescents. 3-0-3.**

*Prerequisite:* SW 7702.

This elective teaches the skills and strategies used in work with adolescents. Emphasis is placed on helping adolescents with health issues, mental health issues, juvenile delinquency, and school-related problems using several social work modalities. The impact of gender and culture on teenagers and their families is stressed.

**SW 8727. Social Work Practice with Children. 3-0-3.**

*Prerequisite:* SW 7702.

This course builds on students' knowledge of theory of child development. The course begins with construction of a foundation of current neuro-biological and developmental theory. From this information base, students explore skills necessary to assess and treat children and their parents using psychodynamic, cognitive, and systems theory.

**SW 8802. Social Work Practice in Child Welfare. 3-0-3.**

*Prerequisite:* SW 7703.

This course is designed to provide the student with a comprehensive overview of child welfare

as a societal concern. It is the first of three clinical specialization courses for the child welfare/advocacy track. It is also designed as an elective to support the other specializations area (addictions) or the generalist track. Students will become aware of the historical development of children's problems, services, and the issues facing children today. They will also become familiar with child protective, adoptions, foster care, kinship care, and family preservation services.

**SW 8803. Clinical Practice with Abused and Neglected Children and Their Families. 3-0-3.**

*Prerequisite:* SW 8802.

Drawing on bio-psychosocial perspective for understanding the multiplicity of causes of child maltreatment, this course focuses on the special interventive needs of the victims of physical and sexual abuse and neglect and of those who commit such acts. It provides students with the skills essential to a variety of social work roles and practice modalities with this population. Selected research findings and social policy, legal, and service delivery issues are considered.

**SW 8804. Introduction to Addictions Counseling. 3-0-3.**

*Prerequisite:* SW 7702.

This course presents an introduction to alcohol and other drug abuse counseling and processes. It focuses on assessment and diagnosis, the core functions of an alcohol and other drug abuse counselor, and basic counseling skills. It provides information on career opportunities, counselor certification requirements and procedures. This course also provides an overview of specific modalities of service, federal rules and regulations, and relationships with various systems (eg EAP, criminal justice, schools) through which intervention takes place. Additional topics include case management, service linkage, client empowerment, and access to treatment.

**SW 8805. Alcohol and Alcoholism. 3-0-3.**

*Prerequisite:* SW 7704.

This course provides intensive instruction about alcohol and alcoholism, with emphasis on the stages of alcohol abuse, causes of alcoholism, prevention of alcohol abuse, and treatment of alcoholism. Practice topics include assessment, treatment planning, case management, documentation, confrontation, support, and family involvement.



**SW 8806. Introduction to Addictions Counseling. 3-0-3.**

*Prerequisite:* SW 7702.

This course is an introduction to alcohol and other drug abuse counseling and processes. It focuses on assessment and diagnosis, the core functions of an alcohol and other drug abuse counselor, and basic counseling skills and provides information on career opportunities, counselor certification requirements and procedures. This course also provides an overview of specific modalities of service, federal rules and regulations, and relationships with various systems (eg EAP, criminal justice, schools) through which intervention takes place. Additional topics include case management, service linkage, client empowerment, and access to treatment.

**SW 8807. Child Welfare—In Home and Substitutive Services. 3-0-3.**

*Prerequisite:* SW 8802.

Family assessment theory / skills are reviewed. Families at risk and the effects of abuse and neglect on child development are discussed. The generalist approach to child protection and case planning skills is considered. The course concludes with a look at the separation of children from abusive/neglectful families and the placement process. It also provides focus on services available to assist families with maintain custody. Family preservation services are highlighted as the primary focus of in-home services.



# Graduate 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 770-423-6225 or go to [www.kennesaw.edu/gero/](http://www.kennesaw.edu/gero/)

Those interested in the Creative Writing or Professional Writing for International Audiences certificate programs should visit [www.kennesaw.edu/english/mapw/creativewriting.shtml](http://www.kennesaw.edu/english/mapw/creativewriting.shtml) or [www.kennesaw.edu/english/mapw/internationalaudiences.shtml](http://www.kennesaw.edu/english/mapw/internationalaudiences.shtml) or call 770.499.3335 or 770.423.6468.

## **Gerontology Certificate Admission Requirements**

The student will be admitted to the Graduate Certificate Program in Gerontology when the student has satisfied the KSU non-degree admissions requirements. The application documentation for non-degree status consists of:

1. completing a KSU application form;
2. official transcripts from all the institutions (undergraduate and graduate) from which a degree was awarded;
3. an immunization certificate;
4. and an application fee.

## **Non-degree Admission Requirements**

1. a Bachelor's degree (or graduate degree) from an institution accredited in a manner accepted by KSU, and



2. minimum undergraduate grade point average of 2.5 on a scale of 4.0 (and/or minimum graduate grade point average of 3.0 out of 4.0).

Additionally, students applying to the Graduate Certificate in Gerontology Program must include a current resume and a personal statement of objectives (this statement should include experience in working with older adults). A copy of both the resume and personal statement should be sent as a Word attachment to [ctieglar@kennesaw.edu](mailto:ctieglar@kennesaw.edu). Admission to the Graduate Certificate in Gerontology Program will be granted to students showing high probability of success in postgraduate study.

## Graduate Certificate in Gerontology

The Graduate Certificate in Gerontology was designed to provide advanced education in Gerontology for students who are involved in careers in a broad range of positions working with older adults. The program is a 9-month, 15-semester hour program designed to provide students with instruction and educational experiences in the field of aging at the graduate level; thus a bachelors degree must already be achieved. This program leads to a Graduate Certificate in Gerontology. Completion of the certificate program will enable graduates to integrate knowledge of aging into their own disciplinary field, to bring their specific training to the provision and management of services for an aging population, and to engage in scientific investigation of the issues, problems, and potentials of human aging. The program provides students with an interdisciplinary and multidisciplinary perspective on gerontology, drawing from the fields of Health, Physical Education, and Sports Science, Nursing (Baccalaureate), Nursing Primary Care (Masters), Psychology, and Sociology. The program provides five core courses that will develop knowledge and skills in such areas as current issues in gerontology, psychology of aging, sociology of aging, health care for older adults, and a practicum in aging.

### Credit Hours

#### Specific Required and Elective Courses

PSYC 6000	Current Issues in Gerontology	3
SOCI 6100	Sociology of Aging	3
HHS 6200	Health Care for Older Adults	3
PSYC 6300	Psychology of Aging	3
PSYC 6400	Practicum in Gerontology	3

**PROGRAM TOTAL: 15**



## Gerontology Certificate Course Descriptions

### **HHS 6200. Health Care for Older Adults. 3-0-3.**

*Prerequisite: Admission to graduate study.*

This course is designed to serve a variety of students who are interested in the health care of the aging adult. This course addresses the psychopathological aspects of aging and the treatment regimes; end of life issues; and health promotion strategies within the context of cultural perspectives.

### **PSYC 6000. Current Issues in Gerontology. 3-0-3.**

*Prerequisite: Admission to graduate study.*

This course will introduce the student to the field of gerontology. It will study issues and topics in the field of aging from an interdisciplinary perspective. Changing demographics, public policy issues, mental health issues, and a range of ethical issues in working with elderly persons will be studied.

### **PSYC 6300. Psychology of Aging. 3-0-3.**

*Prerequisite: Admission to graduate study.*

This course will present psychological perspectives in the field of gerontology. The course will cover current psychological theory and research in aging as well as the practical application of these materials. The major topical areas covered will include biological, intellectual/cognitive, and psychosocial aspects of aging.

### **PSYC 6400. Practicum in Gerontology. 3-0-3.**

*Prerequisite: Admission to graduate study.*

Completion of a field-based educational experience in the student's aging setting in an area of aging interest where the student has little exposure. In addition, the student will do a library research paper on a topic area related to the field-based experience. The library research paper is designed to relate the field experience to theories in the topic area covered in the core gerontology courses that the student has taken.

### **PSYC 6950. Directed Study for Gerontology Certificate Program. 1-3.**

*Prerequisite: Admission to graduate study.*

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.

### **SOCI 6100. Sociology of Aging. 3-0-3.**

*Prerequisite: Admission to graduate study.*

Focus on the social and cultural aspects of aging. Topics covered include demographic variables and trends, culture and socialization, social structure (family, politics, religion, work and retirement, education), social problems associated with aging (living arrangements, transportation, crime, abuse, health status, income), diversity among the aged population, issues of intergenerational conflict, the health care system, programs and services, and death and dying.



## Creative Writing Certificate Admission Requirements

1. A completed KSU application form, indicating application to the Graduate Certificate in Creative Writing Program
2. An application fee
3. Official undergraduate transcripts
4. Official graduate transcripts, if applicable
5. A minimum undergraduate grade point average of 2.5 on a 4.0 scale or a minimum graduate grade-point average of 3.0 on a 4.0 scale
6. Immunization requirement (see page 20)
7. A statement of purpose that explains: the genre of concentration; what the student wishes to achieve from the program; any experience the student already has in writing (i.e., workshops or literature classes, reading and writing habits, membership in writers' organizations, awards, publications, and the like)
8. A writing sample in the genre of concentration:
  - Prose Fiction and Creative Nonfiction: 25 double-spaced pages (excerpts are acceptable)
  - Poetry: 10 poems or 10 pages
  - Play writing and Screenplay Writing: 25 pages of script
9. Optional: A letter of reference from someone who can evaluate the student's: creative writing skills commitment to creative writing and academic work

## Graduate Certificate in Creative Writing

A Graduate Certificate in Creative Writing Program is offered through the Master of Arts in Professional Writing Program in the English Department, College of Humanities and Social Sciences, at Kennesaw State University. A unique four-course, non-degree program, its mission is to provide instruction and membership in a community of writers to qualified writing students in metro Atlanta and North Georgia who seek intensive creative writing practice but who do not want to matriculate in a graduate program.

This Graduate Certificate program allows qualified writers to study in graduate-level writing workshops taught by professional writers on the Kennesaw State University faculty.

A student coming into the Certificate Program would have to choose one of the creative writing genres offered in the MAPW program: fiction, poetry, screen writing, or creative nonfiction. Once a genre discipline is selected, the student would be expected to complete workshops in only that genre. For example, a student might select to study for the Graduate Certificate in Creative Writing and focus in fiction writing.

See creative writing courses listed in the Master of Arts in Professional Writing Program on pages 156-159.



### **Professional Writing for International Audiences Certificate Admission Requirements**

Applicants will be admitted to the Graduate Certificate in Professional Writing for International Audiences when they have satisfied the KSU non-degree admission requirements.

1. A bachelor's or graduate degree from an institution accredited in a manner accepted by KSU;
2. A minimum undergraduate grade point average of 2.5 on a 4.0 scale and a minimum graduate grade-point average of 3.0 on a 4.0 scale.

The application documentation for this certificate consists of:

1. A completed KSU application form, indicating application to the Graduate Certificate in Professional Writing for International Audiences
2. An application fee
3. Official undergraduate transcripts
4. Official graduate transcripts, if applicable
5. A minimum undergraduate grade point average of 2.5 on a 4.0 scale or a minimum graduate grade-point average of 3.0 on a 4.0 scale
6. Immunization requirement (see page 20)
7. A statement of purpose that explains: what the student wishes to achieve from the program; any experience the student already has in writing, i.e., workshops, reading and writing habits, membership in writers' organizations, awards, publications;
8. A writing sample
9. Optional: A letter of reference from someone who can evaluate the applicant's writing skills

## **Graduate Certificate in Professional Writing for International Audiences**

The Certificate will be writing-based, which distinguishes it from traditional Teachers of English to Speakers of Other Languages (TESOL) programs. The certificate is distinctive from TESOL programs because it does not focus on teaching English to non-native users. Rather the focus will be on how English users from different cultural and linguistic traditions can communicate more effectively in a variety of written media such as e-mail, Web pages, brochures, and formal documents. Consequently, there will also be an emphasis on the process of document creation that requires collaboration between native and non-native English speakers and the need for cultural and linguistic sensitivity to increase the effectiveness of the working relationship. Educators who are aware of these differences can use this insight in classrooms, particularly in cases when international students work with American students on writing projects and other classroom activities. This Certificate will also benefit professionals working in non-profit organizations, government employees, and others who work with or write for a large population of non-native English speakers.



(Certificate program in Professional Writing for International Audiences - cont'd)

		<b>Credit Hours</b>
<b>Required Courses:</b>		<b>9</b>
PRWR 6750	Teaching Writing to Speakers of Other Languages	3
PRWR 6760	World Englishes	3
PRWR 6860	Intercultural Communication in Contexts	3
<b>Select one of the following:</b>		<b>3</b>
PRWR 7600	Internship	
<b>Applied:</b>		
PRWR 6850	Writing for the Web	
PRWR 6250	Corporate Communication	
<b>Composition and Rhetoric:</b>		
PRWR 6650	Introduction to Literacy Studies	
PRWR 6150	Context, Style, and Audience in Professional Writing	

**PROGRAM TOTAL: 12**

See professional writing courses listed in the Master of Arts in Professional Writing Program on pages 156-159.



# Information Technology and Graduate Student Services

## Computing and Information Resources

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 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 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 the Presentation Technology Department laboratory. The technology fee for 2004-2005 is \$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 connected to the internet; and selected campus classrooms continue to be upgraded to state-of-the-art multimedia and presentation sites. Each year brings new technology, creative uses of technology on campus, and services to meet our growing needs.

**Mandatory KSU E-Mail Account**  
Beginning Fall 2003, KSU generated e-mail accounts became the official means of communication with students. Instructions can be found at <http://students.kennesaw.edu>.



### **KSU's Chief Information Officer**

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:

### **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 1,500,000 pieces of microforms. The library also provides, through contractual and consortia 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 3,000 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.

Faculty and staff workstations are networked 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 30 electronic classrooms and four open computer labs. All of KSU's buildings are connected via almost five miles of fiber optic cable. All open computer labs are networked and are open to students seven days a week. These labs are supervised by qualified lab assistants available to help with a wide variety of standard software packages in word processing, spreadsheet, database management, communications and graphics. KSU students with special needs have access to computers configured with features such as screen magnification and voice synthesis.

Networked electronic classrooms advance diverse curricular needs by granting access

to statistical and programming language software, as well as standard software packages. Special purpose advanced labs are available to majors in accounting, computer science, education and information systems. One of the Georgia Department of Education's Educational Technology Center is located on the Kennesaw campus. Through this facility, majors in education and other fields have access to state-of-the-art technology for teaching and learning.

The rules for use of all telecommunications equipment, including telephones, computers and FAX equipment, are found the KSU Web site at: <http://its.kennesaw.edu/policies.shtml> They can also be reached through 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.

## Online Learning Services Department

Online Learning Services supports online learning systems for Kennesaw State University, including web-based course support, video servers, and systems for providing live and recorded classes over the Internet. Our mission includes the investigation and development of new technologies for online learning and for classroom use.

OLS supports the KSU WebCT system. WebCT is a system that can be used, at the option of the faculty, in any course at KSU. It is accessed over the Internet from on- or off-campus and provides a variety of instructional tools for use by faculty and students. Access to the WebCT materials for a course is restricted to students enrolled in the course. Each term, more than 50% of KSU students are enrolled in one or more courses supported by WebCT.

Additional information about resources for online learning and the services provided by OLS can be found at the web site:

<http://online.kennesaw.edu/>



## **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.

### **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.

## **Educational Technology Training Center**

The KSU Educational Technology Training Center (ETTC) is proud to be the largest of the 13 DOE Educational Technology Centers located throughout the state. The KSU ETTC is located in the Bagwell College of Education on the second floor of Kennesaw Hall. The

ETTC serves educators in the upper third of the State, including metro Atlanta. The KSU ETTC provides comprehensive instructional, administrative, and technical technology training for Georgia educators.

The KSU Educational Technology Training Center is also the founder of the "Georgia Framework for INtegrating TEChnology Program". The A+ Education Reform Act of 2000 recognized Georgia's InTech Professional Development Program as the premier technology integration training solution for Georgia educators. InTech is one acceptable path for meeting the special Georgia Technology Requirement. This year the ETTC will be offering several new versions of InTech including: AdmInTech, Primary InTech, and Media Tech. In addition, the ETTC is expanding their course offerings in the areas of web authoring and technical support. Visit their website at <http://edtech.kennesaw.edu> for more information on available resources and services.

## **Teacher Resource and Activity Center (TRAC)**

The Teacher Resource and Activity Center, located in Kennesaw Hall Room 2005, is sponsored by the Bagwell College of Education and open to all KSU students, faculty, and staff. Designed specifically to meet the needs of professional teachers and education majors in the teacher preparation program, the center offers a curriculum library, media services, and instructional materials. It also provides a variety of unique professional development opportunities to educators in the geographic areas served by the University, including mini-grants for innovative projects, the Project RESPECT mentoring program, and a regular workshop series.

The center maintains a large library of professional books and periodicals, textbooks for curriculum planning at all grade levels, theme-related activity guides, supplemental kits, and educational videos. It also houses a production workroom equipped with a copy machine, laminators, spiral and heat binders, poster printers, paper cutters, badge makers, and other assorted machines that support



the development of classroom materials. The TRAC has an extensive die-cut collection of over 500 shapes, letters, and numbers for creating bulletin boards and learning center manipulatives. Additional equipment such as computers, opaque projector, tape recorder, CD player, and televisions with VCRs are available for use in the TRAC. Friendly staff is available to assist visitors.

## Graduate Student Services

### Campus Bookstore

Used and new textbooks, supplies, reference materials, and study aids as well as academically-priced software are available in the KSU campus bookstore. The exact cost of required books and peripheral items will vary depending on courses; a full load semester cost is approximately \$500. All books and supplies can be bought online. The KSU campus bookstore buys back textbooks throughout the year; the best prices will be received during finals week at the end of each term.

Textbook refunds are generally 100% within the first three weeks of the term. Refunds are 50% with the receipt and the related course withdrawal slip through the drop/add date. Thereafter, returns are made at buyback prices. New textbook packages must be intact for treatment as a new book versus a used book.

### Counseling and Advising Program Services Center (CAPS)

The Counseling and Advising Program Services (CAPS) Center is a comprehensive service center where students obtain help with educational, career, and personal concerns from a trained staff of counselors, specialists, and advisors. Such assistance is intended to support Kennesaw State University's academic programs by offering relevant resources that facilitate the students' orientation to the university, contribute to personal development, enhance academic success, and facilitate career skills. All students are invited to come to the center from 8:00 a.m. until 8:00 p.m. Monday through Thursday and 8:00 a.m. through 5:00 p.m. on Fridays, or call 770-423-6600. Programs and services offered by the CAPS Center include:

#### Orientation

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

#### Counseling and Testing

In an atmosphere of confidentiality, professional counselors offer assistance to students with a variety of concerns which may include career, personal and academic counseling. Special seminars in study skills, time management, stress management, assertiveness, test-taking and other topics are conducted each semester during the academic year. All institutional testing is coordinated by the staff.

#### Advising

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

#### Counseling and Advisement Services Resource Library

This room, located within the CAPS Center, is open to all students without appointment. It houses informational material about careers, other colleges and universities and graduate schools, CLEP, and free handouts about a



wide range of educational, career, and counseling information. Computer terminals are available for using CASSI (Career Assisted Study Skills Instruction), 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](http://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 Sodexo Management Services. Food service on campus is located in the student center food court and the Burruss

Building. In the student center you will find national brands such as Chick-fil-a, Pizza Hut, Dunkin Donuts. Other dining options include southern style hot meals, deli sandwiches, Mexican Cantina, Asian sushi bar and cuisine, as well as "grab and go" items such as yogurt parfaits, hummus and pita, crudites of vegetables, and a large assortment of pre made salads and sandwiches. Another dining option is the Midnite Owl where Starbucks coffee is brewed and Freshens smoothies are made. An assortment of pastries and "grab and go" items are also available.

The student center food court is open Monday – Thursday from 7:30 am – 8:00 pm and Fridays from 7:30 am – 2:00 pm. Closed Saturdays and Sundays.

The Midnite Owl is open Monday – Thursday 7:30 am – 8:30 pm, Friday from 7:30 am – 2:00 pm and Saturdays from 8:00 am – 2:00 pm

The Burruss Building kiosk offers "grab and go" items such as the yogurt parfait, hummus and pita, crudites of vegetables and a large assortment of pre made salads and sandwiches along with coffee and pastries. Kiosk hours are from Monday – Thursday 7:30 am – 8:00 pm and Fridays 7:30 am – 2:00 pm. Closed Saturdays and Sundays.

All food service on campus is subject to operating hours when classes are in session. Please see our website for more information and hours during semester breaks. [www.kennesaw.edu/dining](http://www.kennesaw.edu/dining)

### Health Services

#### Kennesaw State University Health Center

The KSU Health Clinic, serves students of Kennesaw State University by encouraging health promotion and disease prevention. Certified nurse practitioners and a physician provide services including physical examinations, adult immunizations, women's health, laboratory testing, health education and illness care. Medical information is confidential and will not be released without the patient's written consent except as required by law or in event of an immediate life threatening medical condition.



Health Clinic charges are expected at the time service. The Health Clinic does not submit charges to third party payers. Cash, check, VISA, and MasterCard are accepted.

The Health Clinic is located at House #52 (box #5200) on Frey Lake Road (across from University Place). Services are by appointment (770) 423-6644. The Health Center is closed on scheduled school holidays and hours limited during semester breaks.

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

If an individual becomes seriously ill or involved in an accident requiring medical attention, the KSU police should be contacted by dialing ext. 6666. There are police officers, who are trained in C.P.R. and State-certified First Responders, on duty during all normal office and class hours. Comprehensive medical facilities are reasonably accessible to the campus. If it becomes necessary to seek medical attention beyond minor first-aid treatment, the following steps will be taken:

- 1) If the student is conscious and alert and wants an ambulance to be called, the attending officer will comply with the request.
- 2) If the student is unconscious, he/she will be treated and transported to the hospital by ambulance. The attending officer will call the ambulance at the individual's expense to transport him/her to the nearest emergency room.
- 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.

### **Center for Health Promotion & Wellness**

The Center for Health Promotion and Wellness encourages students and employees to assume more responsibility for their health and well-being through awareness and education. Our primary goal is to enhance and provide a balance in the intellectual, emotional, physical, social, environmental, and spiritual development of the whole person. We also strive to provide an environment that is supportive of positive health practices. Programming focuses on helping students and employees reduce lifestyle risk factors. The Center also serves as a learning center for future exercise and health science students. The Center for Health Promotion and Wellness, located in room 157 of the Student Center, promotes wellness through a variety of avenues including:

- Special events: Health fairs, guest speakers, health screenings, quit smoking classes, CPR classes, eating disorders awareness week, national collegiate alcohol awareness week, and the great American smokeout.
- Health Assessments: Check out your current level of health by having your blood pressure, heart rate, hearing, vision, body mass index, weight, and height checked.
- Fitness Assessments: How is your fitness level? We offer MicroFit computerized fitness evaluations for cardiovascular endurance, body composition, muscular strength, and flexibility. The computerized testing allows for pre and post test comparisons.
- Fitness Equipment: The Center has two treadmills and an abdominal machine that you can use during your free time on campus.



- Educational Materials: The Wellness Library contains books, magazines, journals, newsletters, and brochures on a variety of health and wellness topics. The Center also has computer programs where you can analyze your diet, assess your stress level, look up prescription drug information, and get healthy cooking tips and recipes. Look throughout this calendar for some of our special programming or call us for complete information. Our hours are M-Th 9-6, Fri. 9-5 and Saturdays 9-Noon. For more information call 7/423-6394 or check our website at [www.kennesaw.edu/col\\_hhs/wellness](http://www.kennesaw.edu/col_hhs/wellness).

### **KSU Card Services Center**

The Card Services Center at KSU issues the official university ID, Parking Decals, and Keys. In addition, they manage the KSU Debit Card Program. All services require an in-person visit to our office in Suite 219 of the Carmichael Student Center. The Card Center hours of operation normally match those of the Financial Aid, the Registrar and the Bursar, but please contact us if you need service outside this time frame.

Onetime services to students and employees are often free (e.g. IDs and Parking Decals). Replacement services are usually subject to fees. Please be prepared to present a valid government-issued document that includes a photo (e.g. driver's license or passport) for identity verification.

### **Student Identification Cards**

All enrolled students at Kennesaw State University are required to carry an official KSU Identification Card. The Card Services Center produces this card on campus in Room 219 of the Carmichael Student Center. The KSU ID card is honored across campus: for photo identification; in security applications; for access to events, activities and resources; and for selected retail services. Card applicants must agree to an un-obstructed facial photo. All students must be prepared to present their KSU ID Card to University officials upon request.

### **KSU Debit Card**

KSU has partnered with an internet bank to distribute funds through the KSU Debit Card Program. Students are not required to open an account with our partner bank but must use the card provided to setup their media choice online. The KSU Debit Card program gives students the option to receive funds electronically either through direct deposit to a checking/debit account with our distribution bank or by ACH to a third-party bank. Students may still opt for a paper check but are encouraged to instead chose electronic distribution to receive their funds quicker.

### **Parking Decals**

All vehicles on campus must display a valid KSU Parking Decal. Vehicles without a valid decal will be ticketed and/or booted. The Card Center will notify students via the KSU-furnished email on the parking decal distribution process and schedule. New decals are issued annually to campus residential students. All other parking decals are valid for the duration of your official status with KSU. One day passes are available as appropriate. It is the responsibility of all KSU employees and students to review and abide by the Kennesaw State University Parking Policies and Procedures available online at <http://www.kennesaw.edu/police/frames.html>. Please visit, call or email the Card Services Center for details on any of these programs. Information is also available on our website at <http://www.kennesaw.edu/idservices>.

### **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 and they may have their own OwlPrint cards updated. Information booth assistants can also answer students' questions or direct students to the proper offices for information.



## The Institute for Global Initiatives

The Institute for Global Initiatives (IGI) provides academic programs and services to internationalize the curriculum and expand international opportunities for KSU faculty, staff and students and the larger community that KSU serves. It supports and promotes KSU's mission of international education by initiating programs, responding to external funding opportunities, and providing leadership for the institution's regional centers. It collaborates with divisions, colleges, schools, departments, and other units to ensure the infusion of international dimensions into teaching, scholarship, and community service. At the heart of the IGI is the Office of International Services and Programs (OISP). The OISP coordinates a wide range of international programs and events, including study abroad and the annual country-study program, and also assists international faculty and students with visa issues.

## Continuing Education at KSU

Continuing Education at Kennesaw State University is a creative and flexible way to continue learning and acquiring new skills throughout your life. Offering more than 2,600 noncredit programs, online and in the classroom, we are your professional development and personal enrichment partner, proudly serving 26,000 community members annually.

If you already have a college degree or are already in the workforce, we can help you gain current, practical, professional skills to help you advance or even make a career change. Staying current with the rapid changes in today's business world requires special training-continuing education training. You can choose from career assessment and planning programs for testing and consultation, one-day workshops, life enrichment classes and certificate programs. Certificate programs are available in a wide variety of areas including management & leadership, landscape/horticulture, healthcare, paralegal, personal trainer, human resources, event planning, TESOL, web design, technical writing,

project management, and advanced technology areas including cyber security, and many more. Programs can also be customized to meet the needs of business and industry, and can be taught at our facilities or yours by our team of professional instructors. All customized training is designed to provide immediate, practical, and long-term application of new knowledge and techniques that increase productivity and job satisfaction.

A wide variety of personal interest courses in culinary art, fitness, visual arts and home and garden are available throughout the year. In addition, Continuing Education offers specialized, age-appropriate programs through KIDS College, and The Osher Lifelong Learning Institute (Ages 50 and older).

Continuing Education Units (CEUs) are assigned to all professional development programs with one CEU awarded for 10 contact hours of participation. Several selected courses carry PLUs for teacher recertification. Transcripts of earned CEUs are available upon request. KSU employees may attend Continuing Education programs at no cost, or nominal cost, on a space available basis. Exceptions to this policy may occur with technology courses. Book and supply/material fees may apply.

Visit the Continuing Education website at <http://www.kennesaw.edu/ConEd> or call 770-423-6765 for more information and to request a current course catalog.

## 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 years of age 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 Carmichael Student Center Room 261, 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.

### **International Student Retention Services**

The Office of International Student Retention Services (OISRS) serves as an advocate and resource for international students. The OISRS provides counseling and advising pertaining to cross cultural adjustment, academic concerns and referrals regarding financial matters. Once students become enrolled at KSU it is the goal of the OISRS to retain them until they receive their degrees. The OISRS is also responsible for implementing the mandatory International Student Orientation. All newly admitted F1 graduate, undergraduate and transfer students must attend this orientation. The office seeks to provide international students with pertinent information that will enhance their matriculation and success at Kennesaw State University. International student should note that they must maintain full time academic status during the Fall and Spring semesters but may be part time in the Summer or choose not to attend.

The Coordinator of International Student Retention Services develops and implements



educational, social and cultural programs, activities and workshops for international students. Services such as the Friends Abroad Program, International Student Locator, ISONET (International Students on the Net) and Liaisons are available to assist students in their adjustment to a different culture. International students may come to Kennesaw State University by themselves but they are not alone. Once a student is enrolled he/she automatically qualifies for mentoring under the Odyssey Peer Mentoring Program. This program matches each new international student with a currently enrolled experienced international student. The Office of International Student Retention Services takes the responsibility of retaining international students very seriously. In addition to the above, the OISRS offers international students exposure to the Global Village, a gathering place for internationally centered activities, resources, discussions, exhibits, and to an International Student Handbook that is on-line. The OISRS helps coordinate KSU's requirement of mandatory International Health Insurance for medical protection for each international student.

The Coordinator of the OISRS is also the Advisor for the International Student Association (ISA). The ISA brings together students of all nations for intercultural, social and athletic exchanges. The International Festival is one of the largest projects sponsored by ISA. The International Student Association also sponsors trips to American historic sites.

For more information about the Office of International Student Retention Services (OISRS), contact the Coordinator at (770) 499-3313 or come by the OISRS at 258 in the Student Center.

[http://www.Kennesaw.edu/stu\\_dev/isrs/handbook.html](http://www.Kennesaw.edu/stu_dev/isrs/handbook.html)

### **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 includes six 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.

### **Minority Student Retention Services**

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

[www.kennesaw.edu/stu\\_dev/msrs](http://www.kennesaw.edu/stu_dev/msrs)

The Office of Minority Student Retention Services (OMSRS) provides minority students with support services including advisement, advocacy to facilitate problem solving, exposure to mentors and role models, information on campus and community resources, and multicultural programming.



Some of the programs and services offered through the OMSRS include: Protégé, a program that matches new students with faculty and staff members for mentoring and/or academic advising; The Odyssey, a program that matches new and transfer students with upper class students who share similar interests and academic pursuits; Phoenix, a series of workshops on academic, personal and social topics; and Linkages, a service that informs students about scholarships and grants and connects them with the various KSU minority student organizations.

The OMSRS also actively encourages students to become involved in the various student organizations on campus, including the African American Student Alliance (AASA), the NAACP, and the predominately Black sororities – Delta Sigma Theta Sorority, Inc., Alpha Kappa Alpha Sorority, Inc., Zeta Phi Beta Sorority, Inc. and Phi Beta Sigma Fraternity, Inc.

The OMSRS also offers the Cultural Awareness and Resource Center (CARC), which features a wide array of diverse books, magazines, videotapes and DVDs available to students, staff and faculty. The CARC is equipped with a computer lab where students can check their e-mail and surf the net. Math and English tutors are available by appointment.

For more information about the OMSRS and the CARC, contact the Assistant Director for Minority Student Retention Services at 770-499-3546 or come by the office in the Carmichael Student Center, Room 269B.

### **Student Community Service/ Volunteer Kennesaw State University**

Student Community Service is an important outreach for Kennesaw State University. It affords students an opportunity to serve the community in keeping with the mission of the University. Utilizing partnerships with a number of organizations and non-profit agencies, the University seeks to address various community needs.

Information regarding community service projects can be obtained through Volunteer Kennesaw State University (VKSU), a

campus center that coordinates a variety of service placements and projects. Information may also be obtained at the VKSU web site, [www.kennesaw.edu/stu\\_dev/vksu/](http://www.kennesaw.edu/stu_dev/vksu/). VKSU matches student volunteer skills and talents with community needs. Since 1984, in cooperation with more than 200 community agencies, VKSU has served as a clearinghouse 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 also serves an educational role by providing a practical opportunity for students to explore career options and experience volunteer services in their major fields of interests. Public 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 review service opportunities. The office is located on the second floor of the Carmichael 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 Director for University Judiciary Programs at (770) 499-3403 or visit the KSU Judiciary Program Web Page at [www.kennesaw.edu/judiciary/](http://www.kennesaw.edu/judiciary/)

## **Intercollegiate Athletics**

### **Intercollegiate Athletics**

Initiated in the fall of 1982, KSU's intercollegiate sports program is a member of the Atlantic Sun Conference (A-Sun) and Division I of the National Collegiate Athletic Association (NCAA). The Fighting Owls currently sponsor six sports for men (baseball, basketball, cross-country, golf, indoor track and outdoor track) and eight for women (basketball, cross-country, golf, soccer, softball, tennis, indoor track and outdoor track). Varsity cheer and dance are also part of both the men's and women's basketball programs and compete for their respective national championships each year.

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, through a tryout, an athletic staff member or become a regular spectator.

### **Club Sports**

KSU does not recognize, sponsor nor fund club sports (see sports clubs).

### **Sports Clubs**

Sports clubs are recognized through KSU Student Activities and KSU Intramurals if the appropriate application, procedures, and regulations are met. Any financial obligations, including insurance and playing expenses, must be met by the club's participants.

## **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 Fee

Upon registering, each student pays a student services fee of \$ 168. Of this amount, \$99 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 to have violated 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 responsible for such misconduct may be subject to immediate dismissal from the institution. In addition, university disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of this student code without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this student code of conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

#### **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 of others or infringe upon the privacy, rights, or privileges of others, or the health, or safety of him/herself or 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 or 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.

#### **R. Residential Code of Conduct Violations**

A violation of the residential code of conduct is also a violation of this student code of conduct. The procedures for a student to file a charge against another student for a violation of the residential code can be found in section XII (entitled Enforcement and Grievances) of the residential code of conduct.

### **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, and there are other limited exceptions to this policy within the residence halls by those over the age of 21. See section I of the residential code of conduct.

- 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. Jurisdiction of the University Code of Conduct

Generally, KSU's jurisdiction and discipline shall be limited to conduct which occurs on university premises, university housing, and contiguous areas such as streets and sidewalks. Nevertheless, the university reserves the right to extend its jurisdiction and discipline to KSU students whose off-campus conduct violates the university's student code of conduct and adversely affects the KSU community or the pursuit of its objectives.

In addition, the following regulations apply to off-campus activities including outings or field trips for classes of Kennesaw State University, off-campus University athletic events, study abroad programs, co-ops, internships, or 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.

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:

- 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 is 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 director 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 by the hearing panel, by the vice president for student success and enrollment services, or his/her designated representative.
11. **Other Remedies** as Imposed by the vice president of student success and enrollment services or his/her designated representatives

### B. For Student Organizations

1. Includes disciplinary sanctions 7, 8, 9, 10, and 11 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 to have violated KSU regulations concerning academic honesty by a judiciary hearing before university court or before the vice president for student success and enrollment services, or his/her designee, shall be suspended for at least one semester unless he/she has convinced the hearing body 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 or any designated portion thereof.

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 of others or infringe upon the privacy, rights, or privileges of others, or the health or safety of him/herself or 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 or any designated portion thereof.

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. Director 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  
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**

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, disability, or sexual orientation in employment or provision of services.

#### **Americans with Disabilities Act (ADA)**

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 Human Resources 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 Human Resources. 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; Ms. Jodie Sweat, ADA Compliance Officer for Facilities at (770) 423-6222; Ms. Nancy Sullivan, Director of Human Resources, ADA Compliance Officer for Faculty and for Non-academic Personnel at (770) 423-6030.

### **Human Relations Position Statement**

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

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

### **KSU Diversity Vision Statement**

It is our vision to create a strong multicultural and diverse educational environment at KSU in order to increase student satisfaction and to promote an understanding and awareness of people from various backgrounds upon graduation. In this way, KSU students will be educated for, and can effectively compete in the global society.

### **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 and Retaliation**

All student grievances or complaints alleging (1) retaliation against him/her because of the student's prior report of discrimination or harassment, or because of the student's cooperation in any investigation, or (2) discriminatory practice(s) based on race, religion, color, sex, sexual orientation, handicap, or national origin, shall be addressed in writing to the appropriate EEO's office (currently the vice president for student success and enrollment services) with the following caveat. If the student believes that his/her final grade in a course is unfair because of retaliation or discrimination by an instructor, the complaint shall be addressed as specified in this catalog under Academic Policies-Grade Appeal Procedures section II (Grade Appeal Procedure When There Is an Allegation of Discrimination or Retaliation). Otherwise, once the EEO office has received a written complaint containing specific allegations of discriminatory practices or retaliatory actions the following process shall take place.

- A. The EEO officer (or his/her designee) must notify in writing the person(s) whose actions or behavior is/are at issue of the allegation of discrimination and/or retaliation and of the pending investigation within one week of receiving the complaint in writing from the student.
- B. If the EEO officer (or his/her designee), after investigation, finds that the student does not have reasonable grounds for complaint he/she shall so notify in writing the student and the person(s) about whom the complaint is made. The investigation and notification will take place within sixty days of the written allegation's receipt by the EEO's office.
- C. If the EEO officer (or his/her designee), after investigation, finds the student may have reasonable cause for complaint he/she will so notify in writing the student and person(s) about whom the complaint is made. The investigation and notification will take place within sixty days of the written allegation's receipt by the EEO's

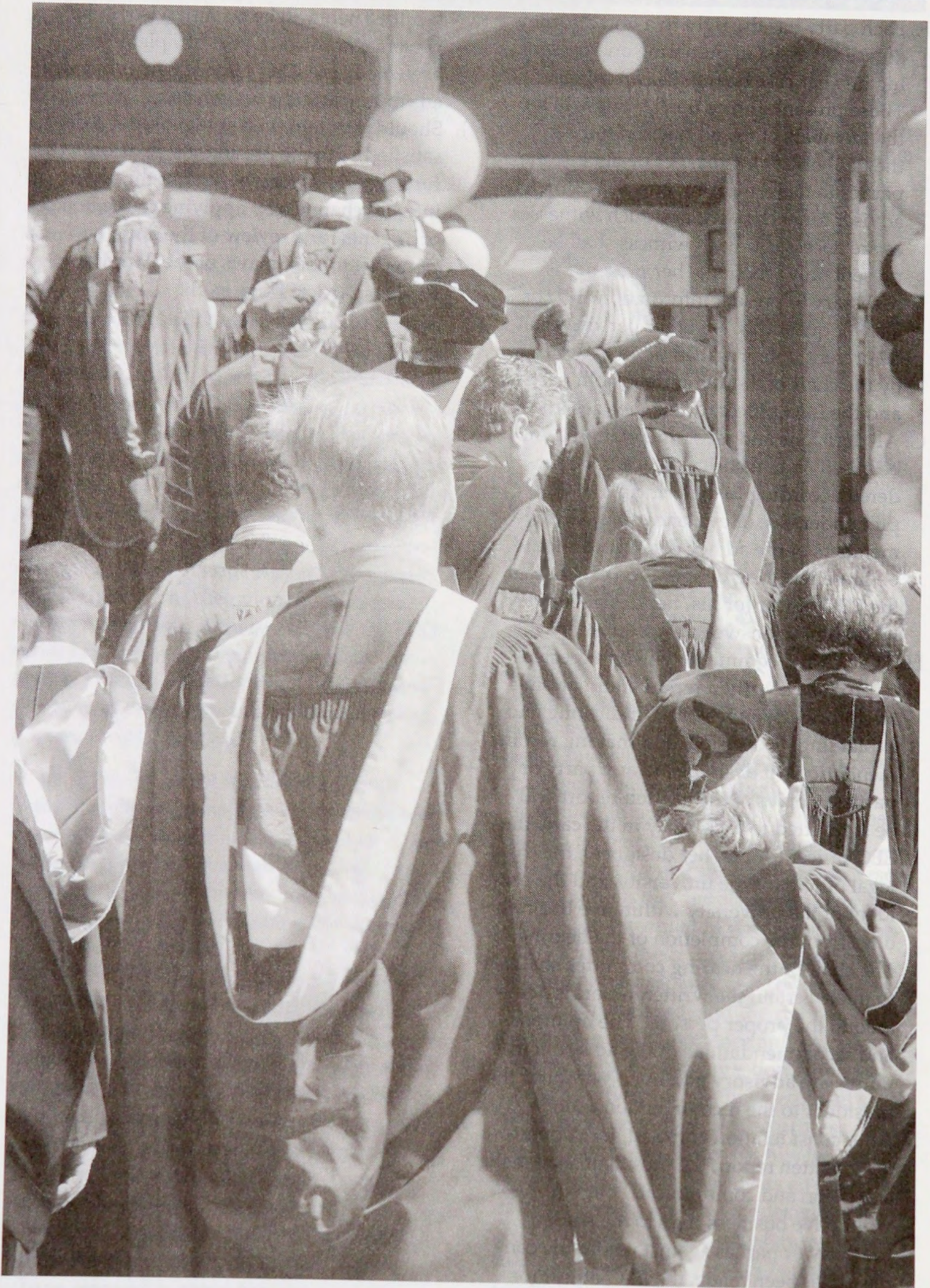
office. On the same date that written notification is delivered to the parties, the EEO officer (or his/her designee) will contact the chair of the university senate. The chair of the senate will then be responsible for establishing an ad hoc committee of three faculty/administrative faculty/staff members and two students to hear the discrimination complaint and make recommendations. The names and contact information of the five members of the ad hoc committee shall be communicated by the chair of the senate to the EEO officer (or his/her designee).

- D. Prior to the hearing the EEO officer (or his/her designee) will arrange that the ad hoc committee shall meet and elect a chair from among the five members. The chair will conduct the hearing. The chair may participate in all deliberations, but will not vote except in the case of a tie.
- E. The hearing committee may draw up its own rules of procedure, and the committee is not bound by any formal rules of legal proceedings and may hear any information that may be of value in determining the issues involved, but minimum due process shall include the right of both parties to be notified in writing at least ten business days in advance of the date, time, and place of the hearing; the right of the person against whom the complaint has been made 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 on their behalf and to question witnesses. The EEO officer (or his/her designee) shall act to make certain these due process rights are met. The EEO officer (or his/her designee) will attend the hearing as an observer. The EEO officer (or his/her designee) is not a party to the case, nor is he/she an advocate for either party. The EEO officer (or his/her designee) shall retain all records associated with the complaint, his/her investigation, the hearing, the committee's written report, and the president's written decision for such length of time as required by Georgia law.



- F. Each party has the right to a non-attorney adviser to assist in preparing and presenting his/her case before the committee. Those present during the hearing will be the members of the ad hoc committee, the EEO officer (or his/her designee), the parties to the complaint, one non-attorney adviser for each party, and such witnesses as are necessary. Each witness shall be present only when his/her presence is necessary to present information and/or answer questions. No other persons shall be present unless agreed upon in writing by the chair of the committee, both parties, and the EEO officer (or his/her designee).
- G. All decisions and recommendations will be based on a majority vote, and be rendered according to the principle of the preponderance of evidence. Only the five members of the ad hoc committee should be present during deliberation except that the EEO officer (or his/her designee) may be present to answer policy questions.
- H. The hearing committee will be expected to produce a written report summarizing the information presented, indicating and explaining its decision, and making recommendations, if desirable, to any party or parties. Copies of the written report will be submitted to each party in the case, the EEO officer (or his/her designee), the chief legal officer for the university, and the president of the university within five business days from the completion of the hearing. The chair of the hearing committee shall act to make certain the written report is delivered to the proper persons. The opinions and recommendations of the ad hoc committee are advisory and in no way bind the president to the recommended actions.
- I. After consideration of the ad hoc committee's written report, the president shall make a decision and communicate it in writing within five business days to the student, the party or parties against whom the complaint has been made, the EEO officer (or his/her designee), the chief legal officer of the university, and the supervisor(s) of the employee(s) against whom the complaint has been made if that person or persons is/are KSU staff, administrative staff, or faculty. There will be no supervisor if the person against whom the complaint has been made is a KSU student who is not also an employee of the university.
- J. Should the aggrieved student 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.





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# Graduate Faculty

## Ex Officio Graduate Faculty

*President:* Betty L. Siegel, Ph.D.

*Vice President for Academic Affairs:* Lendley C. Black, Ph.D.

*Dean of Graduate Studies:* Teresa Joyce, Ph.D.

*Dean, College of the Arts:* Joseph D. Meeks, M.M.

*Dean, Michael J. Coles College of Business and Tony & Jack Dinos Eminent Scholar Chair of Entrepreneurial Management:* Timothy S. Mescon, Ph.D.

*Dean, Bagwell College of Education:* Yiping Wan, Ph.D.

*Dean, WellStar College of Health and Human Services:* Richard L. Sowell, Ph.D.

*Dean, College of Humanities and Social Sciences:* Helen S. Ridley, Ph.D. (Interim)

*Dean, College of Science and Mathematics:* Laurence I. Peterson, Ph.D.

*Dean, Undergraduate Studies and University College:* Mary Lou Frank, Ph.D.

## Department Chairs

*Accounting:* Kathy S. Schwaig, Ph.D. (Acting)

*Biology:* Ronald H. Matson, Ph.D.

*Chemistry and Biochemistry:* Leon L. Combs, Ph.D.

*Communication:* Deanna F. Womack, Ph.D.

*Computer Science and Information Systems:*

Merle S. King, M.B.I.S.

*Economics & Finance:* Roger C. Tutterow, Ph.D.

*Educational Leadership:* Roy Rowe, Ph.D.

*Elementary & Early Childhood Education:* Mark L. Warner, Ed.D.

*English:* Barbara K. Stevenson, Ph.D. (Acting)

*Foreign Languages:* William C. Griffin, Ph.D.

*Health, Physical Education and Sport Science:*

Sandra K. Gangstead, Ph.D.

*History & Philosophy:* Howard Shealy, Ph.D.

*Human Services:* Alan Kirk, Ph.D.

*Leadership & Professional Development:* Deborah B. Roebuck, Ph.D.

*Management & Entrepreneurship:* Harry J. Lasher, Ph.D.

*Marketing & Professional Sales:* R. Keith Tudor, Ph.D.

*Mathematics:* Victor E. Kane, Ph.D.

*Music:* Peter Witte, M.M.

*Nursing -Wellstar School of:* David N. Bennett, Ph.D.

*Political Science & International Affairs:* Chien-Pin Li, Ph.D.

*Psychology:* Randolph A. Smith, Ph.D.

*Secondary & Middle School Education:*

Marjorie Economopoulos, Ph.D.



*Sociology, Geography, & Anthropology:* Samuel Abaidoo, Ph.D.

*Special Education:* Toni S. Strieker, Ph.D.

*Theatre and Performance Studies:* John Gentile, Ph.D.

*University Studies:* Rebecca J. Casey, Ph.D.

*Visual Arts:* Linda A. Hightower, Ed.D.

### Graduate Teaching Faculty

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- D'AQUANNI, MICHAELA** (2001) Associate Professor of Special Education. Ph.D. Syracuse University 1997. M.S. SUNY at New Paltz 1987. B.S. SUNY at New Paltz 1986.
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- FOX, MARIAN** (1997) Associate Professor of Mathematics and Mathematics Education. Ph.D. Georgia State University 1989. M.S. George Washington University 1973. B.S. Mississippi University 1969.



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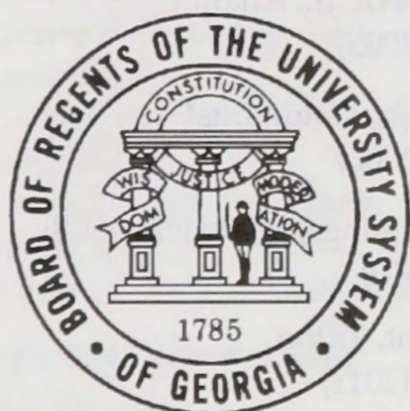


- SMALT, STEVEN** (1988) Associate Professor of Accounting & Information Systems. Ph.D. The Union Institute 2000. M.Acc. University of Florida 1981. B.B.A. Columbus College 1979. C.P.A.
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- WILSON, RALPH T.** (2000) Associate Professor of English. Ph.D. University of Utah 1993. M.A. Kansas State University 1983. B.A. Baldwin-Wallace College 1979.
- WINGFIELD, HAROLD L.** (1985) Professor of Political Science. Ph.D. University of Oregon 1982. M.A. University of Oregon 1973. B.A. Fisk University 1970.
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# University System of Georgia

The University System of Georgia includes 34 state-operated institutions of higher education located throughout the state—four research universities, two regional universities, 13 state universities, two state colleges, and 13 two-year colleges.

The 16-member constitutional Board of Regents governs the system, which has been in operation since 1932. Appointments for seven-year terms of five board members from the state-at-large and one board member from each of the state's 13 congressional districts are made by the governor, subject to confirmation by the State Senate.

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

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

**INSTRUCTION** encompasses programs of study leading toward degrees, ranging from the two-year associate level through the doctoral level, and certificates. Each institution determines requirements for admission of students to instructional programs, pursuant to

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

For students whose goal is a degree beyond the associate level, a Core Curriculum of study for the freshman and sophomore years is in effect at each institution. The Core Curriculum, which facilitates transfer of freshman and sophomore degree credits within the University System, requires 63 semester-credit-hours: 45 in general education and 18 in the student's chosen major.

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

**RESEARCH** encompasses on-campus and off-campus investigations conducted primarily by the universities but also in moderate scope at some of the state universities and senior colleges, for discovery and application of



knowledge. Research topics cover a large variety of matters related to the educational objectives of the institutions and to general needs of society.

The policies of the Board of Regents and the administrative actions of the chancellor provide for each institution autonomy of high degree in academic and administrative matters. The executive head of each institution is the president, whose election is recommended by the chancellor and approved by the board. State applications for the University System are registered by, made to and allocated by the Board of Regents. The largest share of state appropriations (52 percent) is allocated by the Board for Instruction.

Matriculation and nonresidential tuition fees for all institutions are set by the board. All resident students pay matriculation fees; out-of-state student pay nonresident tuition in addition to matriculation. Fees for student services and activities are established by each institution, subject to the board's approval.

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Twelfth District (2007)
- Allan Vigil, Morrow  
Thirteenth District (2010)

\*Chairman

\*\* Vice Chairman



**INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA**

h - On-Campus Student Housing Facilities;  
Degrees Awarded: A-Associate; B-Bachelor's;  
J-Juris Doctor; M-Master's; S-Specialist in Education; D-Doctor's

**Research Universities**

- Athens 30602  
University of Georgia, h; B, J, M, S, D
- Atlanta 30332  
Georgia Institute of Technology, h; B, M, D
- Atlanta 30303  
Georgia State University, h; A, B, M, S, D
- Augusta 30912  
Medical College of Georgia h; A, B, M, D

**Regional Universities**

- Statesboro 30406  
Georgia Southern University, h; B, M, S, D
- Valdosta 31601  
Valdosta State University, h; A, B, M, S, D

**State Universities**

- Albany 31705  
Albany State University, h; B, M
- Americus 31709  
Georgia Southwestern State University, h; A, B, M
- Augusta 30910  
Augusta State University, A, B, M, S
- Carrollton 30118  
State University of West Georgia, h; A, B, M, S, D
- Columbus 31993  
Columbus State University, A, B, M
- Dahlonega 30597  
North Georgia College & State University, h; A, B, M
- Fort Valley 31030  
Fort Valley State University, h; A, B, M
- Kennesaw 30144  
Kennesaw State University, h, A, B, M
- Marietta 30060  
Southern Polytechnic State University, h; B, M
- Milledgeville 31061  
Georgia College & State University, h; A, B, M, S
- Morrow 30260  
Clayton College & State University, A, B
- Savannah 31406  
Armstrong Atlantic State University, A, B, M
- Savannah 31404  
Savannah State University, h; A, B, M

**State Colleges**

- Dalton 30120  
Dalton State College, A, B
- Macon 31297  
Macon State College, A, B

**Two-Year Colleges**

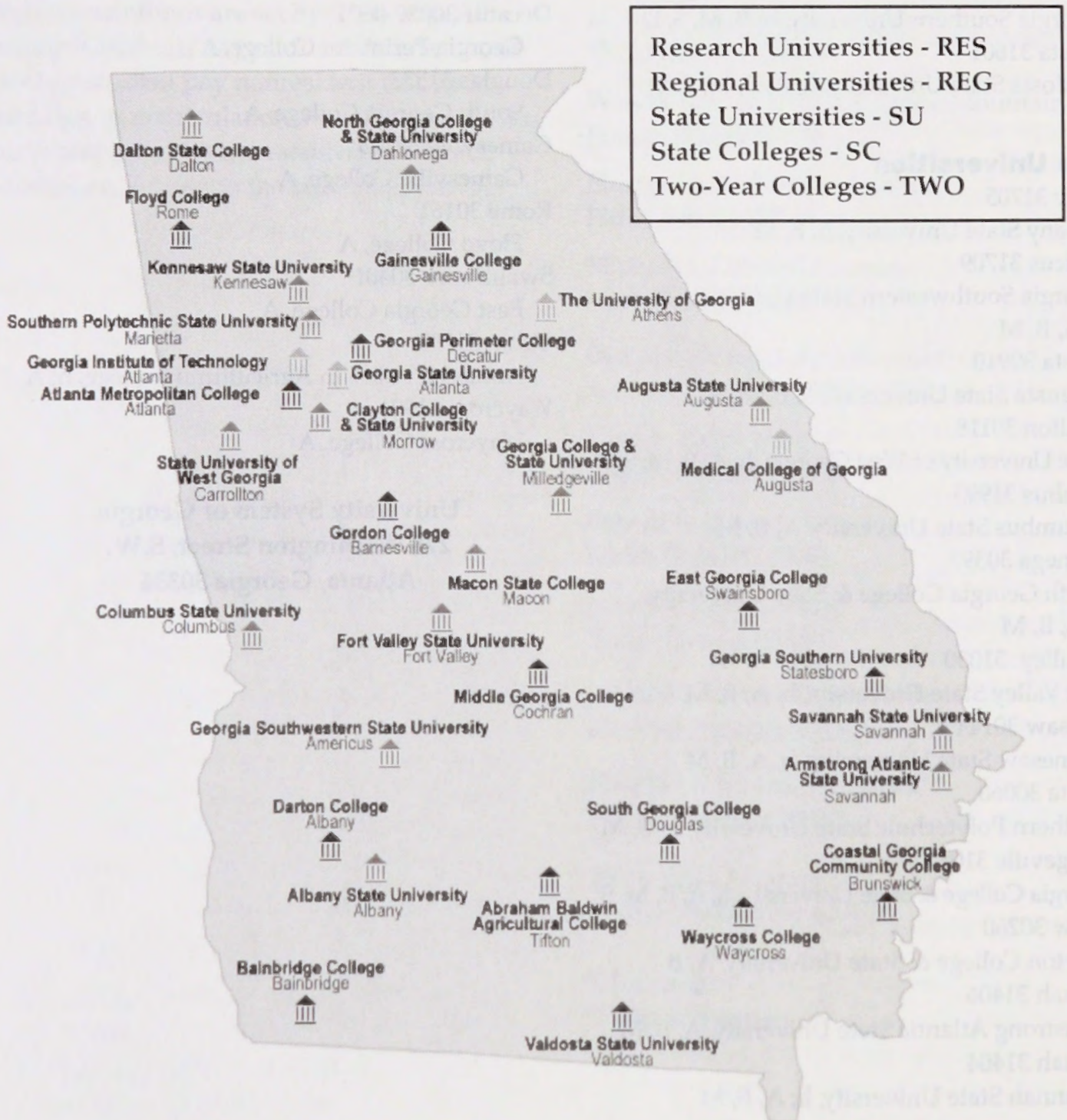
- Albany 31707  
Darton College, A
- Atlanta 30310  
Atlanta Metropolitan College, A
- Bainbridge, 31117  
Bainbridge College, A
- Barnesville, 30204  
Gordon College, h; A
- Brunswick 31523  
Coastal Georgia Community College, A
- Cochran, 31014  
Middle Georgia College, h; A
- Decatur 30089-0601  
Georgia Perimeter College, A
- Douglas 31533  
South Georgia College, A
- Gainesville 30403  
Gainesville College, A
- Rome 30161  
Floyd College, A
- Swainsboro 30401  
East Georgia College, A
- Tifton 31193  
Abraham Baldwin Agricultural College, h; A
- Waycross 31501  
Waycross College, A

**University System of Georgia**  
270 Washington Street, S.W.  
Atlanta, Georgia 30334



Abraham Baldwin Agricultural College - TWO  
 Albany State University - SU  
 Armstrong Atlantic State University - SU  
 Atlanta Metropolitan College - TWO  
 Augusta State University - SU  
 Bainbridge College - TWO  
 Clayton College & State University - SU  
 Coastal Georgia Community College - TWO  
 Columbus State University - SU  
 Dalton State College - SC  
 Darton College - TWO  
 East Georgia College - TWO  
 Floyd College - TWO  
 Fort Valley State University - SU  
 Gainesville College - TWO  
 Georgia College & State University - SU  
 Georgia Institute of Technology - RES

Georgia Perimeter College - TWO  
 Georgia Southern University - REG  
 Georgia Southwestern State University - SU  
 Georgia State University - RES  
 Gordon College - TWO  
 Kennesaw State University - SU  
 Macon State College - SC  
 Medical College of Georgia - RES  
 Middle Georgia College - TWO  
 North Georgia College & State University - SU  
 Savannah State University - SU  
 South Georgia College - TWO  
 Southern Polytechnic State University - SU  
 State University of West Georgia - SU  
 University of Georgia - RES  
 Valdosta State University - REG  
 Waycross College - TWO





# Kennesaw State University Foundation

oundation's officers and committee chairmen are as follows:

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Hollister "Holly" Hill (Member)  
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Mr. W. ...  
Criminal Justice ...  
Mr. Joseph ...  
Joe ...



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# Kennesaw State University Campus Map

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Withdraw from a class  
Writing assistance

Registrar  
Writing Center

6700  
6200  
6380

Student Center 201  
Kennesaw Hall 1501  
Humanities 237B



26. EMERGENCY CONTACT RELATIONSHIP:  1. Parent  2. Guardian  3. Spouse  4. Other

NAME  
[Grid for name entry]

PERMANENT ADDRESS [Grid] CITY [Grid] STATE [Grid] ZIP [Grid]

COUNTRY OF ADDRESS (if not USA) [Grid] CONTACT PHONE NUMBER [Grid]

27. FOR INTERNATIONAL STUDENTS ONLY

Home Country Address: \_\_\_\_\_

Will you need an I-20 Certificate of Eligibility?  Yes  No Please indicate the type of visa you currently hold: \_\_\_\_\_ (example: F-1, E-2, etc.)

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 application fee.**

*Mailing Instructions:* Mail application and all required documents to Office of Graduate Admissions, 1000 Chastain Road, Kennesaw, GA 30144-5591.  
Kennesaw State University, a member of the University System of Georgia, is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, handicap or national origin.

Be sure to visit our Web site at: <http://www.kennesaw.edu>

GC2003-2004

Kennesaw Hall 1501  
Humanities 237B

6200  
6380

Registrar  
Writing Center

Withdraw from a class  
Writing assistance

BOXES

Kennesaw



List all colleges and universities attended, including Kennesaw State University (use an extra sheet if necessary). Official credentials must be submitted to the Office of Graduate Admissions in a sealed envelope from the sending institution or agency. **Former KSU students must request official transcripts from colleges not already 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 SUBMITTED FROM EACH ACCREDITED COLLEGE OR UNIVERSITY ATTENDED.**

21. See current Graduate Catalog for any additional program requirements. These additional documents should be submitted in a complete package with this application.

22. Test scores to be submitted:  GRE       GMAT       LSAT      Date of Test \_\_\_\_\_

23. 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					

24. Total number of years of full-time employment experience: \_\_\_\_\_  
 Have you ever held a teaching certificate?  Yes     No    If yes, in which State(s)? \_\_\_\_\_

25. Your approximate overall average in: (Based on 4.0 scale)  
 Undergraduate school \_\_\_\_\_ Undergraduate major \_\_\_\_\_ Graduate school \_\_\_\_\_



# WHERE TO GO FOR HELP ON CAMPUS

## INFORMATION 770-423-6000

<b>What You Need</b>	<b>Office to Contact</b>	<b>Phone (770) 423-</b>	<b>Location</b>
Academic Advisor (if major decided)	Office of your major area of study		
Academic Advisor (if uncertain of major)	CAPS Advising	6219	Kennesaw Hall 2401
Address Change	Registrar	6200	Kennesaw Hall 1501
Adult Learner Assistance	Student Development Center	6701	Student Center 213
Alumni Information	Alumni Affairs	6333	KSU House #56
Appeal of grade	Instructor first, then Department Chair		
Career counseling	CAPS Center	6600	Kennesaw Hall 2401
Change of major	Department of New Major		
Continuing Education information	Continuing Education	6765	KSU Executive Center
Cooperative Education/Internship	Career Services	6555	Kennesaw Hall 2617
Copy of transcript	Registrar- <a href="http://www.kennesaw.edu/registrar">www.kennesaw.edu/registrar</a>	6200	Kennesaw Hall 1501
Counselor	CAPS Center	6600	Kennesaw Hall 2401
Declaration of major	Department of Major		
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
Gifts/Grants	Development Office	6027	Advancement Bldg. 160
Graduate Program Information	Graduate Admissions	420-4377	Kennesaw Hall 3401
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 Clinic	6644	KSU House #52
Help for disabled persons	Student Development Center	6443	Student Center 268A
Housing information	Residence Life	420-4388	Student Center 156
ID Card	Universal Card Services Center	499-3436	Student Center 219
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 after graduation	Career Services	6555	Kennesaw Hall 2617
Job on/off campus	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	Sturgis Library 411
Minority Student Assistance	Student Development Center	499-3546	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
Personal help	CAPS Center	6600	Kennesaw Hall 2401
Perkins checks	Bursar's Office	6475	Student Center 233
Petition to graduate	Registrar	6200	Kennesaw Hall 1501
Photocopying	Library	6186	Sturgis Library
Press Inquiries	University Relations	6203	Advancement Bldg. 107
Readmission application	Admissions	6300	Kennesaw Hall 1501
Regents' Examination	<a href="http://www.kennesaw.edu/registrar">www.kennesaw.edu/registrar</a>	6200	Kennesaw Hall 1501
Registration information	<a href="http://www.kennesaw.edu/registrar">www.kennesaw.edu/registrar</a>	6200	Kennesaw Hall 1501
Residency status change	VP/Business & Finance	499-3536	Kennesaw Hall 3441
ROTC information	ROTC	678-797-2304	
Student activities information	Student Life Center	6280	Student Center 274
Student publications information	Student Life Center	6280	Student Center 277
Transfer credit evaluations	<a href="http://www.kennesaw.edu/registrar">www.kennesaw.edu/registrar</a>	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 237B





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