



KENNESAW STATE COLLEGE

1990 □ 1991
GRADUATE CATALOG

KENNESAW STATE COLLEGE

1990 □ 1991
GRADUATE CATALOG
VOLUME 6

A SENIOR COLLEGE OF THE
UNIVERSITY SYSTEM OF GEORGIA
MARIETTA, GEORGIA 30061

This catalog was prepared in the fall of 1989. The material presented is for informational purposes only and should not be construed as the basis of a contract between students and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Kennesaw State College reserves the right to change any provision listed in this catalog, including, but not limited to, academic requirements for graduation, without actual notice to individual students.

Every effort will be made to keep students advised of any changes in provisions listed in this catalog and/or new information. Quarterly course schedules will be considered as extensions of this catalog, and copies will be available in the Office of the Registrar.

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 program of studies, credits, degree requirements, quality points and other facts relating to life at this college.

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

FOR FURTHER INFORMATION, WRITE OR TELEPHONE:

**GRADUATE STUDIES
KENNESAW STATE COLLEGE
P.O. BOX 444
MARIETTA, GA 30061
(404) 423-6300**

TABLE OF CONTENTS

College Calendar	5
General Information	10
Admissions	11
Academic Regulations	15
Expenses	20
Financial Assistance	25
Master of Business Administration	28
School of Education	33
Graduate Course Descriptions	51
Graduate Student Services	70
Academic/Social Policies	75
University System of Georgia	122
Administrative Officers and Faculty	108
Index	129
Campus Map	132

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

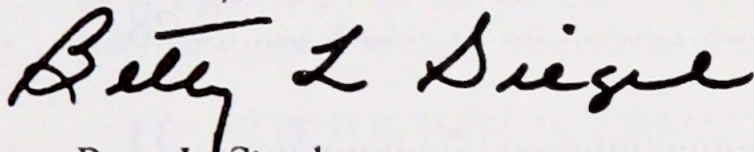
WELCOME FROM THE PRESIDENT

Dear Graduate Students:

Welcome to Kennesaw State College. You have chosen a premier institution which takes great pride in its strong and vital tradition of academic excellence. At Kennesaw, you will find a dedicated faculty, staff and administration deeply committed to high-quality graduate and undergraduate education. Kennesaw State College is also proud of its cooperative campus environment, which facilitates the important learning and growth that takes place here.

We are delighted that you are with us at Kennesaw State College, and we wish you every success as you pursue your goals in higher education.

Sincerely,



Betty L. Siegel
President

KENNESAW STATE COLLEGE CALENDAR

1990-91

SUMMER QUARTER 1990

JUNE

- June 4 Application and Document deadline for Undergraduates,
Graduates and Readmissions for Summer 1990
- June 19 Quarter Begins
Registration - ALL Sessions
- June 20 Classes Begin, Session I, Six-Week and All Quarter
- June 20-27 Regent's Test Sign-up Dates
- June 21 Late Registration and Drop/Add
- June 21 Last Day to Petition to Graduate - Summer 1990

JULY

- July 3 Last Day to Withdraw Without Academic Penalty - Session I
- July 4 Holiday
- July 11 Last Day to Withdraw Without Academic Penalty - Six-Week
- July 18 Last Day of Classes - Session I
- July 19 Exams - Session I
- July 20 Last Day to Withdraw Without Academic Penalty - All Quarter
- July 24 Classes Begin - Session II
- July 24 Regents' Test Date

AUGUST

- August 1 Last Day of Classes - Six-Week
- August 2-3 Exams - Six-Week
- August 6 Last Day to Withdraw Without Academic Penalty - Session II
- August 16 Early Registration for Fall 1990 (if needed)
- August 20 Last Day of Classes - All Quarter and Session II
- August 21-23 Exams - All Quarter and Session II
- August 23 End of Quarter

FALL QUARTER 1990

AUGUST

August 31 Application and Document deadline for Undergraduates,
Graduates and Readmissions for Fall 1990

SEPTEMBER

September 18 Quarter Begins - Registration
September 19 Classes Begin, Late Registration
Last Day to Petition to Graduate Fall 1990
September 20-28 Regents' Test Sign-up Dates
September 20-21 Drop/Add

OCTOBER

October 15 Advisement Begins
October 25 Last Day to Withdraw Without Academic Penalty

NOVEMBER

November 14-15 Early Registration for Winter 1991 - (if needed)
November 22-25* Thanksgiving Holidays
November 27 Last Day of Classes
November 28-
Dec 3 Exams

DECEMBER

December 3 End of Quarter
December 8 Graduation

*No Classes That Begin After 3:30 P.M. Wednesday, November 22

WINTER QUARTER 1991

DECEMBER

December 7 Application and Document deadline for Undergraduates, Graduates and Readmissions for Winter 1991

JANUARY

January 2 Quarter Begins - Registration
 January 3 Classes Begin - Late Registration
 Last Day to Petition to Graduate - Winter 1991
 January 4-7 Drop/Add
 January 21 Martin Luther King Holiday

FEBRUARY

February 11 Last Day to Withdraw Without Academic Penalty

MARCH

March 6-7 Early Registration for Spring 1991 (if needed)
 March 12 Last Day of Classes
 March 13-18 Exams
 March 18 End of Quarter
 March 30 Graduation

SPRING QUARTER 1991**MARCH**

- March 8 Application and Document deadline for Undergraduates,
Graduates and Readmission for Spring Quarter 1991
- March 26 Quarter Begins - Registration
- March 27 Classes Begin - Late Registratin
- Last Day to Petition to Graduate - Spring 1991
- March 28-29 Drop/Add

APRIL**MAY**

- May 2 Last Day to Withdraw Without Academic Penalty
- May 31 Early Registration for Summer 1991 - (if needed)

JUNE

- May 31 Last Day of Classes
- June 1-6 Exams
- June 6 End of Quarter
- June 15 Graduation

SUMMER QUARTER 1991

JUNE

- June 3 Application and Document deadline for Undergraduates,
Graduates and Readmissions for Summer 1991
- June 18 Quarter Begins - Registration - ALL SESSIONS -
Session I, Session II, Six-Week and All Quarter
- June 19 Classes Begin, Session I, Six-Week and All Quarter
- June 19 Late Registration, Drop/Add
- June 20 Last Day to Petition to Graduate - Summer 1991

JULY

- July 3 Last Day to Withdraw Without Academic Penalty - Session I
- July 4 Holiday
- July 12 Last Day to Withdraw Without Academic Penalty - Six-Week
- July 17 Last Day of Classes - Session I
- July 18 Exams - Session I
- July 23 Classes Begin - Session II
- July 25 Last Day to Withdraw Without Academic Penalty - All Quarter
- July 31 Last Day of Classes - Six-Week

AUGUST

- August 1-2 Exams - Six-Week
- August 6 Last Day to Withdraw Without Academic Penalty - Session II
- August 14-15 Early Registration for Fall 1991 - (if needed)
- August 19 Last Day of Classes - All Quarter and Session II
- August 20-22 Exams - All Quarter and Session II
Saturday and Sunday Exams will be August 24-25
- August 22 End of Quarter

GENERAL INFORMATION

Purpose

Kennesaw State College is a dynamic, developing senior college in the University System of Georgia, responding to the needs of the northwest region of the state for accessible, relevant and high-quality graduate, undergraduate and public service programs.

Committed to providing an inviting and supportive learning environment, Kennesaw State College values and promotes excellence in its central missions of teaching and service. Scholarly activity and research are encouraged in support of these aims and to further professional development. The campus community provides a stimulating and challenging atmosphere, which fosters critical thinking, social responsibility and an understanding of differences among people and ideas.

Kennesaw State College aspires to be a model senior college, respected for its contributions to excellence in education, the realization of personal potential and the improvement of the quality of life in the communities it serves.

Graduate Studies

An Office of Graduate Studies was created in 1984 by action of the Board of Regents of the University System of Georgia. Kennesaw State College received approval for candidacy at the graduate level for accreditation by the Southern Association of Colleges and Schools, and granted full accreditation on December 18, 1986. Degrees offered include the Master of Business Administration and the Master of Education with majors in elementary education (K-4 and 4-8). Graduate programs are administered by individual departments and schools and are coordinated by the dean of graduate studies.

ADMISSIONS

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

APPLICATION PROCEDURES

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

Quarter	Deadline
Summer '90	June 4
Fall '90	August 31
Winter '91	December 7
Spring '91	March 8
Summer '91	May 31

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

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

Degree	Application Requirements
M.B.A.	<ul style="list-style-type: none">• Application form• Two official transcripts sent directly from the institution to the Office of Admissions from each institution attended. Proof of baccalaureate degree should be on one transcript.• Official Graduate Management Admissions Test (GMAT) scores.
M.Ed. (K-4, 4-8)	<ul style="list-style-type: none">• Application form• Application for degree program• Two official transcripts sent directly from the institution to the Office of Admissions from each institution previously attended. Proof of the baccalaureate degree should be on one transcript.• Official Graduate Record Examination (GRE) scores. Personal statement of goals (forms available from the Office of Admissions or Program Director).

Non-degree/ Post- baccalaureate	<ul style="list-style-type: none"> • Application form • Two official transcripts from the undergraduate institution from which baccalaureate degree was awarded.
Certification Add-on/ Renewals	<ul style="list-style-type: none"> • Application form • Two official transcripts from the undergraduate and/or most recent graduate degree.

International Students

Students from other countries must meet all the requirements listed above. Any student whose native language is not English must have earned a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). If the student graduated from a college in the United States or completed an intensive English language program and can demonstrate proficiency in the language, the TOEFL may be waived. In addition, international students must submit an affidavit of support from the sponsor and a certified financial statement from the sponsor's bank showing that funds are available for one year of study. Students must have a valid passport and must be in current duration of status in order to enroll at Kennesaw State College.

Applicants for Constitutional Amendment 23 Admission

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

Admission Classifications

I. Admission to a Degree Program

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

A. Full Standing

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

Degree Admissions Requirements

- M. B. A. • Baccalaureate degree from a regionally accredited institution. A combination of the cumulative undergraduate grade-point average and the total score on the Graduate Management Admission Test (GMAT) is used to develop an index number. This number must be a minimum of 980 (see General Requirement No. 2 on page 28 for explanation of determining the index number). However, if the index is below 980, the applicant may still be admitted using for extra consideration the junior/senior grade point average, recent graduate work, work experience and other academic evidence of excellence.

- M.Ed.
- Baccalaureate degree from a regionally accredited institution
 - Minimum cumulative undergraduate grade-point average of 1.5 on a 4.0 scale
 - Minimum score of 800 (verbal and quantitative) on General Test of the GRE
 - T-4 certificate or NT-4 certificate
 - An acceptable statement of personal goals

B. Provisional Standing

An individual whose credentials do not meet the requirements for full standing may be considered for provisional standing if, in the opinion of the program director or graduate committee, the applicant demonstrates potential to complete a graduate degree. A program to make up the deficiencies will be designed by the program director or adviser. No more than 15 quarter hours of graduate course work earned while in provisional standing may be applied toward the requirements of a degree program.

Because the provisional requirements may vary among programs, the student should be knowledgeable of any additional requirements within the degree program. Provisional standing is not given or available for students applying for admission to the MBA program.

II. Non-Degree / Post-Baccalaureate Admission

An individual who is interested in earning graduate credit, but who is not an applicant for a graduate degree at Kennesaw State College, may be admitted as a non-degree/post-baccalaureate student. Students who have earned a baccalaureate degree (or higher) from a recognized institution may enroll in applicable courses if all prerequisites have been taken. All applicants for non-degree/post-baccalaureate study must submit a graduate application for admission and two official undergraduate transcripts showing the baccalaureate degree.

Non-Degree / Post-Baccalaureate Admission Requirements:

- Bachelor's degree from a regionally accredited college or university
- Minimum undergraduate grade-point average of 2.0 on a 4.0 scale (2.5 for students interested in graduate studies in business administration).

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

III. Transient Student Status

An applicant who is enrolled in a recognized graduate program at another institution may seek temporary admission to graduate study at Kennesaw State College. The applicant must submit to the Office of Admissions a graduate application for admission and a written statement of transient permission from the graduate dean or registrar

from the former graduate institution. These forms must be received by the established deadline for the quarter. The Office of Admissions will send a copy of the application to the appropriate department, which will make the admission decision based on available space.

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

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

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

IV. Graduate Credit for Undergraduates

A Kennesaw State College undergraduate student who is within 10 quarter hours of graduation and who has a cumulative grade-point average of 2.5 and a 3.0 grade-point average in the major subject may enroll in graduate courses. In addition to submitting the application for graduate study, the student must obtain written approval from the school program director and be officially admitted to graduate studies by the dean of graduate studies. To enter the MBA Program as an undergraduate, the student must submit an acceptable GMAT test score just as other applicants to the MBA Program. Graduate credit taken under this provision may not be used to meet undergraduate degree requirements. The student will be classified as non-degree post baccalaureate until acceptable scores, final transcripts and other supporting documents as required by the degree program are received in the appropriate offices.

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

Readmission to Graduate Study

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

A student must apply for readmission by completing an Application for Readmission to a Graduate Degree Program and submitting it to the program director for approval. If the student has taken course work at another institution during the period of non-enrollment, the course work will be considered as transfer credit and, upon receipt of an official transcript, reviewed accordingly. The application is available in each program director's office or the Office of Admissions.

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

Individual degree programs or departments may add requirements regarding readmission.

ACADEMIC REGULATIONS

Course Load

Full-time enrollment for Graduate students is 10 quarter hours. In order to enroll for more than 10 quarter hours, a student must obtain approval from his/her academic adviser or program director.

Residence Requirement

Of the 60 quarter hours required for a graduate degree, 45 quarter hours must be taken in full standing at Kennesaw State College.

Expectations for Satisfactory Graduate-Level Student Performance

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

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

Academic Warning

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

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

Academic Probation

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

Academic Exclusion

If a graduate student earns three grades below B in graduate course work, or if a graduate student on probation earns a quarterly grade-point average below 3.0, that student will be dismissed from further graduate study at Kennesaw State College and will not be eligible for readmission as a graduate student.

Course Repetitions

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

Grade-Point Average

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

Schedule Changes

Graduate students are permitted to drop and/or add classes only on the official schedule change day. The student should consult the Kennesaw State College catalog or the Office of the Registrar for the applicable schedule change day each quarter. Graduate students must meet with their program director for approval of changes prior to entering the schedule change area.

Withdrawal from College or from Individual Courses

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

A student who officially withdraws from college with the approval of the registrar within the first 28 working days (including registration days) of the quarter will be assigned grades of "W," which will not affect the overall scholastic average. The student who stops attending classes and notifies no one is usually assigned failing grades, which jeopardize his/her chances of future academic success.

A student may, by means of the same withdrawal form and with the approval of the registrar, withdraw from individual courses while retaining other courses on the schedule. This option must be exercised within the first 28 working days of the quarter; failure to do so will mean that the student has elected to receive the final grade earned in the course. The only exception to these withdrawal regulations will be for those instances that involve unusual and fully documented circumstances.

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

Grading System

All graduate students are required to maintain a 3.0 grade-point average. The college is organized on the quarter system, with three of the four quarters extending approximately 11 weeks and summer quarter extending approximately eight weeks. The quarter hour is the unit of credit in any course. The following grading system is used:

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

I — Incomplete grade (I) will be awarded only when the student has done satisfactory work, but for non-academic reasons beyond his/her control is unable to meet the full requirements of the course. The grade of I will not be included in the calculation of the student's scholastic average at the end of the quarter in which the incomplete grade is assigned, nor during any succeeding quarters in which the student is not enrolled. However, by the end of the next full quarter in which the student is enrolled following the assignment of the incomplete grade, 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 scholastic average. An "I" cannot be removed by re-enrolling in the course.

W — This symbol indicates that the student was permitted to withdraw from the course without penalty with the approval of the program director and registrar within the first 28 working days (including registration days) of the quarter. Withdrawals without penalty may be permitted after the official withdrawal period in hardship cases only with approval of the registrar. A course in which the grade of W has been assigned will not be included in calculating the student's scholastic average.

WF — This symbol indicates that the student was permitted to withdraw from a course after the first 28 working days of the quarter. The dropping of a course under these circumstances is equivalent to failure.

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.

Transfer Credit

Graduate work taken at other accredited institutions must be evaluated and approved by the program director or graduate committee of the respective program in order to constitute part of the degree program at Kennesaw State College. Such transfer credit cannot exceed 15 quarter hours and cannot reduce residence requirements. No grade below a B may be accepted. Transfer grades are not used in calculating quarterly or cumulative grade-point averages.

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

Time Limit

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

Candidacy

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

Graduation Requirements

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

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

- a. An application for graduation must be filed by the quarter preceding the final quarter of enrollment. This form may be obtained from the registrar's office.
- b. Of the 60 quarter hours required for an advanced degree, 45 must be taken in full standing through Kennesaw State College.
- c. Degree candidates must have earned a cumulative grade-point average of 3.0 in all graduate course work at Kennesaw State College and a grade of C or better

in each course presented to meet degree requirements. With the approval of the Graduate Curriculum Committee, individual degree programs may establish additional graduation requirements (e.g., comprehensive exams, thesis).

Additional Academic Regulations

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

EXPENSES

Expenses are in the form of matriculation fees, non-resident tuition fees, student services fees and other special fees. Fees of all students are due and payable at the time of registration; registration is not complete until all fees have been paid. Students are required to pay matriculation fees and, when applicable, non-resident tuition for enrollment in all courses even if no credit is earned.

The college reserves and intends to exercise the right to withhold copies of transcripts and other student education records and/or to withdraw students who owe the college money. Fees and expenses are subject to change without notice.

Matriculation Fee

During 1989-90, graduate students are charged a matriculation fee of \$33 per quarter hour of course work up to 12 quarter hours. For a graduate student to register for more than 10 quarter hours, he or she must receive special permission. The matriculation fee for 12 or more hours is \$432 during 1989-90.

Non-Resident Tuition Fee

Students who are not residents of Georgia and who register for 12 or more credit hours are required to pay a tuition fee of \$794 per quarter in addition to the matriculation fee and all other regular fees. Non-resident students registered for fewer than 12 credit hours are required to pay tuition of \$66 per credit hour in addition to the matriculation fee and all other regular fees.

Student Activities Fee

All students are required to pay a non-refundable fee of \$34 per quarter to finance student activities, student publications, intercollegiate athletics and special student services.

Special Fees and Expenses

Diploma Fee: A diploma fee of \$15 is required of all degree candidates and is payable at the time a petition to graduate is presented to the registrar. The fee is nontransferable and non-refundable. It entitles the student to one diploma.

Penalty Fee For Returned Check: A penalty fee of \$15 will be assessed for each check returned by the bank.

Student Motor Vehicle Parking Fee

All motor vehicles operated by students on the college campus must be officially registered with the Campus Safety and Security Office. A specific parking permit must be assigned before the vehicle may be operated or parked on campus. A parking decal will be issued for each vehicle registered and must be displayed in the left rear window of the vehicle.

A student with a debilitating physical handicap will be assigned a reserved parking space upon making a request through the Campus Safety and Security Office. Reserved parking spaces must be renewed each quarter in which the student is enrolled. Students parking vehicles in unauthorized areas will be subject to fines and or removal of their vehicles at their expense. The cost of a regular parking permit is \$1 per quarter, payable at the time of registration.

Summary of Expenses

(Fewer than 12 Hours)	Resident	Non-Resident
*Matriculation Fee Per Credit Hour	\$33.00	\$33.00
*Non-Resident Tuition Fee Per Credit Hour	.00	66.00
Student Services Fee Per Quarter	34.00	34.00
Vehicle Registration Per Quarter	1.00	1.00
(Twelve Hours or More)	Resident	Non-Resident
*Matriculation Fee Per Quarter	\$397.00	\$397.00
*Non-Resident Tuition Fee Per Quarter	.00	794.00
Student Services Fee Per Quarter	34.00	34.00
Vehicle Registration Per Quarter	1.00	1.00
*Total	\$432.00	\$1,226.00

*Matriculation fees and non-resident tuition fees are expected to increase effective summer quarter 1990.

Withdrawal and Refund of Student Fees

Students desiring to withdraw from classes for any reason must secure the proper withdrawal forms from the Office of the Registrar. Withdrawal forms must be filled out completely and approved by the program director and the registrar.

Refunds

Students dropping courses or completely withdrawing on or before drop/add day will receive a 100 percent refund (except parking, music and PE fees). Music and PE fees are refundable only if the department chair verifies that the student could not be placed in a class.

After drop/add day, a student will receive **NO REFUND** for dropping a course but must withdraw completely from the college to receive a percentage (%) refund of **MATRICULATION AND NON-RESIDENT FEES ONLY**. The refunds after drop/add day are based on a declining percentage as each week passes.

1st week after drop/add day	80%
2nd week after drop/add day	60%
3rd week after drop/add day	40%
4th week after drop/add day	20%

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

EXPENSES

Refer to the quarterly Schedule of Courses for specific dates and time of each refund period. The date to be used in determining eligibility for a refund will be the date the withdrawal form is presented to the Office of the Registrar.

Students enrolled in a sequence course are eligible for a percentage refund only if they formally withdraw from the college in accordance with the refundable schedule above.

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

Definition of a Legal Resident

An individual who enters the institution as a non-resident student but who later wishes to qualify as a legal resident must fill out a Petition for Georgia Residence Classification form, which can be obtained in the Office of Admissions. A student's resident status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student. A student is responsible for registering under the proper residency classification. A student classified as a non-resident who believes that he or she is entitled to be reclassified as a legal resident may petition the Residence Committee for a change in status. The petition must be filed no later than 60 days after the quarter begins in order for the student to be considered for reclassification for that quarter. If the petition is granted, reclassification will not be retroactive to prior quarters.

If there is any question in the mind of the student concerning his/her residence status, application for clarification should be made immediately or not later than two weeks prior to the registration date in order to avoid delay and inconvenience in registration. Applications should be addressed to Residence Committee, Office of the Vice President for Business and Finance, Kennesaw State College, P.O. Box 444, Marietta, Georgia 30061.

Regents' Policies Governing the Classification of Students for Tuition Purposes

The following policies have been adopted by the Board of Regents for the purpose of determining the tuition status of students.

1. (a) If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.
(b) No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.

2. If a person is under 18 years of age, he or she may register as an in-state student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.
3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of 12 consecutive months on the payment of in-state tuition. After the expiration of the 12 month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate.
4. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.
5. Aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
6. **Waivers:** An institution may waive out-of-state tuition for:
 - (a) non-resident students who are financially dependent upon a parent, parents or spouse who have been a legal resident of Georgia for at least 12 consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration;
 - (b) international students whose matriculation fee and other required fees are paid by an agency of the federal government, a church or a civic club located in Georgia that has received specified approval of the Board of Regents, provided the number of such students does not exceed the quota approved by the Board of Regents for the institution concerned;
 - (c) full-time employees of the University System, their spouses and their dependent children;
 - (d) non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service at such institution;
 - (e) full-time teachers in the public schools of Georgia and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver;
 - (f) career consular officers and their dependents who are citizens of the foreign nation that their consular office represents, and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States;
 - (g) military personnel and their dependents stationed in Georgia and on active duty unless such military personnel are assigned as students to system institutions for educational purposes.

- (1) Military personnel on active duty in the State of Georgia who meet the admission requirements of Kennesaw State College may apply for a waiver of non-resident fees. The application for a waiver must include an affidavit signed by the applicant's commanding officer stating that the applicant is assigned to a military installation in the state of Georgia with permanent change of station orders. The affidavit must contain the approximate length of the applicant's current tour of duty.
- (2) Legal dependents of military personnel who meet the resident waiver requirements stated above may also apply for a waiver of non-resident fees. The parent or guardian (sponsor) must furnish the affidavit described above and in addition a signed statement that identifies the applicant as a legal dependent. If the dependent is 18 years of age or older, the sponsor must furnish a copy of last year's federal income tax forms showing that the applicant was claimed as a legal dependent.

FINANCIAL ASSISTANCE

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

Regents' Opportunity Scholarship

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

Regents' Scholarships

The Board of Regents of the University System of Georgia offers scholarships to superior full-time students who are Georgia residents and have financial need. The amount of aid varies according to need up to \$1 000 per year for graduate students. Repayment of this scholarship may be made through service in the state of Georgia for a period of one year for each \$1000 of aid received or through repayment in cash with interest of 3 percent per annum. Students must reapply annually.

Stafford (GSL) Loans

The Georgia Student Finance Authority is an organization created to guarantee low-interest loans made to Georgia residents who plan to attend any institution of higher education. Upon approval of the student's loan application by a participating lender, GSFA guarantees repayment of the loan with interest. A graduate student may borrow up to \$7,500 per year at the rate of 8 percent interest per year. In order to receive a loan, a student must demonstrate financial need by submitting a Financial Aid form to the College Scholarship Service. Repayment must begin six months after completing the program or dropping to less than full-time or half-time student status, depending on requirements of the lender. Maximum time for repayment is 10 years. For information and application forms, contact the Kennesaw State College Office of Student Financial Aid, or the Georgia Student Finance Authority, 2082 East Exchange Place, Tucker, Georgia 30084.

Supplemental Loans

These loans are available to graduate students and are similar to the PLUS program for undergraduates. A student may borrow a maximum of \$4,000 a year with a cumulative maximum of \$20,000 (including the amount borrowed as an undergraduate). The interest rate varies depending on the rate on 91-day Treasury bill notes. As this catalog went to print, the interest rate was 12.00 percent. Need is not a

determining factor in this loan program. Deferments are available for student borrowers. Eligibility for a Stafford Loan must be determined before applying for the Supplemental Loan.

Appeals Procedures

Students or applicants denied financial aid are entitled to an explanation of the denial. Appeals resulting from the decisions of the director of student financial aid may be taken to the Academic Honors and Awards Committee. Appeals must be made in writing and addressed to the Chairperson of the Academic Honors and Awards Committee within 10 days of receiving notification of denial of aid from the director of student financial aid.

The chairperson of the Academic Honors and Awards Committee shall convene the committee for the purpose of hearing the appeal within two weeks of the date of receiving the appeal and shall report the committee's findings to the vice president for student affairs no later than one week after the date of the hearing. The committee chairperson shall inform the student of the decision.

The student has the right to appeal the decision to the Office of the President within eight days of receipt of the committee's decision. The decision of the president will be based solely on a review of the record.

Any student who is receiving financial aid and who withdraws from a class after the scheduled change period or withdraws from college must contact the director of student financial aid. The student must refund any assistance or portion of assistance involved in the action.

Any amount of refund due to the student who withdraws from the college will be automatically returned to the student aid fund. The student should refer to the financial section of this catalog to determine the college refund policy.

If the student withdraws totally from the college and has already received financial aid payments, repayment of unused funds will be necessary. Unused funds refer to that portion of the grant or award given to the student after tuition, fees, books and supplies are deducted.

Graduate Student Work Opportunities

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

Veterans' Benefits

The college is on the approved list of the Georgia State Approving Agency for the training of veterans, disabled veterans and the children and widows of deceased veterans who are eligible for benefits under the G.I. Bill.

Students in training under the G.I. Bill are required to pay all fees, as regular students, since they are paid benefits directly through the Veterans Administration. Each V.A. beneficiary should make financial preparation for at least one quarter because benefit checks are sometimes delayed.

Students in training under the G.I. Vocational Rehabilitation Program should check with the College Business Office regarding the handling of their account for fees, supplies, etc.

Eligible veterans, children and widows of veterans must make application to their regional Veterans Administration Office. Application forms are available at Kennesaw State College in the Registrar's Office at the time of acceptance to the college. Certain requirements must be met before students may be certified for non-credit remedial courses for V.A. payment purposes.

Students attending on the G.I. Bill are certified for V.A. benefits only for those courses required in their particular programs of study. Such students must maintain Kennesaw State College standards for academic performance. Those students who are academically dismissed from school will have their benefits interrupted. Upon readmission and recertification of benefits at Kennesaw State College, the V.A. will decide if further benefits may be paid for continuation of the program in which the academic deficiency occurred.

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

THE MASTER OF BUSINESS ADMINISTRATION

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

GENERAL REQUIREMENTS FOR ADMISSION TO M.B.A. PROGRAM

1. Baccalaureate degree from a regionally accredited college or university.
2. A minimum index score of 980. An index score is derived by multiplying the undergraduate grade-point average by 200 and adding this to the total score on the Graduate Management Admission Test (GMAT). However, if the index is below 980, the applicant may still be admitted using for extra consideration the junior/senior grade-point average, recent graduate work, significant managerial work experience and other academic evidence of excellence.
3. International students must meet the requirements described on page 12 .

Course Exemption

Preparatory courses may be exempted through satisfactory completion of an institutional advanced-standing examination. No other courses may be exempted or waived.

Transfer Credit

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

Grades on Graduate Courses

Students must earn a grade of "C" or better in every graduate-level course. They must also achieve a GPA of at least 3.0 in (1) all 800-level GBA courses, and (2) in all graduate-level courses.

Candidacy

The requirements for admission to candidacy shall be the successful completion of all required prerequisite courses (600 level courses); successful completion of 15 quarter hours of core courses with a cumulative grade-point average of 3.0 and a grade of "C" or better in each course presented for candidacy; and submission of an approved degree program in an area of concentration. The M.B.A. students must petition to graduate at least one quarter prior to completion of program requirements.

Admission Criteria for Non-Degree / Post-Baccalaureate Student

1. Baccalaureate degree from regionally accredited college or university.
2. Minimum undergraduate grade-point average of 2.5 on a 4.0 scale.
3. Must meet all course prerequisite requirements.
4. Register on the late registration date (seat-available basis applies to all non-degree students.)

Non-Degree / Post-Baccalaureate to Degree Status

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

MASTER OF BUSINESS ADMINISTRATION PROGRAM OF STUDY

The M.B.A. program is made up of three course groupings-prerequisite, core and area of concentration. Every student must complete 35 quarter hours of core courses and 25 quarter hours in one of the seven areas of concentration. This is a total of 60 quarter hours of 800-level coursework. Some students, particularly those without an undergraduate business major, will have to take one or more of the 600-level prerequisite courses. Each student's transcript is carefully analyzed; then, an acceptance letter is sent outlining which, if any, of the 600-level courses are needed to meet degree requirements.

Prerequisite Courses:	Quarter Hours
GBA 620 Accounting Methods in Business	5
GBA 630 Economic Analysis	5
GBA 640 Application of Computers	5
GBA 642 Business Management Statistics	5
GBA 650 Organization and Management Dynamics	5
GBA 670 Essentials of Marketing	5

Core Courses: (35 quarter hours required for all degree students)

GBA	811	Legal Environment and Business Ethics	5
GBA	821	Managerial Analysis and Cost Control	5
GBA	831	Financial Analysis and Decision Making	5
GBA	841	Effective Organization Communication	5
GBA	851	Organization Analysis and Change	5
GBA	861	International Business Perspectives	5
GBA	899	Effective Strategy Formulation and Goal Implementation	5

*MBA students may elect to take GBA 831 or GBA 832. See the MBA Office for particulars.

ACCOUNTING AREA OF CONCENTRATION

REQUIRED:

GBA	822	Accounting for Analysis and Decision Making
GBA	823	Accounting Information Systems
G BA	824	Tax Consequences of Management Decisions
GBA	825	Controllorship
GBA	826	Internal Auditing

BUSINESS INFORMATION SYSTEMS MANAGEMENT AREA OF CONCENTRATION

REQUIRED:

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

THREE COURSES FROM THE FOLLOWING:

GBA	823	Accounting Information Systems
GBA	847	Business Communications Technology Management
GBA	848	Strategic Information Systems- Planning/Control/Effectiveness
GBA	875	Applied Marketing Research
GBA	881	Strategic Human Resource/Business Planning
GBA	886	Organization Development Technology
GBA	890	Special Topics in GBA Studies
GBA	895	Special Projects in GBA Studies

FINANCIAL SERVICES AREA OF CONCENTRATION

REQUIRED:

- GBA 832 Capital Investment and Financial Decisions
- GBA 833 Investment Analysis
- GBA 835 Money and Capital Markets

TWO COURSES FROM THE FOLLOWING:

- GBA 834 Investment and Portfolio Management
- GBA 836 Financial Management of Financial Institutions
- GBA 837 International Finance
- GBA 838 Real Property: Analysis and Investment
- GBA 839 Legal Aspects and Issues for Financial Service
- GBA 840 Short-Term Financial Management

HEALTHCARE MARKETING AREA OF CONCENTRATION

REQUIRED:

- GBA 871 Purchasing and Consumption Behavior
- GBA 865 Introduction to Healthcare Marketing
- GBA 866 Information for Healthcare Marketing, or
- GBA 875 Applied Marketing Research
- GBA 867 Promotion Strategy and Tactics in Healthcare Marketing
- GBA 868 Healthcare Strategic Marketing Planning

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT AREA OF CONCENTRATION

REQUIRED:

- GBA 885 Labor Relations
- GBA 889 Human Resource/Organization Effectiveness

THREE COURSES FROM THE FOLLOWING:

- GBA 812 Contemporary Employment Law
- GBA 880 Human Resource Management and Development
- GBA 881 Strategic Human Resource/Business Planning
- GBA 882 Human Resource Acquisition/Utilization
- GBA 883 Leadership Development and Career Growth
- GBA 884 Managing Behavior in Organizations
- GBA 886 Organization Development Technology
- GBA 887 Seminar in Human Resource Management Development
- GBA 888 Directed Study in Human Resource Management and Development

MARKETING AREA OF CONCENTRATION

REQUIRED:

- GBA 871 Purchasing and Consumption Behavior
- GBA 872 Strategic Product Management

TWO COURSES FROM THE FOLLOWING:

- GBA 870 Marketing Management
- GBA 873 International Marketing Management
- GBA 875 Applied Marketing Research
- GBA 876 Dynamic Marketing Applications
- GBA 877 Professional Selling and Sales Management
- GBA 878 Business To Business Marketing

ONE FREE ELECTIVE FROM ANY 800-LEVEL COURSE IN THE COLLEGE

ORGANIZATION AND MANAGEMENT AREA OF CONCENTRATION

One 800-level course in each of the following business disciplines:

- Accounting (suggested course: GBA 822, Accounting for Analysis and Decision Making)
- Business Information Systems (suggested course: GBA 845, Management Information Systems).
- Finance (suggested course: GBA 832, Capital Investment and Financial Decisions).
- Management (suggested course: GBA 880, Human Resource Management and Development).
- Marketing (suggested course: GBA 870, Marketing Management).

THE SCHOOL OF EDUCATION

The Department of Curriculum and Instruction in the School of Education offers the Master of Education degree with majors leading to T- 5 certification in elementary education (K-4) and elementary education (4-8).

In addition, the department offers graduate course work to meet requirements for initial T-4 certification and add-on and renewal T-4 and T-5 certification in elementary education, grades K-4 and 4-8. Contact the program director for further information about certification courses.

NON-DEGREE GRADUATE STUDY

Applicants who wish to take graduate courses but who do not want to pursue a degree program may be admitted to non-degree graduate study.

Admission Criteria

1. Baccalaureate degree from a regionally accredited college or university.
2. A minimum undergraduate cumulative grade-point average of 2.0 (on a 4.0 scale).

Non-degree to Degree Status

A student who wishes to change from non-degree to degree status must follow all the procedures and meet all the requirements specified for the degree program. A maximum of 15 quarter hours of graduate credit (600 level with grades of B or better) earned as a non-degree student may be applied toward the requirements of an M.Ed. degree.

Academic Requirements

Expectations for Satisfactory Non-degree Education

Graduate-Level Student Performance

Non-degree graduate students are expected to maintain an overall GPA of at least 3.0 in their course work. Although graduate students may occasionally earn a grade below a B, the college expects those instances to be few in number.

Failure to maintain an overall GPA of 3.0 in any coursework will result in the following changes in the student's academic standing at Kennesaw State College.

Academic Warning

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

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

Academic Probation

Post-baccalaureate Initial Certification and Add-on Non-degree Graduate Students

Whenever a graduate student's cumulative GPA drops below 3.0, that student will be placed on academic probation and advised of the significance and potential consequences of this action. A quarterly GPA of 3.0 while on probation is required. Students can have their probationary status removed by raising their cumulative GPA (a combination of graduate and undergraduate coursework) to 3.0 by the end of the next 20 hours of required coursework.

Renewal Non-degree Graduate Students

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

Academic Exclusion

Non-degree graduate students in education will be dismissed from further graduate study at Kennesaw State College and will not be eligible for readmission as a graduate student under the following conditions.

Post-baccalaureate Initial Certification and Add-on Non-degree Graduate Students:

- 1) Failing to maintain a cumulative GPA (a combination of graduate and undergraduate coursework) of 3.0 by the end of the next 20 hours of required coursework following academic probation; or
- 2) earning any combination of three grades less than B in graduate or undergraduate coursework; or
- 3) failing to achieve a quarterly GPA of 3.0 while on academic probation.

Renewal Non-degree Graduate Students:

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

POST-BACCALAUREATE INITIAL CERTIFICATION

Elementary Education (K4) and Elementary Education (4-8)

Secondary Education (7-12)

T-4 Certification

The Department of Curriculum and Instruction offers post-baccalaureate approved programs leading to T-4 certification in elementary education (K-4), elementary education (4-8) and secondary education (1-12) in the teaching fields of business education, English, mathematics, science and social studies.

The post-baccalaureate initial certification programs are intended for individuals who have completed baccalaureate degrees in disciplines other than education and wish to obtain initial certification in Georgia. These students may pursue certification as non-degree graduate students enrolled in one of the programs outlined below.

The post-baccalaureate initial certification programs are designed as **part-time NIGHT** programs with the following exceptions:

1. Many teaching field courses for secondary programs and for the 4-8 concentrations in art, music, health and physical education are available only as day classes.
2. Some teaching field courses in secondary programs and 4-8 concentrations are only offered biannually at night; day attendance may be necessary to complete a particular course in a specific year.
3. All methods courses and student teaching must be taken in the day due to field experiences.

The programs include graduate and undergraduate courses. Graduate-level initial certification courses have 500 numbers to indicate that the course content is essentially identical with undergraduate coursework. **No 500-level course may be counted toward a graduate degree in education at Kennesaw State College.**

Students changing from the post-baccalaureate initial certification program to the undergraduate certification program must have maintained a GPA of 3.0 in certification coursework (overall, in the teaching field, and in the professional sequence) and achieved grades of C or better in undergraduate-level and B or better in graduate-level certification program coursework. Before a student changes to the undergraduate program from the post-baccalaureate initial certification program, they should consult with their adviser or the Director of Graduate Programs in Education.

The initial certification courses may also be taken to meet requirements for add-on and renewal certification.

Students may meet the requirements for the courses in a planned program by (a) transferring credit (with a grade of C or better in undergraduate course and B or better in a graduate course) from a previously attended institution (b) taking the course for credit at Kennesaw or another institution or (c) completing an institutional advanced standing examination according to the procedures specified in the undergraduate college catalog. (Option C is not permitted for courses with field experience components.)

Admissions Requirements

In order to complete a post-baccalaureate initial certification program, students must be admitted to a specific program in addition to being admitted to graduate studies.

Upon admission to graduate studies, students select a post-baccalaureate initial certification program of study and meet with the School of Education graduate program director for evaluation of transferrable coursework and program planning.

A. Admission to a Certification Program

Application for preliminary acceptance to a certification program **MUST** be made when students have completed 20 quarter hours.

Criteria

Criteria for students admitted to Kennesaw State College with an overall GPA less than 2.5:

1. completed 10 hours of certification coursework in the professional sequence to include ECI 501, 502 or 503 and FED 531.
2. completed 10 hours of certification coursework in teaching field.
3. achieved a cumulative GPA of 3.0 in certification program coursework (overall, in the teaching field and in the professional sequence).
4. achieved grades of C or better in undergraduate-level and B or better in graduate-level certification program coursework.
5. received three acceptable faculty recommendations. (One from a teaching field faculty member and two from education faculty members or three from education faculty members).
6. exhibited responsible professional behavior in classes, field experiences, and interactions with peers and faculty.

Criteria for students admitted to Kennesaw State College with an overall GPA of 2.5 or better::

1. completed 10 quarter hours of certification coursework, including ECI 501, 502 or 503 and FED 531.
2. achieved a cumulative GPA of 3.0 in certification program coursework (overall, in the teaching field and in the professional sequence).
3. achieved grades of C or better in undergraduate-level and B or better in graduate-level certification program coursework.
4. received three acceptable faculty recommendations. (One from a teaching field faculty member and two from education faculty members or three from education faculty members.)
5. exhibited responsible professional behavior in classes, field experiences and interactions with peers and faculty.

B. Admission to Student Teaching

Admission to student teaching means that students have successfully completed all their certification coursework except student teaching. Students **MUST** apply for student teaching at the beginning of the quarter preceding the student teaching quarter.

Criteria

1. completed all certification coursework except student teaching.
2. achieved a cumulative GPA of 3.0 in certification program coursework (overall, in the teaching field and in the professional sequence).
3. achieved grades of C or better in undergraduate-level and B or better in graduate-level certification program coursework.
4. successfully completed the field experience in the methods course.
5. exhibited responsible professional behavior in courses, field experiences and interactions with peers and faculty.
6. completed at least 15 quarter hours of certification program coursework within the last five years.

Additional Admission Policies

1. Students who are ineligible for admission to a post-baccalaureate certification program may pursue certification by completing the requirements of an undergraduate program.
2. All admissions applications and supporting recommendations must be submitted by the deadlines announced in the undergraduate catalog in order for students to be considered.
3. The admission requirements described above apply for all students admitted beginning with Fall Quarter, 1986. Students admitted to a post-baccalaureate initial certification program prior to Fall Quarter, 1986, will be admitted to student teaching if they meet the following criteria:
 - a. completed all certification coursework except student teaching
 - b. achieved an overall cumulative GPA of 2.5 in certification program coursework
 - c. achieved grades of C or better in undergraduate degree and B or better in graduate-level certification program coursework
 - d. successfully completed the field experience in the methods course

Certification

Certification requirements are established by the Georgia State Department of Education. When an approved program is completed, students desiring certification may obtain the necessary forms from the Office of the Dean, School of Education. Students desiring certification in other states should consult the State Department of Education in those states.

In order for certification to be issued, students must pass a Teacher Certification Test (TCT) in the field in which they wish to be certified. These tests are administered by the State Department of Education each quarter.

Students seeking add-on certification or renewing an expired or out-of-state certificate must contact the Georgia State Department of Education, Office of Certification, in order to obtain a written evaluation of required coursework prior to advisement and registration at Kennesaw State College.

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

POST-BACCALAUREATE INITIAL CERTIFICATION PROGRAM OF STUDY Elementary Education (Grades K-4) T-4 Certification

Professional Education (50 quarter hours)

5	FED	501	Social Foundations of Education
5	ECI	501	Curriculum for Early Childhood Education
5	FED	531	Psychological Foundations of Education
5	EDUC	304	Exceptional Children
5	EDUC	307	Assessment
10	ECI	561	Methods in Early Childhood Education
15	EDUC	473	Student Teaching

Teaching Field (45 quarter hours)

5	ECI	521	Introduction to Reading in the Early Grades
5	ECI	526	Language Arts for Early and Middle Childhood Education
5	GEOG	201	Introduction to Geography
5	MATH	501	Mathematics for Early and Middle Grades Teachers I
5	MATH	502	Mathematics for Early and Middle Grades Teachers II
5	SCI	301	Science Concepts
	ART	201	Visual Art for Early and Middle Grades
5	or		
	MUED	201	Music for Early and Middle Grades
5	HPED	367	Health and Physical Education Methods and Activities for Early and Middle Grade Classroom Teachers
5			elective selected from undergraduate courses

POST-BACCALAUREATE INITIAL CERTIFICATION PROGRAM OF STUDY Elementary Education (Grades 4-8) T-4 Certification

Professional Education (55 quarter hours)

5	FED	501	Social Foundations of Education
5	ECI	502	Curriculum for Middle Childhood Education

5	FED	531	Psychological Foundations of Education
5	EDUC	304	Exceptional Children
5	EDUC	307	Assessment
5	ECI	522	Introduction to Reading in the Middle Grades
10	ECI	562	Methods in Middle Grades Education
15	EDUC	474	Student Teaching

Teaching Field (45 quarter hours)

Students will select two areas of concentration. The Primary Concentration (25 hours) may be selected from language arts, mathematics, science and social studies; the Secondary Concentration (20 hours) may be selected from language arts, mathematics, science, social studies, art, music and physical education.

Language Arts

5	ECI	526	Language Arts for Early and Middle Childhood Education
5	ENGL	310	Advanced Grammar
5	ENGL	311	Advanced Composition
5-10			electives selected from undergraduate courses in English or Communications

Mathematics

5	MATH	501	Mathematics for Early and Middle Grades Teachers I
5	MATH	502	Mathematics for Early and Middle Grades Teachers II
5	MATH	395	Geometry
5	MATH	115	Trigonometry

Major Concentration:

One of the following

5	MATH	190	Analytic Geometry and Calculus I
5	MATH	201	Calculus II

Science

5	PHSC	105	Introduction to Physical Science
			or
5	PHYS	127	Mechanics and Kinetic Theory
5	CHEM	105	Fundamental Chemistry
5	BIO	360	Physical Ecology
5	SCI	301	Science Concepts
5			elective selected from 300- to 400-level undergraduate courses in biology, chemistry or physics

Social Studies

5	GEOG	201	Introduction to Geography
	HIST	251	American History to the Civil War
5			or
	HIST	252	American History Since the Civil War

- 5 HIST 300 Introduction to the Study of History
5 HIST 404 History of Georgia
5 elective selected from undergraduate courses in history, political science, economics or geography

Art

- ART 101 Principles of Art
5 or
ART 110 Structure-Two Dimensional Design
5 ART 210 Introduction to Art
10 electives selected from 300 level undergraduate courses in art

Music

- 3 MUSI 110 Survey of Musical Styles
3 MUSI 120 Elementary Theory I
2-4 MUSI 350 Ensembles
3-5 MUSI 361-362 Performance for Non-Majors

Electives

- 5 MUSI 121 Elementary Theory II
5 MUSI 365 Keyboarding Skills I
5 MUSI 318 Introduction to Symphonic Music
or
5 MUSI 319 Introduction to Jazz

Health and Physical Education

- 5 HPED 315 First Aid and Personal Safety
5 HPED 320 Motor Learning
5 HPED 335 School Health Program
5 HPED 345 Curriculum Development & Instructional Design in Physical Education I

**POSTBACCALAUREATE INITIAL CERTIFICATION
PROGRAM OF STUDY****Secondary Education (Grades 7-12)****Business Education****T4 Certification****Professional Education (55 quarter hours)**

- 5 FED 501 Social Foundations of Education
5 ECI 503 Curriculum for Secondary Education
5 FED 531 Psychological Foundations of Education
5 EDUC 304 Exceptional Children
5 EDUC 307 Assessment
5 ECI 523 Introduction to Reading in the Secondary Grades
10 ECI 563 Methods in Secondary Education
15 EDUC 475 Student Teaching

Teaching Field (60 quarter hours)**Courses taken at Kennesaw State College (35 quarter hours)**

- 5 ACCT 202 Principles of Accounting II
- 5 ACCT 331 Intermediate Accounting I
- 5 BA 208 Business Communications
- 5 BL 310 Business Law I
- 5 FIN 351 Consumer Finance
- ECON 203 Principles of Economics-Macro
- 5 or
- ECON 202 Principles of Economics-Micro
- 5 elective selected from 300 to 400-level undergraduate courses in accounting, business administration, business law, economics, finance, management or marketing

Courses taken at Chattahoochee Technical Institute (25 quarter hours)

Students should select either Option A or Option B

Option A

- 5 Keyboarding/Typing (must include the advanced course)
- 5 Shorthand I and Shorthand II
- 5 Office Procedures
- 10 Information Processing (must include data and word processing)

Option B

- 5 Keyboarding/Typing (must include the advanced course)
- 5 Office Procedures
- 15 Information Processing (must include data and word processing)

**POST-BACCALAUREATE INITIAL CERTIFICATION
PROGRAM OF STUDY**

Secondary Education (Grades 7-12)

English

T-4 Certification

Professional Education (55 quarter hours)

- 5 FED 501 Social Foundations of Education
- 5 ECI 503 Curriculum for Secondary Education
- 5 FED 531 Psychological Foundations of Education
- 5 EDUC 304 Exceptional Children
- 5 EDUC 307 Assessment

5	ECI	523	Introduction to Reading in the Secondary Grades
10	ECI	563	Methods in Secondary Education
15	EDUC	475	Student Teaching

Teaching Field (45 quarter hours)

5	ENGL	310	Advanced Grammar
5	ENGL	311	Advanced Composition
5	ENGL	385	Shakespeare
5	ENGL	401	History of the English Language
5			one course in English literature
10			two courses in American literature
10			electives selected from 300- to 400-level undergraduate courses in English or communications

POST-BACCALAUREATE INITIAL CERTIFICATION PROGRAM OF STUDY

Secondary Education (Grades 7-12)

Mathematics

T-4 Certification

Professional Education (55 quarter hours)

5	FED	501	Social Foundations of Education
5	ECI	503	Curriculum for Secondary Education
5	FED	531	Psychological Foundations of Education
5	EDUC	304	Exceptional Children
5	EDUC	307	Assessment
5	ECI	523	Introduction to Reading in the Secondary Grades
10	ECI	563	Methods in Secondary Education
15	EDUC	475	Student Teaching

Teaching Field (45 quarter hours)

5	MATH	190	Analytic Geometry and Calculus 1
5	MATH	201	Calculus II
5	MATH	260	Linear Algebra
5	MATH	395	Geometry
10			electives selected from MATH 202, MATH 203 or MATH 220 or other 100/200 level MATH courses.
15			electives selected from MATH 300, or other 300/400 MATH level courses.

**POST-BACCALAUREATE INITIAL CERTIFICATION
PROGRAM OF STUDY
Secondary Education (Grades 7-12)
Science
T-4 Certification**

Professional Education (55 quarter hours)

5	FED	501	Social Foundations of Education
5	ECI	503	Curriculum for Secondary Education
5	FED	531	Psychological Foundations of Education
5	EDUC	304	Exceptional Children
5	EDUC	307	Assessment
5	ECI	523	Introduction to Reading in the Secondary Grades
10	ECI	563	Methods in Secondary Education
15	EDUC	475	Student Teaching

Teaching Field (70 quarter hours)

Students will complete 40 quarter hours in one area of concentration (biology or chemistry) and will complete 15 quarter hours in each of the other two areas (chemistry and physics or biology and physics). The starred courses must be selected for the two 15-hour areas.

Biology

*	5	BIOL	200	Biological Principles I
*	5	BIOL	201	Biological Principles II
*	5	BIOL	300	General Genetics
	5			one 300 to 400 level course in cell biology
	5			one 300 to 400 level course in organismal biology
	5			one 300 to 400 level course in population biology
	10			electives selected from 300 to 400-level courses in biology

Chemistry

*	5	CHEM	122	General Chemistry II
	5	CHEM	240	Organic Chemistry I
*	5	CHEM	241	Organic Chemistry II
	5	CHEM	305	Fundamental Physical Chemistry
	5	CHEM	310	Inorganic Chemistry
	15			electives selected from 300 to 400-level courses in chemistry

Physics

	5	PHYS	127	Mechanics and Kinetic Theory
	5	PHYS	128	Electricity, Magnetism and Geometric Optics
*	5	PHYS	129	Heat, Light, Sound

SCHOOL OF EDUCATION

**POST-BACCALAUREATE INITIAL
CERTIFICATION PROGRAM OF STUDY**
Secondary Education (Grades 7-12)
Social Studies
T-4 Certification

Professional Education (55 quarter hours)

5	FED	501	Social Foundations of Education
5	ECI	503	Curriculum for Secondary Education
5	FED	531	Psychological Foundations of Education
5	EDUC	304	Exceptional Children
5	EDUC	307	Assessment
5	ECI	523	Introduction to Reading in the Secondary Grades
10	ECI	563	Methods in Secondary Education
15	EDUC	475	Student Teaching

Teaching Field (75 quarter hours)

Students will complete 30 quarter hours in one area (history, political science or economics; 15 quarter hours in behavioral sciences; and 15 hours in each of two additional areas selected from history, political science, economics and geography). The starred courses must be selected for the 15 hour areas. Students must have completed at least one course in each of the following areas as part of their baccalaureate or post-baccalaureate program of study: U.S. History, World History, U.S. Government, geography and economics.

History

	HIST	251	American History to the Civil War
* 5			or
	HIST	252	American History Since the Civil War
* 5	HIST	300	Introduction to the Study of History
* 5	HIST	404	History of Georgia
5			one course in area studies selected from Hist 366, Hist 373, Hist 374, Hist 382, Hist 392
10			electives selected from 300 or 400-level undergraduate courses in history

Political Science

	POLS	315	American Constitutional Law Institutions
* 5			or
	POLS	415	Civil Liberties
	POLS	333	Contemporary International Politics
* 5			or
	POLS	334	Comparative Politics
	POLS	323	Issues in Political Philosophy
* 5			or

- POLS 425 Early American Political Thought: 1620 to 1865
 * 5 or
 POLS 426 Modern American Political Thought: 1865 to Present
- 15 electives selected from 300-or 400-level undergraduate courses in political science

Economics

- ECON 203 Principles of Economics-Macro
 * 5 or
 ECON 202 Principles of Economics-Micro
 * 5 ECON 342 Comparative Economic Systems
 * 5 FIN 351 Consumer Finance
- 15 electives selected from 300-to 400-level undergraduate courses in economics

Geography

- * 5 GEOG 201 Introduction to Geography
 * 5 GEOG 300 Urban Geography
 * 5 GEOG 310 Historical Geography

Behavioral Sciences

- ANTH 201 Man and His Culture
 * 5 or
 ANTH 410 Cultural Anthropology
 * 5 SOCI 314 Racial and Ethnic Minorities
- * 5 elective selected from 300. to 400-level undergraduate courses in anthropology, psychology or sociology

M.Ed. DEGREE PROGRAM

The Master of Education is a professional degree providing intellectually challenging opportunities for teachers to acquire the understanding and skill to apply inter disciplinary knowledge to the professional problems of teaching. The M.Ed. degree program is designed to strengthen:

- Theoretical and contextual understanding of teaching and learning
- Knowledge of the subject matter disciplines and their interrelationships
- Knowledge and skills in educational practices
- Expertise in the processes of educational problem solving

Admission Criteria

1. Baccalaureate degree from a regionally accredited college or university.
2. A minimum undergraduate cumulative grade point average of 2.5 (on a 4.0 scale).
3. A T-4 certificate in elementary education (K-4) or elementary education (4-8). (Those applicants who do not hold a T-4 or have a degree in elementary education may complete a prerequisite program to obtain initial undergraduate certification prior to admission to a graduate program.)

4. Minimum score of 800 (verbal and quantitative) on the General Test of the Graduate Record Examination.

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

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

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

Full Standing

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

Provisional Standing

Applicants to a degree program who are deficient in one or more of the required criteria, but who are considered acceptable for graduate study, may be admitted to provisional standing. To be eligible for provisional standing, a student must have a minimum undergraduate cumulative grade point average of 2.2 (on a 4.0 scale) and a minimum score of 700 on the General Test of the Graduate Record Examination. The requirements that must be met to make up the deficiencies will be determined by the M. Ed. Admissions Committee. A student may remain in provisional standing until 15 quarter hours of graduate work have been attempted. Upon completion of the initial 15 hours of course work, with grades of B or better and the established requirements met, an applicant may be reconsidered for full standing in a degree program. A maximum of 15 quarter hours of graduate credit (with grades of B or better) earned while in provisional standing may be applied toward the requirements of a degree program.

Transfer Credit

Graduate courses taken at other accredited institutions must be evaluated and approved by the program director. A maximum of 15 quarter hours of transfer credit (with grades of B or better) may be applied toward a degree program. No courses will be accepted for transfer credit if they are more than five years old at the time of evaluation.

Candidacy

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

Degree Requirements

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

1. completion of a minimum of 60 quarter hours of approved graduate coursework in the non-thesis program.

2. completion of a minimum of 55 quarter hours of approved graduate coursework in the thesis program.
3. completion of a minimum of 45 quarter hours of the minimum 60 hours in full standing at Kennesaw State College.
4. an earned cumulative grade-point average of 3.0 in all graduate course work at Kennesaw State.
5. successful completion of a written or oral comprehensive examination.
6. successful completion of a thesis, including successful completion of an oral examination on the thesis or practicum paper. Individual degree programs may specify particular requirements options (e.g., oral or written exams, thesis or practicum) as well as additional requirements.

**THE MASTER OF EDUCATION
PROGRAM OF STUDY
Elementary Education (K-4) and
Elementary Education (4-8)
T-5 Certification**

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

Thesis Program

The requirements for the degree of Master of Education may be met by the completion of an approved program of 55 quarter hours of graduate coursework. Under this program, a student must complete 10 hours of thesis coursework

Non-thesis Program

The requirements for the Master of Education degree may be met by completing 60 quarter hours of approved graduate coursework.

Thesis Program

I. Professional Education (minimum of 20 quarter hours)

- | | | |
|-----|-----|---|
| FED | 601 | Interdisciplinary Study of Educational Problems |
| FED | 741 | Educational Research Methods |
| FED | 701 | Advanced Studies in Learning |
| ECI | 751 | Instructional Design and Application in Early Childhood Education |
| | | or |
| ECI | 752 | Instructional Design and Application in Middle Grades Education |

II. Teaching Field (minimum of 25 quarter hours)

The K-4 degree candidate will select 25 hours from approved teaching field courses; the 4-8 degree candidate will select 15 quarter hours in one field for a major concentration and 10 quarter hours in one field for a minor concentration.

Language Arts

ECI	611	Survey of the Humanities
ECI	613	Literature in the School Program
ECI	614	Language Arts in the Elementary School
ECI	616	Reading in the Elementary School
ECI	618	Reading in the Content Fields
ECI	716	Diagnosis and Correction of Reading Problems
ENGL	601	Topics in English and American Literature
ENGL	621	Figures in Literature
ENGL	631	Advanced Grammar and Linguistics
ENGL	635	Rhetoric and Advanced Composition
ENGL	641	Mass Communications: Journalism and Other Media
ENGL	651	Problems in Literary Criticism

Mathematics

ECI	621	Survey of Mathematics and the Sciences
ECI	623	Fundamental Ideas of Arithmetic and Algebra for Teachers
ECI	624	Fundamental Ideas of Geometry for Teachers
MATH	600	Elementary Set Theory
MATH	601	History of Mathematics
MATH	621	Methods of Statistical Inference I
MATH	660	The Mathematical Foundations of Computer Graphics
MATH	661	Abstract Algebra I
MATH	674	Introduction to Combinatorics
MATH	681	Real Analysis I
MATH	695	Modern Geometry and Convexity

Science

ECI	621	Survey of Mathematics and the Sciences
ECI	626	Life Science for Teachers
ECI	627	Physical Science for Teachers
ECI	628	Earth Science for Teachers
BIOL	610	Evolutionary and Population Biology
BIOL	620	Molecular Biology
CHEM	605	Modern Chemical Science
CHEM	606	Environmental Chemistry
PHYS	610	Classical Physics Demonstration I
PHYS	615	Classical Physics Demonstrations II

Social Studies

ECI	631	Survey of the Social Studies
ECI	633	Social Studies in the Elementary School
GEOG	601	Peoples of the World
MIST	610	Local History Research and Resources
HIST	620	Continuity and Change in a Selected National/State
MIST	630	Minorities in America
POLS	605	Political Ideologies

Arts, Music, Health and Physical Education

ECI	636	Art in the Elementary School
ECI	641	Music in the Elementary School
ECI	646	Health and Physical Education in the Elementary School

III. Thesis (minimum 10 quarter hours)

FED	799	Thesis
-----	-----	--------

Non-Thesis Program**I. Professional Education (minimum of 20 quarter hours)**

FED	601	Interdisciplinary Study in Educational Problems
FED	741	Educational Research Methods
FED	701	Advanced Studies in Learning
ECI	751	Instructional Design and Application in Early Childhood Education

or

ECI	752	Instructional Design and Application in Middle Grades Education
-----	-----	---

II. Teaching Field (minimum of 25 quarter hours)

The K-4 degree candidate will select 25 quarter hours from approved teaching field courses; the 4-8 degree candidate will select 15 quarter hours in one field for a major concentration and 10 quarter hours in one field for a minor concentration.

Language Arts

ECI	611	Survey of the Humanities
ECI	613	Literature in the School Program
ECI	614	Language Arts in the Elementary School
ECI	616	Reading in the Elementary School
ECI	618	Reading in the Content Fields
ECI	716	Diagnosis and Correction of Reading Problems
ENGL	601	Topics in English and American Literature
ENGL	621	Figures in Literature
ENGL	631	Advanced Grammar and Linguistics
ENGL	635	Rhetoric and Advanced Composition
ENGL	641	Mass Communications: Journalism and Other Media
ENGL	651	Problems in Literary Criticism

Mathematics

ECI	621	Survey of Mathematics and the Sciences
ECI	623	Fundamental Ideas of Arithmetic and Algebra for Teachers
ECI	624	Fundamental Ideas of Geometry for Teachers
MATH	600	Elementary Set Theory
MATH	601	History of Mathematics
MATH	621	Methods of Statistical Inference I
MATH	660	The Mathematical Foundations of Computer Graphics
MATH	661	Abstract Algebra I
MATH	674	Introduction to Combinatorics
MATH	681	Real Analysis I
MATH	695	Modern Geometry and Convexity

Science

ECI	621	Survey of Mathematics and the Sciences
ECI	626	Life Science for Teachers
ECI	627	Physical Science for Teachers
ECI	628	Earth Science for Teachers
BIOL	610	Evolutionary and Population Biology
BIOL	620	Molecular Biology
CHEM	605	Modern Chemical Science
CHEM	606	Environmental Chemistry
PHYS	610	Classical Physics Demonstration I
PHYS	615	Classical Physics Demonstrations II

Social Studies

ECI	631	Survey of the Social Studies
ECI	633	Social Studies in the Elementary School
GEOG	601	Peoples of the World
MIST	610	Local History Research and Resources
HIST	620	Continuity and Change in a Selected National/State
MIST	630	Minorities in America
POLS	605	Political Ideologies

Arts, Music, Health and Physical Education

ECI	636	Art in the Elementary School
ECI	641	Music in the Elementary School
ECI	646	Health and Physical Education in the Elementary School

III. Electives (minimum of 15 quarter hours)

May be selected from teaching field courses or other elective courses such as:

FED	651	Microcomputers in Education
ECI	771	Supervision for Student Teaching
ECI	772	Internship for Student Teaching

BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

The figures shown below the course number and title of the course signify the number of class hours per week, the number of laboratory hours per week and the quarter hours of credit for the completed course. Thus, the entry 4-3-5 denotes four hours of class, three hours of laboratory and five hours of credit.

Graduate Business Administration (GBA)

GBA 620. ACCOUNTING METHODS IN BUSINESS

5-0-5.

An accelerated course in accounting concepts and procedures; the accounting function in business with a managerial emphasis.

GBA 630. ECONOMIC ANALYSIS

5-0-5.

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

GBA 640. APPLICATION OF COMPUTERS

5-0-5.

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

GBA 642. BUSINESS MANAGEMENT STATISTICS

5-0-5.

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

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

GBA 650. ORGANIZATION AND MANAGEMENT DYNAMICS

5-0-5.

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

GBA 670. ESSENTIALS OF MARKETING

5-0-5.

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

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

GBA 811. LEGAL ENVIRONMENT AND BUSINESS ETHICS

5-0-5.

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

GBA 812. CONTEMPORARY EMPLOYMENT LAW

5-0-5. Prerequisite: GBA 811

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

GBA 821. MANAGERIAL ANALYSIS AND COST CONTROL

5-0-5. Prerequisite; GBA 620 and GBA 630 or equivalents.

The study of cost terms and purposes, cost-volume-profit relationships, and cost standards and estimates as a basis for managerial analysis, planning and control.

GBA 822. ACCOUNTING FOR ANALYSIS AND DECISION MAKING

5-0-5. Prerequisite; GBA 821.

Provides a comprehensive understanding of financial accounting concepts as they apply to the managerial process of decision making.

GBA 823. ACCOUNTING INFORMATION SYSTEMS

5-0-5. Prerequisite; GBA 821.

Provides an introduction to system analysis and design with a focus on the accounting information flow.

GBA 824. TAX CONSEQUENCES OF MANAGEMENT DECISIONS

5-0-5. Prerequisite; GBA 821.

The study of important tax consequences that are a result of business transactions.

GBA 825. CONTROLLERSHIP

5-0-5. Prerequisite; GBA 821.

A study of how the controller's functions can be assessed, strengthened and utilized in management's top decision-making processes.

GBA 826. INTERNAL AUDITING

5-0-5. Prerequisite; GBA 821.

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

GBA 831. FINANCIAL ANALYSIS AND DECISION MAKING

5-0-5. Prerequisite; GBA 620 and GBA 630 or equivalents

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

GBA 832. CAPITAL INVESTMENT AND FINANCIAL DECISIONS

5-0-5. prerequisite: GBA 831 or equivalent.

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

GBA 833. INVESTMENT ANALYSIS

5-0-5. Prerequisite: GBA 831.

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

GBA 834. INVESTMENT AND PORTFOLIO MANAGEMENT

5-0-5. Prerequisite: GBA 833.

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

GBA 835. MONEY AND CAPITAL MARKETS

5-0-5. Prerequisite: GBA 831.

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

GBA 836. FINANCIAL MANAGEMENT OF FINANCIAL INSTITUTIONS

5-0-5. Prerequisite; GBA 831.

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

GBA 837. INTERNATIONAL FINANCE

5-0-5. Prerequisite; GBA 831.

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

GBA 838. REAL PROPERTY: ANALYSIS AND INVESTMENT

5-0-5. Prerequisite; GBA 831

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

GBA 839. LEGAL ASPECTS AND ISSUES FOR FINANCIAL SERVICES

5-0-5. Prerequisite; GBA 831

This course is an overview of basic legal elements financial advisers encounter in the areas of securities, limited partnerships, wills, gifts, estates, real estate and commercial paper.

GBA 840. SHORT-TERM FINANCIAL MANAGEMENT

5-0-5. Prerequisite: GBA 831

or equivalent.

This course focuses on the management of the short-term portion of an organization's balance sheet: cash, short-term investments, receivables and inventory on the asset side and payables, short-term debt and accruals on the liability side.

GBA 841. EFFECTIVE ORGANIZATION COMMUNICATION

5-0-5. Prerequisite; GBA 650

or equivalent.

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

GBA 845. MANAGEMENT INFORMATION SYSTEM

5-0-5. Prerequisite; GBA 640 or equivalent, microcomputer proficiency. An introduction to fundamental concepts of systems and information. Coverage will include the role of information systems in organizations, the organization of a system, information flows, basic techniques and skills in representing system structure, and computerized information management. Current software applications packages will be used.

GBA 846. BUSINESS SYSTEMS ANALYSIS AND DESIGN

5-0-5. Prerequisite; GBA 845 or equivalent. Analysis of problems relating to operational opportunities in the functional areas of business - accounting, economics/finance, management, marketing and extensive study of computerized business applications packages useful in the solution of these problems. The course will require each student to complete an individual or group project involving the analysis and/or design of problem solutions using business applications software. Current software applications packages will be used.

GBA 847. BUSINESS COMMUNICATIONS TECHNOLOGY MANAGEMENT

5-0-5. Prerequisite: GBA 845 or equivalent. Coverage of a broad range of systems, processes and techniques available to the manager for use in communication and decision-making in the organizational setting. Specific course coverage will be selected from topical areas such as the following: telecommunications and data communications systems, local area networking of computers, electronic messag-

ing systems, video conferencing, the use of computer graphics and simulation models.

GBA 848. STRATEGIC INFORMATION SYSTEMS-PLANNING/CONTROL/EFFECTIVENESS

5-0-5. Prerequisite: GBA 845 or equivalent. A course that examines the processes of management planning and information systems with a focus on corporate level strategic management. Corporate planning models are examined and evaluated against both conceptual and empirical research. Emphasis is on developing an understanding of the process by which large organizations gain competitive advantage.

GBA 851. ORGANIZATION ANALYSIS AND CHANGE

5-0-5. Prerequisite: GBA 650 or equivalent. Provides approaches to analyzing individuals, organizational components and other significant elements impacting the firm; focuses upon change processes and effect upon individuals, organization strategy and goals, and viability of the firm.

GBA 861. INTERNATIONAL BUSINESS PERSPECTIVES

5-0-5. Prerequisite: GBA 650 or equivalent. A study of economic, financial, political, social and cultural environments in which the American business operates abroad. Topical problems in developing empathy toward foreign behavior, understanding of international environments and analyzing practices of business firms operating in foreign environments will be explored.

GBA 865. INTRODUCTION TO HEALTHCARE MARKETING

5-0-5. Prerequisite: GBA 670 or equivalent.

An introductory course to the world of healthcare marketing. Building upon marketing principles, the course will focus on crossover of the terms and methods to the healthcare market. Topics will include the changing healthcare marketplace; changing relationships among providers, patients and payers; channels of distribution; and the strategic alternatives available to healthcare marketers.

GBA 866. INFORMATION FOR HEALTHCARE MARKETING

5-0-5. Prerequisite: GBA 670 or equivalent.

A course that focuses on the collection and use of marketing information in healthcare organizations. Methods of data collection, the use of secondary data, and the selection of sources of information and research are analyzed as to how and when to use each, how to measure effectiveness, and how to select service suppliers.

GBA 867. PROMOTION STRATEGY AND TACTICS IN HEALTHCARE MARKETING

5-0-5. Prerequisite: GBA 670 or equivalent.

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

GBA 868. HEALTHCARE STRATEGIC MARKETING PLANNING

5-0-5. Prerequisite: GBA 670 or equivalent.

A capstone course using cases and/or computer simulations in addition to text,

readings and lectures to identify strategic alternatives in healthcare marketing, to develop methods to evaluate the alternative strategies, and select the strategy or strategies to follow. The development of marketing plans in healthcare organizations will be discussed and illustrated.

GBA 870. MARKETING MANAGEMENT

5-0-5. Prerequisite: GBA 670 or equivalent.

An examination of strategic and tactical planning and decision making in consumer goods, service and not-for-profit organizations. Cases and/or computer simulations will be used to provide for applications experience.

GBA 871. PURCHASING AND CONSUMPTION BEHAVIOR

5-0-5. Prerequisite: GBA 670 or equivalent.

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

GBA 872. STRATEGIC PRODUCT MANAGEMENT

5-0-5. Prerequisite: GBA 670 or equivalent.

A focus upon the marketing person as a general manager in profit and non-profit organizations. Operating, managerial and strategic elements of a product manager are analyzed during various life stages of products and differing organization structures.

GBA 873. INTERNATIONAL MARKETING MANAGEMENT

5-0-5. Prerequisite: GBA 670 or equivalent.

An examination of cultural, political, socioeconomic and distribution patterns confronting the manager in both the multinational firm and the small business.

GBA 875. APPLIED MARKETING RESEARCH

5-0-5. Prerequisite: GBA 640 and GBA 670 or equivalent.

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

GBA 876. DYNAMIC MARKETING APPLICATIONS

5-0-5. Prerequisite: GBA 871 and any two of the following: GBA 870, 875, 877, 878.

A capstone course employing current cases and computer simulation to analyze and integrate marketing strategies and techniques. Marketing executives may team teach with faculty.

GBA 877. PROFESSIONAL SELLING AND SALES MANAGEMENT

5-0-5. Prerequisite: GBA 670 or equivalent.

The largest portion of marketing dollars in industrial marketing is spent in sales. This course will examine the roles and responsibilities of the industrial salesperson and the industrial sales manager. Role playing and cases will be used to provide applications experience.

GBA 878. BUSINESS TO BUSINESS MARKETING

5-0-5. Prerequisite: GBA 670 or equivalent.

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

GBA 879. INDEPENDENT STUDY IN MARKETING

5-0-5. Prerequisite: Must have approval of faculty member and adviser.

Designed to provide students opportunities to study and research in contemporary domestic and international areas.

GBA 880. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

5-0-5. Prerequisite: GBA 851.

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

GBA 881. STRATEGIC HUMAN RESOURCE/BUSINESS PLANNING

5-0-5. Prerequisite: GBA 851.

Advanced study of long-range human resource planning linked to business strategic planning, focusing on: human resource information systems; determination of employment needs; forecasting of available talent; environmental scanning; developing strategies for meeting demands of anticipated changes in internal and external environments; personnel research; and human resource audits.

GBA 882. HUMAN RESOURCE ACQUISITION/UTILIZATION

5-0-5. Prerequisite: GBA 851.

Advanced study of the management of systematic flow of human resources into, through and out of organizations focusing on the design, implementation and evaluation of staffing and performance management strategies contributing to organizational effectiveness.

GBA 883. LEADERSHIP DEVELOPMENT AND CAREER GROWTH

5-0-5. Prerequisite: GBA 851.

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

GBA 884. MANAGING BEHAVIOR IN ORGANIZATIONS

5-0-5. Prerequisite: GBA 851.

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

GBA 885. LABOR RELATIONS

5-0-5. Prerequisite: GBA 851.

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

GBA 886. ORGANIZATION DEVELOPMENT TECHNOLOGY

5-0-5. Prerequisite: GBA 851.

Advanced study and application of techniques for initiating change in organizations including: internal consulting skills, team building, survey feed-back, goal-setting and conflict resolutions.

GBA 887. SEMINAR IN HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

5-0-5.

Advanced study of contemporary and relevant issues in human resource management based on current topics and student interests.

GBA 888. DIRECTED STUDY IN HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

5-15 credit hours. Prerequisite: Must have approval of faculty member and adviser. Designed to provide individual students with opportunity to work with a designated faculty member to continue their study in a particular area or to conduct independent research in the area of human resource management.

GBA 889. HUMAN RESOURCE ORGANIZATIONAL EFFECTIVENESS

5-0-5. Prerequisite: GBA 881 and three of the following: GBA 812, 880, 882, 883, 884, 885, 886, 887.

Capstone course integrating human resource strategies and policies with organization strategies focusing on the contribution of human resource management to overall organizational effectiveness.

GBA 890. SPECIAL TOPICS IN GRADUATE BUSINESS ADMINISTRATION STUDIES

5-0-5. Prerequisite: Must be approved by adviser and department chairperson. Selected contemporary topics in a discipline of interest to faculty, students and employers.

GBA 895. SPECIAL PROJECTS IN GRADUATE BUSINESS ADMINISTRATION STUDIES

5-10 credit hours. Prerequisite: Must be approved by adviser and Graduate Committee.

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

GBA 899. EFFECTIVE STRATEGY FORMULATION AND GOAL IMPLEMENTATION

5-0-5. Prerequisite: 25 hours of graduate core completed.

An integrative course designed to provide an executive viewpoint of strategy formulation and management of an enterprise. Knowledge from all business disciplines is applied as well as environmental forces, institutional resources and social values as they relate to the determination and implementation of strategy and policy.

SCHOOL OF EDUCATION

COURSE DESCRIPTIONS

Foundations in Education (FED)

FED 501. SOCIAL FOUNDATIONS OF EDUCATION

5-0-5. Prerequisite: Admission to graduate study.

This course is designed for graduate students seeking T-4 certification. It includes an examination of issues and problems in American education and major educational philosophies that have implications for educational practice. The educational philosophies and issues will be examined in their historical, economic, political and sociological contexts. May not be counted toward a graduate degree at Kennesaw State College.

FED 531. PSYCHOLOGICAL FOUNDATIONS OF EDUCATION

5-0-5. Prerequisite: ECI 501, ECI 502 or ECI 503.

This course is designed for graduate students seeking T-4 certification. It includes study of the theory and principles of child and adolescent development, learning, motivation, classroom management and evaluation and their application in a classroom setting. May not be counted toward a graduate degree at Kennesaw State College.

FED 601. INTERDISCIPLINARY STUDY OF EDUCATIONAL PROBLEMS

5-0-5. Prerequisite: Admission to M.Ed program.

An interdisciplinary examination of the cultural context of educational problems and practice. Includes an introduction to problem-solving processes and skills. Emphasis will be placed on how different cultural views have affected perceptions of the nature and purpose of education.

FED 641. EDUCATIONAL STATISTICS I

5-0-5. Prerequisite: Admission to graduate study.

Applications of statistical techniques to educational problems. Includes descriptive statistics, probability, sampling techniques, correlation and selected inferential statistics.

FED 651. MICROCOMPUTER APPLICATIONS IN EDUCATION

5-0-5. Prerequisite: FED 741, admission to graduate study.

This course will use the problem-solving model to introduce the student to structured programming and the computer's role in an educational environment. Particular focus will be on using the microcomputer as a research, instructional and administrative tool, as well as developing the student's ability to write, analyze and evaluate educational software.

**FED 701. ADVANCED STUDIES
IN LEARNING**

5-0-5. Prerequisite: Admission to candidacy.

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

**FED 741. EDUCATIONAL
RESEARCH METHODS**

5-0-5. Prerequisite: Admission to graduate study.

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

**FED 790. SPECIAL TOPICS
(repeatable)**

1-15 Prerequisite: Permission of adviser and instructor.

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

**FED 795. DIRECTED STUDY
(repeatable)**

1-15. Prerequisite: Permission of adviser and instructor. A concentrated investigation of selected topics of an advanced nature. The content will be determined jointly by the instructor and the student.

**FED 799. MASTER'S THESIS
(repeatable)**

1-10. Prerequisite: Successful completion of comprehensive examination. Supervised development and preparation of thesis.

**Educational Curriculum and
Instruction (ECI)**

**ECI 501. CURRICULUM FOR
EARLY CHILDHOOD
EDUCATION**

5-0-5. Prerequisite: Admission to graduate study.

This course, designed for graduate students seeking T-4 certification, examines approaches to curriculum development and implications for educational practice. Emphasis will be placed on the development of instructional units, objective writing and lesson and unit planning for grades K-4. May not be counted toward a graduate degree at Kennesaw State College.

**ECI 502. CURRICULUM FOR
MIDDLE GRADES EDUCATION**

5-0-5. Prerequisite: Admission to graduate study.

This course, designed for graduate students seeking T-4 certification, examines approaches to curriculum development and implications for educational practice. Emphasis will be placed on the development of instructional units, objective writing and lesson and unit planning for grades 4-8. May not be counted toward a graduate degree at Kennesaw State College.

**ECI 503. CURRICULUM FOR
SECONDARY EDUCATION**

5-0-5. Prerequisite: Admission to graduate study.

This course, designed for graduate students seeking T-4 certification, examines approaches to curriculum development and implications for educational practice. Emphasis will be placed on the development of instructional units, objective writing and lesson and unit planning for grades 1-12. May not be counted toward a graduate degree at Kennesaw State College.

ECI 521. INTRODUCTION TO READING IN THE EARLY GRADES

5-0-5. Prerequisite: ECI 501.

This course is designed for graduate students seeking T-4 certification. It is an examination of the regular process and problems of reading instruction as it relates to the needs of the early grades (K-4) learner. The course will explore the components of the reading process and organizational and management aspects of reading instruction specific to the early grades. May not be counted toward a graduate degree at Kennesaw State College.

ECI 522. INTRODUCTION TO READING IN THE MIDDLE GRADES

5-0-5. Prerequisite: ECI 520.

This course is designed for graduate students seeking T-4 certification. It is an examination of the regular process and problems of reading instruction as it relates to the needs of the middle grades (4-8) learner. The course will explore the components of the reading process and organizational and management aspects of reading instruction that are specific to the middle grades. May not be counted toward a graduate degree at Kennesaw State College.

ECI 523. INTRODUCTION TO READING IN THE SECONDARY GRADES

5-0-5. Prerequisite: ECI 503.

This course is designed for graduate students seeking T-4 certification. It is an examination of the regular process and problems of reading instruction in the secondary school (grades 7-12) subject matter areas. Strategies and activities that enable the classroom teacher to develop

instruction around these processes and problems will be stressed. May not be counted toward a graduate degree at Kennesaw State College.

ECI 526. LANGUAGE ARTS FOR EARLY AND MIDDLE GRADES EDUCATION

5-0-5. Prerequisite: ECI 501 or 502.

This course is designed for graduate students seeking T-4 certification. It is a study of the procedures and techniques used to facilitate language arts instruction in the early (K-4) and middle (4-8) grades. Emphasis will be on application of theory and research evidence to classroom instruction and the development of the language arts curriculum within the oral communication, written communication and language strands. Particular emphasis will be given to the nature and purposes of children's literature in the language arts. May not be counted toward a graduate degree at Kennesaw State College.

ECI 555. AEROSPACE EDUCATION WORKSHOP

5-0-5. Prerequisite: Permission of adviser or instructor.

A non-degree graduate education course for teacher recertification. The workshop raises the teachers' awareness of aerospace in society and shows ways to use this information in the classroom. The course examines various aspects of aviation and space exploration including the history of aerospace, current trends in aerospace and scientific principles of flight. It stresses ways to practically incorporate these topics in various phases of classroom instruction. (Note: This course may not be used to complete the post-baccalaureate initial certification program requirements.)

ECI 561. METHODS IN EARLY CHILDHOOD EDUCATION

5-15-10. Prerequisite: Permission of graduate studies director.

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

ECI 562. METHODS IN MIDDLE GRADES EDUCATION

5-15-10. Prerequisite: Permission of graduate studies director.

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

ECI 563. METHODS IN SECONDARY EDUCATION

5-0-5. Prerequisite: Permission of graduate studies director.

This course is designed for graduate students seeking T-4 certification. It includes the study of instructional planning, implementation and evaluation of courses in various subjects in grades 7-12. Includes an extensive field experience. May not be counted toward a graduate degree at Kennesaw State College.

ECI. 590. SPECIAL TOPICS (repeatable)

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

Exploration of a specifically designed topic or theme in education. For graduate-level certification students; may not be counted

toward a graduate degree at Kennesaw State College.

ECI 592. WORKSHOP (repeatable)

1-15 Prerequisite: Permission of adviser and instructor.

Examination of practical problems or activities in education. Each workshop will have an identified focus. For graduate-level certification students; may not be counted toward a graduate degree at Kennesaw State College.

ECI 595. DIRECTED STUDY (repeatable)

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

A concentrated investigation of appropriate selected topics. The content will be determined jointly by the instructor and the student. For graduate-level certification students; may not be counted toward a graduate at Kennesaw State College.

ECI 597. PRACTICUM

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

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

ECI 613. LITERATURE IN THE SCHOOL PROGRAM

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 614. LANGUAGE ARTS IN THE ELEMENTARY SCHOOL

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 616. READING IN THE ELEMENTARY SCHOOL

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 618. READING IN THE CONTENT FIELDS

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 621. SURVEY OF MATHEMATICS AND THE SCIENCES

5-0-5. Prerequisite: Admission to graduate study.

A study of the concepts and processes of mathematics and the natural science disciplines. Emphasis is placed on examination of scientific and technological developments in relation to society and social issues. Individual projects will focus on topics appropriate for particular age groups.

ECI 623. FUNDAMENTAL IDEAS OF ARITHMETIC AND ALGEBRA FOR TEACHERS

5-0-5. Prerequisite: Admission to graduate study.

A study of the concepts and processes of mathematics and the natural science disciplines. Emphasis is placed on examination of scientific and technological developments in relation to society and social issues. Individual projects will focus on topics appropriate for particular age groups.

ECI 624. FUNDAMENTAL IDEAS OF GEOMETRY FOR TEACHERS

5-0-5. Prerequisite: Admission to graduate study and 15 hours in undergraduate math.

A course designed to give the K-8 teacher a clear understanding of fundamental concepts, structures and applications of geometry. Individual projects will focus on materials appropriate for particular age groups.

ECI 626. LIFE SCIENCE FOR TEACHERS

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 627. PHYSICAL SCIENCE FOR TEACHERS

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 628. EARTH SCIENCE FOR TEACHERS

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 631. SURVEY OF THE SOCIAL SCIENCES

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 633. SOCIAL STUDIES IN THE ELEMENTARY SCHOOL

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 636. ART IN THE ELEMENTARY SCHOOL

5-0-5. Prerequisite: Admission to graduate study.

An examination of the problems and processes in teaching art in the elementary grades. Emphasis will be placed on specific media techniques as related to the planning and implementation of art instruction. Correlation of art activities

with other curriculum areas will be addressed along with a review of child development in art. Individual projects will focus on activities appropriate for particular age groups.

ECI 641. MUSIC IN THE ELEMENTARY SCHOOL

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 646. HEALTH AND PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL

5-0-5. Prerequisite: Admission to graduate study.

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

ECI 651. METHODS AND MATERIALS IN LANGUAGE ARTS INSTRUCTION

5-0-5. Prerequisite: Admission to graduate study.

A study of methods and materials for elementary teachers, which focuses upon organization, implementation and evaluation processes. Individual projects will focus on methods and materials appropriate for particular age groups.

ECI 652. METHODS AND MATERIALS IN READING INSTRUCTION

5-0-5. Prerequisite: Admission to graduate study.

A study of methods and materials that may be used by elementary classroom teachers for reading instruction. Individual projects will focus on methods and materials appropriate for particular age groups.

ECI 653. METHODS AND MATERIALS IN MATHEMATICS INSTRUCTION

5-0-5. Prerequisite: Admission to graduate study.

A study of methods and materials used by elementary classroom teachers of mathematics. Individual projects will focus on methods and materials appropriate for particular age groups.

ECI 654. METHODS AND MATERIALS IN SCIENCE INSTRUCTION

5-0-5. Prerequisite: Admission to graduate study.

A study of methods and materials appropriate for elementary science instructors. Individual projects will focus on methods and materials appropriate for particular age groups.

ECI 655. METHODS AND MATERIALS IN TEACHING SOCIAL STUDIES

5-0-5. Prerequisite: Admission to graduate study.

A study of instructional techniques, materials and evaluation processes used in teaching the social studies in grades K-4, 4-8. Individual projects will focus on methods and materials appropriate for particular age groups.

ECI 716. DIAGNOSIS AND CORRECTION OF READING PROBLEMS

5-0-5. Prerequisite: ECI 616 or equivalent.

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

ECI 751. INSTRUCTIONAL DESIGN AND APPLICATION IN EARLY CHILDHOOD EDUCATION

5-0-5. Prerequisite: FED 701.

The study of instructional planning, implementation and evaluation in grades K-4. The focus will be on selection of content, instructional strategies, activities, materials, media and evaluation methods within the context of curricular and instructional theory. Course will include supervision in a classroom setting.

ECI 752. INSTRUCTIONAL DESIGN AND APPLICATION IN MIDDLE CHILDHOOD EDUCATION

5-0-5. Prerequisite: FED 701.

The study of instructional planning implementation and evaluation in grades 4-8. The focus will be on selection of content, instructional strategies, activities, materials, media and evaluation methods within the context of curricular and instructional theory. Course will include supervision in a classroom setting.

ECI 771. SUPERVISION FOR STUDENT TEACHING

5-0-5. Prerequisite: A professional four-year certificate, one year of teaching experience and recommendation by principle.

This course is designed to provide the theoretical and practical basis for supervising student teachers.

ECI 772. INTERNSHIP IN SUPERVISION OF STUDENT TEACHING

5-0-5. Prerequisite: ECI 771.

An extension of ECI 771. The student must be supervising a student teacher at the time this course is taken. This course will stress the applied practices of supervising student teachers.

ECI 790. SPECIAL TOPICS (repeatable)

5-0-5. Prerequisite: Permission of adviser and instructor.

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

ECI 795. DIRECTED STUDY (repeatable)

1-15. Prerequisite: Permission of adviser or instructor.

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

ECI 798. PRACTICUM (repeatable)

1-12-5. Prerequisite: Successful completion of comprehensive examination.

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

BIOLOGY (BIOL)

BIOL 610. EVOLUTIONARY AND POPULATION BIOLOGY

4-3-5. Prerequisite: Admission to graduate study and BIO 300 or equivalent.

A theoretical and quantitative analysis of evolutionary mechanisms underlying adaptation. Topics will include population genetics; speciation; physiological, ecological, morphological and developmental adaptations; sociobiology; and paleontology. Laboratory will emphasize experimental design problems.

BIOL 620. MOLECULAR BIOLOGY

4-3-5. Prerequisite: Admission to graduate study, BIO 201 and CHEM 240 or equivalent.

Physiochemical analysis of cellular structure and function. Topics will include the individual regulation of cells and their functioning within coordinated groups up to the level of tissues and organs. Laboratory will emphasize experimental design problems.

BIOL 790. SPECIAL TOPICS (repeatable)

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

Exploration of a specifically designed topic.

BIOL 795. DIRECTED STUDY (repeatable)

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

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

Chemistry (CHEM)

CHEM 605. MODERN CHEMICAL SCIENCE

5-0-5. Prerequisite: Admission to graduate study and CHEM 240 or consent of the instructor.

Chemistry of pesticide, food, drugs, polymers, industrial processes, nuclear chemistry and other topics of current interest.

CHEM 606. ENVIRONMENTAL CHEMISTRY

5-0-5. Prerequisite: CHEM 605 or consent of instructor.

Chemistry of the air, earth, and water environment, including a balanced treatment of environmental issues of current importance.

CHEM 790. SPECIAL TOPICS (repeatable)

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

Exploration of a specifically designed topic.

CHEM 795. DIRECTED STUDY (repeatable)

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

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

English (ENGL)

ENGL 601. TOPICS IN ENGLISH AND AMERICAN LITERATURE

5-0-5. Prerequisite: Admission to graduate study.

A treatment (on a rotating basis) of themes and issues in both English and American literature.

ENGL 621. FIGURES IN LITERATURE

5-0-5. Prerequisite: Admission to graduate study.

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

ENGL 631. ADVANCED GRAMMAR AND LINGUISTICS

5-0-5. Prerequisite: Admission to graduate study.

A study of the principles of both traditional grammar and of more recent developments in linguistics.

ENGL 635. RHETORIC AND ADVANCED COMPOSITION

5-0-5. Prerequisite: Admission to graduate study.

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

ENGL 641. MASS COMMUNICATIONS: JOURNALISM AND THE OTHER MEDIA

5-0-5. Prerequisite: Admission to graduate study.

A study of the principles, processes and influences of print journalism, radio and television.

ENGL 651. PROBLEMS IN LITERARY CRITICISM

5-0-5. Prerequisite: Admission to graduate study.

An examination of the principles of literary criticism and the application of those principles to selected texts.

ENGL 790. SPECIAL TOPICS (repeatable)

1-1-5. Prerequisite: Permission of adviser and instructor.

Exploration of a specifically designed topic.

**ENGL 795. DIRECTED STUDY
(repeatable)**

1/15. Prerequisite: Permission of adviser and instructor.

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

Geography (GEOG)

**GEOG 601. PEOPLE OF
THE WORLD**

5-0-5. Prerequisite: Admission to graduate study.

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

History (HIST)

**HIST 610. LOCAL HISTORY
RESEARCH AND RESOURCES**

5-0-5. Prerequisite: Admission to graduate study.

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

**HIST 620. CONTINUITY AND
CHANGE IN SELECTED
NATION/STATE**

5-0-5. Prerequisite: Admission to graduate study.

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

**HIST 630. MINORITIES
IN AMERICA**

5-0-5. Prerequisite: Admission to graduate study.

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

**HIST 790. SPECIAL TOPICS
(repeatable)**

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

Exploration of a specifically designed topic.

**HIST 795. DIRECTED STUDY
(repeatable)**

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

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

Mathematics (MATH)

**MATH 501. MATHEMATICS FOR
EARLY AND MIDDLE GRADES
TEACHERS I**

5-0-5. Prerequisite: Admission to graduate study.

This course is designed for graduate students seeking T-4 certification. The course covers fundamental arithmetic and algebraic concepts needed for early and middle

grades teaching. Topics include development of whole numbers, integers, rational and real numbers, as well as arithmetic relations and operation. May not be counted toward a graduate degree at Kennesaw State College.

MATH 502. MATHEMATICS FOR EARLY AND MIDDLE GRADES TEACHERS II

5-0-5. Prerequisite: Admission to graduate study.

This course is designed for graduate seeking T-4 certification. The course covers fundamental geometric concepts needed for early and middle grades teaching. The course will also include an introduction to the programming language LOGO, which will be used to illustrate selected algebraic and geometric concepts. May not be counted toward a graduate degree at Kennesaw State College.

MATH 600. ELEMENTARY SET THEORY

5-0-5. Prerequisite: Admission to graduate study.

A course in the theory of sets with application to the development of the real number system. A problem-solving approach will be taken.

MATH 601. HISTORY OF MATHEMATICS

5-0-5. Prerequisite: Admission to graduate study and MATH 201, MATH 236 or equivalent.

A historical development of selected topics in mathematics.

MATH 621. METHODS OF STATISTICAL INFERENCE I

5-0-5. Prerequisite: Admission to graduate study and five credit hours in Statistics and MATH 201 or MATH 236 or equivalent.

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

MATH 660. THE MATHEMATICAL FOUNDATIONS OF COMPUTER GRAPHICS

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

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

MATH 661. ABSTRACT ALGEBRA I

5-0-5. Prerequisite: Admission to graduate study and MATH 361 or equivalent. A study of major topics in abstract algebra, which includes topics from group, rings and field theories.

MATH 674. INTRODUCTION TO COMBINATORIC

5-0-5. Prerequisite: Admission to graduate study.

A study of combinatorial structures, which underlie the analysis of computer systems, discrete operations research problems and finite probability.

MATH 681. REAL ANALYSIS I

5-0-5. Prerequisite: Admission to graduate study and MATH 381 or equivalent. A study of the reals, measure, measurable functions, metric spaces, connectedness and compactness.

MATH 695. MODERN GEOMETRY AND CONVEXITY

5-0-5. Prerequisite: Admission to graduate study and MATH 395 or equivalent.

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

MATH 790. SPECIAL TOPICS

(repeatable)

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

Exploration of a specifically designed topic.

MATH 795. DIRECTED STUDY

(repeatable)

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

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

Physics (PHYS)

PHYS 610. CLASSICAL PHYSICS DEMONSTRATIONS I

4-3-5. Prerequisite: Admission to graduate study and 10 hours of general algebra-based physics, and five hours of mathematics beyond college algebra-calculus preferred. A laboratory-centered study of the basic principles and processes of classical physics. Demonstrations that reinforce statics, Newton's law of motion (translational and rotational), torque, work and energy. The major thrust is an effective presentation of the physical principles with emphasis given to improving the conceptual level of physics.

PHYS 615. CLASSICAL PHYSICS DEMONSTRATIONS II

4-3-5. Prerequisite: PHYS 610

A laboratory-centered study of the basic principles and processes of classical physics. Demonstrations that reinforce electrostatics, electrical potentials, electrical

circuits, fluids (static and dynamics), optics and thermal physics. The major thrust is an effective presentation of the physical concepts with emphasis given to improving the conceptual level of physics.

PHYS 795. DIRECTED STUDY

(repeatable)

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

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

Political Science (POLS)

POLS 605. POLITICAL IDEOLOGIES

5-0-5. Prerequisite: Admission to graduate study.

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

POLS 790. SPECIAL TOPICS

(repeatable)

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

Exploration of a specifically designed topic.

POLS 795. DIRECTED STUDY

(repeatable)

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

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

Library

The Kennesaw State College Library houses collections of more than 400,000 volumes of books and government publications. There are more than 2,500 serial subscriptions to newspapers and magazines and well over 500,000 pieces of micro-forms. Access to the extensive book collection is through the library's public catalog, which is available in both computer and microfiche formats. For research purposes, students and faculty have access to full text-data services and to a wide variety of in-house periodical databases also available via computer.

The library is a member of the Online Computer Library Center, a major international computing network of libraries located in the United States, Canada, Europe and Japan. The library also participates in the Federal Depository Library Program as a selective documents recipient.

For check-out of materials, the college ID card serves as a library card. For assistance and guidance in the use of library resources, contact any member of the library staff.

Computing Resources

An increasingly rich array of computing resources is developing at Kennesaw State College. Interest in and use of computers are expanding rapidly in the academic programs and administrative operations of college.

Computing areas for the academic programs include the Academic Computing Lab, six electronic classrooms and a math test center. The Academic Computing Lab is an open access area where students and alumni can use a variety of computing resources. The electronic classrooms are used for course instruction in a wide range of subject areas. An electronic testing center has been established to provide testing services for mathematics.

Multi-user and single-user microcomputers are connected through a local area network to give students access to a generous library of software. IBM PCs and compatibles, Apple IIe's, a MicroVAX II, and access to the University System Computer Network, called PeachNet, are available in the Academic Computing Lab.

PeachNet provides links to all of Georgia's public institutions of higher education and is regarded as one of the finest educational computer networks in the country. Through PeachNet, students and faculty have access to the computing power and software libraries of large mainframes such as CDC Cyber 180/850 and the IBM 3090 at the University of Georgia. These systems support an extensive array of programming languages, statistical analysis packages and computer-assisted instruction libraries that are used in many different fields of study at Kennesaw State College.

In addition to academic computing resources, most administrative data processing is conducted on the college's two TI 990/12s and a TI 1500. These minicomputers are also used to provide high speed printing services for faculty and student users of PeachNet.

Center for Excellence in Teaching and Learning (CETL)

The Center for Excellence in Teaching and Learning undergirds the faculty development efforts on campus. Its primary role is to ensure that teaching continues to be the central concern of Kennesaw State College faculty. The center serves as a channel for faculty to share classroom philosophy and practices with one another through newsletters, forums, book reviews, dialogues, workshops and other activities. In addition, CETL administers Faculty Development Grants, and several summer stipends for faculty research.

Counseling, Advisement and Placement Services (CAPS) Center

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

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

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

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

Instructional Resource Center (IRC)

Located in room 446 on the fourth floor of the library, the IRC offers a number of technological solutions for learning and teaching activities of students and faculty. For students the IRC maintains an instructional software library and learning carrels

where students may independently study videotapes, audio tapes and slide-tape programs related to their course work. The IRC makes available to faculty members the most modern and effective instructional support technologies available. Resources include: satellite reception of remote videoprogramming, and projection systems for displaying computer output, videotapes, slides and films. In addition, the IRC arranges for the rental and/or purchase of the most effective and recently developed instructional materials available.

Teacher Resource and Activity Center (TRAC)

TRAC is a joint effort of Kennesaw State College, the City of Marietta School System and the Cobb County School System. It is located on the fourth floor of the Kennesaw State College Library and provides a variety of unique professional opportunities for all teachers in the geographic area served by the college. TRAC offers assistance to college students in teacher preparation through the provision of media services, instructional materials and a Curriculum Library.

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

The shelves are stocked with textbooks, professional books, kits and videotapes for checkout. There are three laminators, two badge makers, a binding machine, an eyelet maker and plenty of markers, paints and pencils. There is access to transparency makers, a Kroy lettering machine, opaque projector and listening stations for previewing and listening to tapes and records.

Workshops comprise an important part of TRAC's offerings. Topics are chosen based upon assessed needs of teachers and students.

Health

Kennesaw State College, being a non-residential college, does not assume responsibility for the overall health and physical well-being of its students. The college does assume, however, a reasonable degree of responsibility for the safety and welfare of its student body by encouraging students to participate in a nominally priced accident and sickness insurance plan and maintaining adequately equipped first-aid stations at strategic locations on campus. No student with a contagious disease may attend classes. Every student is held individually responsible for adhering to this regulation. Any student who requires special consideration because of any physical handicap should have his/her physician write an explanatory letter to the vice president and dean for student affairs giving full details of the disability and any limitations/restrictions on his/her activities. If an individual becomes seriously ill or involved in an accident requiring medical attention, the Campus Police should be contacted by dialing the campus operator and requesting assistance. There are trained police officers and state-certified emergency medical technicians, on duty at all times. Comprehensive medical facilities are reasonably accessible to the campus. In the event it becomes necessary to seek medical attention beyond minor first aid treatment, the following steps will be taken:

1. If the individual is conscious and alert and indicates a desire for an ambulance to be called, the attending officer will comply with the request.
2. If the individual 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 emergency room at Kennestone Hospital.
3. In the case of injury to students participating in sanctioned Intercollegiate Athletics activities, the college will assume responsibility for the expense of the ambulance.
4. Efforts will be made to notify parents/spouse/next of kin to inform them of the circumstances.

Services for Students with Disabilities

Kennesaw State College provides program accessibility and reasonable accommodations for persons defined as handicapped in Section 504 of the Rehabilitation Act of 1973. Kennesaw State College does not deny admission or subject to discrimination in admission any qualified handicapped student. It is strongly suggested that prior to enrollment handicapped persons should visit the campus and tour the facilities so that they might become familiar with the college's physical environment and building accessibility.

Eligibility: Provision for assistance will be based on the following: (1) Medical and/or psychological certification of the degree of handicap; (2) eligibility for funding by outside agencies; (3) the student's ability to complete tasks required in the courses.

Students with disabilities should contact the Office of Handicapped Student Services to determine eligibility and arrange an Individual Assistance Plan. The Office of Handicapped Student Services is located in the Student Development Center on the upper level of the Student Center. The office is accessible by use of the elevator or the upper level entrance to the Student Center.

Services Available: special registration arrangements; special handicapped parking spaces; classroom accessibility; special test administration; interpreters for the hearing impaired; notetakers; assistance with laboratory courses; readers for the visually impaired; study skills labs; reading, writing and math labs; library assistance; enlarged-print reading machine; and referral to community resources.

Emergency Procedures: During fire alarms or other emergency situations which require exiting a multi-story building without the use of the elevator, students who are physically disabled are instructed to proceed to the nearest stairwell and wait for emergency personnel to assist them in exiting the building. Should a student become ill while on the campus, Campus Safety and Security personnel will follow the standard procedures outlined at the top of this page. Students who may require additional special considerations should notify the Campus Safety and Security office.

Student Housing

Kennesaw State College is a non-residential college. Students are expected to provide their own off-campus housing. Notices regarding available housing near the college are posted on the housing bulletin board, located on the upper level of the Student Center.

Kennesaw State College Alumni Association (KSCAA)

Chartered in 1977, the Kennesaw State College Alumni Association Inc. is a non-profit, educational corporation. The association places particular emphasis on and concentrates the majority of its energies and resources toward providing programs and services for alumni, fostering institutional pride, developing and enhancing KSC's public image and meeting needs by raising and administering funds for educational purposes at Kennesaw State College.

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

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

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

ACADEMIC/SOCIAL POLICIES

Code of Conduct

Board of Regents' Statement on Disruptive and Obstructive Behavior

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

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

Ethical and Professional Behavior

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

STUDENT RIGHTS

Grievance Procedures, Admissions, Privacy Rights and Other Non-Academic Matters

Within the framework of students' relationships to Kennesaw State College, several avenues exist for the expression of grievance. Provision for hearing appeals by applicants denied admission to the college is outlined in Article VI, Section C, paragraph 2a, of the Bylaws of the Board of Regents. Appeal procedures for grievances related to students' privacy rights are contained in the college catalog (see section on confidentiality of student records). Grievances related to other non-academic matters, e.g., athletics, clubs/organizations, standards of conduct, discipline, financial aid, student government procedures, publications and any other student activities will be heard by the College Court.

Academic (other than violation of stated Grading Policy)

Student complaints related to final grades in any course of instruction where the student believes that the instructor violated the stated grading policy will be heard according to the grade appeal procedures as printed in the college catalog and the student handbook. Every attempt will be made to resolve other complaints/grievances at the lowest level possible in the chain of command. However, in instances where this is not possible and the complaint cannot be satisfactorily resolved through procedures described above, the grievant may appeal in writing to the president of the college; the appeal should be communicated within five days after the action of which the student complains, or unsatisfactory resolution was reached at lower level. The president's decision is final so far as institutional grievance procedures are concerned.

Discrimination

All student grievances or complaints alleging action of a discriminatory nature shall be addressed in writing to the deputy Title IX coordinator, vice president and dean for student affairs. Once the deputy coordinator has received a written complaint containing specific allegations of discriminatory practice(s) regardless of whether based on race, religion, color, sex, handicap or national origin, and the complaint cannot be resolved at this level, the complaint will be routed to the College Council. The council shall be responsible for establishing from among its membership an ad hoc committee of three faculty members and two students to hear the complaint(s). The chairperson will serve at the pleasure of the president. The committee may develop its own rules of procedure, but in the event of a tie vote, the tie shall be broken by the chairperson. Also, a minimum due process protection shall include that the institution be given 10 working days to respond to any charges of discrimination. The committee's finding and recommendations will be rendered according to the principle of the preponderance of evidence. The committee, after reviewing all available evidence and hearing all verbal statements, shall within five days make its finding and report such to the president. It should be clearly understood that the opinions and recommendations offered by the committee to the president are advisory and in no way bind her to the recommended course of action. After consideration of the committee's report, the president shall within five days make a decision which will be final so far as the college is concerned. Should the aggrieved person(s) remain dissatisfied with the president's decision, further redress may be sought through internal channels by applying to the Board of Regents for a review of the decision, pursuant to the Bylaws of the Board of Regents, Article IX, p. xxvii.

Sexual Harassment

Kennesaw State College follows the policy on Sexual Harassment established by the Board of Regents of the University System of Georgia. That policy (802.18 in the **Regents Policy Manual**) is as follows: Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of a person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with

procedural due process requirements. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- C. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. (BR Minutes, 1980-81, p. 237-37.)

If an individual wishes to file a formal complaint of sexual harassment, such complaints should be directed to the vice president and dean for student affairs.

Student Medical Withdrawals

A student may be administratively withdrawn from the college when the vice president and dean for student affairs, the director of counseling services and the college physician (if any) after consultation with the student's parents and personal physician determine that the student suffers from a physical, mental, emotional or psychological health condition. This condition must be judged as : (a) posing a significant danger or threat of physical harm to the student or the person or property of others or (b) causing the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel or (c) causing the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the College.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision concerning his or her continued enrollment at the college.

Right to Accurate and Confidential Educational Records

The college recognizes its responsibility for maintaining accurate student information and academic records. Kennesaw State College students have the assurance that their educational records, compiled and maintained by college officials, are recorded and retained in confidence in accordance with the regulations contained in the Family Education Rights and Privacy Act of 1974. Briefly, this act calls for:

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

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

Access to Records

Students have the right to be provided a list of the types of educational records maintained by the college that are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the college to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as related to the student. Students do not have access to financial records of their parents; confidential letters and statements of recommendation that were placed in the educational record prior to January 1, 1975, provided such letters of 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 that are not disclosed to anyone other than individual providing treatment. These records, however, may be reviewed by a physician or appropriate professional of the student's choice.

Procedures for Access to Educational Records

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

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

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

The student may, upon request, receive without charge a copy of the record that is released.

The college may release a student's educational records, without the student's prior written consent, to the following:

1. College officials who have a legitimate educational interest.
2. Officials of other schools where the student seeks to enroll.
3. Representatives of federal agencies authorized by law to have access to educational records.
4. State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.
5. Appropriate persons in connection with a student's application for or receipt of financial aid.
6. Organizations conducting studies for the college.
7. Accrediting organizations and associations.
8. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
9. Appropriate persons in emergency situations to protect health and safety of the student or other individuals.
10. Persons designated in lawfully issued subpoena or judicial order with the understanding that the student will be notified in advance insofar as possible.

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

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

Release of Directory Information

Directory information may be released by the college without the student's written consent. Directory information consists of name, address, telephone number, date and place of birth, major, participation in recognized activities and sports, weight and height of athletic participants, dates of attendance, degrees and awards received and the most recent educational institution attended. Students may deny the release of directory information by requesting in writing to the registrar that such information not be released each quarter they are enrolled. However, requests that directory information be withheld from a written publication must be received in sufficient time to prevent a delay in processing that publication.

Amending Education Records

Students may request that any information contained in their educational records that they consider to be inaccurate, misleading or in violation of their privacy or other rights be amended or deleted from the records (a grade or other academic evaluations may not be amended, except that the accuracy of recording may be challenged)

A student who requests that information in his/her records be amended should first contact the official with primary responsibility for the information. (See listing in catalog.) If the matter is not resolved to the student's satisfaction, the student should direct his/her request to the associate vice president for academic affairs. If the matter is not resolved to the student's satisfaction, he/she may request a formal hearing. Should a student request a formal hearing to challenge the information contained in his/her educational records, the hearing will be held within a reasonable time (not to exceed 45 days) and in a reasonable place. The student may be assisted or represented by a person of his/her choice and shall be afforded a full and fair opportunity to present evidence relevant to the issue(s).

The student or his/her representative should request the hearing in writing and should specifically identify the information he/she seeks to have amended. The request should be directed to the associate vice president for academic affairs.

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

If the decision is that the information in the student's educational records is inaccurate, misleading or in violation of his/her rights and privacy, the statement(s) will be corrected or expunged from the student's records. If the decision is that the information is not inaccurate, misleading or in violation of the privacy or other rights the student and that the information is to remain in the student's educational records, the student shall be notified and given the opportunity to enter a statement in his/her records stating forth his/her explanation of the contents thereof. Students wishing to appeal the decision of the faculty committee may do so in writing to the president of the college within five days after the action of the committee. Students wishing to file a complaint directly to the review board of H.E.W should write to the Family Educational Rights and Privacy Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W, Washington, D.C. 20201. This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, and is not intended to impose any restrictions or grant any rights not specifically required by this act.

Types of Educational Records and Officials Responsible for Their Maintenance

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

Director of Admissions

Application for Admission
High School and College Transcripts
CEEB Scholastic Aptitude Test Scores

Director of Student Financial Aid

Institutional Application for Aid
Regents' Scholarship Application
Stafford (GSL) Loan Application
Financial Aid Form
Pell Grant Student Aid Report
Student Master Card
PLUS or ALAS Application
College Work-Study Job Assignment
Award Notification
Statement of Acceptance of Award
Academic Scholarship Application

Registrar

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

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

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

Vice President and Dean for Student Affairs

Discipline File
Insurance Roster
Letters of Recommendation

Appeals

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

1. A student should initiate an appeal with the individual or group who made the contested decision.
2. If the student is not satisfied with the reviewed decision, he or she may further appeal as designated below.

A. Appeal of Time Extension to Complete Degree

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

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

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

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

C. Grade Appeal Procedure

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

1. Each faculty member must specify his or her grading policy at the first of the quarter. He or she may change the grading policy for cause after that time, but he or she must do so uniformly, with ample notification to students, if at all possible.
2. If a student believes that his or her final grade is unfair in terms of the instructor's stated grading policy, the matter should be discussed with the instructor. If the student remains dissatisfied with the grade, he or she may immediately appeal to the department chairperson for discussion and possible resolution.
3. If the student remains dissatisfied with the grade, he or she may file a written appeal with the dean of the applicable school within 60 days. If the instructor involved is a department chair, the appeal should be filed with the dean of the school. If the instructor involved is a dean, the appeal should be filed with the vice president for academic affairs.
4. If, based on the above, the dean finds that the student has reasonable cause for an appeal, he/she must appoint a School Hearing Committee consisting of three faculty members and three students. The members of the Hearing Committee should be appointed in a manner determined by the dean. However, in cases where the complaint is filed against a dean, the case is heard originally by an ad hoc School

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

D. All Other Appeals

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

If the student is dissatisfied with the decision, he or she may request in writing that the graduate program director forward the appeal to the appropriate body of the college, either the Academic Standing Committee or the Kennesaw State College Judiciary.

ACADEMIC/SOCIAL POLICIES

Student Conduct Regulations

I. Student Rights and Responsibilities

Students of Kennesaw State College are guaranteed all of the rights, privileges and freedoms granted to a citizen of the United States. In addition, they are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State College assume a responsibility for the college's student conduct regulations, just as they assume a citizen's responsibility to abide by federal, state and local laws. Violation of these statutory laws or of the college student conduct regulations may lead to disciplinary actions by Kennesaw State College. These regulations were adopted not to deny any rights or privileges previously guaranteed, but to ensure a pleasant educational environment for all Kennesaw State College students.

II. Academic Honesty

The high quality of education at Kennesaw State College is reflected in the credits and degrees its students earn. The protection of these high standards is crucial since the validity and equity of the college's grades and degrees depend upon it.

Any student found guilty of an infraction of a regulation for academic honesty shall be suspended for at least one quarter unless evidence is provided to convince the court that substantial mitigating circumstances existed in that student's offense.

The following regulations are designed to assist students in developing appropriate standards and attitudes with respect to academic honesty. To this end, the regulations protect students against infractions that may compromise the validity of their degree or place them at an undue disadvantage with respect to the equity of their grades.

A. Plagiarism and Cheating

No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course (including examinations, laboratory reports, essays, themes, term papers and theses). When direct quotations are used, they should be indicated, and when the idea of someone other than the student are incorporated into a paper, they should be duly acknowledged.

B. Unauthorized Access To Official College Materials

No student shall take or attempt to take, steal or in an unauthorized manner otherwise procure, gain access to, alter or destroy any material pertaining to the conduct of a class (including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, college grade records in written or computerized form, etc.).

C. Misrepresentation, Falsification of College Records

No student shall knowingly provide false information in completing college forms or applications (including admissions forms, scholarship applications, use of false or counterfeit transcripts, etc.).

D. Malicious Destruction of Library Materials

No student shall take, destroy, or attempt to take or destroy any item or part of an item belonging to or in the protection of the college library with the intention of bringing about an undue disadvantage in the classroom work of other Kennesaw State College students.

III. Disruption of Campus Life

A. Disorderly Assembly

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

B. Disruptive and Dangerous Conduct

No student shall act in a manner than can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, right, privileges, health or safety of other persons. (Profane and/or abusive language may be considered to be disruptive.)

C. Harassment

No student or group of students shall intentionally create a situation or take part in any activities that produce mental or physical discomfort, embarrassment, ridicule or suffering or unduly annoy, alarm or infringe upon the freedom of another to pursue professional and personal goals. Harassment may include - but not limited to - insulting, taunting or physically challenging approaches, unwelcome advances or requests for sexual favors.

D. Physical Attack

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

E. Theft of Personal Property

No student shall take, sell or attempt to take or sell any items belonging to students, faculty, staff, guests of the college or student groups without proper authorization. Sale of a textbook or other item that is not one's own will be regarded as prima facta evidence of theft. Such items found should be turned in to a designated lost and found office.

F. Possession of Weapons or Fireworks

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

G. Unauthorized Entry or Use of College Facilities

No student shall make or attempt unauthorized entry or use of any college building or facility. Upon appropriate notice by college officials, authorization for the use of college facilities can be withdrawn or otherwise restricted.

H. Student Identification Cards and Registration Cards

1. Lending, selling or otherwise transferring any student registration material or student identification card is prohibited, as is the use of these items by anyone other than its original holder.
2. No student shall obtain under false pretenses any additional registration cards or materials or student identification cards.
3. A student must present proper credentials to properly identified college faculty and staff upon their request while these persons are in the performance of their duties.

I. Fire Safety and False Alarms

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

J. 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 college, including classrooms.
3. No student shall in any way dispose of tobacco products in trash receptacles in or on college property.

K. Smoking

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

L. Gambling

Conducting, organizing or participating in any activity involving games of chance or gambling in which money is exchanged (including casinos, lotteries) is prohibited.

M. Advertising, Selling and Fund Raising

No student or group of students shall carry out any form of sales (including bartering) or fund raising events, or advertise sales or fund raising events, without the authorization of the college president or a designated representative of the college president.

N. Campus Elections

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

O. Shared Responsibility

1. Persons who knowingly act in concert to violate college regulations may be given joint responsibility for such violation.
2. Students are responsible for the conduct of their guests (including children) on or in college property or at functions sponsored by the college or any registered college organization.

IV. Financial Responsibility and Responsibility for College Property

A. Financial Responsibility

Students are required to meet all financial obligations to the college promptly.

B. Use of Student Activities Funds

Use of student activity funds must follow guidelines set by the institution.

C. Damage to Property

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

V. Use and Possession of Drugs, Including Alcohol

Use and/or possession of drugs (controlled substances) are prohibited.

The Kennesaw State College Alcohol Policy is as follows:

A. Kennesaw State College 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 club or organization representative acknowledges responsibility for monitoring alcohol consumption. Student Activity funds or institutional funds may not be used for the purchase of alcoholic beverages. Kennesaw State College is committed to recognizing, upholding and enforcing the laws of the state of Georgia. Violation of those state laws, incorporated into the Kennesaw State College Alcohol Policy below, shall not be condoned on the campus by any constituency.

B. Official State regulations regarding the use, sale or possession of intoxicating beverages are as follows.

3-1-2 Defines "alcoholic beverages" to mean all alcohol, distilled spirits, beer, malt beverages, wine or fortified wine.

3-2-36 Provides for criminal process against any person who violates the law in

counties and municipalities where the sale of alcoholic beverages is not authorized or where alcoholic beverages are being sold contrary to law.

3-3-21 Provides that no person knowingly or intentionally may sell or offer to sell any wine or malt beverages within 100 yards of any school building, school grounds or college campus. Provides farther that distilled spirits may not be sold within 200 yards of a school building, educational building, school grounds or college campus.-

3-3-22 States that no alcoholic beverages shall be sold, bartered, exchanged, given, provided or furnished to any person who is in a state of noticeable intoxication.

3-3-23 Prohibits the furnishing to, purchasing of or possession of alcoholic beverages by persons under 21 years of age.

3.3-23.1 Provides that any person furnishing or possessing alcoholic beverages in violation of the previous code section shall be guilty of a misdemeanor. Establishes procedures for arrest by law enforcement officers.

C. All student organizations must submit an "Acknowledgement of Alcohol Policy" form to the vice president and dean of student affairs during the first week of classes each fall quarter and each time there is a change in either the president or adviser of the organization. By their signatures, the president and adviser are assuring Kennesaw State College that they and the individuals responsible for the group's social events understand the Kennesaw State College Alcohol Policy and state laws regarding the service and consumption of alcoholic beverages.

D. 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 to the checking of driver's licenses.

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

F. Any violation of this policy at any club or organization activity shall be reported to the vice president and dean for student affairs by the designated monitor(s) verbally within 24 hours of returning to campus and followed by a written report within three working days. The Kennesaw State College Office of Safety and Security shall report any violation of this policy, whether at an activity or on an individual basis, to the vice president and dean for student affairs within 24 hours of the occurrence. The vice president and dean for student affairs shall then be responsible for disciplinary action according to established college non-academic disciplinary procedures. Possible sanctions shall be the same as those for other violations of non-academic college rules and regulations as provided for in the college student code of conduct.

VI. Parking and Traffic Regulations

A. Authority

These regulations are adopted pursuant to the authority conferred on the Board of Regents to regulate the University System of Georgia Campus, Official Code of

Georgia Title 20. These regulations supersede all previous Kennesaw State College Parking and Traffic Regulations pertaining to vehicle traffic, parking and registration of vehicles.

B. Application

These regulations are applicable to all persons operating a motor vehicle on the campus of Kennesaw State College. These regulations shall be considered a part of the terms and conditions accepted by all persons when receiving permission to operate a motor vehicle on the Kennesaw State College campus. The word "campus" shall be construed for the purpose of these regulations to be that property owned by the Board of Regents and designated as Kennesaw State College. For the purpose of these regulations, a motor vehicle is defined as being a vehicle with two or more wheels and propelled by an electric or fuel-burning motor. For parking purposes, the "moped" type motor bike, having an auxiliary pedal mechanism, is excluded from this definition of a motor vehicle. Alleged violations of the Traffic and Parking Regulations by students, faculty or staff will be tried in a Kennesaw State College Traffic Court, unless the defendant chooses to waive a hearing and accepts the fine and/or other penalties imposed by campus safety and security officials.

C. Effective Date

These regulations became effective on July 1, 1986.

D. Registration and Operation of Motor Vehicles

1. General

- a. Students, faculty or staff shall not park on campus unless qualified to do so under applicable state law and Kennesaw State College regulations. Vehicles parked or operated on campus must be registered with the Campus Safety and Security Office. Only vehicles that have a current state license may be registered on campus.
- b. Student vehicle registration should be completed during applicable time of registration for classes. Each quarter, on the first day of scheduled classes, both day and night students (except those taking courses offered through the Continuing Education Center) must have registered any motor vehicle they intend to operate on campus. To secure a parking permit, the student must present a current operator's license, a valid Kennesaw State College ID Card and/or a paid registration schedule. Once a permit has been issued, it must be properly displayed no later than 5 p.m. on the first day of class. The proper position for the student, staff and faculty permits is the lower left hand corner on the outside of the rear window; in the case of a convertible or rear window louvers, the decal may be placed in the lower left hand corner on the outside of the windshield. The decal must be affixed by all of the adhesive furnished on the decal and expired decals must be removed from the window but can be left on the bumper prior to installation of the new decal. Registration is not complete until the decal has been properly and permanently affixed to the vehicle.
- c. Student parking permits are \$1.00 per academic quarter, renewable each quarter at the time of registration. These fees are subject to change.

- d. A student may register his/her second vehicle for 50 cents per quarter. The registration decal for a second vehicle must be affixed to the vehicle, as described in paragraph 1B above. Vehicle registration should be accomplished at the time of registration as part of the registration process. Any subsequent registrations will be completed at the Campus Safety and Security Office.
- e. If for any reason students or faculty members must temporarily drive an automobile other than the one that is registered in their name, a temporary permit for the vehicle may be obtained from the Campus Safety and Security Office. The permit may not exceed two weeks in any one quarter. The temporary permit should be displayed so that it is visible through the windshield.
- f. Registration of a vehicle does not in any way guarantee the availability of a parking space.
- g. The decal issued to one vehicle cannot be transferred to another vehicle. Decal owners are responsible for any and all tickets issued to their vehicle before the old decal is declared void. The Campus Safety and Security Office must be notified of any license plate (tag) change within three days. If for any reason during the academic (school) year, the student wishes to terminate his motor vehicle registration (i.e., sells or wrecks the motor vehicle, terminates from classes for the remainder of the school year), the parking permit must be scraped off the window and the remains turned in to the Campus Safety and Security Office prior to subsequent permits being issued to the student. If for any reason the remnants of the old permit are not turned in, the student must pay for a new decal.

2. Parking Regulations

- a. The parking regulations for restricted parking are in effect at all times, 24 hours a day, 7 days a week, in the following areas:
 - (1) The Faculty and Staff Reserve parking areas adjacent to the natural Science Building and the Social Science Building.
 - (2) In all loading and unloading zones.
 - (3) In all the spaces marked for the handicapped.
 - (4) In all the spaces for service vehicles.
 - (5) Automobiles will not be parked in the motorcycle lots at any time.
 - (6) Within 20 feet of crosswalks and 30 feet of signs.
- b. All campus parking and traffic regulations will be enforced on "dead" days, exam days, breaks between quarters and when classes are held on Saturday and Sunday.
- c. Reserved parking areas have been designated by a sign denoting that area as being reserved. Only those vehicles with "reserved" permits are permitted in these areas. Faculty, staff and students shall not park in those spaces designated for visitors.
- d. At no time is parking in areas not designated for parking allowed. Parking is not permitted on the grass (except when signs specify "Designated Area"), or areas under cultivation, or areas designed as "loading zones" and reserved for vehicles

serving the campus buildings, nor areas adjacent to new construction sites. Parking is prohibited on walkways and in driveways in parking areas. To maintain a smooth flow of campus traffic, drivers are not permitted to stop in drives or along yellow curbs or curbs painted "no parking" in yellow. Vehicles will be issued a citation when parked in drives even though the curb may not be painted yellow. Parking on the left side of all streets facing oncoming traffic is prohibited. The only exception to this policy is the west side of Dallas Drive. For the purpose of these regulations, parking in a fire lane shall be construed to mean parking a vehicle in such a manner that would obstruct or impede a fire truck or other emergency vehicle access to a building or impede the traffic flow.

- e. Motorcycles are to be parked in the designated areas only. Two-wheel motor vehicles must comply with all parking regulations. They may not be parked on sidewalks, lawns, bicycle racks or entrances to buildings. Motorcycles must be registered and pay the same fees for registration as other vehicles.
- f. An illegally parked vehicle may be towed away and impounded or a restraining device applied if the vehicle presents a hazard, creates an inconvenience or nuisance, or has been involved in previous offenses. Additionally, the following violations will cause vehicles to be towed or restrained without prior warning: (1) vehicles with no parking decals that have been previously cited, (2) vehicles illegally parked in reserved faculty parking spaces, (3) unauthorized parking in handicapped student spaces, (4) parking parallel to yellow curbs or in designated tow-away zones, (5) vehicles parked outside the white lines at the end of each designated parking area, (6) vehicles parked overnight on campus that have no current parking decal and (7) registered vehicles that have two or more unpaid citations. The college assumes no liability for possible damage incurred from such movement. The owner/operator shall be responsible for all towing and storing charges. Anyone willfully attempting to remove a mark or device installed for the purpose of restraining or timing the parking of a vehicle will be subject to a fine. Anyone willfully damaging/stealing an immobilizing device is subject to criminal prosecution.
- g. Handicapped spaces are to be utilized only by persons issued handicapped permits by the Georgia State Patrol, or persons specifically authorized to use these spaces. Unauthorized parking by an individual in a handicapped space will be subject to vehicle restraint or towing and a fine.
- h. Special parking permission can be granted for short periods of time for loading and unloading by calling the Campus Safety and Security Office. Police and/or service vehicles may stop or park irrespective of the traffic regulations while performing official business.

3. Speed Restrictions

- a. The speed limit on Kennesaw State College streets is 25 miles per hour, unless otherwise posted; in the parking lots, it is five miles per hour.

- b. Any person who drives a vehicle at a speed greater than is responsible and prudent, or by careless operation endangers the life or property of others, shall be guilty of driving too fast for conditions, and/or of reckless driving.

4. Motor Vehicle Accidents

- a. Kennesaw State College public safety officers will investigate all on-campus motor vehicle accidents.
- b. The driver of a motor vehicle that collides with an unattended vehicle will not leave the scene until he/she notifies the campus police personally, and/or sees the owner of the other vehicle, or leaves in a conspicuous place on the struck vehicle a written notice giving the name and address of the driver of the motor vehicle causing the damage.

5. Loss of On-Campus Driving/Parking Privileges

- a. Failure to answer a written notice regarding a traffic violation may result in action that could include the loss of on-campus driving/parking privileges.
- b. Reasons for which a person may lose these privileges include: driving while under the influence of alcohol or drugs; failure to satisfactorily settle traffic violations; failure to obey lawful orders of a public safety officer; or accumulating more than three citations in any given quarter. The driver of any vehicle cited on campus for driving under the influence of alcohol or drugs, in addition to losing his/her campus driving/parking privileges, may be prosecuted in state court under applicable laws.

6. Traffic Citations

- a. A traffic citation should not be discussed with the issuing officer as he/she has no authority to arbitrate the citation.
- b. The registrant of a vehicle is personally responsible for the safe operation and proper parking of his/her vehicle, regardless of who may be the operator. Moving violation citations, however, shall be charged against the driver/operator.
- c. Students are responsible that their guests be knowledgeable of all traffic regulations, and for payment of the citations that are issued during the guests' stay on campus. A guest should be directed to the Campus Safety and Security Office, so that a visitor's permit may be issued and a parking area assigned. These guests are subject to all traffic regulations during their stay on-campus.

7. Additional information

- a. Students, faculty and staff driving on-campus are expected to comply with any lawful order or direction given by the campus officers. These persons have the authority and responsibility to direct, control and regulate all traffic at Kennesaw State College. Public safety officers' authority to enforce laws and regulations as well as the power to arrest is granted by the Official Code of Georgia, Title 20. These powers will be exercised in accordance with the standard operating procedures of the college.

8. Fines and Fees

a. Non-moving parking violations	\$5.00
To be increased by \$5.00 if not satisfied within four days.	
b. Unauthorized parking in handicapped spaces	\$50.00
c. Safety violations (Parking in fire lanes)	
First Violation	\$10.00
Second Violation	\$20.00
d. Moving violation (speeding, failure to stop, etc.)	
First violation	\$10.00
Second Violation	\$20.00
e. Improper vehicle registration	\$5.00
f. Improper display of decal	\$5.00
g. Littering on campus	\$10.00
h. Failure to cooperate with directions of a public safety officer	
First Violation	\$10.00
Second Violation	\$20.00
i. Willfully attempting to remove any mark or device installed for the purpose of restraining or timing the parking of a vehicle	\$20.00
j. Altering or forging a parking permit	\$20.00
k. Affixing a parking permit or decal on a vehicle for which the permanent permit/decal was not registered	\$20.00
l. Fee to remove restraining device	\$10.00

9. Towing Charges

Towing charges are extra and are payable directly to the towing company. Fines are payable at the Business Services Office. Failure to pay within four school days will increase the fine and/or cause disciplinary action to be taken.

VII. Campus Activities

The following regulations apply to off-campus activities including outings or field trips for classes of Kennesaw State College; off-campus college athletic events; any officially sanctioned off-campus events such as those under the auspices of a Kennesaw State College class, or an officially recognized college organization, or a Kennesaw State College group or organization that is seeking official college registration.

- No student involved in an off-campus activity shall behave in such a manner as to bring discredit upon Kennesaw State College.
- Students involved in off-campus activities shall not act in a disorderly or disruptive fashion, nor shall they conduct dangerous activity or become involved in physical attack.
- Use and Possession of Drugs, including Alcohol. Use and/or possession of drugs (controlled substances) is prohibited. Alcohol regulations appear in Section V of this code.

VIII. Organizations

A student organization is subject to the authority of the court in the following situations.

- An alleged offense was committed by one or more members of an organization, and was sanctioned by the officers.
- An alleged offense was committed by one or more members of an organization and organization funds were used to finance the venture.
- An alleged offense was committed by one or more members of an organization and was supported by a majority of the organization's membership.
- An organization has chosen to protect one or more individual offenders who were members or guests of the organization.
- The court, after hearing the case, deems that the offense, by its nature, was an organization offense, and not the actions of individual members.
- An alleged offense occurred as a result of an organization sponsored function.

A. Disorderly or Disruptive Assembly

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

B. Use of Alcohol 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 college, to produce mental or physical discomfort, embarrassment, harassment, ridicule or suffering as a means to gain entry into an organization. These activities include, but are not necessarily restricted to paddling in any form; creating excessive fatigue; physical or psychological shocks; wearing, in public, apparel that is conspicuous and not normally in good taste; engaging in public stunts; morally degrading or humiliating games and activities; and any other activities not consistent with the regulations of Kennesaw State College.

D. Theft and Disregard for Property

1. Unauthorized taking, attempted taking or possession of items belonging to an individual, the college, the community or another college or student organization is prohibited.
2. Unauthorized use or attempted use of service (e. g., telephone, computer services, etc.) belonging to the college, the community, another student organization or an individual is prohibited.

E. Unauthorized Entry

Unauthorized entry, attempted entry or use of college or community facilities is prohibited.

F. Fire Safety

Use of fireworks or creation of a fire without the specific permission of the Department of Campus Safety and Security is prohibited.

G. Academic Honesty

Maintaining files of examinations, tests reports or term papers is prohibited.

H. Official Recognition

All student groups and organizations shall follow the appropriate procedures as set forward by the vice president and dean for student affairs, to become officially recognized Kennesaw State College organizations.

I. Gambling

Conducting, organizing or participating in any activity involving games of chance or gambling in which money is exchanged (including casinos, lotteries, etc.) is prohibited.

J. Sales, Fund-raising and Advertising

Unauthorized selling of any kind (including bartering), unauthorized fund-raising and unauthorized advertising of fund-raising or any other type of event is prohibited. Organizations shall follow the guidelines set down by the vice president and dean for student affairs for all such activities.

K. Proper Planning

Organizations shall be able to demonstrate that they have taken due measures to properly plan for any activities held on or off of the college campus.

1. All such events and activities must be registered with and approved by the vice president and dean for student affairs 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 an activity or event.
4. Holding events or activities that have not been sanctioned or approved by the vice president and dean for student affairs is prohibited.

L. Shared Responsibility

Student organizations are responsible at all times for organizational violations of the college student conduct regulations by their members or their guests. Organization members who knowingly act in concert to violate the regulations may be held jointly responsible with their organization for such violations. Organizations that knowingly condone, encourage or require behavior that violates college regulations may be held jointly responsible for such violations.

IX. Contempt and Perjury

A. All students shall fully comply with the instructions of the courts of Kennesaw State College Judiciary.

- B. No student shall commit perjury.
- C. No student shall disrupt the proceeding of the Kennesaw State College Judiciary, behave in a manner intended to lessen the authority or dignity of the Kennesaw State College Judiciary, or otherwise obstruct justice on the campus.
- D. Students are expected to serve as witnesses when summoned by the Kennesaw State College Judiciary unless they are excused by the vice president and dean for student affairs.

X. Revisions of the Regulations

Any student, faculty member or administrator can initiate any revision of, additions to and deletions from these Student Conduct Regulations. Recommendations shall be submitted to the vice president and dean for student affairs by mid-January. 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 College Council by mid March. The Council, in turn, shall send its recommendation with comments to the Kennesaw State College president and staff.

XI. Disciplinary Measures

(Refer to the Judiciary Policies and Procedures on page 105.)

JUDICIARY POLICIES AND PROCEDURES

Overview of the Judicial Structure

I. College Judicial Officer

A. Member of Student Affairs staff

B. Duties:

1. receiving written charges
2. planning, coordinating and training members of the College Judicial Panel
3. overseeing elections of College Court, Traffic Court and Appeals Court from the College Judicial Panel
4. routing charges to the proper court
5. keeping records of student cases
6. organizing summer court with the chair of the College Judicial Panel
7. supervising the witnesses during a hearing
8. other duties as needed

C. Term:

The term of office for the college judicial officer shall be indefinite.

II. College Judicial Panel

A. Membership

The College Judicial Panel will consist of a group of faculty, staff and students who will receive training in the college judicial procedures and from which the college courts will be selected. Consists of 30 members:

1. Two (2) faculty appointed by the dean of each school.
2. Two (2) faculty appointed by the dean of graduate studies in consultation with the vice president for academic affairs, from the faculty with graduate school status, both of which cannot be from the same school of the college.
3. One (1) faculty or professional staff member appointed by the vice president and dean for student affairs.
4. One (1) faculty or professional staff appointed by the SGA president.
5. One (1) professional staff member appointed by the vice president for business and finance.
6. One (1) professional staff member appointed by the vice president and dean for student affairs.
7. One (1) professional staff member appointed by the vice president for academic affairs.
8. Fifteen students selected by the following procedure:
 - a. Students may apply for participation on the Judicial Panel or be recommended by a faculty/staff member.
 - b. Students will be selected to participate by a panel composed of the vice president and dean for student affairs, the college judicial officer, the chair of the Judicial Panel, one SGA executive officer and one student from the current Judicial Panel. A quorum shall consist of at least three of the members including one student.
 - c. Student members of the Judicial Panel must complete the prescribed training program and sign a statement that they have read and agree to abide by the Code of Ethics of the Judicial Panel.
 - d. Additional students may be selected and trained as alternates to fill vacant positions as needed.

B. Terms

Faculty/professional staff to serve two-year staggered terms. Students to serve one year terms.

No faculty member may be appointed for more than two consecutive terms. No student may be appointed for more than four consecutive terms. The panel elects a chair from its membership to serve for one year.

C. Duties

To formulate operational procedures for the courts consistent with these guidelines.

III. College Court

A. Jurisdiction

Both academic and non-academic violations (other than parking and traffic violations) of the Kennesaw State College Student Code of Conduct are heard by the College Court.

B. Membership

Composed of five members:

- 2 student judges
- 2 faculty judges
- 1 faculty/professional staff/student judge.

C. Terms

1. The chief judge will be elected by the hearing panel for each hearing.
2. The remaining judges for College Court will be selected by random drawing for each case as needed.
3. Selection of judges will be rotated so that a Judicial Panel member may not serve a second term on College Court until a complete rotation of Judicial Panel members has been achieved.

D. Reporting

Reports decisions to the vice-president for academic affairs (academic violations) or to vice president and dean of student affairs (non-academic violations).

IV. Traffic Court

A. Jurisdiction

Alleged violations of the campus traffic and parking regulations by students, faculty or staff will be tried in a Kennesaw State College Traffic Court unless the defendant chooses to waive a hearing and accept the fine and other penalties imposed by the Kennesaw State College Department of Campus Safety and Security.

B. Membership

1. Composed of six members (two panels of three each):
 - 2 students
 - 2 faculty
 - 2 students/faculty/staff
2. Each panel will consist of one student, one faculty and/or staff, and one additional member chosen from faculty, staff or student.
3. Each panel will operate independently.

C. Terms

1. Each member of the College Judicial Panel will sign up to serve on Traffic Court during the year.
2. Service on Traffic Court will be by rotation according to the demand for Traffic Court hearings.
3. Unless there is a heavy case load, each panel member can expect to serve on two sessions of Traffic Court during the year.

D. Organization

1. Each panel elects a chief judge from its membership.
2. Traffic Court meets regularly during each quarter at announced times.

E. Reporting

1. Reports decisions to the vice-president for business and finance.
2. Any further appeals go to College Appeals Court.

V. College Appeals Court

A. Jurisdiction

If the decision of the College Court or the Traffic Court is appealed by either the plaintiff, the defendant or the administrator (if he/she deems the decision to be inappropriate), the case goes to the College Appeals Court.

B. Membership

Consists of five members:

- 2 student justices
- 2 faculty justices
- 1 faculty/professional staff/student justice

C. Terms

1. The chief justice will be elected by the hearing panel members for each hearing.
2. The remaining judges for Appeals Court will be selected by random drawings for each case as needed.
3. Selection of justices will be rotated so that a Judicial Panel member may not serve a second term on Appeals Court until a complete rotation of Judicial Panel members has been achieved.
4. A Judicial Panel member may not serve on Appeals Court to hear the appeal of a case which that member heard on College Court.

D. Decision

The decision of the College Appeals Court is forwarded to the appropriate administrator (vice president for academic affairs, vice president and dean for student affairs or, in the case of Traffic Court appeals, the vice president for business and finance) for execution. The decision of the College Appeals Court is final except for students whose penalty is suspension or expulsion. The decision will be executed by the appropriate college official.

E. Further Appeals

1. Normally, only in cases in which a student's penalty is suspension or expulsion from the college may the student appeal the College Appeals Court decision to the president of the college. The president may designate an alternate review process for appeals presented to that office.
2. If the student is dissatisfied with the decision of the president, application may be made to the Board of Regents, with the understanding that a review by the board is not a matter of right.

VI. Summer Court

A reduced court structure is anticipated for summer quarter. Summer Courts are organized by the college judicial officer from those members of the College Judicial Panel available for service during summer quarter.

VII. Advisers

- A. The College Judicial Panel will furnish, if requested by either party, an adviser to those persons appearing before the College Court and the College Appeals Court. Advisers will be selected from those members of the College Judicial Panel not serving as judges on any court.
- B. In the event that the Judicial Panel furnishes an adviser or advisers, the adviser or advisers will assist in the preparation of the case and may present the case at the hearing(s) at the request of either party.
- C. Request for a Judicial Panel adviser must be made to the Judicial Panel within 24 hours of receipt of notification of charges.
- D. An ombudsman will be appointed from the Judicial Panel members or alternates to be present at each College Court or Appeals Court hearing. The ombudsman will act as an impartial observer and resource person for the panel or the advisers.

PROCEDURE FOR CHARGES SUBJECT TO COLLEGE COURT

I. The pre-hearing process

A. Filing of a charge

- 1. The plaintiff files a written complaint with the college judicial officer, stating the facts underlying the alleged violation of the Kennesaw State College Student Code of Conduct, the college regulations alleged to have been violated and the witnesses to the alleged violation.
- 2. Except under extraordinary circumstances, complaints must be filed by the end of the next academic quarter following the discovery of the alleged violation of the Kennesaw State College Student Code of Conduct (other than traffic and parking violations).
- 3. Appeals of traffic and parking violations must be filed within four class days of receipt of the traffic citation.
- 4. The college judicial officer may not personally initiate charges.

B. Notification

- 1. The college judicial officer shall give the defendant notice of charges against him or her. If the defendant is a student organization, the notice shall be served to any officer of the organization.
- 2. The notice shall be in writing and contain the facts underlying the alleged violation; the specific Kennesaw State College Code of Conduct regulation(s) the

- student is alleged to have violated; and the date, time and place of the hearing before the College Court. The defendant shall be informed of the availability of an adviser to assist in the preparation and presentation of the case at the hearing(s).
3. Service of notice shall be by letter delivered by hand or by certified mail at least 10 class days before the date of the hearing.
 4. The plaintiff and the defendant shall notify the college judicial officer at least five class days prior to the hearing of the names of witnesses he or she wishes to appear on his or her behalf and a list of documentary or other evidence to be used. The College judicial officer shall supply the names of these witnesses and the list of documentary or other evidence to the defendant at least three days prior to the hearing. The defendant and the plaintiff shall be informed that they may not contact opposing witnesses in any manner prior to the hearing on penalty of contempt of court.

C. Request for postponement

1. The College Court hearing will be held at the date and time specified in the written notice unless an official postponement has been requested and approved in writing.
2. If the defendant has a serious reason for postponing the hearing, he or she must notify the college judicial officer no later than 48 hours before the hearing time.
3. If the defendant has not obtained an official postponement and fails to appear for the hearing, the College Court may decide to conduct the hearing without the defendant and to impose penalties.

D. Hearing involving multiple defendants

1. Two or more defendants may be required to participate jointly in a hearing if they are alleged to have participated in the same incident, act, events or series of related acts. The regulation(s) or factual circumstances alleged need not be identified for the defendants in a hearing held jointly.
2. Motion for a separate hearing: A defendant may file a written motion with the college judicial officer for a separate hearing, citing specific reasons why being heard jointly would unfairly prejudice his/her defense. The motion will be decided by a panel comprised of the chief justice of the College Appeals Court, the college judicial officer and the chair of the Judicial Panel (or that chair's appointee from the Judicial Panel).
3. This motion must be filed in writing within four class days of the notice of the hearing. The panel will rule on the motion, by majority vote, no later than four class days after the motion is filed.

E. Summons of witnesses

1. If there are reasonable grounds to suspect that a witness will refuse to appear before the College Court, any party may request the college judicial officer to summon a witness. Failure of a summoned witness to appear may result in a charge of contempt of court.

II. Hearing Process

A. Attendance at the hearing

1. Attendance at the hearing shall be limited to:

- a. Members of the College Court
- b. A recorder appointed by the college judicial officer
- c. The defendant
- d. The plaintiff
- e. The plaintiff and the defendant may have one adviser each appointed from the Judicial Panel. Either the party involved or the adviser may present the case at the hearing, no lawyers are permitted as personal advisers, and no advisers other than those appointed from the Judicial Panel will be allowed to attend the hearing.
- f. A member of the Judicial Panel may attend the hearing as an observer provided he/she has completed all of the required training and signed the Code of Ethics agreement.

2. The College Court may exclude any person who may be reasonably expected to interfere with the hearing or who does interfere with the hearing.

3. The plaintiff and the defendant shall be given an opportunity to present necessary witnesses and documentary or other evidence, but all witnesses will be admitted to the hearing only when their personal participation is necessary.

B. Rights of the defendant

1. The right to a personal adviser
2. The right to call witnesses in his/her behalf
3. The right to present evidence in his/her behalf
4. The right to cross-examine witnesses who are present
5. The right to remain silent and have no inference of guilt drawn from such silence

C. Burden of proof

The defendant shall be presumed innocent until proven guilty. The plaintiff shall have the burden to prove the defendant guilty.

D. General guidelines for conducting a hearing

The following hearing procedure shall be followed in all cases. These rules shall be interpreted to maintain an informal hearing procedure to the extent that informality will not hinder or obstruct the basic fact-finding function of the court.

1. The College Court will not be bound by formal rules of legal proceedings and may admit any information that may be of value in determining the issues involved.
2. The hearing shall be private because of the confidential nature of many of the issues raised. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the

complaint by either the defendant, the plaintiff, the witnesses or the members of the College Court should be avoided.

3. A tape recording of the proceedings shall be kept in the office of the college judicial officer.
4. The College Court reserves the right to call any witnesses it deems necessary for the performance of its duties.
5. The College Court may grant adjournments to enable either the plaintiff or the defendant to investigate evidence if a valid claim of surprise is made or when in the opinion of the court an interruption in the hearing would be desirable.
6. The plaintiff and the defendant shall have the right to question all witnesses.
7. The findings of fact and the decision of the College Court will be based solely on the hearing record.

E. Oath of witness

The chief judge of the College Court shall read the following statement to the plaintiff, the defendant (or representative of the defendant organization) and all the witnesses: ALL PARTICIPANTS IN THIS HEARING ARE REQUIRED TO TELL THE TRUTH. THOSE PARTICIPANTS WHO KNOWINGLY TESTIFY FALSELY MAY BE CHARGED WITH PERJURY.

As each witness is called, he or she will be asked by the chief judge, "Do you agree to tell the truth at this hearing?" All witnesses who knowingly fail to tell the truth will be guilty of perjury and may be charged by the court.

F. Pleas

A plea is not required. However, the defendant shall have the right to plead guilty or not guilty. If the defendant pleads guilty, the court will immediately proceed to deliberation.

G. Evidence

1. The court shall consider only evidence presented at the hearing. Irrelevant, immaterial or unduly repetitious evidence shall be excluded.
2. Signed affidavits (written statements) shall be admissible. If a witness legitimately cannot appear at the hearing, that witness may testify in writing. However the court will recognize that no questioning of the witness is then possible. The court will place highest value on direct examination of all witnesses; therefore, it is in the highest interest of all parties to ensure the attendance of their witnesses. Affidavit forms may be requested from the college judicial officer and must be signed in the presence of the college judicial officer who will certify that the witness has proper identification (a photo ID card or a driver's license is preferable).

H. Order of proceedings

1. The chief judge will explain the order of proceedings and answer questions regarding that order.
2. The chief judge will read the statement regarding truthful testimony to all parties in the hearing. Afterwards, witnesses will wait outside the hearing room.
3. The plaintiff presents the charge.
4. The plaintiff presents relevant evidence and witnesses.

5. The defendant may question the plaintiff's witnesses.
6. The court may question those witnesses.
7. The defendant answers the charge.
8. The defendant presents relevant evidence and witnesses.
9. The plaintiff may question the defendant's witnesses.
10. The court may question those witnesses.
11. The court presents any witnesses separately summoned by the court as relevant to the case.
12. First the plaintiff and then the defendant may question the court's witnesses.
13. Any witnesses may be recalled for further questioning by any participants.
14. Final statement by the plaintiff.
15. Final statement by the defendant.
16. The court deliberates.

I. Deliberation of the college court

1. The deliberations of the College Court shall be closed to all except court members.
2. Decision of the court shall be based on a majority vote.
3. The chief judge shall vote only in a case of a tie.

J. Prior record

1. During the hearing, evidence of the defendant's past violations of the Kennesaw State College Student Code of Conduct will be excluded from the hearing unless the court concludes that it is necessary and that admitting the prior record would not be unduly prejudicial to the defendant.
2. In recommending a penalty, if the court concludes that the defendant is guilty of the present charge(s), the court may then consider the defendant's prior record in determining the appropriate penalty.
3. The defendant has the option of raising the matter of his or her prior record for the court to consider when setting a penalty.

III. Reporting the court's decision

- A. Within three weekdays of the hearing, the college judicial officer in consultation with the chief judge of the court shall forward the court's decision and penalty to the appropriate administrator (vice president and dean for student affairs).
- B. In cases of academic violations, the vice president for academic affairs shall forward the decision and penalty to the vice president and dean for student affairs for execution. The vice president for academic affairs shall notify the vice president and dean for student affairs if he intends to enter an appeal of the decision of the court.
- C. Within five weekdays of the hearing, the administrator shall inform the college judicial officer, the plaintiff and the defendant of the decision of the court and the penalty imposed. During this period, the administrator may request a copy of the report of the hearing from the college judicial officer. Notification shall be in writing and shall be delivered by hand or by registered mail.
- D. One record of the charge and the court's decision and penalty shall be placed in the

student's confidential activity file in the office of the vice president and dean for student affairs. Another copy shall be kept in the files of the college judicial officer.

- E. Any further distribution of the information shall be restricted because of the confidentiality requirements for student records.

IV. Disciplinary sanctions

A. For students

1. Expulsion: permanent severance of one's relationship with the college.
2. Probated expulsion: further convictions of major offenses, as specified by the court, shall result in expulsion.
3. Suspension: temporary severance of one's relationship with the college.
4. Probated suspension: notice that further convictions of major offenses, as specified by the Court, shall result in suspension.
5. Disciplinary Probation: notice to the student that any further major disciplinary violation may result in suspension. This action might also include one or more of the following: the setting of restrictions on social activities, the issuing of a reprimand and restitution.
6. Restrictions: exclusion from enjoying or participating in social activities or from holding office in college clubs or organizations.
7. Reprimands
 - a. Oral Reprimand: an oral disapproval issued to the student.
 - b. Written Reprimand: a written disapproval issued to the student.
8. Restitution: reimbursement for damage or misappropriation of property; this may take the form of appropriate service or other compensation.
9. Community Service: assignment to work a specific number of hours at a community service agency.

B. For student organizations

1. Include disciplinary sections 7, 8 and 9 listed above.
2. Restriction of social or other activities sponsored by the organization.
3. Suspension of the organization's registration with Student Activities.
4. Probated suspension of the organization's registration with Student Activities.
5. Revocation of the organization's registration with Student Activities.
6. Probated revocation of the organization's registration with Student Activities.

C. Academic Dishonesty

Any defendant found guilty of academic dishonesty (see Kennesaw State College Student Code of Conduct) shall be suspended for at least one quarter unless he or she has convinced the court that there existed substantial mitigating circumstances to his or her offense. The appropriate grade to be assigned in the case of academic dishonesty is the responsibility of the faculty.

V. Appeals

- A. Within 10 weekdays of the hearing the plaintiff, the defendant or the executing administrator may file a written appeal with the college judicial officer. The written appeal must contain in detail the specific grounds for the appeal.
- B. Grounds for an appeal:
1. Evidence exists that procedural due process rights have been violated.
 2. New and significant evidence exists that was not considered during the original hearing.
 3. The executing administrator is not restricted to these grounds for appeal but may appeal the decision of the court when he or she feels that the court decision is inconsistent with college purposes and policies.
- C. Using the written appeal, the Appeals Court will determine if a rehearing of the case is warranted based on the grounds for appeal. The Appeals Court panel reserves the right to call and question anyone in order to reach a decision.
- D. Notification
The college judicial officer will notify the members of the College Court, the plaintiff and the defendant, and will set the date of the new hearing.
- E. The procedures for the new hearing shall be the same as procedures outlined for hearings of the College Court.
- F. The decision of the second hearing is final except in cases of suspension or expulsion and shall be carried out by the executing administrator.

VI. Enforcement of the Judicial Panel Code of Ethics

- A. Any member of the Judicial Panel or any student/faculty/staff who suspects a Judicial Panel member of having violated the code of ethics should communicate in writing to the Chair of the Judicial Panel.
- B. The Chair of the Judicial Panel will investigate the charge and will confer with the Judicial Panel member about his or her alleged violation if the situation warrants.
- C. If the Judicial Panel chair feels that the situation is serious enough and cannot be resolved with the member who has allegedly violated the code of ethics, the chair will call a meeting of the Ethics Board of the Judicial Panel to hear the charge and decide on appropriate penalties.
- D. The Ethics Board will consist of the chief justice of Appeals Court, the chief judge of the College Court and one judge from the current traffic Court.
- E. The Ethics Board will set up a hearing with the chair of the Judicial Panel and the Judicial Panel member alleged to have violated the code of ethics and determine if a violation has occurred and, if so, the appropriate penalties to be assigned.

- F. In cases of serious violations of the code of ethics, the Ethics Board will have the option of dismissing the member from the Judicial Panel.
- G. Appeal of decisions of the Ethics board will be to the vice president and dean for student affairs.

VII. Procedures for Revision of the Judiciary Process

1. The vice president and dean for student affairs bears ultimate responsibility for the administration of the College Judiciary Procedures. Any administrator, faculty, staff or student may initiate a review for the purpose of revising any portion of these policies and procedures.
2. A request for review of the procedures should be filed with the vice president and dean for student affairs.
3. The vice president and dean for student affairs shall forward the requested revision along with his recommendation to the College Council for review and approval.
4. The Judicial Panel is empowered to decide on procedures to govern itself and may make periodic changes as determined by the Panel as a whole. Written versions of these procedural changes will be forwarded to the vice president and dean for student affairs for review and approval.

ADMINISTRATIVE OFFICERS & FACULTY

ADMINISTRATIVE OFFICERS

Betty L. Siegel, Ph. D.	President
Edwin A. Rugg, Ph. D.	Vice President for Academic Affairs
Roger E. Hopkins, M. Ed.	Vice President for Business and Finance
Paul A. Benson, Ph. D.	Vice President and Dean for Student Affairs
James A. Fleming, M.A.	Assistant to the President for College Advancement
Nancy Sullivan, M. Ed.	Assistant to the President

ACADEMIC DEANS

George H. Beggs, Ph. D.	Dean, School of Arts and Behavioral Sciences
Herbert L. Davis Jr., Ph. D.	Dean, School of Science and Allied Health
Robert L. Driscoll, Ph. D.	Dean, School of Education
W. Wray Buchanan, Ph.D.	Acting Dean, School of Business Administration
Deborah S. Wallace, Ph. D.	Dean of Graduate Studies and Associate Vice president for Academic Affairs
B. Ray Holland, Ed. D	Dean, Continuing Education, Professional Development and Extension

ACADEMIC DEPARTMENT CHAIRS

Ralph W. Frey, D.B.A.	Accounting, Information Systems and Law
Dorothy D. Zinsmeister, Ph.D.	Biology
Linda C. Hodges, Ph.D.	Chemistry and Physics
Morris W. Roberts, Ph.D.	Computer Science and Information Systems
Robert L. Driscoll, Ph.D.	Curriculum and Instruction
Joanne E. Fowler, Ph. D.	Developmental Studies
Michael D. Curley, Ph.D.	Economics and Finance
Robert W. Hill, Ph.D.	English
Frederick K. Whitt, Ed. D	Health, Physical Education and Recreation
Ann W. Ellis, Ph.D	History
David M. Jones Jr., M.A.	Liberal Studies
John F. Grashof, Ph.D.	Management and Marketing
Tina H. Straley, Ph.D	Mathematics
R. Wayne Gibson, Ph.D.	Music and Performing Arts
Julia L. Perkins, D.S.N.	Nursing
Willoughby G. Jarrell, Ph.D.	Political Science and Sociology
George W. Hill, Ph.D.	Psychology
Patrick L. Taylor, Ph.D.	Visual Arts

ACADEMIC AND ADMINISTRATIVE DEPARTMENT HEADS

Karen B. Andrews, M.Ed.	Director of Career Services
Burton S. Baldwin	Director of Plant Operations
Alison Breeze-Mead, M.S.	Director of Student Activities
Theodore J. Cochran, B.S.	Director of Campus Safety and Security
Walter W. Dees, B.S.	Director of Procurement
William E. Durrett, B.B.A.	Director of Business Services
Robert W. Eisenhardt	Director of Auxiliary Enterprises
Donald W. Forrester, Ed.D	Director of Center for Teaching & Learning
Randall Goltz, A.S.	Director of Administrative Computer Services
William L. Hamrick, M.Ed	Registrar
Cullene M. Harper, B.A.	Director of College Relations
Joe F. Head, M.Ed	Director of Admissions
B. Ray Holland, Ph.D	Dean of Continuing Education, Professional Development and Extension
Eleanor T. Hopper, PhD.	Director of Wellness and Lifelong Learning Center
Ronald P. Hyde, M.S.	Interim Director of Development
Thomas H. Keene, Ph.D.	Director of International Programs
Joseph W. Kelly, Ed.D.	Director of Instructional Resource Center
Nancy S. King, Ph.D.	Director of Counseling Advisement and Placement Services
Harold K. McGinnis, Ph.D.	Director of the A.L. Burruss Institute of Public Service
Jane H. McHaney, Ed.D.	Director of Graduate Education Programs
Thomas I. Patterson, M.A.	Director of Student Financial Aid
Richard J. Rexeisen, Ph.D.	Acting Director of M.B.A. Degree Program
Stephen E. Scherer, Ph.D.	Director of Academic Computer Services
Gary Selden, M.B.A.	Director of Small Business Development Center
Beverly B. Tyner, Ed.D	Director of Educational Field Experiences
Ann R, Vanderbeek, M.Ed	Director of Teacher Resource and Activity Center
William H. Wallace Jr., M.P.A.	Director of Personnel Services
David L. Waples, Ed.D	Athletic Director
Robert B. Williams, M.A.	Director of the Library
Frank F. Wilson, M.Ed.	Director of Alumni Affairs

FACULTY

ADAMS, JANET S. (1985) Assistant Professor of Management, Ph.D., University of Arkansas 1987, M.B.A. Berry College 1979, B.A. Shorter College 1966.

ANDERSON, THOMAS C. (1985) Associate Professor of Economics and Finance. Ph.D. University of California at Berkeley 1972, M.S. Utah State University 1966, B.S. Utah State University 1965.

ARNOLD-SIMMONS, ALISON

(1989) Assistant Professor of Business Law. J.D. Harvard Law School 1984, M.B.A. Harvard Graduate School of Business Administration 1984, A.B. Harvard Radcliffe College 1979.

ARONOFF, CRAIG E. (1983) Holder of the Chair of Private Enterprise and Professor of Management. Ph.D. University of Texas at Austin 1975, M.A. University of Pennsylvania 1974, B.S.J. Northwestern University 1971.

BAIRAN, L. ANNETTE (1972) Professor of Nursing. Ph.D. Georgia State University 1985, M.N. Emory University 1972, B.S.M. Medical College of Georgia 1970

BARGO, MARTHA E. (1972) Associate Professor of English. Ph.D. Georgia State University 1984, M.A. Georgia State University 1972, M.R.E. Southern Baptist Theological University of Louisiana 1952, B.A. Furman University 1948.

BARRIER, ROBERT G. (1976) Associate Professor of English. Ph.D. University of Georgia 1980, M.A. Vanderbilt University 1967, B.A. Berea College 1965.

BEGGS, GEORGE H. (1966) Dean of the School of Arts and Behavioral Sciences and Professor of Political Science. Ph.D. University of Arizona 1966, M.A. Stetson University 1962, B.A. Emory University 1959.

BENNETT, DAVID N. (1986) Associate Professor of Nursing. Ph.D. University of Mississippi 1987, M.S.N. University of Alabama in Birmingham 1979, B.S.N. Jacksonville State University 1975, B.S. Jacksonville State University 1973.

BILL, M. LOUISE (1987) Assistant Professor of Sociology. Ph.D. Atlanta University 1988, M.S.W. University of Georgia 1979, M.S. Georgia State University 1976, B.A. Georgia State University. 1971.

BOBIA, ROSA (1984) Assistant Professor of French. Ph.D. Vanderbilt University 1984, M.A. Vanderbilt University 1981, M.A. University of North Carolina at Chapel Hill 1972, B.A. North Carolina Central University 1966

BOSTICK, PETER E. (1971) Professor of Biology. Ph.D. University of North Carolina at Chapel Hill 1966, M.A. University of North Carolina at Chapel Hill 1964. B.S. University of Alabama 1961.

BRADHAM, JO ALLEN (1986) Associate Professor of English. Ph.D. Vanderbilt University 1964. M.A. Vanderbilt University 1960. M.Ln. Emory University 1971. A.B. University of South Carolina 1959.

BRAWLEY, DOROTHY (1989) Associate Professor of Management Ph.D. Georgia State University 1982, M.B.A. Georgia State University 1972, B.A. Emory University 1970

BRODZINSKI, JAMES D. (1986) Assistant Professor of Management. Ph.D. Ohio University 1983, M.A. Ohio University 1978, B.F.A. Ohio University 1973.

BROOKS, PEGGY R. (1986) Associate Professor of Psychology. Ph.D. University of Florida 1977, M.A. University of Florida 1975, B.A. University of Florida 1973.

- BROTMAN, BILLIE ANN** (1989) Associate Professor of Finance Ph.D. University of Notre Dame 1978, M.A. University of Notre Dame 1977, B.S. Arizona State University 1974.
- BRUSH, CHRISTINA** (1984) Assistant Professor of Management. Ph.D. Georgia State University 1983, M.B.A. Georgia State University 1978, B.A. University of Georgia 1974.
- BUCHANAN, W. WRAY** (1984) M.B.A. Program Director, Acting Dean, School of Business Administration and Professor of Marketing. Ph.D. University of Georgia 1972, M.S. Georgia Institute of Technology 1959, B.S. Georgia Institute of Technology 1952.
- BUMGARNER, MARY** (1985) Assistant Professor of Economics. Ph. D. Georgia State University 1984, B.B.A. Georgia State University 1976.
- CAIN, BEATRICE NAFF** (1989) Assistant Professor of Education. Ed.D. Virginia Tech 1987, M.A. Bethany Theological Seminary 1981, B.A. Longwood College 1978.
- CARLEY, SUSAN S.** (1985) Assistant Professor of Marketing. Ph.D. University of Georgia 1983, B.A. Louisiana State University 1975.
- CHAI, NAM-YEARL** (1989) Professor of Political Science. Ph.D. University of Pennsylvania 1967, M.A. Pennsylvania State University 1959, B.A. Augustana College 1956.
- CLARK, JOHNNIE L.** (1987) Professor of Accounting, CPA, Ph.D. University of Georgia 1973, M.B.A. New York University 1954, B.S. Morris Brown College, 1952.
- COVIN, TERESA J.** (1987) Assistant Professor of Management. Ph.D. University of Pittsburgh 1987, M.B.A. University of Pittsburgh 1982, B.A. Saint Bonaventure University 1981.
- CURLEY, MICHAEL D.** (1984) Chair, Department of Economics and Finance, and Professor of Economics and Finance. Ph.D. University of Kentucky 1974, M.A. University of Kentucky 1969, M.B.A. University of Missouri 1967. B.S. University of Missouri 1965.
- DABUNDO, LAURA** (1987) Assistant Professor of English. Ph.D. Temple University 1987, M.A. Bryn Mawr College 1977, B.A. Bucknell University 1975.
- DAVENPORT, DAVID** (1989) Associate Professor of Geography. Ph.D. University of Illinois 1983, M.A. California State University 1977, M.A. California State University 1976, B.A. California State University 1973.
- DAVIS, BOWMAN O.** (1970) Professor of Biology. Ph.D. Emory University 1971, M.A. East Tennessee State University 1967, B.S. East Tennessee State University 1965.
- DAVIS, HERBERT L.** (1970) Dean of the School of Science and Allied Health and Professor of Biology. Ph. D. Emory University 1965, M.S. Emory University 1961, B.S. Berry College 1957.
- DESMAN, ROBERT A** (1987) Associate Professor of Management. Ph. D. Arizona State University 1983, M.B.A. Arizona State University 1971, B.A. Arizona State University 1970.
- DEVINE, PATRICK J.** (1980) Associate Professor of Psychology. Ph.D. Illinois Institute of Technology 1980, M. Ed. Georgia State University 1975, B.A. John Carroll University 1974.
- DRISCOLL, ROBERT L.** (1978) Dean of the School of Education and Professor of Education. Ph.D. Michigan State University 1970, M.S. Alfred University 1961, B.S. State University College at Brockport, New York 1958.
- ECONOMOPOULOUS, VASSILIS C.** (1979) Professor of Sociology. Ph.D. Emory University 1977, M.S. Florida State University 1967, B.A. "PANTIOS" Athens, Greece 1962.

- ELLIS, ANN W.** (1976) Chair, Department of History, and Professor of History. Ph.D. Georgia State University 1975, M.A. University of Georgia 1967, B.S. University of Georgia 1965
- ELMORE, RANDY F.** (1990) Associate Professor of Education. Ed.D Auburn University 1971, M.A. Appalachian State University 1967, B.S. Appalachian State University 1964.
- FARNSWORTH, BEVERLY J.** (1979) Associate Professor of Nursing. Ph.D. Georgia State University 1988; M.S. Georgia State University 1988, M.A. Ball State University 1975, B.S.N. University of South Carolina 1972.
- FEDELI, LYNN M.** (1988) Assistant Professor of Spanish. Ph.D. Florida State University 1972, M.A. Florida State University 1963, B.A. Southeastern Louisiana University 1962.
- FLEISZAR, KATHLEEN A.** (1976) Associate Professor of Biology. Ph.D. University of Illinois 1976, B.S. Loyola University 1969.
- FORRESTER, DONALD W.** (1981) Director of Center for Excellence in Teaching and Learning and Associate Professor of Music. Ed. D. University of Georgia 1969, M.C.M. New Orleans Baptist Seminary 1962, A.B. Mercer University 1960.
- FOWLER, JOANNE E.** (1982) Chair, Department of Developmental Studies, and Associate Professor of English/Developmental Studies. Ph.D. Emory University 1982, M.Ed. Emory University 1971, B.A. Duke University 1962.
- FOX, MARIAN** (1989) Assistant Professor of Mathematics Education. Ph.D. Georgia State University 1989, M.A. George Washington University 1973, B.A. Mississippi University for Women 1970.
- FRANKLIN, BARRY M.** (1984) Associate Professor of Education. Ph.D. University of Wisconsin - Madison 1974, M.S.Ed. University of Wisconsin - La-Crosse 1978, M.A.T. University of Chicago 1969, A.B. California State University - Northridge 1966.
- FREY, RALPH W.** (1984) Chair, Department of Accounting, Information Systems, and Business Law and Professor of Accounting. CPA (Maryland, Pennsylvania, North Carolina, Georgia) D.B.A. University of Maryland 1972, M.B.A. University of Maryland 1966, B.S. University of Maryland 1964.
- GALLIANO, GRACE** (1974) Associate Professor of Psychology. Ph.D. Georgia State University 1980, M.A. New School for Social Research 1969, B.A. City College of New York 1965.
- GARNER, FRANK B.** (1987) Professor of Accounting. Ph.D. Georgia State University 1977, J.D. University of South Carolina 1956, M.S.B.A. University of South Carolina 1954, B.S.B.A. University of Florida 1951, CPA Georgia.
- GAYLER, RICHARD A** (1976) Associate Professor of Computer Science. Ph.D. Florida State University 1976, M.S. Georgia State University 1989, M.S. Florida State University 1974, B.S. Northwest Missouri State University 1971.
- GENTILE, JOHN S.** (1985) Assistant Professor of Communications and Performance Studies. Ph. D. Northwestern University 1984, M.A. Northwestern University 1980, B.A. State University of New York at Geneseo 1978.
- GIBSON, R. WAYNE** (1972) Chair, Department of Music and Performing Arts, and Professor of Music. Ph.D. Northwestern University 1972, M.M. Northwestern University 1962, B.A. Huntingdon College 1961.
- GILLIAM, KENNETH P.** (1984) Associate Professor of Economics. Ph.D. Lehigh University 1976, M.S. Lehigh University 1974, M.E.D. Pennsylvania State 1969, B.S. Long Island University 1964.

GOLDEN, BEN R. (1976) Associate Professor of Biology. Ph.D. Brown University 1971, M.A. George Peabody College 1960, B.S. Middle Tennessee State University 1958.

GRAHAM, DOROTHY H. (1977) Associate Professor of English. Ph.D. Georgia State University 1985, M.A. University of Georgia 1977, A.B. Mercer University 1971.

GRASHOF, JOHN F. (1984) Chair, Department of Management and Marketing, and Professor of Marketing. Ph.D. Michigan State University 1968, M.B.A. Pennsylvania State University 1965, B.S. Pennsylvania State University 1964.

GREIDER, JOHN C. (1966) Professor of English. Ph.D. University of Liverpool 1966, M.A. George Peabody College 1956. B.D. New Orleans Baptist Theological Seminary 1955, B.A. University of Georgia 1953.

HALE, D. EDWARD, JR. (1978) Associate Professor of Sociology. Ph. D. University of Georgia 1980, M.A. University of Georgia 1974. B.A. North Georgia College 1970.

HART, LYNN C. (1986) Assistant Professor of Mathematics/Developmental Studies. Ph.D. Georgia State University 1984, M.Ed. Georgia State University 1981, B.S. Georgia State University, 1977.

HENDRIX, JERALD D. (1988) Associate Professor of Biology. Ph.D. Northwestern University 1984, B.A. Shorter College 1979.

HENSSLER, GENE W. (1986) Professor of Finance. Ph.D. University of Michigan, Ann Arbor 1971, B.B.A. Wayne State University 1962.

HEPLER, G. RUTH (1978) Associate Professor of Psychology. Ph.D. Georgia State University 1977, M.A. Georgia State University 1973, M.N. Emory University 1965, B.S.N. Emory University 1964.

HESS, W. GEORGE (1984) Assistant

Professor of Education. Ph.D. University of Iowa 1974, M.A. University of Iowa 1971, B.A. Fresno State University 1966.

HILL, ELLIOT H. (1969) Associate Professor of English. Ph. D. Emory University 1969, M.A. University of Kentucky 1961, A.B. University of North Carolina at Chapel Hill 1956.

HILL, GEORGE W., IV (1979) Chair, Department of Psychology and Associate Professor of Psychology. Ph.D. University of Georgia 1979. M.S. University of Georgia 1977, B.A. University of Georgia 1972.

HILL, ROBERT W, (1985) Chair, Department of English, and Professor of English. Ph.D. University of Illinois, Urbana 1972, M.A. University of North Carolina at Chapel Mill 1964, B. A. University of North Carolina at Chapel Hill 1963.

HILTY, ELEANOR B. (1987) Assistant Professor of Education. Ph.D. University of Tennessee 1987, M.S. University of Tennessee 1982, B.S. University of Tennessee 1977.

HODGES, LINDA C. (1980) Chair, Department of Chemistry and Physics and Associate Professor of Chemistry. Ph.D. University of Kentucky 1979, B.S. Centre College of Kentucky 1972.

HOLZMAN, JUDY M. (1972) Assistant Professor of Spanish. Ph.D. Georgia State University 1980, M.A. University of Georgia 1972, Certificate, University of Madrid 1970. B.A. Auburn University 1969.

HOPPER, ELEANOR T (1970) Associate Professor of Education. Ed.D. University of Alabama 1970, M.A. University of Alabama 1965, B.S. University of Alabama 1950.

HUBBARD, ELAINE M. (1975) Assistant Professor of Mathematics/Developmental Studies. Ph.D. Georgia Institute of Technology 1980, M.S. Georgia Institute of Technology 1974, B.S. Georgia Institute of Technology 1972.

HUCK, EUGENE R. (1973) Distinguished Professor of History and International Affairs. Ph.D. University of Alabama 1963, M.A. University of Alabama 1954, A.B. Temple University 1952.

HUNT, HUGH C., JR. (1976) Assistant Professor of Philosophy. Ph.D. Emory University 1979, M.A. Emory University 1975, B.A. Emory University 1964.

IMPEY, WILLIAM D. (1986) Assistant Professor of Education. Ph.D. University of Missouri, Columbia 1979, M.Ed. University of Missouri, Columbia 1974, B.A. University of Missouri, Columbia 1970.

JARRELL WILLOUGHBY G. (1976) Chair, Department of Political Science, and Professor of Political Science. Ph.D. Emory University 1974, M.A. Indiana University 1964, B.A. Indiana University 1962.

JEFFERY, CHRISTINA (1987) Associate Professor of Political Science. Ph.D. University of Alabama 1984, M.A. University of Alabama 1973, B.A. University of Plano 1969.

JOHNSON, GREG (1989) Associate Professor of English. Ph.D. Emory University 1980, M.A. Southern Methodist University 1975, B.A. Southern Methodist University 1973.

JONES, K. CRAIG (1989) Associate Professor of Education. Ph.D. Pennsylvania State University 1983, M.Ed. West Georgia College 1976, B.A. University of Florida 1973.

KARCHER, BARBARA C. (1974) Associate Professor of Sociology. Ph.D. University of Georgia 1974, M.A. University of Georgia 1970, A.B. Loyola University 1967.

KATZ, MARTIN (1987) Associate Professor of Management Science. Ph. D. Kent State University 1979, M.A. Kent State University 1975, B.A. Cleveland State University 1969.

KEENE, THOMAS H. (1973) Director of International Programs and Professor of History. Ph.D. Emory University 1974, M.A. Emory University 1969, A.B. Dickinson College 1967.

KING, NANCY S. (1972) Director of Counseling, Placement and Advisement Services and Associate Professor of English. Ph.D. Georgia State University 1984, M.A. Georgia State University 1970, B.A. Mercer University 1964.

KOCHMAN, LADD M. (1988) Associate Professor of Finance. D.B.A. University of Kentucky 1980, M.B.A. West Virginia University 1972, B.S.J. West Virginia University 1967.

LASHER, HARRY J. (1984) Professor of Management, Ph. D. Syracuse University 1970, M.B. A. Syracuse University 1966, B.S. Syracuse University 1965.

LESTER, ARMY III (1985) Assistant Professor of Biology. Ph.D. Atlanta University 1985, M.S. Georgia College 1981. B.S. Mercer University 1978.

LESTER, DEBORAH (1989) Associate Professor of Marketing. Ph.D. Texas Woman's University 1982, M.S. Florida State University 1976, B.S. Florida State University 1975.

LEWIN, JONATHAN WALTER (1983) Associate Professor of Mathematics. Ph. D. University of Wisconsin-Madison 1970, M.A. University of Wisconsin-Madison 1968, B.Sc. Witwatersrand University-Johannesburg 1964.

LEWIS, GARY C. (1987) Assistant Professor of Physics. Ph.D. Georgia Institute of Technology 1981, M.S. Georgia Institute of Technology 1977, B.S. Georgia Institute of Technology 1973.

MATHISEN, RICHARD E. (1989) Professor of Marketing, Ph.D. Michigan State University 1976, M.B.A. Michigan State University 1971, B.S.M.E. Michigan State University 1969.

- MBAKU, JOHN M.** (1985) Assistant Professor of Economics. Ph.D. University of Georgia 1985, M.I.B.S. University of South Carolina-Columbia 1979, B.S. Berry College 1977.
- McALLISTER, ELAINE** (1986) Associate Professor of Spanish/French. Ph.D. Georgia State University 1982, M.A. Georgia State University 1970, A.B. Georgia State University 1968.
- McGINNIS, HAROLD K.** (1988) Director of the A.L. Burruss Institute of Public Service and Associate Professor of Public Administration. Ph.D. Florida State University 1982, M.S.P.A. Florida State University 1979, M.A. Florida Institute of Technology 1973, B.S. Florida Institute of Technology 1971.
- McHANEY, JANE M.** (1986) Program Director, Graduate Studies in Education and Professor of Education. Ed.D. Mississippi State University 1975, M.Ed. Mississippi State University 1972, B.S. David Lipscomb College 1970.
- MILLER, THOMAS W.** (1989) Professor of Finance. Ph.D. Indiana University 1974, M.A. Ball State University 1968, B.S. Ball State University 1965.
- MITCHELL, BEVERLY F** (1985) Associate Professor of Physical Education. Ph.D. Florida State University 1977, M.A. Michigan State University 1969, B.S. Wesleyan College 1968.
- MITCHELL, JUDITH ANN** (1978) Professor of Education. Ph.D. University of Wisconsin-Madison 1977, M.S. University of Wisconsin-Madison 1971, A.B. University of California-Los Angeles 1963.
- MOORE, J. THOMAS** (1984) Associate Professor of Accounting (CPA Kentucky). D.B.A. University of Kentucky 1982, M.B.A. Indiana University 1959, B.S. Miami University 1956.
- MORGAN, DAVID L** (1978) Associate Professor of Computer Science. Ph.D. University of Wisconsin-Madison 1969, M.A. Washington State University 1963, B.A. Washington State University 1961.
- MOSES, ORAL L.** (1984) Assistant Professor of Music. D.M.A. University of Michigan 1984, M.M. University of Michigan 1978, B.M. Fisk University 1975.
- NELSON, GARY T.** (1982) Assistant Professor of Mathematics/Developmental Studies. Ph.D. Georgia State University 1985, M.S. University of Georgia 1983, B.A. Georgia College 1980.
- NOBLE, LINDA M.** (1985) Assistant Professor of Psychology. Ph.D. University of Georgia 1985, M.S. University of Georgia 1983, B.A. Georgia College 1980.
- NORMAN, C. DONALD** (1977) Associate Professor of Physics. Ph.D. Oklahoma State University 1976, M.S. University of Georgia 1967, B.S. Berry College 1958.
- PALMER, C. GRADY** (1966) Associate Professor of Physical Education. Ed.D. University of Georgia 1973, M.A. Middle Tennessee State University 1966, B.S. Middle Tennessee State University 1956.
- PAPAGEORGE, LINDA M.** (1978) Assistant Professor of History. Ph.D. Michigan State University 1973, M.A. Michigan State University 1966, B.A. St. Norbert College 1964.
- PARK, JONG-HEUM** (1988) Associate Professor of Finance. Ph. D. Oklahoma State University 1974, M.A. St. Mary's University 1964, B.A. Seoul National University 1961.
- PARKER, RONALD I.** (1986) Assistant Professor of Business Law. J.D. Columbia University School of Business Law 1972, B.A. North Carolina Central University-Durham 1969.

- PAUL, ROBERT C.** (1978) Associate Professor of Biology. Ph.D. State University of New York, Stony Brook 1975, B.S. State University of New York, Stony Brook 1968.
- PERKINS, JULIA L.** (1973) Chair, Department of Nursing, and Professor of Nursing. D.S.N. University of Alabama in Birmingham 1982, M.S.N. University of California at San Francisco 1973, B.S.N. Medical College of Georgia 1965.
- PIERANNUNZI, CAROL** (1989) Assistant Director of the A.L. Burruss Institute of Public Service and Assistant Professor of Political Science. Ph.D. University of Georgia 1989, M.Ed. Georgia State University 1979, B.Ed. Georgia State University 1977.
- PINKETT, KATHLEEN L.** (1985) Assistant Professor of Education. Ph. D. Georgia State University 1984, M.Ed. Towson State University 1975, B.S. Towson State University 1968.
- PINTOZZI, FRANK J.** (1984) Associate Professor of Reading/Developmental Studies. Ed.D. North Carolina State University 1978, M.A. University of Dayton 1969, B.A. St. John's University 1967.
- POWELL, TERRY E.** (1984) Associate Professor of Marketing. Ph. D. University of Arkansas 1980, M.B.A. University of Arkansas 1978, B.A. Arkansas State University 1969.
- PRESTON, PHILIP C.** (1988) Associate Professor of Accounting, J.D. University of Denver. CPA (Georgia, Colorado), J.D. University of Denver 1961, M.B.A. University of Denver 1957, B.S.B.A. University of Denver 1949.
- RANSOM, TIMOTHY P** (1986) Assistant Professor of English/Developmental Studies. Ph.D. Southern Illinois University Carbondale 1983, M.A. Southern Illinois University - Carbondale 1971, B.A. Utica College of Syracuse 1969.
- RASCATI, RALPH J.** (1985) Associate Professor of Biology. Ph.D. University of Massachusetts 1975, B.S. Rensselaer Polytechnic Institute 1969.
- REGGIO, PATRICIA H.** (1979) Associate Professor of Chemistry. Ph.D. University of New Orleans 1978, Certificate, St. Mary's Dominican College 1975, B.S. Louisiana State University in New Orleans 1971.
- REXEISEN, RICHARD J.** (1987) Acting Director of M.B.A. Program and Associate Professor of Marketing. Ph.D. University of Minnesota 1983, M.B.A. University of Michigan 1980, B.A. University of Minnesota 1975.
- RHYNE, PAMELA JEAN** (1974) Professor of Biology. Ph.D. Georgia State University 1973, M.S. Clemson University 1968, B.S. Clemson University 1967.
- RIDLEY, HELEN S.** (1975) Associate Professor of Political Science. Ph. D. Emory University 1975, M.A. Emory University 1954, B.A. Southwestern at Memphis 1953.
- ROACH FREDERICK, JR** (1968) Professor of History. Ph.D. University of Oklahoma 1972, M.A. Villanova University 1964, B.A. Georgia State College 1962.
- ROBERTS, GARY B.** (1985) Associate Professor of Management. Ph. D. Georgia State University 1982, M.B.A. Georgia State University 1977, A.B. Bowdoin College 1968.
- ROBERTS, MORRIS W.** (1985) Chair, Department of Computer Science and Information Systems and Professor of Computer Science. Ph.D. Georgia Institute of Technology 1968, B.S. Tennessee Technological University 1955.
- RODGERS, FAY H.** (1973) Professor of Accounting CPA (Georgia). D.B.A. Georgia State University 1976, B.B.A. Georgia State College 1966.
- ROMER, K. GIRD** (1970) Associate Professor of History. Ph.D. University of Georgia 1970, M.A. University of Georgia 1966, A.B. University of Georgia 1964.

- ROPER, THOMAS B., JR.** (1978) Associate Professor of Business Law. J.D. Emory University 1968, M.B.A. Georgia State University 1978, B.S.I.M. Georgia Institute of Technology 1966.
- RUGG, EDWIN A.** (1982) Vice President for Academic Affairs and Associate Professor of Education. Ph.D. George Peabody College 1975, M.A. George Peabody College 1973, B.A. Florida Presbyterian 1971.
- RUSS, DONALD D.** (1975) Associate Professor of English. Ph.D. Georgia State University 1981, M.A. University of Florida 1969, B.A. University of Florida 1966.
- SABBARESE, DONALD M.** (1978) Assistant Professor of Economics. Ph.D. Georgia State University 1984, B.A. California State College 1972.
- SAWYER, JERRY D.** (1976) Associate Professor of Management. Ph.D. Georgia State University 1980, M.B.A. Georgia State University 1976, M.B.I.S. Georgia State University 1972, B.C.E. Georgia Institute of Technology 1964.
- SCHAUFLE, CHRISTOPHER B.** (1974) Professor of Mathematics. Ph.D. Florida State University 1964, M.S. Florida State University 1963, B.S. University of Florida 1961.
- SCHERER, ROBERT F.** (1987) Assistant Professor of Management. Ph. D. University of Mississippi 1987, M.A. University of Redlands 1984, B.A. Miami University 1977.
- SCHERER, STEPHEN E.** (1974) Professor of Mathematics and Computer Science and Coordinator of Computer Services-Academic. Ph. D. Georgia Institute of Technology 1974, M.S. Georgia Institute of Technology 1970, B.S. Georgia Institute of Technology 1967.
- SCHLACT, S. ALAN** (1980) Associate Professor of Business Law. J.D. Emory University 1978, B.A. University of North Carolina at Chapel Hill 1975.
- SCOTT, THOMAS A.** (1968) Professor of History. Ph.D. University of Tennessee 1978, M.A. University of Tennessee 1966, B.S. University of Tennessee 1964.
- SESSUM, JOSEPH** (1988) Associate Professor of Management Science. Ph.D. University of Nebraska 1978, M.S. Air Force Institute of Technology 1971, B.A. Texas Southern University 1965.
- SETZER, CHARLES B.** (1985) Associate Professor of Computer Science. Ph.D. Harvard University 1972, M.A. Harvard University 1969, A.B. Princeton University 1968.
- SHAO, ALAN T.** (1989) Assistant Professor of Marketing. Ph.D. University of Alabama 1989, M.B.A. Old Dominion University 1983, B.A. Old Dominion University 1981.
- SHEALY, E. HOWARD, JR.** (1978) Associate Professor of History. Ph.D. Emory University 1977, M.A. Emory University 1975, A.B. West Georgia College 1971.
- SHORE, TED H.** (1986) Assistant Professor of Management. Ph.D. Colorado State University 1985, M.A. City College of New York 1978, B.A. State University of New York at Buffalo 1971.
- SIEGEL, BETTY L.** (1981) President and Professor of Psychology and Education. Ph.D. Florida State University 1961, M.Ed. University of North Carolina at Chapel Hill 1953, B.A. Wake Forest College 1952.
- SIMCOE, GEORGE VI** (1985) Associate Professor of Communications. Ph.D. University of Denver 1974, M.A. Murray State University 1970, B.A. Florida Atlantic University 1968.
- SMITH, ANN D.** (1988) Associate Professor of Education. Ph.D. Southern Illinois University 1978, M.A. University of Georgia 1976, B.S. Mississippi Valley State College 1967.

- SMITH, BETTY A.** (1976) Professor of Anthropology. Ph.D. University of Georgia 1975, M.A. University of Georgia 1972, B.S. University of Tennessee 1969.
- SPARKS, DONALD J.** (1968) Associate Professor of Mathematics, M.Ed. University of Georgia 1967, B.S. University of Georgia 1966.
- SPECTOR, SHEILA A.** (1989) Assistant Professor of English. Ph.D. University of Maryland 1976, M.A. University of Maryland 1970, B.A. Towson State University 1968.
- STAH, CHRISTINE D.** (1983) Assistant Professor of Computer Science. Ph.D. State University of New York at Binghamton 1978, M.B.I.S. Georgia State University 1984, B.S. State University of New York at Albany 1973.
- STEVENSON, BARBARA J.** (1984) Assistant Professor of English. Ph.D. Georgia State University 1985, M.A. University of Georgia 1979, B.A. Georgia Southern College 1978.
- STIVERS, BONNIE L.E.P.** (1984) Associate Professor of Accounting CPA (Georgia) Ph.D. Georgia State University 1983, M.P.A. Georgia State University 1978, B.A. Rice Institute 1960.
- STRALEY, TINA H.** (1973) Acting Chair, Department of Mathematics and Professor of Mathematics. Ph.D. Auburn University 1971, M.S. Georgia State University 1966, B.A. Georgia State University 1965.
- TASHCHIAN, ARMEN** (1985) Associate Professor of Marketing. Ph. D. University of Texas at Austin 1980. M.B.A. University of Texas at Austin 1977, B.B.A. University of Texas 1975.
- TAYLOR, PATRICK L.** (1982) Chair, Department of Visual Arts, and Associate Professor of Art. Ph.D. University of Georgia 1982, M.A.E. University of Georgia 1978, B.A. Valdosta State College 1970.
- THOMSON, KAREN M.** (1976) Assistant to the Dean of the School of Arts and Behavioral Sciences and Professor of English. Ph.D. Georgia State University 1975, M.A. University of Georgia 1969, A.B. Westlyn College 1967.
- THOMSON, THOMAS R.** (1971) Associate Professor of Mathematics. Ph.D. Georgia State University 1976, M.S. University of South Carolina 1968, B.S. Stevens Institute of Technology 1964.
- TIWARI, KASHI N.** (1988) Associate Professor of Economics. Ph.D. Southern Methodist University 1981, M.A.. University of Jodhpur 1973, M.A. Southern Methodist University 1980, B.A. University of Jodhpur 1970.
- TURNER, CAROL L.** (1967) Associate Professor of English. Ph.D. Georgia State University 1978, M.A. Georgia State University 1967, A.B. Bucknell University 1957.
- TYNER, BEVERLY B.** (1988) Director of Educational Field Experiences and Assistant Professor of Education. Ed.D. University of North Carolina at Greensboro 1980, Ed.S. Appalachian State University 1978, M.A. Appalachian State University 1976, B.S. Appalachian State University 1973.
- URBAS, JOHN V.** (1986) Assistant Professor of Biology. Ph.D. Southern Illinois University-Carbondale 1979, B.S. University of Illinois 1973.
- WACHNIAK, LANA J.** (1988) Associate Professor of Sociology. Ph.D. University of Georgia 1986, M.S. Florida State University 1976, B.S. Georgia Southern College 1972.
- WALKER, FRANK W.** (1968) Professor of Chemistry. Ph. D. Georgia Institute of Technology 1969, M.S. Ohio University 1964, B.S. Ohio University 1962.
- WALKER, GAIL B.** (1976) Assistant Professor of English. Ph.D. University of Georgia 1978, M.A. University of Alabama 1973, B.A. Jacksonville State University 1970.

- WALLACE, DEBORAH S.** (1985) Associate Vice President for Academic Affairs, Dean of Graduate Studies and Professor of Education. Ph.D. Ohio State University 1976, M.A. Ohio State University 1974, B.S. Ohio University-Athens 1969.
- WELCH, RICHARD** (1988) Associate Professor of Communications. Ph.D. University of Denver 1983, M.A. University of Denver 1980, B.A. Duquesne University 1969.
- WHITT, FREDERICK K.** (1987) Chair, Department of Health, Physical Education & Recreation and Professor of Physical Education. Ed.D. University of Tennessee 1982, M.A. Appalachian State University 1976, B.S. Appalachian State University 1975.
- WILLEY, DIANE L.** (1972) Professor of Education. Ph.D. University of Iowa 1976, M.Ed. Georgia State University 1969, B.A. Emory University 1967.
- WILLIAMS, DANIEL J.** (1977) Associate Professor of Chemistry. Ph. D. University of Georgia 1974, B.A. Hiram College 1970.
- WINGFIELD, HAROLD L.** (1985) Assistant Professor of Political Science. Ph.D. University of Oregon 1982, M.A. University of Oregon 1973, B.A. Fisk University 1970.
- YOW, PAULA P.** (1982) Assistant Professor of English. Ph.D. University of Georgia 1980, M.A. University of Georgia 1973, B.A. Agnes Scott College 1970.
- ZALKOW, VERA B.** (1976) Associate Professor of Chemistry. Ph. D. Wayne State University 1960, M.A. Smith College 1955, B.S. University of Michigan 1953.
- ZEIGLER, MARY B.** (1986) Associate Professor of English. Ph.D. University of Georgia 1983, M.A. Atlanta University 1973, B.A. South Carolina State College 1970.
- ZIEGLER, CHRISTINE B.** (1987) Assistant Professor of Psychology. Ph.D. Syracuse University 1982, M.S. Syracuse University 1981, B.S. State University College-Brockport 1978.
- ZINSMEISTER, DOROTHY D.** (1978) Chair, Department of Biology, and Professor of Biology. Ph.D. University of Illinois 1970, M.S. University of Illinois 1967, B.S. University of Illinois 1965.
- ZIROS, APOSTOLOS D.** (1969) Associate Professor of History. Ph.D. University of Georgia 1969, M.A. University of Georgia 1951.
- ZOGHBY, MARY** (1977) Professor of English. Ph.D. Georgia State University 1978, M.A. The Catholic University of America 1968, B.A. Mt. St. Agnes-Loyola 1959.
- ZUMOFF, NANCY E.** (1978) Associate Professor of Mathematics. Ph.D. New York University-Courant Institute 1973, M.S. New York University-Courant Institute 1970, B.A. New York University-University Heights 1968.

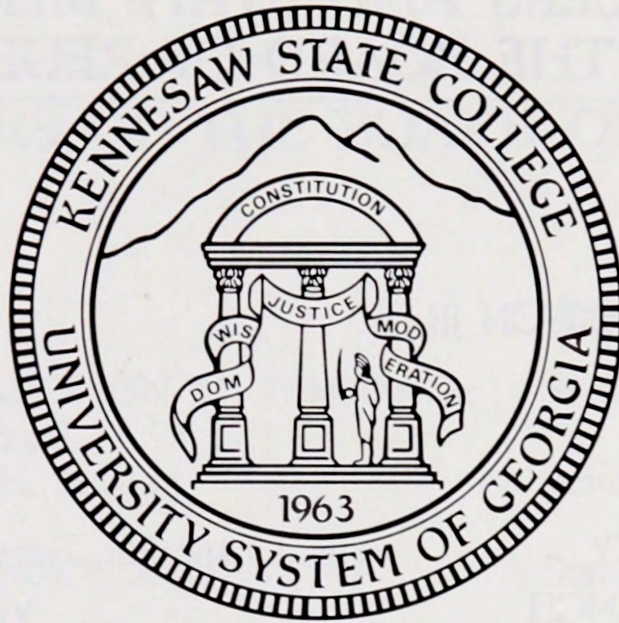
MEMBERS OF THE BOARD OF REGENTS

Regent	District	Current Term Expires
JOHN HENRY ANDERSON JR., Hawkinsville	State-at-Large	1990
DEAN DAY SMITH, Atlanta	State-at-Large	1995
CAROLYN D. YANCEY, Atlanta	State-at-Large	1992
JOSEPH D. GREENE, Thomson	State-at-Large	1991
BARRY PHILLIPS, Atlanta	State-at-Large	1995
ARTHUR M. GIGNILLIAT JR., Savannah	First District	1990
JOHN H. CLARK, Moultrie	Second District	1996
WILLIAM B. TURNER, Columbus	Third District	1993
JACKIE M. WARD, Atlanta	Fourth District	1991
ELDRIDGE W McMILLAN, Atlanta	Fifth District	1996
EDGAR L. RHODES, Bremen	Sixth District	1992
W. LAMAR COUSINS, Marietta	Seventh District	1994
THOMAS H. FRIER SR., Douglas	Eighth District	1992
JAMES E. BROWN, Dalton	Ninth District	1994
JOHN W ROBINSON JR., Winder	Tenth District	1993

OFFICERS AND STAFF MEMBERS OF THE BOARD OF REGENTS

EDGAR L RHODES	Chairman*
JOHN HENRY ANDERSON JR.	Vice Chairman*
H. DEAN PROPST	Chancellor*
DAVID S. SPENCE	Executive Vice Chancellor*
HENRY G. NEAL	Executive Secretary*
JACOB H. WAMSLEY	Vice Chancellor, Fiscal Affairs and Treasurer*
FREDERICK O. BRANCH	Vice Chancellor-Facilities
TOM DANIEL.	Vice Chancellor-External Affairs
ARTHUR DUNNING	Vice Chancellor-Services and Minority Affairs
ANNE FLOWERS	Vice Chancellor-Academic Affairs
JAMES B. MATHEWS	Vice Chancellor-Information Technology
THOMAS F. McDONALD	Vice Chancellor-Student Services
HASKIN R. POUNDS	Vice Chancellor-Research and Planning
T. DON DAVIS	Assistant Vice Chancellor-Fiscal Affairs/Personnel
MARY ANN HICKMAN	Assistant Vice Chancellor-Affirmative Action
CATHIE MAYES HUDSON	Assistant Vice Chancellor-Planning
H. GUY JENKINS JR.	Assistant Vice Chancellor-Facilities
DAVID M. MORGAN	Assistant Vice Chancellor-Academic Affairs
ROGER MOSSHART	Assistant Vice Chancellor-Fiscal Affairs-Budgets
EARNEST MURPHREY	Assistant Vice Chancellor -Fiscal Affairs- Accounting Systems and Procedures
RICHARD LEE OSBURN	Assistant Vice Chancellor-Academic Affairs
JOSEPH H. SILVER	Assistant Vice Chancellor-Academic Affairs
JOSEPH J. SZUTZ	Assistant Vice Chancellor-Research

*Officers of the Board



THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes 34 state-operated institutions of higher education located throughout the state - five universities, 14 senior colleges and 15 two-year colleges.

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

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

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

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

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

For students whose goal is a degree beyond the associate level, a Core Curriculum of study for the freshman and sophomore years is in effect at each institution. The Core Curriculum, which facilitates transfer of freshman and sophomore degree credits within the University System, requires 90 quarter-credit-hours: 60 in general education and 30 in the student's chosen major.

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

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

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

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

Matriculation and non-residential tuition fees for all institutions are set by the board. All resident students pay matriculation fees; out-of-state students pay non-resident tuition in addition to matriculation. Fees for student services and activities are established by each institution, subject to the board's approval.

INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

h - On-Campus Student Housing Facilities

Degrees Awarded: A-Associate; B-Bachelor's; J-Juris Doctor;
M-Master's; S-Specialist in Education; D-Doctor's

UNIVERSITIES

- Athens 30602
University of Georgia, h; B, J, M, S, D
Atlanta 30332
Georgia Institute of Technology
h; B, M, D
Atlanta 30303
Georgia State University, A, B, M, S, D
Augusta 30912
Medical College of Georgia
h; A, B, M, D
Statesboro 30406
Georgia Southern University, h; A, B, M, S

SENIOR COLLEGES

- Albany 31705
Albany State College, h; B, M
Americus 31709
Georgia Southwestern College, h; A, B, M
Augusta 30910
Augusta College, A, B, M
Carrollton 30118
West Georgia College, h; A, B, M, S
Columbus 31993
Columbus College, A, B, M
Dahlonega 30597
North Georgia College, h; A, B, M
Fort Vally 31030
Fort Valley State College, h; A, B, M
Marietta 30061
Kennesaw State College, A, B, M
Marietta 30060
Southern College of Technology, h; B, M
Milledgeville 31061
Georgia College, h; A, B, M, S
Morrow
Clayton State College, A, B,
Savannah 31406
Armstrong State College, A, B, M
Savannah 31404
Savannah State College, h; A, B, M
Valdosta 31601
Valdosta State College, h; A, B, M, S

TWO-YEAR COLLEGES

- Albany 31707
Darton College, A
Atlanta 30310
Atlanta Metropolitan College, A
Bainbridge, 31117
Bainbridge College, A
Barnesville, 30204
Gordon College, h; A
Brunswick 31523
Brunswick College, A
Cochran, 31014
Middle Georgia College, h; A
Dalton 30120
Dalton College, A
Decatur 30089-0601
DeKalb College, A
Douglas 31533
South Georgia College, h; A
Gainesville 30403
Gainesville College, A
Macon 31297
Macon College, A
Rome 30161
Floyd College, A M
Swainsboro 30401
East Georgia College, A
Tifton 31193
Abraham Baldwin
Agricultural College, A
Waycross 31501
Waycross College, A

University System of Georgia
244 Washington Street, S.W.
Atlanta, Georgia 30334

INDEX

A

Academic & Administrative Department Heads	109
Academic Department Chairs	108
Academic Exclusion	16
Academic Probation	15
Academic/Social Policies	75
Academic Regulations	15
Academic Regulations, Non-degree Education	33
Academic Warning	15
Accounting Area of Concentration	30
Administrative Officers	108
Admission Classification	12
Admission, Degree	12
Admission, Non-Degree/Post-baccalaureate	13
Admission to M.B.A. Program, General Requirements for	28
Admission to M.Ed. Program, General Requirements for	45
Alumni Association	74
Appeals Policy	82
Application Deadlines	11
Application Procedures	11

B

Biology, Courses in	65
Board of Regents	120
Business Education, Certification in	40
Business Information Systems Management Area of Concentration	30

C

Candidacy	18
Career Resource Library	71
Center for Excellence in Teaching and Learning (CETL)	71
Certification Programs in Education	36
Chemistry, Courses in	66
Civil Rights Compliance	2
Classification of Students for Tuition Purposes, Regents' Policies	22
College Calendar	5
Computing Resources	70
Conduct, Code of	75
Constitutional Amendment, 23 Admission, Applicants for	12
Counseling, Advisement and Placement Services (CAPS) Center	71
Course Descriptions, School of Business Administration	51
Course Descriptions, School of Education	58
Course Exemption	28

Course Exemption	28
Course Load	15
Course Repetitions	16
Curriculum & Instruction (ECI)	33

D

Degree Admission	12
Degree Ineligibility	15
Degree Requirements	18
Directory for Information	129

E

Education, Courses in	58
Elementary Teaching Field, Courses in	38
English, Certification	41
English, Courses in	66
Ethical and Professional Behavior, Policy on	75
Exclusion, Academic	16
Expenses	20

F

Faculty	110
Financial Assistance	25
Financial Services Area of Concentration	31
Full Standing	12

G

General information	10
Geography, Courses in	67
Grade-Point Average	16
Grades on Graduate Courses	15
Grading System	17
Graduate Course Descriptions	51
Graduate Credit for Undergraduates	14
Graduate Student Services	70
Graduate Student Work Opportunities	26
Graduation Student Requirements	18
GSL Loans	25

H

Health	72
Healthcare Marketing Area of Concentration	31
History, Courses in	67
Housing, Student	73
Human Resources Management and Development Area of Concentration	31

I

Index of Buildings	129
Institutions of the University of Georgia	124
International Students	12

L

Legal Resident, Definition of a	22
Library	70
Loans, Guaranteed	25

M

Marketing Area of Concentration	32
Master of Business Administration	29
Master of Education	45
Mathematics, Certification	42
Mathematics, Courses in	67
Matriculation Fee	20
Motor Vehicle Parking Fee, Student	20

N

Non-Degree/Post baccalaureate Admission	33
Non-Degree/Post baccalaureate Graduate Study	33
Non-Degree/Post baccalaureate to Degree Status	33
Non-Resident Tuition Fee	20

O

Organization and Management Area of Concentration	32
---	----

P

Parking Permit Fee	20
Physics, Courses in	69
Placement Services	71
Political Science, Courses in	69
Post-baccalaureate/Non-Degree Admission	33
Post-baccalaureate Initial Certification Program of Study	35
Probation, Academic	15
Provisional Standing	13

R

Readmission to Graduate Study	14
Refund of Student Fees, Withdrawal and	21
Regents' Opportunity Scholarship	25
Regents' Scholarships	25
Repetitions, Course	16
Resident Requirement	22

S

Schedule Changes	16
Scholarship, Regents' Opportunity	25
Scholarships, Regents'	25
School of Business Administration Course Descriptions	51
Science, Certification in	39
Social Studies, Certification in	39
Standing, Full	12
Standing, Provisional	13
Student Activities Fee	20

T

Teacher Certification	35
Teaching Field	35
Time Limit	18
TRAC	72
Transfer Credit	18
Transient Student Status.....	13

U

Undergraduates, Graduate Credit for	14
University System of Georgia, The.....	122

V

Veterans Benefits	26
-------------------------	----

W

Warning, Academic	15
Withdrawal and Refund of Student Fees	21
Withdrawal from College or from Individual Courses	16
Work Opportunities, Graduate Student.....	26

DIRECTORY FOR INFORMATION

GRADUATE STUDIES	423-6023
ADMISSIONS	423-6300
ALUMNI ASSOCIATION	423.6333
BOOKSTORE	423.6261
BUSINESS SERVICES	423-6018
CAMPUS SAFETY AND SECURITY	423-6666
FINANCIAL AID	423.6074
LIBRARY	423.6186
REGISTRAR	423-6200
SCHOOL OF BUSINESS ADMINISTRATION	
Program Director	423.6050
SCHOOL OF EDUCATION	
Program Director	423-6122
VETERAN'S AFFAIRS	423-6200

INDEX OF BUILDINGS

Administration Building, located at the west side of the campus, contains the offices of the president, assistant to the president, assistant to the president for college advancement, vice president for academic affairs, dean of graduate studies, vice president for business and finance, business services and vice president and dean for student affairs.

Administration Annex, the building between the Administration and Science buildings, houses the offices for admissions, registrar, financial aid, administrative computer services and nursing laboratories.

James V. Carmichael Student Center, situated to the east of the library, houses the cafeteria, dining rooms, college bookstore, first aid clinic, activities room, offices of the director of athletics and coaches, director of student activities, coordinator of intramural and leisure programs, coordinator of student publications, offices and work areas for student organizations, recreation areas, Wellness Center and Lifelong Learning Center.

Science Building, located at the southeast corner of the quadrangle, contains offices for the School of Science and Allied Health and faculty offices, classrooms and laboratories for biology, chemistry, nursing and physics.

Office Annex (temporary building), located on the south side of the Science Building, houses faculty offices, sponsored research and alumni affairs.

Science Annex (temporary building), located at the south side of the Office Annex, houses the PeachNet Communications Network., international programs, classrooms and faculty offices.

Library, located at the center of the east side of the quadrangle, contains a collection of 400,000 volumes, 2,500 periodicals and more than 500,000 microfilms. It also provides study rooms, seating for 700 students, a student lounge, seminar room and offices for the staff. The five-story addition, completed in 1981, has 100,000 square feet and features a large art gallery with the college's art and special collections on display and the Bentley Special Collections-Rare Book Gallery. Offices for the Center for Excellence in Teaching and Learning, the Department of Developmental Studies, Instructional Resource Center, foreign language, mathematics, psychology, reading and writing laboratories, faculty offices, and a 300-seat lecture hall are housed on the fourth floor of this building.

W. Wyman Pilcher Public Service Building, annexed to the new library, houses offices for development, college relations, continuing education, campus security and procurement services on the first floor. Counseling, advisement and placement services, academic computing and personnel services are located on the second floor.

Social Sciences Building, located on the northeast corner of the quadrangle, houses classrooms for business administration, mathematics, psychology, political science and continuing education.

Business Building, situated on the north side of the quadrangle, houses the School of Business Administration, classrooms for business administration, mathematics, psychology, political science and continuing education.

Business Annex (temporary building), located at the west side of the Business Building, contains the Small Business Development Center (SBDC), M.B.A. offices, classrooms and faculty offices.

Humanities Building, located north of the Business Building, was completed in 1981. It houses the A.L. Burruss Institute of Public Service, classrooms and offices for the School of Arts and Behavioral Sciences and features art/studio rooms, a listening lab and a 108-seat auditorium.

Gymnasium, located at the east side of the campus across the parking lot from the quadrangle, is used for physical education courses, intercollegiate athletics, intramural athletics and other college-sponsored activities. It has a seating capacity of 2,300 and contains a swimming pool, exercise room and faculty offices.

Physical Education Annex (temporary building), located on the south side of the Gymnasium, contains classrooms and faculty offices.

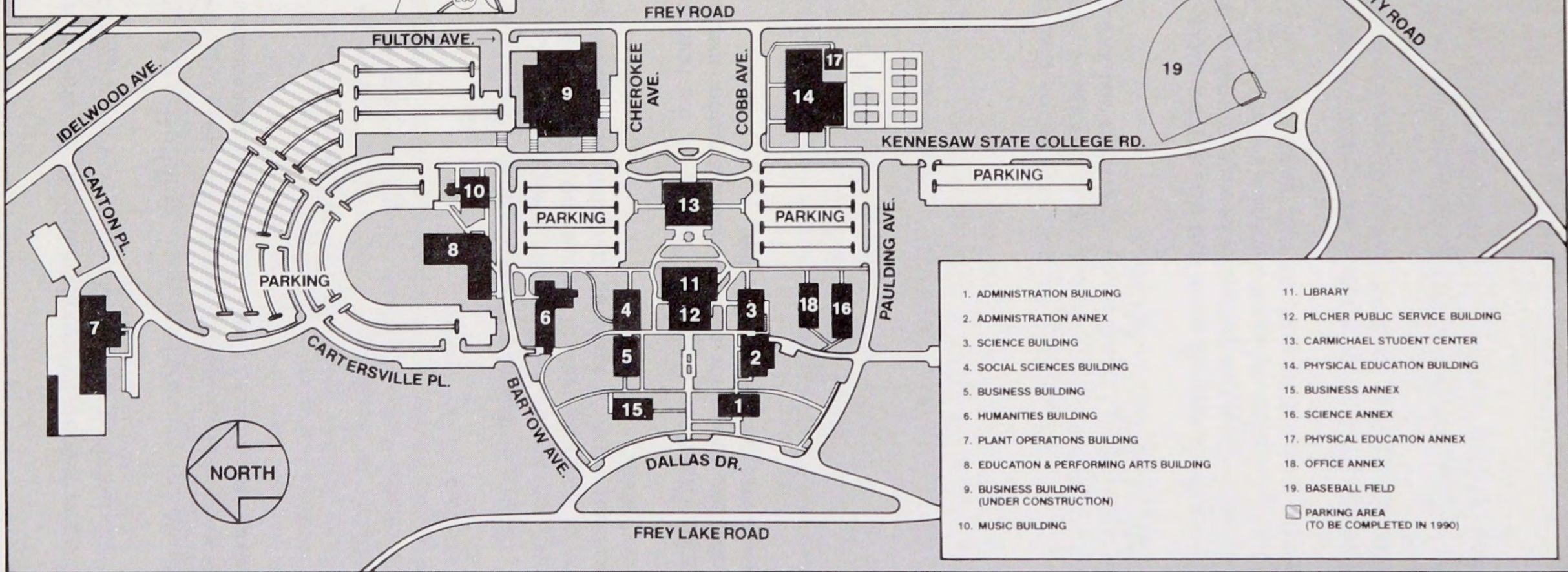
Plant Operations Building, located at the northwest corner of the campus, contains offices and shops for maintenance personnel and storage for central stores.

Music Building, located north of the student center, houses classrooms, practice rooms and offices for the music program, as well as a recital hall for performances.

Education and Performing Arts Building, located adjacent to the Music Building, was completed in 1989. It houses the School of Education, a 350-seat auditorium, an art gallery, a microcomputer lab, classrooms for education and music and faculty offices.



**KENNESAW
STATE COLLEGE**
CAMPUS MAP
MARIETTA, GEORGIA



- | | |
|---|--|
| 1. ADMINISTRATION BUILDING | 11. LIBRARY |
| 2. ADMINISTRATION ANNEX | 12. PILCHER PUBLIC SERVICE BUILDING |
| 3. SCIENCE BUILDING | 13. CARMICHAEL STUDENT CENTER |
| 4. SOCIAL SCIENCES BUILDING | 14. PHYSICAL EDUCATION BUILDING |
| 5. BUSINESS BUILDING | 15. BUSINESS ANNEX |
| 6. HUMANITIES BUILDING | 16. SCIENCE ANNEX |
| 7. PLANT OPERATIONS BUILDING | 17. PHYSICAL EDUCATION ANNEX |
| 8. EDUCATION & PERFORMING ARTS BUILDING | 18. OFFICE ANNEX |
| 9. BUSINESS BUILDING (UNDER CONSTRUCTION) | 19. BASEBALL FIELD |
| 10. MUSIC BUILDING | PARKING AREA (TO BE COMPLETED IN 1990) |

7. (A) Citizenship status (Check one) 1. U.S. citizen by birth 2. Naturalized U.S. citizen 3. Non-resident alien 4. Resident alien

(B) If not U.S. citizen, type of visa held or being requested _____

(If resident alien, present Resident Alien Card to Admissions for verification.)

8. How long have you resided in Georgia? FROM _____ TO _____
Month, Year Month, Year

9. Date of Birth _____

10. Race/Ethnic Group: 1. Caucasian 2. Black 3. American Indian/Alaskan 4. Hispanic 5. Asian

11. Sex: Male Female

12. When do you plan to enter? Check quarter 19____: Fall (Sept)
 Winter (Jan)
 Spring (Mar)
 Summer (June)

13. For which graduate program are you applying? Check one:

Master of Business Administration Master of Education Non-degree Business Non-degree Education Transient

(A) Desired area of concentration in the M.B.A. Check one: Accounting Business Information Systems Management Financial Services
 Healthcare Marketing Human Resource Planning and Development Organization and Management Marketing

(B) Desired area of concentration in Education. M.Ed. Non-degree
 K-4 Renewal Certificate
 4-8 Add-on Certificate
 Initial Certificate
 Personal Enrichment

14. If you are applying for the M.B.A. program, will you be financially supported by a business corporation, government agency or other organization?

Yes No If yes, please specify _____

15. List all colleges and universities previously attended, including Kennesaw State College (use extra sheet if necessary).

Failure to list *all* colleges previously attended will disqualify applicant. Official credentials must be mailed directly to Admissions by the sending institution or agency.

Institution	Location	From Mo/Yr	To Mo/Yr	Concentration	Degree
a)	_____	_____	_____	_____	_____
b)	_____	_____	_____	_____	_____
c)	_____	_____	_____	_____	_____

16. Approximate date you requested (or intend to request) two official transcripts from each institution listed in No. 15.

17. Test scores to be submitted: GRE GMAT Approximate date requested _____ Date of test _____

18. Foreign students only: Date you took (or intend to take) test of English as a Foreign Language (TOEFL) _____

19. Professional experience or other employment (including present position)

Dates From (Mo/Yr) To (Mo/Yr)	Institution or Organization	City/State	Last Position Held	Full Time	Part Time
a)	_____	_____	_____	_____	_____
b)	_____	_____	_____	_____	_____
c)	_____	_____	_____	_____	_____

20. Your approximate overall average in: (Based on 4.0 scale)

Undergraduate school _____ Undergraduate major _____ Graduate school _____

21. Have you applied in previous quarters for admission to Kennesaw State College? Yes No

a) Quarter/Year _____ b) Accepted Denied File never completed

c) Undergraduate Graduate

d) Comments: _____

EMERGENCY CONTACT INFORMATION:

22. Emergency contact relationship: Parent Guardian Spouse Other

Name of contact: _____ Country of address (if not USA) _____

Permanent address of contact _____

Home phone () _____ Business phone () _____

I certify that the information given above is complete and true, and if my application is accepted and I become a student, I agree to abide by the published regulations of the college and the policies of the Board of Regents of the University System of Georgia.

Signature of Applicant: _____ Date: _____

Mailing instructions: Mail application to Director of Admissions, P.O. Box 444, Marietta, GA 30061

**NEW MATRICULATION AND TUITION FEES* FOR 1990-91
EFFECTIVE SUMMER QUARTER 1990**

SUMMARY OF EXPENSES

FEWER THAN 12 HOURS	RESIDENT	NON-RESIDENT
Matriculation Fee Per Credit Hour	\$ 34.00	\$ 34.00
Non-Resident Tuition Fee Per Credit Hour	.00	68.00
Student Services Fee Per Quarter	34.00	34.00
Vehicle Registration Per Quarter	1.00	1.00
12 HOURS OR MORE	RESIDENT	NON-RESIDENT
Matriculation Fee Per Credit Hour	\$ 413.00	\$ 413.00
Non-Resident Tuition Fee Per Credit Hour	.00	826.00
Student Services Fee Per Quarter	34.00	34.00
Vehicle Registration Per Quarter	1.00	1.00
	<hr/>	<hr/>
TOTAL	\$ 448.00	\$ 1274.00

* Fees are established by the Board of Regents of the University System of Georgia

**KENNESAW STATE
COLLEGE
P.O. BOX 444
MARIETTA, GA. 30061**

**ADDRESS CORRECTION
REQUESTED**

Non Profit Org.
U.S. POSTAGE
PAID
MARIETTA, GA
Permit No. 325

A Senior College of the University System of Georgia