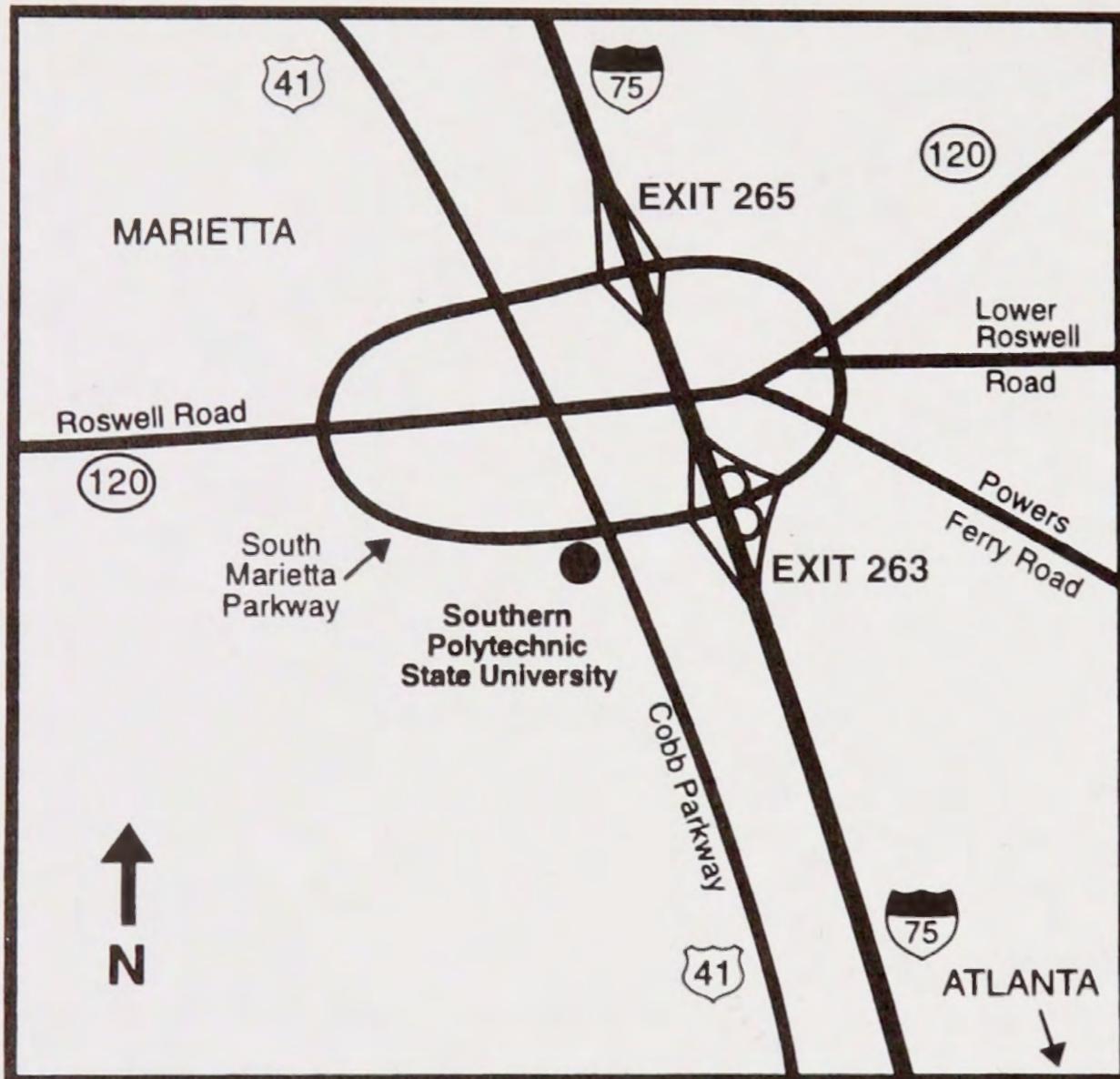


GRADUATE CATALOG

2000-2002

Construction • Computer Science
Engineering Technology • C
Quality Assurance • Technica
and Professional Communic
Computer Science • Construc
Software Engineering • Com
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Technical and Professiona
Communication • Managem

SOUTHERN POLYTECHNIC STATE UNIVERSITY



Visitors to the Campus

Southern Polytechnic State University welcomes visitors to the campus at any time. Classes are held six days a week, Monday through Friday, from 7 a.m. until 11 p.m. and Saturday, from 8 a.m. until 6 p.m. Administrative offices are open from 8 a.m. until 5 p.m., Monday through Friday. The Records Office is open until 6 p.m., Monday through Thursday.

Applicants and other persons interested in obtaining information about Southern Polytechnic State University's programs are encouraged to contact the Admissions Office regarding appointments.

GRADUATE CATALOG

2000-2002

A residential university in the University System of Georgia

1100 SOUTH MARIETTA PARKWAY
MARIETTA, GEORGIA 30060-2896

For Your Information



Directory for Correspondence

For additional information on the following topics, please address inquiries as follows:

Admissions	Director of Admissions
Alumni Affairs	Director of Alumni Affairs
Career Counseling	Director of Career Development
Continuing Education Programs	Director of Extended University
Cooperative Education Program	Director of Career Development
Counseling Services	Director of Counseling
Financial Aid	Director of Financial Aid
Fraternity Affairs	Director of Student Activities
Health Services	Dean of Students
Housing	Director of Residence Life
Placement	Director of Career Development
Registration	Director of Records
Student Activities	Director of Student Activities
Student Records	Director of Records
Transcripts	Director of Records

For Your Information

Admissions	(770) 528-7281
Dean of Students	(770) 528-7225
Financial Aid	(770) 528-7290
President	(770) 528-7230
Records	(770) 528-7267
University Relations	(770) 528-7368
Vice President for Academic Affairs	(770) 528-7238
Vice President for Business and Finance	(770) 528-7232
Vice President for Enrollment Management and Student Services	(770) 528-3720
Emergency Locator Numbers	Day (770) 528-7225 Evening and Weekends (770) 528-7348

**From outside the Atlanta Metro area
(For Admissions Information Only) 800-635-3204**

Southern Polytechnic State University
1100 South Marietta Parkway
Marietta, Georgia 30060-2896

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About This Catalog

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While the provisions of this catalog will ordinarily be applied as stated, Southern Polytechnic State University reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes. Information on changes will be available in the offices of the Records and major academic departments. It is especially important that each student note that it is his or her responsibility to keep himself or herself apprised of current graduation requirements for his or her particular degree program.

Southern Polytechnic State University is an equal educational and employment opportunity institution and does not discriminate on the basis of race, color, sex, religion, creed, national origin, sexual orientation, age, or disability.

Student Rules and Regulations

The rules and regulations for Southern Polytechnic State University students are comprised of the catalog sections on Academic Regulations and Student Life Regulations. These regulations are intended to set forth the requirements of the faculty to the end that a large student body may live and work together harmoniously with a minimum of friction and misunderstanding. Each student is expected to be familiar with these catalog sections. The student is also expected to be a law-abiding citizen and to obey the laws of the City of Marietta, Cobb County, the State of Georgia, and the United States.

Responsibility for Notices

Students are expected to be aware of the contents of all general notices including those appearing on official campus bulletin boards and in the official school newspaper.

Campus Safety and University Police

Southern Polytechnic is committed to a safe, healthy environment in which our students, faculty and staff can grow professionally and personally. The University promotes strong safety policies and prompt reporting and investigation of any actions or events that would harm the well being of any student, employee or faculty member.

The University Police employs police officers that comply with certification, training and all other requirements of the Peace Officers Standards and Training Council of Georgia. Our officers have arrest powers on Southern Polytechnic property, which is under the control of the Board of Regents of the University System of Georgia, and on any public or private property within five hundreds yards of property under the control of the Board of Regents.

Our officers conduct preventive patrols on campus including the residence halls; are responsible for the security of university-owned property; investigate reported crimes at the university; conduct educational programs and workshops to promote personal safety; and actively work to prevent and detect crime throughout the Southern Polytechnic campus. Our department complies with The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Our disclosure report can be found on the police department web page at <http://police.spsu.edu>.

Academic Programs

Southern Polytechnic State University is an accredited, coeducational, residential college offering associate, bachelor, and master's degrees:

Associate of Science transfer program is offered in:

- General Studies

Bachelor of Applied Science program

Bachelor of Architecture program

Bachelor of Arts programs are offered in:

- Computer Science
- International Technical Communication
- Management
- Mathematics
- Physics

Bachelor of Science programs are offered in:

- Apparel/Textile Engineering Technology
- Civil Engineering Technology
- Computer Engineering Technology
- Computer Science
- Construction
- Electrical Engineering Technology
- Industrial Distribution
- Industrial Engineering Technology
- Management
- Mathematics
- Mechanical Engineering Technology
- Physics
- Surveying and Mapping
- Technical and Professional Communication

Bachelor of Science in Telecommunications Engineering Technology program

Master of Science programs are offered in:

- Computer Science
- Construction
- Engineering Technology
- Management
- Quality Assurance
- Technical and Professional Communication

Master of Science in Information Technology program

Master of Science in Software Engineering program

Southern Polytechnic State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097, Telephone: 404-679-4501).

The engineering technology programs, except the Telecommunications Engineering Technology program and the program leading to the master's degree, are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

The Bachelor of Architecture program is accredited by the National Architectural Accrediting Board, Inc. (NAAB).

The Bachelor of Science program in Construction is accredited by the American Council for Construction Education (ACCE).

The Master of Science program in Management is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Academic Calendar

2000-2002

This is a tentative academic calendar and is subject to change. An official school calendar is published prior to the beginning of each semester.

Summer Semester 2000

May 22	(M)	Registration; New student orientation
May 23	(Tu)	First day of classes
May 29	(M)	Memorial Day holiday for students
July 4	(Tu)	Independence Day holiday
August 2	(W)	Last day of classes
August 3-5	(Th-Sa)	Final examinations
August 5	(Sa)	End of summer semester

Fall Semester 2000

August 14	(M)	Faculty reception
August 15	(Tu)	New student orientation
August 16	(W)	Registration
August 17	(Th)	First day of classes
September 4	(M)	Labor Day holiday
October 9	(M)	Columbus Day holiday for students
November 22-25	(W-Sa)	Thanksgiving holidays for students
December 6	(W)	Last day of classes
December 7	(Th)	Study break
December 8-14	(F-Th)	Final examinations
December 14	(Th)	End of fall semester
December 16	(Sa)	Commencement

Spring Semester 2001

January 5	(F)	Registration; New student orientation
January 8	(M)	First day of classes
January 15	(M)	MLK Day holiday
March 19-24	(M-Sa)	Spring break
April 30	(M)	Last day of classes
May 1	(Tu)	Study break
May 2-8	(W-Tu)	Final examinations
May 8	(Tu)	End of spring semester
May 12	(Sa)	Commencement

Summer Semester 2001

May 21	(M)	Registration; New student orientation
May 22	(Tu)	First day of classes
May 28	(M)	Memorial Day holiday for students
July 4	(W)	Independence Day holiday
August 1	(W)	Last day of classes
August 2-4	(Th-Sa)	Final examinations
August 4	(Sa)	End of summer semester

Fall Semester 2001

August 13	(M)	Faculty reception
August 14	(Tu)	New student orientation
August 15	(W)	Registration
August 16	(Th)	First day of classes
September 3	(M)	Labor Day holiday
November 21-24	(W-Sa)	Thanksgiving holidays for students
December 5	(W)	Last day of classes
December 6	(Th)	Study break
December 7-13	(F-Th)	Final examinations
December 13	(Th)	End of fall semester
December 15	(Sa)	Commencement

Spring Semester 2002

January 7	(M)	Registration; New student orientation
January 8	(Tu)	First day of classes
January 21	(M)	MLK Day holiday
March 11-16	(M-Sa)	Spring break
April 30	(Tu)	Last day of classes
May 1	(W)	Study break
May 2-8	(Th-W)	Final examinations
May 8	(W)	End of spring semester
May 11	(Sa)	Commencement

Mission Statement

Our mission at Southern Polytechnic State University is to provide the residents of Georgia with university-level education in technology, engineering technology, arts and sciences, architecture, management, and related fields.

Our history continues to be one of rapid change and adaptation. Founded in 1948 as a unit of the Georgia Institute of Technology at the request of the Georgia Business and Industry Association, The Institute, as we were first called, provided technical training in support of Georgia industry. Our mission quickly evolved to include offering associate degrees. In 1970, as Southern Technical Institute, we became one of the first colleges in the nation to offer baccalaureate degrees in engineering technology. In 1980, we became a separate senior college in the University System of Georgia. Six years later, we began offering graduate programs and changed our name to Southern College of Technology. Meeting needs articulated by our professional advisory boards, alumni, faculty, and students, we continue to evolve, improve, and broaden our degree offerings in the technological arena.

We produce academically and technically proficient graduates for the economic development of the state, region, and nation, and we seek international opportunities to participate in the teaching and transfer of technology.

To achieve our mission, we offer a flexible schedule of day and evening classes for programs at the associate, baccalaureate, and master's levels to the highly motivated students we seek to recruit and retain. We offer both degree and non-degree programs, provide opportunities for cooperative education, and engage in collaborative efforts with other institutions. We enroll a significant number of working professionals as part-time students, as well as a large number of traditional college-age students. We welcome academically prepared transfer students from community/junior colleges, technical institutes, senior colleges and universities, who are seeking a high quality technical education.

All of our programs include a strong general education course of study that integrates science, technology, and liberal arts. Our growing graduate programs introduce students to research that is industrially, technically, or applications focused.

The faculty strives for excellence in teaching and service, providing a laboratory-centered and/or professionally oriented education that fosters problem solving, ethical awareness, and a desire for lifelong learning.

At Southern Polytechnic State University, we encourage continual improvement throughout the campus and assume statewide leadership in the study and teaching of the process of continual improvement. We offer opportunities for professional development, and we work to achieve an international outlook.

We serve our community through partnerships with industry, professional organizations, government, schools, and through continuing education and public service programs. We promote activities which increase public awareness of science, technology and related fields.

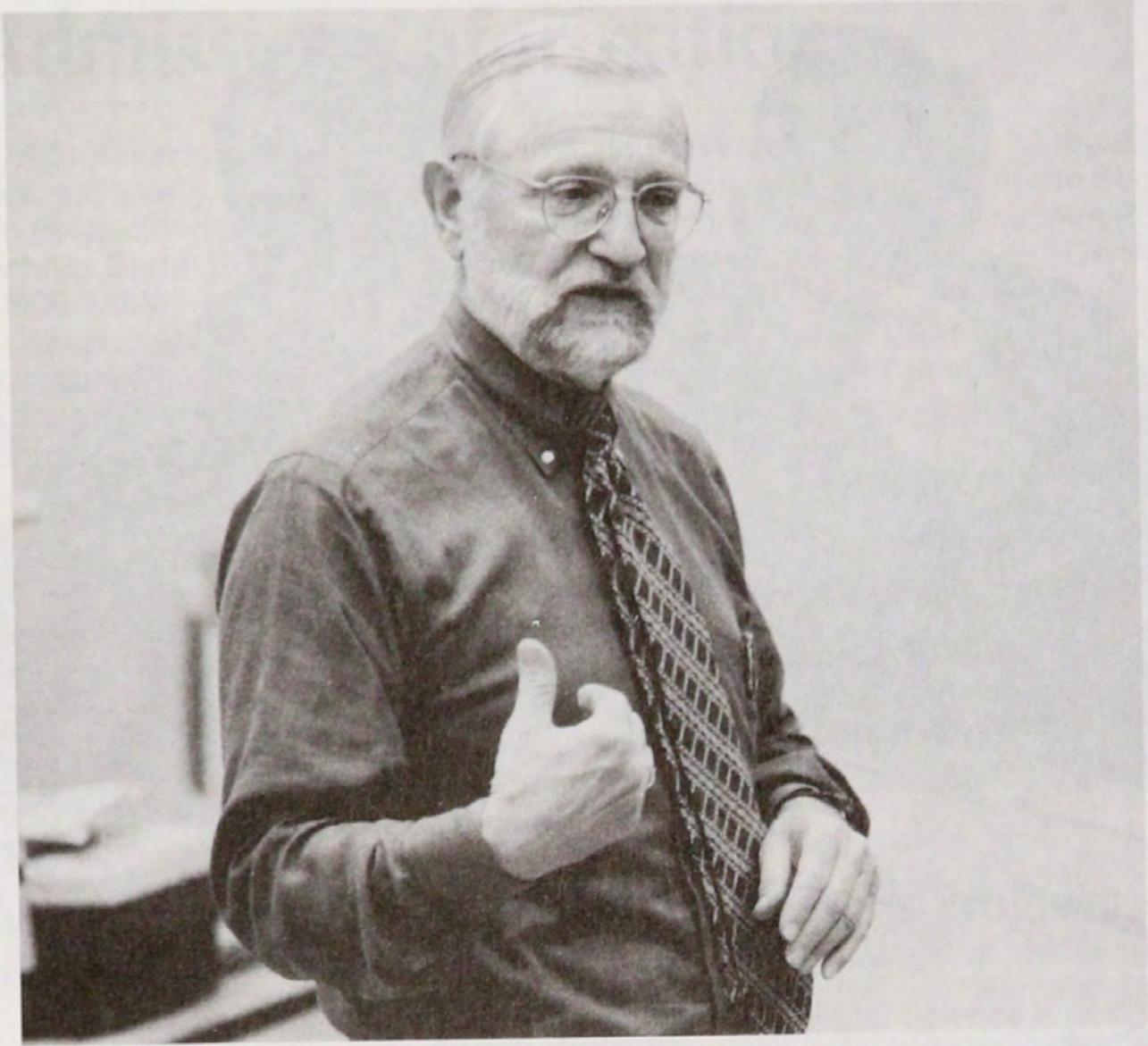
In rising to the technological, scientific, and humanitarian challenges of the future, we aspire to broaden our offerings by including programs in engineering, in new and emerging sciences and technologies, and in additional technically related fields. We will enhance our reputation as a university where imagination, innovation, and application are integrated to provide leadership into the future.

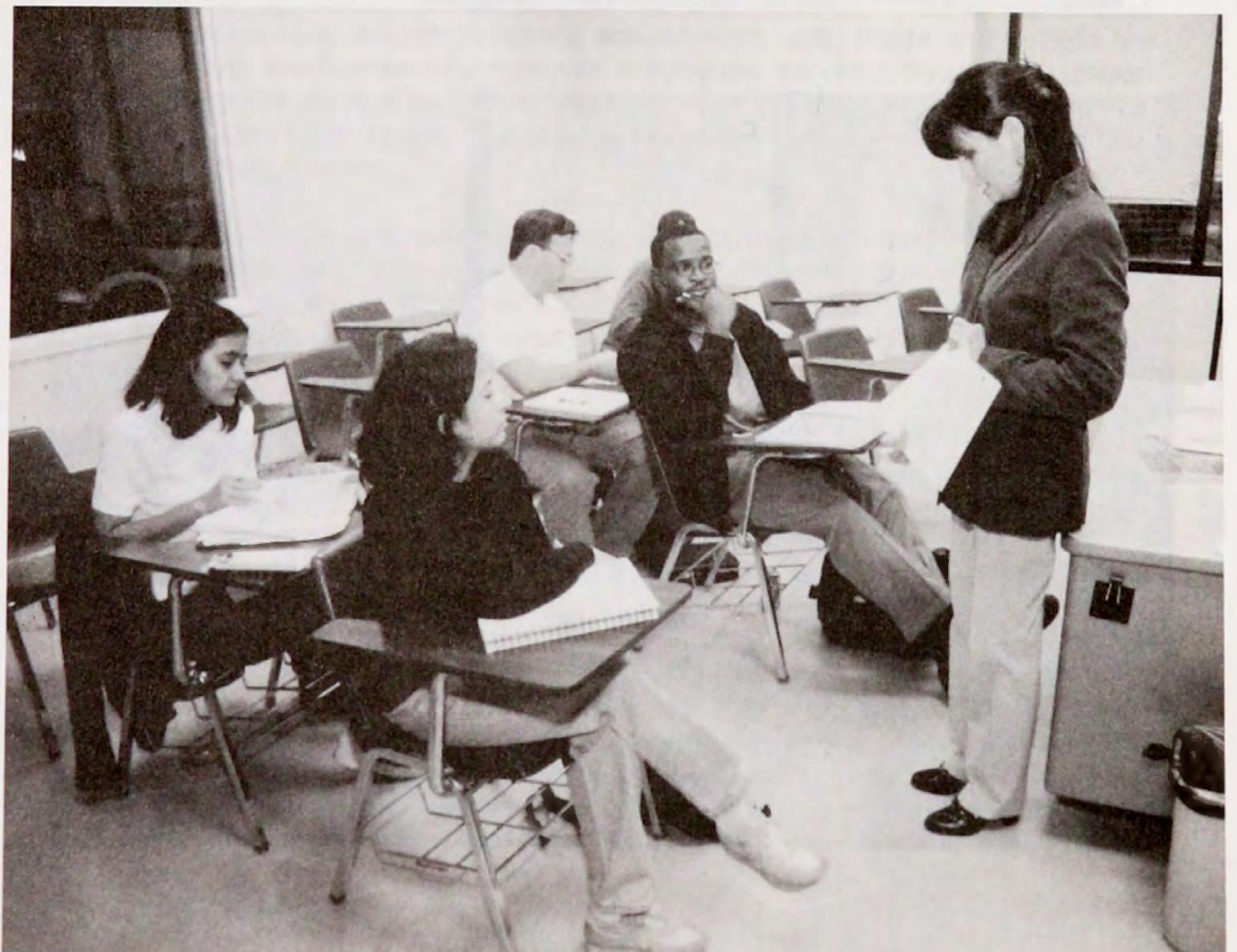
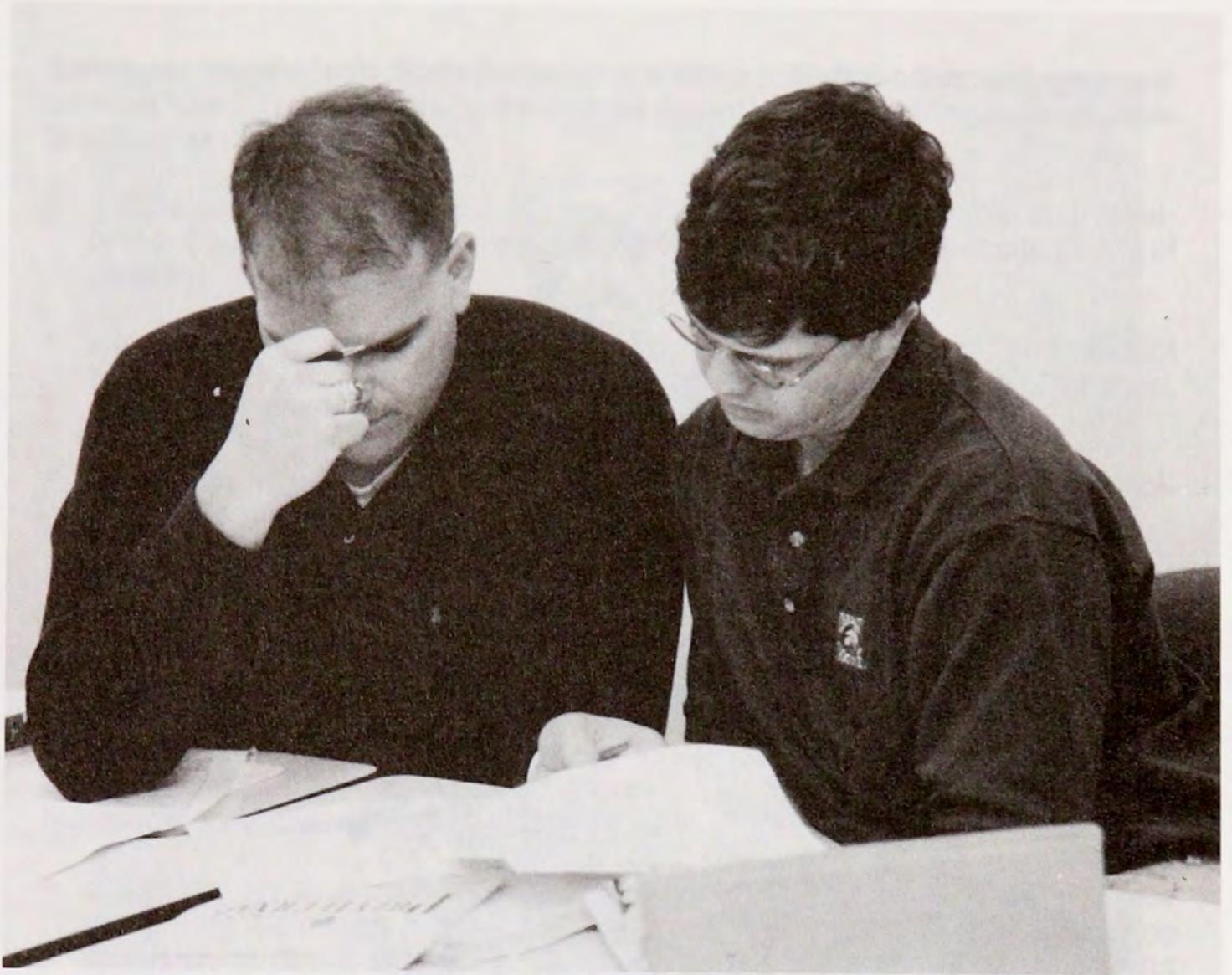
Southern Polytechnic State University shares with the other colleges and universities of the University System of Georgia the following core characteristics or purposes:

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

Further, Southern Polytechnic State University shares with the other State Universities and Senior Colleges of the University System of Georgia the following core characteristics or purposes:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of an area of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and university-prepared student body, promotes high levels of student achievement, offers academic assistance, and provides developmental studies programs for a limited student cohort;
- a high quality general education program supporting a variety of disciplinary, interdisciplinary, and professional academic programming at the baccalaureate level, with selected master's and educational specialist degrees, and selected associate degree programs based on area need and/or inter-institutional collaborations;
- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the education level within the university's scope of influence;
- a commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits, and a commitment to applied research in selected areas of institutional strength and area need.





Admission Information

Admission to Southern Polytechnic State University is made without regard to race, nationality, sex, or religion. For any information regarding admission to Southern Polytechnic State University, write the Director of Admissions, Southern Polytechnic State University, 1100 South Marietta Parkway, Marietta, Georgia 30060-2896.

All applicants for admission to Southern Polytechnic State University must have all required credentials, including the certificate of immunization, on file in the Admissions Office by the application deadline date for the term in which the applicant plans to enroll.

The university reserves the right to withdraw admission prior to or following enrollment if the student becomes ineligible as determined by the standards of the University or Board of Regents.

All admissions materials must be received by the dates in the following schedule:

- July 1 for the Fall term
- November 1 for the Spring term
- April 1 for the Summer term

International applicants applying from outside of the United States must submit all admissions documents, including Immunization Certificates, at least 60 days prior to the above deadline dates.

Admission Requirements for the Master's Program in Computer Science

The Master of Science program with a major in Computer Science is designed to enhance career options for a broad mix of students, from those with an academic background in computer science just beginning their careers to those who have worked for years as computer professionals who may have academic credentials in other fields. Although no specific undergraduate major is required, applicants must have a baccalaureate degree from an accredited school.

Admission Procedure

Applicants for admission to the Master of Science program with a major in Computer Science must submit the following to the Admissions Office:

- (a) an application for admission to the program,
- (b) an official transcript from each college the applicant has attended,
- (c) a certificate of immunization, and
- (d) an official copy of scores from the "General Test" of the Graduate Record Examination (GRE).

In addition, applicants must submit the following to the Department of Computer Science:

- (a) a statement of purpose in seeking this degree, and
- (b) three recommendation forms completed by former or current supervisors, professors, or professional colleagues.

International students should refer to the International Students sub-section for additional admission requirements.

In addition to having a baccalaureate degree from an accredited school, one of the following must be met for a student to be considered for this MS program at Southern Polytechnic State University:

Basic

- (a) undergraduate GPA of 3.0 or better (out of a possible 4.0) or the equivalent, and
- (b) submission of official GRE scores.

Advanced

The candidate for admission has already earned a recognized master's or doctor's degree in another field of study. GRE is strongly recommended.

Alternative

A student holding a baccalaureate degree from an accredited school who does not meet the criteria for Basic or Advanced categories may be admitted upon convincing the faculty of the CS department of extraordinary alternative qualifications (e.g., lengthy and distinguished employment in the computer field) that would predict the likelihood of success in completing the MS program.

Admission Requirements for the Master's Program in Construction

Admission to the Master of Science program with a major in Construction is open to persons holding the bachelor or higher degree in engineering, engineering technology, construction management, construction technology, architecture, management, or related degree from an accredited college or university. Preference in admission will be given to applicants having professional experience in a construction work environment. The admission procedure is competitive in that students will be admitted only if their academic accomplishments and work experience demonstrate that they can successfully complete the program.

Admission Procedure

Applicants for admission to the Master of Science program with a major in Construction must submit the following to the Admissions Office:

- (a) an application for admission to the program,
- (b) an official copy of scores from the General Test of the Graduate Record Examination (GRE) or scores from the Graduate Management Admissions Test (GMAT),
- (c) an official transcript from each college the applicant has attended,
- (d) a certificate of immunization, and, in addition;
- (e) at least three recommendation forms which have been completed by supervisors, professors, or professional colleagues; one of which must be from the current supervisor. These must be sent directly to the Construction Department.

International students should refer to the International Students sub-section for additional admission requirements.

Admission Criteria

Applicants for admission to the Master of Science program in Construction must meet the following criteria:

Regular Admission: A score of 850 or better on the General Test (verbal and quantitative) of the GRE or a score of 500 on the GMAT; and an undergraduate GPA of 2.75 or better on a 4.00 scale.

Conditional Admission: Applicants not meeting the minimum requirements will be considered for conditional admission based on an evaluation of undergraduate GPA, professional industry experience, GRE/GMAT scores, and commitment for graduate studies. A written statement of applicant's professional career goals is required with the application for conditional admission to the program.

NOTE: Students who are admitted under conditional admission may be changed to regular admission by obtaining a grade of "B" or better in the first four CNST graduate courses.

Admission Requirements for the Master's Program in Engineering Technology

Admission to the Master of Science program with a major in Engineering Technology, Electrical Concentration, is open to persons holding the bachelor or higher degree in engineering, engineering technology, or related degree from an accredited college. Preference in admission will be given to applicants having professional experience in a technical work environment. The admission procedure is competitive in that students will be admitted only if their academic accomplishments and work experience demonstrate that they can successfully complete the program.

Admission Procedure

Applicants for admission to the Master of Science program with a major in Engineering Technology must submit the following to the Admissions Office no later than the semester deadline date before the beginning of the semester in which the applicant plans to enroll:

- (a) an application for admission to the program,
- (b) an official copy of scores from the "General Test" of the Graduate Record Examination,
- (c) an official transcript from each college the applicant has attended,
- (d) certificate of immunization, and
- (e) at least three recommendation forms which have been completed by former or current supervisors, professors, or professional colleagues. These forms must be sent **directly** to the Admissions Office.

International students should refer to the International Students sub-section for additional admission requirements.

Admission Requirements for the Master's Program in Information Technology

The Master of Science in Information Technology program is designed to enhance career options for a broad mix of students. The program is designed for those students interested in pursuing a career in the management and performance of information systems planning, development, implementation and operation. Although no specific undergraduate major is required, applicants must have a baccalaureate degree from an accredited school. Students will be evaluated on an individual basis and will be admitted only if their academic accomplishments, recommendations and motivation predict the ability to complete the program successfully.

Admission Procedure

Applicants for admission to the Master of Science program with a major in Information Technology must submit the following to the Admissions Office:

- (a) an application for admission to the program,
- (b) an official transcript from each college the applicant has attended,
- (c) a certificate of immunization, and
- (d) an official copy of scores from the "General Test" of the Graduate Record Examination (GRE). With permission, the results of other graduate aptitude examinations (such as the GMAT) that have already been taken may be used in place of the GRE. Students already holding a recognized master's degree (completed in the United States) are exempted from this requirement.

In addition, applicants must submit the following to the Department of Computer Science:

- (a) a statement of purpose in seeking this degree, and
- (b) three recommendation forms completed by former or current supervisors, professors, or professional colleagues.

International students should refer to the International Students sub-section for additional admission requirements.

One of the following must be met for a student to be fully admitted to this MS program at Southern Polytechnic State University:

Basic

- (a) undergraduate GPA of 3.0 or better (out of a possible 4.0) or the equivalent, and
- (b) official GRE scores, OR for those students taking the GMAT use the following index:

$$\text{GMAT} + (200 \times \text{undergraduate GPA}) = 1000$$

Advanced

A candidate for admission who has already earned a recognized master's or doctor's degree in another field of study, the GRE/GMAT is not required if an advanced degree has already been completed in the United States.

Admission Requirements for the Master's Program in Management

Admission to the Master of Science program with a major in Management is open to persons holding the bachelor or higher degree from an accredited college.

Admission Procedure

Applicants for admission to the Master of Science program with a major in Management must submit the following to the Admissions Office no later than the semester deadline date before the beginning of the semester in which they plan to enroll:

- (a) an application for admission to the program,
- (b) an official copy of scores from the Graduate Management Admissions Test,
- (c) an official transcript from each college the applicant has attended,
- (d) certificate of immunization, and
- (e) at least three recommendation forms which have been completed by former or current supervisors, professors, or professional colleagues. (To be sent from recommender **directly** to Dean, School of Management.)

International students should refer to the International Students sub-section for additional admission requirements.

Admission Criteria

Applicants for admission to the Master of Science program in Management must meet the following criteria:

Regular admission index: $\text{GMAT} + (200 \times \text{undergraduate GPA}) = 900$

Graduate Management Admissions Test (GMAT)

Application forms and testing schedules for the GMAT may be obtained from the Admissions office at Southern Polytechnic State University or from the Educational Testing Service (ETS), P.O. Box 6103, Princeton, NJ 08541-6103. The telephone number for ETS is (609) 771-7330. In order to have scores forwarded to Southern Polytechnic State University you must provide Southern Polytechnic State University's reference code number (5626) on your test application.

Admission Requirements for the Master's Program in Quality Assurance

Admission to the Master of Science program with a major in Quality Assurance is open to persons holding the bachelor or higher degree in engineering, engineering technology, or related degree from an accredited college. Preference in admission will be given to applicants having professional experience in a technical work environment. The admission procedure is competitive in that students will be admitted only if their academic accomplishments and work experience demonstrate that they can successfully complete the program.

Admissions Procedure

Applicants for admission to the Master of Science Program with a major in Quality Assurance must submit the following to the Admissions Office no later than semester deadline date before the beginning of the semester in which the applicant plans to enroll:

- (a) an application for admission to the program,
- (b) an official transcript from each college the applicant has attended,
- (c) a certificate of immunization, and
- (d) an official copy of scores from the "General Test" of the Graduate Record Examination (GRE). With permission, the results of other graduate aptitude examinations that have already been taken may be used in place of the GRE. Students already holding a recognized master's degree may also be exempt from this requirement.

In addition, applicants must submit the following to the Industrial Engineering Technology Department:

- (a) a statement of purpose in seeking this degree, and
- (b) at least three recommendation forms which have been completed by former or current supervisors, professors, or professional colleagues.

International students should refer to the International Students sub-section for additional admission requirements.

Admission Criteria

Engineering and Technology Concentration:

- 1) Applicants should have an undergraduate degree in engineering, engineering technology, physical sciences, and other technically orientated majors from an accredited college or university.

- 2) Applicants should have **at least** two consecutive years of experience in a full-time quality or closely related professional position.
- 3) Applicants must have at least a 2.70 (on the 4.00 scale) undergraduate grade point average.
- 4) Applicants must score a minimum of 500 on at least one of the three components (verbal, quantitative, analytic) on the General Test of the Graduate Record Examination (GRE). [With permission, the results of other graduate aptitude examinations that have already been taken may be used in place of the GRE. Students already holding a recognized master's degree may also be exempted from this requirement.]
- 5) Applicants should have college credit for a basic statistics math course that included hypothesis testing and confidence intervals. Students may be allowed to take QA 6610 in lieu of this requirement and use this course as a free elective.
- 6) Applicants must have college credit for a two (or more) course sequence in a physical science that included laboratories.

Quality Systems Concentration:

- 1) Applicants should have an undergraduate degree in engineering, engineering technology, physical sciences, business, social science, education, or other technical and non-technical majors from an accredited college or university.
- 2) Applicants must have at least a 2.70 (on the 4.00 scale) undergraduate grade point average.
- 3) Applicants must score a minimum of 500 on at least one of the three components (verbal, quantitative, analytic) on the General Test of the Graduate Record Examination (GRE).

Admission Status

The program coordinator in conjunction with the graduate admissions committee determines the student admission status.

- 1) **Full Graduate Status** have met all the criteria shown above and have been judged acceptable by the graduate programs committee.
- 2) **Post-Baccalaureate** students are graduate students who have not met all the criteria shown above. They are limited to 12 semester hours of graduate credit, during which they must qualify for full graduate status. Post-Baccalaureate students are not guaranteed full graduate status.
- 3) **Provisional** students are graduate students who have not met all the criteria shown above. They are limited to designated courses, either graduate or undergraduate, during which they will be evaluated to determine their likelihood of success. Provisional students are not guaranteed full graduate status.

Admission Requirements for the Master's Program in Software Engineering

The Master of Science in Software Engineering program is designed to meet the high demand for a professional degree in Software Engineering within the context of a non-traditional audience (working professionals who attend part-time at night or on weekends). Although no specific undergraduate major is required, applicants must have a baccalaureate degree from an accredited school.

Admission Procedure

Applicants for admission to the Master of Science in Software Engineering program must submit the following to the Admissions Office:

- (a) an application for admission to the program,
- (b) an official transcript from each college the applicant has attended,
- (c) a certificate of immunization, and
- (d) an official copy of scores from the "General Test" of the Graduate Record Examination (GRE).

In addition, applicants must submit the following to the Department of Computer Science:

- (a) a statement of purpose in seeking this degree,
- (b) three recommendation forms completed by former or current supervisors, professors, or professional colleagues, and
- (c) documentation of a minimum of two full years of full-time work in software development and/or maintenance.

International students should refer to the International Students sub-section for additional admission requirements.

In addition to having a baccalaureate degree from an accredited school and documentation of a minimum of two full years of full-time work in software development and/or maintenance, one of the following must be met for a student to be considered for this MS program at Southern Polytechnic State University:

Basic

- (a) undergraduate GPA of 3.0 or better (out of a possible 4.0) or the equivalent, and
- (b) submission of official GRE scores.

Advanced

The candidate for admission has already earned a recognized master's or doctor's degree in another field of study. GRE is strongly recommended.

Alternative

A student holding a baccalaureate degree from an accredited school who does not meet the criteria for Basic or Advanced categories may be admitted upon convincing the faculty of the CS department of extraordinary alternative qualifications (e.g., lengthy and distinguished employment in the computer field) that would predict the likelihood of success in completing the MS program.

Admission Requirements for the Master's Program in Technical and Professional Communication

The Master of Science program with a major in Technical and Professional Communication is designed for both experienced and beginning technical communicators. Applicants must have a baccalaureate degree from an accredited school. Because professionals in this field come from many different fields, no specific undergraduate major is required. Preferred (but NOT required) for admission is some relevant work experience.

The admission procedure is competitive in this respect: students will be admitted only if their academic accomplishments, work experience, and/or writing ability demonstrate that they can successfully complete the program.

Admission Procedure

The Humanities and Technical Communication Department accepts master's students for fall and spring - but not usually for summer term. Applicants for admission to the Master of Science program with a major in Technical and Professional Communication must submit the following to the Humanities and Technical Communication Department:

- (a) three letters of recommendation (NOT the reference forms in the application packet) from supervisors, clients, professors, or professional colleagues,
- (b) an essay written on campus, and
- (c) an essay written off campus.

Item (b) above must be written on campus in a specified length of time, in response to an assignment given at that time. See the department concerning exceptions. Item (c) must discuss the manner in which the master's program will satisfy the applicant's career goals.

Applicants must submit the following to the Admissions Office:

- (a) an application for admission to the program,
- (b) an official transcript from each college attended, and
- (c) a certificate of immunization.

Ideally, applicants should have above-average grades in undergraduate communication courses. The department believes that the applicant's overall undergraduate performance can correlate with success in the master's program.

International students should refer to the International Students sub-section for additional admission requirements.

All materials should be submitted no later than by the semester deadline date before the beginning of the semester in which the applicant plans to enroll.

International Students

International applicants who do not possess a bachelor's degree from a college within the United States must submit the following additional information to the Admissions Office:

- (a) an official transcript (translated into English) of college-level education,
- (b) score on the Test of English as a Foreign Language (TOEFL), and
- (c) an affidavit indicating financial security.

The University reserves the right to require applicants to send their international educational credentials to University approved professional evaluation service before being considered for admissions.

A minimum TOEFL score of 213 on the computer version or 550 on the paper version is required. International students on F-1 and J-1 visas must purchase medical insurance made available through Southern Polytechnic State University or provide proof of alternate coverage through a comparable policy.

International applicants applying from outside of the United States must submit all admissions documents, including Immunization Certificate, at least 60 days prior to the deadline dates.

Transfer Credit

Students may wish to transfer credit from other graduate programs in which they have been enrolled. Transfer credit is limited to 25% of the hours required in their programs subject to the discretion of the head of the academic department where the program resides. Students may apply for transfer credit if:

- (a) the student was enrolled as a graduate student,
- (b) the course is completed with a grade of "B" or better,
- (c) the course was not used toward a degree,
- (d) the course is equivalent to one offered in a Master of Science program at Southern Polytechnic State University, and
- (e) the course credit was earned within the last five years.

Post-Baccalaureate Students

Persons holding a recognized bachelor's degree may be admitted as post-baccalaureate students if they are interested in taking additional classes for personal growth or professional development but not involving a new degree objective. Such students must have departmental approval where prerequisites are involved or if enrollment is desired in a graduate-credit class. To apply as a post-baccalaureate student, the student must submit to the Admissions office (1) an undergraduate application form along with a \$20 nonrefundable application processing fee (check made payable to Southern Polytechnic State University), (2) an official transcript showing completion of a bachelor's degree or above from a recognized institution of higher education, and (3) the certificate of immunization. If a student in this category chooses to later apply for degree-seeking status, the student must follow the regular Master's program admission procedure. Following regular program admission, graduate credit earned in the non-degree-seeking category may be counted only with the permission of the department where the degree is housed.

At the discretion of the department where a given Master's program is housed, a student who has supplied the above-stated materials for admission may be admitted as a post-baccalaureate student with the indicated major while full admission is being sought. Ordinarily, no more than 8 hours of graduate coursework completed in this provisional status may be applied to the degree.

Students Sixty-two Years of Age or Older

Citizens of the State of Georgia who are 62 years of age or older may attend Southern Polytechnic State University without payment of fees, except for supplies and laboratory or shop fees, when space is available in a course scheduled for resident credit.

To be eligible for participation under this amendment to the Georgia Constitution, such persons:

- (a) must present a birth certificate or other comparable written documentation of age to the Registrar at the time of registration,
- (b) must meet all University System and Southern Polytechnic State University admission requirements,
- (c) will have all usual student and institutional records maintained, and
- (d) must meet all University System, Southern Polytechnic State University, and legislated degree requirements if they are degree-seeking students.

Readmission

Students who have an absence of two or more consecutive terms of matriculation at Southern Polytechnic State University and who are not academically dismissed must be approved by the appropriate graduate academic department for readmission before being eligible for registration. An application for readmission, together with any pertinent supporting information, must be submitted to the appropriate graduate academic department at least 20 working days before the registration date of the semester in which the student plans to enroll.

Graduate Certificate Program Admission Requirements

Applicants must have earned a baccalaureate degree from an accredited college.

Students applying for any of the graduate certificate programs must submit the following to the Admissions Office prior to the registration term:

- (a) an application for graduate certificate program admission, along with a \$20 nonrefundable application processing fee (check made payable to Southern Polytechnic State University),
- (b) an official college transcript showing degree earned date, and
- (c) the certificate of immunization.

Registration Procedures

Eligibility

Registration for classes is held on the first day of the term. Students who have received an official letter of acceptance to Southern Polytechnic State University and returning students not on dismissal may register. Classes begin the day following registration.

Drop/Add and Late Registration

Students may amend their class schedules and/or late register during the drop/add period.

Student Course Schedule

Upon completion of registration or a change of registration, students can print a copy of their schedule of courses. Students should keep the schedule as part of their permanent records.

Registration Bulletin

Detailed information and instructions concerning registration may be found in the registration bulletin. Students are urged to become knowledgeable of, and to follow, these instructions explicitly. It should be understood that any deviation from the prescribed procedure may result in unnecessary delays in registration or errors in the resulting schedule.

An applicant will not be approved for academic advisement and/or registration until formally accepted by the Director of Admissions nor will he or she be permitted to attend classes until registration has been completed.

Registration Errors

It is the student's responsibility to follow the proper procedures for registration or changes to registration and to verify that his or her schedule of classes is correct. The Records Office cannot be held responsible for errors resulting from the student's failure to execute the proper procedure or verify his or her own schedule. Any problems experienced at registration or as a result of registration should be reported immediately to the Records Office.

Matriculation

Enrollment for the term is not complete until the student has properly completed registration and paid all fees. Registration for students not paying fees by the date specified in the registration bulletin will be canceled for non-payment.

Financial Information

Important Note: Actual fees for each term is posted on the web at <http://www2.spsu.edu/bulletin/general1.html#fees>.

Student Fees

Matriculation and Non-Resident Tuition fees are established annually by the Board of Regents of the University System of Georgia. All graduate students enrolled at the university are required to pay a matriculation fee. Graduate students who are not legal residents of Georgia are also required to pay non-resident tuition. Applicable Matriculation and Non-Resident Tuition is due on the day of registration or no later than the "deadline to pay" date published each term in the Registration Bulletin.

The Student Activity, Athletic, Wellness Center, and Health fees are recommended annually by the university and must be approved by the Board of Regents. All students enrolled regardless of residency status, are required to pay a student activity fee, a Wellness Center fee, an athletic fee, and a health service fee. A full description of the programs and services funded by these fees is included in the *Student Handbook*, which is available from the Student Activities Office. Applicable Student Activity, Athletic, Wellness Center and Health Fees are due on the day of registration or no later than the "deadline to pay" date published each term in the Registration Bulletin.

Other non-mandatory fees such as vehicle parking, laboratory and special course fees, etc., are established by the university and approved by the President. All fees and other charges are subject to change without prior notice; however, the university will make every effort to communicate changes as they occur.

All matriculation charges, board, room rent, or other charges are subject to change at the end of any academic term.

Fee Payment

Registration and fee payment dates are published in the registration bulletin. Payment of fees and other charges may be made with cash, checks, approved financial aid, and credit cards. Visa, MasterCard, and American Express are accepted on campus in the Business Office and the University Bookstore. Debit cards issued under the *HONOR* system (ATM) are also accepted.

Students who register for courses and pay appropriate fees using any acceptable method of payment shall be considered enrolled and space shall be reserved in the class(es) for the duration of the term.

Payment of matriculation and non-resident fees shall not be accepted after the close of business at the end of the official drop/add period. Students are encouraged to register and pay fees as early as possible to avoid potential problems. Students who pay residence hall fees after the official drop/add period will be assessed a non-refundable late payment fee of \$45.

All payments returned to the University due to insufficient funds are subject to a \$25.00 returned check fee. Any outstanding returned check payments will be turned over to either a collection agency or the State Attorney General's Office for further legal collection action. All accounts turned over to a third party for legal collections will be subject to an additional collection cost of thirty three percent in addition to the original debt owed to the University.

Delinquent Accounts

All delinquent debts and/or obligation to the University will be turned over to either a collection agency or the State Attorney General's Office for further legal collection action. All accounts turned over to a third party for legal collections will be subject to an additional collection cost of thirty three percent in addition to the original debt owed to the University.

Refund of Fees and Charges

Refunds of fees and charges will be made only upon official withdrawal from all classes through the Records Office. **A student who partially withdraws after the official drop/add period does not receive a refund.**

The refund schedule is established by the Policies of the Board of Regents of the University System of Georgia. The refund schedule is published in the Registration Bulletin.

Residence hall charges are refunded on a pro-rata basis, only by separate application to the Director of Housing and Residence Life. Refunds are subject to the rules and regulations regarding student responsibilities in the residence halls, as outlined in the *Student Handbook*.

Where applicable, any refunds made to financial aid and scholarship recipients will first be applied to the financial aid program.

Vehicle Parking

Students who are currently enrolled may purchase a parking permit each term at a cost of \$15. Permits valid for the academic year (fall, spring, and summer terms) are available at a cost of \$45. A limit of one vehicle per student is allowed on campus at any given time. To avoid traffic fines, parking permits must be purchased prior to the end of the first week of classes. For additional information and a copy of university parking regulations, contact the University Police Department.

Graduation Fee

Every student receiving a degree must pay a graduation fee of \$25. The final due date for payment of this fee is published in the registration bulletin.

International Student Health Insurance

Southern Polytechnic State University requires international students on F-1 and J-1 visas to have adequate medical insurance coverage for illness or accidental injury before permitting them to register for classes or continue enrollment at SPSU. By contacting SPSU's Office of International Programs, students may purchase a policy from the University or provide proof of alternate coverage of a comparable policy.

The University will automatically charge International Student Insurance on their registration bill unless prior waiver has been received in the Fiscal Affairs Office from the Office of International Programs.

Regents' Requirement for Georgia Residence Classification

A person's legal residence is his or her permanent dwelling place. It is the place where he or she is generally understood to reside with the intent of remaining there indefinitely and returning there when absent. There must be a concurrence of actual residence and of interest to acquire a legal residence.

Because the overwhelming proportion of financial support for the operation of the public institutions of higher education in Georgia comes from the citizens through the payment of taxes, the determination of whether a student is classified as a resident or a nonresident of the state is a significant matter. The fees paid by resident students cover only about one-fourth of the total cost of their education in the University System. Therefore, Georgia taxpayers are contributing three-fourths of the necessary funds to provide quality education for the citizens of the state.

Students are responsible for registering under the proper residency classification. Any student classified as a nonresident who believes that he or she is entitled to be reclassified as a legal resident may petition to the Records Office for a change of status.

To insure timely completion of required processing, prior to registration, a student/applicant requesting a change of residence classification for a specific term should file the "Petition for Georgia Residence Classification" and all supporting documentation no less than 20 working days prior to registration for that term. Final determination of Georgia residence classification prior to the final date for fee payment cannot be guaranteed for petitions received after the deadline date. If the petition is not filed by the deadline date, it must be filed no later than 2 weeks after the term begins in order for the student to be considered for reclassification for that term. If the petition is granted, reclassification will not be retroactive to prior terms.

Legal residents of Georgia as well as certain categories of nonresidents may be enrolled upon payment of resident fees in accordance with the following Regents' regulations:

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 twelve months immediately preceding the date of registration.
- (b) No emancipated minor or 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 twelve 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 twelve consecutive months on the payment of in-state tuition. After the expiration of the twelve month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate.
4. In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will not be permitted to register as an 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 nonresident students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
6. Waivers: An institution may waive out-of-state tuition for:
 - (a) nonresident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least twelve

consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration;

- (b) international students, selected by the institutional president or his authorized representative, provided, however, that the number of such waivers in effect at any time does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived; (Institutions are authorized to approve an additional one percent for special cases such as superior out-of-state students in selected programs and/or additional international students.)
- (c) full-time employees of the University System, their spouses, and their dependent children;
- (d) full-time teachers in the public schools of Georgia or in the programs of the State Board of Technical and Adult Education and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver;
- (e) career consular officers and their dependents who are citizens of the foreign nation which their consular office represents, and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States;
- (f) 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.

Financial Aid

Purpose and Philosophy

Southern Polytechnic State University subscribes to the principle that the primary purpose of a financial assistance program is to provide aid to students who without such assistance would be unable to attend or remain in school. The financial aid program is intended to assist students in meeting normal university expenses and to help as many students as possible. An applicant should realize, however, that the amount of financial aid which may be granted seldom meets all the student's educational expenses.

The primary responsibility for financing an education rests with the student and his or her family. The family of the applicant is expected to make a maximum effort to assist the student with college expenses. The student also has a responsibility to contribute to his or her college expenses through such sources as savings and summer earnings.

Eligible students receive financial aid from funds provided to the institution by the federal and state governments, community organizations, and local industries. In most cases, the aid package is a combination of a grant, scholarship, loan and/or employment.

The Student Financial Aid Office serves more than 3000 students each year. Over eight million dollars is awarded to these students to assist them in meeting educational costs and in furthering their education.

Steps to Apply for Financial Aid

To be considered for any need-based financial aid awarded by the Student Financial Aid Office, a student must be accepted for enrollment. However, new or transfer students should not wait to be admitted to the university before applying for financial aid.

Transfer, readmitted, and incoming graduate students must have financial aid transcripts sent to the Student Financial Aid Office from each college they previously attended.

All applicants for aid (new and returning students) must complete the Free Application for Federal Student Aid (FAFSA), which is available at the Student Financial Aid Office.

Although applications are processed until all federal funds are expended, students who apply by the March 15 deadline have a greater chance of receiving financial aid than those who apply late. Aid awarded to a student one year does not mean that he or she is eligible to receive aid in a subsequent year, unless the student continues to demonstrate need as defined by the U.S. Office of Education. An application, each year, is required to continue to receive financial aid.

Information and applications concerning financial aid may be obtained by writing to:

Director of Financial Aid
Southern Polytechnic State University
1100 South Marietta Parkway
Marietta, Georgia 30060-2896

or by calling the Office of Scholarships and Financial Aid from 8 a.m. to 6 p.m., Monday thru Thursday, and 8 a.m. to 4 p.m. Friday, at 770/528-7290 or 800/635-3204, or email at finaid@spsu.edu.

Types of Financial Aid

Campus Based Aid

Campus based aid includes the following programs:

The Federal Work Study Program (FWSP) provides part-time employment to students who show a financial need. The FWS positions are normally on campus; and, work schedules are arranged around the student's class schedule. The FAFSA should be submitted no later than March 15 prior to the academic year in which funds are desired.

The Federal Perkins Loan, formerly the National Direct Student Loan (NDSL) is a loan program which allows eligible students to borrow funds for educational expenditures. The amount a student may borrow depends on their financial need (as determined by the Office of Education). The funds are repaid at an annual interest rate of five percent upon graduation or withdrawal from school. The loan amount may not exceed \$4,000 per year of college and an aggregate of \$20,000 as an undergraduate student. Graduate students may borrow \$6,000 per year and a total of \$40,000, including undergraduate loans. The FAFSA should be filed no later than March 15 preceding the academic year in which funds are desired.

Teaching/Research Assistantships are available. Students should contact the individual departments to check on the availability and procedure for application for these positions.

State Aid

The William D. Ford Federal Direct Loan Program, of which the U.S. Department of Education is the lender, includes the Direct Stafford Loan (Subsidized and Unsubsidized) and the Direct Loan Programs for Parents (PLUS).

The Federal Direct Stafford Loan Program is unique in that it offers loan assistance to students who demonstrate financial need (*Subsidized*) as well as loan assistance to students with no demonstrated financial need (*Unsubsidized*). When a student qualifies for the *Direct Subsidized Stafford Loan*, the federal government pays the interest while (s)he is enrolled at least half-time. Students who qualify for the *Direct Unsubsidized Stafford Loan* are responsible for interest that accumulates while (s)he is enrolled.

Depending on financial need, the maximum that a student may borrow from the combined Subsidized and Unsubsidized Stafford Loan Program is:

Class	Dependent	Independent
Graduate	\$8,500	\$18,500

The total graduate or professional student amount is \$138,500, including undergraduate loans.

New borrowers who receive the first loan on or after July 1, 1994, may expect a variable interest rate capping at 8.25%. Students who currently have a 7%, 8%, 9%, or 8/10% Stafford Loan may expect the interest rate on additional Stafford student loans to be variable.

Applicants for a Direct Stafford student loan must submit a Free Application for Student Aid (FAFSA) approximately three months prior to the period they expect to use the loan funds.

The Federal Direct PLUS Loan Program enables parents with good credit histories to borrow funds for each child who is enrolled at least half-time and is a dependent student. The *yearly loan limit* is the student's cost of education minus any estimated financial aid (s)he is eligible to receive. The *interest rate*, for PLUS loans first disbursed on or after July 1, 1994, will be variable, but will not exceed nine (9%) percent. PLUS borrowers must begin repaying the loan within 60 days

after the last loan disbursement, unless the lender agrees to allow the borrower to defer the loan payment.

Applications for the PLUS loan programs are available in the Office of Scholarships and Financial Aid.

Institutional Loan Programs

Emergency Loan Funds

The Marietta Rotary Club, the Marietta Lions Club, the Marietta Civitan Club, the Kiwanis International Club, and other generous friends of the university have established funds of varying amounts which are used for emergency loans only. Loans may be granted to any enrolled student and will bear no interest. Except in very unusual circumstances, loans will not exceed \$50 and must be repaid within ten working days.

Short-Term Loans

Approved short-term loan applications are assigned to funds which have been established through generous contributions of friends and patrons of the university and will be considered for the following purposes:

- (a) tuition, fees, room rent, board, books, supplies;
- (b) plant trips;
- (c) emergency expenses.

A student's repayment record of previous loans of any type is given prime consideration. Late repayments seriously endanger the chances for a new loan. Students with overdue loans will not be permitted to register for the next term until the obligation is cleared.

Except in very unusual circumstances, loans will not exceed the cost of full-time, in-state tuition and must be repaid no later than ten days before the end of the academic term in which the loan was obtained. Applications are available from the Office of Scholarships and Financial Aid.

Outside Sources of Aid

The Georgia Engineering Foundation Scholarship/Loan Program provides financial assistance to undergraduate and graduate students who are enrolled in an engineering or engineering technology degree program. The scholarships are awarded competitively to worthy students, and the loans are awarded to students who have a financial need. Applicants must be U.S. Citizens and legal residents of the State of Georgia. The application deadline is September 1, and applications may be obtained from the Office of Scholarships and Financial Aid. Other supporting data (letters of recommendation, transcripts) must also be submitted by the September 1 deadline.

The Regents Opportunity Grant is awarded to graduate students attending a University or College within the University System. This program is designed to attract the most talented students from targeted groups, such as minorities and females, to programs within the university system. Recipients must maintain good academic standing and full-time graduate enrollment. Grant awards are a maximum of \$5,000 per academic year. Interested applicants should complete the Free Application for Federal Student Aid and contact the Dean of their respective graduate school.

Maintaining Eligibility for Financial Aid

As of October 6, 1983, federal regulations required the college to establish policies to measure whether students applying for financial aid are in good academic standing and making satisfactory academic progress toward completion of their degree programs.

A more detailed description of the policy is available in the Office of Scholarships and Financial Aid.

Payment for Noncredit Courses

For a student to receive financial aid funds for remedial work, the coursework must be necessary for the student to pursue the eligible post secondary program. Students **may not** receive financial aid funds to pay for courses which they audit.

Student Affairs

An important goal of the student affairs program is student participation and student leadership development. Responsible student participation contributes to the positive environment of the campus and facilitates the accomplishment of the stated purposes of Southern Polytechnic State University. The student affairs areas at Southern Polytechnic State University include student housing, student activities, the student center, student health services, recreational sports and athletics, student counseling, minority student affairs, placement, career services, and cooperative education. The Dean of Students, assisted by a professional staff, is responsible for providing these services and activities for students.

Emergency Locator Service

Emergency assistance in locating a student is provided by the Office of the Dean of Students (770-528-7225) during normal school hours, from 8:00 a.m. until 5:00 p.m., Monday through Friday. The University Police Department will provide emergency assistance in locating students on weekends and after 5:00 p.m. on weekdays (770-528-7348).

Student Housing

Southern Polytechnic State University has two air-conditioned residence halls that provide space for approximately 436 students - 60 women and 376 men. All rooms are occupied by two students. Single room contracts are not usually available unless medically-required, and then only as space permits.

In addition to providing a convenient and economical "home" on the campus, the residence halls also meet the student's physical needs of shelter, comfort and attractive surroundings. Living in the residence halls contributes to the educational development of each student through exposure to other students of varied backgrounds, experiences, and personal philosophies. Harmonious living, broadened horizons, and increased human understanding are all desired results of the residence experience.

The Residence Life program is supervised by the Director of Residence Life who is assisted by professional staff and paraprofessional student staff. The primary function of the residence staff is to create and maintain a desirable environment for all residents.

Application

All new students who have applied for admission to Southern Polytechnic State University and who have requested information about on campus housing will be sent a Residence Hall application. As space in the residence hall is limited, it is important to make requests for on-campus housing early. The completion and return of the Residence Hall application with a \$75 deposit, sent to the Business Office, indicates a request for housing. **It does not guarantee housing.** When the completed form and deposit have been received, a notification of housing status will be sent by Residence Life.

All new student assignments are made from a "waiting list." The waiting list is comprised of the Residence Hall applications once they have been received and dated by the Business Office and forwarded to Residence Life. The latest dated form is placed at the bottom of the waiting list, thereby ensuring that the student with the oldest request for housing is assigned the next available space in the halls.

New Student Assignments

When housing space is available to those on the waiting list, the Residence Life Office will send a residence hall contract for completion. This contract must be returned by the date specified at the top of the contract to ensure a reservation of space.

The Director of Residence Life is responsible for all room assignments. Preferences for a specific residence hall will be honored whenever possible. Mutual roommate requests should be so marked on the application forms of both students. Consideration of a roommate request will be given providing the request is mutual and space is available.

Deposit Refund

Students may request a refund of their security deposit up to the time a contract has been offered for the academic term for which they are requesting housing. Deposits are refunded once a contract is fulfilled and if on-campus housing is no longer desired. The deposit is forfeited if the contract is broken.

Student Health Services

Limited out-patient services for minor illnesses are provided by the school nurse who is on duty Monday through Friday in the clinic located in the Recreation and Wellness Center. If the nurse cannot provide sufficient medical treatment, she may refer the student to a medical facility located near the campus. Due to the limits on the health services provided by Southern Polytechnic State University, each student is encouraged to have adequate sickness and accident insurance through either a personal or family insurance policy. International students are required to have private health insurance protection. Southern Polytechnic State University is not responsible for any medical expenses incurred by international students beyond those which are covered for any student paying the Student Health Fee.

Student Counseling Services

The Counseling Services Office, located in the Student Center, offers a variety of services to students, including help with personal/emotional, career, and academic concerns, as well as disability services.

Personal concerns such as anxiety, depression, relationship problems, low self-esteem, low self-confidence, and communication issues can make it very difficult for students to gain the most from the university environment and from their classes. Professional counselors provide individual sessions for students seeking confidential assistance with these and other personal and emotional issues.

Part of the career development process involves increasing our self-understanding in such areas as our values, life goals, interests, and skills. The Counseling Services Office helps students increase their self-understanding and learn how to match their personal characteristics with the work environments that a university education makes possible for them.

Many students find university work more difficult than they expected and find that it strains their abilities. The Counseling Services Office assists students with academic skills in the following areas: stress management, overcoming test anxiety, test-taking strategies, academic motivation, and enhancing memory by understanding learning style.

The Counseling Services Office makes available to students a variety of tests that are adjunctive to counseling services. With the student's consent, these instruments are used by counselors when they feel that the data provided will facilitate the student's use of the service.

Counselors provide outreach programs on many topics, including stress management, assertiveness training, dealing with the blues, relationship building, and special student concerns.

All counseling services are free of charge, confidential, and are available on an appointment or a walk-in basis.

Disability Services

The Disability Services Coordinator, who is a counselor in the Counseling Services Office, coordinates academic support services for students who have a permanent or temporary disability. Individuals eligible for services include but are not limited to those with mobility, hearing, learning, visual, speech, or specific neurological disabilities. Services are available free of charge on a self-referral basis.

Student Responsibility

A student at Southern Polytechnic State University who has a disabling condition and needs academic accommodations has a responsibility to voluntarily identify him/herself as having a disability by scheduling an appointment with the Disability Services Coordinator as soon as possible.

Specific Learning Disability

The Counseling Services Office is also responsible for providing special assistance for students diagnosed as having specific learning disabilities. To become eligible for special services at Southern Polytechnic State University, a student must verify the specific learning disability by having a psychological evaluation on file in the Counseling Services Office. This evaluation must:

- be conducted by a qualified psychological examiner;
- be recent (within three years);
- include, at minimum, a full-scale intelligence test, a standardized individual achievement test, and psychoeducational tests relevant to the problem area;
- be approved by the Counseling staff and/or the Regents Center for Learning Disorders; and,
- bear evidence that the student is not achieving commensurate with his/her age and ability level in one or more of the areas listed below:
 - Oral expression
 - Listening comprehension
 - Written expression
 - Basic reading skill
 - Reading comprehension
 - Mathematics calculation
 - Mathematics reasoning

The individual student will be responsible for all related examination fees. A student who suspects a learning disability, but who does not have proper documentation, is **strongly** advised to contact the Counseling Services Office for appropriate referrals.

Special services and considerations are available, under the Americans with Disabilities Act (ADA) and through the Counseling Services Office, to any learning disabled student at Southern Polytechnic State University. All such services are implemented on an individual basis. Resource programs and aids also include the Learning Resources Center, the central Computer Labs, the math help sessions, and the general faculty.

Campus Accessibility/Accommodations

Southern Polytechnic State University makes its programs and activities accessible to disabled students. However, many Southern Polytechnic State University buildings are not barrier-free; it may be necessary to relocate classes and other activities. Any student with mobility limitations wishing to participate in a program in an inaccessible building should contact the Counseling Services Office or the person responsible for the activity to request that appropriate arrangements be made.

Affirmative Action

The Rehabilitation Act of 1973, Section 504, provides that "no otherwise qualified handicapped individual in the United States, as defined in Section 7(6), shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 gives civil rights protection to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities. Southern Polytechnic State University strives for compliance with ADA.

Campus Life Housing

Accessible on-campus housing is available for students with disabilities. Contact the Director of Housing as early as possible to discuss the nature of the disability and the type of accommodation needed.

Medical

The school nurse is on duty daily in the clinic in the Recreation and Wellness Center. Students with a physical disability are urged to introduce themselves to the nurse at the beginning of their first term at Southern Polytechnic State University.

Campus Tours

Campus tours for mobility-limited, visual-, and hearing-impaired students are offered on an individualized basis, as needed. Contact the Secretary to the Vice President for Enrollment Management to schedule.

Parking

Special parking permits are issued through the University Police Office. Documentation of the disability is needed to qualify for a permit. Parking places for the disabled are available throughout the campus.

Student Center

The upper level of the Student Center is accessible to mobility-limited students. An elevator connects the upper level with the lower level, which houses the cafeteria, bookstore, lockers, and post office.

Registration

On a case by case basis, students with a disability may advance-register on a first-priority basis with the assistance of the Disability Services Coordinator. Early registration enables students with a disability to schedule their classes with consideration for items such as class location or transit time between buildings.

Library

The librarians will work individually with mobility-limited and sensory-limited students to make the services of the library available. Students with a disability wishing to use the library should contact the Reference librarian. Services needed by visual- or hearing-impaired students may be requested from the Library Director.

Career Services

Placement

The Southern Polytechnic State University Career Services Office provides placement assistance for graduates and students seeking full-time or part-time employment. The Career Services Office provides assistance to students in preparing for the job search and obtaining employment suited to their career goals and aspirations, but can never guarantee employment for any student or graduate. Services offered by the Career Services Office include assisting in resume preparation, resume referral and campus interviews. In addition, the Career Services Office maintains employer and occupational information as well as a part-time and temporary job opportunities listings.

Some of the employers who recruit at Southern Polytechnic State University are Scientific-Atlanta, Bell South, Hewlett Packard, Georgia Department of Transportation, Lockheed Martin, Milliken and Company, Shaw Industries, Johnson Controls, Southwire Company, Lockwood-Greene, Springs Industries, and TDK.

Students are encouraged to make use of the Career Services Office as early as possible during their stay at Southern Polytechnic State University. Degree candidates should begin the job placement process **two semesters prior to their graduation.**

Students interested in part-time or temporary employment should survey the jobs listed on the Career Services web page. Some of the jobs require technical expertise; however, many require no experience. Most students seeking part-time employment are able to find suitable work in the metro area.

Alumni placement is also offered through the Career Services Office. Employment opportunities are posted through the Career Services web page.

Cooperative Education

Southern Polytechnic State University offers its graduate students the opportunity to gain valuable work experience related to their academic majors through a university-work sponsored graduate cooperative education program. The graduate co-op plan is provided on an optional alternating-semester basis in most degree programs. Graduate co-op is founded on the principle that learning takes place through practical experience as well as through academic achievement. In addition, the graduate co-op programs help students in their career decision making process and provide substantial support for education expenses.

Graduate co-op students must have and maintain a 3.00 scholastic average, have completed a minimum of 9 hours in their graduate program at Southern Polytechnic and must be able to complete at least two co-op work periods. The university Career Services Office will refer students to employers after they have been accepted as a graduate co-op applicant, however, acceptance as a graduate co-op applicant does not guarantee a student's employment in a co-op position. Although Career Services refers graduate co-op applicants, graduate co-op students are ultimately responsible for developing their own work positions, which must be approved by the student's academic department as well as Career Services. Students cannot register for Graduate Placement Services and as a Cooperative Education applicant simultaneously.

Graduate co-op salaries are determined by the employer and normally increase with job responsibilities. Board and lodging during work terms are the responsibility of the student, but in most cases employers can provide assistance in locating suitable accommodations. Students with metro-Atlanta assignments may live in Southern Polytechnic State University residence halls. In addition, students with local graduate co-op work assignments are eligible to participate in all extracurricular, intramural, and health service activities on campus with the payment of the regular student athletic, activity, and health fees. Although no credit is awarded, graduate co-op students are viewed by the university as active, continuing full-time students during their periods of approved work experience for insurance and financial aid purposes.

The Student Center

Southern Polytechnic State University's Student Center includes food service and dining areas, a 500 seat theater for films, concerts, lectures, and entertainment productions, and bookstore and post office operations. Also provided are offices for the Department of Student Activities, Student Support Services, computers offering internet and e-mail access, a large recreation room, and additional meeting rooms, lounges, and TV/video viewing areas.

The student center is the focal point for the majority of entertainment activities provided by the Campus Activities Board including concerts, dances, and videos. Also, the student government, newspaper, radio station, and fraternity/sorority offices are located here. The Student Center is where the Southern Polytechnic State University community comes together to eat, meet, relax, and be entertained.

Recreational Sports

The Department of Recreational Sports maintains a comprehensive program of activities that appeal to the leisure time interests and needs of the campus community.

Activities available through the intramural sports program include competitive team sports leagues such as flag football, volleyball, basketball, and softball. There are also individual competitive tournaments such as billiards, golf, tennis and a free-throw contest. In addition to the intramural sports program, the department offers a club sport program, a wellness program, special events, and an outdoor recreation program. The outdoor recreation program sponsors various adventure trips throughout the year and a camping equipment rental program.

Recreational Facilities

The Recreation and Wellness Center, opened in the Summer of 1996, offers many recreational opportunities to the student. A state of the art weight room that includes free weights, selectorize, and cardiovascular equipment highlights the facility. To go along with the weight room, the facility boasts a large multipurpose gym that holds 2 basketball courts, 2 volleyball courts, 4 badminton courts, and a perimeter jogging/walking area. The Recreation and Wellness Center also has 2 racquetball courts, locker room/shower, and a pool complete with an outdoor sunbathing area. The pool can be used for recreation, lap, and competitive swimming. The Department of Recreational Sports and Campus Health Services are housed in the Recreation and Wellness Center.

The Southern Polytechnic Outdoor Recreation Complex provides 3 softball fields and one large multipurpose field for student use. The intramural sports program makes use of these fields throughout the year with their flag football, soccer, and softball leagues. Also included in the complex are 9 tennis courts and a half-mile jogging trail. The Southern Polytechnic Tennis Team uses the tennis courts for matches and practice.

Athletic Facilities

The Athletic Gymnasium is home to the Southern Polytechnic Runnin' Hornets Basketball Team. The Athletic Department offices are located in the Athletic Gymnasium.

The Walter Kelly, Jr. Field is home to the Southern Polytechnic Baseball Team.

General Information

Continuing Education

The Office of Continuing Education, a unit of the Extended University, is responsible for all non-credit instruction sponsored by the university. The primary mission of Continuing Education is to sponsor professional development programs which extend and complement the university's curriculum. Professional development seminars and workshops encompass each of the disciplines represented on campus, while additional programs and workshops are custom designed for business, industry, and government. In addition, Continuing Education also offers an extensive schedule of computer training programs to the general public.

Cross Registration

Southern Polytechnic State University as a member of the Atlanta Regional Consortium for Higher Education (ARCHE) participates in the cross registration program among ARCHE member institutions. The purpose of cross registration is to provide opportunities for enriched educational programs by permitting students at any ARCHE institution to take courses at any other member institution. Cross registration may be pursued only for courses for which the student has met the prerequisites and not offered at the home institution for the given term. Applications and additional information about cross registration can be obtained from the Records Office.

Computer Resources

The University's computing infrastructure includes enterprise-scale servers, networked business-class work stations, open access labs, and discipline-specific (departmental) labs, as well as the campus network that connects all these parts together and to the rest of the world via PeachNet and the Internet.

There is an open access lab in Building H, room 244, which houses PC's running Windows, Unix terminals, and laser printers, including e-mail and internet access. For more information on general resources available to SPSU students, visit: <http://www2.spsu.edu/itus/students.htm>. Students will also find other computer labs on campus that are provided for students enrolled in specific academic programs or courses.

Every student may open a university e-mail account supported by a campus server. To activate an e-mail account, a student must meet these requirements: be currently enrolled at Southern Polytechnic State University as an active student; complete registration for classes for the current term; have a picture ID (SPSU student ID preferred). New accounts may be requested in H-244 after tuition and fees have been paid for the first term of enrollment.

Center for Instructional Technology

The Center for Instructional Technology, a unit of the Extended University, is located in the Library annex and features a state-of-the-art multimedia authoring lab and technology rich smart classrooms. The authoring lab is scheduled for open student access.

The Library

The Lawrence V. Johnson Library collection consists of some 110,000 cataloged volumes. Also cataloged are more than 1,500 periodical and serial titles. Other formats include various microforms, U.S. Geological Survey maps for the State of Georgia, CD ROM's, and a circulating reserve collection of texts and tests.

The automated library union catalog, GALILEO Interconnected Libraries (GIL), lists materials held by libraries throughout the State of Georgia. Materials from these and other libraries nationwide may be obtained through the Interlibrary Loan service in Reference.

The Library also provides another services, GALILEO, an initiative funded by the University System, to allow access to online databases, including full text and full-image files. Through GALILEO, faculty and students have access to more than 100 indexing and abstracting services, and the Internet. Housed in the library is the Electronic Gallery, a collection of videotapes, videodiscs, and CD Rom's for teaching art appreciation.

The 60,000 square foot building complements the campus with its unusual shape and floor plan which accommodates seating for 400 persons. Following the topography, a series of step-down trays separate stack areas and convenient ramps provide ease of access to the library's resources for the disabled. A spacious second floor features large and small group study rooms, ample study carrels, open stacks, and reading areas. Centered under a two-story skylight, a glass walled gallery accommodates flexible exhibits as well as serving as the reception hall for the campus. Additional information about services offered at the Johnson Library may be accessed at <http://www.spsu.edu/library/library.html>.

The Library owns an art collection containing representative works of 19th and 20th Century American artists and the Alan and Louise Sellars Collection of Antique Tools. A collection of 19th Century architectural artifacts has been incorporated into the building, which also features a bell tower rising sixty feet above the Library, with a set of Swiss-made custom-cast bells.

Distance Learning Program

Southern Polytechnic State University offers selected classes to students at distant sites via the state's two-way interactive compressed video system or via the Internet.

Southern Polytechnic State University is committed to providing appropriate student development services to all enrolled students including those who may be participating in distance learning programs. Typically, access to these services is consistent with the unique nature of distance learning. Phone, fax, e-mail, and the Internet are the primary modes for service delivery. Initially, every enrolled student receives a printed copy of the University's Student handbook (an electronic Student handbook is also available on the University's web site), and this handbook outlines the various services available. Phone numbers, fax numbers, and e-mail addresses are also available to participating students. University service personnel are responsive to requests for assistance they receive through these various media, and they are open to explore alternative ways of providing help.

Advising and mentoring activities are the primary responsibility of the faculty participating in distance learning programs. Other assistance is provided by personnel in each of the functional areas which include counseling services, career services, disability services, and financial aid. Several campus-based activities are funded by separate mandatory fees which are not charged to students participating in distance learning programs. These activities include social and cultural events, student organizations, recreational sports, health and wellness programs,

housing/resident life and intercollegiate athletics. The activities are appropriately not available at off-campus locations.

The Bookstore

The Southern Polytechnic State University bookstore is located on the lower level of the Student Center. Textbooks, used books, software, reference books, school supplies, engineering supplies, calculators, clothes, greeting cards, health and beauty aids, and many other items are available there. The bookstore is open from 8:30 a.m. to 6:00 p.m. Monday and Thursday, 8:30 a.m. to 7:00 p.m. on Tuesday and Wednesday, and 8:30 a.m. to 4:00 p.m. on Friday.

On the last day of registration and the first week of classes, the bookstore is open for extended hours.

The Post Office

The Southern Polytechnic State University Post Office is located next to the Bookstore and is open 9:00 a.m. to 5:00 p.m. Monday through Friday. Post Office boxes are available for rental by the term.

University Relations

Southern Polytechnic State University's efforts to solicit support from business, industry, graduates, and community leaders are organized and coordinated through the University Relations Office.

Southern Polytechnic State University Alumni Association, Inc.

The alumni association is a nonprofit organization dedicated to organizing graduates and former students in order to promote the interest and welfare of Southern Polytechnic State University. The association publishes Southern Polytechnic Today, provides alumni services, conducts the Call-A-Thon, organizes special alumni events, and serves as the focal point to develop alumni contributions of time and money to assist Southern Polytechnic State University.

Southern Polytechnic Athletic Association, Inc.

The association is active in promoting Southern Polytechnic State University intercollegiate activities through fund raising, advertising efforts, and special events. As a nonprofit organization, the corporation's membership is open to all individuals who donate to the annual fund campaign for the benefit of Southern Polytechnic State University.

Southern Polytechnic State University Foundation, Inc.

In September of 1976, the Board of Directors of the alumni association established the Foundation, whereby funds, property, and other types of financial assistance — primarily from business, industry, corporations, other foundations, and individuals — could be channeled to Southern Polytechnic State University for support and development of educational, cultural, social, civic, and professional endeavors.

The purposes of the Foundation are to provide academic and institutional support, provide scholarships, endowments, research grants, and in various ways to promote the cause of higher education at Southern Polytechnic State University.

The officers and board of trustees, who are empowered to administer donations to the foundation, are distinguished business and civic leaders from the community and the state at large.

Public Relations

The Public Relations Office is responsible for internal and external communications such as publicity, media relations, alumni and campus publications, audio visual and promotional materials, and special events. Activities are geared to enhancing awareness and support of the university among many audiences, including the public, students and families, alumni, community leaders, and business and industry. Public Relations also serves the institution — its faculty, staff, and students — in planning and implementing programs and in disseminating information about activities and accomplishments of faculty, staff, and students.

International Programs and Services

The Office of International Programs and Services provides programs, services, and information to the University's international student body and faculty. The Office conducts international student orientations for foreign nationals. The Director serves as the liaison with immigration services and provides advisement on immigration matters, insurance, employment, practical training, travel regulations, and community involvement. Advisement is provided to the International Student Association.

The Office serves in an advisory capacity for the promotion and development of international exchange and education abroad programs for students, faculty, and administrators.

Veterans Programs

The veteran or reservist planning to further his or her education using veterans benefits at Southern Polytechnic State University should apply for admission as any other student. Then, prior to enrollment (preferably at least one month before entering the university) he or she should complete the Veterans Application for Program of Education or Training (VA Form 22-1990) and submit the form to the Southern Polytechnic State University Office of Veteran Affairs. At the same time, the prospective student may be required to furnish copies of one or more of the following: proof of discharge (DD Form 214) or NOBE (DD Form 2384), marriage license, dependent children's birth certificates, or other documents needed to define an individual's eligibility.

Eligibility for Veterans Administration benefits has no direct relationship to the institution. The payment of VA funds are directly between the student and the Veterans Administration. The institution serves only as a source of certification and information to the Veterans Administration.

Southern Polytechnic State University has established the Office of Veteran Affairs to serve veterans and dependents of deceased or disabled veterans by certification, information, and referral. It is the responsibility of the veteran to keep the Veteran Affairs Office informed of their enrollment status any time it changes.

Georgia Youth Science and Technology Center

The goal of GYSTC is to promote interest and enthusiasm in the science and technology disciplines, particularly among elementary and middle school students and teachers in Georgia. The center encourages and supports students to prepare for advanced education and careers in science and technology. GYSTC is headquartered on the campus of Southern Polytechnic State University and through its state board of directors receives guidance from the University System of Georgia, the Georgia Department of Education, the Georgia Department of Adult and Technical Education, and representatives from private industry and government.

The center is charged with providing support services to regional GYSTC laboratories established across the state, which provide hands-on exhibits, demonstrations, science and technology camps and courses for students and teachers. Over 470,000 students, 100,000 teachers and 50,600 parents, school administrators and others have benefited from GYSTC programs, since its inception in 1989.

GYSTC operates the only NASA Educator Resource Center in the state. Multimedia materials in science, math, and technology are made available to all educators free of charge and cover a wide area of disciplines from pre-K through post-secondary. The NASA-ERC disseminates these resources to the educational community through the Resource Center on the Southern Polytechnic State University campus as well as the regional GYST Centers.

Center for Quality Excellence

The Center for Quality Excellence (CQE) helps local and regional businesses become more successful competitors in the global marketplace. The CQE assists organizations (private and public) with implementing Total Quality Management concepts and methodologies, Continuous Improvement Tools, Team Building strategies, Customer Focus systems, and Quality Standards such as ISO 9000, QS 9000, and Malcolm Baldrige criteria.

The CQE is a full-service information, training, and development resource center offering public seminars, customized, on-site training programs, and consulting services. Members of the CQE have access to unique resources and special discounts on workshops. Call (770) 528-7417 for additional information or check the CQE website at <http://cqe.spsu.edu>.

Academic Regulations

Attendance Regulations

There are no formal institutional regulations regarding class attendance. The resources of the school are provided for the intellectual growth and development of the students who attend. The fact that classes and laboratory periods are scheduled is evidence that attendance is important and students should maintain regular attendance if they are to attain maximum success in the pursuit of their studies.

The degree of class attendance required may vary with the course or the instructor. Each classroom/laboratory instructor will set his or her attendance policy. Within the first calendar week or the first laboratory meeting of the term, the instructor will inform the students, in writing, of the attendance policy for that class. It is the prerogative of the instructor to determine grade penalties for absences. The instructor may reduce the course grade of any student who fails to meet the attendance requirements as set forth in the instructor's attendance policy. Students should understand they are responsible for all course material covered and that they are responsible for the academic consequences of their absences.

Students who are absent because of participation in approved college activities such as field trips, athletic events, etc., will be permitted to make up the work missed during their absences. Approval of such absences will be granted by the instructor only if advance notice in writing is given to the instructor.

Should the instructor be late in meeting a class or a laboratory period, students will wait a minimum of fifteen minutes. If during the fifteen minutes waiting period no notification to remain is given, students may leave without penalty.

Auditing Classes

Students can audit courses. Such courses count at full value in determining the number of credit hours for which the student is enrolled. No academic credit is granted for courses scheduled on an audit basis, and students are not permitted to change to or from an auditing status except through the regular procedure for schedule changes. The grade for auditing is "V" (visited) and this grade should at no time be changed to a "W" on the basis of the auditor's attendance in the course. The grade of "V" will have no effect upon the student's scholastic average and students will not be permitted to receive credit at any future date for their participation in a course as an auditor.

Maximum Credit Hour Schedule

Graduate students may register for up to 12 credit hours in any particular term. Students who desire to schedule additional hours (to a maximum of 16) must secure permission from their major department head.

Withdrawal From Classes

Students desiring to withdraw from one or more classes before the end of the midpoint of the term must secure a Request to Withdraw form from the Records Office. After completing the form, and returning the completed form to the Records Office, the student will be given a grade of "W" in the course(s). In cases where the student is no longer on campus, a written request from the student received by the Records Office on or before the prescribed date for official withdrawal will be honored.

Students who withdraw after the midpoint of the term are not eligible for a grade of "W" except in cases of hardship as approved by the faculty. Normally, students withdrawing after the withdrawal deadline date receive a grade of "WF" for the course(s).

A request for a grade of "W" past the deadline date is properly made on a Petition to the Faculty form available at the Records Office. The petitions must be completed, signed by the student's instructors, instructors' department head(s), and major department head, and bear sufficient documentation to support the hardship. The petition is reviewed by the Undergraduate Student Status Committee and students are advised in writing by the Records Office as to the action taken on the petition. Students should not assume that petitions requesting a grade of "W" will be approved until notification of the committee action has been received.

Incomplete petitions and/or failure to follow the prescribed procedures may result in the student not being approved for a grade of "W". The date that the completed withdrawal form or Petition to the Faculty (if later approved) is received by the Records Office is the official date of withdrawal.

No student will be allowed to withdraw from a course after the final class day of the term.

Students withdrawing from all classes during the refund period are entitled to a refund of a portion of the fees paid for the course(s). Students should check the Registration Bulletin to determine the date and amounts of refunds (if any) available. **No refund will be given to a student who partially withdraws from the university.**

Progress Reports

Instructors will provide academic feedback as the course progresses. Each course will have a portion of the cumulative class grade reported to the student prior to the midpoint of the total grading period. Prior to the midpoint of the total grading period, all assigned and "turned in" graded class assignments and examinations will be graded and available to the student. Instructors will make every effort to be available during their office hours for discussion of the student's progress in the course prior to the midpoint of the total grading period.

Final Examinations

The faculty of a department will determine which courses in their department will include a final exam. In addition to course objectives and standards for evaluating students, the final-exam requirements will be distributed to students for each course.

Disruptive Behavior and Academic Dishonesty

A faculty member reserves the right to remove any student from his or her course if the student's behavior is of a disruptive nature or if there is evidence of academic dishonesty. In instances of disruptive behavior and/or academic dishonesty, the faculty member will discuss the circumstances with the student(s) before taking final action. In the event the student cannot be reached, he/she will be given the grade of "Incomplete" until such time as he/she can be reached. The student shall have the right of appeal of the faculty member's decision first to the faculty member's department head and then to the appropriate school dean, and, if necessary, to the Vice President for Academic Affairs. Removal of a student from a course under this provision will result in the faculty member's issuing a grade of "F". A grade of "F" issued under these circumstances shall not be super-

seded by a voluntary withdrawal and will be included in the student's cumulative grade point average calculated for graduation purposes.

Grading System

The following are used to specify the level of performance in academic courses and are computed into the semester and cumulative grade point averages.

- A Excellent
- B Good
- C Satisfactory
- D Passing
- F Failure

This grade ("F") is assigned for a student whose scholastic performance is unsatisfactory. If the course is a required course or if the student desires credit for the course, the course must be repeated at Southern Polytechnic State University with a passing grade before credit can be allowed.

For subjects including both class and laboratory work, both portions are considered essential and the grades on each will be combined at the end of the term and reported as one. Failure in either class or lab may result in failure of the entire course.

A grade of "F" is assigned also if a student is removed from class under the provisions of the section on Academic Dishonesty.

WF Withdrawal After Deadline

Withdrawn officially after the midpoint of the term. A grade of "WF" in a course is counted in the student's scholastic average as a failing grade.

The following symbols are approved for use in the cases indicated, but are not included in the calculation of the semester or cumulative grade point averages.

I Incomplete

This symbol indicates that a student was doing satisfactory work but, for nonacademic reasons beyond his or her control, was unable to meet the full requirements of the course. An incomplete must be removed during the next term in which the student is in residence. Otherwise, the Records Office shall convert the "I" into an "F". If at the end of the third term of non-attendance following the term the "I" has not been removed then the course must be repeated if a required course. The "I" grade remains on the student's record, but is not reflected in the student's scholastic average.

IP In Progress

This symbol indicates that credit has not been given in courses that require a continuation of work beyond the term for which the student signed up for the course. The use of this symbol is approved for thesis and project courses. This symbol cannot be substituted for an "I" (incomplete).

V Audit

Assigned when a course has been audited. No credit is given. This grade may not be used at any future date as a basis for receiving course credit.

W Withdrawal

Withdrawn officially before the midpoint of the term. Courses carrying the "W" grade will not be counted in the student's scholastic average.

S Satisfactory

This symbol indicates that credit has been given for completion of degree requirements other than academic course work. This symbol may be used for graduate courses such as thesis and internship.

U Unsatisfactory

This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. This symbol may be used for graduate courses such as thesis and internship.

Cumulative Grade Point Average

The cumulative grade point average generally determines the student's scholastic standing. The cumulative grade point average is computed by dividing the total quality points earned by the total number of credit hours for which the student has received a final grade of "A", "B", "C", "D", "F", or "WF". Only courses scheduled at Southern Polytechnic State University are considered in the cumulative grade point average. Credits earned at other institutions, credit by examination, credits for which quality points are not assigned, and courses otherwise excluded by institutional policy are not considered when calculating the cumulative grade point average for graduation purposes.

Quality Points are assigned as follows:

For each credit hour with a grade of

- A four points
- B three points
- C two points
- D one point
- F zero points
- WF zero points

Grade Changes

Grades which have been assigned to a student by an instructor may be changed no later than the end of the third consecutive term following the term in which the grade was awarded. Grade changes must be initiated by the instructor. Grades included in this provision are "A", "B", "C", "D", "IP", "S", "U", and "F".

Classification of Students**Credit Hour**

One credit hour corresponds to one hour per week of classroom work for a semester or to three clock hours or its equivalent of laboratory work per week for a semester.

Full-time Students

Graduate students enrolled for 9 or more credit hours are considered as full-time students.

Continuous Enrollment

To remain continuously enrolled, a student must not have an absence of two or more consecutive terms of matriculation at Southern Polytechnic State University.

Academic Standing

It is required that each graduate student maintain a cumulative grade point average of 3.00 in order to graduate.

A student whose cumulative grade point average falls below 3.00 will be placed on "academic probation."

A student whose cumulative grade point average remains below 3.00 for two or more consecutive terms of enrollment, but whose semester average is 3.00 or higher, may continue enrollment on probation.

A student whose semester grade point average is below 3.00 and whose cumulative grade point average remains below 3.00 for at least two consecutive terms of enrollment shall be academically dismissed for unsatisfactory scholarship.

Graduation Requirements

Catalog for Graduation Evaluation

A student may select to be evaluated for graduation from any catalog in effect during the time of enrollment provided the enrollment has been continuous.

Students readmitted will be evaluated for graduation from the catalog in effect at the time of readmission or any catalog in effect during subsequent periods of continuous enrollment.

Each student is responsible for determining the appropriate catalog to be used for academic advisement and for evaluation of graduation requirements. Catalog selection applies only to the course requirements of that catalog. All other academic procedures and graduation requirements must be satisfied according to regulations in effect at the time of graduation. Students desiring further information on the selection of an appropriate catalog may contact their major department head or the Records Office.

General Requirements

A student is eligible for graduation when he or she (1) has satisfactorily completed the required number of hours specified by the curriculum of the program of study in which he or she is specializing, (2) has achieved the necessary scholastic average, (3) has paid all required fees, fines, and other financial obligations owed the college, (4) has filed with the Records Office the official "Petition of Admission to Candidacy for a Degree", and (5) graduate students are required to complete their program of study within seven years of matriculation into the program.

Graduation Petitions

A student must submit a formal petition for "Admission to Candidacy for a Degree" to the Records Office no later than the end of the fourth week of the term preceding the expected final term in residence. (This is interpreted to mean the previous term in residence, preceding the final term in residence. All fall-semester petitions for students not in school summer should be made in the spring semester of that year; and, all co-op students should petition the term before the work term. Students are encouraged to petition early if they feel they have reached eligibility to petition).

To be a candidate for a master's degree, a student must have passed all courses required for the degree, have a cumulative scholastic average of at least 3.00 and have merited the recommendation for the degree by the faculty and the President of Southern Polytechnic State University.

Transcript Request

Students desiring transcripts must direct their request in writing to the Records Office. There is no fee for transcripts. All transcripts will include the entire academic record, and no partial or incomplete record will be issued as a transcript. Though transcripts are normally issued promptly, requests should be made several days before the document is required, particularly at the beginning or end of a term. A transcript will not be issued when the record shows financial indebtedness to the institution.

Transient Authorization

Southern Polytechnic State University students planning to attend another institution for one semester and then return to Southern Polytechnic State University should complete a transient letter authorization form available in the Records Office. Students may not attend Southern Polytechnic State University and another institution concurrently for transfer purposes without prior authorization from the Records Office.

Exceptions to Academic Regulations

Exceptions to the Academic Regulations of Southern Polytechnic State University may be made by the faculty whenever a consideration of the student's complete record indicates that the application of a specific regulation will result in injustice.

Appeals Procedure

Students requesting exceptions and/or appeals to academic policies and procedures should adhere to the following guidelines:

1. Matters not requiring Petitions to the Faculty include academic advisement, scheduling, etc., where only clarifications are required; students should discuss such matters first with the instructor, academic advisor, and/or department head who may refer them to someone else.
2. Matters requiring Petitions to the Faculty include requests for exceptions to policies published in the catalog or operating procedures; examples include requests for reinstatement, ten-year credit, receiving a grade of "W" past the last withdrawal date, etc. Students should complete a Petition to the Faculty form when they feel the academic policies and procedures have not been applied fairly or appropriately to them.
3. When it is determined that a Petition to the Faculty is in order, the student should complete the form and secure the proper signatures as required by the department head and/or appropriate faculty.
4. If the petition is approved, the matter should be resolved. If the petition is refused, and the student feels that he or she has grounds for appeal, the following steps are followed:
 - (a) The student should discuss the petition with the Director of Records to determine the basis for refusal and to be informed of the appeals procedures and additional information that may be desirable and/or required.
 - (b) Upon written request for appeal to the Records Office, all related information is forwarded to the Vice President for Academic Affairs for review. The Vice President may approve or refuse the appeal.
 - (c) If the Vice President refuses the appeal, upon written request to the Vice President, the student may appeal to the President.

- (d) The President may approve or refuse the appeal. If the President refuses the appeal, upon written request to the President, the student may appeal to the Board of Regents.
5. To appeal a grade, a student must present clear evidence that a grade was assigned by some criteria other than an evaluation of academic performance. Check with the Records Office for the procedure to follow.

Student Records

In accordance with the policy of the Board of Regents of the State of Georgia and under the provisions of the Family Education Rights and Privacy Act of 1974, Southern Polytechnic State University maintains various educational records for each matriculating student. These records are considered confidential and will not be released for use outside the institution without the written consent of the student. Exceptions as authorized by the Act are noted.

Student records will be considered under the categories academic or nonacademic. The following indicates the types of records maintained, the official responsible for maintenance, and the person(s) with access to those records.

- I. Academic: Those educational records which specifically pertain to or reflect the student's academic program, admission to, and progress within that program.
 - A. Academic Department Office:
 1. Maintenance-academic department head
 2. Access-departmental faculty and staff
 3. Record Types
 - (a) Departmental academic record card (unofficial)
 - (b) Departmental copies of class rolls
 - (c) Advisement copies of transcripts of previous college work
 - (d) Instructor's daily class record
 - (e) Co-op records and report
 - (f) Credit by examination results
 - (g) Scholarship records and correspondence
 - (h) Correspondence pertaining to the student's academic program and academic standing
 - (i) Recommendation correspondence submitted to an employer or agency on behalf of the student
 - B. Records Office:
 1. Maintenance-Records Office
 2. Access-Director of Admissions, Director of Records, President, Vice President for Academic Affairs, Deans, Vice President for Enrollment Management and Student Services, Dean of Students, and related staffs
 3. Record Types
 - (a) Admission records including high school and college transcripts, SAT or ACT scores, and any other information submitted by or on behalf of the students for admission purposes
 - (b) Official permanent academic record
 - (c) Official class rolls
 - (d) Correspondence between the student and the institution pertaining to the student's academic program and academic standing
- II. Nonacademic: Those educational records which do not pertain to the student's academic program or academic standing
 - A. Business Office:
 1. Maintenance-Vice President for Business and Finance and staff
 2. Access-Vice President for Business and Finance and staff, Director of Records and staff, President, Vice President for Academic Affairs, Deans

3. Record Types
 - (a) Statement of student current fee accounts with the institution
 - (b) Record of student financial indebtedness to the institution
 - (c) Correspondence with the student regarding financial status
 - (d) Correspondence with institutions and agencies which financially sponsor students (See exceptions).
- B. Office of the Dean of Students:
 1. Maintenance-Dean of Students
 2. Access-Dean of Students and staff, President, Vice President for Academic Affairs, and Deans
 3. Record Types
 - (a) Student current address information
 - (b) Student current academic schedule
 - (c) Disciplinary action files
 - (d) Correspondence with the student concerning disciplinary action
- C. Financial Aid Office:
 1. Maintenance-Director of Financial Aid
 2. Access-Director of Financial Aid and staff, Vice President for Enrollment Management and Student Services, Dean of Students, President, Vice President for Academic Affairs
 3. Record Types
 - (a) Parents/Students Confidential Statement (See exceptions)
 - (b) Records of awards of financial assistance to students
 - (c) Financial assistance record of student indebtedness to the institution
 - (d) Correspondence with the student
- D. Office of Veteran Affairs Coordinator:
 1. Maintenance-Veteran Affairs Coordinator
 2. Access-Veterans Affairs Coordinator, Director of Records and staff, President, Vice President for Academic Affairs
 3. Record Types
 - (a) Records filed verifying veteran or veteran-dependency status
 - (b) Record of student VA certification
- E. Career Center:
 1. Maintenance-Director of Career Development
 2. Access-As authorized by student
 3. Record Types
 - (a) Resumes filed by students
 - (b) Copies of student authorization to release grade statement to co-op employers
- F. University Police Department:
 1. Maintenance-Director of University Police
 2. Access-Director of University Police and staff, President, Vice President for Academic Affairs, Dean of Students
 3. Record Types
 - (a) Official police reports
- III. General: Except as precluded in the Rights and Privacy Act, each student's records as listed above are open for inspection and review by that particular student. The student also has the right to request an interpretation and explanation of material included in the record, and will be given copies of the material upon request. Access to these records will be granted to the student within a reasonable period of time, but in no case will that period of time exceed 45 days after the request for access has been made.
- IV. Challenges: Should the student believe that the record contains inaccurate, misleading, or otherwise inappropriate information, he or she may desire to

challenge the content of the record. In that event the following procedure shall be followed:

- A. Challenges to student records should be initiated by the student concerned and directed in writing to the Records Office.
 - B. The challenge should contain a description of the specific record in question, the official responsible for maintaining the record, and the reason for challenging the contents of the particular record.
 - C. Challenges will be submitted to the Vice President for Academic Affairs for review. The student initiating the challenge may request to appear before the Vice President when the challenge is considered.
 - D. The decision of the Vice President will be made within a reasonable period of time and forwarded to the student in writing. The decision of the vice president will also be transmitted to the president.
- V. Exceptions: The following are exceptions within the Rights and Privacy Act which should be noted by students.
- A. Access:
 - 1. Students do not have access to the financial records of parents of students.
 - 2. Students do not have access to letters of recommendation placed in the records prior to January 1, 1975.
 - 3. The personal records of instructional, supervisory, and administrative personnel which are not accessible or revealed to any other person except a substitute are not open for review and inspection by students.
 - 4. The professional records of the institution's medical staff are not open for review and inspection by students; however, these records can be personally reviewed by a physician or other appropriate professional of the student's choice.
 - B. Release of Information: Certain information may be released without the prior written consent of the student and includes information to:
 - 1. School officials within the institution who are not specifically listed with standard access but who have been determined by the institution to have a legitimate educational need
 - 2. Authorized federal and state authorities including state educational agencies
 - 3. Accrediting organizations who need information for their accrediting functions
 - 4. Parents of a dependent student as defined by the Internal Revenue Code of 1954 after presentation of proper evidence of that dependency
 - 5. Officials with a lawful judicial order or subpoena provided the institution notifies the student of the order or subpoena prior to the institution's compliance
 - 6. Appropriate persons in connection with an emergency when the information is necessary to protect the health or safety of a student or other persons
 - 7. Agencies, sponsoring agencies, and institutions in connection with a student's application for or receipt of financial aid

- VI. Destruction of Records: The complete academic record of all matriculating students will become permanent records of the institution. Following the third continuous term of nonenrollment by a student, the nonacademic records will be placed in an inactive, but accessible status. Following the end of the ninth year of inactive status, the nonacademic records will be purged and destroyed by the official responsible for their maintenance.
- VII. Directory Information: Southern Polytechnic maintains student information in various forms. Students who desire that "directory information" not be released without consent should so notify the Records Office in writing. The following may be included as "directory information" unless notification is received to the contrary:
 Student's name, address, telephone listing, email address, date and place of birth, major field of study, class schedule, current enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
- VIII. Policies and procedures: Specific policies and procedures for the maintenance of student records according to the Board of Regents of the State of Georgia and the test of the Family Educational Rights and Privacy Act of 1974 are available for review in the Records Office.
 Students also have the right to file complaints with the FERPA Office of the Department of Education, Washington, D.C. 20201, regarding alleged violations of the Act.

Student Life Regulations

I. Student Conduct Code

A student enrolling at the Southern Polytechnic State University assumes an obligation to conduct himself or herself in a manner compatible with the university's function as an educational institution.

Actions considered unacceptable to the institution and subject to discipline fall into the categories of academic dishonesty and non-academic misconduct.

A. Academic Dishonesty:

Academic dishonesty is an act or acts on the part of or in behalf of any student, which does or could improperly distort students' grades or other student academic records.

1. No student shall receive or attempt to receive unauthorized assistance in the preparation of any laboratory reports, examinations, essays, themes, term papers, or similar requirements to be submitted for credit as part of a course or to be submitted in fulfillment of a university requirement.
2. No student shall knowingly give, or attempt to give, unauthorized assistance to another in such preparation.
3. No student shall sell, give, lend, or otherwise furnish to any unauthorized person any material which can be shown to contain questions or answers to any examination scheduled to be given at any future date or time in any course of study offered by the university, excluding questions and answers from tests previously administered.
4. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, etc.
5. No student shall submit any material which is wholly or substantially identical to that created or published by another person without giving appropriate credit (plagiarism). When direct quotations are used, they should be indicated, and when the ideas of another are incorporated into a paper, they must be appropriately acknowledged.
6. No student shall submit false claims of credit for work which has not been submitted by the claimant.
7. No student shall willfully falsify a written or verbal statement of fact to a member of the faculty so as to obtain unearned academic credit.
8. No student shall forge, alter, or misuse any university document relating to the academic status of the student.
9. No student shall willfully disrupt the normal classroom activity.

B. Non-academic Misconduct:

Non-academic misconduct includes the following specifically prohibited acts whenever, unless otherwise stated, such acts occur on university-owned or controlled property:

1. Alcoholic Beverages:
 - (a) Consumption or possession of alcoholic beverages unless authorized by the Dean of Students.
 - (b) Intoxication made manifest by disorderly conduct, including fighting, boisterousness, rowdiness, obscene or indecent conduct or appearance, or vulgar, profane, lewd or unbecoming language.

2. Drugs: Use, possession (without valid medical or dental prescriptions), manufacture, furnishing, sales, or any distribution of any narcotic or dangerous drug controlled by law. (This provision is not intended to regulate alcoholic beverages, which are covered by Section I-B-1.)
3. Disorderly Conduct:
 - (a) Breach of the peace or obstruction or disruption of teaching, administration, disciplinary procedures, or other university activities, including its public-service functions or other authorized activities.
 - (b) Physical assault, or the threat of physical assault including sexual assault, on or in university property, or at functions sponsored by the university or any recognized university organization.
 - (c) Intentionally harassing another person. Harassing behavior includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, following, or persistently bothering or annoying or any other behavior which has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Harassment may represent, but is not limited to, acts based on sex, race, religion, national origin, disability or sexual orientation.
 - (d) Refusal to vacate a building, street, sidewalk, driveway, or other facility when directed to do so by any properly identified faculty, administrator, or staff personnel while they are in the performance of their duties.
 - (e) Failure to comply with instructions, directions or requests of any properly identified faculty, administrator, or staff personnel acting in the performance of their duties.
 - (f) Lewd, indecent or obscene conduct or expression.
 - (g) The abuse or unauthorized use of sound amplification equipment indoors or outdoors. (Use of sound amplification equipment must be approved in advance by the Dean of Students or his authorized representative.)
 - (h) Attempting to enter any event sponsored or supervised by the university or any recognized university organization without proper credentials for admission, i.e., ticket, identification card, invitation, or other reasonable qualifications for admission.
 - (i) Rollerblading activity within twenty feet of any roofed structure and skateboard activity occurring outside restricted areas (see the Student Handbook for the designated areas set aside for skateboard activity).
4. Hazing: Any act which tends to occasion or allow physical or mental suffering in connection with rites or ceremonies of induction, initiation, or orientation into university life or into the life of any university group or organization.
5. Damage to Property: Malicious or unwarranted damage or destruction of items of university property, items rented, leased or placed on the campus at the request of the institution, or items belonging to students, faculty, staff, guests of the university or of student groups.
6. Entry or Use of University Facilities:
 - (a) Unauthorized entry into any university building, office or other facility.
 - (b) Unauthorized use of any university telephone facility or of any other university facilities.
 - (c) Possessing, using, making or causing to be made any key or keys for any university facility without proper authorization.

- (d) Unauthorized use of the password or account number of another student or faculty member to gain access to the computer or computer output. (This includes but is not limited to, any knowing and willing use of fraudulent means to process computer programs and obtain access to computer files.)

Under the terms of the Georgia Computer Systems Protection Act, anyone accessing, attempting to access or abetting the access of a computer, computer system, or computer network for any scheme to defraud or for the purposes of obtaining money, property, or services by false or fraudulent pretenses, representations, or promises is guilty of a crime. Upon conviction, these persons may face a fine of not more than two and one-half times the amount of the fraud or theft, a prison term of not more than 15 years, or both.

The act also outlaws certain accesses, alteration, damage, or destruction of any computer, computer system, computer network, computer software program or data. Convicted offenders will be fined not more than \$50,000, face a prison term of not more than 15 years, or both.

Under the terms of this law, it is the responsibility of the Office of Information Technology to report any violations involving computer systems for which they are responsible.

7. False Information and Record Falsification:
- (a) Furnishing false information to any university official, or on any university document (including the Application for Admission), or offering a false statement in any university disciplinary hearing.
 - (b) Forgery, alteration, or misuse of any university document, record, or identification.
8. Student Delinquencies - Financial Records, Property: Failure to remit, return, or submit financial obligations, property, or records of the university, within the time prescribed by the university.
9. Theft:
- (a) Taking, attempting to take, or keeping in his/her possession, items of university property, items rented, leased, or placed on the campus at the request of the institution, or items belonging to students, faculty, staff, guests of the university, or student groups.
 - (b) Selling a textbook not his/her own without the permission of the owner. The sale, or attempted sale, of a textbook not one's own will be regarded as prima facie evidence of theft. Textbooks found should be turned in to lost and found at the University Police Department.
10. Gambling: Playing of cards or any other games of skill or chance for money.
11. Safety:
- (a) Intentionally false reporting of a fire or that a bomb or other explosive has been placed in any university building or elsewhere on the university property.
 - (b) Tampering with fire-fighting equipment, safety devices or other emergency or safety equipment.
 - (c) Setting an unauthorized fire.
 - (d) Possession of unauthorized fireworks, firearms or other projective propelling devices, ammunition, or dangerous weapons or materials. (Fireworks are defined as any substance prepared for the purpose of producing visible or audible effect by combustion, explosion, or detonation.)
 - (e) Unauthorized sale, possession, furnishing, or use of any incendiary device or bomb.

12. Any form of unauthorized solicitation in the residence halls, student center, parking lot, or elsewhere on campus.
13. Residence: Violation of rules governing residence in university-owned or controlled property.
14. Violations of the Student Motor Vehicle Regulations (Violations fall within the jurisdiction of the Southern Polytechnic State University Police Department.)
15. Complicity (Shared Responsibility for Infractions):
 - (a) Knowingly acting in concert with any other person to perform an unlawful act or violate a university regulation or policy.
 - (b) Students are responsible for the conduct of their guests on or in university property and at functions sponsored by the university or any recognized university organization.
16. Repeated violations of the published rules or regulations of the university, which cumulatively indicate an unwillingness or inability to conform to the standards of the university for student life.
17. Off-campus violations of the Student Conduct Code where there is a clear and present danger of interference with the normal operations of the university or where there is evidence of substantial embarrassment to the university or where there is substantial evidence of either violent behavior toward another person or persons or the illicit sale or distribution of any dangerous drug controlled by law.

II. Disciplinary Administration

A. Disciplinary Procedures:

1. All alleged acts of **student misconduct** (except violations of motor vehicle regulations) may be reported to the Dean of Students who is the principal administrator to enforce university disciplinary measures pertaining to student conduct violations. Cases involving charges of alleged misconduct must be carefully documented in writing and substantial evidence must be presented to help prove the alleged offense. In matters of alleged **academic dishonesty** or classroom disruption, a faculty member either:
 - (a) Reserves the right and judgment to privately handle individual student cases. The corrective action to be taken may include a grade penalty or removal from the course with the assigned grade of "F". The faculty member will review the facts and circumstances and then discuss the circumstances with the student before taking final action. In the event the student cannot be reached, he/she will be given the grade of "Incomplete" until such time as he/she can be reached. The student shall have the right of appeal of the faculty member's decision, first to the faculty member's department head, and then to the appropriate school dean, and, if necessary, to the Vice President for Academic Affairs.

When an appeal for academic dishonesty violation reaches the office of the Vice President for Academic Affairs, the Vice President may choose to refer the appeal to the Academic Dishonesty Appeal Committee for its review and recommendation before making a final decision. Such a referral to this committee is not required.

The Academic Dishonesty Appeal Committee shall be composed of four faculty members and four students. One faculty member from each of the four schools shall be recommended by the Dean of each school and appointed by the Vice President for Academic Affairs. The four student representatives shall be recommended by

the President of the Tau Alpha Pi Honor Society and appointed by the Vice President for Academic Affairs.

A faculty member of the appeals committee shall be appointed as chairperson by the Vice President for Academic Affairs. A quorum for committee meetings shall be five and the chairperson shall vote only in the event of a tie. All normal hearing and due process procedures will be followed in all cases referred to the Academic Dishonesty Appeal Committee.

Removal of a student from a course for academic dishonesty or disruptive behavior will result in a grade of "F". This grade of "F" shall not be superseded by a voluntary withdrawal from the course and will be included in the student's cumulative grade point average calculated for graduation purposes; or

- (b) The alleged academic dishonesty or classroom disruption violation may be referred to the Dean of Students (with documentation) to be handled the same as any other alleged misconduct violation. If an academic dishonesty or classroom disruption case is referred to the Dean of Students, the faculty member must reserve judgment on any grade penalty until there is a determination of guilt or innocence.
2. The Dean of Students shall cause to be investigated alleged acts of student misconduct and may appoint a staff member to conduct an inquiry into alleged misconduct and recommend what further action, if any, might be initiated. When additional action is justified, the Dean of Students shall notify the accused student(s) in writing.
3. When the Dean of Students gives written notification to a student(s) for alleged misconduct, it shall contain a statement of the nature of the alleged or suspected misconduct and state the section(s) of the conduct code allegedly violated.
4. The Dean of Students or his designee will normally confer with the accused student(s) and at the conference the student(s) may (1) admit or deny the alleged violation, (2) waive further hearing and request that the Dean of Students take appropriate action, or (3) request a hearing as specified in Section 5 or 6 below.
5. Cases of misconduct which may result in suspension or expulsion normally will be referred to the Judicial Committee, which shall hear them. (This does not preclude possible legal actions by appropriate law enforcement agencies in those cases of non-academic misconduct in violation of federal, state, or local law.)
6. If the case does not involve possible suspension or expulsion, the Dean of Students may make full disposition of the case except that he may, at the request of the accused or for good cause, refer any case of misconduct to the Judicial Committee.
7. A student accused of an act of misconduct is encouraged to notify his or her parents or guardian of the charge(s). Parents or guardians may schedule a conference with the Dean of Students if they so request.
8. An accused student may continue to attend classes and other school functions until a decision is rendered. Exceptions to this will be when a student's presence may create a clear and present danger of materially interfering with the normal operations of the school or when a material threat exists to members of the campus community. In such cases, the Dean of Students may impose temporary protective measures, including interim suspension, pending a hearing. A student is not entitled to continue in class while a suspension decision is under appeal.

9. After a disciplinary decision has been made, the Dean of Students shall give written notice of the action taken to party or parties who initiated the original misconduct complaint.

B. Student/Faculty Judicial Committee:

The Judicial Committee shall consist of three members of the faculty, one of whom shall be selected by the committee as chairperson, and three students selected by the Student Government Association. The three members of the faculty are appointed for two-year terms by the President of the University. They may succeed themselves, but must be reappointed by the President.

C. Procedural Rights of the Accused:

1. A student accused of misconduct and summoned to a hearing before the Judicial Committee shall have the right to
 - (a) Be accompanied by an advisor of his or her choice. The chosen advisor, however, may not actively participate in the dialog of the hearing but will be restricted to consulting and advising his or her client.
 - (b) Remain silent with no inference of guilt drawn therefrom.
 - (c) Question the complainant and all witnesses.
 - (d) Present evidence in his or her behalf.
 - (e) Call pertinent witnesses in his or her behalf.
 - (f) Appeal the final disciplinary decision of the Dean of Students.

D. Hearing Procedures:

1. The Dean of Students shall set the date, time, and place of the hearing, shall notify the members of the hearing body, and shall summon all principals in the case (defendants and witnesses).
2. The Dean of Students shall notify the accused student(s) in writing at least three days before the scheduled hearing. The written notification should be by certified, return receipt mail or personal service delivery. The written notification should specify:
 - (a) The date, time and place of the hearing.
 - (b) A statement of the nature of the suspected misconduct of which the person is being accused, with sufficient detail to ensure opportunity to prepare for the hearing.
 - (c) Names of witnesses scheduled to appear.
3. If the accused student is properly notified of a hearing but refuses to accept the certified letter or otherwise does not appear at the hearing, the Judicial Committee may proceed with the hearing in the absence of the accused student. The student may request a rescheduled hearing in the event of a verifiable conflict with the original hearing date.
4. Decisions of the committee shall be by majority vote. A quorum for the Judicial Committee shall consist of four members (two faculty and two students).
5. Any member of the Judicial Committee shall disqualify himself or herself if his or her personal involvement in the hearing is of such a nature as to prejudice the case.
6. The hearings of the Judicial Committee shall be open for cases of **student misconduct** but shall be closed for cases of **academic dishonesty**. The Judicial Committee may exclude any person who interferes with the hearing.
7. The Judicial Committee shall have the option of making a tape recording of the proceedings or maintaining a written summary outline of the proceedings. This information, when completed, shall become part of the student's disciplinary file which is maintained by the Dean of Students.

8. The chairperson of the Judicial Committee shall, within three working days, submit a written summary of the case along with the committee's recommended disciplinary actions to the Dean of Students, who will make the final decision and notify the accused in writing. The Dean of Students shall also provide written notification of the action taken to the party or parties who initiated the original misconduct complaint.

E. Disciplinary Measures:

1. Expulsion-a permanent severance of the student's relationship with the university.
2. Disciplinary suspension-a temporary severance of the student's relationship with the university. Normally, a disciplinary suspension action shall take effect immediately following notification to the student of the disciplinary action. Disciplinary suspension usually will continue for a specified period of time (not less than one term not including the term when the suspension action is initiated). A student who has been suspended shall receive a letter grade of "WF" in all courses for that term.
Once the period of suspension has been completed, the student shall be eligible to register for classes following consultation with the Dean of Students. The student will return to school on automatic disciplinary probation until graduation. If a student is suspended for a period of time of more than one calendar year, that individual must follow normal procedures for readmission outlined in the university catalog.
3. Disciplinary Probation-formal written notice to the student that any further major disciplinary problems may result in suspension. Disciplinary probations may also include community service, fines, restrictions and/or restitution for the damage or destruction of property or for personal injury (medical expenses).
4. Reprimand/Warning:
 - (a) Oral reprimand/warning-an oral disapproval issued to the student
 - (b) Written reprimand/warning-a written statement of disapproval to the student
5. Restrictions-exclusion from participating in:
 - (a) Social activities
 - (b) Identification card privileges
6. Fines
7. Restitution-a reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
8. In cases where a student has been found guilty of academic dishonesty in a particular course, the faculty member may assess an additional academic penalty. Grade penalties are a faculty prerogative only and not part of the disciplinary measures to be administered by the Dean of Students.

F. Appeal Procedures:

1. An accused or an accuser who is dissatisfied with the action taken by the Dean of Students (or the Vice President for Academic Affairs, in academic dishonesty cases) may appeal the case in writing to the President of the University within five school days after notification of the action. Such appeal shall recite all reasons for dissatisfaction with the previous decision and shall normally require some evidence that procedural due process rights have been violated or that significant new evidence exists that was not considered during the original hearing. A student is not entitled to continue in class while a suspension decision is under appeal. The President, within five school days, may refer the appeal to the Faculty Council and simultaneously notify the Dean of

Students (or Vice President for Academic Affairs). The appropriate Vice President shall be responsible for notifying the party or parties who initiated the original complaint that an appeal is in process. If requested, the Faculty Council shall review all facts and circumstances connected with the case and ensure that all sides of the case are adequately reviewed. Within five school days the Faculty Council shall make its findings and forward its recommendation to the President. After consideration of the committee's report, the President shall within five school days make a decision and notify the appellant in writing.

2. The accused or an accuser who is dissatisfied with the action taken by the President may appeal the case in writing to the Executive Secretary of the Board of Regents of the University System of Georgia within a period of 20 days following the decision of the President. This application for review shall state the decision complained of and the redress desired. A review by the board is not a matter of right, but is within the sound discretion of the board. If the application for review is granted, the Board, or a committee of the Board, shall investigate the matter thoroughly and render its decision thereon within 60 days from the filing date of application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.

III. Regents' Statement of Disruptive Behavior

The following is the policy of the Board of Regents in regarding disruptive behavior in any institution of the University System. The rights, responsibilities, and prohibitions contained in this statement are incorporated as a part of these regulations.

"Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs, disrupts, or attempts to disrupt any teaching, research, administrative, disciplinary, public service activity, or any other activity authorized to be discharged or held on any campus of the University System 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."

IV. Student Rights and Responsibilities

A. Student Responsibility:

Southern Polytechnic State University students bear a general responsibility to support the institution's effort to maintain a spirit of free inquiry and respect for the rights of others. This responsibility imposes a duty on students to refrain from conduct which is not consistent with the Southern Polytechnic State University Student Conduct Code and also to support the enforcement of civil laws where such enforcement is reasonably deemed necessary by responsible officials to the safety and well being of the members of the university community as well as the continued operation of the institution.

B. Right of Freedom of Association:

Students at Southern Polytechnic State University are free to organize and join associations to promote their common interests. This organization is done according to the rules constituted and set forth regarding establishing student organizations. The regulations are complete and very explicit, and place cooperative responsibility for the established organization and the protection of the rights of all students.

C. Right to Listen:

Students or properly established organizations (note regulations for establishing student organizations) are allowed to invite and to hear any person of their choosing for the purpose of hearing his or her ideas and opinions.

If the President of Southern Polytechnic State University, the Board of Regents, or an authorized designee thereof, after proper inquiry, determines that the proposed speech constitutes a clear and present danger to the ordinary operation of the university, he or she can ban the speaker.

Regulations require clearing such invitations through the Office of Student Activities for the purpose of arranging for security through the university police department, publicity through the public relations office, notification of campus organizations, and information to the President.

D. Right to Freedom of Expression:

Students at Southern Polytechnic State University have the right to express their opinions freely as a part of the educational process of the university. This includes the right to make complaints to university officials about unfair or abusive treatment, poor service or any other unacceptable behavior on the part of any university office, department or agency.

They must, however, respect the rights of others and allow them to be heard as they express their opinions. The students are expected to tell the truth and be mindful of the liability involved should what they express prove not to be fact. This freedom and right to expression is only a right as long as the expressions do not disrupt or interfere with the orderly operation of the campus.

E. Residence Halls:

Should it become necessary to inspect or have access to private quarters, the procedures listed in the Residence Hall Guidebook will be followed.

V. Sexual Assault Victim's Bill of Rights

The following rights shall be accorded, by all campus officers, administrators, and employees of Southern Polytechnic State University, to victims of campus-related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. The right to be free from any kind of pressure from campus personnel that victims not report crimes committed against them to civil and criminal authorities or to campus enforcement and disciplinary officials; or report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because:
 - (a) victims are somehow responsible for the commission of crimes against them;
 - (b) victims were contributorily negligent or assumed the risk of being assaulted; or
 - (c) by reporting crimes they would incur unwanted personal publicity.

5. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.
6. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
7. The right to be made aware of, and assisted in exercising any options, as provided by State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
9. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes if requested by the victims.
10. In addition to the above rights, students, whether sexual assault victims or not, have a right to habitability in campus housing and in campus accommodations for which the university receives any compensation, direct or indirect.

Definition: For purposes of this subparagraph, "habitability" shall mean an environment free from sexual or physical intimidation, or any other continuing disruptive behavior by persons sharing rooms or their guests, that is of such a serious nature as would prevent a reasonable person from attaining their educational goals. Substantiated violations of the above-listed habitability provisions shall be corrected by campus personnel by relocation of the complainant to acceptable, safe, and secure alternative housing as soon as practicable, unless the conditions of nonhabitability demonstrate the necessity of immediate action by campus personnel.

Victims of sexual assault can obtain assistance from University Police, the Counseling Office, Campus Nurse, Housing Office, or the Dean of Students. In addition, there are other services available in the Marietta area including:

Rape Crisis Center - 428-2666
24-hour Hotline for information, counseling,
and crisis intervention sponsored by the Cobb County YWCA.

VI. Acquired Immune Deficiency Syndrome (AIDS) Policy

It is the policy of the Southern Polytechnic State University to provide academic programs, support services, and social/recreational activities to all eligible individuals. In the event that a student, faculty member, or staff member is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS), or there is clinical evidence of infection with the Human Immunodeficiency Virus (HIV), they shall retain their right to these programs, services, and activities. Students and employees of the university who may become

infected with the AIDS virus will not be excluded from enrollment or employment, or otherwise restricted, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or other members of the university community.

No admissions restrictions will be applied and no effort will be made to identify a person with AIDS during the admission process.

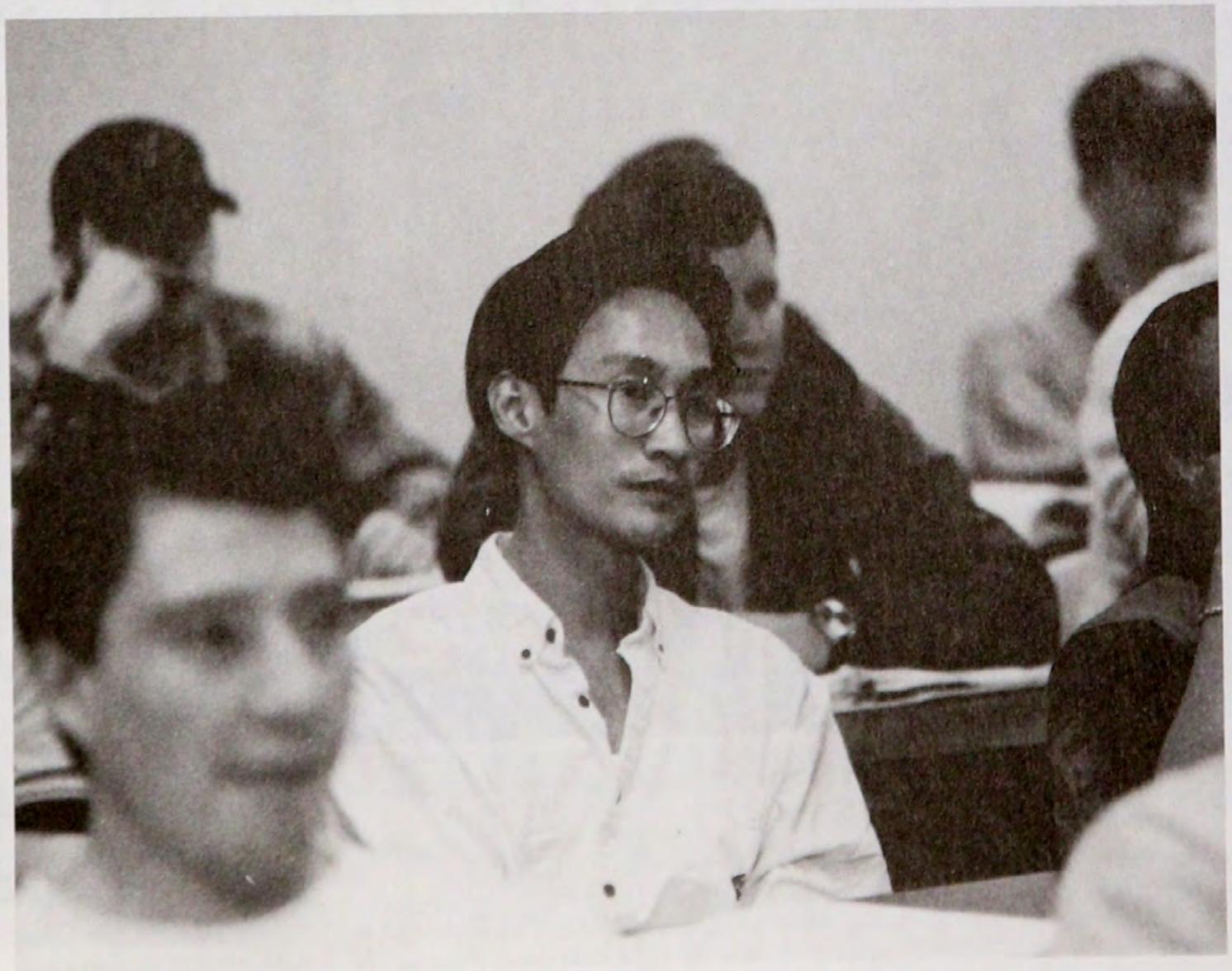
Students with AIDS will not be denied assignment to a campus residence hall but specific decisions regarding housing assignments and roommates will be made on an individual basis utilizing medical personnel as necessary.

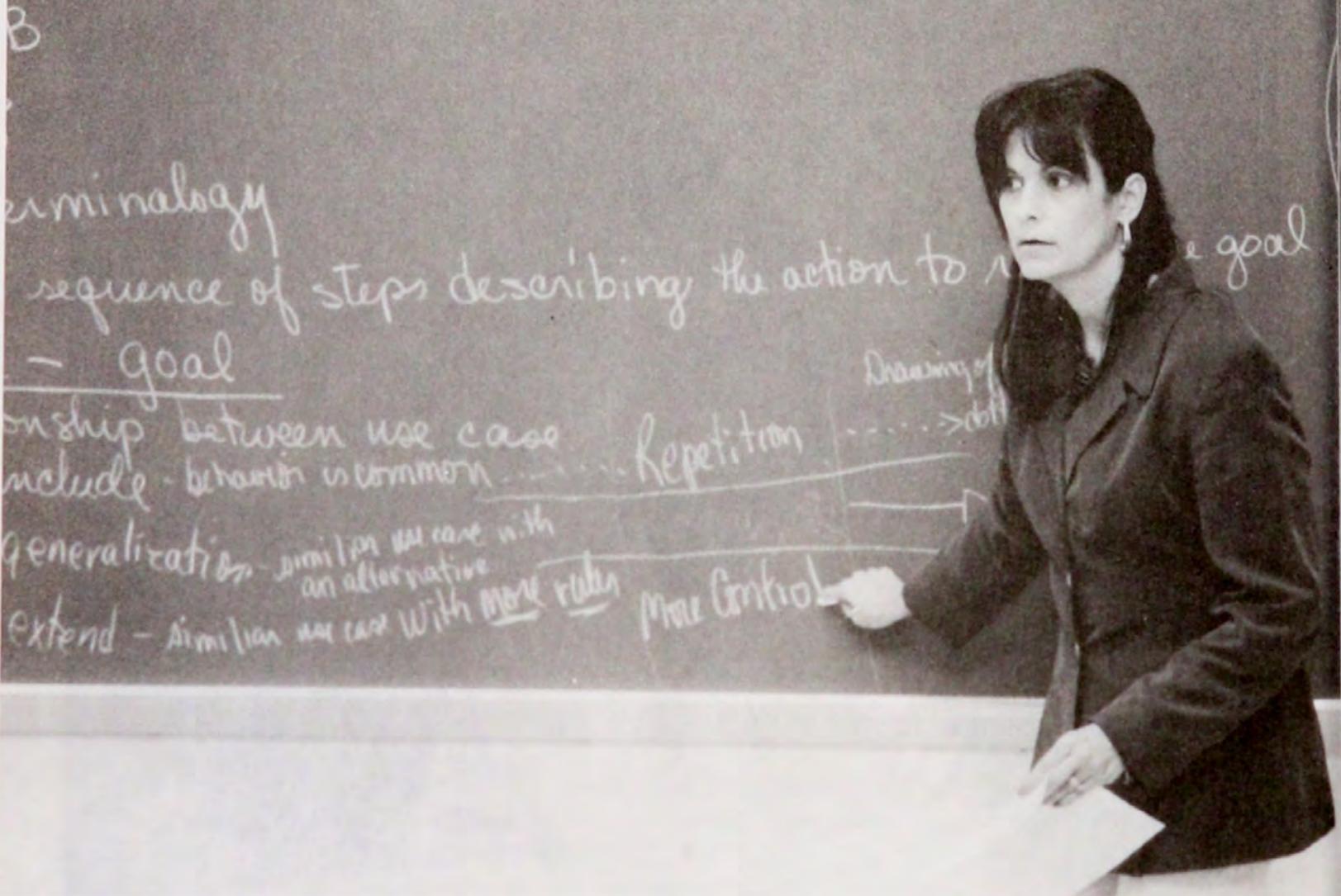
Individuals who have AIDS are expected to seek expert medical advice about their health condition and are obligated to conduct themselves responsibly in the interest of protecting others.

The University will conduct an ongoing education program for students, faculty, and staff regarding the transmission and prevention of AIDS in order to promote rational decision-making and to minimize confusion and fear about this disease.

The University does not have an AIDS Testing Service on campus. Individuals interested in AIDS testing can talk with the campus nurse or contact one of the following for assistance:

AID Atlanta	Cobb County Health Department
1438 W. Peachtree St.	1650 County Farm Road
Atlanta, GA	Marietta, GA
Phone: (404) 872-0600	Phone: (770) 514-2300
Free service including pre- and post-test counseling	\$20.00 charge including pre- and post-test counseling
Tuesdays, 2:00 - 5:00 pm	Mon-Fri, 8:30 - 11:00 am and 1:00 - 6:00 pm





Curricula

Programs of Study

Southern Polytechnic State University offers the following graduate programs of study:

Master of Science Programs

Computer Science
 Construction
 Engineering Technology
 Management
 Quality Assurance
 Technical and Professional Communication

Master of Science in Information Technology

Master of Science in Software Engineering

In the following pages, each program of study is described, and course requirements are outlined. Detailed course descriptions are given in the next section of the catalog.

Computer Science

The Master of Science program with a major in Computer Science is designed to enhance career options for a broad mix of students, from those with an academic background in computer science just beginning their careers to those who have worked for years as computer professionals who may have academic credentials in other fields.

Although no specific undergraduate major is required, applicants must have a baccalaureate degree from an accredited school. Preferred (but not required) for admission is some relevant work experience. Students will be admitted only if their academic accomplishments, work experience, and motivation predict the ability to complete the program successfully. (See the admissions requirements section of this catalog for specific admissions information and transfer of credit policies). Students with baccalaureate degrees from Southern Polytechnic State University should receive approval before taking graduate courses with content similar to that of undergraduate classes they have taken. Students may include a graduate course approved in advance that is taken in another department at S.P.S.U. or at another institution while admitted to this program. (Additional regulations about joint enrollment or transient status may apply).

The requirements are 36 hours of graduate work as designated below. Only grades of 'C' or better may be applied to meet the degree requirements (including transition coursework). An overall GPA of 3.0 ("B") or better is required over all graduate coursework attempted. A maximum of 2 'C's at the level of 6000 or above may be applied if offset by the same number or more of 'A's at the level of 6000 or above.

Students applying to the program who do not have a degree in Computer Science or Software Engineering may be accepted conditionally. Upon acceptance the student's transcripts will be evaluated by the admissions committee. If the committee determines necessary prerequisite courses the student must take before being fully admitted into the Master's Program, the student will be admitted with Conditionally Matriculated status. The required prerequisite courses are listed on the student's conditional acceptance letter and are required to make up deficiencies in the student's academic background. Upon completion of the prerequisite courses with a grade of "B" or better, the student will be fully admitted into the Computer Science program and eligible to register for regular Master's (6000 level) coursework. None of the prerequisite courses (5000 level) will count towards the Master's Program.

The department shall maintain a Graduate Student Handbook that reflects any updates that are effective since the publication of this catalog.

Transition Courses (none of these courses may be used to meet degree requirements)

			Hours
CS	5123	Advanced Programming and Data Structures	3
CS	5153	Database Systems	3
CS	5183	Object-Oriented Programming	3
CS	5223	Computer Architecture	3
CS	5243	Operating Systems	3
CS	5423	Mathematical Structures for Computer Science	3

Some students may need to start with the undergraduate Computer Science I course.

Required Core Courses (18 hours)

CS	6023	Research Methods and Presentations	3
CS	6123	Programming Language Concepts	3
CS	6153	Advanced Database Systems	3
CS	6223	Advanced Computer System Architecture	3
CS	6423	Algorithmic Processes	3
SE	6623	Software Engineering I	3

Required Electives (one required from each group; 9 hours)

[SE 6743 may be used in at most one of the groups]

a.	CS	6323	Human Factors	3
	SE	6743	Object-Oriented Analysis and Design	3
	STS	6643	Issues in Information Management	3
b.	CS	6243	Advanced Concepts in Operating Systems	3
	CS	6263	Computer Networks	3
	CS	6283	Real-Time Systems	3
c.	SE	6723	Software Engineering II	3
	SE	6743	Object-Oriented Analysis and Design	3
	SE	6883	Formal Methods in Software Engineering	3

Required: Project (3 hours) or Thesis (6 hours)

CS	7703*	Master's Project	3
CS	7803*	Master's Thesis	3

* May be repeated as needed. Usual enrollment is 3 hours at a time. Exactly 3 hours must be applied toward degree for project or 6 hours for thesis.

Electives:

The student may choose electives as needed to complete 36 hours. Any CS/SE course at the 6000-level not taken to meet a requirement above but approved by the department for the Computer Science program may be used.

Graduate Transition Certificate in Computer Science

The Graduate Transition Certificate in Computer Science prepares individuals holding an accredited bachelor's degree in an area unrelated to computer science and having an interest in computer science for Master's level computer science programs or entry level positions in the industry. The focus is on providing broad-based knowledge and skills. The required courses are CS 5123, CS 5153, CS 5183, CS 5223, CS 5243, and CS 5423. Some knowledge of programming (equivalent to CS 1301) and calculus are admission prerequisites. Applicants with additional preparation may be allowed to substitute up to two approved 6000-level courses for the same number of required courses.

Construction

The Master of Science program with a major in Construction is designed to offer education in construction and project management to persons in the construction industry in three categories:

1. practicing U.S. and international professionals educated in related disciplines such as engineering, engineering technology, business or architecture, who desire more knowledge in the construction process,
2. professionals educated in construction or construction management and who wish to pursue the subject in greater depth, and
3. persons holding a baccalaureate degree who are actively pursuing a construction industry career but lack education in construction and project management.

Our objectives are:

1. To offer a degree oriented toward the practice of construction.
2. To deliver this graduate education in an evening and weekend setting.
3. To provide a program which will enhance graduates' management skills and advancement opportunities.

The requirements are a minimum of 36 hours of graduate work as designated below. A grade of "C" or better for each course is required.

Required Courses (16 hours)			Hours
CNST	6000	Information Methods	4
CNST	6100	Construction Law: Contracts and Claims (or 61XX from elective listing)	4
CNST	6200	Strategic Bidding and Estimating	4
CNST	6600	Construction Risk Analysis and Control	4

Options (20 hours)

- a) Elective courses option selected from those listed below and Special Topics courses as offered *CNST 61XX, 63XX, 64XX, 65XX, 69XX 20

Law

CNST	6110	Commercial Construction Transactions	4
CNST	6120	Dispute Resolution	4
CNST	6130	Case Studies in Construction	4

Operations

CNST	6310	Advanced Scheduling and Integrated Controls	4
CNST	6320	Construction Information Systems	4
CNST	6330	Advanced Operations: Constructability, Value Engineering, Productivity	4

Technology

CNST	6410	Building Failures and Defective work	4
CNST	6420	Tall Buildings	4
CNST	6430	Automation and Robotics	4

Development

CNST	6510	Marketing of Construction Services	4
CNST	6520	International Construction	4
CNST	6530	Construction Markets	4
CNST	6540	The Construction Company	4

b) Thesis Option

*CNST 61XX, 63XX, 64XX, 65XX, 69XX	8-12
CNST 7801-7804 Master's Thesis	8-12

c) Project Option

*CNST 61XX, 63XX, 64XX, 65XX, 69XX	12-16
CNST 7701-7704 Master's Project	4-8

*Other 6000 level courses (as approved by Graduate Advisor)

Foundation: In addition to the 36 required hours, students must demonstrate competency in the following: English communication skills, construction graphics, construction methods and techniques, structural systems, construction estimating, computer skills, construction scheduling, and construction accounting and finance. Courses taken to show competency in these areas will not count toward the 36 hours required for the graduate degree. Competency can be shown by successfully completing coursework, by passing the AIC Constructor Certification Commission's Constructor Qualifying Exam Level I, or by successfully completing competency testing developed by the Department.

Engineering Technology

Electrical Concentration

The scope of electrical engineering technology has become very broad as the knowledge-base and applications associated with this discipline continue to expand at an accelerating pace. The Master of Science degree is offered to meet the needs of individuals who wish to pursue advanced studies in modern electrical, electronic or computer technologies in order to fulfill their personal or career goals.

There are four principal objectives to the graduate program in Engineering Technology:

1. To provide continuing in-depth technical education to individuals who hold an ABET-accredited baccalaureate degree in Electrical or Computer Engineering or Engineering Technology.
2. To provide advanced studies in electrical, electronic or computer technologies to help individuals advance in their chosen careers. These individuals may work as engineers, engineer/technologists, technical managers, independent consultants, or in similar professions.
3. To provide additional technical education to those individuals who desire to teach at the college, technical school, or high school level.
4. To provide an opportunity for practicing professionals, who possess an accredited baccalaureate degree in a related discipline, to shift their career path into the electrical, electronic or computer fields.

Each graduate student will pursue an individualized course of study within the guidelines of one of the programs listed below. The student and his/her academic advisor will identify the graduate courses that will comprise that student's course of study. The courses will be chosen to: 1) meet the student's career goals, 2) provide a high-quality educational experience for that student, and 3) satisfy the requirements of one of the programs.

Grade Requirements

A grade of "C" or better is required for each course within the student's graduate program and it is required that each student maintain a cumulative grade point average of 3.00 or higher in order to graduate.

Programs

1. Project-Based Program
32 hours of graduate-level ECET courses including ECET 6704: Project Proposal and ECET 7704: Project and 4 hours of graduate-level free electives are required.
2. Research-Based Program
32 hours of graduate-level ECET courses including ECET 7504: Research and 4 hours of graduate-level free electives are required.

Information Technology

This program has the primary objective of meeting the high demand for professional degrees in the strategy, development, and administration of integrated computing and telecommunications systems. Information Technology (IT) is the term used to describe the convergence of information systems and communications systems and embodies elements of Computer Science, Management and Telecommunications. IT emphasizes the management and performance of information systems planning, development, implementation and operation. It also includes the development of the information technology infrastructure to support the processes necessary to achieve organizational objectives.

This degree is jointly administered by the Department of Computer Science (College of Arts & Sciences) and the School of Management. Consistent with the accrediting criteria of the Association of Collegiate Business Schools and Programs (ACBSP), the program will have as a prerequisite the business undergraduate common body of knowledge. Those admitted to this program are expected to have taken courses equivalent to the following:

- Management and Organizational Behavior
- Statistics
- Production Operations Management
- Accounting
- Business Finance
- Legal Environment
- Marketing Principles
- Economics
- Computer Programming Principles
- Advanced Programming and Applications
- Database

Students not meeting these requirements will be informed at their acceptance which requirements **MUST** be satisfied in order to graduate. These requirements may be satisfied by any combination of the following:

- Students taking graduate transition courses
- Students taking equivalent undergraduate courses
- Students taking an advanced standing exam to exempt a course (at the discretion of the Information Technology committee)
- Students submitting a portfolio of work for evaluation exempting one or more
- courses (at the discretion of the Information Technology committee)

The degree requires twelve 3-hour graduate courses (6000 or above) for a total of 36 semester hours. Transition courses or undergraduate courses **DO NOT** count toward the requirements for graduation.

Transition Courses (courses as indicated at acceptance time – may NOT be counted toward degree requirements)

			Hours
CS	5153	Database Systems	3
IT	5103	Programming Principles	3
IT	5113	Advanced Programming & Applications	3
MGNT	5653	Financial Decision Making	3
MGNT	5773	Managerial Decision Making	3
MGNT	5873	Strategic Environment of Business	3

Required Courses (21 hours)

IT	6403	Windows Application Development	3
IT	7833	IT Strategy and Policy	3
MGNT	6025	Managing Professionals	3
MIS	6010	Management of Information Systems	3
		or	
SE	6683	Management Information Systems	3
MIS	6050	Project Management and Practice	3
		or	
SE	6633	Software Project Management	3
SE	6623	Software Engineering I	3
STS	6643	Issues in Information Management	3

Required Electives (15 hours - choose from the list below)

CS	6323	Human Factors	3
ECET	6300	Telecommunications Networking	3
IT	6473	Multimedia Applications	3
IT	6663	Data Center Management	3
IT	6723	Managing Operating and Network Systems	3
IT	6733	Database Administration	3
IT	6743	Data Communications and Computer Networking	3
IT	6753	Web Development	3
IT	6763	Electronic Commerce	3
MGNT	6055	Total Quality Management	3
MGNT	6090	Strategic Management	3
MKTG	6010	Marketing Management	3
SE	6743	Object-Oriented Analysis and Design	3

Other approved 6xxx courses from existing Computer Science or Management master's programs

Note: Students may count up to two 6000 level courses with a "C" grade for graduation purposes. If students earn "C" grades in 5000 level courses, these are averaged into the total graduation GPA as well. Students will need to earn corresponding "A" grades to off-set the "C" grades for the 3.0 overall GPA.

Management

To earn the Master of Science degree students must complete 36 hours beyond the Common Body of Knowledge. Students who have completed college work in any subject area will have satisfied the requirements for that area. Accreditation standards require that all students satisfy the Common Body of Knowledge.

Common Body of Knowledge

MGNT	5653	Financial Decision Making	3
MGNT	5773	Managerial Decision Making	3
MGNT	5873	Strategic Environment of Business	3

Required Courses (21 hours)

			Hours
MGNT	6001	Management Communications	3
MGNT	6005	Managerial Economics	3
MGNT	6025	Managing Professionals	3
MGNT	6065	Issues in International Management	3
MGNT	6090	Strategic Management	3
MIS	6010	Management of Information Technology	3
OPSM	6005	Service and Production Operations Management I	3

Concentration Courses (15 hours)

Choose one of the following concentrations:

Marketing

MKTG	6010	Marketing Management	3
MKTG	6012	Sales Management	3
MKTG	6024	Business-to-Business Marketing	3
MKTG	6028	Marketing Research	3
		Free Electives	3

Management Information Systems

MIS	6020	Analysis and Logical Design	3
MIS	6030	Physical Design and Implementation with DBMS	3
MIS	6040	Physical Design and Implementation within a Programming Environment	3
MIS	6050	Project Management and Practice	3
		Free Electives	3

Operations Management

MGNT	6050	Project Management	3
MGNT	6055	Total Quality Management	3
OPSM	6006	Service and Production Operations Management II	3
OPSM	6025	Purchasing Management	3
		Free Electives	3

Management of Technology

MGNT	6015	Technology and Innovation Management	3
MGNT	6020	R&D Management	3
MGNT	6040	Current Readings in Management of Technology	3
MGNT	6050	Project Management	3
		Free Electives	3

Master's Degree Program Total

36

Quality Assurance

The Master's Program with a major in Quality Assurance is offered by the industrial engineering technology department in order to meet an established need in both manufacturing and service industries. The program focuses on total quality management and on analytical methods such as statistics, process, analysis, and problem solving techniques. A primary objective of the degree is to provide graduate level study opportunity to individuals who are currently practicing in the quality and related fields so that they may be aware of recent advances and modern practice.

Engineering and Technology Concentration

This concentration is designed for prospective students who have undergraduate degrees in engineering technology (all majors), physical science, mathematics, and other technical majors. To qualify fully for admission students will need the technically oriented undergraduate degree including a laboratory based physical science, at least one calculus course, and a statistics course. Two years of full time experience in the field is also expected of all applicants for this concentration. For a fully qualified student the program requires 36 semester hours of study. This includes 8 semester hours for the Master's project, which is usually performed in the employer's facility. When admitted, students will be assigned a graduate advisor. Students are required to work frequently with their advisors to plan the program of study and to maintain progress.

Required Courses			Hours
QA	6602	Total Quality	4
QA	6611	Advanced Statistical Applications	4
QA	6612	Advanced Experimental Design	4
QA	6615	Applied Systems Reliability	4
QA	6650	Quality Systems Design	4
QA	7704	Project	8
		Electives	8

Note: A grade of "C" or better is required for each course.

Quality Systems Concentration

This concentration is designed for students who are working in the quality, training, and related developmental disciplines. The program has been established to meet the needs of the professional who has not received a formal technical education in quality, yet must support total quality, continuous improvement, process management, and re-engineering efforts within their organization. The program focuses on total quality management and on analytical techniques. Students may elect a thesis or non-thesis option as part of their studies. A primary objective of the degree is to provide graduate level study opportunity to individuals who are currently practicing in a quality related field who have not had any formal technical education in the discipline.

The concentration is designed for prospective students who have undergraduate degrees in business, social science, education, and other non-technical majors. To qualify fully for admission students will need to hold a bachelor's degree and either be working in a quality related field, e.g., human resources or training, or desire to work in the field.

For a qualified student the program requires 36 semester hours of study. Students electing the thesis option will complete an 8 hour thesis. The remainder of the curriculum includes graduate coursework in Total Quality, Process Analysis,

Technical Training, Quality Systems Design, Quality Cost Systems, and Statistical Process Control.

Required Courses			Hours
QA	6600	Methods of Analysis	4
QA	6602	Total Quality	4
QA	6610	Statistics for Quality Assurance	4
QA	6611	Advanced Statistical Applications	4
QA	6620	Inspection Systems Design	4
QA	6630	Technical Training Methods	4
QA	6650	Quality Systems Design	4
Thesis Option			
QA	7804	Thesis	8
Research Option			
QA	6640	Quality Cost and Supplier Evaluation	4
QA	7504	Research in Quality	4

Note: A grade of "C" or better is required for each course.

Software Engineering

The Master of Science in Software Engineering (MSSE) program at Southern Polytechnic State University has the primary objective of meeting the high demand for a professional degree in Software Engineering within the context of a non-traditional audience (working professionals who can only attend part-time at night or on weekends). Software Engineering has emerged nationally as a specialized area of computer science that emphasizes solving the problems and complex issues associated with developing and maintaining mission-critical software to meet the needs of business and industry. It uses the life-cycle concept from traditional engineering with an emphasis on specification, design, and implementation but calls on the focused application of computer science concepts rather than those of traditional engineering. The position "software engineer" has become a common job title for software developers in business and industry and represents the fastest growing segment of software professionals.

Students accepted for the program must document at least two years of full-time experience with software development and/or maintenance. The typical student is a working professional in metro Atlanta with at least a bachelor's degree and the other usual credentials expected for acceptance to a graduate program; however, it is not necessary that students have a formal degree or specific previous coursework in software engineering or computer science since a transition path is available.

The requirements are 36 hours of graduate work as designated below. Only grades of 'C' or better may be applied to meet the degree requirements (including transition coursework). An overall GPA of 3.0 ("B") or better is required over all graduate coursework attempted. A maximum of 2 'C's at the level of 6000 or above may be applied if offset by the same number or more of 'A's at the level of 6000 or above.

Students applying to the program who do not have a degree in Computer Science or Software Engineering may be accepted conditionally. Upon acceptance the student's transcripts will be evaluated by the admissions committee. If the committee determines necessary prerequisite courses the student must take before being fully admitted into the Master's Program, the student will be admitted with Conditionally Matriculated status. The required prerequisite courses are listed on the student's conditional acceptance letter and are required to make up deficiencies in the student's academic background. Upon completion of the prerequisite courses with a grade of "B" or better, the student will be fully admitted into the MSSE program and eligible to register for regular Master's (6000 level) coursework. None of the prerequisite courses (5000 level) will count towards the Master's Program.

The department shall maintain a Graduate Student Handbook that reflects any updates that are effective since the publication of this catalog.

Transition Courses: (none of these courses may be used to meet degree requirements)

			Hours
CS	5123	Advanced Programming and Data Structures	3
CS	5153	Database Systems	3
CS	5183	Object-Oriented Programming	3
CS	5223	Computer Architecture	3
CS	5243	Operating Systems	3
CS	5423	Mathematical Structures for Computer Science	3

Some students may need to start with the undergraduate Computer Science I course.

Required Core Courses (18 hours)

SE	6623	Software Engineering I	3
SE	6633	Software Project Management	3

SE	6723	Software Engineering II	3
SE	6743	Object-Oriented Analysis and Design	3
SE	6763	Software Metrics and Quality Management	3
SE	6883	Formal Methods in Software Engineering	3

Required Electives (6-9 hours; choose one of the following tracks)

a. Information Technology: This track is for Software Engineers interested in the design, development, and use of information systems for the managerial and operational needs of formal organizations.

SE	6683	Management Information Systems	3
<i>and one of the following:</i>			
CS	6153	Advanced Database Systems	3
STS	6643	Issues in Information Management	3

b. Human-Computer Interaction: This track is for Software Engineers who design and implement graphical user interfaces and practice usability engineering.

SE	6343	User Interface Design and Implementation	3
<i>and one of the following:</i>			
CS	6323	Human Factors	3
CS	6353	Computer Graphics and Multimedia	3

c. Real-Time and Distributed Systems: This track is for Software Engineers who design and implement real-time and distributed systems.

CS	6283	Real-Time Systems	3
SE	6823	Embedded Systems Analysis and Design	3
<i>and one of the following:</i>			
CS	6100	Discrete-Time Signals and Systems	3
CS	6223	Advanced Computer System Architecture	3
CS	6243	Advanced Concepts in Operating Systems	3
SE	6843	Embedded Systems Construction and Testing	3

Required Project (3 hours)

SE	7703	Software Engineering Project	3
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Electives: (6-9 hours)

The student may choose electives as needed to complete 36 hours. Any course at the 6000-level not taken to meet a requirement above but approved by the department for MSSE may be used.

Graduate Certificate in Software Engineering

The Graduate Certificate in Software Engineering prepares practitioners who have a bachelor's degree in Computer Science or a closely related field (or a bachelor's degree with professional competence and knowledge equivalent to a Computer Science degree), and at least two years of work experience in the computer software field to advance into leadership positions. The focus is on sharpening capabilities to function effectively in software engineering teams producing higher quality software. The curriculum involves an on-campus program including a three core courses and the choice of three electives. Participants enroll in two classes per semester for three semesters. The required core courses are SE 6623, SE 6633, and SE 6723. Participants may select three electives from the following list of nine options: CS 6153, CS 6323, CS 6353, SE 6343, SE 6683, SE 6743, SE 6763, SE 6883, and STS 6643.

Technical and Professional Communication

The Master's program in Technical and Professional Communication was developed in response to a growing need for professionals in technical communication.

The basic objectives of the program are:

- To educate those persons, with diverse academic and work backgrounds, who seek to begin their careers in the field of technical communication, and
- To provide a useful credential for current technical communicators who need advanced training to move ahead in their careers, either as employees or managers of a company or as independent consultants.

The Technical and Professional Communication program offers students the choice of three program options - Plans A, B, and C - all of which require completion of thirty-six hours.

Plan A: Students selecting this option must complete the six-hour Master's Internship. They must also finish classroom work totaling thirty hours (Internship option). Students must take TCOM 6001 and TCOM 6002.

Plan B: Students selecting this option must complete the Master's Thesis (six-hour minimum). They must also finish thirty hours of classroom work that must include these courses: TCOM 6001 and TCOM 6002.

Students in the thesis option are strongly encouraged to take TCOM 6004, Advanced Research.

Plan C: Students selecting this option must complete thirty-six hours of classroom work. The courses must include TCOM 6001 and TCOM 6002.

All Technical and Professional Communication courses are listed below.

NOTE: TCOM 6001 must be taken the first semester of work in the Master's program, and TCOM 6002 must be taken as soon as possible after admission.

Required Courses for Plan A			Hours
TCOM	6001	Technical Writing and Editing	3
TCOM	6002	Document Design and Research Communication	3
TCOM	7601-7603*	Master's Internship	6
Required Courses for Plan B			
TCOM	6001	Technical Writing and Editing	3
TCOM	6002	Document Design and Research Communication	3
TCOM	7801-7803*	Master's Thesis	6
Required Courses for Plan C			
TCOM	6001	Technical Writing and Editing	3
TCOM	6002	Document Design and Research Communication	3

Elective Courses for Plan A, Plan B, and Plan C

TCOM	6003	Advanced Editing	3
TCOM	6004	Advanced Research	3
TCOM	6030	Foundations of Graphics	3
TCOM	6040	Applied Graphics	3
TCOM	6045	Foundations of Multimedia	3
TCOM	6050	Applied Multimedia	3
TCOM	6060	International Technical Communication	3
TCOM	6070	Manuals	3
TCOM	6080	Professional Oral Presentations	3
TCOM	6090	Medical Communication	3
TCOM	6100	Small Group Communication	3
TCOM	6110	Project Management	3
TCOM	6120	Usability Testing	3
TCOM	6130	Online Communication	3
TCOM	6140	Instructional Design	3
TCOM	6150	Marketing Communication	3
TCOM	6160	Rhetoric: History, Theory, and Practice	3
TCOM	6170	Video Production	3
TCOM	6901-6903	Special Topics	1-3

NOTE: A grade of "B" or better is required in all courses that are applied toward the 36 hours required for graduation (with the exception of the internship and thesis, which require an "S").

* When taking the internship, students may enroll in a maximum of 9 hours per semester (3 hours of internship plus two courses or 6 hours of internship plus one course). When taking the thesis, students may enroll in a maximum of 9 hours per semester—to include no more than 3 hours of thesis per semester. For exceptions, students should petition the department head.

Course Descriptions

Course descriptions are arranged in alphabetical-numerical order. The numbers shown after the title of the course indicate (in sequence) the number of hours in class per week, the number of hours in laboratory per week, and the number of credit hours for the course. Course prerequisites are also specified. Course descriptions are listed in the following order:

Subject	Department
Computer Science	Computer Science
Construction	Construction
Engineering Technology	Electrical and Computer Engineering Technology
Information Technology	Computer Science
Management	Management
Management Information Systems	Management
Marketing	Management
Operations Management	Management
Quality Assurance	Industrial Engineering Technology
Science, Technology, and Society	Computer Science
Software Engineering	Computer Science
Technical and Professional Communication	Humanities and Technical Communication

Computer Science

CS 5123 Advanced Programming and Data Structures 3-0-3

Prerequisite: CS 1301 or equivalent

This is an intensive course for graduate students with a limited background in programming. Topics include pointers, recursion, data structures such as lists, stacks, queues, trees, etc., sorting and searching, data abstraction, introduction to runtime analysis and the big-oh notation. Appropriate programming projects are also included.

CS 5153 Database Systems 3-0-3

Prerequisite: CS 5123 or the equivalent from undergraduate degree or work experience

This course includes an overview of various database models including relational, object-oriented, hierarchical, and network. It covers the planning, analysis, design, development, and implementation of database systems. This is a project course where students analyze, design, and implement a database system using a typical relational database product such as Oracle or Paradox.

CS 5183 Object-Oriented Programming 3-0-3

Prerequisite: CS 5123 or the equivalent from undergraduate degree or work experience

This is an intensive applications programming course focusing on object-oriented aspects. Topics to be covered include encapsulation and abstraction, objects and classes, inheritance, polymorphism, class libraries, and messaging. The course includes project(s).

CS 5223 Computer Architecture 3-0-3

Prerequisite: Credit for/or experience with the basic concepts of a higher-level programming language such as Pascal or C

This is an intensive course for graduate students with a limited background in computer architecture. Topics from the principles of computer organization and architecture include: number systems, digital logic, and assembly and machine language with a focus on concepts. Laboratory assignments are required.

CS 5243 Operating Systems 3-0-3

Prerequisites: CS 5123, CS 5223, or the equivalent from undergraduate degree or work experience

This is an intensive course for graduate students with a limited background in operating systems concepts. Topics from the principles of operating systems include: process management, real and virtual memory management, job scheduling, management of peripherals, multiprocessing, and file systems.

CS 5423 Mathematical Structures for Computer Science 3-0-3

Prerequisites: An undergraduate course in Calculus

This is an intensive course for graduate students with a limited background in discrete mathematics. Topics include: set theory, relations and functions, principles of counting, introductory graph theory, formal logic, recursion, and finite state machines.

CS 6023 Research Methods and Presentations 3-0-3

Materials and methods of scholarly research in computer science. Includes study of standard research paradigms with illustrative cases of each and the use of research methods and presentations in industrial and business settings.

CS 6100 Discrete-Time Signals and Systems 3-0-3

Underlying principles of discrete-time signals and digital signal processing. Topics include mathematical representation of discrete-time signals and systems, sampling theorem and aliasing, introduction to difference equations, IIR and FIR filters, DTF, FFT, and Z-Transforms.

CS 6123 Programming Language Concepts**3-0-3**

Prerequisites: CS 5123, CS 5424, or the equivalent from undergraduate degree or work experience

Comparative study of programming languages with emphasis on design issues and compiler implementation problems. Covers formal definitions of syntax and semantics, data types, static and dynamic storage allocation, definition of operations, control of program flow, subroutine and function linkages, formal tools for characterizing program execution, and abstraction techniques, such as nonprocedural and object-oriented languages.

CS 6153 Advanced Database Systems**3-0-3**

Prerequisite: CS 5153 or the equivalent from undergraduate degree or work experience

An advanced course in database systems emphasizing design issues and implementation tradeoffs. It covers the theory, algorithms, and methods that underlie distributed database management systems. Client-server architecture is discussed, and students use an application development tool such as PowerBuilder.

CS 6223 Advanced Computer System Architecture**3-0-3**

Prerequisites: CS 5123, CS 5223, CS 5243, or the equivalent from undergraduate degree or work experience

Computer architecture, operating systems, and the integration of the two into usable computer systems. Includes discussions of processor types, buses, peripheral subsystems, microcode, instruction sets, operating systems characteristics, and interaction of operating systems with hardware.

CS 6243 Advanced Concepts in Operating Systems**3-0-3**

Prerequisite: CS 5243 or the equivalent from undergraduate degree or work experience

Topics from the theory of operating systems include: memory management options and management of high-performance architectures that address concurrent, parallel, and distributed processing.

CS 6263 Computer Networks**3-0-3**

Prerequisite: CS 5243 or the equivalent from undergraduate degree or work experience

Issues involved in computer-to-computer communications are examined based on the layered ISO Reference Model on Open Systems Interconnection. The objectives and methodologies of each layer are studied, with particular emphasis on the Datalink, Network, and Transport layers. Also explored are the various protocols for Local Area Networks and Wide Area Networks including wired and wireless solutions. Laboratory projects involve simulation and implementation of various aspects of inter-computer communication. Students are required to write a paper and present the findings on some of the latest network technologies.

CS 6283 Real-Time Systems**3-0-3**

Prerequisite: CS 5243 or the equivalent from undergraduate degree or work experience

The software-development life cycle as it applies to real-time systems. Labs involve the use of a real-time operating system and an associated development environment. System performance issues are also discussed. Major project included.

CS 6323 Human Factors**3-0-3**

The psychological, social, and technical aspects of interaction between humans and computers. Includes usability considerations, cognitive and perceptual issues, human information processing, and software development techniques for producing appropriate systems. Major project included.

CS 6353 Computer Graphics and Multimedia 3-0-3

Prerequisites: CS 5123, CS 5223, or the equivalent from undergraduate degree or work experience

A study of the hardware and software of computer graphics and multimedia systems from the programmer's perspective. Includes a survey of display and other media technologies, special architectures for support of graphics and multimedia systems, algorithms and data structures for manipulation of graphical and other media objects, and consideration of user interface design. Major project included.

CS 6423 Algorithmic Processes 3-0-3

Prerequisites: CS 5123, CS 5424, or the equivalent from undergraduate degree or work experience

Design and analysis of algorithms. Includes notations for representing algorithms, mathematical techniques for analyzing algorithms for appropriateness, completeness, use of resources, speed, correctness, and decidability.

CS 6453 Simulation and Modeling 3-0-3

Prerequisites: Familiarity with linear algebra and statistics and ability to program in a high-level language

The application of various modeling techniques to the understanding of computer system performance. Includes analytic modeling, queuing theory, continuous and discrete simulation methods, and the use of some software tool such as Simscript to implement a major project.

CS 6523 Artificial Intelligence 3-0-3

Prerequisite: CS 5123 or the equivalent from undergraduate degree or work experience

A survey of the major issues in A.I. system development and the methodologies associated with neural networks, expert systems, knowledge bases, and logic programming. Case studies will be used to illustrate material in the readings.

CS 6553 Expert Systems 3-0-3

Prerequisites: CS 5123 or the equivalent, SE 6623

An introduction to the development of expert systems, with an emphasis on the role of domain knowledge, knowledge acquisition, expert knowledge representation, and implementation. A major project is required.

CS 6901-6903 Special Topics variable credit-1 to 3 hours

Prerequisite: Consent of the department head

Special topics selected by the department. Offered on a demand basis.

CS 7703 Master's Project 3-0-3

Prerequisite: Consent of both the department head and the project advisor

This project is designed for students wanting a professional focus to their degree. The student works independently under the supervision of a designated CS faculty member on a project of practical significance in computer science. The student will generate a substantial final report and give a final defense of the project. This course may be repeated, but only 3 hours may be applied toward the degree. MS general questions (in lieu of a comprehensive exam) are administered as part of this course; satisfactory performance is required on the questions to get credit for this course.

CS 7803 Master's Thesis 3-0-3

Prerequisite: Consent of both the department head and the thesis advisor

The thesis is designed for students wanting a research focus to their degree. The student works independently under the supervision of a designated CS faculty member on a thesis of substance in computer science. The student will generate a formal written thesis and give a final defense of the thesis. This course may be repeated, but only 6 hours may be applied toward the degree. MS general questions (in lieu of a comprehensive exam) are administered as part of this course; satisfactory performance is required on the questions to get credit for this course.

Construction

CNST 5030 Descriptive Structural Systems 4-0-4

A descriptive study of structural behavior with an overview of statics, strength of materials, design of beams and columns for concrete, steel and timber structural systems.

CNST 6000 Information Methods 4-0-4

A course in communications technique improvement and preparation for functioning in an information based society. Conceptual and methodological issues in construction research will be explored with emphasis on construction specific resources. Data development and analysis will be studied to include the concepts of validity, reliability, and applications of statistics.

CNST 6100 Construction Law: Contracts and Claims 4-0-4

This course focuses on the legal problems and concerns frequently encountered by constructors and others who participate in the construction process. Topics include the formation of contracts and the various contractual relationships; methods of modification and termination of the contracts; exploration of licensure and professional liability of the construction practitioner.

CNST 6110 Commercial Construction Transactions 4-0-4

Prerequisite: CNST 6100

This course is an extension of CNST 6100, with course topic discussion being devoted to commercial construction transactions in relation to the construction contracting process. Discussion is devoted to UCC Article 2, 3, and 9 as applicable to construction vendor contracts. Also, discussion is devoted to the hybrid contracting process and the legal implications of bidding for goods and services that qualify under commercial contract law.

CNST 6120 Dispute Resolution 4-0-4

Prerequisite: CNST 6100

This course will survey the growth of the alternate dispute resolution field, giving emphasis to alternative dispute resolution theory and its application to the construction industry. A student will be exposed to different resolution processes relative to the construction industry: namely, negotiations, mediation and arbitration.

CNST 6130 Case Studies in Construction 4-0-4

Prerequisite: CNST 6100

This course is designed to explore the multiple contractual complications that typically arise within the construction contracting process. Topics will develop and explore the technical aspects of procurement, implementation, construction operations, through to post contractual obligation and liabilities inherent in the construction industry.

CNST 6200 Strategic Bidding and Estimating 4-0-4

A review of all normal bid-preparation activities that should take place in a prime contractor's organization from the initial decisions on project selection and receipt of drawings and specifications, through the estimating process and sub-bid research, final bid assembly, markup and submission, to postmortems and necessary follow-up actions. Significant attention will be devoted to bidding techniques, strategies, practices, and methods recommended to handle these functions.

CNST 6310 Advanced Scheduling and Integrated Controls 4-0-4

An exploration of current techniques and practices of integrated project control systems for construction. Subjects covered include various methods of project scheduling and monitoring, resource management, time-cost tradeoffs, organizing and managing schedule data, forecasting and trend analysis, and presentation of

schedule information. Special emphasis is placed on the use of modern integrated scheduling practices and associated computer tools.

CNST 6320 Construction Information Systems 4-0-4

The interaction of information technology with the construction industry. Opportunities and risks for individuals and organizations are examined in the realms of information flow, decision making and a changing world. Human and ethical issues are considered. Students are introduced through laboratory exercises to construction specific products, to construction applications of conventional database systems and to data transfer technologies.

CNST 6330 Advanced Operations: Constructability, Value Engineering, Productivity 4-0-4

An exploration of project processes and organization including procurement, startup, documentation, payment, change order administration and job closeout. Included is project analysis for constructability, value engineering, and productivity analysis/improvement techniques.

CNST 6410 Building Failures and Defective Work 4-0-4

A study of problems, trends and issues related to workmanship and product failures during a time of rapid change in the construction industry. It will discuss concepts, philosophy and technology behind the subject issues and seek the exchange of ideas and views. Students will be expected to gain knowledge in the subject topics and develop skill in researching for facts extended to effective written and verbal presentations of the findings.

CNST 6420 Tall Buildings 4-0-4

A study of tall buildings in the society of today and tomorrow. Form giving factors will be identified and problems of planning, design and construction explored. The project manager's role in the tall building process will be related to specific building examples. International differences in the role of tall buildings will become apparent, yet common threads will be found which can be useful in a shrinking world and a more universal construction industry.

CNST 6430 Automation and Robotics 4-0-4

A study of the level of application of automation and robots to construction. Techniques and equipment in varying stages of development as well as current applications will be presented for analysis and discussion. Students will be challenged to conceptualize new ways of applying technology to improve industry productivity through automation and robotics.

CNST 6510 Marketing of Construction Services 4-0-4

An examination of how construction services are marketed in the various sectors of the construction industry. The relevant characteristics of construction organizations and target clients will be explored with various scenarios structured to highlight critical parameters of search and match. The potential contributions of the media and conventional planning/analysis techniques will be considered.

CNST 6520 International Construction 4-0-4

An introduction to the construction industry in the international arena. Projects and processes will be studied. Issues of contract law, industry regulation, currency exchange, payment guarantees and risk management will be examined and related to respective countries of concern. Operations under different cultural norms will be projected in realistic scenarios.

CNST 6530 Construction Markets 4-0-4

A study of the dominant factors at work in different construction markets. Geographic, technological, economic, political, organizational, and social influences on construction markets are included. Market groupings by type of construction are identified and paradigms of construction are explored.

CNST 6540 The Construction Company**4-0-4**

Organization of the construction firm is covered in this course. Financing of the firm, marketing the various construction services of the firm and exploring the economics which are unique to the construction industry are analyzed. Strategic planning and planning for growth of a construction firm are included in the course. Insurance, bonding, employee development, and labor relations are studied. The continuing relationships with clients, bankers, bonding companies and design professionals are explored.

CNST 6600 Construction Risk Analysis and Control**4-0-4**

This course focuses on the safety practices mandated by government regulation and required by good business practice. The costs of safety and the lack of it is examined. Workers' compensation insurance cost is integrated into the issues of safety. Exposure analysis, risk management, risk transfer and the costs associated with each are examined in this course.

CNST 6901 - 6904 Special Topics**variable credit-1 to 4 hours**

Prerequisite: Consent of the department head

Special topics offered by the department. Offered on a demand basis.

CNST 7701 - 7704 Master's Project**variable credit-1 to 4 hours**

Prerequisites: CNST 6000 and consent of the department head

This course is designed for the students who want to focus their course of study on a particular aspect of construction. The student works independently under the supervision of the course professor on a project or an inquiry that is significant in the construction industry. The topic of the project or inquiry must be approved prior to registration and the student must continue the work in a manner that is satisfactory to the course professor. The student is expected to submit a substantial report and to defend this submittal and the course work taken in the degree program. This course may be repeated with departmental approval but no more than 8 hours may be applied toward the requirements for graduation.

CNST 7801-7804 Master's Thesis**variable credit-1 to 4 hours**

Prerequisites: CNST 6000, completion of 28 hours of graduate Construction degree course work or consent of the department head, approval of thesis proposal

Intensive research project that results in a formal written thesis. The thesis topic will usually be in an area of interest discovered by the student in early stages of the Construction program or work experience. Students may enroll for a maximum of 4 hours per term for thesis credit. The student works independently under the supervision of the thesis advisor on an inquiry that is significant to the construction industry. The topic must be approved prior to registration and the student must continue the work in a manner that is satisfactory to the thesis advisor. The student is expected to submit a substantial body of research work and to defend this submittal and the course work taken in the degree program. This course may be repeated with departmental approval but no more than 8 hours may be applied toward the requirements of graduation.

Engineering Technology**(Electrical Concentration)****ECET 6001 Circuit and System Modeling with SPICE****3-2-4**

Prerequisite: Semiconductor Device Theory and Applications; equivalent to ECET 2210, ECET 2310

A detailed study of circuit modeling using SPICE. The student will learn to model circuits and systems at the device level up to the behavioral level. This includes BJT and MOS transistors, op-amps, communications systems, control systems, etc. The student will also learn how SPICE numerical algorithms function and how to maximize the speed and accuracy of simulations.

ECET 6002 Programmable Devices 3-2-4

Prerequisites: Digital Theory and Applications, C and any AMS language equivalent to ECET 2210, ECET 4710

A study of the programming and applications of programmable devices for rapid time-to-market product development. Devices range from PLDs through MicroControllers through Programmable Analog devices. Practical experience will result from completing projects that develop systems using several of the devices.

ECET 6003 Advanced Test Engineering 3-2-4

Prerequisite: Fundamental Test Engineering equivalent to ECET 3600

An in-depth study of test engineering with emphasis on computer-aided instrumentation utilizing the IEEE-488 bus and protocols. LabVIEW for windows will be used to develop automated test systems and virtual instruments. Component, board, backplane, in-circuit, functional and systems testing will be researched and analyzed in relationship to cost, testability and fault analysis. Surface-mounted device and ASIC testing are also studied. Boundary-scan, VXI/VME, commercially available software and other test strategies will be explored.

ECET 6004 System Engineering 3-2-4

This course provides a knowledge base of those elements comprising good design practices beyond circuit design and analysis. Topics include: concurrent engineering, quality, reliability, maintainability, productivity, life-cycle cost, projectizing, manufacturing and logistic support.

ECET 6100 Discrete-time Signals and Systems 3-0-3

Underlying principles of discrete-time signals and digital signal processing. Topics include mathematical representation of discrete-time signals and systems, sampling theorem and aliasing, introduction to difference equations, IIR and FIR filters, Z-Transform, DFT, FFT and Spectral analysis. (Non-MSET majors only)

ECET 6101 Digital Signal Processing 3-2-4

This course is presented in three units. Unit one reviews underlying principles of discrete-time signals and systems, difference equations, and the design of finite impulse response and infinite impulse response filters. Topics of second unit include frequency response, Z-Transform, DTFT, DFT, and FFT with practical applications. The subject of third unit is implementation of digital filters and speech processing examples using popular DSP microprocessors such as TMS320, DSP56000, and ADSP21xxx families.

ECET 6102 Mechatronics 3-2-4

This course is about integrating electronics, mechanical engineering and computer science. It is essential for engineers or engineering technologists who have a need to work across disciplinary boundaries. The main topics covered in the course will be mechatronic system design which involves: 1) Modeling, analysis and control of dynamic physical systems; 2) Control sensors and actuators with special emphasis on brushless, stepper, linear and servo-motors; 3) Electronics for mechatronics with special emphasis on special purpose digital and analog integrated devices; and 4) Analog, digital and hybrid mechatronic systems such as hard-disk drives and robots.

ECET 6201 Advanced Digital Design 3-2-4

Prerequisites: Digital Theory and Application, C and Assembly Language equivalent to ECET 2210, ECET 4710

A detailed study of modern digital design principles and techniques. Topics will be investigated utilizing advanced programmable logic devices such as CPLD's, EPLD's, and FPGA's. Device development using both VHDL and schematic capture tools will be thoroughly explored. Practical experience and additional insight will be gained in the design and development of practical solutions to modern problems.

- ECET 6202 Embedded PC Systems** 3-2-4
 This course will focus on the latest developments in the field of embedded PCs (80186 & 80386ex processors). Emphasis will be on single-board systems used in the control environment. Customizing the ROM BIOS and developing ROM code will be studied. C, assembly language and real-time executive programming tools will be used.
- ECET 6203 Topics in Machine Intelligence** 3-2-4
 The principles, theory and current applications of fuzzy-logic and neural-networks are covered in this course. Discussions will include how neural network simulations are used to solve decision-making tasks. Other topics included are machine vision and speech analysis. Practical experience and additional insight will result from students using the principles and theories studied in class to develop practical solutions to actual problems.
- ECET 6204 Networked Embedded PCs** 3-2-4
 Prerequisite: ECET 6202
 A course covering the basics of embedded PCs and their applications in networks and wireless systems. Covers the 80x86 architecture and C++ programming, then covers network programming using TCP/IP. Emphasizes connecting embedded PCs via Ethernet, wireless systems and the Internet. Also, Win CE development will be introduced.
- ECET 6300 Telecommunications Networking** 3-0-3
 A study of the fundamentals of telecommunications systems, emphasizing the management viewpoint. Course covers voice and data networks, and the regulations and standards affecting them. Laboratory demonstrations will illustrate key concepts. Course cannot be used as credit for ECET majors.
- ECET 6301 Telecommunications** 3-2-4
 Prerequisite: Communications background equivalent to ECET 3400, ECET 4820
 The study of technologies and services deployed in today's public and private wide-area networks. Circuit-switched and packet-switched networks for voice and data will be studied. Topics include ISDN, X.25, SONET/SDH, ATM, and more. Students gain practical experience through detailed studies of actual WAN solutions used by various organizations.
- ECET 6302 Digital Communication Networks** 3-2-4
 Prerequisite: Communications background equivalent to ECET 3400, ECET 4820
 A detailed study of local area networks emphasizing characteristics, standards, protocols, and performance. Topics include Ethernet, Token Ring, routing, domain and peer networking, and network security. The configuration and interaction of networking devices, operation systems, and applications will be examined. Lab exercises and projects illustrate concepts.
- ECET 6303 Wireless Communication Systems** 3-2-4
 Prerequisite: Communications background equivalent to ECET 3400, ECET 3410
 A detailed study of wireless communication networks with special emphasis on applications, access techniques and interconnection with other networks. Topics include cellular telephones, personal communication systems, wireless LANs, and satellite systems. Students will gain practical experience by studying networks used by enterprises to enhance productivity and competitiveness.
- ECET 6401 Linear Control System Analysis and Design** 3-2-4
 This course is a thorough study of Modern Control Systems. Both time-domain and frequency domain methods of analysis, design and compensation of linear feedback control systems are covered. Topics include Laplace Transform methods, State Space analysis, stability analysis using Root Locus and frequency response

methods, Nyquist criterion, and practical examples of design and compensation of feedback control systems. This course will make extensive use of computer-aided design packages such as MATLAB.

ECET 6402 Power Flow Studies and Fault Analysis **3-2-4**

Prerequisite: Power system analysis background equivalent to ECET 4510

This is a course on modern power system analysis and design. The first part of the course is devoted to the typical topics in Power System analysis. In the second part of the course, emphasis is placed on topics such as power flow solutions, symmetrical faults, symmetrical components and sequence networks, unsymmetrical faults and power system stability.

ECET 6403 Applications of Power Electronics in Electric Drive Systems **3-2-4**

Prerequisite: Undergraduate machinery course equivalent to ECET 3500

This course combines electric machinery, control and power electronics. The first part of the course is devoted entirely to Power Electronics. The second part is devoted to the application of power electronics in the speed control of electric machinery. Both dc and ac motor drive systems are covered. MATLAB and Spice will be extensively used for computation and verification purposes. Practical and hands-on experience will be gained using practical electric drive systems in the second part of the course.

ECET 6704 Project Proposal **1-8-4**

Prerequisites: At least 24 hours completed toward degree and permission of project advisor

Guided by his/her Project Committee, the student will prepare a Proposal for his/her Masters Project. This proposal must conform to the published guidelines, be approved by the Project Committee and filed with the ECET office. In addition, the student will make substantial progress toward meeting the goals stated in the proposal and file an approved Progress Report. The filing of the Project-Committee approved Proposal and Progress Report will constitute completion of this course.

ECET 6901 - 6905 Special Topics **variable credit-1 to 5 hours**

The topic election and credit for this course will be by written agreement among the student, the instructor and the department head.

ECET 7504 Research **2-6-4**

Prerequisites: At least 28 hours completed toward degree and permission of instructor

A seminar in research and development methods, current industrial practice and application of new technologies. Guided by the instructor, each student will choose a current topic in Electrical or Computer Engineering Technology, become informed about the principles and applications of that topic and ultimately produce a research report which is presented during the ECET Forum.

ECET 7704 Project **1-8-4**

Prerequisites: ECET 6704 and permission of project advisor

Guided by his/her Project Committee, the student will complete his/her Masters Project. The student must demonstrate completion of the project to his/her committee and obtain the committee's approval. The student will prepare a final report that completely documents the project and will present this report to the department. Written acceptance by the Committee of the Final Report will constitute the completion of this course.

Information Technology

IT 5103 Programming Principles

3-0-3

This course covers the fundamentals of computer programming. Students are taught the concepts of sequences, iterations (looping), counters, accumulators, control structures, procedures and subroutines, arrays and files. CS and MSSE students cannot receive credit for this course.

IT 5113 Advanced Programming and Applications

3-0-3

Prerequisite: IT 5103 or equivalent

This course includes topics in beginning data structures, including arrays, stacks and queues. In addition, the course examines different computer applications concentrating primarily on those used in business and management. CS and MSSE students cannot receive credit for this course.

IT 6403 Windows Application Development

3-0-3

Prerequisite: IT 5113 or equivalent

This course covers the logical analysis, design, development, testing and implementation of a windows system. Students will implement an object-based, event-driven design using a programming environment.

IT 6473 Multimedia Applications

3-0-3

Prerequisite: IT 5113 or equivalent

This course introduces students to current practices, technologies, methodologies, and authoring systems in the design and implementation of systems that incorporate text, audio, images, animation and full-motion video. Students will complete multimedia projects using state-of-the-art tools.

IT 6663 Data Center Management

3-0-3

Issues in setting up and running a multi-user computer or data system. Includes RFP generation, vendor selection, project planning and control methods, backup and disaster recovery plans, site preparation, managing help desks, end user training, IT professional development, contract negotiation, outsourcing relationships and job scheduling.

IT 6723 Managing Operating and Network Systems

3-0-3

Prerequisite: IT 5113 or equivalent

This course covers the installation and management of operating systems and telecommunications networks, including cost-benefit analysis, and evaluation of connectivity options. Students learn to evaluate, select and implement different operating and communications options to support an organization.

IT 6733 Database Administration

3-0-3

Prerequisite: CS 5153 or equivalent

This course covers data administration and management, backup/recovery, security, access control, performance monitoring and tuning, data warehousing, data mining, online analytical processing, centralized versus distributed environments, client server and world-wide-web database integration.

IT 6743 Data Communications and Computer Networking

3-0-3

Prerequisite: IT 5103 or equivalent

Presents basic concepts and fundamental principles underlying current data communication and networking applications. Topics include data representation in multimedia systems, packet switching, high-speed LANs and WANs, TCP/IP protocol architecture, and client-server computing. CS and MSSE students cannot receive credit for this course.

IT 6753 Web Development

3-0-3

Prerequisites: CS 5153 or equivalent, IT 5113 or equivalent

This course covers SGML, HTML, XML, CGI and web scripts, forms, web page production, file compression, encryption and web site development and

management. Students will gain familiarity with a variety of browsers, plug-ins, network and PC operating systems, and tools used in the creation and maintenance of interactive multimedia web sites.

IT 6763 Electronic Commerce 3-0-3

This course covers tools, skills, business concepts, and social issues that surround the emergence of electronic commerce. The student will develop an understanding of the current practices and opportunities in EDI, electronic publishing, electronic shopping, electronic distribution, electronic collaboration and database issues. Other issues include standards, security, authentication, privacy, intellectual property, acceptable use, legal liability, and economic analysis.

IT 7833 IT Strategy and Policy 3-0-3

Prerequisite: Consent of the department head or the coordinator

This is a capstone course in which students complete a major project which integrates elements of the field.

Management

MGNT 5653 Financial Decision Making 3-0-3

Students are introduced to fundamental principles of accounting for economic events and the use of basic financial statements. The business finance component presents an overview of financial analysis, budgeting, asset management and financial strategy in business decision-making.

MGNT 5773 Managerial Decision Making 3-0-3

Introduces the application of probability and statistics to business decision making; including descriptive statistics, probability, normal distribution, sampling, confidence intervals, hypothesis testing, and simple linear regression. The production/operations topics include productivity, competitiveness, strategy, product and service design, process selection, capacity planning, facility layout, work system design, and location planning. This course also introduces the student to the study of human behavior in organizations. It explores management and organizational behavioral practices which lead to human resource development and organizational effectiveness.

MGNT 5873 Strategic Environment of Business 3-0-3

An overview of economic theory with an introduction to the impact of fiscal and monetary policies, and consumer and business decision-making. The marketing component explores buyer motivation, organizational and individual decision-making, changing buyer behavior, and market positioning and segmentation. The legal component introduces the fundamental legal and regulatory parameters that define, promote and limit business activities. Topics include constitutional law, torts, intellectual property, contracts, business organizations, employment law, agency law and antitrust law.

MGNT 6001 Management Communications 3-0-3

Effective communication skills are essential for managers in high technology environments. This course will emphasize skill building in writing, oral presentations, interpersonal communication, and research.

MGNT 6005 Managerial Economics 3-0-3

Prerequisite: MGNT 3505 or equivalent

Managerial economics focuses heavily on applied microeconomics issues. At its core is a value maximizing objective for the firm. Included in the course work will be traditional topics associated with microeconomics. Analysis of demand, production, cost, market structure, pricing and capital budgeting.

MGNT 6015 Technology and Innovation Management 3-0-3

Prerequisite: MGNT 3105 or equivalent

This course emphasizes innovation and creativity, and evaluation and analysis of new technology. The objective is to learn how to evaluate new technologies (either hard or soft) in order to be able to determinate whether or not to make a significant investments in them.

MGNT 6020 R&D Management 3-0-3

Prerequisite: MGNT 6015

A systematic examination of product innovations ranging from planning and research to development and commercialization or implementation of new product technology. Topics include pertinent business policy and strategic management issues, the process of innovation, concepts and interconnections between product and process creativity management, technology transfer, and relevant marketing issues. Students will analyze cases and do a project.

MGNT 6025 Managing Professionals 3-0-3

Prerequisite: MGNT 3105 or equivalent

This course examines the working relationship between management and professional employees in high technology organizations. Using management theory as a foundation, the course emphasizes experiential learning in order to develop effective leadership and team building skills which students can apply immediately. Learning methods include case studies, team exercises, role playing, individual and group presentation, experiential and group discussions.

MGNT 6030 Decision Making Techniques 3-0-3

This course provides a series of quantitative and analytical tools that will enable a student to make informed decisions about business problems. The focus will be on developing analytical models to characterize and solve management problems.

MGNT 6040 Current Readings in Management of Technology 3-0-3

This course will examine how technology impacts public issues. The content of the course will be based on the issues currently of concern and will range from ecology to health care to telecommunications.

MGNT 6050 Project Management 3-0-3

Prerequisites: MGNT 3105 or equivalent, MGNT 3505 or equivalent

A study of the project planning, organizing, control concepts and techniques. Coverage will include projects and specifications. Work Breakdown Structures (WBS), the Critical Path Method (CPM), the Program Evaluation and Review Technique (PERT), Gantt charting, and time/resource management.

MGNT 6055 Total Quality Management 3-0-3

Prerequisite: MGNT 3105 or equivalent

The concepts of TQM will develop leadership and interpersonal skills along with an understanding of planning and customer satisfaction, in addition to process analysis. The discussion will focus on quality and how to use project teams, such as selecting a project and choosing team members. Topics will be covered concerning setting up meetings and guidelines for productive meetings. Team aspects and team building and activities will also be discussed.

MGNT 6060 Entrepreneurship 3-0-3

Prerequisites: MGNT 3105 or equivalent, MGNT 3125 or equivalent, MGNT 3135 or equivalent, MGNT 6005

This course addresses the management challenges associated with starting and successfully running a new venture. It provides students with an opportunity to apply the theories and tools that they have learned elsewhere in the curriculum to the venture creation process.

MGNT 6065 Issues in International Management 3-0-3

Prerequisites: MGNT 3105 or equivalent, MGNT 3125 or equivalent, MGNT 3135 or equivalent, MGNT 6005

This course deals with cultural, institutional, economic, and financial environments characteristic of international markets. It will focus on strategic and operational plans that managers must undertake in formulating international business activities.

MGNT 6070 Employment and Labor Relations 3-0-3

Prerequisite: MGNT 3105 or equivalent

This course will cover employment practices and employment law in unionized and non-unionized settings. The focus will be on decision making and administrative issues for managers.

MGNT 6090 Strategic Management 3-0-3

Prerequisites: MGNT 6001, MGNT core courses

Exposes the student to the process of strategic decision-making. Emphasis is placed on the use of SWOT analyses in development of the strategic plan and the determination of the long-term character of the enterprise. Cases will be analyzed, and classroom presentations will be made by distinguished industrial executives and leaders.

MGNT 7501-7503 Independent Research variable credit-1 to 3 hours

Prerequisite: MGNT 3105 or equivalent

Course covers special topics of interest to the students. Course credit and topic are arranged between instructor and student.

Management Information Systems

MIS 6010 Management of Information Technology 3-0-3

A comprehensive study of the application of information technology within organizations. Includes focus on data generation, retrieval, analysis, and utilization in managing and decision-making activities.

MIS 6020 Analysis and Logical Design 3-0-3

Prerequisite: MIS 6010

This course provides an understanding of the system development and modification process. It enables students to evaluate and choose a system development methodology. It emphasizes the factors for effective communication and integration with users and user systems. It encourages interpersonal skill development with clients, users, team members, and others associated with development, operation and maintenance of the system. Topics will include project oriented analysis, design, and use of data modeling tools.

MIS 6030 Physical Design and Implementation with DBMS 3-0-3

Prerequisite: MIS 6020

This course covers information systems design and implementation within a database management system environment. Students will demonstrate their mastery of the design process acquired in earlier courses by designing and constructing a physical system using database software to implement the logical design.

MIS 6040 Physical Design and Implementation within a Programming Environment 3-0-3

Prerequisite: MIS 6020

This course covers physical design, programming, testing and implementation of the system. Implementations of object-oriented, client-server designs using a programming environment.

MIS 6050 Project Management and Practice**3-0-3**

Prerequisites: MGNT 3105 or equivalent, MGNT 3505 or equivalent

This course covers the factors necessary for successful management of system development or enhancement projects. Both technical and behavioral aspects of project management are discussed. The focus is on management of development for enterprise-level systems.

Marketing

MKTG 6010 Marketing Management**3-0-3**

Prerequisite: MGNT 3135 or equivalent

This course enables the student to recognize that the marketplace has been transformed from a historical production domination to a consumer driven catalyst based on abundant supplies of products and services and the emergence of a world marketplace. This transformation has created the need for managers to understand the mechanisms that drive production and consumption - commonly referred to as "marketing". Since any firm surviving today embraces the "marketing concept", a higher order of thinking is now encompassed in "competitive rationality". Along with these changes has been the evolution of management from a hierarchical order to a "team" concept requiring interaction among professionals from all backgrounds within a firm. This course will deliver the logic and common sense associated with sound marketing management principles under these changing global conditions. The student will then be able to apply these principles, not only to specific managerial environments, but also to understanding events occurring on a daily basis in today's dynamic global marketplace.

MKTG 6012 Sales Management**3-0-3**

Prerequisite: MGNT 3135 or equivalent

Sales Management will highlight the differences experienced by a sales manager from those of a manager geographically located with his or her subordinates. The "arms length" supervision requirements of sales management will better equip the student to manage any group in a business environment since the role of motivation will be better understood. Emphasis is also placed on hiring skills since much of a sales manager's effort is devoted to maintaining and expanding a sales force. This material is presented in a manner to assist the student in seeking their own employment after graduation since they have a better idea of what the prospective employer is seeking in a candidate.

MKTG 6024 Business-to-Business Marketing**3-0-3**

Prerequisite: MGNT 3135 or equivalent

Business-to-Business Marketing is an expansion of the current consumer oriented Buyer Behavior course to focus on the buying patterns practiced in the industrial marketplace. This course builds a foundation for the student to better understand all of the underlying conditions that govern an industrial marketing transaction beyond simply analyzing the product that is being sought. The role of technology and its importance in the development of industrial products is explored along with the critical role of services and their interrelation to the products with which they are connected.

MKTG 6028 Marketing Research**3-0-3**

Prerequisite: MGNT 3505 or equivalent

Marketing Research enables the student to actually conduct an opinion research project to better understand the underpinnings of a successful marketplace query. Actual business survey opportunities are sought so that the student gains "hands-on" experience in questionnaire design, data gathering and analysis. The student teams then prepare both a written and oral presentations of the results to experience the relationship between researcher and management in the gathering and

communication of research information. The statistics prerequisite enables the student to effectively utilize SPSS for windows to manipulate the gathered data and disseminate it into meaningful decisions.

Operations Management

OPSM 6005 Service and Production Operations Management I 3-0-3

Prerequisite: MGNT 4151 or equivalent

A survey of service and production management. Topics include productivity, forecasting, competitiveness, operations strategy, product and service design, process design selection, capacity planning, facility layout, design of work systems, and location planning.

OPSM 6006 Service and Production Operations Management II 3-0-3

Prerequisites: MGNT 4151 or equivalent, OPSM 6005

This course is a continuation of OPSM 6005. Topics include aggregate planning, inventory management, quality assurance, materials requirement planning, shop floor management, scheduling, performance measurement, Just-in-Time, synchronous operations, and global enterprise operations.

OPSM 6025 Purchasing Management 3-0-3

Prerequisites: MGNT 3145 or equivalent, MGNT 4151 or equivalent

Study of the activities, responsibilities, relationships and systems involved in the purchase of materials, services and capital equipment. Topics include identifying requirements; evaluating and selecting "best value" vendors; techniques for planning and executing the purchasing function, including fundamentals of negotiating, ethical and legal aspects of purchasing; interactions with the engineering, quality, manufacturing, materials management, transportation and legal functions and with suppliers; and international aspects of purchasing. Purchasing responsibility for quality, delivery, inventory, price and contribution to profit are also covered.

Quality Assurance

QA 6600 Methods of Analysis 4-0-4

A study of the analytic processes required to identify, document, define, and measure requirements and limitations for any operating system. Class work will focus on identifying, describing, and measuring existing manufacturing and service systems. Methods available for system improvement will be investigated.

QA 6602 Total Quality 4-0-4

A study of the functions and responsibilities of the quality organization. TQM concepts, quality function deployment, and the tools for continuous improvement are analyzed for sequence of use and application. Emphasis is placed on design and performance aspects of a system wide quality assurance function.

QA 6610 Statistics for Quality Assurance 4-0-4

Descriptive statistics for discrete and continuous variables, probability distributions, confidence intervals and hypothesis testing, elementary control charts for variables and attributes, the design of acceptance sampling plans, analysis of variance, and regression and correlation analysis.

QA 6611 Advanced Statistical Applications 4-0-4

Prerequisite: A course in statistics, such as MATH 2260 or QA 6610

The application of advanced statistical methodologies to the analysis and solution of quality and management problems, including probability theory, control charts, sampling, regression analysis, and design of experiments. The focus is on statistical process control and related quality technologies.

- QA 6612 Advanced Experimental Design** 4-0-4
Prerequisite: QA 6611
Analysis of statistical experimental design strategies, and planning of experiments for the best strategy and objectives. The use of existing computer applications packages will be stressed.
- QA 6615 Applied Systems Reliability** 4-0-4
Prerequisite: QA 6612
Analysis of appropriate probabilistic models for system reliability, including the exponential, Weibull, normal, and lognormal distributions, life prediction techniques, reliability test program plans, failure mode and effect analysis, Markov models, and maintainability concepts.
- QA 6620 Inspection Systems Design** 4-0-4
Prerequisite: QA 6610
Understanding inspection systems, measurement principles, and limitations. Included are acceptance sampling plans such as ANSI Z1.4, ANSI Z1.9, Dodge Romig, and stipulated risk, chain, sequential, and continuous plans.
- QA 6630 Technical Training Methods** 4-0-4
Adult learning theory, the development and management of training programs, presentation techniques, instructional aids, and assessment will be investigated.
- QA 6640 Quality Cost and Supplier Evaluation** 4-0-4
Prerequisite: QA 6602
A detailed analysis of cost reductions involved in continuous improvement. Supplier evaluation, including quality audits, is reviewed to establish capability. The concept of partnerships is explored.
- QA 6650 Quality Systems Design** 4-0-4
Prerequisite: QA 6602
The development of the quality organization, systems, and procedures necessary for effective participation in world markets. Creating and documenting methods and procedures are stressed.
- QA 6712 Quality Systems Simulation** 4-0-4
Prerequisite: QA 6611
The application of simulation to quality systems. Topics covered include fundamental simulation modeling techniques, random sampling procedures and methods of estimating performance measures from simulation outputs. Emphasis will be upon hands-on simulation of various quality systems using PC based simulation languages.
- QA 6722 Human Factors in Quality Assurance** 4-0-4
Prerequisite: QA 6600 or QA 6602
A comprehensive survey of human factors theory, research, and applications which are of particular relevance to quality assurance. Emphasis will be placed on operator constraints in the design of work processes, workplaces, and instrumentation.
- QA 6731 Measurement and Testing Techniques** 4-0-4
Prerequisite: QA 6600 or QA 6602
An in-depth discussion of equipment, principles, and techniques of measurement assurance.
- QA 6735 Graduate Seminar** 4-0-4
Prerequisites: QA 6602, QA 6611 or consent of the department head
The course is designed to cover various topics within the field of quality assurance which are not taught in other courses. These topics might include acceptance sampling, risk analysis, SPC training methods, and others. Students are expected to make formal presentations in teams.

QA 6763 Software Quality**4-0-4**

The Personal Software Process (PSP) is a technology that brings discipline to the practices of individual software engineers, dramatically improving the quality, predictability, and cycle time for software-intensive systems. PSP makes engineers aware of the processes they use to do their work and the performance of those processes. The course covers quality assessment, cost estimation, configuration management, software performance measures, proof of correctness, validation and verification, and management of the total quality environment for software.

QA 6901-6904 Special Topics in Quality**variable credit-1 to 4 hours**

Students may arrange to study and perform independent research on a topic approved by a graduate faculty member. An appropriate research paper will be required and the student may be required to make an oral presentation to faculty, graduate students, and/or quality professionals.

QA 7504 Research in Quality**4-0-4**

Prerequisites: QA 6602, QA 6611 or consent of the department head

This course is designed to guide the student in a thorough and in-depth written examination of one or more topics relevant to the application of quality assurance. Emphasis is placed upon students using both traditional and electronic means to perform the research.

QA 7704 Project**4-0-4**

Prerequisites: QA 6611, QA 6650

The goal of students enrolled in this course is to complete a project under the guidance of an assigned professor. It is the culminating learning experience of the program and includes a significant written and oral report. To meet the standards established by the faculty, the project must demonstrate a rigorous scientific approach, use a clearly documented theoretical framework, and demonstrate application to the quality profession. The project is expected to require two semesters (a minimum of 8 hours) to complete.

QA 7804 Thesis**4-0-4**

Students will perform a research project on some aspects of quality assurance. The student's faculty advisor must approve the research. Students are to demonstrate their abilities in problem identification, research, and written presentation in the thesis. This course must be taken in the last two semesters of the student's program.

Science, Technology, and Society**STS 6643 Issues in Information Management****3-0-3**

This course addresses current issues relating to computers, ethics, and social values. Topics include computer ethics, computer crime, abuse, social responsibility, risk analysis, computer law and cultural impact. Library and internet research components are included, and a major research paper is required.

Software Engineering**SE 6343 User Interface Design and Implementation****3-0-3**

Prerequisite: SE 6623

This practicum course covers the major frameworks, methods, and approaches to designing, engineering, implementing, and testing user interfaces. It covers user and usability requirements gathering, task analysis, user-interface design, coding of the user interface, and evaluation with respect to requirements and the users' tasks. Numerous illustrative design and coding projects are completed throughout the term.

SE 6623 Software Engineering I 3-0-3

Prerequisite: CS 5123 or the equivalent from undergraduate degree or work experience

This course covers the initial phases of the software-development life cycle. Topics include planning, requirements analysis, requirements specification, and design. A number of techniques for performing analysis and design are explored and applied in a major project.

SE 6633 Software Project Management 3-0-3

Prerequisites: SE 6623

Focus on organizational and technical roles in software engineering. Emphasis on: models of software life cycle, software maturity framework, strategies of implementing software, software process assessment, project planning principles and tools, software configuration management, managing software quality and usability, leadership principles, and legal issues. A required team project combines technical and managerial techniques of software design and development.

SE 6683 Management Information Systems 3-0-3

A study of the use of computer and information management systems in the management of organizations. Includes formal characterization of management structures, identification of information needs, and integrated tools for providing MIS support. Major project included.

SE 6723 Software Engineering II 3-0-3

Prerequisite: SE 6623

This course covers the entire software development life-cycle. Emphasis is placed on advanced topics including prototyping, verification and validation, formal methods, and quality management. A major component is a group project that utilizes a Computer Assisted Software Engineering (CASE) tool to assist in the design, development, and implementation of a system.

SE 6743 Object-Oriented Analysis and Design 3-0-3

Prerequisites: SE 6623

This course explores the object-oriented software development process including analysis, design, and programming. Emphasis is on the object-oriented paradigm.

SE 6763 Software Metrics and Quality Management 3-0-3

Prerequisite: SE 6623

This course covers quality assessment, cost estimation, configuration management, software performance measures, proof of correctness, validation and verification, and management of the total quality environment for software development.

SE 6783 Object-Oriented User Interfaces with Prototyping and Usability Engineering 3-0-3

Prerequisites: CS 5183 or equivalent, SE 6623

This course starts with the concept of an object-oriented (OO) user interface (UI), proceeds to an OO analysis for the UI, and follows the iterative steps of usability engineering to build, test, and refine multiple small-scale UI prototypes. Throughout the course, a medium-to-large scale system will be developed through teams using a combination of OO analysis, software engineering, and usability engineering techniques. The usability, quality, measurement, planning and management factors of software engineering are practiced throughout the course in the lab exercises and the team project. A fully equipped usability lab is utilized.

SE 6823 Embedded Systems Analysis and Design 3-0-3

The Analysis and Design course focuses on using modern methods, techniques, and tools for specification and design of embedded systems. Topics include analytical methods such as RMA, development methods such as HOOD, and notations like UML, Petri-nets, etc. Performance evaluation based on modeling and simulation techniques is also covered. This is a project-oriented course.

SE 6843 Embedded Systems Construction and Testing 3-0-3

The Construction and Testing course focuses on the use of current software building technology, testing, reliability analysis, and benchmarking. Topics include component-based development (CBD), CORBA, implementation technology such as RT/Java, Ada, RTOS, CASE tools (with emphasis on the use of measurement tools), and domain libraries. The course also covers issues on hardware-software co-design. This is a project-oriented course.

SE 6883 Formal Methods in Software Engineering 3-0-3

Prerequisites: CS 5424 or equivalent, SE 6623

A study of formal specification in the software development process including transformational development, structured algebraic specification, and model-based (particular, Z) specification.

SE 6901-6903 Special Topics variable credit-1 to 3 hours

Prerequisite: Consent of the department head

Special topics selected by the department. Offered on a demand basis.

SE 7703 Software Engineering Project 3-0-3

Prerequisite: Consent of both the department head and the project advisor

This project is designed for students wanting a professional focus to their degree. The student works independently or as part of a designated team under the supervision of a designated CS faculty member on a project of practical significance in software engineering. The student will generate a substantial final report and give a final defense of the project. This course may be repeated, but only 3 hours may be applied toward the degree. MS general questions (in lieu of a comprehensive exam) are administered as part of this course; satisfactory performance is required on the questions to get credit for this course.

Technical and Professional Communication

TCOM 6001 Technical Writing and Editing 3-0-3

Overview of technical writing and editing. Emphasis on drafting and editing many documents that reflect the variety of writing done in the field of technical communication. Both experienced and inexperienced writers will benefit from this course, which must be taken the first semester of enrollment in the master's program.

TCOM 6002 Document Design and Research 3-0-3

Study of the main design elements in technical communication, with emphasis on theoretical underpinnings and research. Provides an introduction to research methodologies that flow largely from practical issues related to information design. Requirements include a report on document design that demonstrates solid application of theoretical principles. Should be taken as soon as possible after admission.

TCOM 6003 Advanced Editing 3-0-3

Prerequisite: TCOM 6001

Course examines the responsibilities of an editor, including the skills and talents necessary to become a successful editor. Focus is on developmental editing, copyediting, editing graphics, and editing electronic documents. Also covers (a) interpersonal skills relative to editing, (b) organizational aspects of editing, and (c) production issues such as selecting paper stock, bidding jobs, binding documents, and inspecting presses on site for major jobs.

TCOM 6004 Advanced Research 3-0-3

Prerequisite: TCOM 6002

Course prepares students to write a journal-quality article or a master's thesis. Introduces methods of quantitative and qualitative inquiry used in technical

communication research, develops the skills for conducting a search and review of literature, teaches techniques of collecting and analyzing data, and covers the elements of a formal research report. Strongly encouraged for students who choose the thesis option.

TCOM 6030 Foundations of Graphics 3-0-3

An introduction to the fundamental elements and principles of graphic design and application of these concepts to page design and layout. Study of elementary color theory. Introduction to production techniques and current software applications. This course is double-listed for both undergraduate and graduate students. Graduate students will be required to complete additional work that emphasizes theory and research over application. Thus they must demonstrate a higher level of learning than undergraduates.

TCOM 6040 Applied Graphics 3-0-3

Prerequisite: TCOM 6030

Course examines the role of graphics in technical and professional communication. Students develop competency in desktop publishing, digital image editing, and vector-based graphics applications. Students complete practical projects that use typography, photographs, illustrations, engineering drawings, and data graphics. Projects focus on the role of graphics as both an independent communication and as support for text-based media used in business, industry, education, and training.

TCOM 6045 Foundations of Multimedia 3-0-3

Prerequisite: TCOM 6030

A study of the foundations of multimedia including theory, planning, scripting, storyboarding, and production. Students will submit research work on the theory of multimedia. This course is double-listed for both undergraduate and graduate students. Graduate students will be required to complete additional work that emphasizes theory and research over application. Thus they must demonstrate a higher level of learning than undergraduates.

TCOM 6050 Applied Multimedia 3-0-3

Prerequisite: TCOM 6045

Study of specific applications of multimedia in technical and professional communication, education, marketing, and training, including authoring for Web pages. Projects emphasize hypermedia, hyperlinks, and interactive design for use in technical manuals, proposals, informational kiosks, marketing presentations, resumes, and electronic information systems.

TCOM 6060 International Technical Communication 3-0-3

Survey of the major issues that affect technical communication from a global perspective. Topics may include cultural influences on communication, challenges associated with technical translation, differing uses of graphics, communicating within multinational organizations, and theoretical issues related to international communication.

TCOM 6070 Manuals 3-0-3

Introduction to the process and principles of writing manuals, with emphasis on user manuals. Students write and produce all or part of a manual. Course includes study of structured writing. Course also includes discussion of (1) production issues and (2) theory relevant to designing usable and readable manuals. This course is double-listed for both undergraduate and graduate students. Graduate students will be required to complete additional work that emphasizes theory and research over application. Thus they must demonstrate a higher level of learning than undergraduates.

TCOM 6080 Professional Oral Presentations 3-0-3

Course designed to enhance students' presentation skills in a technical and business environment. Students practice various speech types such as briefings, interviews, formal technical presentations, panels, and impromptu presentations. Course also includes an overview of communication theory as it applies to oral presentations.

TCOM 6090 Medical Communication 3-0-3

Course examines the scope of medical communication. Students produce, edit, or analyze samples of such documents as patient information brochures, medical advertisements, pharmaceutical package inserts, and medical research papers.

TCOM 6100 Small Group Communication 3-0-3

Study of the theory and practice of group interaction and teamwork as it applies to group process. Focuses on such topics as the function of roles in groups, conflict resolution, leadership in the small group, gender differences, listening and negotiation skills, and managing meetings. Workshop activities reinforce these principles. This course is double-listed for both undergraduate and graduate students. Graduate students will be required to complete additional work that emphasizes theory and research over application. Thus they must demonstrate a higher level of learning than undergraduates.

TCOM 6110 Project Management 3-0-3

Study of the variety of skills needed to manage projects in technical communication. Students practice in three key areas: planning, scheduling, and controlling. Related areas, such as delegating and decision making, are covered through outside readings. Strongly recommended: several years' experience in technical writing and some experience as senior writer, team leader, or supervisor.

TCOM 6120 Usability Testing 3-0-3

Study of the relevant research and practical application of usability testing as part of product development. Includes strategies for planning, conducting, and analyzing a test. Teams will perform tests and report results from an actual test in a usability lab. Recommended that students have experience in, or have taken, Online Communication or Foundations of Multimedia.

TCOM 6130 Online Communication 3-0-3

Study of the design and development of effective online materials such as help, online references, and web pages. Presents theories of human-computer interaction and principles of online communication. Students design and develop their own module of online information. Although the course presents principles of authoring, it does not teach tools for authoring online information. This course is double-listed for both undergraduate and graduate students. Graduate students will be required to complete additional work that emphasizes theory and research over application. Thus they must demonstrate a higher level of learning than undergraduates.

TCOM 6140 Instructional Design 3-0-3

Course introduces students to principles of how adults learn and develop the skills required to plan curricula, select media, plan instructional modes, produce materials, and deliver training about technical topics. Students develop a training curriculum based on an organizational needs assessment. Students also develop and deliver an in-class instructional unit on technical topics of their choosing. These topics can be work-related or from the field of technical writing.

TCOM 6150 Marketing Communication 3-0-3

Course examines those aspects of technical communication that include advertising, brochures, catalogs, press releases, and other means of marketing in both print and other media. Includes analysis of web pages and the uses of the world wide web for marketing purposes.

TCOM 6160 Rhetoric: History, Theory, and Practice **3-0-3**

Course introduces rhetoric as the relationship between thought and expression. Explores connections between rhetoric and writing, between a public act and a personal thinking process, by examining classical and contemporary accounts of rhetorical history and theory. Students apply theory to their own writing as they explore the relationship between writers, readers, and subjects and the range of options available to communicators. This course is double-listed for both undergraduate and graduate students. Graduate students will be required to complete additional work that emphasizes theory and research over application. Thus they must demonstrate a higher level of learning than undergraduates.

TCOM 6170 Video Production **3-0-3**

Introduction to the role and use of video production for technical and professional communication. Topics include scripts, storyboards, shot selection, continuity, lighting, sound, in-camera editing, and fundamental post-production techniques. Students complete at least two assigned videos as individual or team projects. This course is double-listed for both undergraduate and graduate students. Graduate students will be required to complete additional work that emphasizes theory and research over application. Thus they must demonstrate a higher level of learning than undergraduates.

TCOM 6901-6903 Special Topics **variable credit-1 to 3 hours**

Intensive study of a particular genre of technical writing, with course topics changing from semester to semester.

TCOM 7601-7603 Master's Internship **variable credit-1 to 3 hours**

Prerequisites: Completion of 27 hours of TCOM coursework or consent of the department head, confirmation of approved internship

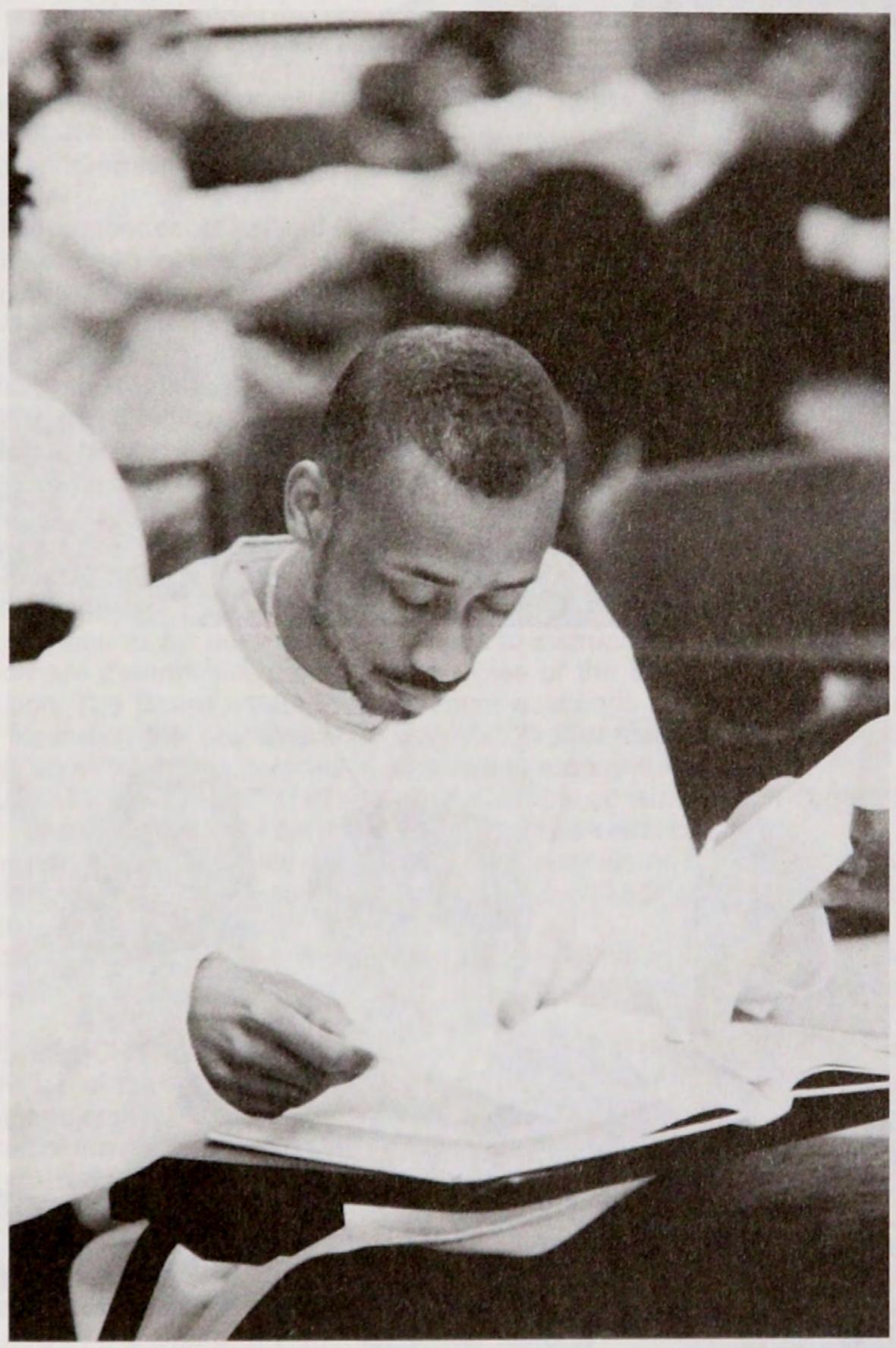
Course provides student with hands-on experience in technical communication in a professional environment. The internship involves work for a single sponsoring organization. Work should be typical of technical communicators. Work may be either an extended project or a variety of shorter assignments. (Total of 6 hours of Master's Internship required.)

TCOM 7801-7803 Master's Thesis **variable credit-1 to 3 hours**

Prerequisites: Completion of 30 hours of TCOM coursework or consent of the department head, approval of thesis proposal

Intensive research project that results in a formal written thesis. Usually flows from an area of interest discovered by the student in early stages of the Technical and Professional Communication program or through work experience. Thesis work will be closely supervised by the student's advisor. Students may enroll for a maximum of 3 hours per term for thesis credit, with exceptions at the discretion of the department head. (Total of 6 hours of Master's Thesis required.)

Administrative Offices Faculty



Dr. George [Name]



Administrative Officers and Faculty

The University System of Georgia

The University System of Georgia includes all state-operated institutions of higher education in Georgia - 4 universities, 2 regional universities, 13 senior colleges, 15 junior colleges. These 34 public institutions are located throughout the state.

A 16-member constitutional Board of Regents governs the University System; which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years.

The Chairperson, the Vice Chairperson, and other officers of the Board are elected by the members of the Board. The Chancellor, who is not a member of the Board, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction; Public Service/Continuing Education; Research.

INSTRUCTION consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

PUBLIC SERVICE/CONTINUING EDUCATION consists of non-degree activities, primarily, and special types of college-degree-credit courses.

The non-degree activities are of several types, including such as short courses, seminars, conferences, lectures, and consultative and advisory services, in a large number of areas of interest.

Typical college-degree-credit public service/continuing education courses are those offered through extension center programs and teacher education consortiums.

RESEARCH encompasses investigations conducted primarily for discovery and application of knowledge. These investigations cover matters related to the educational objectives of the institutions and to general societal needs.

Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges.

The policies of the Board of Regents provide autonomy of high degree for each institution. 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 requested by, made to, and allocated by the Board of Regents. Matriculation and nonresidential tuition fees for all institutions are set by the Board. All resident students pay matriculation fees; out-of-state students pay nonresident tuition in addition to matriculation. Fees for student services and activities are established by each institution, subject to the Board's approval.

University System of Georgia
270 Washington Street, S.W.
Atlanta, Georgia 30334

Institutions of the University System of Georgia

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Georgia State University	Atlanta
Medical College of Georgia	Augusta
University of Georgia	Athens

Regional Universities

Georgia Southern University	Statesboro
Valdosta State University	Valdosta

State Universities

Albany State University	Albany
Armstrong Atlantic State University	Savannah
Augusta State University	Augusta
Clayton College & State University	Morrow
Columbus State University	Columbus
Fort Valley State University	Fort Valley
Georgia College & State University	Milledgeville
Georgia Southwestern State University	Americus
Kennesaw State University	Marietta
North Georgia College & State University	Dahlonega
Savannah State University	Savannah
Southern Polytechnic State University	Marietta
State University of West Georgia	Carrollton

Associate Degree Colleges

Abraham Baldwin Agricultural College	Tifton
Atlanta Metropolitan College	Atlanta
Bainbridge College	Bainbridge
Coastal Georgia Community College	Brunswick
Dalton College	Dalton
Darton College	Albany
East Georgia College	Swainsboro
Floyd College	Rome
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Karl D. Staber, Director of Recreational Sports and Athletics
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Robert J. Yancy, Dean, School of Management

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Wiseman, Thomas L., Associate Professor

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Industrial Engineering Technology Department

Aft, Lawrence S., Professor

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Ph.D., Northwestern University; M.B.A., Atlanta University; B.A., Morehouse College

Davis, Sidney, Professor

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 Ph.D., Illinois Institute of Technology; M.S., Western Michigan University; B.S.,
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 University
- Richardson, Ronny, Associate Professor
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 Georgia State University; B.S., University of Southern Mississippi

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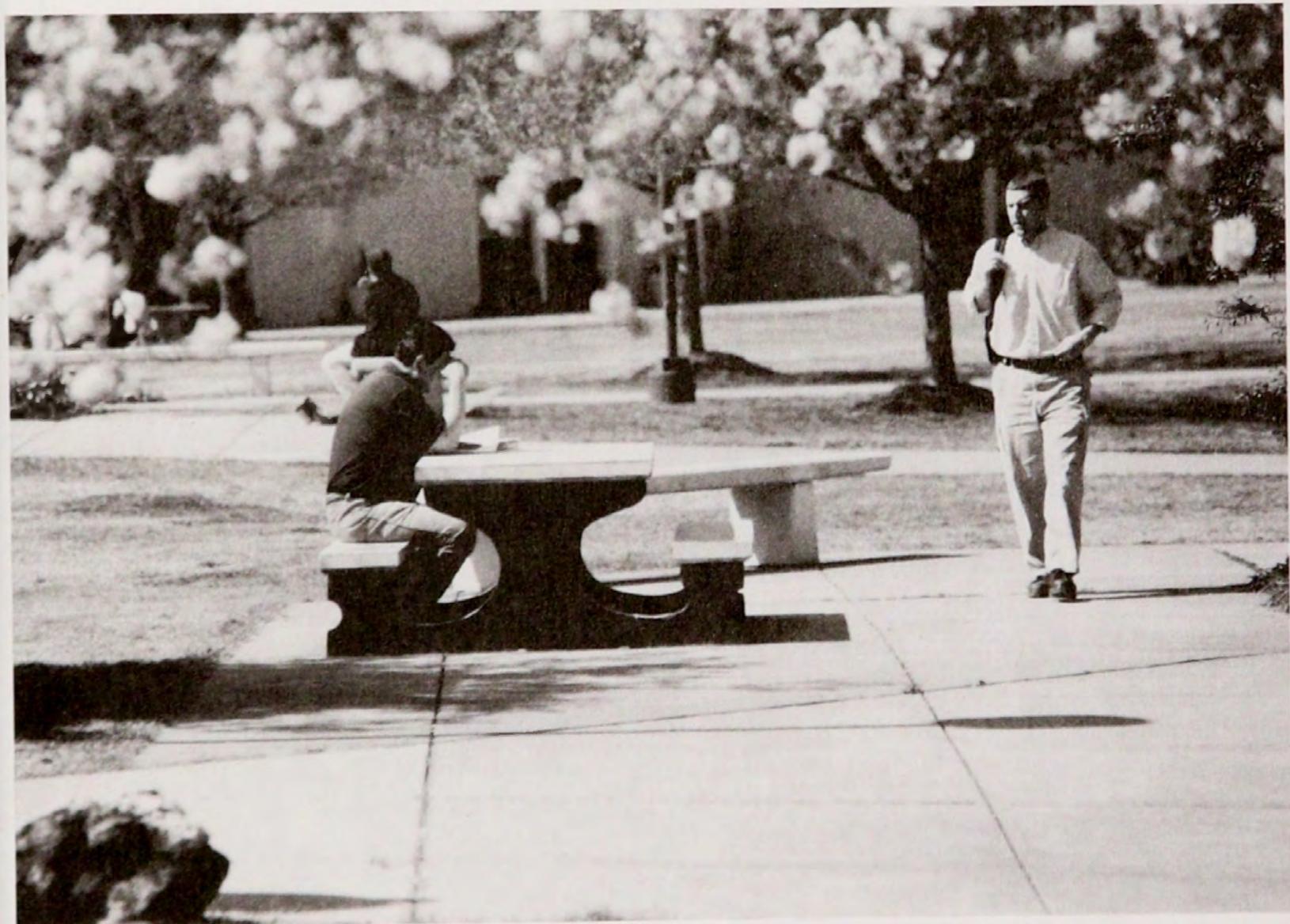
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PHOTOS

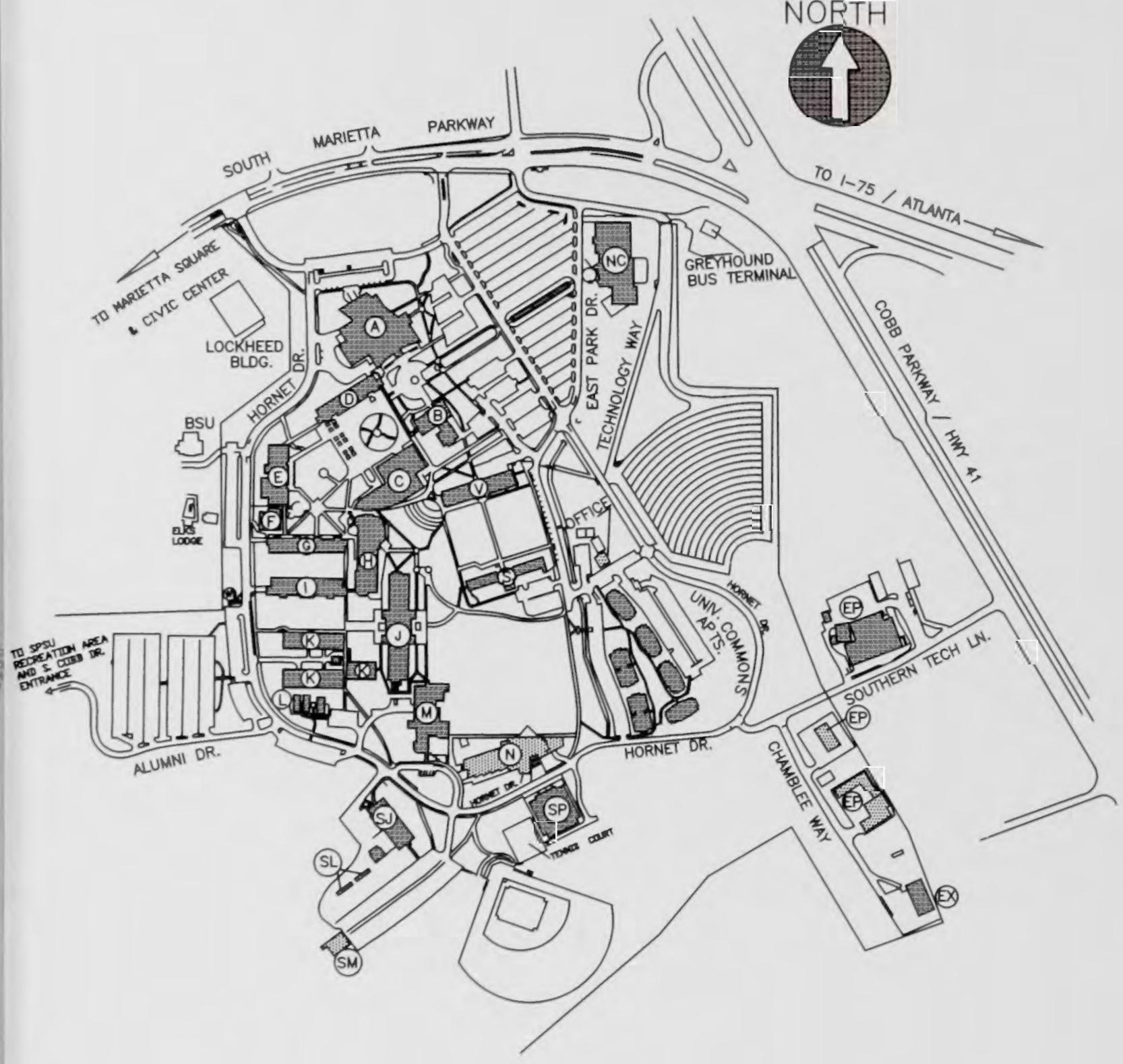
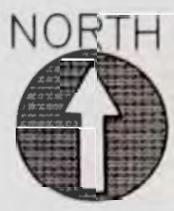


Notes



Campus Map Legend

- A** Wilson Student Center
Bookstore
Cafeteria
Counseling Center
Post Office
Student Activities
- B** Administration Building
Admissions
Assistant Vice President
Dean of Students
President
Public Relations
Records
Recruitment
Veteran Affairs
Vice President-Academic Affairs
Vice President-Enrollment
Management & Student
Services
- C** Library
- D** Classroom Building
Institutional Research, Planning,
and Assessment
International Student Services
Mathematics Department
Minority Affairs
- E** Laboratory Building
Physics, Chemistry, and Biological
Sciences Department
- F** Continuing Education Center
- G** Electrical Building
ECET Department
- H** Academic Building
Construction Department
Information Technology
- I** Architecture Building
School of Architecture
- J** Atrium Building
College of Arts and Sciences
College of Technology
Computer Science Department
Humanities and Technical
Communication Department
IET Department
Learning Resources Center
School of Management
Social and International Studies
Department
- K** Mechanical Building
MET Department
- L** Modular Buildings
Georgia Youth Science and
Technology Center
- M** Apparel/Textile Manufacturing Center
ATET Department
- N** New Architecture Building
(Under Construction)
- S** Howell Hall
Career Services
Student Housing
- V** Norton Hall
Business Services
Cashier
Financial Aid
Human Resources
Procurement
University Police
Vice President-Business and
Finance
- EP Plant Operations Building
- EX Procurement Building
Central Receiving
- NC Recreation and Wellness Center
Clinic
- SJ CET Building
CET Department
- SM Wilder Communications Center
- SP Intercollegiate Athletic Facility



Southern Polytechnic State University
Campus Map

Quantity: 8,000
Cost: \$5,927



SOUTHERN

POLYTECHNIC

STATE UNIVERSITY

SOUTHERN POLYTECHNIC STATE UNIVERSITY

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MARIETTA, GA 30060-2896