

Undergraduate Bulletin 2008-2009

Georgia Southwestern State University

A State University of the University System of Georgia Established 1906

Georgia Southwestern State University is an equal opportunity/affirmative action educational institution and as such does not discriminate in any matter concerning students, employees, or services to its community on the basis of race, color, religion, sex, veteran status, handicap, age, or national origin. The University is in compliance with all known federal, state, and local regulations regarding nondiscrimination.

800 Georgia Southwestern State University Drive
Americus, Georgia 31709-4379

STATEMENT OF PURPOSE

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 every effort will be made to ensure accuracy of the material stated herein, Georgia Southwestern State University reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of such changes. *Each student is assigned a faculty advisor who will assist the student in interpreting academic regulations and in planning a program of study chosen by the student. However, final responsibility of selecting and scheduling courses and satisfactorily completing curriculum requirements for any degree rests with the student.*

Information regarding academic requirements for graduation is available in the offices of the Registrar, Deans of Schools and Chairs of Departments, and the Vice President for Academic Affairs. It is the responsibility of each student to keep himself or herself apprised of current graduation requirements for a degree program in which he or she is enrolled.

DIRECTORY OF CORRESPONDENCE

For Information on:

Write to:

Gifts, Bequests, and Scholarship Donations	President
General Information and Admissions	Director of Admissions 1-800-338-0082
Graduate Programs	Dean of the appropriate school
Financial Aid, Scholarships, Student Employment	Student Financial Aid Director
Housing	Vice President for Student Life
Fees, Expenses, and Method of Payment	Vice President for Business and Finance
Course Offerings, Academic Reports, and other Scholastic Matters	Vice President for Academic Affairs
Transcripts and Records of Former Students	Registrar
Publicity	Director of Public Relations
Alumni	Director of Development/Alumni Affairs

UNDERGRADUATE DEGREES

Areas of Study	B.A.	B.F.A.	B.S.	B.S.N.	B.B.A.	B.S.Ed.
Accounting						x
Art	x	x				
Biology				x		

Chemistry		x	
Computer Information Systems		x	
Computer Science		x	
Dramatic Arts	x		
Early Childhood Education			x
English	x		
English with Teacher Certification	x		
English with Professional Writing Option	x		
Exercise Science/Wellness			x
Geology		x	
Health & Physical Education			x
History	x		
History with Teacher Certification		x	
Human Resource Management			x
Management			x
Marketing			x
Mathematics		x	
Mathematics w/ Industrial Mathematics Option		x	
Mathematics with Teacher Certification		x	
Middle Grades Education			x
Music	x		
Nursing		x	
Political Science		x	
Psychology	x	x	
Recreation			x
Sociology		x	
Special Education			x

Georgia Southwestern State University also offers the Master of Education, Master of Business Administration, Master of Science in Computer Science, and the Specialist in Education degree. A Bachelor of Science dual degree program in cooperation with Georgia Institute of Technology. Certificate programs are also available in the following areas: Criminal Justice, European Union Studies, Latin American Studies, Religious Studies, Web Design, Caregiving, and Women's Studies.

*Students wishing to pursue teacher certification at the secondary level should meet with the advisor in their discipline to discuss the appropriate curriculum requirements.

Undergraduate and Graduate course descriptions

The descriptions of the courses offered by each school and department follow the information section and listing of degree programs for each school and department. Numbers following the description of the course indicate the number of weekly class hours, the number of weekly laboratory, practicum, or other type of required contact hours, and the credit-hour value of the course expressed in semester hours. For example, (3-2-3) following the course description means three class hours, two other hours, and three semester hours of credit.

CALENDAR*

Summer Term 2008

Fall Term 2008

Spring Term 2009

Summer Term 2009

SUMMER TERM 2008

Last Day to Apply for Graduate Admission	March 15, 2008
Last Day to Apply for Undergraduate Admission for May Term	March 14, 2008
Last Day to Apply for Undergraduate Admission for Summer Term	April 21, 2008
Last Day to Apply for Re-Admission (May Term)	May 12, 2008
Residence Halls Open for May Term - 1:00 pm	May 8, 2008
May Term Registration	May 12, 2008
May Term Classes Begin	May 12, 2008
Midterm for May Term	May 20, 2008
Last Day to Withdraw from Class without Penalty for May Term	May 22, 2008
Classes Will Not Meet	May 28, 2008
Last Day of Class for May Term	May 29, 2008
Final Exams for May Term	May 30, 2008
Residence Halls Close for May Term - 5:00 pm	May 31, 2008
Residence Halls Open for Regular Summer Term - 1:00 pm	June 1, 2008
Last Day to Apply for Re-admission (Full-Term and Summer I)	June 2, 2008
Registration/Orientation	June 2, 2008
Classes Begin	June 3, 2008
No Registration or Class Change after This Date	June 5, 2008
Midterm for Summer I	June 13, 2008
Last Day to Withdraw without Penalty for Summer I	June 18, 2008
Last Day of Class for Summer I Session	June 25, 2008
Final Exams for Summer I Session	June 26, 2008
Last Day to Apply for Re-Admission (Summer II)	June 25, 2008
Midterm for Full Session	June 26, 2008
Registration for Summer II Session	June 27, 2008
Summer Session II Classes Begin	June 27, 2008
Last Day to Withdraw from Class without Penalty for Full Session	July 2, 2008
Classes Will Not Meet	July 4, 2008
Regents Examination	July 7, 2008
Midterm for Summer II	July 10, 2008
Last Day to Withdraw without Penalty for Summer II	July 14, 2008
Fall 2008 registration (for students enrolled summer 2008)	July 15-16, 2008

Last Day of Class for Summer II Session and Full Session	July 22, 2008
Final Examinations	July 23-25, 2008
Residence Halls Close 5pm	July 26, 2008
FALL TERM 2008*	
Last Day to Apply for Graduate Admission	June 30, 2008
Last Day to Apply for Undergraduate Admission	July 21, 2008
Last Day to Apply for Re-Admission	August 18, 2008
Faculty Planning	August 07-08, 2008
Residence Halls Open for Freshmen	August 10, 2008
Residence Halls Open for Upperclassmen - 1:00 pm	August 11, 2008
Orientation/Testing	August 11-13, 2008
Registration/Orientation	August 13, 2008
Classes Begin	August 14, 2008
No Registration or Class Change after This Date	August 19, 2008
Classes Will Not Meet	September 1, 2008
Midterm	October 3, 2008
Midterm Grades Due	October 6, 2008
Fall Break	October 13-14, 2008
Last Day to Withdraw from Class without Penalty	October 15, 2008
Spring 2009 Registration (for Students Enrolled Fall 2008)	October 27-November 14, 2008
Regents' Examination	To Be Announced
Thanksgiving Holidays	November 26-30, 2008
Registration for Learning Support Students	December 4-5, 2008
Last Day of Class	December 4, 2008
Reading Day	December 5, 2008
Final Examinations	December 6-11, 2008
Graduation	December 13, 2008 (Saturday)

SPRING TERM 2009*

Last Day to Apply for Graduate Admission	October 15, 2008
Last Day to Apply for Undergraduate Admission	December 15, 2008
Last Day to Apply for Re-Admission	January 12, 2009
Residence Halls Open	To Be Announced
Registration/Orientation	January 7, 2009
Classes Begin	January 8, 2009

No Registration or Class Change after This Date	January 13, 2009
Classes Will Not Meet	January 19, 2009
Midterm	February 27, 2009
Last Day to Withdraw from Class without Penalty	March 16, 2009
Spring Break	March 09-13, 2009
Regents' Examination - actual dates not yet determined	March 16-24, 2009
Summer/Fall 2009 registration (for students enrolled spring 09)	March 30-April 17, 2009
Registration for Learning Support Students	April 30-May 1, 2009
Last Day of Class	April 30, 2009
Reading Day	May 1, 2009
Final Examinations	May 2-7, 2009
Residence Halls Close	To Be Announced
Graduation	May 9, 2009

SUMMER TERM 2009*

Last Day to Apply for Graduate Admission	March 13, 2009
Last Day to Apply for Undergraduate Admission for May Term	March 13, 2009
Last Day to Apply for Undergraduate Admission for Summer Term	April 20, 2009
Last Day to Apply for Re-Admission (Full-Term and Summer I)	June 4, 2009
Last Day to Apply for Re-Admissions (Summer II)	June 25, 2009
Residence Halls Open for May Term - 1:00 pm	May 10, 2009
May Term Registration	May 11, 2009
May Term Classes Begin	May 11, 2009
Midterm for May Term	May 18, 2009
Last Day to Withdraw from Class without Penalty for May Term	May 21, 2009
Classes Will Not Meet	May 25, 2009
Last Day of Class for May Term	May 27, 2009
Final Exams for May Term	May 28, 2009
Residence Halls Close for May Term	To Be Announced
Residence Halls Open for Regular Summer Term	To Be Announced
Registration/Orientation	June 1, 2009
Classes Begin	June 2, 2009
No Registration or Class Change after This Date	June 4, 2009
Midterm for Summer I	June 12, 2009
Last Day to Withdraw without Penalty for Summer I	June 16, 2009
Last Day of Class for Summer I Session	June 24, 2009

Final Exams for Summer I Session	June 25, 2009
Midterm for Full Session	June 25, 2009
Registration for Summer II Session	June 26, 2009
Summer Session II Classes Begin	June 26, 2009
Last Day to Withdraw from Class without Penalty for Full Session	July 2, 2009
Classes Will Not Meet	July 3, 2009
Regents' Examination	To Be Announced
Midterm for Summer II	July 09, 2009
Last Day to Withdraw without Penalty for Summer II	July 13, 2009
Fall 2009 registration (for students enrolled summer 2009)	July 15-17, 2009
Last Day of Class for Summer II Session and Full Session	July 21, 2009
Final Examinations	July 22-24, 2009
Residence Halls Close 5pm	July 24, 2009

*Correct at date of release; subject to change.

OVERVIEW

[Mission Statement](#)

[General Education](#)

[Confidentiality of Student Records: Family Educational Rights and Privacy Act \(FERPA\)](#)

GEORGIA SOUTHWESTERN STATE UNIVERSITY

Georgia Southwestern State University is a senior unit of the University System of Georgia. The University was founded in 1906 as the Third District Agricultural and Mechanical School. In 1926, it was granted a charter authorizing the school to offer two years of college work and to change the name to Third District Agricultural and Normal College. The name was changed to Georgia Southwestern College in 1932, at which time it was placed under the jurisdiction of the Board of Regents of the University System of Georgia. In 1964, the College became a senior unit of the University System, conferring its first baccalaureate degrees in June of 1968. Graduate work was added to the curriculum in June of 1973. In July 1996, the Board of Regents authorized state university status, and the institution became Georgia Southwestern State University.

Georgia Southwestern State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number 404-679-4501) to award bachelor, master and specialist degrees.

The School of Education is accredited by the National Council for Accreditation of Teacher Education (2010 Massachusetts Ave NW, Suite 500, Washington, D.C. 20036, telephone number 202-466-7496) and all teacher education programs are recognized and approved by the Georgia Professional Standards Commission (<http://www.gapsc.com>).

The Bachelor of Science degree in Nursing is fully accredited by the National League for Nursing Accrediting Commission (61 Broadway 33rd Floor, New York, N.Y. 10006; 212-363-5555) and has the full approval of the Georgia Board of Nursing (237 Coliseum Drive, Macon, GA 31217-3858; 478-207-1300 or 1640).

The School of Business Administration is in its third year of Candidacy for accreditation by AACSB International - The Association to Advance Collegiate Schools of Business. AACSB International is located at 600 Emerson Road, Suite 300, St. Louis, MO. 63141-6762 USA, telephone number 314-872-8481, and fax number 314-872-8495.

The School of Business Administration has initial accreditation from the International Association of Collegiate Business Education, PO Box 25217, Overland Park, KS 66225, USA, telephone number 913-631-3009, fax number 913-613-9154. The School of Business Administration has also received accreditation from the Association of Collegiate Business Schools and Programs (ACBSP). The Association is located at 7007 College Boulevard, Suite 420, Overland, KS 66211, USA, telephone number 913-339-9356, and fax number 913-339-6226.

The University is located on 250 acres of improved wooded land in the community of Americus, Georgia, 135 miles south of Atlanta. The attractive campus includes recreational areas, a spring-fed lake, and thirty-five buildings.

Mission Statement

Georgia Southwestern State University is a dynamic community of learning on a residential campus, offering students personalized and challenging experiences in preparation for successful careers, productive citizenship, and a satisfying quality of life. The respected faculty demonstrates intense dedication to teaching and offer outstanding professional degree programs of study with a foundation in the liberal arts and sciences. Learning is strengthened by an effective student-oriented staff committed to the optimal development of each student. The location, atmosphere, and relationships of the University create a stimulating environment for intellectual inquiry in pursuit of truth and knowledge.

Georgia Southwestern State University shares with the other state universities of the University System of Georgia the following core characteristics and 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 a teaching/learning environment, both within and beyond the classroom, that sustains instructional excellence, serves a diverse and college-prepared student body, promotes high levels of student achievement, offers academic assistance, and provides developmental studies programs for a limited cohort;
- a high quality general education program supporting a variety of disciplinary, interdisciplinary, and professional academic programming at the baccalaureate level, with selected master 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, cultural offerings, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the University's scope of influence.
- a commitment to scholarship 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.

Georgia Southwestern State University endorses the following mission statement for the University System of Georgia and envisions its own mission within the context of the principles adopted by the Board of Regents.

The mission for the University System of Georgia is to contribute to the educational, cultural, economic, and social advancement of Georgia by providing excellent undergraduate general education and first-rate programs leading to associate, baccalaureate, master, professional, and doctorate degrees; by pursuing leading-edge basic and applied research, scholarly inquiry, and creative endeavors; and by bringing these intellectual resources to bear on the economic development of the State and the continuing education of its citizens.

Georgia Southwestern State University academic advising is a teaching and learning process dedicated to student success. Academic advising engages students in developing a plan to realize their educational, career, and life goals and provides a mechanism for monitoring and guiding students' completion of their goals in a timely and efficient manner.

Georgia Southwestern State University shares the following characteristics with other institutions in the University System of Georgia:

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

The programs and educational opportunities at Georgia Southwestern State University are characterized by the following distinctive features: As a residential, comprehensive university, Georgia Southwestern serves a diverse student body, primarily drawn from southwest Georgia, with programs leading to bachelor, master, and education specialist degrees. A growing number of students from across the state as well as international and out-of-state students are also attracted by programs in a number of different areas. For example, international students are attracted to Georgia Southwestern State University's Asian Studies Center, which develops and delivers instructional programs in language and culture. In addition, mature learners are drawn from the region as well as across the nation to the Center for Elderhostel Studies, the second largest Elderhostel program in the U.S.

As a community of learning, Georgia Southwestern faculty and staff are dedicated to creating an environment, work-study appointments, and

practicum experiences in a number of businesses and community agencies, including the international headquarters of Habitat For Humanity, are vital elements in creating this environment for learning.

Georgia Southwestern fulfills its commitment to research and public service through the individual efforts of an outstanding faculty and the focused activities of specific centers, which rely heavily on external funding. The Rosalynn Carter Institute serves as a regional and national focal point for research and public service in the area of care giving. The Center For Business and Economic Development conducts research on regional economic issues and facilitates development activities in the region. The program in Third World Studies has served as the guiding force in the development of a professional association and journal contributing to Georgia Southwestern's international reputation. The Center for Community Based Theater, a unique, emerging partnership with the City of Americus, provides opportunities for students, faculty, and community members to explore topics and develop dramatic productions that are drawn from the culture of the community.

Georgia Southwestern State University aspires to become recognized nationally as a state university, which is committed to learning and is responsive to the educational, social, and cultural needs of the region.

General Education in the University System of Georgia

From the origins of intellectual study to the present, general education has been a key to fulfilling life of self-knowledge, self-reflection, critical awareness, and lifelong learning. General education has traditionally focused on oral and written communication, quantitative reasoning and mathematics, studies in culture and society, scientific reasoning, and aesthetic appreciation. Today, general education also assists students in their understanding of technology, information literacy, diversity, and global awareness. In meeting all of these needs, general education provides college students with their best opportunity to experience the breadth of human knowledge and the ways that knowledge in various disciplines is interrelated.

In the University System of Georgia, general education programs consist of a group of courses known as the Core Curriculum as well as other courses and co-curricular experiences specific to each institution. The attainment of general education learning outcomes prepares responsible, reflective citizens who adapt constructively to change. General education programs impart knowledge, values, skills, and behaviors related to critical thinking and logical problem solving. General education includes opportunities for interdisciplinary learning and the experiences that increase intellectual curiosity, providing the basis for advanced study in the variety of fields offered by today's colleges and universities.

@2005 Board of Regents of the University System of Georgia

Confidentiality of Student Records: Family Educational Rights and Privacy Act (FERPA)

1. Georgia Southwestern State University is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect students' rights in regard to education records maintained by the institution. Under the Act, students have the following rights:
 1. the right to inspect and review education records maintained by the institution that pertain to you;
 2. the right to challenge the content of records (except grades which can only be challenged through the Grade Appeal Process) on the grounds that they are inaccurate, misleading or a violation of your privacy or other rights; and
 3. the right to control disclosures from your education records with certain exceptions.
2. Any student who is or has been in attendance at Georgia Southwestern State University has the right to inspect and review his or her educational records within a reasonable period of time (not to exceed 45 days) after making a written request. However, the student shall not have access to:
 1. Financial records of parents.
 2. Confidential letters of recommendation placed in record prior to January 1, 1975.
 3. Letters of recommendation concerning admission, application for employment or honors for which the student has voluntarily signed a waiver.
3. Directory information will be treated as public information and be generally available on all students and former students, at the discretion of the university. **Directory information includes the student's name; telephone number; major field of study; dates of attendance; degrees, honors and awards received; level, and full or part time status. Participation in officially recognized sports; height, weight, age, hometown and general interest items of members of athletic teams is also included in Directory Information.**
4. Requests for Education Records should be made in writing to the Registrar, Georgia Southwestern State University. "Education Records" means generally any record maintained by or for Georgia Southwestern State University and containing information directly related to the students' academic activities.
5. Students who challenge the correctness of student educational records shall file a written request for amendment with the Registrar. The student shall also present to the Registrar copies of all available evidence relating to the data or material being challenged. The Registrar shall forward the information to the custodian of the record who will consider the request and shall notify the student in

writing within 15 business days whether the request will be granted or denied. During that time, any challenge may be settled informally between the student or the parents of a dependent student and the custodian of the records, in consultation with other appropriate University officials. If an agreement is reached it shall be in writing and signed by all parties involved. A copy of such agreement will be maintained in the student's record. If an agreement is not reached informally or, if the request for amendment is denied, the student shall have the right to challenge through the Grievance Procedure outlined in the Student Handbook.

6. Release of protected information in the student's educational record without consent will be allowed to:
 1. Institutional personnel who have a legitimate educational interest.
 2. Officials of other schools where the student seeks to enroll or transfer credit. Information for students in joint degree or dual degree programs will be released as requested by participating institutions. Efforts will be made to notify the student of the release of such information.
 3. Representatives of Federal agencies authorized by law to have access to education records, and state education authorities.
 4. Appropriate persons in connection with a student's application for or receipt of financial aid.
 5. State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.
 6. Organizations conducting studies for the institution.
 7. Accrediting organizations.
 8. Parents of a dependent student, as determined by the Internal Revenue Code of 1954, as amended.
 9. Persons necessary in emergency situations to protect health and safety.
 10. Persons designated in subpoenas or court orders.
7. If a request for Education Records is not covered by the Annual Disclosure Statement provided by the Registrar, the written request for release of information should be submitted to the Registrar and contain the following information:
 1. Specific records to be released.
 2. Reasons for such release.
 3. To whom records are to be released.
 4. Date.
 5. Signature of the student.
8. Records will be released in compliance with a judicial order or lawfully issued subpoena. However, reasonable efforts will be made to notify the student in advance of compliance.
9. Students have the right to obtain copies of official transcripts provided all financial obligations to the University have been met. Students will be charged at the prevailing rate for each certified transcript obtained. Copies of other information in the student's education record will be provided at a cost of \$0.25 per page of copy.
10. Students who feel that their rights have been violated under the provisions of the Family Educational and Privacy Act should write to the following office: Department of Education, 330 Independence Avenue, SW, Washington, D.C. 20201.
11. Georgia has an Open Records Act. All records kept by Georgia Southwestern State University, except those protected by the Family Educational Rights and Privacy Act of 1974, are subject to public open records requests. Requests for public open records should be submitted in writing to the Director of Human Resources, Georgia Southwestern State University.

ADMISSIONS

- [UNDERGRADUATE ADMISSION REQUIREMENTS UNIVERSITY SYSTEM OF GEORGIA](#)
- [ADMISSIONS GENERAL POLICIES](#)
- [APPLICATION PROCEDURES](#)
- [BEGINNING FRESHMEN](#)
- [NON-TRADITIONAL STUDENTS](#)
- [ALTERNATIVE REQUIREMENTS FOR HOME-SCHOOLED STUDENTS AND GRADUATES OF NONACCREDITED HIGH SCHOOLS](#)
- [JOINT ENROLLMENT/EARLY ADMISSION \(Post-Secondary Option\)](#)
- [ADVANCED PLACEMENT](#)
- [REGENTS' TEST EXEMPTIONS](#)
- [TRANSFER STUDENTS](#)
- [TRANSFER CREDIT POLICY](#)
- [TRANSIENT STUDENTS](#)
- [INTERNATIONAL STUDENTS](#)
- [MAINTAINING F-1 VISA STATUS](#)
- [AUDITORS/PERSONAL DEVELOPMENT STUDENTS](#)

- [POST BACCALAUREATE](#)
- [SECOND BACCALAUREATE DEGREE](#)
- [STUDENTS AGE 62 OR OLDER](#)
- [READMISSION OF FORMER STUDENTS](#)
- [ACADEMIC RENEWAL](#)
- [UNDERGRADUATE ENROLLMENT IN GRADUATE COURSES](#)
- [GRADUATE STUDENTS](#)

UNDERGRADUATE ADMISSION REQUIREMENTS UNIVERSITY SYSTEM OF GEORGIA

College Preparatory Curriculum

The following courses are required of students graduating from high school in the spring of 2000 or later who plan to enroll in regular University programs leading to the baccalaureate degree at institutions of the University System of Georgia. Students who graduated high school from spring 1988 through spring 1999 are required to meet the College Preparatory Curriculum requirements in effect at that time.

Course (Units)	Instructional Emphasis
English (4)	-Grammar and usage -Literature (American & World) -Advanced composition skills
Science (3)	-Physical Science -At least two laboratory courses from Biology, Chemistry, or Physics
Mathematics (4)	-Algebra I, Algebra II, Geometry, and one course higher than Geometry
Social Science (3)	-American History -World History -Economics and Government
Foreign Language (2)	-Skill-building courses emphasizing speaking, listening, reading, and writing in the same language

ADMISSIONS GENERAL POLICIES

Georgia Southwestern seeks to enroll students with inquiring and creative minds who will profit from advanced educational programs in an atmosphere of freedom with responsibility. Admission standards at the University are designed to identify students who have potential for success in the educational programs of the University. Acceptance is based upon the applicant's previous academic record, entrance examination scores and, when necessary, upon results of personal interviews and psychological tests or other appropriate tests which help determine general fitness for admission to the University. Applicants are considered for admission without regard to race, color, creed, age, sex, veteran status, disability, or national origin.

APPLICATION PROCEDURES

Undergraduate admission forms may be completed online at www.gsw.edu or by writing directly to the Office of Admissions, Georgia Southwestern State University, 800 Georgia Southwestern State University Drive, Americus, Georgia 31709, or by e-mail to gswapps@gsw.edu.

Applications should be accompanied by a \$25 application fee and submitted for consideration by the advertised deadline for each semester. A medical history and proof of required immunizations are mandatory for all students who are accepted to the University. Health forms are mailed to accepted students along with housing information by the Office of Student Life.

An applicant who fails to enroll in the semester for which he or she is accepted must reapply for admission by completing the Change of Semester form if he or she wishes to enter the University at a later time.

When the application, ACT/SAT scores, and other required records of the applicant are found to be complete, the applicant will be evaluated in terms of test scores, grades, scholastic aptitude, social and psychological adjustment, and the probability of completing the requirements for the desired degree. The University reserves the right to reject any applicant whose general records, aptitude, and behavior do not indicate a probability of success in the University environment, notwithstanding the satisfaction of other requirements.

If it appears to the Director of Admissions for undergraduates that the educational needs of an applicant can best be met at some other

institution within the University System of Georgia, the Director shall refer the applicant to that institution. In order that the appraisal of a student's ability and fitness for University work may be accurate as nearly as possible, officials of the University will study carefully all information that is submitted by the applicant and may require any applicant to furnish additional data. The officials of the University shall have the right to require each applicant for admission to appear for an interview before the application is finally accepted or rejected. The Director of Admissions for undergraduates will notify the applicant of the time and place at which the interview will be conducted.

The decision as to whether an applicant shall be accepted or rejected shall be made by the Director of Admissions for undergraduates. The decision is subject to the applicant's right of appeal, as provided by the bylaws of the University and the Board of Regents of the University System. The Director of Admissions for undergraduates will refer appeals to the Admissions Committee for review. The Committee will forward its recommendation to the Office of Vice President for Academic Affairs for a decision. The applicant shall be informed of the action taken upon the application from the Director of Admissions for undergraduates.

Specific requirements for admission as a beginning freshman, transient, early admission, joint enrollment, or provisional student may be found as follows.

BEGINNING FRESHMEN

1. The applicant must complete and file with the Office of Admissions for undergraduates an application form accompanied by the applicant's photograph and \$25 non-refundable application fee. The application must be filed by the advertised deadline for the term the applicant wishes to enroll. An application cannot be considered until the application form has been properly executed and filed with the Admissions Office. No application will be processed unless it is accompanied by the \$25 application fee.
2. The applicant must submit a transcript of his or her high school record. He or she should ask the guidance counselor of the high school(s) attended to send the transcript(s) directly to the Office of Admissions for undergraduates. The applicant should have a preliminary transcript submitted covering the work completed at the time the application is submitted and listing the courses in which currently enrolled. At the time of graduation, he or she should request the guidance counselor to submit to the Office of Admissions for undergraduates a final high school transcript showing the date of graduation.

High school credit in the following areas is required:

	Units
English	4
Mathematics	4
Social Science	3
Natural Science	3
Foreign Language	2

The University reserves the right to refuse any of the credits from any high school or other institution, notwithstanding its accredited status. The judgment of the University on this question shall be final.

3. The applicant must submit an official record of minimum satisfactory scores obtained on either the ACT Assessment [English score of 17 and Math score of 17] or the College Board's SAT [critical reading score of 430 and Math score of 400]. Further information and application forms may be secured from a high school guidance counselor or the registrar of any institution in the University System of Georgia. One may also write directly to ACT Registration, P.O. Box 414, Iowa City, Iowa 52243 or to the College Board, CN6200, Princeton, New Jersey 08541-6200.
4. All new students are required to submit proof of required immunizations on the form provided by Georgia Southwestern prior to their enrollment.
5. The applicant shall be required to report to the University for freshman orientation prior to the beginning of the initial term of enrollment. Information will be mailed to the student regarding orientation by the Office of Admissions.

The following is a summary of the requirements a beginning freshman must satisfy prior to enrollment in the University:

1. Application with fee and photograph.
2. Official results of ACT or SAT.
3. Preliminary high school transcript.
4. Proof of required immunizations.
5. Personal interview (if deemed necessary by Director of Admissions for undergraduates).

NON-TRADITIONAL STUDENTS

Any applicant who satisfies the following may be admitted on a non-traditional student basis:

1. Has graduated from an accredited high school or satisfied requirements for the General Educational Development (GED) Equivalency Certificate.
2. Has been out of high school or previous college five years or longer or is 25 years or older.
3. Has earned fewer than 30 transferable semester credit hours.

Any student admitted in Non-Traditional Student status will be required to complete a placement inventory at the beginning of the first semester of enrollment. The placement inventory will include placement testing (the University System-wide placement examination) to determine academic deficiencies and a conference with the academic advisor, during which a plan will be developed that will best meet the needs of the non-traditional student.

Students in this category will be required to enroll in Learning Support courses if test results on the placement examination identify a deficiency in reading, mathematics, or English. Once the student is placed in Learning Support courses, he or she will be classified as a Learning Support student and will be required to meet all Learning Support requirements for exit.

A non-traditional student may gain regular admission by meeting regular admission requirements or by completing Learning Support Program requirements, if applicable.

ALTERNATIVE REQUIREMENTS FOR HOME-SCHOOLED STUDENTS AND GRADUATES OF NONACCREDITED HIGH SCHOOLS

Applicants from home schools or graduates of non-accredited high schools may validate the CPC in an alternative way. SAT I scores and satisfactory documentation of equivalent competence in each of the CPC areas at the college preparatory level may be used in lieu of the Freshman Index and Carnegie unit requirements of the CPC. A student whose SAT I Composite (Critical Reading plus Mathematics) score is at or above the average SAT I score of the previous year's fall semester first-time freshman admitted to the USG institution to which he or she is applying and who has completed the equivalent of each of the CPC areas as documented by a portfolio of work and/or other evidence that substantiates CPC completion qualifies for consideration for admission. For students with ACT scores, the ACT composite score comparable (according to the tables from the joint study by ACT, ETS, and the College Board) to the average SAT I total score is required. Students in this category must also meet the minimum SAT I Critical Reading (or ACT English) requirement and the minimum SAT I Mathematics (or ACT Math) requirement for the sector to which they apply.

Applicants who achieve designated scores on each of the following SAT II Subject Tests in a CPC area will be considered to have demonstrated equivalent CPC competence and do not need to submit additional documentation in that area: English Writing, Literature, Math IC or Math IIC, American History & Social Studies, World History, Biology, and one of the following: Chemistry or Physics.

- **MATHEMATICS**--To show equivalence with four required CPC mathematics courses (Algebra I and II, Geometry, and one course higher than Geometry), students are required to achieve a score of 500 on the SAT II Math IC test or a score of 570 on the SAT II Math IIC test in order to satisfy the CPC mathematics requirement.
- **ENGLISH**--To show equivalence with four required CPC English courses, students are required to achieve a score of 520 on the SAT II English Writing test and a score of 530 on the SAT II Literature test in order to satisfy the CPC English requirement. Achievement of the indicated score on either test will provide credit for two years of CPC English, and achievement of the indicated scores on both tests will provide credit for all four years of CPC English.
- **SCIENCE**--To show equivalence with three required CPC Science courses (including one laboratory course from the life sciences and one laboratory course from the physical sciences), students are required to achieve a score of 520 on the SAT II Biology test and a score of 540 on the SAT Chemistry test OR a score of 590 on the SAT II Physics test in order to satisfy the CPC Science requirement.
- **SOCIAL SCIENCE**--To show equivalence with three required CPC Social Science courses (including one course focusing on United States studies, one course focusing on world studies, and a third Carnegie unit in this area), students are required to achieve a score of 560 on the SAT II American History and Social Studies test and a score of 540 on the SAT II World History test.
- **FOREIGN LANGUAGE**--To show equivalence with two years of high school study of a single foreign language, students will be required to demonstrate proficiency in both oral and written components.

ACCEL (JOINT ENROLLMENT)/EARLY ADMISSION

ACCEL is available at Georgia Southwestern State University for high school students who have completed their sophomore year.

A student admitted for ACCEL may begin course study during the junior and/or senior year and during the summer following the junior year.

A student admitted for early admission would enroll as a regular beginning freshman, thereby omitting the senior year of high school.

Residence hall and dining hall facilities are available during the summer for students who do not live within commuting distance of the University.

Admission Standards: Joint Enrollment and Early Admission

1. Minimum total Scholastic Aptitude Test (SAT I) score of 970 or ACT Assessment composite score of 17;
2. Minimum score of 430 on the verbal SAT and 400 on the mathematics SAT; or on ACT-E score of 20 and ACT-M score of 20.
3. Minimum cumulative high school grade point average of 3.0 in college preparatory courses;
4. Written approval (ACCEL) or written recommendation (early admission) of high school principal;
5. Written consent of parent or guardian (if the student is a minor);
6. Completion of the University System of Georgia College Preparatory Curriculum requirements with the following exceptions:
 1. Students with SAT critical reading scores of at least 530 or ACT-E score of 23 who have not completed the final unit of high school English, Math, and/or social studies may be permitted to fulfill these high school requirements with the appropriate University courses taken through the joint enrollment or early admissions program.
 2. Students who have not completed the College Preparatory Curriculum requirements may be admitted through the joint enrollment program if they are enrolled in the necessary high school courses and scheduled to complete the requirements by the end of their senior year.

In addition, students who elect to be jointly enrolled at their high schools and at Georgia Southwestern must satisfy the following conditions:

1. Continue to be carried on the official roll of their high school.
2. Minimum University enrollment of three hours per semester.
3. May enroll for 12 semester hours during the summer term preceding their senior year provided they are enrolled for no high school credit during that term.

Credit is validated for the student after receipt of the high school diploma.

A high school student who meets all the requirements above except the test scores and/or the grade average may enroll as a personal development student (see section entitled Auditors/Personal Development). A student in this category may enroll for the same number of courses as a joint enrollee but, as a personal development student, will receive no academic credit. Study on this basis is designed primarily as an enrichment experience for the student.

ADVANCED PLACEMENT

Georgia Southwestern State University offers advanced placement for beginning students in several fields. Each academic division at the University determines how credit in that division shall be granted. Official copies of test scores must be received before credit can be awarded. Additional information about advanced placement may be obtained from the Office of the Registrar.

REGENTS' TEST EXEMPTIONS

Upon admission to GSW, students with the appropriate minimum test scores listed below on nationally administered standardized tests will have satisfied the Regents Testing requirements. In order to exempt the Regents Reading Test Requirement, students must have one of the following scores:

- Students may exempt RGTR 0198 (Reading) by scoring at or above specified scores on the following examinations:
 - Regents' Reading Test exemption score: 61
 - SAT-I Verbal exemption score: 510
 - ACT Reading exemption score: 23
- Students may exempt RGTE 0199 (Writing) by scoring at or above specified scores on the following examinations:
 - Regents' Essay Test exemption score: 2
 - College Board Advanced Placement (AP) English Language and Composition exemption score: 3
 - College Board Advanced Placement (AP) English Literature and Composition exemption score: 3
 - International Baccalaureate (IB) higher-level English exemption score: 4
 - SAT II English Writing exemption score: 650
 - SAT Reasoning Test, Writing Section exemption score: 560
 - SAT Reasoning Test, Writing Section exemption score: 500 (only for students who also have at least a 510 on the SAT Reasoning Test, Critical Reading Section).
- A score of at least 24 on the ACT Combined English/Writing exam;
- A score of at least 22 on the ACT Combined English/Writing for students who also earned an ACT Reading score of at least 23.

The following four exemptions for RGTE 0199 are available only for students entering USG institutions before Summer 2008:

- SAT Reasoning Test, Critical Reading Section score of at least 530 and a grade of "A" in English 1101, or
- SAT Reasoning Test, Critical Reading Section of at least 590 and a grade of "B" in English 1101, or
- ACT English score of at least 23 and a grade of "A" in English 1101, or
- ACT English score of at least 26 and a grade of "B" in English 1101ep

(SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

Students are not permitted to re-test after the point of admission. If a student exempts one part of the Regents Test Requirements, the student must satisfy the remaining part. Students can review their status on the GSW transcript that is available on RAIN. Students who were admitted to GSW through an Institutional administration of the SAT exam will not be eligible for this exemption.

Students who are not exempt from the Regents' Test and students who are not enrolled in Learning Support English or Reading courses must officially register for and take the test during their first semester at GSW (this includes transfer students and must continue to register each term thereafter until both portions are satisfied. Students who have two unsuccessful attempts at passing the Regents' Exams are administratively enrolled in the Regents' Skills course(s) and must complete the course(s) to be considered eligible to take the test again. An unsuccessful attempt for the Regents' Test is defined as any attempt in which the student has not passed the Regents' Test, either by not taking the test or taking it but not passing it. Transfer students who do not take or pass the Regents' Test in their first semester and first semester students who score 50 or lower on the Regents' Reading Test will be administratively enrolled in the Regents' Skills course(s) in their second semester.

Students can verify testing status by viewing their GSW Unofficial Academic Transcript.

Transfer students entering GSW from a University System of Georgia institution will have their Regents Test Requirements updated based on the information from the official transcript of the prior school.

Transfer students from private institutions or out-of-state schools will be required to produce one of the following types of documents in order to exempt Regents:

- Official SAT or ACT scores
- Official letter from the Registrar of the prior institution, including the school seal, verifying test scores were from a nationally administered test.

TRANSFER STUDENTS

All regulations applying to newly admitted freshmen are applicable to students transferring from other colleges with less than 30 hours of transferable credit.

A student transferring from another college must have official transcripts from all colleges previously attended sent to the Office of Admissions for undergraduates of Georgia Southwestern State University. The Office of Admissions for undergraduates will determine the applicant's academic qualifications for admission on the basis of these college transcripts.

The Office of Admissions for undergraduates of Georgia Southwestern State University reserves the right to reject the application and all or any part of previously earned credits if there is reason to believe that the quality of the educational program of the institution that the applicant last attended is unsatisfactory.

Transfer Admission Requirements and Standards

- Transfer students from another college must have official transcripts from all colleges previously attended sent to the Office of Admissions for undergraduates of Georgia Southwestern State University.
- Transfer students should be in good standing at the last institution attended, having a cumulative grade point average of 2.0 or higher on a 4.0 scale.
- Transfer students with fewer than 30 semester hours of acceptable academic credit must submit an official record of scores obtained on the College Entrance Examination Board's Scholastic Achievement Test (SAT) or the American College Test (ACT) and an official copy of the high school transcript.
- Transfer students with fewer than 30 total semester hours of transfer credit must meet the admissions requirement for beginning students, and therefore, may be required to enroll in the Learning Support Program. The Office of Undergraduate Admissions should be contacted for details concerning Learning Support requirements.
- Transfer students who have participated in and have successfully completed the Learning Support Program at another college in the University System of Georgia may be admitted as regular students provided all other entrance requirements are met. Students enrolled in Learning Support at another college in the University System of Georgia are required to exit the program before transferring to Georgia Southwestern.

Students who have completed a transferable associate degree at an accredited college or university will be admitted as regular students without any referral to Learning Support. Students who have completed an associate degree at a technical college accredited by the Commission on Colleges (COC) will also be admitted as a regular student without any referral to Learning Support.

Following are the requirements which the transfer student must satisfy prior to enrollment:

1. Application with \$25 fee and photograph.
2. Official transcripts from each college attended.
3. SAT/ACT scores and high school transcript if fewer than 30 semester hours of acceptable academic credit are transferred.
4. Completed pre-entrance medical report and proof of required immunizations.
5. Students who have registered in other colleges may not disregard their records at these institutions. Failure to report previous college attendance at the time of application is sufficient cause for cancellation of the student's enrollment and of any credit earned.
6. An applicant will not be considered for admission unless the transcript of the college or university last attended shows honorable discharge or unless the officials of the institution last attended recommend the applicant's admission. However, if two or more calendar years have elapsed since the applicant's dismissal from the last college or university attended, the admitting institution may review the application through established procedures to determine whether or not admission should be granted. (BR Minutes, 1983-84, p. 35)

TRANSFER CREDIT POLICY

Transfer credit is normally awarded for all college work earned through any college or university approved by its regional accrediting association, provided the courses presented reasonably parallel the curriculum of Georgia Southwestern State University. When a transfer student is fully accepted to GSW, the Office of Admissions sends the student's folder to the Registrar's Office for evaluation. Transcripts are evaluated in the order in they are received. Once an evaluation is completed, a copy is mailed to the student and the advisor. The Registrar's Office evaluates Areas A-D with Area F and the Major classes are evaluated by the school/college of the degree program. The following stipulations on the transfer of credit are upheld:

1. Transfer of D credit:
 - All credit earned in 1000 and 2000 level courses used to satisfy Core Curriculum requirements will be accepted, except for English 1101 and English 1102, which require minimum grades of C.
 - Credit earned in upper level undergraduate courses requires a minimum grade of C.Only courses completed at accredited institutions will be accepted in transfer.
3. Students who have only partially completed Core requirements at another unit of the University System of Georgia will receive credit in courses completed. Students who have completed one or more Core Area requirements at another unit of the University System of Georgia will receive full transfer credit for those Core Areas. Students who change their major upon transferring may be required to complete requirements in Areas D and F for the new major.
4. Course work taken in two-year college technical programs is generally non-transferable.
5. Course work taken at two-year Technical Colleges which are accredited through the Commission on Colleges will be considered in transfer if the course numbering is 190 or above. Courses taken at Technical Colleges accredited through an agency other than the Commission on Colleges may be accepted as transfer credit if the student submits the Evaluation of Credit form and required documentation. The form can be found at <http://gsw.edu/Assets/AcademicResources/StudentForms/EvaluationofCredit.pdf>
6. Transfer students must meet residency requirements outlined in the Degree Requirements section of this catalog.
7. Credit earned through correspondence, credit by examination and extension work is accepted, but limited to 30 semester hours.
8. Credits accepted in transfer by Georgia Southwestern State University do not necessarily apply as hours toward graduation.
9. Credit hours only are transferred; grades are not.

A student transferring to GSW with a transferable Associate of Arts or Associate of Science degree from a college or university within the University System of Georgia will have met the GSW core requirements as long as the student does not change majors. Core courses required by GSW but not by the student's previous institution might have to be taken to prepare the student for upper division course work. However, the student will not be required to complete more than a total of 120 semester credit hours, excluding physical education and orientation, to earn the degree. Students in this category who change majors may have additional core courses to complete, particularly in Core Areas D and F.

A student transferring to GSW with an Associate of Applied Science or an Associate of Science in Nursing degree from a college or university within the University System of Georgia will be required to meet GSW core requirements. Core courses already completed at the previous institution will be considered on a course-by-course basis.

TRANSIENT STUDENTS

A student who has taken work in another college or university may apply for the privilege of temporary enrollment in Georgia Southwestern State University. Such a student will ordinarily be one who expects to return to the college or university in which previously enrolled.

The following policies shall govern the admission of students under transient status:

1. An applicant for admission as a transient student must present from the registrar of the institution last attended a statement recommending admission as a transient student. The statement should include the courses in which the student will be permitted to enroll.
2. The Director of Admissions for undergraduates at Georgia Southwestern State University must have evidence that the institution in which the student previously attended is an accredited or approved institution.
3. Even though the institution that the student last attended is an accredited institution, the Director of Admissions for undergraduates at Georgia Southwestern State University may reject the application if there is reason to believe that the quality of the educational program of that institution is unsatisfactory.
4. An applicant will be accepted as a transient student only when the applicant's previous academic work appears satisfactory. The Director of Admissions for undergraduates shall have the right to require the applicant to submit a transcript of previous college work.
5. Since the University is primarily obligated to its regularly enrolled students, Georgia Southwestern State University will consider the acceptance of transient students only when their acceptance will cause no hardship to the University or its regularly enrolled students.
6. Transient students must present proof of required immunizations prior to enrollment.

INTERNATIONAL STUDENTS

No application will be considered until all items below are received. Allow at least eight (8) weeks for processing.

Submit **application** with **\$25** check or money order, a recent photograph and immunization form (provided by the University) of the applicant. To expedite the process, you may submit your application on line by visiting our website <http://www.qsw.edu> and also our international student website <http://qsw.edu/Admissions/Who/International/index>

1. Submit **official** copies of **secondary school transcripts** and all **college transcripts**. You **must** submit your transcripts to an **Evaluation Service and have an original evaluation sent directly to us**. Southwestern accepts evaluations from Josef Silny & Associates, Inc. <http://www.jsilny.com/fcehtml.htm> and American Association of Collegiate Registrars and Admission Officers (AACRAO) www.aacrao.org/credential/individual.htm.
2. **Submit official Test of English as Foreign Language (TOEFL) score report.** The minimum requirement for admission to Georgia Southwestern State University is 523/193/70.
 1. TOEFL 193 and above
 - required to write the compass math placement test for possible placement in Learning Support
 - may enroll in regular credit English core course
 - exempt from CPC
 2. SAT/ACT scores without TOEFL
 - with SAT/ACT English and math scores above cut-off for regular university admission, exempt from compass placement testing, ELI, CPC
 - with SAT/ACT math score below cut-off for regular university admission, must write math placement test for possible placement in Learning Support
 - with SAT/ACT English score below cut-off for regular university admission, must write placement English tests for possible placement in ELI
 3. No TOEFL score or TOEFL less than 193: Admission to the English Language Institute
 - required to enroll in ELI (institutional credit)
 - required to write the compass math placement test when accepted into the regular university program by the Office of Admissions
 - exempt from CPC
 4. International graduate students are CPC and placement testing exempt.
 5. International Rotary students are CPC and placement testing exempt.

NOTE: If international students do not meet TOEFL test requirements for admission to Georgia Southwestern State University, they may review Admission criteria for the English Language Institute program at the following web address: <http://qsw.edu/Academics/International-Student-Programs/ELI/index>

Once these items are received, the Admissions Office will evaluate the applicant's credentials and make an admission decision. If the applicant is accepted to the University, he/she will be notified, and should submit the following item before the SEVIS I-20 will be issued and registration permitted.

A deposit for the first semester's tuition and fees, room and board, (\$9,444 U.S. currency) must be sent. Checks or money orders should be made payable to Georgia Southwestern State University. The deposit should be mailed directly to the Business Office, Georgia

Southwestern State University, 800 Georgia Southwestern State University Drive, Americus, GA 31709. (This deposit is refundable should the student decide not to attend.)

Each international student **must obtain and maintain health/accident insurance**. Proof of coverage should be presented prior to registration to prevent the assessment of an insurance fee. International students wishing to purchase the University offered comprehensive insurance plan should contact GSW Health Services. This plan is designed to meet the needs of international student coverage.

Upon receipt of the tuition deposit, the SEVIS I-20 will be mailed to the student. Each international student should be aware that they are responsible for locating their own housing during vacation periods and breaks between academic terms. One residence hall is open during these periods.

PLEASE NOTE: All international students enrolling for the first time to Georgia Southwestern State University are required to have a Tuberculosis screening testing & questionnaire within 10 days of arrival to the GSW campus. Positive PPD test are required to have a follow-up chest X-ray within 2 weeks.

NOTE: If international students are enrolled in a four-year degree program, they are required to meet the Regents' Test requirements at the local level (departmental Regents' Test or the Standard Regents' Test) after they have earned 30 academic hours. If international students fail to pass the Regents' Test or its equivalent test, they will be required to enroll in a Regents' remediation course.

F-1 International Students

Georgia Southwestern State University is part of the Department of Homeland Security's Student Exchange and Visitor Information System (SEVIS). Through this system, the university has become a liaison between GSW international students and a number of government agencies. To meet federal obligations imposed by these agencies, Georgia Southwestern State University is required to report certain personal, academic, and employment related data on international students and scholars to the United States Citizenship and Immigration Services (USCIS).

Georgia Southwestern State University is dedicated to enabling international students to accomplish their educational goals on our campus so long as the student maintains visa status and abides by the policies of the university. In an effort to assist students with immigration matters, each international student has been assigned a Designated School Official (DSO). All F-1 international students must consult a DSO before making any changes that will affect their immigration status. These changes include, but are not limited to, a change of schedule, a change of major, a change of degree program, a change of address, a change of school, etc.

Classification	Designated School Official(DSO)	Assistant Designated School Official (ADSO)
Undergraduate Student	Mrs. Lois Oliver, Assistant Registrar	Mrs. Gaye Hayes, Director of Admissions Mrs. Lynda Lee Purvis, Dean of Academic Service
Graduate Student	Mrs. Lois Oliver, Graduate Admissions	Mrs. Lynda Lee Purvis, Dean of Academic Service

Beginning Fall 2003, F-1 international students will be required to attend an international student orientation session at the beginning of each semester. The orientation session will inform and remind students of general international regulations that may affect their stay in the United States. As part of the orientation, students will be issued an International Student Handbook to use as a reference for international questions and concerns.

MAINTAINING F-1 VISA STATUS

In order for international students to maintain a valid F-1 Visa status, the following conditions must be met:

1. Maintain a valid passport at all times.
2. Attend the University that the United States Citizenship and Immigration Services (USCIS) has authorized you to attend by stamping your I-20 when you entered the U.S., or by being notified of your transfer to another school.
3. Continue to carry a full course of study (12 hours for undergraduate students, including English Language Institute students, 9 hours for graduate students) each regular semester (fall and spring).
4. Apply with your Designated School Official promptly for an extension of stay if you are unable to complete your program of study by the ending date on your I-20.
5. Apply with your Designated School Official for proper documentation to notify USCIS of a change of education level and/or a change in major.
6. Do not change schools without first contacting your Designated School Official for proper documentation.
7. Do not engage in any employment without proper authorization.
8. Limit on-campus employment to 20 hours per week while school is in session.
9. Report a change of address to the ADSO or DSO and the Registrar's Office within 10 days of the change.

10. Carry approved health insurance coverage.
11. Request travel documents from your ADSO or DSO in advance of leaving the U.S.
12. Complete the proper U.S. tax forms by April 15 of each year. This is required of all non-resident aliens present in the U.S. for more than 90 days of the preceding year.

*Additional requirements can be found on the F-1 student web site at: <http://gsw.edu/Academics/International-Student-Programs/ELI/index>

AUDITORS/PERSONAL DEVELOPMENT STUDENTS

Applicants wishing only to audit courses or take them for personal development are exempt from taking the ACT/SAT. Although no credit is earned, certain admission requirements must be met and regular fees paid. Auditors and Personal Development students will be required to submit the following items:

1. Application with \$25 non-refundable fee.
2. A recent photograph.
3. Proof of high school graduation or equivalency (GED).
4. Proof of required immunizations.

POST BACCALAUREATE

An applicant in this category must have a baccalaureate (undergraduate) degree from an accredited college or university. This type of admission allows one to take undergraduate courses for credit without pursuing an undergraduate degree, i.e. satisfying undergraduate level prerequisite course requirements, or pursuing an undergraduate level certificate of less than 1 year which is not part of a degree program. Students who wish to have certificate courses apply toward a degree program must meet admission requirements.

SECOND BACCALAUREATE DEGREE

An applicant who has already earned a four-year college degree from an accredited college or university and wishes to pursue another degree would apply as a second degree student. This type of admission allows one to pursue a different four-year degree. Applicants should submit an official copy of all college transcripts along with the application of undergraduate admission and the \$25 application fee.

STUDENTS AGE 62 OR OLDER

Georgia citizens who have reached the age of 62 may enroll at Georgia Southwestern State University under a special program authorized by the University System of Georgia. To be eligible for enrollment in this program such persons must meet the following requirements:

1. Must be residents of Georgia, 62 years of age or older at the time of registration, and present a birth certificate or other comparable written documentation of age to enable the registrar to determine eligibility.
2. May enroll as regular or auditing students in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies, laboratory, or shop fees.
3. Must in general meet all System and institution undergraduate or graduate admission requirements to include high school graduation, ACT/SAT scores, and Learning Support, if enrolling for credit. In exceptional cases where circumstances indicate that certain requirements such as high school graduation and SAT/ACT scores requirements are inappropriate, the University may waive one or more of these requirements. The University may provide diagnostic methods to determine whether or not participation in Learning Support will be required prior to enrollment in regular credit.
4. Will have all usual student and institutional records maintained.
5. Must meet all System, institution, and legislated degree requirements such as Regents' Test and History and Constitution Instruction or Exams, if they are degree-seeking students.
6. Must submit proof of required immunizations.

READMISSION OF FORMER STUDENTS

Former students who have not been in attendance for one calendar year or more must reapply through the Registrar's Office. Students who were on academic suspension at the time of their withdrawal are required to obtain the approval of the Vice President for Academic Affairs for readmission.

Students who have attended another college since last attending Georgia Southwestern must submit an official transcript from that institution.

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

ACADEMIC RENEWAL

The Academic Renewal policy allows University System of Georgia degree-seeking students who have experienced academic difficulty at an institution to have one opportunity to make a fresh start at that same institution after an absence of five calendar years from any and all colleges or universities. A student requesting academic renewal should write a letter to the Registrar.

Any degree-seeking student who has experienced academic difficulty, who has not attended any post secondary institution for a period of five years and who wishes to make a fresh start may apply for Academic Renewal. Former Learning Support students may apply for Academic Renewal only if they successfully complete all Developmental Studies requirements prior to the commencement of the five year period of absence. A student re-enrolling after a five-year absence from Georgia Southwestern State University must apply for Academic Renewal within three terms after re-enrollment or one calendar year, whichever comes first. If a student is granted Academic Renewal, a new grade point average will be established according to the following guidelines:

1. A Renewal GPA is begun when the student receives approval for Academic Renewal and includes all course work completed following the re-enrollment.
2. The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation.
3. All previously attempted course work continues to be recorded on the student's official transcript.
4. To earn a degree, a student must meet the Georgia Southwestern State University residency requirements after acquiring Academic Renewal status.
5. At least 50% of work toward a baccalaureate degree must be completed after the granting of Academic Renewal status for a student to be eligible for honors at graduation.
6. Academic credit for previously completed course work including previous transfer course work will be retained only for courses in which an A, B, or C grade has been earned.
7. Retained grades are not calculated in a Renewal GPA. Such credit is considered in the same context as transfer credit, credit by examination, and courses with grades of "S".
8. Courses with D or F grades must be repeated at the Georgia Southwestern State University if they are required in the student's degree program. Further, all remaining courses for the current degree objective must be completed at Georgia Southwestern State University, i.e., no transient credit will be accepted.
9. Applicability of retained credit to degree requirements will be determined by the degree requirements currently in effect at the time Academic Renewal status is conferred on the student. Specific Georgia Southwestern State University program regulations must also be met.
10. A student can be granted Academic Renewal status only one time.
11. Transfer Credit:
 1. A student who has been suspended from Georgia Southwestern State University and has attended one or more other system institutions during the required period of suspension will not be eligible for Academic Renewal.
 2. A student who has not been suspended from Georgia Southwestern State University but who has been absent from Georgia Southwestern State University five years or more and who has attended a school other than that institution during that period of absence may choose only one of the following options.
 1. A student may return to Georgia Southwestern State University subject to all relevant transfer and re-entry policies. No renewal GPA is calculated and transfer credit will be granted for applicable courses taken during the absence.
 2. A student may apply for Academic Renewal. If Academic Renewal status is approved, no transfer credit will be granted for course work completed during the absence.
12. Any scholastic suspensions that occurred in the past shall remain recorded on the student's permanent record.
13. The Renewal GPA begins with the semester following re-enrollment. If a student is denied Academic Renewal and subsequently does not re-enroll, he/she may resubmit an Academic Renewal application after no less than one year has passed since the initial petition.
14. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress. Students should discuss how retaking courses effects financial aid with a financial aid counselor.
15. The granting of Academic Renewal does not supersede the admissions requirements of certain programs, e.g., teacher education, nursing, which require a specific minimum grade point average based upon all course work.

UNDERGRADUATE ENROLLMENT IN GRADUATE COURSES

A student with senior standing at Georgia Southwestern State University with an overall academic grade point average of 3.0 or better may register for graduate courses during the final two terms of undergraduate work subject to the following regulations.

1. No more than nine hours of graduate credit may be earned.
2. The maximum course load when enrolled in one or more graduate courses is 15 hours per semester.
3. Courses taken for graduate credit cannot be counted toward meeting undergraduate degree requirements.
4. Permission to register for graduate courses must be granted by the Vice President for Academic Affairs prior to registration.

Permission forms are available in the Registrar's Office as well as on [RAIN](#).

GRADUATE STUDENTS

Students seeking admission to Graduate Studies should consult the Graduate Studies section of the Georgia Southwestern State University Bulletin for admission requirements.

FINANCIAL INFORMATION

- [BUSINESS REGULATIONS](#)
- [SEMESTER FEES](#)
- [GUARANTEED TUITION PLAN](#)
- [REFUND OF FEES](#)
- [TEXTBOOKS AND SUPPLIES](#)
- [AUDIT \(NON-CREDIT\) FEE](#)
- [OTHER FEES AND CHARGES](#)
- [CLASSIFICATION OF STUDENTS AS RESIDENTS AND NON-RESIDENTS](#)
- [OUT-OF-STATE TUITION WAIVERS](#)
- [FINANCIAL AID TO STUDENTS](#)
- [GRANTS](#)
- [LOANS](#)
- [SCHOLARSHIPS](#)
- [ACADEMIC SCHOLARSHIPS](#)
- [EMPLOYMENT OPPORTUNITIES](#)
- [OTHER SOURCES OF FINANCIAL AID](#)
- [FINANCIAL AID POLICIES](#)
- [VETERANS' BENEFITS](#)

In accordance with regulations of the Board of Regents of the University System of Georgia, all matriculation charges, board, room rent, or other charges are subject to change at the end of any semester.

BUSINESS REGULATIONS

Georgia Southwestern State University, as a unit of the University System of Georgia, receives the major portion of its operating funds from the State of Georgia through appropriations.

The academic year is divided into two semesters of approximately fifteen weeks and a summer term.

Certain regulations must be observed to conform with the policies of the Board of Regents. Fees and charges are due and payable at the beginning of each term at the time of registration. Registration is not complete until all fees have been paid. Students should not begin the registration process without having sufficient funds to pay all fees.

A student who is delinquent in his or her financial obligations to the the Univeristy may be administratively withdrawn from classes for the term that is unpaid. If this action is necessary, the student is not allowed to remain in class or participate in online classes. The procedures for reinstatement are as follows: 1) submit payment in full to the Student Accounts Office: 2) request reinstatement in each course and ask the instructor to email the registrar that the reinstatement is approved. Submission of payment does not ensure reinstatement.

A student, who is delinquent in his or her financial obligations to the University, or to any facet of the University community, will not be allowed to register for the next term, to transfer credits to another school, to receive academic transcripts, or to graduate from the University. In some instances the financially delinquent student may be enjoined by the appropriate University official from attending classes for which enrolled and/or from taking final examinations.

A student with outstanding financial obligations to the University, or any facet of the University community, must submit payment in cash for these obligations prior to the release of any refund and/or payroll check(s). Such penalties will accrue in addition to the penalties described above.

Fulfillment of financial obligations restores the student to one's prior status as a member of the University community, except for academic losses, which accrue as a normal result of the prior financial irresponsibility.

If any check is not paid on presentation to the bank on which it is drawn, a service charge of \$15 or 5 percent of the face amount of the check,

whichever is greater, will be charged. When two checks have been returned by any student's bank without payment, check-cashing privileges will be suspended.

The health service fee provides for limited medical care in the University Health Center and is charged all students taking three or more semester hours of on campus classes.

The student activity fee is assessed to all students taking three or more semester hours of on campus classes. It provides financial support for a broad program of literary, dramatic, musical, and social activities and defrays most of the expenses of publishing the newspaper and other University publications.

The athletic fee is charged all students taking three or more semester hours of on campus classes. It contributes to the financial support of inter-collegiate athletic activities.

The technology fee is assessed to all students.

The postal fee provides funding of a U.S. Post Office on campus for student convenience and is charged to all students taking three or more semester hours of on campus classes.

A student residing on campus and enrolled for one or more semester hours at any location is required to pay the health service fee, student activity fee, athletic fee and postal fee.

The tuition for eCore is \$144 per credit hour. Students will be assessed at the per credit rate determined by their enrollment status (undergraduate, graduate, in-state residency or out-of-state residency) and \$144 per credit hour for eCore classes. For example, the cost of a three credit eCore class is \$432, regardless of the per credit rate of your other courses. Students taking 12 or more hours of non-eCore courses will still have additional tuition costs for eCore courses.

FEE PAYMENT DEADLINES FOR 2008-2009

Fall - August 4, 2008

Spring - December 15, 2008

A late payment fee of \$50.00 will be assessed to students not paid in full by the deadline.

SEMESTER FEES

All matriculation charges, board, room rates, and other charges are subject to change. The following fees are effective Fall Semester 2008 at the continuing rate.

Full-time Students: (12 or more hours)

	Undergraduate	Graduate
Matriculation	\$1,413.00	\$1,695.00
Matriculation Non Resident	\$5,646.00	\$6,775.00
Health Service Fee	\$68.00	\$68.00
Activity Fee	\$65.00	\$65.00
Athletic Fee	\$153.00	\$153.00
Postal Fee	\$8.00	\$8.00
Computer Technology Fee	\$50.00	\$50.00
Student Success Center Fee	\$15.00	\$15.00

Part-time Students: (11 hours or less)

Students enrolled in a single course will pay \$118 per undergraduate semester hour and \$142 per graduate semester hour (Georgia residents) or \$471 per undergraduate semester hour and \$565 per graduate semester hour (out-of-state). Students enrolled in three (3) or more hours of on campus (Campus A) classes will pay an additional \$309.00 (Health Service Fee, Activity Fee, Athletic Fee, and Postal Fee.

NOTE: All students, regardless of number of hours, are required to pay the \$50 Technology Fee.

NOTE: All Students, regardless of number of hours, are required to pay the \$50 Technology Fee. A student registered for less than three semester hours has the option to pay the health service fee, or a co-pay for each visit.

Food Service: (Three meal plans available)

21 Meals per week (Monday thru Sunday)	\$1,197.00
15 Meals per week (Monday thru Sunday)	\$1,162.00
10 Meals per week (Any 10 meals Monday thru Sunday)	\$1,041.00

All students housed on campus with less than 60 credit hours will purchase one of the above meal plans. No refund will be made on any meal plan purchases unless the student withdraws from the University. Off-campus students may purchase a meal ticket if desired.

Residence Hall Rates

Standard:	Double Occupancy	\$1,350.00
	Single Occupancy	\$1,850.00
Oaks:	Double Occupancy	\$1,650.00
	Single Occupancy	\$2,115.00
Pines:	4 Bedroom Suites	\$2,250.00
	2 Bedroom Suites	\$2,369.00

Parking Fees: (All students who plan to operate a vehicle on campus)

Annual: Fall-Summer	\$18.00
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(\$11 Spring-Summer, \$7 Summer only)

Other Fees:

Application Fee	\$25.00
Application Fee - Housing	\$50.00
Applied Music Fee - 1 hour per week instruction	\$120.00
Damage Deposit - Housing	\$250.00
Science Lab Fee (for select Courses)	\$20.00
Nursing Lab Fee (for select Nursing Courses)	\$65.00
Art Fee (for select Art Courses)	\$20.00
Student Teaching Fee	\$75.00
Testing Fee (for select Psychology/Sociology Courses)	\$26.00
Theatre Fee (for select Theatre Courses)	\$15.00

Matriculation Fee and Deposit

Each application for admission, graduate and undergraduate, must be accompanied by a \$25 non-refundable application fee. Undergraduate students are required to pay an additional \$25 deposit after they have been notified of their acceptance. This deposit may be refunded if an applicant cancels his/her application prior to twenty days before registration. The deposit will be credited toward matriculation fees at the time the student enrolls.

A \$50.00 application fee and a \$250 damage deposit must be submitted with the student-housing contract. The deposit, less any charges, which may accrue due to damage, improper checkout, etc., will be refunded after the termination of the final housing contract.

GUARANTEED TUITION PLAN

Board of Regents shall annually approve guaranteed tuition rates for each of the institutions comprising the University System of Georgia. Please refer to the information in 704.012 THE GUARANTEED TUITION PLAN of the Policy Manual of the Board of Regents for more information or <http://www.usg.edu/regents/policymanual/700.phtml> Contact the Office of Admissions or the Student Accounts Office for specific information about your applicable rate. The applicable rate for new freshmen entering in 2008-2009 is \$1,549.00 for full time matriculation.

REFUND OF FEES

Students who formally withdraw from the University prior to passing the 60% point in time during the term are eligible for a partial refund of fees. Refunds are made only when a student completely withdraws from the University, and no refunds are made when a student of his or her own volition reduces the course load after the add/drop period. Students may receive a refund resulting from a reduction of their course load during the add/drop period. No refunds for withdrawals will be made after passing the 60% point in time during the semester. It is the student's responsibility to withdraw officially in accordance with University regulations.

Forms for withdrawal from the University are available at [Withdrawal from the University for the Semester](#). The completed form should be submitted to the Registrar's Office or faxed to 229-931-2021. A refund of tuition and fees, in accordance with federal, state, and institutional policies, will be issued within 30 days of receipt of completed withdrawal forms by the Business Office.

Students who formally withdraw from the institution on or before the first day of class are entitled to a refund of 100% of the tuition and fees paid for that period of enrollment. (First day of class is defined as "classes begin" date published in the GSW Bulletin.)

Students who formally withdraw from the institution after the first day of class but before the 60% point in time during the term are subject to guidelines established by the Board of Regents of the University System of Georgia. This policy states:

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount equals 60%.

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

A refund of all matriculation fees and other mandatory fees shall be made in the event of the death of a student at any time during the academic session. (BR Minutes, 1979-80, p.61; 1986-87 pp. 24-25; 1995, p.246)

The University is required to determine how much student financial aid was earned by students who withdraw during the term. If students have 'unearned aid' because they were disbursed more than they earned, it may be necessary for the unearned portion to be returned to the appropriate student financial aid fund. If the students have 'earned aid' that they have not received, they may be eligible to receive those funds.

TEXTBOOKS AND SUPPLIES

Textbooks and school supplies, as well as other student needs, are available in the Campus Bookstore. The cost of books and supplies will vary with the courses selected by the individual student. A fair estimate of this cost is from \$300 to \$500 per semester.

Refunds for textbooks will not be given without the following:

1. Cash register receipt dated within current term.
2. Valid student I.D.

AUDIT (NON-CREDIT) FEE

Fees for attending class on an audit or non-credit basis are calculated on the same schedule as regular academic fees.

OTHER FEES AND CHARGES

LATE PAYMENT FEE:

Failure to submit fee payment on the specified date

Undergraduate (non-refundable) \$50.00

Graduate (non-refundable) \$50.00

RETURNED CHECK FEE:

For each check \$15.00

OR 5 percent of the face amount of the check, whichever is greater.

TRANSCRIPT FEE:

Initial Request (One Copy)	No Charge
Each Official Request Thereafter	\$5.00

GRADUATION FEE:

Certificate	\$15.00
Associate Degree	\$30.00
Bachelor's Degree	\$30.00
Master's Degree	\$50.00
Specialist Degree	\$50.00

TESTING FEES:

CLEP Fee - per exam	\$75.00
eCore Testing Fee - per exam	\$15.00
GMAT Testing Fee	\$50.00
Independent Study Testing Fee	\$30.00

CLASSIFICATION OF STUDENTS AS RESIDENTS AND NON-RESIDENTS

A student is responsible for registering under the proper residency classification. A student classified as a non-resident who believes that he/she is entitled to be reclassified as a legal resident may petition the Registrar for a change of status. The petition must be filed no later than thirty (30) days before 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. The necessary forms for this purpose are available in the Registrar's Office and on RAIN.

To register as a legal resident of Georgia at an institution of the University System, a student must establish the following facts to the satisfaction of the Registrar:

1. 1. If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.
 Exceptions:
 1. A student whose parent, spouse, or court-appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.
 2. A student who previously held residency status in the State of Georgia but moved from the state and then returned to the state in 12 or fewer months.
 3. Students who are transferred to Georgia by employer are not subject to the durational residency requirement.
2. No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she in fact established legal residence in this state.
2. If a parent or legal guardian of a student changes his or her legal residence to another state following a period of legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her parent or legal guardian.
3. In the event that a legal resident of Georgia is appointed by a court as guardian of a nonresident minor, such minor will be permitted to register as a in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
4. Aliens shall be classified as 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.

OUT-OF-STATE TUITION WAIVERS

An institution may waive out-of-state tuition and assess in-state tuition for:

1. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.

2. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% 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.
3. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
4. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia (BR Minutes, 1986-87, p. 340).
5. Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p.43).
6. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
7. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status (BR Minutes, May 2003).
8. Research University Graduate Students. Graduate students attending the University of Georgia, the Georgia Institute of Technology, Georgia State University, and the Medical College of Georgia, which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year, with the understanding that the number of students at each of these institutions to whom such waivers are granted shall not exceed the number assigned below at any point in time:
 - University of Georgia - 80
 - Georgia Institute of Technology - 60
 - Georgia State University - 80
 - Medical College of Georgia - 20
9. Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University System is located.
10. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children (BR Minutes, April, 1998, pp.16-17).
11. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Industry, Trade & Tourism as being part of a competitive economic development project.
12. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
13. Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interest of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.
14. Students in ICAPP« Advantage programs. Any student participating in an ICAPP« Advantage program.
15. Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.
16. Economic Advantage. As of the first day of classes for the term, an economic advantage waiver may be granted to a dependent or independent student who can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. This waiver will expire 12 months from the date the waiver was granted.

As of the first day of classes for the term, an economic advantage waiver may be granted to a student possessing a valid employment-related visa status who can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for reasons other than enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken all legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Students currently receiving a waiver who are dependents of a parent or spouse possessing a valid employment-sponsored visa may continue to receive the waiver as long as they can demonstrate continued efforts to pursue an adjustment of status to U.S. legal permanent resident (BR Minutes, June 2006).

17. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.
18. Nonresident Student. As of the first day of classes for the term, a nonresident student whose parent, spouse, or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months so long as the student can provide clear evidence showing the relationship to the parent, spouse, or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term.

If the parent, spouse, or U.S. court-appointed legal guardian of a continuously enrolled nonresident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the nonresident student may continue to receive this waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian (BR Minutes, June 2006).

FINANCIAL AID TO STUDENTS

The University provides a variety of programs to assist students who have financial need. Scholarships, grants, loans, and part-time work constitute the types of financial aid. It is preferable that financial aid applications for the next academic year be filed by April 1. Detailed information and appropriate forms may be secured by writing to the Financial Aid Office, Georgia Southwestern State University. All awards are contingent on funds being available.

Most types of financial aid are awarded on the basis of a student's academic progress and proven financial need. As used in relation to financial aid, the term financial need means the monetary difference between the total cost of attending the University and the computed amount of financial resources, which the student and the family can contribute toward the total cost. The total cost of attending the University includes tuition and all fees, room and board, books and supplies, personal expenses, and allowable transportation costs.

Financial need is computed by a standard need analysis system using confidential information submitted by the parents or the independent student. The need analysis system used by Georgia Southwestern State University is the Free Application for Federal Student Aid (FAFSA) administered by the Federal Government. The analysis of a family's financial resources includes consideration of current family income, assets, family size, and number in college. Federal aid programs, state aid programs and many college programs do not permit aid awards that exceed the computed financial need. Thus, the information on all sources of aid must be provided to the Financial Aid Director. The amount of a student's computed financial need is the total cost of attending Georgia Southwestern State University minus the computed family resources.

Each applicant for the Federal Pell Grant, Federal Work Study Program, Federal Supplemental Educational Opportunity Grant Program, Federal Perkins Loan, and the Stafford Loan is required to provide an analysis of the family income using the FAFSA mentioned above. These forms are available from many secondary school counselors or from the Financial Aid Office at Georgia Southwestern State University. The completed FAFSA must be sent to the address on the form. Students should remember to list Georgia Southwestern State University, Americus, Georgia (GSW code 001573), as one of the institutions to receive a copy of the FAFSA.

Procedures For Applying For Financial Aid

Students should complete financial aid applications as soon as possible after January 1. Application for financial aid at Georgia Southwestern State University includes the following steps:

1. Make application for admission to the University. Applicants for financial aid need not be accepted for enrollment before an award is packaged but must be accepted in an eligible academic program before aid is disbursed. Transfer students from other colleges must have a transcript and an admissions application on file at the time of application for financial assistance.
2. Complete the FAFSA on-line (www.fafsa.ed.gov) or call 800-433-3243 for an application form, list GSW Code 001573, and send the completed application to the address on the form, for processing. The paper application for financial aid is available from high school counselors and from the Financial Aid Office, Georgia Southwestern State University. The application for financial aid also serves as the application for the Federal Pell Grant. The information provided on the application for financial aid is used to calculate the eligibility index number for the Federal Pell Grant.
3. If the institution code number is entered on the FAFSA, the institution will receive the student's financial information electronically. Until this information is received by the institution electronically, the student's file cannot be processed.

Financial aid is not automatically renewed. Continuing students must reapply for financial aid each year, as soon after January 1 as possible. All application information received after April 1 will be processed, but awards will be made as funds permit.

GRANTS

Grants are monetary gifts, which are awarded to the students who have financial need and have maintained satisfactory progress toward

earning a degree.

Federal Pell Grant

The Federal Pell Grant is an aid program designed to provide financial assistance to those who have established need and who are enrolled in an eligible undergraduate program. It is designed to be the floor of the financial aid award and should meet approximately one-half of the student's need. The amount of the Federal Pell Grant is determined on the basis of the family's resources and the cost of the University. The amount of a grant is based on the family contribution and two factors: (1) the amount of funds actually available for the program for the current year; and (2) the educational cost. The amount of the grant would decrease as the family contribution increases.

Federal Supplemental Educational Opportunity Grants (FSEOG)

This program has the single purpose of making a college education available to high school graduates of exceptional financial need who, without the grant, would be unable to attend University. Recipient must be Pell eligible.

Grants ranging from \$200 to \$400 are available to students for each of the four years of undergraduate study as long as funds are available.

Academic Competitiveness Grant (ACG)

This new grant program is designed for students who completed a rigorous high school program. An eligible student may receive an ACG of \$750 for the first academic year of study and \$1300 for the second academic year. More details are listed on the Financial Aid web-site under Announcements.

National Science and Mathematics Access to Retain Talent (SMART)

This new grant program is designed for students who are in their third or fourth academic year majoring in specific areas such as physical, life, or computer science, engineering, mathematics, technology, or critical foreign language. An eligible student may receive \$4000 per academic year. More details are listed on the Financial Aid web-site under Announcements.

LOANS

This type of financial aid and any corresponding amount of accumulated interest must be repaid within a specific time period.

Federal Perkins Loan (National Direct Student Loan)

The Perkins Loan (or NDSL) program allows a student with financial need to borrow up to \$9000 during his/her undergraduate study. The maximum loan per semester at Georgia Southwestern is \$1125 or the amount of need, whichever is less. The student must be enrolled on at least a half-time basis. No interest is charged while the student is in school. Repayment of the loan at 5 percent interest begins nine months after the student leaves school. The minimum monthly payment is \$40 and the entire loan must be paid within a ten-year period.

Cancellation provisions are available to individuals who

1. teach in a public or non-profit school which has been designed as eligible by DOE as enrolling a high concentration of students from low income families;
2. teach handicapped children; or
3. serve as full-time staff members in a head start program;
4. work as a nurse in a public or non-profit organization.

Jackson Loan Fund

The primary purpose of this money is to provide an individual with a temporary/short term emergency source of funding. The full amount of the loan and interest must be repaid by midterm of each semester. Students desiring this aid should schedule a conference with a Financial Aid Counselor at Georgia Southwestern State University prior to registration day.

Federal Subsidized Stafford Loan

The Stafford Subsidized Loan is a low-interest, need-based loan authorized by the federal and state governments to help students pay the costs of education beyond high school. Loans to students are made primarily by commercial lending institutions whose participation in the program is voluntary and not required by law. Repayment of any Stafford Loan that is obtained, within the limits of the law, will be "guaranteed" to the lender on the student's behalf by the guarantee agency. The actual amount available to the borrower is based upon financial need (as calculated by the FAFSA) which is not filled by other types of financial aid. The student must repay this loan.

Federal Unsubsidized Stafford Loan

The Unsubsidized Loan has the same terms and situations as the Stafford Loan, except the borrower is responsible for the interest that accrues during deferment periods (not need-based). The program is open to students who may not qualify for the subsidized Federal Stafford

Loan. The student may have a combination of subsidized and unsubsidized, but the combined total cannot exceed the program maximum. Check with the Financial Aid Counselor for further details. The student must repay this loan.

Federal Plus Loans

Parent Loan for Undergraduate Students (PLUS Loan) is an educational loan for eligible students, authorized by federal and state government to help parents and students pay the costs of education beyond high school. This loan is not based on financial need as calculated by the FAFSA. Repayment begins when the loan is disbursed. Minimum payments are \$50 per month. Please see a Financial Aid Counselor for details. The parent must repay this loan.

SCHOLARSHIPS

Scholarships are monetary gifts, which usually do not require repayment. They are awarded on the basis of academic performance and other specific criteria stipulated by the agency or person(s) funding the scholarship. The amount of the awards may vary according to the established need of the scholarship recipient. In order to remain eligible to receive most academic scholarships, a student recipient must be enrolled for at least 12 credit hours each term, earn a 3.0 cumulative grade point, and remain in good judicial standing.

HOPE Scholarship - Undergraduate

To be eligible for a HOPE Scholarship, the student must

1. Be a Georgia resident.
2. Earn a B average (3.0) in high school College Prep track; 3.2 average in other track.
3. Complete the Free Application for Federal Student Aid (FAFSA).
4. Beginning with the 2004-2005 school year, a student must have a 3.0 at the end of the spring semester whether or not the student was enrolled both fall and spring semesters of that year. Otherwise, a student's checkpoint remains at 30, 60, and 90 hours.

A transfer student who feels he or she is eligible for the HOPE Scholarship must request such consideration from the Financial Aid Office. The determination of eligibility is based on a review of all academic transcripts. It is the student's responsibility to make certain all academic transcripts have been received by the Office of Admissions before a request is made to the Financial Aid Office.

Once a student has lost HOPE eligibility, there are two chances to re-enter the HOPE Program. If that student falls below a 3.0 grade point average after attempting 30 hours and regains 3.0 at his/her own expense, at the end of the sophomore year (60 hours), the student would be given a second chance to receive the HOPE scholarship. A third chance is earned after the 90th attempted hour. At all times, a student must be making satisfactory academic progress (SAP) by Federal standards.

HOPE Promise Teacher Scholarship - Undergraduate

To be eligible for a HOPE Promise Teacher Scholarship, the student must

1. Be a Georgia resident.
2. Be enrolled in a teacher education program to pursue a baccalaureate degree.
3. Have a 3.6 or higher GPA.
4. Have attempted between 60 to 90 hours.
5. Commit to teach/serve in Georgia public school to repay scholarship.

HOPE Teacher Scholarship (Graduate)

To be eligible for a HOPE Teacher Scholarship, the student must:

1. Be a Georgia resident.
2. Be enrolled in a graduate program in a critical field.
3. Commit to teach/serve in his or her critical field in a Georgia public school to repay scholarship.

Critical Fields include the following (subject to change):

- Middle Grade Education (Grades 4-8) with primary concentration in one of the following:
 - Math
 - Science
 - Math and Science
- Mathematic Education (Grades 7-12)
- Education of Exceptional Children (Grades P-12)
 - Behavioral Disorder
 - Interrelated Special Education
- Foreign Language Education (Grades P-12)

- French
- Spanish
- Business Education (Grades 7-12)
- Industrial Arts/Technology Education (Grades 7-12)
- Trade and Industrial Education (Grades 7-12)
- Agriculture Education (Grades 7-12)
- Science Education (Grades 7-12)
 - Broad Field Science
 - Biology
 - Chemistry
 - Earth/Space
 - Physics

ACADEMIC SCHOLARSHIPS

A limited number of academic scholarships are available at Georgia Southwestern State University. Awards are on a competitive basis and are generally awarded to entering students. Students who have a 3.0 high school average and who have a combined SAT score above 1000 are eligible to apply for the J.C. Roney Scholarships, the Alumni Scholarships, and the Wheatley Scholarships.

J.C. Roney Scholarships

Scholarships are awarded from the J.C. Roney Fund to first or second honor graduates, National Merit Semifinalists, and STAR students. These are awarded on a competitive basis. Applications should be made prior to February 15.

GSW Alumni Scholarships

The GSW Alumni Scholarships include the GSW Alumni Academic Scholarship, the Cavendar-Rich Scholarship, the E.R. Hogg Scholarship, the Mary Lou Jordan Scholarship, the Myra Lunsford Scholarship, the Alice K. Mathis Scholarship, the Henry King Scholarship, the Peggy A. Smith Tucker Scholarship, the Martha Hudson Westbrook Scholarship, and the GSW Alumni Athletic Scholarship.

Charles H. Wheatley Scholarships

Scholarships are awarded to high school honor graduates, National Merit Scholars, and students with 1100 SAT and 3.0 or above high school grade point averages. Wheatley Scholarships are also awarded to continuing GSW students and to transfer students who have earned an associate degree. Contact the Office of Financial Aid or the Office of Admission for additional information.

Additional Academic Scholarships

Other academic scholarships available at Georgia Southwestern State University include the Daniel D. Arden Scholarship for Geology students, the Iris Stewart Argo Scholarship and Agnes Agerton Scholarships for English majors, the James G. Deriso Scholarship for Business students, the J.H. Dorminy Music Scholarship for Music students, the Frances Bagley Jones Scholarship for students from Sumter County, Georgia, the Peterson Scholarship for Science students, the Robert Marshall Pryor Scholarship for residents of Sumter County, the L.R. Towson Scholarship for Chemistry majors, the Randy & JoAnna Williams Scholarship for Learning Support, the Biology Club Scholarship, the Chemistry Club Scholarship, the Delta Kappa Gamma Scholarship, the Tammy Lee Fortner Scholarship, the Julia Baker Isakson Scholarship, the Frances Wynn Patrick Scholarship for Nursing, the John Monroe Prance Scholarship, the John Emory Rylander Scholarship for Nursing, the Lula F. Stephens Scholarship, the Jenny Harrison Strange Scholarship, the Roy Lee and Susan Smith Free Enterprise Scholarship, the Wheatley Community University Fellowships, the Wheatley Continuing Student Scholarships, the Wheatley Leadership Scholarship, the Watson Scholarship, the Weston Scholarship, the Dudley Voice Scholarship, the Cooper Lighting Scholarship, and the Joan Smith Scholarship. For more information, contact the Financial Aid Office.

EMPLOYMENT OPPORTUNITIES

Several types of part-time employment are available through Georgia Southwestern State University.

Federal Work Study

Work Study employment, a federally funded program, is available to students with established financial need (based upon the application for Financial Aid) at the time of their initial enrollment or thereafter. Family income is the primary basis for determining eligibility. Satisfactory academic progress and work performance are required.

Under present arrangements, a student may work a maximum of 20 hours per week during the regular semester. Since the student earns this amount by working, it is not repaid.

Work Aid

Work Aid, a locally funded program of part-time employment, is available on a limited basis. Students are selected for these positions on the basis of skills in certain areas as well as need. Students should report to the Career Services Office for applications.

The rate of pay is minimum wage and payment is by check each month.

Graduate Assistantships

A limited number of graduate assistantships are available in some departments. Interested students should contact the appropriate school or office. For additional information, see the section on Graduate Studies.

Part-Time Employment

The Career Services Office maintains a list of jobs available in the community. Any student interested in part-time work should file an application.

OTHER SOURCES OF FINANCIAL AID

The Ty Cobb Educational Foundation Scholarship

This scholarship is available to single residents of the state of Georgia who have completed the freshman year of college with high academic standing (at least 3.3 GPA). Address inquiries to the Ty Cobb Foundation, P.O. Box 725, Forest Park, Georgia 30051. The deadline for applications is May 1.

Financial Aid Policies

Georgia Southwestern State University administers its financial aid program in compliance with all applicable Federal and State laws and regulations. Specifically, the financial aid policies are listed below:

1. To receive any Federal financial aid, a student must maintain satisfactory progress toward a degree as determined by Federal standards. Among other requirements, Federal standards generally define "satisfactory progress toward graduation" as passing 67% of all academic work attempted during an academic year. For students who fail to meet these standards, their financial aid will be terminated. They will not be eligible to receive further aid until such time they have corrected the deficiency at their own expense.
2. To receive Federal aid, the student must not owe a refund on previous Federal grants or be in default on a Federal student loan.
3. When the student is eligible for a Federal Pell Grant, the financial aid package is built around this grant. If the student is eligible for the Supplemental Educational Opportunity Grant (SEOG), this grant is added next. Loans and/or employment are added in an attempt to fill the remaining need.
4. Refunds are made in accordance with the schedule in the current University Bulletin. Any refund from a Federal source will be returned to that fund in the appropriate order.

More information on financial aid may be obtained from the Financial Aid Office, room 207, Sanford Hall. Office hours are from 8:00 a.m. - 12noon and 1:00 p.m. - 5:00 p.m., Monday through Friday. Summer hours may vary. Please call 229-928-1378 to determine schedule for summer hours.

VETERANS' BENEFITS

Georgia Southwestern State University is approved for the educational training of veterans and certain eligible spouses and dependents of veterans. The institution serves only as a source of certification and information to the Veterans Administration as all financial transactions and eligibility determinations are handled directly between the student and the VA. Veterans and other eligible persons interested in obtaining educational benefits must meet all applicable requirements for admission as outlined in this bulletin. After being officially admitted to the University, the veteran or eligible person should contact the Veteran Certifying Official in the Registrar's Office for information concerning application procedures and educational benefits. Additional information about eligibility may be obtained by calling the Department of Veteran Affairs at 1-888-442-4551.

CAMPUS SERVICES

- [CAMPUS BOOKSTORE](#)
- [LIBRARY SERVICES](#)
- [STUDENT SUPPORT SERVICES](#)
- [UPWARD BOUND PROGRAM](#)
- [CAREER SERVICES](#)

- [COUNSELING SERVICES](#)
- [THE ROSALYNN CARTER INSTITUTE FOR HUMAN DEVELOPMENT](#)
- [ORIENTATION PROGRAM](#)
- [STUDENT LOCATOR SERVICE](#)
- [HOUSING/ RESIDENCE LIFE](#)
 - [HOUSING ELIGIBILITY AND REGULATION](#)
 - [CANCELLATIONS](#)
 - [CONTRACT BUY OUT](#)
 - [DEPOSITS AND RENT PAYMENTS](#)
 - [REFUNDS](#)
- [FOOD SERVICES](#)
- [HEALTH SERVICES](#)
- [MANDATORY STUDENT HEALTH INSURANCE](#)
- [OPTIONAL STUDENT HEALTH INSURANCE](#)
- [STUDENT RIGHTS AND RESPONSIBILITIES](#)
- [GEORGIA SOUTHWESTERN STATE UNIVERSITY DRUG FREE CAMPUS POLICY](#)
- [STUDENT ASSISTANCE PROGRAM \(SAP\)](#)
- [POLICY STATEMENT ON SEXUAL HARASSMENT](#)
- [POLICY AND PROCEDURES FOR STUDENTS WITH DISABILITIES](#)
- [SERVICES TO STUDENTS WITH LEARNING DISABILITIES](#)
- [ADMINISTRATIVE MEDICAL/MENTAL HEALTH WITHDRAWALS](#)
- [STUDENT LIFE](#)
- [STUDENT IDENTIFICATION CARDS](#)

CAMPUS BOOKSTORE

The Campus Bookstore at Georgia Southwestern State University is institutionally owned and operated. The bookstore has been established to provide the student body with goods and services at the least possible cost. It is a part of the University that has goals directly centered on the satisfaction and success of the students and the faculty. The bookstore is self-sufficient, receiving no funding from the University System, and any profit is returned to the institution. The success of the bookstore lies with the success of the students. The bookstore carries new and used textbooks, with an emphasis on trying to obtain as many used textbooks as possible through student buybacks and various wholesale distributors. In addition to course materials, the bookstore stocks computer software, mass-market paperback books, computer books, study aids, reference materials, and school/office supplies for academic use. The bookstore also has gifts, including tee shirts, hats, coffee mugs, seasonal gift items, balloon bouquets, greeting cards, a classic collection of crystal engraved with the school seal, and many other gift items. Other goods and services offered through the bookstore include fax services, phone cards, and special ordering for any academic materials at no cost. The bookstore accepts personal checks, MasterCard, Visa, Discover, and also has a voucher system allowing students to purchase academic materials with their financial aid funds.

LOCATION/STORE HOURS

The Campus Bookstore is located in the Marshall Student Center. During fall and spring semesters, the bookstore is open from 8:30am until 4:30pm Monday through Thursday, and 8:30am until 3:00pm on Friday. The bookstore closes during breaks to restock shelves for the following term. The store is also closed on holidays. Extended hours of operation are offered during the beginning of each term to accommodate the large volume of students buying books and supplies for new classes.

TEXTBOOKS

The textbook buyback is conducted at the end of every semester during final exams. Books that are not changing to new editions and will be used the following term will be purchased at 50% of the price paid for the book. Books that are not being used again by the bookstore will be purchased by the buyer at established wholesale prices. The textbook carried by the bookstore is based strictly on faculty selection. Every attempt is made to have the books in stock before the beginning of the term, however, there are occasional delays due to receiving the text information late, publishers being out of stock, late or misdirected shipments, or unexpected increases in a course's enrollment.

REFUND POLICY

The bookstore encourages students to attend class before purchasing textbooks. A full refund will be given during the add/drop period of the current term, which is generally the first three days of the semester. The store is simply unable to allow students to keep the materials for a longer period of time and still return them for full credit. New textbooks must be returned in a new, saleable condition with no markings

whatsoever in order to be eligible for a refund. A student ID and cash register receipt is required for a refund. Any markings result in the book being reduced to a used status and only a 75% refund given. General supply, gift, and clothing merchandise may be returned for any reason for a full refund within 7 days of purchase with a receipt. Defective merchandise may be returned any time throughout the semester for an exchange. Shrink-wrapped books must be returned in the original wrapping for a full refund. Textbooks purchased after the add/drop period are non-returnable. Sale items, study guides, special-order items, mass-market paperbacks, and computer software are non-returnable.

CONTACTS

Mary Ann Roper, Retail Coordinator (229) 931-2366

Amber DeBaise, Bookstore Manager and Director of Auxiliary Services (229) 931-2042, Email: adebaise@canes.gsw.edu

LIBRARY SERVICES

The James Earl Carter Library was completed in 1971 and named in honor of President Jimmy Carter's father. It contains over 190,000 volumes and currently subscribes to 516 journals. As a selective United States Government Depository, the Library houses over 300,000 federal government publications in various formats. The library also has a small multimedia collection (LPs, video tapes, audio-tapes, CDs, and software). Special collections include the Dr. Harold Isaacs Third World Studies collection, ERIC collection, rare books, newspapers, and popular reading materials.

Through our participation in GALILEO (Georgia Library Learning Online), the Library provides access to over 100 databases and more than 2000 journal titles. The Library's online catalog is part of the statewide integrated online system, GIL (Galileo Interconnected Libraries). GIL provides a web-based interface with a standardized search format. The Library is a charter member of SOLINET (Southeastern Library Network), which was created to increase the availability of bibliographic resources through the use of electronic data processing and communications. More than 30 million books and other materials can be accessed through this network, which the Library fully utilizes for cataloging and its ILL (Interlibrary Loan) system.

The Library seats over 600 and provides individual and group study areas. The Library's computer lab has 20 state-of-the-art workstations. Audiovisual equipment and facilities include microfilm and microfiche reader-printers, copying machines, an individual viewing/listening room, and headphones, tape-recorder, and a CD player, which can be checked out for in-house use.

The Library offers many services including Interlibrary Loan, reserves, bibliographic instruction, and reference assistance. The Library offers a for-credit course, LIBR 1000, and participates in UNIV 1000, the University's orientation course, and provides group and individual library instruction, tutorials, and demonstrations upon request. The Library's electronic services include email submission of ILL, renewal, hold requests, reference inquiries, and an online suggestion box.

Further information about the Library, its collections, services, and staff can be found on the Library's website: <http://gsw.edu/Library/index>.

STUDENT SUPPORT SERVICES

The Student Support Services Program is a federally funded program designed to (1) improve the retention and graduation rates of students, (2) provide academic support services necessary for program participants to maintain good academic standing, (3) provide supplementary activities for program students that will enhance their personal development, (4) assist them toward the realization of their educational goals, and (5) foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities. The program provides in-depth academic and personal counseling; career development; tutoring; personal assistance with study skills development; cultural activities, special focus on incoming freshman, transfer students, and returning adult students; and individualized accommodation services for learning disabled/handicapped students. Tutoring is free of charge to Student Support Services participants. It is mandatory for participants on academic warning or probation.

UPWARD BOUND PROGRAM

Upward Bound is a program for select high school students who have demonstrated potential for post secondary education. Participation is limited to students of Sumter, Crisp, Marion, Schley and Webster Counties of Georgia. Components of the program include the following:

Academic Year: Saturday sessions designed to assist students with basic skills instruction, standardized testing, study skills, counseling, career and cultural activities.

Summer Residential Program: Housing and classes on GSW campus for six weeks with emphasis on academic skills, personal and career awareness.

Intensive Experience: Stress is placed on reading, writing, science, mathematics, computer science, study skills, foreign language, speech and drama, art, sporting activities, and cultural/recreational activities.

Bridge Year for Graduating Seniors: Assistance with standardized tests, study skills, admissions selection, financial aid process, college search trips, and college enrollment.

CAREER SERVICES

Planning for a future career is an important fact of every student's day-to-day college experience. Career Services provides a wide range of services for students throughout their years at Georgia Southwestern State University including

- Career Counseling
- Employment Counseling
- Classroom seminars on resume writing and interviewing
- Regional and statewide Career Fairs
- Career Resource Lab, utilizing computer technology
- Current employer information and employment opportunities via Internet
- GeorgiaHire and NACELINK
- Listing of local part-time job opportunities for students
- Operation of JLD (Job Location Development)

Career Counseling is available to help students discover satisfactory solutions to academic and career concerns. This process is assisted by the use of various personality and interest inventories. Employment counseling aids students with resume development, interviewing skills and the job search process.

The Career Resource Lab provides students with a centralized location to explore specific career and occupational information, including educational requirements, potential employers, work environments, opportunities for advancement and a financial outlook. Information about professional programs and graduate schools is also available.

COUNSELING SERVICES

The goal of personal counseling is to help students discover satisfactory alternatives to social, academic, and personal concerns, including substance abuse and other health related issues. Counseling sessions take place in a private office and confidentiality is respected. When another person, office, community agency or medical professional can provide better information or assistance, the counselor will make referrals and help the student make an appointment. Counselors are available through the Office of Student Life, the Counseling Services Office, the Financial Aid Office, the Academic Skills Center, the Student Support Services Program, and the Residence Halls.

THE ROSALYNN CARTER INSTITUTE FOR HUMAN DEVELOPMENT

The Rosalynn Carter Institute (RCI) was established in 1987 on the campus of Georgia Southwestern State University. The RCI was formed in honor of former First Lady Rosalynn Carter, an alumna of Georgia Southwestern, to enhance her long-standing commitments to human development and mental health. The RCI facilitates collaborative relationships among citizen consumers, community human service providers, faculty and students to achieve shared goals.

The Rosalynn Carter Institute for Human Development was formed in honor of First Lady Rosalynn Carter in 1987. Through research, education, and training, the RCI promotes the mental health and well-being of individuals, families, and professional caregivers; promulgates effective care giving practices; builds public awareness of care giving needs; and advances public and social policies that enhance caring communities.

The care giving mission of the Institute is implemented through two major projects. The West Central Georgia Caregivers' Network (CARE-NET) assists informal and formal caregivers in a 16-county region. A second project, the National Quality Caregiving Coalition (NQCC), brings together associations and organizations in America that wish to improve the care giving process.

The RCI provides clinical training, research, and public administration opportunities for students. The John and Betty Pope Fellowship Program provides financial assistance for students committed to study and work in the care giving professions. The Pope Eminent Scholar on campus offers students and faculty the opportunity to work with a professional who is nationally recognized in the care giving field. Conferences and workshops offer students an opportunity to learn from nationally recognized figures in the human development and mental health fields.

For more information, email the Rosalynn Carter Institute at rci@rci.gsw.edu or access the RCI homepage at <http://www.rosalynncarter.org>.

ORIENTATION PROGRAM

Prior to the beginning of the student's first semester at Georgia Southwestern, the new student participates in an orientation program. The GSW O'Team, a specially selected and trained group of undergraduate students, and UNIV 1000 instructors, design an orientation program which makes transition into college life at GSW easier and more enjoyable. Areas given special attention include academic advisement and

class schedule planning, University services and facilities, academic policies and procedures, rights and responsibilities of students, issues about which students need to make personal choices, skills necessary for academic success, and opportunities for involvement in student activities. Such topics are explored in more depth in UNIV 1000, The GSW Experience, a 1 semester hour course requirement of all first-time entering students.

New students will be notified well in advance of the date and time for orientation for the semester in which they plan to enroll. These sessions provide opportunities for them to meet GSW faculty and administrators as well as to become familiar with University policies and to ask any questions they may have about the University.

STUDENT LOCATOR SERVICE

In emergency situations, students may be located by calling the Office of Student Life at 229/928-1387 or the Public Safety Office at 229/928-1390 (8 am to 5 pm weekdays) or 229/931-2244 (nights and weekends). Communication with the students will be made from these offices. These offices will not provide directory information to non-GSW personnel.

HOUSING/RESIDENCE LIFE

Residence Life at Georgia Southwestern State University offers students the opportunity to meet new people and make life-long friends, to feel a sense of independence, yet belong to a community, and to be in close contact with people who have values, attitudes, desires, and academic interests different from their own. They will be challenged to question, to think, and to grow as individuals. Students living on campus are more involved in leadership roles than their off-campus peers, including Student Government, sororities and fraternities, campus honorary organizations, the Campus Activities Board, the Orientation Team, the Residence Hall Association, and Hosts and Marshals. Living on campus can be a real PLUS if the student wants to become involved in campus life.

There are four residence halls on the GSW campus ranging in size from less than 100 to approximately 275 students. The halls are staffed with professional and student staff members whose primary objective is to insure a comfortable, congenial, and secure place for students to live and learn.

HOUSING ELIGIBILITY AND REGULATION

GSW has the following on-campus living requirement: All full-time students under the age of 21, who have earned less than 60 semester hours are required to reside on campus unless they have lived on campus for four (4) full term semesters, they are married, have a dependent child, have a documented medical condition, or they are living in the legal residence of a family member. For this purpose family member is defined as parent(s), guardian(s), grandparent(s), son/daughter, uncle/aunt, or brother/sister who is not a student at GSW.

In order to provide on campus housing at the lowest possible rate, the University operates its residence halls on a contract basis for the full Academic Year beginning with the Fall Semester and continuing through the end of Spring Semester. A separate contract is signed for the Summer Term. Since the ANNUAL HOUSING CONTRACT is a binding agreement between the student and the University, applicants are advised to read this document before signing.

Failure to submit the ANNUAL HOUSING CONTRACT will not cancel the obligation to live on campus. Students who wish to commute to campus from their legal residence or live with a family member who is not a GSW student may request an exemption from this policy by submitting the REQUEST FOR HOUSING EXEMPTION form available from the Office of Student Life.

CANCELLATIONS

(A) New and continuing applicants for campus housing who decide not to enroll at Georgia Southwestern must cancel their contract in writing no later than thirty (30) working days prior to the first official day of classes for the affected term. Cancellation after this date will result in forfeiture of the deposit.

(B) Students who have signed contracts and will enroll at Georgia Southwestern may petition to cancel their contract by submitting the Request for Release petition (obtained in the Residence Life Office) to the Department of Residence Life, Georgia Southwestern State University, Americus, Georgia 31709 thirty (30) days prior to the beginning of the affected term. Notification submitted to other University offices will not insure requested action. Upon approval of housing cancellation, a contract buyout will be required.

CONTRACT BUY OUT

(A) A student who lives in Duncan Hall and is obligated to the 2008-2009 contract may buy out the contract by paying an assessment of thirty percent (30%) of the value of the contract. Contract buyouts must be completed by 5:00 PM on the first official day of classes for the affected term. Detailed procedures that must be followed to buy out the contract are available at the Department of Residence Life. A student who lives in Southwestern Oaks or Southwestern Pines and is obligated to the 2008-2009 contract may not buyout of their contract.

(B) The student who buys out his/her contract will forfeit the housing deposit upon release from that contract.

DEPOSITS AND RENT PAYMENTS

(A) The application fee of \$50 and the damage deposit of \$250, must accompany the housing contract and is nontransferable to another person. The deposit is refunded according to the following conditions: 1) the University is unable to provide campus housing, 2) the terms of the contract are fulfilled, the student has been officially checked out of the room by a residence hall staff member, and the student is cleared of responsibility for damage to the room or building. The deposit will be forfeited, wholly or in part, when the student 1) is responsible for damage to the room or building, 2) fails to follow departmental check out procedures, 3) terminates the contract after the established deadlines or before the terms are completed, or 4) owes the University any debt, fine, or other obligation owed by the student.

(B) Housing fees are due and payable in advance at the prescribed rate per academic term. If payment is not made by the stipulated deadline, the student's registration can be canceled.

REFUNDS

Students who officially withdraw from the University qualify for a prorated refund of room fees as determined by the date of the official checkout of the residence hall. Refunds will be prorated by the formula set by the Business Office. Students who vacate their assigned room during the semester without an official withdrawal or official residency release and students who withdraw and fail to officially check out of the room with the Residence Life Staff or students who are evicted for disciplinary reasons will receive no refund of either housing fees or deposit.

FOOD SERVICES

The dining service at GSW provides students with a quality and variety of food choices at an economical cost. A student who has earned less than 60 semester credit hours and who lives in a residence hall is required to purchase a meal plan. The three available meal plans, which include unlimited seconds, are 10 meals per week, 15 meals per week and 21 meals per week. Included with each meal plan is an additional dollar amount available on a declining balance for purchase of items in the Canes Den and/or any additional meals in the Dining Hall.

After purchasing a meal plan the student's identification card is used to gain entry into the Residential Restaurant, located in the Marshall Student Center. The Cane's Den (located in the Student Success Center) and the C3 Convenience Store (located in Southwestern Oaks) accepts cash, checks, credit cards, and Declining Balance dollars. The Cane's Den features Montague's Deli, Grill Works hamburgers, Bene Pizza, and Fresh Smoothies as well as gourmet Java City coffee.

Special diet needs can be provided but must be discussed with the Food Service Director one on one. Students can do this by calling (229) 924-2732 or stopping by the offices located within the Residential Restaurant.

Commuting students are also invited to use the University dining services. Options include purchasing any of the available semester meal plans or applying dollars to a declining balance card. Purchases can also be made with cash, check, or credit card at any of the locations.

For any questions concerning the dining services offered at GSW please feel free to call the Food Service Director at (229) 924-2732.

HEALTH SERVICES

The Student Health Center at Georgia Southwestern State University is a primary care medical clinic with a specialty in college health providing a broad range of affordable health care to eligible students. Staffed by a physician, nurse practitioners, registered nurses, and support staff, our mission is to assist students with preventive health care and consultations, as well as evaluating, diagnosing and treating health concerns, illnesses and injuries, thereby minimizing their impact on academic progress.

Georgia Southwestern State University provides on campus health services at the Herschel A. Smith Health Center. The Health Center staff provides assistance to students with minor illnesses or injuries and promotes positive physical and mental health by providing health awareness information to students. A women's comprehensive health program staffed by nurse practitioners and registered nurses is available by appointment every Wednesday of each month while the university is in session.

The Health Center staff includes a physician, a family nurse practitioner who serves as Director of the Health Center, and registered nurses. The clinic is open Monday through Friday. Refer to website for posting of hours of operation of the Health Center and Women's Clinic. The Health Center services are available by appointment or on a walk-in basis during operating hours while classes are in session. Hours are subject to change to reflect the needs of the University. The Student Health Center is closed on university holidays and weekends. On weekends, students should notify the Residence Life staff member on duty or Public Safety for medical emergencies. The Health Center can handle minor emergencies, but we cannot deal with life- or limb threatening emergencies. For medical emergencies, please dial 911 for emergency medical services and then call the Campus Police for assistance, at 229-931-2245. If a student becomes ill, the Health Center will notify family members and faculty if the student so requests.

A student who utilizes Health Center medical services is expected to visit the Health Center at times that do not conflict with academic responsibilities. After a student has been assessed in the Health Center, we will provide a written recommendation to excuse from class only if we feel there is justification. By Georgia Southwestern State University policy, an excuse from class can only be granted by the professor of that class.

The Health Center provides care for all currently registered students and currently employed faculty and staff (who must pay the co-pay health fee whenever using the health center). A mandatory health fee is assessed to students currently enrolled in five or more credits on GSW's campus. A student registered for less than five credit hours has the option to pay the semester health fee, or a co-pay for each visit. The semester health fee entitles the student to consultation services with the professional Health Center staff. There are free over the counter medications available as well as first aid supplies, without charge. Students are assessed fees for prescription medications dispensed at the center, equipment, lab tests and special procedures.

All students are urged to have adequate health coverage for illnesses or emergency visits to the local hospital or a physician's office when the Health Center is closed. Insurance coverage is also recommended for medical care that is not available at the Health Center, including treatment of major injuries, surgery, and hospitalization. The university has a student health insurance plan available to all Georgia Southwestern State University students. Applications for enrollment are available in the Health Center.

Laboratory and x-ray services, inpatient hospital services, hospital emergency room treatment, ambulance transportation to a hospital, and professional services of a non-university medical specialist are not included in the semester health service fee. The Health Center staff, however, will assist the student in making arrangements with medical specialist.

The university physician is available for student visits at the Health Center at designated hours. As a part of your visit to the Health Center, the physician/nurse practitioner can dispense prescription medication at discounted prices-antibiotics, allergy and cold medicines, ear and eye drops, dermatological creams, and more (the clinic does not perform pharmaceutical services for prescriptions written off campus). Medications not stocked by the Health Center are the financial responsibility of the student for whom they are prescribed. The Health Center does not see patients who are pregnant. The Health Center will assist the patient with a referral to an Obstetrician /Gynecologist.

A student accepted for admission will receive a health history and immunization form which is to be completed and returned to the Health Center once accepted for admission to the University. All new students (freshmen, transfers, and others) attending regularly scheduled classes or receiving resident credit will be required to submit a certificate of immunization prior to attending such classes. Students will not be permitted to attend classes or reside in campus housing until the required immunization record is on file with the Health Center.

Measles (Rubeola) required for students born in 1957 or later. Two doses of live measles vaccine (combined measles-mumps rubella or MMR meets this requirement), with first dose at 12 months of age or later and second dose at least 28 days after the first dose, or documented laboratory/serologic evidence of immunity.

Mumps is required for students born in 1957 or later. One dose at 12 months of age or later (MMR meets this requirement), or documented laboratory/serologic evidence of immunity.

Rubella (German Measles) is required for students born in 1957 or later. (Because rubella can occur in some persons born before 1957 and because congenital rubella syndrome can occur in the offspring of women infected with rubella during pregnancy, women born prior to 1957 who may become pregnant are strongly encouraged to ensure that they are immune to rubella). One dose at 12 months of age or later (MMR meets this requirement), or documented laboratory/serologic evidence of immunity.

Varicella is required for all U.S born students born in 1966 or later and all foreign born students regardless of year born. One dose given at 12 months of age or later but before the students 13th birthday, or if first dose given after the students 13th birthday: Two doses at least 4 weeks apart, or reliable history of Varicella disease (chicken pox), or documented laboratory/serologic evidence of immunity.

Tetanus, Diphtheria is required for all students. One tetanus/diphtheria containing booster dose within 10 years prior to matriculation. Combined tetanus, diphtheria, and acellular pertussis (whooping cough) booster (Tdap) is preferred but Td is acceptable (Students who are unable to document a primary series of 3 doses of tetanus/diphtheria-containing vaccine (DTaP, DTP, or Td) are strongly advised to complete a 3- dose primary series).

Hepatitis B is required for all students who will be 18 years of age or less at matriculation. Three doses hepatitis B series (0, 1-2, and 4-6 months), or 3 dose combined hepatitis A and hepatitis B series (0, 1-2, and 6-12 months), or 2 dose hepatitis B series of Recombivax??(0 and 4-6 months, given at 11-15 years of age), or documented laboratory / serologic evidence of immunity or prior infection.

Meningococcal quadrivalent polysaccharide vaccine required for newly admitted freshmen or matriculated students planning to reside in university managed campus housing. One dose within 5 years prior to matriculation, or signed documentation that student (or parent or guardian if student <18 years old) has received and reviewed information about the disease as required by House Bill 521.

International students must meet the above requirements and the following: A PPD tuberculin skin test is required within 10 days of arrival to campus. If positive, the students must have a chest X-ray within 2 weeks of arrival to campus. No X-ray films will be accepted. A Severe Acute Respiratory (SARS) Questionnaire form must be completed upon arrival to campus and completion of the tuberculosis-screening questionnaire. All reports and documentation must be in English. All immunization forms and reports must have signature of health care provider, address and contact phone number in English.

It is recommended that each student discuss with his/her health care provider the need for additional immunizations such as, Pertussis, Hepatitis A, and Influenza.

MANDATORY STUDENT HEALTH INSURANCE

The Board of Regents of the University System of Georgia has contracted with Pearce & Pearce, Inc. to provide student health insurance. All 35 Institutions of the University System of Georgia are required to use Pearce & Pearce, Inc. for student health insurance. Students in the following categories are required to have insurance that meets the minimum standards (all graduate students receiving a Full Tuition Waiver as part of their graduate assistantship award, undergraduate, graduate and ESL international students holding F or J visas; undergraduate and graduate students enrolled in programs that require proof of health insurance (e.g. nursing); and graduate students receiving fellowships that fully fund their tuition. Students who are not covered by a policy held by a parent, spouse, company or organization on the approved waiver list or if the policy does not meet the minimum standards must purchase the USG SHIP policy. Students with individual or association plans will not be considered for a waiver.

Students who are required to have health insurance will be enrolled each semester in the Mandatory Plan, which is an accident and sickness insurance policy that includes diagnosis and/or treatment of illness, injury, or medical conditions. Benefits include physician, hospital, surgical, pharmacy, behavioral health services (i.e., mental health /substance abuse), as well as legally mandated benefits. Premiums for individual students in the Mandatory Plan are as follows: Fall Semester 2006: \$358 Spring/Summer Semester 2007: \$472. Students in the mandatory group will have fees assessed by GSW and placed on your student account for payment.

OPTIONAL STUDENT HEALTH INSURANCE

All GSW students who are not required to have health insurance may purchase the Optional Plan if they are (a) enrolled in six (6) or more semester hours or (b) participating in Cooperative Education Programs. The Optional Plan is an accident and sickness insurance policy that includes diagnosis and/or treatment of illness, injury, or medical conditions. Benefits include physician, hospital, surgical, pharmacy, behavioral health services (mental health / substance abuse), as well as legally mandated benefits. The Optional Plan premiums for individual students will be \$891 per year. Students may also purchase health insurance coverage for their spouse and children for an additional premium. Various payment options are also available for the Optional Plan, including annual and semesterly payments.

For more information about Pearce & Pearce, Inc., students are encouraged to visit their web site at <https://www.pearceandpearce.com/PearceSite/Schools/GA/gssu/> or call 1-888-722-1668. Enrollment information is also available at the Health Center and auxiliary services.

For more information about the Health Center call (229) 931-2235 or fax (229) 931-2666.

STUDENT RIGHTS AND RESPONSIBILITIES

In order to help create an environment conducive to the furthering of educational pursuits and personal development, the University has established minimum behavioral expectations of students. These expectations, as well as student rights, are published in the Rights and Responsibilities section of the GSWeathervane. Also included in this publication is the University policy statement relative to implementation of the Family Educational Rights and Privacy Act of 1974.

Each student is responsible for reading and observing the policies stated in the student handbook. The GSWeathervane is revised annually and is made available to students via the GSW website at [Student Handbook \(Weathervane\)](#)

GEORGIA SOUTHWESTERN STATE UNIVERSITY DRUG FREE CAMPUS POLICY

Georgia Southwestern State University is committed to support and comply with the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, Section 22, subpart B) as an Institution of Higher Education. The law under this act now covers both drugs and alcohol and relates to faculty, staff, and students. Therefore, the entire campus community of Georgia Southwestern State University is under the mandate to comply.

The Task Force on Alcohol, Tobacco and Other Drugs Committee is a committee appointed by the President of Georgia Southwestern State University.

The Task Force shall focus on alcohol, tobacco, and other drug education, prevention and intervention for the GSW campus community. The

Task Force shall:

- provide continual guidance and support to ensure that the 1989 amendments (Part 86) to the "Drug-Free Schools and Campuses Act" regulations are being followed.
- develop a strategic plan for GSW on ATOD issues. This will include the assignment of sub-committees to accomplish strategic plan tasks.
- forward any recommendations or modifications in any current GSW drug/alcohol/tobacco policies to the President.
- establish and assess the Student Assistance Program to educate and provide interventions to students who violate current GSW alcohol, tobacco, and other drug policies as well as any federal, state, or local laws.
- oversee the general education of the campus community in relation to policies, laws, and risks associated with ATOD use including programming, classes, seminars, and workshops.
- collaborate with GSW's chapter of the BACCHUS Peer Educators to provide quality educational programming in the areas of alcohol, tobacco, and other drugs for the campus community.
- provide training for task force members and peer educators on ATOD issues.
- provide financial support for GSW education and prevention programs.
- assess the university environment surrounding perceptions and use of ATOD using a variety of instruments such as the CORE survey.
- collaborate with members of the community to ensure a community approach to ATOD education.

To achieve the maximum benefit under this program, Georgia Southwestern State University expects faculty, staff, and students to meet appropriate standards of performance, to observe basic rules of good conduct, to comply with Institutional personnel policies and procedures as contained in the Personnel Policy Manual, the Faculty Handbook (as amended), and the GSWeathervane: A Student Handbook (as amended).

As an institution of higher education, the primary focus of the University is on the health and safety of all faculty, staff, and students. It is well substantiated that the health risks in using illicit drugs and abusing alcohol are enormous to the individual, as well as devastating to family, friends, and the community.

Georgia Southwestern provides a confidential counseling and referral program and encourages faculty, staff, and students who feel they have a potential alcohol or other drug-related problem to utilize these services. An important part of this program includes the Student Assistant Program (SAP) which is a coordinated effort by the Office of Student Life, Counseling Center, and the Task Force on Alcohol, Tobacco and Other Drugs.

In the discharge of its responsibilities as an employer and an institution of higher education, Georgia Southwestern State University aggressively promotes and requires a drug free campus among its faculty, staff, and student body. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, tobacco or alcohol by Georgia Southwestern State University employees and students is prohibited by Institutional policy. Violations of this policy, including felony and/or misdemeanor drug or alcohol convictions during the course of employment or enrollment in any academic program at Georgia Southwestern State University, may result in appropriate disciplinary penalties being imposed by the University, up to and including termination of employment or expulsion and referral for prosecution.

This policy shall be communicated to new faculty and classified faculty by the Department of Human Resources to all new entering students and all other students by the Office of Student Life. Each contractor engaged in the performance of federal contract or grant will be provided with a copy of this policy. The institutional Personnel Policy Manual, Faculty Handbook, and GSWeathervane are amended to incorporate this policy.

1. Outside groups may not serve or sell alcohol in any GSW ON CAMPUS facility. Outside groups wishing to host a function serving alcohol must adhere to the following procedures:

- * Submit request to Continuing Education to be routed to the Golf and Conference Center ONLY.
- * Groups must hire a company that holds Liability Insurance with a License to Serve Alcohol (ARAMARK). BYOB will not be allowed at any function.
- * Proof of the above Insurance and License must be provided to the Golf and Conference Center, 2 weeks in advance of function.

2. GSW related groups and organizations wishing to host a function serving alcohol must adhere to the following procedures:

- * Submit a Facilities request to Continuing Education to be routed to the Office of the President.
- * Only the President can approve or deny the serving of Alcohol in a GSW facility.
- * Groups must hire a company that holds Liability Insurance with a License to Serve Alcohol (ARAMARK). BYOB will not be allowed at any function.
- * Proof of the above Insurance and License must be provided to the President, 2 weeks in advance of function.

3. GSW groups and organizations wishing to host a non-alcoholic function must adhere to the following procedures:

* Submit a Facilities request to the Reservation Office in the Office of Student Life located in the SSC # 3416.

STUDENT ASSISTANCE PROGRAM (SAP)

The "On Campus Talking about Alcohol" (OCTAA) curriculum serves as the educational portion of the SAP. OCTAA is designed to help students and professionals understand the Lifestyle Risk Model for alcohol/drug prevention and intervention. The risk reduction information is sequential, which makes it essential to attend the entire program.

The curriculum is presented in three two-hour sessions. OCTAA is required for those found guilty of violating GSW alcohol and other drug policies. Further sanctions may be applied if the governing bodies believe it is necessary based on the circumstances. The program is also available for any individual seeking help for alcohol or other drug issues. If a student who is mandated to attend OCTAA fails to attend ALL sessions of OCTAA, a hold will be placed upon their record, making them ineligible to register for classes the following term.

First offense: The student will be sent a letter stating that he/she is required to sign up for and successfully complete the OCTAA program at the next available offering. The Student will sign up for the OCTAA program through the Continuing Education Center and will be required to pay a \$35 fee for the program. Successful completion of OCTAA requires a knowledge test score of 75 percent or above. The exam will be given at the completion of the OCTAA sessions. In addition, the student may be required to provide up to 40 hours of community service to the campus and/or may be suspended from the residence hall for a minimum of one semester. This will be determined through the Office of Student Life. Upon completion of OCTAA, the student is required to conduct a SAP exit interview through Counseling Services before the student will receive a certificate of completion. This signifies that the student has successfully completed all steps of the SAP.

Second offense: The student will be subject to the following action. This will include an appointment with Counseling Services. The student will be required to sign up for and successfully complete the OCTAA program at the next available offering. The Student will sign up for the OCTAA program through the Continuing Education Center and will be required to pay a \$35 fee for the program. A clinical assessment may be necessary to determine if addiction counseling or other treatments should be recommended. In addition, the student may be required to provide 40 hours of community service to the campus and/or may be suspended from the residence hall for a minimum of one semester. This will be determined through the Office of Student Life. Upon completion of OCTAA, the student is required to conduct a SAP exit interview through Counseling Services before the student will receive a certificate of completion. This signifies that the student has successfully completed all steps of the SAP.

Third offense: The student will be suspended from school for a minimum of one semester. In addition, he or she will be referred to Alcohol/Drug addiction counseling such as Middle Flint Behavioral Services, for proper evaluation and must complete his or her addiction education program. Only after showing completion of the educational program, may the student return to school.

POLICY STATEMENT ON SEXUAL HARASSMENT

(The following is compliance with Federal law and Board of Regents Policy)

It has always been our policy to maintain the best possible working environment for all faculty, staff, and students. All employees and students have the right to be free from sexual and all other forms of unlawful harassment of any kind in the workplace, including harassment because of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by applicable federal, state or local law. GSW will not tolerate such harassment.

What is Sexual Harassment?

Sexual harassment is an unwelcome advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when....

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual or,
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual Harassment can take many forms including:

- Remarks of a sexual nature concerning a person's body or clothing.
- Sexually explicit slurs or words which are used to describe a person.
- Unnecessary and unwelcome touching, patting, pinching or fondling.
- Unwelcome propositions or requests for social dates or sexual activity.
- The circulation or displaying of sexually oriented cartoons, pictures, or other potentially offensive materials while on campus.
- Remarks exchanged by two consenting adults that may be offensive to other individuals.

What should you do if you think you're being subjected to Sexual Harassment at Georgia Southwestern State University?

If you feel you are a victim of sexual harassment, you should bring your concerns to University's Affirmative Action Office or the Vice President of Student Affairs. The earlier the incident is reported, the sooner University officials can investigate concerns. Any complaint under this policy will be handled confidentially and fairly. No reprisal or retaliation will occur because of the report of an incident of sexual harassment. A formal grievance can also be filed when reporting an incident of sexual harassment.

POLICY AND PROCEDURES FOR STUDENTS WITH DISABILITIES

Georgia Southwestern State University's goal is to ensure equal access to all programs and makes reasonable accommodations for the needs of students with disabilities. Students should contact the Student Support Services office to request academic accommodations or address accessibility issues. Please note that it is the student's responsibility to self-identify. Please visit the Student Support Services web page at: [Student Support Services](#) or call us at (229) 931-2294 for more information.

Faculty and staff are encouraged to direct all students inquiring about services for students with disabilities to the Student Support Services program, 3rd floor, Sanford Hall.

SERVICES TO STUDENTS WITH LEARNING DISABILITIES

The Student Support Services Program is a federally funded program designed to (1) improve the retention and graduation rates of students, (2) provide academic support services necessary for program participants to maintain good academic standing, (3) provide supplementary activities for program students that will enhance their personal development, (4) assist them toward the realization of their educational goals, and (5) foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities.

The program provides in-depth academic and personal counseling, career development, tutoring, personal assistance with study skills development, cultural activities, special focus on incoming freshmen, transfer students, and returning adult students. Tutoring is free of charge to Student Support Services participants and is mandatory for participants on academic warning or probation. To complete an application or to obtain more information on the Student Support Services program, please visit the web page at: [Student Support Services](#)

ADMINISTRATIVE MEDICAL/MENTAL HEALTH WITHDRAWALS

For the provision of an academic learning environment and the protection of students and the total University community, the University has adopted a policy for the administrative medical/mental health withdrawals of students by the Vice President for Student Affairs. In making this decision, the Vice President for Student Affairs may consult with the Director of Counseling Services, the University physician, the Director of the University's Health Services, the Director of the University's Public Safety Office, Director of Human Resources, other appropriate university officials [such as Residence Life staff, Dean/Asst. Dean of Students, faculty, etc.], as well as with the student's parents/legal guardians [if under age 18-FERPA based], and the student's physician and appropriate health professionals [in the form of medical records documentation].

The Vice President for Student Affairs may administratively withdraw the student when it is determined that the student suffers from a physical, mental, emotional or psychological health condition which: (1) poses a significant danger or threat of physical harm to the student or to the person or property of others or (2) causes the student to interfere with the rights of other members of the University community or with the exercise of any proper activities or functions of the University or its personnel or (3) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the University.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to the final decision concerning his or her continued enrollment at the University. The request for this hearing should be made, in writing, to the Vice President of Student Affairs.

The student has the right to appeal the administrative withdrawal. This appeal must be submitted, in writing, to the President's Office within five [5] days of receiving the notification. The President may reject or accept the appeal. If the appeal is accepted, the President shall schedule a review within five class days following receipt of the student's written appeal, and a final decision must be rendered in writing within five class days after the conclusion of the review. The President may independently handle the review or appoint a committee to conduct the review. If the President appoints a committee to handle the review, it shall occur within ten [10] class days upon receipt of the appeal. The committee should be composed of three members of the faculty of the institution, or the President may utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall within five days make its findings and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision, and notify the student, in writing. This decision shall be final so far as the institution is concerned.

STUDENT LIFE

The Division of Student Affairs exists to plan, coordinate, and implement co-curricular programs and services which support students while

they learn. The goal of the Division of Student Affairs is to identify non-academic needs of GSW students and to put its staff and resources to work in order to meet those needs. The staff of Student Affairs is particularly interested in fostering the development of the student as a whole person. Providing opportunities for students to interact effectively with each other and with faculty, to expand their leadership and communication skills, and to achieve their goals are the underlying objectives of the programs and services of the Division of Student Affairs.

Under the leadership of the Vice President for Student Affairs, the Division of Student Affairs includes counseling, career planning and placement, admissions, financial aid, judiciaries, Greek life, orientation, residence life, student activities, intramural sports and recreation, and the student center. For complete information concerning these programs and services, see the GSWeathervane, which is made available to all students by the Division of Student Affairs.

STUDENT IDENTIFICATION CARDS

The student ID card is the official means of identification for currently enrolled students. GSW student identification cards are made during the registration process at the beginning of each term and also 8:00 am to 5:00 pm in the Office of Student Life. A student must present the ID card in order to receive services at the University and at the request of a University faculty or staff member. Each semester the student must have his/her card updated with a current validation label in the Student Accounts Office. A \$5.00 fee is charged for replacing a lost or stolen student ID card and is paid in the Office of Student Life.

ACADEMIC REGULATIONS

- [THE SEMESTER SYSTEM](#)
- [SEMESTER HOURS OF CREDIT](#)
- [NUMBERING OF COURSES](#)
- [STUDENT ACADEMIC LOAD](#)
- [LEARNING COMMUNITIES](#)
- [PART-TIME STUDENTS](#)
- [AUDIT](#)
- [CREDIT BY EXAMINATION](#)
- [GRADING SYSTEM AND QUALITY POINTS](#)
- [GRADE POINT AVERAGE](#)
- [POLICY ON REPEATING COURSES](#)
- [CLASS RANK](#)
- [ACADEMIC STATUS: GOOD STANDING, WARNING, PROBATION, SUSPENSION](#)
- [ACADEMIC HONORS](#)
- [GRADUATION WITH HONORS](#)
- [FINAL EXAMS](#)
- [RE-EXAMINATIONS FOR SENIORS](#)
- [ATTENDANCE](#)
- [SCHEDULE ADJUSTMENTS](#)
- [STUDENT ABSENCE POLICY FOR UNIVERSITY SANCTIONED EVENTS](#)
- [POLICY ON ACADEMIC INTEGRITY](#)
- [REGENTS' TESTING PROGRAM](#)
- [GEORGIA SOUTHWESTERN STATE UNIVERSITY POLICY FOR THE REGENTS' TESTING PROGRAM](#)
- [RAIN \(Registration and Academic Information Network\)](#)

THE SEMESTER SYSTEM

The academic year is divided into two semesters (terms) of 15 weeks each and a summer term. New courses are begun each semester; hence, it is possible for students to enter the University at the beginning of any term.

SEMESTER HOURS OF CREDIT

Credit in courses is expressed in semester hours. Normally, a semester hour of credit represents one class hour of work per week for one semester, or an equivalent amount of work in other forms of instruction such as laboratory, studio, or fieldwork. Most of the courses offered by the University meet three times per week for one semester and therefore carry three semester hours of credit.

NUMBERING OF COURSES

Each academic course is designated by numerals. Courses are numbered according to the following plan:

Freshman and Sophomore	1000-2999
Junior and Senior	3000-4999
Graduate	5000-8999

Courses numbered 0001 to 0999 are institutional credit courses.

STUDENT ACADEMIC LOAD

The normal course load for students is fifteen semester hours credit in academic subjects (five three-hour courses). A student is considered to be carrying a full load if enrolled for twelve or more semester hours of academic credit. A student is considered to be registered for an overload if enrolled in more than eighteen course credit hours.

A student must have the approval of the Office of the Vice President for Academic Affairs to register for an overload. The following cases usually qualify: (1) Students on the Dean's List or President's List for the preceding term may register for as much as twenty-one hours credit. (2) A student enrolled in certain curricula which require an overload for given semester may register for the specified hours of credit. (3) Student is graduating at the end of the term of the overload request. (4) The course or courses will not be taught on a timeframe that will allow the student to graduate in timely manner.

Non-resident aliens studying on an F-1 student visa are required by the United States Citizenship and Immigration Services (USCIS) to maintain enrollment as a full-time student for spring and fall semesters*. In special circumstances, a student may request authorization from his/her Designated School Official (DSO) to reduce the course load based on specific exemptions as outlined by the USCIS.

*Only one on-line/distance learning or independent study course (3 credit hours) may be counted towards meeting the full-time enrollment requirement each semester.

LEARNING COMMUNITIES

First term college students will be enrolled in Learning Communities during the fall term. These communities are classes grouped together by major and designed to include courses in the chosen field of study. For certain majors it is important to register for specific courses during the first term. Learning communities are also designed to help students become adjusted to college life by putting students in classes together so that friendship may be formed and lead to study groups.

PART-TIME STUDENTS

Students who are enrolled for less than a full load are classified as part-time students. These students may be working toward college degrees or they may be taking courses for self-improvement. Part-time students are required to satisfy the minimum academic standards.

AUDIT

A student must have permission from the Office of the Vice President for Academic Affairs to audit a course. Auditors are expected to attend classes, but they are not required to take examinations or meet course requirements. No credit is given for audits. In the event of overloaded classes, students enrolled for credit will be given preference. Fees for attending class on an audit basis are calculated on the same schedule as regular academic fees.

CREDIT BY EXAMINATION

Credit by examination is offered for a number of courses at the University, e.g. CLEP and Advanced Placement. Credit by examination is listed as such on the transcript along with the course number, title, and hours of credit; however, no grade is assigned and the credit is not included in computing the grade point average. Credit by examination is limited to ten hours in a discipline and thirty hours in the University. Credit by examination is usually earned at the time the student enters the University. See the Registrar for more information.

GRADING SYSTEM AND QUALITY POINTS

Grade	Achievement	Quality Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Poor	1
F	Failing	0

P	Pass	0
S	Satisfactory Performance	0
U	Unsatisfactory Performance	0
V	Audit	0
I	Incomplete	0
IP	In Progress (used only for Learning Support)	0
K	Credit by Exam	0
W	Withdrawn	0
WF	Withdrawn Failing	0
WM	Withdrawn for Military Purposes	0
NR	No grade reported by instructor	0

A grade of "I" indicates that the student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course during the term scheduled. The individual faculty member assigning the "I" has the responsibility for documenting the work to be completed. This documentation is to be filed with the Academic Dean or Department Chair at the time grades are submitted. An incomplete grade must be removed before the end of the following term (including summer term); otherwise, the grade will be recorded as F.

Students who for non-academic reasons stop attending class prior to midterm should withdraw from the course. A grade of "I" cannot be assigned in this situation.

GRADE POINT AVERAGE

The grade point average is the ratio of quality points earned to the number of credit hours for which the student is accountable. The grade point average will be calculated for each student at the end of each term and will be printed on the transcript as follows:

1. The Semester Grade Point Average is the ratio of quality points earned to credit hours attempted that semester in courses numbered 1000 or above.
2. The Cumulative/Institution Grade Point Average is the ratio of quality points earned to credit hours attempted in courses numbered 1000 or above for which a final grade has been earned. Normally, a course is counted only once for credit hours. For this type of course, the latest grade earned replaces all previous grades and determines the quality points assigned.

A grade of WF is treated as an F in calculating grade point averages.

POLICY ON REPEATING COURSES

Normally, a course is counted only one time for credit hours. If a student wants to repeat a course that falls into this category, he/she may do so with the understanding that the latest grade earned replaces all previous grades. The number of quality points awarded and credit hours earned is determined by this final grade. If the student earned a grade of F, then he/she will lose credit hours when a higher grade is earned. A student should discuss how repeating courses effects financial aid with a financial aid counselor.

CLASS RANK

Students are classified once each year and class rank is based on semester hours of credit earned. Minimum semester hours of academic credit for the different class ranks are as follows:

- Sophomore-30 hours
- Junior-60 hours
- Senior-90 hours

ACADEMIC STATUS: GOOD STANDING, WARNING, PROBATION, SUSPENSION

A grade point average of 2.00 (C average) is required for graduation from Georgia Southwestern State University. (Some curricula may require a higher average.) A student whose performance is below this level exhibits academic deficiencies. The University uses the cumulative/institution grade point average. This grade point average is used in determining academic standing. The following table shows the minimal cumulative/institution grade point average a student must achieve to make acceptable progress toward the 2.00 average and graduation.

Total Hours Earned (including hours accepted in transfer)	Required Minimum Cumulative/Institution G.P.A.
0-15	1.50
16-30	1.65
31-60	1.75
61 and above	2.00

The grade point average is calculated each term and appears on the academic transcript to inform the student of his/her progress, along with the academic status of the student. The categories used by the University are Good Standing, Academic Warning, Academic Probation, Academic Suspension, Restricted Enrollment, and Learning Support.

Good Standing

A student will be placed in Good Standing if the cumulative/institution GPA is equal to or above the Required Minimum GPA for the total number of hours the student has earned.

Academic Warning

A student will be placed on Academic Warning at the end of any term in which the cumulative/institutional GPA falls below the required minimum for the total hours earned. The student will have only one semester in which to raise the GPA to the required minimum and return to Good Standing. If not, the student is placed on Academic Probation. Students on Academic Warning are encouraged to take advantage of supplemental instruction resources.

Academic Probation

A student will be placed on Academic Probation if the student fails to return to Good Standing at the end of the semester in which the academic standing of the student was Academic Warning. The student will have only one term to raise the GPA to the required minimum and return to Good Standing. If not, the student is placed on Academic Suspension. Students on Academic Probation are strongly encouraged to take advantage of Academic Assistance resources.

Academic Suspension

A student will be placed on Academic Suspension if the student fails to achieve Good Standing while on Probation. The student must stay out of school for one semester or choose to remain in school with Restricted Enrollment status (see below). To return to school, the student must write a letter of appeal to the Office of Academic Affairs. When the student returns, the academic status of the student is Academic Warning and the Warning-Probation-Suspension process starts over. That is, the student will have two semesters at most to raise the GPA to the Required Minimum and return to Good Standing, or the student will be suspended again. The maximum number of suspensions allowed is two. At the third suspension, the student will be suspended from GSW for a minimum of one calendar year.

Normally a student will not be reinstated after the third suspension. The student may, however, appeal this dismissal by stating his/her case in writing to the Vice President for Academic Affairs. Appeals relative to dismissal after the third suspension will be considered on a case by case basis with no guarantee of readmission.

A student on Academic Suspension will not be allowed to register for courses offered by the University, unless the student has been granted Restricted Enrollment Status.

Courses taken at other institutions while a student is on Academic Suspension from Georgia Southwestern will not be accepted in transfer.

Students returning to GSW after the first suspension are required to enroll in ACSK 1100, Academic Skills, during the first term of re-enrollment.

Restricted Enrollment

As an alternative to suspension, a student may request from the Associate Dean for Academic Services to remain in school with Restricted Enrollment status. This status means that the student will stay in school but may enroll primarily in repeat courses and ACSK 1100, Academic Skills, in order to improve the student's GPA to return to Good Standing. Restricted Enrollment is the only alternative available to students who are on suspension.

Not returning to Good Standing by the end of the Restricted Enrollment term will result in an additional suspension for the student, and the student will remain out of school for a minimum of one semester. The student accepting this status will be advised by his/her assigned academic advisor. A Restricted Enrollment Agreement will be signed by the student, the advisor, and the Associate Dean for Academic Services

before the student is allowed to register. A student on Restricted Enrollment may drop or add courses only with the approval of the Office of Academic Affairs.

The Restricted Enrollment status is not available to Learning Support students or transient students.

Readmission after Suspension

A student on Academic Suspension who wishes to be readmitted to the University must write a letter to the Vice President for Academic Affairs requesting readmission. The letter must include all facts which the student wishes considered. Each request for readmission will be considered individually, and nothing in this section should be interpreted to mean that readmission is automatic.

Readmission may be denied if, in the professional judgment of the Vice President for Academic Affairs, the student cannot perform satisfactory college level work.

Any student requesting readmission must complete a readmission form from the Registrar's Office. Students returning from the first suspension must take ACSK 1100, Academic Skills, during their first term of enrollment.

Learning Support Policies

A student who is taking one or more Learning Support courses will be given this status until the student exits all required Learning Support courses. The policies of the Board of Regents and the GSW Learning Support will have precedence over the policies of GSW concerning Academic Suspension. The Restricted Enrollment academic status is not applicable to Learning Support students.

ACADEMIC HONORS

President's List

During any semester, a student who completes a load of at least fifteen semester hours of credit and earns an average grade of 4.00 will be named to the President's List.

Dean's List

During any semester, a student who completes a load of at least fifteen semester hours of credit and earns an average grade of 3.50 through 3.99 will be named to the Dean's List.

Academic Achievement List

During any semester, a student is on the Academic Achievement List if he/she is in Academic Good Standing, has previously earned at least 15 hours of credit at Georgia Southwestern, is enrolled in 3 to 14 hours of credit, and earns a semester GPA of 3.5 or better.

GRADUATION WITH HONORS

In order to be eligible to graduate with honors from Georgia Southwestern State University, the following two requirements must be met:

A student must earn a total of at least 54 semester hours of academic credit at Georgia Southwestern State University.

The grade point average for honors will be determined by adding the points and hours from all work completed at all accredited colleges and universities to the graduating points and hours earned at GSW. The cumulative grade point average must fall into one of the following categories to be considered graduating with honors:

- Graduation cum laude requires a minimum grade point average of 3.50;
- Graduation magna cum laude requires a minimum grade point average of 3.70;
- Graduation summa cum laude requires a minimum grade point average of 3.90.

Only candidates for baccalaureate degrees are considered for academic honors at graduation.

FINAL EXAMINATIONS

A student who has three final examinations scheduled for the same day may request a change of date for one final through the Office of Academic Affairs.

Times and dates for final examinations may not be changed to accommodate students' travel plans. Permission for a student to change his/her final exam time and/or date must be obtained from the Office of Academic Affairs. The final examination schedule is available in the on-line schedule of classes on RAIN.

RE-EXAMINATIONS FOR SENIORS

A senior preparing for graduation within two (2) semesters who earns a final grade of F or D in a course may have the opportunity of one re-examination in that course. After reviewing the eligibility requirements for re-examination with the instructor of the course (based on the conditions listed below), the student must request permission for the re-examination in writing from the Vice President for Academic Affairs. The instructor will be informed in writing whether permission has been granted. Conditions for re-examinations include the following:

1. The original course grade earned must not be the result of a violation of the Policy on Academic Integrity or the instructor's written policy on course attendance.
2. It must be mathematically possible to achieve the necessary passing grade in the course using the result of the re-examination.
3. The course must be a non-core course numbered 2000 or above which is necessary for graduation.
4. There must be no opportunity to repeat the course before the scheduled graduation.
5. Graded assignments for which a re-exam may occur include an examination, a project, a presentation, a paper, or another assignment as defined by course requirements. The assignment to be repeated will be determined by the instructor of the course.
6. A student cannot apply this re-examination policy in more than two courses.
7. The request for the re-examination must be made within thirty (30) days of the end of the term in which the grade was received.
8. Graduating seniors who fail the tests given by the Department of History and Political Science to meet the geography, U.S. history/Georgia history, and U.S. Constitution/Georgia Constitution requirements are entitled to a single retest in the deficient area during the term immediately preceding their graduation date. Retests are limited to two areas. Students in this situation should contact the secretary of the Department of History and Political Science.
9. According to the Board of Regents procedures, this policy does not apply to the Regents' Testing Program.

Undergraduate Enrollment in Graduate Courses

A student with senior standing at Georgia Southwestern State University with an overall academic grade point average of 3.0 or higher may register for graduate courses during the final two terms of undergraduate work subject to the following regulations.

1. No more than nine hours of graduate credit may be earned.
2. The maximum course load when enrolled in one or more graduate courses is 15 hours per semester.
3. Courses taken for graduate credit cannot be counted toward meeting undergraduate degree requirements.
4. Permission to register for graduate courses must be granted first by the Director of Graduate Studies and then by the Vice President for Academic Affairs prior to registration.

Permission forms are available in the Registrar's Office or on RAIN.

ATTENDANCE

Students are expected to attend all classes. If an absence is necessary, the student is responsible for reporting the reason to the instructor; in such cases, each instructor will take whatever action he or she deems necessary. Faculty members will make their absence policies clear to the students enrolled in their classes in writing and within the first week of the semester.

Penalties for excessive absences in each course are set at the beginning of each semester by the faculty member teaching that course. Students with excessive absences in a class may receive a grade of F for the course.

SCHEDULE ADJUSTMENTS

Adding or Dropping Courses

Following registration for the term, students may add or drop courses during the published add/drop period.

- Students must discuss adding or dropping courses with their advisors.
- Students who enter courses after the first day of class are responsible for making up missed assignments.
- Students may add or drop a Learning Support course only with the approval of the Dean of Academic Services. Students enrolled in both Learning Support classes and degree credit courses cannot drop the Learning Support courses without dropping the degree credit courses as well.
- Students may not drop a Regents' remediation course without the approval of the Registrar.
- Students receiving financial aid should discuss dropping courses with a financial aid counselor.

After the published add/drop period, students may adjust their schedules only by "withdrawal." (See below.)

Students registered for courses that have the first class meeting after the designated add/drop period will be subject to the withdrawal from class policy or the withdrawal from the university policy below. Any orientation session for online or off-campus courses is considered the first class meeting for the course.

Withdrawal from a Course

After the add/drop period, a student must officially withdraw from a course by completing the "Withdrawal from Class" form available on RAIN or in the Registrar's Office. This form must be returned to the Registrar's Office upon completion. The student is fully responsible for collecting the appropriate signatures and submitting the completed form to the Registrar's Office. The effective date of the withdrawal from class is entered as the received date by the Registrar's Office.

- Withdrawal from class without penalty requires the student to complete the Withdrawal from Class form and return it to the Registrar's Office by the published no-penalty date of one week after midterm. A student following this procedure will receive a grade of W (Withdrawn).
- Withdrawal from class without penalty will not be permitted after the published 'no penalty' date except for non-academic reasons. Documentation must be provided by the student to receive a W rather than a WF (Withdrawn Failing).
- Students with Learning Support requirements who are enrolled in both Learning Support courses and degree credit courses may not withdraw from the required Learning Support courses with a "W" unless they also withdraw from the degree credit courses.
- Students receiving financial aid should discuss dropping courses with a financial aid counselor.

All withdrawals from class must be approved and completely processed before the last day of classes. A student who does not officially withdraw from a class will receive a grade of F in that course for the term.

Withdrawal from the University

Students withdrawing from all classes and exiting the University after the first day of classes must complete the Withdrawal Form available at [Withdrawal from the University for the Semester](#). The completed form should be submitted to the Registrar's Office or faxed to 229-931-2021. The effective date of the withdrawal from the University is entered as the date from the Student Withdrawal from the University form.

- Withdrawal from the University prior to the no-penalty date of one week after midterm will result in grades of W (withdrawn) for all courses.
- Withdrawal from the University after the no-penalty date will result in grades of WF (withdrawn failing) except for documented non-academic reasons.

All withdrawals from the University must be approved and completely processed before the last day of classes. The student is fully responsible for supplying all pertinent documentation to the Registrar's Office.

Failure to withdraw from the University following the proper procedure will result in grades of F in all courses, and no refund will be given.

ADMINISTRATIVE WITHDRAWAL FROM A COURSE DURING THE FIRST WEEK OF CLASSES

Students registered for fall, spring, or summer terms, who attend none of the class meetings during the first week of classes and do not inform the instructor of their intentions to remain in the course or do not drop the course within the published period, will be administratively withdrawn from the course. It is the responsibility of the faculty member to document such absences.

Instructors must take roll during the first week of classes, until the drop/add period had ended. The faculty member will inform the Registrar of any student who has never attended or participated in the class. This notification should take place during the first week of class.

Students will be contacted through campus email and informed of their withdrawal from the class. Errors are only corrected by emails from the instructor of the class. Students receiving financial aid should be aware that this could negative impact the amount of aid they receive for the term.

eCore WITHDRALAL FOR NONPARTICIPATION

Students who do not login/participate in the eCore class by the instructor deadline will be withdrawn from the course and receive a grade of W for withdrawal. No refunds will be issued for nonparticipation withdrawals unless it results in a complete withdrawal from the University.

It is the responsibility of the faculty member to document failure to participate for the students. Instructors must take roll during the first week of classes, until the drop/add period has ended. Faculty notification to the eCore administration should occur within 2 business days after the schedule changed period has ended.

Students will be contacted by their home campus and informed that they will be withdrawn if they fail to inform their home institution of their intent to complete the course by the deadline provided. Students receiving financial aid should be aware that this could negatively impact the amount of aid they receive for the term.

STUDENT ABSENCE POLICY FOR UNIVERSITY SANCTIONED EVENTS

Faculty members will set policies for absences from class and the effect absences may have on final grades. They will make their expectations concerning absences known to their students in writing during the first week of class.

However, a student who is absent from a class as a result of representing this institution at a University-sanctioned event will not be penalized for the absence. In these cases, the student will be given an opportunity to complete any work that may have been missed as a result of the absence. It is the student's responsibility to notify the instructor in advance of an anticipated absence.

For an event to be sanctioned by the University, approval by the Office of Academic Affairs must be obtained in advance of the event.

Any exceptions to this policy must be approved by the Vice President of Academic Affairs.

POLICY ON ACADEMIC INTEGRITY

Students at Georgia Southwestern State University are expected to conform to high standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct that students be honest and that they submit for credit only the product of their own efforts. Scholastic ideals and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from all forms of dishonorable conduct in the course of their academic careers.

Dishonest work will be treated as a serious offense by the faculty and administration of Georgia Southwestern. Multiple infractions may be cause for permanent expulsion from the University. An instructor who receives dishonest work from a student has several options. At a minimum, the work should be rejected as a basis for academic credit. At the discretion of the instructor, the student may be given a score of zero on the assignment in question, may be required to rewrite the assignment, may be given a grade of F in the course, may not be recommended for admission to Teacher Education or the Nursing programs, or may be penalized in some intermediate way. A student found guilty of submitting dishonest work will have this information and the instructor's course of action placed on file in the Office of Academic Affairs so that if future instructors receive dishonest work from that same student, the student may be penalized by the institution, resulting in possible expulsion. Academic integrity violations may be placed on the student's academic transcript. In the event that a student is suspended from the University for violations of academic integrity, courses taken at other institutions while a student is on Academic Suspension from Georgia Southwestern will not be accepted in transfer.

Given the serious nature of infractions of this policy, students have a right to know what constitutes academic dishonesty and have a right to a fair and consistent procedure before severe penalties are imposed. The examples given below are intended to clarify the standards by which academic integrity is judged. They are meant to be illustrative and are not exhaustive. There may be cases which fall outside of these examples and which are deemed unacceptable by the academic community.

Definitions and Examples of Dishonest Behavior

Plagiarism

It is a violation of academic honesty to submit plagiarized work. Plagiarism includes, but is not limited to, asking someone to write part or all of an assignment, copying someone else's work (published or unpublished), inadequately documenting research, downloading material from electronic sources without appropriate documentation, or representing others' works or ideas as the student's own.

The student is responsible for understanding the legitimate and accurate use of sources, the appropriate ways of acknowledging and citing academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

Cheating on Examinations

It is a violation of academic integrity to cheat on an examination. Cheating on an examination includes, but is not limited to, giving or receiving unauthorized help before, during, or after an in-class or out-of-class examination. Examples of unauthorized help include using unauthorized notes during an examination, viewing another student's exam, and allowing another student to view one's exam.

Unauthorized Collaboration

It is a violation of academic honesty to submit for credit work, which is the result of unauthorized collaboration. It is also a violation to provide unauthorized collaboration. Unauthorized collaboration includes giving or receiving unauthorized help for work that is required to be the effort of a single student, such as the receiving or giving of unauthorized assistance in the preparation of any academic or clinical laboratory assignment.

Falsification

It is a violation of academic honesty to falsify information or misrepresent material in an academic work. This includes, but is not limited to, the falsification of citations of sources, the falsification of experimental or survey results, and the falsification of computer or other data.

Multiple Submissions

It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of

the instructor(s) to whom the work is submitted for additional credit. If a work product is to be substantially revised or updated, the student must contact the instructor in advance to discuss necessary revisions. The faculty member may require a copy of the original document for comparison purposes.

Obligations to Report Suspected Violations

Members of the academic community (students, faculty, administration, and staff) are expected to report suspected violations of these standards of academic conduct to the appropriate authority: the instructor, department chair, academic dean, or Vice President for Academic Affairs.

Evidence and Burden of Proof

In determining whether or not academic dishonesty has occurred, the standard which should be used is that guilt must be proven by the instructor with a preponderance of evidence. That is, it should appear to a reasonable and impartial mind that it is more likely than not that academic dishonesty has occurred.

Procedures for Resolving Matters of Academic Dishonesty

When an instructor believes that academic dishonesty has occurred, the instructor will inform the student that academic dishonesty is believed to have taken place. The instructor will explain to the student what the penalties will be should the guilt be proven by a preponderance of evidence. If the student maintains that academic dishonesty did not take place, the student should discuss the matter with the instructor and present evidence (if possible) demonstrating that the work was done in an honest manner. Should the instructor and student not resolve the matter, then they will bring the matter to the Department Chair. If the matter is not resolved at this level, then the matter will be brought to the Academic Dean. If the matter is still unresolved, it will be brought to the Vice President of Academic Affairs. The decision of the Vice President may be appealed to the President, who would then refer it to the Committee on Academic Grievance for its recommendation before rendering a decision. The President's decision is final and binding.

REGENTS' TESTING PROGRAM

Georgia Southwestern State University and all units of the University System of Georgia participate in the Regents' Testing Program. The policy of the Board of Regents concerning this examination of reading and writing competency is as follows:

An examination (the Regents' Test) to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs leading to the baccalaureate degree in University System institutions shall be administered. The following statement shall be the policy of the Board of Regents of the University System of Georgia on this examination.

The formulation and administration of the Regents' Test shall be as determined by the Chancellor.

Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess certain minimum skills of reading and writing. The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the Testing Program are (1) to provide System-wide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

Students enrolled in undergraduate degree programs leading to the baccalaureate degree shall pass the Regents' Test as a requirement for graduation.

Students who are not exempt from the Regents' Test and students who are not enrolled in Learning Support English or Reading courses must officially register for and take the test during their first semester at GSW and must continue to register each term thereafter until both portions are satisfied. Students who have two unsuccessful attempts at passing the Regents' Exams are administratively enrolled in the Regents' Skills course(s) and must complete the course(s) to be considered eligible to take the test again. An unsuccessful attempt for the Regents' Test is defined as any attempt in which the student has not passed the Regents' Test, either by not taking the test or taking it but not passing it.

Transfer students who do not take or pass the Regents' Test in their first semester and students who score 50 or lower on the Regents' Test will be administratively enrolled in the Regents' Skills course(s) in their second semester.

Click [HERE](#) for information regarding Regents' Test Exemptions.

GEORGIA SOUTHWESTERN STATE UNIVERSITY POLICY FOR THE PROGRAM

1. Students must attempt the Regents' Test during their first term at the University if they have not previously satisfied both

requirements.

2. Students transferring into Georgia Southwestern State University must attempt the Regents' Test during their first term of enrollment at GSW unless they have previously satisfied the requirements.
3. Permission to attend another institution as a transient student will neither be authorized nor recognized if the transient term does not include Regents' remediation classes that would be required by Georgia Southwestern State University. Any exceptions to this procedure must be approved by the Regents' Testing Program Coordinator in the Registrar's Office prior to the transient term. Students desiring to attempt the Regents' Test on another campus while in transient status must obtain written permission from the Regents' Testing Program Coordinator in the Registrar's Office prior to taking the test.
4. Students who have been classified as non-native speakers of the English language by the Regents' Testing Program Coordinator are required to pass the alternative version of the Regents' Test.
5. The Regents' Test is a University System requirement. It is the student's responsibility to plan for the Regents' Test Program; to sign-up for the test; to take the test; to follow procedures outlined above for remediation and retesting if either section of the test is failed; and to enroll for only remediation classes after reaching 100 semester credit hours if either or both sections of the test have not been passed.

Special Categories of Students

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to pass RGTR 0198 or RGTE 0199 in order to receive a degree from Georgia Southwestern State University.

Students whose native language is not English are given an alternative essay test and follow special institutional procedures. Under the special procedures, students are allowed extended time and may use a translation dictionary that they supply themselves. The essay test is locally developed and uses topics not requiring knowledge specific to American culture. The essays are reviewed locally by three raters selected from Georgia Southwestern State University faculty who use scoring procedures comparable to those used for the standard test.

All other procedures for the Regents' Writing and Reading Skills requirements apply to this group of students.

Georgia Southwestern State University follows the approved procedures for special administration of the Regents' Test for students with test anxiety, learning disabilities, or other documented needs. In most cases, students with visual, hearing, or motor impairment take the Regents' Test with appropriate accommodations based on the students' needs. If any accommodations in the test administration are to be made because the student has a disability, the student must contact the Office of Student Support Services or the Regents' Testing Program Coordinator, in the Registrar's Office, as early in the semester as possible to discuss necessary arrangements.

The Regents' Writing and Reading Skills course may not be waived for students with disabilities. However, appropriate accommodations will be provided.

Students who live out of state may be permitted to have the Regents' Test administered out of state if they have fulfilled course requirements and follow procedures outlined in the Regents' Testing Administration Manual.

Essay Review

A student may request a formal review of his or her failure on the essay component of the Regents' Test if that student's essay received at least one passing score among the three scores awarded. The review process is as follows:

- A student must initiate the review procedure with the English and Modern Languages Department by mid-term of his/her first semester of enrollment after the semester in which the essay was failed. If a student does not maintain continuous enrollment, the review must be initiated within one calendar year of the semester in which the essay was failed.
- Students who have requested that their Regents' essay be reviewed are required to enroll in the Regents' writing skills course if they have earned 45 credit hours or more.
- A panel of three faculty members designated by the institution will conduct the on-campus review. The on-campus review panel may (1) sustain, by majority opinion, the essay's failing score, thus terminating the review process, or (2) recommend, by majority opinion, the re-scoring of the essay by the Regents' Testing Program central office. The student will be notified concerning the results of the on-campus review. A decision by the on-campus review panel to terminate the review process is final.
- If the on-campus panel recommends re-scoring of the essay, that recommendation will be transmitted in writing, along with the original essay, to the office of the System Director of the Regents' Testing Program. The Director will utilize the services of three experienced Regents' essay scorers other than those involved in the original scoring of the essay to review the essay, following normal scoring procedures for the essay component of the Regents' Test. The decision of the panel on the merits of the essay will be final, thus terminating the review process. The student will be notified through the institution concerning the results of the review.

RAIN (Registration and Academic Information Network)

The Registration and Academic Information Network (RAIN) allows students to access their academic and financial records on-line. Students can view holds, midterm grades, final grades, academic transcripts, registration status, class schedules, curriculum sheets, as well as their Financial Aid status, Account Summaries and Fee Assessments. RAIN provides a convenient method for students and faculty to obtain information via the web. It is a secured site which is continually expanding to provide 24 hour access to all students. Information is routinely added to RAIN, including term-specific notices and deadlines. Students must access RAIN to receive grades for all courses since grade mailers are no longer produced. Students should be able to access RAIN after they have left GSW for unofficial copies of transcripts or transcript release information. Instructions for access to RAIN can be found at www.gsw.edu or in the Registrar's Office.

DEGREE REQUIREMENTS

- [GENERAL BACCALAUREATE DEGREE REQUIREMENTS](#)
- [PHYSICAL EDUCATION](#)
- [GRADUATION REQUIREMENTS](#)
- [ORIENTATION](#)
- [UNIVERSITY SYSTEM OF GEORGIA CORE CURRICULUM](#)
- [GEORGIA SOUTHWESTERN STATE UNIVERSITY CORE REQUIREMENTS](#)
- [DOUBLE MAJORS](#)
- [SECOND BACCALAUREATE DEGREE](#)
- [EXPERIENTIAL LEARNING](#)
- [MILITARY CREDIT](#)

GENERAL BACCALAUREATE DEGREE REQUIREMENTS

In addition to specific requirements of the major and minor fields of study, the following requirements must be satisfied by all students seeking the baccalaureate degree.

1. Candidates for a baccalaureate degree must earn a minimum of 120 semester hours of academic credit and complete three specified courses in physical education. A transfer student who has completed an Associate of Arts or an Associate of Science degree in a transfer program will not be required to fulfill the physical education requirements. All fulltime freshmen baccalaureate students must complete UNIV 1000 - The GSW Experience.
NOTE: A student who changes major may have to complete additional hours of course work beyond those required for completion of the program.
2. All baccalaureate programs require at least 21 hours of upper division courses in the major field and at least 39 hours of upper division work overall.
3. A quality grade point average of 2.00 or higher is required for graduation. Some curricula require a higher average. Grades from transfer credit are calculated for graduation with honors purposes only.
4. A candidate must earn in residence at least twenty-seven of the forty hours of credit earned immediately preceding graduation. Candidates admitted to the University for the final year of work must be in residence for a minimum of two semesters and must complete at least thirty hours of credit including fifteen hours of upper division credit in the major field. If less than a normal load of academic credit is carried, each three-hour course counts as one fifth of a semester toward residence requirements.
5. Degree candidates may earn credit in correspondence, extension work, and credit by examination, but not more than ten hours in the major discipline and no more than thirty hours of credit earned in this manner will count toward degree requirements.
6. All candidates for baccalaureate degrees must satisfactorily complete the General Core Curriculum requirements.
7. Candidates for the B.A. degree must present credit for at least six hours of a single foreign language sequence numbered 2000 or above. College Preparatory Curriculum foreign language deficiency requirements do not count as part of this sequence.
8. Candidates for the B.S. degree in some majors (See Bulletin requirements for specific major) must present semester credit for a foreign language sequence. College Preparatory Curriculum foreign language deficiency requirements do not count as part of this sequence.
9. Certain multi-lingual students may have the foreign language requirement waived if they can demonstrate proficiency in a third language other than English and other than their native tongue.
10. A candidate must complete English 1101 with a grade of C or higher or must demonstrate proficiency on the CLEP test. A baccalaureate or associate degree candidate must earn a grade of C or higher in English 1102.
11. Candidates are required to satisfy the provisions of the Georgia State Code 32-171 as amended by The General Assembly, which requires all candidates for a degree to pass either courses in or an appropriate examination on the history of the United States, the history of Georgia, the United States Constitution, and the Constitution of Georgia.

12. Candidates for the bachelor's degree must make a satisfactory score on the Regents' Test, the University System of Georgia reading and writing skills test or be exempted from the test according to Regents' policy.
13. Students following a curriculum sheet dated Fall 2002 or earlier must receive a passing grade in one of the following courses: SOSC 1000, SOSC 1101, GEOG 1101, GEOG 4550, POLS 4550.
14. Candidates for the B.A. degree must complete a minor field of study or a certificate program. The minor or certificate will consist of 15-19 semester hours in the field of study with at least nine hours at the upper division course level.
15. Students in some degree programs and majors are required to take an exit examination prior to graduation. A minimum score may be required. Students should contact their advisors for specific details.

PHYSICAL EDUCATION

All baccalaureate students are required to take PEDS 1010, PEDS 2000 and one activity course from the PEDS activity courses. Students enrolled prior to Fall 2007 are required to pass the swimming proficiency exam. Students enrolled for the first time during Fall 2007 and later will not be required to complete the swimming requirement. A student who fails the swimming proficiency exam in PEDS 1010 must enroll in PEDS 1100 (Beginning Swimming) to complete the physical education requirements. Students should complete all the requirements during their first two years of enrollment. A transfer student who has completed a transferable Associate of Arts or an Associate of Science degree will not be required to fulfill the physical education requirements.

Exceptions are granted to veterans with at least one year of active duty reservists with at least one year of service, students barred by a physician's recommendation, and students entering the B.S. Nursing Program. There is no requirement for veterans with at least one year of active duty or for reservists with at least one year of service. Veterans and reservists must present documentation to the Registrar's Office in the form of a DD214 in order to be awarded the P.E. exemption. Students barred by a physician's recommendation are required to complete PEDS 2000 and HPER 2040. For graduation, all B.S. Nursing Program students are required to have credit for PEDS 1010, Lifetime Fitness and meet the swim requirement by passing the swim exam in Lifetime Fitness.

P.E. courses taken at another institution and showing on the student's transcript will count toward this course requirement. Students awarded transfer credit for PEDS 1010 must still pass a swimming proficiency exam if they do not transfer in with an Associate of Arts or Associate of Science degree. Any exception to this policy must be approved by the Vice President for Academic Affairs or the Associate Dean for Academic Services.

Students in Associate in Applied Science programs in cooperation with approved technical colleges are not required to take courses in physical education. However, they must complete all physical education requirements if they pursue any other degree.

Students participating in intercollegiate athletics may receive credit for physical education for that semester in which they participate, but they must be carried on the appropriate class roll.

GRADUATION REQUIREMENTS

Catalog for Graduation Evaluation

Under the guidance of the academic advisor, 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 or reinstated will be evaluated for graduation from the catalog in effect at the time of readmission or reinstatement or any catalog in effect during subsequent periods of continuous enrollment.

Students changing majors will be evaluated for graduation from the catalog in effect at the time of the change 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 chair/academic dean or the registrar.

Application for Graduation- Undergraduate Students

The Application for Graduation for fall semester must be completed on or before December 1 prior to the academic year in which the degree is expected. The Application for Graduation for spring semester must be completed on or before May 1 prior to the academic year in which the degree is expected. Students who plan to graduate at completion of summer term must apply on or before September 1 prior to the year in which the degree is expected. Applications for graduation are available at the Registrar's Office and on RAIN (Registration and Academic Information Network).

Graduation Term Apply no later than of the year prior

Fall	December 1
Spring	May 1
Summer	September 1

ORIENTATION

Georgia Southwestern State University requires a one credit hour orientation course (UNIV 1000) of all new, full-time freshmen. New entering transfer students with less than nine hours of transfer credit must also enroll in UNIV 1000. This highly structured freshman orientation/advisement program has been instituted at Georgia Southwestern State University to facilitate the new student's transition to college-level work.

UNIVERSITY SYSTEM OF GEORGIA CORE CURRICULUM

The Core Curriculum of the University System of Georgia was established for the purpose of aiding and facilitating the educational progress of students as they pursue baccalaureate degrees within and among the units of the University System. It represents an effort to deal effectively with increasing curricular problems of students which result from increased enrollment at institutions of higher education, increased number and percentage of students enrolled in two-year institutions, increased mobility of the student population, increased number and complexity of major fields of studies offered by senior units, and increased problems related to transfer of credit among units of the University System.

The Core Curriculum provides for (1) sixty semester credit hours of which forty-two are in general education and eighteen are in a major area of study, (2) the assurance of acceptance of transfer of the Core Curriculum or a fractional part thereof toward a baccalaureate degree, and (3) the preservation of the maximum possible amount of institutional autonomy.

The Core Curriculum provides the following six areas of study:

- A. Essential Skills 9 hours
- B. Institutional Options 4-5 hours
- C. Humanities/Fine Arts 6 hours
- D. Science, Mathematics, Technology 10-11 hours
- E. Social Science 12 hours
- F. Courses related to the major 18 hours

GEORGIA SOUTHWESTERN STATE UNIVERSITY CORE REQUIREMENTS

The specific courses which must be completed by all students working toward the baccalaureate degree are listed below. These courses are begun in the first semester of college enrollment and should be completed during the first two years. In certain programs or for transfer students, some substitutions in the core are accepted. Student should contact the appropriate academic dean or department chair for details.

A student transferring to GSW with a transferable Associate of Arts or Associate of Science degree from a college or university within the University System of Georgia will have met the GSW core requirements as long as the student does not change majors. Core courses required by GSW but not by the student's previous institution might have to be taken to prepare the student for upper division course work. However, the student will not be required to complete more than a total of 120 semester credit hours, excluding physical education and orientation, to earn the degree. Students in this category who change majors may have additional core courses to complete, particularly in Core Areas D and F.

A student transferring to GSW with an Associate of Applied Science or an Associate of Science in Nursing degree from a college or university within the University System of Georgia will be required to meet GSW core requirements. Core courses already completed at the previous institution will be considered on a course-by-course basis.

Semester System

General Core Requirements

Area A: Essential Skills - 9 semester hours

- ENGL 1101 - Composition I 3 hours

ENGL 1102 - Composition II 3 hours

MATH 1111* - College Algebra 3 hours

*or a course for which MATH 1111 is a prerequisite, excluding MATH 2204 (Elementary Statistics). MATH 1113 (Precalculus) or MATH 1120 (Calculus I) is required in Area A for mathematics and science degree programs. MATH 1120 (Calculus I) is required for the dual degree program.

Area B: GSW Institutional Options (minimum) - 4-5 semester hours

Students with 10 semester hours in Area D must complete 5 semester hours in Area B.

Students with 11 semester hours in Area D must complete 4 semester hours in Area B.

Select from the following courses:

CIS 1000 - Computer Literacy 2 hours

SOSC 1000 - Background to Current Events 2 hours

SOSC 1101 - The World and Its People 3 hours

ENGL 2200 - Introduction to Professional Writing 3 hours

COMM 1110** - Fundamentals of Speech 3 hours

SOCI 2295 - American Mosaic 2 hours

Foreign Language* 3 hours

THEA 1110** - Performance Skills for Business and Professions 3 hours

WMST 2001 - Introduction to Women's Studies 3 hours

*must be a 2000 level or higher foreign language course.

** recommended for teacher education majors.

Area C: Humanities/Fine Arts - 6 semester hours

Select one of the following - 3 hours:

ENGL 2110 - World Literature

ENGL 2120 - British Literature

ENGL 2130 - American Literature

Select one of the following - 3 hours:

ARTC 1100 - Art Appreciation

MUSC 1100 - Music Appreciation

THEA 1100 - Theatre Appreciation

Area D: Mathematics, Science, Technology (minimum) - 10 semester hours

Di: Non-Science Majors Only

One lab science course from List A below 4 hours

One science course from List A or List B below 3 hours

One course from List A, List B, or List C below 3 or 4 hours

Dii: Science or Non Science Majors

Two course lab science sequence from List A below 8 hours

One course from List A, List B or List C below 3 or 4 hours

List A (4 hours each)

BIOL 1107 & BIOL 1107L - Essentials of Biology I Lecture and Lab

BIOL 1108 & BIOL 1108L - Essentials of Biology II Lecture and Lab

BIOL 2107 - Principles of Biology I

BIOL 2108 - Principles of Biology II
GEOL 1121 - Introductory Geosciences I
GEOL 1122 - Introductory Geosciences II
CHEM 1211 & CHEM1211L - Principles of Chemistry I Lecture and Lab
CHEM 1212 & CHEM1212L - Principles of Chemistry II Lecture and Lab
PHYS 1111 - Introductory Physics I
PHYS 1112 - Introductory Physics II
PHYS 2211 - Principles of Physics I
PHYS 2212 - Principles of Physics II

List B (3 hours each)

BIOL 1107 - Essentials of Biology I Lecture
BIOL 1108 - Essentials of Biology II Lecture
CHEM 1211 - Principles of Chemistry I Lecture
CHEM 1212 - Principles of Chemistry II Lecture
GEOL 1211 - The Earth's Evolving Environment
GEOL 1221 - Solar System Exploration
BIOL 1500 - Applied Botany
PHYS 1221 - Solar System Astronomy
PHYS 1222 - Stellar Astronomy

List C (3 or 4 hours each)

CIS 2000 - Desktop Publishing and Multimedia Presentations
CIS 2100 - Microcomputer Interfacing & Configuration
CIS 2300 - Business Applications Programming
CSCI 1301 - Intro to Structured Programming
CSCI 1302 - Advanced Structured Programming
CSCI 2100 - Assembly Language Programming
CSCI 2500 - Discrete Structures
MATH 1113 - Precalculus
MATH 1120 - Calculus I
MATH 2204 - Elementary Statistics
PSYC 1102 - Psychology as a Natural Science

NOTES:

1. BIOL 1107/1107L and 1108/1108L are not open to students with credit in BIOL 2107 or BIOL 2108.
2. PHYS 1111 and PHYS 1112 are not open to students with credit in PHYS 2211 and PHYS 2212.
3. PSYC 3301 Psychological Statistics and SOCI 3331 Sociological Statistics cannot be used to meet Core Area D requirements.

Area E: Social Sciences - 12 semester hours

POLS 1101 - American Government	3 hours
HIST 1111 - World Civilization I or HIST 1112 - World Civilization II	3 hours
HIST 2111 - US History I or HIST 2112 - US History II	3 hours

Select one course from the following: 3 hours

ANTH 1102 - Intro to Anthropology
ECON2105 - Principles of Macroeconomics
HIST1111 - World Civilization or
HIST 1112 - World Civilization II(additional World History course)
PSYC 1101* - Intro to Psychology
SOCI 1101 - Intro to Sociology

* suggested for students pursuing certification in teaching fields.

Area F: Courses Related to Major - 18 semester hours

Areas A-F of the Core Curriculum require a minimum of 60 semester credit hours.

DOUBLE MAJORS

A student who wishes to meet the requirements for more than one major within the same baccalaureate degree classification is pursuing a double major. Requirements for completion of a double major follow.

1. All degree requirements must be met for both majors.
2. Once major course requirements, exclusive of elective and minor requirements, have been met for the first major, a minimum of twenty semester credit hours must be completed for the second major.
3. The twenty hours (minimum) of credit for the second major may be taken in lieu of minor and elective requirements for the first major.
4. A minimum of nine of the additional hours for the second major must be at the upper division level.

Approval to complete a double major must be granted by the appropriate department chair or academic dean and be on file in the Registrar's Office no later than the date of application for graduation.

SECOND BACCALAUREATE DEGREE

A student who has completed a baccalaureate degree from an accredited institution may earn a second baccalaureate degree at Georgia Southwestern State University of the same or different designation (B.S., B.A., B.B.A., B.S.Ed., B.F.A., etc.) conferred on the same or later date by meeting the following requirements:

1. All degree requirements in the second degree must be met. Courses completed for the first baccalaureate degree can be combined with courses completed after admission for the second degree to meet degree requirements for the second degree.
2. A minimum of thirty semester credit hours in addition to those required for the first baccalaureate degree must be earned at Georgia Southwestern State University.
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4. The Georgia Legislative History and Constitution requirements must be met. A student whose first baccalaureate was earned at an institution in the State of Georgia should have completed that requirement prior to conferring of the first degree and will not be required to repeat that requirement.

EXPERIENTIAL LEARNING

Credit for prior experiential learning is available in selected undergraduate degree programs. A student in one of these degree programs should notify his or her academic advisor to determine if this policy applies. If applicable, the advisor notifies the appropriate academic dean or department chair, who convenes a faculty committee to review the student's portfolio to determine if credit for prior experiential learning is warranted and if so, the number of semester credit hours to be awarded. The total number of credit hours awarded for experiential learning cannot exceed 21 semester credit hours.

MILITARY CREDIT

Credit for prior military experience and training is determined on an individual basis, following the guidelines published by the American Council on Education for the Evaluation of Educational Experiences in the Armed Services. Students must submit official military transcripts for evaluation to the Registrar. Students should see the Registrar for additional information.

PROGRAMS OF STUDY

- [UNDERGRADUATE PROGRAMS OF STUDY](#)
- [ASSESSMENT OF ACADEMIC PROGRAMS](#)
- [BACCALAUREATE DEGREE PROGRAMS](#)
- [DUAL DEGREE PROGRAM IN ENGINEERING](#)
- [PRE-PROFESSIONAL PROGRAMS](#)
- [GSW INTERN PROGRAMS](#)
- [GENERAL EDUCATION CURRICULUM](#)
- [CERTIFICATE PROGRAMS](#)
- [CONTINUING EDUCATION](#)
- [THE CENTER FOR ASIAN STUDIES](#)
- [UNIVERSITY HONORS PROGRAM](#)
- [LEARNING SUPPORT POLICIES](#)

UNDERGRADUATE PROGRAMS OF STUDY

Georgia Southwestern State University encourages the development of character through intellectual inquiry and examination of personal and professional values. Central to Georgia Southwestern's curricula is a general education experience which aims toward acquainting students with the intellectual heritage of humankind.

Georgia Southwestern State University faculty have affirmed that every student of this institution shall participate in learning experiences which will enable the graduate to

- think abstractly, analytically, and creatively;
- understand the nature of the scientific world and the impact of science and technology on the world;
- demonstrate competencies in reading, writing, speaking, and listening;
- understand people as social beings from both an historical and international perspective;
- demonstrate the ability to clarify his or her own values and understand those of other individuals and societies;
- appreciate the fine arts;
- demonstrate competencies in the use of information technology;
- understand the importance of sound physical and mental health habits;
- demonstrate an understanding that learning is a life-long process.

A major portion of this common body of knowledge is addressed in the core curriculum, an array of courses intended for completion during the first two years of college studies. Academic work in the junior and senior years is directed toward the mastery of a particular field of study.

Selection of a major field obviously depends upon the student's interests and vocational plans. The purpose of a college education, however, is not solely to provide vocational instruction, even though it lays the best foundation for the student's future vocation, but to assist the student in fulfilling responsibilities as a citizen and to develop into a cultivated and versatile individual. Regardless of vocational plans or preferred curriculum, the collegiate experience at Georgia Southwestern State University includes general education which provides each graduate with the breadth of knowledge necessary to become a productive citizen.

ASSESSMENT OF ACADEMIC PROGRAMS

To assess and improve academic programs, Georgia Southwestern State University conducts periodic studies of student achievement and satisfaction. Participation in assessment activities is expected of all students, although every student may not be selected for participation in every activity. The information obtained from these activities is used by the University to improve the quality of programs in order to better serve students.

BACCALAUREATE DEGREE PROGRAMS

The University offers programs leading toward the Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, and Bachelor of Science in Education degrees. Majors are available in the areas as follows:

Bachelor of Arts: Art, Dramatic Arts, English, History, Music, Psychology.

Bachelor of Business Administration: Accounting, Management, Human Resources Management, Natural Resources Management, and Marketing.

Bachelor of Fine Arts: Art.

Bachelor of Science: Biology, Chemistry, Computer Science, Geology, History, Information Technology, Mathematics, Mathematics with Industrial Mathematics concentration, Political Science, Psychology, Sociology.

Bachelor of Science in Nursing

Bachelor of Science in Education: Early Childhood Education, Exercise Science/Wellness, Health and Physical Education, Special Education, Middle Grades Education, Recreation.

Bachelor's Degree with Teaching Certification: English, History, Mathematics.

Most bachelor's degree programs consist of a major and additional study in at least one other field of special interest. Students should determine their major fields of study prior to the fourth semester of university enrollment. Transfer students with advanced standing should determine their majors before scheduling classes.

The selection of a major should be made in consultation with the faculty advisor and the dean of the academic school which offers the major. A change of the student's major field of study must be registered with the Office of the Registrar.

DUAL DEGREE PROGRAM IN ENGINEERING

Georgia Southwestern State University and Georgia Institute of Technology offer a dual degree program in all disciplines of engineering offered at Georgia Tech. The dual degree student enrolls at Georgia Southwestern State University for approximately three years. Upon acceptance to Georgia Tech, the student then enrolls there for approximately two years. When all degree requirements have been met, the student earns a bachelor's degree in science or mathematics from Georgia Southwestern and a bachelor's degree from Georgia Tech.

PRE-PROFESSIONAL PROGRAMS

Students who plan to seek admission to professional schools may elect to follow appropriate pre-professional curricula. Pre-professional programs frequently chosen by students include dentistry, law, pharmacy, medicine, veterinary medicine, and many of the allied health sciences.

It is desirable that the student follows the prescribed curriculum of the professional school in which he or she intends to enroll. Students electing the professional goals of medicine, dentistry, veterinary, or pharmacy will probably enroll in a baccalaureate program with a major in either biology or chemistry. Students who plan to follow a legal career should consult with the pre-law advisor in the Department of History and Political Science (see pre-law listing in index). Students in the above listed programs should consult with the appropriate advisor early in the freshman year.

Students electing to enter professional schools in various programs of the allied health sciences will generally complete two to four years on this campus and then transfer to a program offered at such schools as the Medical College of Georgia, Georgia State University, North Georgia College and State University, Armstrong Atlantic State University, or Columbus State University. Such allied health programs include medical technology, physical therapy, physician assistants, and occupational therapy. Students must make application to the professional program and be accepted by the school offering the program. It is important that the student be competitive and meet the admissions requirements. The student should contact the institution offering the professional program for information on admission requirements early in the freshman year.

GSW INTERN PROGRAMS

Georgia Southwestern State University is a participant in several intern programs including the Georgia Intern Program and the Legislative Intern Program. Students may receive a maximum of twelve semester hours toward their degree for work as interns in public and non-profit agencies. Students from all academic areas are eligible for the program. Courses for which academic credit is to be awarded must be approved in advance by the dean of the school or chair of the department offering the courses and the Campus Coordinator of the program. Course numbers 4920-4930 in each discipline are reserved for Intern Program credit. Interested students should contact the Campus Coordinator of the GSW Intern Program in the Department of History and Political Science for additional information.

GENERAL EDUCATION CURRICULUM

Students who have not decided on a particular program of study will be assigned to a General Education advisor. It is recommended that students follow the General Core Curriculum outlined in this bulletin. Unless the student has determined the major field of study prior to the fourth semester of enrollment, it is likely that financial aid will be discontinued.

CERTIFICATE PROGRAMS

Georgia Southwestern State University offers certificate programs in the following areas: Criminal Justice, English as a Second Language, European Union Studies, Latin American Studies, Religious Studies, Web Design, and Women's Studies.

CRIMINAL JUSTICE CERTIFICATE

The purpose of the Criminal Justice Certificate Program (CJCP) is to provide students with knowledge about America's criminal justice system. The program is interdisciplinary and complementary to existing programs; specifically, students take courses from the Departments of Sociology, Political Science, and Communication. Completing of the Criminal Justice Program certifies that individuals are familiar with the purpose, function, and operation of the criminal justice system.

ENGLISH AS A SECOND LANGUAGE CERTIFICATE

International students may earn a Certificate of Completion, depending on their levels of comprehension and fluency, in as little as one semester or as long as one year. The program at GSW's English Language Institute (ELI) is based on twenty hours of class a week for four levels of language instructions: Basic, Intermediate, Advanced, and Bridge. There is no minimum TOEFL requirement for admission. Students who place in higher levels can receive credit for lower level classes. The Certificate of Completion will entitle a student to enter GSW as a full time academic student even if he/she has less than the required 523/193 TOEFL score.

After one semester, students in advanced levels can earn a Limited Certificate, which will allow him/her to take one or two academic classes at GSW. High intermediate or advanced students can earn a Listener's Certificate, which will allow the student to sit in a regular academic class to practice listening with no extra tuition charge.

The Certificate of Completion can be expanded for special groups of students who are studying English for specific purposes by adding on two or more classes in the special interest area e.g. nursing. These expansions can be custom designed for the group.

Requirements and Standards

ADMISSION REQUIREMENTS

- Completed and signed application.
- \$75.00 non-refundable application fee.
- Copies of high school and University transcript (translated to English if pursuing a degree program).
- TOEFL score if you have one.
- Bank statement from financial sponsor.
- Completed health form signed by a medical doctor.
- Purchase of major medical insurance at our school for duration of I-20, or the proof of major medical insurance, which pays in the U.S. for the same duration.

For more information, please refer to the following link: <http://gsw.edu/Academics/International-Student-Programs/ELI/index>

CURRICULUM SHEET ([Standard Level](#)) ([Advanced Level](#))

EUROPEAN UNION STUDIES CERTIFICATE

The certificate in European Union Studies is a collaborative effort of University System of Georgia institutions. The program is open to all institutions and students of the University System, including students of Georgia Southwestern State University, as well as to professionals with an undergraduate degree. The program's purpose is to promote knowledge of the European Union (EU) and certify individuals as competent in the subject area of EU studies. Since the EU is one of the most important economic and political partners of the United States, this certification demonstrates valuable professional expertise to potential employers. For students in the academic track, the interdisciplinary certificate can be earned as a supplement to any conventional undergraduate degree.

Admission requirements

A certificate in European Union Studies can be earned in two ways. Under the academic track, a certificate is taken as part of an undergraduate degree program. Students from all academic majors are eligible to participate so long as they possess a minimum 2.75 cumulative Grade Point Average (GPA). Under the professional track, non-degree students - such as business executives - are eligible to enroll in the program upon proof of a valid undergraduate degree from an accredited institution. The minimum GPA requirement is waived.

Under either track, an application to the program cannot be made until successful completion of the following:

1. the introductory course on the European Union (POLS 3200) with a grade of C or better
2. 30 semester hours of earned academic credit
3. completion of HIST 1111 or 1112 (World or Western Civilization)

To earn the EU Studies certificate, students must complete the certificate curriculum (18 hours) and fulfill the practicum experience requirement. Students must have a 3.0 cumulative GPA in curriculum courses upon completion of the program. An official certificate is awarded upon graduation, and the certificate is noted on the student's permanent transcript. Students should refer to the European Union Studies curriculum sheet for individual course requirements.

Practicum experience

Since it is deemed crucial that students demonstrate more than an academic knowledge of the European Union to be certified as adequately prepared in the subject, a "real-life" practicum experience pertaining to the EU must be performed either in the form of an overseas visit or an internship. The overseas option is broadly defined and can be accommodated by a wide range of activities, including study or research abroad. The same flexibility applies to the internship, which can be served domestically or internationally. A student's specific practicum experience must be approved by the program's campus representative.

On-line courses and Transatlantic Joint Certificate

The EU Studies program has developed a curriculum of online courses in conjunction with European university partners. These are courses in different discipline areas that deal with various aspects of the EU and are taught jointly by University System institutions and European universities at specified times throughout the academic year. The program's campus representative maintains an updated list of these courses

and a teaching schedule, as well as information about course registration.

The EU Studies program offers the option of acquiring a certificate that is jointly conferred with a European institution. This option requires students to complete - with a grade of B or better - a minimum of two online courses that are co-taught with European partner universities. Students completing this option have the EU Studies certificate awarded by both their home institution and one in Europe, thus giving them an academic credential from a respected European university.

Areas of Distinction

In addition to acknowledging competence in the EU generally, the certificate also highlights special achievements by providing a notation of "distinction" in two areas:

- Foreign language proficiency (6 semester hours at or above the 2000 level)
- Composition of a thesis

The foreign language distinction must be earned in a European language approved by the program's campus representative as appropriate to the certificate's objectives. A student with prior language skills can earn a distinction by successful completion of an examination demonstrating competence equivalent to the 2000 level. The exam is administered at the student's home institution.

The thesis can be written anytime during the final year of study. It is supervised by a committee composed of three faculty members representing at least two different academic disciplines. The program's campus representative maintains a more detailed description of thesis requirements.

Click [HERE](#) for European Union Studies Certificate Curriculum Sheet.

LATIN AMERICAN STUDIES CERTIFICATE

The undergraduate Certificate in Latin American Studies (CLAS) recognizes a student's knowledge and understanding of a region of growing importance, both economically and culturally. The course of study is designed to be interdisciplinary and complementary to existing undergraduate programs. Those who satisfy the certificate requirements of their B.A. or B.S. will be awarded a Certificate in Latin American Studies. This will be noted in the student's placement materials.

The Certificate in Latin American Studies is designed to provide an interdisciplinary, coherent unit of study which "certifies" competency in a subject area outside the traditional major. The CLAS is not designed to compete with existing programs. It offers an opportunity for University System of Georgia students to pursue an area of specialization which may not be offered by departmental curricula or may be unmet in conventional majors.

Admission Requirements

1. The certificate in Latin American Studies must be taken with a formal degree program. Course work may be undertaken at two-year institutions but must be completed at a four-year university.
2. Students must have a minimum grade point average of 2.8 on a scale of 4.0.
3. Students must have earned 30 semesters hours of academic credit at a four-year institution OR
4. 15 semester hours of academic credit at a two-year institution.
 - One three-hour interdisciplinary course which focuses on contemporary Latin America OR
 - A three-hour course on Latin American Culture and Civilization OR
 - A CD-Module based course on Latin America OR
 - A web-based or GSAMS course on Latin America with a grade of "C" or better.

Honors Option

A student may receive an Honors Certificate in Latin American Studies if he or she maintains an overall GPA of 2.8 and a GPA of 3.5 in his/her CLAS courses. The student must also submit a Senior Honors paper on a Latin American topic to a faculty member in that field. The paper must receive a minimum grade of B+.

Minor Option

Each institution of the University System of Georgia will determine if the CLAS may serve as a minor, with or without additional requirements.

Click [HERE](#) for Latin American Studies Certificate Curriculum Sheet.

RELIGIOUS STUDIES CERTIFICATE

The certificate in Religious Studies Program is an interdisciplinary, multidisciplinary effort that seeks to broaden the student's understanding of and appreciation for religion both as historical and cultural phenomenon.

Admission to the Religious Studies Program must be approved by the Religious Studies Program Coordinator. Students must complete at least 12 semester hours in courses numbered 3000 or above. A minimum grade of "C" is required in all course work counted towards the certificate.

Click [HERE](#) for Religious Studies Certificate Curriculum Sheet.

CAREGIVING SPECIALIST CERTIFICATE

The Caregiving Specialist Certificate is an interdisciplinary program designed to prepare students for continued study, specialized work or a career in the caregiving field. This certificate is the only one of its kind in the state and represents a unique commitment of GSW to prepare leaders in the field of caregiving. The program includes 18 credits taken while working on a bachelor's degree or after earning a bachelor's degree.

Click [HERE](#) for Caregiving Specialist Certificate Curriculum Sheet.

WEB DESIGN CERTIFICATE

The certificate in Web Design is an interdisciplinary program that provides the student with expertise in a high demand area. The student will be competent at designing Web sites and will have both artistic and technical skills.

Click [HERE](#) for Web Design Certificate Curriculum Sheet.

WOMEN'S STUDIES CERTIFICATE

Women's Studies is a multi-disciplinary approach to the understanding and analysis of women's history and culture. The program seeks to help students recognize and understand how their lives have been culturally constructed by notions of gender, ethnicity, sexuality, and class. An added benefit of having the Women's Studies Certificate is that prospective employers and graduate schools will appreciate the added dimension of inter-disciplinary work that goes beyond the basic degree requirements. This certificate is complementary to existing undergraduate programs.

The Women's Studies program seeks to redress the neglect in many disciplines of the significant contributions of women. In doing so, we hope to challenge the status quo, giving students new ways to perceive themselves, thereby empowering them to be confident, political beings.

An eighteen-hour course of study, the Women's Studies Certificate combines course offerings, seminars, and internships.

Click [HERE](#) for Women's Studies Certificate Curriculum Sheet.

CONTINUING EDUCATION

The primary goal of the Division of Continuing Education and Economic Outreach is to serve the educational and training needs of adults, children, and organizations through credit and non-credit programming and to meet the personal and professional needs of Southwest Georgia by extending college resources throughout our service area. Continuing Education provides the bridge between the academic environment and the community through outreach efforts and public service. Various types of non-credit courses are offered and designed to appeal to the professional, cultural, and recreational interests of residents in the community. In addition, conferences, workshops, institutes, short courses, teleconferences, media/computer-assisted learning, and independent study courses are tailored to specific clientele.

A person may achieve their career goals and education with information technology focused e-learning. On-line certification training is available.

The Center for Adventure Education, another division of Continuing Education, provides high-quality, affordable educational opportunities for older adults and promotes the University nationwide as a preeminent provider in lifelong learning. Elderhostel, a non-profit educational organization, offers inexpensive, short-term academic programs.

Participants completing programs may receive Continuing Education Units (CEUs) and Staff Development Units for Teachers (SDUs) which are a nationally recognized method for measuring the non-credit work which an individual has completed.

THE CENTER FOR ASIAN STUDIES

John Fox, Director

Our Purpose

The Center for Asian Studies (CAS) was begun in 1988 to promote Asian language and culture programs for Georgia schools and businesses. In 1989, CAS expanded its purpose to promote cross-cultural understanding in the community, on campus, and in business environments through outreach programs and exchanges with Asian Institutions. Also in 1989, CAS established the English Language Institute (ELI) to focus on Teaching English as a Second Language (ESL).

Our Programs

In The Japanese Language Teacher Training Program (JLTTP), sponsored in cooperation with a Japanese intercultural exchange organization, the participants come to GSW to learn how to teach their native language as a foreign language in American schools. The participants are graduate students who teach Japanese at American colleges and universities or they are Japanese language instructors at elementary and secondary schools in America.

The English Language Institute (ELI) brings many students from foreign countries, mainly Asia, to GSW to study English prior to becoming regular students at GSW, other institutions in Georgia, or in other states. In addition GSW receives students who study English for other specific purposes: Nurses, English teachers, Japanese and Korean businessmen, government officials, and professors study English to learn American culture, society, and business practices and for professional enrichment.

Cross-Cultural Outreach

The Center for Asian Studies assists students who want to study abroad in an Asian country and international students at GSW who need counsel or advice. CAS conducts seminars and conferences for the business community to have a better insight into Asian culture and its importance in doing business with Asian people. The Center also provides services to schoolteachers to provide a better understanding of Asian culture and the behavior patterns of Asian children and to share the Asian culture with American children. The Center makes arrangements to establish exchange relationships with Asian educational institutions.

FOR MORE INFORMATION ON ANY OF THESE PROGRAMS, PLEASE CALL (229) 931- 2346 OR FAX (229) 931-2335.

UNIVERSITY HONORS PROGRAM

The University Honors Program (UHP) at GSW offers exceptionally talented and motivated students an enriched environment for learning. Among its objectives, the UHP aims to promote life-long learning, to assist and guide students interested in graduate studies, and to encourage a studies abroad experience. The UHP also attempts to enhance and challenge the education of regularly enrolled students - by contact with honors students - as well as by the experience of participating faculty.

Admission: First-year students are admitted to the UHP by invitation. The Honors Program Committee will extend invitations to students based upon their SAT scores, high school GPA and rank in class, and recommendations where available. Transfer students, international students and students already at GSW may seek admission with a 3.4 GPA and referral by a faculty member. Rolling admissions apply.

The types of honors courses include 1) honors enrichment of a regular course with non-honors students enrolled; 2) special honors seminars; and 3) honors assistantships.

Participation Requirements: The UHP requires honors students to take at least two honors courses each year and maintain a minimum 3.2 overall GPA. Honors students who maintain a 3.5 or higher GPA in honors courses and a 3.5 or higher GPA over their last 60 hours and complete an honors senior thesis project will receive the distinction of "University Honors Scholar" at commencement. Other requirements include:

1. ENRICHED CORE COURSES: Students must take at least one enriched core course from each of the following areas:
 - Humanities (English or Fine Arts)
 - Social Sciences (History, Political Science, Economics, Sociology, Psychology, Anthropology)
 - Math/Science (Algebra, Pre-Calculus, Calculus, Biology, Chemistry, Geology, Physics)
2. ENRICHED MAJOR AREA COURSES: Students must take at least two enriched courses in their major for honors credit. (The same course cannot be counted in the enriched core courses section.)
3. HONORS SEMINARS: Students must take at least four one-hour seminars; two seminars per year will be offered.
4. SENIOR PROJECT/THESIS: The product of a senior honors seminar, this will include a written abstract of the work and an oral presentation.
5. STUDY ABROAD: The UHP will encourage students and assist students in seeking financial aid for summer and regular terms abroad.
6. SERVICE LEARNING PROJECT: Students must participate in a service activity a minimum of six hours per semester for six semesters.

LEARNING SUPPORT PROGRAM

Placement in Learning Support

Students are required to take courses in Learning Support based on the following criteria:

1. **The Scholastic Aptitude Test (SAT) or American Collegiate Test (ACT) Scores:**

Students whose SAT Verbal score is below 430 (ACT English 17) or SAT Math score is below 400 (ACT Math 17) are required to undergo further testing. Before registration for the first semester of enrollment, these students must take the Compass Placement Examination (CPE) in the appropriate area(s) of English composition, mathematics, and reading, as determined by their SAT or ACT scores. This examination is specifically designated to determine any deficiencies in these three content areas.

The Compass Placement Examination (CPE) Scores:

Traditional and non-traditional students who are admitted to GSW as beginning freshmen with at least one SAT or ACT score below the acceptable minimum will take the COMPASS Placement Test before enrollment in the deficient area or areas only. That is, students who present SAT-Math scores of less than 400 or ACT-Math scores of less than 17 will take the COMPASS Test for initial placement into Learning Support mathematics. Students with SAT-Verbal scores below 430 or ACT-English scores below 17 will test for initial placement in Learning Support English and reading.

Non-traditional students who do not present SAT or ACT scores will test in all three areas for possible placement.

Admitted transfer students who do not present minimum SAT or ACT scores in at least one area and have less than 30 semester hours of transferable credit will be required to test according to the above policy. However, students in this category who transfer credit for core-level mathematics or English will not have to take the corresponding section of the COMPASS Placement Test even if the SAT or ACT scores in that area are deficient.

Students who test but do not enroll within a year of testing must retest in all areas on the COMPASS Test.

New students may be retested with COMPASS for initial placement in Learning Support Courses prior to the first day of class. A \$30.00 testing fee is required.

Returning students may be retested under the following conditions:

1. Students have been out of school five years or more (retest in all areas for placement, not exit).
2. Students have BSE or CPE scores.
3. Students who have not taken any college-level work in three years may be retested with COMPASS in any unsatisfied area and readmitted without a Learning Support requirement if they meet the institutional criteria for exemption. Students who do not exempt on the retest may be considered for readmission.

2. **Students with Non-Traditional Status:**

Students who are admitted with the "Non-Traditional" status are required to take the CPE for the possible placement in Learning Support courses unless they provide adequate SAT or ACT scores upon admission. If they score below the cut-off in any one of the three areas (English composition, mathematics, and reading), they are required to enroll in Learning Support courses for instruction in that particular area(s).

3. **International students:**

Students whose native language is not English are required to take the CPE in mathematics.

4. **Students who are determined by the institution to need academic assistance even though they are eligible to be admitted without Learning Support requirements under System Policy:**

Such students may be required to participate in Learning Support courses or other program components to enhance their chances for success in Core Curriculum courses. A student who is eligible to enroll in a Core Curriculum course but fails the course may also be required to take a Learning Support course before or while retaking the Core Curriculum course.

Enrollment in Learning Support

1. **Courses and Credit:**

Depending on the scores on the CPE, students may be required to register for one, two or three Learning Support courses. **Further, they must enroll in the required courses initially and then each following semester until they meet the requirements of each course and exit.** The students must demonstrate proficiency in the skill (course content) before they will be allowed to register for courses giving academic credit in that area. Furthermore, students in one or more Learning Support courses are not eligible to register in courses having a Learning Support prerequisite:

1. Students with required Learning Support placement must exit or exempt Learning Support Reading as a prerequisite for social, natural, and physical science courses and college-level mathematics.
2. Students with required Learning Support placement must exit or exempt Learning Support English and Reading as prerequisites for university-level English.
3. Students with required Learning Support placement must exit or exempt Learning Support mathematics as a prerequisite for physics and chemistry (any science course with a prerequisite of university-level mathematics, physics, chemistry, and any science with a prerequisite of university-level mathematics).

However, students may enroll for regular university-level courses other than those requiring the Learning Support courses as prerequisites.

Learning Support courses in English, reading, and mathematics carry four (4) hours of institutional credit. This credit is not applicable toward a degree; it is not academic credit. However, it is credit that classifies the students as full-time or part-time (depending on the number of courses taken) and makes the students eligible to receive financial aid and to participate in extra-curricular activities, including varsity sports.

In addition to courses in English, reading, and mathematics, students with Learning Support requirements must enroll in UNIV 1000, an orientation/introduction to the university, which is a course required of all incoming students. This is a one-semester course and carries one (1) hour of academic credit. The students must pass this course in order to meet the Learning Support exit requirements. The only exceptions include part-time students and transfer students with fifteen or more hours.

2. Other enrollment requirements:

Once the students are assigned to Learning Support, they must register for the required course(s), and they must spend at least one semester working in the required course(s). The courses are offered in one or two semester sequences. The students progress through these courses at their own pace and may complete course requirements in one semester. However, they have three (3) semesters in which to complete requirements.

Exit from Learning Support

In order to exit a Learning Support course, the students must meet two criteria:

1. They must first satisfactorily complete all course requirements, that is, all of the assigned work for the entire semester, and receive a passing grade for the course.
2. They must perform satisfactorily on the exit form of the CPE for the particular area(s).

NOTE: In order to be eligible to write the exit form of the CPE in English, the students must perform satisfactorily on a qualifying essay that is administered by the Coordinator of Testing, after the students have passed all of the required work in the course. To be eligible to write the exit form of the CPE in mathematics, the students must perform satisfactorily on a Comprehensive Mathematics exam after the students have passed all of the required work for the course. In reading, students must take the Nelson-Denny test and acquire a passing score.

The students may attempt the exit CPE only after they have passed the course(s). If they fail the exam form of the CPE, they have not exited the course nor met their Learning Support requirements. But once the students have met the conditions of exit for each course in which they are required to enroll, they have exited Learning Support and will then be classified as regular freshmen students.

When the students exit a Learning Support course in a particular area, they are then eligible to register for university-level courses in that area.

The Exit Test

The testing policy is as follows:

1. Students may attempt the CPE only after satisfactorily completing the requirements for the course(s) to which they have been assigned. These requirements are clearly defined and outlined at the beginning of each course.
2. The exit CPE is given only at the end of the semester. The students may attempt the CPE at the end of the first semester of enrollment if they have met and passed course exit requirements.
3. Revisions of the Retest Policy:
 1. Student may be permitted to retest on the exit Compass test if they have earned a grade of B or above in the area in which

exit testing is attempted.

2. Students who are in their final attempt in any area may be permitted to retest for exit on the CPE provided that they have (1) earned grade of B or above in the area in which exit testing is attempted, or (2) a documented learning disability.

4. Exit Scores

1. To exit Learning Support reading, a student must score an 82 or higher on the COMPASS (CPE) Test.
2. To exit Learning Support English, a student must score a 71 or higher on the COMPASS (CPE) Test.
3. To exit Learning Support mathematics, a student must score a 40 or higher on the COMPASS (CPE) Test.

Failure to Pass the Exit CPE

If students fail to pass the exit CPE in any course at the end of the semester, they must register for the next course(s) in the sequence the following semester and continue working on the required assignments for the course. They must complete satisfactorily (pass) the required work before they will be eligible to attempt the CPE again.

Suspension from Learning Support

The students have three (3) semesters (not necessarily consecutive) in which to complete all Learning Support requirements. At the end of the third semester of enrollment, students who have not exited all Learning Support courses will be suspended from the university. If a student does not complete requirements for an area in twelve semester hours or three semesters, whichever comes first, the student will be suspended. The student may not be considered for readmission within three years of suspension.

Prior to suspending a student who has not exited a Learning Support area within the twelve semester hours or three-semester limit, Georgia Southwestern State University will allow the student to appeal for two additional courses. For each additional attempt, the student must:

- Be individually evaluated and determined to have a reasonable chance of success
- Be in an exit level course
- Have reached the limit in only one Learning Support area

During the semester of the first attempt, the student may enroll in courses other than Learning Support (subject to the 20-hour limit on the number of credit hours a student may earn before exiting Learning Support). If the student is granted the appeal for the second additional course, the student may enroll in only the Learning Support course.

University and Departmental Policies for Learning Support

1. Change in Policy:

Any Learning Support policy, including exit requirements, may be changed at the beginning of any semester. If and when policy changes are made, they will apply to all students enrolled in Learning Support at that time. Further, students will be notified of such changes at the beginning of the semester in which the changes will occur.

2. Class Attendance:

Students are expected to attend class and lab as scheduled. Any class or lab missed, excused or unexcused, must be made up within one week (5 class days) after students return to class. (The instructor may request an acceptable excuse as a condition of make-up.)

More than five (5), or four (4) in a four-day week class, absences (time and work not made up) will prohibit the student from taking the CPE at the end of the semester (more than three[3] at mid-semester).

More than ten (10), or eight (8) in a four-day week class, absences (time and work not make up) cannot be made up and will result in an automatic U (F) in the course.

It is the obligation of students to contact the instructor for a time or period convenient to the instructor to make up an absence.

Whether or not the students can make up a given absence will be at the discretion of the instructor.

3. Withdrawals:

Learning Support courses are required and pre-requisites for certain university-level courses. Therefore, **students are not allowed to withdraw from course(s) in Learning Support and remain at Georgia Southwestern State University.**

Further, students who have a total of ten (10) or more absences or who have abandoned class may be administratively withdrawn from that class or those classes. Administrative withdrawal will result in the grade of WF for the Learning Support course(s).

Further, **administrative withdrawal from a Learning Support course will result in administrative withdrawal from all university-level courses in which the students are enrolled.** Students who are administratively withdrawn from two or more Learning Support courses in any one semester may be suspended from Georgia Southwestern State University for the following semester.

If students withdraw from Georgia Southwestern State University for any reason **after mid-semester in any one semester, that semester will count as one (1) of the three (3) semesters allowed for completion of Learning Support requirements.**

4. Discipline:

Students who engage in disruptive classroom behavior or who become verbally or physically abusive to an instructor shall be automatically dismissed from that class and shall receive a failing grade for that course. A continuance of similar behavior in another course may lead to an automatic expulsion from the University. (See GSWeatherwane.)

5. Policy Regarding Accumulation of Twenty Academic Hours:

Students who have accumulated a total of twenty (20) academic hours at the end of any one semester and have not completed all of the requirements for Learning Support will be required to register for only Learning Support courses until exiting.

6. Students enrolled in twelve (12) or more hours of study are considered full-time students. Therefore, each semester of enrollment will count as one of the three (3) semesters allowed for exit in all required Learning Support classes. The only exception to this policy is a situation in which the required course is not offered a particular semester. In that case, the student needs to see the Dean of Academic Services and Special Programs. Part-time students (fewer than twelve [12] hours per semester) will be allowed three (3) semesters per course.

7. No one (child or adult) who is not registered for a Learning Support course may attend a class without the expressed consent of the instructor. No child under seven years of age may sit in a Learning Support class at any time for any reason.

8. Students with documented disabilities who may need academic accommodations should discuss these with their professor during the first two weeks of class.

9. Policies on Student Work:

Plagiarism is prohibited. Essays, assigned papers, tests, and other similar requirements must be the work of the student submitting them. The selling, giving, lending, or otherwise sharing of required texts or examination questions and/or answers is prohibited.

For clarification and further information of the above-stated policies, students may discuss them with a Learning Support course instructor or with the Dean of Academic Services and Special Programs.

Explanation of Grades Used:

The grades assigned in Learning Support courses are A, B, C, D, F, S, U, and WF. The meaning of these grades and conditions under which they are assigned are as follows:

1. Grades of A,B,C,D - These grades indicate passing work and exit from the course. They will be assigned at the end of the students' last semester in the particular course. The grades, therefore, mean exit from the course and also reflect the quality of work done for the entire time in which the students are enrolled in the course.
2. Grade of S - The S means satisfactory work in progress. It is used at the end of the first or second semester to indicate that work in the course is satisfactory and needs to continue during the following semester. ALSO, it is used, along with the CPE score, to indicate that the students have passed the course but failed the CPE and, therefore, have not exited the course. They need to continue working during their next semester.
3. Grade of U - The U means unsatisfactory (failing) progress. It is used at the end of the first or second semester to indicate that course objectives have not been met and/or that the student has accumulated excessive absences.
4. Grade of F - The F means failure to exit the course in the allotted time. It is used at the end of the third or fourth semester to indicate Learning Support suspension from Georgia Southwestern State University.
5. Grade of WF - The WF is used to indicate administrative withdrawal from the course.

Courses Offered:

ENGL 0098, ENGL 0099 - Learning Support English I and II: A two-semester sequence of courses required of those Learning Support students whose performance on the placement test in English indicates the need for at least one semester of basic instruction. These courses offer instruction in basic composition and grammar. Instruction and practice in writing personal narrative, descriptive, and expository essays comprise the content of the course. The emphasis is on prewriting and drafting, developing writing fluency, and basic sentence structure. The course may be repeated with an S (Satisfactory) grade. One hour of laboratory work is required. Four hours Institutional credit.

MATH 0098, MATH 0099 - Learning Support Math I and II: A two-semester sequence of courses required of those Learning Support students whose performance on the placement test in mathematics indicates the need for at least one semester of basic instruction. These courses offer a program of study in which a graphing calculator will be used extensively to facilitate the learning of basic algebra skills (operations with signed numbers, simplifying constant and variable expressions, solving and graphing linear equations and inequalities). One hour of laboratory work is required. Four hours Institutional credit. The second semester enrollment is by placement, satisfactory completion of MATH 0098, or by volunteering for the course. Course content includes operation on polynomials (including factoring), solving systems of equations,

and solving quadratic equations. The course may be repeated with an S (Satisfactory) grade. One hour of laboratory work is required. Four hours Institutional credit.

READ 0098, READ 0099 - Learning Support Reading I and II: A two-semester sequence of courses required of those Learning Support students whose performance on the placement test in reading indicates the need for at least one semester of basic instruction. This course is an individualized diagnostic-prescriptive course designed to prepare students to read college-level materials successfully. Instruction is competency-based, and students meeting specific course objectives will be allowed to attempt exit testing for Learning Support Reading. Content consists of improving various levels of comprehension, developing vocabulary, developing critical reasoning skills, and becoming more proficient readers. Students may exit after the first course or must continue in the second course. The course may be repeated with an S (Satisfactory) grade. One hour of laboratory work is required. Four hours Institutional credit.

Supplemental Instruction/Peer Tutoring

Supplemental Instruction/Peer Tutoring is available for all students at no cost in core courses, introductory courses, and some upper division courses. The tutors are approved by faculty teaching the courses and are trained and supervised by the Director of the Academic Skills Center. Students who would like to be more successful in courses are encouraged to seek tutoring assistance immediately.

COLLEGE OF ARTS AND SCIENCES

- [COLLEGE OF ARTS AND SCIENCES](#)
- [DEPARTMENT OF BIOLOGY](#)
- [DEPARTMENT OF CHEMISTRY](#)
- [DEPARTMENT OF DRAMATIC ARTS](#)
- [DEPARTMENT OF ENGLISH AND MODERN LANGUAGES](#)
- [DEPARTMENT OF GEOLOGY AND PHYSICS](#)
- [DEPARTMENT OF HISTORY AND POLITICAL SCIENCE](#)
- [DEPARTMENT OF MUSIC](#)
- [DEPARTMENT OF PSYCHOLOGY AND SOCIOLOGY](#)
- [DEPARTMENT OF VISUAL ARTS](#)

COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences provides a general, liberal arts, core education at Georgia Southwestern State University. All students at Southwestern study in this college in order to receive the broadening educational experience necessary for the academic development of all college students. Many students choose to major in one of the degree programs which this school administers; others declare a major in the School of Business Administration, Computer and Information Sciences, Education, or Nursing. However, the classroom educational experience common to all Southwestern students occurs within the College of Arts and Sciences.

In addition to teaching the courses required in the core curriculum, the College of Arts and Sciences offers degree programs leading to the Bachelor of Science, the Bachelor of Arts, and the Bachelor of Fine Arts degrees in several areas. Students who plan to teach at the secondary level will also concentrate in disciplines administered by various departments in the College of Arts and Sciences and will be assigned an advisor within the department administering that discipline. The college is made up of the Departments of Biology; Chemistry; Dramatic Arts; English and Modern Languages; Geology and Physics; History and Political Science; Music; Psychology and Sociology; and Visual Arts. Complete descriptions of the degree programs offered in this school and the requirements for completing each program are listed within the department sections which follow.

DEPARTMENT OF BIOLOGY

The study of biology at Georgia Southwestern State University is intended to provide the student with a broad base in biological science rather than specialized expertise in one narrow discipline. It is possible to direct one's study toward an interest in an area such as botany, zoology, environment, or physiology. Study of biology not only provides the student with basic knowledge but also teaches scientific methodology that aids the thinking process of any professional activity. The insights developed through this study successfully prepare the student to enter many fields of employment in addition to traditional biology. The appreciation of the life sciences in general and the application of the usefulness of such study are the main objectives of this department.

The biology major prepares the student for advanced study, as well as for employment in a biology related field, upon graduation. The student wishing to conclude formal education with the bachelor's degree in biology may find a career with state or federal governments in health, natural resources and environment, agriculture, or education. Opportunities in the private sector exist in the food and beverage industry, health and pharmaceutical industry, environmental firms, nuclear power plants, and agricultural industry.

The student who wishes to continue study beyond the undergraduate degree may do so in graduate schools or in health professional schools such as medicine, dentistry, or related areas. The biology major is an ideal path for the pre-veterinary medicine student. Many opportunities exist for qualified graduates to undertake graduate level study in the biological sciences.

To earn a minor in biology, the student should complete 18 hours of upper division biology. Biology 2108 is prerequisite to upper division biology courses; however, in the case of a minor, Biology 2030 and 2040 (Anatomy and Physiology I & II) may be used as prerequisites. Biochemistry (CHEM 4410 plus CHEM 4410L) may be substituted for one of the biology courses.

It is important that students wishing to be admitted to professional programs know that these programs may include courses in addition to those required for graduation with the B.S. degree. It is most important that these students confer with their advisor.

Click [HERE](#) for Bachelor of Science Degree with a Major in Biology Curriculum Sheet and Requirements.

Click [HERE](#) for Biology Minor Curriculum Sheet and Requirements.

Professional and Allied Health Care Programs

Students wishing to enter one of the various health care professions, other than nursing or pharmacy, may meet the entrance requirements through the Department of Biology. Pre-Medical, Pre-Dentistry, and Pre-Veterinary Medicine students often follow the B.S. in biology program selecting courses to meet entrance requirements. Students interested in allied health programs may choose to meet entrance requirements by proper course selection under guidance from a departmental advisor. Students must meet the competitive requirements determined by the professional institutions for admission to the programs.

Allied health programs include, but are not limited to, the following: physical therapy, medical technology, physician assistant, and occupational therapy. Students desiring to enter one of these professions should become aware of necessary program admissions requirements through discussions with the allied health advisor on campus and by contacting the professional schools offering the programs. The student must gain admission to the professional program. Therefore, the student needs to work to be competitive and meet admissions requirements. University System of Georgia units offering programs in the allied health sciences include the Medical College of Georgia, Georgia State University, Armstrong Atlantic State University, Columbus State University, and North Georgia College and State University.

DEPARTMENT OF CHEMISTRY

The study of chemistry forms the basis for employment in a variety of industrial, governmental and other business positions. It is a challenging and rewarding discipline that prepares the student to continue in a life-long learning experience while working in positions that are interesting and productive. Chemistry majors may find employment in chemical manufacturing, process control, chemical analysis, in management, sales and in regulatory positions. Majors in chemistry may pursue further degrees in medicine, dentistry, pharmacy and other health-related professions. Advanced degrees in the various specialized areas of chemistry may be pursued by those with superior ability and interests. The chemistry major at Georgia Southwestern State University is flexible. Through the choice of a minor and elective courses, the student may prepare for almost any professional goal and find that the logical and analytical skills developed will be strong assets in any chosen career.

Click [HERE](#) for Bachelor of Science Degree with a Major in Chemistry Curriculum Sheet and Requirements.

Click [HERE](#) for Chemistry Minor Curriculum Sheet and Requirements.

DEPARTMENT OF DRAMATIC ARTS

Bachelor of Arts Degree with a Major in Dramatic Arts

The Dramatic Arts program provides students an interdisciplinary approach to the study of performance as an aesthetic act, a fundamental form of human communicative behavior, and a means to cultural understanding. With related course offerings in fields of theatre and communication arts, the distinctive characteristic of the program is a focus on performance as a primary means of interaction and transaction by the individuals in everyday life, and artistic expression on stage and on camera.

A premise of the program is that the study of communication and theatre as liberal arts serves as a viable foundation for entry into a wide range of professions and occupations. On the broadest level, students with this educational background have gone on to successful careers in fields as varied as banking, law, real estate, management and sales, human resources, training and development. More specifically, the entertainment industry is one of the leading exports of this country. This degree program serves as a gateway degree into that industry. In the most specific application the studio work of the program provides rigorous performance training to prepare students for admission to the

best graduate programs in the country.

Click [HERE](#) for Bachelor of Arts Degree with a Major in Dramatic Arts Curriculum Sheet and Requirements.

DEPARTMENT OF ENGLISH AND MODERN LANGUAGES

Good communication skills are essential for success in the modern world. It has been stated, "The limits of my language mean the limits of my world." All programs in the English and Modern Languages Department engender critical thinking, analytic writing, and advanced communication skills.

The study of literature and languages can serve as a gateway to other worlds, both literally and figuratively. By reading and discussing literature, students engage in an examination of society and the status quo: how ideas came to be; whether or not they are acceptable; and how to alter them if necessary. Studying foreign languages and world literatures is essential in the current climate of globalization. Programs in the department offer students study in modern language as well as opportunities for study abroad.

The programs offered by English and Modern Languages foster the students' critical engagement with the world. Students can tailor their individual programs to enrich their academic experience and advance their career goals by choosing a minor and classes to fulfill elective requirements. Exciting opportunities include the certificate programs, professional internships, study abroad programs, and classes grounded in service learning. The department's Women's Studies Certificate offers a multi-disciplinary study of the relationship between gender and culture.

Most professional settings require good writing and speaking skills. Graduates of programs in English and Modern Languages are in demand in such professions as teaching, law, business, social work, public relations, and international public policy programs; and are well prepared to continue matriculation in a variety of graduate programs.

Bachelor of Arts Degree with a Major in English

The Bachelor of Arts in English is a literature intensive program that allows considerable flexibility for students to choose their major classes. Additionally, students have free elective hours and a minor built into the degree requirements, a benefit for those who want the freedom to tailor their education to varied interests or professional goals. The curriculum easily allows for students to complete a certificate program to complement their major interests. This degree, as do all English programs, requires two classes of a modern language at an intermediate level.

Click [HERE](#) for Bachelor of Arts Degree with a Major in English Curriculum Sheet and Requirements.

Bachelor of Arts Degree with a Major in English with Teacher Certification

The Bachelor of Arts in English with Teacher Certification is an education centered program that prepares students to complete secondary level teacher certification in English. The education classes in this curriculum essentially function as the minor for the degree. Students take twenty-nine hours of upper level English courses and twenty-three hours of education courses, exclusive of student teaching. This degree, as do all English programs, requires two classes of a modern language at an intermediate level.

Click [HERE](#) for Bachelor of Arts in English/Professional Writing Option Curriculum Sheet and Requirements.

General

A grade of C or higher is required of all students for satisfactory completion of ENGL 1101 and 1102. Satisfactory completion of both courses is a prerequisite for enrollment in ENGL 2110, ENGL 2120, OR ENGL 2130 in Core Area C. For English majors a grade of C or higher is required in each course in the major.

Minor Programs

Minors in English and English Minor/Professional Writing

In recent years, there has been an increasing awareness of the importance of communication skills in every area of endeavor. Responding to the growing demand for effective communications, the department has established minor fields of study in English and professional writing. These minors complement a variety of majors in business, technical, social service, and teaching fields. Moreover, by enhancing a student's communication and analytical skills, these minors give the student an added edge in career choice.

Each department minor requires a minimum of 18 hours and each course must be completed with a grade of C or better.

Click [HERE](#) for English Minor Curriculum Sheet and Requirements.

Click [HERE](#) for English Minor/Professional Writing Option Curriculum Sheet and Requirements.

Certificate Programs associated with The Department of English and Modern Languages

Women's Studies Certificate

This eighteen-hour course of study combining multi-disciplinary course offerings, seminars, and internships will help students recognize and understand how their lives have been culturally constructed by notions of gender, ethnicity, sexuality, and class and is complementary to existing undergraduate programs.

Click [HERE](#) for Women's Studies Certificate Curriculum Sheet and Requirements.

Latin American Studies Certificate

This certificate recognizes a student's knowledge and understanding of a region of growing importance, both economically and culturally. The course of study is designed to be interdisciplinary and complementary to existing undergraduate programs.

Click [HERE](#) for Latin American Studies Certificate Curriculum Sheet and Requirements

DEPARTMENT OF GEOLOGY AND PHYSICS

The scientific study of the Earth gains greater importance as resources dwindle and human population increases. The geosciences community deals with the problems of energy, mineral resources, and natural hazards, as well as the more purely intellectual subjects of Earth's origin and evolution and the development of life on this planet. To cope with the dynamic Earth, we must first understand it. Thus, the primary goal of the Department is to provide majors with a firm background in all phases of the geosciences which will prepare them for either graduate studies or individual careers.

Physics, the study of natural phenomena, is the most fundamental discipline of all the sciences. The study of this subject prepares students for science and engineering careers or any career whose interests range from classifying quarks to contemplating what lies just beyond the visible edge of the universe. The adventure begins with a thorough foundation in the heart of the physical world which includes mechanics, electromagnetism, quantum mechanics, and thermodynamics.

Click [HERE](#) for Bachelor of Science in Geology Curriculum Sheet and Requirements.

Click [HERE](#) for Geology Minor Curriculum Sheet and Requirements.

17 hours total with at least 9 hours in upper division courses.

Admission into the Geology Minor program must be approved by the Department Chair.

DUAL-DEGREE PROGRAM

Career Opportunities

Industry, private engineering consulting practice, and governmental agencies are looking for the technologically educated person who has the broad overview that the Dual Degree Program provides. Past participants in the program enthusiastically endorse the concept and are pleased that they took the fifth year to complete requirements for the two degrees (one from Georgia Southwestern State University and one from Georgia Tech).

Program Description

Georgia Southwestern State University offers a dual-degree program of study jointly with the Engineering School at the Georgia Institute of Technology. The Dual-Degree Program allows a student to study for three years at Georgia Southwestern State University, followed by two years of study in an engineering field of the student's choice at the Georgia Institute of Technology. The successful student in this program is awarded a Bachelor of Science degree in mathematics or a science area relevant to the chosen engineering field and a degree from Georgia Tech.

Today, the decisions of the engineer, the scientist, and the industrial manager have an important effect on the lives of all mankind. It is

evident more than ever before that these professionals should acquire a full measure of general knowledge and culture. The Dual Degree Program provides its participants with the best of two university experiences. First, they have a choice of study at a liberal arts college with outstanding programs in humanities, natural sciences, philosophy, social sciences, fine arts, economics and business, modern languages, etc. Secondly, the Dual Degree students study at one of the world's leading technological institutes which has a proven record of graduating leading engineers, scientists, managers, and architects.

Dual Degree candidates from Georgia Southwestern State University are eligible to seek any of the following degrees from Georgia Tech:

College of Engineering:

Bachelor of Aerospace Engineering

Bachelor of Ceramic Engineering

Bachelor of Civil Engineering

Bachelor of Electrical Engineering

Bachelor of Engineering Science and Mechanics

Bachelor of Industrial Engineering

Bachelor of Mechanical Engineering

Bachelor of Nuclear Engineering

Bachelor of Science in Textile Sciences & Engineering

Bachelor of Science in Textiles

Bachelor of Textile Engineering

College of Management:

Bachelor of Science in Economics

Bachelor of Science in Management Science

College of Sciences and Liberal Studies:

Bachelor of Science in Applied Mathematics

Bachelor of Science in Applied Physics

Bachelor of Science in Physics

Courses Which Are to Be Part of the Study Program at Georgia Southwestern State University

The following courses in the specified areas must be included in the three-year study program taken at Georgia Southwestern State University. For descriptions of courses and course content, refer to the current Georgia Tech catalog. If Georgia Southwestern State University cannot offer all of the required courses or if the student is unable to schedule one or two of the courses, Georgia Southwestern State University agrees to allow transfer credit applicable toward the Georgia Southwestern State University degree for such courses taken at Georgia Tech.

1. The mathematics and science courses included in the freshman and sophomore years of the curriculum for the discipline in which the student plans to major at Georgia Tech.
2. At least half of the humanities and social science/modern language credit hours required at Georgia Tech. Twelve (12) semester hours of humanities and twelve (12) semester hours of social science/modern language are required for all Georgia Tech degrees.

Requirements for Approval for Degree-seeking Status as a Dual Degree Student at Georgia Institute of Technology

In order for a student to become a Dual Degree candidate at Georgia Tech he or she must have:

- Completed 90 to 96 semester hours at Georgia Southwestern State University. The student shall not be admitted to Georgia Tech with full third-year standing until this requirement is met.
- A recommendation from the designated official at Georgia Southwestern State University (dual-degree advisor).
- University grades and tests results which would indicate that he or she could satisfactorily complete the degree requirements at Georgia Tech.

Hours of Course Credit to Be Required at the Georgia Institute of Technology for the Designated Bachelor's Degree

The Dual-Degree Program student will be required to complete a Georgia Tech program of study which equals the number of credit hours required of normal juniors and seniors enrolled in the standard curriculum for the particular degree being sought.

If the official study program at Georgia Tech for the Dual Degree candidate includes free electives and the candidate has excess hours of credit at Georgia Southwestern State University, he or she may use these excess hours to reduce the hours required at Georgia Tech. Such a reduction shall not cause the total number of hours taken at Georgia Tech to be less than 60 semester hours.

Student Readmission

Students who attend Georgia Institute of Technology but do not complete degree requirements will be readmitted to GSW and given an opportunity to complete the requirements for a degree.

Rejection of Students

Any student who would not otherwise be admitted to Georgia Institute of Technology under their admissions evaluation criteria or who is projected not to complete any program contained in the Dual-Degree Program may, after suitable consideration by Georgia Tech, be declined admission to Georgia Tech. However, any student who meets Georgia Tech freshman admission criteria in effect when the student enters Georgia Southwestern State University, provided that he or she maintains an academic record that indicates a high probability for success at Georgia Tech during the three years of study at Georgia Southwestern State University and completes the courses stipulated in the agreement between Georgia Southwestern State University and Georgia Tech, will be admitted to Georgia Tech.

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

The disciplines in the Department of History and Political Science focus on humanity in action and in thought as well as humanity's relationship to the earth and the allocation of its resources, historically, at present, and in the future. The general study of these fields provides that broad base which is essential for effective functioning in humanistic areas. Specialized study in specific social science areas may lead to careers in teaching, governmental services, public information, business, the legal profession, or simply provide the liberal arts education fundamental to a fuller understanding of life, whatever the specific career choice.

The department accepts the particular challenge of promoting awareness of our cultural heritage and the responsibilities of citizenship within society and the world. The department encourages self-realization, intellectual inquiry, and the examination of personal and professional values. The activities of the department also encourage the discovery and study of those societal needs, which may be effectively addressed in an academic setting.

History and political science graduates are employed in a variety of positions in public service and the private sector. History majors find positions with research services, in editing, legislative analysis, trend analysis for media, public relations, government agencies or non-profit groups, site interpretation and management, historic preservation, oral histories, and the development of documentaries. Political science majors find careers as legislative aides, legal assistants, lobbyists, or in government service, law, interest groups, public relations, law enforcement, teaching, community service, state department, and foreign service.

With a variety of programs, open minors, and electives, students can tailor their individual programs to fit personal career goals. The Department has an active Third World Studies program which includes enrichment seminars. It also administers the Intern Program which includes a variety of internships. These programs enable qualified students to obtain valuable work experience in addition to college credit and a possible stipend. A Pre-Law advisor helps students prepare for the law school of their choice. (See "Pre-Law Advisor" below.)

Bachelor of Science Degree with a Major in Political Science

This degree provides the background for careers which need the informed perspective of a liberal arts degree (journalism, public relations, etc.). It is a more preparation for career fields which draw more directly on the major field (as legislative aide, political action, community service, etc.). Students develop writing and analytical skills useful in business and professional careers. It is also an appropriate preparation for graduate school and especially for law school.

Click [HERE](#) for Bachelor of Science with a Major in Political Science Curriculum Sheet and Requirements.

Teacher Certification Programs

For information on degree programs leading to secondary level teacher certification in history, see the following curriculum described also under the School of Education: B.S. in History with Teacher Certification.

Click [HERE](#) for Teacher Certification Curriculum Sheet and Requirements.

Minor Programs

The Department of History and Political Science provides excellent minor programs in history and political science. In preparation for a career in business, governmental agencies, or education, minors in the social sciences are considered an especially attractive balance to the career major. Minor courses are selected in consultation with the student's faculty advisor.

Each minor course must be completed with a grade of C or better. Exceptions and substitutions for the required courses or types of course

may be made (for example, for prior credit) with the recommendation of the advisor and the approval of the Department Chair.

Click [HERE](#) for History Minor Curriculum Sheet and Requirements.

Click [HERE](#) for Political Science Minor Curriculum Sheet and Requirements.

Pre-Law Advisor

Since law schools prescribe no set curriculum as a prerequisite for admission, students may major in almost any degree program in preparation for law school. Some curricula are particularly recommended, such as political science, history, English, etc. Each of these curricula will have a separate advisor. However, the student interested in law school should also consult with the "Pre-law Advisor" within the Department of History and Political Science. The Pre-law Advisor will have information on law school admission policies, Law School Aptitude Test applications and administration dates, scholarships, law school catalogs, etc.

Criminal Justice Certificate

The purpose of the Criminal Justice Certificate Program (CJCP) is to provide students with knowledge about America's criminal justice system. The program is interdisciplinary and complementary to existing programs; specifically, students take courses from the Departments of Sociology, Political Science, and Communication. Completing of the Criminal Justice Program certifies that individuals are familiar with the purpose, function, and operation of the criminal justice system.

Click [HERE](#) for Criminal Justice Certificate Curriculum Sheet and Requirements.

DEPARTMENT OF MUSIC

Bachelor of Arts Degree with a Major in Music

The Bachelor of Arts with a major in music degree offers the student a humanities oriented degree with a concentration in music. Besides stressing a liberal arts foundation, the degree will allow considerable flexibility in selecting electives, languages, and a minor.

Click [HERE](#) for Bachelor of Arts Degree with a Major in Music Curriculum Sheet and Requirements.

Click [HERE](#) for Music Minor Curriculum Sheet and Requirements.

DEPARTMENT OF PSYCHOLOGY and SOCIOLOGY

The Department of Psychology and Sociology offers course work and laboratory experience in the behavioral sciences. Its curricula are designed to prepare students for graduate work in psychology and sociology, and to provide students with skills and training for employment in various kinds of social service occupations. A balanced offering of lecture, laboratory, and field experience provides the student with a basic understanding of those variables affecting individual behavior as well as the behavior of groups.

The department administers the following degree programs: B.A. in Psychology, B.S. in Psychology, and B.S. in Sociology. The department also offers minors in Psychology and Sociology.

Bachelor of Science Degree with a Major in Psychology

The B.S. degree in psychology is designed to introduce the students to the scientific evaluation of psychological theory and to familiarize them with the application of fundamental principles of behavior. It will provide a broad background for those who desire to pursue an advanced degree in the behavioral sciences or those who aspire to a career in social service.

The major professional opportunities for a person in the B.S. degree program in psychology are to be found in social service areas of the public sector. Many students with this degree find employment with the State Department of Family & Children Services, the Department of Offender Rehabilitation, Juvenile Courts, and various mental health/mental retardation agencies operated by the State Department of Human Resources. Other opportunities exist with federal agencies such as the Department of Labor and Social Security. Particular job titles with these agencies include Social Work Technician, Social Worker, Pension Counselor, Behavioral Specialist, Mental Health Technician, Counselor, and Probation Officer.

Click [HERE](#) for Bachelor of Science with a major in Psychology Curriculum Sheet and Requirements.

Bachelor of Arts Degree with a Major in Psychology

This curriculum is designed to provide a research oriented background in psychology for individuals who wish to pursue graduate study in behavioral science. The student interested in pursuing a professional degree (Masters or Doctorate in Psychology, Criminology, Counseling, or Child Development) is encouraged to enroll in this degree program. A wide variety of career opportunities in social service delivery agencies are available to students holding advanced degrees in behavioral science. A student wishing to teach psychology at the post-secondary level would also need an advanced degree, and this curriculum is an appropriate preparation for graduate study.

Click [HERE](#) for Bachelor of Arts with a major in Psychology Curriculum Sheet and Requirements.

Click [HERE](#) for Psychology Minor Curriculum Sheet and Requirements.

Bachelor of Science Degree with a Major in Sociology

The bachelor of science degree in sociology is designed to familiarize the student with the structure and functioning of society, to develop greater understanding and appreciation of diverse cultural groups, to stimulate constructive analysis of sociological patterns, to encourage further research on human social behavior, and to prepare students for productive careers in a wide variety of occupations and professions. Sociology is the study of social life and the social causes and consequences of human behavior. It investigates the structure of groups, organizations, and societies, as well as their formation, development, and interactions. Since all human behavior is social, the subject matter of sociology ranges from the intimate family to the hostile mob, from crime to religion, from the divisions of race, gender, and social class to the shared beliefs of a common culture, from the sociology of work to the sociology of sport. In fact, few fields have such broad scope and relevance.

Various occupations and professions are available at the local, state and national levels to the person who majors in sociology. Many of the agencies affiliated with the Georgia Department of Human Resources, such as the Department of Family and Children Services and the Department of Mental Health and Mental Retardation, employ social service personnel. Other positions exist in state agencies dealing with juvenile and adult offenders. Local agencies and organizations requiring social service personnel include the Council on Aging, the Sumter Regional Hospital, Magnolia Manor Retirement Center, and the Rosalynn Carter Institute. While many sociologists hold positions in social service and educational fields, an increasing number hold a wide variety of jobs in such sectors as business, the health professions, the criminal justice system, and government.

Nationally, sociologists are commonly employed by governmental agencies such as the National Science Foundation, the National Academy of Sciences, the Bureau of the Census, the National Institutes of Health, Education, and Welfare, the Departments of Agriculture, Housing and Urban Development, Defense, Commerce, and many others. Sociologists also direct, advise, and review research sponsored by foundations such as Russell Sage, Carnegie, and Ford, and likewise they work with business, technology, and industry.

Sociologists also teach at the community college, college, and university levels, as well as increasingly at high school levels across the nation. Preparation for graduate school is, of course, an integral part of the individual student's program.

And yet, career payoffs are not the only reason for studying sociology. Its subject matter holds considerable interest for its own sake. Sociology offers valuable preparation for other sorts of careers. Sociology is a popular major for students planning futures in such professions as law, business, education, architecture, medicine, social work, and public administration.

Click [HERE](#) for Bachelor of Science with a major in Sociology Curriculum Sheet and Requirements.

Click [HERE](#) for Sociology Minor Curriculum Sheet and Requirements.

DEPARTMENT OF VISUAL ARTS

Bachelor of Fine Arts in Art

The BFA degree provides an intensive background in the practice, theory, and history of the visual arts. Professional level training and concentration in art are offered to the student within the content of the baccalaureate degree. The program is designed in the belief that it is sound critical thinking as well as talent or skill that forms the basis of the production of art. Problem solving, frequent critiques, and student responsibility for reasoned explication of his or her work form an important part of the educational process. After a demonstration of competence in the foundation areas of drawing and design, the student will become familiar with a wide range of materials and media to eventually concentrate in a particular area (drawing, painting, printmaking, ceramics, photography, sculpture, glassblowing, and graphic/computer design) at the upper division level. Competence at this level is demonstrated by successful participation in a required senior exhibition and a written thesis.

Requirements for the BFA degree:

BFA students are to participate in a Sophomore Review and a Senior Exhibition as part of department requirements. All transfer students must submit a portfolio upon entering the program. The student will present at least one acceptable example of work for a permanent gallery collection.

Click [HERE](#) for Bachelor of Fine Arts in Art Curriculum Sheet and Requirements.

Bachelor of Arts Degree with a Major in Art

The Bachelor of Arts with a major in Art in Studio and Art History is for students interested in studio, gallery, or museum work and in continuing their education in graduate school with the objectives of college teaching. Examples are a major in Art/Photo Journalism with a minor in Journalism, a major in Art/Computer Graphics with minor in Business Management or Advertising. The student may elect to concentrate in Graphic Design, Ceramics, Drawing and Painting, Glassblowing, Sculpture, Photography, and Printmaking while at the same time minor in an area of the student's choice.

Bachelor of Arts Requirements:

The B.A. students are to participate in a Sophomore Review and a Senior Exhibition as part of department requirements. All transfer students must submit a portfolio upon entering the program. The students will present at least one acceptable example of work for a permanent gallery collection.

Click [HERE](#) for Bachelor of Arts Degree with a Major in Art Curriculum Sheet and Requirements (BA Arts). [Recommended four year plan.](#)

Click [HERE](#) for Art Minor Curriculum Sheet and Requirements.

Click [HERE](#) for Dramatic Arts Minor Curriculum Sheet and Requirements.

SCHOOL OF BUSINESS ADMINISTRATION

ACCREDITATION

The School of Business Administration undergraduate and graduate programs are accredited by the Association of Collegiate Business Schools and Programs (**ACBSP**). ACBSP is located at 7007 College Blvd Suite 420, Overland Park, KS 66211, PH: (913) 339-9356, FAX: (913) 339-6226, and website: www.acbsp.org

The School of Business Administration undergraduate and graduate programs are also accredited by the International Assembly of Collegiate Business Education (**IACBE**), PO Box 3960, Olathe, KS 66063.

The School of Business is in the self-evaluation year for accreditation by AACSB International - The Association to Advance Collegiate Schools of Business (**AACSB**), 777 South Harbour Island Blvd, Suite 750, Tampa, Florida 33602-5730.

VISION and MISSION

Vision Statement

A premier School of Business Administration within the University System of Georgia offering undergraduate and graduate programs in business.

Mission Statement

The mission of the School of Business Administration is to provide its diverse student population quality undergraduate and graduate-level educational programs that produce graduates with the knowledge and skills to help them excel in their business careers, further academic studies, and fulfill their personal potential. The School strives to enhance students' academic experience through relevant faculty teaching activities, community service, applied scholarly endeavors relevant to the southwest Georgia region, and professional activities.

In order to carry out this mission, the School of Business Administration has developed the following broad-based goals as follows:

1. To provide students a broad foundation necessary for further learning through the general core curriculum
2. To provide students a foundation in oral and written communication skills, accounting, economics, statistics and quantitative methods,

and finance

3. To provide a curriculum that reflects the influence of political, social, legal and regulatory, environmental and technological issues
4. To develop students leadership skills
5. To develop the students' awareness of global issues and events that affect local, state, and national business affairs
6. To maintain quality in instruction through innovation in teaching and continuous improvement
7. To strengthen teaching and learning through applied research and instructional scholarly activity, and to a lesser extent, basic scholarly activity

VALUES

The mission reflects the responsibility of the School of Business Administration to make the education of its students the focus of all activities. The School is committed to continuously improve programs that add value to students' educational experiences. The foundation of the School of Business Administration is an enthusiastic, student-oriented faculty knowledgeable in their discipline through the pursuit of intellectual contributions, and professional development. They are active in academic, professional, and civic service, and they also mentor students and support student organizations.

The following values are widely shared within the School of Business Administration and are fundamental to its success:

- **High Expectations.** We believe that students' academic performance rises with high faculty expectations and mentoring.
- **Service Learning.** We believe that applied experiences enhance student learning and personal growth.
- **Ethical Awareness.** We believe that integration and reinforcement of ethical and leadership values are essential throughout the students in the School of Business Administration experience.
- **Professional Development.** We believe that mastery of business, communication, and interpersonal skills is critical to developing professional and successful students.
- **Diversity.** We believe that Georgia Southwestern State University increasingly diverse learning environment is beneficial to the future of our students.
- **Key Advantages.** We believe that access to faculty, technology, innovation, and small class size are key advantages the School of Business Administration provides to enhance the student learning experience through instructional excellence.

The School of Business offers the following programs:

The **Master of Business Administration** degree program is designed to prepare future business leaders for the constantly changing world marketplace by developing their critical thinking, management and leadership skills and the global perspectives necessary for success.

The **Bachelor of Business Administration in Accounting** is designed to prepare students for the numerous types of positions available in the accounting field. The program emphasizes the broad-based learning that is required to be successful in this field. The Accounting program includes course requirements to qualify for the CPA examination.

The **Bachelor of Business Administration in Management with a concentration in Human Resource Management** has been designed to equip students with the knowledge and skills needed for successful entry into Human Resource Management positions. The program prepares students to enter into careers such as health and safety administration, recruiting and training.

The **Bachelor of Business Administration in Management** is designed to give students objective knowledge and skills development in the major functional areas of management: planning, organizing, leading and controlling. The Management concentration allows the graduate flexibility in career opportunities, and is an excellent choice for the individual who may want to start his or her own business.

The **Bachelor of Business Administration in Marketing** is designed to stress the importance of creating and maintaining successful relationships with customers. Upon completion of this program, the students will be prepared to begin careers in sales, advertising, planning or self-employment.

CENTER FOR BUSINESS AND ECONOMIC DEVELOPMENT

The Center for Business and Economic Development is the umbrella organization for all outreach and service activities in the School of Business Administration. The Center conducts data collection and dissemination activities; performs applied research; provides technical support for business, government and economic development organizations; conducts seminars and short courses; and publishes reports and commentaries. The Center coordinates Georgia Southwestern State University's participation in Students in Free Enterprise (SIFE). SIFE is a national, college-based organization in which students develop and carry out projects and programs to enhance knowledge and understanding of the free enterprise system on the university campus, in area schools, and among the general population.

THE SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Georgia Southwestern State University Small Business Development Center is one of Georgia's SBDC Network of 19 Offices. As one of 19 SBDC

Networks offices in the State of Georgia, the mission of the School of Business Administration Small Business Development Center is to enhance the economic well-being of Georgia citizens. Our objectives are:

- To support the objectives of the Small Business Administration and the Small Business Development efforts of the people of the state of Georgia.
- To support entrepreneurship and business expansion through the offering of direct business consulting and educational opportunities that address the human resources, management, technology, capital formation, and infrastructure needs of the business community.
- To address regional economic development needs for information by providing applied economic development research to communities and regions. This service includes the application of geographic information system technology and offers a wide range of resources for secondary research and an extensive primary research effort.
- To assist in the expansion of international trade primarily by educating new exporters who need assistance in all elements of exporting. The globalization of our economy demands that Georgia businesses take advantage of international opportunities.
- To deliver in-house managerial and employee training targeted especially to businesses which have difficulty obtaining affordable training.
- To facilitate the creation of economic development leadership groups that focus on the creation, retention, and expansion of business.
- To provide special attention to the needs of minority entrepreneurs by identifying procurement opportunities, locating sources of capital, and supporting outreach efforts of historically black colleges and universities.
- To assist existing businesses in taking advantage of state and local incentives for job creation, employee training, and other expansion efforts.

UNDERGRADUATE DEGREE REQUIREMENTS

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

The undergraduate program of the School of Business Administration is divided into lower and upper division units of study. Freshmen, sophomores, and transfer students who are admitted to the University to pursue the BBA degree are assigned to the lower unit (Pre-business) and are advised by faculty of the School. Upon completion of the general education portion (Area A through E) of the Core curriculum and the business preparation portion (Area F), business students "declare" a major field of study and are transferred to that curriculum. Students admitted into a specific major are advised by faculty in that subject area.

Click [HERE](#) for BBA in Accounting/External Degree Curriculum Sheet and Requirements.

Click [HERE](#) for BBA in Management/External Degree Curriculum Sheet and Requirements.

MINOR FIELDS OF STUDY IN BUSINESS ADMINISTRATION

BAS and BBA degree programs do not have minor fields of study. Minor fields of study in Business Administration may be pursued by students in other degree programs. Business Administration minors are available in accounting, management, human resource management, and marketing.

Minor in Business Administration Curriculum Sheet and Requirements

[ACCOUNTING MINOR](#)

[ACCOUNTING MINOR for CIS Majors](#)

[HUMAN RESOURCE MANAGEMENT MINOR for CIS Majors](#)

[HUMAN RESOURCE MANAGEMENT MINOR](#)

[MANAGEMENT MINOR](#)

[MANAGEMENT MINOR for CIS Majors](#)

[MARKETING MINOR](#)

[MARKETING MINOR for CIS Majors](#)

SCHOOL OF COMPUTING AND MATHEMATICS

The impact of the computer upon business and society has been phenomenal. One result of this continuing dynamic technological growth has been a significant demand for professionals. The use of computers has become indispensable in science, engineering, management, education

and other professions. Many believe that in the near future information processing will become the nation's largest industry and that its disciplines will be centrally important to society.

The faculty of the School of Computing and Mathematics provide a diverse spectrum of expertise and experience. Students are therefore provided a unique blend of theory, current practice, and state-of-the-art technology.

The computer laboratories house PC's, which are networked to Georgia Southwestern State University's in-house servers as well as to the University System's Computer Network. The full range of computer equipment, from PC's to large servers, is taught in the classroom and is accessed by students in the laboratory.

The **GSW-I-TECHCenter** was created based within the School of Computer and Information Sciences in Fall 2000. The primary mission of the Center is to provide students with the real-world projects and opportunities for research and internships. There were more than 15 projects completed in the last two years, among them were web based applications, database development, e-commerce application testing, etc.

The School of Computing and Mathematics offers Master of Science in Computer Science degree program and Bachelor of Science degree programs in information technology and computer science.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

The Bachelor of Science in Information Technology provides instruction and training for persons wishing to enter the exciting world of Information Technology. Today, employment opportunities abound for the man or woman who possesses the creative energy, the problem-solving ability, and the technical knowledge and skills to provide information services in a wide variety of organizational settings. The program of study includes the following three options: business, professional, and multimedia. The graduate of this program can expect initial employment as a network administrator, a database administrator, a Webmaster, a game designer, and a game designer. The program provides the flexibility to meet almost any career aspirations in computer infrastructure set up and information processing.

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

The Computer Science curriculum, leading to the degree Bachelor of Science in Computer Science, is a liberal arts oriented curriculum intended to prepare students for careers in programming. Computer Science is a multifaceted discipline that encompasses a broad range of topics. Computer science focuses on the theoretical and applied capabilities of computers and on the properties of various general problems and algorithms.

Click [HERE](#) for Bachelor of Science in Information Technology Curriculum Sheet and Requirements with Business Option.

Click [HERE](#) for Bachelor of Science in Information Technology Curriculum Sheet and Requirements with Professional Writing Option.

Click [HERE](#) for Bachelor of Science in Information Technology Curriculum Sheet and Requirements with Multi-Media Option.

Click [HERE](#) for Bachelor of Science in Computer Science Curriculum Sheet and Requirements.

Click [HERE](#) for Minor in Information Technology Curriculum Sheet and Requirements.

Click [HERE](#) for Minor in Computer Science Curriculum Sheet and Requirements.

DEPARTMENT OF MATHEMATICS

Georgia Southwestern offers its students three degree options in Mathematics at the undergraduate level-the Bachelor of Science in Mathematics, the Bachelor of Science in Mathematics with Certification, and the Bachelor of Science in Mathematics with option in Industrial Mathematics.

Former Georgia Southwestern students who have completed degree programs offered by the Department of Mathematics are presently pursuing careers in teaching, banking, business, computer science, industrial research, actuarial science, insurance, and civil service. The mathematics programs at Georgia Southwestern prep are students to enter these and other related fields. Graduates in mathematics are also, by program design, well equipped to enter graduate programs in these areas.

Click [HERE](#) for Bachelor of Science in Mathematics Curriculum Sheet and Requirements.

Click [HERE](#) for Bachelor of Science in Mathematics with Teacher Certification Curriculum Sheet and Requirements.

Click [HERE](#) for Bachelor of Science in Mathematics with option in Industrial Curriculum Sheet and Requirements.

Click [HERE](#) for Minor in Mathematics Curriculum Sheet and Requirements.

SCHOOL OF EDUCATION

Mission Statement

The mission of the School of Education is to prepare effective teachers who demonstrate the essential knowledge, skills, and dispositions necessary to promote student achievement.

The School of Education is committed to:

1. Developing leaders in education who have the essential knowledge, skills, and dispositions to make skilled, reflective decisions and who view student learning as the focus for their work.
2. Motivating life-long learning to adapt to the evolving needs of a global society and its diverse populations through high quality programs based upon exemplary instruction, knowledge of content, emergent technologies, and relevant research.
3. Developing candidates who accurately assess, reflect and make appropriate decisions about instruction resulting in achievement for all learners.
4. Professional collaboration with families, schools, community partners, and others to improve the preparation of candidates and the effectiveness of practicing teachers.

The School of Education endorses the mission statement of Georgia Southwestern State University and envisions its mission within the context of those principles.

Education as a Career

A career in education is multi-faceted. Teaching in public or private schools, teaching for industry, teaching abroad, human services positions in a variety of agencies, tutoring, and operating an educational clinic are some options available.

Teaching, wherever it occurs, offers challenge, personal satisfaction, interaction with individuals in diverse situations, congenial colleagues, good working conditions, opportunities for advancement, increased financial rewards, choices of location, and the professional and personal growth which accrues from advanced study in the college and university environment. The School of Education at Georgia Southwestern State University is comprised of professional educators with extensive experiences in the public schools, the community, and professional organizations.

The mission of the School of Education is the preparation of teachers for Georgia schools. Through cooperative efforts with other schools and departments of the University, the School of Education offers Teacher Education programs for Early Childhood, Health and Physical Education, Middle Grades Special Education, and Secondary Education. . The School of Education provides leadership in professional development and extension programs for teachers within the area served by the University and collaborates with the Georgia Professional Standards Commission, school systems, professional organizations, and other groups in evaluating and improving education programs and services.

Programs in Education at Georgia Southwestern

Teacher education programs represent the cooperative planning of the School of Education and the other major academic units of the University. All programs are coordinated by the School of Education and are designed to produce teachers who:

1. understand the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students. (CONTENT)
2. understand how children learn and develop, and can provide learning opportunities that support their intellectual, social and personal development. (KNOWLEDGE OF HUMAN DEVELOPMENT AND LEARNING)
3. understand how students differ in their approaches to learning and create instructional opportunities that are adapted to diverse learners. (ADAPTING INSTRUCTION FOR DIVERSE LEARNERS)
4. understand and use a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills. (INSTRUCTION)
5. use an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation. (CLASSROOM MANAGEMENT)
6. use knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom. (COMMUNICATION SKILLS)
7. plan instruction based upon knowledge of subject matter, students, the community, and curriculum goals. (REFLECTIVE INSTRUCTIONAL PLANNING)
8. understand and use formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social and physical development of the learner. (ASSESSMENT)
9. are reflective practitioners who continually evaluate the effects of his/her choices and actions on others (students, parents, and other

professionals in the learning community) and who actively seek opportunities to grow professionally. (PROFESSIONALISM)

10. foster relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being. (COLLABORATION)

The prospective student has many options. Programs leading to degrees and/or eligibility for initial certification are offered in Early Childhood Education, English, Health and Physical Education, History, Mathematics, Middle Grades Education, and Special Education. In addition, students may earn the Bachelor of Science in Education degree in Recreation and Exercise Science/Wellness, non-teaching degrees.

Employment Opportunities

Highly qualified teachers are in demand in Georgia public schools. Georgia and other states in the southern region offer attractive employment opportunities to teachers and graduates of education programs, especially those in critical fields such as mathematics, science, and special education.

The Teacher Career Fair, sponsored annually by the School, brings representatives from Georgia school systems to the campus to interview prospective graduates. Individual conferences are arranged to provide wide exposure for students to potential employment opportunities. Undergraduates participate in at least one Career Fair prior to graduation.

Basic Requirements for All Undergraduate Teacher Education Programs

Teacher Education programs at Georgia Southwestern State University are approved by the Georgia Professional Standards Commission. Successful completion of an approved Teacher Education program leads to recommendation for a professional teaching certificate. Since these professional programs lead to licensure, students must meet requirements and responsibilities not common to other degree programs.

Academic Achievement

All Teacher Education students must have a minimum GPA of 2.5 on a 4.0 scale for Admission to Teacher Education, for Admission to Student Teaching, and for graduation. In addition, students must earn grades of C or better in the professional sequence and teaching field courses for their chosen field of study. (See individual program descriptions for professional sequences and teaching field courses). Professional course credit may not be earned by correspondence.

Field Experiences

The School of Education strongly believes that field experiences are essential elements in all preservice teacher education programs. Field experiences provide developmental, systematic, and authentic contact between Teacher Education students and the tasks involved in teaching P-12 pupils. Most education courses have field experience requirements as an integral part of the course requirements. Collaboration with area Professional Development Schools enables students to observe and participate in classrooms beginning with the Education foundation courses and continuing through the capstone field experience--Student Teaching. Students are expected to complete the equivalent of one year of field experience hours including student teaching. Students must have documented a Criminal Background Check prior to beginning field experience assignments, and provide proof of educational liability insurance.

Admission to Teacher Education Programs

All students following a Teacher Education program must be formally admitted to Teacher Education. The Admission to Teacher Education process is an advisement and tracking procedure designed to assist students in completion of degree requirements. Admission to Teacher Education is a prerequisite for enrollment in professional education courses. Failure to make application at the appropriate time can jeopardize timely program completion. Deadlines for submitting applications for Admission to Teacher Education are posted each semester in the School of Education and on the School of Education website.

Application for Admission to Teacher Education should be made upon completion of 50 semester hours of core curriculum credit. Transfer students with at least 50 semester hours of credit must make application for Admission to Teacher Education immediately upon entering the University. Application forms may be obtained from the School of Education office.

All applicants must submit the application and a two-page autobiography to the School of Education office. Students are notified by letter of their admission to a Teacher Education program. Admission to Teacher Education must occur at least two semesters prior to the Student Teaching semester, and prior to enrollment in any 3000 or 4000 level program courses.

Formal Admission to the Teacher Education program will be granted to students meeting the following requirements:

1. Completion of EDUC 2110 (Investigating Issues in Education), EDUC 2120 (Exploring Diversity in Education), and EDUC 2130 (Exploring Teaching and Learning) with a grade of C or higher.
2. Completion of a minimum of 50 semester hours of General Core Curriculum (Areas A-F) credit with a minimum grade point average of 2.50 on all work taken, whether at other colleges/universities or at Georgia Southwestern State University, that is foundational to

Teacher Education. Achievement and maintenance of a core GPA of at least 2.50 is required to be admitted and to remain in the program.

3. An institution grade point average of 2.50 or higher in all program course work taken whether at other colleges/universities or at Georgia Southwestern State University is required to be admitted and to remain in the program.
4. Successful completion of the Regents Examination.
5. Successful completion of the GACE I academic skills tests in Reading, Mathematics, and Writing.*
6. Proficiency in communication skills, which is subject to review by the School of Education at any time during the program. Communication skills are measured by completion of the Humanities component of the core with a GPA of 2.25 or higher and successful demonstration of proficiency in communication skills or completion of COMM 1110 or THEA 1110 with a grade of C or higher. COMM 1110 or THEA 1110 may be taken in Area B to satisfy this requirement.
7. Recommendation by the student's academic advisor and one other professor who has recently taught the student (other than the instructor of EDUC 2110).
8. Recommendation by the appropriate program faculty, and approval by the Dean of the School of Education.

* **NOTE:** Candidates are exempt from this requirement if they have earned qualifying scores on any of these tests:

SAT minimum score: 1000 (verbal score plus math score);

GRE minimum score: 1030 (verbal score plus quantitative score); or

ACT minimum score: 43 (English score plus math score).

Opening School Experience

During the academic year in which a candidate completing a degree program with certification is scheduled to student teach, she/he must complete the Opening School Experience in the placement where the student teaching is to be completed. Opening School Experiences, student teaching placements, and all other field experiences will be authorized by the Director of Field Experience/Professional Development School Network in consultation with program faculty and Professional Development School liaisons.

Admission to Student Teaching

Completion of Student Teaching, under the guidance of a Professional Development School master teacher and a university supervisor is required of each Teacher Education student. Student Teaching occurs during the senior year and is considered a "full time" experience. Students may not enroll for additional courses other than the seminar course while Student Teaching without special permission, nor should they engage in outside activities that divert attention and energy from Student Teaching.

Student Teaching is conducted in elementary, middle, and secondary Professional Development Schools. Each assignment is made by the School of Education after a careful study of the student's academic record and general college/university experience. The School of Education reserves the right to assign a student to any Professional Development School according to the best interests of the student and the University.

Application for Student Teaching must be filed with the Director of Field Experiences/Professional Development School Network. The deadline for applications for Student Teaching is March 1st preceding the academic year (fall and spring semesters) in which Student Teaching is anticipated.

Prerequisites for Student Teaching are as follows:

1. Admission by letter to a Teacher Education program at Georgia Southwestern State University at least two semesters prior to the Student Teaching semester;
2. Completion of fifteen semester hours of credit in residence at Georgia Southwestern, including the materials and methods course specific to the major;
3. Completion of the General Core Curriculum with a minimum grade point average of 2.5 on all core work whether taken at other colleges/universities or at Georgia Southwestern;
4. Completion of all course work required except Student Teaching with a grade of C or higher whether taken at other colleges/universities or at Georgia Southwestern;
5. An institution grade point average of 2.5 or higher in all program course work whether taken at other colleges/universities or at Georgia Southwestern;
6. Recommendation by major advisor and endorsement by the appropriate area curriculum committee.
7. Documentation of a Criminal Background Check and proof of educational liability insurance.

Certification

Teacher certification is granted by the Georgia Professional Standards Commission. Students successfully completing all requirements in a

baccalaureate Teacher Education program and meeting GACE I and GACE II requirements may apply to the Georgia Professional Standards Commission for a clear-renewable professional certificate. Application forms for certification may be obtained from the School of Education Office. Students should complete application forms and submit them prior to the end of the semester in which they anticipate completing certification requirements.

DEPARTMENT OF EARLY CHILDHOOD, READING, AND SPECIAL EDUCATION

Early Childhood

The student who specializes in Early Childhood Education has career options in a variety of settings: public and private preschools, agencies, community programs, child care, public schools, and private enterprise. With advanced training, supervisory and administrative positions are available. Students who plan to teach in pre-kindergarten through 5th grade (P-5) must enroll in this program to obtain certification.

BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN EARLY CHILDHOOD EDUCATION

Core Curriculum Requirements. Core curriculum requirements should be completed during the first two years of college study. Students must meet the General Core Curriculum requirements as established by the University and the School of Education.

Admission to Teacher Education. Admission to Teacher Education is required for a student to enroll in all 3000-4000 level program courses. A grade of C or higher is required in each professional and teaching field course, and an institution grade point average of 2.5 is required for both student teaching and graduation.

Early Childhood Education Professional Sequence. The Early Childhood Education professional sequence enables students to develop understanding and abilities that are essential for teaching young pupils.

Academic Concentrations:

The Early Childhood Education program requires the completion of a concentration in Reading. Courses that are taken to complete this requirement include: EDRG 3020, EDRG 3040, EDRG 3280, and EDRG 4100.

The Early Childhood Education program requires the completion of a concentration in Mathematics. Courses that are taken to complete this requirement include: EDEC 3100, MATH 2008, MATH 3002, MATH 3003 and MATH 4490.

Click [HERE](#) for Early Childhood Curriculum Sheet and Requirements.

Special Education

Students planning to teach individuals with disabilities should enroll in this program leading to Georgia T-4 certification in Special Education.

A degree in Special Education qualifies an individual for professional opportunities in public schools and other settings concerned with meeting the needs of individuals with disabilities. Special Education graduates are currently in great demand in Georgia and throughout the nation.

BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN SPECIAL EDUCATION

Core Curriculum Requirements. Core Curriculum requirements should be completed during the first two years of college study. Students must meet the General Core Curriculum requirements as established by the University and the School of Education.

Admission to Teacher Education. Admission to Teacher Education is required for a student to enroll in all 3000-4000 level program courses. A grade of C or higher is required in each professional and teaching field course, and an institution grade point average of 2.5 or higher is required for both Student Teaching and graduation.

Professional Sequence. The Special Education professional sequence enables students to develop understanding and competencies essential for teaching pupils with disabilities.

Required Teaching Field Courses. Teaching Field requirements are established by the School of Education. Major teaching field courses should be taken during the junior and senior years. Teaching field courses, including the Special Education Block, must be completed prior to Student Teaching.

Special Education Block. All students seeking initial certification in Special Education are required to complete the Special Education Block prior to Student Teaching. The Special Education Block is a full-time experience of course work and internship. Students spend approximately 20 hours per week as interns serving special education pupils in public schools under the supervision of master teachers. Additionally, they are enrolled in university course work on campus.

Click [HERE](#) for Bachelor of Science in Education with a major in Special Education Curriculum Sheet and Requirements.

DEPARTMENT OF MIDDLE GRADES AND SECONDARY EDUCATION, AND HEALTH AND HUMAN PERFORMANCE

Middle Grades Education

Middle Schools serve a student population undergoing physical, intellectual, and psychological changes. Teachers prepared to meet the developmental needs of young adolescents are at the heart of the Middle School. The School of Education's Middle Grades program prepares teachers who understand the nature of the learner, create meaningful learning environments, empower students, collaborate with other teachers, and know the value of caring. The Middle Grades program prepares students to become responsive, knowledgeable, and capable teachers of adolescents.

BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN MIDDLE GRADES

Core Curriculum Requirements: Core curriculum requirements should be completed during the first two years of college study. Students must meet the General Core Curriculum requirements as established by the University and the School of Education.

Admission to Teacher Education. Admission to Teacher Education is required for a student to enroll in all 3000-4000 level program courses. A grade of C or higher is required in each professional and teaching field course, and an institution grade point average of 2.50 is required for both Student Teaching and graduation.

Professional Sequence. The Middle Grades Education professional sequence enables students to develop understanding and competencies essential for teaching pupils in grades 4-8.

Required Teaching Field Courses. Teaching field requirements are established by the School of Education. Major teaching field courses should be taken during the junior and senior years and must be completed prior to Student Teaching.

Concentration Areas: Students in Middle Grades must complete two concentration areas each requiring a total of 15 semester hours of course work. The concentrations must be selected from the areas of Language Arts, Social Studies, Science, or Mathematics.

The following courses marked with an asterisk (*) are required when a student chooses that specific area for Concentration I or Concentration II. A grade of C or higher is required in each teaching field course. Major teaching field courses should be taken during the junior and senior years.

Language Arts: EDRG 3030*, ENGL 3211, ENGL 4010, ENGL 3220 or ENGL 4030, EDRG 4100 or 3 hour English elective.

Social Science: EDMG 4050*, and at least one course from each of the following areas: Regional Perspectives (HIST 3510, 3730, 3770, 3810), World Perspectives (HIST 4110, 4770, 4800, POLS 3210), US Government Perspective (POLS 3110, 4460, 4470, 4570), 3 hour Social Studies elective.

Science: EDMG 3060*, 4-hr science elective* (must be Chemistry or Physical Science if not taken in Core Area D), and at least two additional courses from the following:

BIOL 3300, BIOL 3600, BIOL 3710, BIOL 4050, BIOL 4350, BIOL 4500, BIOL 4800, GEOL 3111, GEOL 3311, OR GEOL 3411.

Mathematics: EDMG 3100*, 3002, 3003, 4490, 3 hour Mathematics elective.

NOTE: Other courses in concentration may be approved where appropriate at the discretion of the advisor and the Department Chair.

Click [HERE](#) for Middle Grades Education Curriculum Sheet and Requirements.

Secondary Education

Georgia Southwestern State University offers programs leading to certification in secondary education in English, History, and Mathematics. These programs complement a strong academic background in the teaching field with providing the knowledge, skills, and experiences that are prerequisite to effective instruction. Students who plan to teach grades 6-12 must enroll in the appropriate program. Requirements for each program are established jointly by the School of Education and the College of Arts and Sciences and respective departments. Students are assigned academic advisors from within the respective academic school or department and the School of Education. The School of Education plans and schedules courses in the professional sequence. All programs are designed to lead to eligibility for the initial teaching certificate in Georgia.

Students should be familiar with the BASIC REQUIREMENTS FOR ALL UNDERGRADUATE TEACHER EDUCATION PROGRAMS listed previously, denoting requirements specifically for Teacher Education students. Changes in major program requirements must be approved in writing by the Dean of the College of Arts and Sciences and the Dean of the School of Education.

Core Curriculum Requirements. Students must meet the General Core Curriculum requirements as established by the University for each Teacher Education program. A GPA of 2.5 or higher is required for courses used to meet General Core Curriculum requirements. This applies to course work taken at other institutions as well as at Georgia Southwestern State University. Transfer students must meet the same core GPA requirements. Because of the several options in Teacher Education programs, the specific courses required in Area F of the core will vary from program to program. Students should take such courses only with the approval of the appropriate academic area advisor. COMM 1110, THEA 1110 or demonstrated competence in Speech is a requirement in all Teacher Education programs. COMM 1110 or THEA 1110 may be taken in Area B to satisfy this requirement.

Professional Sequence. The professional sequence consists of twenty-six semester hours of professional education courses. Admission to Teacher Education is required for a student to enroll in all 3000-4000 level education courses including EDRG 3060, EDUC 3200, EDUC 4620, EDSC 4060, EDSC 4080, EDSC 4100, EDSC 4970, EDSC 4980, and EDSC 4990.

Required Teaching Field Courses. Teaching field requirements are established by the academic departments and the School of Education. A grade of C or higher is required in each course applied to a teaching field, and an institution grade point average of 2.5 is required for both Student Teaching and graduation. All teaching field courses in addition to required General Core Curriculum courses, Certification Core courses, and the professional sequence courses must be completed prior to Student Teaching. Specific requirements for each area can be found in Arts and Sciences departmental information.

Click [HERE](#) for B.A. in English with Teacher Certification Curriculum Sheet

Click [HERE](#) for B.S. in History with Teacher Certification Curriculum Sheet

Click [HERE](#) for B.S. in Mathematics with Teacher Certification Curriculum Sheet

DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE

Health and Human Performance offers a Bachelor of Science in Education degree with a teaching major in Health and Physical Education, a Bachelor of Science in Education with a concentration in Exercise Science/Wellness, and a Bachelor of Science in Education with a major in Recreation. The growth of sports in the American culture, the increased public interest in health and physical fitness, and the emphasis on equal opportunity have resulted in expanded sports programs throughout the nation.

The purpose of the Health and Physical Education curriculum is to prepare majors for careers in teaching students at the preschool level through the secondary level and for coaching positions at the middle and secondary level. Completion of degree requirements and successful completion of the GACE Exam lead to certification by the Georgia Professional Standards Commission.

The Bachelor of Science in Education degree with a concentration in Exercise Science/Wellness is designed to prepare graduates who prefer careers in corporate fitness and wellness. Completion of the program will provide the undergraduate student with the entry level skills and the knowledge base to function competently in a wide range of fitness/wellness employment opportunities.

The Bachelor of Science in Education degree with a major in Recreation is designed to prepare graduates to enter different areas of recreational service. In our society, recreation is considered to be an important counter to the stress and pressure of modern living. The purpose of the recreation field is to provide a wide variety of physical, mental, social, and cultural opportunities for all people. The leisure service field is recognized as a multi-million dollar industry with such varied branches as follows:

School Recreation: Intramurals, student activities director, student union director, in public and private elementary and secondary schools and colleges.

Public Recreation: Community recreation programs, park administration, community education, cultural programs and services.

Commercial Recreation: Direction of amusement centers, bowling lanes, golf courses, private gyms, movies, and sporting events.

Armed Forces Recreation: Special Services, USO, and Red Cross.

Group Work Recreation: YMCA, YWCA, Boys' Clubs, Girls' Clubs, Scouts, and other related youth groups.

Therapeutic Medical Recreation: Hospitals and mental institutions.

Resort Recreation: Hotels and auxiliary recreation services.

Private Recreation: Condominiums, private communities, special interest clubs, country clubs, and athletic clubs.

The emphasis at Georgia Southwestern is to provide the future recreation professionals with the administrative and technical knowledge needed for proper execution of such positions. For more information concerning these programs, students should consult the Chair of the

Department of Health and Human Performance.

Students working toward a baccalaureate degree must complete the service courses in Health and Human Performance as part of the general university requirements. (See Academic Regulations for exemptions). A minimum grade point average of C (2.00) is required in the 1000 level courses.

Students enrolled in other programs offered by the University must complete physical education courses required in the specific programs.

BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN HEALTH AND PHYSICAL EDUCATION

Students planning to teach Health and Physical Education in grades P-12 must enroll in this program leading to Georgia T-4 certification.

Core Curriculum Requirements. Core curriculum requirements should be completed during the first two years of college study. Students must meet the General Core Curriculum requirements as established by the University and the School of Education.

Admission to Teacher Education. Admission to Teacher Education is required for a student to enroll in all 3000-4000 level program courses. A grade of C or higher is required in each professional and teaching field course, and an institution grade point average of 2.5 is required for both Student Teaching and graduation.

Professional Sequence. The Health and Physical Education sequence enables students to develop understanding and competencies essential for teaching pupils in grades P-12.

Required Teaching Field Courses. Teaching field requirements are established by the School of Education. Major teaching field courses should be taken during the junior and senior years, and must be completed prior to Student Teaching.

Click [HERE](#) for Bachelor of Science in Education with a Major in Health and Physical Education Curriculum Sheet and Requirements.

BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN EXERCISE SCIENCE/WELLNESS

This program is designed to prepare graduates for careers in corporate fitness and wellness. The program does not lead to certification to teach.

Click [HERE](#) for Bachelor of Science in Education with a Major in Exercise Science/Wellness Curriculum Sheet and Requirements.

BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN RECREATION

This program is designed to prepare students for positions with agencies providing for the recreational use of leisure time in our society. The program does not lead to teacher certification.

Click [HERE](#) for Bachelor of Science in Education with a Major in Recreation Curriculum Sheet and Requirements.

Click [HERE](#) for Minor in Recreation Curriculum Sheet and Requirements.

SCHOOL OF NURSING

The School of Nursing (SON) offers the Bachelor of Science in Nursing (BSN) degree program. Graduates of the program are prepared to practice in a variety of settings, including acute care facilities and hospitals, public and community health agencies, long term care facilities, home health agencies, schools, and industries. Baccalaureate education also establishes the basis for further learning in graduate programs.

The BSN program accommodates students in three tracks: the basic Generic track, the Accelerated BSN track, and the RN-BSN track. The basic Generic track is designed for students without an earned degree in nursing. The Accelerated BSN track is an 18-month program track designed for individuals who have already earned a bachelor's or higher degree in another field. The RN-BSN track is for individuals educated at the diploma or associate degree level and already licensed as registered nurses. *RNs have the option to complete all required nursing courses online* or in a traditional classroom delivery mode. The SON supports the Georgia Articulation plan to facilitate educational mobility for registered nurses.

Accreditation

The nursing program has full approval from the Georgia Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, New York 10014 (212) 363-5555.

RN Licensure Testing Eligibility

Graduates of the BSN program who meet all program requirements are eligible to take the Registered Nurse Licensure Exam (NCLEX-RN). Permission to sit for the NCLEX-RN exam for a graduate who has a felony conviction, conviction of a crime involving moral turpitude, DUI or DWI offence during enrollment in the nursing program or within twelve months prior to enrollment, or violation of the controlled substance act or substance abuse related disorder, or who has had a license encumbered in the past rests solely with the Georgia Board of Nursing. Further information about licensing requirements may be obtained from the Georgia Board of Nursing.

MISSION STATEMENT

The School of Nursing is an integral component of Georgia Southwestern State University and subscribes to the mission of the University. The School of Nursing is committed to preparing individuals for professional nursing roles and for collaboration with other professionals and consumers in the delivery of health care within rapidly changing health care systems in a global environment.

BSN PROGRAM TERMINAL OBJECTIVES

1. Utilize critical thinking skills to provide health promotion, risk reduction, illness prevention, disease management and health restoration with diverse clients and groups in a variety of settings.
2. Employ a variety of communication strategies with clients and the interdisciplinary team to meet health needs.
3. Perform holistic assessment, and provide evidenced-based nursing interventions to diverse individuals, families, and communities across the lifespan.
4. Perform, teach, delegate and supervise nursing technical skills with safety and competence.
5. Integrate knowledge, values and skills from nursing, the humanities, sciences, and advances in technology in providing nursing care.
6. Demonstrate competence in utilizing information and communication technologies to enhance health care.
7. Apply legal and ethical standards and guidelines to advocate for client well-being and preferences.
8. Provide nursing care that is congruent with the needs of underserved, vulnerable and diverse clients.
9. Incorporate knowledge of the global and changing environment in the provision of health care.
10. Interpret and apply knowledge of the health care delivery system to influence health care and promote the profession.
11. Enact the essential roles of the professional nurse: provider of care, designer/ manager/coordinator of care, and member of the profession.

PROFESSIONAL/TECHNICAL STANDARDS

Students of the School of Nursing will be held to the American Nurses' Association's "Standards of Professional Performance" and "Code for Nurses," and the School of Nursing's Essential Technical Standards for Safe Nursing Practice (outlined below). Failure to uphold these standards may result in dismissal from any nursing program.

ESSENTIAL TECHNICAL STANDARDS FOR SAFE NURSING PRACTICE

A nursing student must demonstrate skills according to the standards listed in the table below. Reasonable accommodations will be made on an individual basis; however, the student must be able to perform these activities in an independent manner.

Competency	Standard	Examples of Activities (not all-inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause and effect relationships in clinical situations; develop nursing care plans
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, cultural, and intellectual backgrounds	Establish professional rapport with clients and colleagues
Communication	Communication abilities sufficient for oral and written interaction with individuals, families, and groups from various social, cultural, and cultural backgrounds.	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move around in a client's room and home, in work spaces, and in treatment areas; administer cardiopulmonary resuscitation
Motor Skills	1. Possess four(4) functional limbs (normal or artificial) that allow the student to perform abilities sufficient to move from room to room and	Move among patient rooms and treatment areas, physically move patients, perform CPR, provide hygiene care to patients; calibrate and use equipment needed to carry out patient care; Manual dexterity to don sterile gloves and gown; prepare medications aseptically (oral, IM, IV, SC); Dexterity to apply

	<p>maneuver in small places and possess gross and fine motor abilities sufficient to provide safe and effective nursing care.</p> <p>2. Possess the ability to exert 20-50 lbs of force occasionally; 10-25 lbs of force frequently; and expend 10 lbs of force constantly to move objects</p>	<p>pressure to stop bleeding; open an obstructed airway; write clearly and neatly in patient charts and other legal documents; stand for long periods of time</p>
<p>Sensory: Hearing, Visual, Tactile</p>	<p><i>Sensory:</i></p> <ul style="list-style-type: none"> ▪ Possess the ability to assess and/or evaluate patient responses and to perform nursing interventions safely and accurately; <p><i>Hearing:</i></p> <ul style="list-style-type: none"> ▪ Has normal or corrected hearing acuity within the 0-45 decibel range; sufficient for monitoring and assessing health needs; <p><i>Visual:</i></p> <ul style="list-style-type: none"> ▪ Has normal or corrected vision with the range of 20/20-20/80; ▪ Distinguishes color shades and/or changes; ability sufficient for observation and assessment necessary in nursing care <p><i>Tactile:</i></p> <ul style="list-style-type: none"> ▪ Possess at least one hand with the ability to perceive temperature changes and pulsations and to differentiate different structures and textures 	<p>Observe patient responses;</p> <p><i>Hearing:</i> Hear monitor alarms, beepers, emergency signals, cries for help, etc requiring rapid responses; auscultatory sounds; hear telephones, and have the ability to accurately take orders over the telephone</p> <p><i>Visual:</i> Read very fine, or small print on medication containers; see nurse call or emergency lights; Visually assess a patient's condition (e.g. skin color changes, color of drainage; gradations on syringes);</p> <p><i>Tactile:</i> Perform palpation, functions of physical examination and/or those functions related to therapeutic intervention</p>
Mental/Emotional	<p>Possess the mental and emotional ability to adapt to the environment, function in everyday activities, and cope with stressors.</p>	<p>Demonstrate behaviors appropriate to the situation, use appropriate coping strategies; be able to work alternating shifts of 8-12 hours on days, evenings, and nights</p>

PRE-NURSING ADVISEMENT

A student who meets the criteria for admission to Georgia Southwestern State University may be admitted to the University for any semester and be classified as a pre-nursing student. Pre-nursing students will be assigned a nursing faculty advisor. Once admitted to the University, students should contact the Student Services Coordinator within the School of Nursing to obtain the name and contact number of their nursing advisor. Students should then schedule an initial advising appointment with the nursing advisor in the School of Nursing. The nursing advisor will review the nursing curriculum requirements and assist the student in developing a course progression calendar to insure enrollment in the correct pre-nursing courses from the first semester of study at the University. Failure to meet with the nursing advisor may result in the pre-nursing student taking unnecessary courses OR taking required courses in a sequence that may delay timely admission into the program.

Admission to the University as a pre-nursing student only allows the student to take core curriculum courses and required pre-nursing courses as they are available. Pre-nursing students are not guaranteed admission to the upper level professional nursing program.

SCHOOL OF NURSING GRADING SCALE

The grading scale for courses in the School of Nursing is:

90-100 A

80-89 B

75-79 C

65-74 D

<65 F

Faculty determines and documents in their syllabi the criteria for grading in each of their classes. The clinical components of all courses, excluding the Practicum in Nursing, are graded as satisfactory or unsatisfactory.

MANDATORY HEALTH INSURANCE FOR NURSING STUDENTS

Nursing students are required to carry health insurance. The Board of regents of the University System of Georgia has contracted with Pearce & Pearce, Inc. to provide student health insurance effective Fall Semester 2006. All 35 Institutions of the University System of Georgia are required to use Pearce & Pearce, Inc. for student health insurance. Nursing students must be enrolled each semester in the Mandatory Plan, which is an accident and sickness insurance policy that includes diagnosis and/or treatment of illness, injury, or medical conditions. Benefits include physician, hospital, surgical, pharmacy, behavioral health services (i.e., mental health / substance abuse), as well as legally mandated benefits. The fee for the Mandatory Plan is added to tuition during fall and spring semesters (note that the amount paid during spring semester provides coverage both spring and summer semesters, regardless of whether you are enrolled in classes). *There is an option for students who can demonstrate that they have a qualifying policy through a spouse or other source to waive the statewide mandatory policy.* Details about the Mandatory Plan, instructions for setting up individual accounts, and steps to waive the Mandatory Plan purchase are found by (a) going to: <http://www.studentinsurance.com/>, (b) Selecting Georgia Southwestern State University in the dropdown menu; and (c) by following the instructions provided.

ADMISSION ELIGIBILITY

Generic BSN Program Track

Students must apply and be accepted to the nursing program at the upper division level. This generally occurs during the second year of full-time study at the University. There are two admission cycles for generic students, fall and spring. Students anticipating qualifying for entrance in the **fall** semester must apply for admission to the program by the announced deadline, usually January or February. Students anticipating qualifying for entrance in the **spring** semester must apply for admission by the announced deadline, usually late August or September. Students should contact the School of Nursing Student Services Coordinator for application instructions and deadlines.

In order to be considered for admission into the Generic BSN Program, applicants must meet the following requirements:

- Attain admission in good standing to the University
 - Return the completed application and required supporting documents to the School of Nursing by the published deadline
 - Complete all general education/core classes from Areas A, D, and F
 - Lack no more than nine (9) hours of general education classes from Areas B, C, and/or E
 - Satisfy the Regents' Reading and Regent's Writing exam requirements
 - Earned an overall Grade Point Average (GPA) of 2.8/4.0. The GPA is taken from the transcript of the most recently attended institution from which the student earned at least 30 semester hours of credit.
 - Must not have been excluded from another nursing program for any reason, including but not limited to, academic misconduct, disruptive behavior, or program failure. A nursing course failure in another institution counts as a failure in this institution
 - Completed:
 - *BIOL 2030 Anatomy and Physiology I (**within 5 years of projected admission)
 - *BIOL 2040 Anatomy and Physiology II (**within 5 years of projected admission)
 - *BIOL 2050 Microbiology (**within 5 years of projected admission)
 - *NURS 2600 Concepts of Professional Nursing
 - *NURS 2700 Clinical Therapeutics
 - *NURS 3005 Human Pathophysiology
 - PSYC 2103 Human Growth and Development
 - BIOL 1107/1108, or BIOL 2107/2108, or CHEM 1211/1212, or CHEM 1151/1152, or PHYS 2211/2212 (must be a lab science sequence)
- * Minimum grade of C required
- ** Testing is required for those applicants who completed these courses five (5) years ago or longer. Remediation may be required.

It may not be possible to admit all students who meet the minimum requirements for admission. If there are more qualified applicants than positions available in a nursing class, selection for admission will be based upon:

- Availability of space in clinical sites

- Availability of faculty resources
- Grade Point Average - greater than the minimum of 2.8
- Grades in Science courses - minimum of B is preferred
- Patterns of withdrawal from courses/schools
- Grades of Ds and/or Fs
- Written communication ability
- Completion of nursing pre-requisites

There are two types of admission:

1. *Full acceptance* is offered when all criteria are met
2. *Conditional acceptance* is contingent upon successful completion of unmet criteria

Click [HERE](#) for Generic BSN Curriculum Sheet and Requirements.

Accelerated BSN Program Track

Students who have a bachelor's degree or higher in a non-nursing field of study may pursue the Accelerated BSN program track of study. The core and general education requirements met by the first degree are accepted by the University. The U.S. and Georgia History and Constitution Requirements of the University System of Georgia must be met by all accelerated degree students.

Prospective and pre-nursing students should contact the Student Services Coordinator in the School of Nursing for application instruction and deadlines There is one admission cycle per academic year, fall, for this cohort; however, an exception may be made in an individual's matriculation plan, dependent upon the student meeting prerequisite requirements to enter the program.

In order to be considered for admission into the Accelerated BSN Program, applicants must meet the following requirements:

- Hold a baccalaureate degree or higher from an accredited college or university
- Attain admission in good standing to the University
- Return the completed application and required supporting documents to the School of Nursing by the published deadlines
- A minimum Grade Point Average (GPA) of 3.0 is recommended. The GPA is taken from the transcript of the most recently earned 30 semester hours of credit.
- Must not have been excluded from another nursing program for any reason, including (but not limited to) academic misconduct, disruptive behavior, or program failure. A nursing course failure in another institution counts as a failure in this institution.
- Completed:
 - *BIOL 2030 Anatomy and Physiology I (**within 5 years of projected admission)
 - *BIOL 2040 Anatomy and Physiology II (**within 5 years of projected admission)
 - *BIOL 2050 Microbiology (**within 5 years of projected admission)
 - MATH 2204 Statistics (or accepted equivalent course)
 - PSYC 2103 Human Growth and Development (or accepted equivalent course)

*Minimum grade of C required ** Testing is required for those applicants who completed these courses five (5) years ago or longer. Remediation may be required.

Prior to Spring program entry, the following pre-nursing courses must be completed:

- NURS 2600 Concepts of Professional Nursing
- NURS 2700 Clinical Therapeutics
- NURS 3005 Human Pathophysiology

There are two types of admission:

1. *Full acceptance* is offered when all criteria are met
2. *Conditional acceptance* is contingent upon successful completion of unmet criteria

Click [HERE](#) for Accelerated BSN Curriculum Sheet and Requirements.

RN-BSN Program Track

Admission Eligibility for RN-BSN Program

The RN-BSN program track is designed to specifically meet the needs of RNs who are completing the BSN degree. Recognizing the barriers that RNs face in terms of employment demands, travel time, and family responsibilities, the program has been designed to allow full-time or part-

time study, flexibility in the sequencing of courses, and options to complete the nursing courses online. Many courses are available in a traditional classroom format. Students enrolled in courses with clinical components work with a preceptor who holds the qualifications required by the Georgia Board of Nursing. Students in this program have five (5) years from the start of their nursing courses to complete the degree requirements.

In order to be considered for admission into the RN-BSN Program, applicants must meet the following requirements:

- Attain admission in good standing to the University
- Return the completed RN to BSN application and required supporting documents to the School of Nursing (There is no application deadline for this program.)
- Provide licensure as a registered nurse in Georgia
- Satisfy the Regents' Reading and Regent's Writing exam requirements
- Must not have been excluded from another nursing program for any reason, including (but not limited to) academic misconduct, disruptive behavior, or program failure. A nursing course failure in another institution counts as a failure in this institution.
- Meet the requirements of the Georgia RN-BSN Articulation Model

Curriculum Guidelines

Students complete approximately 62 hours of general education classes. The junior and senior nursing courses total approximately 62 hours.

- MATH 2204 Statistics (is a pre-requisite for NURS 4800 Nursing Research)
- All 3XXX courses must be completed before taking NURS 4900 Practicum in Nursing.
- It is recommended that NURS 3010 Professional Nursing Practice be taken the first semester that the student takes nursing courses.

Georgia RN-BSN Articulation Model

The Georgia Southwestern State University School of Nursing supports the Georgia RN-BSN Articulation Model. The purpose of this model is to facilitate the educational mobility of registered nurses who elect to pursue a baccalaureate degree in nursing. RN-BSN students are awarded 33 nursing credit hours after successfully completing six semester credit hours of required nursing courses. (Contact the School of Nursing office for details: phone 229-931-2275)

Validation Testing: Completion of validation testing will be required of all associate degree or diploma graduates who graduated from non-NLNAC accredited schools outside the state of Georgia, who graduated more than four years ago, and who have less than 1,000 clinical practice hours. Validation testing includes standardized exams and clinical competencies. Contact the Student Services Coordinator for more information if this applies.

Click [HERE](#) for RN-BSN Curriculum Sheet and Requirements.

REQUIREMENTS OF STUDENTS UPON PROGRAM ACCEPTANCE

Generic and Accelerated Degree Students

Accepted students to the program must have met and submitted documentation of the following requirements before beginning the nursing program: These forms and information will be sent to them with their Acceptance Letter, *Nursing Student Handbook*, and Accepted Student Packet of Information.

- health history and physical exam (by a medical physician or nurse practitioner) affirming that the student is free from communicable disease and able to function safely in a clinical environment;
- immunization requirements including measles, mumps, rubella, tetanus; varicella; and hepatitis B vaccine series and post-vaccination antigen/antibody testing according to the most recent Health Center policy;
- tuberculosis screening (PPD or chest x-ray as appropriate);
- Certification in CPR at the minimum level of basic life support for health care professionals;
- personal health insurance in accordance with the University System of Georgia Mandatory Plan requirements (refer to previous discussion for details)
- Completed the Test of Academic Skills (TEAS) for generic students only. Information on testing may be obtained by the School of Nursing Student Services Coordinator

*Health Plan requirements and procedures may be accessed on the Health Center Home Page.

Additional clinical policies and details may be found in the most recent publication of the *Nursing Student Handbook*.

RN-BSN Degree Students

As part of the admissions process, after notification of their acceptance status, RN-BSN nursing students are required to have the following documentation signed and on file with the School of Nursing prior to the start of class for the semester they enter the program. These forms and information will be sent to them with their Acceptance Letter, Nursing Student Handbook, and Accepted Student Packet of Information.

- health history and physical exam (by a medical physician or nurse practitioner) affirming that the student is free from communicable disease and able to function safely in a clinical environment;
- immunization requirements including measles, mumps, rubella, tetanus; varicella; and hepatitis B vaccine series and post-vaccination antigen/antibody testing according to the most recent Health Center policy;
- tuberculosis screening (PPD or chest x-ray as appropriate);
- Certification in CPR at the minimum level of basic life support for health care professionals;
- Health professional liability insurance;
- personal health insurance in accordance with the University System of Georgia Mandatory Plan requirements (refer to previous discussion for details)
- Registered nurse licensure

*Additional clinical policies and details may be found in the most recent publication of the *Nursing Student Handbook*.

*Health Plan requirements and procedures may be accessed on the Health Center Home Page.

SCHOOL OF NURSING TOTAL TESTING POLICY

A program of progression testing and evaluation is in place at the School of Nursing to assist faculty and students in identifying areas of student knowledge that require attention in order to successfully complete the nursing program, as well as for BSN graduates to successfully pass the NCLEX-RN licensure examination.

In addition to successful completion of coursework, students are required to participate in the Total Testing Program. The Total Testing Program includes standardized testing upon admission to the program: (generic students only will take the Test of Essential Academic Skills); critical thinking testing at the beginning of the program and during the last semester; course exam testing; standardized content mastery testing within selected nursing courses throughout the program of study; and a comprehensive NCLEX-RN predictor test during the final semester. There is a fee associated with these tests. Students are responsible for paying testing fees. Failure to pay testing fees will result in administrative withdrawal from the course.

Standardized Testing Requirements

All nursing students are required to participate in standardized testing throughout the program of study which includes:

- Critical thinking testing (all students during the first semester of nursing and last semester of study);
- Test of Essential Academic Skills (generic and accelerated students) upon entrance to the program;
- Content Mastery exams all students) in designated courses according to policies found in course syllabi and the most recent publication of the *Nursing Student Handbook*;
- NCLEX-RN Predictor Exam (generic and accelerated degree students) during practicum course (NURS 4900. Students must satisfactorily meet the testing criteria published in the most current published *Nursing Student Handbook* in order to make a passing grade in NURS 4900: Practicum in Nursing.

Drug Calculation Proficiency Examination

All generic and accelerated nursing students must take and pass a drug calculation test each semester. The policy on this exam is located in the most recent publication of the *Nursing Student Handbook*.

Exemption from GSW Policy on Re-Examination for Seniors:

The Vice President of Academic Affairs has given the School of Nursing an exemption from following the University policy on reexamination for seniors. Progression in and graduation from the nursing program is dependent on meeting the conditions as listed in the most recent version of the School of Nursing progression policy.

PROGRAM PROGRESSION REQUIREMENTS

GENERAL PROGRESSION POLICIES

1. All pre-and co-requisites for courses must be met before the student progresses to the next specified course. Rare exceptions may be made at the discretion of the full faculty if it is in the academic best interest of a given cohort of students.
2. Students are required to have a grade of "C" or better in each nursing course, with the exception of NURS 4900, in which a minimum of "B" is required. A withdrawal for academic reasons after midterm counts as a course failure in the nursing program.

3. A failure in any nursing course after full admission is considered a failure in the nursing program. A student failing a course for the first time may repeat it once in the subsequent term that the course is offered, as space is available. Two course failures after admission into the nursing program will result in program dismissal. This means failure of the same course two times or failure of two individual courses one time.
4. A student obtaining a second "D" and/or "F" in a nursing course after full admission is not eligible to continue the program of study and will be withdrawn from the School of Nursing.
5. The student must maintain an institutional grade point average of 2.5 to progress to the next term. Any student whose GPA falls below 2.5 must meet with the academic advisor to develop a written plan for academic improvement. In the case that a student does not improve the GPA to a 2.5 within the next semester, the student will not be allowed to continue in the nursing program.
6. In nursing courses with a clinical component, the student must achieve a satisfactory (or passing) grade in the clinical learning experiences *and* a "C" or better in the theory (didactic) portion of the course in order to pass the course.
7. After admission to the nursing program, the student must take all nursing courses at Georgia Southwestern State University.
8. A generic or accelerated degree student who has been out of the program for a calendar year or more must apply for readmission. Readmission is not guaranteed. Prior to readmission the student will be evaluated for basic clinical skills proficiency. Remediation may be required.
9. Strict adherence to the Georgia Board of Nursing's Standards of Professional Nursing Practice is required of all nursing students.
10. Nursing students must maintain and provide written documentation to the School of Nursing secretary of:
 - Up-to-date tetanus immunization (every 10 years);
 - Hepatitis B series and post-vaccination immunity testing
 - annual tuberculosis screening;
 - physical examination if greater than 5 years since last exam;
 - current CPR for Health Care Professionals;
 - health insurance meeting the University's Mandatory Plan;
 - professional liability insurance (minimum coverage \$1,000,000/claim; \$6,000,000/aggregate);

Under no circumstance may a student take a nursing course with a clinical component without these documents.

11. All non-nursing course requirements must be completed prior to taking Practicum in Nursing (NURS 4900).
12. For basic and accelerated degree students, the nursing program must be completed within five semesters of successfully passing NURS 3200: Health Assessment. For RN-BSN students, the nursing program must be completed within five years of successfully passing the first required nursing course.
13. Out of Sequence/Off Track

A student is out of sequence or off track when an interruption in the progression in the nursing program as noted in the curriculum plan occurs.

Examples include but are not limited to:

- Withdrawal from a nursing course or a required pre-requisite course
- Unsuccessful completion of a nursing course.
- Student fails to take the next offered nursing course in the curriculum sequence due to withdrawal, incomplete, or failure.

Progression of off track students is contingent upon factors such as space availability, remediation efforts made by the student and the time frame for program completion. Students are required to demonstrate previously mastered material and competency in previously learned skills. This may be accomplished by proficiency testing, completion of an independent study and/or examination in the skills lab.

STUDENT EXPENSES

Nursing students will incur expenses throughout the nursing program above the fees identified in the Georgia Southwestern State University Undergraduate Bulletin. These additional expenses may include but are not limited to uniforms, standardized exam fees, specialty textbooks, computer software, medical supplies and equipment, student nursing organization membership dues, licensure preparation review course, application fees for licensure testing, and transportation to and from clinical agencies. (Reference *Nursing Student Handbook* for more information.)

STUDENT EMPLOYMENT

The nursing program is a rigorous program of study. Significant study and preparation is required outside the class and lab times. Classes and clinical may involve traditional Monday-Friday schedules; however, nontraditional times such as weekends and evenings for classes and/or clinical experiences may be required. Because of these requirements, full-time employment is discouraged. Students are allowed to seek employment that does not conflict with their academic schedule.

Georgia Board of Nursing regulates nursing student employment. According to section 410-3.07(4): "Unlicensed students shall be employed only as unlicensed nursing personnel. They shall not represent themselves, or practice, as nursing students except as part of a learning activity in a practice setting which is integral to the curriculum."

CLINICAL AGENCY MANDATES

Clinical agencies may require that nursing students to obtain and provide results of criminal background checks and drug screens. The School of Nursing will neither pay for nor offer these screens. The School of Nursing will not have access to the results of these checks/screens.

A facility may, because of the results of these screens, prohibit a student from engaging in clinical activities in that facility. The School of Nursing will attempt, but does not guarantee, to find alternative, equivalent, experiences.

GRADUATION

Students in the School of Nursing must meet the graduation requirements and application for graduation deadlines found in the Georgia Southwestern State University Undergraduate Bulletin. It is the student's responsibility to submit the completed Application for Graduation to the academic advisor and pay the graduation application fee to the Office of the Registrar by the required date. Students are expected to be aware of and meet all deadlines for graduation.

Preparation for Licensure

Each student is responsible for preparing adequately to take the licensing examination. The School of Nursing will assist graduating seniors in preparation for licensure and application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

All preclicensure students are required to attend an external NCLEX review course offered by the GSW School of Nursing during the final semester of the nursing program. *Students are required to attend ALL review sessions made available by the School of Nursing to satisfactorily meet one component of the Practicum requirements.*

During the final term of the senior year, designated faculty will meet with students to discuss the NCLEX-RN process. Applications for taking the licensing examination in Georgia will be distributed along with procedural information. Students taking the examination in states other than Georgia must acquire an application from the appropriate Board of Nursing. A list of all Jurisdictions offering the licensure examination is available on the National Council of State Boards of Nursing web site.

The completed application is then submitted to the Dean's office for the required affirmation and signature. The Dean is not authorized to sign the application until after documentation of completion of program requirements is completed. Applications can be sent directly from the Dean's office to the appropriate Board of Nursing or students can choose to mail their own applications upon receipt of their final transcript. Students are required to make a written request for an official copy of their final transcript from the Registrar's Office. An official transcript must accompany the application to the appropriate Board of Nursing.

STUDENTS WITH DISABILITIES

School of Nursing faculty members are sensitive to the special needs of students with disabilities and will make reasonable and appropriate accommodations for these students enrolled in nursing courses. Students must follow the procedural guidelines as written in the most recent edition of the GSW Bulletin and *GSWeatherwane/Student Handbook*.

THE UNIVERSITY SYSTEM OF GEORGIA

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

A 15-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. Regular terms of Board members are seven years.

The Chair, Vice Chair, and other officers of the Board of Regents are elected by the members of the Board. The Chancellor, who is not a Board member, 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.

Standards 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 standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed 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 include short courses, seminars, conferences, and consultative and advisory services in many areas of interest. Typical college degree-credit courses are those offered through extension center programs and teacher education consortiums.

RESEARCH encompasses scholarly investigations conducted for discovery and application of knowledge. Most of the research is conducted through the research universities; however, some of it is conducted through several of the regional and state universities. The research investigations cover matters related to the educational objectives of the institutions and to general social needs.

The policies of the Board of Regents provide a high degree of autonomy for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

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University System of Georgia

270 Washington Street, S.W., Atlanta 30334-1450

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1921-1934 John Monroe Prance, Georgia Southwestern College

1921-1926 Principal, Third District Agricultural and Mechanical School

1926-1932 President, Agricultural and Normal College

1932-1934 President, Georgia Southwestern College

1934-1948 Peyton Jacob, President, Georgia Southwestern College

1948-1950 Henry King Stanford, President, Georgia Southwestern College

1950-1963 Lloyd A. Moll, President, Georgia Southwestern College

1963-1978 William B. King, President, Georgia Southwestern College

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BA, University of South Carolina; MA, University of Georgia; PhD, University of Tennessee

Marlene D. Allen Assistant Professor, English

BA, Georgia Southern University; MA, PhD, University of Georgia

Ervin Anderson Assistant Professor, Mathematics, Learning Support

BS, Savannah State College; MEd, Georgia Southwestern College

Semen S. Baev Temporary Assistant Professor, Computer Science

BS, MS, South Ural State University; MS, University of Alabama in Huntsville

A. Randolph Barksdale Instructor/Director, Athletics

BS, North Georgia College; MEd, Georgia State University

Katherine O. Barnettson Assistant Professor, Special Education

BSEd, MEd, Georgia Southwestern State University

Richard C. Birkel Executive Director, Rosalynn Carter Institute

BA, Yale University; MA, Psychology; MA, Public Administration; PhD, University of Virginia

Carol C. Bishop Instructor, Marketing

BBA, Valdosta State University; MACC, University of Georgia

Kendall A. Blanchard President

BA, Olivet Nazarene College; MDiv, Vanderbilt University; MA, PhD, Southern Methodist University

Kelly J. Britskey Instructor/Head Women's Basketball Coach

BA, MEd, LaGrange College

Ian M. Brown Associate Professor, Biology

BS, PhD, University of Otago, Dunedin, New Zealand

Queen H. Brown Assistant Professor, Middle Grades

BS, MEd, Georgia Southwestern State University; EdS, Albany State University; EdD, Georgia Southern University

Eugenia P. Bryan Temporary Assistant Professor, English
BA, MA, University of Mississippi; PhD, University of Louisiana at Lafayette

Burchard D. Carter Professor, Geology
AB, West Georgia College; PhD, West Virginia University

Gale B. Chance Dean, Early College
AS, Southern Union Junior College; BS, MEd in Learning Disabilities, MEd in Education Leadership, EdS, Auburn University

Karen S. Cook Instructor, Computer and Information Sciences
BS, MS, Georgia Southwestern State University

Lisa A. Cooper Assistant Professor and Director, Institutional Research
AB, MS, PhD, University of Georgia

Miles A. Cooper Assistant Professor, Political Science
BA, Auburn University; MA, PhD, University of Florida

Ellen M. Cotter Associate Professor, Psychology
BA, University of Virginia; MA, PhD, University of Alabama-Birmingham

Lee Ann Dalzell Associate Professor, Associate Librarian
BA, Western Kentucky University; MSLS, University of Kentucky

Sandra D. Daniel Professor and Interim Dean, School of Nursing
BSN, Georgia Southwestern College; MSN, Valdosta State College; PhD, Medical College of Georgia

Bryan P. Davis Assistant Dean and Associate Professor, English
BA, University of Dayton; MA, Wright State University; PhD, Ohio State University

Julia J. Dorminey Associate Professor, Early Childhood Education
BS, MS, EdS, Valdosta State College; PhD, Florida State University

Leisa R. Easom Associate Professor and Chair, Nursing, RCI Eminent Scholar
BSN, MSN, Valdosta State University; PhD, Medical College of Georgia

Margaret A. Ellington Associate Professor of English and Chair, English and Modern Languages
BS, Weber State University; MS, PhD, Utah State University

M. Michael Fathi Professor, Technology Management
BS, University of Jundi; MBA, University of Baltimore; DBA, Nova Southeastern University

E. Fay Feagin Instructor, International Student Programs
BSEd, MEd, Georgia Southwestern State University

Gary D. Fisk Associate Professor, Psychology
BA, Luther College; PhD, University of Alabama at Birmingham

John E. Fox Instructor and Director, International Student Programs
BBA, MBA, Georgia Southwestern State University

David L. Garrison Professor of English and Dean, College of Arts and Sciences
BA, Appalachian State University; MA, Baylor University; PhD, University of Minnesota

Kailash C. Ghimire Assistant Professor, Mathematics

BSc, MSc, Tribhuvan University; MPhil, Kathmandu University; PhD, Oregon State University

Jeffrey Green Department Chair and Associate Professor, Dramatic Arts

BS, MFA, Ohio University

Mikki W. Guest Assistant Professor, Nursing

ASN, BSN, Georgia Southwestern State University; MSN, Albany State University

M. Elizabeth Gurnack Assistant Professor, Chemistry

AAS, William Rainey Harper College; BS, University of Illinois at Chicago; PhD, University of Minnesota

Richard C. Hall Professor, History

BA, Vanderbilt University; MA, PhD, Ohio State University

Stephanie G. Harvey Associate Professor, Biology

BA, Wesleyan College; MS, Georgia College and State University, Ph.D., University of Tennessee, Knoxville

Greg M. Hawver Professor and Chair, Middle Grades & Secondary Education, Health and Human Performance

BSE, Georgia Southern University; MEd, Georgia Southwestern College; EdD, University of Mississippi

Gaye S. Hayes Dean of Students and Admissions Services

BS, Georgia Southwestern College; MEd, University of Georgia

Robert E. Herrington Department Chair and Professor, Biology

BA, University of Evansville; MS, Georgia College; PhD, Washington State University

Brian P. Heshizer Associate Professor, Management

B.A., Columbus State University; M.A., Florida State University; Ph. D., University of Wisconsin-Madison

Joyce E. Hethcox Temporary Instructor, Art

BA, Columbus State University; MFA, Georgia State University

Sherian F. Hodges Temporary Assistant Professor, Mathematics

BA, Agnes Scott College; MSA, Georgia Southwestern State University

Curtis C. Howell Associate Professor, Accounting

BS, MAS, EdD, Northern Illinois University

Charles M. Huffman Associate Professor, Psychology

BA, Buena Vista College; MS, Emporia State University; PhD, University of Southern Mississippi

David J. Hunter Assistant Professor, Special Education

BS, Bowie State University; MEd, Georgia Southwestern State University

Tzvetelin D. Iordanov Assistant Professor, Chemistry

BS, MS, Sofia University St. Kliment Ohridski; PhD, Pennsylvania State University

Nedialka I. Iordanova Assistant Professor, Chemistry

MS, Sofia University St. Kliment Ohridski; PhD, Pennsylvania State University

Jay M. Johnson Instructor/Head Athletic Trainer

BS, Valdosta State University; MEd, Georgia College and State University

Thomas R. Johnson Department Chair and Professor, Sociology
BA, MS, Kansas State College; PhD, Oklahoma State University

Linda P. Jones Instructor and Director, Academic Skills Center
BA, MS, Fort Valley State College

Jessica W. Jourdan Instructor, Accounting
BS, MT, Mississippi State University

Jaclyn E. Kaylor Instructor and Associate Athletic Director
BS, Georgia Southern University; MS, University of Kentucky

William G. Kline Department Chair and Professor, Political Science
BA, MA, PhD, University of Texas at Austin

John G. Kooti Professor and Dean, Business Administration
MS, PhD, Michigan State University

Svilen D. Kostov Assistant Professor, Physics
MS, University of Sofia, Bulgaria; PhD, City University of New York

Elizabeth A. Kuipers Associate Professor, English
B.A., Wesleyan College; M.A., Ph.D., Auburn

Mildred C. Lapeza Assistant Professor, Nursing
BS, University of Georgia; AAN, BSN, Georgia Southwestern State University; MSN, Valdosta State University

Eric M. Laughlin Assistant Professor, Music
BM, University of North Alabama; MM, University of Memphis; DMA, University of South Carolina

Robert Ledman Associate Professor, Management
BA, MBA, University of Maryland; PhD, Virginia Commonwealth University

W. Michael Leeder Instructor and Head Men's Basketball Coach
BA, Florida State University; MS, Nova Southeastern University

Jamie I. MacLennan Assistant Professor, Sociology
MA, PhD, Rutgers State University at New Brunswick

Cecilia M. Maldonado Assistant Professor, Marketing
BS, Tecnologico de Monterrey; MS, Texas A & M; PhD, University of Texas, Pan American

Raymond P. Mannila Instructor and Technical Theatre Coordinator, Dramatic Arts
BS, Northern Michigan University; MA, Michigan State University

Paula J. Martin Assistant Professor, History
BA, Texas A & M; MA, Tarleton State University; PhD, University of Nevada, Reno

Rebecca J. Mathews Assistant Professor, Nursing
BSN, Georgia College; MS, Georgia College and State University

Bryan S. McLain Instructor and Baseball Coach
AA, South Georgia College; BBA, State University of West Georgia; MEd, Georgia Southwestern State University

J. YeVette McWhorter Chair and Associate Professor, Reading
BS, Austin Peay State University; MA, University of New Mexico; EdD, University of Georgia

Julie E. Megginson Department Chair and Associate Professor, Music
BME, MA, Eastern Michigan University; DMA, University of South Carolina

Samuel T. Miller Associate Professor and Vice President of Student Affairs
BA, MA, University of North Carolina at Greensboro; MEd, PhD, Mississippi State University

Shaun M. Murie Instructor and Director, Professional Golf Management
BBA, MBA, Mississippi State University

Elena B. Odio Professor, Spanish
B.A., Troy State University; M.A., D.C.T., University of Miami; M.A., Ph.D., University of Arkansas

Krystal R. Oliver Assistant Professor, Nursing
BS, Valdosta State University; MSN, University of Phoenix

Brian R. Parkinson Assistant Professor, History
BA, Georgia Southern University; MA and PhD, Florida State University

C. Alan Parks Assistant Professor
B.S., University of Florida; M.P.A., M.B.A., Valdosta State College; D.B.A., Argosy University-Sarasota

Samuel T. Peavy Department Chair and Associate Professor, Geology
B.S., McNeese State University; M.Sc., Memorial University of Newfoundland; Ph.D., Virginia Tech

Boris V. Peltsverger Professor and Dean, Computer and Information Sciences
M.S.E.E., Ph.D., Chelyabinsk State Technical University

Shannon A. Perry Temporary Director, BBA Degree Program at Middle Georgia College
BBA, MBA, Georgia Southern University

Amy M. Porter Assistant Professor, History
BA, Austin College; MA and PhD, Southern Methodist University

Lynda Lee Purvis Assistant Professor and Dean of Academic Services and Special Programs
B.S.Ed., University of Georgia; M.A., University of Alabama

Dongwen Qi Assistant Professor, Mathematics
BS, MS, Beijing University; PhD, Ohio State University

Glenn M. Robins Associate Professor, History
B.A., Carson-Newman College; M.A., East Tennessee State University; Ph.D., University of Southern Mississippi

Laurel J. Robinson Department Chair and Professor, Art
B.F.A., M.F.A., University of Cincinnati

Jennifer M. Rodkey Instructor and NCAA Compliance Coordinator
BA, Bethany College; MEd, Georgia Southwestern State University

Lydia G. Rogers Assistant Professor, English

BA, Georgia Southwestern State University; MEd, State University of West Georgia

Arvind C. Shah Coordinator and Professor, Computer and Information Sciences

M.S., Ph.D., University of Georgia

Paul D. Shapiro Assistant Professor, Sociology

B.F.A., University of Michigan, Ann Arbor; M.A., PhD., University of Nevada, Las Vegas

Rebecca G. Short Assistant Professor, Reading

BA, MA, Georgia Southwestern State University

Bonnie J. Simmons Assistant Professor, Nursing

Diploma, Piedmont Hospital; B.S.N., Georgia Southwestern College; M.S.N., Valdosta State University

Brian G. Smith Assistant Professor, Political Science

BA, Oberlin College; MA, PhD, Brown University

Gretchen M. Smith Assistant Professor, Collection Development Librarian

BA, Rhodes College; MLIS, University of Alabama

Michele L. Smith Associate Professor and Chair, Chemistry

BS, Wilson College; PhD, Auburn University

Judith W. Spann Interim Assistant Dean and Professor, Special Education and Reading

BS, MEd, West Georgia College; PhD, Florida State University

Gabriele U. Stauf Associate Professor, English

BS, Texas Lutheran College; MA, Southwest Texas State University; PhD, Florida State University

Mary L. Story-Huffman Assistant Professor and Reference/Government/Information Librarian

BA, Buena Vista College; MLS, Emporia State University

John S. Stovall Assistant Professor, Marketing

BS, MBA, PhD, University of Illinois at Chicago

John J. Stroyls Associate Professor and Chair, Mathematics

AB, West Virginia University; PhD, State University of New York at Buffalo

Philip I. Szmedra Associate Professor, Economics

BA, Pennsylvania State University; MS, PhD, University of Georgia

Teresa P. Teasley Associate Professor, Nursing

AA, BSN, Georgia Southwestern State University; MSN, Troy University; DNP, Medical College of Georgia

Brennan M. Thomas-Plummer Assistant Professor, English

William L. Tietjen Professor and Interim Vice President for Academic Affairs

BS, University of Georgia; PhD, University of Tennessee

BS, Miami University; MA, University of Dayton; PhD, Bowling Green State University

S. Bola Tilghman Assistant Professor, Education

BS, Morris Brown College; MS, PhD, Clark Atlanta University

Dawn M. Tladi Assistant Professor, Health and Human Performance

BEd, University of Botswana; MS, Springfield College

Donja H. Tripp Registrar

BS, MED, Georgia Southwestern State University

Anh-Hue Thi Tu Assistant Professor, Biology

AA, Jefferson State Community College; BS, Baylor University; PhD, Texas A & M Health Science Center

Karen W. Turner Assistant Professor, Health and Human Performance

BS, Erskine College; Med, Auburn University; EdD, University of West Florida

Dawn B. Valentine Assistant Professor, Marketing

BS, University of North Alabama; MS, University of Alabama at Huntsville; PhD, University of Alabama at Birmingham

Randall C. Valentine Assistant Professor, Finance

BS, Arkansas State University; MS, Mississippi State University, Ph.D, Mississippi State University

Sheryl F. Venable Assistant Professor, Early Childhood Education

BSHE, University of Georgia; BS. Medical College of Georgia; MEd. Augusta State University; EdS, Georgia Southwestern State University; EdD, Georgia Southern University

Milton Jeffrey Waldrop Associate Professor, English

BA, MA, Florida State University; PhD, University of Mississippi

Lettie J. Watford Dean of the School of Education and Associate Professor, Middle Grades and Secondary Education

BA, Tift College; MEd, Georgia Southwestern College; EdS, PhD, University of Georgia

Thomas J. Weiland Professor, Geology

BS, East Carolina University; MS, PhD, University of North Carolina

Vera J. Weisskopf Associate Professor and Dean, Library

BA, Oberlin College; MAS, University of Alabama-Huntsville; MLS, University of Alabama

Charles R. Wells Associate Professor, Art

AAA, Cisco Junior College; BFA, Midwestern State University; MFA, Texas Christian University

Jacqueline Willis Associate Professor of English, Learning Support

BSEd, Albany State College; MEd, Georgia Southwestern College

Karen M. Willis Temporary Assistant Professor, Early Childhood Education

BS, MEd, EdS, Georgia Southwestern State University

Janet M. Wills Assistant Professor, Nursing

BSN, Florida State University; MEd, Georgia Southwestern State University; MSN, Albany State University

Mary E. Wilson Professor, Human Resources and Management

BA, MA, University of Alabama at Tuscaloosa; PhD, University of Alabama at Birmingham

Angela M. Wilson Assistant Professor, Dramatic Arts

BS, MA, Grambling State University

LaVerne G. Worthy Associate Professor, Psychology

BS, Georgia Southwestern State University; MS, PhD, Auburn University

J. Thomas Wright Professor/Russell & Margaret Thomas Chair, Biology

BS, Columbus College; PhD, Emory University

Chu Chu Wu Assistant Professor, Early Childhood, Special Education and Reading

BA, Fu-Jen Catholic University; MS, Iowa State University; PhD, Syracuse University

Keaton Wynn Assistant Professor, Art

BFA, Southwest Missouri State University; MFA, Kent State University; MA, Virginia Commonwealth University

BSC, PhD, Memphis State University

Alexander M. Yemelyanov Professor, Computer and Information Sciences

MS, Moscow State University; DSc, Supreme Certification Board under the Council of Ministers of the USSR; PhD, Computing Center under the Academy of Science of the USSR

FACULTY EMERITI

Millard E. Agerton Assistant Professor Emeritus, Chemistry

AB, Mercer University; MS, PhD, University of Georgia (1968-1979)

Daniel D. Arden, Jr. Professor Emeritus, Geology

AB, MS, Emory University; PhD, University of California (1970-1982)

James E. Bagwell Professor Emeritus, History

AA, Georgia Southwestern College; BS, University of Georgia; MA, Georgia Southern College; PhD, University of Southern Mississippi (1967-2004)

Richard L. Baringer Professor and Interim Dean Emeritus

BS, Loyola University; MA and PhD, George Peabody College for Teachers (1967-2003)

John W. Bates Professor, Business

BCE, Georgia Institute of Technology; MBA, PhD, Georgia State University

Clifton A Baxter Professor Emeritus, Computer Information Systems

BS, MEd, Georgia Southern College; EdS, EdD, University of Georgia (1972-1991)

Mary Elizabeth Blackshear Assistant Professor Emerita, Education

BS, Albany State College; MEd, Georgia Southwestern College (1973-1995)

John B. Blount Assistant Professor Emeritus, History

BS, Georgia Southern College, MA, EdS, George Peabody College for Teachers (1964-1984)

Michael E. Bohleber Associate Professor Emeritus, Business

BA, MA, University of Georgia; PhD, University of Wisconsin (1981-1996)

Fred H. Boska Professor Emeritus, Education

BME, MME, PhD, Florida State University (1970-1993)

Martha S. Buhler Professor Emeritas, Nursing

BSN, Northwestern State College; MSN, University of Florida; EdD, Auburn University (1971-1997)

Frank L. Butler, Jr. Assistant Professor Emeritus, Physics

Junior College Diploma, Georgia Southwestern College; BSEE, Georgia Institute of Technology (1962-1983)

William H. Capitan President Emeritus
BA, University of Michigan; MA, PhD, University of Minnesota (1979-1995)

A. Dickson Carroll Professor Emeritus, Education
BS, Georgia Southern College; MEd, EdD, Auburn University (1973-1994)

Sara Nell Carroll Associate Professor Emerita, Nursing
BSN, MN, Emory University (1973-1992)

Dowe P. Carter Professor Emerita, Chemistry
BS, MEd, EdD, University of Georgia (1967-1989)

Jack C. Carter Professor Emeritus, Biology
BS, Davidson College; MEd, EdD, University of Georgia (1967-1995)

Bob C. Clark Professor and Director of Athletics Emeritus, Physical Education
BSE, MSE, State College of Arkansas; EdD, University of Arkansas (1969-1992)

O. Jay Cliett, III Professor Emeritus, Mathematics
BS, MA, EdD, University of Georgia (1970-2006)

H. E. Cofer Professor Emeritus, Geology
AB, MS, Emory University; PhD, University of Illinois (1966-1988)

Gwendolyn S. Creswell Associate Professor Emerita, Director of Library Services
BS, East Tennessee State University; MLS, Emory University (1970-1998)

Reginald L. Comer Assistant Professor Emeritus, French
BS, MEd, University of Georgia (1970-2000)

Wayne B. Counts Professor Emeritus, Chemistry
BS, Furman University; PhD, University of North Carolina (1969-2001)

Thomas B. Daniel Vice President for Business & Finance Emeritus
BBA, University of Georgia (1966-1991)

Ned R. DeJournett Professor Emeritus, Music
BA, Marshall University; MM, Northwestern University; PhD, Florida State University (1982-1996)

Rosella Deriso Associate Professor Emerita, Nursing
BSN, Medical College of Georgia; MN, Emory University (1964-1980)

Barbara DeStefano Professor, English
BA, MA, PhD, University of California, Santa Barbara

William B. Drago Professor Emeritus, Psychology
BS, Troy State University; MS, Auburn University; PhD, George Peabody College (1972-1999)

Charles K. Ewing Professor Emeritus, Biology
BS, University of Georgia; MS, University of Massachusetts (1946-1980)

David L. Ewing Professor, Physics
AB, Mercer University; MEd, EdD, University of Georgia (1966-1993)

June Brooks Ewing Professor Emerita, Education
BS, MEd, EdD, University of Georgia (1967-1992)

James E. Faircloth Associate Professor Emeritus, Business
B.S., M.S., Florida State University, C.P.A., Georgia (1969-1994)

William H. Fisch Professor Emeritus, Business
B.B.A., Texas A&M University; M.B.A., Georgia College; C.P.A., Georgia (1975-1997)

Lynn H. Frisbie Professor & Division Chair Emeritus, Education
B.S., M.S., Kansas State College; Ed.D., University of Arkansas (1969-1994)

John H. Gore Associate Professor Emeritus, English
A.B., Wayne State University; M.A., University of Denver; Ph.D., Wayne State University (1966-1982)

J. Hubert Greene Professor Emeritus, Business
B.S., Berry College; M.S., Ed.D., New York University (1950-1981)

Ralph E. Harvey Associate Professor Emeritus, Art
BFA, State University of Iowa; MFA, Auburn University (1976-2002)

John F. Henry Dean Emeritus Academic, Business
B.S., Auburn University; M.S., Georgia Institute of Technology; Ph.D., University of Alabama (1986-1996)

Kenneth M. Huddleston Assistant Professor Emeritus, Economics
B.S., Georgia Institute Technology; M.B.A., Georgia State University (1970-2001)

Harold Isaacs Professor Emeritus, History
BS, MA, PhD, University of Alabama (1965-2005)

Duke W. Jackson, Jr. Professor Emeritus, Music
B.M., M.M., D.M., Florida State University (1970-1999)

Harold T. Johnson Vice President for Academic Affairs/ Dean of the Faculty Emeritus
B.A., Troy State; M.D.Ed., Ed.D., Auburn University (1968-1984)

Evelyn L. Jones Registrar Emerita
B.S., M.Ed., Georgia Southwestern College (1969-1986)

Frank B. Jones Professor Division Chair Emeritus, Computer and Applied Sciences
B.S., M.S., University of Georgia; Ph.D., Georgia Institute of Technology (1968-1994)

William B. King President Emeritus
B.S., Georgia Southern College; M.Ed., University of Georgia; Ph.D., New York University (1963-1978)

William E. Kipp Professor Emeritus, Mathematics
BIE, Georgia Institute of Technology; MEd, University of Georgia; PhD, Florida State University (1968-2003)

Jose J. Larraz Assistant Professor Emeritus, English
B.S., Central University; M.A., University of Miami; Dr. of Law, University of Havana (1971-1982)

Don C. Lee Professor Emeritus, Psychology

B.S., M.A., George Peabody College; Ph.D., University of Georgia (1973-1996)

Jack R. Lewis Professor Emeritus, Fine Arts

BA, University of South Florida; MVA, Georgia State University

Shirley F. Litwhiler Associate Professor Emerita, English

B.A., Mississippi State College for Women; M.A., University of Southern Mississippi; Ph.D., Auburn University (1968-1998)

Frank M. Lowery Professor Emeritus, History

B.A., Birmingham-Southern College; M.A., Ph.D., University of Alabama (1968-2001)

John P. Manker Professor Emeritus, Geology

B.A., M.A., University of South Florida; Ph.D., Rice University (1975-1999)

Bobbye L. McCarter Associate Professor Emerita, Associate Librarian

B.A., B.S., Texas Women's University; M.A., Louisiana State University; M.A.L.S., University of Missouri (1987-1998)

Jacqueline A. McKinney Professor Emerita, Business

BS, Troy State College; MS, EdD, Auburn University (1967-1990)

Max T. McKinney Professor Emeritus, Mathematics

BS, Troy State College; MEd, EdD, Auburn University (1964-1990)

Rebecca L. McNeill Associate Professor/Director of Financial Aid Emerita

BSEd, MEd, University of Georgia (1967-1992)

Bruce A. Middlebrooks Professor Emeritus, Education

BS, Centenary College; MEd, Northwestern State University; EdD, Northeast Louisiana University (1973-1994)

H. Lamon Moates Professor Emeritus, Psychology

BA, Furman University; BD, Southern Seminary; MEd, Furman University; EdD, Auburn University (1969-1994)

C. Angelia Moore Professor Emerita, English

BSEd, Wesleyan College, National University of Mexico, University of Georgia; MA, Middlebury College; EdD, University of Georgia (1978-2005)

Carl E. Niles Associate Professor Emeritus, English

AB, MA, EdD, University of Tennessee (1965-1983)

Jack Norton Assistant Professor Emeritus, English

BS, MA, Appalachian State University (1966-1998)

Alexander A. Palamiotis Professor Emeritus, Political Science

BA, MA, GCIR, PhD, University of Utah (1960-1985)

Rebecca W. Parks Assistant Professor Emerita, Business

BS, University of Georgia; MA, George Peabody College for Teachers; Professional Degree, Columbia University (1968-1984)

Joseph P. Parker Assistant Professor Emeritus, History

BS, Clemson College; MA, University of Rhode Island (1962-1978)

Henry W. Peabody Professor Emeritus, English

BA, Emory University; MA, University of Georgia; PhD, University of Denver (1972-1997)

Edgar F. Peterson Professor Emeritus, Education
BS, EEd, Auburn University; EdD, University of Alabama (1967-1993)

Ondee Ravan Professor Emerita, English
AB, Brenau College; MA, EdD, University of Georgia (1968-1994)

Richard P. Reese Professor Emeritus, Education
BS, Auburn University; MEd, EdD, University of Southern Mississippi (1966-1994)

Ruth Roland Associate Professor Emerita, Political Science
BA, Northeastern University; MA, PhD, New York University (1966-1990)

James W. Russell Professor & Division Chair Emeritus, Biology
BS, MEd, EdD, University of Georgia (1965-1994)

Ora Jane Sawyer Associate Professor Emerita, Business Education
BS, Georgia College at Milledgeville; MS, University of Tennessee; EdS, University of Georgia (1961-1989)

Helen H. Slaughter Associate Professor Emerita, Assistant Librarian
BS, Jacksonville State College; MEd, Auburn University (1969-1999)

Kent M. Sole Associate Professor Emeritus, Political Science
BA, MA, West Virginia University (1966-2000)

Mildred C. Tietjen Associate Professor & Associate Dean Emerita
AB, Berry College; MALS, George Peabody College for Teachers (1964-1994)

William L. Tietjen Professor Emeritus, Biology
BS, University of Georgia; PhD, University of Tennessee-Knoxville (1967-1998)

Allen D. Towery Associate Professor Emeritus, English
BA, Delta State College; MA, PhD, University of Mississippi (1970-1998)

J. Terrell Turner Assistant Professor Emeritus, Mathematics
BS, Troy University; MEd, University of Georgia (1967-1991)

Sarah Anne Ulmer Assistant Professor Emerita, Nursing
BS, East Tennessee State University; MSN, Medical College of Georgia (1970-1980)

Raymond Westra Professor Emeritus, Biology
BA, Calvin College; MA, University of North Carolina; PhD, University of Georgia (1968-1990)

Thomas L. Wheeler Assistant Professor Emeritus, Mathematics
BS, Southern Methodist University; MA, MEd, Eastern New Mexico University; BA, MS, MBA, Georgia Southwestern State University (1983-2005)

Mary M. White Professor Emerita, Education
BA, Newberry College; MEd, EdD, University of Georgia (1978-1992)

Mary A. Whitt Professor Emerita, English
BS, MS, Jacksonville University; PhD, University of Alabama (1969-2000)

Jerry F. Williams Professor and Vice President Emeritus of Academic Affairs

Emeritus of Mathematics, BS, MS, PhD, Auburn University (1970-1997)

William J. Wysochansky

Professor Emeritus, Chemistry

BS, PhD, Memphis State University (1980-2006)

Campus Map

Georgia Southwestern State University Campus Map

<ol style="list-style-type: none"> 1. Wheatley Administration Building 3. Crawford Wheatley Hall 4. Newman Alumni Center 5. Former President's Home 6. Collum Hall 10. Storm Dome/Athletic Center 11. Florrie Chappell Gymnasium 13. Science Building 	<ol style="list-style-type: none"> 14. Joseph C. Roney Building 15. Jackson Hall 16. Academic Center for Excellence 17. English Building 18. Business/History & Political Science Building 19. Maintenance/Warehouse 20. James Earl Carter Library 21. Marshall Student Center 	<ol style="list-style-type: none"> 22. Mary Lou Jordan Hall 23. Sanford Hall 24. Morgan Hall 27. Herschel Smith: Public Safety 28. Beth King Duncan Hall 30. Lake House 31. Fine Arts Building 32. Education Center 33. Deriso Swimming Pool 	<ol style="list-style-type: none"> 40. Student Success Center 41. Southwestern Oaks I 42. Southwestern Oaks II 43. Southwestern Pines 46. Magnolia I 47. Magnolia II 48. Carter 1 (Nursing/Health Center) 49. Carter 2 (Psy/Soc/RCI)
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UNDERGRADUATE DEGREES

Areas of Study	B.A.	B.F.A.	B.S.	B.S.N.	B.B.A.	B.S.Ed.
Accounting						x
Art	x	x				
Biology			x			
Chemistry			x			
Computer Information Systems			x			
Computer Science			x			
Dramatic Arts	x					
Early Childhood Education						x
English	x					
English with Teacher Certification	x					
English with Professional Writing Option	x					
Exercise Science/Wellness						x
Geology			x			
Health & Physical Education						x
History	x					

History with Teacher Certification		x	
Human Resource Management			x
Management			x
Marketing			x
Mathematics		x	
Mathematics w/ Industrial Mathematics Option		x	
Mathematics with Teacher Certification		x	
Middle Grades Education			x
Music	x		
Nursing		x	
Political Science		x	
Psychology	x	x	
Recreation			x
Sociology		x	
Special Education			x

Georgia Southwestern State University also offers the Master of Education, Master of Business Administration, Master of Science in Computer Science, and the Specialist in Education degree. A Bachelor of Science dual degree program in cooperation with Georgia Institute of Technology. Certificate programs are also available in the following areas: Criminal Justice, European Union Studies, Latin American Studies, Religious Studies, Web Design, Caregiving, and Women's Studies.

*Students wishing to pursue teacher certification at the secondary level should meet with the advisor in their discipline to discuss the appropriate curriculum requirements.

Undergraduate and Graduate course descriptions

The descriptions of the courses offered by each school and department follow the information section and listing of degree programs for each school and department. Numbers following the description of the course indicate the number of weekly class hours, the number of weekly laboratory, practicum, or other type of required contact hours, and the credit-hour value of the course expressed in semester hours. For example, (3-2-3) following the course description means three class hours, two other hours, and three semester hours of credit.