

Graduate Bulletin 2012-2013

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	Contact
Gifts, Bequests, and Scholarship Donations	President
General Information and Graduate Admissions	School of Education (229) 931-2170 School of Computer & Information Sciences (229) 931-2100 School of Business (229) 931-2091 School of Nursing (229) 931-2275 Department of English and Modern Languages College of Arts and Sciences (229) 931-2183
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

GRADUATE DEGREES

Areas of Study	Master of Arts	Master of Business Administration	Master in Education	Master of Science	Specialist in Education
Business Administration		X			
Computer Science				X	
Curriculum and Instruction			X		
English	X				
Nursing				X	
Teacher Leadership					X

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 or practicum hours 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 laboratory or other hours, and three semester hours of credit.

CALENDAR*

- [Spring Term 2012](#)
- [Summer Term 2012](#)
- [Fall Term 2012](#)
- [Spring Term 2013](#)
- [Summer Term 2013](#)

SPRING TERM 2012*	
Orientation	January 5, 2012
First Day of Class Full Spring Term & Spring I Term	January 6, 2012
Add/Drop Classes for Spring I Term	January 6, 2012
Add/Drop Classes for Spring Full Term	January 6, 9, 10, 2012
Martin Luther King Jr. Day (No Classes)	January 16, 2012
Midterm Spring I Term	February 3, 2012
Midterm Grades Due for Spring I Term	February 7, 2012
Last Day to Withdraw Without Penalty from Spring I Term	February 9, 2012
Last Day of Class Spring I Term	February 28, 2012
Midterm for Spring Full Term	February 29, 2012
First Day of Class for Spring II Term	March 1, 2012
Add/Drop for Spring II Term	March 1, 2012
Midterm Grades Due for Spring Full Term	March 7, 2012

Last Day to Withdraw Without Penalty from Spring Full Term	March 12, 2012
Spring Break	March 19-24, 2012
Midterm for Spring II Term	April 3, 2012
Midterm Grades Due for Spring II Term	April 5, 2012
Last Day to Withdraw Without Penalty from Spring II Term	April 9, 2012
Last Day of Class for Spring Full Term & Spring II Term	April 27, 2012
Finals	April 28, 30, May 1-3, 2012
Senior Grades Due	May 4, 2012
Graduation	May 5, 2012
Grades Due	May 7, 2012
Summer Term 2012	
Last Day to Apply for Graduate Admission	March 11, 2012
Last Day to Apply for Undergraduate Admission for May Term	April 22, 2012
Last Day to Apply for Undergraduate Admission for Summer Term	May 12, 2012
Last Day to Apply for Re-admission (May Term)	May 7, 2012
Last Day to Apply for Re-admission (Full-Term and Summer I)	May 30, 2012
Last Day to Apply for Re-admission (Summer II)	June 25, 2012
Residence Halls Open for May Term	To Be Announced
May Term Registration	May 7, 2012
May Term Classes Begin	May 7, 2012
Last Day to Add/Drop Classes for May Term	May 7, 2012
Midterm for May Term	May 15, 2012
Last Day to Withdraw from Class without Penalty for May Term	May 17, 2012
Last Day of Class for May Term	May 23, 2012
Final Exams for May Term	May 24, 2012
Residence Halls Close for May Term	To Be Announced
Residence Halls Open for Regular Summer	To Be Announced
Registration/Orientation for Full Term, Summer I and II	May 29, 2012
Classes Begin (Summer I Term and Full Term)	May 30, 2012
Last Day to Add/Drop Classes for Summer I Term	May 30, 2012
Last Day to Add/Drop Classes for Full Term	June 1, 2012
Midterm for Summer I	June 11, 2012
Last Day to Withdraw without Penalty for Summer I	June 13, 2012
Last Day of Class for Summer I Session	June 21, 2012
Final Exams for Summer I Session	June 22, 2012

Midterm for Full Session	June 25, 2012
Registration for Summer II Session	June 25, 2012
Summer Session II Classes Begin	June 26, 2012
Last Day to Add/Drop Classes for Summer II Term	June 26, 2012
Last Day to Withdraw from Class without Penalty for Full Session	July 3, 2012
Classes Will Not Meet	July 4, 2012
Midterm for Summer II	July 9, 2012
Last Day to Withdraw without Penalty for Summer II	July 11, 2012
Fall 2012 registration (for students enrolled summer 2012)	July 9-10, 2012
Learning Support Registration	July 23, 24, 2012
Last Day of Class for Summer II Session and Full Session	July 19, 2012
Final Examinations	July 20, 21, 23, 24, 2012
Residence Halls Close	To Be Announced
FALL TERM 2012	
Southwestern Week	August 6-10, 2012
Move In Day	August 11, 2012
Orientation and Registration	August 13, 2012
Classes Begin for Full-Term and Fall I Term	August 13, 2012
Add/Drop for Fall 1 Term	August 14, 2012
Add/Drop Classes for Full Term	August 13-17, 2012
Faculty's Enrollment Verification Due for Full-Term and Fall 1 Term	August 21, 2012 at 8:00a.m.
Labor Day (no classes)	September 3, 2012
Midterm for Fall I	September 7, 2012
Midterm Grades Due for Fall I	September 12, 2012
Last Day to Withdraw Without Penalty Fall I	September 17, 2012
Last Day Fall I	October 3, 2012
Final Exams Fall I	October 3, 2012
Midterm for Full Term	October 4, 2012
First Day for Fall II	October 5, 2012
Add/Drop for Fall II	October 8, 2012
Fall Break (no classes)	October 8, 2012
Tuesday = Monday; Monday classes will meet*	October 9, 2012
Midterm Grades Due for Full Term	October 10, 2012
Faculty's Enrollment Verifications Due for Fall II	October 12, 2012 at 8:00a.m.
Last Day to Withdraw Without Penalty from Full Term	October 15, 2012

Midterm for Fall II	November 1, 2012
Midterm Grades Due Fall II	November 7, 2012
Last Day to Withdraw Without Penalty for Fall II	November 12, 2012
Thanksgiving Holidays (no classes)	November 21-24, 2012
Last Day of Class for Full Term and Fall II Term	November 30, 2012
Finals for Full Term and Fall II Term	December 1, 3-6, 2012
Senior Grades Due	December 6, 2012
Graduation	December 8, 2012
Grades Due in RAIN	December 8, 2012 at 5:00 pm
<p>*Note: For the Fall Semester 2012, the University will operate a Monday class schedule on Tuesday, October 9th. This is done to equalize the class minutes between MW and TTH classes and to provide an equal number of class meetings for courses which may meet only once per week.*Correct at date of release; subject to change.*</p>	
SPRING TERM 2013	
Residence Halls Open for New Students	January 3, 2013
Orientation and Registration	January 4, 2013
First Day of Class	January 4, 2013
Add/Drop Classes	January 4-10, 2013
Martin Luther King Jr. Day (no classes)	January 21, 2013
Midterm	February 27, 2013
Midterm Grades Due	March 4, 2013
Last Day to Withdraw Without Penalty	March 11, 2013
Spring Break (no classes)	March 18-23, 2013
Last Day of Class	April 26, 2013
Finals	April 27, 29, 30, May 1,2, 2013
Senior Grades Due	May 2, 2013
Graduation	May 4, 2013
Residence Halls Close	May 4, 2013
Grades Due in RAIN	May 6, 2013
<p>*Correct at date of release; subject to change.</p>	
SUMMER TERM 2013	
Residence Halls Open	May 5, 2013
May Term Registration	May 6, 2013
May Term Classes Begin	May 6, 2013
Last Day to Add/Drop Classes for May Term	May 6, 2013
Midterm for May Term	May 14, 2013

Last Day to Withdraw from Class without Penalty for May Term	May 16, 2013
Last Day of Class for May Term	May 22, 2013
Final Exams for May Term	May 23, 2013
Residence Halls Close for May Term	May 24, 2013
Residence Halls Open for Summer Term	May 25, 2013
Orientation and Registration for All Summer Terms	May 29, 2013
Classes Begin for Summer I Term and Full Summer	May 29, 2013
Last Day to Add/Drop Classes for Summer I Term	May 30, 2013
Last Day to Add/Drop Classes for Full Summer Term	June 3, 2013
Midterm for Summer I	June 10, 2013
Last Day to Withdraw without Penalty for Summer I	June 12, 2013
Last Day of Class for Summer I Session	June 20, 2013
Final Exams for Summer I Session	June 24, 2013
Midterm for Full Session	June 24, 2013
Registration for Summer II Session	June 25, 2013
Summer Session II Classes Begin	June 25, 2013
Last Day to Add/Drop Classes for Summer II	June 26, 2013
Last Day to Withdraw from Class without Penalty for Full Summer	July 2, 2013
Classes Will Not Meet	July 4, 2013
Midterm for Summer II	July 8, 2013
Last Day to Withdraw without Penalty for Summer II	July 10, 2013
Last Day of Class for Summer II Term and Full Summer Term	July 18, 2013
Final Examinations	July 20, 22-24, 2013
Residence Halls Close	July 25, 2011
Grades Due in RAIN	July 26, 2012

*Correct at date of release; subject to change

OVERVIEW

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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 to award associate, baccalaureate, masters, and specialists degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Georgia Southwestern State University..

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 initial 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 (3343 Peachtree Road, NE, Suite 500, Atlanta, GA 30326; 404.975.5000) 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 accredited by AACSB International - The Association to Advance Collegiate Schools of Business. AACSB accreditation is the hallmark of excellence in business education and has been earned by less than five percent of the world's business schools. AACSB International is located at 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602-5730 USA, telephone number 813-769-6500 and fax number 813-769-6559 (www.aacsb.edu).

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

Mission Statement

Georgia Southwestern State University cultivates excellence in learning and teaching that encourages intellectual, personal, and social growth for students, faculty, staff, and the community. Georgia Southwestern State University is a comprehensive state university within the University System of Georgia that offers a full range of bachelor degree programs, along with selected master's and specialist degree programs.

Diversity Statement

Georgia Southwestern State University embraces diversity as an integral part of being a caring community of lifelong learners. We are committed to building and maintaining a diverse, accessible, civil and supportive campus. GSW provides an environment and curriculum which affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class.

The University will implement and adhere to policies and procedures which discourage harassment and other behaviors that infringe upon the freedom and respect that every individual deserves.

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, and those of the public libraries, to bear on the economic development of the State and the continuing education of its citizens.

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, the public libraries, 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.

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 operational 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 caregiving. 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.

General Education in the University System of Georgia

From the origins of intellectual study to the present, general education has been a key to a 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 contains the following information:
 - Specific records to be released
 - Reasons for such release
 - To whom records are to be released
 - Date
 - 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.

FINANCIAL INFORMATION

- [BUSINESS REGULATIONS](#)
- [SEMESTER COSTS](#)
- [REFUND OF FEES](#)
- [TEXTBOOKS AND SUPPLIES](#)
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- [OTHER FEES AND CHARGES](#)
- [CLASSIFICATION OF STUDENTS AS RESIDENTS AND NON-RESIDENTS](#)
- [OUT-OF-STATE TUITION WAIVERS](#)
- [WAIVER OF MANDATORY FEES](#)
- [FINANCIAL AID TO STUDENTS](#)
- [SCHOLARSHIPS](#)
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- [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 to 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 University 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 his or her 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.

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 technology fee and institutional fee are assessed to all students. These fees allow GSW to provide state of the art technology and instructional services to students.

FEE PAYMENT DEADLINES

Fee Payment Deadlines are posted under the RAIN announcement page.

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

IDENTIFICATION CARDS

GSW provides every student with a CanesCard. The CanesCard is the official Identification Card for Georgia Southwestern State University. Students can use their CanesCard to receive financial aid refunds, access the Dining Hall, Java City, C-Store, and Canes Den. The CanesCard can also be used to make on campus and off campus purchases or access ATMs for cash. The CanesCard functions as a pre-paid DEBIT card, students can only make purchases if they have money applied to their CanesCard.

Every student will need to have a CanesCard to access GSW facilities such as the fitness center, game room, library, swimming pool, bookstore, academic computer labs, and the Residence Halls.

For new students CanesCards will be made on STORM Day and Registration Day in the Student Accounts Office located in the Marshall Student Center. The CanesCard office will be open Monday-Thursday from 9am-5pm and Friday from 9am-2pm. Students can contact the CanesCard office at (229) 931-5091 or Student Accounts (229) 931-2013 with questions or concerns.

If a CanesCard is lost, stolen, or destroyed, cards can be replaced for a \$10.00 fee paid in the Student Accounts Office.

SEMESTER COSTS

Matriculation charges, board (meal plans), fees and other charges are assessed on a term basis. Housing costs are assessed either by term or by month depending on the contract on file in Residence Life. All matriculation charges, board, room rates, and other charges are subject to change. The fees rates in effect as of Fall Semester 2012 can be found at <http://qsw.edu/Campus-Life/CampusLiving/StudentAccount/TuitionandFees/GeorgiaResident> for students who are considered residents of Georgia. Fee rates that are in effect beginning Fall Semester 2012 for students who are not considered residents of Georgia can be found at <http://qsw.edu/Campus-Life/CampusLiving/StudentAccount/TuitionandFees/NonGeorgiaResident>. Each application for admission (including re-admission), graduate and undergraduate, must be accompanied by a \$25 non-refundable application fee.

Food Service Rates

GSW offers several dining options to help meet our students' busy lives. All students housed on campus with less than 60 credit hours will purchase a meal plan. Residents with over 60 hours who decide not to purchase a meal plan will have a mandatory minimum \$100 Declining Balance added to their account. Off campus students may purchase a meal ticket if desired. No refund will be made on any meal plan purchases unless the student withdraws from the University. More information concerning meal plans and food services can be found at <http://www.campusdish.com/en-US/CSS/gswdining>.

Residence Hall Rates - Per Semester

Southwestern provides students with modern housing to compliment their college experience. Specific information concerning these options can be found at <http://qsw.edu/Campus-Life/CampusLiving/ResidenceLife/index>.

A \$50 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.

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

Annual: Fall-Summer	\$18.00
(\$10 Spring-Summer, \$7 Summer only)	

Other Fees:

Applied Music Fee - 1 hour per week instruction	\$120.00
Lab Fees may be assigned to specific courses	

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 Director of the Academic Skills Center/First Year Advocate located in the Academic Center for Excellence room 126 (229-931-7010) or faxed to 229-931-2277. 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, trade books, software, general merchandise (including GSW items), and school supplies are available in the Campus Bookstore. The Bookstore is located in the Marshall Student Center next to the Campus Post Office. The cost of books and supplies will vary with the courses selected by the individual student. A fair estimate of this cost is from \$400 - \$600 per semester. The Campus Bookstore buys back textbooks for cash three times a year during finals week at the end of each semester for up to 50% of the original purchase price.

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:

Each Official Request	\$5.00
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GRADUATION FEE:

Certificate	\$15.00
Bachelor's Degree	\$35.00
Master's Degree	\$35.00
Specialist Degree	\$35.00

TESTING FEES:

CLEP Fee - per exam	\$77.00
MAT Testing Fee	\$50.00
Independent Study Testing Fee	\$30.00

RE-APPLICATION FOR ADMISSION FEE:

Per re-admit term	\$25.00
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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 or click [here](#) to access "Out of State" Tuition Waiver options.

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. 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.
3. 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.
4. 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.
5. Aliens shall be classified as nonresident students, provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

OUT-OF-STATE TUITION WAIVERS

According to 704.041 of the Board of Regents Policy Manual, An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain nonresidents of Georgia under the following conditions:

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 Technical College System of Georgia (BR Minutes, October 2008), 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 the military personnel, their spouses, and their dependent children if
 1. the military sponsor is reassigned outside of Georgia, and the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status;
 2. the military sponsor is reassigned out-of-state and the spouse and dependent children remain in Georgia and the sponsor remains on active military duty; or
 3. Active military personnel and their spouse and dependent children who are stationed in a state contiguous to the Georgia border and who live in Georgia. (BR Minutes, February 2009)
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 one 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. Students domiciled in an out-of-state county bordering Georgia, enrolling in a program offered at a location approved by the Board of Regents and for which the offering institution has been granted permission to award Border County waivers (BR Minutes, October 2008).
10. Georgia National Guard and U.S. Military Reservists. Active members of the Georgia National Guard, stationed or assigned to Georgia or active members of a unit of the U.S. Military Reserves based in Georgia, and their spouses and their dependent children (BR Minutes, October 2008).
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 Economic Development 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. Terminated October 2008.
14. Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program. .
15. International and Domestic Exchange Programs. Any student who enrolls in a University System institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to University System students (BR Minutes, October 2008).
16. Economic Advantage. As of the first day of classes for the term, an economic advantage waiver may be granted to a U.S. citizen or U.S. legal permanent resident who is a dependent or independent student and can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed legal 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. For U.S. citizens or U.S. legal permanent residents, 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 an independent non-citizen 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 employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Independent non-citizen students may continue to receive this waiver as long as they maintain a valid employment-related visa status and can demonstrate continued efforts to establish U.S. legal permanent residence and legal domicile in the State of Georgia.

A dependent non-citizen student who can provide clear evidence that the student's parent, spouse, or U.S. court-appointed legal guardian possesses a valid employment-related visa status and can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment is also eligible to receive this waiver. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals must be able to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Non-citizen students currently receiving a waiver who are dependents of a parent, spouse, or U.S. court-appointed legal guardian possessing a valid employment-related visa status may continue to receive this waiver as long as they can demonstrate that their parent, spouse, or U.S. court-appointed legal guardian is maintaining full-time, self-sustaining employment in Georgia and is continuing efforts to pursue an adjustment of status to U.S. legal permanent resident and the establishment of legal domicile in the State of Georgia. (BR Minutes amended October 2008.)

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 domiciled in Georgia. This waiver may also be granted to their spouses and dependent children. This waiver may be granted for not more than one year (BR Minutes, June 2004, amended October 2008).
18. Nonresident Student. As of the first day of classes for the term, a nonresident student can be considered for this waiver under the following conditions:
 - Dependent Student. If the parent, or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months and the student can provide clear and legal evidence showing the relationship to the parent 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. Under Georgia code legal guardianship must be established prior to the student's 18th birthday (BR Minutes, October 2008).
 - Independent Student. If the student can provide clear and legal evidence showing relations to the spouse and the spouse has maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled (BR Minutes, October 2008).

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, spouse or U.S. court-appointed legal guardian (BR Minutes, June 2006, amended October 2008).

- Vocational Rehabilitation Waiver. Students enrolled in a University System of Georgia institution based on a referral by the Vocational Rehabilitation Program of the Georgia Department of Labor (BR Minutes, October 2008).

Waiver of Mandatory Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans

Board of Regents Policy 704.043 provides a waiver of mandatory fees for U.S. Military Reserve and Georgia National Guard Combat Veterans.

1. Eligibility. Eligible participants must be Georgia residents who are active members of the U.S. Military Reserves and/or the Georgia National Guard and were deployed overseas for active service in a location or locations designated by the U.S. Department of Defense as combat zones on or after September 11, 2001 and served for a consecutive period of 181 days, or who received full disability as a result of injuries received in such combat zone, or were evacuated from such combat zone due to severe injuries during any period of time while on active service. Additionally, eligible participants must meet the admissions requirements of the applicable USG institution

and be accepted for admission.

2. Benefits. Eligible participants shall receive a waiver of all mandatory fees charged by USG institutions including, but not limited to, intercollegiate athletic fees, student health services fees, parking and transportation (where such fees are mandated for all students), technology fees, student activity fees, fees designated to support leases on facilities such as recreation centers, parking decks, student centers and similar facilities, and any other such mandatory fees for which all students are required to make payment. Students receiving this waiver shall be eligible to use the services and facilities these fees are used to provide. This benefit shall not apply to housing, food service, any other elective fees, special fees or other user fees and charges (e.g., application fees).

FINANCIAL AID TO STUDENTS

Students who are not regularly admitted to a graduate degree program are not eligible for financial aid.

The University provides loan programs to assist students who have financial need. Scholarships, 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 15th. Detailed information and appropriate forms may be obtained by contacting 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 include 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 Office. The amount of a student's computed financial need is the total cost of attending Georgia Southwestern State University minus the computed family resources.

Procedures for Applying for Financial Aid

Students should complete FAFSA 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 either on-line (www.fafsa.ed.gov), and list GSW Code 001573. The paper application for financial aid is available from the Financial Aid Office, Georgia Southwestern State University.
3. Listing GSW as the institution on the FAFSA will mark GSW as a recipient of the student's financial information, which will be received 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 15th will be processed, but awards will be made as funds permit.

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.

Federal Direct Subsidized Stafford Loan

The Stafford Subsidized Loan is a low-interest, need-based loan authorized by the federal government to help students pay the costs of education beyond high school. Loans to students are made primarily by the U.S. Department of Education. Repayment of any Stafford Loan that is obtained, within the limits of the law, will be "guaranteed" by the Department of Education. 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 Direct 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.

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 9 credit hours each term, earn a 3.0 cumulative grade point, and remain in good judicial standing.

EMPLOYMENT OPPORTUNITIES

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

Graduate Assistantships

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

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.

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 academic 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. 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. until 5:30 p.m., Monday through Thursday and 8:00 a.m. until 3:00 p.m. Friday. Summer hours could 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 1-800- 827-1000.

CAMPUS SERVICES

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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 t-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, and special ordering for any academic materials at no cost. The bookstore accepts CASH, personal checks, MasterCard, Visa, Discover, American Express, Canes Cash, bookstore gift cards, and 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.

www.gswbookstore.com is your place for official Georgia Southwestern State University textbooks, gear and supplies. Buy used and new textbooks, find official Georgia Southwestern State University gear, and purchase software and gifts - all online.

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

Leann Miller, Web Textbook Coordinator, (229) 931-2373

Mary Ann Roper, Assistant Bookstore Manager (229) 931-2366

Amber DeBaise, Bookstore Manager and Director of Auxiliary Services (229) 931-2042

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 234 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 that includes LPs, video tapes, audio-tapes, CDs, DVDs, and software. Special collections include the Dr. Harold Isaacs Third World Studies collection, GSW Historical collection, POW and Oral History collections, ERIC collection, rare books, newspapers, and popular reading materials.

Through our participation in GALILEO (Georgia Library Learning Online), the Library provides access to over 90 databases. The Library's online catalog is part of the statewide integrated online system, GIL-FIND (Galileo Interconnected Libraries). GIL-FIND also provides access to the USG's Universal Catalog and borrowing system (GIL Express), allowing easy access to materials held by other USG institutions. The Library is a charter member of LYRASIS a network created to increase the availability of bibliographic resources through the use of electronic data processing and communications.

The Library seats over 600 and provides individual and group study areas. The Library's computer lab has 30 computers, with additional student computers located on both floors of the building. The Library also provides wireless access. Audiovisual equipment and facilities include microfilm and microfiche reader-printers, copying machines, headphones, tape-recorder, TV/DVD, scanner, flip cameras, and a CD player.

The Library offers a Core Area B course, LIBR 1101, participates in UNIV 1000, and provides many services including Interlibrary Loan, reserves, instruction, and reference service. The Library provides group and individual library instruction, tutorials, and demonstrations upon request. The Library's electronic services include email submission of ILL, renewal, hold requests, tutorials, and reference inquiries to assist distance learners.

Further information about the Library, its collections, services, hours of opening, and staff can be found on the Library's website:

<http://gsw.edu/Library/index>.

OFFICE OF DISABILITY SERVICES

Georgia Southwestern State University Office of Disability Services provides equal educational and accessible services for students with disabilities. Office of Disability Services coordinates compliance with Section 504 of the Rehabilitation Act of 1973 and American with Disabilities Act. Students with a documented disability should contact the Office of Disability Services as soon as possible. The objective of the Office of Disability Services is to provide a supportive educational, physical and social environment for students with disabilities while attending Georgia Southwestern State University.

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 Office of Disability Services to request academic accommodations or address accessibility issues. Please note that it is the student's responsibility to self-identify. Please visit the Office of Disability Services web page at <http://gsw.edu/Academic-Resources/Disability-Services/index> or call (229) 931-2661 for more information.

Faculty and staff are encouraged to direct all students inquiring about services for students with disabilities to the Office of Disability Services, 1st floor, Sanford Hall.

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, interviewing, and other job search topics
- Regional and statewide Career Fairs
- Career Resource Lab, utilizing computer technology
- Current employer information and employment opportunities via Internet
- NACELINK CSM, a link on our web site that connects employers to students/alumni. The link offers different employment opportunities, including: full-time, part-time, internship, summer and seasonal.
- Listing of local part-time job opportunities for students
- Operation of JLD (Job Location Development)
- Workshops on all career related issues

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 CAREGIVING

The Rosalynn Carter Institute establishes local, state and national partnerships committed to building quality long-term, home and community-based services. Its focus includes supporting individuals and caregivers coping with chronic illness and disability across the lifespan as well as limitations due to aging.

The Rosalynn Carter Institute for Caregiving (RCI) works at four levels (see below). For more information, see the RCI website: www.rosalynncarter.org

Training Caregiving Leaders at Georgia Southwestern State University:

The Caregiving Issues and Management Certificate Program is an interdisciplinary program designed to foster understanding of the caregiving field through the exploration of the journey of a caregiver, evidenced-based caregiver support programs, vulnerable populations needing caregivers, and culturally appropriate approaches to caregiving. Estimates have consistently projected that the need for caregiving will escalate significantly in the coming decades. This increase in demand can be attributed to several key trends, including an aging demographic, increased longevity, and the growing burden of chronic illnesses. This certificate program is designed to inform both professionals in caregiving (i.e. business, health care, education, social services, public health, and psychology) and family caregivers about available resources, support programs, and research findings for caregivers of individuals across the lifespan.

This Certificate is the only one of its kind in the state and represents a unique commitment of Georgia Southwestern State University to prepare leaders in the field of Caregiving. Pope Scholarships and Fellowships are available. Please see the RCI website for applications: www.rosalynncarter.org

Serving Caregiving Families in Georgia

RCI operates a caregiver support center emphasizing evidence-based support programs for caregivers living in Georgia. The Alzheimer's

Disease Supportive Services Program (ADSSP) of the Administration on Aging has awarded RCI a total of 4 three-year cooperative agreements to implement evidence based caregiving interventions in Georgia. The interventions include: REACH (Resources for Enhancing Alzheimer's Caregiver Health II) at two sites, Care Consultation, and New York University Caregiver Intervention. RCI also assists with assessment of community needs and resources for caregivers in Georgia and assists others to establish programs to meet those needs.

The Georgia Coalition of CARE-NETS (Caregivers Network)

These Caregiver Networks serve as a unique coalition of caregiver support organizations who provide services across a broad array of illnesses and disabilities. There are 12 community CARE-NET Coalitions that are strategically located throughout the state in each Area Agency on Aging district. They provide ongoing assessment of community resources, identify and remedy gaps in services, share information and resources among agencies, develop strategies for complementary professional and family caregiver activities, offer caregiver education and, most importantly, advocate for Caregivers.

Today, the CARE-NETs represent a unique resource in the state of Georgia and is one of the most promising opportunities for developing comprehensive caregiver supports anywhere in the country. **Georgia Caregiver of the Year Awards** are given to three outstanding caregivers in Georgia annually.

National Research and Demonstration Programs:

With funding from Johnson and Johnson, the Administration on Aging and others, RCI works to facilitate the communication between research and practice RCI builds partnerships between leading researchers and community organizations to implement proven programs in communities around the nation and assure that family caregivers have access to the most effective support available. Johnson and Johnson, **a corporate sponsor**, provides more than \$250,000 each year in community grants to build such partnerships around the country. RCI also presents a number of prestigious awards including the **Rosalynn Carter Leadership in Caregiving Award** and the **Mattie Stepanek Scholarships** offered in cooperation with Johnson and Johnson.

Finally, RCI has developed and supports the **National Quality Care Network**. This national network of agencies and researchers serves as a vehicle for developing and disseminating evidence-based interventions to improve the quality of caregiving and of caregiver supports in communities across the country.

ORIENTATION PROGRAM

Orientation sessions for graduate students are held by the school/college or department offering the degree program. For additional information, students may contact the office of the appropriate school/college or department.

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 229/931-2245 (8 am to 5 pm weekdays) or 229/931-2245 (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 230 to approximately 403 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 undergraduate 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 NOT including summer, 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.

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 MEAL 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. An undergraduate 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 unlimited meals per week. Included with each meal plan are flex dollars for purchase of items in the Canes Den, Java City, Convenience Store (C-Store) and/or for additional meals in the Dining Hall (RFOC).

After purchasing a meal plan the student's identification card is used to gain entry into the RFOC (located in the Marshall Student Center). The Cane's Den (located in the Student Success Center), Java City (located in the Marshall Student Center) and the C-Store (located in the Marshall Student Center) accepts cash, checks, credit cards, and Declining Balance dollars. The Canes Den features a Wokery, Grill Works, Grab-N-Go as well as gourmet Pura Vida coffee.

Commuting students are also invited to use the University Dining Services. Options include purchasing any of the available semester meal plans, flex plans or applying dollars to a declining balance card (through the Office of Student Life). Purchases can also be made with cash, check, or credit card at any of the locations.

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

For any questions concerning the dining services offered at GSW please feel free to call Dining Services 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 three 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 specialists.

The university physician is available for student visits at the Health Center at designated hours. As a part of a 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 be given 30 days from the start date of classes for a required immunization record to be on file with the Health Center. After this, a hold will be placed on the student's account preventing registration and obtaining grades or transcripts.

Measles (Rubeola) is 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. Two doses 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. Students must have 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 is 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 tuberculosis-screening questionnaire must be completed upon arrival to campus. 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 United Healthcare to provide student health insurance. All Institutions of the University System of Georgia are required to use United Healthcare for student health insurance. Students in the following categories are required to have insurance that meets the minimum standards: 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 athletics), and International Scholars and all accompanying dependents. Students and scholars who are not covered by a policy held by a parent, spouse, company or organization on the approved waiver list or do not have a policy that meets the minimum standards must purchase the USG Student Health Insurance Plan (SHIP) policy.

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 available upon request from the Student Account's Office. Students in the mandatory group will have fees assessed by GSW and placed on their student account for payment.

Mandatory Health Insurance Waiver: Students who are covered by a policy held by a parent, spouse, company or organization may apply for a waiver of the Mandatory Plan by going to the United HealthCare site <https://uhcsr.com/gsw> . *The student must enter his/her name and date of birth to process a waiver. United Healthcare will evaluate the current insurance and will approve or deny the waiver.*

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 off-campus internship or practicum 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. 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 semester payments.

For more information about the United Healthcare plan, students are encouraged to visit the web site at <http://gsw.edu/Campus-Life/CampusLiving/StudentAccount/StudentHealthInsurance/index> or call 1-866-403-8267. Enrollment information is available at the Health

Center, the Student Accounts Office, and auxiliary services.

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

STUDENT RIGHT 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 (FERPA).

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 <http://gsw.edu/Campus-Life/ResourcesInformation/StudentHandbook/index>.

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. A committee appointed by the President of Georgia Southwestern has been charged with ensuring compliance with the aforementioned federal mandates.

The Task Force on Alcohol, Tobacco and Other Drugs (ATOD) 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 and 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 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 request using the Serve/Sell Alcohol Form located online, which must be approved by the following departments before final permission is granted. Aramark, Office of Public Safety, Office of the President, Director of Campus Life.
- * 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 (such as ARAMARK). BYOB will not be allowed at any function.
- * Proof of the above insurance and license must be provided to the President, two (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, room #-3416.

STUDENT ACTION PLAN

Any student violating any policy of the Student Code of Conduct that relates to alcohol, tobacco, or drugs or for which the presiding judicial officer or judicial board feels that the use alcohol, tobacco or drugs contributed to or was related to that student's violation will be assigned judicial sanctions as outlined in the Student Assistance Program. The program also will be available for any individual seeking help for alcohol, tobacco, or other drug issues.

The plan of action will be as follows:

First offense: The student will be sent a letter stating that he/she is required to sign up for and successfully complete the GSW Alcohol, Tobacco, and Other Drugs (ATOD) Education program at the next available offering. The student will be required to pay a \$100 fee for the program. In addition, the student may be required to provide up to 40 hours of community service to the campus among other sanctions. This will be determined by the appropriate Student Affairs staff.

Second offense: The student will be subject to the following action including an appointment with Counseling Services. The student will be required to sign up for and successfully complete the ATOD Education program - extended curriculum at the next available offering. The extended curriculum includes a research paper and a program presentation. The student will be required to pay a \$200 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 60 hours of community service to the campus among any other appropriate sanctions. If the student is under the age of 21, the Judicial Officer may chose to notify the student's parents of this second violation of the Student Code of Conduct

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 providing verification of 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 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 academic standing, or
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting that individual or,
3. such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive academic or 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?

First, make it clear to the harasser that his or her behavior is unwelcome, and firmly request that it be stopped. If you then feel you are a victim of sexual harassment, you should bring your concerns to University's Affirmative Action Office in the Human Resources Department 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.

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, Assistant 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 for Student Affairs. The Vice President for Student Affairs/Chairperson of GSW's Crisis Management Team (CMT) will arrange a hearing with the CMT within five class days of receiving the request. The student will be notified of the decision within five class days following the hearing. If the student wishes to appeal the decision received, he or she must submit the appeal, in writing, to the President's Office within five days of receiving the notification. The President may reject or accept the appeal. If the appeal is accepted, the President may independently handle the review or appoint a committee to conduct the review. If the President independently handles the review, the review must be completed 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. If the President appoints a committee to conduct the review, it shall be named within ten 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 make its findings and report thereon to the President within five class days. After consideration of the committee's report, the President shall, within five class days of receiving the committee's recommendation, make a decision, and notify the student in writing. The only exceptions to the noted time frames are when the President is travelling and/or away from campus at the time the appeal arrives in the President's Office. This decision from the President 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 (CanesCard)

GSW provides every student with a CanesCard. The CanesCard is the official identification card for Georgia Southwestern State University. Students can use their CanesCard to receive financial aid refunds, access the Dining Hall, Java City, C-Store, and Canes Den. The CanesCard can also be used to make on-campus and off-campus purchases or access ATMs for cash. The CanesCard functions as a pre-paid debit card; students can only make purchases if they have money applied to their CanesCard.

Every student will need to have a CanesCard to access GSW facilities such as the fitness center, game room, library, swimming pool, bookstore, academic computer labs, and the residence halls.

For new students, CanesCards will be made on STORM Days and registration days in the Student Account Office located in the Marshall Student Center. The CanesCard office will be open Monday-Thursday from 9 am – 5 pm and Friday from 9 am – 2 pm. Students can contact the CanesCard office at (229) 931-5091 or Student Accounts at (229) 931-2013 with questions or concerns.

If a CanesCard is lost, stolen, or destroyed, cards can be replaced for a fee of \$10.00 to be paid in the Student Accounts Office.

ACADEMIC REGULATIONS

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ACADEMIC STANDARDS

Students pursuing a Master's degree must adhere to the following standards:

1. A cumulative GPA of 3.0 or better
2. Only two courses with grades of C can be applied to the degree
3. No course with a grade below a C will be applied toward a degree
4. In any graduate degree program, all requirements, including course work at Georgia Southwestern State University, transfer credit and transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.

Graduate students pursuing the Specialist degree must adhere to the following academic standards:

1. Maintain an overall graduate GPA of 3.25 must be maintained
2. No course with a grade below a B will be applied toward the degree
3. Only one course with a grade of C may be repeated one time
4. Degree requirements must be completed within seven (7) calendar years from the time of first enrollment.

Please review other requirements for the School of Education. Specialist degree students under review or dismissed will follow the same procedures as for the Master's degree.

Each School/College of Department with a Graduate Program may have other academic requirements; please check the School web site or the appropriate section of the current Bulletin.

STUDENTS UNDER REVIEW

Graduate students who fail to maintain academic standards will be placed under academic review at the end of the semester in which their status falls below the required standards.

1. Students who have been placed under review will have early registration cancelled for the following semester. These students will not be able to register on-line and must report to their graduate advisor.
2. The Registrar will send the names of students under review to the Dean of each School/College, the Department Chairs with graduate programs or courses, and the graduate advisors.
3. A student under review must meet with his or her graduate advisor to develop an Individual Remediation Plan (IRP) to demonstrate how the student can be returned to good standing. The plan will be forwarded to the Dean of the School/College or Department Chair to sign before being placed in the student's file. A copy of the form will also be sent to the Registrar's Office.
4. At the end of the probationary semester, if the student is not successful in returning to good standing, the Dean of the School/College or Department Chair will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Registrar's Office.
5. Graduate students who are dismissed from the graduate program may write a letter of appeal within ten (10) class days from the receipt of the dismissal letter to the Vice President for Academic Affairs. Students re-admitted on appeal will have one additional semester to return to good academic standing.
6. Re-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program and the University.
7. Dismissed graduate students may re-apply for admission to the program after three calendar years. If the student is re-admitted, he or she must meet all requirements for the degree program at the time of re-enrollment. The years completed prior to dismissal will count towards the total seven (7) years to complete the degree. Re-admission is not automatic. Each application will be considered individually.

RESIDENCE REQUIREMENTS

All graduate programs offered at Georgia Southwestern State University require 50% of the course work be completed in residence.

GRADUATE ASSISTANTSHIPS

Graduate assistantships are available in the Department of Athletics, the Division of Student Affairs, and the School of Business Administration. Interested students should make direct application to those offices.

ADVISEMENT

Upon admission to the Program of Graduate Studies, each student is assigned a graduate advisor. Advisors in the Master of Education and the Education Specialist programs are assigned by the Dean of the School of Education.

Academic Advisors in the Master of Business Administration programs are assigned by the Dean of the School of Business.

Advisors to students in the Master of Science in Computer Science program are assigned by the Dean of the School of Computer and Information Sciences.

Advisors to students in the Master of Science in Nursing program are assigned by the Dean of the School of Nursing.

Advisors to students in the Master of Arts in English program are assigned by the Chair of the Department of English and Modern Languages.

Students in degree programs should enroll for courses only with the advice and approval of their graduate advisors.

Application for Graduation - Graduate Students

The Application for Graduation for graduate students must be completed one full semester prior to the academic term in which the degree is

expected. The application form is available in the Registrar's Office as well as under "Student Forms" on RAIN and the GSW Homepage. Students should contact their graduate advisors to initiate the application process.

Graduation Term	Apply no later than the date below of the prior semester
Fall	May 1
Spring	August 1
Summer	January 1

Transfer Credit

In any graduate program a maximum of 9 semester hours of graduate credit may be transferred from another accredited institution under the following conditions:

1. No grade less than a B (3.0) may be transferred.
2. Work must have been completed within the seven-year period allowed for the completion of degree requirements.
3. Work accepted in transfer to teacher education programs must have the approval of the Dean of the School of Education.
4. Work accepted in transfer to the Master of Business Administration must have the approval of the Dean of the School of Business.
5. Work accepted in transfer to the Master of Science in Computer Science must have the approval of the Dean of the School of Computer and Information Sciences.
6. Work accepted in transfer to the Master of Science in Nursing must have the approval of the Dean of the School of Nursing.
7. Work accepted in transfer to the Master of Arts in English must have the approval of the Chair of the Department of English and Modern Languages.
8. Work accepted in transfer to the Specialist in Education Degree programs must have been completed by the student while fully admitted as a regular student in a sixth year or doctoral degree program at an accredited college or university and must have the approval of the Dean of the School of Education.
9. Grades in transfer credits will not be used in calculating the grade point average and do not reduce residence requirements.

Experiential Learning Credit

GSW grants no graduate level credit for experiential learning except under the supervision of the institution.

Correspondence Credit

Under no circumstances may credit earned through correspondence work be used to satisfy graduate degree requirements.

Transient Credit

With approval, a student may take courses as a transient student at another accredited institution and receive credit towards the degree for these courses. Approval is not guaranteed. The "Transient Permission" form found at <http://gsw.edu/Academics/Academic-Resources/Student-Forms/index> must be completed with the appropriate signatures and turned in to the GSW Registrar's Office prior to course enrollment for credit to be awarded. Grades earned in courses taken at another institution will not be counted in the student's grade point average at GSW.

Readmission of Former Students

Former students in academic good standing who have not been in attendance for one calendar year or more must reapply through the School, College or Department offering their graduate degree program. 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 LOAD LIMITATIONS

Graduate students taking nine or more semester credit hours will be considered full-time. Graduate students may take a maximum of fifteen hours per term. Students taking less than nine semester credit hours will be considered part-time.

GRADING SYSTEM

Grade Point Average for Graduate Students

The grade point average (GPA) for graduate students includes all attempts on all graduate courses. It is a true cumulative GPA.

Policy on Repeating Graduate Courses

Normally, a course is counted only one time for credit hours toward a degree. If a graduate student wants to repeat a course that falls into this category, the student may do so with the understanding that credit hours attempted and quality points earned in all attempts of the course will be counted in the student's grade point average (GPA).

The grading system for graduate courses is as follows:

Grade	Achievement	Quality Points
A	Above Average	4
B	Average	3
C	Unsatisfactory	2
D	Poor	1
F	Failing	0
I	Incomplete	0
W	Withdrawn	0
WF	Withdrawn Failing (same as F)	0
WM	Withdrawn for Military Purpose	0
S	Satisfactory	0
U	Unsatisfactory	0
NR	No grade reported by instructor	0

A grade of I may be given in extenuating circumstances. If a grade of I is not removed before the end of the following term, it automatically becomes an F.

Students enrolled for thesis or directed study credit will receive an S for satisfactory performance or a U for unsatisfactory performance.

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.

RE-EXAMINATION FOR GRADUATE STUDENTS

Graduate students will not be allowed a retest on any final examination. The GSW undergraduate policy for re-examinations for seniors does not apply to students enrolled in graduate programs.

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

Change in Program

Before a graduate student may transfer from one Teacher Education degree program to another, a request for transfer must be approved by the Dean of the School of Education and the Chair of the new program. Students wishing to transfer to or from the Master of Business Administration, the Master of Science in Computer Science, the Master of Science in Nursin, or the Master of Arts in English Programs must have their request approved by the appropriate dean.

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.

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 under Student Forms on RAIN or the GSW Homepage and 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).

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 from the University" form available under Student Forms on RAIN and the GSW Homepage and in the Registrar's Office. The completed form should be submitted to the Director of the Academic Skills Center/First Year Advocate or faxed to 229-931-2277. The Director of the Academic Skills Center/First Year Advocate is located in the Center for Academic Excellence, room 126. 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 Director of the Academic Skills Center/First Year Advocate.

ADMINISTRATIVE WITHDRAWAL FROM A COURSE DURING THE FIRST WEEK OF CLASSES

Students registered for fall or 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.

Students who do not login/participate in the online class by the instructor's 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.

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 by notation on the verification roll provided on RAIN after the add/drop period. 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.

POLICY ON ACADEMIC INTEGRITY

Introduction

Academic Integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

International Center for Academic Integrity¹

GSW's Policy on Academic Integrity sets forth principles of behavior intended to enable its community members to act according to these

fundamental values, thereby fostering a community of excellence in teaching and learning. This policy defines academic integrity, assigns responsibility of community members for upholding these principles, defines academic dishonesty, and delineates the procedure for handling violations of the community standard.

Principles of Academic Integrity

1. Accurate Attribution of Ideas: While the free exchange of ideas does not demand that every idea a person expresses be her or his own original thought, it does demand that a person accurately represent the origin of the thoughts she or he expresses. The forms of attribution vary depending upon the formality of the setting in which ideas are exchanged. In conversation, attribution might be as simple as referring to where you heard an idea while in a class presentation or a written assignment, a specific style of attribution or documentation will be required. The specific format for such is usually defined by the academic discipline.
2. Collaboration on Assignments: Collaboration is a fundamental component of community building and a valued ability in the work force, as well as one of the most important practices of a democratic society, but it depends on community members exercising the values of fairness, respect, and responsibility. Respectfully listening to the perspectives of others, and shouldering the responsibility for contributing equitably to the success of the group demonstrate academic integrity. In the academic setting, collaboration has been shown to improve students' learning, but it must be balanced with the need to assess a student's individual mastery of a topic. Thus, faculty may actively discourage collaboration for some types of assignments, such as homework or papers, while encouraging it in others circumstances, like group projects or presentations.
3. Collection of Data: The academic community is a culture of evidence in which decisions are made and opinions evaluated largely on the basis of the factual or logical support. Therefore, whenever a community member presents data he or she has collected firsthand through observing, interviewing, surveying, or experimenting, he or she must be careful to describe clearly how the data were collected to verify that the results are presented accurately and to maintain all confidentiality agreements with participants.
4. Quizzes, Tests, and Examinations: The academic community often calls upon its members to demonstrate what they know, or what they can do individually, often under the pressure of time constraints, which can put a student's honesty, trust, fairness, respect, and responsibility to the test. Academic integrity requires that a student abide by the rules established by the faculty member for assessing individual learning.

Responsibility of Community Partners for Upholding the Values of Academic Integrity

Responsibility of the Faculty Member:

Students do not always come to the GSW community knowing the principles of academic integrity and therefore teaching students to exercise these principles is the duty of the faculty. Given that the parameters of academic integrity are defined by the goal of an assignment or activity, the type of assessment being used, and the standards of the particular discipline, faculty members should be explicit about their expectations of students. To that end, faculty members should state in their syllabi the expectations for 1) attribution of ideas, 2) collaboration on assignments, 3) collection of data, and 4) quizzes, tests and examinations.

Responsibility of the Student

As partners in their own learning, students are responsible for making themselves aware of how the principles of academic integrity apply in each academic setting they enter. While the faculty member is responsible for setting expectations, it is the student's responsibility to seek guidance from the faculty member, especially when unsure of how to apply the principles in a particular situation. When in doubt, seek guidance from the instructor.

Academic Dishonesty

Violations of academic integrity will be subject to sanction by the academic community. The examples given below are intended to clarify the standards by which academic dishonesty may be judged.

Plagiarism

Violations of academic integrity will be subject to sanction by the academic community. The examples given below are intended to clarify the standards by which academic dishonesty may be judged.

Cheating on Examinations

Cheating on an exam includes, but is not limited to, giving or receiving unauthorized help before, during, or after an in-class or out-of-class exam. Examples of unauthorized help include using unauthorized notes in either hard copy or electronic form, viewing another student's exam, taking pictures of exams with cell phones or other electronic devices, allowing another student to view one's exam, and discussing an exam or sharing information on an exam's content with other students after the exam has occurred in one section but not in another.

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 a laboratory or writing assignment, online exams, etc.

Falsification

Falsification includes, but is not limited to the fabrication of citations or sources, of experimental or survey results, and of computer or other data.

Multiple Submissions

A student may not submit substantial portions of the same work for credit more than once without the explicit consent of the faculty 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 faculty member in advance to discuss necessary revisions. In cases where multiple submissions are approved, faculty members will require copies of the original documents for comparison.

Process for Resolving Academic Dishonesty Issues

Instances of academic dishonesty are a serious violation of community standards for academic integrity and may result in suspension or expulsion from GSW. While faculty members have the primary responsibility for establishing the parameters of academic integrity in the academic situations they supervise, it is the responsibility of all members of the GSW academic community to report suspected instances of academic dishonesty. Therefore, any member of the GSW academic community can lodge an academic dishonesty complaint with GSW's Student Conduct Officer.

Any member of the academic community who has evidence of academic dishonesty should report his or her suspicion and evidence to the faculty member of the student(s) believed to be in violation of the policy. The faculty member is then responsible for responding, and if she or he has adequate evidence, may file an Academic Dishonesty Violation Report with the Student Conduct Officer.

Faculty Reporting

If an instructor discovers a case of academic dishonesty, he or she may impose whatever penalty is deemed appropriate by the faculty member, given the standards and expectations shared with students in that course (including but not limited to rewriting assignments, failure on the assignment, or failure in the course). The faculty member has the final word for how the incident will be handled in his or her own classroom.

All incidents of academic dishonesty will be reported to the Student Conduct Officer using the Academic Integrity Violation Report Form which asks for a description of the incident, a copy of the faculty member's written policy on academic dishonesty, the penalty imposed by the faculty member, and the student's signature indicating the faculty member met with the student about the incident and explained the consequences.

The Student Conduct Officer will keep on file all Academic Integrity Violation Report forms. When a new report is received, the Student Conduct Officer will review the record to determine if the student has any other academic integrity violations on file. A first offense will be filed, but no action will be taken by the University unless the student chooses to dispute the charge, at which time the Student Conduct Officer will call for a hearing of the Faculty-Student Conduct Board. If the student has two or more violations on file, the Student Conduct Officer will automatically call for a hearing of the Faculty-Student Conduct Board, and the faculty member may be asked to submit further documentation of the violation.

The Faculty-Student Conduct Board will hold a hearing to determine if the student should be found in violation of the academic integrity policy and recommend a course of action to the Vice President for Academic Affairs. Only in cases where a student is exonerated of accusations of academic dishonesty can a grade be appealed through the grade appeal process. If the Faculty-Student Conduct Board determines the student to be in violation of the academic integrity policy, the Student Conduct Officer will then share with the Board any additional information concerning the number and types of prior violations, which the Board may consider when making sanction recommendations. The Faculty-Student Conduct Board will provide in writing its decision on the case and sanction recommendations to the Vice President for Academic Affairs. Sanctions may range from educational, such as assignments which require the student to research the topic of academic integrity or speaking to the UNIV 1000 classes about academic integrity, to more serious including probation, suspension, or expulsion.

The Vice President for Academic Affairs will notify the student and faculty member of the outcome of the case and of any University sanctions imposed. If sanctions include suspension or expulsion, the student's Department Chair and/or Dean will also be notified. A student may not withdraw from the course in which an accusation has been made during the student conduct process. Students accused of academic dishonesty are entitled to the due process rights outlined in the Student Conduct Process of GSW.

¹International Center for Academic Integrity. *The Fundamental Values of Academic Integrity*. Des Plaines, IL: Office of College Relations at Oakton Community College, 1999. 4. *International Center for Academic Integrity*. Web. 3 October 2012.

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. Instructions for access to RAIN can be found at <http://gsw.edu> or in the Registrar's Office.

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. Georgia Southwestern normally grants one semester credit hour for 50 minutes of instruction per week for 15 weeks; therefore, a typical three credit hour lecture class meets for 150 minutes per week. In addition, it is expected that the typical student will need to prepare for approximately 100 minutes preparation per week.

Exceptions to this contact time expectation are made for classes in which the faculty has judged that more contact time is required to meet the learning outcomes of the class. For example, in task-oriented classes, such as studio classes, laboratories, clinical classes, classes with required field experience, and internships, the contact time may be closer to the combination of contact and preparation time expected for a lecture class.

Similarly, in distance education classes, each credit hour represents approximately 150 minutes of activity per week; therefore, a typical three credit hour distance education class will require approximately 450 minutes of activity per week.

The hour designation is X-Y-Z, found at the end of the course's description in the GSW Bulletin. X is the lecture contact time per week; Y is the lab or studio contact per week; Z is the credit hours. A typical three semester hour lecture class will appear as 3-0-3, while a typical science lab will be 0-3-1, and a typical physical education activity course will appear as 0-2-1.

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.

GRADUATE STUDIES

- [GRADUATE PROGRAMS AND ADMISSIONS](#)
- [APPLICATION DEADLINES](#)
- [TYPES OF ADMISSION](#)
- [INFORMATION FOR INTERNATIONAL STUDENTS](#)
- [DEPARTMENT OF ENGLISH AND MODERN LANGUAGES](#)
- [THE MASTER OF ARTS IN ENGLISH](#)
- [SCHOOL OF BUSINESS ADMINISTRATION](#)
- [THE MASTER OF BUSINESS ADMINISTRATION PROGRAM](#)
- [SCHOOL OF COMPUTING AND MATHEMATICS](#)
- [THE MASTER OF SCIENCE IN COMPUTER SCIENCE PROGRAM](#)
- [ONLINE MASTER OF SCIENCE IN COMPUTER SCIENCE](#)

- [SCHOOL OF EDUCATION](#)
- [THE MASTER OF EDUCATION PROGRAM](#)
- [THE SPECIALIST IN EDUCATION PROGRAM](#)
- [SCHOOL OF NURSING](#)
- [THE MASTER OF SCIENCE IN NURSING](#)
- **CERTIFICATE PROGRAM**
- [ONLINE GRADUATE CERTIFICATE PROGRAM IN COMPUTER INFORMATION SYSTEMS \(CIS\)](#)

GRADUATE PROGRAMS AND ADMISSIONS

Students wishing to make application to a graduate program at Georgia Southwestern State University must submit a complete admissions packet. Incomplete application packets will not be reviewed for admissions. Each school may have additional admission requirements as listed on the respective application check lists. The complete admissions packet is comprised of the following:

- [Application for admission](#)
- Non-refundable \$25 application fee
- Official transcripts from all previously attended colleges and universities*
- Official test scores
- [Proof of immunizations](#)
- [Letters of recommendation](#)

Students applying for a Master's Degree in Business or Computer Science who already hold a master's degree in another area may submit an application packet without test scores. Admission will be granted based on the grade point average earned for the previous master's degree. International students in this category must submit official TOEFL or IELTS scores.

Students applying for a Master of Education degree must also include:

- Proof of eligibility for T-4 certification

Applications to the Education Specialist degree must also include:

- Proof of eligibility for T-5 certification

* International students must meet additional requirements and should refer to the section below on International Student Admissions

APPLICATION DEADLINES

Complete application packets for the following terms must be received by the deadlines listed below:

Fall admission	May 31
Spring admission	October 15
Summer admission	March 15

Georgia Southwestern graduate programs provide advanced study in management, accounting, computer science, English, nursing and education. The degrees of Education Specialist, Master of Education, Master of Business Administration, Master of Science in Computer Science, Master of Science in Nursing, and Master of Arts in English may be earned.

Students may earn the Master of Education degree in Curriculum and Instruction with the following tracks: Early Childhood, Special Education and General Content. The Education Specialist degree in Teacher Leadership offers the following tracks: Early Childhood, Special Education, and General Content.

The Master of Science in Nursing offers concentrations in nursing education and leadership.

Admission to graduate studies is a prerequisite for enrollment in graduate courses. Courses numbered 5000 and above are graduate level courses. Education courses numbered 5000-5999 are for certification only. Education courses numbered 6000 to 7999 may be used in fifth year programs. Courses numbered 8000 and above are open only to fully admitted sixth year students. Students lacking the necessary preparation in business must take the appropriate 5000 level courses prior to beginning the Master's program in Business Administration. These courses may not be used to satisfy degree requirements for these programs.

Applicants who do not enroll in the term indicated on the application must inform the appropriate school/college or department of their plans and indicate a new date of entrance.

TYPES OF ADMISSION

There are six general types of admission to graduate studies at Georgia Southwestern State University: Regular (without conditions or with conditions), Personal Development, Post Baccalaureate, Transient, and Certificate Program only. The six types are described below.

- **Regular Admission (without conditions).** An applicant in this category has completed all the requirements for admission to a specific degree program.
- **Regular Admission (with conditions).** An applicant who does not meet all the requirements for admission to a specific degree program may be admitted with the condition that he or she must complete nine (9) hours of graduate credit with a grade no lower than B. At the time the conditions are met, the student's record will be updated to reflect the change to regular admission without condition. If the conditions are not met (a grade lower than B in those nine hours), the student will be expelled from the graduate program.
- **Personal Development.** An applicant in this category must have a baccalaureate (undergraduate) degree from an accredited college or university. Graduate courses taken under this category cannot be applied towards a master's degree.
- **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 graduate courses for credit without pursuing a graduate degree, i.e. satisfying graduate level pre-requisite course requirements, enrolling in coursework to increase the undergraduate grade point average, renewing teacher certification, or pursuing a graduate level certificate which is not a part of degree program. Students who wish to have certificate courses apply toward a degree program must meet admission requirements without condition. Under no circumstances can more than nine semester hours taken under post baccalaureate status be used in a master's degree program.
- **Transient.** An applicant who is currently admitted to full graduate standing at another recognized institution may be admitted as a graduate transient student, with permission from the home institution once official transcripts have been received. An applicant for transient admission must submit an application, application fee, official transcripts from the home institution and a letter of transient permission from the appropriate dean of the student's home institution.
- **Certificate Program.** An applicant seeking the certificate program offered by the School of Computing and Mathematics must have a minimum of a bachelor's degree from a regionally accredited college or university, or the foreign equivalent thereof. Click the certificate listed under the School of Computing and Mathematics information section.

INFORMATION FOR INTERNATIONAL STUDENTS

Georgia Southwestern State University welcomes applications from international students to its graduate degree programs.

In addition to requirements for admission to a graduate degree program listed elsewhere in this section, international students must submit the following items:

1. Certified English translation of original transcripts from each institution previously attended. In cases where there is only one original copy, GSW will inspect the original copy, make a photocopy for the institutional records, and return the original to the applicant. A university/school official, embassy official, the Ministry of Education or the Ministry of Foreign Affairs, must certify English translations. Transcripts cannot be witnessed or verified by a notary public. Photocopies or faxes of evaluations or transcripts are not acceptable.
2. All official international transcripts must have a foreign credential evaluation completed in English. Applications for this service can be obtained from the following website: <http://qsw.edu/Academics/International-Student-Programs/index>
3. Certified copies of original diploma, degrees awarded and English translation of diploma, degrees awarded. The issuing institution must certify the degree certificate.
4. An official report of scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A minimum TOEFL score of 69-70 (IBT) [193 on the computerized test or 523 on the paper test] or a minimum IELTS score of 6.5 is required for all types of admission to all graduate programs. Applicants who have received degrees from accredited institutions in the U.S. or from institutions in countries where English is the primary language are not usually required to submit TOEFL or IELTS scores. Under certain circumstances, an international student may meet all of the Georgia Southwestern guidelines for admission, but does not meet the minimum TOEFL score (IBT - 69, or corresponding scores on other types of TOEFL examinations) or a 6.5 on the IELTS. These students may be considered for admission by the University. A student in this situation should contact the Dean of the School/College or Chair of the Department offering the graduate program sought by the student.
5. A pre-entrance medical form (supplied by the University) completed by the student and a physician.
6. Proof that the student is covered by a health and accident insurance plan annually.
7. Upon acceptance into a graduate program, a certified statement from the student's family, bank, or government that finances are available to cover educational expenses for the international student. This statement must be received by the appropriate school, college, or department offering the graduate program in order for an I-20 immigration document to be issued. There are assistantships available to be awarded on a competitive basis to qualified students.

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 Bureau of Citizenship and Immigration.

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 major, a change of degree program, a change of address, a change of school, etc.

Classification	Designated School Official (DSO)
Graduate Students	Mrs. Lois Oliver, Assistant Registrar

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 Bureau of Citizenship and Immigration (BCIS) 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, 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 BCIS 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 DSO and the Registrar's Office within 10 days of the change.
10. Carry approved health insurance coverage.
11. Request travel documents from your DSO in advance of leaving the U.S.

COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF ENGLISH AND MODERN LANGUAGES

THE MASTER OF ARTS IN ENGLISH with focus on Critical Literacy and Communications

The Master of Arts in English Program tackles the explosion of literacies in our world and anticipates students' need to learn and use these multiple literacies as each of the distinctive modes of communication develop. Such communication in diverse modes is essential to successful careers, leadership roles, productive citizenship, and a satisfying quality of life. Our degree program invites students from all disciplines to engage in rigorous critique of today's ever-evolving rhetorical modes.

This program is founded on the ancient traditions of rhetorical and critical inquiry, but applies these traditions not only in existing oral, visual, and written contexts and modes, but also in the emerging digital contexts and modes. In addition, the interdisciplinary program will explore how emerging modes and contexts alter existing rhetorical and critical traditions, thereby building students' foundations in the liberal arts and sciences.

The Department of English and Modern Languages is the largest department in the College of Arts and Sciences. The Graduate Faculty in the department personally designed this program to meet the needs of the ongoing changes in the form and function of literacy. The faculty remains committed to the University's focus on teaching, service, and research. To that end, the faculty will be open to joint research with our graduate students, to supporting publication and presentation of student work at regional and national venues, and to maintaining a

standard of excellence in their own area of expertise.

Program Learning Outcomes

Graduates of the MA in Literacy Studies will be able to:

- Distinguish the common and unique characteristics of various literacies, including written, spoken, aural, visual, or digital;
- Identify, use, and critique various discourses and codes of power in various media;
- Critique standards of literacy and analyze the cultural implications of those standards; and
- Critically analyze and interpret literacies and language in their specific historical, cultural, social, political, and economic contexts.

Admission Requirements

Successful applicants typically present a BA in English or its equivalent with a 3.0 or above overall grade-point average, especially in upper-division English courses. Although the Director of the Graduate Program considers applications throughout the academic year, to receive full consideration for financial support, plan to complete the application process by January 1. Contact the office of the Department of English and Modern Languages for specific information.

The requirements for admission follow.

Regular Admission (without conditions)

- Undergraduate degree from an accredited college or university
- Undergraduate grade point average of 3.0 or above, especially in upper division English courses
- GRE scores:
 - Scaled score on Verbal Reasoning 154 or above (520 or above)
 - Analytical writing 4.5 or above
- Three letters of recommendation from professors who can assess the applicant's suitability for graduate studies in English
- Statement of purpose from the applicant
- Writing sample (10-15 pages) that demonstrates the applicant's ability for graduate study

Regular Admission with Conditions

- Undergraduate degree from an accredited college or university
- Minimum undergraduate grade point average of 2.75, especially in upper division English courses.
- GRE scores:
 - Scaled score on Verbal Reasoning section 151 or above (470 or above)
 - Analytical writing 3.5 or above
- Three letters of recommendation from professors who can assess the applicant's suitability for graduate studies in English
- Statement of purpose from the applicant
- Writing sample (10-15 pages) that demonstrates the applicant's ability for graduate study

International students must submit official TOEFL or IELTS scores as part of their admission packets.

[Click HERE to apply to the Department of English and Modern Languages](#)

Application Process

1. Complete the online application form and pay the application fee.
2. Request official transcripts for prior degrees be sent to the Director of the Graduate Program:
Dr. Peg Ellington
Department of English and Modern Languages
Georgia Southwestern State University
800 Georgia Southwestern State University Drive
Americus, GA 31709
3. Take the GRE verbal, quantitative, and writing tests. Request scores to be sent to the Director of the Graduate Program. Be aware that it takes up to six weeks for GRE scores to be received and processed.
4. Send your Statement of Purpose, Writing Sample, and three letters of recommendation addressed to the Director of the Graduate Program (to be mailed by the recommenders, no special forms required).

More guidance on the application process is available at <http://gsw.edu/Academics/Schools-and-Departments/College-of-Art-and-Science/Departments/Department-of-English-and-Modern-Languages/Degrees/ma>.

Academic Standards

Students pursuing a master's degree must adhere to the following standards:

- A cumulative GPA of 3.0 or better must be maintained.
- Only two courses with grades of C can be applied to the degree.
- No course with a grade below a C will be applied toward a degree.
- In any graduate degree program, all requirements, including course work at Georgia Southwestern State University, transfer credit and transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.

Students under Review

Graduate students who fail to maintain academic standards will be placed under academic review at the end of the semester in which their status falls below the required standards.

1. Students who have been placed under review will have early registration cancelled for the following semester. These students will not be able to register online and must report to their graduate advisor.
2. The Registrar will send the names of students under review to the Chair of the Department of English and Modern Languages and the graduate advisors.
3. A student under review must meet with his or her graduate advisor to develop an Individual Remediation Plan (IRP) to demonstrate how the student can be returned to good standing. The plan will be forwarded to the Chair of the Department of English and Modern Languages to sign before being placed in the student's file. A copy of the form will also be sent to the Registrar's Office.
4. At the end of the probationary semester, if the student is not successful in returning to good standing, the Chair of the Department of English and Modern Languages will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Registrar's Office.
5. Graduate students who are dismissed from the graduate program may write a letter of appeal within ten (10) class days from the receipt of the dismissal letter to the Vice President for Academic Affairs. Students re-admitted on appeal will have one additional semester to return to good academic standing.
6. Re-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program and the University.
7. Dismissed graduate students may re-apply for admission to the program after three calendar years. If the student is readmitted, he or she must meet all requirements for the degree program at the time of re-enrollment. The years completed prior to dismissal will count towards the total seven (7) years to complete the degree. Re-admission is not automatic. Each application will be considered individually.

Application for Graduation

Graduation Term	Apply no later than the date below of the prior semester
Fall	May 1
Spring	August 1
Summer	January 1

CURRICULUM

Students pursuing the Master of Arts in English with focus on Critical Literacy and Communications should refer to the linked curriculum sheet and program requirements.

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

SCHOOL OF BUSINESS ADMINISTRATION

The School of Business Administration is accredited by AACSB International - The Association to Advance Collegiate Schools of Business. AACSB accreditation is the hallmark of excellence in business education and has been earned by less than five percent of the world's business schools. AACSB International is located at 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602-5730 USA, telephone number 813-769-6500 and fax number 813-769-6559 (www.aacsb.edu).

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.

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. This commitment includes abiding by the following standards:

- Honesty and integrity in interactions and undertakings
- Respect for the rights, differences, and dignity of others
- Accountability for personal behavior

THE MASTER OF BUSINESS ADMINISTRATION PROGRAM (MBA)

The MBA program has strong business training that integrates knowledge from various functional areas, the expertise of our faculty and the real-world experience of our students. It reinforces strong values, ethics and service and acknowledges the multicultural influences driving today's market. Our program is based on developing key competencies that will help build a lifetime of success. The MBA degree program in business educates students in a broad range of knowledge and skills including finance, ethics, international business, management and marketing as a basis for careers as successful managers. Students achieve knowledge and skills for successful performance in a complex environment requiring intellectual ability to organize work, make and communicate sound decisions, and react successfully to unanticipated events. The program has been designed to promote career development and help students build personal and leadership skills.

The academic program consists of a minimum of 30 graduate semester credit hours in business-related courses. The curriculum consists of eight core courses and two elective courses. In addition, there are several prerequisite foundation courses. For applicants whose undergraduate degrees were in business-related fields, these foundation course prerequisites will typically already have been met.

Applicants whose academic record does not include the foundation courses will be required to complete these prerequisites before being admitted into the MBA program.

APPROACHES TO ASSURANCE OF LEARNING

There are three direct assessment methods to assure that the school is meeting the learning objectives: selection, course-embedded measurement, and stand-alone testing or performance.

The selection process in recruiting students in the School of Business Administration complies with the University standards.

The School of Business Administration uses the following assessment methods:

- course-embedded measurements
- standardized tests (ETS Major Field Test)
- EBI exit survey (indirect method)

GOALS

The learning goals describe the desired educational accomplishments of the MBA degree program. These goals will state the broad educational expectations for the MBA degree program and will specify the intellectual and behavioral competencies the program is intended to instill. By developing operational definitions of the goals and assessing student performance, the school measures its level of success at accomplishing the goals.

General knowledge and skills areas for the MBA program are as follows:

1. Business Knowledge
2. Communication (Oral and Written)
3. Ethical Reasoning
4. Critical Thinking / Analytical Skills
5. Globalization and Diversity
6. Leadership and Teamwork

Based on these knowledge and skills areas the following goals and corresponding objectives are established. The learning objectives for each one of the goals establish the way the learning goals are achieved. At the same time, these objectives describe a measurable attribute of the overall learning goal.

LEARNING GOAL 1: Our graduates will have core business knowledge.

Corresponding Objectives:

- Our students will apply specific knowledge in business to solve a related problem.

LEARNING GOAL 2: Our graduates will be effective communicators.

Corresponding Objectives:

- Our students will develop professional quality presentations accompanied by appropriate technology.
- Our students will produce professional quality business documents.

LEARNING GOAL 3: Our graduates will understand the importance of behaving ethically in their professional lives.

Corresponding Objectives:

- Our students will identify an ethical dilemma in a scenario case and apply an ethics model to propose and defend a resolution.

LEARNING GOAL 4: Our graduates will demonstrate problem solving skills, supported by appropriate analytical, critical thinking, and quantitative techniques.

Corresponding Objectives:

- Our students will critically evaluate a particular case and use the appropriate analytical techniques to identify and solve a business problem.

LEARNING GOAL 5: Our graduates will have a global perspective.

Corresponding Objectives:

- Our students will identify cross-cultural business issues in a case setting and propose appropriate solutions.

LEARNING GOAL 6: Our graduates will be able to work in teams and exhibit leadership.

Corresponding Objectives:

- Our students will demonstrate effective interpersonal and leadership skills in a team setting.

Admission Requirements

Admission to the graduate program in business administration is limited to holders of a baccalaureate degree from a regionally accredited institution. Admission will be granted only to students showing high promise of success in graduate study. The candidate's performance on the Graduate Management Admission Test (GMAT) or Graduate Record Examinations (GRE) and the candidate's undergraduate academic record will be used to determine admission status.

The completed application packet, including all supporting documentation, must be received by the School of Business by the deadline for each term. Contact the office of the School of Business Administration for further information. Applicants may apply for admittance during any semester.

The formulas to determine the student's admission status are

1. GMAT score + (200 x the student's undergraduate GPA*) or
2. GMAT score + (200 x the student's GPA in all upper-division undergraduate courses) or
3. GRE score + (200 x the student's undergraduate GPA*) or
4. GRE score + (200 x the student's GPA in all upper-division undergraduate courses)

*Grade Point Average (GPA) is based on a four point scale as reported on the official final transcripts from all institutions attended.

Students applying for a Master of Business Administration degree who already hold a Master's Degree in another area may submit an application packet without test scores. Admission will be granted based on the grade point average earned for the previous Master's Degree. International students in this category must submit TOEFL or IELTS scores.

Regular Admission (without conditions) Requirements

- A minimum undergraduate overall grade point average (GPA) of 2.70 as reported on the official final transcripts from all accredited institutions.

- A score of 1,000 or higher using formula (1) or 1,050 or higher using formula (2) or 1,350 or higher using formula (3) or 1,400 or higher using formula (4).
- Completion of the prerequisite course requirements.

EXEMPTIONS: Applicants who have already earned a previous Master's degree are not required to take the GMAT or GRE for admission.

Regular Admission (with conditions) Requirements

- A minimum undergraduate overall grade point average (GPA) of 2.70 as reported on the official final transcripts from all accredited institutions.
- A score of 900 or higher using formula (1) or 950 or higher using formula (2) or 1,250 or higher using formula (3) or 1,300 or higher using formula (4).

To exit conditional status, students must have completed all undergraduate prerequisite course requirements and must have maintained a minimum grade point average of 3.00 with no grade below a "B" in the first 9 semester hours of master's level courses taken while classified as a conditional graduate student. The student may then be admitted as a regular student, subject to the approval by the Dean of the School of Business.

Acceptance into the MBA Program is competitive. The admission criteria listed above reflect minimum standards, and meeting these criteria does not guarantee acceptance into the MBA program.

Click [HERE](#) to apply to the School of Business Administration.

Academic Standards

Students pursuing a master's degree must adhere to the following standards:

1. A cumulative GPA of 3.0 or better must be maintained.
2. Only two courses with grades of C can be applied to the degree
3. No course with a grade below a C will be applied toward a degree
4. In any graduate degree program, all requirements, including course work at Georgia Southwestern State University, transfer credit and transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.

Students under Review

Graduate students who fail to maintain academic standards will be placed under academic review at the end of the semester in which their status falls below the required standards.

1. Students who have been placed under review will have early registration cancelled for the following semester. These students will not be able to register online and must report to their graduate advisor.
2. The Registrar will send the names of students under review to the Dean of the School of Business Administration and the graduate advisors.
3. A student under review must meet with his or her graduate advisor to develop an Individual Remediation Plan (IRP) to demonstrate how the student can be returned to good standing. The plan will be forwarded to the Dean of the School of Business Administration to sign before being placed in the student's file. A copy of the form will also be sent to the Registrar's Office.
4. At the end of the probationary semester, if the student is not successful in returning to good standing, the Dean of the School of Business Administration will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Registrar's Office.
5. Graduate students who are dismissed from the graduate program may write a letter of appeal within ten (10) class days from the receipt of the dismissal letter to the Vice President for Academic Affairs. Students re-admitted on appeal will have one additional semester to return to good academic standing.
6. Re-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program and the University.
7. Dismissed graduate students may re-apply for admission to the program after three calendar years. If the student is re-admitted, he or she must meet all requirements for the degree program at the time of re-enrollment. The years completed prior to dismissal will count towards the total seven (7) years to complete the degree. Re-admission is not automatic. Each application will be considered individually.

Application for Graduation

Each student admitted to the MBA program must make application for graduation one semester prior to completing degree requirements.

Application deadlines are as follows and application forms are available in the Registrar's Office as well as under "Student Forms" on RAIN and

the GSW Homepage. Students should contact their graduate advisors to initiate the application process.

Graduation Term	Apply no later than the date below of the prior semester
Fall	May 1
Spring	August 1
Summer	January 1

CURRICULUM

Students pursuing the Master of Business Administration should refer to the linked curriculum sheet and program requirements.

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

SCHOOL OF COMPUTING AND MATHEMATICS

THE MASTER OF SCIENCE IN COMPUTER SCIENCE PROGRAM

Georgia Southwestern State University grants the degree Master of Science in Computer Science.

The Master of Science degree programs is designed to serve two purposes:

- As a "Professional" program allowing computer professionals in industry to upgrade their skills.
- As an "Academic" program allowing capable computer scientists to prepare for the terminal degree.

This programs is an excellent foundation for a career in industry or academia.

The academic program consists of a minimum of 30 graduate semester credit hours. The curriculum consists of six core courses and four elective courses. Students will have the option of selecting their elective courses in computer science, computer information system, or a combination of the courses. In addition, there are several prerequisite foundation courses. For applicants whose undergraduate degrees are in computer related fields, these foundation course prerequisites will typically already have been met.

Applicants whose academic record does not include the foundation courses will be required to complete these prerequisites before being admitted into the graduate program as a regular student.

Admission Requirements

The completed application packet, including all supporting documentation, must be received by the Graduate Admissions Office by the deadline for each term. Contact the office of the School of Computing and Mathematics for additional information. Applicants may apply for admission any semester.

Regular Admission (without conditions)

Students who meets following admission requirements and who have fulfilled the prerequisite course requirements will be admitted as a regular graduate student.

1. An undergraduate degree from an accredited college.
2. A minimum of 2.5 undergraduate grade point average (GPA) based on a 4.0 scale as reported on the official final transcripts from all institutions attended.
3. A minimum of 3.0 GPA on all previous graduate work attempted.
4. A minimum total of 800 (taken before August 2011) or 170 (taken after August 2011) on the verbal and quantitative subtests of the Graduate Record Examination (GRE).
5. Three letters of reference.

EXEMPTIONS: Applicants who have earned a master's degree from an accredited university are exempted from a requirement of the GRE score and can be admitted into the program based on a graduate GPA.

Regular Admission (with conditions)

Students seeking a degree through graduate study who do not meet the requirements for regular admission without conditions may be admitted with conditions. Students who meet the following admission requirements will be admitted as conditional graduate students.

1. An undergraduate degree from an accredited college.
2. A minimum of 2.2 but less than 2.5 undergraduate grade point average (GPA) based on a 4.0 scale as reported on the official final transcripts from all institutions attended.
3. A minimum of 2.75 but less than 3.0 graduate grade point average (GPA) based on a 4.0 scale as reported on the official final transcripts from all institutions attended.
4. A minimum total of 800 (taken before August 2011) or 170 (taken after August 2011) on the verbal and quantitative subtests of the Graduate Record Examination (GRE).
5. Three letters of reference.

To exit conditional status, students must have completed all undergraduate prerequisite course requirements and must have maintained a minimum grade point average of 3.00 with no grade below a "B" in the first 9 semester hours of master's level courses taken while classified as a conditional graduate student. The student may then be admitted as a regular student, subject to the approval by the Dean of the School of Computing and Mathematics.

EXEMPTIONS: Applicants who have earned a master's degree from an accredited university are exempted from the requirement of a GRE score and can be admitted into the program based on a graduate GPA.

Program Learning Outcomes

Program Outcomes describe what students are expected to know and are able to do by the time of graduation.

1. Demonstrate depth of knowledge in areas of computer science, including: data processing, distributed computing, software design, computer networks, and information security.
2. Demonstrate ability to identify, formulate and solve problems within the discipline
3. Demonstrate an ability to function effectively on teams to accomplish a common goal.
4. Function independently on self directed projects or research where appropriate.
5. Demonstrate an ability to communicate effectively orally and in writing.
6. Be prepared for employment or advanced degree.

ONLINE MASTER OF SCIENCE IN COMPUTER SCIENCE

The primary goal of this program is to provide opportunity to large numbers of students who wish to pursue a master's degree and are looking for a fully online graduate program. Employees of a number of local and regional employers have sought the convenience of attending a university while being employed full time.

Admission Requirements

All requirements for admission to the Online Graduate Program are same as those mentioned above for the on-campus degree program.

ONLINE GRADUATE CERTIFICATE PROGRAM IN COMPUTER INFORMATION SYSTEMS (CIS)

The primary goal of this program is to give instructors from two-year colleges and technical colleges the opportunity to obtain 18 hours of graduate course work in their teaching field (CIS). The program was created for instructors, but not limited only to them. The certificate program includes courses like Data Mining and Distributed Web Applications, which reflect current industry trends.

Admission Requirements

All requirements for admission to the Online Graduate Certificate Program in CIS are the same as those mentioned above for the MSCS degree program.

Program Learning Outcomes

Program Outcomes describe what students are expected to know and are able to do by the time of graduation.

1. To demonstrate ability to identify, formulate and solve problems within the discipline
2. To function effectively on teams to accomplish a common goal.
3. To communicate effectively orally and in writing.

Click [HERE](#) to apply to any of the above programs in the School of Computing and Mathematics

Academic Standards

Students pursuing a Master's degree must adhere to the following standards:

1. A 3.0 cumulative GPA on a 4.0 scale must be maintained.
2. A maximum of 6 credit hours with a grade of "C" may be used to satisfy program requirements.
3. No courses with a grade of "D" may be used to satisfy program requirements.
4. In any graduate degree program, all requirements, including course work at Georgia Southwestern State University, transfer credit and transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.

Graduate students who fail to maintain academic standards will be placed under academic review at the end of the semester in which their status falls below the required standards.

Students under Review

1. Students who have been placed under review will have early registration cancelled for the following semester. These students will not be able to register online and must report to their graduate advisor.
2. The Registrar will send the names of students under review to the Dean of the School of Computing and Mathematics and the graduate advisor.
3. A student under review must meet with his or her graduate advisor to develop an Individual Remediation Plan (IRP) to demonstrate how the student can be returned to good standing. The plan will be forwarded to the Dean of the School of Computing and Mathematics to sign before being placed in the student's file. A copy of the form will also be sent to the Registrar's Office.
4. At the end of the probationary semester, if the student is not successful in returning to good standing, the Dean of the School of Computing and Mathematics will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Registrar's Office.
5. Graduate students who are dismissed from the graduate program may write a letter of appeal within ten (10) class days from the receipt of the dismissal letter to the Vice President for Academic Affairs. Students re-admitted on appeal will have one additional semester to return to good academic standing.
6. e-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program and the University.
7. Dismissed graduate students may re-apply for admission to the program after three calendar years. If the student is re-admitted, he or she must meet all requirements for the degree program at the time of re-enrollment. The years completed prior to dismissal will count towards the total seven (7) years to complete the degree. Readmission is not automatic. Each application will be considered individually.

Students pursuing a Master's Degree in Computer Science should refer to the attached curriculum sheet and program requirements.

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

Click [HERE](#) for Curriculum Sheet and Requirements for Online MS (Computer Science).

Click [HERE](#) for Curriculum Sheet and Requirements for Online Graduate Certificate in CIS.

Application for Graduation

Each student admitted to the MSCS program must make application for graduation one semester prior to completing degree requirements.

Application deadlines are as follows and application forms are available in the Registrar's Office as well as under "Student Forms" on RAIN and the GSW Homepage. Students should contact their graduate advisors to initiate the application process.

Graduation Term	Apply no later than the date below of the prior semester
Fall	May 1
Spring	August 1
Summer	January 1

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 the following:

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.

MASTER OF EDUCATION PROGRAM

Georgia Southwestern State University offers graduate study leading to the Master of Education degree for candidates seeking advancement in careers, additional study in a chosen field, greater personal satisfaction and financial rewards.

Holders of graduate degrees are in a favorable market for prime positions in education and education-related careers.

Student Learning Outcomes

The Master of Education degree program is designed to produce teachers who demonstrate:

1. a commitment to students and their learning.
2. knowledge of the subjects they teach and how to teach those subjects to students.
3. a responsibility for managing and monitoring student learning.
4. evaluation of their practice and learning from their experiences.
5. their commitment as members of learning communities.

The Master of Education degree program requires a minimum of thirty-three semester hours of course work, including teaching field courses, professional core courses, seminars and practica.

Admission Requirements for the Master of Education Program

Candidates seeking a degree through graduate study must apply for regular admission. Individuals who already hold a master's degree must meet regular admissions requirements for a second master's degree. Requirements for regular admission follow:

Regular Admission (without conditions)

1. Undergraduate degree from an accredited college or university
2. Eligibility for Clear Renewable Georgia T-4 teaching certificate.
3. A minimum of 2.5 undergraduate grade point average as reported on the official final transcripts from all accredited institutions attended.
4. Two confidential Administrative Recommendation Forms) one from a Supervising Principal and one from another school administrator (Assistant Principal, Department Chair, Lead Teacher.

Applicants meeting minimum requirements for regular admission (without conditions) will be considered. Acceptance is not guaranteed. The School of Education seeks the most qualified applicants for its graduate degree cohort programs.

NOTE: There is no Regular Admissions (with conditions) to the Master of Education degree program.

Those Applicants denied admission may submit an appeal of the decision to the Dean of the School of Education.

Click [HERE](#) to apply to the School of Education

Academic Standards (Master of Education)

Candidates for the Master of Education degree must meet the following standards.

1. A 3.0 grade point average on a 4.0 scale is required in all courses attempted to satisfy degree requirements.
2. Not more than 6 hours with a grade of C may be used to satisfy degree requirements.
3. A grade of D may not be used to satisfy degree requirements.

4. In any graduate degree program, all degree requirements must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.
5. A grade of I may be given in extenuating circumstances. If a grade of I is not removed before the end of the following semester, it automatically becomes an F.

Students under Review

Graduate students who fail to maintain academic standards will be placed under academic review at the end of the semester in which their status falls below the required standards.

1. Students who have been placed under review will have early registration cancelled for the following semester. These students will not be able to register online and must report to their graduate advisor.
2. The Registrar will send the names of students under review to the Dean of the School of Education and the graduate advisor.
3. A student under review must meet with his or her graduate advisor to develop an Individual Remediation Plan (IRP) to demonstrate how the student can be returned to good standing. The plan will be forwarded to the Dean of the School of Education to sign before being placed in the student's file. A copy of the form will also be sent to the Registrar's Office.
4. At the end of the probationary semester, if the student is not successful in returning to good standing, the Dean of the School of Education will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Registrar's Office.
5. Graduate students who are dismissed from the graduate program may write a letter of appeal within ten (10) class days from the receipt of the dismissal letter to the Vice President for Academic Affairs. Students re-admitted on appeal will have one additional semester to return to good academic standing.
6. Re-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program and the University.
7. Dismissed graduate students may re-apply for admission to the program after three calendar years. If the student is re-admitted, he or she must meet all requirements for the degree program at the time of re-enrollment. The years completed prior to dismissal will count towards the total seven (7) years to complete the degree. Readmission is not automatic. Each application will be considered individually.

Application for Graduation (Master of Education)

Each student admitted to the Master of Education program must file an [application for graduation](#) one semester prior to completing degree requirements. Application deadlines are as follows and application forms are available in the Registrar's Office as well as under "Student Forms" on RAIN and the GSW Homepage. Students should contact their graduate advisors to initiate the application process.

Graduation Term	Apply no later than the date below of the prior semester
Fall	May 1
Spring	August 1
Summer	January 1

MASTER OF EDUCATION IN CURRICULUM AND INSTRUCTION

The Master of Education in Curriculum and Instruction offers the following tracks: Early Childhood, Special Education, and General Content.

- **Early Childhood Education Track.** This track is for individuals who hold Clear Renewable Georgia T4 teacher certification in Early Childhood.
- **Special Education Track.** This track is for individuals who hold Clear Renewable Georgia T4 teacher certification in Special Education.
- **General Content Track.** This track is for individuals who hold Clear Renewable Georgia T4 teacher certification in fields other than Early Childhood and Special Education.

Click [HERE](#) for Curriculum Sheet and Requirements (Master of Education).

EDUCATION SPECIALIST PROGRAM

For positions of leadership in teaching, for advanced knowledge in the field, and personal and professional enrichment, the Education Specialist degrees provides an avenue for opportunities in public and private school systems, two-year colleges and various agencies.

Student Learning Outcomes

The Education Specialist degree program is designed to prepare teacher leader candidates who:

1. Understand adults as learners to support professional learning communities.
2. Access and use research to improve practice and student achievement.
3. Promote professional learning for continuous improvement.
4. Facilitate improvements in instruction and student learning.
5. Use assessments and data for school and district improvement.
6. Improve outreach and collaboration with families and community.
7. Advocate for student learning and the profession.

The Education Specialist degree program requires a minimum of thirty semester hours of course work, including professional core courses, seminars, and practica.

Admission Requirements

1. Master's degree from an accredited college or university.
2. Eligibility for Clear Renewable Georgia T-5 teaching certificate.
3. A minimum of 3.00 overall graduate grade point average as reported on the official final transcripts from all accredited institutions attended.
4. A minimum of one year acceptable teaching experience.
5. Submission of scores from the Graduate Records Exam (GRE). A minimum of 400 Verbal or 3.5 Writing with a combined Quantitative and Verbal score of at least 850 is required.
6. Two confidential Administrative Recommendation Forms (one from a Supervising Principal and one from another school administrator (Assistant Principal, Department Chair, Lead Teacher).

Applicants meeting minimum requirements for regular admission (without conditions) will be considered. Acceptance is not guaranteed. The School of Education seeks the most qualified applicants to its graduate degree cohort programs.

NOTE: There is no Regular Admission (with conditions) to the Education Specialist degree program.

Applicants denied admission may submit an appeal of the decision to the Dean of the School of Education.

Click [HERE](#) to apply to the School of Education

Click [HERE](#) for curriculum sheet and specific course requirements (Specialist in Education).

Academic Standards

Candidates for the Education Specialist degree must meet the following standards:

1. A 3.25 grade point average on a 4.0 scale is required in all courses attempted to satisfy degree requirements.
2. No grade less than a B may be used to satisfy degree requirements.
3. A candidate who earns two grades of C or less will be dropped from the program.
4. A course where the candidate earned a C or less may be repeated only once.
5. In any graduate degree program, all degree requirements must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.

Students under Review

Graduate students who fail to maintain academic standards will be placed under academic review at the end of the semester in which their status falls below the required standards.

1. Students who have been placed under review will have early registration cancelled for the following semester. These students will not be able to register online and must report to their graduate advisor.
2. The Registrar will send the names of students under review to the Dean of the School of Education and the graduate advisor.
3. A student under review must meet with his or her graduate advisor to develop an Individual Remediation Plan (IRP) to demonstrate how the student can be returned to good standing. The plan will be forwarded to the Dean of the School of Education to sign before being placed in the student's file. A copy of the form will also be sent to the Registrar's Office.
4. At the end of the probationary semester, if the student is not successful in returning to good standing, the Dean of the School of Education will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Registrar's Office.
5. Graduate students who are dismissed from the graduate program may write a letter of appeal within ten (10) class days from the receipt of the dismissal letter to the Vice President for Academic Affairs. Students re-admitted on appeal will have one additional semester to return to good academic standing.
6. Re-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program.

and the university.

- Dismissed graduate students may re-apply for admission to the program after three calendar years. If the student is re-admitted, he or she must meet all requirements for the degree program at the time of re-enrollment. The years completed prior to dismissal will count towards the total seven (7) years to complete the degree. Re-admission is not automatic. Each application will be considered individually.

Application for Graduation (Education Specialist)

Each candidate admitted to a Specialist in Education program must make application for graduation one semester prior to completing degree requirements. Application deadlines are as follows and application forms are available in the Registrar's Office as well as under "Student Forms" on RAIN and the GSW Homepage. Students should contact their graduate advisors to initiate the application process.

Graduation Term	Apply no later than the date below of the prior semester
Fall	May 1
Spring	August 1
Summer	January 1

EDUCATION SPECIALIST IN TEACHER LEADERSHIP

For positions of leadership in teaching, for advanced knowledge in the field, and personal and professional enrichment, the Education Specialist degree provides an avenue for opportunities in public and private school systems, two-year colleges and various agencies.

The Education Specialist Degree in Teacher Leadership offers the following tracks: Early Childhood, Special Education, and General Content.

- **Early Childhood Education Track.** This track is for individuals who hold Clear Renewable Georgia T5 teacher certification in Early Childhood.
- **Special Education Track.** This track is for individuals who hold Clear Renewable Georgia T5 teacher certification in Special Education.
- **General Content Track.** This track is for individuals who hold Clear Renewable Georgia T5 teacher certification in fields other than Early Childhood and Special Education.

SCHOOL OF NURSING

MASTER OF SCIENCE IN NURSING

The Master of Science in Nursing is an online degree offered cooperatively by Georgia Southwestern State University, Columbus State University, and Clayton State University, all fully accredited institutions in the University System of Georgia. This collaboration allows students to enjoy resources from all schools. The 36-38 hour program prepares professional registered nurses for advanced practice nursing roles as culturally competent educators and leaders.

The curriculum of the MSN is designed to prepare professional registered nurses for APN roles as culturally competent educators and leaders. All students enrolled in the program will be required to take seven graduate core courses consisting of 20 semester credit hours. Additionally, students are required to **select a concentration of either nursing education or nursing leadership**. Each of these concentrations will consist of 16-18 credit hours. Included in these hours is a variable credit (3-5 hours) thesis or project.

The nursing education concentration will focus on preparing nurses to facilitate learning in various environments through the application of knowledge in instructional design, curriculum development, technology utilization, and evaluation of learning.

The leadership concentration will focus on developing nursing leaders who are able to influence, design, manage, transform, and evaluate the evolution of nursing services and care delivery.

The degree offers graduates the opportunities to

1. Implement advanced practice roles as leaders and educators within the nursing profession and the health care system utilizing human caring as the foundation for nursing practice
2. Develop and nurture collaborative and interdependent relationships by communicating with other health care professionals.
3. Analyze personal and organizational decision making utilizing an understanding of how ethics and values influence health care delivery.
4. Utilize nursing research for the promotion of high quality nursing education, health care, and evidence based practice.
5. Demonstrate critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.

6. Demonstrate cultural competence that reflects sensitivity to human diversity in a dynamic academic and health care environment.
7. Develop comprehensive, holistic plans of care that address health promotion and disease prevention needs of diverse populations.
8. Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective health care, and the advancement of nursing practice.

ADMISSION TO THE MSN PROGRAM

Deadlines for admission

Completed applications that are received by the preferred deadline will be given priority review. Those applications received after the final deadline for a given admit term will be recorded for the next available term.

Fall-Preferred Deadline (June 15) and Final Deadline (July 15)

Spring-Preferred Deadline (October 15) and Final Deadline (November 15)

Summer-Preferred Deadline (March 15) and Final Deadline (April 15)

The deadline for international student applications is May 1 for fall term.

Admission without Conditions

To be admitted without condition a student must meet the following criteria:

- Completed application for admission and a \$25.00 processing fee
- Two official copies of transcripts of all undergraduate and graduate work previously taken.
- A baccalaureate degree from an accredited college or university with a minimum grade point average of 3.0 on a 4.0 scale.
- Official copy of scores earned on the General Test of the Graduate Record Exam (GRE) with an acceptable score. (Applicants with an acceptable miller analogies Test (MAT) score may be considered.) The GRE requirement may be waived for applicants who have an advanced degree.
- Three letters of recommendation that comment on the applicant's potential for success in a graduate academic program.
- A statement of purpose of no more than two typewritten pages, single-spaced.
- RN Licensure.
- Immunization record and completed Student Statement of Health and Physical Exam form.
- An interview on campus by member of the area of academic concentration may be required.

Admission with Conditions

A student failing to meet one or more of the standards required for admission without condition may be eligible for admission with condition for up to one semester under conditions specified at the time of admission, if space in the program is available. Students who fail to make progress under provisional admission will be withdrawn from the program.

For additional information about the admission process, go to the website <http://qsw.edu/Academics/Schools-and-Departments/School-of-Nursing/AcademicPrograms/MSN/index>

Academic Standards

Students pursuing a master's degree must adhere to the following standards:

1. A cumulative GPA of 3.0 or better must be maintained.
2. Only two courses with grades of C can be applied to the degree.
3. No course with a grade below a C will be applied toward a degree.
4. In any graduate degree program, all requirements, including course work at Georgia Southwestern State University, transfer credit and transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.

Students under Review

1. Graduate students who fail to maintain academic standards will be placed under academic review at the end of the semester in which their status falls below the required standards.
2. Students who have been placed under review will have early registration cancelled for the following semester. These students will not be able to register online and must report to their graduate advisor.
3. The Registrar will send the names of students under review to the Dean of the School of Nursing and the graduate advisors.
4. A student under review must meet with his or her graduate advisor to develop an Individual Remediation Plan (IRP) to demonstrate how the student can be returned to good standing. The plan will be forwarded to the Dean of the School of Nursing to sign before

being placed in the student's file. A copy of the form will also be sent to the Registrar's Office.

5. At the end of the probationary semester, if the student is not successful in returning to good standing, the Dean of the School of Nursing will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Registrar's Office.
6. Graduate students who are dismissed from the graduate program may write a letter of appeal within ten (10) class days from the receipt of the dismissal letter to the Vice President for Academic Affairs. Students re-admitted on appeal will have one additional semester to return to good academic standing.
7. Re-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program and the University.
8. Dismissed graduate students may re-apply for admission to the program after three calendar years. If the student is readmitted, he or she must meet all requirements for the degree program at the time of re-enrollment. The years completed prior to dismissal will count towards the total seven (7) years to complete the degree. Re-admission is not automatic. Each application will be considered individually.

Application for Graduation

Each student admitted to the MSN program must make application for graduation one semester prior to completing degree requirements. Application deadlines are as follows and application forms are available in the Registrar's Office as well as under "Student Forms" on RAIN and the GSW Homepage. Students should contact their graduate advisors to initiate the application process.

Graduation Term	Apply no later than the date below of the prior semester
Fall	May 1
Spring	August 1
Summer	January 1

CURRICULUM

Students pursuing the Master Science in Nursing with focus on Critical Literacy and Communications should refer to the linked curriculum sheet and program requirements.

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

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, 14 state colleges, and 2 associate degree colleges. These 35 public institutions are located throughout the state.

The Board of Regents of the University System of Georgia was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The governor appoints members to the Board, who each serve seven years. Today the Board of Regents is composed of 18 members, five of whom are appointed from the state-at-large, and one from each of the 13 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System. The Board oversees the 35 colleges and universities that comprise the University System of Georgia, Skidaway Institute of Oceanography and The Georgia Public Library System.

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 selection is recommended by the Chancellor and approved by the Board.

BOARD of REGENTS

University System of Georgia

270 Washington Street, S.W., Atlanta 30334-1450

Members of the Board of Regents

	Term Expires
C. Dean Alford, Conyers	2019
Kenneth R. Bernard, Jr., Douglasville	2014
Larry R. Ellis, Atlanta	2016
Rutledge "Rusty" A Griffin, Valdosta	2018
Robert Hatcher, Macon	2013
C. Thomas Hopkins Jr., M.D., Griffin	2017
W. Mansfield Jennings, Jr., Hawkinsville	2013
James R. Jolly, Dalton	2015
Donald M. Leebern, Jr., McDonough	2019
William "Dink" H. NeSmith, Jr., Athens	2015
Doreen S. Poitevint, Bainbridge	2018
Neil L. Pruitt Jr., Norcross	2017
Willis J. Potts Jr., Rome	2013
Kessel Stelling, Jr., Columbus	2015
Benjamin Tarbutton III, Sandersville	2013 (Chair)
Richard L. Tucker, Duluth	2012
Larry Walker, Perry	2016
Philip A. Wiheit Sr., Gainesville	2013

University System Office Administrative Personnel of the Board of Regents

Chancellor's Office

Dr. Hank M. Huckaby- Chancellor

Sabrina Thompson-Executive Assistant to the Chancellor

Internal Audit and Compliance

John Fuchko, III- Chief Audit Officer & Associate Vice Chancellor

Academic Affairs

David Morgan- Interim Executive Vice Chancellor & Chief Academic Office

Dr. Felita Williams- Assistant Vice Chancellor for Academic Planning

Dr. Marci M. Middleton- Assistant Vice Chancellor for Academic Programs

Bob Cernock- Associate Vice Chancellor for Data Administration/Chief Data Officer

Dr. Lynne Weisenbach- Vice Chancellor, Educator Preparation and Innovation

Dr. Linda Noble –Associate Vice Chancellor for Faculty Affairs

Ben Robinson-Executive Director

Dr. Curtis A. Carver Jr.- Vice Chancellor and Chief Information Officer

Dr. Susan Campbell Lounsbury- Assistant Vice Chancellor, Research & Policy Analysis

Virginia Michelich- Assistant Vice Chancellor for Student Achievement

Tonya Lam- Associate Vice Chancellor, Student Affairs

Administrative and Fiscal Affairs

Steve Wrigley- Executive Vice Chancellor of Administration

Linda Daniels, Architect- Vice Chancellor, Facilities

John E. Brown- Vice Chancellor, Fiscal Affairs

Dr. Lamar Veatch- Assistant Vice Chancellor, Georgia Public Library Service

J. Burns Newsome- Vice Chancellor, Legal Affairs & Secretary to the Board

Shelley C. Nickel- Associate Vice Chancellor, Planning and Implementation

External Affairs

Tom Daniel- Sr. Vice Chancellor, Office External Affairs

Christina Hobbs- Business Development Manager

Terry Durden- Assistant Vice Chancellor, Office of Economic Development

Amanda D. Seals- Executive Director, Government Relations

John Millsaps- Associate Vice Chancellor, Media & Publications

HEADS OF THE INSTITUTION

1907-1908	W. C. Acree, Principal, Third District Agricultural and Mechanical School
1908-1921	John M. Collum, Principal, Third District Agricultural and Mechanical School
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
1978-1979	Harold T. Johnson, Acting President, Georgia Southwestern College
1979-1995	William H. Capitan, President, Georgia Southwestern College
1996-1996	Joan M. Lord, Acting President, Georgia Southwestern College

1996-2007	Michael L. Hanes, President, Georgia Southwestern State University
2007-	Kendall A. Blanchard, President, Georgia Southwestern State University

OFFICERS OF ADMINISTRATION

Kendall A. Blanchard	President
Brian U. Adler	Professor and Vice President for Academic Affairs and Dean of Faculty
W. Cody King	Vice President for Business and Finance
Gaye S. Hayes	Vice President for Enrollment Management
Samuel T. Miller	Vice President for Student Affairs
Jaclyn E. Donovan	Director of Athletics
Janet L. Siders	Director of Human Resources and Affirmative Action Officer
ADMINISTRATIVE PERSONNEL	
Angela V. Bryant	Director of Student Financial Aid
Oris W. Bryant, Jr.	Director of Public Safety
Beverly Carroll	Database Administrator
Gaynor G. Cheokas	Director of the Center for Business and Economic Development
Kim Comer	Alumni Affairs Coordinator/Gifts Processor
Lisa A. Cooper	Director of Institutional Research
Joshua Curtin	Director of Campus Life
Sandra Daniel	Dean, School of Nursing
Brenda Davis	Staff Benefits Manager, Human Resources
Bryan Davis	Director, Institutional Effectiveness
Amber DeBaise	Director of Auxiliary Services
Leisa Easom	Executive Director of the Rosalynn Carter Institute
Timothy Faircloth	Systems Administrator
Etrat Fathi	Director of Career Services Center
John Fox	Director of International Student Programs
Tiffany Gregory	Director, Residence Life
Katrina Guest	Postal Service Supervisor
Royce W. Hackett	Director of Information and Instructional Technology
Jeff Hall	Comptroller
Angela Hobbs	Director of Intramural and Recreational Sports
Karen Holloway	Director, Alumni Affairs and Continuing Education
Alma G. Keita	Director of Counseling Services
Kelly McCoy	Dean, College of Arts and Sciences
Raymond P. Mannila	Theat Technical Coordinator

Evelyn Oliver	Coordinator, Disability Services
Katy Nichols	Clinical Director, School of Education
Joseph Nichols	Assessment Director, School of Education
Boris V. Peltsverger	Dean, School of Computing and Mathematics
Linda B. Randall	Director of Academic Skills Center / First Year Advocate
Mark A. Roberts	Director of Student Support Services
Jan K. Rogers	Director of Student Accounts
Nancy Rooks	Director of Procurement
Darcy L. Schraufnagel Bragg	Assistant Dean of Students
George L. Smith	Director of Physical Plant
Krista P. Smith	Registrar
Stephen E. Snyder	Director of University Relations
Annie Statham	Director of Student Health Services
Ru Story-Huffman	Dean of Library Services, James Earl Carter Library
Helen Tate	Associate Vice President
Michael D. Tracy	Associate Director Public Safety
Lettie J. Watford	Dean, School of Education
M. Elizabeth Wilson	Dean, School of Business Administration

FACULTY

Ian M. Brown (2007-2012)	Assistant Professor, Biology
BS, PhD, University of Otago, Dunedin, New Zealand	
Queen H. Brown (2008-2013)	Associate Professor, Middle Grades
BS,MEd, Georgia Southwestern State University; EdS, Albany State University; EdD, Georgia Southern University	
Bryan P. Davis (2007-2012)	Director of Institutional Effectiveness and Professor
BA, University of Dayton; MA, Wright State University; PhD, Ohio State University	
Margaret A. Ellington (2007-2012)	Associate Professor, English and Modern Languages
BS, Weber State University; MS, PhD, Utah State University	
M. Michael Fathi (2007-2012)	Professor, Technology Management
BS, University of Jundi; MBA, University of Baltimore; DBA, Nova Southeastern University	
Richard C. Hall (2007-2012)	Professor of History
BA, Vanderbilt University; MA, PhD, Ohio State University	

Greg M. Hawver (2007-2012)	Professor and Department Chair, Middle Grades and Secondary Education, Health and Human Performance
BSE, Georgia Southern University; MEd, Georgia Southwestern College; MBA, Troy State University; EdD, University of Mississippi; 1981	
Brian Heshizer (2010-2015)	Associate Professor, Management
BA, Columbus College; MA, Florida State University; PhD, University of Wisconsin-Madison	
Elizabeth A. Kuipers (2007-2012)	Department Chair and Associate Professor, English
B.A., Wesleyan College; MA, PhD., Auburn	
Cecilia M. Maldonado (2009-2014)	Assistant Professor, Marketing
BS, Tecnologico de Monterrey; MS, Texas A & M; PhD, University of Texas, Pan American	
J. YeVette McWhorter (2007-2012)	Department Chair and Professor, Reading
BS, Austin Peay State University; MA, University of New Mexico; EdD, University of Georgia	
Samuel T. Peavy (2007-2012)	Department Chair and Associate Professor, Geology
BS, McNeese State University; M.Sc., Memorial University of Newfoundland; Ph.D., Virginia Tech	
Boris V. Peltsverger (2007-2012)	Professor and Dean, Computing and Mathematics
MSEE, PhD, Chelyabinsk State Technical University	
Arvind C. Shah (2007-2012)	Department Chair and Professor, Computer Science
MS, PhD, University of Georgia	
Gabriele U. Stauf (2007-2012)	Professor, English
BS, Texas Lutheran College; MA, Southwest Texas State University; PhD, Florida State University	
John S. Stovall (2008-2013)	Associate Professor, Marketing
BS, MBA, PhD, University of Illinois at Chicago	
John J. Stroyls (2009-2014)	Associate Professor and Chair, Department of Mathematics
AB, West Virginia University; PhD, State University of New York at Buffalo	
Philip I. Szmedra (2008-2013)	Associate Professor, Economics
BA, Pennsylvania State University; MS, PhD, University of Georgia	
Dawn B. Valentine (2008-2013)	Associate Professor, Marketing
BS, University of North Alabama; MS, University of Alabama at Huntsville; PhD, University of Alabama at Birmingham	

Randall C. Valentine (2008-2013)	Assistant Professor, Finance
BS, Arkansas State University; MS, Mississippi State University, Ph.D, Mississippi State University	
Sheryl F. Venable (2011-2016)	<i>Assistant Professor, Early Childhood Education</i>
BS, University of Georgia; BS, Georgia Medical College; MEd, Augusta State University; PhD, Georgia Southern University	
Milton Jeffrey Waldrop (2007-2012)	Professor, English
BA, MA, Florida State University; PhD, University of Mississippi	
Lettie J. Watford (2007-2012)	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 (2007-2012)	Professor, Geology
BS, East Carolina University; MS, PhD, University of North Carolina	
Mary E. Wilson (2007-2012)	Professor and Dean, School of Business Administration
BA, MA, University of Alabama at Tuscaloosa; PhD, University of Alabama at Birmingham	
Chu Chu Wu (2008-2013)	Assistant Professor, Early Childhood Education
BA, Fu-Jen Catholic University; MS, Iowa State University; PhD, Syracuse University	
Alexander M. Yemelyanov (2007-2012)	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	

Campus Map

Georgia Southwestern State University Campus Map

- | | | | |
|-------------------------------------|---|-----------------------------------|--------------------------------------|
| 1. Wheatley Administration Building | 14. Joseph C. Roney Building | 22. Mary Lou Jordan Hall | 40. Student Success Center |
| 3. Crawford Wheatley Hall | 15. Jackson Hall | 23. Sanford Hall | 41. Southwestern Oaks I |
| 4. Newman Alumni Center | 16. Academic Center for Excellence | 24. Morgan Hall | 42. Southwestern Oaks II |
| 5. Former President's Home | 17. English Building | 27. Herschel Smith: Public Safety | 43. Southwestern Pines |
| 6. Collum Hall | 18. Business/History & Political Science Building | 28. Beth King Duncan Hall | 46. Magnolia I |
| 10. Storm Dome/Athletic Center | 19. Maintenance/Warehouse | 30. Lake House | 47. Magnolia II |
| 11. Florrie Chappell Gymnasium | 20. James Earl Carter Library | 31. Fine Arts Building | 48. Carter 1 (Nursing/Health Center) |
| 13. Science Building | 21. Marshall Student Center | 32. Education Center | 49. Carter 2 (Psy/Soc/RCI) |
| | | 33. Deriso Swimming Pool | |



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Graduate Course Descriptions