

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

### UNDERGRADUATE DEGREES

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

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

Georgia Southwestern State University also offers the Master of Education, Master of Business Administration, Master of Science in Computer Science, Master of Science in Nursing, Master of Arts in English/Critical Literacy, and the Specialist in Education degree. A Bachelor of Science dual degree program in cooperation with Georgia Institute of Technology is also available.

Certificate programs are offered in the following areas: Criminal Justice, European Union Studies, Global Studies, Information Technology, Web Design, Caregiving, and Women's Studies.

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

### Undergraduate and Graduate Course Descriptions

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

### CALENDAR\*

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

<b>SPRING TERM 2012*</b>	
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

<b>Summer Term 2012</b>	
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
<b>FALL TERM 2012</b>	
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

\*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.\*

**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

\*Correct at date of release; subject to change.

**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

[Mission Statement](#)

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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](http://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.

## **ADMISSION POLICIES**

## **UNDERGRADUATE ADMISSION REQUIREMENTS UNIVERSITY SYSTEM OF GEORGIA**

### **College Preparatory Curriculum (Required High School Curriculum)**

Students are expected to complete all courses in the Required High School Curriculum (RHSC) as outlined by the Board of Regents of the University System of Georgia. In addition to these course requirements, students are encouraged to take additional academic units in high school to improve their probability for admission and success.

The following courses are required of students graduating from high school in the spring of 2000 or later who plan to enroll in regular University programs leading to the baccalaureate degree at institutions of the University System of Georgia. Students who graduated high school from spring 1988 through spring 2011 are required to meet the College Preparatory Curriculum requirements in effect at that time. Students graduating from high school in 2012 must present 17 specified RHSC units of credit.

- 4 units of mathematics
- 4 units of English
- 4 units of science
- 3 units of social science, including one course focusing on world studies
- 2 units in the same foreign language (2 units of American Sign Language may be used to satisfy this requirement.)

You will find a complete list of courses that can be used to satisfy the RHSC requirements. See Staying on Course at [http://www.usg.edu/student\\_affairs/documents/Staying\\_on\\_Course.pdf](http://www.usg.edu/student_affairs/documents/Staying_on_Course.pdf)

### **ADMISSION GENERAL POLICIES**

Georgia Southwestern seeks to enroll students with inquiring and creative minds who will profit from advanced educational programs in an atmosphere of freedom with responsibility. Admission standards at the University are designed to identify students who have potential for success in the educational programs of the University. Acceptance is based upon the applicant's previous academic record, entrance examination scores and, when necessary, upon results of personal interviews and psychological tests or other appropriate tests and documents which may help determine general fitness for admission to the University. Applicants are considered for admission without regard to race, color, creed, age, sex, veteran status, disability, or national origin. Students applying for in-state tuition must provide the university with proof of lawful presence in the United States in accordance with BOR Policy 4.3.4.

### **APPLICATION PROCEDURES**

Undergraduate admission forms may be completed online at [https://secure.gacollege411.org/Applications/USG\\_Common\\_App\\_Short/introduction.asp?application\\_id=3404](https://secure.gacollege411.org/Applications/USG_Common_App_Short/introduction.asp?application_id=3404). Applicants may complete a paper application, which is found online at <http://qsw.edu/Assets/Admissions/files/Application4.pdf>. The paper application can be obtained by writing directly to the Office of Undergraduate Admission, Georgia Southwestern State University, 800 Georgia Southwestern State University Drive, Americus, Georgia 31709, or by emailing [gswapps@qsw.edu](mailto:gswapps@qsw.edu).

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

An applicant who fails to enroll in the semester for which he or she is accepted must reapply for admission by completing the Change of Semester form if he or she wishes to enter the University at a later time. This form must be accompanied by a \$25 processing fee.

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

requirements.

If it appears to the Vice President for Enrollment Management that the educational needs of an applicant can best be met at some other institution within the University System of Georgia, the Vice President shall refer the applicant to that institution. In order that the appraisal of a student's ability and fitness for University work may be accurate as nearly as possible, officials of the University will study carefully all information that is submitted by the applicant and may require any applicant to furnish additional data. The officials of the University shall have the right to require each applicant for admission to appear for an interview before the application is finally accepted or rejected. The Vice President for Enrollment Management will notify the applicant of the time and place at which the interview will be conducted.

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

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

### **BEGINNING FRESHMEN**

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

Students are expected to complete all courses in the Required High School Curriculum (RHSC). In addition to these course requirements, students are encouraged to take additional academic units in high school to improve their probability for admission and success.

Students graduating from high school in 2012 must present 17 specified RHSC units of credit. Students graduating from high school prior to 2012 must present 16 RHSC units.

- 4 units of mathematics
- 4 units of English
- 4 units of science
- 3 units of social science, including one course focusing on world studies.
- 2 units in the same foreign language (2 units of American Sign Language may be used to satisfy this requirement.)

You will find a complete list of courses that can be used to satisfy the RHSC requirements. See Staying on Course at [http://www.usg.edu/student\\_affairs/documents/Staying\\_on\\_Course.pdf](http://www.usg.edu/student_affairs/documents/Staying_on_Course.pdf)

Students who graduated high school from spring 1988 through spring 2011 are required to meet the College Preparatory Curriculum requirements in effect at that time.

3. The University reserves the right to refuse any of the credits from any high school or other institution, notwithstanding its accredited status. The judgment of the University on this question shall be final.
4. The applicant must submit an official record of minimum satisfactory scores obtained on either the ACT Assessment [English score of 17 and Math score of 17] or the College Board's SAT [critical reading score of 430 and Math score of 400]. Further information and application forms may be secured from a high school guidance counselor
5. All new students are required to submit proof of required immunizations on the form provided by Georgia Southwestern prior to their enrollment.
6. The applicant shall be required to report to the University for freshman orientation prior to the beginning of the initial term of enrollment. Information will be mailed to the student regarding orientation by **the Office of Undergraduate Admissions**.

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

1. Application with fee.
2. Official results of ACT or SAT.
3. Preliminary high school transcript.
4. Proof of required immunizations.

## **NON-TRADITIONAL STUDENTS**

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

1. Has graduated from an accredited high school or satisfied requirements for the General Educational Development (GED) Equivalency Certificate.
2. Has been out of high school at least five years and whose high school class graduated at least five years ago.
3. Successfully exits at least one area of the COMPASS entrance examination and meet minimum scores in all three areas.

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

A non-traditional student may gain regular admission by meeting regular admission requirements, completing the placement examination with scores deemed appropriate by the university, or by completing Learning Support Program requirements, if applicable.

An analysis of the non-traditional student's progress in the required high school curriculum will be made by the Office of Undergraduate Admission staff. The student may be required to take university courses to compensate for any deficiencies in the required high school curriculum.

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

Applicants from home schools or graduates of non-accredited high schools may validate the RHSC in an alternative way. SAT I scores and satisfactory documentation of equivalent competence in each of the RHSC areas (portfolio outlining competency in all 17 courses areas of the required high school curriculum) may be used in lieu of the Freshman Index and Carnegie unit requirements of the RHSC. A student whose SAT I Composite (Critical Reading plus Mathematics) score is at or above the average SAT I score of the previous year's fall semester first-time freshman admitted to the USG institution to which he or she is applying and who has completed the equivalent of each of the RHSC areas as documented by a portfolio of work and/or other evidence that substantiates RHSC completion qualifies for consideration for admission. For students with ACT scores, the ACT composite score comparable (according to the tables from the joint study by ACT, ETS, and the College Board) to the average SAT I total score is required. Students in this category must also meet the minimum SAT I Critical Reading (or ACT English) requirement and the minimum SAT I Mathematics (or ACT Math) requirement for the sector to which they apply.

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

- **MATHEMATICS**--To show equivalence with four required CPC RHSC mathematics courses (Algebra I and II, Geometry, and one course higher than Algebra II),, students are required to achieve a score of 510 on the SAT II Math Level 1 test or a score of 500 on the SAT II Math Level 2 test in order to satisfy the CPC RHSC mathematics requirement.
- **ENGLISH**--To show equivalence with four required CPC RHSC English courses, students are required to achieve a score of 500 on the SAT I Writing test and a score of 530 on the SAT II Literature test in order to satisfy the CPC RHSC English requirement. Achievement of the indicated score on the SAT Critical Reading test will provide credit for two years of CPC RHSC English, and achievement of the indicated scores on both tests will provide credit for all four years of CPC RHSC English.
- **SCIENCE**--To show equivalence with four required CPC RHSC Science courses (including one laboratory course from the life sciences and one laboratory course from the physical sciences), students are required to achieve a score of 520 on either the SAT II Biology test Ecological or Molecular and a score of 540 on the SAT Chemistry test and a score of 590 on the SAT II Physics test in order to satisfy the CPC. RHSC Science requirement.
- **SOCIAL SCIENCE**--To show equivalence with three required CPC RHSC Social Science courses (including one course focusing on United States studies, one course focusing on world studies, and a third Carnegie unit in this area), students are required to achieve a score of 560 on the SAT II United States History test and a score of 540 on the SAT II World History test.
- **FOREIGN LANGUAGE**--To show equivalence with two years of high school study of a single foreign language, students are required to achieve a score of 540 or higher on the SAT II Language test or a 500 on the SAT II Subject test with listening test.

Students who are extremely close to Southwestern's minimum admission standards may be admitted as a Presidential Exception. These students may require further testing at the university level or be required to take university courses to compensate for any deficiencies in the required high school curriculum.

## **OPPORTUNITIES FOR HIGH SCHOOL STUDENTS**

Georgia Southwestern State University recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of three organized programs: (1) a dual enrollment program in which the student, while continuing his/her enrollment in high school, enrolls in a course for both high school and college credit; (2) a joint enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit; and (3) an early admission program in which the student enrolls as a full-time college student following completion of the junior year in high school. To participate in either program a student must be enrolled in public or private secondary high school which is accredited by one of the following:

- a regional accrediting association (such as the Southern Association of Colleges and Schools)
- the Georgia Accrediting Commission
- the Georgia Private School Accrediting Commission (GAPSAC)
- the Accrediting Commission for Independent Study (ACIS) (List of Accredited Centers for Independent Study (PDF))
- enrolled in a public school regulated by a school system and state department of education.

The minimum admission standards for joint enrollment and early admission are:

- Minimum SAT I score of 970, combined Critical Reading and Mathematics sections, or ACT Composite of 20. (Individual institutions may require higher SAT/ACT scores.)
- Minimum cumulative high school grade point average of 3.0 or higher in courses taken from the required RHSC units;
- Exemption of all Learning Support requirements for early admission;
- Written consent of parent or guardian (if the student is a minor);
- On track towards the completion of the University System of Georgia 17-Required High School Curriculum (RHSC) units.

Students wishing to complete their RHSC or high school graduation requirements by enrolling in college courses must also meet the following admission requirements:

- RHSC English and/or Social Science - Students planning to complete their 4th year high school English and/or social studies requirements with college credit must have an SAT I Verbal score of 530 or higher or ACT English score of 23.
- RHSC Math - Student's planning to complete their 4th year of high school mathematics must have completed Algebra I and II and Geometry and have a SAT I Mathematics score of at least 530 or ACT Mathematics scores of at least 23.
- Electives - Students can enroll in appropriate elective courses as approved by the high school counselor. (Students must have completed two units of a foreign language to enroll in a college foreign language course and students three units of science prior to enrolling in a college science course.)

### **Dual Enrollment, Joint Enrollment, Early Admission of High School Students**

Students who are interested in dual enrollment, joint enrollment or early admission may be eligible for funding under ACCEL, the State of Georgia's dual admission program. For additional information about the ACCEL program, students should contact their high school guidance counselor or the director of the ACCEL program at the Georgia State Department of Education.

Students who do not necessarily meet all of the above admission criteria but who demonstrate very high academic abilities through their SAT or ACT score may be permitted to enroll in college courses at the discretion of the institution. Institutions may set additional requirements but may permit students with scores of at least:

- 700 on the SAT I Mathematics test (or 31 on ACT Mathematics) to enroll in college courses that require advanced mathematical ability
- 700 on the SAT I Critical Reading test (or 31 on ACT English) to enroll in college courses that require advanced verbal ability

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

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

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

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

Students participating in Georgia's Move On when Ready (MOWR) program shall meet the following criteria for admission:

- 600 Critical Reading and 600 Math score on the SAT-1 or 26 English and 26 Math on the ACT
- Minimum high school academic grade point average of 3.5 in College Preparatory Courses
- Students must be on track to complete high school graduation requirements
- \$25 application fee, official transcript and standardized test scores must be submitted to the Office of Undergraduate Admission by the advertised deadline
- The Permission to Participate for (obtained from the high school guidance counselor) must be completed with appropriate signatures

Due to class availability constraints, enrollment in the MOWR program will be limited. Students will be admitted based on the admission standards above if application is made by the advertised deadline for the term.

Students participating in Move On When Ready must be enrolled in a minimum of 12 credit hours as of the last day of the drop/add period. Georgia Southwestern State University is under no obligation to offer courses that will insure a student participating in MOWR will complete high school graduation requirements on time.

Students can only select courses from the ACCEL course list found at. [http://www.gsfc.org/main/publishing/pdf/2005/accel\\_courses.pdf](http://www.gsfc.org/main/publishing/pdf/2005/accel_courses.pdf) . Students may not register for more than 12 hours or in courses not on the ACCEL course list.

MOWR Students will not be allowed to live on campus. MOWR students may participate in student activities; however, they will not be allowed to serve as officers in the Student Government, CAB, the Student Newspaper(Sou'wester), or the University Literary Magazine(SOROCO), or Hurricane Watch. They also may not be a member of a university varsity sport, or any greek-letter, social organization.

MOWR students who withdraw from two (2) or more courses within one academic year or drop below a 2.5 grade point average may be subject to removal from the program.

#### **Acceptance of Transfer Credit: Dual Enrollment/Joint Enrollment/Early Admission**

College credit earned at an accredited institution prior to high school graduation will be considered as transfer credit if the student was enrolled as a dual enrollment, joint enrollment, or early admission student and had a minimum SAT I score of 970 (or ACT Composite of 20) and a HSGPA of 3.00 (B) on a 4.00 scale or if the student was a participant in an approved Early College program. RHSC English and Social Science courses will be considered if the student had earned an SAT I Critical Reading score of 530 or higher or an ACT English score of 23 or higher prior to enrolling in the Joint Enrollment course. RHSC Mathematics courses will be considered if the student had earned an SAT I Mathematics score of 530 or higher or an ACT score of 22 or higher.

#### **ADVANCED PLACEMENT**

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

#### **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM**

Georgia Southwestern State University will give college credits to a student who scores well on end-of-course assessments for the International Baccalaureate (IB) Diploma Program. The credits allow USG freshmen to receive course credit for selected, basic college courses, and advanced level courses. High assessment scores on IB courses are a strong indicator of academic performance that is beyond that expected of typical high-school students. There are three levels of the program - primary years, middle years, and the diploma program for 16-19 year-olds. Students who complete the IB diploma program, which is currently being offered in 22 Georgia high schools can receive up to 24 hours of college credit. The amount of college credit awarded will vary among the USG's colleges and universities, depending upon each institution's course offerings. Additional information about international baccalaureate credits may be obtained from the Office of the Registrar.

#### **TRANSFER STUDENTS**

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

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

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

## **Transfer Admission Requirements and Standards**

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

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

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

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

## **TRANSFER CREDIT POLICY**

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

1. Transfer of D credit:
  - Only courses completed at accredited institutions will be accepted in transfer.
    - All credit earned in 1000 and 2000 level courses used to satisfy Core Curriculum requirements will be accepted, except for Area A courses, which require minimum grades of C.
    - Credit earned in upper level undergraduate courses requires a minimum grade of C.
2. Students who have only partially completed Core requirements at another unit of the University System of Georgia will receive credit in courses completed. Students who have completed one or more Core Area requirements at another unit of the University System of Georgia will receive full transfer credit for those Core Areas. Students who change their major upon transferring may be required to complete requirements in Areas D and F for the new major.
3. Course work taken in two-year college technical programs is generally non-transferable.
4. Course work taken at two-year Technical Colleges which are accredited through the Commission on Colleges will be considered in transfer if the course numbering is 190 or above. Courses taken at Technical Colleges accredited through an agency other than the Commission on Colleges may be accepted as transfer credit if the student submits the Evaluation of Credit form and required



documentation. The form can be found by [clicking here](#).

5. Transfer students must meet residency requirements outlined in the Degree Requirements section of this catalog.
6. Credit earned through correspondence, credit by examination and extension work is accepted, but limited to 30 semester hours, with a maximum of 30 in the major. Students must provide official scores for admission and credit awarding purposes.
7. Credits accepted in transfer by Georgia Southwestern State University do not necessarily apply as hours toward graduation.
8. Credit hours only are transferred; grades are not.

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

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

### **TRANSIENT STUDENTS**

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

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

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

### **INTERNATIONAL STUDENTS**

The Office of Undergraduate Admission offers admission to international students seeking F-visa status. Under special circumstances, students seeking J-visa status may be admitted; however, this status is available only to students coming to GSW as participants in a previously arranged collaboration with an international university or college.

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

Submit **application** with **\$25** check or money order and immunization form (provided by the University) of the applicant. To expedite the process, you may submit your application on line by visiting our website <http://www.gsw.edu> and also our [international student website](#).

1. Submit **official** copies in English of **secondary school transcripts** and all **college transcripts**. You **must** submit your transcripts to an **Evaluation Service and have an original evaluation sent directly to the Office of Undergraduate Admission**. Southwestern accepts evaluations from Josef Silny & Associates, Inc. and American Association of Collegiate Registrars and Admission Officers (AACRAO).  
[www.aacrao.org/credential/individual.htm](http://www.aacrao.org/credential/individual.htm). Student should request a course-by-course evaluation from an Evaluation Service listed above.
2. **Submit official Test of English as Foreign Language (TOEFL) or International English Language Testing System (IELTS) score report.** The minimum requirement for admission to Georgia Southwestern State University is 523/193/69-70 on the TOEFL and 6.5 on the IELTS for regular admission.
  1. TOEFL 69-70 (IBT) or IELTS 6.5 and above

- required to write the COMPASS math placement test for possible placement in Learning Support
  - may enroll in regular credit English core course
  - exempt from Required High School Curriculum (RHSC)
2. SAT/ACT scores without TOEFL or IELTS
- with SAT/ACT English and math scores above cut-off for regular university admission, exempt from COMPASS placement testing, ELI, RHSC
  - with SAT/ACT math score below cut-off for regular university admission, must write math placement test for possible placement in Learning Support
  - with SAT/ACT English score below cut-off for regular university admission, must write placement English tests for possible placement in ELI
3. No TOEFL/IELTS score or TOEFL less than 69-70 (IETLS less than 6.5): Admission to the English Language Institute
- required to enroll in ELI (institutional credit)
  - required to write the COMPASS math placement test when accepted into the regular university program by the Office of Undergraduate Admission
  - exempt from RHSC
4. Under certain circumstances, a student may meet all of the Southwestern guidelines for Admissions, but do not meet the minimum TOEFL score (iBT - 69, or corresponding scores on other types of TOEFL examinations) or a 6.5 on the IELT. These students may be considered for admission by the university, with regard to the following guidelines:
- Category 1: Students with a TOEFL score of 58 or less (or 5.0 or less on IELTS), or without TOEFL or IELTS score will be placed initially in a full time English Language Institute (ELI) schedule for a minimum of one semester.
  - Category 2: Students with a TOEFL score of 59-64 (or 5.5 on IELTS) will be given conditionally admitted to a degree program, but will be required to take at least 4 credits of ELI courses, to be determined by the Director of International Student Programs, during their first term of enrollment.
  - Category 3: Students with a TOEFL score of 65-68 will be conditionally admitted to a degree program, but will be required to take at least 3 credits of ELI courses, to be determined by the Director of Internationa Student Programs, during their first term of enrollment.
  - Category 4: Students with an IELTS Score of 6.0 will be fully admitted to a degree program, but will be required to take 3 credits of ELI courses, to be determined by the Director of International Student Programs, during their first term of enrollment.
- Students admitted under these guidelines must successfully complete the required ELI courses with a grade of B or better or enroll full-time on ELI courses the second semester on campus. In lieu of a TOEFL examination, Southwestern will fully admit students to a degree seeking program, upon the recommendation of the Director of the International Student Programs.
5. International Rotary students are RHSC and placement testing exempt.

**NOTE:** If international students do not meet TOEFL or IELTS test requirements for admission to Georgia Southwestern State University, they may review Admission criteria for the English Language Institute program at the following web address: <http://www.gsw.edu/eli/eli.shtml>

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

- **A deposit (\$1,000 U.S. currency) must be sent.** Checks or money orders should be made payable to Georgia Southwestern State University. The deposit should be mailed directly to the Business Office, Georgia Southwestern State University, 800 Georgia Southwestern State University Drive, Americus, GA 31709. (This deposit is refundable to the student should the student decide not to attend.)
- Submit an Official Letter from the Bank or Financial Institution stating that you and/or your sponsor have available funds. Must be written on official, color letter head, in English, and signed by a bank official showing the date the account was opened, currency used, and amount that is currently in the account. Submit an official conversion of currency to U.S. Dollars.
- Submit a Parent/Sponsor Letter of Commitment/Affidavit. It must be notarized by an official notary, signed, and stamped. [Click here for form.](#)
- Students transferring from another institution with in the US, must submit a copy of his/her I-20, copy of his/her visa, and copy of his/her I-94 along with the an [Undergraduate Transfer Clearance Form](#)
- Each international student must obtain and maintain health/accident insurance,. or be cleared from the purchase requirement. Students without waiver approval must purchase the USG Student Health Insurance Plans (SHIP) insurance policy. Further Information on required insurance will be mailed with the acceptance letter. Waiver information can be found at the following web site: [http://www.usg.edu/student\\_affairs/students/student\\_health\\_insurance\\_program\\_SHIP](http://www.usg.edu/student_affairs/students/student_health_insurance_program_SHIP)

- Immunizations for international students must be submitted before enrollment can occur.

Upon receipt of the tuition deposit, and other required documents, the SEVIS I-20 will be mailed to the student.

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

### **F-1 International Students**

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

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

All F-1 international students will be required to attend an international student orientation session at the beginning and ending of each semester. The orientation session will inform and remind students of general international regulations that may affect their stay in the United States.

### **MAINTAINING F-1 VISA STATUS**

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

1. Maintain a valid passport at all times.
2. Attend the university that the United States Citizenship and Immigration Services (USCIS) have authorized you to attend by stamping your I-20 when you entered the U.S., or by being notified of your transfer to another school.
3. Continue to carry a full course of study (12 hours for undergraduate students, including English Language Institute students, 9 hours for graduate students) each regular semester (fall and spring).
4. Apply with your Designated School Official (DSO) promptly for an extension of stay if you are unable to complete your program of study by the ending date on your I-20.
5. Apply with your Designated School Official for proper documentation to notify USCIS of a change of education level and/or a change in major.
6. Do not change schools without first contacting your Designated School Official for proper documentation.
7. Do not engage in any employment without proper authorization.
8. Limit on-campus employment to 20 hours per week while school is in session.
9. Report a change of address to the Assistant Designated School Official ADSO or DSO and the Registrar's Office within 10 days of the change.
10. Carry approved health insurance coverage.
11. Request travel documents from your ADSO or DSO in advance of leaving the U.S.
12. Complete the proper U.S. tax forms by April 15 of each year. This is required of all non-resident aliens present in the U.S. for more than 90 days of the preceding year.

\*Additional requirements can be found on the F-1 student web site.

### **AUDITORS/PERSONAL DEVELOPMENT STUDENTS**

Applicants wishing only to audit courses or take them for personal development are exempt from taking the ACT/SAT. Although no credit is earned, certain admission requirements must be met and regular fees paid. Credit will not be reflected on the Georgia Southwestern transcript. Auditors and Personal Development students will be required to submit the following items:

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

### **POST BACCALAUREATE**

An applicant in this category must have a baccalaureate (undergraduate) degree from an accredited college or university. This type of admission allows one to take undergraduate courses for credit without pursuing an undergraduate degree, i.e. satisfying undergraduate level prerequisite course requirements, or pursuing an undergraduate level certificate of less than 1 year which is not part of a degree program. Students who wish to have certificate courses apply toward a degree program must meet admission requirements. Post Baccalaureate students need only submit the official transcript denoting the named Bachelor's degree from a Assistant Designated School Official COC accredited institution.

### **SECOND BACCALAUREATE DEGREE**

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

### **STUDENTS AGE 62 OR OLDER**

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

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

### **READMISSION OF FORMER STUDENTS**

Former students who have not been in attendance for one calendar year or more must reapply through the Registrar's Office and pay a \$25 re-application fee. Students who were on academic suspension at the time of their withdrawal are required to obtain the approval of the Associate Vice President for Academic Affairs for readmission.

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

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

### **ACADEMIC RENEWAL**

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

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

1. A Renewal GPA is begun when the student receives approval for Academic Renewal and includes all course work completed following the re-enrollment.
2. The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation.

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

#### **UNDERGRADUATE ENROLLMENT IN GRADUATE COURSES**

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

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

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

#### **GRADUATE STUDENTS**

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

## **FINANCIAL INFORMATION**

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

If any check is not paid on presentation to the bank on which it is drawn, a service charge of \$15 or 5 percent of the face amount of the check, whichever is greater, will be charged. When two checks have been returned by any student's bank without payment, check-cashing privileges will be suspended.

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

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

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

inter-collegiate athletic activities.

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

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.

#### 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 fee rates in effect as of Fall Semester 2012 can be found at [this page](#) 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 [this page](#)

Each application for admission (including re-admission), graduate and undergraduate, must be accompanied by a \$25 non-refundable application fee. Undergraduate students are required to pay an additional \$45 deposit after they have been notified of their acceptance. This deposit may be refunded if an applicant cancels his/her application prior to twenty days before registration. The deposit will be credited toward matriculation fees at the time the student enrolls.

#### **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/qswdining>.

#### **Residence Hall Rates**

Southwestern provides students with modern housing to compliment their college experience. Specific information concerning these options can be found [here](#).

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:**

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

### **GUARANTEED TUITION PLAN**

The Board of Regents established guaranteed tuition rates for students entering a University System of Georgia institution between summer term 2006 and summer term 2009. Students can refer to the information in section 7.3.1.2 THE GUARANTEED TUITION PLAN of the Policy Manual of the Board of Regents

([http://www.usg.edu/policymanual/section7/policy/7.3\\_tuition\\_and\\_fees/#n7312l](http://www.usg.edu/policymanual/section7/policy/7.3_tuition_and_fees/#n7312l)). Students should contact the Office of Undergraduate Admission or the Student Accounts Office for specific information about individual applicable rates.

### **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 [this page](#). 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 to \$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
Associate Degree	\$35.00
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. 1. If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.  
Exceptions:
  1. A student whose parent, spouse, or court-appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.
  2. A student who previously held residency status in the State of Georgia but moved from the state and then returned to the state in 12 or fewer months.
  3. Students who are transferred to Georgia by employer are not subject to the durational residency requirement.
2. No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she in fact established legal residence in this state.
2. If a parent or legal guardian of a student changes his or her legal residence to another state following a period of legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her parent or legal guardian.
3. In the event that a legal resident of Georgia is appointed by a court as guardian of a nonresident minor, such minor will be permitted to register as an in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
4. Aliens shall be classified as 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
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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 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 an 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**

The University provides a variety of programs to assist students who have financial need. Scholarships, grants, loans, and part-time work constitute the types of financial aid. It is preferable that financial aid applications for the next academic year be filed by April 15. Detailed information and appropriate forms may be obtained from the Georgia Southwestern State University website. All awards are contingent on funds being available and students' enrollment and attendance in class.

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

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

Each applicant for the Federal Pell Grant, Federal Work Study Program, Federal Supplemental Educational Opportunity Grant Program, Federal Perkins Loan, and the Stafford Loan is required to provide an analysis of the family income using the FAFSA mentioned above. FAFSA worksheets are available from many secondary school counselors or from the Financial Aid Office at Georgia Southwestern State University. The FAFSA must be completed and submitted electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students should remember to list Georgia Southwestern State University, Americus, Georgia (GSW school code: 001573), as one of the institutions to receive an electronic copy of the FAFSA.

## **Procedures for Applying for Financial Aid**

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

1. Make application for admission to the University. Applicants for financial aid need not be accepted for enrollment before an award is packaged but must be accepted in an eligible academic program before aid is disbursed. Transfer students from other colleges must have a transcript and an admissions application on file at the time of application for financial assistance.
2. Once you have gathered all of your (and if required your spouse or parents') federal tax information, it is time to get started filling out the application. We strongly recommend that you complete your application over the web. This ensures a high level of accuracy because responses are checked on-line. It is more difficult to leave out information when processed on the web.
3. You will be required to apply for a PIN number which will be used later as an electronic signature. While you are applying for a PIN, have your parents apply for one as well. You can have the PIN number displayed immediately when applying or have it emailed to you. If you do not provide an email address, the PIN will be mailed to your home address in 5-7 business days. You can apply for a PIN at [www.pin.gov](http://www.pin.gov).
4. Complete the FAFSA online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and list the GSW Institution Code 001573. The information provided on the FAFSA is used to calculate eligibility for the federal aid, including grants, work-study, and loan programs.
5. If the institution code number is entered on the FAFSA, the institution will receive the student's financial information electronically. Until this information is received by the institution electronically, the student's file cannot be processed.

Financial aid is not automatically renewed. All Financial Aid recipients 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.

## **GRANTS**

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

### **Federal Pell Grant**

The Federal Pell Grant is an aid program designed to provide financial assistance to those who have established need and who are enrolled in an eligible undergraduate program. The amount of the Federal Pell Grant is determined on the basis of the family's resources and the cost of the University. The amount of a grant is based on the family contribution and two factors: (1) the amount of funds actually available for the program for the current year; and (2) the educational cost. The amount of the grant would decrease as the family contribution increases. The Pell Grant Award is based on fulltime enrollment. If a student enrolls (or is reporting as attending) less than a fulltime class load, the Pell Grant will be adjusted accordingly.

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

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

Grants ranging from \$200 to \$6400 are available to students for each of the four years of undergraduate study as long as funds are available.

## **LOANS**

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

### **Federal Perkins Loan (National Direct Student Loan)**

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

Cancellation provisions are available to individuals who

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

## **Jackson Loan Fund**

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

## **Federal Direct Subsidized Stafford Loan**

The Stafford Subsidized Loan is a low-interest, need-based loan authorized by the federal governments 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" the U.S. 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.

## **Federal PLUS Loans**

Parent Loan for Undergraduate Students (PLUS Loan) is an educational loan for eligible students, authorized by the federal government to help parents and students pay the costs of education beyond high school. This loan is not based on financial need as calculated by the FAFSA. Repayment begins when the loan is disbursed. Minimum payments are \$50 per month. The Plus Loan Application can be downloaded from the GSW website under Financial Aid / Forms. Please see a Financial Aid Counselor for details. The parent must repay this loan. Proceeds from this loan are refunded to the student unless the parent makes other arrangements with the Student Accounts Office.

## **SCHOLARSHIPS**

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

### **HOPE Scholarship**

Beginning Fall 2011 to be eligible for a HOPE Scholarship, the student must

- Be a Georgia resident.

### **HOPE Scholarship**

- Students must have a 3.0 GPA graduating from an eligible high school.
- Students must maintain a 3.0 GPA in college to keep HOPE.
- For the academic year starting Fall 2011, the HOPE amount is capped at 90 percent of the current tuition rate (2010-2011) at USG institutions.

### **Zell Miller Scholarship**

- Student must have a 3.7 GPA graduating from an eligible high school.
- Students must, in addition to the 3.7 GPA, have a combined 1200 on the critical reading and math sections of the SAT or at least a 26 Composite ACT score. These test scores must come from a single test sitting.
- Students must maintain a 3.3 GPA in college to keep the Zell Miller scholarship.
- A valedictorian and salutatorian from each high school will be eligible to receive the Zell Miller Scholarship without consideration of the GPA or ACT/SAT requirements.
- Zell Miller Scholarship will cover tuition at 100% for an academic year.
- Students who drop below the college 3.3 GPA can earn **Regular HOPE** if their GPA remains at 3.0 or above.

### **HOPE and Zell Miller Scholarship**

- Book and fee allowances have been eliminated.
- Remedial classes are not covered by the HOPE scholarship.
- Eligible students can continue to receive HOPE Scholarships until they have attempted a maximum of 127 semester hours.

- Students who lose HOPE or the Zell Miller scholarship at an established checkpoint will have a single chance to regain HOPE or the Zell Miller scholarship.
- Beginning with high school graduating class of 2015, students will be required to demonstrate that they have taken a certain number of rigorous high school courses in math, science, English, social studies, and foreign language.
- Courses earned through dual-enrollment will count toward the rigor requirements being phased in for 2015.
- Complete the Free Application for Federal Student Aid (FAFSA) or complete the online application found at GACollege.411 ([http://secure.gacollege411.org/Financial\\_Aid\\_Planning/Financial\\_Aid\\_101/FAFSA\\_is\\_the\\_Key.aspx](http://secure.gacollege411.org/Financial_Aid_Planning/Financial_Aid_101/FAFSA_is_the_Key.aspx)).

Complete the Free Application for Federal Student Aid (FAFSA).

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

## **ACADEMIC SCHOLARSHIPS**

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

### **GSW Alumni Scholarships**

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

### **Charles H. Wheatley Scholarships**

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

### **Additional Academic Scholarships**

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

## **EMPLOYMENT OPPORTUNITIES**

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

### **Federal Work Study**

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

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

### **Work Aid**

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

The rate of pay is minimum wage in biweekly payments.

### **Graduate Assistantships**

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

### **Part-Time Employment**

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

### **OTHER SOURCES OF FINANCIAL AID**

#### **The Ty Cobb Educational Foundation Scholarship**

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

### **Financial Aid Policies**

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

1. To receive any Federal financial aid, a student must maintain satisfactory 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. When the student is eligible for a Federal Pell Grant, the financial aid package is built around this grant. If the student is eligible for the Supplemental Educational Opportunity Grant (SEOG), this grant is added next. Loans and/or employment are added in an attempt to fill the remaining need.
4. 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. - 5:30 p.m., Monday through Thursday and Friday from 8:00 a.m. – 3:00 p.m. Summer hours may vary. Please call 229-928-1378 for summer hours.

### **VETERANS' BENEFITS**

Georgia Southwestern State University is approved for the educational training of veterans and certain eligible spouses and dependents of veterans. The institution serves only as a source of certification and information to the Veterans Administration as all financial transactions and eligibility determinations are handled directly between the student and the VA. Veterans and other eligible persons interested in obtaining educational benefits must meet all applicable requirements for admission as outlined in this bulletin. After being officially admitted to the University, the veteran or eligible person should contact the Veteran Certifying Official in the Registrar's Office for information concerning application procedures and educational benefits. Additional information about eligibility may be obtained by calling the Department of Veteran Affairs at 1-888-827-1000.

## **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](http://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](http://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](http://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**

- [THE SEMESTER SYSTEM](#)
- [SEMESTER HOURS OF CREDIT](#)
- [NUMBERING OF COURSES](#)
- [STUDENT ACADEMIC LOAD](#)
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- [STUDENT ABSENCE POLICY FOR UNIVERSITY SANCTIONED EVENTS](#)
- [POLICY ON ACADEMIC INTEGRITY](#)
- [REGENTS' TESTING PROGRAM](#)
- [RAIN \(Registration and Academic Information Network\)](#)

### **THE SEMESTER SYSTEM**

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

### **SEMESTER HOURS OF CREDIT**

Credit in courses is expressed in semester hours 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 (lower division courses)	1000-2999
Junior and Senior (division courses)	3000-4999
Graduate	5000-8999
Courses numbered 0001 to 0999 are institutional credit courses.	

## STUDENT ACADEMIC LOAD

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

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

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

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

## LEARNING COMMUNITIES

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

## PART-TIME STUDENTS

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

## AUDIT

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

## 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://www.gsw.edu/Assets/AcademicResources/StudentForms/TransientPermissionForm.pdf> 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. Core Area F and major courses to be taken as transient courses require the approval of the student's dean as well as the student's advisor/chair. Grades earned in courses

taken at another institution will not be counted in the student's grade point average at GSW. [Note: Degree candidates may earn credit by correspondence, or through transient credit, but not more than ten hours in the major discipline and not more than thirty total hours of credit earned in this manner will count toward degree requirements.]

### **CREDIT BY EXAMINATION**

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

### **GRADING SYSTEM AND QUALITY POINTS**

Grade	Achievement	Quality Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Poor	1
F	Failing	0
P	Pass	0
S	Satisfactory Performance	0
U	Unsatisfactory Performance	0
V	Audit	0
I	Incomplete	0
K	Credit by Exam	0
W	Withdrawn	0
WF	Withdrawn Failing	0
WM	Withdrawn for Military Purposes	0
NR	No grade reported by instructor	0

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

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

### **GRADE POINT AVERAGE (GPA)**

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

The Semester Grade Point Average is the ratio of quality points earned to credit hours attempted that semester in courses numbered 1000 or above. Grades earned in courses taken at other institutions, including transient and transfer courses, are not included in the Semester Grade Point Average.

The Total Institution Grade Point Average is the ratio of quality points earned to credit hours attempted in courses numbered 1000 or above for which a final grade has been earned. Normally, a course is counted only once for credit hours. For this type of course, the latest grade earned replaces all previous grades and determines the quality points assigned. Grades earned in courses taken at other institutions,

including transient and transfer courses, are not included in the Total Institution Grade Point Average.

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

### **POLICY ON REPEATING COURSES**

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

### **CLASS RANK**

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

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

### **ACADEMIC STATUS: GOOD STANDING, WARNING, PROBATION, SUSPENSION**

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

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

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

#### **Good Standing**

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

#### **Academic Warning**

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

Freshman students who are placed on Academic Warning at the end of their first semester of enrollment must successfully complete UNIV 1001-Pathways to College Success during the following spring or fall semester, whichever comes first.

#### **Academic Probation**

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

#### **Academic Suspension**

A student will be placed on Academic Suspension if the student fails to achieve Good Standing while on Probation. The student must stay out

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

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

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

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

Students returning to GSW after the first suspension are required to enroll in ACSK 1100, Academic Skills, during the first term of re-enrollment unless credit has been earned for this course already.

### **Restricted Enrollment**

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

Not returning to Good Standing by the end of the Restricted Enrollment term will result in an additional suspension for the student, and the student will remain out of school for a minimum of one semester. The student accepting this status will be advised by his/her assigned academic advisor. A Restricted Enrollment Agreement will be signed by the student, the advisor, and the Associate Vice President for Academic Affairs before the student is allowed to register. A student on Restricted Enrollment may drop or add courses only with the approval of the Office of Academic Affairs and the student's advisor.

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

### **Readmission after Suspension**

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

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

Any student requesting readmission must complete a readmission form from the Registrar's Office. Students returning from the first suspension must take ACSK 1100, Academic Skills, during their first term of enrollment unless credit has been earned for this course already.

### **Learning Support Policies**

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

## **ACADEMIC HONORS**

### **President's List**

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

### **Dean's List**

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

### **Academic Achievement List**

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

### **GRADUATION WITH HONORS**

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

A student must earn a total of at least 30 semester hours of academic credit at Georgia Southwestern State University.

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

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

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

### **FINAL EXAMINATIONS**

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

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

### **RE-EXAMINATIONS FOR SENIORS**

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

1. The original course grade earned must not be the result of a violation of the Policy on Academic Integrity or the instructor's written policy on course attendance.
2. It must be mathematically possible to achieve the necessary passing grade in the course using the result of the re-examination.
3. The course must be a non-core course numbered 2000 or above which is necessary for graduation.
4. There must be no opportunity to repeat the course before the scheduled graduation.
5. Graded assignments for which a re-exam may occur include an examination, a project, a presentation, a paper, or another assignment as defined by course requirements. The assignment to be repeated will be determined by the instructor of the course.
6. A student cannot apply this re-examination policy in more than two courses.

The request for the re-examination must be made within thirty (30) days of the end of the term in which the grade was received.

Graduating seniors who fail the tests given by the Department of History and Political Science to meet the U.S. history/Georgia history, and U.S. Constitution/Georgia Constitution requirements are entitled to a single retest in the deficient area during the term immediately preceding their graduation date. Retests are limited to two areas. Students in this situation should contact the administrative assistant of the Department of History and Political Science.

### **Undergraduate Enrollment in Graduate Courses**

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

1. No more than nine hours of graduate credit may be earned.
2. The maximum course load when enrolled in one or more graduate courses is 15 hours per semester.
3. Courses taken for graduate credit cannot be counted toward meeting undergraduate degree requirements.

Permission to register for graduate courses must be granted first by the director of the specific graduate program and then by the Vice President for Academic Affairs prior to registration.

Permission forms are available in the Registrar's Office and through the student's advisor.



## **ATTENDANCE**

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

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

## **SCHEDULE ADJUSTMENTS**

### **Adding or Dropping Courses**

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

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

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

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

### **Withdrawal from a Course**

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

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

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

### **Withdrawal from the University**

Students withdrawing from all classes and exiting the University after the first day of classes must complete the "Withdrawal 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 effective date of the withdrawal from the University is entered as the date from the 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.

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

## **ADMINISTRATIVE WITHDRAWAL FROM A COURSE DURING THE FIRST WEEK OF CLASSES**

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

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

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.

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

## **STUDENT ABSENCE POLICY FOR UNIVERSITY SANCTIONED EVENTS**

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

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

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

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

## **POLICY ON ACADEMIC INTEGRITY**

### **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 Integrity<sup>1</sup>**

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

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

### 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.

<sup>1</sup>International 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.

#### **REGENTS' TESTING PROGRAM**

The University System of Georgia approved for GSW to be exempt from requiring the passing of the Regents' Test as a condition for graduation. The quality of GSW's two composition courses, ENGL 1101 and ENGL 1102, has been deemed sufficient to measure a student's collegiate reading and writing skills.

All students must still meet the current requirement of earning a grade of C or better in ENGL 1101 and ENGL 1102 if they have not already done so.

- If you have failed one or both parts of the Regents' Test, you will not be required to take the Regents' Test again or be enrolled in Regents' remedial courses. You will be required to pass both ENGL 1101 and ENGL 1102 with grades of C or better.
- If you have never taken the Regents' Test, you do not have to take it, but you will have to earn grades of C or better in ENGL 1101 and ENGL 1102, as is currently required.
- If you have transferred in credit for ENGL 1101 or have Advanced Placement, International Baccalaureate, or CLEP credit for ENGL 1101 but do not have credit for ENGL 1102, you will need to take ENGL 1102, earning a grade of C or better. You do not have to take the Regents' Test.
- If you have transferred in both ENGL 1101 and ENGL 1102 with grades of C or better, you do not have to meet additional course requirements at GSW and you do not have to take the Regents' Test.

The Regents' remedial classes, RGTE 0199 and RGTR 0198, will no longer be required or offered.

If you need extra academic support in reading or writing, please go to the GSW Writing Center in room 104 of the Academic Center for Excellence (ACE).

### **RAIN (Registration and Academic Information Network)**

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

## **DEGREE REQUIREMENTS**

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

### **GENERAL BACCALAUREATE DEGREE REQUIREMENTS**

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

1. Candidates for a baccalaureate degree must earn a minimum of 120 semester hours of academic credit and complete three specified courses in physical education. A transfer student who has completed an Associate of Arts or an Associate of Science degree in a transfer program will not be required to fulfill the physical education requirements. All fulltime freshmen baccalaureate students must complete UNIV 1000 - The GSW Experience.  
**NOTE:** A student who changes major may have to complete additional hours of course work beyond those required for completion of the program.
2. All baccalaureate programs require at least 21 hours of upper division courses in the major field and at least 39 hours of upper division work overall.
3. A quality grade point average of 2.00 or higher is required for graduation. Some curricula require a higher average. Grades from transfer credit are calculated for graduation with honors purposes only.
4. A candidate must earn in residence at least twenty-seven of the forty hours of credit earned immediately preceding graduation. Candidates admitted to the University for the final year of work must be in residence for a minimum of two semesters and must complete at least thirty hours of credit including fifteen hours of upper division credit in the major field. If less than a normal load of academic credit is carried, each three-hour course counts as one fifth of a semester toward residence requirements.
5. Degree candidates may earn credit by correspondence, or through transient credit, but not more than ten hours in the major discipline and not more than thirty total hours of credit earned in this manner will count toward degree requirements.
6. All candidates for baccalaureate degrees must satisfactorily complete the General Core Curriculum requirements.
7. Candidates for the B.A. degree must present credit for at least six hours of a single foreign language sequence at the level specified by individual majors. College Preparatory Curriculum foreign language deficiency requirements do not count as part of this sequence.
8. Certain multi-lingual students may have the foreign language requirement waived if they can demonstrate proficiency in a third language other than English and other than their native tongue.
9. A candidate must complete English 1101 with a grade of C or higher or must demonstrate proficiency on the CLEP test. A baccalaureate or associate degree candidate must earn a grade of C or higher in English 1102.

10. Candidates are required to satisfy the provisions of the Georgia State Code 32-171 as amended by The General Assembly, which requires all candidates for a degree to pass either courses in or an appropriate examination on the history of the United States, the history of Georgia, the United States Constitution, and the Constitution of Georgia.
11. Candidates for the bachelor's degree must make a satisfactory score on the Regents' Test, the University System of Georgia reading and writing skills test or be exempted from the test according to Regents' policy.
12. Students following a curriculum sheet dated Fall 2002 or earlier must receive a passing grade in one of the following courses: SOSC 1000, SOSC 1101, GEOG 1101, GEOG 4550, POLS 4550.
13. Candidates for the B.A. degree must complete a minor field of study or a certificate program. The minor or certificate will consist of 15-19 semester hours in the field of study with at least nine hours at the upper division course level.
14. Students in some degree programs and majors are required to take an exit examination prior to graduation. A minimum score may be required. Students should contact their advisors for specific details.

## **PHYSICAL EDUCATION**

All baccalaureate students are required to take PEDS 1010, PEDS 2000 and one activity course from the PEDS activity courses. Students should complete all the requirements during their first two years of enrollment. A transfer student who has completed a transferable Associate of Arts or an Associate of Science degree will not be required to fulfill the physical education requirements.

Exceptions are granted to veterans with DD214 documentation reservists with at least one year of service, students barred by a physician's recommendation, and students entering the B.S. in Nursing Program. There is no requirement for veterans with at least one year of active duty or for reservists with at least one year of service. Veterans and reservists must present documentation to the Registrar's Office in the form of a DD214 in order to be awarded the P.E. exemption. This exception does not apply to majors in Exercise Science & Wellness, Health & PE, and Recreation. Students barred by a physician's recommendation are required to complete PEDS 2000 and HPER 2040. For graduation, all B.S. in Nursing Program students are required to have credit for one PEDS course.

P.E. courses taken at another institution and showing on the student's transcript will count toward this course requirement.

## **GRADUATION REQUIREMENTS**

### **Catalog for Graduation Evaluation**

Under the guidance of the academic advisor, a student may select to be evaluated for graduation from any catalog in effect during the time of enrollment provided the enrollment has been continuous.

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

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

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

### **Application for Graduation- Undergraduate Students**

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

<b>Graduation Term Apply no later than of the year prior</b>	
Fall	December 1
Spring	May 1
Summer	September 1

## **ORIENTATION**

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

### UNIVERSITY SYSTEM OF GEORGIA CORE CURRICULUM

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

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

#### The Core Curriculum provides the following six areas of study:

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

### GEORGIA SOUTHWESTERN STATE UNIVERSITY CORE REQUIREMENTS

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

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

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

#### ▪ General Core Requirements

#### Area A: Essential Skills - 9 semester hours

##### Core Area A1 Learning Outcome

- Students will be able to write effectively for a variety of audiences to demonstrate collegiate-level writing development in various contexts.

ENGL 1101 - Composition I	3 hours
ENGL 1102 - Composition II	3 hours

**Core Area A2 (Quantitative)**

- Students will be able to analyze and apply mathematical concepts in various forms in order to solve a variety of quantitative problems.

MATH 1101 – Intro to Math Modeling	3 hours
MATH 1111* - College Algebra	3 hours
MATH 1113 – Precalculus	3 hours
MATH 1120 – Calculus I	4 hours

MATH 2204 (Elementary Statistics) may not be used to meet Core Area A.2 requirements. MATH 1113 (Precalculus) is required in Area A for mathematics and science degree programs. MATH 1120 (Calculus I) is required by Georgia Institution of Technology for the dual degree program. Students who meet Core Area A requirements by earning credit for MATH 1120 will have the extra credit hour used in Free Electives, if applicable in their degree program.

MATH 1101-Introduction to Math Modeling has joined MATH 1111-College Algebra as an acceptable Core Area A math course for some majors/degrees. If a student has any questions about the acceptability of Math Modeling for your program, he or she should contact the advisor.

**Programs accepting MATH 1101-Introduction to Math Modeling to meet Core Area A requirements:**

All Business programs - BBA  
 Nursing program – BSN  
 All BA programs  
 BFA program  
 BS in History with Teaching Certification  
 BS in Political Science, Psychology, Sociology  
 BSEd in Special Education

**Programs confirmed as NOT accepting MATH 1101-Introduction to Math Modeling to meet Core Area A requirements:**

All Education programs with the exception of Special Education – BSEd  
 BS in Biology, Chemistry, Geology  
 Dual Degree engineering programs  
 BS in Mathematics  
 BS in Mathematics with Teaching Certification  
 BS in Computer Science  
 BS in Information Technology

All students on a 2011-2012 curriculum sheet or later higher must earn a C or better for all core Area A courses including math. This includes those who changed majors during the 2011-2012 academic year.

**Math Lab Options**

Most students entering as new freshman are required to take the Math Placement Test before they enroll. Based on the test scores and SAT/ACT scores students may be required to take a one hour math lab (MATH 1111L or MATH 1101L) along with MATH 1111 or MATH 1101. This requirement will be used to meet the ACAM 0999 requirement that students may have had prior to Fall 2011.

These lab classes are open, but optional, to students who need extra academic support in order to attain success in MATH 1101 or 1111. Students must register for the math course in order to enroll in the lab.

**Area B: GSW Institutional Options (minimum) - 4-5 semester hours****Core Area B (Institutional Options) Learning Outcomes**

- Students will be able to evaluate information critically.
- Students will be able to understand cultural differences

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

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

Students who complete more than the necessary hours in Area B will have the extra hour or hours used in Free Electives, if applicable for their degree program.



Select from the following courses:

LIBR 1101 - Foundations of Information Literacy	1 hour
CIS 1000 - Computer Literacy	3 hours
SOSC 1101 - The World and Its People	3 hours
ENGL 2200 - Introduction to Professional Writing	3 hours
COMM 1110** - Fundamentals of Speech	3 hours
Foreign Language*	3 hours
THEA 1110** - Performance Skills for Business and Professions	3 hours
WMST 2001 - Introduction to Women's Studies	3 hours
POLS 2401 - Introduction to Global Issues	3 hours

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

\*\* recommended for teacher education and exercise science majors.

### Area C: Humanities/Fine Arts - 6 semester hours

#### Core Area C (Humanities and Fine Arts) Learning Outcome

- Students will be able to articulate factual and conceptual knowledge concerning literature, and one of the fine or performing arts.

#### Select one of the following - 3 hours:

- ENGL 2110 - World Literature
- ENGL 2120 - British Literature
- ENGL 2130 - American Literature

#### Select one of the following - 3 hours:

- ARTC 1100 - Art Appreciation
- MUSC 1100 - Music Appreciation
- THEA 1100 - Theat Appreciation

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

#### Core Area D (Natural Sciences) Learning Outcomes

- Students will be able to interpret symbolic representations of data relevant to the physical world.
- Students will be able to evaluate the relationship between observation and inference in the natural sciences.

#### Di: Non-Science Majors Only

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

#### Dii: Science or Non Science Majors

Two lab science course sequence from List A below	8 hours
One course from List A, List B or List C below	3 or 4 hours

#### List A (4 hours each)

- BIOL 1107 & BIOL 1107L - Essentials of Biology I Lecture and Lab
- BIOL 1108 & BIOL 1108L - Essentials of Biology II Lecture and Lab
- BIOL 2107 - Principles of Biology I
- BIOL 2108 - Principles of Biology II
- GEOL 1121 - Introductory Geosciences I
- GEOL 1122 - Introductory Geosciences II
- CHEM 1151 & CHEM 1151L - Survey of Chemistry I Lecture and Lab

- CHEM 1152 & CHEM 1152L - survey of Chemistry II Lecture and Lab
- CHEM 1211 & CHEM1211L - Principles of Chemistry I Lecture and Lab
- CHEM 1212 & CHEM1212L - Principles of Chemistry II Lecture and Lab
- PHYS 1111 - Introductory Physics I
- PHYS 1112 - Introductory Physics II
- PHYS 2211 - Principles of Physics I
- PHYS 2212 - Principles of Physics II

List B (3 hours each)

- BIOL 1107 - Essentials of Biology I Lecture
- BIOL 1108 - Essentials of Biology II Lecture
- BIOL 1500 - Applied Botany
- CHEM 1100 - Everyday Chemistry
- CHEM 1211 - Principles of Chemistry I Lecture
- CHEM 1212 - Principles of Chemistry II Lecture
- ENVS 1100 - Introduction to Environmental Science
- GEOL 1142 - The Geology of Georgia
- GEOL 1211 - The Earth's Evolving Environment
- GEOL 1221 - Solar System Exploration
- PHYS 1221 - Solar System Astronomy
- PHYS 1222 - Stellar Astronomy

List C (3 or 4 hours each)

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

**NOTE:**

BIOL 1107/1107L and 1108/1108L are not open to students with credit in BIOL 2107 or BIOL 2108.

PHYS 1111 and PHYS 1112 are not open to students with credit in PHYS 2211 and PHYS 2212.

PSYC 3301 Psychological Statistics and SOCI 3331 Sociological Statistics cannot be used to meet Core Area D requirements.

Students who earn 12 hours in Core Area D will have the extra hour used in Free Electives, if applicable in their degree program.

**Area E: Social Sciences - 12 semester hours**

**Core Area E (Social Sciences) Learning Outcome**

- Students will be able to articulate factual and conceptual knowledge concerning societal dynamics.

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

**Select one course from the following: 3 hours**

- ECON 2105 - Principles of Macroeconomics
- HIST 1111 - World Civilization or
- HIST 1112 - World Civilization II (additional World History course)
- PSYC 1101\* - Intro to Psychology
- SOCI 1101 - Intro to Sociology

\* suggested for students pursuing certification in teaching fields.

### **Additional General Education Outcomes**

In addition to the learning outcomes for individual Core areas, the institution specifies outcomes that are reached through courses in more than one Core area. For instance, a student may achieve the US perspectives outcome by taking an American literature course in Area C and a US Government course in Area E.

#### **US Perspectives**

- Students will be able to articulate factual and conceptual knowledge concerning historical and societal dynamics within the United States.

#### **Global Perspectives**

- Students will be able to articulate factual and conceptual knowledge concerning world-wide societal dynamics.

#### **Critical Thinking**

- Students will be able to analyze and evaluate the main issues that relate to problems or texts, and then apply an organized, coherent and accurate response.

### **Area F: Courses Related to Major - 18 semester hours**

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

### **DOUBLE MAJORS**

A GSW student who wishes to meet the requirements for more than one major within the same baccalaureate degree classification (B.A, B.S., B.B.A., B.S.Ed.) is pursuing a double major. Requirements for completion of a double major follow.

1. All degree requirements must be met for both majors.
2. Once major course requirements, exclusive of elective and minor requirements, have been met for the first major, a minimum of twenty-one semester credit hours must be completed for the second major.
3. The twenty-one hours (minimum) of credit for the second major may be taken in lieu of minor and elective requirements for the first major.
4. A minimum of fifteen of the additional hours for the second major must be at the 3000-4000 level within the degree program.

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

### **SECOND BACCALAUREATE DEGREE**

#### **For Students Who Have Earned a Previous Baccalaureate Degree from GSW**

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

1. All major degree requirements in the second degree must be met, including Core Area F. Courses completed for the first baccalaureate degree can be combined with courses completed after admission for the second degree to meet requirements for the second degree.
2. A minimum of thirty semester credit hours in addition to those required for the first baccalaureate degree must be earned at Georgia Southwestern State University.
3. A minimum of twenty-one semester credit hours of the above thirty hours must be 3000-4000 level courses in the major for the second degree.
4. If the second degree includes a minor, courses taken for the major of the first degree can be used to meet this requirement.
5. Additional requirements may be established for Core Areas A and D.

#### **For Students Who Have Earned a Baccalaureate Degree from a University System of Georgia Institution**

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

1. All major degree requirements in the second degree must be met, including Core Area F. Courses completed for the first baccalaureate degree can be combined with courses completed after admission for the second degree to meet requirements for the second degree.
2. A minimum of thirty semester credit hours in addition to those required for the first baccalaureate degree must be earned at Georgia Southwestern State University.
3. A minimum of twenty-one semester credit hours of the above thirty hours must be 3000-4000 level courses in the major for the

second degree.

4. If the second degree includes a minor, courses taken for the major of the first degree can be used to meet this requirement.
5. Additional requirements may be established for Core Areas A and D.

#### **For Students Who Have Earned a Baccalaureate Degree at a Non-System Institution, Including International Students**

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

1. All major degree requirements in the second degree must be met, including Core Area F. Courses completed for the first baccalaureate degree can be combined with courses completed after admission for the second degree to meet degree requirements for the second degree.
2. A minimum of thirty semester credit hours in addition to those required for the first baccalaureate degree must be earned at Georgia Southwestern State University.
3. A minimum of twenty-one semester credit hours of the above thirty hours must be 3000-4000 level courses in the major for the second degree.
4. If the second degree includes a minor, the major from the first degree earned will be used in lieu of the minor.
5. International students must present a professional evaluation of credits earned for the first degree and confirmation of the awarding of the baccalaureate degree.
6. The Georgia Legislative History and Constitution requirements must be met.
7. Additional requirements may be established.

#### **EXPERIENTIAL LEARNING/ PRIOR LEARNING ASSESSMENT**

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

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

Prior Learning Assessment (PLA) is a process through which students identify areas of learning from their past experiences, demonstrate that learning through appropriate documentation, and submit their materials related to specific course objectives so that they can be assessed and possibly awarded academic credit. PLA will reduce the repetition of relevant, course-related material for students with prior learning (or with prior degrees). Students must complete PLA 2000, Prior Learning Documentation Course, to be eligible to apply for PLA credit. Students should contact Dr. Chuck Huffman for more information.

#### **MILITARY CREDIT**

As an institutional member of the Servicemembers Opportunity Colleges Consortium (SOCC), Georgia Southwestern State University provides service members with an option to petition for credit for military education/training when deemed applicable to a degree program. Credit for prior military experience and training is determined on an individual basis, following the guidelines published by the American Council on Education for the Evaluation of Educational Experiences in the Armed Services. Students should submit official documentation of military education/training (AARTS, SMART, or Community College of the Air Force transcript) to the Office of the Registrar for evaluation of degree-related training. Students should see the Office of the Registrar for additional information.

## **PROGRAMS OF STUDY**

- [UNDERGRADUATE PROGRAMS OF STUDY](#)
- [ASSESSMENT OF ACADEMIC PROGRAMS](#)
- [BACCALAUREATE DEGREE PROGRAMS](#)
- [DUAL DEGREE PROGRAM IN ENGINEERING](#)
- [PRE-PROFESSIONAL PROGRAMS](#)
- [GSW INTERN PROGRAMS](#)
- [GENERAL EDUCATION CURRICULUM](#)

- [CERTIFICATE PROGRAMS](#)
- [CONTINUING EDUCATION](#)
- [UNIVERSITY HONORS PROGRAM](#)
- [LEARNING SUPPORT POLICIES](#)

## UNDERGRADUATE PROGRAMS OF STUDY

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

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

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

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

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

## ASSESSMENT OF ACADEMIC PROGRAMS

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

## BACCALAUREATE DEGREE PROGRAMS

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

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

**Bachelor of Business Administration:** Accounting, Management, Human Resources Management, Management with an Option in Natural Resources Management, Professional Golf Management, Marketing

**Bachelor of Fine Arts:** Art.

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

**Bachelor of Science in Nursing**

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

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

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

determine their majors before scheduling classes.

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

### **DUAL DEGREE PROGRAM IN ENGINEERING**

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

### **Regents' Engineering Transfer Program (RETP)**

Georgia Southwestern State University offers qualified students the opportunity to transfer to an engineering program of their choice at Georgia Tech through the Regents' Engineering Transfer Program (RETP). In the RETP, students enroll for their first two years of course work at Georgia Southwestern, where they are able to complete all of the mathematics and science courses, as well as some of the engineering courses, required in the first two years of the Georgia Tech curriculum. Students who successfully complete the RETP requirements at GSW are automatically accepted as transfer students to Georgia Tech and are able to continue their work toward completion of a Bachelor of Engineering degree.

### **PRE-PROFESSIONAL PROGRAMS**

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

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

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

### **GSW INTERN PROGRAMS**

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

### **GENERAL EDUCATION CURRICULUM**

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

### **CERTIFICATE PROGRAMS**

Georgia Southwestern State University offers certificate programs in the following areas: Caregiving Issues and Management, Criminal Justice, English as a Second Language, European Union Studies, Global Studies, Web Design, Information Technology and Women's Studies.

### **CAREGIVING ISSUES AND MANAGEMENT CERTIFICATE PROGRAM**

The Caregiving Issues and Management Certificate Program is an online 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 (e.g. 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. After completion of this certificate, students will be able to

- Analyze a caregiver's circumstances, needs, strengths, goals and cognitive cultural and spiritual situation.
- Translate information across healthcare system and healthcare providers.
- Assist family caregivers in identifying and accessing community and regional services in healthcare settings.
- Participate in an interdisciplinary team approach utilizing multiple health care and social service systems.
- Integrate knowledge and values of caregiving in an individual's career field, including, but not limited to business, health care, education, social work, social services, psychology, and public health.
- Apply knowledge of evidenced-based caregiver programs to support diverse individuals, families, and communities across the lifespan.

Click [HERE](#) for Caregiving Issues and Management Certificate Program Curriculum Sheet.

### **CRIMINAL JUSTICE CERTIFICATE**

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

### **ENGLISH AS A SECOND LANGUAGE CERTIFICATE**

International students may earn a Certificate of Completion, depending on their levels of comprehension and fluency, in as little as one semester or as long as two years. The program at GSW's English Language Institute (ELI) is based on approximately twenty hours of class a week for four levels of language instructions: Basic, Intermediate, Advanced, and Bridge. There is no minimum TOEFL requirement for admission. Students who place in higher levels can receive credit for lower level classes.

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

#### Requirements and Standards

##### ADMISSION REQUIREMENTS

- Completed and signed application.
- \$50.00 non-refundable application fee.
- Copy of passport, which must be current.
- Foreign Student Financial Statement
- Affidavit of Financial Support
- Official English translations of high school and college/university transcripts.
- Copy of most recent TOEFL or IELTS score, if it has been taken.
- Completed health history and immunization form signed by a medical doctor.

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

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

### **EUROPEAN UNION STUDIES CERTIFICATE**

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

## **Admission requirements**

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

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

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

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

## **Practicum experience**

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

## **On-line courses and Transatlantic Joint Certificate**

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

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

## **Areas of Distinction**

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

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

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

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

## **Broad Program Goals**

The European Union Certificate Program fosters interdisciplinary learning about the EU and encourages students to become global citizens.

It contributes to the institutional and Board of Regents goal of increased internationalization of the curriculum by allowing students to take a much broader range of courses (through the online consortium) on the EU and EU topics than they would otherwise be able to take.

It enables students to globalize their educational experience and provides an additional credential that improves future employment and educational opportunities

## **Student Learning Outcomes: Basic Knowledge Goals**



The introductory course is structured to accomplish five learning outcomes which are measured by students demonstrating, on assignments and assessments such as exams, knowledge of:

- the historical origins and development of the EU;
- the EU's governing institutions;
- the EU's policymaking processes;
- current EU policies and issues;
- EU-USA relations

#### **Student Learning Outcomes: In-depth Knowledge Goals**

The multidisciplinary course menu allows students to choose four topical classes. For each of the four topics:

- students will demonstrate, in class discussion and on assignments or exams, in depth knowledge of that particular aspect of the EU or European integration;
- students will demonstrate, in class discussion and on assignments or exams, in depth knowledge of issues that deal substantially with the impact or consequences of the EU and/or European integration;
- students will demonstrate, in class discussion and on assignments or exams, in depth knowledge of the EU in comparative scope.

#### **Student Learning Outcomes: Skills Goals**

The program has three skills objectives:

- students will be able to find and process information about Europe and the European Union
- students will be able to make connections between issues normally relegated to a single discipline and view the EU in a multidisciplinary way
- students will be able to conduct intensive research on EU-related topics.

#### **Student Learning Outcomes: Practicum Goals**

- Students will demonstrate "real-world" experience of the European Union via completion of a practicum consisting either of study or research abroad experience or an appropriate internship (with a European company, consulate, etc.)

#### **Assessment and Review**

Courses taught in Summer and Fall are rotated from an already-approved catalog of eight courses. This catalog was approved at the time of program creation by a group of faculty representatives from each participating USG institution, as well as by the LMU in Munich and the Board of Regents.

Spring courses are occasionally different. These are what we might call "special topics" classes. At the time of course proposal, these are reviewed for academic content, learning outcomes, and academic rigor; the approval process is completed by the Executive Committee (ExComm) of the European Union Studies Program. The ExComm consists of 7 members from 7 schools and several disciplines. Faculty are vetted by the same ExComm for their qualifications as well.

Student learning outcomes are assessed on an on-going basis throughout the year. Each instructor is responsible for assessing students through class discussion, exams, quizzes, assignments, and term papers, among other assessment tools.

In addition, students evaluate each course via a standardized (for each course) online assessment tool. Faculty is assessed based in part on student evaluations.

Each course is assessed for content by the Director and the instructor(s) and updated each time it is taught.

The Steering Committee will meet twice yearly to discuss program evaluation, course evaluation, and participation. These meetings may be telephone conference calls or face-to-face meetings.

The Director and/or members of the Executive Committee meet with German partner LMU to review program courses and evaluate program outcomes to ensure that courses continue to enable students to meet the program goals. These meetings are both telephone conference calls and face-to-face meetings. The most recent review was held at LMU in July 2009 and resulted in the decision to increase collaborative course offerings in summer to better serve our students, especially the German students at LMU.

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

#### **WOMEN'S STUDIES CERTIFICATE**

Women's Studies is a multi-disciplinary approach to the understanding and analysis of women's history and culture. The program seeks to help students recognize and understand how their lives have been culturally constructed by notions of gender, ethnicity, sexuality, and class.

An added benefit of having the Women's Studies Certificate is that prospective employers and graduate schools will appreciate the added dimension of inter-disciplinary work that goes beyond the basic degree requirements. This certificate is complementary to existing undergraduate programs.

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

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

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

### **GLOBAL STUDIES CERTIFICATE**

The Global Studies Certificate (GSC) allows students to develop a more global perspective on issues in their lives and vocations, as well as issues in our increasingly global society. The certificate requirements are met through classes that focus on skills, perspectives and knowledge about global issues and understanding of other cultures. The program is interdisciplinary. Classes that fulfill the certificate requirements are chosen by the director of the certificate program. A current list can be obtained from the director of the program or from the curriculum sheet. Courses with more than 50% content dealing with non-US perspectives, issues, or skills may be substituted for approved classes with the approval of the director. Study abroad courses may also be used to complete the certificate requirements. The certificate program is open to all students who are already enrolled at Georgia Southwestern State University.

The certificate requires a minimum of 18 course hours to complete. A grade of "C" or better is required for all courses. 9 hours must be at the 3000 level or above. 6 course hours must be completed in each of three areas:

- Global Core – 6 hours
- Area/Cultural Studies & Skills – 6 hours
- Global Issues – 6 hours

A portfolio of samples of work from all approved classes must be maintained by the student and submitted to the director of the program before graduation.

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

### **INFORMATION TECHNOLOGY CERTIFICATE (On-Campus and Online)**

To meet 21<sup>st</sup> century challenges, military personnel need to update their knowledge and gain skills in high demanding computing fields. Georgia Southwestern State University (GSW) offers from Spring 2013, both an on-campus, traditional delivery Undergraduate Certificate in Information Technology and the equivalent certificate in a fully online format. Curriculum of this program consists of four required and two elective courses, and can be completed in two semesters. The primary goal of this program is to give military personnel and professionals who graduated from technical and two-year colleges an opportunity to gain knowledge and skills in areas such as Internet Technologies, Information Systems Project Management, UNIX, Systems Analysis, Network Management, and some others. Although the program was created for military personnel, it is not limited only to them. This certificate program includes courses which reflect the current industry trend and will be useful to IT professionals as well. Completion of the program will be acknowledged by a special certificate. All credit hours from this certificate can be transferred to the Undergraduate Program in Information Technology at GSW.

Click [HERE](#) for Information Technology Certificate (On-Campus) Curriculum Sheet

Click [HERE](#) for Information Technology Certificate (Online) Curriculum Sheet

### **CONTINUING EDUCATION**

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

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

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

## **UNIVERSITY HONORS PROGRAM**

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

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

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

Participation Requirements: The UHP requires honors students to take at least two honors courses each year and maintain a minimum 3.2 overall GPA. Other requirements include:

1. ENRICHED CORE COURSES: Students must take at least one enriched core course from each of the following areas:
  - Humanities (English or Fine Arts)
  - Social Sciences (History, Political Science, Economics, Sociology, Psychology, Anthropology)
  - Math/Science (Algebra, Pre-Calculus, Calculus, Biology, Chemistry, Geology, Physics)
2. ENRICHED MAJOR AREA COURSES: Students must take at least two enriched courses in their major for honors credit. (The same course cannot be counted in the enriched core courses section.)
3. HONORS SEMINARS: Students must take at least four one-hour seminars; two seminars per year will be offered.
4. CULTURAL ENRICHMENT: Each semester, students must attend a lecture, exhibit, concert, play or a similar event not connected to the student's course requirements.
5. STUDY ABROAD: The UHP will encourage students and assist students in seeking financial aid for summer and regular terms abroad.
6. SERVICE ENRICHMENT: Each semester, students must participate in one activity as a volunteer for a community or campus charity or outreach.

Honors students who maintain a 3.5 or higher GPA in honors courses and a 3.5 or higher GPA over their last 60 hours and complete an honors senior thesis project will receive the distinction of "University Honors Scholar" at commencement.

## **LEARNING SUPPORT PROGRAM**

Students seeking to enter programs leading to the baccalaureate degree must be able to demonstrate that they have met the University System of Georgia established minimum requirements in English, reading, and mathematics in order to be allowed to enroll in Core Curriculum and degree level courses.

To exempt placement screening a student must meet the following requirements:

### For English (Writing) and Reading

- score 430 SAT Critical Reading or higher; or
- score 17 ACT English or higher; or
- score at or above the advanced proficiency level on the Georgia High School Graduation Test – English Language Arts and
- have met the Required High School Curriculum requirement in English

### For Mathematics

- score of 400 SAT-Mathematics or higher; or
- score of 17 ACT- Mathematics or higher; and
- have met the Required High School Curriculum requirement in mathematics

Students who do not meet all of the above requirements must take the Compass Placement Test in the area or areas of deficiency prior to official acceptance to Georgia Southwestern State University.

## **The Compass Placement Examination (CPE) Scores**

Traditional and non-traditional students who apply to GSW as beginning freshmen with at least one SAT or ACT score below the acceptable minimum or who have not met the Required High School Curriculum for English and mathematics or who did not score at or above the advanced proficiency level on the Georgia High School Graduation Test-English Language Arts (English and reading only) will take the Compass Placement Test before admission is granted.

That is, students who present SAT-Math scores of less than 400 (ACT-Math scores of less than 17) or have not met the Required High School Curriculum for mathematics will test for possible initial placement into Learning Support mathematics.

Students with SAT-Critical Reading scores below 430 (ACT-English scores below 17) or have not met the Required High School Curriculum in English or did not score at or above the advanced proficiency level on the Georgia High School Graduation Test-English Language Arts will test for initial placement in Learning Support English and reading.

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

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

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

Students who earn scores on the Compass Placement Test of 60 or above in English, 74 or above in reading, or 37 or above in mathematics will have met Learning Support requirements in that area and will be eligible to enroll in the appropriate Core Curriculum courses.

Students who earn scores on the Compass Placement Test of 32-59 in English, 62-73 in reading, or 20-36 in mathematics will have Learning Support requirements in the deficient area or areas and must enroll in the appropriate Learning Support course for at least one semester.

Students who earn scores on the Compass Placement Test below 32 in English, 62 in Reading, or 20 in mathematics cannot be admitted to Georgia Southwestern State University. However, they may take one retest according to the policy below.

Note: A student who has Learning Support requirements in all three areas (English, reading, and mathematics) as a result of scores on the Compass Placement Test is not eligible for admission to Georgia Southwestern State University.

Students who have taken Compass or ASSET placement tests at a COC-accredited TCSG college and transfer to GSW will not be required to take another placement test if the placement test was administered as part of the normal application process.

GSW may accept a student's Compass scores administered by a USG or non-USG institution or agency as long as GSW gave prior authorization to the USG or non-USG institution or agency to administer the test to the student. Receipt of Compass scores produced under this provision may be through official transcript, e-mail from a pre-approved e-mail address, and fax from a pre-approved fax number.

Retests: Students may take one retest on Compass for initial placement in Learning Support courses. The retest must be taken prior to registration for classes. A \$30 testing fee is required.

#### Students with Non-Traditional Status

Students who apply with the status of "Non-Traditional" are required to take the Compass Placement Test in English, reading, and mathematics before admission to Georgia Southwestern State University is granted, unless they provide adequate SAT or ACT scores. See the section above for admission and placement guidelines.

#### International Students

Students whose native language is not English are required to take the Compass Placement Test in mathematics only. See the section above for admission and placement guidelines.

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

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

#### Enrollment in Learning Support

##### 1. Courses and Credit

Depending on the scores on the Compass Placement Test, students may be required to register for up to two Learning Support courses per semester. Further, they must enroll in the required courses initially and then each following semester until they meet the requirements of each course and exit or they reach the number of allowable attempts and are suspended.

Learning Support courses in English, reading, and mathematics carry four (4) hours of institutional credit. This credit is not applicable toward a degree; it is not academic credit. However, it is credit that classifies the students as full-time or part-time (depending on the

number of courses taken) and makes the students eligible to receive financial aid and to participate in extra-curricular activities, including varsity sports.

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

2. During each semester of enrollment, a student must first register for all required LS courses before being allowed to register for other courses. This policy also applies to part-time students. Two exceptions are possible:
  1. When two Learning Support areas are required and a student is enrolled as a part-time student in at least one LS course, a freshman orientation course or physical education or other activity or performance course may be taken that semester instead of one of the required Learning Support courses.
  2. In the event that a required Learning Support course is not available, a student may enroll in a course for degree credit if the student has met the prerequisite course requirements, subject to the written approval of the Coordinator of Learning Support.

The students must demonstrate proficiency in the skill (course content) by fulfilling their Learning Support requirements before they will be allowed to register for courses giving academic credit in that area. Furthermore, students in one or more Learning Support courses are not eligible to register for courses having a Learning Support prerequisite:

Students with required Learning Support placement must exit or exempt Learning Support reading as a prerequisite for social, natural, and physical science courses and college-level mathematics.

Students with required Learning Support placement must exit or exempt Learning Support English and reading as prerequisites for university-level English and foreign languages.

Students with required Learning Support placement must exit or exempt Learning Support mathematics as a prerequisite for physics, environmental science, mathematics and chemistry (any science course with a prerequisite of university-level mathematics, physics, chemistry, and any science with a prerequisite of university-level mathematics, including BIOL 2107).

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

### 3. Other enrollment requirements

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

However, students enrolled in Learning Support English or Learning Support reading have a maximum of two attempts to fulfill their Learning Support requirements by exiting the course. Students enrolled in Learning Support mathematics have a maximum of three attempts to fulfill their Learning Support requirements by exiting the course. When the maximum number of attempts is reached without exit, the students will be suspended from Georgia Southwestern for one calendar year.

#### Exit from Learning Support

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

1. They must first satisfactorily complete all course requirements, that is, all of the assigned work for the entire semester; not exceed the allowed number of absences; and receive a passing grade for the course.
2. They must perform satisfactorily on the exit form of the Compass Test for the particular area(s).

NOTE: In order to be eligible to write the exit form of the Compass Test in English, the students must first perform satisfactorily on a qualifying essay that is administered by the Coordinator of Testing after the students have passed all of the required work in the course.

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

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

### The Exit Test

The testing policy is as follows:

1. Students may attempt the exit Compass Test only after satisfactorily completing the requirements for the course(s) to which they have been assigned. These requirements are clearly defined and outlined at the beginning of each course.
2. The exit Compass Test is given at the end of the semester. The students may attempt the exit Compass Test if they have met and passed course exit requirements. The Exit Retest Policy is as follows:
  - a) Students may be permitted to retest on the exit Compass Test if they have earned a grade of B or above in the course in which exit testing is attempted.
  - b) Students who are in their final attempt in any area may be permitted to retest for exit on the Compass Test provided that they have (1) earned grade of B or above in the area in which exit testing is attempted, or (2) a documented learning disability.
3. Exit Scores
  - a) To exit Learning Support reading, a student must score a 74 or higher on the Compass Test.
  - b) To exit Learning Support English, a student must score a 60 or higher on the Compass Test.
  - c) To exit Learning Support mathematics, a student must score a 37 or higher on the Compass Test.

### Failure to Pass the Exit Compass Test

If students fail to pass the exit Compass Test in English or reading at the end of the first semester, they must register for the appropriate course again the following semester and continue working on the required assignments for the course. If students fail to pass the exit Compass Test in mathematics at the end of the first semester, they must register for the second course in the sequence the following semester and continue working on the required assignments for the course. They must satisfactorily complete the required work before they will be eligible to attempt the exit Compass Test again.

### Suspension from Learning Support

#### Learning Support English (ENGL 0099)

Students will be allowed a maximum of two semesters to exit Learning Support English (ENGL 0099). Failure to exit after the second attempt results in suspension for one calendar year.

#### Learning Support Reading (READ 0099)

Students will be allowed a maximum of two semesters to exit Learning Support Reading (READ 0099). Failure to exit after the second attempt results in suspension for one calendar year.

#### Learning Support Mathematics (MATH 0098 and MATH 0099)

Students will be allowed a maximum of three semesters to exit Learning Support Mathematics (MATH 0098 and MATH 0099). Failure to exit after the third attempt results in suspension for one calendar year.

NOTE: Students who reach the limit in English or reading without exiting will be suspended even if they have not reached the limit in Mathematics. Likewise, students who reach the limit in mathematics without exiting will be suspended even if they have not reached the limit in English or Reading.

### Return from Suspension

At the end of the calendar year of suspension, Learning Support students may return to GSW, but will be required to take the Compass Test in the area or areas of remaining deficiencies before readmission is granted. Students who have demonstrated acceptable competency in the deficient area or areas at another institution of higher learning may not have to retest and be granted regular admission.

### Student Learning Objectives

All students exiting Learning Support Programs at Georgia Southwestern State University should be able to demonstrate the ability to read, write, and do mathematics at a college level. The Student Learning Objectives for each Learning Support course are listed below.

English:

1. Students will be able to use correct grammar.
2. Students will be able to use correct and varied sentence structure.

3. Students will be able to write coherent and varied paragraphs.
4. Students will be able to write descriptive, comparative, causal, and argumentative essays.

#### Mathematics:

1. Students will be able to demonstrate their understanding of the fundamental operations of arithmetic in the real numbers;
2. Students will be proficient in the use of the laws of exponents, and the order of operations to simplify algebraic expressions, use formulas, and solve linear equations in one variable, with applications;
3. Students will learn about the geometry of lines in the plane, and be able to use this to solve simple application problems;
4. Students will learn how to extend their expertise in solving linear equations in one variable to solving one variable quadratic equations, along with simple applications;
5. Students will be able to pass the Compass examination.

#### Reading:

1. Students will be able to recognize and use context clues to derive meanings of new words in various texts;
2. Students will be able to analyze both stated and implied main ideas in various texts;
3. Students will be able to interpret authorial intent in a variety of texts;
4. Students will be able to interpret inference and identify bias in a variety of texts.

#### University and Departmental Policies for Learning Support

##### 1. Change in Policy

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

##### 2. Class Attendance

Students are expected to attend class and lab as scheduled. Students are allowed up to 6 absences in a three-day-a-week class and 4 in a two-day-a-week class. Absences may not be made up, but missed work and assignments can be with a documented excuse and approval of the instructor. Missed work and assignments must be completed within one week after the student returns to class.

Students are expected to arrive for class on time and stay for the entire period. For every four times a student is late for class, the student will be charged with one absence toward the maximum allowed for the class. Students who arrive more than 15 minutes late will be counted absent. Students who leave class prior to the midpoint in the period will be counted absent.

Students who exceed the number of allowed absences will not be allowed to take the Compass Test for exit at the end of the semester.

##### 3. Withdrawals

Learning Support courses are required and pre-requisites for certain university-level courses. Therefore, students are not allowed to withdraw from course(s) in Learning Support and remain enrolled at Georgia Southwestern State University. Students who withdraw from a Learning Support course must also withdraw from all non-Learning Support courses.

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

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

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

##### 5. Discipline

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

#### 6. Policy Regarding Accumulation of Thirty Academic Hours

Students who have accumulated a total of thirty (30) academic hours at the end of any one semester and have not completed all of the requirements for Learning Support will be required to register for only Learning Support courses until exiting.

7. Students enrolled in twelve (12) or more hours of courses are considered full-time students. Therefore, each semester of enrollment will count as one of the two or three semesters allowed for exit in all required Learning Support classes. The only exception to this policy for full-time students is a situation in which the required course is not offered a particular semester. In that case, the student needs to see the Coordinator of Learning Support. Part-time students (fewer than twelve [12] hours per semester) will be allowed the maximum number of semesters per course.
8. No one (child or adult) who is not registered for a Learning Support course may attend a class without the expressed consent of the instructor. No child under seven years of age may sit in a Learning Support class at any time for any reason.
9. Students with documented disabilities who may need academic accommodations should discuss these with their professor during the first week of class.
10. Policies on Student Work

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

For clarification and further information of the above-stated policies, students may discuss them with a Learning Support course instructor, the Coordinator of Learning Support, or the Dean of the College of Arts and Sciences.

#### Explanation of Grades Used:

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

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

#### Courses Offered

ENGL 0099 - Learning Support English. This course offers instruction in basic composition and grammar. Instruction and practice in writing personal narrative, descriptive, and expository essays comprise the content of the course. The emphasis is on prewriting and drafting, developing writing fluency, and basic sentence structure. Four hours institutional credit only.

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

READ 0099 - Learning Support Reading: A course required of those Learning Support students whose performance on the Compass Placement Test in reading indicates the need for at least one semester of basic instruction. This course is an individualized diagnostic-



prescriptive course designed to prepare students to read college-level materials successfully. Instruction is competency-based, and students meeting specific course objectives will be allowed to attempt exit testing for Learning Support Reading. Content consists of improv

## **COLLEGE OF ARTS AND SCIENCES**

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### **COLLEGE OF ARTS AND SCIENCES**

Dean: Dr. J. Kelly McCoy

Academic Center for Excellence, Room 101

(229) 931-2322

kelly.mccoy@gsw.edu

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

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

### **DEPARTMENT OF BIOLOGY**

Chair: Dr. Robert Herrington

Professors: Dr. Robert E. Herrington, Dr. J. Kelly McCoy, Dr. Jones T. Wright

Associate Professors: Dr. Ian M. Brown, Dr. Stephanie G. Harvey, Dr. Anh-Hue Tu

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

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

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

exist for qualified graduates to undertake graduate level study in the biological sciences.

All graduating biology majors should be able to:

- Demonstrate the ability to read, interpret and evaluate scientific information
- Demonstrate the ability to communicate scientific knowledge in a professional manner
- Demonstrate an understanding of experimental design and research methodology
- Demonstrate a clear understanding of the major biological concepts and an awareness of how these are connected to various areas of the biological sciences and are applicable to everyday life

Assessment of these outcomes will be determined from students' participation in the Biology Seminar Series that is a capstone course for the Biology Major. Specifically, a grading rubric will be used to evaluate outcomes 1-3 based on a student's senior seminar project. To assess the 4th outcome, students will take an exit exam as part of their senior seminar class.

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

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

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

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

### **Professional and Allied Health Care Programs**

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

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

### **DEPARTMENT OF CHEMISTRY**

Chair: Dr. Michelle Smith

Associate Professors: Dr. M. Elizabeth Gurnack, Dr. Nediarka I. Iordanova, Dr. Tzvetelin Iordanov, Dr. Michelle L. Smith

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

Selected Educational Outcomes:

- Students will demonstrate conceptual understanding of inorganic, organic, analytical, biological, and physical chemistry.
- Students will demonstrate critical thinking and problem solving skills.
- Students will be able to explain real problems and advances in chemistry.

The Department of Chemistry assesses the extent to which their program requirements create the desired outcomes by using a variety of techniques. Examples of these assessments include but are not limited to the following:

- Students will be required to take discipline specific American Chemical Society examinations.
- Students will be required to perform at least one project in an upper-division course with minimal direction from faculty.
- Students will be required to utilize special computer programs and on-line research strategies in the preparation of laboratory reports.

Laboratory reports in upper-division courses will be required in publication format.

Students will be required to perform both written and oral presentations in senior seminar courses.

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

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

## **DEPARTMENT OF ENGLISH AND MODERN LANGUAGES**

Department Chair: Dr. Elizabeth Kuipers

Professors: Dr. Gabriele Stauf, Dr. Milton J. Waldrop

Associate Professors: Dr. Eugenia P. Bryan, Dr. Margaret A. Ellington, Dr. Elizabeth A. Kuipers

Assistant Professors: Dr. Paul G. Dahlgren, Dr. Anish Dave, Dr. Lauren DiPaula

Lecturers: Mary C. Anderson, Lydia G. Rogers, Alwen Yeung

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

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

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

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

### **Bachelor of Arts Degree with a Major in English**

The Bachelor of Arts in English allows considerable flexibility for students to choose their major classes. Students may choose the Literature option or the Professional Writing Option, both of which require a major core of literature and writing classes. The Literature Option adds a broad spectrum of literature classes. The Professional Writing Option focuses on writing effectively in a variety of contexts and for a wide range of audiences. With either option, students have free elective hours and a minor built into the degree requirements, a benefit for those who want the freedom to tailor their education to varied interests or professional goals. The curriculum easily allows for students to complete a certificate program to complement their major interests. This degree, as do all English programs, requires two classes of a modern language at an intermediate level.

#### Selected Educational Objectives

- Write for a variety of audiences while demonstrating writing proficiency and fluency in various contexts;
- Effectively communicate orally for a variety of audiences and purposes;
- Demonstrate an awareness of literary, rhetorical and linguistic approaches to the field.

#### Examples of Outcome Assessments

- Faculty will assess student's portfolios that span work completed while in the program.
- Faculty will assess senior research projects for both written and oral proficiency.

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

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

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

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

## **General**

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

### Minors in English

In recent years, there has been an increasing awareness of the importance of communication skills in every area of endeavor. Responding to the growing demand for effective communications, the department has established a minor field of study in English with literature and professional writing tracks. This minor complements a variety of majors in business, as well as technical and social services. Each minor track requires a minimum of 18 hours and each course must be completed with a grade of C or better.

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

## **Certificate Program associated with the Department of English and Modern Languages**

### Women's Studies Certificate

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

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

## **DEPARTMENT OF GEOLOGY AND PHYSICS**

Department Chair: Dr. Samuel T. Peavy

Professors: Dr. Samuel T. Peavy, Dr. Burchard D. Carter, Dr. Thomas J. Weiland

Associate Professor: Dr. Svilen Kostov

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

The Geology and Physics Department at Georgia Southwestern State University is dedicated to providing the finest possible educational experiences for students of Georgia Southwestern in the areas of Earth and Physical Sciences. Towards that end, we shall:

- a. Serve the overall Mission of the University by providing quality instruction for all students in the areas of Geology, Physics and Astronomy;
- b. Provide required introductory, upper-level and graduate classes for students pursuing teacher certification through the GSW School of Education;
- c. Instill in our Majors and Non-majors a fascination with and dedication to lifelong learning about the Earth by providing a thorough background in Earth materials, processes and history;
- d. Integrate coursework training with up-to-date analytical techniques, field experiences and research projects throughout the program to provide our Majors with the experiential background needed for successful graduate education and careers in the natural and physical sciences;
- e. Provide quality advisement and instruction in the fundamentals of physics for students in the Engineering Dual Degree Program; and
- f. Provide additional service to the University, community, local schools and the public through various outreach programs.

### **Selected Educational Outcomes**

- Students will be able to analyze, synthesize and evaluate geological information from texts, journals, data repositories, etc.
- Students will be able to collect, analyze and interpret analytical and field data.

The Department of Geology and Physics assesses the extent to which their program requirements create the desired outcomes by using a variety of techniques. Examples of these assessments include but are not limited to the following:

- Written and oral presentations of Senior Project or capstone course research results.

- Departmental geologic knowledge exam based upon the required courses for the major and questions similar to those found on the Professional Geologists' Basic Exam.
- Student performance/grade in the Capstone Course (GEOL 4931 - Field Methods).

Physics, the study of natural phenomena, is the most fundamental discipline of all the sciences. The study of this subject prepares students for science and engineering careers or any career whose interests range from strength of biological materials such as bone and sinew, to contemplating what lies just beyond the visible edge of the universe. A thorough foundation in physics begins with introductory courses in, mechanics, thermodynamics, and electromagnetism.

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

### **GEOLOGY MINOR PROGRAM**

The geology minor curriculum requires 17 credit hours total with at least 9 hours in upper division

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

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

### **DUAL-DEGREE PROGRAM**

#### **Career Opportunities**

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

#### **Program Description**

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

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

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

College of Engineering:

- Bachelor of Aerospace Engineering
- Bachelor of Ceramic Engineering
- Bachelor in Computer Engineering
- Bachelor of Civil Engineering
- Bachelor of Electrical Engineering
- Bachelor of Engineering Science and Mechanics
- Bachelor of Industrial Engineering
- Bachelor of Mechanical Engineering
- Bachelor of Nuclear Engineering
- Bachelor of Science in Textile Sciences & Engineering
- Bachelor of Science in Textiles
- Bachelor of Textile Engineering

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

The following courses in the specified areas must be included in the three-year study program taken at Georgia Southwestern State

University. For descriptions of courses and course content, refer to the current Georgia Tech catalog. If Georgia Southwestern State University cannot offer all of the required courses or if the student is unable to schedule one or two of the courses, Georgia Southwestern State University agrees to allow transfer credit applicable toward the Georgia Southwestern State University degree for such courses taken at Georgia Tech.

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

### **Requirements for Approval for Degree-Seeking Status as a Dual Degree Student at Georgia Institute of Technology**

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

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

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

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

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

### **Student Readmission**

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

### **Rejection of Students**

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

### **DEPARTMENT OF HISTORY AND POLITICAL SCIENCE**

Department Chair: Dr. William G. Kline

Professors: Dr. Richard C. Hall, Dr. William G. Kline

Associate Professors: Dr. Brian Parkinson, Dr. Glenn M. Robins, Dr. Brian G. Smith

Assistant Professors: Dr. D. Jason Berggren, Dr. Susan L. Bragg, Dr. Paula J. Martin

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

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

History and political science graduates are employed in a variety of positions in public service and the private sector. History majors find positions with research services, in editing, legislative analysis, trend analysis for media, public relations, government agencies or non-profit

groups, site interpretation and management, historic preservation, oral histories, and the development of documentaries. Political science majors find careers as legislative aides, legal assistants, lobbyists, or in government service, law, interest groups, public relations, law enforcement, teaching, community service, state department, and foreign service.

#### **Student Learning Outcomes for BA Degree Program in History**

- Students will develop a basic understanding of history as a discipline and of its core fields.
- Students will develop their knowledge of global historical events and patterns, including U.S., European, and non-Western history.
- Students will be able to research, interpret, analyze, synthesize, and evaluate historical information drawn from texts, journals, primary, and other sources.
- Students will be able to effectively communicate knowledge within the discipline in organized written forms.
- Students will be able to effectively communicate knowledge within the discipline in organized oral form.

#### **Examples of Assessment Measures:**

- Performance on research papers assigned in upper-level courses in the discipline
- Written and oral presentations of senior research project in the capstone course
- Performance on a content exam administered in a methods course

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

#### **Bachelor of Science Degree with a Major in Political Science**

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

#### **Student Learning Outcomes for the BS Degree Program in Political Science**

- Students will be able to demonstrate empirical knowledge relating to political science.
- Students will be able to demonstrate theoretical knowledge relating to political science
- Students will be able to demonstrate analytical and evaluative skills.
- Students will be able to use clear and concise communication in the written form.
- Students will be able to use clear and concise communication in the oral forms.

#### **Examples of Assessment Measures**

- Performance on research papers assigned in upper-level courses in the discipline
- Written and oral presentations of senior research project in the capstone course
- Performance on a content exam administered in introductory level and capstone courses

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

#### **Teacher Certification Programs**

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

#### **Student Learning Outcomes for the BS Degree Program in History with Teacher Certification:**

- Students will develop a basic understanding of history as a discipline and of its core fields
- Student will develop their knowledge of global historical events and patterns, including U.S., European, and non-Western history.
- Students will be able to research, interpret, analyze, synthesize, and evaluate historical information drawn from texts, journals, primary, and other sources.
- Students will be able to design and develop units and lessons using state and national social studies/history standards, curriculum guides and connecting themes.
- Students will be able to effectively communicate knowledge within the discipline in both written and oral forms.

#### **Examples of Assessment Measures:**

- Performance on research papers assigned in upper-level courses in the discipline
- Submission and approval of an electronic teaching portfolio

- Written and oral presentations of senior research project in the capstone course

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

### **Minor Programs**

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

Each minor course must be completed with a grade of C or better. Exceptions and substitutions for the required courses or types of course may be made (for example, for prior credit) with the recommendation of the advisor and the approval of the Department Chair.

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

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

### **Pre-Law Advisor**

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

### **Criminal Justice Certificate**

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

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

### **European Union Certificate**

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

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

### **Global Studies Certificate**

The Global Studies Certificate (GSC) allows students to develop a more global perspective on issues in their lives and vocations, as well as issues in our increasingly global society. The certificate requirements are met through classes that focus on skills, perspectives and knowledge about global issues and understanding of other cultures. The program is interdisciplinary. Classes that fulfill the certificate requirements are chosen by the director of the certificate program. A current list can be obtained from the director of the program or from the curriculum sheet. Courses with more than 50% content dealing with non-US perspectives, issues, or skills may be substituted for approved classes with the approval of the director. Study abroad courses may also be used to complete the certificate requirements. The certificate program is open to all students who are already enrolled at Georgia Southwestern State University.

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

### **DEPARTMENT OF MUSIC**

Department Chair: Dr. Julie Megginson

Professors: Dr. Julie Megginson

Assistant Professors: Dr. E. Mark Laughlin

Lecturers: Richard L. Swope, Alwen Yeung

### **Bachelor of Arts Degree with a Major in Music**



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

#### **Selected Educational Outcomes**

- Students will be able to perform standard repertoire for their instrument or voice at the appropriate skill level.
- Students will demonstrate piano keyboard skills, including playing scales, chords, transposing, and sight reading.
- Students will incorporate knowledge of Music History, Music Literature, and Performance skills in a capstone performance.

#### **Example of Outcome Assessments**

- Jury exams at the end of each semester determine whether student has demonstrated adequate progress at the appropriate skill level. All music faculty participate in the jury.
- Successful completion of MUSC 1401 Group Piano I, MUSC 1402 Group Piano II and Piano Proficiency Exam.
- Successful completion of MUSC 4800 Senior Recital - Public performance of 40-50 minute Senior Recital, including written program notes.

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

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

#### **DEPARTMENT OF PSYCHOLOGY and SOCIOLOGY**

Department Chair: Dr. Charles M. Huffman

Professors: Dr. Ellen M. Cotter, Dr. Gary Fisk, Dr. LaVerne G. Worthy

Associate Professors: Dr. Charles M. Huffman, Dr. Paul D. Shapiro

Assistant Professors: Dr. Courtney D. McDonald, Dr. Jamie I. MacLennan, Dr. Andrea J. Miller, Dr. Elizabeth Uhl

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

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

#### **Bachelor of Science Degree with a Major in Psychology**

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

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

#### **Selected Educational Outcomes**

- To design, run, analyze, and write reports using APA approved style.
- To use appropriately the technical language of the science of Psychology in both oral and written communication.
- To examine and evaluate career and educational opportunities for those with an undergraduate psychology degree.
- To acquire a general knowledge of the various areas of specialization provided by an undergraduate degree in psychology.

#### **Examples of Outcome Assessments**

- Student research reports will be assessed by individual faculty members using appropriate criteria.
- Students will be required to take the nationally standardized Field Exam in psychology during their senior year.
- Student performance/grade in the Capstone Course (PSYC 4450 - Seminar in Psychology).

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

#### **Bachelor of Arts Degree with a Major in Psychology**

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

#### **Selected Educational Outcomes**

- To design, run, analyze, and write reports using APA approved style.
- To use appropriately the technical language of the science of Psychology in both oral and written communication.
- To examine and evaluate career and educational opportunities for those with an undergraduate psychology degree.
- To participate in a guided senior research project.
- To acquire a general knowledge of the various areas of specialization provided by an undergraduate degree in psychology.

#### **Examples of Outcome Assessments**

- Student research reports will be assessed by individual faculty members using appropriate criteria.
- Students will be required to take the nationally standardized Field Exam in psychology during their senior year.
- Student performance/grade in the senior research project (PSYC 4498 Senior Research II).
- Student performance/grade in the Capstone Course (PSYC 4450 - Seminar in Psychology).

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

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

#### **Bachelor of Science Degree with a Major in Sociology**

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

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

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

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

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

#### **Selected Educational Outcomes**

- To design, run, analyze, and write reports using ASA approved style.
- To use appropriately the technical language of the science of Sociology in both oral and written communication.
- To examine and evaluate career and educational opportunities for those with an undergraduate sociology degree.
- To acquire a general knowledge of the various areas of specialization provided by an undergraduate degree in sociology.

### **Examples of Outcome Assessments**

- Student research reports will be assessed by individual faculty members using appropriate criteria.
- Students will be required to take the nationally standardized Field Exam in sociology during their senior year.
- Student performance/grade in the Capstone Course (SOCI 4450 - Seminar in Sociology).

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

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

### **DEPARTMENT OF THEATER, COMMUNICATION, AND MEDIA ARTS**

Bachelor of Arts Degree with a Major in Dramatic Arts – Performance Emphasis, Dramatic Arts – Design and Technology Emphasis, and Dramatic Arts – Communication and Media Arts Emphasis

Chair: Jeff Green

Professor: Jeff Green

Associate Professor: Angela M. Wilson

Instructor: Raymond P. Mannila

The Theater, Communication and Media Arts program provides students an interdisciplinary approach to the study of performance as both an art and a fundamental form of human communication. With related course offerings in fields of theater, digital cinema, television and new media, the distinctive characteristic of the program is an integral focus on performance in everyday life, stage and on camera. The degree program truly integrates theater and media arts (cinema and television) within a unified course of study. After a common set of foundation courses, students then choose from concentrations of advanced courses in performance, theater design and technology, and media arts.

A premise of the program is that the study of communication and theater as liberal arts serves as a viable foundation for entry into a wide range of professions and occupations. The entertainment industry is one of the leading exports of this country. This degree program serves as a gateway degree into that industry. The focus of the studio training is to provide students with the essential skills and experience to secure admission and assistantships in the best graduate programs in the country. Students who have graduated from the program has secured jobs fields ranging from broadcasting, corporate event planning, film production, teaching, the ministry, as well as theater.

Selected Educational Outcomes:

- Students will be conversational in basic history of performance from its classical traditions to contemporary practices and in basic literature of theater, cinema, television and communication.
- Students will critically assess their work and its relation to the work of others as a part of the collaborative process of making live theater and performance via mediated forms.
- Through participation in departmental productions, students will demonstrate collaborative, creative, intellectual, and interpersonal skills, which will help promote the arts in the region through quality work.

Examples of Outcomes Assessment

- External juried review of student work in departmental production.
- Progressive and comparative imbedded student surveys and self-assessments.
- A capstone portfolio comprised of archival video of student work, samples of student writing, documentation exhibiting advanced technical, design, or performance skills and assessments of personal strengths and weaknesses.

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

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

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

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

### **DEPARTMENT OF VISUAL ARTS**

Department Chair: Laurel J. Robinson

Associate Professors: Charles R. Wells, Keaton Wynn

Lecturer: Tonia I. Hughes

#### **Bachelor of Fine Arts in Art**

The BFA degree provides an intensive background in the practice, theory, and history of the visual arts. Professional level training and concentration in art are offered to the student within the content of the baccalaureate degree. The program is designed in the belief that it is

sound critical thinking as well as talent or skill that forms the basis of the production of art. Problem solving, frequent critiques, and student responsibility for reasoned explication of his or her work form an important part of the educational process. After a demonstration of competence in the foundation areas of drawing and design, the student will become familiar with a wide range of materials and media to eventually concentrate in a particular area (drawing, painting, printmaking, ceramics, photography, sculpture, glassblowing, and graphic/computer design) digital media at the upper division level. Competence at this level is demonstrated by successful participation in a required senior exhibition and a written thesis.

Selected Educational Outcomes:

- to develop conceptual and formal understanding of techniques, processes and methodology in a wide range of studio disciplines and art history from the foundation/survey to advanced levels.
- to acquire, practice and integrate creating, interpreting, presenting, analyzing, and evaluating within the studio areas of visual arts, art history, criticism and theory and to concentrate in one major studio discipline
- to accumulate capabilities for independent work in art professions and/or pursue graduate degree in specific studio art disciplines (this degree does not contain a minor)

Examples of Outcome Assessments:

- Midpoint Assessment: Sophomore Review: students submit portfolio and paper for critique assessing students' abilities in art/design foundations and ability to address relevant personal concepts with those of contemporary art history/theory.
- Junior Exhibition: All students who pass Sophomore Review the year before, plus any students who are assessed to need one more exhibition/critique prior to senior exhibition, are assessed at this point.
- Capstone Assessment: Senior Exhibition and Thesis: Final senior gallery exhibition to include submission of final professional packet (digital) to include: containing artist statement, electronic portfolio and resume.

Requirements for the BFA degree:

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

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

### **Bachelor of Arts Degree with a Major in Art**

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

Selected Educational Outcomes:

- to develop conceptual and formal understanding of techniques, processes and methodology in a wide range of studio disciplines from the foundation to advanced levels.
- to acquire, practice and integrate creating, interpreting, presenting, analyzing and evaluating within studio areas and broadly within the history of world art. (Specific studio area concentration and art history requirement are less comprehensive than BFA degree)
- to accumulate capabilities for independent work in art professions especially as linked to a specific non-art academic minor (this program includes a minor)

Examples of Outcome Assessments:

- Midpoint Assessment: Sophomore Review: students submit portfolio and paper for critique assessing students' abilities in art/design foundations and ability to address relevant personal concepts with those of contemporary art history/theory.
- Junior Exhibition: All students who pass Sophomore Review the year before, plus any students who are assessed to need one more exhibition/critique prior to senior exhibition, are assessed at this point.
- Capstone Assessment: Senior Exhibition and Thesis: Final senior gallery exhibition to include submission of final professional packet (digital) containing artist statement, electronic portfolio and resume.

Bachelor of Arts Requirements:

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

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

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

## SCHOOL OF BUSINESS ADMINISTRATION

**Dean:** Dr. M. Elizabeth Wilson

Business History Building, Room 213

(229) 931-2120

[liz.wilson@gsw.edu](mailto:liz.wilson@gsw.edu)

**Professors:** Dr. Michael Fathi, Dr. Philip I. Szmedra, Dr. M. Elizabeth Wilson

**Associate Professors:** Dr. Brian Heshizer, Dr. Curtis Howell, Dr. Yangil Park, Dr. John S. Stovall, Dr. Dawn B. Valentine, Dr. Randall C. Valentine

**Assistant Professors:** Joseph Krupka, Dr. Cecilia Maldonado, Dr. Feng Xu

**Lecturer:** Brian Flynn

**Instructors:** Carol C. Bishop, Susan M. Robinson

**Director of the Center for Business and Economic Development:** Gaynor Cheokas

**Director of External Programs:** Shannon Perry

### General Definition of the BBA degree program:

The BBA degree program in business educates students in a broad range of knowledge and skills including accounting, human resource, management, and marketing majors as a basis for careers in business. Learning expectations build on the students' pre-collegiate educations to prepare students to enter and sustain careers in the business world and to contribute positively in the larger society. 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. Students develop learning abilities suitable to continue higher-level intellectual development.

### ACCREDITATION

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](http://www.aacsb.edu)).

### 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

### 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 BBA degree program. These goals state the broad educational expectations for the BBA degree program and 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 BBA program are:

- Business Knowledge
- Communication (Oral and Written)
- Ethical Reasoning
- Critical Thinking / Analytical Skills
- Use of Information Technology
- Globalization and Diversity
- Teamwork

Based on these knowledge and skills areas the following goals and corresponding objectives are established. The learning objectives for each 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 accounting knowledge to solve a specific problem.
- Our students will develop a SWOT analysis in a case scenario.
- Our students will apply macroeconomic knowledge to solve a specific problem.
- Our students will apply finance theory knowledge to solve a finance related case.
- Our students will succeed in the Major Field Test.

**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:**

- In a case setting, the students will use the appropriate analytical techniques to identify and solve a business problem.
- Our students will draw statistical conclusions using appropriate methodology.

**LEARNING GOAL 5:** Our graduates will demonstrate problem solving skills supported by the correct use of information technology in their everyday life.

### **Corresponding Objectives:**

- Our students will use software to manipulate and present data in a professional format.
- Our students will do research using the Internet and other databases as the resource.
- Our students will create a professional presentation using MS PowerPoint.

**LEARNING GOAL 6:** 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 7:** Our graduates will be able to work in teams.

**Corresponding Objectives:**

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

**PRE-BUSINESS ADVISEMENT**

A student who meets the criteria for admission to Georgia Southwestern State University may be admitted to the University for any semester and be classified as a pre-business student. Pre-business students will be assigned an advisor within the School of Business. Admission to the University as a pre-business student allows the student to take general core curriculum courses (Area A-E and PE), required Area F courses and 6 credit hours of business core courses. Pre-business students are not guaranteed admission to the Bachelor of Business Administration degree programs.

**ADMISSION ELIGIBILITY**

In order to be considered for admission into one of the School of Business degree programs, applicants must meet the following requirements:

- Attain admission in good standing to the University.
- Complete all general core curriculum from Area A with a grade of C or better.
- Complete a minimum of 60 semester hours from general core curriculum (Areas A-E and PE), required Area F courses, and allowable business core courses with a minimum grade point average (GPA) of 2.25 (on a 4.0 scale) on all work taken, whether at Georgia Southwestern State University or other colleges/universities.
- Maintain an overall grade point average of 2.25 (on a 4.0 scale) or higher in all program course work taken, whether at Georgia Southwestern State University or at other colleges/universities, is required to be admitted and to remain in a Bachelor of Business Administration degree program.
- Earn at GSW a minimum of 50% of the semester credit hours in business required for the School of Business Administration undergraduate programs.

**UNDERGRADUATE DEGREE REQUIREMENTS**

**BACHELOR OF BUSINESS ADMINISTRATION DEGREE**

**BBA Degree in Accounting:** The accounting program is designed to prepare students for the numerous types of positions available in the accounting such as public accounting, tax accounting, industry, and government. The program focuses on accounting skills from a base of general and business areas. Leadership, communication, technical, and interpersonal skills will be integrated throughout the accounting and business curriculum. [BBA in Accounting Curriculum Sheet](#)

Information Regarding the CPA exam in Georgia

- Educational requirements to sit for the CPA: [http://sos.georgia.gov/plb/accountancy/cpa\\_changes.htm](http://sos.georgia.gov/plb/accountancy/cpa_changes.htm)
- CPA licensure requirements in Georgia: <http://sos.georgia.gov/plb/accountancy/licensure.htm>
- Frequently asked questions: <http://sos.georgia.gov/plb/accountancy/faqs.htm>
- CPA exam applications, information, and questions: <http://www.cpa-exam.org>
- Examination applications and reexamination applications: <http://www.nasba.org>

Click on examination, then click on Uniform CPA Examination at the top of the page, click state (on map), scroll down to bottom of "Georgia Examination Information Form" and under the heading "How to Apply", you will find the Initial Examination Application and the Reexamination Application.

**BBA Degree in Management:** The BBA degree in Management is designed to give students objective knowledge and skills development in the major functional areas of management: planning organizing, leading and controlling. The management concentration allows the graduate flexibility in career opportunities, and is an excellent choice for the individual who may want to start his or her own business. The management major will build on a general core and business disciplines of accounting, finance, marketing, information systems, and policy. Communication, computer skills, and international business concepts will be integrated throughout the management curriculum. [BBA in Management Curriculum Sheet](#)

**BBA Degree in Human Resource Management:** The BBA degree in HR Management is designed to equip students with the knowledge and skills needed for successful entry into Human Resource management positions. The program equips students with the training to enter into careers such as health and safety administration, recruiting and training for profit and not-for-profit organizations. The HR management major

will build on a general core and business disciplines of accounting, finance, marketing, communication, computer skills, and international business concepts throughout the HR management curriculum. [BBA in HR Management Curriculum Sheet](#)

BBA Degree in Marketing: The BBA degree in Marketing is designed to stress the importance of creating and maintaining successful relationships with customers. Upon completion of this program, the students will be prepared to begin careers in sales, advertising, planning or self-employment. The program emphasizes the use of analytical and behavioral skills in approaches to market position, consumer behavior, product development, and marketing management. The marketing major will build on a general core and business disciplines of accounting, finance, marketing, information systems, and policy. Communication, computer skills, and international business concepts will be integrated throughout the marketing curriculum. [BBA in Marketing Curriculum Sheet](#)

#### **MINOR FIELDS OF STUDY IN BUSINESS ADMINISTRATION**

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

Minor in Business Administration Curriculum Sheet and Requirements.

[ACCOUNTING MINOR](#)

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

[HUMAN RESOURCE MANAGEMENT MINOR](#)

[MANAGEMENT MINOR](#)

[MARKETING MINOR](#)

## **SCHOOL OF COMPUTING AND MATHEMATICS**

**Dean:** Dr. Boris Peltsverger

Crawford Wheatley Hall, Room 100

(229) 931-2100

boris.peltsverger@gsw.edu

The impact of the computer upon business and society has been phenomenal. One result of this continuing dynamic technological growth has been a significant demand for professionals. The use of computers has become indispensable in science, engineering, management, education and other professions. Many believe that in the near future information processing will become the nation's largest industry and that its disciplines will be centrally important to society.

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

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

The School of Computing and Mathematics offers Master of Science in computer science degree program and Bachelor of Science degree programs in information technology, computer science, mathematics, mathematics with teacher certification, industrial mathematics.

### **DEPARTMENT OF COMPUTER SCIENCE**

**Department Chair:** Dr. Arvind C. Shah

**Professors:** Dr. Boris Peltsverger, Dr. Arvind C. Shah, Dr. Alexander M. Yemelyanov

**Assistant Professor:** Dr. Semen S. Baev

**Senior Lecturer:** Karen S. Cook

#### **Bachelor of Science in Information Technology**

The Bachelor of Science in Information Technology provides instruction and training for persons wishing to enter the exciting world of Information Technology. Today, employment opportunities abound for the man or woman who possesses the creative energy, the problem-solving ability, and the technical knowledge and skills to provide information services in a wide variety of organizational settings. The program of study includes the following two options: business and multimedia. The graduate of this program can expect initial employment as a



network administrator, a database administrator, a Webmaster and a multimedia designer. The program provides the flexibility to meet almost any career aspirations in computer infrastructure set up and information processing.

### **Program Learning Outcomes**

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

1. Knowledge in areas of information technology, including: programming, data processing, Internet technologies and computer networks, information systems, computer security, projects and practical experience.
2. An ability to identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of information systems.
3. An ability to function effectively on teams to accomplish a common goal.
4. An understanding of professional, ethical, legal, security and social issues and responsibilities.
5. An ability to communicate effectively orally and in writing with a range of audiences.
6. Be prepared for employment or graduate degree.

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

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

### **Georgia WebBSIT**

Many individuals are looking for the chance to advance their skills in the technology field. With more jobs requiring a degree for advancement, a bachelor's degree allows students to move to the next stage in the Information Technology (IT) career. The WebBSIT program is designed for people seeking a Bachelor's degree in IT, but whose lifestyles make it difficult to attend traditional classes on campus. People who have family commitments, travel frequently, serve in the military, or simply prefer online learning NOW have the opportunity to earn the degree. With Georgia WebBSIT program, all courses are available online, so education is only a mouse click away anytime, anywhere. Moreover, the WebBSIT program lets continue current job while pursuing the degree.

### **Program Learning Outcomes**

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

1. Use and apply current IT discipline-related concepts and practices.
2. Identify and analyze organizational and individual problems or opportunities in the IT realm and define requirements for addressing them when an IT solution is appropriate.
3. Design and develop effective, IT-based solutions and integrate them into the user environment.
4. Create and implement effective project plans.
5. Identify and investigate current and emerging technologies and assess their applicability to address individual and organizational needs.
6. Analyze the impact of technology on individuals, organizations, and society.
7. Collaborate in teams to accomplish common goals.
8. Communicate effectively and efficiently.
9. Recognize the qualities necessary to succeed in a professional environment.

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

### **Bachelor of Science in Computer Science**

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

### **Program Learning Outcomes**

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

1. Knowledge in areas of computer science, including: Programming Fundamentals, Social & Professional Issues, Algorithms, Computer Architecture & Organization, Operating Systems, Computational Sc. & Numerical Methods, Discrete Structures
2. An ability to apply knowledge of computing and mathematics, analyze problems, identify and define the computing requirements appropriate to its solution.
3. An ability to function effectively on teams to accomplish a common goal.
4. An understanding of professional, ethical, legal, security and social issues and responsibilities.
5. An ability to communicate effectively orally and in writing with a range of audiences.
6. Be prepared for employment or graduate degree.

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

### **Information Technology Minor**

#### **Selected Learning Outcomes**

- An ability to identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of information systems.
- Understanding of professional, ethical, legal, security and social issues and responsibilities.

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

### **Computer Science Minor**

#### **Selected Learning Outcomes**

- An ability to apply knowledge of computing and mathematics, analyze problems, identify and define the computing requirements appropriate to its solution.
- An ability to function effectively on teams to accomplish a common goal.

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

## **DEPARTMENT OF MATHEMATICS**

**Department Chair:** Dr. John J. Stroyls

**Associate Professors:** Dr. John J. Stroyls

**Assistant Professors:** Dr. Kailash C. Ghimire, Dr. Chadwick A. Gugg, Dr. Dongwen Qi

**Senior Lecturer:** Ervin D. Anderson

### **Bachelor of Science in Mathematics**

The Bachelor of Science in Mathematics provides training and instruction for students who wish to prepare for graduate work in mathematics. It requires two of our three, two term courses: Analysis I and II, Modern Algebra I and II, and Topology I and II, making it the broadest, as well as the deepest of our undergraduate mathematics programs. With that said, many students select this program for the analytic training it provides them to work on advanced degrees in law and engineering, where logical thinking skills are valued.

#### **Program Learning Outcomes**

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

1. Majors will acquire analytical skills which guarantee <ol style="list-style-type: none"><li>a. an understanding of the basic rules of logic,</li><li>b. the ability to distinguish a coherent argument from a fallacious one, both in mathematical reasoning and in everyday life,</li><li>c. an understanding of the role of axioms and assumptions,</li><li>d. the ability to abstract general principles from examples.</li></ol>
2. Majors will become proficient in the use of in problem solving and modeling skills, including <ol style="list-style-type: none"><li>a. the ability to recognize which real-world problems are amenable to mathematical reasoning,</li><li>b. the ability to make vague ideas precise by representing them in mathematical notation, when appropriate,</li></ol>

c. have a command of the techniques for solving problems expressed in mathematical notation.

3. Majors will have appropriate communication skills, in particular

- a. the ability to formulate mathematical statements precisely,
- b. the ability to write a coherent proof,
- c. the ability to present a mathematical argument verbally,

4. Majors will acquire reading and research skills, which are based on

- a. sufficient experience in mathematical language and foundational material to allow them to be well prepared to extend mathematical knowledge through independent reading.
- b. exposure to and successful experience in solving mathematical problems, which represent a substantial intellectual challenge.

5. Majors will have an appreciation for the culture of mathematics

Click [Here](#) for Bachelor of Science in Mathematics Curriculum Sheet

### **Bachelor of Science in Mathematics with Certification**

The Bachelor of Science in Mathematics with Certification provides training and instruction for students who wish to teach mathematics at the secondary level in Georgia. Only slightly less mathematically demanding than the Bachelor of Science in Mathematics, since it requires only one of the three, two term courses, it offers both rigorous training in content, as well as appropriate pedagogical training, leading to student teaching in a high school setting, and the state certification examination.

#### **Program Learning Outcomes**

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

1. Majors will acquire analytical skills which guarantee

- a. an understanding of the basic rules of logic,
- b. the ability to distinguish a coherent argument from a fallacious one, both in mathematical reasoning and in everyday life,
- c. an understanding of the role of axioms and assumptions,
- d. the ability to abstract general principles from examples.

2. Majors will become proficient the use of in problem solving and modeling skills, including

- a. the ability to recognize which real-world problems are amenable to mathematical reasoning,
- b. the ability to make vague ideas precise by representing them in mathematical notation, when appropriate,
- c. have a command of the techniques for solving problems expressed in mathematical notation.

3. Majors will have appropriate communication skills, in particular

- a. the ability to formulate mathematical statements precisely,
- b. the ability to write a coherent proof,
- c. the ability to present a mathematical argument verbally,
- d. the ability to prepare and present lectures on topics relevant to public school mathematics

4. Majors will acquire reading and research skills, which are based on

- a. sufficient experience in mathematical language and foundational material to allow them to be well prepared to extend mathematical knowledge through independent reading.
- b. introduction to the literature of mathematics pedagogy, and educational research.

5. Majors will have an appreciation for the culture of mathematics, and be able to develop materials for the secondary classroom, which show mathematics as a human endeavor, with rich applications to daily life.

Click [Here](#) for Bachelor of Science in Mathematics with Certification Curriculum Sheet.

### **Bachelor of Science with Option in Industrial Mathematics**

The Bachelor of Science in Mathematics with Option in Industrial Mathematics provides training and instruction for students who wish to apply mathematics in an industrial, or research and development setting. It requires students to study both ordinary and partial differential equations, advanced mathematical modeling, mathematical statistics and operations research. This program will be phased out in the near future, and be replaced by some newer options, which offer better job placement for students who desire to have careers that focus on areas of applied mathematics like computational science and financial engineering.

## **Program Learning Outcomes**

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

1. Majors will acquire analytical skills which guarantee <ol style="list-style-type: none"><li>an understanding of the basic rules of logic,</li><li>the ability to distinguish a coherent argument from a fallacious one, both in mathematical reasoning and in everyday life,</li><li>an understanding of the role of axioms and assumptions,</li><li>the ability to abstract general principles from examples.</li></ol>
2. Majors will become proficient the use of in problem solving and modeling skills, including <ol style="list-style-type: none"><li>the ability to recognize which real-world problems are amenable to mathematical reasoning,</li><li>the ability to make vague ideas precise by representing them in mathematical notation, when appropriate,</li><li>have a command of the techniques for solving problems expressed in mathematical notation.</li></ol>
3. Majors will have appropriate communication skills, in particular <ol style="list-style-type: none"><li>the ability to formulate mathematical statements precisely,</li><li>the ability to write a coherent proof,</li><li>the ability to present a mathematical argument verbally,</li><li>the ability to plan and produce technical reports in applied mathematics.</li></ol>
4. Majors will acquire reading and research skills, which are based on <ol style="list-style-type: none"><li>sufficient experience in mathematical language and foundational material to allow them to be well prepared to extend mathematical knowledge through independent reading.</li><li>exposure to, and successful experience in solving mathematical problems, which represent a substantial intellectual challenge.</li></ol>
5. Industrial Mathematics majors will have an appreciation for the culture of mathematics

Click [Here](#) for Bachelor of Science in Mathematics with Option in Industrial Mathematics Curriculum Sheet.

### **Minor in Mathematics**

**Students taking a minor in mathematics have a variety of electives, which allow for a mini-concentration in applied mathematics, analysis, or modern algebra.**

Click [Here](#) for a link to the Minor in Mathematics

### **Minor in Mathematics Learning Outcomes**

1. Minors will acquire analytical and logical skills.
2. Minors will become proficient in modeling and problem solving.
3. Minors will be able to communicate in the language of mathematics.
4. Minors will become proficient in reading texts and articles related to their minor concentration, e.g., analysis, applied mathematics, or algebra.
5. Minors will have an appreciation for the relationship between their minor concentration and its application to daily life.

## **SCHOOL OF EDUCATION**

**Dean:** Dr. Lettie J. Watford  
Education Center, Room 202A  
(229) 931-2173  
lettie.watford@gsw.edu

### **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:

- 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.
- 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.
- Developing candidates who accurately assess, reflect and make appropriate decisions about instruction resulting in achievement for all learners.
- Collaborating professionally with families, schools, community partners, and others to improve the preparation of candidates and the effectiveness of practicing teachers.

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

### **Education as a Career**

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

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

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

### **Programs in Education at Georgia Southwestern**

#### Student Learning Outcomes

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

- incorporate and apply knowledge of the skills and central concepts of their disciplines into an integrated curriculum;
- define and describe the growth and development characteristics of P-12 students; identify critical historical, philosophical, and theoretical themes in education;
- instruct students from diverse populations who vary in rate, ability, compatibility, cultural background, and style of learning;
- plan and implement a variety of instructional strategies to promote critical thinking, problem solving, and performance in P-12 students;
- apply classroom management skills using various techniques including the ability to manage the physical classroom environment;
- employ different types of communication strategies to insure active participation of all P-12 students;
- plan, create, and evaluate materials appropriate for instruction;
- apply a variety of assessment techniques for diagnosing and prescribing teaching strategies to impact achievement in P-12 students;
- use reflection, research, and inquiry to support professional development and professional practice;
- identify appropriate and effective collaboration, communication and interpersonal skills with P-12 students, teachers, parents, administrators, and others in the community;
- identify attributes of professional dispositions;
- integrate technology into teaching practices to enhance learning and impact achievement in P-12 students

The prospective candidate has many options. Programs leading to degrees and/or eligibility for initial certification are offered in Early Childhood Education, English, Health and Physical Education, History, Mathematics, Middle Grades Education, Music, and Special Education. In addition, students may earn the Bachelor of Science in Education degree in Recreation and Exercise Science/Wellness, non-teaching degrees.

### **Employment Opportunities**

Highly qualified teachers are in demand in Georgia public schools. Georgia and other states in the southern region offer attractive employment

opportunities to teachers and graduates of education programs, especially those in critical fields such as mathematics, science, and special education.

### **Basic Requirements for All Undergraduate Teacher Education Programs**

Teacher Education programs at Georgia Southwestern State University are approved by the Georgia Professional Standards Commission. Successful completion of an approved Teacher Education program leads to recommendation for a professional teaching certificate. Since these professional programs lead to licensure, candidates must meet requirements and responsibilities not common to other degree programs.

### **Academic Requirements**

All Teacher Education candidates must have a minimum GPA of 2.5 on a 4.0 scale for Admission to Teacher Education, for Admission to Student Teaching, and for graduation. In addition, candidates must earn grades of C or better in the professional sequence and teaching field courses for their chosen field of study. (See individual program descriptions for professional sequences and teaching field courses). Professional course credit may not be earned by correspondence.

### **Field Experiences**

The School of Education strongly believes that field experiences are essential elements in all preservice teacher education programs. Field experiences provide developmental, systematic, and authentic contact between Teacher Education candidates and the tasks involved in teaching P-12 students. Most education courses have field experience requirements as an integral part of the course requirements. Collaboration with area Professional Development Schools enables candidates to observe and participate in classrooms beginning with the Education foundation courses and continuing through the capstone field experience--Student Teaching. Candidates are expected to complete the equivalent of one year of field experience hours including student teaching. Candidates must have documented a Criminal Background Check prior to beginning field experience assignments, and provide proof of educational liability insurance.

### **Admission to Teacher Education Programs**

All candidates following a Teacher Education program must be formally admitted to Teacher Education. The Admission to Teacher Education process is an advisement and tracking procedure designed to assist candidates in completion of degree requirements. Admission to Teacher Education is a prerequisite for enrollment in professional education courses. Failure to make application at the appropriate time can jeopardize timely program completion. Deadlines for submitting applications for Admission to Teacher Education are posted each semester in the School of Education and on the School of Education website.

Application for Admission to Teacher Education should be made upon completion of 50 semester hours of core curriculum credit. Transfer students with at least 50 semester hours of credit must make application for Admission to Teacher Education immediately upon entering the University. Application forms may be obtained from the School of Education office.

All applicants must submit the application and a two-page autobiography to the School of Education office. Students are notified by letter of admission to a Teacher Education program. Admission to Teacher Education must occur at least two semesters prior to the Student Teaching semester, and prior to enrollment in any 3000 or 4000 level program courses.

**Formal Admission to the Teacher Education program will be granted to** candidates meeting the following requirements:

1. Completion of EDUC 2110 (Investigating Issues in Education), EDUC 2120 (Exploring Diversity in Education), and EDUC 2130 (Exploring Teaching and Learning) with a grade of C or higher.
2. Completion of a minimum of 50 semester hours of General Core Curriculum (Areas A-F) credit with a minimum grade point average of 2.50 on all work taken, whether at other colleges/universities or at Georgia Southwestern State University, that is foundational to Teacher Education. Achievement and maintenance of a core GPA of at least 2.50 is required to be admitted and to remain in the program.
3. An institution grade point average of 2.50 or higher in all program course work taken whether at other colleges/universities or at Georgia Southwestern State University is required to be admitted and to remain in the program.
4. Successful completion of the GACE I academic skills tests in Reading, Mathematics, and Writing.\*
5. Proficiency in communication skills, which is subject to review by the School of Education at any time during the program. Communication skills are measured by completion of the Humanities component of the core with a GPA of 2.25 or higher and successful demonstration of proficiency in communication skills or completion of COMM 1110 or THEA 1110 with a grade of C or higher. COMM 1110 or THEA 1110 may be taken in Area B to satisfy this requirement.
6. Recommendation by the academic advisor and one other professor who has recently taught the student (other than the instructor of EDUC 2110).
7. Recommendation by the appropriate program faculty, and approval by the Dean of the School of Education.

\* **NOTE:** Candidates are exempt from this requirement if they have earned qualifying scores on any of these tests:

SAT minimum score: 1000 (critical reading score plus math score);

GRE minimum score: 1030 (critical reading score plus quantitative score); or

ACT minimum score: 43 (English score plus math score).

### **Opening School Experience**

During the academic year in which a candidate completing a degree program with certification is scheduled to student teach, she/he must complete the Opening School Experience in the placement where the student teaching is to be completed. Opening School Experiences, student teaching placements, and all other field experiences will be authorized by the Clinical Director in consultation with program faculty and Professional Development School liaisons.

### **Admission to Student Teaching**

Completion of Student Teaching, under the guidance of a Professional Development School master teacher and a university supervisor is required of each Teacher Education candidate. Student Teaching occurs during the senior year and is considered a "full time" experience. Candidates may not enroll for additional courses while Student Teaching without special permission, nor should they engage in outside activities that divert attention and energy from Student Teaching.

Student Teaching is conducted in elementary, middle, and secondary Professional Development Schools. Each assignment is made by the School of Education after a careful study of the candidate's academic record and general college/university experience. The School of Education reserves the right to assign a student to any Professional Development School according to the best interests of the candidate and the University.

Applications for Student Teaching must be filed with the Clinical Director.

### **Prerequisites for Student Teaching are as follows:**

1. Admission by letter to a Teacher Education program at Georgia Southwestern State University at least two semesters prior to the Student Teaching semester;
2. Completion of fifteen semester hours of credit in residence at Georgia Southwestern, including the content methods course specific to the majors;
3. Completion of the General Core Curriculum with a minimum grade point average of 2.5 on all core work whether taken at other colleges/universities or at Georgia Southwestern;
4. Completion of all course work required except Student Teaching with a grade of C or higher whether taken at other colleges/universities or at Georgia Southwestern. A minimum grade point average of 2.50 is required in each concentration for Middle Grades Education candidates;
5. An institution grade point average of 2.5 or higher in all program course work whether taken at other colleges/universities or at Georgia Southwestern;
6. Recommendation by major advisor and endorsement by the appropriate area curriculum committee.
7. Documentation of a Criminal Background Check and proof of educational liability insurance.

### **Exit Examination**

The GACE Content Assessment serves as the exit exam for undergraduate candidates completing a teacher preparation program. Teacher education candidates must take the GACE in the appropriate certification area and have scores submitted to the School of Education prior to graduation. Passing scores on the GACE Content Assessment are not required for graduation; however, teacher education candidates must have passing scores submitted to the Georgia Professional Standards Commission in order to obtain initial teacher certification.

### **Certification**

Teacher certification is granted by the Georgia Professional Standards Commission. Candidates successfully completing all requirements in a baccalaureate Teacher Education program and meeting GACE I and GACE II requirements may apply to the Georgia Professional Standards Commission for a clear-renewable professional certificate. Application forms for certification may be obtained from the School of Education Office. Candidates should complete application forms and submit them prior to the end of the semester in which they anticipate completing certification requirements.

## **DEPARTMENT OF EARLY CHILDHOOD, READING, AND SPECIAL EDUCATION**

**Department Chair:** Dr. J. YeVette McWhorter

**Professors:** Dr. J. YeVette McWhorter

**Assistant Professors:** Katherine O. Barnetson, David J. Hunter, Rebecca Short, Dr. Sheryl F. Venable, Dr. Chu Chu Wu

**Lecturers:** Gavin M. Bernstein, Jennifer Dickens, Lynn Larsen

### **Early Childhood**

The candidate who specializes in Early Childhood Education has career options in a variety of settings: public and private preschools, agencies, community programs, child care, public schools, and private enterprise. With advanced training, supervisory and administrative positions are available. Candidates who plan to teach in pre-kindergarten through 5th grade (P-5) must enroll in this program to obtain certification.

### **BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN EARLY CHILDHOOD EDUCATION**

**Core Curriculum Requirements:** Core curriculum requirements should be completed during the first two years of college study. Candidates must meet the General Core Curriculum requirements as established by the University and the School of Education.

**Admission to Teacher Education:** Admission to Teacher Education is required for a candidate to enroll in all 3000-4000 level program courses. A grade of C or higher is required in each professional and teaching field course, and an institution grade point average of 2.5 is required for both student teaching and graduation.

**Early Childhood Education Professional Sequence:** The Early Childhood Education professional sequence enables candidates to develop understanding and abilities that are essential for teaching young students.

**Academic Concentrations:** The Early Childhood Education program requires the completion of a concentration in Reading. Courses that are taken to complete this requirement include EDRG 3020, EDRG 3040, EDRG 3280, and EDRG 4100.

The Early Childhood Education program requires the completion of a concentration in Mathematics. Courses that are taken to complete this requirement include EDEC 3100, MATH 2008, MATH 3002, MATH 3003 and MATH 4490.

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

### **Special Education**

Candidates planning to teach individuals with disabilities should enroll in this program leading to Georgia T-4 certification in Special Education.

A degree in Special Education qualifies an individual for professional opportunities in public schools and other settings concerned with meeting the needs of individuals with disabilities.

### **BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN SPECIAL EDUCATION**

**Core Curriculum Requirements:** Core Curriculum requirements should be completed during the first two years of college study. Candidates must meet the General Core Curriculum requirements as established by the University and the School of Education.

**Admission to Teacher Education:** Admission to Teacher Education is required for a candidate to enroll in all 3000-4000 level program courses. A grade of C or higher is required in each professional and teaching field course, and an institution grade point average of 2.5 or higher is required for both Student Teaching and graduation.

**Professional Sequence:** The Special Education professional sequence enables candidates to develop understanding and competencies essential for teaching students with disabilities.

**Academic Concentration:** The Special Education program requires the completion of a concentration in Reading. Courses that are taken to satisfy this requirement include: EDRG 3020, EDRG 3040, EDRG 3060, EDRG 3280, and EDRG 4100.

**Required Teaching Field Courses:** Teaching Field requirements are established by the School of Education. Major teaching field courses should be taken during the junior and senior years. Teaching field courses, including the Special Education Block, must be completed prior to Student Teaching.

**Special Education Block:** All candidates seeking initial certification in Special Education are required to complete the Special Education Block prior to Student Teaching. The Special Education Block is a full-time experience of course work and internship. Candidates spend approximately 20 hours per week as interns serving special education students in public schools under the supervision of master teachers. Additionally, they are enrolled in university course work on campus.

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

### **DEPARTMENT OF MIDDLE GRADES AND SECONDARY EDUCATION, AND HEALTH AND HUMAN PERFORMANCE**

**Department Chair:** Dr. Gregory M. Hawver



**Professors:** Dr. Gregory M. Hawver, Dr. Lettie J. Watford

**Associate Professors:** Dr. Queen H. Brown

**Assistant Professors:** Dr. Rachel Abbott, Dr. Andrew Bosak, Dr. Joseph R. Nichols

**Instructors:** Kelly J. Britsky, W. Michael Leeder, Bryan S. McLain, Carrie Rahn, Christina Ward

### **Middle Grades Education**

Middle Schools serve a student population undergoing physical, intellectual, and psychological changes. Teachers prepared to meet the developmental needs of young adolescents are at the heart of the Middle School. The School of Education's Middle Grades program prepares teachers who understand the nature of the learner, create meaningful learning environments, empower students, collaborate with other teachers, and know the value of caring. The Middle Grades program prepares candidates to become responsive, knowledgeable, and capable teachers of adolescents.

### **BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN MIDDLE GRADES**

**Core Curriculum Requirements:** Core curriculum requirements should be completed during the first two years of college study. Candidates must meet the General Core Curriculum requirements as established by the University and the School of Education.

**Admission to Teacher Education:** Admission to Teacher Education is required for a candidate to enroll in all 3000-4000 level program courses. A grade of C or higher is required in each professional and teaching field course, and an institution grade point average of 2.50 is required for both Student Teaching and graduation.

**Professional Sequence:** The Middle Grades Education professional sequence enables candidates to develop understanding and competencies essential for teaching students in grades 4-8.

**Required Teaching Field Courses:** Teaching field requirements are established by the School of Education. Major teaching field courses should be taken during the junior and senior years and must be completed prior to Student Teaching.

**Academic Concentration:** The Middle Grades Education program requires completion two concentration areas, each requiring a total of 15 semester hours of course work. A minimum grade point average of 2.50 is required in each concentration area. The concentrations must be selected from the areas of Language Arts, Social Studies, Science, and Mathematics.

The following courses marked with an asterisk (\*) are required when a candidate chooses that specific area for Concentration I or Concentration II. A grade of C or higher is required in each teaching field course. Major teaching field courses should be taken during the junior and senior years.

**Language Arts:** EDRG 3030\*, ENGL 3211, ENGL 4010, ENGL 3220 or ENGL 4030, EDRG 4100 or 3 hour English elective.

**Social Science:** EDMG 4050\*, and at least one course from each of the following areas: Regional Perspectives (HIST 3510, 3730, 3770, 3810), World Perspectives (HIST 4110, 4770, 4800, POLS 3210), US Government Perspective (POLS 3110, 4460, 4470, 4570), 3 hour Social Studies elective.

**Science:** EDMG 3060\*, 4-hr science elective\*, and at least two additional courses from the following:

BIOL 3300, BIOL 3600, BIOL 3710, BIOL 4050, BIOL 4350, BIOL 4500, BIOL 4800, GEOL 3111, GEOL 3311, OR GEOL 3411.

**Mathematics:** EDMG 3100\*, 3002, 3003, 4490, 3 hour Mathematics elective.

**NOTE:** Other courses in concentration may be approved where appropriate at the discretion of the advisor and the Department Chair.

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

### **Secondary and P-12 Education**

Georgia Southwestern State University offers programs leading to certification in secondary education in English, History, and Mathematics. A P-12 program is offered which leads to certification in Music. These programs complement a strong academic background in the teaching field while providing the knowledge, skills, and experiences that are prerequisite to effective instruction. Candidates who plan to teach grades 6-12 must enroll in the appropriate secondary program. Requirements for each program are established jointly by the School of Education and the School of Computing and Mathematics or the College of Arts and Sciences and respective departments. Candidates are assigned academic advisors from within the respective academic school or department and the School of Education. The School of Education plans and schedules courses in the professional sequence. All programs are designed to lead to eligibility for the initial teaching certificate in Georgia.

Candidates should be familiar with the BASIC REQUIREMENTS FOR ALL UNDERGRADUATE TEACHER EDUCATION PROGRAMS listed previously, denoting requirements specifically for Teacher Education candidates. Changes in major program requirements must be approved in writing by

the Dean of the School of Education and the dean of the appropriate academic school or college.

**Core Curriculum Requirements:** Candidates must meet the General Core Curriculum requirements as established by the University for each Teacher Education program. A GPA of 2.5 or higher is required for courses used to meet General Core Curriculum requirements. This applies to course work taken at other institutions as well as at Georgia Southwestern State University. Transfer students must meet the same core GPA requirements. Because of the several options in Teacher Education programs, the specific courses required in Area F of the core will vary from program to program. Candidates should take such courses only with the approval of the appropriate academic area advisor. COMM 1110, THEA 1110 or demonstrated competence in Speech is a requirement in all Teacher Education programs. COMM 1110 or THEA 1110 may be taken in Area B to satisfy this requirement.

**Admission to Teacher Education:** Admission to Teacher Education is required for a candidate to enroll in all 3000-4000 level program courses. A grade of C or higher is required in each professional and teaching field course, and an institution grade point average of 2.50 is required for both Student Teaching and graduation.

**Professional Sequence:** The professional sequence consists of twenty-six semester hours of professional education courses. Admission to Teacher Education is required for a candidate to enroll in all 3000-4000 level education courses including EDRG 3060, EDUC 3200, EDUC 4620, EDSC 4060, EDSC 4080, EDSC 4100, EDSC 4970, EDSC 4980, EDSC 4990, EDUC 4970, EDUC 4980, and EDUC 4990.

**Required Teaching Field Courses:** Teaching field requirements are established by the academic departments and the School of Education. A grade of C or higher is required in each course applied to a teaching field, and an institution grade point average of 2.5 is required for both Student Teaching and graduation. All teaching field courses in addition to required General Core Curriculum courses, Certification Core courses, and the professional sequence courses must be completed prior to Student Teaching. Specific requirements for English, history, and music can be found in Arts and Sciences departmental information and for mathematics in the Computing and Mathematics departmental information.

Click [HERE](#) for B.A. in English with Teacher Certification Curriculum Sheet

Click [HERE](#) for B.S. in History with Teacher Certification Curriculum Sheet

Click [HERE](#) for B.S. in Mathematics with Teacher Certification Curriculum Sheet

Click [HERE](#) for B.A. in Music with Teacher Certification Curriculum Sheet

## **HEALTH AND HUMAN PERFORMANCE**

Health and Human Performance offers a Bachelor of Science in Education degree with a teaching major in Health and Physical Education, a Bachelor of Science in Education with a concentration in Exercise Science/Wellness, and a Bachelor of Science in Education with a major in Recreation. The growth of sports in the American culture, the increased public interest in health and physical fitness, and the emphasis on equal opportunity have resulted in expanded sports programs throughout the nation.

The purpose of the Health and Physical Education curriculum is to prepare majors for careers in teaching students at the preschool level through the secondary level and for coaching positions at the middle and secondary level. Completion of degree requirements and successful completion of the GACE Exam lead to certification by the Georgia Professional Standards Commission.

The Bachelor of Science in Education degree with a concentration in Exercise Science/Wellness is designed to prepare graduates who prefer careers in corporate fitness and wellness. Completion of the program will provide the undergraduate student with the entry level skills and the knowledge base to function competently in a wide range of fitness/wellness employment opportunities.

**Required Teaching Field Courses:** Teaching field requirements are established by the academic departments and the School of Education. A grade of C or higher is required in each course applied to a teaching field, and an institution grade point average of 2.5 is required for both Student Teaching and graduation. All teaching field courses in addition to required General Core Curriculum courses, Certification Core courses, and the professional sequence courses must be completed prior to Student Teaching. Specific requirements for English, history, and music can be found in Arts and Sciences departmental information and for mathematics in the Computing and Mathematics departmental information.

Students enrolled in other programs offered by the University must complete physical education courses required in the specific programs.

## **BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN HEALTH AND PHYSICAL EDUCATION**

Candidates planning to teach Health and Physical Education in grades P-12 must enroll in this program leading to Georgia T-4 certification.

**Core Curriculum Requirements:** Core curriculum requirements should be completed during the first two years of college study. Candidates must meet the General Core Curriculum requirements as established by the University and the School of Education.

**Admission to Teacher Education:** Admission to Teacher Education is required for a candidate to enroll in all 3000-4000 level program courses.

A grade of C or higher is required in each professional and teaching field course, and an institution grade point average of 2.5 is required for both Student Teaching and graduation.

**Professional Sequence:** The Health and Physical Education sequence enables candidates to develop understanding and competencies essential for teaching students in grades P-12.

**Required Teaching Field Courses:** Teaching field requirements are established by the School of Education. Major teaching field courses should be taken during the junior and senior years, and must be completed prior to Student Teaching.

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

### **BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN EXERCISE SCIENCE/WELLNESS**

This program is designed to prepare graduates for careers in corporate fitness and wellness. The program does not lead to certification to teach.

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

## **SCHOOL OF NURSING**

**Dean:** Dr. Sandra Daniel

Nursing Building, Room 124

(229) 931-2280

[sandra.daniel@gsw.edu](mailto:sandra.daniel@gsw.edu)

**Department Chair for Graduate Studies:** Dr. Bonnie Simmons

**Department Chair for Undergraduate Studies:** Dr. Teresa Teasley

**Professors:** Dr. Sandra Daniel

**Associate Professors:** Dr. Bonnie J. Simmons, Dr. Teresa Teasley

**Assistant Professors:** Mikki W. Guest, Mildred C. Lapeza, Rebecca J. Matthews, Janet Wills

**Senior Lecturers:** Krystal Oliver-Green

**Lecturers:** Ellen Elder, Joy B. Humphrey, Dr. Kirven P. Hulse, Lamanda Jones, Rhonda Slocumb

The School of Nursing (SON) offers the Bachelor of Science in Nursing (BSN) degree program. Graduates of the program are prepared to practice in a variety of settings, including acute care facilities and hospitals, public and community health agencies, long term care facilities, home health agencies, schools, and industries. Baccalaureate education also establishes the basis for further learning in graduate programs.

**Required Teaching Field Courses:** Teaching field requirements are established by the academic departments and the School of Education. A grade of C or higher is required in each course applied to a teaching field, and an institution grade point average of 2.5 is required for both Student Teaching and graduation. All teaching field courses in addition to required General Core Curriculum courses, Certification Core courses, and the professional sequence courses must be completed prior to Student Teaching. Specific requirements for English, history, and music can be found in Arts and Sciences departmental information and for mathematics in the Computing and Mathematics departmental information.

### **Accreditation**

The nursing program has full approval from the Georgia Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Rd. NE, Suite 500, Atlanta, Georgia 30326 (404) 975-5000

### **MISSION STATEMENT**

The mission of the School of Nursing is to prepare safe and competent professional nurses, who in collaboration with others, provide or facilitate high quality patient-centered care in a global society.

### **STATEMENT OF PHILOSOPHY AND CONCEPTUAL FRAMEWORK**

The philosophy, affirmed by the faculty, is consistent with the Georgia Southwestern State University mission which is to cultivate excellence in learning and teaching that encourages intellectual, personal, and social growth for students, faculty, staff and the community. Through this philosophy, the faculty expresses its commitment to excellence in the profession of nursing and quality education. The academic program(s) is based on the faculty's beliefs about patient-centered care, evidence based practice, quality improvement, safety, collaboration, innovation, and compassion.

## Student Learning Outcomes

- Provide patient centered care with sensitivity and respect for the diversity of human experience
- Utilize inter-and intraprofessional collaboration skills to provide holistic nursing care
- Integrate best current evidence with clinical expertise
- Create a safe care environment that results in high quality patient outcomes
- Employ emerging technology and information management tools to inform decision making in the delivery of care
- Utilize critical thinking to provide care for individuals and communities
- Analyze the effects of health care policy on the quality and safety in the practice environment
- Assume responsibility for personal and professional behaviors

## PROFESSIONAL STANDARDS

Students of the School of Nursing will be held to the American Nurses' Association's "Standards of Professional Performance" and "Code for Nurses," and the Rules of the Georgia Board of Nursing. Failure to uphold these standards may result in dismissal from any nursing program.

## ESSENTIAL TECHNICAL STANDARDS FOR SAFE NURSING PRACTICE

A nursing student must demonstrate skills according to the standards listed in the table below. Reasonable accommodations will be made on an individual basis; however, the student must be able to perform these activities in an independent manner. If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the nursing program will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.

## ESSENTIAL TECHNICAL STANDARDS

Competency	Standard	Examples of Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause and effect relationships in clinical situations; develop nursing care plans or other required documents (e.g. Care Maps)
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, cultural, and intellectual backgrounds	Establish rapport with clients, faculty, and colleagues
Communication	Communication abilities sufficient for oral and written interaction with others	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move around in a client's room, clinical learning settings, home, in work spaces, and in treatment areas; administer cardiopulmonary resuscitation
Motor Skills	<ol style="list-style-type: none"> <li>1. Possesses four(4) functional limbs (normal or artificial) that allow the student to perform abilities sufficient to move from room to room and maneuver in small places and possesses gross and fine motor abilities sufficient to provide safe and effective nursing care.</li> <li>2. Possesses the ability to exert 20-50 lbs of force occasionally; 10-25 lbs of force frequently; and negligible to 10 lbs of force constantly to move objects.</li> </ol>	<p>Moves among patient rooms and treatment areas, physically moves patients, performs CPR, provides hygiene care to patients; calibrates and uses equipment needed to carry out patient care; manual dexterity to prepare and don sterile gloves and gown; prepares and administers medications aseptically (oral, IM, IV, SC).</p> <p>Dexterity to apply pressure to stop bleeding; open an obstructed airway; provide safe and effective nursing care; write clearly and neatly in patient charts and other documents; stands for long periods of time</p>
Sensory: Hearing, visual, tactile	<p><i>Sensory:</i></p> <p>Possesses the ability to assess and evaluate patient responses and to perform nursing</p>	<p>Observe patient responses;</p> <p><i>Hearing:</i> Hears monitor alarms, beepers, emergency signals, cries for help, etc. requiring</p>

	<p>interventions safely and accurately.</p> <p><i>Hearing:</i> Has normal or corrected hearing acuity within the 0-45 decibel range; sufficient for monitoring and assessing health needs</p> <p><i>Visual:</i> Has normal or corrected visual; ability sufficient for observation and assessment necessary in nursing care.</p> <p>Distinguishes color shades and/or changes;</p> <p><i>Tactile:</i> Possess at least one hand with the ability to perceive temperature changes and pulsations and to differential different structures and textures</p>	<p>rapid responses; auscultatory sounds; hears telephones, and has the ability to accurately take orders over the telephone.</p> <p><i>Visual:</i> Reads very fine, or small print on medication containers; sees nurse call or emergency lights; visually assess a patient's condition( e.g. skin color changes, color of drainage; gradations on syringes);</p> <p><i>Tactile:</i> Performs palpation and other functions of physical examination and /or those functions related to therapeutic intervention such as insertion of a catheter.</p>
Mental/Emotional	Possess the mental and emotional ability to adapt to the environment, function in everyday activities, and cope with stressors	Demonstrates behaviors appropriate to the situation, uses appropriate coping strategies; work alternating shifts of 8-12 hours on days, evenings, and nights.

### PRE-NURSING ADVISEMENT

A student who meets the criteria for admission to Georgia Southwestern State University may be admitted to the University for any semester and be classified as a pre-nursing student. Pre-nursing students will be assigned a nursing faculty advisor. Once admitted to the University, students should contact the Student Services Coordinator within the School of Nursing to obtain the name and contact number of their nursing advisor. Students should then schedule an initial advising appointment with the nursing advisor in the School of Nursing. The nursing advisor will review the nursing curriculum requirements and assist the student in developing a course progression calendar to insure enrollment in the correct pre-nursing courses from the first semester of study at the University. Failure to meet with the nursing advisor may result in the pre-nursing student taking unnecessary courses OR taking required courses in a sequence that may delay timely admission into the program.

Admission to the University as a pre-nursing student only allows the student to take core curriculum courses and required pre-nursing courses as they are available. Pre-nursing students are not guaranteed admission to the upper level professional nursing program.

### SCHOOL OF NURSING GRADING SCALE

The grading scale for courses in the School of Nursing is:

90-100	A
80-89	B
75-79	C
65-74	D
<65	F

Faculty determines and documents in their syllabi the criteria for grading in each of their classes. The clinical components of all courses, excluding the Practicum in Nursing, are graded as satisfactory or unsatisfactory.

### MANDATORY HEALTH INSURANCE FOR NURSING STUDENTS

The Board of Regents mandates health insurance for students in the Mandatory Student Health Insurance Plan (SHIP) Category. **Effective July 1, 2012**, the BOR changed the health insurance carrier for Georgia Colleges and Universities to United Healthcare. As of this date, the School of Nursing also elected to change its policy regarding health insurance coverage required for nursing students.

Now at the beginning of each semester, nursing students registered for nursing courses requiring a lab with an off-site clinical component (including online courses) will automatically be enrolled by the GSW Student Accounts Office in the new Mandatory Plan. (NURS 2700 Clinical Therapeutics and NURS 3200 Health Assessment are exempt as the labs for these classes are conducted in-house.) Other nursing students not enrolled in nursing courses with labs and who wish to be covered under the Mandatory Plan (OPT Enrollment) can enroll themselves at

<https://www.uhcsr.com/gsw> as a "voluntary student."

Regardless of what nursing courses they are taking, students who fall into the Mandatory SHIP Categories listed below must purchase the USG SHIP policy:

- All graduate students receiving a Full Tuition Waiver as part of their graduate assistantship award;
- All undergraduate, graduate and ESL International students holding F or J visas;
- All undergraduate and graduate students enrolled in programs that require proof of health insurance;
- All graduate students receiving fellowships that fully fund their tuition;
- International Scholars

See <http://gsw.edu/Campus-Life/CampusLiving/StudentAccount/StudentHealthInsurance/index> for rates and <https://www.uhcsr.com/gsw> for all other information such as login information, ID cards, etc. Students will be charged for spring/summer; however they can receive a waiver for summer term.

*Waiver: Nursing students (registered for nursing courses with an off-site lab) 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. If a nursing student is not registered for one of the nursing courses requiring the Mandatory Plan and tries to request a waiver, an error message will appear saying "We were unable to find a student record for the submitted information. Please check your information and try again, or contact your school administrator." This message means you are not required to have the Mandatory Plan for nursing courses the current semester.*

## **ADMISSION ELIGIBILITY**

### **Traditional BSN Program Track**

Pre-nursing students enrolled at Georgia Southwestern State University are expected to complete all courses at GSW unless approved by the Department Chair or Dean. Students must apply and be accepted to the nursing program at the upper division level. This generally occurs during the second year of full-time study at the University. There are two admission cycles for traditional students, fall and spring. Students anticipating qualifying for entrance in the fall semester must apply for admission to the program by the announced deadline, usually January or February. Students anticipating qualifying for entrance in the spring semester must apply for admission by the announced deadline, usually late August or September. Students should contact the School of Nursing Student Services Coordinator for application instructions and deadlines.

In order to be considered for admission into the Traditional BSN Program, applicants must meet the following requirements:

1. Attain admission in good standing to the University
2. Return the completed application and required supporting documents to the School of Nursing by the published deadline
3. Complete all general education/core classes from Areas A, D, and F
4. Must have a grade of "C" or higher in all of the following courses: Area A courses, all Area F courses, and Area D sciences.
5. Lack no more than nine (9) hours of general education classes from Areas B, C, and/or E
6. Earn a minimum level of Proficiency on the ATI Test of Essential Academic Skills (TEAS) exam within twelve months of application to the program with no more than two attempts, and have official scores submitted to the School of Nursing prior to the application deadline
7. Earned an overall Grade Point Average (GPA) of 2.8/4.0. (Calculated based on the most recent 30 hours of courses required for the degree in nursing.) Admission is competitive. A GPA of 2.8 does not guarantee admission.
8. Must not have been excluded from another nursing program for any reason, including but not limited to, academic misconduct, disruptive behavior, or program failure. A nursing course failure in another institution counts as a course failure at this institution

Completed by program entry:

- \*BIOL 2030 Anatomy and Physiology I (\*\*within 5 years of projected admission)
- \*BIOL 2040 Anatomy and Physiology II (\*\*within 5 years of projected admission)
- \*BIOL 2050 Microbiology (\*\*within 5 years of projected admission)
- \*NURS 2600 Concepts of Professional Nursing
- \*NURS 2700 Clinical Therapeutics
- \*NURS 3005 Human Pathophysiology
- PSYC 2103 Human Growth and Development
- BIOL 1107/1108, or BIOL 2107/2108, or CHEM 1211/1212, or CHEM 1151/1152, or PHYS 2211/2212 (must be a lab science sequence)

\* Minimum grade of C required

\*\* Testing is required for those applicants who completed these courses five (5) years ago or longer. Remediation may be required.

*It may not be possible to admit all students who meet the minimum requirements for admission. If there are more qualified applicants than*

positions available in a nursing class, selection for admission will be based upon the following:

- ATI - Test of Essential Academic Skills (TEAS) - results
- Availability of space in clinical sites
- Availability of faculty resources
- Grade Point Average - greater than the minimum of 2.8
- Grades in Science courses - minimum of B is preferred
- Patterns of withdrawal from courses/schools
- Grades of Ds and/or Fs
- Written communication ability
- Completion of nursing pre-requisites

**There are two types of admission:**

1. *Full acceptance* is offered when all criteria are met
2. *Conditional acceptance* is contingent upon successful completion of unmet criteria

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

**Second Degree BSN Program Track**

Students who have a bachelor's degree or higher in a non-nursing field of study may pursue the Accelerated BSN program track of study. The core and general education requirements met by the first degree are accepted by the University. The U.S. and Georgia History and Constitution Requirements of the University System of Georgia must be met by all accelerated degree students.

Students must apply for admission to the School of Nursing by the published deadline. Prospective and pre-nursing students should contact the Student Services Coordinator in the School of Nursing for application instruction and deadlines. There is one admission cycle per academic year, spring, for this cohort; however, an exception may be made in an individual's matriculation plan, dependent upon the student meeting prerequisite requirements to enter the program.

In order to be considered for admission into the Accelerated BSN Program, applicants should meet the following requirements:

1. Obtain a baccalaureate degree or higher in a non-nursing field from an accredited college or university
2. Attain admission in good standing to the University
3. Return the completed application and required supporting documents to the School of Nursing by the published deadlines
4. Must have a grade of "C" or higher in all of the following courses: Area A courses, all Area F courses, and Area D sciences.
5. Earn a minimum level of Proficiency on the ATI Test of Essential Academic Skills (TEAS) exam within twelve months of application to the program with no more than two attempts, and have official scores submitted to the School of Nursing Prior to the application deadline.
6. Earned an overall Grade Point Average (GPA) of 3.0/4.0. (Calculated based on the most recent 30 hours of courses required for the degree in nursing.) Admission is competitive. A GPA of 3.0 does not guarantee admission.
7. Must not have been excluded from another nursing program for any reason, including (but not limited to) academic misconduct, disruptive behavior, or program failure. A nursing course failure in another institution counts as a failure in this institution.

Completed by program entry:

- \*BIOL 2030 Anatomy and Physiology I (\*\*within 5 years of projected admission)
- \*BIOL 2040 Anatomy and Physiology II (\*\*within 5 years of projected admission)
- \*BIOL 2050 Microbiology (\*\*within 5 years of projected admission)
- MATH 2204 Statistics (or accepted equivalent course)
- PSYC 2103 Human Growth and Development (or accepted equivalent course)

\*Minimum grade of C required \*\* Testing is required for those applicants who completed these courses five (5) years ago or longer. Remediation may be required.

*Prior* to Spring program entry, the following pre-nursing courses must be completed:

- NURS 2600 Concepts of Professional Nursing
- NURS 2700 Clinical Therapeutics
- NURS 3005 Human Pathophysiology

Pre-nursing students enrolled at Georgia Southwestern State University are expected to complete all courses at GSW unless approved by the Department Chair or Dean. Completion of the pre-nursing courses does not guarantee admission to the nursing program. It may not be possible to admit all students who meet the minimum requirements for admission. If there are more qualified applicants than positions available in a nursing class, selection for admission will be based upon the following:

- ATI *Test of Essential Academic Skills (TEAS)* results
- Availability of space in clinical sites
- Availability of faculty resources
- Grade Point Average - greater than the minimum of 3.0
- Grades in Science courses - minimum of B is preferred
- Patterns of withdrawal from courses/schools
- Grades of Ds and/or Fs
- Written communication ability
- Completion of nursing pre-requisites

**There are two types of admission:**

1. *Full acceptance* is offered when all criteria are met
2. *Conditional acceptance* is contingent upon successful completion of unmet criteria

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

**RN-BSN Program Track**

**Admission Eligibility for RN-BSN Program**

The RN-BSN program track is designed to specifically meet the needs of RNs who are completing the BSN degree. Recognizing the barriers that RNs face in terms of employment demands, travel time, and family responsibilities, the program has been designed to allow full-time or part-time study, flexibility in the sequencing of courses, and options to complete the nursing courses online. Many courses are available in a traditional classroom format. Students enrolled in courses with clinical components work with a preceptor who holds the qualifications required by the Georgia Board of Nursing. Students in this program have five (5) years from completing NURS 3010: Professional Nursing Practice to complete the degree requirements.

In order to be considered for admission into the RN- BSN Program, applicants must meet the following requirements:

1. Attain admission in good standing to the University
2. Return the completed RN to BSN application and required supporting documents to the School of Nursing by the specified deadline found on the GSW School of Nursing website.
3. Provide licensure as a registered nurse in Georgia
4. Must not have been excluded from another nursing program for any reason, including (but not limited to) academic misconduct, disruptive behavior, or program failure. A nursing course failure in another institution counts as a failure in this institution.
5. Meet the requirements of the Georgia RN-BSN Articulation Model

**Curriculum Guidelines**

Students complete approximately 61 hours of general education classes. The junior and senior nursing courses total 61 hours.

- MATH 2204 Statistics (is a pre-requisite for NURS 4800 Nursing Research)
- All 3XXX courses, NURS 4010, NURS 4100, NURS 4200, and NURS 4630 must be completed before taking NURS 4900 Practicum in Nursing.
- It is recommended that NURS 3010 Professional Nursing Practice be taken the first semester that the student takes nursing courses.

**Georgia RN-BSN Articulation Model**

The Georgia Southwestern State University School of Nursing supports the Georgia RN-BSN Articulation Model. The purpose of this model is to facilitate the educational mobility of registered nurses who elect to pursue a baccalaureate degree in nursing. RN-BSN students are awarded 33 nursing credit hours after successfully completing six semester credit hours of required nursing courses. (Contact the School of Nursing office for details: phone 229-931-2275)

*Validation Testing:* Completion of validation testing will be required of all associate degree or diploma graduates who graduated from non-NLNAC accredited schools outside the state of Georgia, who graduated more than four years ago, and who have less than 1,000 clinical practice hours. Validation testing includes standardized exams and clinical competencies. Contact the Student Services Coordinator for more information if this applies.

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

**LPN-BSN Program Track**

The LPN-BSN program track is designed to create an opportunity for the LPN to apply training and experience toward the goal of continuing



nursing education at the baccalaureate level. A School of Nursing advisor will work with the LPN students individually to provide a seamless transition into the School of Nursing.

### **Admission Eligibility to the LPN-BSN Program Track**

Students will need to meet the following criteria for consideration in the LPN-BSN program track:

1. Earn an LPN diploma from a program that is accredited in Georgia
2. Current Georgia LPN license (copy required for file)
3. Acceptance in good standing by the University
4. Application into the School of Nursing by the published deadline
5. All general education/core classes from Areas A, D, and F completed
6. Must have a grade of "C" or higher in all of the following courses: Area A courses, all Area F courses, and Area D sciences.
7. Completion of Human Pathophysiology (NURS 3005) within 5 years
8. Lacks no more than 9 hours of general education classes from Areas B,C, and /or E and PEDS activity courses
9. Completion of anatomy and physiology (BIO 2030 and 2040) and microbiology (BIO 2050) with a minimum grade of "C" required within 5 years of admission. If over 5 years, testing will be required.
10. Earn a minimum level of Proficiency on the ATI Test of Essential Academic Skills (TEAS) exam, taken within twelve months of application to the program with no more than two attempts, and have official scores submitted to the School of Nursing prior to the application deadline.
11. Earned an overall Grade Point Average (GPA) of 2.8/4.0. (Calculated based on the most recent 30 hours of courses required for the degree in nursing.) Admission is competitive. A GPA of 2.8 does not guarantee admission.

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

### **REQUIREMENTS OF ALL STUDENTS UPON PROGRAM ACCEPTANCE**

As part of the admissions process, after notification of their acceptance status, all nursing students are required to have the following documentation completed and returned to the School of Nursing by the specified deadline found in the acceptance letter. These forms and information will be sent to them with their Acceptance Letter, *Nursing Student Handbook*, and Accepted Student Packet of Information.

1. Confidentiality Statement
2. Authorization for Release of Records and Information
3. Statement of Infectious Disease Risks
4. Student Applied Learning Experience Agreement
5. Completed Statement of Health
6. Immunization Record (must be current and complete) including documentation of measles, mumps, rubella, tetanus; varicella; and hepatitis B vaccine series and;
7. Tuberculosis screening within the past 12 months (PPD or chest x-ray as appropriate)
8. Student Statement of Health and Physical Exam Form
9. Health Insurance in accordance with the University System of Georgia Mandatory Plan requirements\*
10. Current CPR certification (American Heart Association BCLS for Healthcare Providers);
11. Professional Liability Insurance, minimum coverage \$1,000,000/claim; \$6,000,000/aggregate: (information available through SON)
12. Criminal background check and drug testing per School of Nursing policies

Details and additional clinical policies and explanation may be found in the most recent publication of the *Nursing Student Handbook*. Mandatory health insurance requirements and procedures may be accessed on the GSW Health Center website.

### **SCHOOL OF NURSING TOTAL TESTING POLICY**

A program of progression testing and evaluation is in place at the School of Nursing to assist faculty and students in identifying areas of student knowledge that require attention in order to successfully complete the nursing program, as well as for BSN graduates to be well prepared to take the NCLEX-RN licensure examination.

In addition to successful completion of course work, students are required to participate in the Total Testing Program. The Total Testing Program includes standardized testing prior to admission to the program (Test of Essential Skills); critical thinking testing at the beginning of the program and during the last semester; course exam testing; standardized content mastery testing within selected nursing courses throughout the program of study; and a comprehensive NCLEX-RN predictor test during the final semester (refer to section on Graduation).

The Total Testing Policy is located in the most recent version of the *Nursing Student Handbook*. Changes in testing policies made by the faculty which may occur during a student's program of study will be communicated to the students in writing and are found in the *Nursing Student*

Handbook.

### **School of Nursing Testing Fees**

There is a mandatory testing fee associated with these tests charged upon enrollment in the program. Failure to pay testing fees as will result in administrative withdrawal from the program. Additional fee information is found in Nursing Student Expenses section of this document.

### **Exemption from GSW Policy on Re-Examination for Seniors**

The Vice President of Academic Affairs has given the School of Nursing an exemption from following the University policy on reexamination for seniors. Progression in and graduation from the nursing program is dependent on meeting the conditions as listed in the most recent version of the School of Nursing progression policy.

### **PROGRAM PROGRESSION REQUIREMENTS**

Program Progression Policies

The School of Nursing has specific policies related to program progression. These policies are found in the most current version of the *Nursing Student Handbook*. Although there is flexibility in the sequencing of some classes, other classes have prerequisites and co-requisites. Course prerequisites and co-requisites are found in the most recent version of the *Nursing Student Handbook*.

### **NURSING STUDENT EXPENSES**

Nursing students will incur expenses throughout the nursing program above the fees identified in the *Georgia Southwestern State University Undergraduate Bulletin*. These additional expenses may include but are not limited to uniforms, standardized exam fees, specialty textbooks, computer software, medical supplies and equipment, student nursing organization membership dues, licensure preparation review course, application fees for licensure testing, and transportation to and from clinical agencies. (Reference *Nursing Student Handbook* for more information.)

### **STUDENT EMPLOYMENT**

The nursing program is a rigorous program of study. Significant study and preparation are required outside the class and lab times. Classes and clinical may involve traditional Monday-Friday schedules; however, nontraditional times such as weekends and evenings for classes and/or clinical experiences may be required. Because of these requirements, full-time employment is discouraged. Any employment cannot conflict with the nursing program schedule.

Georgia Board of Nursing regulates nursing student employment. According to section 410-3.07(4): "Unlicensed students shall be employed only as unlicensed nursing personnel. They shall not represent themselves, or practice, as nursing students except as part of a learning activity in a practice setting which is integral to the curriculum."

### **GRADUATION**

Students in the School of Nursing must meet the graduation requirements and application for graduation deadlines found in the *Georgia Southwestern State University Undergraduate Bulletin*. It is the student's responsibility to submit the completed Application for Graduation to the academic advisor by the first two weeks of the semester proceeding the graduating semester and pay the graduation application fee to the Office of the Registrar by the required date. Students are expected to be aware of and meet all deadlines for graduation.

### **RN Licensure Testing Eligibility**

Graduates of the BSN program who meet all program requirements are eligible to take the Registered Nurse Licensure Exam (NCLEX-RN). Permission to sit for the NCLEX-RN exam for a graduate who has a felony conviction, conviction of a crime involving moral turpitude, DUI or DWI offence during enrollment in the nursing program or within twelve months prior to enrollment, or violation of the controlled substance act or substance abuse related disorder, or who has had a license encumbered in the past rests solely with the Georgia Board of Nursing. Further information about licensing requirements may be obtained from the Georgia Board of Nursing.

### **Preparation for Licensure**

Each student is responsible for preparing adequately to take the licensing examination. The School of Nursing will provide information to graduating seniors in preparation for licensure and inform them of the procedures to follow for application to the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

All pre-licensure students are required to attend an external NCLEX review course offered by the GSW School of Nursing during the final semester of the nursing program. Students are required to attend ALL review sessions made available by the School of Nursing to

satisfactorily meet one component of the *NURS 4900* Practicum requirements.

During the final term of the senior year, designated faculty will meet with students to discuss the NCLEX-RN process. Students planning to take the licensure exam in Georgia will find information and instructions for online application procedures at the Georgia Board of Nursing website: <http://sos.georgia.gov/plb/rn/>. Graduation from a nursing program is only one required component of eligibility consideration for taking the licensure exam in a given state.

### **STUDENTS WITH DISABILITIES**

School of Nursing faculty members are sensitive to the special needs of students with disabilities and will make reasonable and appropriate accommodations for these students enrolled in nursing courses. Students must follow the procedural guidelines as written in the most recent edition of the GSW Bulletin and *GSWeatherwane/Student Handbook*.

## **THE UNIVERSITY SYSTEM OF GEORGIA**

The University System of Georgia includes all state-operated institutions of higher education in Georgia—4 research universities, 2 regional universities, 13 state universities, 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
<b>ADMINISTRATIVE PERSONNEL</b>	
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

<b>Rachel L. Abbott</b>	Assistant Professor, Health and Human Performance
BS, Longwood University; MS, Florida State University, PhD, University of Alabama; 2009	
<b>Brian U. Adler</b>	Professor and Vice President for Academic Affairs and Dean of Faculty
BA, University of South Carolina; MA, University of Georgia; PhD, University of Tennessee; 2008	
<b>Ervin Anderson</b>	Senior Lecturer, Mathematics, Learning Support
BS, Savannah State College; MEd, Georgia Southwestern College; 1985	
<b>Mary C. Anderson</b>	Lecturer, English
BA, MA, University of Montevallo; 2009	
<b>Simon S. Baev</b>	Assistant Professor, Computer Science
BS, MS, South Ural State University; MS, PhD, University of Alabama in Huntsville; 2008	
<b>Katherine O. Barnettson</b>	Assistant Professor, Special Education
BSEd, MEd, Georgia Southwestern State University; 2008	
<b>D. Jason Berggren</b>	Assistant Professor Political Science
BA, Eckerd College; MA, Florida State University; PhD, Florida International University; 2009	
<b>Gavin Bernstein</b>	Lecturer, Special Education
BA, University of North Carolina; MA, University of Charleston; ES, Lincoln Memorial University; 2010	
<b>Kendall A. Blanchard</b>	President
BA, Olivet Nazarene College; MDiv, Vanderbilt University; MA, PhD, Southern Methodist University; 2007	
<b>Jan Boesten</b>	Temporary Lecturer, Mathematics
AS, Seminole Community College; BS, Georgia Southwestern State University; 2011	
<b>Susan Bragg</b>	Assistant Professor, History
BA, MA California State-Sacramento; PhD University of Washington; 2010	
<b>Kelly J. Britskey</b>	Instructor/Head Women's Basketball Coach
BA, MEd, LaGrange College; 2007	
<b>Ian M. Brown</b>	Associate Professor, Biology
BS, PhD, University of Otago, Dunedin, New Zealand; 2002	
<b>Queen H. Brown</b>	Associate Professor, Middle Grades
BS, MEd, Georgia Southwestern State University; EdS, Albany State University; EdD, Georgia Southern University; 2002	
<b>Eugenia P. Bryan</b>	Associate Professor, English
BA, MA, University of Mississippi; PhD, University of Louisiana at Lafayette; 2007	

<b>Burchard D. Carter</b>	Professor, Geology
AB, West Georgia College; PhD, West Virginia University; 1983	
<b>Gaynor G. Cheokas</b>	Director, Center for Business and Economic Development
BS, Columbus State University; MS, Georgia Southwestern State University; 2005	
<b>Karen S. Cook</b>	Senior Lecturer, Computer Science
BS, MS, Georgia Southwestern State University; 2001	
<b>Lisa A. Cooper</b>	Assistant Professor and Director, Institutional Research
AB, MS, PhD, University of Georgia; 2001	
<b>Ellen M. Cotter</b>	Professor, Psychology
BA, University of Virginia; MA, PhD, University of Alabama-Birmingham; 1999	
<b>Paul G. Dahlgren</b>	Assistant Professor, English
BA, Pomona College; MA, PhD University of California-Irvine; 2010	
<b>Lee Ann Dalzell</b>	Associate Processor, Cataloging Librarian
BA, Western Kentucky University; MSLS, University of Kentucky; 1978	
<b>Sandra D. Daniel</b>	Professor and Dean, School of Nursing
BSN, Georgia Southwestern College; MSN, Valdosta State College; PhD, Medical College of Georgia; 1986	
<b>Anish Dave</b>	Assistant Professor English
BComm, Gujarat University, India; MBA, Gujarat University, India; MFA, University of Nevada; PhD, Iowa State; 2010	
<b>Bryan P. Davis</b>	Director of Institutional Effectiveness and Professor
BA, University of Dayton; MA, Wright State University; PhD, Ohio State University; 1998	
<b>Jennifer Dickens</b>	Lecturer, Early Childhood
BS, Georgia Southern University; MEd, Columbus State University; 2011	
<b>Jaclyn K. Donovan</b>	Instructor and Director, Athletics
BS, Georgia Southern University; MS, University of Kentucky; MBA Georgia Southwestern State University; 2008	
<b>Leisa R. Easom</b>	Executive Director of the Rosalynn Carter Institute
BSN, MSN, Valdosta State University; PhD, Medical College of Georgia; 2007	
<b>Ellen Elder</b>	Lecturer, School of Nursing
ASN, Georgia Southwestern State University; BSN, Georgia Southwestern State University; 2010	
<b>Margaret A. Ellington</b>	Associate Professor, English and Modern Languages
BS, Weber State University; MS, PhD, Utah State University; 2001	
<b>M. Michael Fathi</b>	Professor, Technology Management
BS, University of Jundi; MBA, University of Baltimore; DBA, Nova Southeastern University; 1999	
<b>Gary D. Fisk</b>	Associate Professor, Psychology
BA, Luther College; PhD, University of Alabama at Birmingham; 2000	
<b>John E. Fox</b>	Instructor and Director, International Student Programs



BBA, MBA, Georgia Southwestern State University; 2001	
<b>Brian Flynn</b>	Temporary Lecturer, Management
BS, Brigham Young University; MBA, Georgia State University; 2011	
<b>Rebecca J. Gee</b>	Assistant Professor, Nursing
BSN, Georgia College; MS, Georgia College and State University	
<b>Kailash C. Ghimire</b>	Assistant Professor, Mathematics
BSc, MSc, Tribhuvan University; MPhil, Kathmandu University; PhD, Oregon State University; 2007	
<b>Olga Godoy</b>	Assistant Professor, Spanish
BA, Western Michigan University; MA, PhD, Florida State University; 2011	
<b>Jeffrey Green</b>	Department Chair and Professor, Theater, Communication & Media Arts
BS, MFA, Ohio University; 1999	
<b>Mikki W. Guest</b>	Assistant Professor, Nursing
ASN, BSN, Georgia Southwestern State University; MSN, Albany State University; 2008	
<b>Chadwick Gugg</b>	Assistant Professor, Mathematics
BA, University of Wisconsin-Milwaukee; MS, Oregon State University; PhD, University of Illinois at Urbana-Champaign	
<b>M. Elizabeth Gurnack</b>	Associate Professor, Chemistry
AAS, William Rainey Harper College; BS, University of Illinois at Chicago; PhD, University of Minnesota; 2002	
<b>Richard C. Hall</b>	Professor, History
BA, Vanderbilt University; MA, PhD, Ohio State University; 2002	
<b>Stephanie G. Harvey</b>	Associate Professor, Biology
BA, Wesleyan College; MS, Georgia College and State University, Ph.D., University of Tennessee, Knoxville; 2002	
<b>Greg M. Hawver</b>	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	
<b>Gaye S. Hayes</b>	Vice President for Enrollment Management
BS, Georgia Southwestern College; MEd, University of Georgia; PhD, Georgia State University; 1991	
<b>Robert E. Herrington</b>	Department Chair and Professor, Biology
BA, University of Evansville; MS, Georgia College; PhD, Washington State University; 1986	
<b>Brian P. Heshizer</b>	Associate Professor, Management
B.A., Columbus State University; M.A., Florida State University; Ph. D., University of Wisconsin-Madison; 2002	
<b>Curtis C. Howell</b>	Associate Professor, Accounting
BS, MAS, EdD, Northern Illinois University; 2001	
<b>Charles M. Huffman</b>	Department Chair and Associate Professor, Psychology
BA, Buena Vista College; MS, Emporia State University; PhD, University of Southern Mississippi; 2007	
<b>Tonia I. Hughes</b>	Temporary Instructor, Visual Arts
BS, Columbus State University; MFA, Georgia State University; 2009	
<b>Kirven P. Hulsey</b>	Temporary Lecturer, Nursing

ADN, BSN, Georgia Southwestern State University; Nurse Midwifery Certificate, University of Mississippi; MSN, Albany State; PhD, Capella University; 2011	
<b>Joy S. Humphrey</b>	Lecturer, Nursing
AA, AS, ASN, Macon State College; BSN, MSN, Georgia College and State; 2010	
<b>David J. Hunter</b>	Assistant Professor, Special Education
BS, Bowie State University; MEd, Georgia Southwestern State University; 1999	
<b>Tzvetelin D. Iordanov</b>	Associate Professor, Chemistry
BS, MS, Sofia University St. Kliment Ohridski; PhD, Pennsylvania State University; 2005	
<b>Nedialka I. Iordanova</b>	Associate Professor, Chemistry
MS, Sofia University St. Kliment Ohridski; PhD, Pennsylvania State University; 2005	
<b>Lamanda Jones</b>	Lecturer, Nursing
ASN, Georgia Southwestern State University; BSN, Georgia Southwestern State University; 2010	
<b>William G. Kline</b>	Department Chair and Professor, History and Political Science
BA, MA, PhD, University of Texas at Austin; 1990	
<b>Svilen D. Kostov</b>	Assistant Professor, Physics
MS, University of Sofia, Bulgaria; PhD, City University of New York; 2004	
<b>Joseph Krupka</b>	Assistant Professor, Accounting
AAS, BS, Rochester Institute of Technology; MS, State University of New York-Binghamton; 2010	
<b>Elizabeth A. Kuipers</b>	Department Chair and Associate Professor, English
BA, Wesleyan College; MA, PhD, Auburn; 1998	
<b>Mildred C. Lapeza</b>	Assistant Professor, Nursing
BS, University of Georgia; AAN, BSN, Georgia Southwestern State University; MSN, Valdosta State University; 2008	
<b>Lynn Larson</b>	Lecturer, Early Childhood
AS, ABAC; BS, University of Georgia; 2011	
<b>Eric M. Laughlin</b>	Assistant Professor, Music
BM, University of North Alabama; MM, University of Memphis; DMA, University of South Carolina; 2008	
<b>W. Michael Leeder</b>	Instructor and Head Men's Basketball Coach
BA, Florida State University; MS, Nova Southeastern University; 2006	
<b>J. Kelly McCoy</b>	Professor and Dean, Arts and Sciences
BS, PhD, Oklahoma State University; 2011	
<b>Courtney D. McDonald</b>	Assistant Professor, Sociology
BA, University of Colorado-Boulder; Graduate Certificate, PhD University of Colorado-Boulder; 2010	
<b>Jamie I. MacLennan</b>	Assistant Professor, Sociology
MA, PhD, Rutgers State University at New Brunswick; 2008	

<b>Cecilia M. Maldonado</b>	Assistant Professor, Marketing
BS, Tecnologico de Monterrey; MS, Texas A & M; PhD, University of Texas, Pan American; 2007	
<b>Raymond P. Mannila</b>	Instructor and Technical Theat Coordinator, Dramatic Arts
BS, Northern Michigan University; MA, Michigan State University; 2001	
<b>Paula J. Martin</b>	Assistant Professor, History
BA, Texas A & M; MA, Tarleton State University; PhD, University of Nevada, Reno; 2008	
<b>Bryan S. McLain</b>	Instructor and Head Baseball Coach
AA, South Georgia College; BBA, State University of West Georgia; MEd, Georgia Southwestern State University; 2004	
<b>J. YeVette McWhorter</b>	Department Chair and Professor, Reading
BS, Austin Peay State University; MA, University of New Mexico; EdD, University of Georgia; 1999	
<b>Julie E. Megginson</b>	Department Chair and Professor, Music
BME, MA, Eastern Michigan University; DMA, University of South Carolina; 2000	
<b>Andrea J. Miller</b>	Assistant Professor, Psychology
BA, Austin College; MS, PhD, Virginia Commonwealth University; 2009	
<b>Samuel T. Miller</b>	Associate Professor and Vice President of Student Affairs
BA, MA, University of North Carolina at Greensboro; MEd, PhD, Mississippi State University; 2000	
<b>Joseph R. Nichols Jr.</b>	Assessment Director and Assistant Professor, School of Education
BBA, Mercer University; MA, Georgia College and State University; PhD, University of Georgia; 2010	
<b>Krystal R. Oliver</b>	Assistant Professor, Nursing
BS, Valdosta State University; MSN, University of Phoenix; 2005	
<b>Yang IL Park</b>	Associate Professor, Management
BA, Mokpo National University of North Korea; MBA, Jackson State University; MS, Mississippi State; PhD, University of Mississippi; 2010	
<b>Brian R. Parkinson</b>	Associate Professor, History
BA, Georgia Southern University; MA and PhD, Florida State University; 2005	
<b>Samuel T. Peavy</b>	Department Chair and Professor, Geology
B.S., McNeese State University; M.Sc., Memorial University of Newfoundland; Ph.D., Virginia Tech; 2000	
<b>Boris V. Peltsverger</b>	Professor and Dean, Computing and Mathematics
M.S.E.E., Ph.D., Chelyabinsk State Technical University; 1997	
<b>Shannon A. Perry</b>	Temporary Director, External BBA Degree Program
BBA, MBA, Georgia Southern University; 2005	
<b>Dongwen Qi</b>	Assistant Professor, Mathematics
BS, MS, Beijing University; PhD, Ohio State University; 2007	
<b>Carrie Rhan</b>	Instructor and Head Athletic Trainer
BS, Valdosta State University; MS, Georgia Southern University; 2011	

<b>Glenn M. Robins</b>	Associate Professor, History
BA, Carson-Newman College; M.A., East Tennessee State University; Ph.D., University of Southern Mississippi; 2001	
<b>Laurel J. Robinson</b>	Department Chair and Professor, Art
BFA, MFA, University of Cincinnati; 1978	
<b>Susan M. Robinson</b>	Instructor, Accounting
BS, North Georgia College; MACC, University of Georgia; 2009	
<b>Lydia G. Rogers</b>	Assistant Professor, Learning Support Reading
BA, Georgia Southwestern State University; MEd, State University of West Georgia; 2008	
<b>Arvind C. Shah</b>	Department Chair and Professor, Computer Science
M.S., Ph.D., University of Georgia; 1997	
<b>Paul D. Shapiro</b>	Associate Professor, Sociology
BFA, University of Michigan, Ann Arbor; MA, PhD, University of Nevada, Las Vegas; 2003	
<b>Rebecca G. Short</b>	Assistant Professor, Reading
BA, MA, Georgia Southwestern State University; 2008	
<b>Bonnie J. Simmons</b>	Graduate Program Chair and Associate Professor, Nursing
Diploma, Piedmont Hospital; B.S.N., Georgia Southwestern College; M.S.N., Valdosta State University; PhD, Georgia State; 2003	
<b>Rhonda Slocumb</b>	Lecturer, Nursing
BS, Georgia Southwestern State University; BSN, Georgia Southwestern State University; MPH, Mercer University; 2010	
<b>Brian G. Smith</b>	Associate Professor, Political Science
BA, Oberlin College; MA, PhD, Brown University; 2007	
<b>Gretchen M. Smith</b>	Assistant Professor, Collection Development Librarian
BA, Rhodes College; MLIS, University of Alabama; 2006	
<b>Krista P. Smith</b>	Registrar
BBA, Valdosta State University; MBA, Georgia Southwestern State University; 2009	
<b>Michele L. Smith</b>	Associate Professor and Chair, Chemistry
BS, Wilson College; PhD, Auburn University; 2003	
<b>Gabriele U. Stauf</b>	Professor, English
BS, Texas Lutheran College; MA, Southwest Texas State University; PhD, Florida State University; 2001	
<b>Mary L. Story-Huffman</b>	Associate Professor and Reference/Government/Information Librarian
BA, Buena Vista College; MLS, Emporia State University; 2007	
<b>John S. Stovall</b>	Associate Professor, Marketing
BS, MBA, PhD, University of Illinois at Chicago; 2005	
<b>John J. Stroyls</b>	Associate Professor and Chair, Mathematics
AB, West Virginia University; PhD, State University of New York at Buffalo; 1989	
<b>Richard Swope</b>	Temporary Lecturer, Music
BS, MA, Pennsylvania State University-Central Office; 2007	

<b>Philip I. Szmedra</b>	Associate Professor, Economics
BA, Pennsylvania State University; MS, PhD, University of Georgia; 2001	
<b>Teresa P. Teasley</b>	Undergraduate Program Chair and Associate Professor, Nursing
AA, BSN, Georgia Southwestern State University; MSN, Troy University; DNP, Medical College of Georgia; 2008	
<b>Anh-Hue Thi Tu</b>	Associate Professor, Biology
AA, Jefferson State Community College; BS, Baylor University; PhD, Texas A & M Health Science Center; 2004	
<b>Elizabeth Uhl</b>	Assistant Professor, Psychology
BS, Bradley University; MA, PhD, The University of Texas at El Paso; 2011	
<b>Dawn B. Valentine</b>	Associate Professor, Marketing
BS, University of North Alabama; MS, University of Alabama at Huntsville; PhD, University of Alabama at Birmingham; 2005	
<b>Randall C. Valentine</b>	Assistant Professor, Finance
BS, Arkansas State University; MS, Mississippi State University, PhD, Mississippi State University; 2005	
<b>Sheryl F. Venable</b>	Assistant Professor, Early Childhood Education
BSHE, University of Georgia; BS Medical College of Georgia; MEd Augusta State University; EdS, Georgia Southwestern State University; EdD, Georgia Southern University; 2008	
<b>Milton Jeffrey Waldrop</b>	Professor, English
BA, MA, Florida State University; PhD, University of Mississippi; 1994	
<b>Christie L. Ward</b>	Assistant Athletic Director for Compliance and Instructor, Health and Human Performance
AA, Abraham Baldwin Agricultural College; BS, Georgia Southwestern State University; JD, John Marshall Law School; 2009	
<b>Lettie J. Watford</b>	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; 1997	
<b>Thomas J. Weiland</b>	Professor, Geology
BS, East Carolina University; MS, PhD, University of North Carolina; 1988	
<b>Charles R. Wells</b>	Associate Professor, Art
AAA, Cisco Junior College; BFA, Midwestern State University; MFA, Texas Christian University; 2002	
<b>Janet M. Wills</b>	Assistant Professor, Nursing
BSN, Florida State University; MEd, Georgia Southwestern State University; MSN, Albany State University; 2002	
<b>Mary E. Wilson</b>	Professor and Dean, School of Business Administration
BA, MA, University of Alabama at Tuscaloosa; PhD, University of Alabama at Birmingham; 1990	
<b>Angela M. Wilson</b>	Assistant Professor, Theater, Communication & Media Arts
BS, MA, Grambling State University; 2004	
<b>LaVerne G. Worthy</b>	Professor, Psychology
BS, Georgia Southwestern State University; MS, PhD, Auburn University; 1999	
<b>J. Thomas Wright</b>	Professor/Russell & Margaret Thomas Chair, Biology
BS, Columbus College; PhD, Emory University; 1995	

<b>Chu Chu Wu</b>	Assistant Professor, Early Childhood Education
BA, Fu-Jen Catholic University; MS, Iowa State University; PhD, Syracuse University; 2005	
<b>Keaton Wynn</b>	Assistant Professor, Art
BFA, Southwest Missouri State University; MFA, Kent State University; MA, Virginia Commonwealth University; 2004	
<b>Feng Xu</b>	Assistant Professor, Management
BEcon, Sichuan University, China; MS, South Dakota State University; MBA, PhD, The George Washington University; 2008	
<b>Alexander M. Yemelyanov</b>	Professor, Computer Science
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; 2001	
<b>Alwen Yeung</b>	Lecturer, English and Music
BA, Florida State University; MM, Florida State University; 2010	

## FACULTY EMERITI

<b>Millard E. Agerton</b>	Assistant Professor Emeritus, Chemistry
AB, Mercer University; MS, PhD, University of Georgia (1968-1979)	
<b>Daniel D. Arden, Jr.</b>	Professor Emeritus, Geology
AB, MS, Emory University; PhD, University of California (1970-1982)	
<b>James E. Bagwell</b>	Professor Emeritus, History
AA, Georgia Southwestern College; BS, University of Georgia; MA, Georgia Southern College; PhD, University of Southern Mississippi (1967-2004)	
<b>Richard L. Baringer</b>	Professor and Interim Dean Emeritus
BS, Loyola University; MA and PhD, George Peabody College for Teachers (1967-2003)	
<b>John W. Bates</b>	Professor, Business
BCE, Georgia Institute of Technology; MBA, PhD, Georgia State University	
<b>Clifton A Baxter</b>	Professor Emeritus, Computer Information Systems
BS, MEd, Georgia Southern College; EdS, EdD, University of Georgia (1972-1991)	
<b>Mary Elizabeth Blackshear</b>	Assistant Professor Emerita, Education
BS, Albany State College; MEd, Georgia Southwestern College (1973-1995)	
<b>John B. Blount</b>	Assistant Professor Emeritus, History
BS, Georgia Southern College, MA, EdS, George Peabody College for Teachers (1964-1984)	
<b>Michael E. Bohleber</b>	Associate Professor Emeritus, Business
BA, MA, University of Georgia; PhD, University of Wisconsin (1981-1996)	
<b>Fred H. Boska</b>	Professor Emeritus, Education
BME, MME, PhD, Florida State University (1970-1993)	
<b>Martha S. Buhler</b>	Professor Emeritus, Nursing
BSN, Northwestern State College; MSN, University of Florida; EdD, Auburn University (1971-1997)	

<b>Frank L. Butler, Jr.</b>	Assistant Professor Emeritus, Physics
Junior College Diploma, Georgia Southwestern College; BSEE, Georgia Institute of Technology (1962-1983)	
<b>William H. Capitan</b>	President Emeritus
BA, University of Michigan; MA, PhD, University of Minnesota (1979-1995)	
<b>A. Dickson Carroll</b>	Professor Emeritus, Education
BS, Georgia Southern College; MEd, EdD, Auburn University (1973-1994)	
<b>Sara Nell Carroll</b>	Associate Professor Emerita, Nursing
BSN, MN, Emory University (1973-1992)	
<b>Dowe P. Carter</b>	Professor Emerita, Chemistry
BS, MEd, EdD, University of Georgia (1967-1989)	
<b>Jack C. Carter</b>	Professor Emeritus, Biology
BS, Davidson College; MEd, EdD, University of Georgia (1967-1995)	
<b>Bob C. Clark</b>	Professor and Director of Athletics Emeritus, Physical Education
BSE, MSE, State College of Arkansas; EdD, University of Arkansas (1969-1992)	
<b>O. Jay Cliett, III</b>	Professor Emeritus, Mathematics
BS, MA, EdD, University of Georgia (1970-2006)	
<b>H. E. Cofer</b>	Professor Emeritus, Geology
AB, MS, Emory University; PhD, University of Illinois (1966-1988)	
<b>Gwendolyn S. Creswell</b>	Associate Professor Emerita, Director of Library Services
BS, East Tennessee State University; MLS, Emory University (1970-1998)	
<b>Reginald L. Comer</b>	Assistant Professor Emeritus, French
BS, MEd, University of Georgia (1970-2000)	
<b>Wayne B. Counts</b>	Professor Emeritus, Chemistry
BS, Furman University; PhD, University of North Carolina (1969-2001)	
<b>Thomas B. Daniel</b>	Vice President for Business & Finance Emeritus
BBA, University of Georgia (1966-1991)	
<b>Ned R. DeJournett</b>	Professor Emeritus, Music
BA, Marshall University; MM, Northwestern University; PhD, Florida State University (1982-1996)	
<b>Rosella Deriso</b>	Associate Professor Emerita, Nursing
BSN, Medical College of Georgia; MN, Emory University (1964-1980)	
<b>Barbara DeStefano</b>	Professor, English
BA, MA, PhD, University of California, Santa Barbara	
<b>William B. Dragoin</b>	Professor Emeritus, Psychology
BS, Troy State University; MS, Auburn University; PhD, George Peabody College (1972-1999)	
<b>Charles K. Ewing</b>	Professor Emeritus, Biology

BS, University of Georgia; MS, University of Massachusetts (1946-1980)	
<b>David L. Ewing</b>	Professor, Physics
AB, Mercer University; MEd, EdD, University of Georgia (1966-1993)	
<b>June Brooks Ewing</b>	Professor Emerita, Education
BS, MEd, EdD, University of Georgia (1967-1992)	
<b>James E. Faircloth</b>	Associate Professor Emeritus, Business
BS, MS, Florida State University, CPA, Georgia (1969-1994)	
<b>William H. Fisch</b>	Professor Emeritus, Business
BBA, Texas A&M University; MBA, Georgia College; CPA, Georgia (1975-1997)	
<b>Lynn H. Frisbie</b>	Professor & Division Chair Emeritus, Education
BS, MS, Kansas State College; EdD, University of Arkansas (1969-1994)	
<b>John H. Gore</b>	Associate Professor Emeritus, English
AB, Wayne State University; MA, University of Denver; PhD, Wayne State University (1966-1982)	
<b>J. Hubert Greene</b>	Professor Emeritus, Business
BS, Berry College; MS, EdD, New York University (1950-1981)	
<b>Ralph E. Harvey</b>	Associate Professor Emeritus, Art
BFA, State University of Iowa; MFA, Auburn University (1976-2002)	
<b>John F. Henry</b>	Dean Emeritus Academic, Business
B.S., Auburn University; M.S., Georgia Institute of Technology; Ph.D., University of Alabama (1986-1996)	
<b>Kenneth M. Huddleston</b>	Assistant Professor Emeritus, Economics
B.S., Georgia Institute Technology; M.B.A., Georgia State University (1970-2001)	
<b>Harold Isaacs</b>	Professor Emeritus, History
BS, MA, PhD, University of Alabama (1965-2005)	
<b>Duke W. Jackson, Jr.</b>	Professor Emeritus, Music
BM, MM, DM, Florida State University (1970-1999)	
<b>Harold T. Johnson</b>	Vice President for Academic Affairs/ Dean of the Faculty Emeritus
BA, Troy State; MEd, EdD, Auburn University (1968-1984)	
<b>Evelyn L. Jones</b>	Registrar Emerita
BS, MEd, Georgia Southwestern College (1969-1986)	
<b>Frank B. Jones</b>	Professor Division Chair Emeritus, Computer and Applied Sciences
BS, MS, University of Georgia; PhD, Georgia Institute of Technology (1968-1994)	
<b>William B. King</b>	President Emeritus
BS, Georgia Southern College; MEd, University of Georgia; PhD, New York University (1963-1978)	
<b>William E. Kipp</b>	Professor Emeritus, Mathematics
BIE, Georgia Institute of Technology; MEd, University of Georgia; PhD, Florida State University (1968-2003)	



<b>Jose J. Larraz</b>	Assistant Professor Emeritus, English
BS, Central University; MA, University of Miami; Doctor of Law, University of Havana (1971-1982)	
<b>Don C. Lee</b>	Professor Emeritus, Psychology
BS, MA, George Peabody College; PhD, University of Georgia (1973-1996)	
<b>Jack R. Lewis</b>	Professor Emeritus, Fine Arts
BA, University of South Florida; MVA, Georgia State University	
<b>Shirley F. Litwhiler</b>	Associate Professor Emerita, English
BA, Mississippi State College for Women; MA, University of Southern Mississippi; PhD, Auburn University (1968-1998)	
<b>Frank M. Lowrey</b>	Professor Emeritus, History
BA, Birmingham-Southern College; MA, PhD, University of Alabama (1968-2001)	
<b>John P. Manker</b>	Professor Emeritus, Geology
BA, MA, University of South Florida; PhD, Rice University (1975-1999)	
<b>Bobbye L. McCarter</b>	Associate Professor Emerita, Associate Librarian
BA, BS, Texas Women's University; MA, Louisiana State University; MALS, University of Missouri (1987-1998)	
<b>Jacqueline A. McKinney</b>	Professor Emerita, Business
BS, Troy State College; MS, EdD, Auburn University (1967-1990)	
<b>Max T. McKinney</b>	Professor Emeritus, Mathematics
BS, Troy State College; MEd, EdD, Auburn University (1964-1990)	
<b>Rebecca L. McNeill</b>	Associate Professor/Director of Financial Aid Emerita
BSEd, MEd, University of Georgia (1967-1992)	
<b>Bruce A. Middlebrooks</b>	Professor Emeritus, Education
BS, Centenary College; MEd, Northwestern State University; EdD, Northeast Louisiana University (1973-1994)	
<b>H. Lamon Moates</b>	Professor Emeritus, Psychology
BA, Furman University; BD, Southern Seminary; MEd, Furman University; EdD, Auburn University (1969-1994)	
<b>C. Angelia Moore</b>	Professor Emerita, English
BSEd, Wesleyan College, National University of Mexico, University of Georgia; MA, Middlebury College; EdD, University of Georgia (1978-2005)	
<b>Carl E. Niles</b>	Associate Professor Emeritus, English
AB, MA, EdD, University of Tennessee (1965-1983)	
<b>Jack Norton</b>	Assistant Professor Emeritus, English
BS, MA, Appalachian State University (1966-1998)	
<b>Alexander A. Palamiotis</b>	Professor Emeritus, Political Science
BA, MA, GCIR, PhD, University of Utah (1960-1985)	
<b>Joseph P. Parker</b>	Assistant Professor Emeritus, History
BS, Clemson College; MA, University of Rhode Island (1962-1978)	
<b>C. Alan Parks</b>	Vice President for Business and Finance Emeritus

BS, University of Florida; MBA, MPA Valdosta State University; DBA, Argosy University-Sarasota (1986-2008)	
<b>Rebecca W. Parks</b>	Assistant Professor Emerita, Business
BS, University of Georgia; MA, George Peabody College for Teachers; Professional Degree, Columbia University (1968-1984)	
<b>Henry W. Peabody</b>	Professor Emeritus, English
BA, Emory University; MA, University of Georgia; PhD, University of Denver (1972-1997)	
<b>Edgar F. Peterson</b>	Professor Emeritus, Education
BS, MEd, Auburn University; EdD, University of Alabama (1967-1993)	
<b>Ondee Ravan</b>	Professor Emerita, English
AB, Brenau College; MA, EdD, University of Georgia (1968-1994)	
<b>Richard P. Reese</b>	Professor Emeritus, Education
BS, Auburn University; MEd, EdD, University of Southern Mississippi (1966-1994)	
<b>Ruth Roland</b>	Associate Professor Emerita, Political Science
BA, Northeastern University; MA, PhD, New York University (1966-1990)	
<b>James W. Russell</b>	Professor & Division Chair Emeritus, Biology
BS, MEd, EdD, University of Georgia (1965-1994)	
<b>Ora Jane Sawyer</b>	Associate Professor Emerita, Business Education
BS, Georgia College at Milledgeville; MS, University of Tennessee; EdS, University of Georgia (1961-1989)	
<b>Helen H. Slaughter</b>	Associate Professor Emerita, Assistant Librarian
BS, Jacksonville State College; MEd, Auburn University (1969-1999)	
<b>Kent M. Sole</b>	Associate Professor Emeritus, Political Science
BA, MA, West Virginia University (1966-2000)	
<b>Mildred C. Tietjen</b>	Associate Professor & Associate Dean Emerita
AB, Berry College; MALS, George Peabody College for Teachers (1964-1994)	
<b>William L. Tietjen</b>	Professor Emeritus, Biology
BS, University of Georgia; PhD, University of Tennessee-Knoxville (1967-1998)	
<b>Allen D. Towery</b>	Associate Professor Emeritus, English
BA, Delta State College; MA, PhD, University of Mississippi (1970-1998)	
<b>J. Terrell Turner</b>	Assistant Professor Emeritus, Mathematics
BS, Troy University; MEd, University of Georgia (1967-1991)	
<b>Sarah Anne Ulmer</b>	Assistant Professor Emerita, Nursing
BS, East Tennessee State University; MSN, Medical College of Georgia (1970-1980)	
<b>Raymond Westra</b>	Professor Emeritus, Biology
BA, Calvin College; MA, University of North Carolina; PhD, University of Georgia (1968-1990)	
<b>Thomas L. Wheeler</b>	Assistant Professor Emeritus, Mathematics

BS, Southern Methodist University; MA, MEd, Eastern New Mexico University; BA, MS, MBA, Georgia Southwestern State University (1983-2005)

<b>Mary M. White</b>	Professor Emerita, Education
BA, Newberry College; MEd, EdD, University of Georgia (1978-1992)	
<b>Mary A. Whitt</b>	Professor Emerita, English
BS, MS, Jacksonville University; PhD, University of Alabama (1969-2000)	
<b>Jerry F. Williams</b>	Professor and Vice President Emeritus of Academic Affairs
Emeritus of Mathematics, BS, MS, PhD, Auburn University (1970-1997)	
<b>William J. Wysochansky</b>	Professor Emeritus, Chemistry
BS, PhD, Memphis State University (1980-2006)	

## Campus Map

### Georgia Southwestern State University Campus Map

<ol style="list-style-type: none"> <li>1. Wheatley Administration Building</li> <li>3. Crawford Wheatley Hall</li> <li>4. Newman Alumni Center</li> <li>5. Former President's Home</li> <li>6. Collum Hall</li> <li>10. Storm Dome/Athletic Center</li> <li>11. Florrie Chappell Gymnasium</li> <li>13. Science Building</li> </ol>	<ol style="list-style-type: none"> <li>14. Joseph C. Roney Building</li> <li>15. Jackson Hall</li> <li>16. Academic Center for Excellence</li> <li>17. English Building</li> <li>18. Business/History &amp; Political Science Building</li> <li>19. Maintenance/Warehouse</li> <li>20. James Earl Carter Library</li> <li>21. Marshall Student Center</li> </ol>	<ol style="list-style-type: none"> <li>22. Mary Lou Jordan Hall</li> <li>23. Sanford Hall</li> <li>24. Morgan Hall</li> <li>27. Herschel Smith: Public Safety</li> <li>28. Beth King Duncan Hall</li> <li>30. Lake House</li> <li>31. Fine Arts Building</li> <li>32. Education Center</li> <li>33. Deriso Swimming Pool</li> </ol>	<ol style="list-style-type: none"> <li>40. Student Success Center</li> <li>41. Southwestern Oaks I</li> <li>42. Southwestern Oaks II</li> <li>43. Southwestern Pines</li> <li>46. Magnolia I</li> <li>47. Magnolia II</li> <li>48. Carter 1 (Nursing/Health Center)</li> <li>49. Carter 2 (Psy/Soc/RCI)</li> </ol>
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### [Undergraduate Course Descriptions](#)

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