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Graduate Bulletin 2015-2016

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 FOR THE BULLETIN

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

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

DIRECTORY OF CORRESPONDENCE

For Information on	Contact
Gifts, Bequests, and Scholarship Donations	President
General Information and Graduate Admissions	Office of Admissions/VP Enrollment Management (800) 338-0082
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 University Relations
Alumni	Director of Alumni Affairs and Continuing Education

GRADUATE DEGREES

Areas of Study	M.A.	M.B.A.	M.Ed.	M.S.	Specialist in Education
Business Administration		X			
Computer Science				X	
Education - Early Childhood			X		X
Education – Middle Grades					X
Education - Middle Grades Language Arts			X		
Education - Middle Grades Mathematics			X		
Education - Special Education			X		
English	X				
Nursing - Informatics				X	
Nursing - Leadership				X	
Nursing - Nurse Educator				X	
Nursing - Family Nurse Practitioner				X	

GRADUATE COURSE DESCRIPTIONS

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

UNIVERSITY CALENDARS

[Click here to view the University Calendar](#)

GEORGIA SOUTHWESTERN STATE UNIVERSITY Overview

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.

Accreditation

Georgia Southwestern State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master, and specialist 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>).

Accreditation for the Master of Science in Nursing has been approved for the Georgia Intercollegiate Consortium of Nursing Education through the Commission on Collegiate Nursing Education (CCNE); American Association of Colleges of Nursing; One Dupont Circle, NW Suite 530; Washington, DC 20036; Phone: (202) 463-6930; Fax: (202) 785-8320.

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).

State Authorization of Distance Education Programs

Georgia Southwestern State University offers the following programs fully online: Bachelor of Business Administration (BBA), Bachelor of Science (BS) in Information Technology, Bachelor of Science in Nursing (BSN), Master of Science (MS) in Computer Science, Master of Science in Nursing (MSN), undergraduate certificate in Information Technology, graduate certificate in Computer Information Systems, graduate certificate in Nurse Educator, and graduate certificate in Health Informatics.

Each of the states has its own approval processes for out-of-state institutions offering distance education. While Georgia Southwestern State University endeavors to offer all of its programs to as wide an audience as possible, all Georgia Southwestern State University distance education programs may not be available in all states.

GSW is authorized to deliver fully online programs to students in the following states:

1. Alabama
2. Alaska
3. Arizona
4. Arkansas
5. California
6. Colorado
7. Connecticut
8. Delaware
9. Florida
10. Georgia
11. Hawaii
12. Idaho
13. Illinois
14. Iowa
15. Kansas
16. Louisiana
17. Maine
18. Michigan
19. Mississippi
20. Missouri
21. Montana
22. Nebraska
23. Nevada
24. New Hampshire
25. New Jersey
26. New Mexico
27. New York
28. North Carolina
29. North Dakota
30. Ohio
31. Oklahoma
32. Oregon
33. Pennsylvania

34. Rhode Island
35. South Carolina
36. South Dakota
37. Tennessee
38. Texas
39. Utah

40. Vermont
41. Virginia
42. Washington
43. West Virginia
44. Wisconsin
45. Wyoming

GSW is not currently authorized to accept student in the following states:

1. District of Columbia
2. Indiana
3. Kentucky
4. Maryland
5. Massachusetts
6. Minnesota

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.

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

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:

- the right to inspect and review education records maintained by the institution that pertain to you;
- 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
- the right to control disclosures from your education records with certain exceptions.

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

- Financial records of parents
- Confidential letters of recommendation placed in record prior to January 1, 1975
- Letters of recommendation concerning admission, application for employment or honors for which the student has voluntarily signed a waiver

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; official email address; 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.

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.

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.

Release of protected information in the student's educational record without consent will be allowed to the following:

- Institutional personnel who have a legitimate educational interest.
- 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.
- Representatives of Federal agencies authorized by law to have access to education records, and state education authorities.
- Appropriate persons in connection with a student's application for or receipt of financial aid.
- State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.
- Organizations conducting studies for the institution.
- Accrediting organizations.
- Parents of a dependent student, as determined by the Internal Revenue Code of 1954, as amended.
- Persons necessary in emergency situations to protect health and safety.
- Persons designated in subpoenas or court orders.

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

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.

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.

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.

Georgia has an Open Records Act. All records kept by Georgia Southwestern State University, except those protected by the Family Educational Rights and Privacy Act of 1974, are subject to public open records requests. Requests for public open records should be submitted in writing to the Director of Human Resources, Georgia Southwestern State University.

FINANCIAL INFORMATION

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

BUSINESS REGULATIONS

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

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

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

A student who is delinquent in his or her financial obligations to the University may be administratively withdrawn from classes for the term that is unpaid. If this action is necessary,

the student is not allowed to remain in class or participate in online classes. The procedures for reinstatement are as follows: 1) submit payment in full to the Student Accounts Office, 2) request reinstatement in each course and ask the instructor to email the registrar that the reinstatement is approved. Submission of payment does not ensure reinstatement.

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

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

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

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

The health service fee provides for limited medical care in the University Health Center and is charged all graduate students enrolled in four or more semester hours on campus and all students residing in the residence halls.

The student activity fee is assessed to all graduate students enrolled in four or more semester hours on campus and all students residing in the residence halls. 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 student success center fee is assessed to all graduate students enrolled in four or more semester hours on campus and all students residing in the residence halls. It provides financial support for the full-time multi-purpose facility.

The athletic fee is charged all graduate students enrolled in four or more semester hours on campus and all students residing in the residence halls. 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.

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 Chick-fil-A/Boar's Head Deli. 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, bookstore, academic computer labs, and the residence halls.

For new students CanesCards will be made on STORM Day and Registration Day in the Canes Card 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. Payment can be made 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 by term. All matriculation charges, board, room rates, and other charges are subject to change. The tuition and fee rates in effect for the current academic year can be found at the [Georgia, Florida, Alabama, South Carolina Residents](#) website for students who are considered residents of Georgia and at the [Non-Georgia Resident](#) website for those who are not.

Each application for admission (including readmission), graduate and undergraduate, must be accompanied by a \$25 non-refundable application fee.

Food Service Rates

GSW offers several dining options to help meet our students' busy lives. All students housed on campus with less than 60 credit hours will purchase a meal plan. Residents with over 60 hours who decide not to purchase a meal plan will have a mandatory minimum \$400 Dining Dollars 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 the [GSW Dining](#) website.

Residence Hall Rates - Per Semester

Southwestern provides students with modern housing to complement their college experience. Specific information concerning these options can be found at the [Residence Life](#) website. 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.

MISCELLANEOUS FEES AND CHARGES FOR STUDENTS

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

Annual: Fall-Summer	\$18.00
Spring-Summer	\$10.00
Summer Only	\$ 7.00

Pre-Enrollment Fees

Application Fee	\$ 25.00
Housing Application Fee	\$ 50.00
Housing Damage Deposit	\$250.00
Readmission Fee	\$ 25.00

Transcript Fee

Per request on paper form ordered through the Registrar's Office	\$ 5.00
Per request ordered online (See note below.)	\$ 7.25

Note: The secure website will include instructions for placing your transcript order. Georgia Southwestern State University charges \$5.00 per transcript. Credential Solutions charges a \$2.25 processing fee for each recipient (transcript addressee). Order updates will be emailed to you, and you can also check your order status and history online.

Graduation Fee

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

Late Payment Fee

Failure to submit fee payment for semester enrollment on the specified date (non-refundable)	\$50.00
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Returned Check Fee

For each paper or electronic returned check	\$15.00 OR 5% of the face amount of the check, whichever is greater.
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Testing Fees (May not include the cost of the test itself)

Independent Study Testing	\$ 30.00
Miller's Analogy Testing (MAT) (proctor fee included)	\$ 75.00
Prior Learning Assessment (PLA)	\$250.00
Proctoring	\$ 10.00
TOEFL (proctor fee included)	\$190.00

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.

The [Withdrawal from the University for the Semester](#) form is available online. 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 who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

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

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

TEXTBOOKS AND SUPPLIES

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

Refunds for textbooks will not be given without the following:

- Cash register receipt dated within current term.
- 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.

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:

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:

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.

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 may register as a resident.

Students who are transferred to Georgia by employer are not subject to the durational residency requirement.

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.

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.

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.

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

OUT-OF-STATE TUITION WAIVERS

An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain non-Georgia residents under the conditions listed below. Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential (BOR Minutes, June 2010).

Academic Common Market

Students selected to participate in programs offered through the Academic Common Market.

International and Superior Out-of-State Students

International students and superior out-of-state students selected by the institution president or an authorized representative, provided that the number of such waivers in effect does not exceed four percent (4%) for the University of Georgia, Georgia Institute of Technology, Georgia State University, Georgia Regents University, and two percent (2%) for all other institutions 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 (BOR Minutes, April 2012).

University System Employees and Dependents

Full-time USG employees, their spouses, and their dependent children.

Medical/Dental Students and Interns

Medical and dental residents and medical and dental interns at Georgia Regents University (BOR Minutes, 1986-87, p. 340).

Full-Time School Employees

Full-time employees in the public schools of Georgia or the Technical College System of Georgia (BOR Minutes, October 2008), their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BOR Minutes, 1988-89, p. 43).

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.

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

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;

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

The active military personnel and their spouse and dependent children are stationed in a state contiguous to the Georgia border and live in Georgia. (BOR Minutes, February 2009)

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 (BOR Minutes, October 2008).

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 (BOR Minutes, October 2008).

Students Enrolled in USG 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.

Students in Georgia-Based Corporations

Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through USG institutions to provide out-of-state tuition differential waivers.

Students in ICAPP[®] Advantage Programs

Any student participating in an ICAPP[®] Advantage program.

International and Domestic Exchange Programs

Any student who enrolls in a USG institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to USG students (BOR Minutes, October 2008).

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 United States 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 twelve (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.)

Recently Separated Military Service Personnel

Members of a uniformed military service of the United States who, within twelve (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 (1) year (BOR Minutes, June 2004, amended October 2008).

Non-Resident Students

As of the first day of classes for the term, a non-resident student can be considered for this waiver under the following conditions:

Students under 24:

If the parent, or United States court-appointed legal guardian has maintained domicile in Georgia for at least twelve (12) consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or United States court-appointed legal guardian has existed for at least twelve (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 (BOR Minutes, October 2008, title amended February 2010); or

If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term (BOR Minutes, February 2010).

Students 24 and Older:

If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term.

If the parent, spouse, or United States court-appointed legal guardian of a continuously enrolled non-resident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the non-resident 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 United States court-appointed legal guardian (BOR Minutes, June 2006, amended October 2008).

Vocational Rehabilitation Waiver

Students enrolled in a USG institution based on a referral by the Vocational Rehabilitation Program of the Georgia Department of Labor (BOR Minutes, October 2008).

Border States of Florida, Alabama, and South Carolina (GSW approved for the 2015-2016 academic year)

Students domiciled in another state bordering Georgia subject to the following conditions: Each year, the Chancellor shall review the enrollment levels at each USG institution to determine whether any USG institutions have sufficient excess capacity to increase recruitment of students from neighboring states. Should the Chancellor determine that cause exists to activate the Border Residents waiver, the Chancellor or the Chancellor's designee will present the list of institutions to the Committee on Academic Affairs of Regents for approval. If an institution is given permission to award the Border Residents waiver, it will be allowed to do so for the next three academic years.

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.

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 one hundred eighty-one (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 admission requirements of the applicable USG institution and be accepted for admission.

Benefits

Eligible participants shall receive a waiver of all mandatory fees charged by USG institutions including, but not limited to

1. Intercollegiate athletic fees;
2. Health services fees;
3. Parking and transportation fees, where such fees are mandated for all students;
4. Technology fees;
5. Student activity fees;
6. Fees designated to support leases on facilities such as recreation centers, parking decks, student centers, and similar facilities; and,
7. Any other such mandatory fees for which all students are required to make payment.

Students receiving this waiver shall be eligible to use the services and facilities these fees are used to provide. This benefit shall not apply to housing, food service, any other elective fees, special fees, or other user fees and charges (e.g., application fees).

FINANCIAL AID TO STUDENTS

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

The University provides loan programs to assist students who have financial need. Scholarships, loans, and part-time work constitute the types of financial aid. It is preferable that financial aid applications for the next academic year be filed by April 15th. Detailed information and appropriate forms may be obtained by contacting the Financial Aid Office, Georgia Southwestern State University. All awards are contingent on funds being available.

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

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

Procedures for Applying for Financial Aid

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

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 admission application on file at the time of application for financial assistance.

Gather all federal tax information, including that of your parents or spouse, needed to complete the FAFSA, which can be found at <http://www.fafsa.ed.gov>. We strongly recommend that you complete your application online. 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.

You will be required to apply for a Personal Identification Number (PIN) 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 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.

On your completed FAFSA, be sure to list the GSW school code 001573. The information provided on the FAFSA is used to calculate eligibility for the federal aid, including grants, work-study, and loan programs. GSW strongly recommends that you use the IRS retrieval tool when completing the FAFSA.

If the school code 001573 is entered on the FAFSA, GSW will receive the student's financial information electronically. Until this information is received by the institution electronically, the student's financial aid eligibility cannot be determined.

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.

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 based on need and availability of funds. 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

- 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;
- Teach handicapped children; or
- Serve as full-time staff members in a head start program;
- Work as a nurse in a public or non-profit organization.

Federal Direct Subsidized Stafford Loan

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

Education. The actual amount available to the borrower is based upon financial need (as calculated by the FAFSA) which is not filled by other types of financial aid. The student must repay this loan.

Federal Direct Unsubsidized Stafford Loan

The Unsubsidized Loan has the same terms and situations as the Stafford Loan, except the borrower is responsible for the interest that accrues during deferment periods (not need-based). The program is open to students who may not qualify for the subsidized Federal Stafford Loan. The student may have a combination of subsidized and unsubsidized loans, but the combined total cannot exceed the program maximum. Check with the Financial Aid Counselor for further details. The student must repay this loan.

Scholarships

Scholarships are monetary gifts which usually do not require repayment. They are awarded on the basis of academic performance and other specific criteria stipulated by GSW or the agency or person(s) funding the scholarship. The amount of the awards may vary according to the established need of the scholarship recipient. In order to remain eligible to receive most academic scholarships, a student recipient must be enrolled for at least 9 credit hours each term, earn a 3.0 cumulative grade point, and remain in good judicial standing.

Employment Opportunities

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

Graduate Assistantships

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

Part-Time Employment

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

Federal Work-Study

This is a federally funded program, available to students with established financial need (based

upon the FAFSA application) at the time of their initial enrollment or thereafter. Satisfactory academic progress and work performance are required. Applications are available in the Financial Aid Office.

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:

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.

To receive Federal aid, the student must not owe a refund on previous Federal grants or be in default on a Federal student loan.

Any refund from a Federal source will be returned to that fund in the appropriate order.

Withdrawing, Failing, Not Attending, and Repeating Courses

Federal regulations require schools to determine the earned and unearned portions of Federal aid as of the date the student ceased attendance based on the amount of time the student spent in attending classes during each semester.

Up through the 60% point in each semester, a pro-rata schedule is used to determine the amount of Federal aid the student has earned at the time of withdrawal. After the 60% point in the semester, a student has earned 100% of the Federal aid awarded.

For a student who withdraws after the 60% point-in-time, there is no unearned aid. However, a school must still determine the student's eligibility for a Post-withdrawal disbursement. Georgia Southwestern „GSW“ must comply with refund policies required by a state or other outside agencies. Although an institutional, state, or agency refund policy will determine the charges a student will owe after withdrawing, those policies will not affect the amount of Federal Aid the student has earned.

Federal aid is awarded to a student under the assumption that the student will attend school for the entire semester for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Federal aid that the student was

originally scheduled to receive.

If a recipient of Federal grant or loan funds withdraws (officially or unofficially) from a school after beginning attendance, the amount of Federal grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post- withdrawal disbursement of the earned aid that was not received.

GSW has a procedure for determining whether a Federal recipient who began attendance during a semester completed the semester or should be treated as a withdrawal. If a student earns a passing grade in one or more of his or her classes in a semester GSW presumes that the student completed the course and thus completed the semester. If a student begins attendance, does not officially withdraw, but fails to earn a passing grade in at least one course offered over an entire semester, GSW for Federal purposes must assume that the student has unofficially withdrawn. In such case, GSW may rely on the Instructors reported last date of attendance during the specific semester. If one instructor reports that the student attended through the end of the semester, then the student is not a withdrawal.

If a student is reported as **not attending class**, financial aid must be adjusted, and the student will become liable for any balance.

Repeating Classes: Students can retake a course, already passed, **ONLY one more time and receive federal financial aid. Federal financial aid will not pay for any course taken more than twice.** This rule applies whether or not the student received aid for earlier enrollment in the course and regardless of the minimum grade requirement. Since a D is a passing grade in the academic catalog, it is considered passing for federal financial aid purposes.

Please refer to the GSW [Financial Aid](#) website or contact 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. Please call 229-928-1378 for summer hours as they may vary.

VETERANS' BENEFITS

Georgia Southwestern State University is approved for the educational training of veterans and certain eligible spouses and dependents of veterans. The institution serves only as a source of certification and information to the Veterans Administration as all financial transactions and eligibility determinations are handled directly between the student and the VA. Veterans and other eligible persons interested in obtaining educational benefits must meet all applicable

requirements for admission as outlined in this bulletin. After being officially admitted to the University, the veteran or eligible person should contact the Veteran Certifying Official in the Registrar's Office for information concerning application procedures and educational benefits.

Additional information about eligibility may be obtained by calling the Department of Veteran Affairs at 1-800- 827-1000.

CAMPUS SERVICES

CAMPUS BOOKSTORE

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 Campus Bookstore at Georgia Southwestern State University is institutionally owned and operated. The success of the bookstore lies with the success of the students. The bookstore carries new, used, and rental textbooks, with an emphasis on trying to obtain as many used and rental textbooks as possible through student buybacks and various wholesale distributors to lower the student's cost by 25%-75%. In addition to course materials, the bookstore stocks laptops, 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, 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. 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 5:00pm 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.

The [Campus Bookstore](#) 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

Jessica Recker, Bookstore Associate, (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](#) website.

OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs (OIP) supports GSW's global learning initiatives with campus departments and offices to

- Manage, develop, and promote intercultural learning and study abroad opportunities for GSW students, faculty and staff
- Provide services, advocacy, support and programming for international students and scholars
- Support and administer faculty and staff professional development opportunities for internationalizing the curriculum (curriculum integration), exchanges and research
- Cultivate campus, community, and international partnerships and exchanges

- Transform GSW's campus culture into one that celebrates and models intercultural community

Contact the OIP for additional information. The office is located in room 101 in the Academic Center for Excellence (ACE).

OFFICE OF DISABILITY SERVICES AND TESTING CENTER

OFFICE OF DISABILITY SERVICES

Georgia Southwestern State University Office of Disability Services provides equal educational and accessible services for students with disabilities. The 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 to make reasonable accommodations for the needs of students with disabilities. Students should contact the Office of Disability Services to request academic accommodations or address accessible issues. Please note that it is the student's responsibility to self-identify. Please visit the [Office of Disability Services](#) web page or call (229) 931-2661 or (229) 931-2085 for more information.

THE TESTING CENTER

The Testing Center provides secure testing, accurate scoring, clear reporting and responsive service. The Testing Center offers such tests as Georgia History Exam, TEAS (test of essential academic skills), MAT (Miller Analogies Test), CLEP, COMPASS, proctoring services of tests for Georgia Southwestern State University and surrounding areas. For more information about these tests or to schedule a day and time for tests please contact us at (229) 931-2933 or (229) 931-2085 or visit the [Testing Center website](#).

CAREER SERVICES

Career Planning is an important part of the graduate program experience. Career Services provides a wide range of services for graduate students. You are encouraged to connect with Career Services early in your program to take advantage of resources that will help you prepare for your next step.

- Effective and strategic job search skills such as resume and cover letter writing, interviewing, salary negotiation, social media and business etiquette
- Local, regional and statewide Career Fairs and Networking opportunities
- Career Resource Library
- Current employer information and employment opportunities via Internet
- Hurricane Career Path, a link on our web site that connects employers from around the world to students/alumni.
- Listing of local and on-campus part-time job opportunities for students
- Operation of JLD (Job Location Development)
- Workshops and individual appointments on all career related issues, and more

Employment counseling aids students with resume development, interviewing skills and the job search process.

Career Services is located in the Academic Center for Excellence (ACE), Room 124.

For more information, visit the GSW [Career Services](#) website.

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 Division of Student Affairs, the Counseling Services Office, the Financial Aid Office, the Academic Resource Center, the Student Support Services Program, and the Residence Halls. Counseling Services is located in Room 3400, Student Success Center.

THE ROSALYNN CARTER INSTITUTE FOR CAREGIVING

The Rosalynn Carter Institute for Caregiving establishes local, state and national, and international partnerships committed to building quality, long-term, home and community-based services. We believe this begins with providing caregivers with effective supports to promote caregiver health, skills and resilience. We also believe strongly in the need to provide greater recognition for professional and family caregivers. We focus on helping caregivers coping with chronic illness and disability across the lifespan.

Goals

RCI overall goal is to support caregivers - both family and professional - through efforts of advocacy, education, research, and service.

Objectives

For Advocacy:

- Reinforce the need for caregivers and the need to give support to those that give care at local, state, national, and international levels.
- Advocate for the uptake of evidence-based research to address the strain and burdens associated with family, volunteer and professional caregiving.

For Education:

- Develop caregiving curriculum for multiple levels of educational need.
- Provide scholarship opportunities for both individuals in the caregiving field and family caregivers interested in obtaining skill knowledge for their caregiving situation.
- Provide training and certification in selected evidence-based caregiver programs.

For Research:

- Provide technical assistance related to translational research targeting evidence-based caregiver programs.
- Contribute to the caregiving field through collaborative partnerships that invest in and support caregiving research.

For Service:

- Provide caregiver support to individuals through education and advocacy through local, state, and national partnerships.

To meet these goals and objectives, the RCI has engaged in the following:

- 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 (for example, business, health care, education, social services, public health, and psychology) and family caregivers about available resources, support programs, and research finding 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 leaders in the field of Caregiving. Pope Scholarships and Fellowships are available. Please see the [RCI website for applications](#).
- Serving Caregiving Families in Georgia and across the United States
 - In partnership with Phoebe-Sumter Medical Center in Americus, GA, the RCI operates a volunteer caregiver support center providing information to caregivers and connections to resources.
- The Georgia Coalition of CARE-NETS (Caregivers Network)
 - These volunteer 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 are 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 Training Center for Excellence
 - The RCI established a national training center that provides training and certification in selected evidence-based caregiver programs. This training is available to individuals and agencies that serve and support caregivers.
 - The center currently offers a menu of three evidence based programs:

RCI REACH is a six month/twelve session intervention delivered to caregivers of people with dementia in their home and by telephone by a Bachelor's level care coach. Caregivers receive education and information on dementia and training in strategies and techniques for stress management, problem-solving, and self-care.

BRI Care Consultation is a twelve month telephone/e-mail based intervention providing information and support in finding simple and practical solutions to caregiving challenges and accessing available resources. This empowerment model of service targets caregivers and care receivers dealing with a variety of chronic health problems.

Operation Family Caregiver is a four to six month intervention utilizing problem- solving training to provide education and support to caregivers of service members/veterans with traumatic brain injury, post-traumatic stress, and/or physical disability.

In addition to training and certification of service providers, RCI offers intensive technical assistance. There are evidence-based implementation strategies that have been proven to assist community agencies in achieving positive outcomes similar to those of the clinical trials. RCI will assess an agency's readiness for implementation and work with staff to develop and embed these strategies within an agency culture.

RCI Caregiving Book Series

Beginning in 2001, the Rosalynn Carter Institute for Caregiving began convening expert panels in caregiving to identify best practices in caregiving for specific conditions and illnesses, caregiving in rural areas, and education and support programs for caregivers. RCI sought out experts from across the U. S. and brought them together for an intensive session that included presentations from each panelist as well as active brainstorming amongst the entire panel. All books in the series were published by Springer and can be ordered on the [RCI](#) website.

National Research and Demonstration Programs:

With funding from Johnson and Johnson, the Administration on Aging/ACL 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, has provided 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 Caregiving Scholarships offered in cooperation with Johnson and Johnson.

For more information, see the [RCI](#) website.

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.

EMERGENCY STUDENT LOCATOR SERVICE

In emergency situations, students may be located by calling the Division of Student Affairs at 229-928-1387 or the Public Safety Office at 229-931-2245. 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. First year students reside in private or shared suites in Southwestern Oaks 1 and 2. Upperclassmen and graduate students have a choice whether to reside in private suites in Southwestern Magnolia 1 and 2 or in apartments in Southwestern Pines. 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, or they are living with a parent or legal guardian within 50 miles of campus.

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 Residence Life.

CANCELLATIONS

1. 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.
2. 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 PAYMENTS

1. 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.
2. 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.

The Office of Residence Life is located in the Student Success Center, Room 3435.

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 Chick-fil-A/Boar's Head Deli (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, flex dollars and dining dollars. Commuting students are also invited to use the University Dining Services. Options include purchasing any of the available semester meal plans, block plans or applying dining dollars to the CanesCard (through the Division 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, Shane Collins, 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 or visit the [Dining Services](#) website.

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. The clinic is open Monday through Friday. Refer to website for posting of hours of operation of the Health Center. The Health Center is located in the Rosalynn Carter HHS Building 1. 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 assist 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.

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 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, no excuses will be given except in cases of emergency. By Georgia Southwestern State University policy, an excused absence from class can be granted only 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. 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 over the counter medications. (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.

REQUIRED IMMUNIZATIONS FOR ENROLLMENT

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 the signature of a health care provider, with 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 Accounts 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. 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 [GSW Student Health Insurance Plan](#) website 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 RIGHTS AND RESPONSIBILITIES

In order to help create an environment conducive to the furthering of educational pursuits and personal development, the University has established minimum behavioral expectations of students. These expectations, as well as student rights, are published in the [Rights and Responsibilities](#) section of the GSW Weathervane Student Handbook. 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 GSW Weathervane Student Handbook. The [GSW Weathervane](#) is revised annually and is made available to students online.

POLICY STATEMENT ON SEXUAL HARASSMENT

(The following is in 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, sex, 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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting that individual, or
- 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 the University's Human Resources Department. 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.

STUDENT MEDICAL/MENTAL HEALTH WITHDRAWALS

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

The Vice President for Student Affairs may administratively withdraw the student when it is determined that the student suffers from a physical, mental, emotional or psychological health condition which: (1) poses a significant danger or threat of physical harm to the student or to the person or property of others or (2) causes the student to interfere with the rights of other members of the University community or with the exercise of any proper activities or functions

of the University or its personnel or (3) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the University.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to the final decision concerning his or her continued enrollment at the University. The request for this hearing should be made, in writing, to the Vice President for Student Affairs. The Vice President for Student Affairs/Chairperson of GSW's Student Health and Behavioral Issues Response Team (SHBIRT) will arrange a hearing with the SHBIRT within 5 class days of receiving the request for a hearing. 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/she must submit the appeal, in writing, to the President's Office within five [5] days of receiving the notification. The President may reject or accept the appeal. If the appeal is accepted, the President may independently handle the review or appoint a committee to conduct the review. If the President independently handles the review, the review should 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 occur within ten [10] class days upon receipt of the appeal. The committee should be composed of three members of the faculty of the institution, or the President may utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall within five class days make its findings and report thereon to the President. After consideration of the committee's report, the President shall, within five 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 appeal to the President's office 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, 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 [GSW Weathervane Student Handbook](#), which is made available online 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 Chick-fil-A/Boar's Head Deli. 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, bookstore, academic computer labs, and the residence halls.

For new students, CanesCards will be made on STORM Days and registration days in the Canes Card 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 at (229) 931-2013 with questions or concerns.

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

ACADEMIC REGULATIONS

ACADEMIC STANDARDS

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

1. A cumulative GPA of 3.0 or better
2. Only two courses with grades of C can be applied to the degree
3. No course with a grade below a C will be applied toward a degree

In any graduate degree program, all requirements, including course work at Georgia Southwestern State University, transfer credit and transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.

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

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

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

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

Students Under Review

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

Students who have been placed under review will have early registration cancelled for the following semester. These students will not be able to register on-line and must report to their graduate advisor.

The Registrar will send the names of students under review to the Dean of each School/College, the Department Chairs with graduate programs or courses, and the graduate advisors.

A student under review must meet with his or her graduate advisor to develop an Individual Remediation Plan (IRP) to demonstrate how the student can be returned to good standing. The plan will be forwarded to the Dean of the School/College or Department Chair to sign before being placed in the student's file. A copy of the form will also be sent to the Registrar's Office.

At the end of the probationary semester, if the student is not successful in returning to good

standing, the Dean of the School/College or Department Chair will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Registrar's Office.

Graduate students who are dismissed from the graduate program may write a letter of appeal within ten (10) class days from the receipt of the dismissal letter to the Vice President for Academic Affairs. Students re-admitted on appeal will have one additional semester to return to good academic standing.

Re-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program and the University.

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

Residence Requirements

All graduate programs offered by Georgia Southwestern State University (with the exception of the Master of Science in Nursing) require 50% of the course work be completed in residence.

Graduate Assistantships

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

Advisement

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

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

Advisors to students in the Master of Science in Computer Science program are assigned by the

Dean of the School of Computer and Information Sciences.

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

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

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

Application for Graduation - Graduate Students

The Application for Graduation for graduate students must be completed one full semester prior to the academic term in which the degree is expected. The application form is available in the Registrar's Office as well as under Student Forms on RAIN and the GSW Homepage. Students should contact their graduate advisors to initiate the application process.

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

Transfer Credit

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

- No grade less than a B (3.0) may be transferred.
- Work must have been completed within the seven-year period allowed for the completion of degree requirements.
- Work accepted in transfer to the Master of Business Administration must have the approval of the Dean of the School of Business.
- Work accepted in transfer to the Master of Science in Computer Science must have the approval of the Dean of the School of Computer and Information Sciences.
- Work accepted in transfer to the Master of Science in Nursing must have the approval of the Dean of the School of Nursing.
- Work accepted in transfer to the Master of Arts in English must have the approval of the Chair of the Department of English and Modern Languages.

- The School of Education does not accept transfer credit.
- Grades in transfer credits will not be used in calculating the grade point average and do not reduce residence requirements.
- Experiential or Prior Learning Credit
- GSW grants no graduate level credit for experiential or prior learning except under the supervision of the institution.

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 must be completed with the appropriate signatures and turned in to the GSW Registrar's Office prior to course enrollment for credit to be awarded. Grades earned in courses taken at another institution will not be counted in the student's grade point average at GSW.

Readmission of Former Students

Former students in academic good standing who have not been in attendance for one calendar year or more must reapply through the Office of Graduate Admissions. Students who have attended another college since last attending Georgia Southwestern must submit an official transcript from that institution.

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

Academic Load Limitations

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

GRADING SYSTEM

Grade Point Average for Graduate Students

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

Policy on Repeating Graduate Courses

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

Grading System for Graduate Courses

Grade	Achievement	Quality Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Poor	1
F	Failing	0
S*	Satisfactory Performance	0
U*	Unsatisfactory	0
V*	Audit	0
I*	Incomplete	0
K*	Credit by Exam	0
W*	Withdrawn	0
WF	Withdrawn Failing	0

*Symbols not used to determine GPA

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

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

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

Re-Examination for Graduate Students

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

ATTENDANCE

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

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 and may imperil their financial aid.

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.

Student Absence Policy for Ordered Military Duty

For the purpose of this policy, ordered military duty shall mean any military duty performed in the service of the State or the United States, including, but not limited to, service schools conducted by the armed forces of the United States.

Students who must miss class for ordered military duty will not be penalized and will be given an opportunity to complete any work missed as a result of the absence. The student should provide documentation of the ordered military duty in advance of the absence and make arrangements with the instructor to make up missed work. For service or training requiring excessive absences or the inability to complete a semester's work, the student may be eligible for Military Withdrawal from the course.

SCHEDULE ADJUSTMENTS

Change in Program

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

Adding or Dropping Courses

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

Students must discuss adding or dropping courses with their advisors.

Students who enter courses after the first day of class are responsible for making up missed assignments.

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

Students registered for courses that have the first class meeting after the designated add/drop

period will be subject to the withdrawal from class policy or the withdrawal from the university policy below. Any orientation session for online or off-campus courses is considered the first class meeting for the course.

Withdrawal from a Course

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

Withdrawal from class without penalty requires the student to complete the Withdrawal from Class form and return it to the Registrar's Office by the published no-penalty date of one week after midterm. A student following this procedure will receive a grade of W (Withdrawn).

Withdrawal from class without penalty will not be permitted after the published 'no penalty' date except for non-academic reasons. Documentation must be provided by the student to receive a W rather than a WF (Withdrawn Failing).

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

Withdrawal from the University

Students withdrawing from all classes and exiting the University after the first day of classes must complete the [Withdrawal from the University](#) form available under Student Forms on RAIN and the GSW Homepage and in the Registrar's Office. The completed form should be submitted to the Director of the Academic Skills Center/First Year Advocate or faxed to 229-931-2277. The Director of the Academic Skills Center/First Year Advocate is located in the Center for Academic Excellence, room 126. The effective date of the withdrawal from the University is entered as the date from the Student Withdrawal from the University form.

Withdrawal from the University prior to the no-penalty date of one week after midterm will result in grades of W (withdrawn) for all courses.

Withdrawal from the University after the no-penalty date will result in grades of WF

(withdrawn failing) except for documented non-academic reasons.

All withdrawals from the University must be approved and completely processed before the last day of classes. The student is fully responsible for supplying all pertinent documentation to the Director of the Academic Skills Center/First Year Advocate.

Administrative Withdrawal from a Course during the First Week of Classes

Students registered for any term who attend none of the classes during the first week of classes and who do not inform the instructor of their intentions to remain in the course or do not drop the course within the published period, will be administratively withdrawn from the course. It is the responsibility of the faculty member to document such absences. Students who do not login/participate in the online class by the instructor's deadline will be withdrawn from the course and receive a grade of W for withdrawal. No refunds will be issued for nonparticipation withdrawals unless it results in a complete withdrawal from the University.

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

POLICY ON ACADEMIC INTEGRITY

Introduction

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

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

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.

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.

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.

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 the GSW 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.

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.

RAIN (Registration and Academic Information Network)

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

THE SEMESTER SYSTEM

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

Semester Hours of Credit

Credit in courses is expressed in semester hours. Georgia Southwestern normally grants one semester credit hour for 50 minutes of instruction per week for 15 weeks; therefore, a typical three credit hour lecture class meets for 150 minutes per week. In addition, it is expected that the typical student will need to prepare for approximately 300 minutes outside class per week for a typical three credit hour class.

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

NUMBERING OF COURSES

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

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

Courses numbered 0001 to 0999 are institutional credit courses.

GRADUATE STUDIES

GRADUATE PROGRAMS AND ADMISSIONS

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

- Application for admission

- Non-refundable \$25 application fee
- Official transcripts from all previously attended colleges and universities
- Official test scores
- Proof of immunizations
- Letters of recommendation

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

Students applying for a Master of Education degree must also submit proof of eligibility for an Induction or a Professional Certificate.

Applications to the Education Specialist degree must also submit proof of eligibility for an Induction or a Professional Certificate.

Students applying for the Master of Science in Nursing degree or a School of Nursing graduate certificate must also submit proof of RN licensure and proof of American Heart Association CPR for Healthcare Providers certification.

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

APPLICATION DEADLINES

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

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

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

The Master of Science in Computer Science is offered in both traditional and online formats. The School of Computing and Mathematics also offers an online certificate program in

Computer Information Systems (CIS).

The School of Education offers graduate study leading to the Master of Education in Early Childhood Education, Middle Grades Language Arts, Middle Grades Mathematics, and Special Education and the Specialist in Education in Early Childhood Education and Middle Grades Language Arts.

The Master of Science in Nursing consists of three degree tracks (Nursing Educator, Nursing Leadership/Management, and Nursing Informatics); two certificate tracks (Nursing Education and Nursing Informatics); and one program (Family Nurse Practitioner). There is no summer admission cycle. FNP admission cycle is only in the fall.

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

Applicants who do not enroll in the term indicated on the application must inform the appropriate school/college or department of their plans and indicate a new date of entrance. In addition, a new application for the term in which the student wishes to enroll must be submitted.

TYPES OF ADMISSION

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

Regular Admission without Conditions. An applicant in this category has completed all the requirements for admission to a specific degree program.

Regular Admission with Conditions. An applicant who does not meet all the requirements for admission to a specific degree program may be admitted with the condition that he or she must complete nine (9) hours of graduate credit with a grade no lower than B. At the time the conditions are met, the student's record will be updated to reflect the change to regular admission without condition. If the conditions are not met (a grade lower than B in those nine hours), the student will be expelled from the graduate program.

Personal Development. An applicant in this category must have a baccalaureate (undergraduate) degree from an accredited college or university. Graduate courses taken under this category cannot be applied towards a master's degree.

Post Baccalaureate. An applicant in this category must have a baccalaureate (undergraduate) degree from an accredited college or university. This type of admission allows one to take graduate courses for credit without pursuing a graduate degree, i.e. satisfying graduate level pre-requisite course requirements, enrolling in coursework to increase the undergraduate grade point average, renewing teacher certification, or pursuing a graduate level certificate which is not a part of degree program. Students who wish to have certificate courses apply toward a degree program must meet admission requirements without condition. Under no circumstances can more than nine semester hours taken under post baccalaureate status be used in a master's degree program.

Transient. An applicant who is currently admitted to full graduate standing at another recognized institution may be admitted as a graduate transient student, with permission from the home institution once official transcripts have been received. An applicant for transient admission must submit an application, application fee, official transcripts from the home institution and a letter of transient permission from the appropriate dean of the student's home institution.

Certificate Program. An applicant seeking the certificate program offered by the School of Computing and Mathematics must have a minimum of a bachelor's degree from a regionally accredited college or university, or the foreign equivalent thereof. Click the certificate listed under the School of Computing and Mathematics information section.

Certificate Program. An applicant seeking a certificate program offered by the School of Nursing must have a minimum of a BSN from a regionally accredited college or university. Click the certificate listed under the School of Nursing information section of this Bulletin.

INFORMATION FOR INTERNATIONAL STUDENTS

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

The Master of Science in Nursing degree and certificate programs are not available to international students because they do not hold a state RN licensure for the United States.

In addition to requirements for admission to a graduate degree program listed elsewhere in this

section, international students must submit the following items:

- Certified English translation of original transcripts from each institution previously attended. In cases where there is only one original copy, GSW will inspect the original copy, make a photocopy for the institutional records, and return the original to the applicant. A university/school official, embassy official, the Ministry of Education or the Ministry of Foreign Affairs, must certify English translations. Transcripts cannot be witnessed or verified by a notary public. Photocopies or faxes of evaluations or transcripts are not acceptable.
- All official international transcripts must have a foreign credential evaluation completed in English. Additional information about this evaluation can be found at the [International Admissions](#) website.
- Certified copies of original diploma, degrees awarded and English translation of diploma, degrees awarded. The issuing institution must certify the degree certificate.
- An official report of scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A minimum TOEFL score of 69-70 (IBT) [193 on the computerized test or 523 on the paper test] or a minimum IELTS score of 6.5 is required for all types of admission to all graduate programs. Applicants who have received degrees from accredited institutions in the U.S. or from institutions in countries where English is the primary language are not usually required to submit TOEFL or IELTS scores. Under certain circumstances, an international student may meet all of the Georgia Southwestern guidelines for admission, but does not meet the minimum TOEFL score (IBT - 69, or corresponding scores on other types of TOEFL examinations) or a 6.5 on the IELTS. These students may be considered for admission by the University. A student in this situation should contact the Dean of the School/College or Chair of the Department offering the graduate program sought by the student.
- A pre-entrance medical form (supplied by the University) completed by the student and a physician.
- Proof that the student is covered by a health and accident insurance plan annually.

Upon acceptance into a graduate program, a certified statement from the student's family, bank, or government that finances are available to cover educational expenses for the international student. This statement must be received by the appropriate school, college, or department offering the graduate program in order for an I-20 immigration document to be issued. There are assistantships available to be awarded on a competitive basis to qualified students.

F-1 and J-1 International Students

Georgia Southwestern State University welcomes supporting international students, and

pleased to have their presence on our campus, as they add a unique global dimension to our campus community!

GSW's Office of International Programs assists F-1 and J-1 international students with all matters pertaining to immigration, counseling, advising, and programming.

F-1 and J-1 international students are expected to attend the international student orientation at the beginning of each semester. International student orientation provides an opportunity for international students to get oriented to the GSW campus community, and includes a variety of sessions critical to succeeding at GSW and living in the United States.

Please check the following website for current updates related to international students and scholars: <https://gsw.edu/academics/international-student-programs/services> .

COLLEGE OF ARTS AND SCIENCES Master of Arts in English/Critical Literacy

PROGRAM DESCRIPTION

The Department of English and Modern Languages at Georgia Southwestern State University is proud to offer an MA in English with a focus on Critical Literacy and Communications. Within classes that are a part of this program, faculty help students unpack traditional definitions of literacy and explore how new technologies change the way scholars and the public think about reading and writing. Through an intensive study of the history of literacy, students learn how dramatically our understanding of reading and writing has changed over time. Furthermore, our students become equipped with scholarly techniques not only for reading literature, but other forms of cultural production such as film, nonfiction, the visual arts, philosophy, digital media, and even video games. This program is designed to help teachers and other working professionals gain knowledge in literacy studies and critical pedagogy as well as related fields including cultural studies, composition, literature, linguistics, the history of the book, and rhetoric. Designed with teachers and other working professionals in mind, our small classes are often taught in an online or hybrid environment.

ADMISSION REQUIREMENTS

Successful applicants typically present a BA in English or its equivalent; a good undergraduate grade-point average, especially in upper-division English courses; acceptable scores on the GRE general test, and a graduate application found online. Also required are three accurate and candid letters of recommendation from three professors who assess the applicant's suitability for graduate work in English, a thoughtful Statement of Purpose, and a writing sample (approximately 10-15 pages) that demonstrates the applicant's ability for graduate study.

1. Applicants will fulfill the following admission requirements of the Master of Arts in English:
 - Graduate application for admission;
 - Application fee of \$25.00;
 - transcript
 - Three recommendation letters.
2. GRE score to meet the minimum requirement for regular admission (Cumulative GPA * 200) + (GRE score) \geq 520 verbal reasoning and 4.5 on analytical writing;
3. Medical and immunization record form;
4. No course with a grade below a C will be applied toward the MA degree.

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

Regular Admission without Conditions

Applicants who fully meet the graduate admission program requirements will receive a letter from the Director of the program indicating they have been accepted into the program and can begin to fulfill the requirements toward the MA in English.

Regular Admission with Conditions

Applicants who do not fully meet the graduate admission program requirements will receive a letter from the Director of the program indicating that they have not met the requirements for entry into the program, but may enroll for 3-6 hours of course work for one semester. At the end of that semester, the student must have maintained a B in all coursework. If the student does maintain a B, he/she may continue in the program.

Program Learning Outcomes

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

- Demonstrate breadth of knowledge of the scholarly literature in critical literacy, literacy studies, and a related field.

- Understand, critique, and use the scholarly methods associated with the program including textual analysis, ethnography, interview, and survey.
- Critique standards of literacy and analyze the cultural implications of those standards.
- Write for an audience of scholars in critical literacy, literacy studies, and other allied fields.
- Use approaches and insights from rhetoric, cultural studies, or a related field to identify and critique various discourses and codes of power in various media.
- Critically analyze and interpret texts, including major works of literature, in their specific historical, cultural, social, political, technological, and economic contexts

Application Procedure with Deadlines

Although the Director of the Graduate Program considers applications throughout the academic year, to receive full consideration for financial support, plan to complete the application process by January 1 of the year you seek admission. All applicants are admitted for the fall semester. The application process includes the following:

- Complete the online application form and pay the application fee.
- Request official transcripts for prior degrees be sent to the Office of Graduate Admissions:

Office of Graduate Admissions
 Georgia Southwestern State University
 800 Georgia Southwestern State University Drive
 Americus, GA 31709

- Take the GRE verbal, quantitative, and writing tests. Request scores to be sent to the Office of Graduate Admissions. Be aware that it takes up to six weeks for GRE scores to be received and processed. Click [here](#) to view more information on the GRE Test. Applicants who have already earned an advanced degree in the humanities need not take the GRE.
- Send your Statement of Purpose, Writing Sample, and three letters of recommendation addressed to the Office of Graduate Admissions (to be mailed by the recommenders, no special forms required).

Academic Standards

Once enrolled in the MA in English program, students have to maintain the following standards:

1. A cumulative GPA of 3.0 or better in all semesters;
2. Only one course with a grade of C can be applied to the MA degree;
3. No course with a grade below a C will be applied toward the MA degree

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

Graduate students must follow the Academic Integrity Policy for our institution, and if a student fails to adhere to our Policy, the student will be removed from the program.

Students under Review

Students under review will meet with their academic advisor and their respective faculty members to create a study plan for the students' current courses. Students must meet with their faculty member, during established office hours, once a week throughout the semester. Advisor will also be available throughout the term. If the student passes all courses with at least a B average, the student will no longer be considered under review. If, however, the student is not able to maintain a B in the enrolled courses, student will not be allowed to take program courses for one term. At the end of the term, student may again apply to the program for admission.

Click [HERE](#) for MA program curriculum sheet.

Application for Graduation

Once coursework is complete, students are required to take the qualifying exam. This exam is covers roughly 20-30 books and/or articles about clear topics related to the student's coursework. Students suggest a minimum of five works and their advising committees decide on the remaining works. Once the student has satisfactorily passed the exam, they will meet with their advisor to finalize their application for graduation.

SCHOOL OF BUSINESS ADMINISTRATION Master of Business Administration

Program Description

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

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

Applicants whose academic record does not include the foundation courses will be required to complete these prerequisites before being admitted into the MBA program. For students who have not previously earned a bachelor's degree in business-related fields, the cumulative GPA in the foundation business courses must be at least 3.0 in order to qualify for admission to the MBA program.

Admission Requirements

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

students who submit GRE scores, a predicted GMAT score is determined based upon the GRE Comparison Tool for Business Schools, developed by the Educational Testing Service that administers the Graduate Record Examination.

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

The formulas to determine the student's admission status are

1. $\text{GMAT score/ predicted score} + (200 \times \text{the student's undergraduate GPA}^*)$ or
2. $\text{GMAT score/predicted score} + (200 \times \text{the student's GPA in all upper-division undergraduate courses})$

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

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

Regular Admission without Conditions

- A minimum undergraduate overall grade point average (GPA) of 2.70 as reported on the official final transcripts from all accredited institutions.
- A score of 1,000 or higher using formula (1) or 1,050 or higher using formula (2)
- Completion of the prerequisite requirements

EXEMPTIONS: Applicants who have earned a previous master's degree are not required to take the GMAT or GRE for admission. Students applying for a Master's Degree in Business with an undergraduate GPA of 3.50 or higher from an AACSB accredited institution are not required to take the GMAT or GRE for admission. Applicants with a 3.0 GPA and 5 years professional/managerial work experience may submit a request to waive the GRE/GMAT.

Regular Admission with Conditions

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

To exit conditional status, students must have completed all undergraduate prerequisite course requirements with a minimum grade point average of 3.0 and must have maintained a minimum grade point average of 3.0 with no grade below a "B" in the first 9 semester hours of master's level courses taken while classified as a conditional graduate student. The student may then be admitted as a regular student, subject to the approval by the Dean of the School of Business Administration.

Competitive Admission Statement

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

Program Learning Outcomes

- Our students will master a broad core of business knowledge to analyze, integrate, and apply this knowledge in any business situation.
- Our students will have the ability to present their views in both oral and written ways, using appropriate content, language, organization, and grammar/syntax.
- Our students will be able to evaluate the ethical and societal implications of managerial decisions.
- Our students will possess highly developed analytical skills needed by middle and upper-level managers.
- Our students will understand and apply the key components of effective management skills across different cultural, political, economic, and legal environments.
- Our students will be able to exercise appropriate leadership and work collaboration to accomplish organizational goals in diverse environments.

Application Procedures

Students wishing to make application to the graduate business program at Georgia Southwestern State University must submit a complete admissions packet. Incomplete application packets will not be reviewed for admissions. The complete admissions packet is comprised of the following:

- Application for admission
- Non-refundable \$25 application fee
- Official transcripts from all previously attended colleges and universities*
- Official test scores

- Proof of immunizations
- Letters of recommendation

Students applying for a Master's Degree in Business who already hold a master's degree in another area may submit an application packet without test scores. Admission will be granted based on the grade point average earned for the previous master's degree. Students applying for a Master's Degree in Business with an undergraduate GPA of 3.50 or higher from an AACSB accredited institution may submit an application without test scores. Applicants with a 3.0 GPA and 5 years professional/managerial work experience may submit a request to waive the GRE/GMAT. International students in this category must submit official TOEFL or IELTS scores.

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

Application Deadlines

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

Fall admission	June 30
Spring admission	November 30
Summer admission	April 30

Admission to graduate studies is a prerequisite for enrollment in graduate courses. Graduate business courses are numbered 6000 and above. Students lacking the necessary preparation in business must take the appropriate foundation level courses prior to beginning the Master's program in Business Administration. The foundation courses are undergraduate level courses numbered as 2000 and 3000 level courses.

Applicants who do not enroll in the term indicated on the application must inform the School of Business Administration of their plans and indicate a new date of entrance.

Academic Standards

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

1. A cumulative GPA of 3.0 or better must be maintained.
2. Only two courses with grades of C can be applied to the degree.
3. In any graduate degree program, all requirements, including course work at Georgia

Southwestern State University, transfer credit and transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.

Students under Review

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

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

Click [HERE](#) for MBA program curriculum sheet.

Application for Graduation

Each student admitted to the MBA program must make [application for graduation](#) one

semester prior to completing degree requirements. Application deadlines are as follows, and application forms are available in the Registrar's Office as well as under [Student Forms](#) on RAIN and the GSW Homepage. Students should contact their graduate advisors to initiate the application process.

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

SCHOOL OF COMPUTING AND MATHEMATICS

MASTER OF SCIENCE IN COMPUTER SCIENCE PROGRAM

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

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

As a "Professional" program allowing computer professionals in industry to upgrade their skills

As an "Academic" program allowing capable computer scientists to prepare for the terminal degree

These programs are an excellent foundation for a career in industry or academia.

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

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

Admission Requirements

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

Regular Admission without Conditions

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

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

Additional requirements for international students as found on the Admissions Office website.

EXEMPTIONS: Applicants who have earned a master's degree from an accredited university are exempted from a requirement of the GRE score and can be admitted into the program based on a graduate GPA. International students in this category must submit official TOEFL or IELTS scores.

Regular Admission with Conditions

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

1. An undergraduate degree from an accredited college.
2. A minimum of 2.2 but less than 2.5 undergraduate grade point average (GPA) based on a 4.0 scale as reported on the official final transcripts from all institutions attended.
3. A minimum of 2.75 but less than 3.0 graduate grade point average (GPA) based on a 4.0 scale as reported on the official final transcripts from all institutions attended.

4. A minimum total of 800 (taken before August 2011) or 170 (taken after August 2011) on the verbal and quantitative subtests of the Graduate Record Examination (GRE).
5. Three letters of reference.

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

EXEMPTIONS: Applicants who have earned a master's degree from an accredited university are exempted from the requirement of a GRE score and can be admitted into the program based on a graduate GPA. International students in this category must submit official TOEFL or IELTS scores.

Academic Standards

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

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

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

Program Learning Outcomes

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

- Demonstrate depth of knowledge in areas of computer science, including data processing, distributed computing, software design, computer networks, and information security.
- Demonstrate the ability to identify, formulate and solve problems.
- Demonstrate an ability to function effectively on teams to accomplish a professional goal.
- Function independently on self-directed projects or research where appropriate.

- Demonstrate an ability to communicate advanced topics effectively.
- Be prepared for advanced employment or doctoral program.

ONLINE MASTER OF SCIENCE IN COMPUTER SCIENCE

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

Each of the states has its own approval processes for out-of-state institutions offering distance education. While Georgia Southwestern State University endeavors to offer all of its programs to as wide an audience as possible, all Georgia Southwestern State University distance education programs may not be available in all states. States in which GSW is authorized to offer online programs may be found at the [GSW State Authorization](#) website.

Admission Requirements

All admission requirements, academic standards, and learning outcomes for the Online Graduate Program are same as those stated above for the on-campus degree program.

ONLINE GRADUATE CERTIFICATE PROGRAM IN COMPUTER INFORMATION SYSTEMS (CIS)

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

Each of the states has its own approval processes for out-of-state institutions offering distance education. While Georgia Southwestern State University endeavors to offer all of its programs to as wide an audience as possible, all Georgia Southwestern State University distance education programs may not be available in all states. States in which GSW is authorized to offer online programs may be found at the [GSW State Authorization](#) website.

Admission Requirements

All requirements for admission and academic standards for the Online Graduate Certificate Program in CIS are the same as those stated above for the on-campus degree program.

Program Learning Outcomes

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

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

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

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

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

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

Application for Graduation

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

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

SCHOOL OF EDUCATION

MASTER OF EDUCATION IN EARLY CHILDHOOD EDUCATION, MIDDLE GRADES LANGUAGE ARTS, MIDDLE GRADES MATHEMATICS, AND SPECIAL EDUCATION

Program Description

Georgia Southwestern State University offers graduate study leading to the Master of Education in Early Childhood Education, Middle Grades Language Arts, Middle Grades Mathematics, and Special Education degrees for candidates seeking advancement in careers and certificate upgrades for Early Childhood Education, Middle Grades Language Arts, Middle Grades Mathematics and Special Education. The programs are designed to assist teachers to reflect on their practices and make changes based on these reflections and to assist teachers to be consistent participants in learning communities. The programs consist of professional core requirements of Educational Research, Education Policy and School Evaluation, Cultural and Linguistic Differences, Collaboration and Professionalism, and Teacher Law and Ethics. Early Childhood, Middle Grades Language Arts, Middle Grades Mathematics, and Special Education track requirements include courses in those disciplines.

Admission Requirements

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

Regular Admission without Conditions

1. Undergraduate degree from an accredited college or university
2. Eligibility for an Induction or Professional Georgia Teaching Certificate.
3. A minimum of 2.75 undergraduate grade point average as reported on the official final transcripts from all accredited institutions attended.
4. Two confidential Administrative Recommendation Forms, one from a Supervising Principal and one from another school administrator, Assistant Principal, Department

Chair, Lead Teacher.

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

Regular Admission with Conditions

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

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

Program Learning Outcomes*

Candidates will think systematically about their practice and learn from experience

- By reading, questioning, and creating and being willing to try new things;
- By familiarity with current learning theories and instructional strategies and staying abreast of current issues in American education; and
- By critically examining their practice on a regular basis to deepen knowledge, expand their repertoire of skills, and incorporate new findings into their practice.

Candidates will be members of learning communities

- By collaborating with others to improve student learning;
- By leading and actively knowing how to seek and build partnerships with community groups and businesses;
- By working with other professionals on instructional policy, curriculum development and staff development;
- By evaluating school progress and the allocation of resources to meet state and local education objectives; and
- By working collaboratively with parents to engage them productively in the work of the school.

**Based on Propositions 4 and 5 of the National Board for the Certification of Teachers*

EDUCATION SPECIALIST IN EARLY CHILDHOOD EDUCATION AND MIDDLE GRADES EDUCATION

Program Description

Georgia Southwestern State University offers graduate study leading to the Education Specialist (EdS) in Early Childhood Education and Middle Grades Education. The programs are designed for practicing teachers who already have a M.Ed. in Early Childhood Education, Middle Grades Education, or a related field and wish to advance their professional knowledge and skills. Students in these programs will deepen their pedagogical knowledge, improve their technology skills, and conduct research related to early childhood education and middle grades education.

The programs consist of professional core requirements of Educational Research, Research Methodology, Differentiation Strategies, and Diversity in School Settings. Early Childhood Education and Middle Grades Education requirements include courses in those disciplines.

Admission Requirements

Candidates seeking a degree through graduate study must apply for regular admission through the Office of Graduate Admissions. Requirements for regular admission follow:

Regular Admission without Conditions

1. Master's degree from an accredited college or university
2. Eligibility for an Induction or Professional Georgia Teaching Certificate.
3. A minimum of 3.0 graduate grade point average as reported on the official final graduate transcripts from all accredited institutions attended.
4. Two confidential Administrative Recommendation Forms, one from a Supervising Principal and one from another school administrator, Assistant Principal, Department Chair, Lead Teacher.

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

Regular Admission with Conditions

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

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

Application Procedure with Deadlines

Students wishing to make application to a School of Education graduate program at Georgia Southwestern State University must submit a complete admissions packet to the Office of Graduate Admissions. Incomplete application packets will not be reviewed for admission. The complete admission packet is comprised of the following:

1. Application for admission
2. Non-refundable \$25 application fee
3. Documentation of Lawful Presence Requirement
4. Official transcripts from all previously attended colleges and universities
5. Administrative Recommendation Forms
6. Professional Profile
7. Commitment Letter
8. Copy of Teaching Certificate
9. Proof of immunizations/Medical Forms

Application Deadlines

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

Summer Admission (MEd) April 15

Summer Admission (EdS) May 15

Academic Standards

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

- A 3.0 grade point average on a 4.0 scale is required in all courses attempted to satisfy degree requirements.
- Not more than 6 hours with a grade of C may be used to satisfy degree requirements.
- A grade of D may not be used to satisfy degree requirements.
- In any graduate degree program, all degree requirements must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.
- A grade of I may be given in extenuating circumstances. If a grade of I is not removed before the end of the following semester, it automatically becomes an F.

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

- A 3.25 grade point average on a 4.0 scale is required in all courses attempted to satisfy degree requirements.
- No grade less than a B may be used to satisfy degree requirements.
- A candidate who earns two grades of C will be dropped from the program.
- A course in which a candidate earned a C or less may be repeated only once.
- In any graduate degree program, all degree requirements must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.
- A grade of I may be given in extenuating circumstances. If a grade of I is not removed before the end of the following semester, it automatically becomes an F.

Students under Review

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

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

will count towards the total seven (7) years to complete the degree. Readmission is not automatic. Each application will be considered individually.

Click [HERE](#) for program curriculum sheet for Master of Education in Early Childhood Education.

Click [HERE](#) for program curriculum sheet for Master of Education in Middle Grades Language Arts.

Click [HERE](#) for program curriculum sheet for Master of Education in Middle Grades Mathematics.

Click [HERE](#) for program curriculum sheet for Master of Education in Special Education.

Click [HERE](#) for program curriculum sheet for Education Specialist in Early Childhood Education.

Click [HERE](#) for program curriculum sheet for Education Specialist in Middle Grades Education.

Application for Graduation

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

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

SCHOOL OF NURSING Master of Science in Nursing

Program Description

The Master of Science in Nursing is a totally **online degree**. The Georgia Intercollegiate

Consortium for Graduate Nursing Education (GICGNE) - a partnership between Georgia Southwestern State University and Columbus State University - offers the Master of Science in Nursing program.

This consortium, recognized by the Board of Regents of the University System of Georgia in June of 2013, combines the strengths of GSW and CSU. The MSN curriculum is designed to give students the benefit of learning from the best instructors from both schools, and prepares professional registered nurses for advanced practice (APN) roles as defined by the *AACN Masters Essentials*.

The MSN consists of three degree tracks, two certificate tracks, and one program. The degree tracks are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Georgia Board of Nursing. The FNP program is approved by the Georgia Board of Nursing. Accreditation by the CCNE is in progress.

All theory (didactic/lecture) courses are offered online via GOVIEW online platform. The clinical requirements (preceptorship, practicum internship) in the curriculum will not be online. Preceptors for these experiences will be arranged in the student's locale whenever feasible. The student and preceptor in a clinical course must hold licensure as a registered nurse in the state in which the clinical experience will be provided and will comply with the Board of Nursing's regulations regarding placement.

NURSE EDUCATOR TRACK (36 credit hours minimum)

The nursing education concentration focuses on preparing nurses to facilitate learning in various environments through the application of knowledge. . Course content in this track includes the principles of education, teaching strategies, evaluation of learning, and curriculum development. This track has five (3 hour credit) core courses and five (3 hour credit) courses concentrating in nursing education and one three (3 hour credit) practicum and one (3 hour credit) focused project. After completing the MSN Nurse Educator Track, graduates will be prepared to take the NLN certification exam to become a Certified Nurse Educator (CNE)

POST MSN EDUCATOR CERTIFICATE

A Post-MSN Educator Certificate is also available (15 credit hours minimum). Upon completion of the program of study, students are eligible to take respective certification exams.

NURSE LEADERSHIP TRACK (36 credit hours minimum)

The leadership concentration focuses on preparing nurses to function as leaders in order to provide safe evidence based care within health care organizations, analyze different healthcare delivery systems, and develop skills in human resource and health care financial management. This track has five (3 hour credit) core courses and five (3 hour credit) courses concentrating in nursing leadership and one (3 hour credit) practicum and one (3 hour credit) focused project. Graduates of the Nurse Leadership Track are eligible to take the ANCC national certification exam for Advanced Nurse Executive distinction.

NURSING INFORMATICS TRACK (36 credit hours minimum)

The informatics concentration prepares students to become competent users of health information technology in order to improve the efficiency, safety, and quality of health care delivery combined with the unique role of nursing. This track has five (3 hour credit) core courses and five (3 hour credit) courses concentrating in nursing informatics and one (3 hour credit) practicum and one (3 hour credit) focused project. Graduates from this track will be eligible to take the ANCC Informatics Board Certification exam.

POST-BACCALAUREATE INFORMATICS CERTIFICATE

A Post-Baccalaureate Informatics Certificate is also available. (15 credit hours minimum). Upon completion of the program of study, students are eligible to take respective certification exams.

Progression for MSN Tracks

The MSN tracks can be completed in two academic years, or four semesters of full-time study (9 credit hours per semester). Students are expected to complete the program of study within a seven (7) year period, but are encouraged to complete all courses in their selected track as quickly as their schedule allows. All requirements, including course work at GSW and CSU, transfer credit and transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned. To remain in good academic standing, degree candidates must maintain a "B" (3.0) average. Only two courses with a "C" or better will count toward the degree.

Applications for the above degree tracks and certificates are accepted twice a year:

Preferred deadlines:

Fall admission – June 15

Spring admission – October 15

Final deadlines:

Fall admission – July 15

Spring admission – November 15

FAMILY NURSE PRACTITIONER (44 credit hours minimum)

The focus of this program is to provide the academic knowledge and clinical skills necessary for health promotion, disease prevention, assessment, and management of common acute and chronic illnesses. The program consists of a total of forty-four (44) semester hours. It also requires 765 clinical hours, which will be completed in facilities and with preceptors that have been approved by the FNP Program Coordinators. The clinical sites will be located as close to the student's geographic residence or local community as possible.

Application for the FNP program will only be accepted for fall semesters.

Special application deadlines apply: Preferred March 15th, Final April 15th.

Progression for FNP Program

The FNP program can be completed in two academic years, or five semesters of full-time study (9 credit hours per semester). Part-time students are expected to complete the program of study within three (3) years but must complete the program of study within a seven (7) year period. Students are encouraged to complete all courses as quickly as their schedule will allow. All requirements, including course work at GSW and CSU, transfer credit and transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned. To remain in good academic standing, degree candidates must maintain a "B" (3.0) average. Only two courses with a "C" or better will count toward the degree.

All theory (didactic/lecture) courses are offered online via GOVIEW online platform. Delivery will be both synchronous and asynchronous.

The clinical requirements (preceptorship, practicum internship) in the curriculum will not be online. Preceptors for these experiences will be arranged in the student's locale whenever feasible. The student and preceptor in a clinical course must hold licensure as a registered nurse in the state in which the clinical experience will be provided and will comply with the Board of Nursing's regulations regarding placement.

Admission Requirements

The completed application packet, including all supporting documentation, must be received by the Office of Graduate Admissions by the deadline for each term. Completed applications that are received by the preferred deadline will be given priority review. Contact the Office of Graduate Admissions with questions. The procedure for application consists of the following:

1. Graduate application for admission (for degree or certificate program)
2. \$25.00 nonrefundable application fee
3. Official transcripts from all colleges/universities attended
4. A baccalaureate degree in nursing (BSN) from an regionally accredited college or university and a nationally accredited nursing program
5. (NLNAC or CCNE) with a minimum grade point average of 3.0 on a 4.0 scale in hand at time of application;
6. Three (3) professional letters of recommendation that comment on the Applicant's potential for success in a graduate academic program;
7. Current unencumbered RN license in the state where clinical course
8. requirements will be met;
9. [Immunization form](#) (before enrollment)
10. [Documentation of Lawful Presence](#) (before enrollment, if applying for in-state tuition)

Each of the states has its own approval processes for out-of-state institutions offering distance education. While Georgia Southwestern State University endeavors to offer all of its programs to as wide an audience as possible, all Georgia Southwestern State University distance education programs may not be available in all states. States in which GSW is authorized to offer online programs may be found at the [GSW State Authorization](#) website.

Regular Admission without Conditions for degree or certificate program

Regular Admission without Conditions for degree or certificate program will be given if all criteria above are met at the time of application.

Regular Admission with Conditions for degree or certificate program

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

Upon admission to the Master of Science in Nursing program, students may be asked to purchase a package from a School of Nursing authorized vendor containing an annual background check, annual drug/alcohol test, and immunization tracker consisting of specific requirements necessary for clinical site placement.

Program Learning Outcomes

MSN Education, Leadership, and Informatics graduate will

1. Implement the selected advanced nurse role-educator, leader, or informaticist-within health care.
2. Develop and nurture inter-professional collaborations by communicating and consulting with other health care professionals, including administrators, community leaders, and regulators.
3. Evaluate the influence of ethical principles on personal and organizational decision making.
4. Utilize nursing research for the promotion of quality nursing education, safe client-centered health care, and evidence based practice.
5. Employ critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
6. Exemplify cultural competence and sensitivity to diversity in dynamic academic and health care environments.
7. Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective health care, and the advancement of nursing practice.
8. Utilize informatics to improve client outcomes and to promote the health and safety of individuals, groups and communities.

FNP Program graduates will

1. Implement the selected advanced nurse role of practitioner within health care.
2. Develop and nurture inter-professional collaborations by communicating and consulting with other health care professionals, including physicians, other health care providers, administrators, community leaders, and regulators.
3. Evaluate the influence of ethical principles on personal and organizational decision making.
4. Utilize nursing research for the promotion of quality nursing education, safe client-centered health care, and evidence based practice.
5. Employ critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
6. Exemplify cultural competence and sensitivity to diversity in dynamic academic and

health care environments.

7. Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective, client-centered health care and the advancement of nursing practice.

Academic Standards

See Progression for MSN Tracks and Progression for FNP Program above.

Students under Review

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

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

Application for Graduation

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

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

THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes all state-operated institutions of higher education in Georgia - 4 research universities, 4 comprehensive universities, 9 state universities, and 13 state colleges. These 30 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 of the Board to a seven year term and regents may be reappointed to subsequent terms by a sitting governor. Regents donate their time and expertise to serve the state through their governance of the University System of Georgia – the position is a voluntary one without financial remuneration. Today the Board of Regents is composed of 19 members, five of whom are appointed from the state-at-large, and one from each of the State's 14 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 30 colleges and universities that comprise the University System of Georgia and has oversight of the Georgia Archives and the Georgia Public Library System.

The mission of 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, masters, 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.

BOARD of REGENTS

University System of Georgia
270 Washington Street, S.W., Atlanta 30334-1450

Members of the Board of Regents

For a list of active members of the Board of Regents, please visit
<http://www.usg.edu/regents/members>.

USG Institutions

For a list of University System of Georgia institutions, please visit
<http://www.usg.edu/inst/>.

University System Office Administrative Personnel of the Board of Regents

For a list of Administrative Personnel of the University System of Georgia, please visit
<http://www.usg.edu/directory/administration>.

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- 2015	Kendall A. Blanchard, President, Georgia Southwestern State University
2015 -	Charles E. Patterson, Interim President, Georgia Southwestern State University

OFFICERS OF ADMINISTRATION

Charles E. Patterson	Interim 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
Michael Leeder	Director of Athletics
ADMINISTRATIVE PERSONNEL	
Rachel Abbott	Interim Dean and Assessment Director, School of Education
Christy Barry	Director of Student Accounts
Darcy L. Bragg	Assistant Dean of Students
Angela V. Bryant	Director of Student Financial Aid
Beverly Carroll	Database Administrator
Gaynor G. Cheokas	Director of the Center for Business and Economic Development
Lisa A. Cooper	Director of Institutional Research
Joshua Curtin	Director of Campus Life
Sandra Daniel	Dean, School of Nursing
Bryan Davis	Director, Institutional Effectiveness and Planning
Amber DeBaise	Director of Auxiliary Services
Leisa Easom	Executive Director of the Rosalynn Carter Institute
Timothy Faircloth	Systems Administrator
Sandra Fowler	Director of Career Services Center
John Fox	Director of International Student Programs
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
Alma G. Keita	Director of Counseling Services
Raymond P. Mannila	Theater Technical Coordinator
Kelly McCoy	Dean, College of Arts and Sciences
Michele McKie	Clinical Director, School of Education
Ann Miller	Interim Director of Student Health Services

Evelyn Oliver	Director, Disability and Testing Services
Boris V. Peltzverger	Dean, School of Computing and Mathematics
Linda B. Randall	Director of Academic Resource Center / First Year Advocate
Hugh Slaton	Director of Physical Plant
Krista P. Smith	Registrar
Stephen E. Snyder	Director of University Relations
Sarah Speir	Director, Office of International Programs
Ru Story-Huffman	Dean of James Earl Carter Library
Helen Tate	Associate Vice President of Academic Affairs
Mike Tracy	Director of Public Safety
Michelle Underwood	Director of Procurement
Jason Wicker	Director of Residence Life
Gena Wilson	Director of Human Resources
M. Elizabeth Wilson	Dean, School of Business Administration

GRADUATE FACULTY

Rachel L. Abbott (2014-2019) Associate Professor and Interim Dean, Education
BS, Longwood University; MS, Florida State University; PhD, University of Alabama; 2009
Simon S. Baev (2014-2019) Associate Professor, Computer Science
BS, MS, South Ural State University; MS, PhD, University of Alabama in Huntsville; 2008
Robert H. Bennett (2014-2019) Associate Professor, Business
BS, University of South Alabama; MBA, University of Georgia; PhD, Florida State University; 2012
Carol Bishop (2014-2015) Assistant Professor, Business
BBA, Valdosta State University; MAcc, University of Georgia; DBA, Kennesaw State University; 2014
Queen H. Brown (2014-2019) Associate Professor, Education
BS, MEd, Georgia Southwestern State University; EdS, Albany State University; EdD, Georgia Southern University; 2002
Gaynor Cheokas (2014-2019) Assistant Professor, Business
BS, Columbus State University; MS, Georgia Southwestern State University; DBA, Georgia State University; 2005
Paul Dahlgren (2013-18) Associate Professor, English and Modern Languages
BA, Pomona College; MA, PhD University of California-Irvine; 2010
Sandra Daniel (2013-18) Professor and Dean, Nursing
BSN, Georgia Southwestern College; MSN, Valdosta State College; PhD, Medical College of Georgia; 1986
Anish Dave (2014-2019) Assistant Professor, English and Modern Languages
BComm, Gujarat University, India; MBA, Gujarat University, India; MFA, University of Nevada; PhD, Iowa State; 2010
Bryan Davis (2014-2019) Professor, English and Modern Languages
BA, University of Dayton: MA, Wright State University; PhD, Ohio State University; 1998

Lauren DiPaula (2013-2018) Associate Professor, English and Modern Languages
BA, James Madison University; MS, Towson University; PhD, Indiana University of Pennsylvania ; 2010
Michelle Dykes ((2013-2018) Assistant Professor, Nursing
BSN, Valdosta State University; MSN Valdosta State University; EdD, Georgia Southern State University; 2014
Margaret A. Ellington (2013-18) Associate Professor, English and Modern Languages
BS, Weber State University; MS, PhD, Utah State University; 2001
M. Michael Fathi (2014-2019) Professor, Business
BS, University of Jundi; MBA, University of Baltimore; DBA, Nova Southeastern University; 1999
Mark Grimes (2014-2019) Assistant Professor, Business
BA, Samford University; MBA, Kennesaw State University; DBA, Argosy University; 2013
Chadwick Gugg (2015-2016) Associate Professor, Mathematics
BA, University of Wisconsin-Milwaukee;; MS, Oregon State University; Ph D, University of Illinois-Urbana-Champaign; 2011
Elizabeth A. Kuipers (2013-2018) Professor, English and Modern Languages
BA, Wesleyan College; MA, PhD, Auburn; 1998
Margaret Lehman (2013-2014) Assistant Professor, Early Childhood Education
BS, Bowling Green State University; MS, University of Dayton; EdD, University of Cincinnati; 2012
Cecilia M. Maldonado (2014-2019) Associate Professor, Business
BS, Tecnologico de Monterrey; MS, Texas A & M; PhD, University of Texas, Pan American; 2007
Yangil Park (2014-2019) Associate Professor, Business
BE, Mokpo National University, Korea; MBA, Jackson State University, MIS, PhD, Mississippi State University; 2010
Boris V. Peltsverger (2013-2018) Professor and Dean, Computing and Mathematics
M.S.E.E., Ph.D., Chelyabinsk State Technical University; 1997
Dongwen Qi (2015-2016) Associate Professor, Mathematics
BS, MS, Beijing University, PhD, Ohio State University, 2007
Mary Ann Shepherd (2014-2015) Assistant Professor, Nursing
FNP Certificate, University of North Carolina; BSN, Georgia Southwestern State University; MPH, Mercer University; DNP Georgia Health Sciences University; 2013
Rebecca G. Short (2013-2014) Assistant Professor, Reading
BA, MA, Georgia Southwestern State University; EdD, Columbus State University; 2008
Bonnie Simmons (2013-18) Professor, Nursing
Diploma, Piedmont Hospital; B.S.N., Georgia Southwestern College; M.S.N., Valdosta State University; PhD, Georgia State; 2003
John S. Stovall (2014-2018) Associate Professor, Marketing
BS, MBA, PhD, University of Illinois at Chicago; 2005
Philip I. Szmedra (2014-2019) Professor, Business
BA, Pennsylvania State University; MS, PhD, University of Georgia; 2001

Teresa Teasley (2013-18) Professor, Nursing
AA, BSN, Georgia Southwestern State University; MSN, Troy University; DNP, Medical College of Georgia; 2008
Sheryl F. Venable (2011-2016) Associate Professor, Education
BSHE, University of Georgia; BS Medical College of Georgia; MEd Augusta State University; EdS, Georgia Southwestern State University; EdD, Georgia Southern University; 2008
M. Elizabeth Wilson (2014-2019) Professor and Dean, Business
BA, MA, University of Alabama at Tuscaloosa; PhD, University of Alabama at Birmingham; 1990
Chu Chu Wu (2014-2019) Associate Professor, Education
BA, Fu-Jen Catholic University; MS, Iowa State University; PhD, Syracuse University; 2005
Feng Xu (2014-2019) Associate Professor, Business
MS, South Dakota State University; MBA, PhD, George Washington University; 2008
Alexander M. Yemelyanov (2013-2018) Professor, Computer and Information Sciences
MS, Moscow State University; DSc, Supreme Certification Board under the Council of Ministers of the USSR; PhD, Computing Center under the Academy of Science of the USSR; 2001

Graduate Course Descriptions

[Graduate Course Description](#)

DISCLAIMER

The statements set forth in this bulletin 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 bulletin, 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 stay apprised of current graduation requirements for a degree program in which he or she is enrolled.