



GEORGIA SOUTHWESTERN  
STATE UNIVERSITY

# GRADUATE BULLETIN

**Office of the Registrar**

*2023-24*

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# Graduate Bulletin 2023-2024

## 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. 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. Contact information for these and other offices can be found in the [campus directory](#). 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.

## GRADUATE DEGREES

Areas of Study	M.B.A	M.Ed	M.S.	MSN	EdS
Business Administration	X				
Computer Science			X		
Education – Elementary		X			X
Education – Middle Grades					X
Education - Middle Grades Language Arts		X			
Education - Middle Grades Mathematics		X			
Education - Special Education		X			
Education – Teacher Leadership					X
Nursing – Informatics				X	
Nursing – Leadership				X	
Nursing - Nurse Educator				X	
Nursing - Family Nurse Practitioner				X	

Graduate certificate programs are offered in Computer Science, Healthcare Informatics, and Nurse Educator.

## 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. [Graduate Course Descriptions](#)

## UNIVERSITY CALENDARS

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

## GEORGIA SOUTHWESTERN STATE UNIVERSITY

### Description:

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.

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

The programs and educational opportunities at Georgia Southwestern State University have many distinctive features. As a residential university with some online programs, Georgia Southwestern serves a diverse student body with programs leading to bachelors, masters and education specialist degrees. While GSW primarily draws students from Southwest Georgia, the University's wide variety of programs has attracted students from across Georgia, as well as out-of-state and internationally.

Georgia Southwestern fulfills its commitment to research and public service through the individual efforts of an outstanding faculty and the focused activities of specific centers, which rely heavily on external funding. The Center for Business and Economic Development in collaboration with the College of Business and Computing conducts research on regional economic issues and facilitates development activities in the region. The university is home to the Association of Global South Studies, an international interdisciplinary organization devoted to the study of the Global South. Originally founded as the Association of Third World Studies in 1983 by former GSW emeritus professor, Dr. Harold Isaacs, the Association of Global South Studies eventually gained a "Consultative Status" as a non-governmental organization (NGO) to the United Nations Economic and Social Council (ECOSOC). Its journal, the Journal of Global South Studies, is published by the University Press of Florida and contributes to the university's international reputation."

### Accreditation

Georgia Southwestern State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, and specialist degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. 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 Master of Education and Educational Specialist degrees are accredited by and all initial teacher education programs are recognized and approved by the Georgia Professional Standards Commission (<http://www.gapsc.com>).

The master's degree program in nursing is accredited by the Commission on Collegiate Nursing Education. <http://www.ccneaccreditation.org>

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

### State Authorization of Georgia Southwestern State University's (GSW) Fully Online Programs

Georgia Southwestern State University is a member of National Council for State Authorization Reciprocity Agreements (NC-SARA).



Programs include Bachelor of Business Administration, Bachelor of Science (BS) in Information Technology, Master of Business Administration, Master of Science (MS) in Computer Science, and MSN in Nursing

GSW is authorized to deliver fully online programs to all fifty States, the District of Columbia, and several U.S. Territories.

### Mission Statement

Georgia Southwestern State University is a state university serving a diverse population of students, offering a range of strong undergraduate and graduate programs in a vibrant learning environment. The University is a collegial community that values collaboration and community engagement with an emphasis on faculty, staff, and student interactions. An active student body and state-of-the-art amenities enhance the learning experience on a visually appealing campus located in historic Americus, Georgia.

### 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.

### Statement on Disabilities and Accessibility

Georgia Southwestern State University is committed to provide both physical accessibility and access to information resources and technologies to individuals with disabilities. To that end, the Office of Accommodations and Access, located in Sanford Hall, provides support and resource information for students with documented qualifying disabilities and operates under the guidelines of Section 504 of the

Rehabilitation Act of 1973 and the Americans with Disabilities Act and its amendments (ADAAA). GSW strives to have a website that is accessible to all individuals.

Report accessibility problems to Office of Accommodations and Access at [evelyn.oliver@gsw.edu](mailto:evelyn.oliver@gsw.edu), Director For web accessibility issues, please email the Department of University Relations at [univrel@gsw.edu](mailto:univrel@gsw.edu).

## 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; 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. Students who prefer his/her directory information not be published or disclosed to anyone other than University officials with a legitimate educational interest may submit a signed form to the Office of the Registrar. Once filed, this request becomes a permanent part of the student's record until the student instructs the Office of the Registrar in writing to have his or her request removed.

Please note: request for confidentiality means that the student's name will not be Included on honor roll lists, news stories about commencement, reports given to off-campus groups that may wish to contact students, or be included in the commencement program.

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, 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 sixteen 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 dropped 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 is to complete the [Petition for Reinstatement to the Class Roll](#) form. 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 to 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 on the website: <https://www.gsw.edu/student-account/>.

A late payment fee of \$50.00 will be assessed to students not paid in full by the deadline and students can be administratively dropped from the University for not paying in full by the deadline.

#### Identification Cards

Any graduate student who wants to obtain a CanesCard or GSW ID, should contact the Student Accounts office for information on how to obtain one.

#### Semester Costs

Matriculation charges (tuition), housing costs, board (meal plans), fees and other charges are assessed on a term basis. 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 Resident](#) 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

Georgia Southwestern offers several dining options to help meet our students' busy lives. All residential students are required to purchase a meal plan. 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 [GSW Dining](#).

#### 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 must be submitted with the student-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
Readmission Fee	\$ 25.00

##### Transcript Fee

Per request on paper form ordered through the Office of the Registrar	\$ 5.00
Per request ordered online (See note below.)	\$ 8.00

**Note:** The secure website will include instructions for placing your transcript order. Georgia Southwestern State University charges \$5.00 per transcript. Parchment charges a \$3.00 processing fee for each transcript. Order updates will be emailed to you, and you can also check your order status and history online.

##### Graduation Fee

Certificate	\$15.00
Master's Degree	\$35.00

Specialist Degree	\$35.00
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#### 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
Proctoring	\$ 25.00
TOEFL (proctor fee included)	\$190.00

#### Refund of Fees

Students who officially withdraw from the University before the official 60% point in the term are eligible for a partial refund of fees. No refunds for withdrawals will be made after passing the 60% point during the semester. No refunds are made if a student reduces his or her credit hours by withdrawing from courses after the add/drop period. Students may receive a refund for credit hours dropped during the official add/drop period. It is the student's responsibility to withdraw officially in accordance with University regulations.

Students wishing to withdraw from all classes for the semester will complete the [Withdrawal from GSW Class\(es\)](#) form which is available online. For total withdrawals a refund of tuition and fees, in accordance with federal, state, and institutional policies, will be issued within 30 days of receipt of the completed withdrawal form by the Office of Student Accounts. Students who officially withdraw from the University 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%. The E-Campus programs (e-Core and E- Major) are excluded from this policy.

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

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

The University is required to determine how much student financial aid was earned by students who withdraw

during the term. If students have "unearned aid" because they were disbursed more than they earned, it may be necessary for the unearned portion to be returned to the appropriate student financial aid fund. If the students have "earned aid" that they have not received, they may be eligible to receive those funds.

### Textbooks and Supplies

Textbooks, 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. An estimate of this cost is \$400 to \$600 per semester. Along with choosing either New or Used textbooks, the bookstore offers the capability of renting textbooks as well. Courses with Low Cost or No Cost textbook options can be found on [the class schedule page](#).

More information about the bookstore can be found at: <https://www.bkstr.com/gswstore/home>

### 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.

## LAWFUL PRESENCE VERIFICATION

The Board of Regents and the University System of Georgia, as implemented under Board Policies 4.1.6 Admission of persons Not Lawfully Present in the United States, and 4.3.2.3 Non-Citizens and 4.3.4 Verification of Lawful Presence, requires that institutions confirm lawful presence of all enrolled students in order to receive in-state tuition. According to USG policy, individuals who apply for Fall 2011 and beyond must submit documentation of US citizenship or permanent residency before being considered for in-state tuition. This includes students who have been previously enrolled at Georgia Southwestern State University and are either returning (Re-entry) to a degree program or applying for a new degree program. Transient students must also be verified.

- Verification through the Free Application for Federal Student Aid form (FAFSA). If the student is either a U.S. Citizen, Permanent Resident or eligible non-citizen (does not apply to international students on a visa) that has completed and submitted a FAFSA, the U.S. Department of Education will verify your lawful presence. If the student is unable to be confirmed as lawfully present the Office of Financial Aid will follow-up with the student for additional documentation.

When the FAFSA is loaded into the GSW Banner system, all students who have been verified as lawfully present by FAFSA will receive a

If the student does not submit the FAFSA, he/she can submit one of the following documents:

- An approved FAFSA form or other documentation demonstrating eligibility for federal financial aid (Coded FAF on SOATEST at GSW)
- Copy of a current Driver's License/ID issued by the State of Georgia or any of the USG approved states listed below. Licenses/ID cards must be valid and meet USG requirements. - NOTE: A limited term license/ID or a license/ID issued for a period of less than two years is NOT acceptable.
- An approved FAFSA form or other documentation demonstrating eligibility for federal financial aid
- A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory (a photocopy is not acceptable)
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570)
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-350) or a Consular Report of Birth Abroad (FS-240)

- A current U.S. Passport
- A current ID issued by the State of Georgia after January 1, 2008
- A current military ID (service member only, not dependent)
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551)
- An F, J, or M visa
- Verification through the SAVE program

Verification through the Systematic Alien Verification for Entitlements (SAVE) program. *Out of state tuition will be charged to any student who is unable to provide proof of lawful presence by at least one of the methods outlined above.*

State	DL/ID Requirements for Acceptance
Alabama	Must NOT be marked “FN”
Alaska	Must NOT be marked “Limited Term”
California	Must NOT be marked “Limited Term”. Instruction Permits, Commercial Learner’s Permits, and temporary licenses cannot be accepted.
Delaware	Must NOT be marked “Limited Term” or “Temporary”
Florida	Must NOT be marked “Temporary”
Georgia	Must NOT be marked “Limited Term”
Idaho	Must NOT be marked “Limited Term”
Iowa	Must NOT be marked “Limited Term”
Kentucky	Must NOT be marked “Not for REAL ID purposes”
Louisiana	Must NOT be marked “Limited Term”
Maryland	Must NOT indicate “T” restriction
Missouri	Must NOT be marked “Limited Term”
Montana	Must NOT be marked “Limited Term” or “Temporary”
Nevada	Must NOT be marked “Limited Term”
North Carolina	Must NOT be marked “Limited Term”
Ohio	Must NOT indicate that it is “nonrenewable and nontransferable”
Oklahoma	Must NOT be marked “Temporary”
South Carolina	Must NOT be marked “Limited Term”
Tennessee	Must NOT be marked “Temporary”
Texas	Must NOT be marked “Limited Term” or “Temporary”
Vermont	Must NOT be marked “Limited Term”
Wisconsin	Must NOT be marked “Limited Term”

## 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 or 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 Office of the Registrar or [click here to access Out-of-State Tuition Waiver options](#).

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

1. If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration. Exceptions:
2. 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.
3. 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.
4. Students who are transferred to Georgia by an employer are not subject to the durational residency requirement.
5. 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 has in fact established legal residence in this state.
6. 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.
7. 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.
8. 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).

### Presidential Waivers: Outstanding Academic, International, or Athletic Waiver

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, Augusta 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). Outstanding athletes may be awarded waivers in this category through the Athletic Department.

### University System Employees and Dependents

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

### 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)

#### 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<sup>®</sup> Advantage Programs

Any student participating in an ICAPP<sup>®</sup> 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 United States 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 United States 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 United States 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 (BOR Minutes, amended October 2008.)

#### Recently Separated Military Service Personnel

Separated military members from a uniformed military service of the United States who meet one of the following:

- Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate intent to become domiciled in Georgia. This waiver may also be granted to their spouses and dependent children.
- Any separated service member or any student utilizing transferred VA educational benefits, and physically residing in the state, who enrolls within one hundred-twenty (120) months of separation is also eligible

#### 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).

## 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 admissions 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, unsubsidized 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 Office of Student Financial Aid, 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 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 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 Office of Student Financial Aid. 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. 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. Students from other colleges should have transcripts from all prior institutions for financial aid purposes.

Gather all federal tax information, including that of your spouse, needed to complete the FAFSA, which can be found at <http://www.fafsa.gov>. We strongly recommend that you complete your application online. This ensures a high level of accuracy because responses are checked online. It is more difficult to leave out information when processed on the web.

You will be required to apply for a "FSA ID", which will be used later as an electronic signature.

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. All application information received after April 15th will be processed, but awards will be made as funds permit.

### **Loans (Attendance requirements are 5 hours in the specified semester.)**

#### **Federal Direct Unsubsidized Stafford Loan**

The Unsubsidized Loan is authorized by the federal government to help students pay the costs of education beyond high school. It is a low-interest non-need based program open to graduate students and accrues interest during deferment periods. Repayment of any Stafford Loan, within the limits of the law, will be "guaranteed" by the Department of Education. The actual amount available to the borrower is based upon the loan limits as established by the federal maximums. The student must repay this loan. Check with a Financial Aid Counselor for further details.

### **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 or self-identified 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 academic standing.

Teacher Education Assistance for College and Higher Education (TEACH) Grant. Available to M.Ed. and Ed.S. students who meet eligibility requirements, including a GPA of at least 3.25, and enrolled as a graduate student in a high-need subject area (as defined by the U.S. Department of Education.)

## EMPLOYMENT OPPORTUNITIES

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

### 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.

Under present arrangements, a student may work a maximum of 19 hours per week during the regular semester. Since the student earns these wages by working, it is not repaid or applied toward tuition. Available on-campus jobs are posted on the GSW website under Employment Opportunities.

### Work Aid

Work Aid, a locally funded program of part-time employment, is available on a limited basis. Students are selected for these positions on the basis of skills in certain areas as well as need. Work aid positions are assigned by department.

The rate of pay is minimum wage in biweekly payments.

## 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. GSW's academic good standing GPA is defined as an overall 3.0 for graduate students.

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.

Students who fail to meet the standards have the right to appeal if there is a documented mitigation. Please refer to the GSW website for the policy and guidance on the process for filing a financial aid appeal which is a separate appeal than an academic appeal.

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.

Please refer to the [Office of Financial Aid](#) website or contact the Financial Aid Office, Room 207, Sanford Hall.

Office hours are from 8:00 a.m. - 5:00 p.m., Monday through Friday. Please call 229-928-1378 for summer hours, as they may vary.

## Withdrawing, Failing, Not Attending, and Repeating Courses

Georgia Southwestern State University administers its financial aid program in compliance with all applicable Federal and State laws and regulations.

Students who fail to meet the standards have the right to appeal if there is a documented mitigation. Please refer to the GSW website for the policy and guidance on the process for filing a financial aid appeal which is a separate appeal than an academic appeal.

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

## 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 Office of the Registrar for information concerning application procedures and educational benefits.

GSW permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to GSW a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

GSW ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

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

## CAMPUS SERVICES

### Campus Bookstore

Campus Bookstore is managed by Follett Higher Education Group and is located in the Marshall Student Center. More information about the bookstore can be found at:

<https://www.bkstr.com/gswstore/home>

### 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 and special-order items are non-returnable.

## 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. 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 Accommodations and Access and Testing Center

### OFFICE OF ACCOMMODATIONS AND ACCESS

Georgia Southwestern State University Office of Accommodations and Access provides equal educational and accessible services for students with disabilities. The Office of Accommodations and Access coordinates compliance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act. Students with a documented disability should contact the Office of Accommodations and Access after deciding to attend GSW. The objective of the Office of Accommodations and Access 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 academic programs and

make reasonable accommodations for the needs of students with disabilities. Students should contact the Office of Accommodations and Access 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 Accommodations and Access 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, Georgia Constitution Exam, GACE (Georgia Assessments for the Certification of Educators), TEAS (Test of Essential Academic Skills), HESI, TOEFL, MAT (Miller Analogies Test), CLEP, COMPASS, ACCUPLACER, eCore, and 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 a test, please contact the Testing Center at (229) 931-2933 or (229) 931-2085 or visit us at <https://www.gsw.edu/testing/>

## 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 are held in a private office and confidentiality is respected. Face-to-face counseling and Tele-therapy sessions are available by appointment. The counselor will assist students with scheduling an appointment should another person, office, community agency, or medical professional be required. Counselors are available at the recommendation of the Division of Student Engagement & Success, the Counseling Services Office, the Financial Aid Office, the First Year Experience Office, and the Residence Halls. Counseling Services is located in the Herschel A. Smith Health Center, adjacent to the College of Nursing and Health Sciences (Carter I).

## Orientation Program

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

## Emergency Student Locator Service

In emergency situations, students may be located by calling the Division of Student Engagement and Success 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. Residential students will be challenged to question, to think, and to grow as individuals. At GSW, and at most institutions with residence halls, students living on campus are often more involved in leadership roles than their off-campus peers, in organizations such as the Student Government Association, sororities and fraternities, academic honor organizations, the Campus Activities Board, the Orientation Team, and a host of other social, cultural and service- related groups. Living on campus can be a real PLUS for students who wish to become and remain involved in campus life.

GSW's campus features five residence halls which currently house students. Southwestern Oaks 1 and 2, home to the university's First Year Experience residents, is composed primarily of private and semi-private suites. Returning residents, transfer students, and new Upperclassmen residents are generally housed in private suites in Southwestern Magnolia 1 or 2, or in campus apartments in Southwestern Pines. The halls are managed by both professionals and student staff members whose common goal is to

see that all residents are provided safe, comfortable, and well- maintained housing facilities and to build a residential community which is not only conducive to academic success, but also which fosters positive social engagement, civility, and personal growth.

#### INSTITUTIONAL HOUSING REQUIREMENT

GSW has no housing requirement for graduate students, but welcomes them to live in the residence halls should they desire to do so.

#### ELIGIBILITY

As space permits, campus housing is available to all degree-seeking students who enrolled in at least 3 credit hours at Georgia Southwestern State University.

#### CONTRACT TERM

The institution's housing contract term begins with the fall semester and continues through the end of spring semester. Residential facilities close to residence between the fall and spring semester. A separate housing contract is available for students who wish to live on campus during the summer term.

All prospective and continuing residents are encouraged to review the University's [Housing Terms and Conditions](#).

For more information concerning campus housing, contact the Residence Life staff via email ([housing@gsw.edu](mailto:housing@gsw.edu)), phone (229-931.2375), or in-person during the University's business hours. The Office of Residence Life is located on the third floor of the Student Success Center.

#### DEPOSITS AND PAYMENTS

1. The application fee of \$50 must accompany the housing contract and is nontransferable to another person.
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.

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.

#### 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.
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 must accompany the housing contract and is nontransferable to another person.
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 Office of Student Accounts. 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 housing fees.

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 Dining Hall, Chick-fil-A/Tryon Market, Café Campesino and convenience store.

After purchasing a meal plan the student's identification card is used to gain entry into the Dining Hall (located in the Marshall Student Center). The Chick-fil-A/Tryon Market (located in the Student Success Center), Café Campesino (located in the Marshall Student Center) and the convenience store (located in the Marshall Student Center) accept 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.

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 Clinic at Georgia Southwestern State University is an acute 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 Clinic. The Herschel A. Smith Health Clinic is located within the Rosalynn Carter HHS Building 1.

The Health Clinic 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 Clinic 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 Clinic 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 Public Safety for assistance, at 229-931- 2245. If a student becomes ill, the Health Clinic will notify family members and faculty if the student so requests.



The Health Clinic 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 Clinic medical services is expected to visit the Health Clinic at times that do not conflict with academic responsibilities. After a student has been assessed in the Health Clinic, 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.

A registered graduate student has the option to pay the semester health. Upon payment of the semester health fee the graduate student becomes eligible to utilize the health services offered by the Georgia Southwestern State University professional Health Clinic staff. There are free over the counter medications available as well as first aid supplies. Upon eligibility graduate students are assessed fees for prescription medications dispensed at the clinic, 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 Clinic is closed. Insurance coverage is also recommended for medical care that is not available at the Health Clinic, including treatment of major injuries, surgery, and hospitalization. The University System of Georgia has a student health insurance plan available to all Georgia Southwestern State University students. Applications for enrollment are available online for Domestic and International students at [www.uhcsr.com](http://www.uhcsr.com).

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 Clinic staff, however, will assist the student in making arrangements with medical specialists.

The university physician is available for student visits at the Health Clinic 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 Clinic are the financial responsibility of the student for whom they are prescribed. The Health Clinic will assist patients who are pregnant with a recommendation to an obstetrician/gynecologist.

A graduate student enrolled in "ONLY ONLINE" courses may sign the exemption statement located at the bottom of the GSW Required Immunization form and promptly return this form to the GSW Health Clinic. A graduate student accepted for admission will receive immunization forms and a tuberculosis questionnaire form which are to be completed and returned to the Health Clinic once accepted for admission to the University. All new students (freshmen, transfers, graduate, and others) attending regularly scheduled classes on the campus 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 Clinic. 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 attenuated 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 Office of Student Accounts. 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 website. 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 enrolled in six 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 website and in the search bar place GSW Health Insurance or call 1-866-403-8267. Enrollment information is available at the Office of Student Accounts 229-931-2013.

For more information about the Health Clinic 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 MISCONDUCT**

Georgia Southwestern State University and the University System of Georgia are committed to ensuring a safe learning environment that supports the dignity of all members of the University System of Georgia community. The University System of Georgia does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972.

Georgia Southwestern will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. The University strongly encourages members of the University community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

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

A complainant of sexual misconduct can choose among several reporting options at Georgia Southwestern: filing a criminal complaint with law enforcement officials; filing an administrative report

with the institution; or filing an anonymous report at their institution. These processes are detailed on our Title IX webpage: <https://www.gsw.edu/student-handbook/code-of-conduct/title-ix-sexual-misconduct>.

An individual who believes he/she is a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

## **ADMINISTRATIVE MEDICAL 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 Withdrawals of students by the Vice President of Student Engagement and Success. In making this decision, the Vice President may consult with the Counseling Services staff, the University physician, the Health Services staff, the Director of the University's Public Safety Office, Director of Student Rights and Responsibilities, Director of Human Resources, other appropriate university officials [such as Residence Life staff, 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 Engagement and Success may administratively withdraw the student when it is determined that the student suffers from a physical, mental, emotional or psychological health condition which:

1. poses a significant danger or threat of physical harm to the student or to the person or property of others or
2. causes the student to interfere with the rights of other members of the University community or with the exercise of any proper activities or functions of the University or its personnel or
3. causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the University.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to the final decision concerning his or her continued enrollment at the University. The request for this hearing should be made, in writing, to the Vice President of Student Engagement and Success. The Director of Student Rights and Responsibilities will arrange a hearing with the Behavioral Intervention Team 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 ENGAGEMENT AND SUCCESS

The Division of Student Engagement & Success includes Admissions, Campus Life, Career Services, Counseling, Financial Aid, Fitness and Wellness, First Year Experience, Greek Life, Health Services, Intramural Sports and Recreation, Orientation, Residential Life, Student Rights and Responsibilities, University College and the Student Success 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 Engagement and Success.

## 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
4. Degree requirements must be completed within seven (7) calendar years from the time of first enrollment.

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 onetime
4. Degree requirements must be completed within seven (7) calendar years from the time of first enrollment.

Please review other requirements for the College 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 Office of the Registrar.

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 Office of the Registrar.

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 Provost and 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.

#### Residency Requirements

All graduate programs offered by Georgia Southwestern State University require 70% of the course work towards the degree be completed in residence.

#### Graduate Assistantships

Graduate assistantships are available in the Department of Athletics and the Division of Student Engagement and Success. 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 College of Education.

Academic Advisors in the Master of Business Administration programs are assigned by the Dean of the College of Business and Computing.

Advisors to students in the Master of Science in Computer Science program are assigned by the Dean of the College of Business and Computing.

Advisors to students in the Master of Science in Nursing program are assigned by the Dean of the College of Nursing and Health Sciences.

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 Office of the Registrar as well as under Student Forms on RAIN and the GSW Homepage. Students should contact their graduate advisors to initiate the application process.

<b>Graduation Term</b>	<b>Apply no later than the date below of the prior semester</b>
<b>Fall</b>	<b>January 15</b>
<b>Spring</b>	<b>June 15</b>
<b>Summer</b>	<b>August 15</b>

#### 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 College of Business and Computing.
- Work accepted in transfer to the Master of Science in Computer Science must have the approval of the Chairman of the Department of Computing
- Work accepted in transfer to the Master of Science in Nursing must have the approval of the Dean of the College of Nursing and Health Sciences.
- The College of Education does not accept transfer credit.
- Grades in transfer credits will not be used in calculating the institutional grade point average and do not reduce residency 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 Office of the Registrar prior to course enrollment for credit to be awarded. Credits earned as a transient student are counted as transfer credits and are therefore subject to the limitations on transfer credit stated above. Grades earned in courses taken at another institution will not be counted in the student's grade point average at GSW, but since transient credit must be transferred back to GSW, any transient credit earned counts towards the 9 semester hour limit on transfer credit.

#### 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 fewer 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 Performance	0
V*	Audit	0
I*	Incomplete	0
K*	Credit by Examination	0
W*	Withdrawn	0
WF	Withdrawn Failing	0
WM*	Withdrawn for Military Purposes	0
NR*	No grade reported by instructor	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.

### 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 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 absences of 30 or more calendar days during a single semester, 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 College of Education. Students wishing to transfer to or from the Master of Business Administration, the Master of Science in Computer Science, or the Master of Science in Nursing 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. [GSW Academic Calendar](#). 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

To officially withdraw from a course after the add/drop period has ended, a student must complete the [Withdrawal from GSW Class\(es\)](#) form. The form has several options. The student needs to choose the best option for their situation and follow the information provided. The student is fully responsible for collecting the appropriate signatures and submitting the completed form to the Office of the Registrar. The effective date of the withdrawal from class is entered as the received date by the Office of the Registrar.

Withdrawal from class without academic penalty requires the student to complete the [Withdrawal from GSW Class\(es\)](#) form and return it to the Office of the Registrar by the published no academic penalty date on the academic calendar. A student following this procedure will receive a grade of W (Withdrawn).

Withdrawal from class without academic 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) after the no-penalty date.

Students receiving financial aid should discuss withdrawing from courses with a financial aid counselor.

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

### Withdrawal from the University

Students withdrawing from all classes and exiting the University after the first day of classes must complete [the Withdrawal from GSW Class\(es\)](#) form. Students should choose from the options on the form and follow the information provided to complete the process. The effective date of the withdrawal

from the University is entered as the date from the Withdrawal from the University form.

Withdrawal from the University prior to the published no academic penalty date will result in grades of W (withdrawn) for all courses.

Withdrawal from the University after the no academic 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 accompany the form.

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

### Drops for Non-Attendance

Instructors must take roll during the first week of classes, until the drop/add period has ended. The faculty member will report their Enrollment Verification to the Registrar during the second week of the semester. It is the responsibility of the faculty member to document absences. Any student reported as not attending/participating in their online or on campus course will be dropped from that course and will be notified via their official email account(radar).

If a student wishes to be reinstated in the class or an error has been made by the instructor, the [Petition for Reinstatement to Class Roll](#) form must be completed. The deadline for seeking reinstatement is 14 days after the published Enrollment Verification date, found on the GSW Academic Calendar.

Students receiving financial aid should be aware that this could negatively 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 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. Plagiarism also includes the unauthorized use of artificial intelligence (AI) and natural language processing (NLP) for assistance with assignments. This includes current known programs such as Chat GPT as well as others that use AI and NLP. Faculty may assign work that uses this technology for educational purposes. Students should be instructed by members of the teaching faculty when this is being used as an instructional tool; assignment guidelines should clearly indicate the allowed uses of AI and NLP in writing.

#### 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. Unauthorized collaboration includes giving your GeorgiaVIEW or GoVIEW login credentials to anyone; these credentials are for your use only (see also GSW Computer and Network Acceptable Use Policy section Sharing of Access).

### Falsification

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

### Multiple Submissions

A student may not submit substantial portions of the same work for credit more than once without the explicit consent of the faculty to whom the work is submitted for additional credit. If a work product is to be substantially revised or updated, the student must contact the faculty member in advance to discuss necessary revisions. In cases where multiple submissions are approved, faculty members will require copies of the original documents for comparison.

### Process for Resolving Academic Dishonesty Issues

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

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 Director of Student Rights and Responsibilities.

### 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's syllabus policies will establish how the violation will be handled in his or her own classroom if the student does not contest that a violation has occurred. In addition, the faculty member's syllabus policies will establish how the violation will be handled in his or her own classroom if the Academic Integrity Board confirms that a violation has occurred.

All incidents of academic dishonesty will be reported to the Director of Student Rights and Responsibilities 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, evidence that a violation has occurred, 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 Director of Student Rights and Responsibilities will keep on file all Academic Integrity Violation Report forms. When a new report is received, the Director of Student Rights and Responsibilities will review the record to determine if the student has any other academic integrity violations on file. A first violation will be filed, but no action will be taken by the University unless the student chooses to dispute that a violation has occurred. If a student disputes that a first violation of this policy has

occurred or the student has more than one violation on file, the Director of Student Rights and Responsibilities will call for a hearing of the Academic Integrity Board, and the faculty member may be asked to submit further documentation of the violation. All hearings of the Academic Integrity Board will be held in accordance with the due process procedures as specified in GSW's Conduct Code.

The Academic Integrity Board's first responsibility in a hearing is to determine if a violation of the academic integrity policy has occurred. In cases where a student is exonerated of accusations of academic dishonesty by the Academic Integrity Board, the student may appeal the faculty member's penalty through the regular grade appeal process. If the Academic Integrity Board determines the student to be in violation of the academic integrity policy and it is the student's first violation, no further action will be taken by the Director of Student Rights and Responsibilities. If the Academic Integrity Board determines the student to be in violation of the academic integrity policy and the Director of Student Rights and Responsibilities informs the Board that the student has previously violated the academic integrity policy, then the Board may consider recommending further sanctions. Recommended sanctions may be 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, or may include probation, suspension, or expulsion. The Academic Integrity Board will provide in writing its recommendations on the case and sanction recommendations to the Vice President for Academic Affairs within five business days of the hearing.

The Vice President for Academic Affairs will notify the faculty member, who referred the case, of the Academic Integrity Board's recommendations, including any University sanctions imposed, within five business days, excepting any days when the Vice President of Academic Affairs is travelling on university business. After this communication with the faculty, the Vice President for Academic Affairs will issue the final outcome letter to the student, with a copy to the faculty, as well as any other appropriate academic records file, within five (5) days following the communication with the faculty. If sanctions include suspension or expulsion, the student's Department Chair 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 Conduct Policy. A student has the right to appeal the Vice President of Academic Affairs' decision to the President of the University.

#### 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, unofficial 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. RAIN is accessed through myGSW.

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.

#### 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. Final Exams take place after the completion of the required hours of instructional time.

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

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

The hour designation is X-Y-Z, found at the end of the course descriptions 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:  
Graduate                      5000-8999

#### 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 as required by individual colleges
- Proof of immunizations
- Letters of recommendation

Students applying for a Master of Business Administration degree may submit an application packet without test scores if they (1) hold a master's degree in another area, (2) have five years of significant management experience and a 3.0 overall GPA, or (3) have an overall total GPA of 3.25 from an AACSB accredited institution. International students in this category must submit official TOEFL or IELTS scores.

Students applying for a Master of Science degree in Computer Science may submit an application packet without official test scores and/or TOEFL / IELTS under conditions listed as EXEMPTIONS in the section of the document dedicated to the MSCS Program

Students applying for a Master of Education degree must also submit proof of eligibility for an Induction or a Professional Certificate, a commitment letter, and a professional profile.

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

Students applying for the Master of Science in Nursing degree or a School of Nursing graduate or post-

baccalaureate 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:

##### College of Business and Computing

###### College of Business and Computing

- Fall Admission - June 30
- Spring Admission - November 30
- Summer Admission - April 30

##### College of Education

- Summer Admission - April 15

##### School of Nursing

- Deadline - Family Nurse Practitioner
  - Summer/Fall Admission – February 1 (Preferred), March 1 (Final)
  - Spring Admission – October 15
- Deadlines - All Other MSN Programs
  - Summer Admission – April 15
  - Fall Admission – June 30
  - Spring Admission – November 30
  -

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

The Master of Science in Computer Science is offered fully online. The Department of Computing also offers an online certificate program in Computer Information Systems (CIS).

The College of Education offers graduate study leading to the Master of Education in Elementary Education, Middle Grades Language Arts, Middle Grades Mathematics, and Special Education and the Specialist in Education in Elementary Education, Middle Grades Education, and Teacher Leadership.

The Master of Science in Nursing consists of four degree tracks (Nursing Educator, Nursing Leadership, Nursing Informatics, and Family Nurse Practitioner - FNP); three certificate tracks (Nursing Education, Health Informatics and Nursing Leadership)- all online programs of study. FNP admission cycle is part time in the spring and full time or part time in the fall. The 36 - 44hour programs prepare professional registered nurses for advanced practice nursing roles as culturally competent educators, leaders, informaticists, or family nurse practitioners. See individual tracks for application deadlines

The Master of Business Administration (MBA) is offered in a totally online format through the College of Business and Computing.

The Executive Master of Business Administration (EMBA) is a 30-credit hour, 12-month program delivered across five 8-week sessions in a combination of delivery methods.

Admission to graduate studies or to the Double Canes program is a prerequisite for enrollment in graduate courses. Courses numbered 5000 and above are graduate level courses. 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 undergraduate level courses prior to beginning the Master of 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 college 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.

Computer Science Certificate Program An applicant seeking the certificate program offered by the Department of Computing must have a minimum of a bachelor's degree from a regionally accredited college or university, or the foreign equivalent thereof.



Nursing Certificate Programs 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 certificates listed under the School of Nursing information section of this Bulletin.

### **INFORMATION FOR INTERNATIONAL STUDENTS (Students seeking an F-1 and J-1 Visas)**

All of Georgia Southwestern State University's graduate programs are offered mostly or entirely online. Therefore, GSW is unable to issue the I-20 needed for a student VISA. GSW does welcome international students desiring to complete a graduate degree online or those not requiring a student VISA.

Students should go to the following website for application and admission information: [International Students | Georgia Southwestern State University \(gsw.edu\)](https://www.gsw.edu/international-students)

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](https://www.gsw.edu/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.

#### **NOTE:**

If the applicant is accepted to the University, he/she will be notified, and should submit the following items before the SEVIS I-20 will be issued and registration permitted.

- Completion of the Declaration and Certification of Finances form provided by GSW. Included, in this document is a Verification of Support and Bank Certification Letter. For the Bank Certification Letter, you may use the included form or a bank letter/statement that includes the same information. A printed copy of the statement is acceptable if it includes a stamp from the bank.
- For an applicant transferring from another institution within the United States, A copy of his or her current I-20, visa, and I-94 along with the completed Undergraduate Transfer Clearance Form.
- Evidence of health/accident insurance. Each international student must obtain and maintain health/accident insurance. Students must purchase the University System of Georgia Student Health Insurance Plans (SHIP) insurance policy. (For current costs, go to the GSW Health Insurance website.) International student athletes will purchase health/accident insurance through the Athletic Department.

- Proof of immunizations. The immunization form for international students must be provided within the first week of classes, or their registration will be dropped and a hold will be placed on their account.

Upon receipt of the application materials and required documents and official acceptance, international student applicants will be mailed their Certificate of Eligibility to Study (SEVIS I-20) required to obtain their F-1 visa at the U.S. Embassy or Consulate.

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

There are assistantships available to be awarded on a competitive basis to qualified students. F-1 and J-1 International Students

GSW's Office of First Year Experience and Student Success 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.

International students should check the following website for content updates related to international students and scholars: <https://www.gsw.edu/admissions/graduate/international>.

## COLLEGE OF BUSINESS AND COMPUTING

### 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 MBA program is delivered completely online. 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 or its equivalent. 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.

International students 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 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 3.25 or higher from an AACSB accredited institution are not required to take the GMAT or GRE for admission. Applicants with an undergraduate GPA of 3.0 and five years professional/managerial experience may submit a request to waive the GRE/GMAT requirement. International students in this category must submit official TOEFL or IELTS scores.

### 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 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. Students applying for a Master's Degree in Business with an undergraduate GPA of 3.25 or higher from an AACSB accredited institution may submit an application without test scores. Applicants with a 3.0 GPA and five years professional/managerial work experience may submit a request to waive the GRE/ GMAT requirement and provide a detailed resume.

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 College of Business and Computing 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 are under review will have early registration cancelled. 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 College of Business and Computing 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 College of Business and Computing Administration to sign before being placed in the student's file. A copy of the form will also be sent to the Office of the Registrar.
3. At the end of the probationary semester(s), if the student is not successful in returning to good standing, the Dean of the College of Business and Computing will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Office of the Registrar.
4. 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.
5. Re-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program and the University.
6. 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 Master of Business Administration 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 Office of the Registrar 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

## Executive Masters of Business Administration

### Program Description:

The Executive Master of Business Administration (EMBA) is a 30-credit hour, 12-month program delivered across five 8-week sessions to prepare mid- to upper-level executives for increasingly advanced management roles within their current or future organizations. The courses are offered in an orderly and convenient schedule that will move business leaders through the degree requirements in cohorts with maximum time efficiency and minimum distraction from their important duties. Our target market is up-and-coming business and industry executives in Southwest Georgia, an area of the state where there are no Executive MBA programs.

Our experienced faculty have developed this new program drawing from the best elements of our existing MBA program but focusing directly on providing knowledge and skills geared toward enhancing the professional success of seasoned current leadership in the region's organizations.

In the EMBA, we have carefully designed a new array of courses that will maximize exposure to current best practices and philosophy from the world of business. Courses are developed to maximize the efficient delivery of extremely useful, relevant, and immediately applicable current business thought. Our faculty teaching these courses are well-seasoned and experienced in business practice but are also attune to the current practitioner literature and scholarly research they find to be directly applicable and useful for these current executives. Many of our faculty are currently engaged in professional consulting and other work with area companies.

The 30 credit hours of coursework is composed of ten new courses delivered in a convenient and efficient delivery format using a combination of on-site and remote learning. All courses are specifically and exclusively designed to fit the educational needs of our region's busy organizational leaders. Our courses currently proposed include Strategic Marketing, Executive Perspectives in Leadership, Accounting for Executives, Global Enterprise Management, The Analytical Edge, New Product Development, Strategic Financial Management, Enterprise Value Chain, Global Economics, and Organizational Strategy and Change.

EMBA is a combination of delivery methods. All courses will include an introductory in-person 10-hour weekend residency along with three Saturday online classes totaling 10 hours of synchronous instruction. Additionally, students will have asynchronous access to course materials and submission of assignments.

#### EMBA Admissions:

Required - undergraduate degree from accredited institution plus minimum of 5-years of work experience in management.

Not Required - GMAT/GRE or pre-requisites.

Applicants to the EMBA will not be required to provide GMAT/GRE scores. Admission will focus primarily on job-related skills and accomplishments, and while undergraduate transcripts will be requested, we realize work-related accomplishments and management experience will be more important to student success in the program than undergraduate GPAs, especially for more-seasoned applicants who may have matured greatly since their previous degrees and who are likely more motivated to complete EMBA course work that is directly applicable to their career.

#### 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 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. Students applying for a Master's Degree in Business with an undergraduate GPA of 3.25 or higher from an AACSB accredited institution may submit an application without test scores. Applicants with a 3.0 GPA and five years professional/managerial work experience may submit a request to waive the GRE/ GMAT requirement and provide a detailed resume.

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 College of Business and Computing 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 are under review will have early registration cancelled. 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 College of Business and Computing 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 College of Business and Computing Administration to sign before being placed in the student's file. A copy of the form will also be sent to the Office of the Registrar.

3. At the end of the probationary semester(s), if the student is not successful in returning to good standing, the Dean of the College of Business and Computing will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Office of the Registrar.
4. 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.
5. Re-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program and the University.
6. 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 Master of Business Administration curriculum sheet.

#### Application for Graduation

Each student admitted to the EMBA 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 Office of the Registrar as well as under [Student Forms](#) on RAIN and the GSW Homepage. Students should contact their graduate advisors to initiate the application process.

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

## Master of Science in Computer Science

### Program Description

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.

Students who meet the following admission requirements and who have fulfilled the prerequisite course requirements will be admitted as a regular graduate student. Names and number of the prerequisite courses need to be discussed with the graduate advisor.

1. An undergraduate degree from an accredited college or its equivalent.
2. A minimum of 2.7 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 score of 270 on verbal and quantitative subtests of the Graduate Record Examination (GRE)
5. Three letters of reference.

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

#### EXEMPTIONS:

1. 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.
2. Applicants with undergraduate GPA of 3.0 and 5+ years of professional experience may submit a request to waive the GRE requirement. International students in this category must submit official TOEFL or IELTS scores.
3. International students with 5+ years of professional experience in US companies/organizations may submit a request to waive TOEFL / IELTS requirement

#### 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.
- Only 2 courses with grades of "C" can be applied to the 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 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.

#### 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.

#### Graduate Certificate Program in Computer Information Systems (online)

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. 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.

GSW is authorized to offer online programs in all fifty states, the District of Columbia, and Puerto Rico.

#### Admission Requirements

All requirements for admission and academic standards for the Graduate Certificate Program in Computer Science (online) 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
- To function effectively on teams to accomplish a professional goal
- To communicate advanced topics effectively

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

Click [HERE](#) for curriculum sheets.

#### APPLICATION FOR GRADUATION

Each student admitted to the MSCS program must submit [application for graduation](#) one semester prior to completing degree requirements. Application deadlines are as follows and application forms are available in the Office of the Registrar 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

## COLLEGE OF EDUCATION

### English to Speakers of Other Languages (ESOL) Endorsement

#### Program Description

The post-baccalaureate English to Speakers of Other Languages (ESOL) Endorsement provides any P-12 certified teacher with the knowledge and skills necessary to meet the needs of the students in his/her classroom. The program is comprised of 3 online courses. The three courses will prepare teachers to respond to the increasing number of English language learners in classrooms. Upon completion of the endorsement, candidates will apply for the 'add-on' certification with the Georgia Professional Standards Commission.

#### Admission Requirements

Candidates seeking the ESOL endorsement must apply for admission through the Office of Graduate Admissions. Requirements for regular admission follow:

1. Undergraduate degree from an accredited college or university.
2. A level 4 or higher 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.

### **Program requirements**

All coursework must be taken at GSW with no transfer credits allowed. Students must complete the three course sequence with a minimum grade point average of 3.0. The courses include EDUC 7520, EDUC 7530, and EDUC 7540.

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

## **Master of Education in Elementary 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 Elementary Education, Middle Grades Language Arts, Middle Grades Mathematics, and Special Education degrees for candidates seeking advancement in careers and certificate upgrades for Elementary 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. Elementary, 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. 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 College 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 College 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 Elementary Education, Middle Grades Education, and Teacher Leadership

### Program Description

Georgia Southwestern State University offers graduate study leading to the Education Specialist (EdS) in Elementary Education, Middle Grades Education, and Teacher Leadership. The programs are designed for practicing teachers who already have a M.Ed. in Elementary 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 Teacher Leadership program is for classroom teachers of all certification fields. There are three tracks in the Ed.S. Teacher Leadership program – Elementary, Special Education, and General (for all other certification fields).

The programs consist of professional core requirements of Educational Research, Research Methodology, Differentiation Strategies, and Diversity in School Settings. Elementary Education and Middle Grades Education requirements include courses in those disciplines. The Teacher Leadership program focuses on preparing teacher leaders who are able to plan and lead job-embedded professional learning; build a collaborative work environment; align curriculum, instruction, and assessment practices; model best practices, mentor and coach other educators; collaborate with others to analyze data; apply research findings to improve teaching and learning, and collaborate with stakeholders to guide positive change.

### 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. 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 College 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 College of Education.

#### Application Procedure with Deadlines

Students wishing to make application to a College 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)	May 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 College 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 College of Education to sign before being placed in the student's file. A copy of the form will also be sent to the Office of the Registrar.
4. At the end of the probationary semester, if the student is not successful in returning to good standing, the Dean of the College of Education will send a certified letter of dismissal to the student with a copy to the student's graduate advisor and the Office of the Registrar.
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.

#### College of Education Graduate Academic Forgiveness Policy (approved May, 2018)

This graduate academic forgiveness policy is intended to assist suspended Georgia Southwestern State University (GSW) College of Education graduate students whose GSW graduate grade point average (GPA) is below the required minimum – 3.0 for M.Ed. programs and 3.25 for Ed.S. Programs – to enroll in graduate course(s) without the burden of former unsatisfactory academic performance. To be eligible for academic forgiveness, a student may re-apply for admission after one calendar year. Academic forgiveness is not automatic and each case will be reviewed on an individual basis.

All course work taken, even hours completed satisfactorily during the semester for which forgiveness is granted, will be disregarded in the cumulative grade point average and as hours earned towards graduation. College of Education Graduate Academic Forgiveness may be granted one time and is only applicable to graduate course work.

Any College of Education graduate student who wishes to seek academic forgiveness must submit a new application AND a written petition for academic forgiveness to the dean of the College of Education. The petition is only for one semester (any fall, spring, or summer term) already completed at GSW. The petition must include the following:

1. A letter (in hardcopy) that explains the unsatisfactory academic performance.
2. A detailed plan of action detailing how the student plans to address their previous hardship and/or unsatisfactory academic performance
3. A letter from a School of Education faculty member in support of granting academic forgiveness
4. Identification of the specific semester in which academic forgiveness is being requested

If the student is granted the Academic Forgiveness, the student is subject to all policies in the Graduate Bulletin and the degree program at the time of reentry. The years completed prior to suspension will count towards the total seven (7) years to complete the degree.

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

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

### 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 Office of the Registrar 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

## COLLEGE OF NURSING AND HEALTH SCIENCES

### Master of Science in Nursing

#### Program Description

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

The MSN consists of four degree tracks, and three certificate tracks. The master's degree in nursing program is accredited by the Commission on Collegiate Nursing Education (ccne.org)

All theory (didactic/lecture) courses are offered online via the GOVIEW online platform. Student may be asked to attend synchronous meetings at certain times throughout the program. The meetings will be recorded for those that are unable to attend. The clinical requirements (preceptorship, practicum internship) in the curriculum will not be online. It is the student's responsibility to secure a preceptor. When possible, the School of Nursing will advise students on finding an appropriate site near their location. Prior to the start of clinical, the School of Nursing is responsible for approval of all preceptors and clinical sites. The student and preceptor in a clinical course must hold licensure to practice 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.

#### POST- Masters 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.

#### POST – BACCALAUREATE LEADERSHIP CERTIFICATE

A Post- BSN Leadership Certificate is also available (15 credit hours minimum). Upon completion of the program of study, students are prepared to assume leadership positions in the health care setting.

#### NURSING INFORMATICS TRACK (36 credit hours minimum)

The informatics concentration prepares students to assume the role of a nurse informaticist. Courses in this track focus on data analysis, project management, clinical decision support, electronic health data exchange, and process improvement through the implementation and integration of health information technologies.

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.

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

#### **Application Deadline:**

- MSN (Leadership, Education, Informatics) Program Summer Admission: April 15<sup>th</sup>
- MSN (Leadership, Education, Informatics) Program Fall Admission: June 30<sup>th</sup>
- MSN (Leadership, Education, Informatics) Program Spring Admission: November 30<sup>th</sup>

#### 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. Family Nurse Practitioner (FNP) graduates are ready to lead in the advanced practice nurse roles in health-related service to diverse populations. The focus of the FNP is the management of common acute and chronic healthcare problems across the lifespan in a variety of primary care settings. The FNP provides care to people across the lifespan that specializes in health promotion and disease prevention.

Application for full time or part time study in the FNP Program will be accepted for fall semester. Applications for part time study in the FNP Program will be accepted spring semester. No full time applications will be accepted for spring admission.

#### **Application Deadlines:**

Summer/ Fall semester (full time or part time study only)	February 1 Spring semester (part time study only) October 15 <sup>th</sup>
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**FNP Certification** - Each state has its own approval processes for out-of-state institutions offering distance education. While Georgia Southwestern State University endeavors to offer all programs to as wide an audience as possible, the 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



Completion of the FNP program does not guarantee eligibility for certification in some states. It is the student's responsibility to contact State Boards of Nursing regarding requirements of certification.

#### 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 a regionally accredited college or university and a nationally accredited nursing program (NLNAC or CCNE) with a minimum grade point average of 3.0 on a 4.0 scale in hand at time of application;
5. Three completed recommendation forms from professional peer or clinical supervisor that comment on the applicant's potential for success in a graduate academic program.
6. Current Resume or Vita
7. Current unencumbered RN license in the state where clinical course requirements will be met
8. [Immunization form](#) (before enrollment)
9. [Documentation of Lawful Presence](#) (before enrollment, if applying for in-state tuition)

GSW is authorized to offer online programs in all fifty states, the District of Columbia, and Puerto Rico. It is the student's responsibility to ascertain and notify the GSW Faculty of any additional requirements stipulated by their state of residency. GSW cannot guarantee that Nursing Faculty will be licensed in states other than GA.

#### 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 may be eligible for Admission with Conditions. Students admitted with conditions 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. Students who fail to make progress under provisional admission will be dismissed from the program. At this time, no Provisional Admission is offered for the FNP program.

Upon admission to the Master of Science in Nursing program, students are required to purchase a clinical credentialing package from the 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. Other charges that may be incurred during the curriculum include exam proctoring, clinical simulation programs and a certification review course.

#### Program Learning Outcomes Graduates will:

- Implement the selected advanced nurse role: leader, educator, informaticist, or nurse practitioner within health care.
- Develop and nurture interprofessional collaborations by communicating and consulting with

other appropriate healthcare professionals and community leaders.

- Evaluate the influence of ethical principles on personal and organizational decision-making.
- Utilize nursing research for the promotion of quality nursing education, safe client-centered health care, and evidence based practice.
- Employ critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
- Exemplify cultural competence and sensitivity to diversity in dynamic academic and healthcare environments.
- 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.
- Utilize informatics to improve client outcomes and to promote the health and safety of individuals, groups and communities.

## Academic Standards

Candidates for the Master of Science in Nursing 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.
- To progress in the graduate nursing program, a grade of A or B must be earned in all courses. If a grade of C is earned, the course must be repeated. A student may petition to repeat a course one time. If a student makes a second C or a C in a repeated course, the student will be dismissed from the program.
- A grade of F will result in dismissal from the program.
- In any graduate degree program, all degree requirements must be completed within five (5) calendar years from the date of initial enrollment in course work.
- 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 will not be allowed to progress in clinical courses until the grade of I is removed.
- A student that withdraws from the program may be readmitted to the program within one year of withdrawal. After one year, the student must reapply to the program. Acceptance is not guaranteed.

## 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 earning a grade of C in a course may request to repeat the course. The student must make a grade B or higher in the repeated course. Only one course with a grade of C may be repeated.
3. 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 Dean of the College of Nursing and Health Sciences. Students re-admitted on appeal will have one additional semester to return to good academic standing.
4. Re-admitted students who do not return to good standing after the initial probationary semester will be dismissed from the program and the University.
5. Dismissed graduate students may re-apply for admission to the program after two 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 five (5) years to complete the degree. Readmission is not automatic. Each application will be considered individually. Acceptance of previously completed coursework is not guaranteed.

## **MSN Academic Integrity Policy**

The MSN Program Policy on Academic Integrity sets for the behaviors expected of students in the academic setting. The policy defines student expectations, academic integrity & academic dishonesty and delineates the procedure for handling violations of academic standards.

## **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.

## **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 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 school of Nursing follows APA guidelines to accurately credit sources in academic writing

## **Academic Dishonesty**

Violations of academic integrity will be subject to sanction by the MSN Academic Integrity Committee. 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, copying and pasting from sources or representing others' works or ideas as one's own. This includes giving or receiving work submitted by a student in a previous semester.

### **Self-Plagiarism (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.

## **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. Unauthorized collaboration includes giving your GoVIEW login credentials to anyone; these credentials are for your use only (see also GSW Computer and Network Acceptable Use Policy section Sharing of Access).

## 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. Falsification also includes falsifying or fabrication of clinical experiences or documentation.

## Process for Resolving Academic Dishonesty Issues within the courses

Instances of academic dishonesty are a serious violation of academic standards and may result in suspension or expulsion from the MSN program. 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 MSN student may file a complaint to the MSN Faculty, Director of the FNP program or Associate Dean.

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 Academic Integrity Committee.

## Process for Resolving Academic Integrity Violations

If an instructor discovers a case of academic dishonesty, he or she will contact the student to discuss the violation. Penalties may include a grade of zero for the assignment, failure of the course, and in some cases, expulsion from the program.

After meeting with the faculty, the student may accept the penalty or request a review by the Academic Integrity Committee. If a review is requested, the student will contact the Chair of the Academic Integrity Committee to schedule. The faculty and student will provide any related documentation to the Chair of the Academic Integrity Committee. The Chair of the Academic Integrity Committee will convene a meeting to review the documentation provided.

The student charged with violation of academic integrity will be given the opportunity to meet with the committee, in person or virtually, to offer his or her input related to the violation. The Academic Integrity Committee will discuss the incident to determine if a violation did occur. The student will be notified of the decision of the Academic Integrity Committee within 24 hours.

If the student does not agree with the decision of the MSN Academic Integrity Committee, an appeal may be filed according the GSW policy.

Click [HERE](#) for Master of Science in Nursing program curriculum sheets.

### 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 Office of the Registrar 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 9 state colleges. These 26 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 public 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
2015-2017	Charles E. Patterson, Interim President, Georgia Southwestern State University
2017-	Neal R. Weaver, President, Georgia Southwestern State University

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Neal R. Weaver	President
Jill Drake	Provost and Vice President for Academic Affairs and Dean of Faculty
Laura Boren	Executive Vice President for Student Engagement and Success
Jeff Hall	Vice President for Business and Finance
Michael Leeder	Director of Athletics

#### ADMINISTRATIVE PERSONNEL

Rachel Abbott	Dean, College of Education
Jamie Vincent	Director of Student Accounts
Michael Wright	Director of Financial Aid
Jonathan Scott	Director of Recruitment and Admissions
Beverly Carroll	Director of Enterprise Services
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Brian Mallett	Director of Institutional Research
Sandra Daniel	Dean, College of Nursing and Health Sciences
Bryan Davis	Director, Institutional Effectiveness and Planning, SACS/COC Liaison and Associate Vice President for Academic Affairs
Christa Faison	Director, Residential and Campus Life
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Katrina Guest	Postal Service Supervisor
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David Jenkins	Director of First Year Experience and Student Success
Christy Barry	Comptroller
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Vacant	Assistant Director of Counseling
Mark Laughlin	Dean, College of Arts and Sciences
Amber Ward	Clinical Director, College of Education

Evelyn Oliver	Director, Accommodations and Access
Jenn Smith	Director of Physical Plant
Krista P. Smith	Registrar
Stephen E. Snyder	Assistant Vice President for University Advancement and Executive Director of the GSW Foundation
Ru Story-Huffman	Dean, James Earl Carter Library
Andrea Kromminga	Director of Counseling and Wellness Services
Michael Lewis	Director of Public Safety
Felicia Moore	Director of Procurement
John Brooks	Director of Human Resources

#### GRADUATE FACULTY

Rachel L. Abbott Professor and Dean, Education BS, Longwood University; MS, Florida State University; MED, Georgia Southern University; PhD, University of Alabama
James Aller Associate Professor, Business BA, Marietta College; MS, La Roche College; PhD, University of Texas at Tyler
Robert H. Bennett Professor, Business BS, University of South Alabama; MBA, University of Georgia; PhD, Florida State University
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Suzanne Conner Associate Professor, Business AS, Southwestern Illinois College, BAS, PhD, New Mexico State University
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## GRADUATE COURSE DESCRIPTIONS

### [Graduate Course Descriptions](#)

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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.