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Academic Calendar

For most current calendar go to https://www.clayton.edu/calendars/academic-calendars (https://www.clayton.edu/calendars/academic-calendars/) and click on the appropriate Academic Calendar.

COVID-19 and Clayton State University

- COVID-19 Provisions of the Academic Catalog and Student Handbook (p. 7)
- COVID-19 Health and Safety Addendum (p. 7)

COVID-19 Provisions of the Academic Catalog and Student Handbook

Clayton State University reserves the right to move to remote instruction at any time during the semester due to potential impacts of COVID-19. If this occurs, students will be expected to access all course materials and submit their assignments using D2L (or other approved course delivery platform) and/or Microsoft Teams using their own internet and Wi-Fi services.

COVID-19 Health and Safety Addendum

Clayton State University is committed to providing and promoting a healthy and safe learning environment. All students, faculty, and staff are expected to comply with all social distancing mitigation measures, practices, guidelines and policies. Please note the following rules and regulations that are in place during the fall semester due to the COVID-19 pandemic:

a. Anyone who is feeling ill should refrain from coming to campus and should consult the symptoms related to COVID-19 to determine if a visit to a physician or clinic is necessary. Any faculty, staff or student who is exhibiting COVID-19 symptoms, has been sick with COVID-19 symptoms, tested positive for COVID-19, or has been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel) should self-isolate or stay home and report their case using the COVID-19 Reporting Form (https://claytonstate.qualtrics.com/jfe/form/SV_OAr5gA20qF72D6b/). Faculty and staff should also notify their supervisor. Students should consult with University Health Services (ughs@clayton.edu?subject=COVID-19%20Student%20Report).

b. Effective May 13, 2021, fully vaccinated individuals can resume campus classes and other activities without wearing a mask.

Unvaccinated individuals are strongly encouraged to continue wearing a face covering while inside campus facilities.

c. Assigned seating will be used in all classes on campus, and attendance will be taken on a daily basis. Seating charts will be accessible through the D2L course space and should be reviewed prior to the first day of class. Students are to refrain from entering the instructor designated space unless the instructor allows.

d. Disinfecting wipes or other approved cleaning solutions will be available to all students and faculty who have an on-campus class.

e. All persons are to adhere to the posted signs and directions in hallways and buildings, except in the case of fire or other emergency requiring evacuation.

f. Students are not to enter rooms until 10 minutes before class and must vacate the space at the end of class. Any classrooms that are not in use for classes should be left vacant unless prior scheduling approval has been granted.

g. To aid in ventilation of classrooms and to maximize air exchange rates, classroom doors should be closed during each class meeting and make sure they are closed after their class concludes. Air purifiers should be left on and will operate based on a sensor.

Governance

- University System of Georgia (p. 7)
- Board of Regents (p. 8)
- Office of the President (p. 8)
- Deans (p. 8)
- Faculty (p. 8)
- Emeriti (p. 17)

University System of Georgia

Twenty-six public colleges and universities (https://www.usg.edu/institutions/) of the University System of Georgia offer almost unlimited opportunities for citizens of the state to attend college. Programs of study and degrees are offered in almost every field available anywhere in the world. Students can choose programs to fit their talents and interests, ranging from one-year certificate programs to doctoral programs.

The 9 state colleges and 9 state universities offer bachelor degrees and, in many cases, some graduate degrees. Degree programs include hundreds of fields of interest including business administration, teacher education, mathematics, sciences, history and other social sciences, engineering, art, and music. Some of these institutions also offer many of the two-year career programs offered by community colleges.

The 4 comprehensive and 4 research universities offer graduate programs leading to master’s and doctor’s degrees, four-year programs leading to bachelor degrees, and some two-year programs. Offerings include programs ranging from aerospace and nuclear engineering at the Georgia Institute of Technology; economics and health administration at Georgia State University; medicine and dentistry at Augusta University; to forestry, law, pharmacy, and veterinary medicine at the University of Georgia. Students may begin their freshman year of studies leading to these graduate and professional degrees at any of the 28 colleges and universities of the University System of Georgia.

One or more of these public colleges and universities is located in every section of the state, from Brunswick in the Southeast and Bainbridge in the Southwest, to Dalton and Rome in the Northwest and Dahlonega.
and Gainesville in the Northeast. In fact, most Georgians live within commuting distance of one or more colleges.

All colleges and universities are accredited and offer quality courses. Freshman and sophomore credits toward bachelor degrees which are earned with satisfactory grades at any of these colleges are accepted by all other University System institutions. Fees charged to residents of Georgia for attending college, exclusive of living expenses, are low by most standards.

In addition to college courses and programs, non-credit offerings are made available in almost every area of human interest. Many courses and programs are designed to improve job skills, while others provide opportunities for self-improvement in areas unrelated to work. The four universities also conduct extensive programs of research directed primarily toward improving the economic and human welfare of the people of Georgia. The thirty institutions of the University System of Georgia stand ready to encourage and assist citizens interested in college studies.

A 19-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. Regular terms of Board members are seven years. The Board of Regents also has oversight of the Georgia Archives, located adjacent to the campus of Clayton State University, and the Georgia Public Library System.

### Board of Regents

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<th>Term</th>
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<td>W. Allen Gudenrath</td>
<td>Macon</td>
<td>Eighth</td>
<td>2018-2025</td>
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<tr>
<td>Erin Hames (Vice Chair)</td>
<td>Atlanta</td>
<td>At-Large</td>
<td>2023-2030</td>
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<tr>
<td>Barbara Rivera Holmes</td>
<td>Albany</td>
<td>Second</td>
<td>2018-2025</td>
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<tr>
<td>Cade Joiner</td>
<td>Atlanta</td>
<td>Fourth</td>
<td>2022-2026</td>
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<tr>
<td>Samuel D. Holmes</td>
<td>Atlanta</td>
<td>At-Large</td>
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<tr>
<td>C. Thomas Hopkins, Jr. MD</td>
<td>Griffin</td>
<td>Third</td>
<td>2018-2024</td>
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<tr>
<td>James M. Hull</td>
<td>Augusta</td>
<td>At-Large</td>
<td>2023-2030</td>
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<tr>
<td>C. Everett Kennedy, III</td>
<td>Statesboro</td>
<td>Twelfth</td>
<td>2020-2027</td>
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<td>Jose R. Perez</td>
<td>Peachtree Corners</td>
<td>Seventh</td>
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<td>Neil L. Pruitt, Jr</td>
<td>Norcross</td>
<td>At-Large</td>
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<tr>
<td>Sarah-Elizabeth Langford</td>
<td>Atlanta</td>
<td>Fifth</td>
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<td>Lowery Houston May</td>
<td>Rome</td>
<td>Fourteenth</td>
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<td>Greensboro</td>
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<tr>
<td>T. Dallas Smith</td>
<td>Atlanta</td>
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<td>Patrick C. Jones</td>
<td>Waycross</td>
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<td>Gainesville</td>
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### Office of the President

**Georj L. Lewis**  
President

**Cabinet**

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<td>Corlis Cummings</td>
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<td>Montrese Fuller</td>
<td>Vice President for Advancement and Strategic Initiatives</td>
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<tr>
<td>Asia Hauter</td>
<td>Assistant Vice President for Marketing and Communications</td>
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<tr>
<td>Ceimone Strickland</td>
<td>Special Assistant of Institutional Affairs and Compliance</td>
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<tr>
<td>Nick Henry</td>
<td>Vice President for Business and Operations</td>
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<tr>
<td>Carol Moore</td>
<td>Interim Provost and Vice President for Academic Affairs</td>
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<tr>
<td>Jim Pete</td>
<td>Vice President of Information and Technology and Services</td>
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<tr>
<td>Jermaine Rolle</td>
<td>Director of Athletics</td>
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<tr>
<td>Ashlee Spearman</td>
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<td>Don Stansberry</td>
<td>Vice President of Student Affairs</td>
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<td>J. Dwayne Hooks, Jr.</td>
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<td>College of Information and Mathematical Sciences</td>
<td>Ebrahim Khosravi</td>
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<tr>
<td>Dean of Library Services</td>
<td>Sonya Gaither</td>
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### Faculty

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<tr>
<td>LaTasha Adams</td>
<td>Assistant Professor and Coordinator of Middle Level Education, Education</td>
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Clayton State University

Arianne Adams
Lecturer, Management
MBA, Georgia State University, 2013, Marketing

Augustine O. Agyeman
Professor, Chemistry and Physics
PhD, Loyola University, 2007, Chemistry

Shakil Akhtar
Professor, Computer Science and Information Technology
PhD, Wayne State University, 1986, Computer Engineering

Dennis G. Attick
Professor and Assistant Dean of Education, Education
PhD, Georgia State University, 2009, Education

Augustine E. Ayuk
Professor, Social Sciences
PhD, Clark Atlanta University, 2001, Political Science

Shuju Bai
Professor and Coordinator of CSIT, Computer Science and Information Technology
PhD, Louisiana State University, 2013, Computer Science

Wanda G. Barnes
Associate Professor, Dental Hygiene
PhD, Ohio State University, 1999, Educational Administration

Michael S. Bass
Lecturer Fall only, Visual and Performing Arts
MA, Georgia State University, 2016, Film, Video, & Digital Imaging

Tamika Baugh-Allen
Instructor, Nursing
MSN, Clayton State University, 2018, Family Nurse Practitioner

Richard E. Bell
Associate Professor, Visual and Performing Arts
DMA, University of Georgia, 1991, Music Education

Dmitriy Beznosko
Assistant Professor, Chemistry and Physics
PhD, State University of New York at Stony Brook, 2012, Physics

Khamis M. Bilbeisi
Professor, Accounting, Business Law, Economics, and Finance
PhD, The University of Mississippi, 1989, Accounting

Bruce L. Blair
Assistant Professor, Social Sciences
DA, Idaho State University, 2020, Political Science

Virginia A. Bonner
Professor, Visual and Performing Arts
PhD, Emory University, 2003, Women’s Studies

Jere Ann Boudell
Professor, Biology
PhD, Arizona State University, 2004, Plant Biology

Drew T. Brandon
Assistant Professor, Chemistry and Physics
PhD, Texas Tech University, 2017, Chemistry

Eric M. Bridges
Professor, Psychology
PhD, University of Georgia, 2004, Educational Psychology

Benjamin L. Buckley
Senior Lecturer, Humanities
PhD, Indiana State University, 2008, Philosophy

Shawn L. Bulloch
Lecturer, Visual and Performing Arts
EDD, Fielding Graduate University, 2007, Educational Leadership

Stephen C. Burnett
Professor, Biology
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E. Donald Crapps
Assistant Professor and Counselor Emeritus

D
Leonard R. Daniel
Director Emeritus of Computer Services

Thomas Daughtry
Professor Emeritus of art

Michael H. Deis
Professor Emeritus of Management

James C. Doig
Professor Emeritus of Philosophy

Kathryn N. Donovan
Associate Professor Emerita of Nursing

Harry S. Downs
President Emeritus

Debra Durden
Assistant Professor Emerita of English

Susan I. Duley
Professor and Department Chair Emerita of Dental Hygiene

E
Lisa W. Eichelberger
Professor and Dean Emerita of the College of Health

Bryan P. Edwards
Vice President Emeritus of External Relations

Mary F. Estes
Professor and Dean Emerita of Arts and Sciences

F
John E. Feathers
Associate Professor Emeritus of Business

Rosemary Fischer
Archivist Emerita

William F. Fisher
Professor Emeritus of Chemistry

Peter Fitzpatrick
Professor Emeritus of Health Care Management

Diane Fulton
Professor Emerita of Business

G
Anthony Giovannitti
Professor Emeritus of Mathematics

Frederick Goldberg
Associate Professor Emeritus of English

H
Rebecca A. Halyard
Professor Emerita of Biology

Avery H. Harvill
Professor Emeritus of Physical Education

Eugene A. Hatfield
Professor Emeritus of History

Doris A. Holloway
Professor Emerita of Music

Annita W. Hunt
Professor Emerita of Mathematics

Susan Hunter
Professor Emerita of English

Thomas J. Hynes
President Emeritus

J
Ronald L. Jackson
Professor Emeritus of Philosophy

Cathy B. Jeffery
Associate Dean Emerita of Libraries

Harold W. Joseph
Professor Emeritus of Accounting

Louis Jourdan
Professor Emeritus of Management

K
Marion F. Key
Assistant Professor Emerita of Mathematics

Barbara G. King
Assistant Professor Emerita of Reading

John H. Kohler, III
Professor Emeritus of History

Gregory S. Kordecki
Associate Professor Emeritus of Accounting

L
Oscar C. Lam, III
Professor Emeritus of Biology

June M. Legge
Professor Emerita of Foreign Language

David A. Ludley
Professor Emeritus of English and Art History

M
Elizabeth H. Marshall
Professor Emerita of History

John Mascaritolo
Senior Lecturer Emeritus of Supply Chain Management

Gary May
Professor Emeritus of Management

Donna W. McCarty
Professor Emerita of Psychology

Elliott W. McElroy
Vice President Emeritus for Academic Affairs and Professor Emeritus of Philosophy

Henrietta C. Miller
Professor Emerita of English

Sandra Missroon
Professor Emerita of Nursing

Benita Moore
Professor Emerita of Technical Studies

Richard E. Moore
Assistant to the Dean of University Emeritus and Associate Professor Emeritus of Education

Jeannine R. Morrison
Professor Emerita of Music

N
Billy R. Nail
Professor Emeritus of Mathematics

Linda E. Nash
Professor Emerita of Mathematics

O
Judith Ogden
Associate Professor Emeritus of Business Law

P
William A. Pasch
Professor Emeritus of English

Miriam P. Perry
Professor Emerita of Biology

J. Donald Phillips
Professor Emeritus of Business

Lois W. Powell
Professor Emerita of Dental Hygiene

Brooke M. Pridemore
Professor Emerita of Physics

R
Bradley R. Rice
Associate Vice President Emeritus for Academic Affairs and Professor Emeritus of History

James Granger Ricks
Mission of the University

Clayton State University cultivates an environment of engaged, experienced-based learning, enriched by active community service, that prepares students of diverse ages and backgrounds to succeed in their lives and careers. Through a distinctive combination of proven and innovative methods of teaching and learning, Clayton State University will excel in preparing students from many walks of life to meet the challenges of living and working in a dynamic, global society.

Clayton State University is committed to:

- Creating an outstanding educational experience that stimulates intellectual curiosity, critical thinking, and innovation.
- Engendering a spirit of openness, understanding, collaboration, and mutual respect throughout the University.
- Fostering learning that engages students, faculty, staff, alumni, and the greater community.
- Expanding and allocating resources strategically according to its Mission and Values, to support overall institutional effectiveness.
- Providing an inviting and supportive campus community for faculty, staff, and students.
- Repositioning Clayton State University in the higher education marketplace and beyond.

University History

Clayton State University’s origin can be traced to 1965 when the Board of Regents authorized three new junior colleges for the University System of Georgia, one of which was designated for south metropolitan Atlanta. The Board considered several locations in the region and chose the present site in Clayton County because of the unique combination of natural beauty and easy access to the Interstate 75. Construction of the new campus began in fall 1968, and the doors opened to 942 students less than a year later on September 30, 1969.

The Board of Regents elevated the institution to baccalaureate status in 1986, established the present name in 2004, and approved the University to offer graduate degrees in 2005. The University was granted accreditation by the Southern Association of Colleges and Schools Commission on Colleges in 1971 and approved for masters degrees in 2008. The current president, appointed in February 2023, is Georj Lewis.

Clayton State University has a selective admissions policy and accepts student applicants from both the United States and abroad; however, the majority of our student population comes from the Atlanta metropolitan area and its adjacent counties.

Learn about Clayton State University's history (https://www.clayton.edu/about/history-and-traditions/)

Accreditation and Approvals

Regional Accreditation

Clayton State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Clayton State University. Direct all other queries about programs, services, or admissions directly to Clayton State University, 678-466-4000.

There is a three-fold purpose for publishing the address and contact number of the Southern Association of Colleges and Schools Commission on Colleges. This is done to enable interested constituents:

- To learn about the accreditation status of Clayton State University;
- To file a third-party comment at the time of Clayton State University’s decennial review; or
- To file a third-party complaint against Clayton State University for alleged non-compliance with a standard or requirement of the Southern Association of Colleges and Schools Commission on Colleges.

As indicated above, normal inquiries about Clayton State University (such as admission requirements, financial aid, educational programs, etc.)
Academic Planning and Assessment (http://www.clayton.edu/apa/) is administratively responsible for matters pertaining to Clayton State’s accreditation, including the reaffirmation process. Please use the links on the right to located documents and resources related to accreditation and assessment.

National Accreditations and Approvals
- Clayton State’s College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB).
- The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation (ADA).
- The Health Care Management Program holds the Association of University Programs in Health Administration Management (AUPHA) full certified undergraduate status.
- The Health and Fitness Management Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation for the Exercise Sciences.
- Clayton State University is an accredited institutional member of the National Association of Schools of Music (NASM).
- The Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).
- The Legal Studies and Paralegal Programs are approved by the American Bar Association (ABA).

State or Local Approvals
- The Nursing Program is approved by the Georgia Board of Nursing.
- The University's teacher preparation program is approved by the Georgia Professional Standards Commission.

Financial Aid Programs
The University has been approved for the following state and federal programs:
- Veterans Administration Benefits
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Federal Work Study Program
- Federal Direct Student Loans
- Federal Direct PLUS Loans (Parent and Graduate)
- HOPE Scholarship
- Zell Miller Scholarship
- HOPE Career Grant
- Zell Miller Grant
- HOPE GED Grant
- Dual Enrollment Program
- REACH Scholarship
- Georgia’s HERO Scholarship Program
- Public Safety Memorial Grant
- Student Access Loan
- Georgia National Guard Service Cancelable Loan

University System of Georgia Member Institutions
Research Universities
- Augusta University
- Georgia Institute of Technology
- Georgia State University
- University of Georgia

Comprehensive Universities
- Georgia Southern University
- Kennesaw State University
- University of West Georgia
- Valdosta State University

State Universities
- Albany State University
- Clayton State University
- Columbus State University
- Fort Valley State University
- Georgia College & State University
- Georgia Southwestern State University
- Middle Georgia State University
- Savannah State University
- University of North Georgia

State Colleges
- Abraham Baldwin Agricultural College
- Atlanta Metropolitan State College
- College of Coastal Georgia
- Dalton State College
- East Georgia State College
- Georgia Gwinnett College
- Georgia Highlands College
- Gordon State College
- South Georgia State College

General University Policies
Affirmative Action/Equal Opportunity Institution
Clayton State University ("CSU") is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote and educate persons without regard to race, color, national or ethnical origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50). CSU is an Affirmative Action/Equal Opportunity Institution. CSU 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. For questions or more detailed information or to submit a
complaint regarding this policy, including Title IX, please contact the CSU Department of Human Resources at (678) 466-4230. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative format, please contact the Disability Resource Center at (678) 466-5445.

**FERPA Notice of Right of Privacy**

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student’s rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

- the right to inspect and review education records maintained by the institution that pertain to the student;
- the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
- the right to control disclosures from the education records with certain exceptions.

A written policy detailing how Clayton State University complies with the provisions of the Act is on file in the Office of the Registrar.

Students also have the right to file complaints with the FERPA Office of the Department of Education regarding alleged violations of the Act: FERPA Office of the Department of Education, Washington, D.C. 20201

**Title IX**

Title IX: Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” For information on Clayton State University’s policy please visit the Sexual Misconduct (Title IX) Policy and Procedures webpage (https://www.clayton.edu/human-resources/current-employees/title-ix/policies-procedures-reports-etc/). For information on the University System of Georgia’s policy, please visit the Board of Regent’s Policy Manual, Sexual Misconduct Policy (https://www.usg.edu/policymanual/section6/C2655/).

For more information on how to submit a Title IX complaint, please visit the Title IX Complaint webpage (https://www.clayton.edu/human-resources/current-employees/title-ix/filing-a-complaint/). If you wish to discuss situations related to Title IX please contact the following:

Nikia Yallah, Title IX Coordinator  
(678) 466-4237  
NikiaYallah@clayton.edu

Rodney Byrd, Title IX Deputy  
(678) 466-4232  
RodneyByrd@clayton.edu

**No Tobacco/Smoking Policy**

Effective October 1, 2014, pursuant to newly adopted Board of Regents policy, Clayton State University became tobacco and smoke free.

**Law Enforcement (Campus Police)**

It is the purpose of the Department of Public Safety (Campus Police) to assist the administration, faculty, students, and staff of Clayton State University to maintain a pleasant, safe, and orderly environment in which to work and to learn. To this end, it is the responsibility of this department to enforce the traffic rules and regulations of the University and to enforce local, state, and federal laws on campus in cooperation with appropriate law enforcement agencies. Violation of a local, state, or federal law by a student also may be a violation of the student conduct code set down in the Student Handbook; in such a case, the violation will he referred to the Division of Campus Life in addition to the appropriate law enforcement agency.

**Intellectual Property**

In complying with the policies of the Board of Regents, Clayton State University has adopted policies concerning the ownership and subsequent rights to intellectual property created by faculty, staff, and students. Intellectual property pertains to any patentable materials, copyrightable materials, trademarks, software, and trade secrets regardless of whether formal protection is sought. It is the responsibility of the individual to ascertain whether Clayton State owns the intellectual property. To obtain a copy of the Intellectual Property Policy, contact the Office of the Provost at (678) 466-4100.
ACADEMIC RULES AND REGULATIONS

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Basic Student Responsibilities

Students have responsibility for the development of their academic, social, and career goals. As part of their educational experiences at Clayton State, students are responsible and accountable for their academic choices and actions. They are responsible for reviewing, understanding, and abiding by the regulations, procedures, requirements, and deadlines described in official publications including the Catalog, the Student Handbook, Class Schedules, and applicable Departmental Student Handbooks.

Responsibilities in the Classroom

Each student is expected to:

• attend class;
• arrive for class on time and leave the classroom only at the end of class;
• engage in class discussions and activities when appropriate;
• exhibit classroom behavior that is not disruptive of the learning environment;
• make arrangements so that any children for which they are responsible are not brought into classroom buildings during class time;
• secure and turn off all electronic communications and entertainment devices during class time unless otherwise directed by the course instructor. Any use of a cell phone or other unauthorized electronic devise during an examination may lead to an accusation of academic dishonesty, which may ultimately lead to expulsion from the University.

Course Responsibilities

Each student is expected to:

• observe the prerequisites, co-requisites and other requirements for the course;
• obtain and understand the course syllabus;
• keep up with the coursework, complete all course requirements, submit all assignments, and take all scheduled examinations;
• address any conflicts in scheduling with the instructor as soon as possible and in accordance with course policies concerning scheduled course activities;
• review all graded material and seek help if necessary;
• notify the instructor of any documented disabilities that might interfere with completion of course work as soon as possible;
• fairly and thoughtfully complete the course and instructor evaluation forms.

Academic Progress

Each student is expected to take an active part in assessing his or her academic progress each semester, and to monitor progress towards completion of graduation requirements. Each student is expected to:

• review academic policies and procedures described in the current Catalog as well as in applicable Departmental Student Handbooks.
• know basic University, school or college, and departmental admission, progression and graduation requirements in their chosen majors and minors so they may plan completion of these requirements;
• meet each semester with the academic advisor to review academic progress, program plan and continuing enrollments.
• maintain personal copies of a tentative degree plan, progress reports, general educational material, and transfer credit evaluations until after graduation;
• see that any academic records from other universities are transferred and received by all the appropriate offices for evaluation.

Interactions with Faculty and Other Students

Each student is expected to:

• understand the concept of academic honesty and adhere to its principles;
• be respectful and polite to all faculty and other students;
• be familiar with and abide by the University’s sexual harassment policies as well as University policies regarding consensual relationships between instructors and students;
• consult the Student Conduct Code (p. 209) (and corresponding subsections) within the Student Handbook about other aspects of student conduct in and out of the classroom.

Computer Devices

Clayton State set a precedence in 1998 by being one of the first public universities to require all students to use laptop computers. We continue this tradition by requiring on demand access to an appropriate computing device for academic assignments and communications. The teaching and learning process continues to evolve using technology as a tool.

Your University email address is the method of communication with the campus community. As you select your device make sure it will meet the requirements for your course of study.
In short every student should have on demand access to a computer device that meets the requirements for all academic assignments and communications. Be prepared to take your computer to class.

For hardware and software specifications and additional details, go to the CSU Computer Requirements & Recommendations website (http://www.clayton.edu/hub/itpchoice/).

a. **Computer Access.** As a Clayton State student you are required to have on demand access to a laptop computer that meets faculty-approved hardware and software requirements for your academic program.
   - Student options for “access” may include personal ownership, lease, rent, or share a laptop computer that meets minimum requirements as long as the student has regular, unrestricted access to the computer.
   - A list of preferred vendors are available on the CSU Computer Requirements & Recommendations website (http://www.clayton.edu/hub/itpchoice/). Vendors are given preferred status only after training and authorizing the Clayton State help desk (the HUB) to perform in-warranty repairs on laptop computers purchased by Clayton State students. Use of a Clayton State preferred vendor is not required.

b. **Available Software.** Office 365 is available for your laptop computer and other web browser supported devices.
   - Clayton State makes all features of Microsoft Office 365 available to currently enrolled students as part of the $57.00 technology fee. It will be the student’s responsibility to access the features via login with the CSU issued email account at https://portal.office.com/. For assistance students should contact the HUB.
   - Your email and Office 365 account are dependent on your attendance at Clayton State University. If you stop attending Clayton State University for 4 semesters your email and Office 365 account will be disabled and all contents deleted. Clayton State University graduates are allowed to keep their accounts in perpetuity, although access to Microsoft applications will be web only.
   - Additional software necessary for specific courses and/or programs will be available for purchase from the Loch Shop, Clayton State’s Book Store and/or other vendors. The HUB can assist as needed with installation.
   - Antivirus software is required to access the Clayton State University network, wired and wireless. Many ISPs include free antivirus software with their service.

c. **Internet Access.** Each Clayton State student is required to have access to the Internet and to use your Clayton State issued e-mail address.
   - As a Clayton State student you are responsible for making your own arrangement with an Internet Service Provider (ISP). Check with your local providers for availability, speeds and pricing. You are encouraged to pay careful attention to the ISP’s reputation for reliability and customer service.
   - Resident students will have Internet access provided by Clayton State.
   - To access the University network, wired or wireless, you are required to have up to date antivirus software and register your device the first time you connect on campus.
   - As a CSU student you are required to agree to and abide by The Computer and Network Acceptable Usage Policy (http://www.clayton.edu/technology-infrastructure/Policies-and-Procedures/Computer-and-Network-Acceptable-Use-Policy/). This policy is intended to clarify existing laws, agreements, and regulations regarding CSU computing resources.
   - Clayton State will provide each student with an e-mail address. The student will be responsible for monitoring this address on a regular basis for assignments and official communications from Clayton State faculty and administrators.

### Registering for Courses

A schedule of classes is on the University’s website (https://apps.clayton.edu/courses/schedule/) each semester. Registration is accomplished online using the Clayton State system known as the DUCK (Digital University Campus Kiosk) via the SWAN (https://www.clayton.edu/swan/) portal.

Classes are scheduled at a wide variety of times during the day, evening, weekend, hybrid, and online. Various departments of the University publish tentative advance schedules to assist students in their planning for future terms. Every effort is made to implement the current and future schedules as published, but circumstances such as staffing, funding, enrollment, and program changes may result in some changes.

### University Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

### No Show Policy

It is imperative that students have a successful start of each semester by attending class during the first week and no-later-than the second week of the semester. A registered student who does not attend/participate in class by the posted deadline on the academic calendar is a “no-show”. Attending or participating is defined as follows:

a. Submitted an assignment, quiz or discussion post in D2L (textbook resource) before the published no show reporting deadline.

b. Attended a synchronous class session on TEAMS conducted by the instructor.

c. Attended a face-to-face class on campus.

Registration will be cancelled for any student who is submitted to the Registrar’s Office as a “no show”. The “no show” student will not be charged tuition for the cancelled course. However, there may be serious financial aid consequences for student who are receiving financial aid, since this will reduce the number of enrolled credit hours.

### No Show Appeal for Reinstatement Process

a. You will receive an email notification your registration has been cancelled.

b. The email will contain a link to Service Now.
c. If you are in good academic standing, you will be given the opportunity to request reinstatement. Students who are on academic warning or probation are not eligible for reinstatement.

d. Your request will be sent directly to your instructor for consideration.

e. If your instructor approves your request, you will be notified via your CSU student email account once your registration has been reinstated.

f. Once your registration has been reinstated, it can take up to 12 hours for your course to be added back in D2L.

The Provost/Vice President for Academic Affairs (or their designee) has final authority for all appeal decisions involving the no show policy.

Prerequisites and Corequisites

Many courses are listed as having prerequisites, corequisites, or absolute corequisites. Faculty members are not permitted to waive prerequisites or corequisites on their own.

In most cases, the University’s computer system (the DUCK) is programmed to block a student’s registration for a course if he or she has not satisfied the prerequisite or corequisite requirements. However, this computer blocking is not perfect, and students are personally responsible for complying with the prerequisites or corequisites for a course even if they are not electronically blocked from registration. Students who register for courses for which they do not qualify are subject to removal from the course and are responsible for any problems that may result, including the loss of course credit and fees.

Late Registration and Changing Schedules

Each semester the Academic Calendar (https://www.clayton.edu/calendar/) specifies a date as the last day to register for classes or to change schedules through the late registration process. After this date, the student’s class schedule becomes official and can be changed only by official withdrawal. Students are obligated to pay tuition and fees for all courses registered for as of the end of Late Registration.

Cross Registration in the Atlanta Regional Council for Higher Education

The Atlanta Regional Council for Higher Education (ARCHC) is a group of colleges and universities in metropolitan Atlanta. Clayton State students may take courses from member institutions on a cross registration basis. Cross registration courses are considered transfer credit. It is usually more advantageous to the student to take a course by cross-registration than by transient status because cross-registration fees are paid to Clayton State rather than to the institution offering the course. For more information and regulations about how to cross-register, contact the Registrar’s Office, 239 Edgewater Hall, (678) 466-4145.

Auditing Courses

Students may choose to take courses on an audit basis. Courses that are audited are assigned a grade symbol of V, and no credit toward graduation is awarded. To audit courses, students indicate their intention at the time of registration. Requests to change to audit status will not be accepted after the late registration period. All regular fees apply to audited courses. Courses taken on an audit basis will not be used for certification for financial aid, Social Security, or Veterans’ Administration benefits. Students may not receive credit for courses in which they were registered as auditors unless they repeat the course for credit.

Online Instruction

Many courses at Clayton State University are offered online as well as on campus. In online courses the majority of the instruction is delivered by online computer connection via the Internet. The Internet may be supplemented by video conferencing, or other distance learning methods. Use of this technology allows the University to offer learning experiences that are more convenient for many students.

Courses offered via online instruction are identified in the Schedule of Classes each semester. Additional fees may accompany online courses.

Nature of Online Courses

Online courses are often attractive for students who cannot conveniently attend on-campus courses. Students can take all of their courses online for a given semester, or they can mix online and on-campus sections. It is important to keep in mind, however, that even though online courses offer schedule flexibility, the total time commitment and academic expectation for an online course is the same as it is for a traditional on-campus class. Some courses are offered as “partial online,” “web enhanced” or “hybrid,” meaning that they mix online and on-campus components.

Although routine classroom attendance is not required for online courses, some physical presence may be required on campus for orientation, testing, and, in some cases, “hands-on” experiences (labs, clinicals, observations, etc.). In addition, some online courses may have additional, optional, or required, on-campus sessions for discussion and/or review. For details, please consult the official Schedule of Classes each semester and the online syllabus for each course.

Registration for Online Courses

To take an online course, students must be admitted to the University by the normal process and be eligible to register for credit courses, including having met all prerequisites and/or corequisites.

Students should not register for online courses unless they are already thoroughly competent at sending and receiving e-mail, navigating the Internet, and using Windows-based programs. No class time will be spent on basic computer instruction. Also, students should be aware that taking online classes requires excellent time management skills and good self-discipline.

Course Materials

Printed texts, special software, or other supporting material needed for online courses can be obtained in person or online from the Loch Shop (http://lochshop.bncollege.com). Many research resources are available online through GALILEO, but some projects may require on-site library work at Clayton State or elsewhere.

Getting Started in an Online Course

When students register for an online course, they must submit assignment(s) as required by the course instructor by the no show deadlines.

If a student does not submit assignment(s), the student will be considered a “No Show” and will encounter the consequences explained
in the semester Schedule of Classes. Emailing the instructor will not suffice for attendance and the student will be counted as a no-show.

The instructor’s e-mail address and other information are usually included with the appropriate course listing in the Clayton State Schedule of Classes or on the Online Instruction Website. If students have difficulty contacting their instructor using their Clayton State e-mail, they should call the college that offers the course:

- Arts & Sciences, (678) 466-4700;
- Business, (678) 466-4500;
- Health, (678) 466-4900;
- Information & Mathematical Sciences, (678) 466-4420.

Withdrawal from Courses

All registrations are final and students are obligated to pay tuition and fees as of the end of the late registration period. A grade symbol will be placed on the transcript for all courses in which the student is registered as of the end of the late registration period.

Students who wish to receive a grade of W (withdrawal) or, in certain circumstances, WF (withdrew failing) must act in accordance with the policies and procedures explained here, in the semester Schedule of Classes, and on the Registrar’s Office withdrawal page (https://www.clayton.edu/registrar/Withdrawal/).

Official Withdrawal Form Required

A student desiring to withdraw from a specific class, multiple classes, or all classes must submit an official withdrawal form to the Office of the Registrar. Student may withdraw online via the DUCK or in person in the Registrar’s Office in Edgewater Hall.

A withdrawal is not official and will not appear on the transcript unless the official form is properly submitted. Although it is good practice to discuss withdrawal intentions with instructors and other University Officials, the student must be aware that such discussion (whether oral or written) does not constitute official withdrawal. If a student attends class and then quits coming but does not submit an official withdrawal form, the student will be assigned a grade of F.

Withdrawal Before Midterm

A student who completes the official withdrawal process prior to the published midterm date for the term of enrollment will be assigned a grade of W (withdrew) regardless of the reason for withdrawal or how the student is performing in the class. A grade of W is not included in the calculation of the Grade Point Average (GPA), but it may have implications for continued financial aid eligibility. (Consult the Financial Aid Office.)

Withdrawal After Midterm

As noted above, prior to midterm a student may withdraw for any reason whatsoever and receive a grade of W. However, withdrawal after midterm is subject to academic penalty (accountability) as follows: A student who completes the withdrawal process after the published midterm date for the term of enrollment will be automatically assigned a grade of WF (withdrew failing) unless a hardship exception is granted. A WF counts in GPA just like a grade of F.

Hardship Withdrawal Policies

A student desiring to be considered for a hardship withdrawal must complete the official withdrawal process and submit a Hardship Withdrawal Request Form to the dean of the school of the student’s major. The Hardship Request form may be obtained from the Registrar online or in person (Edgewater Hall-239).

To be eligible for a hardship withdrawal, a student must meet all of the following criteria.

- Experienced an emergency or other unanticipated hardship that makes continuation in the course or courses ill-advised.
- Passing the course at the time the emergency or hardship arose.
- Acted responsibly by notifying his or her instructors or other University official about the hardship situation as soon as possible after it arose.
- Filed the hardship request with the appropriate dean as soon as it is feasible to do so. Hardship requests that are not filed in a timely manner are subject to denial even if the student was passing and the hardship was legitimate.
- Withdraw from all classes.
- Hardship withdrawals will only be considered prior to the last day of class. You may not file a hardship withdrawal once final exams have begun.
- Submitted the hardship request form prior to the end of classes for which the hardship withdrawal is being requested. Requests for a hardship withdrawal will not be considered once final exams have started for the semester.
- Hardship withdrawals will only be considered for the current semester. You may not retroactively request a hardship withdrawal for a previous semester.

Hardship withdrawal does not involve special consideration for refunds. Any refund due will be granted in accordance with the refund regulations and schedule printed in the semester Schedule of Classes booklet.

For purposes of this policy, “passing” is defined to include not only recorded grades but also satisfactory progress toward course assignments (papers, reports, projects, etc.) that have not yet actually been graded at the time the hardship arises. The dean’s office will contact the appropriate faculty member(s) to determine the student’s status.

“For all purposes of this policy, “hardship” refers to an unexpected event or circumstance beyond the student’s control that directly interferes with the student’s ability to continue to make satisfactory progress in class(es). This generally includes, but is not necessarily limited to, serious illness or accident of the student or a close relative that requires the student’s extended attention, unavoidable and unexpected job change or change of job assignment that conflicts with class, or significant disruption of family life that prevents regular class progress. The following sorts of cases do not constitute “hardship”:

- getting behind in class due to taking on more than one can handle;
- doing poorly in class due to inadequate background, difficult material, or poor time management;
- taking extensive time away from class for a personal situation that could have been expeditiously handled with a minimum of class interference.

The dean may request documentation of the hardship.
Withdrawal From Learning Support Courses
All of the regulations listed above for withdrawing from any course also apply to Learning Support courses. In addition, regulations provide that a student required to take Learning Support courses may not withdraw from a Learning Support course and remain in any course numbered 1000 or higher.

Returning University-Owned Equipment
A student who withdraws from all classes for a term is no longer considered an enrolled student. The individual must immediately return any University-owned equipment that may have been issued to the student. The withdrawal process is not complete until all equipment has been properly returned.

Credit Hours
Credit for study at Clayton State University and at all institutions in the University System of Georgia is measured quantitatively in semester hours. One semester credit hour presumes one hour (actually 50 minutes) in class per week plus about two hours (100 minutes) outside of class in study, review, project preparation, and related activities. Most courses are three credit hours, meaning that the class will normally meet 150 minutes per week and that the student should normally plan to spend an additional 300 minutes studying, reviewing, and preparing. A laboratory or activity period of two or three clock hours is normally considered the equivalent of one class hour, since less extensive out of class preparation is required.

This rule of thumb for time management will, of course, vary from student to student and course to course depending on student background and course content. Although many studies have shown that the amount of time that a student spends on task is a critical factor in determining the likelihood of success, students should remember that success in a course is ultimately measured by the degree of mastery of educational objectives, not just by the time invested.

Online courses and web courses are also measured by semester hours. Although the delivery method is non-traditional, the general calculation of spending about 150 minutes per week on task per semester credit hour is still a useful rule of thumb. There are also additional circumstances in which the “standard” number of instructional minutes per week is not consistent with the out of class minutes per week due to the nature of the course and material.

Undergraduate Specific Rules and Regulations
- Academic Advisement (p. 26)
- Declaring and Changing Majors (p. 26)
- Course Overload (p. 26)
- Required First Year Experience Program Policy (p. 26)
- Prior Learning Assessments (p. 26)
- Classification of Students (p. 29)
- Grading System (p. 29)
- Course Repeat Policy (p. 30)
- Grade and Academic Appeals (p. 30)
- Academic Standing (p. 30)
- Learning Support Requirements (p. 31)
- Academic Honors (p. 31)
- Course Load (p. 31)
- Registration (p. 31)

Academic Advisement
It is the responsibility of the student to know and to satisfy any and all conditions that pertain to admission and to the satisfactory completion of degree requirements. Students may obtain advisement from the Center for Advising and Retention (https://www.clayton.edu/car/) or the appropriate faculty mentor.

Declaring and Changing Majors
Students must declare their major programs of study upon matriculation at Clayton State University. Major declarations must be filed with the Registrar by paper form or by online process via the DUCK. Students must meet with their advisors before changing majors to discuss any coursework requirements.

Course Overload
Students may schedule up to 18 hours per semester (13 in Summer) without special permission. A student who wishes to accelerate his or her study by taking more than 18 hours (or 13 in Summer) up to a maximum of 24 hours in a semester must meet with their advisor and have a written overload request approved by the department chair or designee of the academic major. A student must have been at Clayton State University for at least two semesters and have achieved an overall B average before an overload will be approved, although the department chair or designee may make exceptions in special circumstances.

First Year Experience Program Policy
The First-Year Experience program is designed to introduce new students to the academic, social, and cultural community at Clayton State University. In an effort to help students adjust to college life and ensure success, first-time traditional students enrolling in 9 or more semester hours are strongly encouraged to enroll in CSU 1000 First Year Seminar*. It is recommended that students enroll in the First Year Seminar course for the Fall semester.

* Students must earn a grade of a D or better.

Prior Learning Assessments
Clayton State University recognizes that learning can take place in a variety of settings other than the traditional classroom. Within guidelines established by the University, credit may be earned for some classes by examination or experience. These non traditional sources of credit include nationally recognized standardized tests, certain military training, selected professional certifications, and in some cases, special examinations or portfolio options developed at the University. Information about possible credit by examination or experience is available in the appropriate academic school.

Prior learning assessment (PLA) involves the recognition of credit worthy activities which include:
College Level Examination Program (CLEP)

Clayton State University awards credit for several CLEP subject examinations. Some programs may limit CLEP credit. (The University does not accept the CLEP general examination.) CLEP examinations are administered by the Testing Center approximately twice per month. Scheduled times and other information are available in the Center. Students should consult with their academic advisors before exam registration.

Foreign Language Achievement Testing Services (FLATS)

Clayton State University accepts the Foreign Language Achievement Testing Services (FLATS) credit from Brigham Young University for 59 other languages not covered by CLEP. See the Testing Center for details. Students should consult with their academic advisors before exam registration.

Advanced Placement Program of the College Board (AP)

Clayton State University accepts the following AP exams. Students seeking credit must have their official scores sent directly from the College Board to the Office of the Registrar. (The University does not accept scores forwarded by high schools.)

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Score</th>
<th>Course Credit</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 2D Design</td>
<td>3-5</td>
<td>ART 1104</td>
<td>3</td>
</tr>
<tr>
<td>Art History</td>
<td>3-5</td>
<td>ART 2301 or ART 2302</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>3-5</td>
<td>BIOL 1111/ BIOL 1111L &amp; BIOL 1112</td>
<td>7</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MATH 1113</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>4-5</td>
<td>MATH 1501</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MATH 1501</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4-5</td>
<td>MATH 1501 &amp; MATH 2502</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 1151/ CHEM 1151L</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>CHEM 1211/ CHEM 1211L</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>CHEM 1211/ CHEM 1211L &amp; CHEM 1212/ CHEM 1212L</td>
<td>8</td>
</tr>
<tr>
<td>Comparative Government &amp; Politics</td>
<td>3-5</td>
<td>POLS 2401</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science A or AB</td>
<td>3-5</td>
<td>CSCI 1301</td>
<td>3</td>
</tr>
<tr>
<td>English Lang/ Comp</td>
<td>3-4</td>
<td>ENGL 1101</td>
<td>3</td>
</tr>
<tr>
<td>English Lang/ Comp</td>
<td>5</td>
<td>ENGL 1101 &amp; ENGL 1102</td>
<td>6</td>
</tr>
<tr>
<td>English Lit/Comp</td>
<td>3-4</td>
<td>ENGL 1101</td>
<td>3</td>
</tr>
</tbody>
</table>

English Lit/Comp  5 ENGL 1101 & ENGL 1102  6
Environmental Science  3-5 ENVS 2202  3
European History  3-5 HIST 1111 or HIST 1112  3
French Language  3 FREN 1001 & FREN 1002  6
French Language  4-5 FREN 1001, FREN 1002, & FREN 2001  9
Human Geography  3-5 GEOG 1000A  3
Macroeconomics  3-5 ECON 2105  3
Microeconomics  3-5 ECON 2106  3
Music Theory  4-5 MUSC 1011  3
Physics 1  3-5 PHYS 1111/ PHYS 1111L  4
Physics 2  3-5 PHYS 1112/ PHYS 1112L  4
Physics B  3-5 PHYS 1111/ PHYS 1111L & PHYS 1112/ PHYS 1112L  8
Physics C Mechanics  3-5 PHYS 2211/ PHYS 2211L  4
Physics C E&M  3-5 PHYS 2212/ PHYS 2212L  4
Psychology  3-5 PSYC 1101  3
Spanish Language  3 SPAN 1001 & SPAN 1002  6
Spanish Language  4-5 SPAN 1001, SPAN 1002, & SPAN 2001  9
Statistics  3-5 MATH 1401  3
US Government & Politics  3-5 POLS 1101  3
US History  3-4 HIST 2112  3
US History  5 HIST 2111 & HIST 2112  6
World History  3-5 HIST 1111 or HIST 1112  3

Credit by examination or experience may be available for a number of other programs, including the following:

- As a Servicemembers Opportunity College (SOC) institution, Clayton State accepts Armed Forces training (including DANTES and USAFI). The University consults the American Council on Education (ACE) Guide and considers its credit recommendations. Clayton State University, however, reserves the right to determine the appropriateness of military training for credit at the University. Students seeking credit for Armed Forces experience and training must supply documentation to the Office of the Registrar for evaluation.
- In certain instances, credit by examination is available through validation of previous registered nursing experience and nursing
specialty certification. Additional information can be obtained through the School of Nursing).

- Other Clayton State programs may develop validation examinations and procedures in order to grant credit for competencies learned in non-academic courses.

All credit awarded for prior learning must meet the academic standards and policies of Clayton State University, the University System of Georgia (USG), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). As with all curricula, the development and oversight of all PLA options will be the responsibility of the academic department for the course for which credit is awarded, under the oversight of the corresponding college or school, university faculty committees, and the Vice President for Academic Affairs.

The following regulations apply to credit by examination or experience:

a. Credit by examination or experience may be awarded only in areas that fall within the regular curricular offerings of the University, and any credit awarded must be appropriately related to the student’s current educational goals.

b. A student must meet all prerequisites for a course before credit by examination or experience can be awarded for that course.

c. All PLA’s must have outcomes that align with the Clayton State course for which the student is awarded credit.

d. PLA for knowledge gained through learning using alternative methods (experiential or online) will be evaluated for possible credit by examination by the appropriate academic department. Acceptable methods for awarding credit in these cases are using CLEP, ACE, AP, FLATS, USAFI, DANTES, or challenge exams for existing courses. These must be approved by the academic department for the course being approved and by their college/school.

e. Transfer PLA courses that do not have a Clayton State equivalent must have learning outcomes of courses that are widely included within the same major by peer institutions. Such decisions must be approved by the academic department for the course being approved and their college/school.

f. PLA credit that is not transfer credit from a college or university (e.g. ACE, Dantes) may be awarded for a course not offered by CSU if the learning outcomes align with the outcomes of courses that are widely included within the same major by peer institutions. Such decisions must be approved by the academic department for the course being approved and their college/school.

g. The format and guidelines for new portfolio PLA options proposed by academic departments must be approved by the Academic Policies Committee (APC) and Faculty Senate. Once a PLA format is approved, its application to individual courses will be approved by the academic department and their college/school.

h. Nationally recognized, standardized PLA options (e.g. CLEP) and institutionally recognized challenge exams must be utilized before academic departments develop additional individualized assessments such as a portfolio option. Exceptions to this standard must be approved by the APC and the Faculty Senate.

i. No more than 36 hours of PLA credit can be earned.

j. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded. The fee for departmental challenge exams should be the same as fees for CLEP exams. The fee for portfolio assessments should be the same as the fee charged by the USG Adult Learning Consortium. Exceptions to these fees must be approved by the Academic Policy Committee and the Faculty Senate. Students should contact the testing center or appropriate departments for associated fees.

k. Credit by examination or experience is not awarded for any course for which the student has previously earned credit or for which the student has already completed a higher course in sequence. (For example, a student with credit for MATH 1113 Pre-Calculus could not earn credit by examination for MATH 1101 Intro to Mathematical Modeling. The only routine exception to the sequence rule is for required courses in which a C or K or better is required for graduation. In such cases, a student may use credit by examination to override a D in the first course of a sequence.) All other exceptions must be approved by the academic department for which credit will be awarded.

l. Although appropriate credit earned by examination or experience may be applied to meet graduation requirements, such credit may not be used to meet the minimum number of hours required “in residence” at Clayton State University. This regulation applies even if the credit by examination or experience is earned at the same time that the student is in residence for other courses.

m. Credit by examination or experience is recorded on transcripts at Clayton State University by the symbol K. Grades of K do not alter the student’s semester, Regents’, or Institutional Grade Point Average (GPA).

### Transient Credit for Clayton State Students

Currently enrolled Clayton State University students in good standing who wish to attend another institution on a temporary basis to take courses that will count toward their degree at Clayton State may request to do so as transient students with the advance approval of Clayton State and the other institution. Students wishing to take courses on a transient basis must apply to and be accepted by the other institution as a transient student. Prior to enrolling at the other institution, the Clayton State student must complete a Transient Request Form (available from the Office of the Registrar) and obtain approval. The transient request must be approved by the dean of the school offering the major and by the Office of the Registrar. Approval or disapproval is based on the administrator’s judgment of the appropriateness to the student’s academic program and availability of the course being offered at Clayton State. Ordinarily, transient status is granted for only one semester although exceptions may be approved in special circumstances.

Students who are required to participate in the Learning Support Program are not eligible for transient status until all program requirements have been completed. Students on F 1 visas are not eligible for transient status.

### Credit for Career Courses

Typically, career associate degrees include approximately 35-45 semester credit hours (or equivalent) of career related courses in addition to general education (Areas A-E). Clayton State will award up to 38 hours of transfer credit for the career courses taken subject to the following considerations:

a. Students whose career associate degrees include fewer than 38 hours of program specific courses will need to make up the difference with additional program related lower division courses at Clayton State. (A maximum of 38 hours of career courses will be applied to the B.A.S. degree regardless of the number of hours actually taken.)
b. English courses lower than Business English and mathematics courses lower than Applied Technical Math (or equivalent) will not count in the 38-hour career core.

c. Sometimes career courses can also count in Areas A-E. Students should be aware that such courses cannot be counted in two places, so if a career course is applied to Areas A-E, then the student may be required to take additional career work to equal 38 semester credit hours. (See item c. in Notes on Areas A-E.)

d. For transfer students, career courses may be entered on the transcripts with a technology course prefix (TECH).

e. Transfer students may be required to provide official course descriptions or other documentation of course content to facilitate determination of equivalency.

Classification of Students

Class standing will be determined at the end of each academic semester on the basis of course credits completed. Courses numbered 0099 or less are not included in the count of credits that determine a student’s classification. The classification scale is:

<table>
<thead>
<tr>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29 semester credit hours earned</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59 semester credit hours earned</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89 semester credit hours earned</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more semester credit hours earned</td>
</tr>
</tbody>
</table>

Senior classification is based on hours only and it is not necessarily a reflection on how close the student is to completing his/her current major.

Grading System

Every course listed on a student’s official semester schedule as of the end of the schedule change period will be listed on the student’s permanent record with some grade designation or symbol, even though the student may not complete the semester’s work.

The following grades are assigned and are calculated into grade point average (GPA):

<table>
<thead>
<tr>
<th>Grade Symbol</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B: Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C: Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>D: Minimum passing</td>
<td>1.00</td>
</tr>
<tr>
<td>F: Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>WP: Withdrew, failing</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following grade symbols show on the transcript but are not included in the GPA:

- **I** — Incomplete. Indicates that a student was doing satisfactory work, but due to non academic reasons beyond the student’s control, the student was unable to meet the full requirements of the course. The I is appropriate only when the unfinished requirements can be clearly delineated and constitute a relatively small part of the course; otherwise withdrawal is appropriate. It is the responsibility of the student to initiate the request for an I by contacting the relevant instructor, department head, associate dean, or dean in a timely manner before the end of the term or session. The assignment of an I requires the written approval of the dean or associate dean of the school. To remove an I and convert it to a grade, the student must contact the instructor (or department head or associate dean or dean if the instructor is unavailable) in a timely manner and arrange to complete the course requirements. (An individual who has an I pending but is not otherwise enrolled may not retain possession of University-owned equipment, and the individual has access to campus facilities and services only to the extent necessary to complete course requirements.) A grade of I that is not converted to another grade during the next semester of attendance or within one calendar year (whichever comes first) will automatically be changed to the grade F.

- **W** — Withdrew. Indicates that a student withdrew before midterm or withdrew after midterm but with hardship approval. (See the heading above for details on withdrawal policy.)

- **V** — Audit. Indicates that a student audited a course. Students may not change from audit to credit status or vice versa.

- **K** — Credit by Examination/Experience. Indicates that the student was given credit for the course via a credit by examination or experience program (CLEP, AP, or other proficiency exam).

- **IP** — In Progress. This applies only to Learning Support courses. The student is required to repeat the course. A grade of IP counts as an attempt for purposes of Learning Support suspension.

- **NR** — Not Reported. This symbol indicates a grade was not reported to the Office of the Registrar. It is a temporary grade and will be changed by the Registrar upon certification of actual grade by the appropriate dean or associate dean.

Grade Point Average (GPA)

The scholastic standing of a student is expressed in terms of GPA, which is calculated by dividing the total number of quality points earned by the total number of semester credit hours attempted in courses numbered 1000 or higher at Clayton State University. Following is an example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credit Hours</th>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1102</td>
<td>3</td>
<td>B</td>
<td>(3)</td>
<td>09</td>
</tr>
<tr>
<td>MATH 1401</td>
<td>3</td>
<td>C</td>
<td>(2)</td>
<td>06</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>3</td>
<td>A</td>
<td>(4)</td>
<td>12</td>
</tr>
<tr>
<td>BIOL 1111/L</td>
<td>4</td>
<td>C</td>
<td>(2)</td>
<td>08</td>
</tr>
<tr>
<td>HIST 2111</td>
<td>3</td>
<td>D</td>
<td>(1)</td>
<td>03</td>
</tr>
<tr>
<td>Totals</td>
<td>16</td>
<td></td>
<td></td>
<td>38</td>
</tr>
</tbody>
</table>

\[ \text{Grade Point Average} = \frac{\text{Quality Points}}{\text{Total Semester Credit Hours}} \]

Clayton State University normally calculates two types of overall grade point average: Regents’ and Institutional Standing.
a. **Regents’ Grade Point Average**  
The Regents’ Grade Point Average (sometimes called cumulative GPA) is the average of the grades in all courses (numbered 1000 or higher which have numerical equivalents) attempted at Clayton State University.

b. **Institutional Grade Point Average**  
The Institutional Grade Point Average is the average of the grades in the most recent attempts of all courses (numbered 1000 or higher which have numerical equivalents) attempted at Clayton State University. Institutional GPA is used to determine the following:
   i. academic standing (good standing, probation, suspension, and dismissal); and
   ii. eligibility for graduation.

---

**Course Repeat Policy**

A student can repeat a course and earn a satisfactory grade without limit. All course attempts are recorded on the transcript, but only the most recent attempt for credit will count toward graduation and be included in the institutional GPA. This policy provides an opportunity for a student to raise his or her GPA by re-taking a course and earning a higher grade, but students must be aware that the most recent grade will count even if it is lower. Different policies apply for students using financial aid. If you are repeating a course please ensure that you understand the impact on your financial aid.

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**Grade and Academic Appeals**

A grade appeal can be filed if a student feels that their grade was reported incorrectly due to the following reasons:

- a miscalculation,
- the faculty member did not follow the grading method contained in the syllabus, or
- the grade was reported wrong during the grade reporting period.

Students wishing to file an appeal of a grade must:

a. First attempt to work out the matter informally with the appropriate instructor (if applicable).

b. If that is not satisfactory or if the instructor cannot be contacted, the appealing student must contact the relevant department head or associate dean. The appeal must be initiated as soon as possible. The student must put his or her case in writing and supply documentation unless the matter is resolved informally before an official appeal is filed. Written appeals should be directed to the relevant department head or associate dean with a copy to the dean. The department head/associate dean in consultation with the dean will provide the appellant with a written answer.

c. Students may appeal the school/department-level response by submitting a written statement to the Office of the Provost.

Appeals initiated more than one semester after the grade was assigned will not be considered.

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**Academic Standing**

**Good Standing**

A minimum institutional GPA of 2.0 is necessary to be in good academic standing at Clayton State University. The academic standing of students who are required to take one or more Learning Support courses also depends on making adequate progress in those classes. Students should be aware that their financial aid status differs from their academic standing.

---

**Academic Warning**

Students whose institutional GPA falls below the minimum acceptable GPA of 2.0 are placed on academic warning. Clayton State University has several offices specifically designed to support students’ academic success. Students on academic warning are encouraged to contact their academic advisors, the Center for Academic Success, and/or Counseling and Psychological Services to receive information and assistance. Students on academic warning are restricted to taking 13 credit hours or less.

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**Academic Probation**

While on academic warning, students whose term GPA falls below the minimum acceptable GPA of 2.0 are placed on academic probation. Students on probation must contact their academic advisors, the Center for Academic Success, and/or Counseling and Psychological Services to receive additional information and assistance. Students on academic probation are restricted to taking 13 credit hours or less. In addition, students on probation, especially those on probation for the first time, may be required to attend workshops or meet with a special academic advisor.

---

**Academic Suspension**

Students are placed on academic suspension when, while on probation, they earn a term and institutional GPA that is less than 2.0. Academic suspension prevents students from enrolling for one semester. Students who are suspended should develop a concrete plan for academic success in consultation with their advisor. In order to resume taking classes, students must submit an application for readmission and a written appeal for reinstatement to the Readmission Appeals Committee through the Registrar’s Office. Reinstatement is not automatic. For those readmitted, the committee may impose restrictions: students may be required to enroll in specific courses, limit the number of hours they take, and/or participate in structured academic support programs. Students who are reinstated will be on academic probation and must continue to maintain a minimum term GPA of 2.0 until they achieve good academic standing. Students who are reinstated following suspension may be required to meet with a special academic advisor.

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**Dismissal**

Students are dismissed from the university when they have been suspended previously and in any subsequent term their term and institutional GPAs are both below a 2.0. Any student who is dismissed is prevented from enrollment at the university. However, after one full calendar year, a dismissed student may petition for readmission. A student seeking readmission following dismissal must complete a Clayton State University Application for Readmission and a Readmission Appeal form. The appropriate forms and all documentation must be submitted to the Registrar’s Office by the published deadlines. It is expected that a student who is applying for readmission following dismissal will have resolved the problem(s) that led to the dismissal and be able to provide compelling evidence of the ability to earn a degree at Clayton State University. Such evidence should include college level coursework or degrees completed at other institutions. If readmission is granted, enrollment will be on a restricted basis. Students readmitted following dismissal will be dismissed permanently if their term and
Institutional GPA fall below a 2.00 again. Students who are reinstated following their first dismissal may be required to meet with a special academic advisor.

Learning Support Requirements

Learning Support courses are not applicable to any degree programs offered by the University; however, they do constitute co-requisites.

Students in the limited and nontraditional student admission categories must take the entry examination to determine whether they will be admitted to Clayton State and required to take Learning Support courses in English and/or mathematics.

Students who score high enough on the placement examination will be exempt from some or all Learning Support courses; students whose scores indicate the need for pre-college coursework will be required to take the appropriate courses. Any combination of the following courses may be required:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 0999</td>
<td>Support for Engl. Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 0996B</td>
<td>Support for Elementary Statistics</td>
<td>2</td>
</tr>
<tr>
<td>MATH 0998A</td>
<td>Support for Math Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MATH 0998B</td>
<td>Support for Math Modeling</td>
<td>2</td>
</tr>
<tr>
<td>MATH 0999B</td>
<td>Support for College Algebra</td>
<td>2</td>
</tr>
</tbody>
</table>

Students required to enroll in, MATH 0998 Support for Math Modeling or MATH 0999 Support for College Algebra after taking the math placement test will not be classified as Learning Support students; therefore, will not be required to adhere to Learning Support regulations.

Learning Support Regulations

Students who are required to take Learning Support courses are subject to the following regulations:

a. During each semester of enrollment, students must first register for all required Learning Support courses before registering for other courses (if allowed). This policy applies to both full- and part-time students.

b. Students who are required to take Learning Support courses must complete all required Learning Support content areas (English, mathematics) before they earn 30 semester hours of graduation applicable credit. Students who have not done so by that point may only enroll in Learning Support courses with the paired Area A course until they exit Learning Support.

c. Students required to take Learning Support courses may not drop or withdraw from Learning Support foundations courses while also remaining in any course numbered 1000 or higher. If a student is enrolled in one of the support courses (ENGL 0999 Support for Engl. Composition, MATH 0998 Support for Math Modeling, or MATH 0999 Support for College Algebra) and the Area A courses, he/she must withdraw from both of the paired courses.

d. Students will exit Learning Support requirements in English and/or Mathematics by passing the college-level course in the Learning Support area with a grade that meets the minimum grade requirement for the collegiate course at Clayton State, typically a "C" or higher. Students must enroll in both the Corequisite Learning Support course and the collegiate course every semester until they pass the collegiate course, even if they have passed the Corequisite Learning Support course one or more times. There are no limits on the number of “attempts” students may have to satisfy Learning Support requirements.

Academic Honors

The Honors Program

A limited number of qualified students are admitted to the Clayton State University Honors Program (https://www.clayton.edu/academics/academic-initiatives/honors-program/), which offers special sections of classes and other activities.

President’s List

A student with a semester average of 4.0 with a minimum of nine credit hours who is in good academic standing will be placed on the President’s List for that semester. Courses must count toward degree. Courses with a Pass/Fail grade are not eligible for the President’s List. Students who are taking any course numbered lower than 1000 are ineligible for the President’s List.

Deans’ List

A student with a semester average of 3.60 or higher with a minimum of nine credit hours who is in good academic standing will be placed on the Deans’ List for that semester. Courses must count toward degree. Courses with a Pass/Fail grade are not eligible for the Dean’s List. Students who are taking any course numbered lower than 1000 are ineligible for the Deans’ List.

Graduation With Honors

To qualify for graduation with honors, students must meet the following requirements:

a. Attain the Regents’ Grade Point Average specified for the given level of honors on all work attempted at Clayton State University; and

b. Attain the grade point average specified for the given level of honors on the Regents’ Grade Point Average calculated on all college courses attempted at Clayton State and all other institutions attended, including accepted and non accepted transfer credit.

<table>
<thead>
<tr>
<th>Honor</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baccalaureate Degree</td>
<td></td>
</tr>
<tr>
<td>Summa cum laude</td>
<td>3.90 - 4.00</td>
</tr>
<tr>
<td>Magna cum laude</td>
<td>3.70 - 3.89</td>
</tr>
<tr>
<td>Cum laude</td>
<td>3.50 - 3.69</td>
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<td>Associate Degree</td>
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<tr>
<td>High Honors</td>
<td>3.75 - 4.00</td>
</tr>
<tr>
<td>Honors</td>
<td>3.50 - 3.74</td>
</tr>
</tbody>
</table>

Undergraduate Course Load

There are four categories of course load for undergraduate students, which apply to all terms (Spring, Summer, and Fall).

- Full-time: Twelve (12) or more semester hours
- Three-Quarter Time: Nine (9) to eleven (11) semester hours
- Half-Time: Six (6) to eight (8) semester hours
- Less than Half-Time: Less than six (6) semester hours
Graduate Specific Rules and Regulations

• Academic Advisement (p. 32)
• Academic Progression (p. 32)
• Course Overload (p. 33)
• Course Repeat Policy (p. 33)
• Final Examinations (p. 33)
• Full-Time Course Load (p. 33)
• Grading System (p. 33)
• Graduate Academic Appeals Process (p. 34)
• Half-Time Course Load (p. 35)
• International Student Course Load (p. 35)
• Policy on Transfer Credit at the Master’s Level (p. 35)

Academic Advisement

Academic advisement is an essential component of an education at Clayton State University, and the university is committed to providing the individual advice and assistance that students need at every step of their degree programs. All graduate students are advised in their respective departments by the graduate program director and/or a designee.

Academic Progression

Academic Standing

Graduate students are expected to maintain Good Academic Standing throughout their matriculation in their graduate program. Good Academic Standing at Clayton State University is defined as a minimum institutional graduate GPA of 3.0.

Academic Probation

Graduate students whose institutional GPA falls below the minimum acceptable GPA of 3.0 are placed on Academic Probation. Students on Academic Probation are restricted to taking 6 credit hours or less for a minimum of one semester and until the institutional GPA is raised to a minimum of 3.0. Students on Academic Probation must contact their Graduate Program Director to receive information and assistance on their continuation in graduate study. In addition, students on Academic Probation, especially those on probation for the first time, may be required to develop a remediation plan for continuing in graduate school. International students who fall below an institutional GPA of 3.0 risk losing their F-1 or J-1 active immigration status.

Students who are on Academic Probation who earn a term GPA of 3.0 or higher and raises their institutional GPA to a 3.0 or higher will return to Good Academic Standing.

Students who are on Academic Probation whose term GPA is 3.0 or higher, but whose institutional GPA remains below 3.0, will remain on Academic Probation.

Students who are on Academic Probation who earn a term GPA below 3.0 while on Academic Probation, regardless of the institutional GPA, will be excluded for one term (Academic Suspension, see below).

Academic Suspension

Graduate students who are on Academic Probation and earn a term GPA that is below 3.0 are placed on Academic Suspension. Academic Suspension bars students from enrolling for one semester. Students who are suspended are required to develop a concrete plan for academic success in consultation with their Graduate Program Director/Coordinator. Reinstatement is not automatic.

To be considered for reinstatement a student must submit a remediation plan for future academic success to Graduate Enrollment Services. The Graduate Program Director/Coordinator of the program in which the student is seeking readmission and the School of Graduate Studies will evaluate the remediation plan to decide on reinstatement. All information should be submitted by the admission deadline for the semester in which the student seeks to resume coursework.

Students who are reinstated will be on Academic Probation, will be restricted to six (6) credit hours, and must continue to maintain a minimum term GPA of 3.0 until they achieve Good Academic Standing. For those reinstated, in consultation with their Graduate Program Director/Coordinator, the Dean of the School of Graduate Studies may impose additional restrictions such as, students may be required to enroll in specific courses, and/or participate in structured academic support programs.

Graduate students who are on Academic Suspension who seek to apply to a different program must first regain Good Academic Standing (i.e., by retaking and replacing unsatisfactory grades in prior courses) before submitting a new Graduate Admissions Application to Graduate Enrollment Services.

Academic Dismissal

Graduate students will be dismissed from graduate study at Clayton State University when they have been suspended previously and in any subsequent term, their term and institutional GPAs are both below 3.0.

To seek readmission following academic dismissal, following a minimum of one full calendar year, a student must submit (1) a Readmission Appeal Form; and (2) a letter of appeal, to Graduate Enrollment Services. Applicants should include any supporting documentation they may have to support their appeal. Attach all documentation with your appeal letter.

Once students have submitted all required documentation, the appeal packet will be submitted to the School of Graduate Studies. All the information provided as well as the academic history from graduate education at Clayton State University and any other graduate programs the applicant has attended will be examined. If the applicant is currently enrolled at another school, they must submit a transcript delineating their academic performance at that institution before a decision can be determined. The decision on readmission will be communicated to the applicant via email, and is considered final.

Students who are readmitted will be on Academic Probation, will be restricted to six (6) credit hours, and must continue to maintain a minimum term GPA of 3.0 until they achieve Good Academic Standing. For those readmitted, in consultation with their Graduate Program Director/Coordinator, the Dean of the School of Graduate Studies may impose additional restrictions such as, students may be required to enroll in specific courses, and/or participate in structured academic support programs.

Program Specific Progression and Dismissal Policies

Individual graduate programs may have additional academic progression and dismissal policies. Check the graduate program handbook for
Course Overload

Students in all programs may schedule up to twelve (12) hours of course credit per full term semester and up to nine (9) hours of course credit per short term semester without special permission. Students are not allowed to exceed fifteen (15) cumulative course credit hours per semester. A student who wishes to register for a course load exceeding the maximum permitted load must submit a written overload request to the program director for approval by the Dean of the School of Graduate Studies. A student must have been at Clayton State University for at least one semester and have achieved an overall B (GPA 3.0) average before an overload request will be considered, although the Graduate Dean may make exceptions in special circumstances.

Course Repeat Policy

A graduate student can repeat a course and earn a satisfactory grade. All course attempts are recorded on the transcript, but only the most recent attempt for credit will count toward fulfillment of the graduate degree program and be included in the institutional GPA. This policy provides an opportunity for a student to raise their GPA by re-taking a course and earning a higher grade, but students must be aware that the most recent grade will count even if it is lower. Courses in which a grade that is less than C (i.e., D, F, WF, or U) is earned will not count toward the fulfillment of the respective degree requirements. With the exception of a grade of U, grades less than C will also count for GPA calculation purposes.

Final Examinations

A student shall not be required to take more than two examinations within one 24-hour period during the published final examination period. More than two examinations within 24 hours are referred to as clustered examinations. A student is considered to have an inappropriate clustering of final examinations when more than two examinations fall within 24 hours (for example, examinations at 8:30 a.m., 11:30 a.m., and 6 p.m. on the same day, or examinations at 6 p.m. on one day, and at 8:30 a.m. and 2:30 p.m. on the following day); the student is not considered to have an inappropriate clustering of examinations if the third examination in sequence begins at the same time on the subsequent day as the first examination (for example, 6 p.m. on one day, and 2:30 p.m. and 6 p.m. on the following day). Students who have three or more clustered examinations may request of one professor that the examination be rescheduled according to the following procedure:

- If a final examination was rescheduled and thereby created a “cluster,” the instructor of the rescheduled examination will provide a special administration for the adversely affected student.
- If one or more of the clustered examinations is a “common examination” with an established conflict resolution time, the student will request to resolve the conflict by taking one of the common examinations in the conflict resolution time. If two or three of the examinations are “common examinations” the student may request which “common examination” is to be rescheduled.
- If one of the clustered examinations is not a common examination or the result of rescheduling, the student will request to reschedule the examination(s) scheduled as the middle examination(s). Except in extraordinary circumstances, the instructor is expected to cooperate. If the student is unable to arrange for one of the examinations to be rescheduled, the student is to request assistance from the Graduate Program Director. The student’s dean (or designee) in consultation with the dean(s) (or designee(s)) of the courses involved will designate the examination to be rescheduled. Once a student has taken an examination, he or she cannot request a re-examination on the basis of this policy.

Full-Time Course Load

To be certified as full-time students, graduate students must carry a minimum of nine (9) semester hours in fall and spring and a minimum of six (6) hours in summer. A student who is enrolled in less than a full-time course of study at Clayton State University may be in jeopardy of:

- losing insurance coverage under his or her parent’s or personal insurance policy;
- being out of compliance with the Department of Homeland Security if enrolled at Clayton State University on a student visa;
- being placed on a loan repayment schedule by a lender or guarantor if the student is the recipient of federal financial aid; and/or
- losing a scholarship if the guidelines for receiving the scholarship require full-time enrollment.

Grading System

Every course listed on a student’s official semester schedule as of the end of the schedule change period will be listed on the student’s permanent record with some grade designation or symbol, even though the student may not complete the semester’s work.

The following grades are assigned and are calculated into grade point average (GPA):

<table>
<thead>
<tr>
<th>Grade Symbol</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B: Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C: Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>D: Minimum passing</td>
<td>1.00</td>
</tr>
<tr>
<td>F: Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>WF: Withdraw, failing</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following grade symbols show on the transcript but are not included in the GPA:

- **S/U — Satisfactory/Unsatisfactory.** Indicates satisfactory completion of a course graded on a “satisfactory/unsatisfactory” basis. Use of S/U grading is limited to certain laboratory, clinical, activity, and field based courses. Hours earned with a grade of S may count toward graduation, but they do not affect grade point average. Hours earned with a grade of U may not count toward graduation and will not affect grade point average.
- **I — Incomplete.** Indicates that a student was doing satisfactory work, but due to non-academic reasons beyond the student’s control, the student was unable to meet the full requirements of the course. A grade of I is appropriate only when the unfinished requirements can be clearly delineated and constitute a relatively small part of the course; otherwise withdrawal is appropriate. It is the responsibility of the student to initiate the request for an I by contacting the relevant instructor, department head, associate dean, or dean in a timely manner before the end of the term or session. The assignment of an I requires the written approval of the dean or associate dean of the school. To remove an I and convert it to a grade, the student must...
contact the instructor (or department head or associate dean or dean if the instructor is unavailable) in a timely manner and arrange to complete the course requirements. (An individual who has an F pending but is not otherwise enrolled may not retain possession of University-owned equipment, and the individual has access to campus facilities and services only to the extent necessary to complete course requirements.) A grade of F that is not converted to another grade during the next semester of attendance or within one calendar year (whichever comes first) will automatically be changed to the grade F.

- W — Withdraw. Indicates that a student withdrew before midterm or withdrew after midterm but with hardship approval.
- V — Audit. Indicates that a student audited a course. Students may not change from audit to credit status or vice versa.
- K — Credit by Examination/Experience. Indicates that the student was given credit for the course via a credit by examination or experience program.
- NR — Not Reported. This symbol indicates a grade was not reported to the Office of the Registrar. It is a temporary grade and will be changed by the Registrar upon certification of actual grade by the appropriate dean or associate dean.

Graduate Academic Appeals Process

As learners within a university community, students, faculty, and staff are encouraged to model appropriate, effective, and respectful interpersonal communication. If issues arise, the parties involved should make a genuine effort to resolve them. When efforts to reach a mutually satisfactory resolution are unsuccessful, students are advised to proceed as quickly as possible to initiate an appeal. The following section outlines the types of appeals that are reviewed by the School of Graduate Studies and the procedures to follow to submit an appeal.

Students filing an appeal about an academic concern should follow the procedures outlined below prior to filing an appeal:

a. The student should first attempt an informal resolution of concerns by interacting directly with the individual(s) involved (e.g., faculty member, program director, etc.).

b. If resolution is not achieved through informal interaction, the student may direct the complaint, verbally or in writing, to the *Program Director/Coordinator and/or the Department Head/Chair. The Program Director/Coordinator or Department Head/Chair will attempt to facilitate resolution between the parties.

* Note: Program Director/Coordinator are interchangeable.

c. If resolution is not achieved through the initial intervention of the Program Director/Coordinator and/or Department Head/Chair, the matter can be directed as follows:

i. The student must present a formal written complaint using the student complaint form, with any relevant documentation to the Dean of the College/School of the academic department (or designee) and any other documentation as required by the college/school (https://www.clayton.edu/about/administration/student-affairs/student-complaints) or (https://www.clayton.edu/about/administration/student-affairs/complaints/).

ii. The Dean of the College/School of the academic department (or designee) will provide a resolution to the issue in writing to the student.

Graduate Student Academic Appeals Process

If the student is not satisfied with the resolution of the issue, they have the right to appeal the decision to the Dean of the School of Graduate Studies or designee within the Office of the Provost. All appeals must be initiated within 30 days from the date of the last appeal denial. Appeals and supporting documents can be sent electronically to: schoolofgradstudies@clayton.edu or it can be hand delivered to: The School of Graduate Studies/Provost Office, James M. Baker University Center (UC Building), Suite 215.

Graduate Student Academic Appeals Categories

- Grade Appeals
- Transfer of Graduate Credit Appeals
- Hardship Withdrawal Appeals
- Academic Dismissal Appeals
- Reinstatement/Readmission following Academic Dismissal Appeals

Appeals should be submitted using the following processes:

a. Grade Appeals

i. Students may appeal the school/college-level response by submitting a written appeal request to the Dean of the School of Graduate Studies.

ii. The Dean of the School of Graduate Studies will review the appeal request and make a recommendation to the Provost & Vice President of Academic Affairs who will render the final decision.

b. Transfer of Graduate Credit Appeals

i. If transfer of credit is not approved upon admission, a student can submit a written appeal request with accompanying documentation to the Dean of the School of Graduate Studies.

ii. The Dean of the School of Graduate Studies will review the appeal request and make a recommendation to the Provost & Vice President of Academic Affairs who will render the final decision.

c. Hardship Withdrawal Appeals

i. A graduate student who has been denied a hardship withdrawal request following the procedures outlined in the section in the Academic Catalog related to withdrawal can appeal the decision by submitting a written request explaining the hardship, the original hardship withdrawal form, and any documentation pertinent to the hardship to the Dean of the School of Graduate Studies.

ii. The Dean of the School of Graduate Studies will review the appeal request and make a recommendation to the Provost & Vice President of Academic Affairs who will render the final decision.

d. Academic Dismissal Appeals

i. A graduate student who is dismissed from an academic program for academic reasons can appeal their dismissal by submitting a written appeal request to the Dean of the School of Graduate Studies.

ii. The Dean of the School of Graduate Studies will review the appeal request and make a recommendation to the Provost & Vice President of Academic Affairs who will render the final decision.

Students have the right to appeal decisions to the President of the University within 10 business days of the Provost’s or Vice President’s (or designee’s) decision. The results of complaints appealed at this level are
final and may not be appealed further within Clayton State University. All appeals will be recorded in the student complaint log.

**Half-Time Course Load**

Half-time enrollment is a minimum of five (5) semester hours for graduate students.

**International Student Course Load**

International graduate students on an F-1 or J-1 visa are required to carry a full-time course load of nine (9) credit hours during fall and spring terms and six (6) credit hours during the summer term. These hours cannot be fully or partially online.

**Policy on Transfer Credit at the Master’s Level**

Transfer of credit may be approved under the following conditions:

- The course, if completed at an institution in the United States, must have been completed at an institution recognized by a regional accrediting body as degree granting for higher education at the time the course was taken.
- The course must have been restricted to graduate students only.
- A grade of B or higher must have been received in the course.
- The content of the course must correspond to that of a Clayton State University course required or permitted in the student's program.
- Degree credit completed before enrollment in the current Clayton State program will be considered if it will not be more than six years old at the time the student is admitted to the current Clayton State degree program. Any previously approved transfer degree credit will be reconsidered upon a student's readmission to a degree program in which they were previously enrolled or admission to a new degree program.
- Credit completed elsewhere after enrollment in the current Clayton State program may be considered for transfer credit if it is within the time limit allowed for completion of the current program.
- Transfer credit will be limited to a maximum of six (6) semester hours in degree programs requiring less than 39 total credit hours of coursework. Programs requiring more than 39 hours of coursework may allow up to nine (9) credits to transfer.

An Application for Transfer of Graduate Credit must be completed no later than the end of the first semester of attendance at Clayton State University. The request must indicate the specific course(s) for which transfer credit is sought. A copy of the other institution's catalog must be submitted to the School of Graduate Studies to verify that the course was limited to graduate students only. If the course(s) was taken after application materials were filed, an official transcript of the coursework must be sent directly from the other institution to the School of Graduate Studies. Requests for transfer of graduate credit cannot be processed until all necessary information has been received.
ACADEMICS

- College of Arts and Sciences (p. 36)
- College of Business (p. 101)
- College of Health (p. 117)
- College of Information and Mathematical Sciences (p. 134)
- School of Graduate Studies (p. 152)

College of Arts and Sciences

Administrative Officers

Nasser Momayezi, Dean
Michelle Furlong, Associate Dean
Joe Johnson, Assistant Dean

Mission and Goals

The largest and most comprehensive academic unit at Clayton State, the College of Arts & Sciences provides a solid foundation that is integral to the education of all students. Through our diverse faculty and wide-ranging programs in the humanities, arts, natural sciences, social and behavioral sciences, and interdisciplinary studies, we encourage the quest for a deeper understanding of the human condition, and we foster personal commitment to lifelong learning and responsible citizenship for the global community. We are dedicated to helping students become marketplace competitive by developing high demand essential skills (e.g., analytical inquiry and reasoning, effective written communication, persuasive speaking and quantitative fluency), while also promoting novel and adaptive thinking, aesthetic values, new media and information literacy, and cross-cultural competency. We strive to provide students with a rigorous grounding in their chosen fields of study, an acute awareness of the interconnectedness of disciplines, opportunities for service learning and engagement, and an exposure to the discovery of knowledge. We seek to create a robust and challenging intellectual environment that enhances individual growth, supports scholarly activities, enriches creative endeavors, and empowers students to achieve their academic, professional, and career dreams.

The College of Arts and Sciences has six primary objectives:

a. To offer baccalaureate and graduate degree programs
b. To give students a sound background in general education
c. To provide course work in support of programs of study in other Colleges of the University
d. To offer programs for pre-Professional areas of study
e. To encourage community outreach and public service
f. To prepare students for success in life after Clayton

Programs

Instructional Organization

The College of Arts & Sciences is composed of more than two dozen academic programs and offers the following undergraduate degrees.

- Biology, Minor (p. 41)
- Chemistry + Chemical Engineering Dual Program (p. 41)
- Chemistry, BS (p. 42)
- Chemistry, Minor (p. 44)
- Environmental Science, Minor (p. 44)
- Forensics, Minor (p. 44)
- Interdisciplinary Studies, Pre-Engineering Concentration, AS (p. 44)
- Interdisciplinary Studies, Pre-Pharmacy Concentration, AS (p. 45)
- Physics, Minor (p. 46)

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  - Badge in Professional Writing Proficiency (p. 47)
  - Creative Writing, Advanced Certificate (p. 182)
  - English, BA (p. 49)
  - English, BA with Liberal Studies, MA Combined Degree (p. 47)
  - English, BA, Secondary Education Concentration (p. 52)
  - English, Minor (p. 54)
  - Professional Writing, Advanced Certificate (p. 183)

- Department of Humanities (p. 55)
  - French, BA (p. 55)
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  - History BA, Secondary Education Concentration (p. 57)
  - History, BA (p. 59)
  - History, Minor (p. 62)
  - Philosophy, Minor (p. 62)
  - Spanish, BA (p. 62)
  - Spanish, Minor (p. 64)

- Department of Interdisciplinary Studies (p. 64)
  - Administrative Management, BAS (p. 65)
  - African American Studies, Minor (p. 66)
  - Aviation Administration, Minor (p. 67)
  - Homeland Security/Emergency Management, Minor (p. 67)
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  - Criminal Justice, Minor (p. 75)
  - Government & Law, BS (p. 75)
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  - Pre-Law, Minor (p. 78)
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  - Sociology & Social Services, BS (p. 80)
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• Communication and Media Studies, Minor (p. 84)
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  • Education Specialties, Minor (p. 99)
  • Elementary Education, BS (p. 99)

Department of Biology, Chemistry, and Physics

General Information
Dr. Paul (Guy) Melvin, Chair
PaulMelvin@clayton.edu

Mission and Goals
The Department of Biology, Chemistry, and Physics delivers instruction in biology, chemistry, physics, and physical science education and is responsible for the following programs and courses:

• Bachelor of Science (BS) degree in Biology
• Bachelor of Science (BS) degree in Biology with Secondary Education Concentration
• Bachelor of Science (BS) degree in Chemistry
• Dual-Degree Program in Chemistry and Chemical Engineering
• Minors in Biology, Chemistry, Environmental Science, Physics, and Forensics
• Biology graduate level content courses for the MAT program
• Area D courses in the Core Curriculum
• Service courses that support Teacher Education, Integrative Studies, Allied Health and Professional Studies and that may serve other programs as general electives
• Courses that support a variety of pre-professional programs of study for transfer to another university (pre-medical, pre-dental, pre-pharmacy, pre-physical therapy, pre-physician assistant, and pre-veterinary medicine)

Honor Societies and Clubs
Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are a chapter of the American Medical Student Association, Beta Beta Beta Biological Honors Society, the Biology Club, a Student Affiliate Chapter of the American Chemical Society, a physics club, an astronomy club, and Clayton State University SEEDS chapter.

Programs

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• Interdisciplinary Studies, Pre-Engineering Concentration, AS (p. 44)
• Interdisciplinary Studies, Pre-Pharmacy Concentration, AS (p. 45)

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• Biology, BS, Secondary Education Concentration (p. 40)
• Chemistry + Chemical Engineering Dual Program (p. 41)
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Minor Programs
• Biology, Minor (p. 41)
• Chemistry, Minor (p. 44)
• Environmental Science, Minor (p. 44)
• Forensics, Minor (p. 44)
• Physics, Minor (p. 46)

Faculty
Jere A. Boudell
Stephen C. Burnett
Diane E. Day
Michelle A. Furlong
Emily A. Surber
Stephen Kluzsa
Christopher H. Kodani
Renee E. McFarlane
Paul (Guy) Melvin
Barbara E. Musolf
Francine N. Norflus
Ann M. Showalter
Augustine O. Agyeman
Dmitriy Beznosko
Drew Brandon
Aubrey L. Dyer
Tatiana A. Krivosheev
John J. Meyers Jr.
Cass D. Parker
Rosann O’Neill-Perez
Caroline E. Sheppard
Richard H. Singiser
Emily A. Suber

Biology, BS
The Bachelor of Science (BS) degree in Biology has been designed in consultation with Georgia employers to fit present and emerging needs in the State of Georgia.

The General Biology Track contains a curriculum that will prepare students for the following professional programs:

• medical school,
• dental school,
• veterinary school, and
• physical therapy and physician assistant programs.

This curriculum is also designed to prepare students for the following graduate programs:
• biomedical,
• public health,
• environmental science,
• forensic science, and
• ecology and evolution.

Program Learning Outcomes
Graduates of this program will be able to:
a. Identify and/or describe the biological core concepts: evolution; structure and function; information flow, exchange and storage; pathways and transformations of energy and matter; and systems.
b. Formulate hypotheses and collect, evaluate and interpret scientific data to solve problems in biological science and supporting fields.
c. Apply quantitative reasoning, modelling and simulations, and laboratory skills to answer questions in the biological sciences.
d. Relate knowledge of the other sciences, including computer and social sciences, to biological concepts and skills.
e. Effectively communicate scientific ideas to others inside and outside the biology discipline.
f. Identify and describe the impact of biological science on the environment and society.
g. Collaborate with other students inside and outside the biology discipline.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 1107 &amp; 1107L</td>
<td>Principles of Biology I and Principles of Biology Lab I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1108 &amp; 1108L</td>
<td>Principles of Biology II and Principles of Biology Lab II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2900</td>
<td>Biological Inquiry</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 2411 &amp; 2411L</td>
<td>Organic Chemistry I and Organic Chemistry Laboratory I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1111 &amp; 1111L</td>
<td>Introductory Physics I and Introductory Physics Lab I</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 2211 &amp; 2211L</td>
<td>Principles of Physics I and Principles of Physics Lab I</td>
<td>4</td>
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</tbody>
</table>

General Biology Track Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 3201</td>
<td>Genetics</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3380</td>
<td>Evolution</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3500</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 4100 &amp; 4100L</td>
<td>Animal Physiology and Animal Physiology Lab</td>
<td>4</td>
</tr>
<tr>
<td>or BIOL 3700</td>
<td>Plant Physiology</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 3700L</td>
<td>and Plant Physiology Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 3200 &amp; 3200L</td>
<td>Cell and Molecular Biology and Cell and Molecular Biology Lab</td>
<td>4</td>
</tr>
<tr>
<td>or BIOL 3250 &amp; 3250L</td>
<td>Introductory Microbiology and Introductory Microbiology Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 3760 &amp; 3760L</td>
<td>Plant Biology and Plant Biology Lab</td>
<td>4</td>
</tr>
<tr>
<td>or BIOL 3650 &amp; 3650L</td>
<td>Comparative Vertebrate Anatomy Laboratory and Comparative Vert Anatomy Lab</td>
<td>4</td>
</tr>
<tr>
<td>or BIOL 3320 &amp; 3320L</td>
<td>Invertebrate Biology and Invertebrate Biology Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 4500</td>
<td>Biology Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 4999A or BIOL 4999B</td>
<td>Senior Evaluation</td>
<td>0</td>
</tr>
<tr>
<td>BIOL 4999A or BIOL 4999B</td>
<td>Senior Evaluation</td>
<td>0</td>
</tr>
<tr>
<td>Biology Lab Elective (minimum of 1 hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any BIOL 3000-4000 lab course or CHEM 4202L. These courses cannot be used in any other area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology and Other Science Electives (min. of 22 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Any lecture or lab course with a BIOL, CHEM, CSCI, FOSC, MATH, or PHYS prefix. These courses cannot be used for credit in any other area. At least 16 hours must be 3000-4000 level courses. Lower division courses can be used as long as student has a minimum of 42 hours of upper division (3000-4000 level) courses in their degree program. The following courses are not allowed in this area: Any MATH course that is below MATH 1501, any course that is allowed in area D for non-science majors, and BIOL 2250/L)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free Electives (max. of 12 hours)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(Any course that is not used for credit in any other area can be used here. The total degree requirements must be 120; therefore, free elective hours can be reduced if more hours are used in other areas of the curriculum. Lower division courses can be used as long as student has a minimum of 42 hours of upper division (3000-4000 level) courses. The following courses are not allowed in this area: Any MATH course that is below MATH 1501, any course that is allowed in area D for non-science majors, and BIOL 2250/L, if student is using BIOL 3250/L for credit)

Total Credit Hours 60

IMPORTANT NOTES CONCERNING COURSES:

• A total maximum of three experiential learning courses can be counted in the Biology program. Experiential learning courses include:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Experiential learning courses include the following:</td>
<td></td>
</tr>
<tr>
<td>BIOL/CHYM 3210</td>
<td>Off-Campus Internship</td>
<td>3</td>
</tr>
<tr>
<td>BIOL/CHYM 3211</td>
<td>Off-Campus Internship</td>
<td>3</td>
</tr>
<tr>
<td>BIOL/CHYM PHYS 3220</td>
<td>On-Campus Internship I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL/CHYM PHYS 3221</td>
<td>On-Campus Internship II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL/CHYM PHYS 3230</td>
<td>Introductory Research I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL/CHYM PHYS 3231</td>
<td>Introductory Research II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL/CHYM PHYS 4230</td>
<td>Biology Research Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL/CHYM PHYS 4231</td>
<td>Biology Research Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL/CHYM PHYS 4232</td>
<td>Biology Research Practicum III</td>
<td>3</td>
</tr>
</tbody>
</table>

• If MATH 1501 is used in Area A, one hour of credit may be applied to the free electives area.

• If PHYS 2211/PHYS 2211L is used to satisfy Area D, then PHYS 1111/PHYS 1111L and PHYS 1112/PHYS 1112L cannot be used to satisfy the Lower Division Major Requirements.

• Students should select courses that will help them advance their career goals or that can be applied to a minor.

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1112</td>
<td>Trigonometry &amp; Analytic Geom</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1108</td>
<td>Principles of Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1108L</td>
<td>Principles of Biology Lab II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1101L</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Intro to General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1001</td>
<td>Presentation Speaking</td>
<td>1</td>
</tr>
<tr>
<td>MATH 1231</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1231L</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ART 2301</td>
<td>Art of the Pre-Modern World</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1107L</td>
<td>Principles of Biology Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1211</td>
<td>Principles of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1211L</td>
<td>Principles of Chemistry Lab</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 2131</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2251</td>
<td>Survey of US History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 4202</td>
<td>Biochemistry I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 4230</td>
<td>Biol Research Pract I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3200</td>
<td>Cell and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 3200L</td>
<td>Cell and Molecular Biology Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 4500</td>
<td>Biology Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 4402L</td>
<td>Advanced Lab II: Biochemistry</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 4900</td>
<td>Biocomputing</td>
<td>3</td>
</tr>
</tbody>
</table>

Clayton State University 39
Biology, BS, Secondary Education Concentration

The Secondary Teacher Education Concentration contains a curriculum that will provide the opportunity for certification to teach grades 8th-12th.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p.)</td>
<td>42</td>
<td></td>
</tr>
</tbody>
</table>

All Core Curriculum requirements for the Biology degree are shown in the suggested degree program sequence and are exactly the same as the Biology, BS program requirements.

Lower Division Major Requirements (Area F) | 18

All Lower Division Major Requirements for the degree are exactly the same as the Biology, BS program requirements.

Upper Division Biology Secondary Education Major Core Requirements | 30

No more than two grades of D in upper-division courses are allowed in the Secondary Education Track of the Biology major. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction.

Biology Lab Electives (minimum of 3 hours) | 3

Must choose from:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 3200L</td>
<td>Cell and Molecular Biology Lab</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3250L</td>
<td>Introductory Microbiology Lab</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3760L</td>
<td>Plant Biology Lab</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 4100L</td>
<td>Animal Physiology Lab</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3650L</td>
<td>Comparative Vert Anatomy Lab</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3320L</td>
<td>Invertebrate Biology Lab</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 4999A &amp; BIOL 4999B</td>
<td>Senior Evaluation</td>
<td>0</td>
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</table>

Secondary Teacher Education Track | 30

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 3210</td>
<td>Investigating Critical/Contem. Issue</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2120</td>
<td>Exploring Socio-Culture</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2130</td>
<td>Exploring Teaching and Learning</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3030</td>
<td>Exploring the Exceptional Learner</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3200</td>
<td>Secondary Curr. &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4725</td>
<td>Secondary Practicum</td>
<td>2</td>
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<tr>
<td>EDUC 4003</td>
<td>Secondary Level Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 4730</td>
<td>Secondary Level Internship</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4731</td>
<td>Secondary Level Internship</td>
<td>3</td>
</tr>
<tr>
<td>SCI 4901</td>
<td>Secondary Ed Science Instruct.</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours | 120

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1112</td>
<td>Trigonometry &amp; Analytic Geom</td>
<td>3</td>
</tr>
<tr>
<td>&amp; 1108</td>
<td>Principles of Biology II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Intro to General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1001</td>
<td>Presentational Speaking</td>
<td>1</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1211</td>
<td>Principles of Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 1211L</td>
<td>Principles of Chemistry Lab</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 2131</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1231 - intro Stats</td>
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<tr>
<td>EDUC 2110</td>
<td>Invest. Critical/Contem. Issue</td>
<td>3</td>
</tr>
<tr>
<td>Credit Hours</td>
<td></td>
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<tr>
<td>Second Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 1107L</td>
<td>Principles of Biology Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1212</td>
<td>Principles of Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 1212L</td>
<td>Principles of Chemistry Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2900</td>
<td>Biological Inquiry</td>
<td>2</td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2120</td>
<td>Exploring Socio-Culture</td>
<td>3</td>
</tr>
<tr>
<td>Credit Hours</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 1111</td>
<td>Survey-PreModern World History</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2130</td>
<td>Exploring Learning &amp; Teaching</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 2411</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 2411L</td>
<td>Organic Chemistry Laboratory I</td>
<td>4</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>ART 2301</td>
<td>Art of the Pre-Modern World</td>
<td>3</td>
</tr>
<tr>
<td>Credit Hours</td>
<td></td>
<td>16</td>
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<tr>
<td>Third Year</td>
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<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 3200</td>
<td>Secondary Curr. &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 1111</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 1111L</td>
<td>Introductory Physics Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 3380</td>
<td>Evolution</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3650</td>
<td>Comparative Vert Anatomy Lab</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 3650L</td>
<td>Comparative Vert Anatomy Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours | 120
Biology, Minor

The objectives of the biology minor are to provide a stronger background in the biological sciences, and to provide preparation for the workplace and graduate or professional schooling.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 3500</td>
<td>Ecology</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 3030</td>
<td>Exploring-Exceptional Learner</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2900</td>
<td>Introductory Plant Biology</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 2500L</td>
<td>and Principles of Biology Lab I</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 4100</td>
<td>Animal Physiology</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 4100L</td>
<td>and Animal Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 3760</td>
<td>Plant Biology</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 3760L</td>
<td>and Plant Biology Lab</td>
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</table>

Total Minor Requirements 15

Fourth Year

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 3210</td>
<td>Classroom Methods &amp; Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4725</td>
<td>Secondary Practicum</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 3200</td>
<td>Cell and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 3200L</td>
<td>and Cell and Molecular Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>SCI 4901</td>
<td>Secondary Ed Science Instruct.</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3320</td>
<td>Invertebrate Biology</td>
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</tbody>
</table>

Credit Hours 15

Lower Division Options

Choose up to 8 hours from:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
<td>1</td>
</tr>
<tr>
<td>&amp; 1107L</td>
<td>and Principles of Biology Lab I</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 1108</td>
<td>Principles of Biology II</td>
<td>1</td>
</tr>
<tr>
<td>&amp; 1108L</td>
<td>and Principles of Biology Lab II</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 1151</td>
<td>Human Anatomy and Physiology I</td>
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</tr>
<tr>
<td>&amp; 1151L</td>
<td>and Human Anatomy &amp; Phys. Lab I</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 1152</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>1</td>
</tr>
<tr>
<td>&amp; 1152L</td>
<td>and Human Anatomy &amp; Phys. Lab II</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2500</td>
<td>Introductory Plant Biology</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2900</td>
<td>Biological Inquiry</td>
<td>1</td>
</tr>
</tbody>
</table>

Upper Division Electives 9

Choose from any 3000 or 4000 level BIOL course with some exclusions. 1

Total Minor Requirements 15-18

1 Courses excluded:
   - BIOL 3210 Off-Campus Internship
   - BIOL 3211 Off-Campus Internship
   - BIOL 3220 On-Campus Internship I

Chemistry + Chemical Engineering Dual Program

Through an agreement between Clayton State University and Georgia Institute of Technology, students who wish to study engineering may begin their undergraduate program at Clayton State University and later transfer to Georgia Institute of Technology through the Dual Degree Engineering Program. By enrolling in the Dual Degree Program, a student may attend college close to home, which can decrease cost, in a college environment where classes are smaller. This can provide more individual attention and interaction with professors as the student is making the adjustment to college life.

Students who attend Clayton State University under the Dual Degree Engineering Program will complete a specified three-year chemistry curriculum at Clayton State and then attend Georgia Tech for approximately two years to complete the remaining Engineering Curriculum. After completion of the program of study at Georgia Tech, the student will receive a Bachelor of Science in Chemistry from Clayton State University and a Bachelor's degree in Chemical Engineering from Georgia Tech.

In order to be considered for admission to the College of Engineering at Georgia Tech as a dual degree transfer student, students must complete the prescribed program of study at the participating institution, students must meet the admissions requirements for the chemical engineering major and meet the Georgia Tech GPA requirements. For Georgia residents, a cumulative overall GPA of 3.3 is required, including a mathematics GPA of 3.3 and a science GPA of 3.3.

Program Requirements

No more than two grades of D in upper-division courses are allowed in the Chemistry major. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 2411</td>
<td>Organic Chemistry I</td>
<td>1</td>
</tr>
<tr>
<td>&amp; 2411L</td>
<td>and Organic Chemistry Laboratory I</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 2412</td>
<td>Organic Chemistry II</td>
<td>1</td>
</tr>
<tr>
<td>&amp; 2412L</td>
<td>and Organic Chemistry Lab II</td>
<td>1</td>
</tr>
<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
<td>1</td>
</tr>
<tr>
<td>MATH 2502</td>
<td>Calculus II</td>
<td>1</td>
</tr>
<tr>
<td>PHYS 2211</td>
<td>Principles of Physics I</td>
<td>1</td>
</tr>
<tr>
<td>&amp; 2211L</td>
<td>and Principles of Physics Lab I</td>
<td>1</td>
</tr>
</tbody>
</table>
Chemistry, BS

The Bachelor of Science (BS) degree in Chemistry has been designed to prepare undergraduate students for graduate and professional schools or employment in the chemical sciences. The chemistry curriculum includes a core of chemistry, physics, and mathematics courses that will provide the students with skills essential for all chemistry-related careers, and will be combined with directed electives in an area of interest. Students will be prepared for the following professional programs: medical school, dental school, pharmacy school, veterinary school, and physical therapy and physician assistant programs. This curriculum is also designed to prepare students for the following graduate programs:

- chemistry,
- biochemistry,
- public health,
- environmental science,
- and forensic science.

Program Learning Outcomes

Graduates of this program will be able to:

a. Demonstrate knowledge of the basic principles of major fields of chemistry.
b. Demonstrate a broad range of basic laboratory skills applicable to chemistry, and improved chemical research skills.
c. Demonstrate knowledge of technology related to chemistry, including laboratory instrumentation.
d. Apply knowledge of physics and mathematics to solve chemical problems.
e. Communicate scientific information in a clear and concise manner both orally and in writing.
f. Collect, evaluate and interpret scientific data, and employ critical thinking to solve problems in chemistry and supporting fields.
g. Collaborate effectively on team-oriented projects.
h. Identify and describe the impact of chemistry on society.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p.)</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Area A1</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Area A2</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Core Curriculum requirements for the Chemistry degree are adopted from Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.
MATH 1113 Pre-Calculus 1
or MATH 1112 Trigonometry & Analytic Geom
or MATH 1501 Calculus I

Area B1
CRIT 1101 Critical Thinking

Area B2
COMM 1001 Presentational Speaking
or COMM 1002 Presentation Applications
or COMM 1110 Public Speaking

Area C
Any courses from the list in the University Catalog for areas C1 and C2

Area D1
CHEM 1211 Principles of Chemistry I
& 1211L and Principles of Chemistry Laboratory I
CHEM 1212 Principles of Chemistry II
& 1212L and Principles of Chemistry Laboratory II

Area D2
MATH 1501 Calculus I (3 credit hours are used in area D2)
or MATH 2502 Calculus II

Area E
Any courses from the list in the University Catalog for areas E1, E2, E3 and E4

Chemistry Major Program Course Requirements

Lower Division Major Requirements (Area F)
CHEM 2411 Organic Chemistry I
& 2411L and Organic Chemistry Laboratory I
CHEM 2412 Organic Chemistry II
& 2412L and Organic Chemistry Lab II
MATH 1501 Calculus I (1 credit hour is used for area F)
or MATH 2502 Calculus II
PHYS 2211 Principles of Physics I
PHYS 2212 Principles of Physics II
CHEM 2811 Quantitative Analysis

Upper Division Core Requirements
CHEM 1500 Freshman Chemistry Seminar
CHEM 2500 Sophomore Chemistry Seminar
CHEM 2811L Quantitative Analysis Lab
CHEM 3210 Off-Campus Internship I
or CHEM 3220 On-Campus Internship I
or CHEM 3230 Introductory Research I
CHEM 3311 Inorganic Chemistry
& 3311L and Inorganic Chemistry Laboratory
CHEM 3411 Physical Chemistry I: Thermodynamics and Kinetics
& 3411L and Physical Chemistry Laboratory I
CHEM 3500 Junior Chemistry Seminar
CHEM 4500 Senior Chemistry Seminar
CHEM 4811 Instrumental Analysis
& 4811L and Instrumental Analytical Chemistry Laboratory
CHEM 4999A Senior Evaluation
or CHEM 4999BB Senior Evaluation
PHYS 2211L Principles of Physics Lab I
PHYS 2212L Principles of Physics Lab II

Upper Division Chemistry Electives
Choose any courses from the CHEM electives list below 2
CHEM 3202 Introductory Biochemistry
CHEM 3202L Biochemistry Laboratory I
CHEM 3412 Physical Chemistry II: Quantum Mechanics
CHEM 3412L Physical Chemistry Laboratory II
CHEM 4110 Environmental Chemistry
CHEM 4201 Advanced Organic Chemistry
CHEM 4202 Biochemistry I
CHEM 4202L Biochemistry Laboratory
CHEM 4203 Biochemistry II
CHEM 4203L Biochemistry Laboratory II
CHEM 4205 Medicinal Chemistry
CHEM 4206 Polymer Chemistry
CHEM 4207 Electrochemistry
CHEM 4208 Food Chemistry
CHEM 4209 Color Chemistry
CHEM 4222 Chemistry Research Practicum
or CHEM 4230 Chemistry Research Practicum I
or CHEM 4231 Chemistry Research Practicum II
or CHEM 4232 Chemistry Research Practicum III
CHEM 4301 Inorganic Chemistry
CHEM 4302 Solid State Chemistry
CHEM 4311 Advanced Inorganic Chemistry
CHEM 4401L Advanced Laboratory I: Organic Synthesis
CHEM 4402L Advanced Laboratory I: Biochemistry
CHEM 4403L Advanced Laboratory I: Inorganic Synthesis
CHEM 4411 Biophysical Chemistry
CHEM 4412 Computational Chemistry
CHEM 4413 Qual Assurance & Qual Control
CHEM 4700 Special Topics in Chemistry
or CHEM 4701 Special Topics in Chemistry II
or CHEM 4702 Special Topics in Chemistry III
CHEM 4812 Spectroscopy
CHEM 4900 Biocomputing

Upper Division Science Electives
Any 3xxx-4xxx level courses with CHEM, PHYS, ASTR, BIOL, MATH, ENVS, FOSC and CSCI prefixes 5, 3

Free Electives 2

Total Credit Hours 120

Footnotes:
1. Course prerequisites that are needed for mathematics requirements will be listed under free electives.
2. Students must obtain no less than 39 credits in upper division courses, of which at least 21 credit hours are for upper division chemistry courses.
3. Students are allowed up to 12 total credit hours of experiential learning electives across all prefixes.

A direct link to the Core Curriculum (https://catalog.clayton.edu/graduation-requirements/undergraduate-graduation-requirements/core-curriculum/#core-areas) in the Graduation Requirements Section of the University Catalog.
Chemistry, Minor

The objectives of the chemistry minor are to provide a stronger background in the chemical sciences for biology majors and other majors, and to provide preparation for the workplace and graduate or professional schooling.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Lower Division Requirement</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 2411 Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHEM 2811 Quantitative Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Upper Division Electives</strong></td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Select from any 3000 or 4000 level CHEM course</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

1 Consult your advisor to determine which of these courses best meets your academic needs. Only one 3000-level experiential learning course (CHEM 3220 On-Campus Internship I or CHEM 3230 Introductory Research I) may be counted as an elective in the Chemistry minor. CHEM 4230 Chemistry Research Practicum I, CHEM 4231 Chemistry Research Pract II, or CHEM 4232 Chemistry Research Pract III can count only once as an elective in the Chemistry minor. Special Topics in Chemistry may be repeated for credit if topics are different. Either CHEM 3202 Introductory Biochemistry or CHEM 4202 Biochemistry I (but not both) may be applied to the Chemistry minor. Either CHEM 3400 Survey of Physical Chemistry or CHEM 3411 Thermodynamics and Kinetics (but not both) may be applied to the Chemistry minor.

Environmental Science, Minor

The minor in Environmental Science is based on coursework providing students with fundamental concepts in biology and chemistry, including their relationship to earth science and physics, while emphasizing an interdisciplinary approach to environmental science. In addition, this minor supports our existing water quality initiative and partnerships with local environmental groups.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Required Courses</strong></td>
<td></td>
</tr>
<tr>
<td>ENVS 2202</td>
<td>Environmental Science 1</td>
<td>12</td>
</tr>
<tr>
<td>BIOL 3500</td>
<td>Ecology</td>
<td></td>
</tr>
<tr>
<td>BIOL 3500L</td>
<td>Ecology Laboratory</td>
<td></td>
</tr>
<tr>
<td>ENVS 4110</td>
<td>Environmental Chemistry</td>
<td></td>
</tr>
<tr>
<td>ENVS 4110L</td>
<td>Environmental Chemistry Lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Elective Courses</strong></td>
<td>6</td>
</tr>
<tr>
<td>BIOL 3520</td>
<td>Conservation Biology</td>
<td></td>
</tr>
<tr>
<td>BIOL 3550</td>
<td>Tropical Ecology</td>
<td></td>
</tr>
<tr>
<td>BIOL 3570</td>
<td>Rainforest Ecology</td>
<td></td>
</tr>
<tr>
<td>BIOL 3720</td>
<td>Plant Taxonomy</td>
<td></td>
</tr>
<tr>
<td>BIOL 4620</td>
<td>Applied and Environmental Microbiology</td>
<td></td>
</tr>
<tr>
<td>BIOL 4620L</td>
<td>Applied and Environmental Microbiology Laboratory</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>15-18</td>
</tr>
</tbody>
</table>

1 If used for Environmental Science Minor, this course cannot be used in Area D.
2 A maximum of 3 credit hours can be counted from the research courses (ENVS 3230 Intro to Env. Sci. Research I or ENVS 4230 Env. Sci. Research Practicum I)

Forensics, Minor

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Lower Division Requirement</strong></td>
<td></td>
</tr>
<tr>
<td>FOSC 1101</td>
<td>Survey of Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1150</td>
<td>Introduction to Criminal Justice If not taken in Area F</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Upper Division Electives</strong></td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>A maximum of 3 credit hours can be counted from the internship courses (CHEM 3210, BIOL 3210, or SOSC 4490). The specific internship topic will need to support the field of Forensics and will need to be approved before the course can be applied to the minor. Choose a minimum of 12 hours from the following:</td>
<td></td>
</tr>
<tr>
<td>FOSC 3100</td>
<td>Crime Scene Investigation</td>
<td>3</td>
</tr>
<tr>
<td>FOSC 3101</td>
<td>Lab Techniques in Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>FOSC 4700</td>
<td>Advanced Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3100</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3280</td>
<td>Death Investigations</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 4490</td>
<td>Social Sciences Internship</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 3210</td>
<td>Off-Campus Internship</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 4204</td>
<td>Forensic Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3210</td>
<td>Off-Campus Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>15-18</td>
</tr>
</tbody>
</table>

Interdisciplinary Studies, Pre-Engineering Concentration, AS

The pre-engineering program is a 60 semester hour program leading to an Associate of Science in Interdisciplinary Studies. The program provides completion of Areas A-E of the Core Curriculum and 18 credits of Lower Division Required Courses.
Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core Curriculum (Areas A-E) (p.   )</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Choose 42 hours from the Core Curriculum requirements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lower Division Major Requirements (Area F)</td>
<td>18</td>
</tr>
<tr>
<td>MATH 1501</td>
<td>Calculus I 1</td>
<td>1</td>
</tr>
<tr>
<td>MATH 2140</td>
<td>Introductory Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2502</td>
<td>Calculus II 1</td>
<td>1</td>
</tr>
<tr>
<td>MATH 2503</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2211 &amp; 2211L</td>
<td>Principles of Physics I and Principles of Physics Lab I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2212 &amp; 2212L</td>
<td>Principles of Physics II and Principles of Physics Lab II</td>
<td>4</td>
</tr>
<tr>
<td>Elective credit 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

Other Program-Specific Graduation Requirements

Associate of Science, Interdisciplinary Studies, (Pre-Engineering Concentration) students must earn a grade of C or better (or K) in the following:

- All MATH courses applied towards the degree
- All science courses (i.e., courses with BIOL, CHEM, or PHYS prefixes) applied towards the degree
- All CSCI courses applied towards the degree
- ENGL 1101 English Composition I and ENGL 1102 English Composition II; CRIT 1101 Critical Thinking

A maximum of one grade of D is allowed to be applied towards the degree.

1. MATH 1501 Calculus I and MATH 2502 Calculus II are 4 credit hour course taken in Areas A and D. One (1) credit hour for each is applied to Area F.
2. CSCI 1371 Computing for Engineers or CSCI 1301 Computer Science I is strongly recommended.

Interdisciplinary Studies, Pre-Pharmacy Concentration, AS

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core Curriculum (Areas A-E) (p.   )</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Choose 42 hours from the Core Curriculum requirements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lower Division Major Requirements (Area F)</td>
<td>18</td>
</tr>
<tr>
<td>BIOL 1107 &amp; 1107L</td>
<td>Principles of Biology I and Principles of Biology Lab I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1108 &amp; 1108L</td>
<td>Principles of Biology II and Principles of Biology Lab II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 2411 &amp; 2411L</td>
<td>Organic Chemistry I and Organic Chemistry Laboratory I</td>
<td>4</td>
</tr>
</tbody>
</table>

Other Admission Requirements and Recommendations

(Please note these are not required for the degree at Clayton State University)

Required for all Georgia Pharmacy Schools

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 2106</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Required for South University

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1151 &amp; 1151L</td>
<td>Human Anatomy and Physiology I and Human Anatomy &amp; Phys. Lab I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1152 &amp; 1152L</td>
<td>Human Anatomy &amp; Physiology II and Human Anatomy &amp; Phys Lab II</td>
<td>4</td>
</tr>
</tbody>
</table>

Required for Mercer University (requires 90 hrs. for acceptance)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1151 &amp; 1151L</td>
<td>Human Anatomy and Physiology I and Human Anatomy &amp; Phys. Lab I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1152 &amp; 1152L</td>
<td>Human Anatomy &amp; Physiology II and Human Anatomy &amp; Phys Lab II</td>
<td>4</td>
</tr>
</tbody>
</table>

Required for University of Georgia (requires 69 hrs. for acceptance)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1151 &amp; 1151L</td>
<td>Human Anatomy and Physiology I and Human Anatomy &amp; Phys. Lab I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1152 &amp; 1152L</td>
<td>Human Anatomy &amp; Physiology II and Human Anatomy &amp; Phys Lab II</td>
<td>4</td>
</tr>
</tbody>
</table>
### Physics, Minor

The objectives of the physics minor are to provide a stronger background in the physical sciences for chemistry majors, math majors and other majors, and to provide preparation for the workplace and graduate or professional schooling.

#### Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lower Division Requirement</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td></td>
<td>6 - 8</td>
</tr>
<tr>
<td>PHYS 2211 &amp; 2211L</td>
<td>Principles of Physics I and Principles of Physics Lab I</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 3141</td>
<td>Thermodynamics</td>
<td></td>
</tr>
<tr>
<td>or PHYS 3214</td>
<td>Classical Mechanics</td>
<td></td>
</tr>
<tr>
<td>or PHYS 3454</td>
<td>Statics</td>
<td></td>
</tr>
<tr>
<td>or PHYS 3455</td>
<td>Dynamics-Particles &amp; Bodies</td>
<td></td>
</tr>
<tr>
<td>or ENGR 2100</td>
<td>Basic Thermodynamics</td>
<td></td>
</tr>
<tr>
<td>PHYS 2212 &amp; 2212L</td>
<td>Principles of Physics II and Principles of Physics Lab II</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 3650</td>
<td>Modern Physics</td>
<td></td>
</tr>
<tr>
<td>or PHYS 3213</td>
<td>Principles of Physics III - Modern Physics</td>
<td></td>
</tr>
<tr>
<td>or PHYS 4215</td>
<td>Electricity and Magnetism I</td>
<td></td>
</tr>
<tr>
<td><strong>Upper Division Electives</strong></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Choose a minimum of 9 hours from the following:&lt;sup&gt;2&lt;/sup&gt;</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>ASTR 3010</td>
<td>Topics in Astrophysics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 3141</td>
<td>Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>or CHEM 3411</td>
<td>Physical Chemistry I: Thermodynamics and Kinetics</td>
<td></td>
</tr>
<tr>
<td>PHYS 3213</td>
<td>Principles of Physics III - Modern Physics (cannot take with PHYS 3650)</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 3214</td>
<td>Classical Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 3220</td>
<td>On-Campus Internship I</td>
<td>3</td>
</tr>
<tr>
<td>or PHYS 3230</td>
<td>Introductory Research I</td>
<td></td>
</tr>
<tr>
<td>or PHYS 3231</td>
<td>Introductory Research II</td>
<td></td>
</tr>
<tr>
<td>or PHYS 4230</td>
<td>Physics Research Practicum I</td>
<td></td>
</tr>
</tbody>
</table>

1. The University of Georgia requires two additional World Culture or Language courses if not completed as part of the core. These may be chosen from the following:
   - Any African American Studies course with prefix AFAM,
   - ART 2301 Art of the Pre-Modern World/ ART 2302 Art of the Modern World,
   - ENGL 2111 World Literature I - Pre-Modern/ENGL 2112 World Literature II - Modern,
   - Any French course with the prefix FREN
   - MUSC 2301 Introduction to World Music
   - Any Spanish course with the prefix SPAN

2. For the electives, only one substitution with a non-PHYS or non-ASTR course is allowed.

#### Footnotes:

1. Consult your advisor to determine which of these courses best meets your academic needs.
2. Only one 3000-4000 level experiential learning course (PHYS 3220 On-Campus Internship I, PHYS 3230 Introductory Research I, PHYS 3231 Introductory Research II, PHYS 4230 Physics Research Practicum I, or PHYS 4231 Physics Research Practicum II) may be counted as an elective in the Physics minor.

### Department of English

#### General Information

**Dr. Mary R. Lamb, Chair**  
MaryLamb@clayton.edu

#### Mission and Goals

The Department of English at Clayton State University offers both an undergraduate degree and courses in graduate degrees. At the undergraduate level, we have courses in the core curriculum; courses that comprise a major and minor in English; courses for middle level teacher education majors; and content courses for secondary education students. At the undergraduate level, we offer a major (Bachelor of Arts) and minor in English, and a badge in Professional Writing Proficiency. At the graduate level, we offer courses in the Master of Arts in Teaching English, the Master of Arts in Liberal Studies with an English concentration, and a Combined BA/MALS with an English concentration.

Our core courses include first-year writing (ENGL 1101 English Composition I, ENGL 1102 English Composition II, Area A1) and literature courses (2000-level literature courses, Area C). Students in the First-Year Writing program acquire skills that will increase their ability to write for a wide variety of professional and academic contexts. The course sequence offers instruction in writing processes, collaborative writing strategies, methods of organization, research skills, discourse conventions of Standard Written English, and rhetorical strategies. The literature survey courses introduce students to some of the greatest...
writings and ideas humankind has created, thus expanding their understanding of themselves and their cultures.

The Bachelor of Arts in English (120 hours) offers three concentrations—literature, writing, and secondary education. Throughout their coursework, students will learn to understand multiple perspectives, make connections across disciplines, and critically evaluate, interpret, and synthesize information from various sources. Furthermore, students will learn to read critically, write effectively, think analytically, work collaboratively, apply technology, and communicate clearly. Students will have the opportunity to practice these skills as they work with professors on research projects or as they participate in one of the internships hosted by our department in producing the Cygnet (our literary magazine), publishing Connections (our First-Year Writing textbook) or The Vibrant Voice (our newsletter), or writing for social media.

The English major prepares students for success in:

- graduate study (e.g. in English, library science, technical writing, and creative writing)
- professional schools (e.g. law, medical, divinity)
- careers in education, media, marketing, public relations, professional and technical writing, and many others

In short, a degree in English will give students the foundation to thrive, solve problems, and succeed in their civic, personal, and professional lives. It teaches students to be creative, imaginative thinkers and problem-solvers and equips them to participate effectively in an ever-changing, information-based society. The English department educates almost every student at Clayton State and cultivates a vital community for literature and writing on campus and in the community.

Honor Societies and Clubs
The Department of English houses the Alpha Nu Xi chapter of Sigma Tau Delta, the International English Honor Society. We also produce the Cygnet, a student-run literary magazine and Connections, the university’s First-Year Writing textbook. The department sponsors several student writing awards.

Badge in Professional Writing Proficiency
The requirements for a Badge in Professional Writing Proficiency are:

a. Passing a grammar/skills test
b. Passing ENGL 3900 Professional & Tech. Writing
c. Passing either ENGL 3910 Professional Editing or CMS 3710 Writing for Digital Media
d. Passing either ENGL 3220 Argumentative Writing; ENGL 4320 Adv Creative Nonfiction Wrtg; or ENGL 3212 Advanced Composition: the first class is recommended for professions requiring more persuasive writing, the second is for professions requiring more informational writing, the third class emphasizes rhetorical and stylistic choices.

Certificate Programs
- Creative Writing, Advanced Certificate (p. 182)
- Professional Writing, Advanced Certificate (p. 183)

Combined Degree Programs
- English, BA with Liberal Studies, MA Combined Degree (p. 47)

Minor Programs
- English, Minor (p. 54)

Specialized Programs
- Badge in Professional Writing Proficiency (p. 47)

Faculty
Brigitte F. Byrd
Matt Carter
Shannon Cochran
Jason Daniels
Cantice Greene
Sara Harwood
Mary R. Lamb
Michael Lindsay
Eugene Ngezem
Sarah Rogers
Kathryn Pratt Russell
Amy D. Sanford
Matthew Sansbury
Patricia A. Smith
Robert Vaughan

Badge in Professional Writing Proficiency
The requirements for a Badge in Professional Writing Proficiency are:

a. Passing a grammar/skills test
b. Passing ENGL 3900 Professional & Tech. Writing
c. Passing either ENGL 3910 Professional Editing or CMS 3710 Writing for Digital Media
d. Passing either ENGL 3220 Argumentative Writing; ENGL 4320 Adv Creative Nonfiction Wrtg; or ENGL 3212 Advanced Composition: the first class is recommended for professions requiring more persuasive writing, the second is for professions requiring more informational writing, the third class emphasizes rhetorical and stylistic choices.

English, BA with Liberal Studies, MA Combined Degree

Program Requirements
The English Department and the School of Graduate Studies offer a combined Bachelor’s and Master’s degree in which students earn a Bachelor of Arts in English and a Master of Arts in Liberal Studies (MALS) with an English concentration within five-years.

Entrance requirements for ENGL/MALS degrees are:
• 3.0 GPA
• ENGL 3100 Intro to Literary Studies—grade of B or better
• ENGL 3110 Intro to Writing Studies—grade of B of better
• Acceptance into Graduate School

Freshman – Junior Standing Requirements
Students will complete the course requirements for undergraduate English, BA (https://catalog.clayton.edu/academic-catalog/arts-sciences/english/english-ba/).

Senior Standing Requirements
Students will complete up to 12 credit hours of approved graduate-level ENGL courses in their final 2 semesters along with their remaining undergraduate coursework.

The student must submit the following to Graduate Admissions during their senior year: application, application processing fee, and transcripts from all institutions attended. Letters of reference are also required.

Suggested Course Sequence

Please Note: Your academic advisor knows the appropriate courses you need to take to ensure your success - please work closely with your advisor and take the courses that he/she recommends. Please also consult with Financial Aid to determine the particular courses and load you need to take to remain eligible for your aid.

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<th>Credit Hours</th>
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<td>English Composition I</td>
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<td>CRIT 1101</td>
<td>Critical Thinking</td>
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<td>SPAN 1001</td>
<td>Elementary Spanish I</td>
<td>3</td>
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<td>PSYC 1101 or SOC 1101</td>
<td>Intro to General Psychology or Introduction to Sociology</td>
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<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
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<td>POLS 1101</td>
<td>American Government</td>
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<td>Survey of US History to 1877 or US HIST Since Reconstruction</td>
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<td>Cultural Studies Elective I</td>
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<tr>
<td>American Lit After 1850</td>
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<td>3000/4000 level Elective Class</td>
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<td>Survey of Literature (C1)</td>
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<td>English Elective 2</td>
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<td>English Elective 3</td>
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<td>American Lit Before 1850 (ENGL 5XXX)</td>
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<td><strong>Senior</strong></td>
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<td>ENGL 4011</td>
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<td>British Lit After 1660</td>
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<td>3000/4000 level Elective Class</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>3000/4000 level Non-English Class</td>
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<td>English Elective 6</td>
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<td>ENGL 4950</td>
<td>Senior Capstone (Depends on course rotation)</td>
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<td>3000/4000 level Elective Class</td>
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<td>British Lit before 1660</td>
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<tr>
<td><strong>Fifth Year</strong></td>
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<td>First Semester</td>
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<td>ART 5000 or MUSC 5000 or MATH 5000 or PHIL 5000</td>
<td>Great Works in Art History (Satisfies the MALS Foundation requirement) or Great Works in Music History or History of Mathematics or Classics in Philosophy</td>
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<td>Great Works in Art History</td>
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<tr>
<td>or MUSC 5000 or MATH 5000 or PHIL 5000</td>
<td>or Great Works in Music History or History of Mathematics or Classics in Philosophy</td>
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<td>MALS 6995 or MALS 6990</td>
<td>Master's Thesis Research or Non-Thesis Prof Paper Research</td>
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<td>Intro to Graduate Studies</td>
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Optional Summer Semester Between Senior and Fifth Year

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<tr>
<td>Graduate level English Elective</td>
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</table>
Program Requirements

Graduates of this program will be able to:

- Analyze and evaluate works of texts that reflect diverse genres, time periods, and cultures.
- Analyze the ways in which language and literature are informed by elements of culture, such as ethnicity, gender, histories, religious or philosophical identity, race, and sexuality.
- Interpret texts from various perspectives by using close readings supported by textual evidence and informed by critical theory.
- Produce a variety of multimodal materials, such as visual, sonic, gestural, spatial, non-verbal, and electronic texts, for a range of creative and rhetorical contexts and audiences.
- Conduct effective research and writing using a variety of technological and information sources.

If students choose the Optional Summer Semester between Senior and Fifth Year, they only need to take nine credits in the first semester and six credits in the second semester of their fifth year.

* Classes with one asterisk can be taken either 2nd semester sophomore or either semester junior years. But you still need to maintain rotation and take an asterisk course - it just could be one of the other asterisked courses.

1. Grade of B required in ENGL 3100 Intro to Literary Studies and ENGL 3110 Intro to Writing Studies for acceptance to the program.
2. English Electives (6 courses total) - Any 3000- or 4000-level English course.
3. Cultural Studies Electives (2 courses total)
4. Guided Electives (4 courses total) - any 3000- or 4000 level non-English course.
5. Survey of Literature (C1) - Students may take any English 2000 survey course to satisfy this requirement.
6. Graduate Level English Electives (4 courses total) - Any 5000 level non-English course.
7. Course counts towards both degrees.

English, BA

Program Learning Outcomes

Graduates of this program will be able to:

- Analyze and evaluate works of texts that reflect diverse genres, time periods, and cultures.
- Analyze the ways in which language and literature are informed by elements of culture, such as ethnicity, gender, histories, religious or philosophical identity, race, and sexuality.
- Interpret texts from various perspectives by using close readings supported by textual evidence and informed by critical theory.
- Produce a variety of multimodal materials, such as visual, sonic, gestural, spatial, non-verbal, and electronic texts, for a range of creative and rhetorical contexts and audiences.
- Conduct effective research and writing using a variety of technological and information sources.

Program Requirements

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<th>Code</th>
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<tr>
<td>MALS 5000</td>
<td>Intro. to Graduate Studies</td>
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</table>

Total Credit Hours: 9

International Languages and Lower Division Requirements 9

- Competence in a language other than English through the intermediate level (e.g., SPAN 2002/FREN 2002) is required here, in Areas B and/or C, or by competency assessment (e.g., CLEP). If the 9 hours for this area are not satisfied by International Language courses, then students may apply courses listed in Areas C or E but not already applied elsewhere.

Upper Division Core Requirements 12

- ENGL 3100 Intro to Literary Studies
- ENGL 3110 Intro to Writing Studies
- ENGL 4011 Critical Theory
- ENGL 4950 Senior Capstone

Upper Division Concentration Requirements 48

- Choose one concentration from the following:
  - Writing Concentration (p. 49)
- Literature Concentration (p. 49)

Total Degree Requirements 120

Concentration Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>ENGL 2131</td>
<td>American Literature I or ENGL 213 American Lit. I - Honors</td>
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<tr>
<td>ENGL 2132</td>
<td>American Literature II or ENGL 213 American Lit. II - Honors</td>
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Writing Concentration

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<tr>
<td>ENGL 2131</td>
<td>American Literature I or ENGL 213 American Lit. I - Honors</td>
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<tr>
<td>ENGL 2132</td>
<td>American Literature II or ENGL 213 American Lit. II - Honors</td>
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</table>

Core Requirements 48

- ENGL 3212 Advanced Composition
- ENGL 3600 Careers in Writing
- ENGL 3750 Digital and Multimedia Writing
- ENGL 3800 Introduction to Creative Writing
- ENGL 3900 Professional & Technical Writing
- ENGL 4015 Writing Culture and Power

English Electives 18

Choose six 3000-level or above ENGL courses that are not applied elsewhere in the program of study.

Free Electives 12

Choose four courses, 3000 or higher-level courses.

Literature Concentration

<table>
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<tr>
<td>ENGL 3300</td>
<td>Women and Literature</td>
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<td>ENGL 3410</td>
<td>African American Literature I</td>
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<td>ENGL 3420</td>
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<td>ENGL 3501</td>
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<td>ENGL 3510</td>
<td>Carribean Literature</td>
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<td>ENGL 3520</td>
<td>Asian-American Literature</td>
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<td>ENGL 3620</td>
<td>Postcolonial Literature</td>
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<tr>
<td>ENGL 4650</td>
<td>Nature Writing &amp; Environment. Lit.</td>
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Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

Writing Concentration

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<td>English Composition I Core Area A1</td>
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<td>MATH 101</td>
<td>Intro to Mathematical Modeling Core Area A2</td>
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<td>CRIT 1101</td>
<td>Critical Thinking Core Area B1</td>
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<td>Core Area B2</td>
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<td>POLS 1101</td>
<td>American Government Core Area C1</td>
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<td>Survey-PreModern World History Core Area E2</td>
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Literature Concentration

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* Competence in a language other than English through the intermediate level (e.g., SPAN/FREN 2002) is required in Areas B2 and/or Area C or Area F. SPAN 1001/FREN 1001 cannot be used anywhere in degree, but students may opt to take the course in preparation for SPAN/FREN 1002 if the student did not complete 2 or more years of Spanish or French in high school. All English majors must have a C or higher in all English classes and classes applied as electives.

1 First-time traditional students enrolling in 9 or more semester hours are required to enroll in CSU 1000 First Year Seminar

2 Open Electives: Select any four courses with a prefix of 3000 or above.
English, BA, Secondary Education Concentration

Program Learning Outcomes

Graduates of this program will be able to:

a. Analyze and evaluate works of texts that reflect diverse genres, time periods, and cultures.

b. Analyze the ways in which language and literature are related to class, culture, ethnicity, gender, histories, race, and sexuality.

c. Interpret texts from various perspectives by using close readings supported by textual evidence and informed by critical theory.

d. Produce a variety of materials, including oral presentations, for a range of creative writing and/or rhetorical contexts.

e. Conduct effective research and writing as it relates to the field of English studies by using a variety of technological and information sources.

Program Requirements

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<td>Women and Literature</td>
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<td>English Electives</td>
<td>Choose two 3000-level or above ENGL courses that are not applied elsewhere in the program of study.</td>
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</table>

British Literature before 1660 | 3

Choose one (1) from:

- ENGL 4200 Medieval Literature
- ENGL 4205 Race & Gender in Med/Ren. Lit.
- ENGL 4210 Renaissance & Commonwealth Lit

British Literature after 1660 | 3

Choose one (1) from:

- ENGL 4222 Restoration & 18th Century Lit
- ENGL 4241 Romantic Literature
- ENGL 4242 Victorian Literature
- ENGL 4250 Modern British Literature
- ENGL 3620 Postcolonial Literature (if not applied in Cultural Studies)

American Literature before 1850 | 3

Choose one (1) from:

- ENGL 4100 Amer. Colonial & Federal Lit.
- ENGL 4110 American Romanticism
- ENGL 3410 African American Literature I (if not applied in Cultural Studies)

American Literature after 1850 | 3

Choose one (1) from:

- ENGL 4120 American Realism & Naturalism
- ENGL 4130 Southern Literature
- ENGL 4140 Modern American Literature
- ENGL 4150 Contemporary American Lit.
- ENGL 3420 African American Literature II (if not applied in Cultural Studies)
- ENGL 3501 Multicultural Literature (if not applied in Cultural Studies)

Additional Courses - The following courses may be applied in one of the above categories depending on the topic of the course:

- ENGL 4610 Modern Poetry
- ENGL 4800 Selected Topics in English
- ENGL 4810 Special Topics in Women & Lit.
- ENGL 4820 Studies in Drama
- ENGL 4900 Directed Research

Guided Electives | 9

- ENGL 3200 History of English Language
- ENGL 3210 Advanced Grammar
- ENGL 4114 Adolescent Literature
- ENGL 4215 Shakespeare

English Electives | 6

Choose two 3000-level or above ENGL courses that are not applied elsewhere in the program of study.

Secondary Teacher Education Concentration Area | 27
Revised 5/17

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<th>Course</th>
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1. Compentence in a language other than English through the intermediate level (e.g., SPAN/FREN 2002) is required in Areas B2 and/or Area C or Area F. SPAN 1001/FREN 1001 cannot be used anywhere in degree, but students may opt to take the course in preparation for SPAN/FREN 1002 if the student did not complete 2 or more years of Spanish or French in high school.

All English majors must have a C or higher in all English classes and classes applied as electives.

Education students are bound by the rules and policies stated in the Teacher Education Unit Policy Manual and in the Intern Handbook. Both are posted on the Teacher Education home page at http://www.clayton.edu/teachered.
First-time traditional students enrolling in 9 or more semester hours are required to enroll in CSU 1000 First Year Seminar

English, Minor

The English minor program has two concentrations that serve different populations of students. The concentration in literature is for students who intend to pursue undergraduate minors in literature or related fields, either in preparation for teaching or for other personal or professional goals. The concentration in writing is for students seeking advanced preparation for careers requiring proficiency in written print and digital communication or for graduate programs in technical or professional writing.

Program Requirements

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Concentration Requirements

Literature Concentration

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Writing Concentration

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ENGL 4015 Writing Culture and Power
ENGL 4030 Methods in Teaching Writing
ENGL 4040 Advanced Document Design
ENGL 4300 Advanced Poetry Writing
ENGL 4315 Advanced Fiction Writing
ENGL 4320 Adv Creative Nonfiction Wrtg
ENGL 4800 Selected Topics in English
ENGL 4950 Senior Capstone

Choose from Literature Courses: 0-3
ENGL 3100 Intro to Literary Studies
ENGL 3200 History of English Language
ENGL 3520 Asian-American Literature
ENGL 3300 Women and Literature
ENGL 3410 African American Literature I
ENGL 3420 African American Literature II
ENGL 3501 Multicultural Literature
ENGL 3510 Caribbean Literature
ENGL 3620 Postcolonial Literature
ENGL 4011 Critical Theory
ENGL 4020 Methods in Teaching Literature
ENGL 4100 Amer. Colonial & Federal Lit.
ENGL 4110 American Romanticism
ENGL 4114 Adolescent Literature
ENGL 4140 Modern American Literature
ENGL 4150 Contemporary American Lit.
ENGL 4200 Medieval Literature
ENGL 4205 Race & Gender in Med/Ren. Lit.
ENGL 4210 Renaissance & Commonwealth Lit 3
ENGL 4215 Shakespeare
ENGL 4222 Restoration & 18th Century Lit
ENGL 4241 Romantic Literature
ENGL 4242 Victorian Literature
ENGL 4250 Modern British Literature
ENGL 4610 Modern Poetry
ENGL 4650 Nature Writing & Environ. Lit.
ENGL 4800 Selected Topics in English
ENGL 4810 Special Topics in Women & Lit.
ENGL 4820 Studies in Drama
ENGL 4900 Directed Research
ENGL 4950 Senior Capstone

Total Credit Hours 12

Mission and Goals
The Department of Humanities is a multidisciplinary unit composed of faculty whose mission is to cultivate awareness of and sensitivity to the ideas and values characterizing human discourse, thought, and experience. The Department provides leadership for the University’s commitment to teaching students critical and creative thinking, analytical reading and listening, as well as international language and information-gathering skills. The Department offers a diverse and technology-enhanced curriculum that encourages critical, open-minded and informed consideration of the human tradition and the many beliefs, histories, and words of our collective cultural heritage. Together, we teach introductory and advanced courses in the areas of History, Philosophy, International Languages, and Humanities, with a BA in History, a BA in History and Secondary Education, and, through an online collaborative, a BA in French and a BA in Spanish. The Department also offers minors in History, Philosophy, French, and Spanish. As Humanities faculty, we are devoted to our students, and we are actively involved in scholarly research and in service to the profession, to the University and to the larger community.

Programs

Baccalaureate Programs
• French, BA (p. 55)
• History BA, Secondary Education Concentration (p. 57)
• History, BA (p. 59)
• Spanish, BA (p. 62)

Minor Programs
• French, Minor (p. 57)
• History, Minor (p. 62)
• Philosophy, Minor (p. 62)
• Spanish, Minor (p. 64)

Faculty
Benjamin L. Buckley
David Gilbert
Randall S. Gooden
Alexander W. Hall
Todd D. Janke
E. Joe Johnson
Andrew P. Kurt
Sanjay Lal
Marko H. Maunula
Dennis R. Miller
Jackson Schwartz
Adam Tate
Rosario Maria Vickery
Christopher Ward
Carol L. White

French, BA
The degree program in French is offered through an online collaborative of various University System of Georgia (USG) institutions: including Clayton State University, the College of Coastal Georgia, and Valdosta State University. The program is offered primarily at a distance via the Georgia Online Virtual Enterprise Wide (GoView) system. Possible
exceptions to fully online delivery would be face-to-face or hybrid classes offered by the consortium members or other USG institutions.

The purpose of the Bachelor of Arts in French is to produce graduates who are prepared to assume a variety of important roles in Georgia communities. The program provides a foundation of required major courses, which includes French conversation and composition, language, civilization, Francophone literature, and applied French courses for the professions. This approach allows students to develop areas of expertise that best meet the needs of their career paths, including the critical need for French-speaking professionals in business, industry, health care, law enforcement, and public service. The program provides a focus on oral communication in professional settings, with opportunities for development of specialized vocabulary, analysis of the language used in professional settings, research in professional areas, and hands-on experiences in the community or abroad. These opportunities prepare students with an understanding of cultural factors affecting communication.

Program Learning Outcomes
Graduates of this program will be able to:

a. To demonstrate the ability to listen and to read in French at the advanced level of proficiency, as defined by the American Council on the Teaching of Foreign Languages Proficiency Guidelines.

b. To demonstrate the ability to speak and to write in French at the intermediate high level of proficiency, as defined by the American Council on the Teaching of Foreign Languages Proficiency Guidelines.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p. )</td>
<td>42</td>
<td></td>
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</tbody>
</table>

All Core Curriculum requirements for the French degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements (Area F) 18

Language Competence 0-12

Competence in French through the intermediate level (i.e. FREN 2002) is required, here, in Area C, or by competency assessment (e.g., CLEP). 1

Elective Courses 6-18

Choose any 1000-2000 level course that is not applied in Areas C or E.

Upper Division Major Requirements 33

FREN 2010 Intermediate Conversation 3

FREN 3001 French Conversation 3

or FREN 3002 French Composition 3

FREN 3150 French Culture & Civilization 3

or FREN 3160 Francophone Culture & Civ 3

FREN 3201 Approaches to Literature 3

FREN 3250 Survey of French Literature 3

or FREN 3260 Survey of Francophone Lit 3

FREN 4001 Advanced French Conversation 3

FREN 4002 Advanced French Composition 3

FREN 4991 Senior Seminar 3

FREN 3XXX/4XXX 6

ESOL 4010 Applied Linguistics for ESOL 3

Upper Division French Electives 0-27

FREN 3300 French Phonetics and Phonology 3

FREN 3400 Culture, Business, Society 3

FREN 4210 Business French 3

FREN 4800 Special Topics in French 3

or FREN 4801 Special Topics in French 3

or FREN 4802 Special Topics in French 3

or FREN 4803 Special Topics in French 3

or FREN 4804 Special Topics in French 3

or FREN 4805 Special Topics in French 3

or FREN 4806 Special Topics in French 3

or FREN 4807 Special Topics in French 3

or FREN 4808 Special Topics in French 3

FREN 4950 Directed Study 3

FREN 4960 Study Abroad 3

FREN 4980 Community Practicum/Internship 3

Upper Division Free Electives 0-27

Choose up to 27 hours of 1000-4000 level, non-core curriculum coursework, with a maximum of 21 hours of 1000-2000 level course work. This area may be satisfied by course work towards a major or minor in a separate discipline, including a second language.

Total Credit Hours 120

1 If not used in Areas A-E, these classes may include FREN 1001 Elementary French I, FREN 1002 Elementary French II, FREN 2001 Intermediate French I, and FREN 2002 Intermediate French II.

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

Course Title Credit Hours

<table>
<thead>
<tr>
<th>First Year</th>
<th>First Semester</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
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<td>FREN 1002</td>
<td>Elementary French II</td>
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<td>PSYC 1101</td>
<td>Intro to General Psychology</td>
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<tr>
<td>or SOCI 1101</td>
<td>or Introduction to Sociology</td>
</tr>
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<td>HIST 1111</td>
<td>Survey-PreModern World History</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>or Survey of Modern World History</td>
</tr>
<tr>
<td>Credit Hours</td>
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<thead>
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<tbody>
<tr>
<td>ENGL 1102</td>
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<tr>
<td>FREN 2001</td>
</tr>
<tr>
<td>PHIL 2010</td>
</tr>
<tr>
<td>POLS 1101</td>
</tr>
<tr>
<td>MATH 1111</td>
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<td>Credit Hours</td>
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<table>
<thead>
<tr>
<th>Second Year</th>
<th>First Semester</th>
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</thead>
<tbody>
<tr>
<td>PHIL 2040</td>
<td>Intro to Aesthetics</td>
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<tr>
<td>FREN 2002</td>
<td>Intermediate French II</td>
</tr>
<tr>
<td>BIOL 1111</td>
<td>Introduction to Biology I</td>
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<td>Code</td>
<td>Title</td>
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<tr>
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<tr>
<td>BIOL 1111L</td>
<td>Intro to Biology Laboratory</td>
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<tr>
<td>HIST 2111</td>
<td>Survey of US History to 1877</td>
</tr>
<tr>
<td>or HIST 2112</td>
<td>or US HIST Since Reconstruction</td>
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<tr>
<td>Lower Division Elective (1000/2000 Course)</td>
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</tr>
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<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>FREN 2010</td>
<td>Intermediate Conversation</td>
</tr>
<tr>
<td>ART 2301</td>
<td>Art of the Pre-Modern World</td>
</tr>
<tr>
<td>BIOL 1112</td>
<td>Introduction to Biology II</td>
</tr>
<tr>
<td>SCI 1901</td>
<td>Selected Topics in Science</td>
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<tr>
<td>Lower Division Elective (1000/2000 Course)</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<tr>
<td><strong>Third Year</strong></td>
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</tr>
<tr>
<td>First Semester</td>
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</tr>
<tr>
<td>FREN 3001</td>
<td>French Conversation</td>
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<tr>
<td>FREN Major-Related Course</td>
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<td>Elective</td>
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</tr>
<tr>
<td>Elective</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<tr>
<td>Second Semester</td>
<td></td>
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<td>FREN 3150</td>
<td>French Culture &amp; Civilization</td>
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<tr>
<td>FREN Major-Related Course</td>
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<td>Elective</td>
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<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
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</tr>
<tr>
<td>Fourth Year</td>
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<tr>
<td>First Semester</td>
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<tr>
<td>FREN 3160</td>
<td>Francophone Culture &amp; Civ</td>
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<tr>
<td>FREN 3201</td>
<td>Approaches to Literature</td>
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<tr>
<td>FREN Major-Related Course</td>
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<tr>
<td>Elective</td>
<td></td>
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<tr>
<td>Elective</td>
<td></td>
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<tr>
<td><strong>Credit Hours</strong></td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>FREN 3250</td>
<td>Survey of French Literature</td>
</tr>
<tr>
<td>FREN 4001</td>
<td>Advanced French Conversation</td>
</tr>
<tr>
<td>FREN 4991</td>
<td>Senior Seminar</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

**French, Minor**

The Department of Humanities offers two minors in world languages: French and Spanish. These minors will enhance listening, oral, writing, and reading, speaking, and cultural expertise of students in the target language. They will supplement students’ degrees in other programs offered at the University and in graduate school programs, they will help prepare students to engage effectively with the world in varied ways, and they will enhance students’ career opportunities.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Division Prerequisite</td>
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<tr>
<td>FREN 2002</td>
<td>Intermediate French II (with a C or better)</td>
<td>3</td>
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<tr>
<td>Upper Division Electives</td>
<td></td>
<td>12</td>
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</tbody>
</table>

**Choose 12 hours from the following:**

- FREN 3001 French Conversation
- FREN 3002 French Composition
- FREN 3150 French Culture & Civilization
- FREN 3160 Francophone Culture & Civ
- FREN 3201 Approaches to Literature
- FREN 3250 Survey of French Literature
- FREN 3260 Survey of Francophone Lit
- FREN 3300 French Phonetics and Phonology
- FREN 3400 Culture, Business, Society
- FREN 4001 Advanced French Conversation
- FREN 4002 Advanced French Composition
- FREN 4210 Business French

- FREN 4800 Special Topics in French
- or FREN 480 Special Topics in French
- or FREN 480 Special Topics in French
- or FREN 480 Special Topics in French
- or FREN 480 Special Topics in French
- or FREN 480 Special Topics in French
- or FREN 480 Special Topics in French
- FREN 4950 Directed Study
- FREN 4960 Study Abroad
- FREN 4980 Community Practicum/Internship

**Total Credit Hours**

**18**

**History BA, Secondary Education Concentration**

**Program Learning Outcomes**

Graduates of this program will be able to:

a. Discuss historical findings in clear and coherent presentations.

b. Perform historical research using primary and secondary sources in libraries, archive, and other repositories of historical events.

c. Identify and evaluate conflicting historical interpretations of events and personalities.

d. Write in a clear, analytical and organized manner, demonstrating appropriate professional documentation methods.

e. Identify and critically evaluate primary and secondary historical sources.

f. Identify and describe basic chronologies of US and world history.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p. 42)</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>All Core Curriculum requirements for the History and Secondary Education degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Division Major Requirements (Area F)</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>World Language Option</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For History & Secondary Education majors, knowledge of a world language is strongly recommended.

Lower Division Major Requirements

Choose 12 hours from the following:\(^1\)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1111</td>
<td>Survey-PreModern World History (whichever <em>not</em> taken in Area E2)</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>Survey of Modern World History</td>
</tr>
<tr>
<td>HIST 2111</td>
<td>Survey of US History to 1877 (whichever <em>not</em> taken in Area E3)</td>
</tr>
<tr>
<td>or HIST 2112</td>
<td>HIST Since Reconstruction</td>
</tr>
<tr>
<td>HIST 2500</td>
<td>Historical Methods</td>
</tr>
<tr>
<td>HIST 2750</td>
<td>Critical Trends and Issues</td>
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Lower Division Major Electives

Choose 0-6 hours from the following:

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>AFAM 2010</td>
<td>Introduction to African American Studies</td>
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<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECON 2106</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>MATH 1401</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>PHIL 2010</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHIL 2030</td>
<td>Ethics, History, and Contemporary Perspectives</td>
</tr>
<tr>
<td>PHIL 2040</td>
<td>Introduction to Aesthetics</td>
</tr>
<tr>
<td>POLS 2101</td>
<td>Intro to Political Science</td>
</tr>
<tr>
<td>POLS 2401</td>
<td>Intro to Global Issues</td>
</tr>
<tr>
<td>PSYC 2103</td>
<td>Intro to Human Development</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SOCI 2293</td>
<td>Modern Families</td>
</tr>
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</table>

Upper Division History Major Requirements

Choose nine hours from the following:

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>HIST 3001</td>
<td>Historiography</td>
</tr>
<tr>
<td>HIST 3110</td>
<td>Georgia History and Government</td>
</tr>
<tr>
<td>HIST 3700</td>
<td>U.S. Historical Geography</td>
</tr>
<tr>
<td>or HIST 3800</td>
<td>World Historical Geography</td>
</tr>
<tr>
<td>HIST 4250</td>
<td>History of World Religions</td>
</tr>
<tr>
<td>HIST 3601</td>
<td>Methods for Teaching History</td>
</tr>
<tr>
<td>HIST 4850</td>
<td>Senior Thesis in History</td>
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</tbody>
</table>

Upper Division U.S. History Electives

Choose nine hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>HIST 3010</td>
<td>Intro to Public History</td>
</tr>
<tr>
<td>HIST 3120</td>
<td>Establishment-US 1607-1800</td>
</tr>
<tr>
<td>HIST 3125</td>
<td>The Age of Jefferson &amp; Jackson</td>
</tr>
<tr>
<td>HIST 3130</td>
<td>The Civil War Era</td>
</tr>
<tr>
<td>HIST 3132</td>
<td>The Reconstruction Era</td>
</tr>
<tr>
<td>HIST 3135</td>
<td>US-Gilded Age &amp; Prog. Era</td>
</tr>
<tr>
<td>HIST 3140</td>
<td>Themes-Twentieth Cen. US Hist.</td>
</tr>
<tr>
<td>HIST 3170</td>
<td>U.S. History, 1914-1945</td>
</tr>
<tr>
<td>HIST 3180</td>
<td>Modern America, 1945-present</td>
</tr>
<tr>
<td>HIST 3245</td>
<td>History through Film</td>
</tr>
<tr>
<td>HIST 3330</td>
<td>Business &amp; Economic History</td>
</tr>
<tr>
<td>HIST 3420</td>
<td>Family History &amp; Genealogical Resources</td>
</tr>
<tr>
<td>HIST 3450</td>
<td>U.S. Military History</td>
</tr>
<tr>
<td>HIST 4003</td>
<td>Women's History</td>
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<tr>
<td>HIST 4004</td>
<td>Environmental History</td>
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<tr>
<td>HIST 4020</td>
<td>History of the Old South</td>
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<tr>
<td>HIST 4030</td>
<td>History of the New South</td>
</tr>
<tr>
<td>HIST 4040</td>
<td>African American Hist. to 1877</td>
</tr>
<tr>
<td>HIST 4050</td>
<td>African Am. Hist. since 1877</td>
</tr>
<tr>
<td>HIST 4800</td>
<td>Selected Topics in History</td>
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Upper Division World History Electives

Choose nine hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HIST 3210</td>
<td>Twentieth Century World</td>
</tr>
<tr>
<td>HIST 3221</td>
<td>Colonial Latin America</td>
</tr>
<tr>
<td>HIST 3223</td>
<td>Modern Latin America</td>
</tr>
<tr>
<td>HIST 3227</td>
<td>History of Mexico</td>
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<tr>
<td>HIST 3230</td>
<td>History of Sub Sahara Africa</td>
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<tr>
<td>HIST 3240</td>
<td>Spec. Topics in Hist-Mid. East</td>
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<tr>
<td>HIST 3250</td>
<td>Pre-Morden East Asian History</td>
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<td>HIST 3255</td>
<td>Modern East Asian History</td>
</tr>
<tr>
<td>HIST 3260</td>
<td>Pre-Morden South Asia History</td>
</tr>
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<td>HIST 3265</td>
<td>Modern South Asian History</td>
</tr>
<tr>
<td>HIST 3270</td>
<td>Pre-Morden Russian History</td>
</tr>
<tr>
<td>HIST 3275</td>
<td>Modern Russian History</td>
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<tr>
<td>HIST 3280</td>
<td>History of Middle East to 1800</td>
</tr>
<tr>
<td>HIST 3285</td>
<td>History of Middle East-1800</td>
</tr>
<tr>
<td>HIST 4110</td>
<td>Ancient Greece and Rome</td>
</tr>
<tr>
<td>HIST 4115</td>
<td>History of the Middle Ages</td>
</tr>
<tr>
<td>HIST 4150</td>
<td>Early Modern Europe</td>
</tr>
<tr>
<td>HIST 4160</td>
<td>Europe Since 1815</td>
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Secondary Teacher Education Emphasis Area

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<tr>
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<tbody>
<tr>
<td>EDUC 2110</td>
<td>Invest. Critical/Contem. Issue</td>
</tr>
<tr>
<td>EDUC 2120</td>
<td>Exploring Socio-Culture</td>
</tr>
<tr>
<td>EDUC 2130</td>
<td>Exploring Teaching and Learning</td>
</tr>
<tr>
<td>EDUC 3030</td>
<td>Exploring the Exceptional Learner</td>
</tr>
<tr>
<td>EDUC 3200</td>
<td>Secondary Curr. &amp; Assessment</td>
</tr>
<tr>
<td>EDUC 3210</td>
<td>Classroom Methods &amp; Mgmt.</td>
</tr>
<tr>
<td>EDUC 4003</td>
<td>Secondary Level Seminar</td>
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<td>EDUC 4725</td>
<td>Secondary Practicum</td>
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<tr>
<td>EDUC 4730</td>
<td>Secondary Level Internship</td>
</tr>
<tr>
<td>EDUC 4731</td>
<td>Secondary Level Internship</td>
</tr>
</tbody>
</table>

Total Credit Hours 123

1 Grades of C or better are required for all lower division HIST courses.

Education Policies and Procedures

Education students are bound by the rules and policies stated in the Teacher Education Unit Policy Manual and in the Intern Handbook. Both are posted on the Teacher Education home page at http://www.clayton.edu/teachered/. Please see the Department of Teacher Education for admission, graduation, and certification requirements.

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.
### Clayton State University

**History, BA**

Graduates with a BA in history have several options including entry-level positions in history-related fields, graduate study in history, and solid liberal arts preparation for a variety of public service, business, writing, and education careers. The study of history has traditionally provided a strong background for graduates who go on to law school. Yet history degrees are versatile, viable, and valuable. Among the top skills that today’s employers want are written and oral communication, solving problems, analyzing data, and obtaining and processing information. History majors develop those desirable skills.

### History majors at Clayton State have an experience unique in the nation because no other institution of higher learning has a state archives and a regional national archives located immediately adjacent to campus. Clayton State students will have the opportunity to conduct research in these facilities, and internships in either facility are possible.

### Grades of “C” or above are required in ALL history courses and education courses.

### Graduates of this program will be able to:

- Discuss historical findings in clear and coherent presentations.
- Perform historical research using primary and secondary sources in libraries, archive, and other repositories of historical events.

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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<tr>
<td>First Semester</td>
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<td>Intro to Mathematical Modeling</td>
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<tr>
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<td>Critical Thinking</td>
<td>3</td>
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<td>POLS 1101</td>
<td>American Government</td>
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<tr>
<td>HIST 1111</td>
<td>Survey-PreModern World History</td>
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<td>First Year Seminar</td>
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<td>or Introduction to Philosophy</td>
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<tr>
<td>or PHIL 2030</td>
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<tr>
<td>or PHIL 2040</td>
<td>or Intro to Aesthetics</td>
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<td>or POLS 2101</td>
<td>or Intro to Political Science</td>
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<tr>
<td>or POLS 2401</td>
<td>or Intro to Global Issues</td>
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<tr>
<td>or SOCI 2293</td>
<td>or Modern Families</td>
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<td>or PHIL 2010</td>
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<td>EDUC 2130</td>
<td>Exploring Learning &amp; Teaching</td>
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<td>EDUC 3030</td>
<td>Exploring-Exceptional Learner</td>
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<td>Math, Science, or Technology Course</td>
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<tr>
<td>HIST 2500</td>
<td>Historical Methods</td>
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<td>US History Elective (3000/4000 Course)</td>
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<td>Second Semester</td>
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<td>HIST 4250</td>
<td>History of World Religions</td>
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<td>EDUC 3210</td>
<td>Classroom Methods &amp; Mgmt.</td>
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<tr>
<td>HIST 3110</td>
<td>Georgia History and Government</td>
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<tr>
<td>HIST 3001</td>
<td>Historiography</td>
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</table>

1. First-time traditional students enrolling in 9 or more semester hours are required to enroll in CSU 1000 First Year Seminar
2. HIST 2500, HIST 3001, and HIST 4850 are designed to be taken in a three-semester sequence.
c. Identify and evaluate conflicting historical interpretations of events and personalities

d. Write in a clear, analytical and organized manner, demonstrating appropriate professional documentation methods.

e. Identify and critically evaluate primary and secondary historical sources.

f. Identify and describe basic chronologies of US and world history.

Program Requirements

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<tr>
<th>Code</th>
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<td>Core Curriculum (Areas A-E)</td>
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All Core Curriculum requirements for the History degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

<table>
<thead>
<tr>
<th>Lower Division Major Requirements (Area F)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>World Language Option</td>
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Students contemplating advanced study in the field of history or international travel are strongly encouraged to study a language other than English.

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<th>Lower Division Major Requirements</th>
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<td>or HIST 1112: Survey of Modern World History</td>
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<tr>
<td>HIST 2111</td>
<td>Survey of US History to 1877</td>
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<tr>
<td>or HIST 2112</td>
<td>US HIST Since Reconstruction</td>
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<tr>
<td>HIST 2500</td>
<td>Historical Methods</td>
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<td>HIST 2750</td>
<td>Critical Trends and Issues</td>
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<th>Lower Division Major Electives</th>
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<td>Principles of Microeconomics</td>
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<td>MATH 1401</td>
<td>Elementary Statistics</td>
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<tr>
<td>PHIL 2010</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHIL 2030</td>
<td>Ethics, History, and Contemporary Perpsectives</td>
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<td>PHIL 2040</td>
<td>Introduction to Aesthetics</td>
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<tr>
<td>POLS 2101</td>
<td>Intro to Political Science</td>
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<td>POLS 2401</td>
<td>Intro to Global Issues</td>
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<td>PSYC 2103</td>
<td>Intro to Human Development</td>
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<td>Introduction to Sociology</td>
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<td>SOCI 2293</td>
<td>Modern Families</td>
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<table>
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<th>Upper Division Major Requirements</th>
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<tr>
<td>HIST 3001</td>
<td>Historiography</td>
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<tr>
<td>HIST 3110</td>
<td>Georgia History and Government</td>
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<tr>
<td>HIST 4850</td>
<td>Senior Thesis in History</td>
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<table>
<thead>
<tr>
<th>Required Upper Division United States History Core</th>
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<td>Select 4 courses from the following:</td>
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<tr>
<td>HIST 3010</td>
<td>Intro to Public History</td>
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<td>HIST 3120</td>
<td>Establishment-US 1607-1800</td>
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<tr>
<td>HIST 3125</td>
<td>The Age of Jefferson &amp; Jackson</td>
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<tr>
<td>HIST 3130</td>
<td>The Civil War Era</td>
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<tr>
<td>HIST 3132</td>
<td>The Reconstruction Era</td>
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<tr>
<td>HIST 3135</td>
<td>US-Gilded Age &amp; Prog. Era</td>
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<tr>
<td>HIST 3140</td>
<td>Themes-Twentieth Cent. US Hist.</td>
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<tr>
<td>HIST 3170</td>
<td>U.S. History, 1914-1945</td>
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<tr>
<td>HIST 3180</td>
<td>Modern America, 1945-present</td>
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<tr>
<td>HIST 3245</td>
<td>History through Film</td>
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<td>HIST 3330</td>
<td>Business &amp; Economic History</td>
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<tr>
<td>HIST 3420</td>
<td>Family History &amp; Genealogical Resources</td>
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<td>HIST 3450</td>
<td>U.S. Military History</td>
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<td>HIST 3700</td>
<td>U.S. Historical Geography</td>
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<tr>
<td>HIST 4003</td>
<td>Women's History</td>
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<td>HIST 4004</td>
<td>Environmental History</td>
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<td>HIST 4020</td>
<td>History of the Old South</td>
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<td>History of the New South</td>
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<td>HIST 4040</td>
<td>African American Hist. to 1877</td>
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<td>HIST 4050</td>
<td>African Am. Hist. since 1877</td>
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<tr>
<td>HIST 4440</td>
<td>Introduction to Museums</td>
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<td>HIST 4450</td>
<td>Intro- Historical Preservation</td>
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<td>HIST 4800</td>
<td>Selected Topics in History</td>
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<td>HIST 4900</td>
<td>Independent Study-History</td>
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<tr>
<td>HIST 4901</td>
<td>History Internship</td>
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<tr>
<td>HIST 4902</td>
<td>Archival Internship II</td>
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<tr>
<td>HIST 4903</td>
<td>History Practicum</td>
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<th>Required Upper Division World History Core</th>
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<td>Twentieth Century World</td>
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<td>HIST 3221</td>
<td>Colonial Latin America</td>
</tr>
<tr>
<td>HIST 3223</td>
<td>Modern Latin America</td>
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<tr>
<td>HIST 3225</td>
<td>Caribbean History</td>
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<tr>
<td>HIST 3227</td>
<td>History of Mexico</td>
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<td>HIST 3230</td>
<td>History of Sub Sahara Africa</td>
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<tr>
<td>HIST 3240</td>
<td>Spec. Topics in Hist-Mid. East</td>
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<tr>
<td>HIST 3245</td>
<td>History through Film (relevant topics)</td>
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<tr>
<td>HIST 3250</td>
<td>Pre-Modern East Asian History</td>
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<td>HIST 3255</td>
<td>Modern East Asian History</td>
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<td>HIST 3260</td>
<td>Pre-Modern South Asia History</td>
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<td>HIST 3265</td>
<td>Modern South Asian History</td>
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<tr>
<td>HIST 3270</td>
<td>Pre-Modern Russian History</td>
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<td>HIST 3275</td>
<td>Modern Russian History</td>
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<td>HIST 3280</td>
<td>History of Middle East to 1800</td>
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<td>History of the Middle Ages</td>
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<td>Early Modern Europe</td>
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<td>Europe Since 1815</td>
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<td>History of World Religions</td>
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<td>Independent Study-History</td>
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<td>HIST 4901</td>
<td>History Internship</td>
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<td>HIST 4902</td>
<td>Archival Internship II</td>
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<tr>
<th>General History Concentration or Minor</th>
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<td>15-21</td>
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</table>
History majors must select the General History Concentration or choose an approved minor in another discipline. Choose 5-7 additional Upper Division (3000-4000 level) HIST courses.

**Upper-Division Free Electives**

Choose 3-12 hours of 3000-level or above courses from any course prefix

**Free Elective**

Choose any course numbered 1000 or higher (except PHED, WLAB, or courses identified in the catalog as career or institutional credit courses).

**Total Credit Hours**

120

1 Grades of C or better are required for all lower division HIST courses.

### Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<tr>
<td><strong>First Semester</strong></td>
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<td>ENGL 1101</td>
<td>English Composition I</td>
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<td>or MATH 1401</td>
<td>or Elementary Statistics</td>
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<tr>
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<td>or SOCI 2293</td>
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<td>US HIST Since Reconstruction</td>
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<td>or ECON 2106</td>
<td>or Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>or MATH 1401</td>
<td>or Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td>or PHIL 2010</td>
<td>or Introduction to Philosophy</td>
<td></td>
</tr>
<tr>
<td>or PHIL 2030</td>
<td>or Ethics/History/Contmpy Persp</td>
<td></td>
</tr>
<tr>
<td>or PHIL 2040</td>
<td>or Intro to Aesthetics</td>
<td></td>
</tr>
<tr>
<td>or POLS 2101</td>
<td>or Intro to Political Science</td>
<td></td>
</tr>
<tr>
<td>or POLS 2401</td>
<td>or Intro to Global Issues</td>
<td></td>
</tr>
<tr>
<td>or PSYC 2103</td>
<td>or Intro to Human Development</td>
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<tr>
<td>or SOCI 1101</td>
<td>or Introduction to Sociology</td>
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<tr>
<td>or SOCI 2293</td>
<td>or Modern Families</td>
<td></td>
</tr>
<tr>
<td>HIST 2750</td>
<td>Critical Trends and Issues</td>
<td>Core Area D1</td>
</tr>
<tr>
<td>Science Course with Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
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</tr>
<tr>
<td><strong>Fourth Year</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>HIST 4850</td>
<td>Senior Thesis in History</td>
<td>Core Area E1</td>
</tr>
<tr>
<td>World History Elective (3000/4000 HIST Course)</td>
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</tr>
<tr>
<td>US History Elective (3000/4000 HIST Course)</td>
<td></td>
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<tr>
<td>Minor or HIST Elective (3000/4000 Course)</td>
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<tr>
<td>Minor or HIST Elective (3000/4000 Course)</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<td></td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>History Elective</td>
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<td>Core Area F1</td>
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<td>World History Elective (3000/4000 HIST Course)</td>
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<td>US History Elective (3000/4000 HIST Course)</td>
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<td>Minor or HIST Elective (3000/4000 Course)</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
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</tr>
</tbody>
</table>

1 First-time traditional students enrolling in 9 or more semester hours are required to enroll in CSU 1000 First Year Seminar

2 HIST 2500, HIST 3001, and HIST 4850 are designed to be taken in a three-semester sequence.

Grades of "C" or above are required in ALL history courses used in Areas A-F of the history major. No more than two grades of "D" in upper division courses are allowed in the history major. 1000 or 2000 level courses used in upper division are included in this restriction.
History, Minor

The objectives of the history minor are:

- To help prepare students for professional careers and advanced study in political science, law, teaching and a myriad of other private and public sector positions;
- To offer an opportunity for students to broaden their education and to pursue their interests in history but who choose to major in another discipline, perhaps completely unrelated to history;
- To provide students with a way of thinking about the human experience over time, to reason systematically, to examine critically the relationships among people and events, and to reach thoughtful judgments about human affairs;
- To offer Clayton State students in other major degree programs minor course options similar to those provided at other system institutions with history four-year degree and minor programs.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Division Requirements</td>
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<td></td>
</tr>
<tr>
<td>HIST 2500</td>
<td>Historical Methods</td>
<td>6</td>
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<tr>
<td>HIST 2750</td>
<td>Critical Trends and Issues</td>
<td>3</td>
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<tr>
<td>Upper Division Electives</td>
<td>12</td>
<td></td>
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<tr>
<td>Choose four 3000-4000 level HIST courses (at least one course must be from Required Upper Division World History Core).</td>
<td></td>
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<tr>
<td>Total Credit Hours</td>
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</tbody>
</table>

Philosophy, Minor

The Philosophy minor will provide students with skills that will enhance their academic performance whatever their major course of study and whatever their career aim. The hallmark of philosophy is the attempt to think with rigor and clarity about difficult and enduring questions: Who am I? What can I know? How should I act? In coming to understand and think philosophically about such questions, students develop the ability to think more clearly and deeply about any question. So, the study of philosophy, in itself often abstract and theoretical, pays dividends of the most practical sort, enabling the student to do whatever s/he chooses to do, better. Moreover, the philosophy minor gives the student’s academic record something distinctive, which is attractive to potential employers.

To fulfill a minor in Philosophy, students must complete a minimum of 18 semester hours of coursework with at least 9 hours of upper-division coursework. Students will choose from among 9 upper division courses and 3 lower division courses to complete the 18 hours required for the minor in Philosophy. Pre-requisites for the upper division courses will be CRIT 1101 Critical Thinking, ENGL 1101 English Composition I & ENGL 1102 English Composition II, and either PHIL 2010 Introduction to Philosophy, PHIL 2030 Ethics/History/Contemporary Perspectives, or PHIL 2040 Introduction to Aesthetics.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Lower Division Requirements</td>
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</tr>
<tr>
<td>PHIL 2010</td>
<td>Introduction to Philosophy</td>
<td>3</td>
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</table>

Spanish, BA

The degree program in Spanish is offered through an online collaborative of various University System of Georgia (USG) institutions: Clayton State University, the College of Coastal Georgia, and Valdosta State University. The program is offered primarily at a distance via the Georgia Online Virtual Enterprise Wide (GoView) system. Possible exceptions to fully online delivery would be face-to-face or hybrid classes offered by the consortium members or both other USG institutions.

The purpose of the Bachelor of Arts in Spanish is to produce graduates who are prepared to assume a variety of important roles in Georgia communities. The program provides a foundation of required Major courses, which includes Spanish conversation and composition, language, civilization, Spanish and Latin American literature, and applied Spanish courses for the professions. This approach allows students to develop areas of expertise that best meet the needs of their career paths, including the critical need for Spanish-speaking professionals in business, industry, health care, law enforcement and public service. The program provides a focus on oral communication in professional settings, with opportunities for development of specialized vocabulary, analysis of the language used in professional settings, research in professional areas, and hands-on experiences in the community or abroad. These opportunities prepare students with an understanding of cultural factors affecting communication.

Program Learning Outcomes

Graduates of this program will be able to:

a. Demonstrate the ability to listen and to read in Spanish at the advanced level of proficiency, as defined by the American Council on the Teaching of Foreign Languages Proficiency Guidelines.

b. Demonstrate the ability to speak and to write in Spanish at the intermediate high level of proficiency, as defined by the American Council on the Teaching of Foreign Languages Proficiency Guidelines.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p. 42)</td>
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<td></td>
</tr>
<tr>
<td>Lower Division Major Requirements (Area F)</td>
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</tbody>
</table>

All Core Curriculum requirements for the Spanish degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Language Competence
Competence in Spanish through the intermediate level (i.e., SPAN 2002) is required, here, in Area C, or by competency assessment (e.g., CLEP). 1

**E elective Courses**

Choose any 1000-2000 courses listed but not applied in Areas C or E-6.18

**Upper Division Major Requirements** 36

- SPAN 3000 Intermediate Grammar 3
- SPAN 3010 Conversation and Composition 3
- SPAN 3150 Civ and Culture of Spain 3
- SPAN 3160 Civ and Culture, Lat. America 3
- SPAN 3200 Intro to Lit. Studies in Span 3
- SPAN 3250 Survey of Peninsular Lit. or SPAN 3260 Survey of Lat. American Lit I 3
- SPAN 4010 Advanced Grammar 3
- SPAN 4020 Advanced Conversation 3
- SPAN 4900 Special Topics in Spanish or SPAN 4901 Special Topics in Spanish or SPAN 4902 Special Topics in Spanish or SPAN 4903 Special Topics in Spanish or SPAN 4904 Special Topics in Spanish or SPAN 4905 Special Topics in Spanish or SPAN 4906 Special Topics in Spanish or SPAN 4907 Special Topics in Spanish or SPAN 4908 Special Topics in Spanish

**SPAN 3XXX - 4XXX** 6

- ESOL 4010 Applied Linguistics for ESOL 3

**Upper Division Spanish Electives** 0-24

Choose 0-24 hours of the following:

- SPAN 3012 Applied Span Conver for Pros
- SPAN 3014 Language, Culture, and Advanced Conversation
- SPAN 4110 Span Phonetics and Phonology
- SPAN 4220 Hispanic Women Writers
- SPAN 4240 Golden Age Spanish Lit
- SPAN 4250 Contemporary Spanish Lit
- SPAN 4260 Lat American Prose: The Novel
- SPAN 4270 Lat Amer Prose: Short Story
- SPAN 4500 Prof-related Prac/Study Abroad
- SPAN 4501 Research Proj., Span for Pros
- SPAN 4900 Special Topics in Spanish (includes options of SPAN 4900 - SPAN 4908)
- SPAN 4950 Directed Study
- SPAN 4970 Study Abroad Praticum
- SPAN 4980 Community Practicum

**Upper Division Free Electives** 0-24

Choose up to 24 hours of 1000-4000 level, non-core curriculum coursework, with a maximum of 21 hours of 1000-2000 level course work. This area may be satisfied by course work towards a major or minor in a separate discipline, including a second language.

**Total Credit Hours** 120

1 If not used in Areas AE, these classes may include SPAN 1001 Elementary Spanish I, SPAN 1002 Elementary Spanish II, SPAN 2001 Intermediate Spanish I, SPAN 2002 Intermediate Spanish II.

---

**Suggested Course Sequence**

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
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</tr>
<tr>
<td><strong>First Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 1002</td>
<td>Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Intro to General Psychology or Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>Survey-PreModern World History or Survey of Modern World History</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 2001</td>
<td>Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2111</td>
<td>Survey of US History to 1877 or US HIST Since Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 2040</td>
<td>Intro to Aesthetics Area F</td>
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<tr>
<td>SPAN 2002</td>
<td>Intermediate Spanish II</td>
<td>3</td>
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<td>BIOL 1111</td>
<td>Introduction to Biology I</td>
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<td>Intro to Biology Laboratory</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>SPAN 3000</td>
<td>Intermediate Grammar</td>
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<tr>
<td>ART 2301</td>
<td>Art of the Pre-Modern World</td>
<td>3</td>
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<td>BIOL 1112</td>
<td>Introduction to Biology II</td>
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<tr>
<td>SCI 1901</td>
<td>Selected Topics in Science</td>
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<tr>
<td><strong>Third Year</strong></td>
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<td></td>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>SPAN 3010</td>
<td>Conversation and Composition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td><strong>Elective</strong></td>
<td><strong>Elective</strong></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Elective</strong></td>
<td><strong>Elective</strong></td>
<td><strong>Elective</strong></td>
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<tr>
<td><strong>Third Year</strong></td>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>SPAN 3200</td>
<td>Intro to Lit. Studies in Span</td>
<td>3</td>
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<tr>
<td><strong>Fourth Year</strong></td>
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<td><strong>First Semester</strong></td>
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</tr>
<tr>
<td><strong>Credit Hours</strong></td>
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</table>

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1 If not used in Areas AE, these classes may include SPAN 1001 Elementary Spanish I, SPAN 1002 Elementary Spanish II, SPAN 2001 Intermediate Spanish I, SPAN 2002 Intermediate Spanish II.
Spanish, Minor

The Department of Humanities offers two minors in world languages: French and Spanish. These minors will enhance listening, oral, writing, and reading, speaking, and cultural expertise of students in the target language. They will supplement students’ degrees in other programs offered at the University and in graduate school programs, they will help prepare students to engage effectively with the world in varied ways, and they will enhance students’ career opportunities.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td></td>
<td><strong>Lower Division Prerequisite</strong></td>
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<tr>
<td>SPAN 2002</td>
<td>Intermediate Spanish II (with a C or better)</td>
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<td><strong>Upper Division Electives</strong></td>
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<tr>
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<td>Choose 12 hours from the following:</td>
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<tr>
<td>SPAN 3000</td>
<td>Intermediate Grammar</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 3010</td>
<td>Conversation and Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 3012</td>
<td>Applied Span Conver for Pros</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 3014</td>
<td>Language, Culture, and Advanced Conversation</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 3150</td>
<td>Civ and Culture of Spain</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 3160</td>
<td>Civ and Culture, Lat. America</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 3200</td>
<td>Intro to Lit. Studies in Span</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 3250</td>
<td>Survey of Peninsular Lit.</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 3260</td>
<td>Survey of Lat. American Lit I</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 4010</td>
<td>Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 4020</td>
<td>Advanced Conversation</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 4110</td>
<td>Span Phonetics and Phonology</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 4220</td>
<td>Hispanic Women Writers</td>
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<td>SPAN 4240</td>
<td>Golden Age Spanish Lit</td>
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<tr>
<td>SPAN 4250</td>
<td>Contemporary Spanish Lit</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 4260</td>
<td>Lat American Prose: The Novel</td>
<td>3</td>
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<tr>
<td>SPAN 4270</td>
<td>Lat Amer Prose: Short Story</td>
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<td>SPAN 4501</td>
<td>Research Proj., Span for Pros</td>
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<td>SPAN 4900</td>
<td>Special Topics in Spanish</td>
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</tr>
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</tr>
<tr>
<td>or SPAN 4902</td>
<td>Special Topics in Spanish</td>
<td></td>
</tr>
</tbody>
</table>

Any course from SPAN 4900 to SPAN 4908 may be selected.
Program Requirements

Program Requirements

Requirements

Faculty

Marla R. Cineas
Sheryne Southard
Michael M. Lindsay
Bryan T. LaBrecque
Elnora Farmer
Jason Davis
Xueyu Cheng
Christie H. Burton

Administrative Management, BAS

The Bachelor of Applied Science in Administrative Management provides career advancement opportunities for individuals employed (or seeking employment) in a wide variety of corporate, business and office environments. Like all BAS programs, the Administrative Management major builds upon the technical education acquired through an associate degree in a career field. For the Administrative Management major, the associate degree or career courses should be in an office- or business related field, such as office administration, secretarial studies, merchandising, paralegal studies, or business data processing. We offer the following concentrations in the Administrative Management major: Applied Criminal Justice, Organizational Leadership, and General Studies.

Program Learning Outcomes

Graduates of this program will be able to:

a. Critical thinking and research: Students will be able to identify and describe key organizational principles and will be able to analyze business situations in a critical manner from practice gained in progressive business problem-solving situations.

b. Ethical decision making: Students will recognize the legal and ethical considerations that impact business administration and will demonstrate their application in business problem-solving situations.

c. Business acumen: Students will identify key concepts necessary for career success in today's global economy and will demonstrate their application in professional contexts.

d. Workplace technology skills: Students will use information technology systems to achieve course requirements and to make solid business decisions.

e. Management and supervisory skills: Students will recognize and apply supervisory and management concepts at levels required for effective performance in professional contexts.

Core Curriculum (Areas A-E) (p. 67)

All Core Curriculum requirements for the BAS Administrative Management degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Career Courses

Program specific courses are taken as part of the career associate degree at Clayton State University or another institution.

Upper Division Major Requirements

Required in All Concentrations

ENGL 3900  Professional & Tech. Writing  3
or COMM 3300  Interpersonal Communication

ADMN 3101  Supervision for the Workplace  3
ADMN 3104  Ethics for Adm and Tech Mgrs  3
ADMN 3111  Applied Economics I  3
ADMN 4115  Global Technology  3
ADMN 4850  Seminar in Adm and Tech Mgmt  1

Choose one concentration from the following:

i. Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited college or university with a grade of C or higher and 21 of these 38 hours must be in one professional/technical area. If the student has 30-37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student's advisor will recommend appropriate courses.

OR

ii. Must have at least 12 semester credit hours of military courses from the U.S. Military. If the student has less than the 38 transferrable technical/career/military courses, he/she will need to take additional courses to satisfy the 38 hour requirement; these courses can be satisfied from a combination of additional technical or career courses, military credit and/or lower division academic credit. The student's advisor will recommend appropriate courses. Please note that students cannot use lower division academic courses to satisfy both the block credit (38 hours) and core curriculum (Areas A-F) requirements. Therefore, students may need to take additional courses to satisfy their core curriculum requirements.

OR

iii. Must have at least 360 out-of-class clock hours of state or professional approved certification work which is equivalent to 12 academic credit hours. The department can only accept a maximum of 1,080 out-of-class clock hours or 36 academic credit hours. To meet the 38 academic hour requirement for entrance into the BAS program, students will need to take additional courses which can be a combination of technical or career courses, military credit and/or lower division academic credit. The student's advisor will recommend appropriate courses. Please note that students cannot use lower division academic courses to satisfy both the block credit (38 hours) and core curriculum (Areas A-F) requirements. Therefore, students may need to take additional courses to satisfy their core curriculum requirements.

OR

iv. Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited college or university with a grade of C or higher and 21 of these 38 hours must be in one professional/technical area. If the student has 30-37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student's advisor will recommend appropriate courses.

Choose one concentration from the following:

Select one concentration from the following:

- Homeland Security/Emergency Management, Minor (p. 67)
- Women's and Gender Studies, Minor (p. 69)
### Concentration Requirements

#### Organizational Leadership

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN 3112</td>
<td>Applied Accounting ²</td>
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</tr>
<tr>
<td>ADMN 3115</td>
<td>Legal Issues-Admin./Tech. Man.</td>
<td>3</td>
</tr>
<tr>
<td>ADMN 3160</td>
<td>Technology Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ADMN 4101</td>
<td>Human Resources for Admin/Tech</td>
<td>3</td>
</tr>
<tr>
<td>ADMN 4111</td>
<td>Leadership-Admin./Tech.</td>
<td>3</td>
</tr>
</tbody>
</table>

**Related Electives (Select two)**

- Any ADMN or AVIA 3000-4000 level course (no duplication) OR
- FINA 3100 Personal Financial Management 3
- HMSV 3010 Intro to Human Services 3
- HCMG 3101 Intro to Health Systems Mgmt. 3
- HFMG 3110 Personal Health and Wellness 3
- MGMT 3520 Negotiation and Conflict Mgmt. 3
- MKTG 3100 Personal Marketing 3
- MKTG 3101 Principles of Marketing 3

**Free Elective**

Choose any upper division 3000- or 4000-level course. 3

**Total Credit Hours** 120

#### General Studies

**Code**

**Title**

**Credit Hours**

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<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Upper Division Electives Requirements**

Take seven 3000-4000 courses (21 hours) with one of the following prefixes: ADMN, TECH, AVIA, HSEM, CRJU, MKTG, MGMT, FINA, HMSV, HFMG ³

**Free Elective**

Choose any upper division (3000 or 4000) level course. 3

**Total Credit Hours** 48

#### Applied Criminal Justice

**Code**

**Title**

**Credit Hours**

---

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJU 3100</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3300</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3410</td>
<td>Survey of Criminal Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3400</td>
<td>Courts</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3200</td>
<td>Policing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Subtotal** 15

**Related Electives**

Choose two of the following: 6

- Any ADMN, CRJU, or HSEM 3000-4000 level course (no duplication)
- POLS 3220 Judicial Process

**Total Credit Hours** 72

---

1. Students with credit for ECON 2105 Principles of Macroeconomics and ECON 2106 Principles of Microeconomics may replace ADMN 3111 Applied Economics or TECH 3112 Applied Economics with an additional upper division related elective. A grade of C or better is necessary in both courses.

2. Students with credit for ACCT 2101 Principles of Financial Acct. and ACCT 2102 Principles Managerial Acct. may replace ADMN 3112 Applied Accounting or TECH 3112 Applied Accounting with an additional upper division related elective. A grade of C or better is necessary in both courses.

3. No more than 2 classes (6 hours) can come from any one prefix.

### African American Studies, Minor

The African American (AFAM) Studies minor is an interdisciplinary program of coursework designed to expose students to the culture, literature, art, music, psychology, sociology, religion and the health issues of Africa and the African Diaspora.

The program, through a multidisciplinary approach, focuses on the experiences of the descendants of Africa. It encourages the global connection between Africa and America through the culture of African Americans. Through this interdisciplinary approach, students will enhance their communication skills, oral and written, and critical thinking skills.

To fulfill a minor in AFAM at CSU, students must complete 18 hours of AFAM coursework. There are 2 required courses for the AFAM minor, AFAM 2010 Intro-African American Studies and AFAM 2050 AFAM Intellectuals. Students will take an additional 12 hours of AFAM courses drawn from the list below.
Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>AFAM 2010</td>
<td>Introduction to African American Studies</td>
<td>3</td>
</tr>
<tr>
<td>AFAM 2050</td>
<td>AFAM Intellectuals</td>
<td>3</td>
</tr>
<tr>
<td>Upper Division Electives</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Choose 12 hours from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any 3000-4000 level AFAM course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRJU 3110</td>
<td>Race and Crime</td>
<td></td>
</tr>
<tr>
<td>ENGL 3410</td>
<td>African American Literature I</td>
<td></td>
</tr>
<tr>
<td>ENGL 3420</td>
<td>African American Literature II</td>
<td></td>
</tr>
<tr>
<td>ENGL 3510</td>
<td>Carribbean Literature</td>
<td></td>
</tr>
<tr>
<td>HIST 3225</td>
<td>Caribbean History</td>
<td></td>
</tr>
<tr>
<td>HIST 3230</td>
<td>History of Sub Sahara Africa</td>
<td></td>
</tr>
<tr>
<td>HIST 3240</td>
<td>Spec. Topics in Hist-Mid. East</td>
<td></td>
</tr>
<tr>
<td>HIST 4040</td>
<td>African American Hist. to 1877</td>
<td></td>
</tr>
<tr>
<td>HIST 4050</td>
<td>African Am. Hist. since 1877</td>
<td></td>
</tr>
<tr>
<td>POLS 3388</td>
<td>African American Politics</td>
<td></td>
</tr>
<tr>
<td>POLS 4453</td>
<td>Politics of Africa</td>
<td></td>
</tr>
<tr>
<td>PSYC 3170</td>
<td>The Psychology of the Africana</td>
<td></td>
</tr>
<tr>
<td>SOCI 3310</td>
<td>Race and Ethnicity</td>
<td></td>
</tr>
<tr>
<td>THEA 4520</td>
<td>African-American Theatre</td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Courses taken in Area F or as upper division major electives (allowable by major) may be counted as coursework in the AFAM minor. Please note that all courses listed here are offered in rotation in their home departments.

Aviation Administration, Minor

The aviation administration minor will offer Clayton State University students - in other major degree programs - course options that introduce them to key topics within the aviation industry, from an administrative perspective. Topics include safety, security, scheduling, planning, operations and leadership. In order to graduate with a formal minor that will be noted on the student's permanent record, the student must complete the requirements for the specific minor as stipulated in the CSU catalog. The major advisor is responsible for reviewing a student's progress in the minor. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>HSEM 3000</td>
<td>Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>HSEM 4700</td>
<td>Legal Issues in HSEM</td>
<td>3</td>
</tr>
<tr>
<td>Upper Division Electives</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Choose 12 hours from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSEM 3003</td>
<td>Emergency Management</td>
<td></td>
</tr>
<tr>
<td>HSEM 3500</td>
<td>Counter Terrorism</td>
<td></td>
</tr>
<tr>
<td>HSEM 4000</td>
<td>Research in Homeland Security</td>
<td></td>
</tr>
<tr>
<td>HSEM 4098</td>
<td>Internship in HSEM</td>
<td></td>
</tr>
<tr>
<td>HSEM 4500</td>
<td>Disaster Planning &amp; Response</td>
<td></td>
</tr>
<tr>
<td>HSEM 4600</td>
<td>Intelligence &amp; Analysis</td>
<td></td>
</tr>
<tr>
<td>HSEM 4700</td>
<td>Legal Issues in HSEM</td>
<td></td>
</tr>
<tr>
<td>HSEM 4710</td>
<td>BioDefense</td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Interdisciplinary Studies, AA

The Associate of Arts in Interdisciplinary Studies program provides the opportunity for a student to work with an advisor to design a curriculum that meets the student's career and educational needs. This flexibility enables students to develop academic programs that meet the ever-changing requirements of the world of work.
Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p.</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>Lower Division Major Requirements (Area F)</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>IDST 1105</td>
<td>Introduction to Interdisciplinary Studies</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Area Major Courses</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

Interdisciplinary Studies, AS

The Associate of Science in Interdisciplinary Studies program provides the opportunity for a student to work with an advisor to design a curriculum that meets the student’s career and educational needs. This flexibility enables students to develop academic programs that meet the ever-changing requirements of the world of work. An Associate of Science in Interdisciplinary Studies can also be designed to prepare students for a Bachelor’s degree in certain disciplines if Area F coursework follows the required courses for Area F of any major.

Interdisciplinary Studies, BS

The Interdisciplinary Studies program provides the opportunity for a student to work with an advisor to design a curriculum that meets the student’s career and educational needs. This flexibility enables students to develop academic programs that meet the ever-changing requirements of the world of work. A Bachelor of Science in Interdisciplinary Studies can also be designed to prepare students for graduate school in certain disciplines and professions.
Helping Professional – COMM/EDUC/ENGL/HMSV/LGST/PARA/PSYC/SOCI/SOSC
Organizational Enterprise – ENGL/COMM/CMS/JOUR/MGMT/MKTG
Social Justice and Corrections – CRJU/HIST/HSEM/LGST/PARA/POLS/PSYC/SOCI/SOSC
Technology and Information Sciences – CSCI/HCMG/ITFN/MATH/TECH
Workforce Leadership – AVIA/BUSA/BLAW/FINA/HCMG/HSEM/ MGTM/MKTG/TECH/SCML

| Total Credit Hours | 120 |

1. No more than two grades of D are applied in this category. 1000 and/or 2000 level courses applied in this section are included in this restriction. A grade of C or higher is required in all INTE courses.

Students may take up to 9 hours of Internships (e.g. INTE 3901 Integ Studies Practicum/Intern, INTE 3902 Integ Studies Practicum/Intern, INTE 3903 Integ Studies Practicum/Intern), but students may only register for one internship per semester. Additional terms of internship will be applied in this upper division section.

2. Students may also obtain the Bachelor of Science in Interdisciplinary Studies degree by completing a Minor. Minors applicable to Interdisciplinary Studies require 18 hours of coursework and the additional 3 credit hour course will apply in the Upper-Division Area Major Courses section.

Completing courses in a single disciplinary area, specified concentrations, or declaring a minor will allow students to claim a strong knowledge base in an area of their choice, while helping them move towards achievement of their academic and career goals.

Courses with the following prefixes will not apply towards the BS in Interdisciplinary Studies: AVEL, AVMT, CAPL, CITZ, CNET, DHYG, DSGN, ELEC, EMS, FSMD, HDSK, INET, MEDA, MKMC, OMED, SUPR, TECH (Upper-division OFFC and TECH courses will apply), TELE and WCOM.

Other courses which do not apply: CCSU, PHED, Learning Support courses, WLAB and courses designed specifically for other majors (exceptions: approval of the Department Chair).

### Other Program-Specific Graduation Requirements

a. A minimum of 42 hours must be completed in upper-division courses.

b. All INTE courses must be taken in residence at Clayton State.

c. A grade of C or higher is required in all INTE courses.

d. Up to 9 hours of Cross-Registration in the Atlanta Regional Consortium for Higher Education, study abroad, or distance learning may be counted as in-residence if the courses are approved in advance as part of the student’s Integrative Studies program of study.

### Women’s and Gender Studies, Minor

Women’s and Gender Studies (WST) at CSU integrates social science, science and humanistic approaches by using women’s experience and feminist theory to analyze themes in the humanities, fine arts, social sciences, and natural sciences. WST further emphasizes the interdisciplinary study of women and gender, and an inclusive study of women that acknowledges differences such as race, class, sexuality, and national belonging. WST is designed to develop students’ skills of critical thinking and reading, communication and analysis, writing and research, imagination and creative expression. WST promotes the study of intersections of gender and sexuality with race, ethnicity and nationality in comparative and global contexts. By considering a variety of controversial issues from different perspectives, it encourages critical reading, writing and thinking. Students develop their skills in oral and written expression. WST courses emphasize women’s past and present roles in culture, society, politics, economy, family, leadership and the arts and sciences. They offer various theoretical approaches to topics such as the representation of gender, women and the state, psychology of women, gender and language and women in global issues.

To fulfill a minor in WST at CSU, students must complete 18 hours of WST coursework. There are 2 required courses for the WST minor, WST 2010 Intro to Women’s Studies and WST 3500 Feminist Theory.

### Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WST 2010</td>
<td>Intro to Women’s Studies</td>
<td>6</td>
</tr>
<tr>
<td>WST 3500</td>
<td>Feminist Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Upper Division WST Electives

Choose six from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFAM/WST 3510</td>
<td>Black Feminist Theory and Womanist Theory</td>
</tr>
<tr>
<td>ENGL 3300</td>
<td>Women and Literature</td>
</tr>
<tr>
<td>POLS 3382</td>
<td>Women and Politics</td>
</tr>
<tr>
<td>HLTH 3401</td>
<td>Contemporary Women’s Health</td>
</tr>
<tr>
<td>WST 3410</td>
<td>U.S. Women of Color</td>
</tr>
<tr>
<td>HLTH 3501</td>
<td>The AIDS Epidemic</td>
</tr>
<tr>
<td>CMS 3810</td>
<td>Women and Popular Culture</td>
</tr>
<tr>
<td>HIST 4003</td>
<td>Women’s History</td>
</tr>
<tr>
<td>PSYC 4110</td>
<td>Psychology of Gender</td>
</tr>
<tr>
<td>CMS 4320</td>
<td>Women and Film</td>
</tr>
<tr>
<td>MGTM 4250</td>
<td>Women in Leadership</td>
</tr>
<tr>
<td>WST 4800</td>
<td>Special Topics in WST</td>
</tr>
<tr>
<td>ENGL 4810</td>
<td>Special Topics in Women &amp; Lit.</td>
</tr>
<tr>
<td>CMS 4810</td>
<td>Women and the Arts</td>
</tr>
</tbody>
</table>

### Total Credit Hours

18

Courses taken in Area F or as upper division major electives (allowable by major) may be counted as coursework in the WST minor. Please note that all courses listed here are offered in rotation in their home departments.

### Department of Psychology

#### General Information

Dr. Antoinette Miller, Chair
AntoinetteMiller@clayton.edu
Mission and Goals

Statement of Diversity, Equity, and Belonging


The Clayton State University Department of Psychology recognizes and embraces diversity and inclusion. Our program creates settings for belonging as a fundamental necessity for establishing as Dr. Martin Luther King, Jr. articulated, The Beloved Community (https://thekingcenter.org/about-tkc/the-king-philosophy/). The Clayton State University Department of Psychology views civil discourse and acceptance as critical to the intellectual growth and well-being of students. We are dedicated to supporting the development of professionals able to competently address the diverse needs of communities. Graduates of our program are prepared to implement a multicultural framework for promoting personal and community well-being. Students are equipped with the skills to recognize complex societal challenges and innovate creative solutions that empower and transform individuals and communities.

As a department, we are committed and accountable to increasing the number of professionals, practitioners, and healers from communities that have been historically marginalized and excluded from the discipline of psychology. We strive to develop culturally relevant curricula that is also holistic in its approach to education. Our faculty recognize that we now exist in a global community, therefore, it is important that graduates are culturally competent, with the ability to serve a diverse world.

Mission Statement

The Mission of the Department of Psychology is to empower students to utilize the major concepts, findings, and diverse theoretical perspectives of psychology to identify and address complex challenges faced by individuals and the broader community. We prepare student to use the tools of psychology to promote equity and well-being in a multicultural society.

Programs

Baccalaureate Program

- Psychology and Human Services, BS (p. 70)

Minor Program

- Psychology, Minor (p. 73)

Faculty

Eric M. Bridges
Mark Daddona (Emeritus)
Deborah F. Deckner-Davis
Catherine G. Deering
Erica J. Gannon
Nichelle Gause
Brian M. Goldman
Christina M. Grange
Pinar Gurkas
Charlie L. Harris
Chizara A. Jones
Samuel J. Maddox
Donna W. McCarty (Emeritus)

Psychology and Human Services, BS

The Bachelor of Science (BS) degree program in Psychology and Human Services is firmly grounded in the discipline of psychology while also stressing realistic career opportunities in human services fields for graduates. The curriculum design allows students to explore an academic and experiential environment that prepares them for careers in diverse areas of the helping professions. The program also prepares students for graduate work in psychology, counseling, social work, and related fields.

Graduates of this program will be able to:

a. Apply the major concepts, findings, and theoretical perspectives of psychology.
b. Evaluate research critically and apply research methodologies used in psychology.
c. Demonstrate effective, professional written communication skills both individually and with groups.
d. Demonstrate effective, professional oral communication skills both individually and with groups.
e. Demonstrate an understanding of the roles, responsibilities, and career opportunities for those with psychology-related degrees.
f. Apply the ethical standards set forth by the American Psychological Association.
g. Demonstrate awareness and knowledge of individual and cultural differences and their influences on beliefs, values, and interactions with others.
h. Demonstrate skills to Interact effectively with people of diverse abilities, backgrounds, and cultural perspectives.

Major Concentrations

The department offers six concentrations for students who want to select a focus area:

- Advanced Behavioral Health Concentration (p. 71)
- Cognitive and Physiological Influences on Behavior Concentration (p. 71)
- Gender Studies Concentration (p. 71)
- Psychology of Health & Wellness Concentration (p. 72)
- Psychology of Human Development Concentration (p. 72)
- Psychology of Social Justice Concentration (p. 72)

For all concentrations, students must meet the following requirements:

a. Meet all University admission and academic requirements.
b. Students must be enrolled in the Psychology and Human Services program.
c. Complete all requirements for the Psychology and Human Services B.S.
d. All program policies apply, including: no more than two grades of D in upper-division courses are allowed (upper-division courses are all courses other than those of Areas A through F; 1000- or 2000-level courses used in the upper division are included in this restriction).
Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p. )</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>All Core Curriculum requirements for the Psychology degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Division Requirements (Area F) 1</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Required Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 1101 Intro to General Psychology (with a grade of &quot;C&quot; or above)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 2110 Careers in Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 2103 Intro to Human Development (with a grade of &quot;C&quot; or above)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Major Options</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Choose three additional 1000/2000 level courses. This excludes the following: (1) PHED activity, 1000 level HFMG, TECH and MSL courses; (2) courses offered for institutional credit only; and (3) career program courses not specifically approved in advance. 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Division Major Requirements 3</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>PSYC 3300 Ethics &amp; Professional Issues</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HMSV 3010 Intro to Human Services</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3100 Interpersonal Comm &amp; Helping</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3180 Intro to Multicultural Psych</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3520 Theories of Personality</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3130 Social Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3350 Abnormal Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3550 Research Methods-Psychology (with a grade of &quot;C&quot; or above)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Upper Division Major Electives 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select 6 upper division (3000-4000) level PSYC or HMSV courses 3, 4, 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free Electives</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Choose 15 hours of 1000-4000 level courses. 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship Requirement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 4490 Internship/Practicum in Psych.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Required Capstone Experience</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>PSYC 4999 Senior Evaluation</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

1 Please note that no more than 12 total hours in Area F may be PSYC courses. IF MATH 1401 Elementary Statistics is not completed in D2, F, or as a related elective, PSYC 2105 Statistics for Psychology MUST be completed with a "C" or above as a psychology elective in either area F or as an upper division psychology elective. If students complete MATH 1401 Elementary Statistics to meet the Department of Psychology statistics requirement, it must be completed with a "C" or above.

2 Courses in the following areas are encouraged: foreign language, sociology, anthropology, philosophy, statistics and biological science.

3 No more than two grades of D in upper-division courses are allowed in the Psychology major. Upper-division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction.

4 PSYC 2105 Statistics for Psychology must be selected if not taken in Area F or if MATH 1401 Elementary Statistics has not been taken in another area.

5 No more than 2 selected topics may be taken in this area. For example, you may not take PSYC 3801 Selected Topics I, PSYC 3802 Selected Topics II, PSYC 4801 Selected Topics III, AND PSYC 4802 Selected Topics IV. You are limited to only two classes designated as selected topics.

6 Excludes PHED activity, 1000 level HFMG, TECH, and MSL courses; courses offered for institutional credit only; and career program courses not specifically approved in advance. Please note students may use only one PSYC course in this area.

Advanced Behavioral Health

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete the following five required three-hour courses:</td>
<td></td>
</tr>
<tr>
<td>PSYC 3140 Crisis Intervention</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3150 Group Dynamics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3210 Abnormal Child Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3580 Addictions</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3590 Grief and Bereavement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Cognitive and Physiological Influences on Behavior

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete the following four required three-hour courses:</td>
<td></td>
</tr>
<tr>
<td>PSYC 3530 Health Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 4120 Physiological Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 4130 Intro to Cognitive Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLTH 3201 Pathophysiology *</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

* Pre-requisites:
  - CHEM 1151 Survey of Chemistry I AND CHEM 1151L Survey of Chemistry Laboratory I (OR CHEM 1211 Principles of Chemistry I AND CHEM 1211L Principles of Chemistry Laboratory I)
  - BIOL 1151 Human Anatomy and Physiology I AND BIOL 1151L Human Anatomy & Phys. Lab I
  - BIOL 1152 Human Anatomy & Physiology II AND BIOL 1152L Human Anatomy & Phys Lab II

Gender Studies

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete the following four required three-hour courses:</td>
<td></td>
</tr>
<tr>
<td>PSYC 3530 Health Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 3570 Human Sexuality</td>
<td>3</td>
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</table>
Psychology and Human Services, BS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 4110</td>
<td>Psychology of Gender</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 3401</td>
<td>Contemporary Women's Health</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Psychology of Health & Wellness**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 3530</td>
<td>Health Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3570</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>HFMG 3110</td>
<td>Personal Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 3341</td>
<td>Cultural Diversity in Health and Illness</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 4330</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Complete the following five required three-hour courses:

| PSYC 3530 | Health Psychology | 3 |
| PSYC 3570 | Human Sexuality   | 3 |
| HFMG 3110 | Personal Health and Wellness | 3 |
| HLTH 3341 | Cultural Diversity in Health and Illness   | 3 |
| HLTH 4330 | Nutrition        | 3 |

**Psychology of Human Development**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 3700</td>
<td>Emerging Adulthood</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4160</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4180</td>
<td>Adulthood and Aging</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4190</td>
<td>Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4560</td>
<td>Infancy</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Complete the following five required three-hour courses:

| PSYC 3700 | Emerging Adulthood | 3 |
| PSYC 4160 | Death and Dying    | 3 |
| PSYC 4180 | Adulthood and Aging| 3 |
| PSYC 4190 | Adolescent Psychology| 3 |
| PSYC 4560 | Infancy            | 3 |

**Psychology of Social Justice**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 3170</td>
<td>The Psychology of the Africana</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3220</td>
<td>Intro to Latinx Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3500</td>
<td>Psychology of Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4110</td>
<td>Psychology of Gender</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 3310</td>
<td>Race and Ethnicity*</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 3450</td>
<td>Urban Sociology*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Complete the following six required three-hour courses:

| PSYC 3170 | The Psychology of the Africana | 3 |
| PSYC 3220 | Intro to Latinx Psychology      | 3 |
| PSYC 3500 | Psychology of Social Justice    | 3 |
| PSYC 4110 | Psychology of Gender            | 3 |
| SOCI 3310 | Race and Ethnicity*             | 3 |
| SOCI 3450 | Urban Sociology*                | 3 |

**Suggested Course Sequence**

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.
First-time traditional students enrolling in 9 or more semester hours are required to enroll in CSU 1000 First Year Seminar.

1. PSYC 2105 Statistics for Psychology is preferred. MATH 1401 Elementary Statistics as an alternative.

### Psychology, Minor

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1101</td>
<td>Intro to General Psychology (with a grade of &quot;C&quot; or above)</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 2110</td>
<td>Careers in Psychology</td>
<td></td>
</tr>
<tr>
<td>PSYC 2103</td>
<td>Intro to Human Development (with a grade of &quot;C&quot; or above)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 3130</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3350</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Upper Division Electives**

- Select 2 upper division (3000-4000) level PSYCH or HMSV courses: 6

**Total Credit Hours**

1. Note: if PSYC 1101 Intro to General Psychology is taken as an Area E4 course, then PSYC 2110 Careers in Psychology will be substituted for PSYC 1101 Intro to General Psychology in the Psychology Minor program.

### Department of Social Sciences

**General Information**

Dr. Joshua R. Meddaugh, Chair
JoshuaMeddaugh@clayton.edu (lisaholland-davis@clayton.edu)

**Mission and Goals**

The Department of Social Sciences at Clayton State University is concerned with applying social scientific theory, methodology, and research to studying Criminal Justice, Legal Studies, Government, Sociology, and Social Services. The mission of the Department is to educate future professionals so that they can apply their social scientific knowledge and critical thinking skills to solve problems in their respective careers and future educational pursuits. The Department obliges to teach students the fundamentals of research in the Department’s constituent disciplines and the importance of service to the community. The Department also seeks to encourage and support the individual scholarship of its faculty members, and the incorporation of this knowledge into Department curricula. Through fulfilling these responsibilities, the Department of Social Sciences at Clayton State University endeavors to prepare students for professional lives in academia, government, the non-profit community, and the private sector, as well as for intellectually enriched and socially fruitful lives.

The department is responsible for the following programs:

- Associate of Science (AS) degree in Paralegal Studies
- One Year Certificate in Paralegal Studies
- Bachelor of Science (BS) degree in Criminal Justice
- Bachelor of Science (BS) degree in Legal Studies
- Bachelor of Science (BS) degree in Government & Law
- Bachelor of Science (BS) degree in Sociology & Social Services
- Master of Public Administration (MPA) degree
- Service courses that support Interdisciplinary Studies and that may serve other programs as general electives.
- Core curriculum courses in Area E

### Programs

#### Associate Program

- Paralegal Studies, AS (p. 77)

#### Baccalaureate Programs

- Criminal Justice, BS (p. 74)
- Government & Law, BS (p. 75)
- Legal Studies, BS (p. 76)
- Sociology & Social Services, BS (p. 80)

#### Certificate Programs

- Paralegal Studies, Certificate (p. 78)

### Minor Programs

- Criminal Justice, Minor (p. 75)
- Government & Law, Minor (p. 76)
- Pre-Law, Minor (p. 78)
- Social Work, Minor (p. 79)
- Sociology, Minor (p. 81)

### Faculty

Rodger Bates (Emeritus)
Matthew S. Cornick (Emeritus)
Kevin Demmitt
Nayab Hakim
Antoinette France-Harris
Lisa D. Holland-Davis
Andrea Allen Jacques
Taralyn Keese
LaKeisha Levy
Joshua R. Meddaugh
Nasser Momayezi
Mara A. Mooney
David Peña
Leah Pieper  
Karen Beasley Young

Criminal Justice, BS

The mission of the Criminal Justice program is to capitalize on the diversity of the Clayton State student population and multidisciplinary training of faculty to provide students with a specialized understanding of the criminal justice system and criminal behavior. Curriculum and instruction are designed to advance knowledge, understanding, and skills relevant to the criminal justice discipline in order to prepare students for careers, advancement, or graduate studies in criminal justice, law, and other justice-related fields.

Graduates of this program will be able to:

a. Identify various functions of the criminal justice system  
b. Explain crime using criminological theories.  
c. Critically examine the relationship between the criminal justice system and various groups.  
d. Analyze criminal justice data.  
e. Apply knowledge from criminal justice coursework to real-world issues.

Program Requirements

No grades of D in upper division courses are allowed. Upper division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core Curriculum (Areas A-E) (p.)</td>
<td>42</td>
</tr>
</tbody>
</table>

All Core Curriculum requirements for the B.S. Criminal Justice degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

<table>
<thead>
<tr>
<th>Lower Division Major Requirements (Area F)</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJU 1150 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 2500 Intro to Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives

Choose any 3 courses (9 credit hours) from lower division (1000-2000 level) electives from courses with the following prefixes: AFAM, CRJU, ECON, FOSC, HIST, HMSV, HSEM, MGMT, PARA, PHIL, POLS, PSYC, SOCI, SOSC, SPAN, STAB, and WST.

<table>
<thead>
<tr>
<th>Upper Division Major Requirements</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJU 3100 Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3200 Policing</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3260 Digital Crime and Control</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3300 Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3400 Courts</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 4490 Social Sciences Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upper Division Major Electives</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 4 courses (12 credit hours) from upper division (3000-4000 level) courses with a CRJU prefix.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upper Division Major Related Electives</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 6 courses (18 credit hours) from upper division (3000-4000 level) courses.</td>
<td></td>
</tr>
</tbody>
</table>

### Free Elective 12

Choose four courses (12 credit hours) from lower or upper division (1000-4000 level) courses. (excludes PHED activity courses; MSL courses; courses offered for institutional credit only; and career program courses not specifically approved in advance).

### Total Credit Hours 120

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1150</td>
<td>Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CSU 1000</td>
<td>First Year Seminar</td>
<td>1</td>
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<tr>
<td></td>
<td>Total Credit Hours</td>
<td>16</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Science Course with Lab</td>
<td>Core Area D1</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 1001</td>
<td>Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Justice Lower Division Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>16</td>
</tr>
<tr>
<td>Second Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
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<tr>
<td>SPAN 1002</td>
<td>Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>Literature, Philosophy, or Foreign Language</td>
<td>Core Area C1</td>
<td></td>
</tr>
<tr>
<td>Science Course without Lab</td>
<td>Core Area D1</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>Survey-PreModern World History</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>or Survey of Modern World History</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 2750</td>
<td>or Critical Trends and Issues</td>
<td>3</td>
</tr>
<tr>
<td>or POLS 2401</td>
<td>or Intro to Global Issues</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3100</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>15</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts or Intermediate Foreign Language</td>
<td>Core Area C2</td>
<td></td>
</tr>
<tr>
<td>Math, Science, or Technology Course</td>
<td>Core Area D2</td>
<td></td>
</tr>
<tr>
<td>HIST 2111</td>
<td>Survey of US History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 2112</td>
<td>or US HIST Since Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>Core Area E4</td>
<td>3</td>
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<tr>
<td>CRJU 3200</td>
<td>Policing</td>
<td>3</td>
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<td>Total Credit Hours</td>
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<tr>
<td>Third Year</td>
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<tr>
<td>First Semester</td>
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<tr>
<td>Criminal Justice Lower Division Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRJU 3300</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3410</td>
<td>Survey-Criminal Law/Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Upper Division Related Electives</td>
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</tr>
<tr>
<td>Upper Division related Electives</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOSC 4501</td>
<td>Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>
Criminal Justice Lower Division Electives 3
Upper Division Major Electives 3
Upper Division Major Electives 3
Upper Division Related Electives 3

Credit Hours 15

Fourth Year
First Semester
Upper Division Related Electives 3
Upper Division Related Electives 3
Upper Division Related Electives 3
Upper Division Major Electives 3
Upper Division Major Electives 3

Credit Hours 15

Second Semester
Upper Division Major Electives 3
Upper Division Major Electives 3
Upper Division Related Electives 3
CRJU 4901 - Internship 3
Free Elective (1000-4000 Level Course) 3

Credit Hours 15

Total Credit Hours 122

Criminal Justice, Minor

The Criminal Justice minor will introduce students in other major degree programs to:

a. key components of the criminal justice system,
b. the nature of the crime problem in the US, and
c. the major theories about criminal behavior.

In order to graduate with a formal minor that will be noted on the student’s permanent record, the student must complete the requirements for the specific minor as stipulated in the online CSU catalog. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJU 1150</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3100</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3200</td>
<td>Policing</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3260</td>
<td>Digital Crime and Control</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3300</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 3400</td>
<td>Courts</td>
<td>3</td>
</tr>
</tbody>
</table>

Upper Division Electives 6

Choose any two upper division (3000-4000 level) CRJU courses not previously applied to the minor.

Total Credit Hours 18

- All courses in the minor must be completed with a grade of C or better.
- At least two upper division (3000/4000 level) courses must be completed at Clayton State University to fulfill residency requirements.
- Courses taken to satisfy Core State University may not be counted as coursework in the minor. Area F courses may be counted as coursework in the minor.
- Students with lower-division (1000 or 2000 level) CRJU transfer credit may apply up to 6 of these hours in the Upper Division Electives area provided they were completed with a grade of B or better and all other minor criteria are satisfied.

Government & Law, BS

The Government and Law program includes a core of courses essential for all public sector-related careers, plus a systematic study of political and governmental institutions and behavior. It focuses on governmental services, political theory, American and international law, political parties and interest groups, public opinion, and research methods. This degree seeks to prepare students for careers, advancement, or graduate studies in government, politics, law, and other political science-related fields.

Graduates of this program will be able to:

a. Understand the structure and perspective of Political Science.
b. Understand the research processes of Political Science.
c. Understand the institutions of government, politics, and law at the local, state, national and international levels.
d. Understand alternative political systems.
e. Understand the importance of civic engagement in American society.
f. Demonstrate effective written communication skills.
g. Demonstrate the ability to analyze data and textual materials, and to think critically.

Program Requirements

No grades of D in upper division courses are allowed. Upper division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 2101</td>
<td>Intro to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>POLS 2201</td>
<td>State &amp; Local Government</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 2500</td>
<td>Intro to Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>POLS 2401</td>
<td>Intro to Global Issues (if not taken in E2)</td>
<td>9</td>
</tr>
</tbody>
</table>

Lower Division Electives

Select 3 Lower Division (1000-2000) Courses with the Following Prefixes: AFAM, CRJU, ECON, FREN, HIST, MATH, PARA, PHIL, POLS, PSYC, SOCI, SOSC, SPAN, WST.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 3220</td>
<td>Judicial Process</td>
<td>3</td>
</tr>
<tr>
<td>POLS 3323</td>
<td>Comparative Politics</td>
<td>3</td>
</tr>
</tbody>
</table>
Graduates of this program will be able to:
1. Perform legal research and analysis.
2. Compose legal documents.
3. Examine areas of civil and criminal law.
4. Identify relevant rules of legal ethics.
5. Apply course content to an occupational learning experience.

## Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 3343</td>
<td>Principles of Public Admin.</td>
<td>3</td>
</tr>
<tr>
<td>POLS 3350</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POLS 3360</td>
<td>The U.S. Congress &amp; Presidency</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 4490</td>
<td>Social Sciences Internship</td>
<td>3</td>
</tr>
<tr>
<td>Upper Division Major Related Electives</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Choose four courses (12 credit hours) from upper division (3000-4000 level) POLS courses not used to meet other areas of the major.</td>
<td></td>
</tr>
<tr>
<td>Upper Division Open Electives</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Choose 6 courses (18 credit hours) from upper division (3000-4000 level) courses</td>
<td></td>
</tr>
<tr>
<td>Free Elective</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Choose 4 courses (12 credit hours) of (1000-4000 level) courses. Excludes PHED activity courses; MSL courses; courses offered for institutional credit only; and career program courses not specifically approved in advance.</td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours</td>
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</table>

## Government & Law, Minor

The Government & Law minor offers students in other majors the opportunity to take course that prepare students for community service, public service, law school, and graduate school. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript. Residency requirements must also be satisfied to earn a minor. A grade of “C” or higher is required in all courses in the minor.

<table>
<thead>
<tr>
<th>Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>Lower Division Electives</td>
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<tr>
<td>POLS 2101</td>
<td>Intro to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>POLS 2401</td>
<td>Intro to Global Issues ¹</td>
<td>3</td>
</tr>
<tr>
<td>Upper Division Electives ¹</td>
<td></td>
<td>12-15</td>
</tr>
<tr>
<td></td>
<td>Choose four to five 3000- or 4000-level POLS courses. ¹</td>
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<tr>
<td>Total Credit Hours</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

¹ If POLS 2401 Intro to Global Issues was taken in Area E2, then students should select 15 hours of Upper Division Electives.

## Legal Studies, BS

The B.S. degree in Legal Studies is designed for students who want to pursue a degree that emphasizes practical skills plus analytical and conceptual thinking, legal research and writing, a study of the evolution of various legal theories, a solid understanding of substantive areas of law, and the role of law in society. It also allows students to take courses in a variety of departments throughout the university. The B.S. degree is a good option for students who plan to work in fields impacted by law and legal regulation or who are considering law school or other fields of graduate studies. Please note that paralegals and other non-lawyers may not provide legal services directly to the public, except as permitted by law.

## Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

First-time traditional students enrolling in 9 or more semester hours are required to enroll in CSU 1000 First Year Seminar.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I Core Area A2</td>
<td>3</td>
</tr>
<tr>
<td>Non-Science/Math Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PARA 1101</td>
<td>Introduction to Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CSU 1000</td>
<td>First Year Seminar</td>
<td>0-1</td>
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<td><strong>Second Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition I Core Area A1</td>
<td>3</td>
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<td>Foreign Language or Communication Course</td>
<td>Core Area B2</td>
<td>2-3</td>
</tr>
<tr>
<td>Science Course with Lab</td>
<td>Core Area D1</td>
<td>4</td>
</tr>
<tr>
<td>PARA 2203</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PARA 2205</td>
<td>Legal Research &amp; Writing</td>
<td>3</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<td>15-16</td>
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<tr>
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<td></td>
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<tr>
<td><strong>First Semester</strong></td>
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<td>Lower Division Major Requirement</td>
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<tr>
<td>Literature, Philosophy, or Foreign Language</td>
<td>Core Area C1</td>
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<tr>
<td>Science Course without Lab</td>
<td>Core Area D1</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1111 or HIST 1112</td>
<td>Survey-PreModern World History or Survey of Modern World History</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 2750 or POLS 2401</td>
<td>or Critical Trends and Issues or Intro to Global Issues</td>
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<tr>
<td>Behavioral Sciences</td>
<td>Core Area E4</td>
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<td><strong>Credit Hours</strong></td>
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<td><strong>Second Semester</strong></td>
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</tr>
<tr>
<td>Fine Arts or Intermediate Foreign Language</td>
<td>Core Area C2</td>
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<tr>
<td>Math, Science, or Technology Course</td>
<td>Core Area D2</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2111 or HIST 2112</td>
<td>Survey of US History to 1877 or US HIST Since Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>Lower Division Major Requirement</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Lower Division Major Requirement</td>
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<td><strong>Third Year</strong></td>
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<td>Free Elective</td>
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<tr>
<td>Free Elective</td>
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<tr>
<td>Major Required Course</td>
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<td><strong>Credit Hours</strong></td>
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<td><strong>Second Semester</strong></td>
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<td></td>
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<tr>
<td>Major Required Course</td>
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<tr>
<td>Free Elective</td>
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<tr>
<td>Upper Division Major Related Electives</td>
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<td>3</td>
</tr>
<tr>
<td>Upper Division Major Related Electives</td>
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</tr>
<tr>
<td>Upper Division Major Related Electives</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
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<td>15</td>
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<tr>
<td><strong>Fourth Year</strong></td>
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<td><strong>First Semester</strong></td>
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<td>Major Required Course</td>
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<tr>
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</tr>
<tr>
<td>Upper Division Major Related Electives</td>
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<td>3</td>
</tr>
<tr>
<td>Upper Division Major Related Electives</td>
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<td>3</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<td>15</td>
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<tr>
<td><strong>Second Semester</strong></td>
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</tr>
<tr>
<td>Major Required Course</td>
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</tbody>
</table>

**Paralegal Studies, AS**

The purpose of the Paralegal Studies Program is to provide students with the skills necessary to perform specifically delegated substantive legal work under the supervision of an attorney. Please note that paralegals and other non-lawyers may not provide legal services directly to the public, except as permitted by law.

The associate degree is designed mainly for students who have not attended college before or those who have a limited amount of previous college credit. All of the paralegal courses in the certificate program are included in the associate degree.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core Curriculum Areas A - E (p. 197)</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td><strong>All Core Curriculum requirements for the Paralegal Studies, AS degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Lower Division Major Requirements (Area F)</strong></td>
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<tr>
<td>PARA 1101</td>
<td>Introduction to Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PARA 2203</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PARA 2205</td>
<td>Legal Research &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>Any 2000-level PARA course</td>
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<tr>
<td>Any 2000-level PARA course</td>
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<td></td>
</tr>
</tbody>
</table>
Any 2000-level PARA course 3

Total Credit Hours 60

1 Students who do not achieve a grade of C or higher in PARA 1101 Introduction to Law & Ethics must re-take PARA 1101 Introduction to Law & Ethics and achieve a grade of C or higher before taking any other PARA classes.

### Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
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<td></td>
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<tr>
<td><strong>First Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I Core Area A1</td>
<td>3</td>
</tr>
<tr>
<td>Non-Science/Math Course</td>
<td>Core Area A2</td>
<td>3</td>
</tr>
<tr>
<td>ORIT 1101</td>
<td>Critical Thinking Core Area B1</td>
<td>3</td>
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<tr>
<td>POLS 1101</td>
<td>American Government Core Area E1</td>
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<td>PARA 1101</td>
<td>Introduction to Law &amp; Ethics *</td>
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<tr>
<td>CSU 1000</td>
<td>First Year Seminar</td>
<td>1</td>
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<td><strong>Second Semester</strong></td>
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</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition II Core Area A1</td>
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</tr>
<tr>
<td>Literature, Philosophy, or Foreign Language Course</td>
<td>Core Area C1</td>
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</tr>
<tr>
<td>Science with Lab Core Area D1</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>PARA 2203</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PARA 2205</td>
<td>Legal Research &amp; Writing</td>
<td>3</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<td>16</td>
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<tr>
<td><strong>Second Year</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts or Intermediate Foreign Language Core Area C2</td>
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<td></td>
</tr>
<tr>
<td>Science Course without Lab Core Area D1</td>
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<td>3</td>
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<tr>
<td>or HIST 1111</td>
<td>Survey-PreModern World History Core Area E2</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>or Survey of Modern World History</td>
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</tr>
<tr>
<td>or HIST 2750</td>
<td>or Critical Trends and Issues</td>
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</tr>
<tr>
<td>or POLS 2401</td>
<td>or Intro to Global Issues</td>
<td>3</td>
</tr>
<tr>
<td>Lower Division Major Requirement</td>
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<td>3</td>
</tr>
<tr>
<td>Lower Division Major Requirement</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
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<td>15</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Language or Communication Course Core Area B2</td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td>Science, Math, or Technology Course Core Area D2</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or HIST 2111</td>
<td>Survey of US History to 1877 Core Area E3</td>
<td>3</td>
</tr>
<tr>
<td>or 2112</td>
<td>or HIST Since Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core Area E4</td>
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<tr>
<td>Lower Division Major Requirement</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<td>14-15</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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<td>61-62</td>
</tr>
</tbody>
</table>

* Students who do not achieve a grade of C or higher in PARA 1101 must re-take PARA 1101 and achieve a grade of C or higher before taking any other PARA classes.

1 PARA Lower Division Options - Students must choose three of the following:
- PARA 2209 Business Organizations
- PARA 2211 Computers in the Law
- PARA 2213 Real Estate Law
- PARA 2223 Wills, Trusts and Probate Law
- PARA 2225 Family Law

### Paralegal Studies, Certificate

The purpose of the Paralegal Studies Program is to provide students with the skills necessary to perform specifically delegated substantive legal work under the supervision of an attorney. Please note that paralegals and other non-lawyers may not provide legal services directly to the public, except as permitted by law.

The certificate is designed for students who already hold a degree (associate or bachelors) or who already have two years of college. All of the paralegal courses in the certificate program are included in the associate degree and the bachelor degree.

Students admitted to the paralegal certificate option must have already earned a bachelor’s degree, an AA or AS degree, or at least 60 semester hours of college-level work from a regionally accredited college or university. The 60 hours must include at least 18 semester hours of general education credit. The general education credits must include at least three semester hours in college-level English composition and 15 hours from at least three of the following academic areas: social and behavioral science, English composition and literature, foreign language, mathematics, humanities, natural science, appreciation or history of the arts.

### Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lower Division Requirements</strong></td>
<td></td>
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</tr>
<tr>
<td>PARA 1101</td>
<td>Introduction to Law &amp; Ethics 1</td>
<td>3</td>
</tr>
<tr>
<td>PARA 2203</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PARA 2205</td>
<td>Legal Research &amp; Writing</td>
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<tr>
<td><strong>Lower Division Electives</strong></td>
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<tr>
<td>Choose three courses from the following:</td>
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<tr>
<td>Any 2000-level PARA course</td>
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<tr>
<td>Any 2000-level PARA course</td>
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<tr>
<td>LGST 4020</td>
<td>Litigation Techniques</td>
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<td>LGST 4030</td>
<td>Adv. Legal Research &amp; Writing</td>
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<td>LGST 4850</td>
<td>Legal Studies Capstone</td>
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<td>SOSC 4490</td>
<td>Social Sciences Internship</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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<td>18</td>
</tr>
</tbody>
</table>

1 Students who do not achieve a grade of C or higher in PARA 1101 Introduction to Law & Ethics must re-take PARA 1101 Introduction to Law & Ethics and achieve a grade of C or higher before taking any other PARA classes.

### Pre-Law, Minor

A minor in Pre-Law will provide students from across disciplines the opportunity to enrich their intellectual pursuits through the study and application of law and its impact on society. Particular emphasis will be placed on legal principles and terminology, critical thinking and the development of legal research and writing skills. This minor will be an appropriate choice for students who are majoring in or planning to work in fields that are affected by legal regulation and who are interested in...
attending law school or pursuing graduate studies. These courses are not mandatory for law school admission and do not guarantee admission to or success in law school or other graduate programs. The American Bar Association maintains that there is no prescribed set of undergraduate courses that prepare students for law school.

Learning Objectives of the Pre-Law Minor

- To apply critical thinking and reasoning to the analysis of legal and societal issues
- To provide students with fundamental knowledge of legal principles and terminology
- To emphasize the development of students' legal research and writing abilities

To fulfill a minor in Pre-Law, students must complete a minimum of 18 semester hours of coursework with 12 hours upper-division. Depending on a student's major, a student pursuing a minor in Pre-Law might exceed the total number of attempted hours that can be applied toward financial aid. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript.

A grade of “C” or higher is required in all courses in the minor. At least two upper-division (3000-4000 level) courses in the minor must be completed at Clayton State University to fulfill residency requirements. Courses used to fulfill Area A - E of the core curriculum cannot be applied to the minor.

Social Work, Minor

The Social Work minor offers students who major in another field the opportunity to explore the field of social work and to develop skills necessary to identify and respond to community needs. Students will work directly with a group within the community (government, non-profit, or resident) to develop skills that will benefit students seeking to enter advocacy roles in nonprofit organizations, work with local community groups, or work with a government agency. Also, the minor in Social Work provides the basic knowledge necessary to pursue graduate studies in this field and other fields related to the minor.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses</td>
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</tr>
<tr>
<td>SOSC 1101</td>
<td>Introduction to Social Work</td>
<td>3</td>
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<tr>
<td>SOSC 2101</td>
<td>Leadership in Organizations</td>
<td>3</td>
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<td>HMSV 3010</td>
<td>Intro to Human Services</td>
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<tr>
<td>SOSC 4901</td>
<td>Practicum in Social Work</td>
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<td>Upper Division Electives</td>
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<tr>
<td>Choose three from the following:</td>
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<td>ACCT 4210</td>
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<tr>
<td>COMM 4210</td>
<td>Intercultural Communication</td>
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<tr>
<td>COMM 4510</td>
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<tr>
<td>CMS 4810</td>
<td>Women and the Arts</td>
<td></td>
</tr>
<tr>
<td>CRJU 3110</td>
<td>Race and Crime</td>
<td></td>
</tr>
<tr>
<td>CRJU 3140</td>
<td>Gender and Crime</td>
<td></td>
</tr>
<tr>
<td>CRJU 3700</td>
<td>Victimology</td>
<td></td>
</tr>
<tr>
<td>CRJU 3800</td>
<td>Restorative Community Justice</td>
<td></td>
</tr>
<tr>
<td>CRJU 4601</td>
<td>Urban Life and Crime</td>
<td></td>
</tr>
<tr>
<td>ENGL 3410</td>
<td>African American Literature I</td>
<td></td>
</tr>
<tr>
<td>ENGL 3420</td>
<td>African American Literature II</td>
<td></td>
</tr>
<tr>
<td>ENGL 3501</td>
<td>Multicultural Literature</td>
<td></td>
</tr>
<tr>
<td>ENGL 3650</td>
<td>Writing for Nonprofits</td>
<td></td>
</tr>
<tr>
<td>HLTH 3320</td>
<td>Communication with Families</td>
<td></td>
</tr>
<tr>
<td>HLTH 3341</td>
<td>Cultural Diversity in Health and Illness</td>
<td></td>
</tr>
<tr>
<td>HLTH 3401</td>
<td>Contemporary Women's Health</td>
<td></td>
</tr>
<tr>
<td>HLTH 3501</td>
<td>The AIDS Epidemic</td>
<td></td>
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<tr>
<td>HIST 4003</td>
<td>Women's History</td>
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</tr>
<tr>
<td>HIST 4004</td>
<td>Environmental History</td>
<td></td>
</tr>
<tr>
<td>HIST 4040</td>
<td>African American Hist. to 1877</td>
<td></td>
</tr>
<tr>
<td>HIST 4050</td>
<td>African Am. Hist. since 1877</td>
<td></td>
</tr>
<tr>
<td>HMSV 3230</td>
<td>Hmn Svcs Multicultural Co.</td>
<td></td>
</tr>
<tr>
<td>HMSV 3501</td>
<td>Organization &amp; Admin Humn. Ser</td>
<td></td>
</tr>
<tr>
<td>MATH 3210</td>
<td>Statistics for Social Justice</td>
<td></td>
</tr>
<tr>
<td>PALS 4421</td>
<td>Political Thought</td>
<td></td>
</tr>
<tr>
<td>PALS 4425</td>
<td>Constitutional Law I: Institut</td>
<td></td>
</tr>
<tr>
<td>PALS 4426</td>
<td>Constitutional Law II: Civil L</td>
<td></td>
</tr>
<tr>
<td>PSYC 3100</td>
<td>Interpersonal Comm &amp; Helping</td>
<td></td>
</tr>
<tr>
<td>PSYC 3170</td>
<td>The Psychology of the Africana</td>
<td></td>
</tr>
<tr>
<td>PSYC 3180</td>
<td>Intro to Multicultural Psych</td>
<td></td>
</tr>
<tr>
<td>PSYC 3300</td>
<td>Ethics &amp; Professional Issues</td>
<td></td>
</tr>
<tr>
<td>PSYC 4110</td>
<td>Psychology of Gender</td>
<td></td>
</tr>
</tbody>
</table>

1. If two or more of PALS 4425 Constitutional Law I: Institut, PALS 4426 Constitutional Law II: Civil L, and LGST 3220 Judicial Process are taken, they can be applied as upper division electives.
Sociology & Social Services, BS

The Sociology and Social Services program focuses on the study of our behavior as social beings and includes a basic core of courses essential for a wide variety of careers specific to and outside of sociology. In addition to providing students with a strong foundation in sociological thought, this curriculum prepares students with the innovation, critical thinking abilities, global understandings, and writing skills that employers in all fields consistently seek.

Graduates of this program will be able to:
- Apply the basic theories and concepts of sociology
- Apply the accepted practices of sociological research
- Examine the impact of race, ethnicity, class, gender, and sexual orientation within social institutions
- Apply the critical thinking skills needed to pursue post baccalaureate degrees or careers in sociology-related fields
- Connect their sociological training with larger ideas of social justice and foster a respect for community service and engagement

Program Requirements

No grades of D in upper division courses are allowed. Upper division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 3310</td>
<td>Race and Ethnicity</td>
<td></td>
</tr>
<tr>
<td>SOCI 3320</td>
<td>Social Inequality</td>
<td></td>
</tr>
<tr>
<td>SOCI 3450</td>
<td>Urban Sociology</td>
<td></td>
</tr>
<tr>
<td>SOCI 4420</td>
<td>Law and Society</td>
<td></td>
</tr>
<tr>
<td>SOSC 4800</td>
<td>Selected Topics in Social Scie</td>
<td></td>
</tr>
<tr>
<td>WST 3410</td>
<td>U.S. Women of Color</td>
<td></td>
</tr>
<tr>
<td>WST 3500</td>
<td>Feminist Theory</td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

- All courses in the minor must be completed with a grade of C or better.
- At least two upper division (3000/4000 level) courses must be completed at Clayton State University to fulfill residency requirements.
- Courses taken to satisfy Core Areas A through E may not be counted as coursework in the minor. Area F courses may be counted as coursework in the minor.
- Students wishing to take an upper division elective class not on the list of approved electives must seek the approval of the Chair of the Social Sciences department.

9-12 hours of 1000/2000 level AFAM, CPTG 2201, CRJU, CSCI, ECON, 9-12 FREN, HIST, MATH 1401, PARA, PHIL, POLS, PSYC, SOSC, SPAN, WST

Upper Division Required
- SOCI 3010 | Understanding Society             | 3            |
- SOSC 3010 Intro to Human Services | 3            |
- SOCI 3320 | Social Inequality                 | 3            |
- SOSC 3610 | Social Welfare Policy and Programs| 3            |
- SOSC 4490 | Social Sciences Internship        | 3            |
| Upper Division Major Electives |                                | 15           |
- 15 hours from upper division (3000-4000 level) SOCI, SOSC, or HMSV prefix electives (not used to meet another major requirement)
| Upper Division Electives |                                | 18           |
- 18 hours 3000/4000 level electives
| Free Electives |                                | 12           |
- 12 hours from any 1000-4000 level course
| Total Credit Hours |                                | 120          |

* If not taken in Area E

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

First-time traditional students enrolling in 9 or more semester hours are required to enroll in CSU 1000 First Year Seminar

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition</td>
<td>Core Area A1</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>Core Area A2</td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>Core Area B1</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>Core Area E1</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CSU 1000</td>
<td>First Year Seminar</td>
<td>0-1</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>15-16</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition</td>
<td>Core Area A1</td>
</tr>
<tr>
<td>Communication or Foreign Language</td>
<td>Core Area B2</td>
<td>2-3</td>
</tr>
<tr>
<td>Science Course with Lab</td>
<td>Core Area D1</td>
<td>4</td>
</tr>
<tr>
<td>SOCI 2293</td>
<td>Modern Families</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1160</td>
<td>Intro to Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>15-16</td>
</tr>
</tbody>
</table>

Second Year

| First Semester |                                            |              |
| SIOC 2501      | Literature, Philosophy, or Foreign Language | Core Area C1 | 3            |
| Science Course without Lab | Core Area D1 | 3            |
| HIST 1111      | Survey-Pre modern World History | Core Area E4 | 3            |

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th></th>
</tr>
</thead>
</table>

Behavioral Sciences | Core Area E4 | 3            |
Department of Film, Communication, and Performing Arts

General Information

Mr. Jonathan Harris, Interim Chair
Jonathanharris2@clayton.edu

Mission

Consistent with the mission statements of Clayton State University and its College of Arts and Sciences, the Department of Film, Communication, and Performing Arts serves the community through its excellence in teaching, research, and creative endeavors. The department’s diverse programs are linked by their commitment to nurturing creativity and professional expertise. Working with a professionally active faculty, students learn, create, and develop skills in a supportive environment. Graduates of our programs are equipped to excel in advanced studies or professional careers.

The Department of Film, Communication, and Performing Arts strives to be an artistic and cultural resource for the region by presenting concerts, lectures, theatrical performances, and community education. The faculty is committed to the personal growth of their students by sharing their skills and knowledge and continuing their own professional development as artists, scholars, and educators.

The Department of Film, Communication, and Performing Arts offers the Bachelor of Arts degree with majors in Communication and Media Studies (Media Production, Communication and Human Relations, and Media and Cultural Studies); Film Production; Music; and Theatre. The Department offers the Bachelor of Music degree with a major in Music Education. The Department offers minors in Art, Communication and Media Studies, Corporate Communication, Film, Music, and Theatre.

Clayton State University is an accredited institutional member of the National Association of Schools of Music.

Programs

Associate Program

- Film Production, AA (p. 85)

Baccalaureate Programs

- Communication and Media Studies, BA (p. 82)
- Film Production, BA (p. 86)
- Music Education, BM (p. 89)
- Music, BA (p. 92)
- Stage and Screen, BA (p. 94)

Minor Programs

- Art, Minor (p. 82)
- Communication and Media Studies, Minor (p. 84)
- Corporate Communication, Minor (p. 85)
- Film, Minor (p. 88)
- Music and Entertainment Industry, Minor (p. 89)
The Art minor enhances a student's ability toward skills and conceptualization development. It promotes creative thinking to visual art that could be applied to many interdisciplinary fields. The Art minor would provide a venue for further skill/talent development.

The objective of the art minor is to provide students with an understanding of studio art and art history, embodied in the practice of art through the study of contemporary visual culture as well as with an appreciation of the formal language utilized by artists. Students will also become aware of the disciplinary methodology and conventions. Students will have the choice of two emphases:

- Studio Art (p. 82)
- Art History (p. 82)

The minor in art will benefit students majoring in any liberal arts discipline with a practical component, including studio art, digital imaging, video and film studies, art history, art criticism, and liberal studies. Students minoring in art will gain a sense of the overall studio art, digital art, and evolution of the history of art, as well as in-depth knowledge of visual art in different disciplines. Students should be sure to check for pre-requisite course requirements and co-requisite requirements.

### Program Requirements

#### Studio Art Emphasis

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1101</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2302</td>
<td>Art of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>or ART 1100</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Choose one from the following:  </td>
<td> </td>
<td> </td>
</tr>
<tr>
<td>ART 1102</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1104</td>
<td>2-D Design/Color Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Three Upper Division Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1301</td>
<td>3-D Design</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Communication and Media Studies, BA

The Bachelor of Arts in Communication and Media Studies equips graduates with a solid theoretical and historical understanding of human communication, combined with practical skills in professional writing and speaking.
Student organizations that are designed to support, augment, and supplement the educational and professional development of students in the CMS program include the Bent Tree (student newspaper).

Communication and Media Studies Learning Outcomes

Graduates of this program will be able to:

a. Communicate effectively using multiple channels of communication.

b. Conduct primary and secondary research on media products and communicative practices.

c. Critically analyze the aesthetic dimensions and layered meanings of past and present communication and media products.

d. Understand theoretical perspectives on communication, media and global culture.

e. Apply media aesthetics to the production of communication vehicles using appropriate technologies.

f. Demonstrate an understanding of ethical theories, professional standards and legal constraints in communication and media environments.

Communication and Media Studies Writing Assessment Requirement

CMS majors and minors are required to pass the CMS Writing Assessment Requirement in order to complete the degree. Students are strongly encouraged to take this assessment soon after passing ENGL 1102 English Composition II. A passing score is a prerequisite for several required CMS courses, so failure to pass the test in a timely manner may result in a delay in graduation. The test is administered at the campus Testing Center and may be repeated, but it is offered only one time per semester.

Students may also fulfill the CMS Writing Assessment Requirement by enrolling in ENGL 3900 Professional & Tech. Writing, passing the course with a C or better, and notifying the Visual and Performing Arts department chair or the CMS Coordinator in writing that they have passed the course and need to have their academic records updated.

Program Requirements

Communication and Media Studies students must earn a grade of C or higher for all courses applied toward upper-division requirements. Upper-division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 2010</td>
<td>Introduction to Media Studies</td>
<td>3</td>
</tr>
<tr>
<td>CMS 2015</td>
<td>Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>Spoken Communication and International Language</td>
<td></td>
<td>3-9</td>
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</table>

Select from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1110</td>
<td>Public Speaking</td>
<td>2</td>
</tr>
<tr>
<td>FREN 2001</td>
<td>Intermediate French I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 2002</td>
<td>Intermediate French II</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 2001</td>
<td>Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 2002</td>
<td>Intermediate Spanish II</td>
<td>3</td>
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</table>

Media Production or Aesthetics 3-9

Choose from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1104</td>
<td>2-D Design/Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>FILM 2100</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>CMS 2410</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>FILM 2420</td>
<td>Intro to Field Production</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2040</td>
<td>Introduction to Aesthetics</td>
<td>3</td>
</tr>
<tr>
<td>THEA 1880</td>
<td>Introduction to Acting</td>
<td>3</td>
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</table>

Major Area Core Requirements 18

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 3020</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>or CMS 3101</td>
<td>Media and Culture</td>
<td>3</td>
</tr>
<tr>
<td>CMS 3400</td>
<td>Comm. Law, Ethics &amp; Diversity</td>
<td>3</td>
</tr>
<tr>
<td>CMS 3710</td>
<td>Writing for Digital Media: Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CMS 3901</td>
<td>Internship/Practicum in Communication and Media Studies I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 4999</td>
<td>CMS Capstone</td>
<td>3</td>
</tr>
<tr>
<td>COMM 3300</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Concentration Requirements 27

Choose one option/concentration from the following:

- Communication and Media Studies Electives Option (p. 83)
- Media Design and Production Concentration (p. 83)
- Organizational and Corporate Concentration (p. 84)

Minor/Free Electives 15

Choose 15 hours of guided electives toward completion of a minor (encouraged): 3

Total Credit Hours 120

Option/Concentration Requirements

(Choose the CMS Electives option or one of the three concentrations below)

Communication and Media Studies Electives Option

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 3200</td>
<td>Writing for Digital Media: Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CMS 3900</td>
<td>Comm. Law, Ethics &amp; Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 3800</td>
<td>Intro to Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 4011</td>
<td>Critical Theory</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3800</td>
<td>Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4861</td>
<td>Acting for the Camera</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 27

Media Design and Production Concentration

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 3110</td>
<td>Media Industries</td>
<td>3</td>
</tr>
<tr>
<td>CMS 3400</td>
<td>Comm. Law, Ethics &amp; Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose seven courses from the following:

- CMS 3110 | Media Industries | 3 |
- CMS 3400 | Comm. Law, Ethics & Diversity | 3 |
Choose seven courses from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 3110</td>
<td>Media Industries</td>
<td></td>
</tr>
<tr>
<td>CMS 3500</td>
<td>Writing and Editing for Mass Media</td>
<td></td>
</tr>
<tr>
<td>CMS 3550</td>
<td>Introduction to Advertising</td>
<td></td>
</tr>
<tr>
<td>CMS 3560</td>
<td>Introduction to Public Relations</td>
<td></td>
</tr>
<tr>
<td>CMS 3600</td>
<td>Introduction to Broadcasting</td>
<td></td>
</tr>
<tr>
<td>CMS 3700</td>
<td>Corporate Communication Design</td>
<td></td>
</tr>
<tr>
<td>CMS 3720</td>
<td>New Media Design</td>
<td></td>
</tr>
<tr>
<td>CMS 4500</td>
<td>Global Contexts in Communication and Media Studies</td>
<td>3</td>
</tr>
<tr>
<td>CMS 4560</td>
<td>Public Relations Principles and Practices</td>
<td></td>
</tr>
<tr>
<td>CMS 4580</td>
<td>Crisis and Change Communication</td>
<td></td>
</tr>
<tr>
<td>CMS 4610</td>
<td>Social Media</td>
<td></td>
</tr>
<tr>
<td>CMS 4800</td>
<td>Selected Topics in CMS I (or FILM 4800 - both upon approval)</td>
<td>3</td>
</tr>
<tr>
<td>CMS 4801</td>
<td>Selected Topics in CMS II (or FILM 4801 - both upon approval)</td>
<td>3</td>
</tr>
<tr>
<td>CMS 4802</td>
<td>Selected Topics in CMS III (or FILM 4802 - both upon approval)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 27

Communication and Media Studies, Minor

The minor program in Communication and Media Studies focuses on broad-based and adaptable skills that can enrich the lives of graduates in many diverse fields. The ability to write and speak well, the ability to think critically about differing media and modes of communication, the ability to recognize quality in written, visual, and multimedia texts—these are fundamental skills for life within a culture increasingly defined by the movement of information.

Students wishing to declare a minor in CMS will complete the same application process required to become a CMS major. Before admittance to the minor program, students must complete four courses with a combined GPA of at least 2.5:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CMS 2010</td>
<td>Introduction to Media Studies</td>
<td>3</td>
</tr>
<tr>
<td>CMS 2015</td>
<td>Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition, applicants must successfully complete a writing assessment administered by the Testing Center and evaluated by the CMS core faculty. Once these requirements are met, students will be admitted to the CMS minor and will be able to enroll in all upper-division CMS classes.
Students who choose to apply COMM 1110 Public Speaking toward their General Education core requirements must substitute another course to meet the 18-hour requirement for the CMS minor. As substitutes, students may use any 3000-level or higher course with a CMS, COMM, FILM or JOUR prefix, except the internship classes CMS 3901 Internship/Practicum for CMS I, CMS 3902 Intern: Training & Instruction, or CMS 3903 Advanced Media Production/FILM 3903.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lower Division Requirements</strong></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>CMS 2010</td>
<td>Introduction to Media Studies</td>
<td>3</td>
</tr>
<tr>
<td>CMS 2015</td>
<td>Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Upper Division Electives</strong></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Choose any 3000-level or higher course with a CMS or COMM or FILM or JOUR prefix.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 18

1 Except the internship classes CMS 3901 Internship/Practicum for CMS I, CMS 3902 Intern: Training & Instruction, or CMS 3903 Advanced Media Production/FILM 3903.

Corporate Communication, Minor

The Minor in Corporate Communication provides students with understanding of, and preparation for careers in Corporate Communication. This minor:

- Prepares students for entering the workforce or earning advanced degrees in professional areas such as public relations, marketing, advertising, organizational communication and production/design.
- Develops and strengthens students' critical thinking and writing skills for success in all further academic and professional endeavors.

The minor focuses on the following Communication and Media Studies learning outcomes:

- Communicate effectively, using multiple channels of communication; and
- Apply media aesthetics to the production of communication vehicles using appropriate technologies.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Courses</strong></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Choose two of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 2410</td>
<td>Digital Photography</td>
<td></td>
</tr>
<tr>
<td>CMS 3550</td>
<td>Introduction to Advertising</td>
<td></td>
</tr>
<tr>
<td>CMS 3560</td>
<td>Introduction to Public Relatio</td>
<td></td>
</tr>
<tr>
<td><strong>Upper Division Electives</strong></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Choose four of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 3110</td>
<td>Media Industries</td>
<td></td>
</tr>
<tr>
<td>CMS 3340</td>
<td>National Cinemas I</td>
<td></td>
</tr>
<tr>
<td>COMM 3460</td>
<td>Principles of Project Management</td>
<td></td>
</tr>
</tbody>
</table>

Film Production, AA

The Associate of Arts degree in Film Production provides an option in addition to the baccalaureate degree for completion of academic credentials in the field of film production, supporting the need for workforce development in Georgia’s burgeoning film industry.

Program Learning Outcomes

Graduates of this program will be able to:

a. Understand critical and creative processes and aesthetic approaches involved in the pre-production, production and post-production phases of film making.
b. Develop mastery of technical and artistic skills that are fundamental to filmmaking and video production and post-production—including writing, producing, directing, editing, cinematography, production and audio design.
c. Acquire and model accepted industry practices, including those regarding professional collaborations, safety and ethical standards, and demonstration of employment marketability.
d. Analyze and critique films representing a broad range of theoretical and historical perspectives.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Curriculum (Areas A-E) (p.  )</strong></td>
<td></td>
<td>42</td>
</tr>
</tbody>
</table>

All Core Curriculum requirements for the Film Production major are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lower Division Major Requirements (Area F)</strong></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>FILM 2100</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>FILM 2700</td>
<td>History of Cinema</td>
<td>3</td>
</tr>
</tbody>
</table>

Select six hours from the following:
Film Production, BA

The Bachelor of Arts degree in Film Production emphasizes post-production to prepare students for careers in the professional film industry. While the program includes coursework relating to pre-production and production (so that students are introduced to these skills and understand the entire filmmaking process), the post-production focus of this program will help students attain the skills and knowledge necessary to excel in areas of film post-production, such as: storytelling, compositing, editing, visual effects, motion graphics, and sound effects. Course options within the program offer students an opportunity to take courses outside of the film area, perhaps to pursue a minor program that might enhance job marketability.

Program Learning Outcomes

Graduates of this program will be able to:

a. Understand critical and creative processes and aesthetic approaches involved in the pre-production, production and post-production phases of film making.

b. Develop mastery of technical and artistic skills that are fundamental to filmmaking and video production and post-production—including writing, producing, directing, editing, cinematography, production and audio design.

c. Acquire and model accepted industry practices, including those regarding professional collaborations, safety and ethical standards, and demonstration of employment marketability.

d. Analyze and critique films representing a broad range of theoretical and historical perspectives.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A - E)</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Lower Division Major Requirements (Area F)</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>FILM 2100</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>FILM 2700</td>
<td>History of Cinema</td>
<td>3</td>
</tr>
<tr>
<td>Major Specific Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Select six hours from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 2400</td>
<td>Digital Image Production</td>
<td>3</td>
</tr>
<tr>
<td>FILM 2420</td>
<td>Intro to Field Production</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>FILM 1520  Georgia Film Academy Course I</td>
<td>1</td>
</tr>
</tbody>
</table>

Total number of credit hours for the degree is less than the amount shown above, due to Group A and Group B counting towards the total. However, only one group will be completed.
Choose two from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2101</td>
<td>Principles of Financial Accounting</td>
</tr>
<tr>
<td>ART 1101</td>
<td>Drawing I</td>
</tr>
<tr>
<td>ART 1104</td>
<td>2-D Design/Color Theory</td>
</tr>
<tr>
<td>BLAW 2106</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>CSCI 1301</td>
<td>Computer Science I</td>
</tr>
<tr>
<td>ECON 2106</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>FILM 2430</td>
<td>Storyboarding</td>
</tr>
<tr>
<td>FILM 2800</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2801</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2802</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2803</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2804</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2805</td>
<td>Lower Level Special Topics</td>
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<tr>
<td>FILM 2806</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2807</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2808</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2809</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2810</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2811</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2812</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2813</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>FILM 2814</td>
<td>Lower Level Special Topics</td>
</tr>
<tr>
<td>THEA 1880</td>
<td>Introduction to Acting</td>
</tr>
<tr>
<td>THEA 2100</td>
<td>Stagecraft: Scenery and Light</td>
</tr>
<tr>
<td>THEA 2900</td>
<td>Directing for the Stage</td>
</tr>
</tbody>
</table>

**Required Upper-Division Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 3410</td>
<td>Lighting for Motion Pictures</td>
<td>3</td>
</tr>
<tr>
<td>FILM 3420</td>
<td>Audio Recording &amp; Sound Design</td>
<td>3</td>
</tr>
<tr>
<td>FILM 3820</td>
<td>Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>FILM 4310</td>
<td>Film Analysis and Criticism</td>
<td>3</td>
</tr>
<tr>
<td>FILM 4410</td>
<td>Digital Video Production</td>
<td>3</td>
</tr>
<tr>
<td>FILM 4450</td>
<td>Digital Video Post-Production</td>
<td>3</td>
</tr>
<tr>
<td>FILM 3155</td>
<td>Cinematography</td>
<td>3</td>
</tr>
<tr>
<td>FILM 4460</td>
<td>Video Post-Production II</td>
<td>3</td>
</tr>
<tr>
<td>FILM 4480</td>
<td>Video Production II</td>
<td>3</td>
</tr>
<tr>
<td>FILM 4901</td>
<td>Internship/Exper. Learning I</td>
<td>2</td>
</tr>
<tr>
<td>FILM 4904</td>
<td>Portfolio Class</td>
<td>1</td>
</tr>
</tbody>
</table>

**Upper Division Electives**

**Group A: Media Production Electives**

Choose 15 hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 3600</td>
<td>Introduction to Broadcasting</td>
</tr>
<tr>
<td>CMS 3720</td>
<td>New Media Design</td>
</tr>
<tr>
<td>FILM 4490</td>
<td>Modes of Video Production I</td>
</tr>
<tr>
<td>FILM 4491</td>
<td>Modes of Video Production II</td>
</tr>
<tr>
<td>FILM 4492</td>
<td>Modes of Video Production III</td>
</tr>
<tr>
<td>FILM 4493</td>
<td>Modes of Video Production IV</td>
</tr>
<tr>
<td>FILM 3480</td>
<td>Producing</td>
</tr>
<tr>
<td>FILM 3490</td>
<td>Directing</td>
</tr>
<tr>
<td>FILM 3850</td>
<td>Motion Graphics</td>
</tr>
<tr>
<td>FILM 4420</td>
<td>Visual Effects</td>
</tr>
<tr>
<td>FILM 4430</td>
<td>Advanced Lighting</td>
</tr>
<tr>
<td>FILM 4440</td>
<td>Advanced Visual Effects</td>
</tr>
<tr>
<td>FILM 4902</td>
<td>Internship/Exper. Learning II</td>
</tr>
<tr>
<td>FILM 4903</td>
<td>Sem in Contemp Filmmaking</td>
</tr>
</tbody>
</table>

**Group B: Film Studies Electives**

Choose nine hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 3340</td>
<td>National Cinemas I</td>
</tr>
<tr>
<td>FILM 3341</td>
<td>National Cinemas II</td>
</tr>
<tr>
<td>FILM 3342</td>
<td>National Cinemas III</td>
</tr>
<tr>
<td>FILM 4320</td>
<td>Women and Film</td>
</tr>
<tr>
<td>FILM 4330</td>
<td>Film Genres I</td>
</tr>
<tr>
<td>FILM 4332</td>
<td>Film Genres I</td>
</tr>
<tr>
<td>CMS 3350</td>
<td>African American Cinema</td>
</tr>
<tr>
<td>FILM 3360</td>
<td>Deconstructing Disney</td>
</tr>
<tr>
<td>FILM 3700</td>
<td>Great Directors</td>
</tr>
<tr>
<td>FILM 4800</td>
<td>Special Topics I</td>
</tr>
<tr>
<td>FILM 4801</td>
<td>Special Topics II</td>
</tr>
<tr>
<td>FILM 4802</td>
<td>Special Topics III</td>
</tr>
</tbody>
</table>

**Free Electives**

Choose courses at any level. A minimum grade of C is required.

**Total Credit Hours**

120

1 Film Production students must earn a grade of C or higher for all courses applied toward upper division requirements. Upper division courses are all courses other than those of Areas A-F. Any 1000- or 2000-level courses used in the upper division are included in this restriction.

**Suggested Course Sequence**

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILM 2100</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Intro to General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCI 1101</td>
<td>or Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>HIST 1111</td>
<td>Survey-PreModern World History</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>or Survey of Modern World History</td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td>Pick one group from below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILM 2400 &amp; FILM 2420</td>
<td>Digital Image Production and Intro to Field Production</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group B</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FILM 4490</td>
<td>Advanced Visual Effects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4902</td>
<td>Internship/Exper. Learning II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4903</td>
<td>Sem in Contemp Filmmaking</td>
<td></td>
</tr>
</tbody>
</table>
Film, Minor

The Film Minor prepares students for entering the workforce or earning graduate degrees in professional areas such as film performance, film studies, and film production/design. It develops and strengthens students’ production, performance, critical thinking, and writing skills for success in all further academic and professional endeavors.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Division Courses</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Choose one of the following tracks:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Performance Track (p. 89)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Studies Track (p. 89)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Production Track (p. 89)</td>
<td></td>
</tr>
<tr>
<td>Upper-Division Electives</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Choose four from the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3340 National Cinemas I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3341 National Cinemas II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3342 National Cinemas III</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3350 African American Cinema</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3360 Deconstructing Disney</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3410 Lighting for Motion Pictures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3420 Audio Recording &amp; Sound Design</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CMS 3720 New Media Design</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3820 Screenwriting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4310 Film Analysis and Criticism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4320 Women and Film</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4330 Film Genres I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4331 Film Genres II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4332 Film Genres III</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4410 Digital Video Production</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4450 Digital Video Post-Production</td>
<td></td>
</tr>
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<td></td>
<td>FILM 4490 Modes of Video Production I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4491 Modes of Video Production II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4492 Modes of Video Production III</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3355 Cinematography</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3480 Producing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3490 Directing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3700 Great Directors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 3850 Motion Graphics</td>
<td></td>
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<tr>
<td></td>
<td>FILM 4420 Visual Effects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4430 Advanced Lighting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4440 Advanced Visual Effects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4460 Video Post-Production</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4480 Video Production II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4800 Special Topics I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4801 Special Topics II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4802 Special Topics III</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FILM 4903 Sem in Contemp Filmmaking</td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>121</td>
</tr>
</tbody>
</table>

1 Select one (1) group option (not both) to fulfill requirement within this area.

- **Group A**: FILM 2400 AND FILM 2420
- **Group B**: FILM 1520
### Lower Division Courses

#### Performance Track

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 2100</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>THEA 1880</td>
<td>Introduction to Acting</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

#### Studies Track

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 2100</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>FILM 2700</td>
<td>History of Cinema</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

#### Production Track

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 2100</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>Choose one from the following:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>FILM 1520</td>
<td>Georgia Film Academy Course I</td>
<td></td>
</tr>
<tr>
<td>FILM 2400</td>
<td>Digital Image Production</td>
<td></td>
</tr>
<tr>
<td>FILM 2420</td>
<td>Intro to Field Production</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

1. Students who choose to apply FILM 2100 Introduction to Film toward their General Education core requirements must substitute another of the 3-credit Upper-Division Electives to complete the 18-hour Film Minor.

### Music and Entertainment Industry, Minor

The Music and Entertainment Industry minor provides students the opportunity to supplement their chosen degree program with music courses designed for non-majors.

### Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lower-Division Requirements</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>MUSC 1011</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1310</td>
<td>Class Voice</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 1310</td>
<td>Class Voice (additional semesters)</td>
<td>1</td>
</tr>
<tr>
<td>or MUSC 2400</td>
<td>Applied Music Secondary</td>
<td></td>
</tr>
<tr>
<td>MUSC 1710</td>
<td>Major Ensemble (three semesters)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Upper-Division Requirements</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>MUSC 3990</td>
<td>Health and Wellness in the Performing Arts</td>
<td>3</td>
</tr>
<tr>
<td>Choose six hours of any upper-division (3000-4000 level) MUSC courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### Music Education, BM

The Bachelor of Music in Music Education is a 120-credit comprehensive program that leads to Georgia K-12 teacher certification in music. Clayton State University is an accredited institutional member of the National Association of Schools of Music. All education programs at Clayton State have been approved by the Georgia Professional Standards Commission. Students who meet the Georgia Professional Standards Commission requirements for licensure will be eligible to teach PK-12 music in the Georgia public schools.

#### Program Learning Outcomes

Graduates of this program will be able to:

a. Hear, identify and manipulate with fluency in sound and notation the elements of music such as rhythm, melody, harmony, structure, timbre, and texture.

b. Demonstrate proficiency in solo and collaborative performance including technical competency, sight-reading, interpretive skill and artistic self-expression.

c. Think, speak and write clearly and effectively about music.

d. Develop teaching and coaching skills appropriate to the performance medium and in the context of the elementary and secondary classroom.

#### Honor Societies and Clubs

The National Association for Music Education (NAfME) is designed to support, augment, and supplement the educational and professional development of music education majors, as is Mu Phi Epsilon (Coeducational Music Fraternity).

#### Audition

Students who wish to major in Music Education must successfully audition for members of the faculty. Information about music and music education auditions is available from the office of the Department of Visual and Performing Arts and on the Department’s webpage. In addition, students must pass a Sophomore Barrier before enrolling in certain 3000- or 4000-level music courses.

### Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Curriculum (Areas A-E) (p. )</strong></td>
<td></td>
<td><strong>42</strong></td>
</tr>
<tr>
<td><strong>All Core Curriculum requirements for the Music Education major are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lower Division Major Requirements (Area F)</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td>MUSC 1011</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1012</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1111</td>
<td>Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 1112</td>
<td>Aural Skills II</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 1710</td>
<td>Major Ensemble (four semesters)</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 2111</td>
<td>Aural Skills III</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 2112</td>
<td>Aural Skills IV</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 2500</td>
<td>Applied Music Primary (four semesters)</td>
<td>1-2</td>
</tr>
<tr>
<td>MUSC 0890</td>
<td>Recital Attendance (six semesters)</td>
<td>0</td>
</tr>
</tbody>
</table>

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>18</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Other Music Education Graduation Requirements

**a.** A minimum of 39 hours of 3000- or 4000-level courses is required for graduation.

**b.** No grades of D in upper-division courses are allowed in the Bachelor of Music Education degree program. Upper-division courses are all courses other than those of Areas A through F of the core curriculum.

1000- or 2000-level courses used in the upper division are included in this restriction. Additionally:

- **i.** No grades of D are allowed for any MUSC, THEA, or DANC course at any level.
- **ii.** No grades of D are allowed for any course for students in the Music Education program.

**c.** Requirements specific to the Music Education Program:

- **i.** To graduate with a BM degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance, and must attend performances and forums.
- **ii.** Students must pass the Sophomore Barrier (usually at the end of the sophomore year) in order to enroll in upper-division music courses.
- **iii.** MUSC 2301 Introduction to World Music (Introduction to World Music) must be taken as an elective if not taken in Area C2 of the Core Curriculum.

### Admission and Readmission Requirements into the Music Education Certification Program

Students must meet the following criteria before submitting their applications for admission into the teacher education certification program. Contact the Division of Music or the Department of Teacher Education for more information or an application.

**a.** Admission to Clayton State University. (Transfer students who meet the criteria below may simultaneously submit applications for the University and for teacher education program admission—two separate application forms.)

**b.** Completion of at least 45 semester hours of college credit (minimum requirement to submit application). Students are required to complete all Area F courses, MUSC 2900 Intro. to Music Ed. and Tech., and MUSC 2301 Introduction to World Music.

**c.** Grades of A, B, C, or K in all applicable Areas A-F courses. Students must have a grade of C or better in all courses required for the degree.

**d.** A cumulative Institutional Grade Point Average of 2.50.

- **i.** A Program Grade Point Average of 2.50 based upon all coursework last attempted in Areas A-F.
- **ii.** Successful completion of MUSC 2900 Intro. to Music Ed. and Tech. with a grade of C or better with documentation of 35 field experience hours.
- **iii.** Successful completion of MUSC 2301 Introduction to World Music with a grade of C or better.

In order for a student to be eligible to begin taking upper-division courses in teacher education, the following requirements must be met:

**a.** Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)

**b.** Completion of all Area F courses and a minimum of 24 hours in Areas A-E of the Core Curriculum and MUSC 2900 Intro. to Music Ed. and Tech.
 Applications may submit their applications for Fall Semester admission between January 1 and the last Friday in March. Any applications received after the March deadline will be placed on a waiting list in the event a slot in the programs becomes available. Applicants may submit their applications for Spring Semester admission between August 1 and the last Friday in October. Any applications received after the October deadline will be placed on a waiting list in the event a slot in the programs becomes available.

**Satisfactory Academic Progress Requirements**

General University policies on good standing and academic and disciplinary probation and suspension apply to the teacher education programs (except that for teacher education the standard is a 2.50 cumulative Program GPA on the last attempt of courses taken to meet program requirements, and a cumulative Institutional GPA of 2.50 rather than a 2.00 Institutional GPA). Due to the sensitive nature of working with children and youth in authentic school settings, the following additional standard applies: Any faculty member or administrator of the University and/or a cooperating school system may immediately remove a candidate from an on-site setting if, in that person’s professional judgment, the candidate has acted in an inappropriate manner involving children or youth. The Coordinator for Educational Field Experiences and/or the Department Head for Teacher Education/Director of Professional Education Programs will investigate the case in an expeditious manner. The department head will issue a written ruling to the candidate with copies to the Dean of Arts and Sciences and the Provost/Vice President for Academic Affairs. Depending on the circumstances, the ruling may include exoneration, admonishment, probation, suspension of reasonable duration, or dismissal. Appeals may be initiated according to established University Academic Appeal policy.

**Student Teaching/Senior Internship**

In order to be placed in the student teaching/senior year internship within the six partnership school districts, candidates must have in place the following:

a. A cumulative Program GPA of 2.50 or higher.

b. A cumulative Institutional GPA of 2.50 or higher.

c. Completion of each course in the program sequence with a grade of C or higher (or K).

d. Endorsement of the junior year by the Professional Education Programs Committee (PEPC).

e. Passage of an updated background check.

f. Renewal of liability insurance coverage.

Course overloads will not be permitted during enrollment in the full-time student teaching/senior internship. The student may only be enrolled in student teaching/senior internship.

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1 The student teaching/senior year internship begins during the first week or pre-planning week at the end of July or beginning of August.
Teacher Certification
In Georgia, to receive certification to teach, individuals must document having met criteria endorsed by the Georgia Professional Standards Commission, including successful completion of the GACE Content Assessment(s). Fingerprinting and FBI background checks are required for professional employment in Georgia public schools. An applicant for certification in Georgia must comply with the ethical standards of the profession. Additional information and Georgia certification applications are available online at www.gapsc.com (http://www.gapsc.com). The Department of Teacher Education will assist students in submitting proper documentation to the Georgia Professional Standards Commission.

Music, BA
The Bachelor of Arts in Music is a 120-credit program that allows students to study music in the context of a liberal arts education. Clayton State University is an accredited institutional member of the National Association of Schools of Music. The Division of Music’s mission is to provide:

- Professional preparation for performers, educators, scholars, and creators
- Broad-based liberal arts education in music
- Service to the university and the public through performance and community engagement

Program Learning Outcomes
Graduates of this program will be able to:

a. Hear, identify and manipulate with fluency in sound and notation the elements of music such as rhythm, melody, harmony, structure, timbre, and texture.
b. Demonstrate proficiency in solo and collaborative performance including technical competency, sight-reading, interpretive skill and artistic self-expression.
c. Think, speak and write clearly and effectively about music.
d. Develop teaching and coaching skills appropriate to the performance medium.

Honor Societies and Clubs
Several honor societies, clubs, and service organizations are designed to support, augment, and supplement the educational and professional development of music students, including Mu Phi Epsilon (Coeducational Professional Music Fraternity) and the National Association for Music Education (NAFME Collegiate).

Admission
Students who wish to major in Music must successfully audition for members of the faculty. Information about music auditions is available from the office of the Department of Visual and Performing Arts and on the Department’s webpage. In addition, students must pass a Sophomore Barrier before enrolling in certain 3000- or 4000-level music courses.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 1011</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1012</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1111</td>
<td>Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 1112</td>
<td>Aural Skills II</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 1710</td>
<td>Major Ensemble (four semesters)</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 2111</td>
<td>Aural Skills III</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 2112</td>
<td>Aural Skills IV</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 2500</td>
<td>Lower-Level Applied Primary (four semesters)</td>
<td>1-2</td>
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</table>

Required Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>MUSC 2011</td>
<td>Music Theory III</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 2012</td>
<td>Music Theory IV</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 2152</td>
<td>Class Piano IV</td>
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</tr>
<tr>
<td>MUSC 3220</td>
<td>Intro to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 3614</td>
<td>Music History Survey I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 3615</td>
<td>Music History Survey II</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 3820</td>
<td>Improvisation</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 4990</td>
<td>Music Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Music Courses/Ensembles

Choose four from the following:

- MUSC 3410 Major Ensemble
- MUSC 3431 Beginning Conducting
- MUSC 3432 Advanced Conducting
- MUSC 3510 Chamber Ensembles
- MUSC 3550 Accompanying
- MUSC 3570 Music Drama Workshop

Performing Arts Electives

Choose 18 hours from MUSC, DANC, THEA courses.

Free Electives

Choose 18 hours from non-MUSC courses.

Total Credit Hours

<table>
<thead>
<tr>
<th></th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>120</td>
</tr>
</tbody>
</table>

Other Music Graduation Requirements

a. A minimum of 39 hours of 3000- or 4000-level courses is required for graduation.
b. Students are encouraged, but not required, to use Electives to complete a minor program.
c. No grades of D in upper-division courses are allowed in the Bachelor of Arts in Music degree program. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction. Additionally:
   i. No grades of D are allowed for any MUSC, THEA, or DANC course at any level.
ii. No grades of D are allowed for any course for students in the Music Education program.

d. Requirements specific to the Music Program:
   i. To graduate with a BA degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance, and must attend performances and forums.
   ii. Students must pass the Sophomore Barrier (usually at the end of the sophomore year) in order to enroll in upper-division music courses.
   iii. MUSC 2301 Introduction to World Music must be taken as an elective if not taken in Area C2 of the Core Curriculum.

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

First-time traditional students enrolling in 9 or more semester hours are required to enroll in CSU 1000 First Year Seminar

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 2201</td>
<td>Introduction to World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1710</td>
<td>Major Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 0890</td>
<td>Recital Attendance</td>
<td>0-1</td>
</tr>
<tr>
<td>CSU 1000</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 2500</td>
<td>Applied Music Primary</td>
<td>1</td>
</tr>
</tbody>
</table>

Credit Hours 14-15

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2111</td>
<td>Survey of US History up to 1877</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 2500</td>
<td>Applied Music Primary</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 1011</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1111</td>
<td>Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 0890</td>
<td>Recital Attendance</td>
<td>0</td>
</tr>
<tr>
<td>MUSC 1710</td>
<td>Major Ensemble</td>
<td>1</td>
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</tbody>
</table>

Credit Hours 15

Second Year

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication or Foreign Language</td>
<td>Core Area B2</td>
<td>2-3</td>
</tr>
<tr>
<td>Science Course with Lab</td>
<td>Core Area D1</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 2500</td>
<td>Applied Music Primary</td>
<td>1</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>Core Area E4</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1112</td>
<td>Aural Skills II</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 1710</td>
<td>Major Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 0890</td>
<td>Recital Attendance</td>
<td>0</td>
</tr>
<tr>
<td>MUSC 1012</td>
<td>Music Theory II</td>
<td>3</td>
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Credit Hours 15-16

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature, Philosophy, or Foreign Language</td>
<td>Core Area C1</td>
<td>3</td>
</tr>
<tr>
<td>Science Course without Lab</td>
<td>Core Area D1</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 120-122

1. 3000-4000 MUSC, DANC, THEA

MUSC 3410 Major Ensemble
OR
MUSC 3431 Beginning Conducting
OR
MUSC 3432 Advanced Conducting
OR
MUSC 3510 Chamber Ensembles
OR
MUSC 3550 Accompanying
OR
MUSC 3570 Music Drama Workshop
Music, Minor

The following are courses required in the minor in music. Be sure to check for pre-requisite course requirements and co-requisite requirements.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 2011</td>
<td>Music Theory III</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 2111</td>
<td>Aural Skills III</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 2400</td>
<td>Applied Music Secondary</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 0890</td>
<td>Recital Attendance (four semesters)</td>
<td>0</td>
</tr>
<tr>
<td>MUSC 1151</td>
<td>Class Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 2301</td>
<td>Introduction to World Music (can be taken in area C2)</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 3614</td>
<td>Music History Survey I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 3615</td>
<td>Music History Survey II</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose any Upper Division Music Courses (except any pedagogy course or music technology). 6

Total Credit Hours 18

Additional information

Students wishing to minor in music must audition before the music faculty prior to being accepted into the program and registering for music courses.

Stage and Screen, BA

The Bachelor of Arts in Stage and Screen is a versatile program that allows students to pursue theatre studies in the context of a liberal arts education. It prepares students for careers in the professional theatre industry and furnishes them with the tools for creating new work and making a significant impact on Theatre in our region and beyond.

Graduates of this program will be able to:

a. Recognize and interpret subject matter and history of theatre: major works, issues, and movements.

b. Demonstrate competent communication skills in one or more of the following areas: creating new theatre work, acting, directing, and playwriting, technical theatre.

c. Assess and employ theatrical concepts in decision-making and critical aesthetic judgment.

d. Recognize and demonstrate practical skills required in professional theatre settings.

Code     Title                                      Credit Hours
Core Curriculum (Areas A-E) (p. )                     42
All Core Curriculum requirements for the Stage and Screen major are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.
Lower Division Major Requirements (Area F)            18
THEA 1890 | Theatre Laboratory                            0
THEA 2110 | Stagecraft: Scenery and Light                3
THEA 2400 | Visual Composition                            3
THEA 2701 | Theatre History I                            3
or THEA 2702 | Theatre History II                          3
THEA 2800 | Script Analysis                              3
THEA 2820 | Arts Criticism                               3
THEA 2880 | Acting I                                     3
Upper Division Required Courses 27
THEA 3850 | Directing for the Stage                      3
THEA 3901 | Theatre Internship/Practicum I               3
THEA 3910 | Artists as Entrepreneurs                     3
THEA 3220 | Voice and Movement I                         3
THEA 3911 | Production Practicum I                       1
THEA 3912 | Production Practicum II                      1
THEA 3913 | Production Practicum III                     1
THEA 2500 | Sophomore Seminar                            1
THEA 3500 | Junior Seminar                               2
THEA 4500 | Capstone Project                             3
THEA 1990 | Production Development                       3
or THEA 2990 | Intermediate Production Development         1
or THEA 3991 | Advanced Production Development I            1
or THEA 3992 | Advanced Production Development II           1
or THEA 3993 | Advanced Production Development III          1

Choose one from the following:
THEA 4102 | Lighting Design                              3
THEA 4103 | Set Design                                   3
THEA 4104 | Costume Design                               3
Stage and Screen Electives 15
Choose 15 hours from THEA, MUSC, DANC, FILM, CMS, or ART courses

Free Electives 18
Choose 18 hours from non-THEA courses

Concentration Requirements
Acting for Film and TV 18
THEA 4460 | Voiceover                                    3
THEA 4861 | Acting for the Camera                        3
THEA 4860 | Audition Techniques                          3
Choose two from the following:
THEA 3300 | Physical Combat                              3
THEA 4831 | Special Topics in Performance I              3
THEA 4832 | Special Topics in Performance II             3
THEA 4833 | Special Topics in Performance III            3
Choose one from the following:
CMS 4650 | Audio Podcasting                             3
CMS 3550 | Introduction to Advertising                 3
CMS 3560 | Introduction to Public Relation             3
CMS 2410 | Digital Photography                          3
FILM 2400 | Digital Image Production                     3
FILM 2420 | Intro to Field Production                    3
Arts Entrepreneurship 18
MGMT 4311 | Entrepreneurship                             3
CMS 3550 | Introduction to Advertising                 3
Choose four from the following prefixes: COMM, CMS, FILM, MGMT, MKTG

**Design/Tech**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1101</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1104</td>
<td>2-D Design/Color Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2301</td>
<td>Art of the Pre-Modern World</td>
<td>3</td>
</tr>
<tr>
<td>ART 2302</td>
<td>Art of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>ART 2303</td>
<td>Art of the Non-Western World</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 4102</td>
<td>Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4103</td>
<td>Set Design</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4104</td>
<td>Costume Design</td>
<td>3</td>
</tr>
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</table>

Choose one from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 4821</td>
<td>Special Topics in Technical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4822</td>
<td>Special Topics in Technical Theatre II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4823</td>
<td>Special Topics in Technical Theatre III</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

120

**Honor Societies and Clubs**

The Fairly Odd Players is a student organization for stage and screen majors designed to support, augment, and supplement their educational and professional development.

**Audition**

Students who wish to major in Stage and Screen must successfully audition for members of the faculty. Information about auditions is available from the office of the Department of Film, Communication, and Performing Arts and on the program's webpage.

**Requirements**

<table>
<thead>
<tr>
<th>Core Curriculum (Areas A-E) (p. )</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

All Core Curriculum requirements for the Stage and Screen major are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

**Lower Division Major Requirements (Area F)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 1890</td>
<td>Theatre Laboratory</td>
<td>0</td>
</tr>
<tr>
<td>THEA 2110</td>
<td>Stagecraft: Scenery and Light</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2400</td>
<td>Visual Composition</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2701</td>
<td>Theatre History I</td>
<td>3</td>
</tr>
<tr>
<td>or THEA 2702</td>
<td>Theatre History II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2800</td>
<td>Script Analysis</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2820</td>
<td>Arts Criticism</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2880</td>
<td>Acting I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Upper Division Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 3850</td>
<td>Directing for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3901</td>
<td>Theatre Internship/Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3910</td>
<td>Artists as Entrepreneurs</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3220</td>
<td>Voice and Movement I</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3911</td>
<td>Production Practicum I</td>
<td>1</td>
</tr>
<tr>
<td>THEA 3912</td>
<td>Production Practicum II</td>
<td>1</td>
</tr>
<tr>
<td>THEA 3913</td>
<td>Production Practicum III</td>
<td>1</td>
</tr>
<tr>
<td>THEA 2500</td>
<td>Sophomore Seminar</td>
<td>1</td>
</tr>
<tr>
<td>THEA 3500</td>
<td>Junior Seminar</td>
<td>2</td>
</tr>
<tr>
<td>THEA 4500</td>
<td>Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>THEA 1990</td>
<td>Production Development</td>
<td>3</td>
</tr>
<tr>
<td>or THEA 2990</td>
<td>Intermediate Production Development</td>
<td>3</td>
</tr>
<tr>
<td>or THEA 3991</td>
<td>Advanced Production Development I</td>
<td>3</td>
</tr>
<tr>
<td>or THEA 3992</td>
<td>Advanced Production Development II</td>
<td>3</td>
</tr>
<tr>
<td>or THEA 3993</td>
<td>Advanced Production Development III</td>
<td>3</td>
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</table>

Select one from the following:

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<tbody>
<tr>
<td>THEA 4102</td>
<td>Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4103</td>
<td>Set Design</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4104</td>
<td>Costume Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Stage and Screen Electives**

Choose 15 hours from THEA, MUSC, DANC, FILM, CMS, or ART courses

**Free Electives**

Choose 18 hours from non-THEA courses

**Concentration Requirements**

**Acting for Film and TV**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 4460</td>
<td>Voiceover</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4861</td>
<td>Acting for the Camera</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4860</td>
<td>Audition Techniques</td>
<td>3</td>
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</table>

Choose two from the following:

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</thead>
<tbody>
<tr>
<td>THEA 3300</td>
<td>Physical Combat</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4831</td>
<td>Special Topics in Performance I</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4832</td>
<td>Special Topics in Performance II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4833</td>
<td>Special Topics in Performance III</td>
<td>3</td>
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<tbody>
<tr>
<td>CMS 4650</td>
<td>Audio Podcasting</td>
<td>3</td>
</tr>
<tr>
<td>CMS 3550</td>
<td>Introduction to Advertising</td>
<td>3</td>
</tr>
<tr>
<td>CMS 3560</td>
<td>Introduction to Public Relation</td>
<td>3</td>
</tr>
<tr>
<td>CMS 2410</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>FILM 2400</td>
<td>Digital Image Production</td>
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</tr>
<tr>
<td>FILM 2420</td>
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**Arts Entrepreneurship**

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<th>Code</th>
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<tbody>
<tr>
<td>MGMT 4311</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>CMS 3550</td>
<td>Introduction to Advertising</td>
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**Design/Tech**

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<td>Set Design</td>
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<tr>
<td>THEA 4104</td>
<td>Costume Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one from the following:
The School of Education offers them to become certified teachers. Students may choose from a variety of education programs that prepare educators who are reflective practitioners.

**Mission and Goals**

The primary goals are to develop teachers who:

- are knowledgeable about and committed to working with learners,
- understand curriculum and the organization of schools for teaching and learning,
- understand that teaching is inquiring,
- have content knowledge and are lifelong learners,
- value varying learning experiences and diversity, and determine and adjust teaching methods and strategies according to the needs of individual learners.

**Educational Programs**

Students may choose from a variety of education programs that prepare them to become certified teachers.

The School of Education offers **BS in Elementary Education** and a **BA in Middle Level Education**.

- The **BS in Elementary Education** program is designed to lead to a teaching certification in grades P-5.
- The **BA in Middle Level Education** program is designed to lead to a teaching certification in grades 4 thru 8 within two of the following concentrations:
  - mathematics,
  - science,
  - social sciences and
d  - language arts.

Other bachelor's programs include **Secondary Education programs in Biology, English, History or Mathematics** and a **Music Education degree** offered through the discipline departments.

The **Secondary Education programs in Biology, English, History or Math** prepare candidates to teach grades 6-12. Refer to the discipline departments sections of this catalog for additional information on these degrees.

Faculty members from departments in the College of Arts and Sciences and the Department of Mathematics in the College of Informational and Mathematical Sciences teach the content subject courses and assist with field instruction. Education faculty members teach on-campus professional studies courses and some partnership field-based teachers collaborate with education faculty for providing field-based experiences and instruction.

The **Music Education program** prepares candidates for teaching grades P-12 and is offered through the Department of Visual and Performing Arts. The teacher certification program in Music Education is designed to lead to certification for teaching music in grades P-12. The program's focus is three-prong: collaboration with the music program at Spivey Hall, field based instruction by practitioners within area schools, and provision of a technologically rich educational environment. Refer to the Department of Visual and Performing Arts section of this catalog for additional information.

The **Master of Arts in Teaching (MAT) with a Major in Teaching Field in Secondary Education** is offered through the School of Graduate Studies and the discipline departments. Applicants should hold a bachelor's degree in biology, history, mathematics, English, or related areas, and/or have a provisional teaching certificate in these disciplines. These initial certification programs will prepare interested persons to receive a master's degree while also preparing them to become certified to teach in the fields of secondary Biology, English, History, Mathematics. Refer to the Graduate Catalog for additional information.

**Accreditation**

Clayton State University is accredited by the Southern Association of Colleges and Schools (SACSCOC). All education programs at Clayton State University have been approved by the Georgia Professional Standards Commission (GaPSC).

**Conceptual Framework**

The Clayton State University School of Education has defined its theme through the Conceptual Framework. The Conceptual Framework promotes reflective practice, with an outline for preparing quality teachers who are competent, caring, committed, collaborative, and culturally responsive. These qualities are consistent with standards promoted by the Georgia Professional Standards Commission, Council for the Accreditation of Educator Preparation, and the Interstate New Teacher Assessment and Support Consortium.
Admissions Policy: Elementary Education, BA and Middle Level Education, BS

Students must meet the following criteria before being admitted to either the Elementary Education or the Middle Level program. More information about the application is available at general information sessions. Contact the School of Education about the dates for these information sessions.

a. Admission to Clayton State University. (Transfer students who meet the criteria below may simultaneously submit applications for the University and for the School of Education program admission—two separate application forms.)
b. Elementary Education program applicants must meet with the Elementary Education Coordinator and Advisor.
c. Middle Level Education program applicants must meet with an Arts and Sciences Academic Advisor.
d. Completion of at least 45 semester hours of college credit.
e. Grades of A, B, C, or K in all applicable Area A-F courses. Students are required to complete all courses in Areas A-F before admission to program.
f. A cumulative Institutional Grade Point Average of 2.50 or higher based on all last attempted coursework.
g. A cumulative Overall Grade Point Average of 2.50 or higher.
i. Attendance at a general information session sponsored by the Clayton State University School of Education.
j. Submission of a one-page essay on why the applicant wants to be a teacher.
k. Completion of the Georgia Ethics Exam.
l. Attendance at a personal interview conducted by the School of Education.
m. Once conditionally admitted into the Elementary Education or the Middle Level Program, you will apply for a Pre-Service Certificate. This includes completing Personal Affirmation Questions, a signed notarized Verification of Lawful Presence (VLP) with supporting documentation for VLP, and a signature authorizing a criminal background check. The application will be submitted by the School of Education to the Georgia Professional Standards Commission where they will verify the documents and Georgia Crime Information Center will conduct a criminal record check. In order to remain in our programs at Clayton State and graduate with a degree in Elementary Education or Middle Level Education, you must be issued a Pre-Service Certificate. If application for a Pre-Service Certificate is denied, you must withdraw from our program.

In order for a student to be eligible to begin and continue taking upper-division School of Education courses the following requirements must be met:

a. Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)
b. Middle Level Education Candidates who select a teaching concentration in mathematics, must earn a grade of “C” or better in MATH 1113 Pre-Calculus and MATH 1401 Elementary Statistics before declaring mathematics as a teaching concentration.

c. Minimum competence in microcomputer applications as required by the Clayton State Notebook Computer Policy (refer to policy in this Clayton State University Catalog).
d. Signing of an affidavit to show compliance with Professional Standards Commission Standard II.A. (G10): “The education unit/program shall provide information to each candidate about professional ethical standards, background check, and clearance for certification and employment; and ensure that candidates admitted to the program are persons whose social and ethical behavior is acceptable as an educator.” The affidavit form is provided upon formal notification of admission to the BA program. Teacher candidates must provide evidence of liability insurance and successful background check clearance prior to participation in specific field-based or clinical experiences. Proof of SGAE or PAGE membership must be submitted as well.

Application Procedures

a. Applicants who meet the criteria explained above should submit an application form and supporting documentation to the Clayton State University School of Education on or before the posted application deadline. Late applications will be considered if slots are available. (Application forms are available from the School of Education.)
b. The application deadline for the programs within the School of Education are posted on the School of Education website. (The deadline period is called an admission cycle.)
c. All complete and eligible applications received by the published deadlines will be considered for the available positions in the programs for the appropriate semester. Complete applications must include all required documentation.
d. Applicants not admitted during a given admission cycle and individuals who fail below minimum standards after notification of admission may, upon written request to the School of Education, have their applications reconsidered during the next admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.
e. Applicants selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the individual must formally accept or decline admission; those who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants. Candidates admitted into the Middle Level Education, BA program will be assigned an advisor in education for their junior and senior years.
f. A maximum of 21 semester hours of upper division transfer credit may be applied to the BA in Middle Level Education at Clayton State University. The following courses must be taken at Clayton State University:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LART 3010</td>
<td>Literacy Across Content Areas</td>
<td>3</td>
</tr>
<tr>
<td>SCI 3110</td>
<td>Physical Science I</td>
<td>2</td>
</tr>
<tr>
<td>HIST 3110</td>
<td>Georgia History and Government</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3001</td>
<td>Teacher Ed Curriculum Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 3010</td>
<td>Study of Young Adol. Learner</td>
<td>3</td>
</tr>
</tbody>
</table>

Passage of both MATH 1111 College Algebra and MATH 1112 Trigonometry & Analytic Geom with a grade of “C” or better will be accepted as a substitute for MATH 1113 Pre-Calculus.
The School of Education will evaluate equivalencies for other courses in the Middle Level Education program. Every effort will be made to accept credit that is reasonably equivalent to Clayton State University courses. However, the University reserves the right to request additional documentation and/or to require specific site-based experiences or directed readings to validate credit and/or to meet certification requirements. Applicants will be notified in writing of such requirements.

### Provisional/Conditional Admission Policy

Provisional/Conditional admission may be granted to students with no more than three Areas A-F courses left to complete, students who have not successfully completed the Writing Assessment, and/or students who have not successfully completed the oral interview. Students granted provisional admission will have one academic year to complete all outstanding course requirements and one semester to complete all Writing Assessment and/or interview requirements.

### Readmission Policy

Students who fail to maintain admission criteria after receiving written notification of program acceptance will have their admission revoked. Upon written request, such students will be reconsidered when they again meet the eligibility criteria and provide the following: an application for a Pre-Service Certificate (this includes completing Personal Affirmation Questions, a signed notarized Verification of Lawful Presence (VLP) with supporting documentation for VLP and a signature authorizing a criminal background check), evidence of liability insurance, and a signed acknowledgement of GaPSC Code of Ethics for Educators.

### Admissions Policy: Secondary Education, BA and BS Programs

Students must meet the following criteria before being admitted to the Secondary Education program. More information about the application process is available at general information sessions held each semester. Students should contact their advisor for application materials and procedures.

- Admission to Clayton State University
- Completion of at least 45 semester hours of general education credit
- Successful completion (minimum grade of C) in all required content discipline and education courses
- Minimum Overall Grade Point Average of 2.50 or higher
- Demonstrated writing proficiency or completion of ENGL 1101, English Composition I with grade of C or better
- Successful completion of EDUC 2110 Invest. Critical/Contem. Issue, EDUC 2120 Exploring Socio-Culture, and EDUC 2130 Exploring Learning & Teaching with grade of C or better
- Successful completion of the Entry Ethics Exam (#350)
- Attendance at a CSU School of Education information session or meeting with content program coordinator
- A one-page essay explaining reason for wanting to be a secondary grades educator.
- Once conditionally admitted into the Secondary Education Program, you will apply for a Pre-Service Certificate. This includes completing Personal Affirmation Questions, a signed notarized Verification of Lawful Presence (VLP) with supporting documentation for VLP and a signature authorizing a criminal background check. The application will be submitted by the School of Education to the Georgia Professional Standards Commission where they will verify the documents and Georgia Crime Information Center will conduct a criminal record check. In order to remain in our program at Clayton State and graduate with Secondary Teacher Certification, you must be issued a Pre-Service Certificate. If application for a Pre-Service Certificate is denied, you must withdraw from our program.

### Satisfactory Academic Progress Requirements

General University policies on good standing and academic and disciplinary probation and suspension apply to the School of Education programs. In addition to these policies education students are required to maintain a cumulative Institutional Grade Point Average of 2.50 or higher based on all last attempted coursework and a cumulative Overall Grade Point Average of 2.50 or higher.

Due to the sensitive nature of working with children and youth in authentic school settings, the following additional standard applies: Any faculty member or administrator of the University and/or a cooperating school system may immediately remove a candidate from an on-site setting if, in that person's professional judgment, the candidate has acted in an inappropriate manner involving children or youth. The Coordinator for Educational Field Experiences and/or the Department Head for the School of Education/Director of Professional Education Programs will investigate the case in an expeditious manner. The Department Head will issue a written ruling to the candidate with copies to the Dean of Arts and Sciences and the Provost/Vice President for Academic Affairs.

Depending on the circumstances, the ruling may include exoneration, admonishment, probation, suspension of reasonable duration, or dismissal. Appeals may be initiated according to established University Academic Appeal policy.

In order to be placed in the senior year internship, which begins at the end of July or beginning of August, depending on the school year calendars of the seven local school districts with which we partner, candidates must have in place the following:

- A cumulative Overall GPA of 2.50 or higher
- A cumulative Institutional GPA of 2.50 or higher based on all last attempted coursework
- Completion of each course in the program sequence with a grade of C or higher (or K)
- An updated background check
- Renewal of liability insurance coverage

Course overloads will not be permitted during enrollment in the full-time senior internship.
Teacher Certification
In Georgia, to receive certification to teach, individuals must document having met criteria endorsed by the Georgia Professional Standards Commission, including successful completion of the GACE Content Assessment(s). Fingerprinting and FBI background checks are required for professional employment in Georgia public schools. An applicant for certification in Georgia must comply with the ethical standards of the profession. Additional information and Georgia certification applications are available online at www.gapsc.com (http://www.gapsc.com). The School of Education will assist students in submitting proper documentation to the Georgia Professional Standards Commission.

Graduation Requirements
a. Grades of A, B, C, or K in all courses used to meet program requirements and a minimum 2.50 Program GPA.
b. Submission of a complete teaching practice and performance assessment/ portfolio prepared in accordance with published guidelines to establish that the Unit Outcomes and Candidate Proficiencies have been met.
c. Participation in examinations, surveys, performance assessments, and any other required activities administered for purposes of program evaluation and program exit.

Education Policies and Procedures
Education students are bound by the rules and policies stated in the School of Education Unit Policy Manual and in the Intern Handbook. Both are posted on the School of Education home page at http://www.clayton.edu/teachered (http://www.clayton.edu/teachered/).

Honor Societies and Clubs
The Clayton State University Teacher Education Club, the Student Georgia Association of Educators (SGAE), the Student Professional Association of Georgia Educators (SPAGE), and the Association for Middle Level Education (AMLE) are among the honor societies, clubs, and service organizations designed to support and supplement the educational and professional development of students.

Programs

**Baccalaureate Programs**
- Elementary Education, BS (p. 99)

**Minor Programs**
- Education Specialties, Minor (p. 99)

**Faculty**
LaTasha Jones-Adams
Dennis Attick
Erica K. Dotson
Charles J. Elfer
Mandy E. Lusk
Winifred C. Nweke
Rosette Riddle
Sharren Thomas

Education Specialties, Minor
The Education Specialties Minor has been developed to include a variety of education courses available to students in all degree programs. The current offerings include education courses in technology, special education, and English as a second language.

The minor will also be available to students in other degree programs as well. Students from diverse programs such as English, psychology, and sociology will benefit from the opportunity to take the classes.

The courses do not follow a sequence, so students may take the classes in any order. Any undergraduate student may choose this minor. Students will declare the minor through the Duck. If education students wish to take the classes for an endorsement or additional certification, they must complete an application, the Intent to Seek an Endorsement form and submit it to the School of Education before they will be allowed to take upper division course work.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 2130</td>
<td>Exploring Teaching and Learning</td>
<td>3</td>
</tr>
<tr>
<td>Choose four from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 2110</td>
<td>Invest. Critical/Contem. Issue</td>
<td></td>
</tr>
<tr>
<td>EDUC 2120</td>
<td>Exploring Socio-Culture</td>
<td></td>
</tr>
<tr>
<td>EDUC 3020</td>
<td>Instructional Tech for Teacher</td>
<td></td>
</tr>
<tr>
<td>EDUC 3030</td>
<td>Exploring the Exceptional Learner</td>
<td></td>
</tr>
<tr>
<td>EDUC 3032</td>
<td>Characteristics and Instructional Strategies for Students with Exceptionalities</td>
<td></td>
</tr>
<tr>
<td>EDUC 3033</td>
<td>Individual &amp; Classroom Management for Students with Exceptionalities</td>
<td></td>
</tr>
<tr>
<td>EDUC 3040</td>
<td>ELL Principles and Strategies</td>
<td></td>
</tr>
<tr>
<td>EDUC 4050</td>
<td>Cultural Perspectives for ESL</td>
<td></td>
</tr>
<tr>
<td>EDUC 4060</td>
<td>Applied Linguistics for ESL</td>
<td></td>
</tr>
<tr>
<td>EDUC 4800</td>
<td>Special Topics in Education</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 15

- **At least 3 upper division (3000/4000 Grades) courses must be completed at Clayton State University to fulfill residency requirements.**
- **This minor does not, in itself, lead to certification. Students must be enrolled in an education program to obtain a teaching certificate.**
- **All courses must be completed with a grade of C or better.**
- **Courses used to fulfill area A-E in core curriculum cannot be applied to the minor.**

**Elementary Education, BS**

The Elementary Education BS degree fits within the goals and mission of Clayton State University’s School of Education, which is to prepare highly qualified teachers for the region and state. The Elementary Education program will prepare individuals to work with students in grades P-5. The Clayton State University teacher education programs are maintained in partnership with eight county school systems in the University’s primary service area—Clayton, DeKalb, Fayette, Fulton, Gwinnett, Henry, Rockdale, and Griffin-Spalding. The Teacher Education Advisory Council serves as
an external advisory group for all of Clayton State University’s teacher education programs.

Admission

Admission to the teacher education program is separate from and in addition to admission to the University.

Minimum admission requirements include:

- Overall GPA of 2.5
- Completion of Georgia Educator Ethics Assessment
- Completion of at least 45 semester hours of college credit (minimum requirement to submit application)
- Students are required to complete all courses in Areas A-F with grades of A, B, C, or K before formal admission to program. This includes Grades of A, B, or C in EDUC 2110, EDUC 2120, and EDUC 2130.
- Attend Information Session
- Meet with Advisor and/or Coordinator (Face-to-Face, online or email).
- A one-page essay on why you want to be an Elementary Education teacher and additional writing samples maybe requested. (If reapplying, see Program Coordinator for essay topic).
- 2 recommendations from Clayton State professors (one from the School of Education)
- Acceptable evaluations from professors on the Junior Year Assessment Form (upon request from Coordinator).
- Interview with Elementary Education Program Coordinator (upon request). Someone from the department will call or email to set the interview, if requested.

Application for admission is recommended prior to taking the Upper Division courses.

Credit Residency Requirements

Residency refers to courses offered by Clayton State University (CSU). Credit by examination is not considered to be in residence even if the examination was taken at CSU.

Complete details on admissions to the Elementary Education, BS program are available on the School of Education website (https://www.clayton.edu/arts-sciences/school-of-education/admissions/).

Program Learning Outcomes

Graduates of this program will be able to:

a. Diagnoses Learning Needs: The graduate uses a variety of assessment techniques and utilizes appropriate technologies to gather information about students and integrates this information to determine learners’ strengths and areas to be developed.

b. Plans for Student Learning: The graduate integrates knowledge of discipline content, of the nature of the learners, of learning theories, of instructional strategies and of state/local curriculum guides to plan instruction.

c. Facilitates Student Learning: The graduate implements instructional plans with flexibility and is guided by knowledge of discipline content, of the nature of the learners, of the learning theories and of instructional strategies.

d. Demonstrates Appropriate Knowledge: The graduate has general knowledge across a broad spectrum of liberal arts and sciences and possesses discipline specific knowledge at a level appropriate for the chosen teaching field.

e. Fosters Student Well-being to Support Learning: The graduate interacts with students, school colleagues, parents, and agencies in the larger community to foster student well-being and learning.

f. Assumes the Role of Professional Teacher: The graduate acts in accordance with structure, standards and responsibilities of the profession and recognizes the role of the school in supporting a democratic society.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p. 2)</td>
<td>All Core Curriculum requirements for the Elementary Education degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</td>
<td>42</td>
</tr>
<tr>
<td>ISCI 2110</td>
<td>Integrated Physical Science for Elementary Education</td>
<td>3</td>
</tr>
<tr>
<td>ISCI 2120</td>
<td>Integrated Life &amp; Earth Science for Elementary Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2110</td>
<td>Invest. Critical/Contem. Issue</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2120</td>
<td>Exploring Socio-Culture</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2130</td>
<td>Exploring Teaching and Learning</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2008</td>
<td>Fndtns of Numbers &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>Lower Division Major Requirements (Area F)</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

Upper Division Requirements 1

The following upper division courses must be taken at Clayton State University

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 3025</td>
<td>Music for Early Childhood Educ</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3029</td>
<td>Intro to Early Child Develop</td>
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</tr>
<tr>
<td>EDUC 3030</td>
<td>Exploring the Exceptional Learner 2</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3033</td>
<td>Individual &amp; Classroom Management for Students with Exceptionalities 2</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3035</td>
<td>Curriculum &amp; Instruction for Teaching Students with Mild Disabilities 2</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3040</td>
<td>ELL Principles and Strategies 2</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3410</td>
<td>Culturally Responsive Instruct 2</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4049</td>
<td>Assessment &amp; Evaluation - ECE</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4070</td>
<td>Theory, Research and Pedagogy</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4073</td>
<td>Teaching Math in Primary (P-2)</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4042</td>
<td>Teaching Math in Primary (3-5)</td>
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<tr>
<td>EDUC 4045</td>
<td>Social Studies Methods for ECE</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4046</td>
<td>ELA Methods: Lang &amp; Lit P-5</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4047</td>
<td>Science Methods in Early Child</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4070</td>
<td>Theory, Research and Pedagogy</td>
<td>3</td>
</tr>
<tr>
<td>MATH 3040</td>
<td>Algebra &amp; Alg. Think Elem Tchr</td>
<td>3</td>
</tr>
<tr>
<td>MATH 3050</td>
<td>Geometry &amp; Measurement</td>
<td>3</td>
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<tr>
<td>Concentration and Internship Requirements</td>
<td>11</td>
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<tr>
<td>EDUC 4004</td>
<td>Early Childhood Seminar I 4</td>
<td>1</td>
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<tr>
<td>EDUC 4005</td>
<td>Early Childhood Seminar II 4</td>
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<tr>
<td>EDUC 4740</td>
<td>Early Childhood Practicum 4</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 4745</td>
<td>Early Childhood Internship 4</td>
<td>5</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>120</td>
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</tr>
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</table>

1 A minimum of 30 semester credit hours must be completed in residence at Clayton State University. At least 21 of the 30 hours must
be upper division (3000-4000 level) hours counted toward program requirements other than free electives.

2 EDUC 3030 Exploring-Exceptional Learner, EDUC 3033 Individual & Class Management, EDUC 3035 Curriculum and Instruction, EDUC 3040 ELL Principles and Strategies may be taken prior to certification program acceptance, per approval by the Elementary Education Program Coordinator.

3 EDUC 3410 Culturally Responsive Instruct may be taken as a transfer course.

4 The concentration and internship requirements should be taken in sequence during the same school calendar year.

### Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
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<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ORIT 1101</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2110</td>
<td>Invest. Critical/Contem. Issue</td>
<td>3</td>
</tr>
<tr>
<td>CSU 1000</td>
<td>First Year Seminar</td>
<td>1</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>Survey-PreModern World History</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>or Survey of Modern World History</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 2750</td>
<td>or Critical Trends and Issues</td>
<td>3</td>
</tr>
<tr>
<td>or POLS 2401</td>
<td>or Intro to Global Issues</td>
<td>3</td>
</tr>
<tr>
<td><strong>Science Course with Lab</strong></td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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<td>16</td>
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<tr>
<td><strong>Second Year</strong></td>
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<tr>
<td><strong>First Semester</strong></td>
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<td></td>
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<tr>
<td>SD 3130</td>
<td>Integrated Science-Life Scienc</td>
<td>3</td>
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<tr>
<td>Any 1000 or 2000-level Life Science (SCI) Course</td>
<td>3</td>
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<tr>
<td>Literature, Philosophy, or Foreign Language</td>
<td>Core Area C1</td>
<td>3</td>
</tr>
<tr>
<td>Science Course without Lab</td>
<td>Core Area D1</td>
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<tr>
<td>HIST 2111</td>
<td>US History to 1494</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 2112</td>
<td>or US HIST Since Reconstruction</td>
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<tr>
<td>MATH 1401</td>
<td>Elementary Statistics</td>
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<tr>
<td>AFAM 2010</td>
<td>Intro-African American Studies</td>
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</tr>
<tr>
<td>or ECON 1101</td>
<td>or Survey of Economics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 2105</td>
<td>or Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 2106</td>
<td>or Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 1101</td>
<td>or Intro to General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 1101</td>
<td>or Introduction to Sociology</td>
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<tr>
<td>or WST 2010</td>
<td>or Intro to Women's Studies</td>
<td>3</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>COMM 1110</td>
<td>Public Speaking</td>
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<td>MATH 2008</td>
<td>Fndtns of Numbers &amp; Operations</td>
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<tr>
<td>SD 3110</td>
<td>Physical Science I</td>
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<tr>
<td>Any 1000 or 2000-level Physical Science (SCI) Course</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### College of Business Administrative Officers

Jacob Chacko, Dean
Keith Miller, Associate Dean
Reza Khheirandish, Chair, Department of Accounting, Economics, & Finance
Kimberly Johnson, Chair, Department of Management, Marketing & Supply Chain Management
Vinod Vincent, Director, Graduate Programs

The College of Business at Clayton State University is accredited by AACSB International (The Association to Advance Collegiate Schools of Business). This prestigious accreditation represents the highest standard of achievement for business schools worldwide. Founded in 1916 by seventeen of the nation's premier business schools, AACSB is the longest serving global accrediting body for business schools and is committed to quality and continuous improvement in management education. The College of Business is part of the elite group that makes up only about five percent of the world's business schools.

To earn AACSB accreditation, a business school must undergo meticulous internal and external review, evaluation, and adjustment—a process that can take from three to seven years. All accredited schools have a commitment to continuous improvement, scholarly output, and maintaining curricula that is responsive to the needs of business.
Vision
To be a key facilitator of social mobility and community development in South Metro Atlanta.

Mission
To develop business professionals and contribute to community development through experiential learning, research, and academic outreach.

Priorities
Our priorities are to:

- Develop business professionals through market-relevant academic programs.
- Contribute to community development through faculty scholarship and academic outreach.
- Secure critical resources.

Values
Our Values are:

- Integrity
- Transparency
- Innovation
- Collegiality
- Excellence

Faculty
The faculty in the College of Business are organized into two departments:

- Accounting, Economics, and Finance
- Management, Marketing and Supply Chain Management

Honor Societies and Clubs
Among the honor societies, clubs, community activities, and service organizations designed to support, augment, and supplement the educational and professional development of Business students are the Accounting Club, APICS Student Supply Chain Roundtable, Beta Gamma Sigma, Entrepreneurship Club, Financial Executives International, Financial Management Association (FMA), Marketing Club, Society for the Advancement of Management (SAM), and Society for Human Resource Management (SHRM).

Admission Requirements
Students intending to enroll in the BBA program must meet all university admission and academic requirements. Following acceptance by Clayton State University, students enrolling in the BBA program must select a specific major (Accounting, General Business, Management, Marketing, or Supply Chain Management). If a student is uncertain which BBA major they want to study, the General Business major should be selected. Students will be able to change their major from General Business to any of the other BBA majors at a later date.

College-Specific Academic Requirements
Students in a BBA major must meet all University admission, academic progression, and graduation requirements (see the Graduation Requirements section). In addition, the Bachelor of Business Administration (BBA) has the following program-specific requirements:

Residency Requirements
In addition to general Clayton State baccalaureate residency requirements, the BBA has the following additional restrictions:

a. At least 30 hours of business courses must be taken at Clayton State University. Business courses are defined as any course with the following prefixes:
   - ACCT, BLAW, FINA, MGMT, MKTG, SCML, BUSA (except BUSA 3101)
   - ECON 2105 Principles of Macroeconomics, ECON 2106 Principles of Microeconomics, and BUSA 3101 Business Statistics cannot be counted toward the residency requirement.

b. At least 21 of the 30 hours of business courses must be upper division.

c. Of the 21 upper division business hours that must be taken from Clayton State University, the following must be included:
   - MGMT 4750 Strategic Management;
   - for Accounting majors, at least 12 hours of ACCT prefix numbered higher than ACCT 2102 Principles Managerial Acct.;
   - for Management majors, at least 12 hours of MGMT prefix numbered higher than MGMT 3101 Mgmt. Prin. & Org. Behavior;
   - for Marketing majors, at least 12 hours of MKTG prefix numbered higher than MKTG 3101 Principles of Marketing;
   - for Supply Chain Management majors, at least 12 hours of business courses numbered higher than MGMT 3101 Mgmt. Prin. & Org. Behavior.

- At least three credit hours of internship on the student’s major field of study (see Major-specific program requirements for list of internship course options).

Lower Division Major Requirements (Area F) Grades
- Students must earn a grade of C or better in all Lower Division Major Requirements (Area F) courses.

Upper Division Grades
- All upper division BBA courses (including transfer courses) applied toward graduation (except for non-business electives) must be completed with a grade of C or better (or K). (K grade is given for credit by examination, e.g., CLEP).

Transfer Credit
- The Office of the Registrar normally accepts equivalent or substitutable transfer courses toward graduation at Clayton State University; however, the College reserves the right to determine whether credit earned at other institutions can be applied toward graduation. Acceptance of transfer credit by the University does not guarantee that it will be applied toward BBA requirements. In general, credit for courses completed at other institutions must have been taken at the same level as the equivalent course at Clayton State University.

Prerequisites
- Students should pay careful attention to course prerequisites in order to sequence courses appropriately in their programs of work. This
is especially important at the sophomore-junior transition and as students near the end of their graduation requirements. All business prerequisites for College of Business courses require that a student earn a grade of C or better (or K) in the prerequisite business courses before the student may take a course requiring the prerequisite. A student may be removed from any course for which he or she has not met the prerequisite. College of Business Administrators have the authority to waive prerequisites for College of Business courses.

**Policy on credit by exam in business courses for BBA majors**

- For the BBA, grades of K (credit by exam such as CLEP) will be accepted only for Macroeconomics (ECON 2105 Principles of Macroeconomics), Microeconomics (ECON 2106 Principles of Microeconomics), Financial Accounting (ACCT 2101 Principles of Financial Acct.), Management Principles (MGMT 3101 Mgmt. Prin. & Org. Behavior), and Principles of Marketing (MKTG 3101 Principles of Marketing). Transfer students will be required to meet the same criteria as Clayton State University students. (CLEP credit for other business courses may be allowed in non-BBA majors. Contact the appropriate college for details.)

**Satisfactory Academic Progress Requirements**

All normal University policies on academic standing (probation, suspension, dismissal, and course repeats) apply to the College of Business.

**Minor Requirements**

Students are limited to two minors per degree program. Minor requirements must be completed within a student degree program to be documented on a student's transcript. A minimum of six semester hours of minor requirements must be complete at Clayton State University. Students pursuing two minors must have at least six hours that are not used in the other minor. The grade of a C or higher is required for all business minor courses. Students pursuing a minor in business must meet all necessary pre-requisites for business courses. Students pursuing a business minor need to complete a Change/Addition of Minor Form available on the Registrar's website (https://catalog.clayton.edu/registrar/Forms/). Students will also need to submit a minor supplement form by the appropriate deadline as part of the graduation application process.

**Programs**

**Instructional Organization**

The College of Business is composed of several academic programs and offers the following undergraduate degrees. Graduate degree programs can be found under the School of Graduate Studies (p. 152).

- **Combined Bachelor’s (BBA) with Master’s (MA) Degrees**
  - BBA in Accounting with MBA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_accounting_mba/)
  - BBA in Accounting with MSLD (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_accounting_msld/)
  - BBA in Accounting with MSSCA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_accounting_mscsa/)
  - BBA in General Business with MBA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_general_mba/)
  - BBA in General Business with MSLD (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_general_msld/)
  - BBA in General Business with MSSCA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_general_mscsa/)
  - BBA in Marketing with MBA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_marketing_mba/)
  - BBA in Marketing with MSLD (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_marketing_msld/)
  - BBA in Marketing with MSSCA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_marketing_mscsa/)
  - BBA in Supply Chain Management with MBA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_supplychain_mba/)
  - BBA in Supply Chain Management with MSLD (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_supplychain_msld/)
  - BBA in Supply Chain Management with MSSCA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_supplychain_mscsa/)
- **Department of Accounting, Economics, and Finance**
  - Accounting, BBA (p. 105)
  - Accounting, Minor (p. 106)
  - Business Economics, Minor (p. 107)
  - Data Analytics for Business Decision Making, Minor (p. 107)
  - Finance, Minor (p. 107)
  - FinTech, Minor (p. 107)
  - University System of Georgia (USG) Nexus in Public and Government Accounting (p. 108)
- **Department of Management, Marketing, and Supply Chain Management**
  - Business Minor for Non-BBA Majors (p. 109)
  - Digital Marketing, Minor (p. 109)
  - Entrepreneurship and Innovation, Minor (p. 109)
  - General Business, BBA (p. 110)
  - Management, BBA (p. 111)
  - Marketing, BBA (p. 113)
  - Marketing, Minor (p. 114)
The following combined Bachelor's/Master's degrees are available:

- Supply Chain Management, BBA (p. 115)
- Supply Chain Management, Minor (p. 116)

**Advising**

The Center for Advising and Retention is responsible for assisting students with the development of an academic program, career plan, and academic success strategies. The office exists to provide advisement to ensure that undergraduate students meet graduation requirements in a timely fashion and are informed of the resources and services available to them at Clayton State University.

Center for Advising and Retention
Magnolia Hall, Room 143
2000 Clayton State Boulevard
Morrow, GA 30260
(678) 466-4081

**Combined Bachelor's (BBA) with Master's (MA) Degrees**

**Program Requirements**

The College of Business and the College of Graduate Studies offer several combined Bachelor's and Master's degrees in which students earn a Bachelor of Business Administration (BBA) and a Master Degree in either Business Administration (MBA) or Strategic Leadership Development (MSLD) or Supply Chain Analytics (MSCA) within five-years.

Entrance requirements for BBA with MBA/MSLD/MSCA combined degrees are:

- 3.0 GPA
- Junior Standing

**Freshman – Junior Requirements**

Students will complete all the area F courses and the Principles of Management, Principles of Marketing, Global Business, and Corporate Finance from the Business core.

**Senior Standing Requirements**

Students will complete 6 or 9 credit hours (depending on the program) of approved graduate-level business courses in their final 2 semesters along with their remaining undergraduate coursework.

The student must submit the following to Graduate Admissions during their senior year: application processing fee and transcripts from all institutions attended.

**The following combined Bachelor's/Master's degrees are available:**

- BBA in Accounting with MBA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_accounting_mba/)
- BBA in Accounting with MSLD (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_accounting_mslid/)
- BBA in Accounting with MSSCA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_accounting_msca/)
- BBA in General Business with MBA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_general_mba/)
- BBA in General Business with MSLD (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_general_mslid/)
- BBA in General Business with MSSCA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_general_msca/)
- BBA in Management with MBA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_management_mba/)
- BBA in Management with MSLD (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_management_mslid/)
- BBA in Management with MSSCA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_management_msca/)
- BBA in Marketing with MBA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_marketing_mba/)
- BBA in Marketing with MSLD (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_marketing_mslid/)
- BBA in Marketing with MSSCA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_marketing_msca/)
- BBA in Supply Chain Management with MBA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_supplychain_mba/)
- BBA in Supply Chain Management with MSLD (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_supplychain_mslid/)
- BBA in Supply Chain Management with MSSCA (https://catalog.clayton.edu/academic-catalog/business/combined_bba_masters/bba_supplychain_msca/)

**Department of Accounting, Economics, and Finance**

**General Information**

Dr. Reza Kheirandish, Chair
RezaKheirandish@clayton.edu

**Overview**

The Department of Accounting, Economics and Finance is dedicated to providing students with the foundation for careers in Accounting as well as familiarizing them with the foundation of Economics, Finance, public policy, and regional development. In addition, we provide students who are interested in continuing their education in graduate school with a strong foundation to successfully pursue a Master's or Doctorate degree.

Accounting is the language of business. The accounting profession offers boundless opportunities for students to build exciting and rewarding careers. Accounting assesses the bottom-line of all types of organizations and businesses. Accounting systems capture, summarize, and report financial information for use in charting an organization’s future. In short, accounting provides “big picture thinking” and an...
understanding of how financial data impacts every aspect of any organization.

Programs

Baccalaureate Programs
• Accounting, BBA (p. 105)

Nexus Degrees
• University System of Georgia (USG) Nexus in Public and Government Accounting (p. 108)

Minor Programs
• Accounting, Minor (p. 106)
• Business Economics, Minor (p. 107)
• Data Analytics for Business Decision Making, Minor (p. 107)
• Finance, Minor (p. 107)
• FinTech, Minor (p. 107)

Faculty
Khamis M. Bilbeisi
Kate Cotter-Reilly
Anthony Hannah
Iryna Hayduk
Brian Hunt
Reza Kheirandish
Chen-Miao Lin
Canchepuram (C. R.) Narayanaswamy
Adel M. Novin
Lou X. Orchard
Russell Spears
Jesse A. Zinn

Accounting, BBA

Bachelor of Business Administration (BBA) Program Learning Outcomes
Our BBA graduates will be able to:
• Demonstrate skills and attributes commonly expected of a business professional in an internship or other experiential engagement
• Demonstrate foundational knowledge in Accounting, Finance, Operations, Strategy, Marketing, during decision making for a competitive business environment
• Apply foundational knowledge in Accounting, Finance, Operations, Strategy, Marketing, during decision making for a competitive business environment
• Demonstrate successful business communication skills.
• Recognize concepts in ethics and cultural diversity for decision making.
• Apply analytic tools in decision making.
• Apply information technology tools in decision making.

Consistent with the mission of the College of Business, the mission of the Accounting Discipline is to prepare students for professional careers in Accounting. In addition to the BBA Learning Outcomes, upon successful completion of the program, Accounting majors will be able to:

Graduates of this program will be able to:
• Employ technical competence in the Discipline's functional area of Financial Accounting and Reporting
• Employ technical competence in the Discipline's functional area of Income Taxation
• Employ technical competence in the Discipline's functional area of Auditing and Assurance Services
• Apply knowledge of ethical concerns and recognition of other ongoing issues and practices in the accounting profession.

Program Requirements

Graduates of this program will be able to:
a. Employ technical competence in the Discipline’s functional area of Financial Accounting and Reporting
b. Employ technical competence in the Discipline’s functional area of Income Taxation
c. Employ technical competence in the Discipline’s functional area of Auditing and Assurance Services
d. Apply knowledge of ethical concerns and recognition of other ongoing issues and practices in the accounting profession.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
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<td>ACCT 2102</td>
<td>Principles Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BLAW 2106</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 1105</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CPTG 2201</td>
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<td>ECON 2105</td>
<td>Principles of Microeconomics</td>
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<td>or ECON 2106</td>
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<td>3</td>
</tr>
<tr>
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<td>Business Statistics</td>
<td>3</td>
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<td>Corporate Finance</td>
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<td>MGMT 3101</td>
<td>Mgmt. Prin. &amp; Org. Behavior</td>
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<tr>
<td>MGMT 3120</td>
<td>Managerial Communication</td>
<td>3</td>
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<tr>
<td>MKTG 3101</td>
<td>Principles of Marketing</td>
<td>3</td>
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<td>MKTG 3420</td>
<td>Global Business</td>
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<tr>
<td>SCML 3102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
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</table>

Required Accounting Major Courses

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<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>ACCT 3110</td>
<td>Managerial Cost Accounting</td>
<td>3</td>
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<tr>
<td>ACCT 3250</td>
<td>Taxation of the Individual</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 3362</td>
<td>Intern. Financial Acct. II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 3363</td>
<td>Intermediate Fin Acct III</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 4330</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 4480</td>
<td>Auditing &amp; Assurance Services</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 4850</td>
<td>Accounting Internship/Cooperative Education</td>
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<tr>
<td>or ACCT 4851</td>
<td>Accounting Internship/Cooperative</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 4852</td>
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<tr>
<td>or ACCT 4853</td>
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Accounting Major Electives

Choose one from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACCT 4110</td>
<td>Advanced Managerial Cost Accounting</td>
<td>3</td>
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<td>ACCT 4210</td>
<td>Volunteer Income Tax Preparation Program</td>
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<td>ACCT 4250</td>
<td>Taxation of Business Entities</td>
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<td>ACCT 4352</td>
<td>Advanced Financial Accounting</td>
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<td>ACCT 4440</td>
<td>Governmental and Non-Profit Accounting</td>
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<td>ACCT 4470</td>
<td>Forensic Accounting</td>
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</table>
requirements as seen in the Academic Catalog. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

Students are encouraged to check the Georgia State Board of Accountancy (https://gsba.georgia.gov/) for information regarding CPA requirements. (Please check the FAQ section of GSBA website for more details).

### Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<td><strong>First Year</strong></td>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
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<td>Communication or Foreign Language</td>
<td>Core Area B2</td>
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<tr>
<td>BUSA 1105</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>Fine Arts or Intermediate Foreign Language</td>
<td>Core Area C2</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>Science Course with Lab</td>
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<td>ACCT 2101</td>
<td>Principles of Financial Acct.</td>
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<td>Legal Environment of Business</td>
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<td>Elementary Statistics</td>
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<td><strong>First Semester</strong></td>
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<td>ACCT 2102</td>
<td>Principles Managerial Acct.</td>
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</tr>
<tr>
<td>Science Course without Lab</td>
<td>Core Area D1</td>
<td>3</td>
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<td>ECON 2106</td>
<td>Principles of Microeconomics</td>
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<td>CPTG 2201</td>
<td>Adv. Computer Applications</td>
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<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>HIST 1111</td>
<td>Survey-PreModern World History</td>
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<tr>
<td>or HIST 1112</td>
<td>or Survey of Modern World History</td>
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<tr>
<td>or HIST 2750</td>
<td>or Critical Trends and Issues</td>
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<tr>
<td>or POLS 2401</td>
<td>or Intro to Global Issues</td>
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<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
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<tr>
<td>MGMT 3101</td>
<td>Mgmt. Prin. &amp; Org. Behavior</td>
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<tr>
<td>HIST 2111</td>
<td>Survey of US History Since Reconstruction</td>
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<tr>
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<td>or US HIST Since Reconstruction</td>
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<td><strong>Third Year</strong></td>
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<td><strong>First Semester</strong></td>
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<td>MGMT 3120</td>
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<tr>
<td>ACCT 3351</td>
<td>Intermediate Financial Acct.</td>
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<tr>
<td>FINA 3101</td>
<td>Corporate Finance</td>
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<tr>
<td>POLS 1101</td>
<td>American Government</td>
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<td><strong>Credit Hours</strong></td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>SCML 3102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>3</td>
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<td>ACCT 3110</td>
<td>Managerial Cost Accounting</td>
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<tr>
<td>MGMT 3101</td>
<td>Principles of Marketing</td>
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<td>ACCT 3362</td>
<td>Intern. Financial Acct. III</td>
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<td><strong>Fourth Year</strong></td>
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<td>MKTG 3420</td>
<td>Global Business</td>
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<td>ACCT 3250</td>
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<td>ACCT 3363</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>MKTG 4750</td>
<td>Strategic Management</td>
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<td>ACCT 4850</td>
<td>Acct. Intern./Co-op Education</td>
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<td>ACCT 4480</td>
<td>Auditing &amp; Assurance Services</td>
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<td>Accounting Elective</td>
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<td>General Elective 3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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<td>120</td>
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</table>

* Grade of “C” or higher required for all Area F and upper division courses. Internship is required for all Accounting Majors beginning with the 2019-2020 Academic Catalog. No more than two internships may be taken for credit.

### Accounting, Minor

The minor in Accounting is designed to serve both business and non-business majors. The minor in Accounting will provide non-accounting majors with a comprehensive foundation in financial and managerial cost accounting critical for understanding a company's internal and external financial reports, knowledge and skills in individual income taxation, and ability to perform and complete various tax forms and tasks.
### Required Accounting Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2101</td>
<td>Principles of Financial Accounting</td>
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</tr>
<tr>
<td>ACCT 2102</td>
<td>Principles Managerial Accounting</td>
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<td>Managerial Cost Accounting</td>
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<tr>
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### Accounting Elective Courses

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<tbody>
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<td>ACCT 4110</td>
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<td>Taxation of Business Entities</td>
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<td>ACCT 4330</td>
<td>Accounting Information Systems</td>
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<tr>
<td>ACCT 3362</td>
<td>Interm. Financial Acct. II</td>
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<td>ACCT 4440</td>
<td>Governmental and Non-Profit Accounting</td>
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<td>Accounting Internship/Cooperative Education</td>
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<td>Volunteer Income Tax Preparation Program</td>
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<tr>
<td>ACCT 4470</td>
<td>Forensic Accounting</td>
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</tr>
</tbody>
</table>

**Total Credit Hours**: 18

### Business Economics, Minor

The minor in Business Economics is designed to serve both business and non-business majors. Students majoring in non-business fields can benefit by understanding basic economics concepts. An economics minor is a good option for law, political science, journalism, communications, education, finance, management, supply chain management, engineering, IT, and marketing, to name a few. A minor in economics prepares students to be a more informed citizens and better-prepared consumers.

#### Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
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<td>BUSA 4850</td>
<td>Internship/Cooperative Education</td>
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<td>DATA 4221</td>
<td>Fnds. of Business Analytics</td>
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<td>CSCI 4810</td>
<td>Bus Data Mgmt &amp; Intelligence</td>
<td>3</td>
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<tr>
<td>CSCI 4811</td>
<td>Data Analytics &amp; Visual Bus</td>
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</tr>
</tbody>
</table>

**Total Credit Hours**: 15

### Data Analytics for Business Decision Making, Minor

The Data Analytics for Business Decision Making minor provides students with specialized knowledge and skills in a fast growing field. These skills will be used to make decisions and perform the activities in business environment. Many jobs in business analytics and data science are considered to be in high demand.

#### Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>BUSA 4850</td>
<td>Internship/Cooperative Education</td>
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<tr>
<td>CSCI 4810</td>
<td>Bus Data Mgmt &amp; Intelligence</td>
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<tr>
<td>CSCI 4811</td>
<td>Data Analytics &amp; Visual Bus</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 15

### Finance, Minor

The minor in Finance is offered to both Business and Non-Business majors. It is designed to introduce the students to a wide range of finance topics. Students can choose courses to satisfy their interests as well as acquire skills to enhance their job opportunities. The benefit of a Finance minor can be personal as well as professional; topics such as time value of money, annuities, compounding interest, and amortization tables are an integral part of preparing for a financially stable future.

#### Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINA 3101</td>
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<tr>
<td>FINA 3100</td>
<td>Personal Financial Management</td>
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<td>FINA 4101</td>
<td>Investments</td>
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<td>FINA 4102</td>
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<tr>
<td>FINA 4103</td>
<td>Money-Bank.: Domestic &amp; Intnl.</td>
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</table>

**Total Credit Hours**: 15

### FinTech, Minor

FinTech is the technology that makes electronic banking possible including everything from Gift cards, debit cards, credit cards, ATMs, and the phone apps you use to electronically transfer money to your friends or pay bills. Fintech allows you to invest, insure, and bank from your mobile device without ever having to set foot in a building. Courses in financial technology prepare you for a high demand career in areas such as information technology, cybersecurity, data science, and business. Clayton State University is a proud partner of the Georgia
FinTech Academy (https://www.georgiafintechacademy.org/), an online talent development platform developed through collaboration with the University System of Georgia and Georgia’s FinTech industry leaders. Courses and programs developed through the FinTech Academy allow learners to access the specialized educational experiences necessary to enter the FinTech sector regardless of geographic location.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>FINA 3101</td>
<td>Corporate Finance</td>
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<tr>
<td>CSCI 1100</td>
<td>Applied Computing</td>
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<tr>
<td>FTA 4001</td>
<td>Foundations of Fintech</td>
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<tr>
<td>FTA 4002</td>
<td>Financial Technologies</td>
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<tr>
<td>FTA 4003</td>
<td>Commercial Banking in FinTech</td>
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<tr>
<td>FTA 4005</td>
<td>Introduction to Financial Data Analytics</td>
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<tr>
<td>FINA 4850</td>
<td>Internship/Cooperative Education</td>
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</tr>
</tbody>
</table>

**Total Credit Hours**

15

**University System of Georgia (USG) Nexus in Public and Government Accounting**

Consistent with the mission of the College of Business, the University System of Georgia (USG) Nexus in Public and Government Accounting at Clayton State University is designed to provide Bachelor of Business Administration students with necessary knowledge, skills, and hands-on experiential learning with accounting practices in governmental and not-for-profit entities. Please see your Academic Advisor if you are interested in this credential.

**Program Learning Outcomes**

Graduates of this program will be able to:

a. Apply appropriate accounting concepts and principles to analyze and journalize various types of accounting transactions.

b. Apply appropriate accounting concepts and principles to analyze and journalize accounting transactions in various government and not-for-profit entities.

c. Prepare financial statements in accordance with standards set by the Governmental Accounting Standards Board (GASB).

d. Apply managerial accounting techniques to measure and control the financial performance of both governmental and not-for-profit organizations.

e. Explain the essential elements of financial audits by independent CPAs of governmental and not-for-profit entities.

f. Complete two intensive structured, supervised, and professional internships in governmental or not-for-profit accounting environments.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ACCT 2101</td>
<td>Principles of Financial Accounting</td>
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<tr>
<td>ACCT 2102</td>
<td>Principles Managerial Accounting</td>
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<tr>
<td>ACCT 4440</td>
<td>Governmental and Non-Profit Accounting</td>
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<td>ACCT 4850</td>
<td>Accounting Internship/Cooperative Education</td>
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<tr>
<td>ACCT 4851</td>
<td>Accounting Internship/Cooperative</td>
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</tr>
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<td>or ACCT 4852</td>
<td>Accounting Internship/Cooperative</td>
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</tr>
<tr>
<td>or ACCT 4853</td>
<td>Accounting Internship/Cooperative</td>
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</tr>
</tbody>
</table>

**Total Credit Hours**

60

**Department of Management, Marketing, and Supply Chain Management**

**General Information**

Dr. Kimberly Johnson, Chair
Kimberly.Johnson@clayton.edu

**Overview**

Management curriculum emphasizes the integrative nature of the management discipline in planning, organizing, directing, and controlling contemporary profit and non-profit organizations. Course offerings include general management, leadership, human resources, management science, and strategic management to provide the student with modern analytic concepts, tools, and techniques that can be used as aids to managerial decision-making. The impacts of the international environment, social responsibilities of managers, and career opportunities for management graduates receive special attention across the broad range of management courses. Various teaching methods are used in an effort to bring reality to classroom considerations of relevant business problems.

Marketing is the dynamic life-blood of every organization. Our marketing curriculum involves a comprehensive study of the basic concepts, techniques, and tools for developing marketing strategies and marketing programs. Students are prepared to help organizations decide which consumer groups to serve and which product and services to produce, and to set appropriate levels of promotional, pricing, and distribution efforts in generating sales. Marketing graduates are typically employed as brand managers, market research analysts, sales representatives, media planners, and in a wide variety of other fast-growing careers.

Supply Chain Management is the management of the flow of goods and services from the point of origin to the point of consumption. It involves the movement and storage of raw materials, of work-in-progress inventory, and of finished goods. A variety of companies and government agencies are all looking for the qualified graduate in supply chain management. Atlanta is one of the centers for logistics and supply chain
in the US and student have an opportunity to study and work with leading firms in the logistics and supply chain management industry. In addition, a supply chain graduate may work in any organization to facilitate its supply chain functions.

Programs

Baccalaureate

- General Business, BBA (p. 110)
- Management, BBA (p. 111)
- Marketing, BBA (p. 113)
- Supply Chain Management, BBA (p. 115)

Minor

- Business Minor for Non-BBA Majors (p. 109)
- Digital Marketing, Minor (p. 109)
- Entrepreneurship and Innovation, Minor (p. 109)
- Marketing, Minor (p. 114)
- Supply Chain Management, Minor (p. 116)

Faculty

Jacob Chacko
Linda Hain
Lydia Hall
Craig A. Hill
Kenneth Kungu
Carin A. Lightner-Laws
Keith Miller
Kamran Moghaddam
George Nakos
Mario Norman
Judiffier Pearson
Leon Prieto
Stacey Reynolds McNeil
Md Rokonuzzaman
Robert Ryan
Michael Smith
Margaret Thompson
Vinod Vincent
Anita Whiting

Business Minor for Non-BBA Majors

The business administration minor is beneficial to students from other disciplines and majors. Basic business principles can be applied throughout numerous types of organizations and professional settings. The leadership of people and management of money are universal topics. Students gain knowledge in the fundamental areas of accounting, economics, management, and marketing. In addition, they obtain exposure to local, regional, and global business perspectives.

Code | Title | Credit Hours
--- | --- | ---
ACCT 2101 | Principles of Financial Accounting | 3
ECON 2105 | Principles of Macroeconomics | 3
ECON 2106 | Principles of Microeconomics | 3

Digital Marketing, Minor

The Digital Marketing minor allows students from all majors to specialize in a high growth field. This specialized training prepares students for a career in Digital Marketing. The professional field of Digital Marketing provides students with a variety of lucrative job opportunities. A large number of jobs in the US require digital marketing and this number is expected to grow in the future.

Program Requirements

Code | Title | Credit Hours
--- | --- | ---
Take one of the following: | | 3
MKTG 3302 | Consumer Behavior | 
CMS 3550 | Introduction to Advertising | 
CMS 3560 | Introduction to Public Relations | 
Required Courses | | 12
MKTG 3101 | Principles of Marketing | 
MKTG 4110 | Introduction to Digital Marketing | 
MKTG 4111 | Advanced Digital Marketing | 
MKTG 4112 | Social Media Marketing | 
Total Credit Hours | | 15

Entrepreneurship and Innovation, Minor

The Entrepreneurship and Innovation minor is designed for individuals who may want to start a business, create a new product, or identify a service niche. Students will develop skills such as how to conduct a market analysis, present an investment pitch, write a business plan, and
formulate a budget. The ability to generate innovative growth is in great
demand throughout various industries.

This minor is designed to serve both business and non-business majors.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 3101</td>
<td>Mgmt. Prin. &amp; Org. Behavior</td>
<td>3</td>
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<tr>
<td>MKTG 3101</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4311</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4312</td>
<td>Social Innovation &amp; Entrepnre</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4320</td>
<td>Creativity &amp; Mgmt. of Change</td>
<td>3</td>
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</table>

Total Credit Hours: 15

General Business, BBA

Bachelor of Business Administration (BBA) Program Learning Outcomes

Our BBA graduates will be able to:

• Demonstrate skills and attributes commonly expected of a business professional in an internship or other experiential engagement
• Demonstrate foundational knowledge in Accounting, Finance, Operations, Strategy, Marketing, during decision making for a competitive business environment
• Apply foundational knowledge in Accounting, Finance, Operations, Strategy, Marketing, during decision making for a competitive business environment
• Demonstrate successful business communication skills.
• Recognize concepts in ethics and cultural diversity for decision making.
• Apply analytic tools in decision making.
• Apply information technology tools in decision making.

Consistent with the mission of the College of Business, the purpose of the General Business degree is to provide a broad-based undergraduate curriculum that allows students to customize programs of study in specific business areas that meet particular career and educational needs. In addition to the BBA Learning Outcomes, upon successful completion of the program, General Business majors will be able to:

Graduates of this program will be able to:

a. Demonstrate career readiness.
b. Apply business concepts to decision-making in a business environment.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 1105</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CPTG 2201</td>
<td>Advanced Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 2106</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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Upper Division Business Core Requirements 24

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUSA 3101</td>
<td>Business Statistics</td>
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<tr>
<td>FINA 3101</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 3101</td>
<td>Mgmt. Prin. &amp; Org. Behavior</td>
<td>3</td>
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<tr>
<td>MGMT 3120</td>
<td>Managerial Communication</td>
<td>3</td>
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<tr>
<td>MGMT 3101</td>
<td>Principles of Marketing</td>
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<td>MGMT 3420</td>
<td>Global Business</td>
<td>3</td>
</tr>
<tr>
<td>SCML 3102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4850</td>
<td>Internship/Cooperative Educ.</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 4851</td>
<td>Internship/Cooperative Educ.</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 4852</td>
<td>Internship/Cooperative Educ.</td>
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</table>

General Electives 33

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUSA 4750</td>
<td>Strategic Management</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours: 120

1 ECON 2105 Principles of Macroeconomics should be taken in area E4 or as a free elective.
2 Thirty-three (33) credit hours of general electives. You need at least 1 course (3 credit hours) with a MKTG prefix, 1 course (3 credit hours) with an ACCT or FINA prefix. In addition, twelve (12) credit hours must be business courses with an ACCT, BLAW, BUSA, ECON, FINA, MKTG, SCML prefix at the 3000 level or higher. The remaining twelve (12) credit hours are open electives (they could be business or non-business courses). Open electives may be at a lower level than 3000. Courses with the following prefixes will not be counted in this category: AVIA, CSU, PARA, TECH. Only one internship course can be taken as an elective (this is in addition to the internship taken to satisfy the Required Management Internship Course).
3 ECON 2105 Principles of Macroeconomics must be taken as a non-business elective if not taken to satisfy the area E4 requirement.

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 1105</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CPTG 2201</td>
<td>Advanced Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 2106</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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Second Semester

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
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</table>
### Management, BBA

**Bachelor of Business Administration (BBA) Program Learning Outcomes**

Our BBA graduates will be able to:

- Demonstrate skills and attributes commonly expected of a business professional in an internship or other experiential engagement.
- Demonstrate foundational knowledge in Accounting, Finance, Operations, Strategy, Marketing, during decision making for a competitive business environment.
- Apply foundational knowledge in Accounting, Finance, Operations, Strategy, Marketing, during decision making for a competitive business environment.
- Demonstrate successful business communication skills.
- Recognize concepts in ethics and cultural diversity for decision making.
- Apply analytic tools in decision making.
- Apply information technology tools in decision making.

Consistent with the mission of the College of Business, the mission of the Management Discipline is to provide a broad-based undergraduate curriculum designed to prepare students for careers involving leadership and management.

In addition to the BBA Learning Outcomes, upon successful completion of the program, Management majors will be able to:

**Graduates of this program will be able to:**

- Demonstrate knowledge of the major theories and perspectives used to examine management.
- Describe human resource functions and roles in an organization and tools used to address organizational human resources needs.
- Apply organizational behavior concepts and theories to organizational change recommendations.
- Describe key theories, concepts and practices associated with effective leadership.
- Apply the strategic management process in a current business decision making context.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Core Curriculum (Areas A-E) (p. 110)</strong></td>
<td></td>
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<tr>
<td>42</td>
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<tr>
<td><strong>Lower Division Major Requirements (Area F)</strong> (p. 110)</td>
<td>18</td>
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<tr>
<td>ACCT 2101</td>
<td>Principles of Financial Accounting</td>
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<td>ACCT 2102</td>
<td>Principles Managerial Accounting</td>
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<td>BLAW 2106</td>
<td>Legal Environment of Business</td>
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<tr>
<td>BUSA 1105</td>
<td>Introduction to Business</td>
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<tr>
<td>CPTG 2201</td>
<td>Advanced Computer Applications</td>
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<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>or ECON 2106</td>
<td>Principles of Microeconomics</td>
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</tr>
<tr>
<td><strong>Upper Division Business Core Requirements</strong> (p. 111)</td>
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<tr>
<td>BUSA 3101</td>
<td>Business Statistics</td>
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<tr>
<td>FINA 3101</td>
<td>Corporate Finance</td>
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</table>

* Grade "C" or higher required for all Area F and upper division courses. Internship is required for all General Business Majors beginning with the 2019-2020 Catalog. No more than two internships may be taken for credit.**
MGMT 3101  Mgmt. Prin. & Org. Behavior  3
MGMT 3120  Managerial Communication  3
MKTG 3101  Principles of Marketing  3
MKTG 3420  Global Business  3
SCML 3102  Operations & Supply Chain Mgmt  3

**Required Management Major Courses 12**

MGMT 4101  Human Resource Management  3
MGMT 4102  Organizational Behavior  3
MGMT 4111  Leadership  3
MGMT 4850  Internship/Cooperative Educ.  3
  or MGMT 4851  Internship/Cooperative Educ.
  or MGMT 4852  Internship/Cooperative Educ.

General Electives

Business Capstone  3
MGMT 4750  Strategic Management  3

Total Credit Hours  120

1 ECON 2105 Principles of Macroeconomics should be taken in area E4 or as a free elective.
2 Twenty-four (24) credit hours of general electives. Six (6) credit hours must be from courses that have a MGMT prefix at the 3000 level or higher. In addition, six (6) credit hours must be business courses with an ACCT, BLAW, BUSA, ECON, FINA, MGMT, MKTG, SCML prefix at the 3000 level or higher. The remaining twelve (12) credit hours are open electives (they could be business or non-business courses). Open electives may be at a lower level than 3000. Courses with the following prefixes will not be counted in this category: AVIA, CSU, PARA, TECH. Only one internship course can be taken as an elective (this is in addition to the internship taken to satisfy the Required Major Management Courses).
3 ECON 2105 Principles of Macroeconomics must be taken as a non-business elective if not taken to satisfy the area E4 requirement. Non-Business Electives must be three credit hour courses and cannot be courses with the following prefixes: ACCT, AVEL, AVMT, BUSA, BLAW, CAPL, CNET, CITZ, CSOR, CCSU, CSU, DSGN, ELEC, EMS, EXLA, EXLI, EXLP, FINA, HDSK, HFMG (Physical Education), MKMC, MGMT, MKTG, MEDIA, OFFC, OMED, PARA, PHED, RGET, RGTR, READ, TECH, TELE, WCOM, WLAB.

**Suggested Course Sequence**

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
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<td>ENGL 1101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 1105</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Communication or Foreign Language Core Area B2</td>
<td>2-3</td>
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</tr>
<tr>
<td>Fine Arts or Intermediate Foreign Language Core Area C2</td>
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<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
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<tr>
<td>SCML 3102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4111</td>
<td>Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4101</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4850</td>
<td>Internship/Cooperative Educ.</td>
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**Second Year**

<table>
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<tr>
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<tbody>
<tr>
<td>Principles of Financial Acct.</td>
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</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Adv. Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Survey of US History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>or US HIST Since Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>Principles Managerial Acct.</td>
<td>3</td>
</tr>
<tr>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>Must have a MGMT prefix at the 3000 level or higher</td>
<td>3</td>
</tr>
<tr>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>Survey-PreModern World History</td>
<td>3</td>
</tr>
<tr>
<td>or Survey of Modern World History</td>
<td>3</td>
</tr>
<tr>
<td>or Critical Trends and Issues</td>
<td>3</td>
</tr>
<tr>
<td>or Intro to Global Issues</td>
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**Third Year**

<table>
<thead>
<tr>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Principles Managerial Acct.</td>
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</tr>
<tr>
<td>Principles of Financial Acct.</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Adv. Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Survey of US History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>or US HIST Since Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>Principles Managerial Acct.</td>
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</tr>
<tr>
<td>Business Statistics</td>
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<td>Principles of Marketing</td>
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<tr>
<td>American Government</td>
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<td>Survey-PreModern World History</td>
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<tr>
<td>or Survey of Modern World History</td>
<td>3</td>
</tr>
<tr>
<td>or Critical Trends and Issues</td>
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<td>or Intro to Global Issues</td>
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**Fourth Year**

<table>
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<tbody>
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<tr>
<td>Principles of Microeconomics</td>
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</tr>
<tr>
<td>Adv. Computer Applications</td>
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<tr>
<td>Survey of US History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>or US HIST Since Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>Principles Managerial Acct.</td>
<td>3</td>
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<tr>
<td>Business Statistics</td>
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<tr>
<td>Principles of Marketing</td>
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<tr>
<td>Corporate Finance</td>
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</tr>
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<td>Must have a MGMT prefix at the 3000 level or higher</td>
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</tr>
<tr>
<td>American Government</td>
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<td>Survey-PreModern World History</td>
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</tr>
<tr>
<td>or Survey of Modern World History</td>
<td>3</td>
</tr>
<tr>
<td>or Critical Trends and Issues</td>
<td>3</td>
</tr>
<tr>
<td>or Intro to Global Issues</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**  120-121

* Grade "C" or higher required for all Area F and upper division courses. Internship is required for all Management Majors beginning with the 2019-2020 Catalog. No more than two internships may be taken for credit.
Marketing, BBA

Bachelor of Business Administration (BBA) Program Learning Outcomes

Our BBA graduates will be able to:

- Demonstrate skills and attributes commonly expected of a business professional in an internship or other experiential engagement
- Demonstrate foundational knowledge in Accounting, Finance, Operations, Strategy, Marketing, during decision making for a competitive business environment
- Apply foundational knowledge in Accounting, Finance, Operations, Strategy, Marketing, during decision making for a competitive business environment
- Demonstrate successful business communication skills.
- Recognize concepts in ethics and cultural diversity for decision making.
- Apply analytic tools in decision making.
- Apply information technology tools in decision making.

Consistent with the mission of the College of Business, the mission of the Marketing Discipline is to provide a broad based general and business education that prepares students to contribute to their organization, community, and society through marketing related fields. In addition to the BBA Learning Outcomes, upon successful completion of the program, Marketing majors will be able to:

The Department offers the following Bachelors of Business Administration (BBA) in Marketing options:

Graduates of this program will be able to:

a. Demonstrate knowledge of basic marketing concepts, Consumer Behavior, and the 4 Ps of Marketing.

b. Demonstrate knowledge of the Sales and Promotion concepts.

c. Demonstrate knowledge of basic concepts of Market Research.

d. Demonstrate knowledge of Market Segmentation and Target Marketing.

e. Demonstrate knowledge of basic International Marketing concepts.

BBA in Marketing Major (No Concentration) (p. 113)
BBA in Marketing, Digital Marketing Concentration (p. 113)
BBA in Marketing, Consumer Psychology Concentration (p. 114)

Guidance for Selecting a Marketing Concentration

The Department offers two concentrations for students who want to specialize in specific areas of marketing: Digital Marketing (p. 113) and Consumer Psychology (p. 114). These options give marketing majors the opportunity to develop unique and specific skills that offer excellent employment opportunities in the Atlanta area and beyond. Focused courses should be taken as marketing electives to complete a concentration.

Program Requirements

### BBA in Marketing (No Concentration)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<td>Core Curriculum (Areas A-E) (p. )</td>
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<td>All Core Curriculum requirements for the Marketing degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</td>
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<td>Lower Division Major Requirements (Area F)</td>
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<tr>
<td>ACCT 2101</td>
<td>Principles of Financial Accounting</td>
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<td>ACCT 2102</td>
<td>Principles Managerial Accounting</td>
<td>3</td>
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<tr>
<td>BLAW 2106</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 1105</td>
<td>Introduction to Business</td>
<td>3</td>
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<td>CPTG 2201</td>
<td>Advanced Computer Applications</td>
<td>3</td>
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<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics ¹</td>
<td>3</td>
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<td>ECON 2106</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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<td>Upper Division Business Core Requirements</td>
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<td>BUSA 3101</td>
<td>Business Statistics</td>
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<td>FINA 3101</td>
<td>Corporate Finance</td>
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<tr>
<td>MGMT 3101</td>
<td>Mgmt. Prin. &amp; Org. Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 3120</td>
<td>Managerial Communication</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 3101</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 3420</td>
<td>Global Business</td>
<td>3</td>
</tr>
<tr>
<td>SCML 3102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>3</td>
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<tr>
<td></td>
<td>Required Marketing Major Courses</td>
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<tr>
<td>MKTG 4104</td>
<td>Marketing Research &amp; Analysis</td>
<td>3</td>
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<tr>
<td>MKTG 4207</td>
<td>Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 4750</td>
<td>Marketing Strategy</td>
<td>3</td>
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<tr>
<td>MKTG 4850</td>
<td>Internship/Cooperative Educ.</td>
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<td>or MKTG 4851</td>
<td>Internship/Cooperative Educ.</td>
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<td>or MKTG 4852</td>
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<td>MGMT 4750</td>
<td>Strategic Management</td>
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<td></td>
<td>Total Credit Hours</td>
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### BBA in Marketing, Digital Marketing Concentration Course Requirements

In order to complete a Digital Marketing Concentration, students need to complete all the required courses for the Marketing major and take the following three courses as part of their marketing and business electives.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MKTG 4110</td>
<td>Introduction to Digital Market</td>
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<tr>
<td>MKTG 4111</td>
<td>Advanced Digital Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 4112</td>
<td>Social Media Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>
BBA in Marketing, Consumer Psychology
Concentration Course Requirements

In order to complete a Consumer Psychology Concentration, students need to complete all the required courses for the Marketing major and complete the following as part of their business and free electives.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses</td>
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</tr>
<tr>
<td>PSYC 1101</td>
<td>Intro to General Psychology</td>
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<tr>
<td>PSYC 3130</td>
<td>Social Psychology</td>
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<tr>
<td>Select one from the following:</td>
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<tr>
<td>PSYC 3150</td>
<td>Group Dynamics</td>
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<tr>
<td>PSYC 3180</td>
<td>Intro to Multicultural Psych</td>
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<td>PSYC 3520</td>
<td>Theories of Personality</td>
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<td>PSYC 4110</td>
<td>Psychology of Gender</td>
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<tr>
<td>HMSV 3501</td>
<td>Organization &amp; Admin Humn. Ser</td>
<td></td>
</tr>
</tbody>
</table>

1. ECON 2105 Principles of Macroeconomics should be taken in area E4 or as a free elective.
2. Twenty-four (24) credit hours of general electives. Six (6) credit hours must be from courses that have a MKTG prefix at the 3000 level or higher (SCML 3105 could be taken as one of the two courses in this category). In addition, six (6) credit hours must be business courses with an ACCT, BLAW, BUSA, ECON, FINA, MGMT, MKTG, SCML prefix at the 3000 level or higher. The remaining twelve (12) credit hours are open electives (they could be business or non-business courses). Open electives may be at a lower level than 3000. Courses with the following prefixes will not count in this category: AVIA, CSU, PARA, TECH. Only one internship course can be taken as an elective (this is in addition to the internship taken to satisfy the Required Major Business Courses).
3. ECON 2105 Principles of Macroeconomics must be taken as a non-business elective if not taken to satisfy the area E4 requirement.

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<tr>
<td>First Semester</td>
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<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td>Communication or Foreign Language Core Area B2</td>
<td>2-3</td>
<td></td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 1105</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
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<tr>
<td>Second Semester</td>
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<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
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<td>Science Course with Lab Core Area D1</td>
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<tr>
<td>Math, Science, or Technology Core Area D2</td>
<td>3</td>
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<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
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</tbody>
</table>

| BLAW 2106  | Legal Environment of Business      | 3            |
| Second Year|                                    |              |
| First Semester | Science Course without Lab Core Area D1 | 3 |
| ACCT 2101  | Principles of Financial Acct.      | 3            |
| CPTG 2201  | Adv. Computer Applications         | 3            |
| ECON 2106  | Principles of Microeconomics       | 3            |
| MKTG 3101  | Principles of Marketing            | 3            |
| Second Semester | Critical Thinking Core Area C1     | 3            |
| CRIT 1101  | Critical Thinking                  | 3            |
| ACCT 2102  | Principles Managerial Acct.        | 3            |
| BUSA 3101  | Business Statistics                | 3            |
| MGMT 3101  | Mgmt. Prin. & Org. Behavior        | 3            |
| MGMT 3120  | Managerial Communication           | 3            |
| Third Year |                                    |              |
| First Semester | Literature, Philosophy Core Area C1 | 3 |
| HIST 2111  | Survey of US History to 1877       | 3            |
| or HIST 2112| or US HIST Since Reconstruction    |              |
| SCML 3102  | Operations & Supply Chain Mgmt     | 3            |
| MKTG 4104  | Marketing Research & Analysis      | 3            |
| MKTG 4207  | Professional Selling               | 3            |
| Second Semester | Fine Arts or Intermediate Foreign Core Area C2 | 3 |
| HIST 1111  | Survey of PreModern World History  | 3            |
| or HIST 1112 | or Survey of Modern World History |              |
| or HIST 2750| or Critical Trends and Issues      |              |
| or POLS 2401| or Intro to Global Issues          |              |
| FINA 3101  | Corporate Finance                  | 3            |
| MKTG 3420  | Global Business                    | 3            |
| Must have a MKTG prefix at the 3000 level or higher (also SCML 3105 is acceptable) | 3 |
| Fourth Year |                                    |              |
| First Semester | Marketing Strategy Core Area C2    | 3            |
| MKTG 4750  | Marketing Strategy                 | 3            |
| Must have a MKTG prefix at the 3000 level or higher | 3 |
| MKTG 4850  | Internship/Cooperative Educ.       | 3            |
| Must be business courses with an ACCT, BLAW, BUSA, FINA, MGMT, MKTG, SCML prefix at the 3000 level or higher | 6 |

| Second Semester | Business or non-business courses (Must be at the 3000 level or higher) Core Area C3 | 6 |
| Second Semester | Strategic Management Core Area C3 | 3 |
| Business or non-business courses (Business must be at the 3000 level or higher, non-business could be lower than 3000 level) | 6 |
| Total Credit Hours | 120-121 |

* Grade "C" or higher required for all Area F and upper division courses. Internship is required for all Marketing Majors beginning with the 2019-2020 Catalog. No more than two internships may be taken for credit.

Marketing, Minor

The Marketing minor allows students to focus on a specific area of business that is always in demand. Students will learn about consumer influence, market research, customer relations, and global marketing.
Promotion and advertising are relevant to numerous professions and essential to successful business operations. Digital marketing and social media have become primary communication tools, and data analysis is utilized to predict marketplace trends. The marketing minor may provide a competitive edge and additional employment opportunities.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td><strong>Required Courses</strong></td>
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<td>MKTG 3101</td>
<td>Principles of Marketing</td>
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<td><strong>Elective Courses</strong></td>
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<tr>
<td>MKTG 3302</td>
<td>Consumer Behavior</td>
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<tr>
<td>MKTG 3312</td>
<td>Services Marketing</td>
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<tr>
<td>MKTG 3420</td>
<td>Global Business</td>
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<tr>
<td>MKTG 3520</td>
<td>Negotiation and Conflict Mgmt.</td>
<td></td>
</tr>
<tr>
<td>MKTG 4104</td>
<td>Marketing Research &amp; Analysis</td>
<td></td>
</tr>
<tr>
<td>MKTG 4106</td>
<td>Advertising and Promotion Str</td>
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</tr>
<tr>
<td>MKTG 4110</td>
<td>Introduction to Digital Market</td>
<td></td>
</tr>
<tr>
<td>MKTG 4111</td>
<td>Advanced Digital Marketing</td>
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<tr>
<td>MKTG 4112</td>
<td>Social Media Marketing</td>
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<tr>
<td>MKTG 4200</td>
<td>Sports Marketing</td>
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<tr>
<td>MKTG 4207</td>
<td>Professional Selling</td>
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<tr>
<td>MKTG 4420</td>
<td>International Marketing</td>
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<tr>
<td>MKTG 4450</td>
<td>Multicultural Marketing</td>
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<tr>
<td>MKTG 4510</td>
<td>Retailing</td>
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<tr>
<td>MKTG 4750</td>
<td>Marketing Strategy</td>
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<td>MKTG 4800</td>
<td>Selected Topics in Marketing</td>
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<tr>
<td>SCML 3105</td>
<td>Intro to Transportation &amp; Log.</td>
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<tr>
<td>CMS 3550</td>
<td>Introduction to Advertising</td>
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<td>CMS 3560</td>
<td>Introduction to Public Relatio</td>
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<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**Supply Chain Management, BBA**

Bachelor of Business Administration (BBA) Program Learning Outcomes

Our BBA graduates will be able to:

- Demonstrate skills and attributes commonly expected of a business professional in an internship or other experiential engagement
- Demonstrate foundational knowledge in Accounting, Finance, Operations, Strategy, Marketing, during decision making for a competitive business environment
- Apply foundational knowledge in Accounting, Finance, Operations, Strategy, Marketing, during decision making for a competitive business environment
- Demonstrate successful business communication skills.
- Recognize concepts in ethics and cultural diversity for decision making.
- Apply analytic tools in decision making.
- Apply information technology tools in decision making.

Consistent with the mission of the College of Business, the mission of the Supply Chain Management Discipline is to provide a broad-based general business education that prepares students for careers in Supply Chain Management and related fields. In addition to the BBA Learning Outcomes, upon successful completion of the program, Supply Chain Management majors will be able to:

**Graduates of this program will be able to:**

- Demonstrate knowledge of basic transportation and logistics concepts.
- Describe the basic principles of supply chain management and techniques used to analyze various aspects of logistics systems.
- Analyze the effectiveness of warehousing and operations in the supply chain process.
- Describe the global sourcing process and the effect on the supply chain.
- Describe firm financial performance and with respect to the supply chain.
- Identify problems and improvement opportunities related to supply chain performance and performance measurement.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td><strong>Core Curriculum (Areas A-E) (p. )</strong></td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>All Core Curriculum requirements for the Supply Chain Management degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</td>
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<tr>
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<td><strong>Lower Division Major Requirements (Area F)</strong></td>
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<td>ACCT 2101</td>
<td>Principles of Financial Accounting</td>
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<tr>
<td>ACCT 2102</td>
<td>Principles Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BLAW 2106</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
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<td>BUSA 1105</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>CPTG 2201</td>
<td>Advanced Computer Applications</td>
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<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or ECON 2106 Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Upper Division Business Core Requirements</strong></td>
<td>21</td>
</tr>
<tr>
<td>BUSA 3101</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>FINA 3101</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 3101</td>
<td>Mgmt. Prin. &amp; Org. Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 3120</td>
<td>Managerial Communication</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 3101</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
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<td>MKTG 3420</td>
<td>Global Business</td>
<td>3</td>
</tr>
<tr>
<td>SCML 3102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>3</td>
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<td><strong>Required Supply Chain Management Major Courses</strong></td>
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<td>SCML 3105</td>
<td>Intro to Transportation &amp; Log.</td>
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<td>SCML 3106</td>
<td>Principles-Supply Chain Mgmt</td>
<td>3</td>
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<td>SCML 3580</td>
<td>Operations and Warehouse Mgmt</td>
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</tr>
<tr>
<td>SCML 4105</td>
<td>Global Sourcing in SCM</td>
<td>3</td>
</tr>
<tr>
<td>SCML 4170</td>
<td>Financial Issues in SCM</td>
<td>3</td>
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<tr>
<td>SCML 4750</td>
<td>Performance Measurement in SCM</td>
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<tr>
<td></td>
<td><strong>General Electives</strong></td>
<td>15</td>
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</tbody>
</table>
Supply Chain Management, Minor

Business Capstone

MGMT 4750 Strategic Management

Total Credit Hours 120

1. ECON 2105 Principles of Macroeconomics should be taken in area E4 or as a free elective.
2. Fifteen (15) credit hours of general electives. Three (3) credit hours must be from business courses with an ACCT, BLAW, BUSA, ECON, FINA, MGMT, MKTG, SCML prefix at the 3000 level or higher. The remaining twelve (12) credit hours are open electives (they could be business or non-business courses). Open electives may be at a lower level than 3000. Courses with the following prefixes will not count in this category: AVIA, CSU, PARA, TECH. Only one internship course can be taken as an elective (this is in addition to the internship taken to satisfy the Required Major Supply Management Chain Courses).
3. ECON 2105 Principles of Macroeconomics must be taken as a non-business elective if not taken to satisfy the area E4 requirement.

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td>Communication or Foreign Language</td>
<td>Core Area B2</td>
<td>2/3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 1105</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>14-15</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
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<td>ENGL 1102</td>
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<td>Core Area D1</td>
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<tr>
<td>Math, Science, or Technology Course</td>
<td>Core Area D2</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BLAW 2106</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>16</td>
</tr>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>Science Course without Lab</td>
<td>Core Area D1</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2101</td>
<td>Principles of Financial Acct.</td>
<td>3</td>
</tr>
<tr>
<td>CPTG 2201</td>
<td>Adv. Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2106</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>SCML 3105</td>
<td>Intro to Transportation &amp; Log.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2102</td>
<td>Principles Managerial Acct.</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 3101</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 3101</td>
<td>Mgmt. Prin. &amp; Org. Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SCML 3106</td>
<td>Principles-Supply Chain Mgmt</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>15</td>
</tr>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature, Philosophy, or Foreign Language</td>
<td>Core Area C1</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2111 or HIST 2112</td>
<td>Survey of US History to 1877 or US Hrst Since Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 3120</td>
<td>Managerial Communication</td>
<td>3</td>
</tr>
<tr>
<td>SCML 3102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>SCML 3580</td>
<td>Operations and Warehouse Mgmt</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 4850</td>
<td>Internship/Cooperative Educati</td>
<td>3</td>
</tr>
<tr>
<td>SCML 4170</td>
<td>Financial Issues in SCM</td>
<td>3</td>
</tr>
<tr>
<td>SCML 4750</td>
<td>Performance Measurement in SCM</td>
<td>3</td>
</tr>
<tr>
<td>FINA 3101</td>
<td>Corporate Finance</td>
<td>3</td>
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<tr>
<td>An ACCT, BLAW, BUSA, FINA, MGMT, MKTG, SCML prefix (at the 3000 level or higher)</td>
<td>3</td>
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</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business or non-business courses (Must be at the 3000 level or higher)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>MGMT 4750</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>Business or non-business courses (Business must be at the 3000 level or higher, non-business could be lower than 3000 level)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>15</td>
</tr>
</tbody>
</table>

Total Credit Hours 120-121

* Grade "C" or higher required for all Area F and upper division courses. Internship is required for all Supply Chain Majors beginning with the 2019-2020 Catalog. No more than two internships may be taken for credit.

Supply Chain Management, Minor

The Supply Chain Management minor provides knowledge of both logistics and supply chain concepts. The business world today is global. Organizations are linked through the flow of information and materials. Supply chain activities cover everything from product development, sourcing, production, and logistics, as well as the information systems needed to coordinate these activities. The ability to maximize customer value and achieve a sustainable competitive advantage depends upon running supply chains in the most effective & efficient ways possible. This perspective can also be useful in many fields such as engineering, economics, politics, public administration, international relations, and health administration.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 3101</td>
<td>Mgmt. Prin. &amp; Org. Behavior</td>
<td>3</td>
</tr>
<tr>
<td>or HCMG 3101</td>
<td>Intro to Health Systems Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>SCML 3105</td>
<td>Intro to Transportation &amp; Log.</td>
<td>3</td>
</tr>
<tr>
<td>SCML 3106</td>
<td>Principles-Supply Chain Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>SCML 3580</td>
<td>Operations and Warehouse Mgmt</td>
<td>3</td>
</tr>
</tbody>
</table>
College of Health

Administrative Officers

J. Dwayne Hooks, Jr., Dean
Marcia Butler, Assistant Dean of Healthcare Professions
Elicia Collins, Interim Assistant Dean of the School of Nursing

Mission and Goals

The College of Health is where health sciences and caring for others come together. It’s where your dream of helping people, saving lives, and educating citizens becomes real in top-ranked programs. And it’s where medical and wellness professionals of the future practice the latest evidence-based treatments and techniques in advanced labs and simulations.

From nursing to dental hygiene to health management, and beyond, the field of health care is large and fast growing. There’s a need for people with enthusiasm, compassion, and sharp skills and competencies. Our experienced faculty will help you become one of those people, assisting you in gaining the knowledge base and hands-on practice you will need to keep pace with advancements in medical treatments and technology, and to make the biggest difference.

You know you want to help people live healthy lives. You’re a healer, an educator, a lifelong learner; you’re ready to funnel that passion into a field with one of the highest employment demands in the country. And the College of Health is ready to help you find the right degree to do just that, with five undergraduate and two master’s degree options.

Programs

Instructional Organization

The College of Health is composed of several academic programs and offers the following undergraduate degrees. Graduate degree programs can be found under the School of Graduate Studies (p. 152).

- Department of Dental Hygiene (p. 117)
  - Dental Hygiene, BS (p. 118)
  - Double Bachelor’s Degrees in Dental Hygiene and Health Care Management (p. 120)
  - RDH-BSDH Completion (p. 120)
- Department of Health Care Management (p. 121)
  - Health Care Management, BS (p. 122)
  - Health Care Management, BS Concentration in Community Health (p. 124)
  - Health Care Management, Minor (p. 125)
  - Health Sciences, BS (p. 125)
- Health Sciences, BS Concentration in Community Health (p. 126)
- Health and Fitness Management Program (p. 127)
  - Health and Fitness Management, BS (p. 127)
  - Health and Fitness Management, Minor (p. 129)
- School of Nursing (p. 129)
  - Double Bachelor Degrees in Nursing and Health Care Management (p. 130)
  - Nursing, BSN (p. 131)
  - RN-BSN Completion (p. 133)


Department of Dental Hygiene

General Information

Dr. Naquilla Thomas, Chair
NaquillaThomas@clayton.edu

Dental Hygiene Clinic
(678) 466-4920

Mission and Goals

The mission of the Department of Dental Hygiene is to provide career relevant education in the discipline of dental hygiene and to support the lifelong learning goals of individuals aspiring to careers in the dental field. The Department of Dental Hygiene offers the following options in baccalaureate degrees:

- Basic licensure track leading to a Bachelor of Science in Dental Hygiene (BSDH) with a curriculum that leads to eligibility for licensure as a Registered Dental Hygienist.
- RDH completion track leading to a Bachelor of Science in Dental Hygiene (RDH-BSDH) with a curriculum designed for the working Registered Dental Hygienist to expand their career opportunities.
- Both tracks have the option of Dual Bachelor Degrees in Dental Hygiene and Health Care Management.

Honor Societies and Clubs

Among the honor societies, clubs, and service organizations designed to support, augment, and supplement the educational and professional development of students are the Student American Dental Hygienists’ Association (SADHA) and Sigma Phi Alpha, the dental hygiene honor society.

BSDH Outcomes

Broad-based general education, preparing students to contribute to their profession, community, and society by communicating effectively, thinking critically and conceptually, acting ethically and valuing diversity.

Requisite skills with a strong knowledge base, hands on experience and the mindset required for success in the dynamic field of dental hygiene.

Thorough foundation in the diversified fields of dental hygiene i.e., clinician, education/health promoter, consumer advocate, administrator/manager, change agent and researcher.

Emphasis on importance of life-long learning in the ever-changing profession of dental hygiene.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SCML 4105</td>
<td>Global Sourcing in SCM</td>
<td>3</td>
</tr>
<tr>
<td>Elective Courses</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Choose one from the following:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MKTG 3420</td>
<td>Global Business</td>
<td></td>
</tr>
<tr>
<td>SCML 3102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 18
Program Goals

a. Accreditation - Maintain full program accreditation from the American Dental Association Commission on Dental Accreditation necessary to comprehensively prepare competent individuals in the discipline.
b. Resources - Increase financial resources for all programs through departmental or school grant opportunities as well as through increasing extramural resources. Secure adequate number of faculty to meet ADA accreditation guidelines.
c. Distance Learning - Expand distance-learning opportunities within the BSDH program.
d. Experiential Learning - Expand experiential learning experiences in the community and the state.
e. Graduate Education - Participate with other College of Health units to provide graduate education for BSDH program graduates.

Accreditation

The BSDH program has approval of the Georgia Board of Dentistry and is accredited by the Commission on Dental Accreditation (CODA). Information about approval and/or accreditation may be obtained from the following:

Georgia Board of Dentistry
237 Coliseum Drive
Macon, Georgia 31217-3858
http://sos.georgia.gov/plb/dentistry/
478-207-2440

Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
http://www.ada.org
312-440-4653

Programs

Baccalaureate Programs

- Dental Hygiene, BS (p. 118)
- Double Bachelor's Degrees in Dental Hygiene and Health Care Management (p. 120)
- RDH-BSDH Completion (p. 120)

Faculty

Heather Eddy
Kimberly Pyron
Naquilla Thomas

Dental Hygiene, BS

Basic Licensure Track

Students with an interest in dental hygiene are admitted to Clayton State University as a Bachelor of Science in Health Sciences major with a concentration of pre-dental hygiene. Refer to the Bachelor of Health Sciences section of this Catalog for details. Separate application to this competitive admission program is required upon completion of 60 hours of lower division requirements. Students not admitted to this competitive admission program may continue with the Bachelor of Health Sciences degree in consultation with academic advisor to determine appropriate concentration and career path.

Admission

The basic licensure BSDH track is available to recent high school graduates, non-traditional students, current Clayton State students, and transfer students who meet University admission requirements.

The BSDH program expands the clinically based outcomes, characteristic of associate level training, into a more broad-based foundation for future career growth. Graduates are qualified to seek employment as clinicians, office managers, public health hygienists, researchers, and marketers and have the opportunity to pursue graduate studies.

Dental Hygiene application is separate from University application and admission. Admission is competitive and space is limited. Students are admitted each fall semester into a full-time four semester program.

Minimum admission requirements include (details on the Department of Dental Hygiene website):

a. Minimum 2.80 overall GPA - combination of institutional and transfer (includes all attempts in all courses).
b. Minimum 2.80 math/science GPA (multiple attempts are averaged).
c. Completion of 45 semester hours of BSDH core curriculum with grades of C (or K or S) or better in all natural and behavioral science, math and Lower Division Major Required courses at the time of application and 60 semesters hours at the time of enrollment in the dental hygiene program.
d. Successful completion of the legislative requirements.
e. Satisfactory completion of a dental office observation.
f. Attendance at a mandatory program information session.
g. Satisfactory evidence of overall health status consistent with the performance standards of dental hygiene and verified by a licensed health care professional.
h. Applicants will be rated on overall academic performance and specific performance in natural sciences and mathematics.
i. Applicants who have attended another institution's dental hygiene program are required to disclose on their application and submit a letter of good standing from the program administrator. Applicants who have been dismissed from another institution's dental hygiene program are ineligible for admission to the dental hygiene program at Clayton State University.

Program Learning Outcomes

Graduates of this program will be able to:

a. Broad-based general education, preparing students to contribute to their profession, community, and society by communicating effectively, thinking critically, and conceptually, acting ethically and valuing diversity
b. Requisite skills with a strong knowledge base, hands on experience and the mindset required for success in the dynamic field of dental hygiene
c. Thorough foundation in the diversified fields of dental hygiene i.e., clinician, educator/health promoter, consumer advocate, administrator/manager, change agent and researcher
d. Emphasis on importance of life-long learning in the ever-changing profession of dental hygiene
Program Requirements

Core Curriculum (Areas A-E) (p. 119)

Area A2 Recommended Courses

MATH 1101  Intro to Mathematical Modeling  3

or MATH 1111  College Algebra

Area D1 Recommended Courses

Choose one of the following:

CHEM 1151  Survey of Chemistry I  3

& 1151L  and Survey of Chemistry Laboratory I  3

CHEM 1152  Survey of Chemistry II  3

& 1152L  and Survey of Chemistry Laboratory II  3

CHEM 1211  Principles of Chemistry I  3

& 1211L  and Principles of Chemistry Laboratory I  3

CHEM 1212  Principles of Chemistry II  3

& 1212L  and Principles of Chemistry Laboratory II  3

Area D2 Recommended Courses

MATH 1401  Elementary Statistics  3

Area E4 Recommended Courses

PSYC 1101  Intro to General Psychology  3

or SOCI 1101  Introduction to Sociology

Lower Division Major Requirements (Area F)  18

BIOL 2251  Anatomy and Physiology I  4

& 2251L  and Anatomy and Physiology Lab I  4

BIOL 2252  Anatomy and Physiology II  4

& 2252L  and Anatomy and Physiology Lab II  4

BIOL 2260  Foundations of Microbiology  4

& 2260L  and Found. of Microbiology Lab  4

HSCI 2111  Intro to Health Care Environ.  3

SOCI 1101  Introduction to Sociology (required if not applied in Area E)  3

or PSYC 1101  Intro to General Psychology

Core Curriculum (Areas A-E)  42

Electives  3

Choose any one upper division courses except PHED or courses identified in the catalog as career or institutional credit courses.

Total Credit Hours  120

1 ADA Accreditation Standards requirements for chemistry (CHEM 1151 Survey of Chemistry I/CHEM 1151L Survey of Chemistry Lab I and CHEM 1152 Survey of Chemistry II/CHEM 1152L Survey of Chemistry Lab II or CHEM 1211 Principles of Chemistry I/CHEM 1211L Principles of Chemistry Laboratory I and CHEM 1212 Principles of Chemistry II/CHEM 1212L Principles of Chemistry Laboratory II), psychology (PSYC 1101 Intro to General Psychology) and sociology (SOCI 1101 Introduction to Sociology) must be completed prior to program admission.

2 Courses are offered in the summer semester, to second year Dental hygiene program students only.

3 Statistics course required for degree; may be satisfied prior to program admission; may be satisfied at lower or upper division level.

4 Recommended courses include 3000 or 4000 level HLTH, HSCI, HCMG, HFMG or appropriate upper division statistics course.

Academic Standards

Dental hygiene students must maintain a semester grade point average (GPA) of 2.0 to progress in the program. A minimum grade of "C" is required in all upper division and major courses. Students who receive a "D", "F", "WF", or "U" in any dental hygiene course will be suspended from the program. Students may apply for readmission the following year. Students who receive any of the following: "D", "F", "WF", or "U" in any two dental hygiene courses may not continue in the program. Reference the Department of Dental Hygiene Program and Clinic Manual: Policies and Procedures.

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition</td>
<td>Core Area A1</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>Core Area A2</td>
</tr>
<tr>
<td>CHEM 1151</td>
<td>Survey of Chemistry I</td>
<td>Core Area B2</td>
</tr>
<tr>
<td>HSCI 2111</td>
<td>Intro to Health Care Environ.</td>
<td>Core Area A1</td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition</td>
<td>Core Area A1</td>
</tr>
<tr>
<td>CHEM 1152</td>
<td>Survey of Chemistry II</td>
<td>Core Area A1</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>Core Area C1</td>
</tr>
</tbody>
</table>

Total Credit Hours  14-16
Double Bachelor's Degrees in Dental Hygiene and Health Care Management

Students who wish to enhance their employability by being qualified as both dental hygienists and health care managers may wish to pursue the dual degree option. Students may declare this double major upon acceptance and enrollment in the BSDH program. Students must meet the following requirements:

a. Complete all requirements for the BSDH.

b. Secure approval to declare this double major by a 3.0 or higher overall GPA verification.

c. Complete the following courses from Health Care Management Area F program prerequisites:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2101</td>
<td>Principles of Financial Acct.</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ITFN 1101</td>
<td>Foundations-Information Tech.</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 9

d. Complete the following courses from Health Care Management program requirements:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG 3101</td>
<td>Intro to Health Systems Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3401</td>
<td>Applied HR Mgt./Hlth Care Del.</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3501</td>
<td>Health Care Systems/TQM</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3901</td>
<td>Marketing in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 4560</td>
<td>Health Care Finance</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3520</td>
<td>Legal Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 4500</td>
<td>Health Care Policy</td>
<td>3</td>
</tr>
<tr>
<td>or HCMG 4901 Applied Research</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 21

Grade of C or better required in all courses. Other appropriate courses may be determined by the Dean in order to equal a minimum of 30 hours of Health Care Management requirements taken in residency at Clayton State and not used to meet BSDH requirements.

RDH-BSDH Completion Admission

The RDH-BSDH Completion program is available for registered dental hygienists who are graduates of associate degree dental hygiene programs accredited by the Commission on Dental Accreditation (CODA). Graduates are prepared for advanced practice, supervisory, administrative, managerial, and marketing positions in the dental field. In addition to the clinical role, graduates may also work as educators and researchers.

Dental Hygiene application is separate from University application and admission. This distance learning program can be completed on a full-time or part-time basis.
Minimum admission requirements include (details on the Department of Dental Hygiene website):

a. Unrestricted current dental hygiene licensure in the United States or eligibility for licensure
b. College grade point average (GPA) of 2.00 on 4.00 scale.
c. Completion of 45 semester hours of BSDH core curriculum with grades of C (or K or S) or better in all natural and behavioral science, math and Lower Division Major Requirements courses at the time of application and 60 semesters hours at the time of enrollment in the dental hygiene program.
d. Successful completion of the legislative requirements.
e. Successful completion of transition course DHYG 3101 Prof Dev in Dental Hygiene.
f. Satisfactory evidence of overall health status consistent with the performance standards of dental hygiene and verified by a licensed health care professional.
g. Graduation from an associate degree dental hygiene program accredited by the Commission on Dental Accreditation (CODA).

Program Learning Outcomes

Graduates of this program will be able to:

a. Broad-based general education, preparing students to contribute to their profession, community, and society by communicating effectively, thinking critically, and conceptually, acting ethically and valuing diversity
b. Requisite skills with a strong knowledge base, hands on experience and the mindset required for success in the dynamic field of dental hygiene
c. Thorough foundation in the diversified fields of dental hygiene i.e., clinician, educator/health promoter, consumer advocate, administrator/manager, change agent and researcher
d. Emphasis on importance of life-long learning in the ever-changing profession of dental hygiene

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p.)</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Area A2 Recommended Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1101  Intro to Mathematical Modeling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or MATH 1111 College Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area B2 Recommended Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1401  Elementary Statistics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Lower Division Major Requirements (Area F)</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Choose 18 hours of appropriate 1000/2000 level coursework (not applied in Core A-E).</td>
<td></td>
<td></td>
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<tr>
<td>Career Block</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Complete 30 career block credits</td>
<td>1</td>
<td></td>
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<tr>
<td>Major Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 3101  Professional Development in Dental Hygiene</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>DHYG 4200  Research for Evidence-Based Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DHYG 4301  Educational Strategies and Internship</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DHYG 4500  Contemporary Community Roles</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>DHYG 4900  Independent Study in Dental Hygiene</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLTH 3110  Interactive Communication</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Electives 3

Choose any three upper division courses except PHED or courses identified in the catalog as career or institutional credit courses.

Total Credit Hours 120

1 Upon successful completion of DHYG 3101 Prof Dev in Dental Hygiene, RDHs will receive up to 30 semester hours of block credit.
2 Statistics course required for degree; must be satisfied prior to program admission; may be satisfied at lower or upper division level.

Academic Standards

Dental Hygiene students must maintain a semester grade point average (GPA) of 2.0 ("C") to progress in the program. A minimum grade of "C" is required in all upper division and major courses. Students who receive a "D", "F", "WF", or "U" in any dental hygiene course may repeat that course one time only on a space available basis. Students who receive any of the following: "D", "F", "WF", or "U" in any two dental hygiene courses may not continue in the program. Reference the Department of Dental Hygiene Program and Clinic Manual: Policies and Procedures.

Department of Health Care Management

General Information

Dr. Marcy Butler, Assistant Dean
MarciaButler@clayton.edu

Mission and Goals

The mission of the Health Care Management is to prepare students, especially non-traditional minority students for entry and mid-level management positions in a variety of health service organizations. This mission of the Program is consistent with the University's mission of meeting the needs of the community. The community is typically identified as the Southern Crescent area that consists of South Fulton, South DeKalb, Clayton, Fayette and Henry Counties. These counties serve the general area of South Atlanta and the contiguous localities. Located within the Southern Crescent are a great number and variety of health care delivery systems that are growing and expanding as the population of this part of Georgia keeps increasing. The need to educate and provide managers for these institutions also is increasing and, thus serves as impetus for us to complete our mission.

Health Care Management offers two baccalaureate degree programs:

- Bachelor of Science Degree with a major in Health Care Management with a curriculum that prepares students for a variety of entry and mid-level management positions in health services organizations.
- Bachelor of Science degree with a major in Health Sciences with a curriculum that prepares students for a solid foundation for entry-level community health positions or to pursue a professional graduate degree.

In addition, Health Care Management collaborates with the Departments of Nursing and Dental Hygiene in offering double major degree programs in Health Care Management and Nursing and Dental Hygiene respectively. These programs provide the curricula for
students who wish to enhance their employability by being qualified as both nurses or dental hygienists and health care managers.

**Honor Society**
The Upsilon Phi Delta (UPD) is a national honor society for students pursuing a career in health care management. The society's mission is to encourage, support, and recognize students for professional development, high academic achievement, and excellence in the field of health administration. Students must have an overall GPA of 3.25 to be eligible.

**Accreditation**
The undergraduate program in Health Care Management is certified by The Association of University Programs in Health Administration (AUPHA). Information regarding certification may be obtained from the following:

Association of University Programs in Health Administration
1730 M St. NW
Suite 407
Washington, DC 20036
Website: http://www.aupha.org

**Programs**

**Baccalaureate Programs**
- Health Care Management, BS (p. 122)
- Health Care Management, BS Concentration in Community Health (p. 124)
- Health Sciences, BS (p. 125)
- Health Sciences, BS Concentration in Community Health (p. 126)

**Minor Programs**
- Health Care Management, Minor (p. 125)

**Faculty**

**Faculty**
Marcy K. Butler
Joey Helton
Margaret McAlister
Thomas McIwain
MeriBeth Stegall
M. Scott Stegall
Kendolyn Smith

**Health Care Management, BS**
The Health Care Management program prepares students for a variety of entry and mid-level management positions in health services organizations, such as benefits offices, insurance companies, home health agencies, PPOs, HMOs, doctors' offices, group practices, hospices, hospitals, nursing homes, extended care facilities, ambulatory care centers, governmental health agencies, and other health care delivery organizations.

**Admission and Readmission Requirements**
Students intending to enroll in the Health Care Management program must meet all University admission and academic requirements. The following additional requirements also apply and must be met prior to enrollment in any business or health sciences courses numbered 3000 or above:

a. **Completion of Program Application Form.** Students must declare a Health Care Management major and complete a program application form. The application for program admission must be completed prior to enrollment in upper division program requirements. A minimum 2.00 institutional GPA is required prior to enrollment in any 3000-level course.

b. **Completion of Lower Division Requirements.**
   i. Students may be admitted to the Health Care Management program and allowed to take selected 3000-level courses upon completion of at least 45 semester credit hours applicable to Areas A-F including ENGL 1101 English Composition I, ENGL 1102 English Composition II, MATH 1101 Intro to Mathematical Modeling or higher, ACCT 2102 Principles Managerial Acct., and ECON 2105 Principles of Macroeconomics. (The selected courses are HSCI 3113 Hlth Communication for Manager and HLTH 3420 Health Education.)
   ii. Health Care Management students must complete all Area A-F requirements (with no grade lower than C in Area F) prior to enrollment in any 3000-level Health Sciences or Business courses other than those listed above.
   iii. Health Care Management students must earn a grade no lower than a C in MATH 1401.

A suspended student may apply for readmission to the Health Care Management Program immediately following his or her first semester of suspension. For a subsequent suspension, a student may apply for readmission following three semesters of suspension. Suspended students seeking readmission must submit an Application for Readmission to the appropriate program. The department head will review the application and make a recommendation to the Dean, who will make the final decision. Positive recommendations for readmission must be based on clear and convincing evidence regarding the student's prospects for academic success following the period of suspension.

**Satisfactory Academic Progress Requirements**
Program-specific regulations for the Health Care Management program are as follows: Students must achieve a grade of C or better in all upper division course work including required courses and program electives. Students must repeat any required course in which a grade of C or better is not achieved. Any student who fails to meet this performance level will be placed on program probation. A student must earn a grade of C or better in all courses while on program probation. Failure to achieve this performance level will result in suspension from the program. Readmission following suspension must be approved by the Dean of the College of Health.

**Program Learning Outcomes**
Graduates of this program will be able to:

a. Analyze the complexity of the healthcare system that can influence managerial decisions, the importance of teamwork, and personal and
professional ethics regarding health care services and programs. (AUPHA competency: policy development/program planning, financial planning/management skills, leadership/systems thinking analytic/assessment skills).

b. Apply basic population health/public health principles and research concepts that influence the practice of managing the health of communities and the delivery of healthcare services (AUPHA competency: public health science skills, program planning, analytic/assessment skills, cultural competency skills).

c. Analyze current economic and financial factors and policies that influence managerial decisions regarding healthcare services and programs. (AUPHA competency: financial planning and management skills, policy development/program planning).

d. Utilize effective communication skills required in the healthcare environment. (AUPHA competency: communication skills, cultural competency skills).

e. Analyze and assess the various aspects of a healthcare system to effectively manage and lead an organization. (AUPHA competency: leadership and systems thinking skills).

f. Demonstrate workplace readiness through the application of knowledge from the various health care management courses to analyze an opportunity and propose an appropriate course of action. (AUPHA competency: community dimensions of practice skills, assessment, and communication skills).

**Program Requirements**

Students intending to obtain this concentration, must meet the following requirements:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG 4110</td>
<td>Administration of Managed Care</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 4500</td>
<td>Intro Primary/Long Term Care</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 4560</td>
<td>Health Care Finance</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3520</td>
<td>Legal Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3550</td>
<td>Ethical Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>39</td>
</tr>
</tbody>
</table>

**Upper Division Specialty Courses**

Choose three upper division courses from the list below or any 3000/4000 level courses leading to a Minor.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG 3211</td>
<td>Intro to Community Health</td>
</tr>
<tr>
<td>HCMG 3601</td>
<td>Intro to Mental Health/Case Mg</td>
</tr>
<tr>
<td>HCMG 4180</td>
<td>Health in Corporate Settings</td>
</tr>
<tr>
<td>HCMG 4220</td>
<td>International Health Systems</td>
</tr>
<tr>
<td>HLTH 3012</td>
<td>Alternative/Complementary Approaches to Health</td>
</tr>
<tr>
<td>HLTH 3320</td>
<td>Communication with Families</td>
</tr>
<tr>
<td>HLTH 3341</td>
<td>Cultural Diversity in Health and Illness</td>
</tr>
<tr>
<td>HLTH 3401</td>
<td>Contemporary Women's Health</td>
</tr>
<tr>
<td>HLTH 3420</td>
<td>Health Education</td>
</tr>
<tr>
<td>HLTH 3501</td>
<td>The AIDS Epidemic</td>
</tr>
<tr>
<td>HLTH 4153</td>
<td>Gerontology</td>
</tr>
<tr>
<td>HLTH 4200</td>
<td>IPE - Healthcare Professionals</td>
</tr>
<tr>
<td>HSCI 4101</td>
<td>Consumer Health</td>
</tr>
<tr>
<td>MGMT 4311</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>MKTG 4207</td>
<td>Professional Selling</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
</tr>
</tbody>
</table>

**Internship or Clinical Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG 4500</td>
<td>Health Care Policy</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 4901</td>
<td>Applied Research</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 4970</td>
<td>Health Care Mgmt Internship/Pr</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 4999</td>
<td>Capstone in Health Care Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

120

a. Meet all University admission and academic requirements.

b. Students must be enrolled in the Health Care Management program and follow the admission and readmission requirements for the Health Care Management program.

c. Complete all requirements for the Health Care Management, BS (p. 122).

d. Complete the six required three-hour courses within the concentration (listed above).

**Other Program-Specific Graduation Requirements**

a. Grades of D will not count toward graduation for Area F, MATH 1401 Elementary Statistics, or for any upper division requirements.

b. In order to receive the B.S. degree, a student must complete a minimum of 30 hours in residency at Clayton State. Of these, at least 24 credit hours must be upper division courses within the program, including the 6-hr Research-Policy sequence\(^1\) AND the 6-hr Internship/Practicum-Capstone sequence\(^2\).

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG 4500</td>
<td>Health Care Policy</td>
<td>3</td>
</tr>
</tbody>
</table>

\(^1\) Research-Policy Sequence

\(^2\) Internship/Practicum-Capstone sequence
Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG 4901</td>
<td>Applied Research</td>
<td>3</td>
</tr>
<tr>
<td>Int/Prac-Capstone Sequence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCMG 4970</td>
<td>Health Care Mgmt Internship/Pr</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 4999</td>
<td>Capstone in Health Care Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

c. Students must enroll in the 6-hr Research-Policy sequence prior to enrolling in the 6-hr Internship/Practicum-Capstone sequence.

d. Students must enroll in the 6-hour Internship/Practicum-Capstone sequence the last semester prior to graduation.

Students must have a 2.00 institutional GPA to enroll in HCMG 4970 Health Care Mgmt Internship/Pr and HCMG 4999 Capstone in Health Care Mgmt. No exceptions permitted.

Students must have a declared major in Health Care Management to enroll in HCMG 4970 Health Care Mgmt Internship/Pr and HCMG 4999 Capstone in Health Care Mgmt. No exceptions permitted.

1 MATH 1401 Elementary Statistics required if not satisfied in Area D2. HCMG 2100 Medical Terminology or ECON 2106 Principles of Microeconomics recommended.

Health Care Management, BS Concentration in Community Health

The concentration in Community Health will prepare Health Care Management students for community-based work in public health. Students will acquire skills and knowledge related to planning, implementing, and evaluating community health improvement projects and interventions.

Program Requirements

Students intending to obtain this concentration, must meet the following requirements:
a. Meet all University admission and academic requirements.
b. Students must be enrolled in the Health Care Management program and follow the admission and readmission requirements for the Health Care Management program.
c. Complete all requirements for the Health Care Management, BS (p. 122).
d. Complete the following six required three-hour courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG 3211</td>
<td>Intro to Community Health</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 3420</td>
<td>Health Education</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3520</td>
<td>Legal Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3550</td>
<td>Ethical Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3701</td>
<td>Intro to Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 4101</td>
<td>Consumer Health</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 18

Other Concentration Specific Requirements

1. Grades of a D will not count toward graduation for Area F or for any upper-level concentration requirements.

2. In order to receive the concentration in Community Health, a student must complete the 18-hour course requirements.

3. The HCMG 4970 Internship/Practicum: Students with a concentration in community health are encouraged to seek out an internship/field experience in this area.

Health Care Management, Minor

The minor in Health Care Management will allow students of all majors to obtain a baseline of familiarity with managing healthcare organizations that are dominated by clinical professionals. This minor would be useful for business and computer science majors who want to move into the healthcare sector, students seeking to become future clinicians that desire to understand the larger environment of healthcare, and students that desire to have a basic background to be eligible to become clinical managers.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI 2111</td>
<td>Intro to Health Care Environ.</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3113</td>
<td>Hlth Communication for Manager</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3101</td>
<td>Intro to Health Systems Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3401</td>
<td>Applied HR Mgt./Hlth Care Del.</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3520</td>
<td>Legal Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3550</td>
<td>Ethical Issues in Health Care</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 18

* Students enrolled in the Health Sciences program are not eligible for this minor.

Health Sciences, BS

The Bachelor of Science in Health Sciences is an interdisciplinary degree program designed to provide students with a solid foundation for a career in community health or to pursue a professional graduate program. Students will gain board skills in research, healthcare delivery, health promotion, disease prevention and management, and ethical, legal, and cultural issues related to the health field.

Admission and Readmission Requirements

Students intending to enroll in the Health Sciences program must meet all University admission and academic requirements.

Students with an interest in seeking dental hygiene or nursing admission should follow the designated prerequisites for those programs. Separate application to these competitive admission programs is required upon completion of 60 hours of lower division requirements. Students not admitted to these competitive admission programs may continue with the Health Sciences degree.

A suspended student may apply for readmission to the Health Sciences Program immediately following his or her first semester of suspension. For a subsequent suspension, a student may apply for readmission following three semesters of suspension.

Suspended students seeking readmission must submit an Application for Readmission to the appropriate program. The department head will review the application and make a recommendation to the Dean, who will make the final decision. Positive recommendations for readmission must be based on clear and convincing evidence regarding the student’s prospects for academic success following the period of suspension.

Program Learning Outcomes

Graduates of this program will be able to:

a. Apply basic health science skills to develop, implement, and evaluate the delivery of health services, health promotion, health education and disease prevention programs to a patient, client, or a community.

b. Critically analyze the principles of research as applied to the healthcare environment.

c. Employ verbal and non-verbal communication competencies required for successful performance in the healthcare field.

d. Implement appropriate applications of technology in the delivery of healthcare, presentation technology, and other appropriate areas of computer literacy.

e. Examine cultural competency in the delivery of health services, health promotion, and health education programs to a patient, client, or a community.

f. Demonstrate workplace readiness through career development activities embedded throughout the major course requirements.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core Curriculum (Areas A-E)</td>
<td>42</td>
</tr>
</tbody>
</table>

All Core Curriculum requirements for the Health Sciences degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.
It is recommended that students interested in the Dental Hygiene or Nursing programs should take the following courses as part of their Core Requirements: Area D1: CHEM 1151, CHEM 1151L, CHEM 1152, CHEM 1152L; Area D2: MATH 1401; Area E4: PSYC 1101

**Lower Division Major Requirements (Area F)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2251</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>or BIOL 1151</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIOL 2251L</td>
<td>Anatomy and Physiology Lab I</td>
</tr>
<tr>
<td>or BIOL 1151</td>
<td>Human Anatomy &amp; Phys. Lab I</td>
</tr>
<tr>
<td>BIOL 2252</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>or BIOL 1152</td>
<td>Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BIOL 2252L</td>
<td>Anatomy and Physiology Lab II</td>
</tr>
<tr>
<td>or BIOL 1152</td>
<td>Human Anatomy &amp; Phys. Lab II</td>
</tr>
<tr>
<td>HSCI 2111</td>
<td>Intro to Health Care Environ.</td>
</tr>
</tbody>
</table>

**Lower Division Elective Courses**

Students interested in the Dental Hygiene should take the following courses in Area F:

- BIOL 2260 Foundations of Microbiology
- or BIOL 2250Microbiology for the Health Sciences

It is recommended that students interested in the Dental Hygiene or Nursing programs should take the following courses as part of their Core Requirements: Area D1: CHEM 1151, CHEM 1151L, CHEM 1152, CHEM 1152L; Area D2: MATH 1401; Area E4: PSYC 1101

**Approved Psychology Electives**

- PSYC 3130 Social Psychology
- PSYC 3140 Crisis Intervention
- PSYC 3350 Abnormal Psychology
- PSYC 3530 Health Psychology
- PSYC 3570 Human Sexuality
- PSYC 4120 Physiological Psychology
- PSYC 4160 Death and Dying

**Approved Sociology Electives**

- SOCI 3130 Drugs and Society
- SOCI 4153 Aging & Society

**Internship/Practicum-Seminar Requirements**

- HSCI 4900 Health Sciences Seminar
- HSCI 4970 Health Sciences Internship/Pra

**Total Credit Hours**

120

1. MATH 1401 Elementary Statistics required if not satisfied in the CORE. Grade of a D will not count for MATH 1401 Elementary Statistics or for any lower-division Field of Study requirements.
2. Other electives must be approved by the Department Chair.
3. Students must enroll in the HCMG 4901 Applied Research course (or NURS 4100 Nursing Research or NURS 4200 Research for Evidence-Based Practice/DHYG 4200 Research for Evidence-Based Practice) the semester before enrolling in the 6-hour Health Sciences Internship/Pra sequence.

**Other Program-Specific Graduation Requirements**

- Grades of D will not count toward graduation for Area F, MATH 1401 Elementary Statistics, or for any upper division requirements.
- In order to receive the BS, degree, a student must complete a minimum of 30 hours in residency at Clayton State. Of these, at least 24 hours must be upper division courses within the program, including the Internship/Practicum-Seminar sequence.
- Students must enroll in the HCMG 4901 course (or NURS 4100 or NURS 4200/DHYG 4200) the semester prior to enrolling in the Health Sciences 6-hour Internship/Practicum-Seminar sequence.
- Students must enroll in the 6-hr Internship/Practicum-Seminar sequence (HSCI 4900 Health Sciences Seminar and HSCI 4970 Health Sciences Internship/Pra) the last semester prior to graduation.
  1. Students must have a 2.00 Institutional GPA to enroll in this 6-hr Internship/Practicum-Seminar sequence.
  2. Students must have declared their major in the Health Sciences program to be eligible to enroll in HSCI 4900 Health Sciences Seminar and HSCI 4970 Health Sciences Internship/Pra.

**Health Sciences, BS Concentration in Community Health**

The concentration in Community Health will prepare Health Sciences students for community-based work in public health. Students will acquire skills and knowledge related to planning, implementing, and evaluating community health improvement projects and interventions.
Program Requirements

Students intending to obtain this concentration, must meet the following requirements:

a. Meet all University admission and academic requirements.
b. Students must be enrolled in the Health Sciences program.
c. Complete all requirements for Health Sciences, BS (p. 125).
d. Complete the following six required three-hour courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG 3211</td>
<td>Intro to Community Health</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 3420</td>
<td>Health Education</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3520</td>
<td>Legal Issues in Health Care</td>
<td>3</td>
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<tr>
<td>HSCI 3550</td>
<td>Ethical Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3701</td>
<td>Intro to Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 4101</td>
<td>Consumer Health</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 18

Other Concentration Specific Requirements

a. Grades of a D will not count toward graduation for Area F or for any upper-level concentration requirements.
b. In order to receive the concentration in Community Health, a student must complete the 18-hour course requirements.
c. The HSCI 4970 Internship/Practicum: Students with a concentration in community health are encouraged to seek out an internship/field experience in this area.

Health and Fitness Management Program

General Information

Dr. Hae Ryong Chung, Coordinator
HaeRyongChung@clayton.edu

Mission and Goals

In Health and Fitness Management, we are a community of individuals who bring together expertise from a wide variety of arenas to produce new knowledge, powerful ideas, and practical solutions to major wellness challenges. Our work improves the health and transforms the lives of people everywhere, informing and influencing everything from individual habits to health care systems and government policies.

In the 20th century, advances in knowledge about how best to protect your health helped double the average life expectancy in the US and many parts of the world. But today, our progress is threatened by old pandemics such as obesity, and new controversial pandemics that endanger our wellness both physically and mentally, and our planet.

Programs

Baccalaureate Program

- Health and Fitness Management, BS (p. 127)

Minor Program

- Health and Fitness Management, Minor (p. 129)

Faculty

Faculty

Hae Ryong Chung
Melanie Poudevigne

Health and Fitness Management, BS

The Health and Fitness Management major provides students with a solid foundation concerning the management and clinical sides of preventative health care. Students will be prepared for entry and mid-level management positions in organizations providing health and fitness services, such as within:

- Commercial Fitness Centers,
- YMCA,
- Corporate Fitness/Wellness Centers,
- University Wellness/Adult Fitness Centers,
- Hospitals/Clinics with specialties in Cardiac and/or Pulmonary Rehabilitation,
- Municipal/City Recreation/Family Centers,
- Activity Centers for Older Adults,
- Community Centers and
- Worksite Health Promotion Programs.

Graduates may also pursue employment as salespersons, administrators, and managers of all types of fitness/wellness facilities. Additional opportunities exist for those who aspire to become entrepreneurs in the field and pursue health and fitness coaching/consulting.

The main objectives of the degree program are to:

- provide content/discipline foundation for careers in health and fitness management within corporate wellness centers, hospital-based fitness facilities, traditional health clubs, resorts, and others;
- enhance students’ abilities to acquire and synthesize health and fitness information in a critical, scientific, and effective manner through detailed, intensive analysis and evaluation of texts and other research materials;
- provide students with relevant strategies of health promotion, illness/injury prevention, and illness/injury rehabilitation to maximize healthy outcomes of individuals, families and communities in a multicultural society;
- develop students’ critical thinking and research skills to levels of excellence expected of bachelor’s prepared health and fitness professionals;
- prepare students for national certification exams in the field of health and fitness; and
- enhance the preparation of students for graduate study (exercise physiology, exercise science, management, business administration, gerontology and other related fields).

The Health and Fitness Management major will include foundation courses such as anatomy and physiology I and II, survey of health and fitness professions, first aid and CPR, and introduction to management. This major will also provide students with a solid base in business and
management principles by requiring courses in accounting, economics, marketing, finance, legal, ethical issues in health care, and applied human resource management. The program features courses specific to the health and fitness arena including:

- kinesiology,
- exercise physiology,
- sports psychology,
- personal health and wellness,
- prevention, care and rehabilitation of injuries,
- personal nutrition,
- principles of fitness across populations,
- substance use in fitness,
- exercise testing and prescription.

Finally, the program will involve capstone courses to ensure the students are able to synthesize all of their undergraduate coursework into meaningful application of their acquired knowledge, skills, and abilities. These courses include health and fitness management, a capstone course, and an internship.

**Program Learning Outcomes**

**Graduates of this program will be able to:**

a. Identify and portray ethical behaviors and values consistent with the profession especially as they relate to risk management and injury prevention.

b. Effectively communicate in writing and through oral presentations (clear, concise and coherent) on topics in health & fitness management.

c. Integrate and apply knowledge to analyze current industry issues and recommend solutions and/or strategies in organizational and human performance.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>Core Area A1 3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>Core Area A2 3</td>
</tr>
<tr>
<td>CRT 1101</td>
<td>Critical Thinking</td>
<td>Core Area B1 3</td>
</tr>
<tr>
<td>BIOL 1152</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>Core Area C1 4</td>
</tr>
<tr>
<td>BIOL 1152L</td>
<td>Human Anatomy &amp; Physiology Lab I</td>
<td>Core Area C1 4</td>
</tr>
<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td>Core Area D1 3</td>
</tr>
<tr>
<td>HFMG 1101</td>
<td>Survey of Health &amp; Fitness Professions</td>
<td>Core Area E4 1</td>
</tr>
<tr>
<td>HFMG 2110</td>
<td>First Aid &amp; CPR</td>
<td>Core Area E5 3</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

**Freshman - Sophomore Years**

Core Curriculum (Areas A-E) (p. )

All Core Curriculum requirements for Health and Fitness Management degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Subtotal 42

**Upper Division Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>Core Area A1 3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>Core Area A2 3</td>
</tr>
<tr>
<td>CRT 1101</td>
<td>Critical Thinking</td>
<td>Core Area B1 3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>Core Area C1 3</td>
</tr>
<tr>
<td>CSU 1000</td>
<td>First Year Seminar*</td>
<td>Core Area D1 3</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

**Suggested Course Sequence**

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition II</td>
<td>Core Area E1 3</td>
</tr>
<tr>
<td>Communication or Foreign Language</td>
<td>Core Area E2 3</td>
<td></td>
</tr>
<tr>
<td>Science Course with Lab</td>
<td>Core Area E3 4</td>
<td></td>
</tr>
<tr>
<td>ACCT 2101</td>
<td>Principles of Financial Acct.</td>
<td>Core Area F1 3</td>
</tr>
<tr>
<td>HFMG 1101</td>
<td>Survey-Health &amp; Fitness Prof.</td>
<td>Core Area F2 3</td>
</tr>
<tr>
<td>Subtotal</td>
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<td>14</td>
</tr>
</tbody>
</table>

**Total Credit Hours 120**
**Second Year**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Literature, Philosophy, or Foreign Language</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1151</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 1151L</td>
<td>and Human Anatomy &amp; Phys. Lab I</td>
<td></td>
</tr>
<tr>
<td>HIST 1111</td>
<td>Survey of Modern World History</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>or Survey of Modern World History</td>
<td></td>
</tr>
<tr>
<td>or HIST 2750</td>
<td>or Critical Trends and Issues</td>
<td></td>
</tr>
<tr>
<td>or POLS 2401</td>
<td>or Intro to Global Issues</td>
<td></td>
</tr>
<tr>
<td>HFMG 2110</td>
<td>First Aid &amp; CPR</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Fine Arts or Intermediate Foreign Language</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Math, Science, or Technology Course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HIST 2111</td>
<td>Survey of US History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 2112</td>
<td>or US HIST Since Reconstruction</td>
<td></td>
</tr>
<tr>
<td>HFMG 3110</td>
<td>Personal Health &amp; Wellness</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1152</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 1152L</td>
<td>and Human Anatomy &amp; Phys Lab II</td>
<td></td>
</tr>
</tbody>
</table>

| Credit Hours | 16 |

**Third Year**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Course without Lab</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HFMG 3101</td>
<td>Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 3101</td>
<td>Mgmt. Prin. &amp; Org. Behavior</td>
<td>3</td>
</tr>
<tr>
<td>HFMG 4101</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>HFMG 3102</td>
<td>Exercise Physiology</td>
<td>3</td>
</tr>
</tbody>
</table>

| Credit Hours | 16 |

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 3101</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4102</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 3520</td>
<td>or Negotiation and Conflict Mgmt.</td>
<td></td>
</tr>
<tr>
<td>HFMG 3121</td>
<td>Injury Prevention &amp; Rehab</td>
<td>3</td>
</tr>
<tr>
<td>HFMG 3382</td>
<td>Substance Use in Hlth Fitness</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3550</td>
<td>Ethical Issues in Health Care</td>
<td>3</td>
</tr>
</tbody>
</table>

| Credit Hours | 15 |

**Fourth Year**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI 3550</td>
<td>Legal Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 3341</td>
<td>Cultural Diversity Health/III</td>
<td>3</td>
</tr>
<tr>
<td>HFMG 4110</td>
<td>Health Fitness Management</td>
<td>3</td>
</tr>
<tr>
<td>HFMG 4400</td>
<td>Exercise &amp; Sport Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HFMG 3140</td>
<td>Exercise Testing &amp; Prescript.</td>
<td>3</td>
</tr>
</tbody>
</table>

| Credit Hours | 15 |

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFMG 4060</td>
<td>Personal Nutrition for Health</td>
<td>3</td>
</tr>
<tr>
<td>HFMG 3382</td>
<td>Substance Use in Hlth Fitness</td>
<td>3</td>
</tr>
<tr>
<td>HFMG 4970</td>
<td>Health &amp; Fitness Internship/Pr</td>
<td>3</td>
</tr>
<tr>
<td>HFMG 4999</td>
<td>Health &amp; Fitness Mgmt Capstone</td>
<td>3</td>
</tr>
<tr>
<td>FINA 3100</td>
<td>Personal Financial Management</td>
<td>3</td>
</tr>
</tbody>
</table>

| Credit Hours | 15 |

| Total Credit Hours | 121-122 |

* First-time traditional students enrolling in 9 or more semester hours are required to enroll in CSU 1000 First Year Seminar

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**Health and Fitness Management, Minor**

The Health & Fitness Management minor integrates science, exercise science and fitness management approaches to analyze themes in epidemiology, exercise physiology, natural sciences and the fitness industry. The Health & Fitness Management minor further emphasizes the interdisciplinary study of the mind and body. The courses emphasize the introduction to exercise science with an emphasis on public health, or exercise physiology, or the fitness industry/management. The Health & Fitness Management Minor offers information and tools for future health professionals who have an interest in or responsibility for increasing physical activity participation. It provides key reference documents, data and surveillance resources, information to assist the Clayton State students with program planning and evaluation, and ideas for physical activity promotion as well as enhancing creativity for entrepreneurs in the fitness industry. By considering a variety of health issues from different perspectives, it encourages critical reading, writing and thinking. Students develop their skills in oral and written expression.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Lower Division Program Requirements</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 1151 &amp; 1151L Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and Human Anatomy &amp; Phys. Lab I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 1152 &amp; 1152L Human Anatomy &amp; Physiology II and Human Anatomy &amp; Phys Lab II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Upper Division Program Requirements</strong>¹</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HFMG 3101 Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HFMG 3130 Principles of Fitness</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Choose one course from the following tracks:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HFMG 3102 Exercise Physiology (Exercise Science Track)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HFMG 3110 Personal Health and Wellness (Public Health Track)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HFMG 4110 Health Fitness Management (Fitness Management Track)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

¹ Courses that were used to satisfy the Health Management Program requirements may not be used.

---

**School of Nursing**

**General Information**

**Elicia Collins, Assistant Dean**

EliciaCollins@clayton.edu

**Victoria Foster, Director of Undergraduate Nursing Programs**

VictoriaFoster@clayton.edu

**Mission and Goals**

Consistent with the mission statement of Clayton State University, the School of Nursing is committed to providing comprehensive nursing
education to residents from a diverse range of ethnic, socioeconomic, experiential, and geographical backgrounds. The following essential considerations inform and guide the programs offered by the School of Nursing:

- increasingly complex global context of contemporary life;
- promoting community-based, active, experiential learning;
- continuous education for teaching, scholarship, and growth;
- promoting health and human development of the global community in transition;
- providing high quality educational services and innovative teaching strategies for the development of competent, caring, and committed professional nurses;
- developing programs which incorporate innovative health care and educational technologies;
- maintaining standards of professional nursing practice that recognize and value the social, economic, ethnic and cultural diversity of individuals as central to the promotion of health and human development.
- promoting collaborative, interdisciplinary practices models.

It is the faculty's mission to use those resources which will promote lifelong learning and enhance the acquisition of skill in modern technology. Mastery of critical thinking skills, comprehensive care, theory-based practice, research, and communication is successfully accomplished by integrating theory, clinical practice, and advanced technologies. The curriculum facilitates the transition of students into professional nursing roles in a multifaceted, multicultural health care environment.

Honor Societies and Clubs
Honor societies, clubs, and service organizations are designed to support, augment, and supplement educational and professional development, and students are invited to participate in the Clayton State chapter of the Student Nurses Association (SNA). In addition, students exhibiting excellent grades, leadership ability, and high professional ethics may be invited to join the Sigma Theta Tau International Nursing Honor Society Xi Rho Chapter during their senior year.

Program Outcomes

a. Demonstrate human caring as a key philosophical basis for the practice of nursing.

b. Utilize effective communication skills to promote therapeutic nurse-client interactions and good collegial relationships.

c. Engage in critical thinking by using creative problem solving and making appropriate inferences, based on evidence derived from clinical practice.

d. Demonstrate client care that reflects the consideration of socioeconomic, political, legal, ethical and human diversity variables in the changing health care environment.

e. Demonstrate competence in utilizing information technology resources to advance professional practice.

f. Collaborate with health care providers from other disciplines to improve client outcomes.

g. Utilize nursing therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in nursing to provide competent professional care and maximize healthy outcomes.

h. Demonstrate commitment to ongoing professional development as a life-long learner.

i. Apply selected theoretical frameworks and evidence-based practice to nursing practice in diverse settings.

Accreditation
The baccalaureate and masters degree programs in nursing at Clayton State University are accredited by the Commission on Collegiate Nursing Education (CCNE).

Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
202-887-6791
https://www.aacnnursing.org/CCNE (https://www.aacnnursing.org/CCNE/)

The BSN program has approval of the Georgia Board of Nursing.

Georgia Board of Nursing
237 Coliseum Drive
Macon, Georgia 31217-3858
478-207-1640

Programs

Baccalaureate Programs
- Double Bachelor Degrees in Nursing and Health Care Management (p. 130)
- Nursing, BSN (p. 131)
- RN-BSN Completion (p. 133)

Faculty
Jennie Bergen
Michelle Bush
Elicia Collins
Annette Crew-Gooden
Deborah Davis
Han Dong
Victoria Foster
Angela Hollis
Crystal Marchant
Rebecca Morgan
Comfort Obi
Chyrel Panlilio
Monay Sanders
Terri Summers

Double Bachelor Degrees in Nursing and Health Care Management

Students who wish to enhance their employability by being qualified as both nurses and health care managers may wish to pursue the dual degree option. Students may declare this double major upon acceptance and enrollment in the BSN program with a minimum GPA of 3.00.

Program Requirements

Students must meet the following requirements:
a. Complete all requirements for the Nursing, BSN. (p. 131)
b. Complete the following courses from Health Care Management Area F program prerequisites:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2101</td>
<td>Principles of Financial Acct.</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 2111</td>
<td>Intro to Health Care Environ.</td>
<td>3</td>
</tr>
<tr>
<td>ITFN 1101</td>
<td>Foundations-Information Tech.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>12</td>
</tr>
</tbody>
</table>

c. Complete the following courses from Health Care Management program requirements:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG 3101</td>
<td>Intro to Health Systems Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3401</td>
<td>Applied HR Mgmt./Hlth Care Del.</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3501</td>
<td>Health Care Systems/TQM</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3901</td>
<td>Marketing in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 4560</td>
<td>Health Care Finance</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3520</td>
<td>Legal Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 4500</td>
<td>Health Care Policy</td>
<td>3</td>
</tr>
<tr>
<td>or HCMG 4901 Applied Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>21</td>
</tr>
</tbody>
</table>

1 A grade of C or better is required in all courses.

**Nursing, BSN**

**Basic Licensure Track**

Students with an interest in nursing are admitted to Clayton State University as a Bachelor of Science in Health Sciences major with a concentration of pre-nursing. Refer to the Bachelor of Health Sciences section of this Catalog for details. Separate application to this competitive admission program is required upon completion of 60 hours of Lower Division Major Requirements and transition course HLTH 3201 Pathophysiology. Students not admitted to this competitive admission program may continue with the Bachelor of Health Sciences degree in consultation with academic advisor to determine appropriate concentration and career path.

**Admission**

The basic licensure BSN track is available to recent high school graduates, non-traditional students, current Clayton State students, and transfer students who meet University admission requirements. Graduates are prepared for initial licensure as a Registered Nurse.

Nursing application is separate from University application and admission. Admission is competitive and space is limited. Students are admitted each fall and spring semester into a full-time four semester program (excluding intervening summers).

Minimum admission requirements include (details on the School of Nursing website):

a. College grade point average (GPA) of 2.80 on 4.00 scale.
b. Completion of 45 semester hours of BSN core curriculum with grades of C (or K or S) or better in all natural and behavioral science, math and Area F courses at the time of application and 60 semesters hours at the time of enrollment in nursing program.
c. Successful completion of the USG system legislative requirements.
d. Satisfactory completion of designated nursing program entrance exam.
e. Satisfactory evidence of overall health status consistent with the performance standards for nursing and verified by a licensed health care professional.
f. Eligible for clearance on criminal background check and drug screening.
g. Applicants participating in Clayton State University's Honors Program are given priority if they meet all program admission standards.
h. Applicants who have attended another nursing program are required to disclose on their application and submit a letter of good standing from the program administrator. Applicants who have been dismissed from another nursing program are ineligible for admission to the Clayton State program.

**Program Learning Outcomes**

Graduates of this program will be able to:

a. Demonstrate human caring as a key philosophical basis for the practice of nursing
b. Utilize effective communication skills to promote therapeutic nurse-client interactions and good collegial relationships
c. Engage in critical thinking by using creative problem solving and making appropriate inferences, based on evidence derived from clinical practice
d. Demonstrate client care that reflects the consideration of socioeconomic, political, legal, ethical and human diversity variables in the changing health care environment
e. Demonstrate competence in utilizing information technology resources to advance professional practice
f. Collaborate with health care providers from other disciplines to improve client outcomes
g. Utilize nursing therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in nursing to provide competent professional care and maximize healthy outcomes
h. Demonstrate commitment to ongoing professional development as a life-long learner
i. Apply selected theoretical frameworks and evidence-based practice to nursing practice in diverse settings

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core Curriculum (Areas A-E) (p. )</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Additional Core Curriculum requirements for the Bachelor of Science in Nursing degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</td>
<td></td>
</tr>
</tbody>
</table>

**Area D1 Recommended Courses**

Select one of the following, either Group 1 or Group 2. 1

**Group 1:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1151</td>
<td>Survey of Chemistry I</td>
<td></td>
</tr>
<tr>
<td>&amp; 1151L</td>
<td>and Survey of Chemistry Laboratory I</td>
<td></td>
</tr>
</tbody>
</table>
CHEM 1152 & 1152L Survey of Chemistry II and Survey of Chemistry Laboratory II

Group 2:
CHEM 1211 & 1211L Principles of Chemistry I and Principles of Chemistry Laboratory I
CHEM 1212 & 1212L Principles of Chemistry II and Principles of Chemistry Laboratory II

Area D2 Recommended Courses
MATH 1401 Elementary Statistics

Lower Division Major Requirements (Area F) 18
BIOL 2251 Anatomy and Physiology I
& 2251L Anatomy and Physiology Lab I
BIOL 2252 Anatomy and Physiology II
& 2252L Anatomy and Physiology Lab II
BIOL 2260 Foundations of Microbiology
& 2260L Found. of Microbiology Lab
PSYC 2103 Intro to Human Development

Lower division elective 1 3

Transition Course
HLTH 3201 Pathophysiology

Major Requirements 54
NURS 3110 Interactive Communication
NURS 3200 Health Assessment
NURS 3300 Health Illness Transitions
NURS 3300L Health Illness Trans Practicum
NURS 3383 Clinical Nursing Pharmacology
NURS 3501 Psychosocial Transitions
NURS 3501L Psychosocial Transitions Prac.
NURS 3701 Health Illness Transitions II
NURS 3701L Health Illness Trans. II Prac.
NURS 4000 Developmental Transitions I
NURS 4000L Developmental Transitions I Pr
NURS 4100 Nursing Research
NURS 4201 Developmental Transitions II
NURS 4201L Dev. Transitions II Practicum
NURS 4401 Health Illness Transitions III
NURS 4401L Hlth Illness Transitions IIIIP
NURS 4500 Role Transitions
NURS 4601 Organizational Transitions
NURS 4601L Organizational Transitions P

Major Specific Elective 3
Choose any NURS, HLTH, HCMG, HFMG, or HSCI 3000/4000 level course (or appropriate upper division statistics course).

Total Credit Hours 120

1 Students in the health professions, including Nursing, must fulfill the Area D science requirements with a two-semester laboratory sequence. This means that specific lecture courses must be taken with the appropriate lab.

Academic Standards
Nursing students must maintain a semester grade point average (GPA) of 2.00 ("C") to progress in the program. A minimum grade of "C" is required in all upper division and major courses. Students who receive a "D", "F", "WF", or "U" in any nursing course may repeat that course one time only on a space available basis. Students who receive any two of the following: "D", "F", "WF", or "U" in any two nursing courses may not continue in the program. Reference BSN Student Handbook for details.

Suggested Course Sequence
Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition</td>
<td>Core Area A1 3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td>Core Area A2 3</td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>Core Area B1 3</td>
</tr>
<tr>
<td>HSCI 2111</td>
<td>Intro to Health Care Environ.</td>
<td>3</td>
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<tr>
<td>CHEM 1115</td>
<td>Survey of Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1115L</td>
<td>Survey of Chemistry Lab I</td>
<td>1</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
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<tr>
<td>ENGL 1102</td>
<td>English Composition</td>
<td>Core Area A1 3</td>
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<tr>
<td>Communications or Foreign Language</td>
<td>Core Area E4</td>
<td>1-3</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>Core Area E4</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1152</td>
<td>Survey of Chemistry II</td>
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</tr>
<tr>
<td>CHEM 1152L</td>
<td>Survey of Chemistry Lab II</td>
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<tr>
<td>BIOL 2251</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>BIOL 2251L</td>
<td>Anatomy and Physiology Lab I</td>
<td>1</td>
</tr>
<tr>
<td>Second Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature, Philosophy, or Foreign Language</td>
<td>Core Area C1</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1401</td>
<td>Elementary Statistics</td>
<td>Core Area D2 3</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>Survey of Modern World History</td>
<td>Core Area E2</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>Survey of Modern World History</td>
<td>Core Area E2</td>
</tr>
<tr>
<td>or HIST 2750</td>
<td>or Critical Trends and Issues</td>
<td>Core Area E2</td>
</tr>
<tr>
<td>or POLS 2401</td>
<td>or Intro to Global Issues</td>
<td>Core Area E2</td>
</tr>
<tr>
<td>PSYC 2103</td>
<td>Intro to Human Development</td>
<td>3</td>
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<tr>
<td>BIOL 2252</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>BIOL 2252L</td>
<td>Anatomy and Physiology Lab II</td>
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<tr>
<td>Second Semester</td>
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<td></td>
</tr>
<tr>
<td>Fine Arts or Intermediate Foreign Language</td>
<td>Core Area C2</td>
<td>3</td>
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<tr>
<td>HIST 2111</td>
<td>Survey of US History to 1877</td>
<td>Core Area E3</td>
</tr>
<tr>
<td>or HIST 2112</td>
<td>or US HIST Since Reconstruction</td>
<td>Core Area E3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td>HLTH 3201</td>
<td>Pathophysiology</td>
<td>3</td>
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<tr>
<td>BIOL 2260</td>
<td>Foundations of Microbiology</td>
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<td>BIOL 2260L</td>
<td>Found. of Microbiology Lab</td>
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<td>Third Year</td>
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<tr>
<td>First Semester</td>
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<tr>
<td>NURS 3200</td>
<td>Health Assessment</td>
<td>3</td>
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<tr>
<td>NURS 3301</td>
<td>Health Promotions</td>
<td>3</td>
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<tr>
<td>NURS 3301L</td>
<td>Health Promotions Practicum</td>
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</tr>
<tr>
<td>NURS 3401</td>
<td>Health Illness Transitions I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3401L</td>
<td>Health Illness Trans I Pract.</td>
<td>2</td>
</tr>
<tr>
<td>NURS 3110</td>
<td>Interactive Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours 16

Credit Hours 15-17

Credit Hours 16

Credit Hours 16
Graduates of this program will be able to:

Program Learning Outcomes

a. Demonstrate human caring as a key philosophical basis for the practice of nursing.
b. Utilize effective communication skills to promote therapeutic nurse-client interactions and good collegial relationships.
c. Engage in critical thinking by using creative problem solving and making appropriate inferences, based on evidence derived from clinical practice.
d. Demonstrate client care that reflects the consideration of socioeconomic, political, legal, ethical and human diversity variables in the changing health care environment.
e. Demonstrate competence in utilizing information technology resources to advance professional practice.
f. Collaborate with health care providers from other disciplines to improve client outcomes.
g. Utilize nursing therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in nursing to provide competent professional care and maximize healthy outcomes.
h. Demonstrate commitment to ongoing professional development as a lifelong learner.
i. Apply selected theoretical frameworks and evidence-based practice to nursing practice in diverse settings.

RN-BSN Completion

Admission

The RN-BSN Completion program is available for registered nurses with an associate degree or diploma in nursing who meet University admission requirements. Clayton State participates in the Georgia Statewide Articulation Model.

Nursing application is separate from University application and admission. The distance learning program can be completed on a full-time or part-time basis. Graduates are prepared to practice in diverse health care settings, including hospitals, homes, clinics, hospice, industry, and the community.

Minimum admission requirements include (details on the School of Nursing website):

- Unrestricted current nursing licensure in the United States or eligibility for licensure
- College grade point average (GPA) of 2.00 on 4.00 scale.
- Completion of 45 semester hours of BSN core curriculum with grades of C (or K or S) or better in all natural and behavioral science, math and Area F courses at the time of application and 60 semester hours at the time of enrollment in the nursing program.
- Successful completion of the legislative requirements.
- Eligible for clearance on criminal background check and drug screening.

Program Learning Outcomes

Graduates of this program will be able to:

- a. Demonstrate human caring as a key philosophical basis for the practice of nursing.
- b. Utilize effective communication skills to promote therapeutic nurse-client interactions and good collegial relationships.
- c. Engage in critical thinking by using creative problem solving and making appropriate inferences, based on evidence derived from clinical practice.
- d. Demonstrate client care that reflects the consideration of socioeconomic, political, legal, ethical and human diversity variables in the changing health care environment.
- e. Demonstrate competence in utilizing information technology resources to advance professional practice.
- f. Collaborate with health care providers from other disciplines to improve client outcomes.
- g. Utilize nursing therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in nursing to provide competent professional care and maximize healthy outcomes.
- h. Demonstrate commitment to ongoing professional development as a lifelong learner.
- i. Apply selected theoretical frameworks and evidence-based practice to nursing practice in diverse settings.

Program Requirements

Code | Title | Credit Hours
---|---|---
Core Curriculum (Areas A-E) (p. ) | | 42
Additional Core Curriculum requirements for the RN to BSN Completion program are shown under the Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Area D1 Recommended Courses

Select one of the following, either Group 1 or Group 2.

Group 1:
- CHEM 1151 Survey of Chemistry I
- CHEM 1151L and Survey of Chemistry Laboratory I
- CHEM 1152 Survey of Chemistry II
- CHEM 1152L and Survey of Chemistry Laboratory II

Group 2:
- CHEM 1211 Principles of Chemistry I
- CHEM 1211L and Principles of Chemistry Laboratory I
- CHEM 1212 Principles of Chemistry II
- CHEM 1212L and Principles of Chemistry Laboratory II

Area D2 Recommended Courses

MATH 1401 Elementary Statistics

Lower Division Major Requirements (Area F) | 18
Choose 18 hours of 1000/2000 level coursework (not applied in Core A-E).

Transition Course  | 3
- HLTH 3200 Pathophysiology for RNs  | 3
- Career Block Credit  | up to 30

NURS 3197 Professional Nursing Practice | 3

Major Requirements | 21
NURS 3110 Interactive Communication | 3
NURS 3197 Professional Nursing Practice | 3
NURS 3297 Nursing Research Application | 3
NURS 3397 Health Assessment | 3
NURS 4497 Community Health Nursing | 3
NURS 4503 RN Practicum | 3
CIMS supports Clayton State University’s strategic planning priorities by:

- global need for professionals in these disciplines.
- Mathematics, Computer, and Information Sciences to meet the growing need for professionals in these disciplines.

The mission of the College of Information and Mathematical Sciences (CIMS) is to provide a strong foundation in the core areas of mathematical, computer and information sciences and in mathematics education.

Mission and Goals
The mission of the College of Information and Mathematical Sciences (CIMS) is to provide a strong foundation in the core areas of Mathematics, Computer, and Information Sciences to meet the growing need for professionals in these disciplines.

CIMS supports Clayton State University’s strategic planning priorities by:

a. positioning the college as an academic unit that prepares its students to achieve in a rapidly changing technological society;

b. providing educational opportunities and student-centered approaches to teaching and learning that support student success in the programs of study and undergraduate research for our majors, the quantitative areas within the general education courses, and service courses for other degree programs across campus;

c. continually improving and expanding the college’s academic programs to integrate research-based best practices in teaching and learning in mathematics and computing disciplines and to attract more students to CSU to study in these fields;

d. seeking external funding sources to support the college’s programs in teaching, research, and improvement of our technology infrastructure;

e. building and nurturing a sense of community among the college’s faculty and students;

f. engaging in active outreach efforts with community partners in education and industry.

Academic Standards
Nursing students must maintain a semester grade point average (GPA) of 2.00 (“C”) to progress in the program. A minimum grade of “C” is required in all upper division and major courses. Students who receive a “D”, “F”, “WF”, or “U” in any nursing course may repeat that course one time only on a space available basis. Students who receive any two of the following: “D”, “F”, “WF”, or “U” in any two nursing courses may not continue in the program. Reference BSN Student Handbook for details.

College of Information and Mathematical Sciences

Administrative Officer
Ebrahim Khosravi, Dean

Vision Statement
The College of Information and Mathematical Sciences (CIMS) aspires to create a community of innovative thinkers who can facilitate the adaptation to rapidly changing conditions of our global society. From our strategic location in the Southern Crescent of metropolitan Atlanta, CIMS prepares a diverse workforce of highly qualified professionals in the mathematical, computer and information sciences and in mathematics education.

Mission and Goals
The mission of the College of Information and Mathematical Sciences (CIMS) is to provide a strong foundation in the core areas of Mathematics, Computer, and Information Sciences to meet the growing need for professionals in these disciplines.

CIMS supports Clayton State University’s strategic planning priorities by:

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- seeking external funding sources to support the college’s programs in teaching, research, and improvement of our technology infrastructure;

- building and nurturing a sense of community among the college’s faculty and students;

- engaging in active outreach efforts with community partners in education and industry.

Programs

Instructional Organization
The College of Information and Mathematical Sciences has two academic departments, Computer Science and Information Technology and Mathematics. The College is also home to the Archives and Information Studies program. The college offers the following undergraduate degrees. Graduate degree programs can be found under the School of Graduate Studies (p. 152).

- Department of Computer Science and Information Technology (p. 135)
  - Combined Bachelor’s and Master’s Degrees (p. 134)
  - Computer Science, BS (p. 136)
  - Computer Science, Minor (p. 137)
  - Information Technology, AAS (p. 137)
  - Information Technology, BIT (p. 138)
  - Information Technology, Minor (p. 139)

- Department of Mathematics (p. 140)
  - Mathematics, BS (p. 140)
  - Mathematics, BS, Actuarial Science Concentration (p. 142)
  - Mathematics, BS, Secondary Education Concentration (p. 143)
  - Mathematics, Minor (p. 145)

- Archives and Information Studies (p. 145)
  - Archives and Information Studies, Minor (p. 145)

- Pathways to Engineering (p. 146)
  - Engineering Dual Degree Options (p. 146)
  - REPP - Regents’ Engineering Pathways Program (p. 151)

The academic departments teach courses that support early and middle grades education and the core curriculum.

The College participates in the Regents’ Engineering Pathways Program (REPP), that provides a structure for students who are interested in seeking a degree in engineering. The REPP provides a mechanism for students to take prescribed coursework that facilitates transfer to the various engineering programs in Georgia. Using the REPP program, we also offer an opportunity for students to obtain dual degrees from Georgia Institute of Technology and Clayton State.

In addition to the undergraduate programs, the College of Information and Mathematical Sciences offers a Master of Archival Studies. The college also provides concentrations in Mathematics that support the Master of Arts in Teaching and the Master of Arts in Liberal Studies.

Combined Bachelor’s and Master’s Degrees

- Bachelor of Information Technology (BIT) and Master of Science in Cyber Technology (MSCT) (https://catalog.clayton.edu/academic-catalog/information-mathematical-sciences/combined_degrees/bit_msct/)
• Bachelor of Information Technology (BIT) and Master of Science in Data Science (MSDS) (https://catalog.clayton.edu/academic-catalog/information-mathematical-sciences/combined_degrees/bit_msds/)
• Bachelor of Science in Computer Science and Master of Science in Cyber Technology (MSCT) (https://catalog.clayton.edu/academic-catalog/information-mathematical-sciences/combined_degrees/bscs_msct/)
• Bachelor of Science in Computer Science (BSCS) and Master of Science in Data Science (MSDS) (https://catalog.clayton.edu/academic-catalog/information-mathematical-sciences/combined_degrees/bscs_msd/)  

**Department of Computer Science and Information Technology**

**General Information**
Dr. Shuju Bai, *Interim Department Chair*
Shujubai@clayton.edu

**Mission and Goals**
The Department of Computer Science & Information Technology offers the following degree and minor programs:

- Bachelor of Science in Computer Science (BSCS)
- Minor Program in Computer Science
- Associate of Applied Science in Information Technology (AASIT)
- Bachelor of Information Technology (BIT)
- Minor Program in Information Technology
- Master of Science in Cyber Technology

The Computer Science program prepares students for careers that require computational thinking and problem-solving skills, becoming ethical and contributing members of their communities.

Upon completion of the BSCS program, graduates will be able to:

- a. Solve complex and significant problems with professional skill by formulating efficient and effective algorithmic solutions to a wide variety of sophisticated problems normally encountered in computer and in academe
- b. Express algorithms clearly and correctly in a variety of programming languages
- c. Apply core concepts in computer science
- d. Apply professional and ethical standards to computing related disciplines
- e. Collaborate in teams to accomplish common goals
- f. Demonstrate an ability to acquire, interpret, and communicate results orally or in writing.

The Information Technology program prepares students to compete in the rapidly expanding job market, to contribute to the intellectual body of knowledge, and to engage with their communities.

Upon completion of the BIT program, graduates will be able to:

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

**Student Organizations**
Student organizations supporting the educational and professional development of students are the Student Chapter of the Association for Computing Machinery (ACM), Robotics Club, and the Organization for Women Interested in Science, Technology, Engineering, and Mathematics (Wi2STEM).

For more information on these student organizations, contact the College of Information and Mathematical Sciences at 678-466-4400.

**Programs**

**Associate Programs**
- Information Technology, AAS (p. 137)

**Baccalaureate Programs**
- Computer Science, BS (p. 136)
- Information Technology, BIT (p. 138)

**Combined Degree Programs**
- Bachelor of Information Technology (BIT) and Master of Science in Cyber Technology (MSCT) (https://catalog.clayton.edu/academic-catalog/information-mathematical-sciences/combined_degrees/bit_msct/)
- Bachelor of Information Technology (BIT) and Master of Science in Data Science (MSDS) (https://catalog.clayton.edu/academic-catalog/information-mathematical-sciences/combined_degrees/bit_msd/)
- Bachelor of Science (BS) in Computer Science and Master of Science in Cyber Technology (MSCT) (https://catalog.clayton.edu/academic-catalog/information-mathematical-sciences/combined_degrees/bscs_msct/)
- Bachelor of Science in Computer Science (BSCS) and Master of Science in Data Science (MSDS) (https://catalog.clayton.edu/academic-catalog/information-mathematical-sciences/combined_degrees/bscs_msd/)

**Minor Programs**
- Computer Science, Minor (p. 137)
- Information Technology, Minor (p. 139)

**Faculty**
Shakil Akhtar
Xiangdong An
Computer Science, BS

Program Learning Outcomes

Graduates of this program will be able to:

a. Solve complex and significant problems with professional skill by formulating efficient and effective algorithmic solutions to a wide variety of sophisticated problems normally encountered in computing and in academe.

b. Express algorithms clearly and correctly in a variety of programming languages.

c. Apply core concepts in computer science.

d. Apply professional and ethical standards to computing related disciplines.

e. Collaborate in teams to accomplish common goals.

f. Demonstrate an ability to acquire, interpret, and communicate results orally or in writing.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p. 136)</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>All Core Curriculum requirements for the BSCS degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Division Major Requirements (Area F)</td>
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<td>18</td>
</tr>
<tr>
<td>CSCI 1100</td>
<td>Applied Computing</td>
<td>3</td>
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<tr>
<td>CSCI 1301</td>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 1302</td>
<td>Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 2302</td>
<td>Data Structures and Algorithms</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 2305</td>
<td>Computer Organization and Architecture</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2020</td>
<td>Introductory Discrete Math</td>
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</tr>
<tr>
<td>Additional Lower Division Major Requirements</td>
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<td>15</td>
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<tr>
<td>MATH 1501</td>
<td>Calculus I (carry-over taken in Area A2 or D2)</td>
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</tr>
<tr>
<td>MATH 1401</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2140</td>
<td>Introductory Linear Algebra</td>
<td>3</td>
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<tr>
<td>MATH 2502</td>
<td>Calculus II</td>
<td>4</td>
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<tr>
<td>Choose one from the following:</td>
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<tr>
<td>PHYS 2211</td>
<td>Principles of Physics I</td>
<td></td>
</tr>
<tr>
<td>&amp; 2211L</td>
<td>and Principles of Physics Lab I</td>
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</tr>
<tr>
<td>CHEM 1211</td>
<td>Principles of Chemistry I</td>
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<td>&amp; 1211L</td>
<td>and Principles of Chemistry Laboratory I</td>
<td></td>
</tr>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
<td></td>
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<tr>
<td>&amp; 1107L</td>
<td>and Principles of Biology Lab I</td>
<td></td>
</tr>
<tr>
<td>MATH 2503</td>
<td>Calculus III</td>
<td></td>
</tr>
</tbody>
</table>

Upper Division Major Requirements | 24 |

CSCI 3300 | Professional Development and Ethics         | 3 |
CSCI 3305 | Operating Systems                           | 3 |

CSCI 3306 | Computer Networks and Security              | 3 |
CSCI 3310 | Databases Design and Implementation         | 3 |
CSCI 3320 | Software Engineering Design                 | 3 |
CSCI 3333 | Programming Languages                       | 3 |
CSCI 4333 | Theory of Computation                       | 3 |

or CSCI 4334 | Algorithm Design and Analysis | 3 |

Choose one from the following: | 3 |
CSCI 4320 | Software Engineering Practicum              |
CSCI 4360 | Computer Science Research                   |
CSCI 4370 | Internship in Computer Science              |

Major Concentration | 15 |

Choose one concentration from the following:

Big Data Concentration (p. 136) |
Computer Engineering Concentration (p. 136) |
Cybersecurity Concentration (p. 136) |
Games Design and Programming Concentration (p. 137) |
General Computer Science Concentration (p. 137) |

Technical Writing | 3 |
ENGL 3900 | Professional & Tech. Writing                | 3 |
Free Elective | 3-6 |
Choose three to six hours of free electives. |

Total Credit Hours | 120 |

Major Concentration Requirements

Big Data Concentration

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CSCI 4201</td>
<td>Advanced Topics in Databases</td>
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</tr>
<tr>
<td>CSCI 4202</td>
<td>Data and Visual Analytics</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 4307</td>
<td>Artificial Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 4308</td>
<td>Advanced Topics in Parallel and Distributed Computing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>MATH 3220</td>
<td>Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 4350</td>
<td>Graph Theory</td>
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</tr>
</tbody>
</table>

Total Credit Hours | 15 |

Computer Engineering Concentration

<table>
<thead>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGR 3020</td>
<td>Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 3040</td>
<td>Digital Circuits and Computer Design</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 4120</td>
<td>Embedded Systems</td>
<td>4</td>
</tr>
<tr>
<td>Two additional courses 3000+ level with ENGR prefix</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours | 16 |

Cybersecurity Concentration

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 3601</td>
<td>Software Security, Testing and Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>or ITFN 3316</td>
<td>SW Security, Testing, and QA</td>
<td></td>
</tr>
</tbody>
</table>
CSCI 4317 Operating System Security, Programming and Administration 3
or ITFN 4601 OS Security, Prog, & Admin
ITNW 4501 Network Planning and Design 3
ITNW 4502 Secure Networks & Comm. Protoc 3
ITMM 4423 Security for E-Commerce 3

Games Design and Programming Concentration

Code Title Credit Hours
CSCI 3301 Game Design & Programming 3
CSCI 4301 Game Design & Programming II 3
CSCI 4304 Computer Graphics 3
CSCI 4307 Artificial Intelligence 3
CSCI 4315 Human Computer Interface 3
or CSCI 4601 Mobile Software Development 3

Total Credit Hours 15

General Computer Science Concentration

Choose 15 hours of upper-division CSCI courses.

Other Program-Specific Graduation Requirements

Computer Science students must earn a grade of C or better (or K) in the following courses:

• All IT courses (i.e., courses with ITDB, ITFN, ITNW, ITMM, and WBIT prefixes)
• All CS courses (i.e., courses with CSCI prefix)
• ENGL 1101 English Composition I & ENGL 1102 English Composition II; CRIT 1101 Critical Thinking
• All MATH courses applied toward graduation
• All upper division courses applied toward graduation.

Information Technology, AAS

Program Requirements

Core Curriculum (Areas A-E) (p. ) 23
Area A1
ENGL 1101 English Composition I 3
ENGL 1102 English Composition II 3
Area A2
Mathematics course 3
Area B1
CRIT 1101 Critical Thinking 3
Area B2
Communication or Foreign Language course 2
Area D2
Science, Math, or Technology course (non-science majors) 3

Computer Science, Minor

The minor program in Computer Science enhances the knowledge and skills of students aiming for careers in business, engineering, and sciences, where the understanding of computational and algorithmic thinking as well as problem solving and computer coding skills provide a benefit beyond the normal coursework in their major.

Program Requirements

Required Lower-Division Courses
CSCI 1301 Computer Science I 3
CSCI 1302 Computer Science II 3
CSCI 2302 Data Structures and Algorithms 3
Elective Upper-Division Courses 9
Students are required to complete nine hours of upper-division CSCI courses. 1

Total Credit Hours 18

1 CSCI 4800 Special Topics in Computer Science can count for a maximum of three hours.

Courses taken to satisfy core areas A through E cannot be used for satisfying the requirements for the Computer Science minor. All courses and prerequisites must be completed with a grade of ‘C’ or better (or K).

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.
Information Technology, BIT

Program Learning Outcomes

Graduates of this program will be able to:

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

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Curriculum (Areas A-E)</strong> (p. 138)</td>
<td>All Core Curriculum requirements for the BIT degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</td>
<td>42</td>
</tr>
<tr>
<td><strong>Lower Division Major Requirements (Area F)</strong></td>
<td>ITFN 1101 Foundations-Information Tech.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ITFN 1201 Foundations of Database Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSCI 1301 Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSCI 1302 Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ITFN 2214 Web Application Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>Lower Division Major Requirements (IT Foundations)</strong></td>
<td>Choose one from the following:</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>MATH 1401 Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 2020 Introductory Discrete Math</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 2502 Calculus II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WBIT 2300 Discrete Math for IT</td>
<td></td>
</tr>
<tr>
<td><strong>Lower Division Major Requirements (Area F)</strong></td>
<td>ITFN 1401 Foundations of Webmaster</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ITFN 1502 Fnds. of Networking &amp; Security</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ITFN 2512 Interm. Networking &amp; Security</td>
<td>3</td>
</tr>
<tr>
<td><strong>Free Electives</strong></td>
<td>Choose 10 hours of free electives.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>

1. COMM 1001 Presentational Speaking & COMM 1002 Presentation Applications recommended for students who have not fulfilled Area B2 requirements.
2. Programming options are CSCI 1301 Computer Science I/CSCI 1302 Computer Science II or WBIT 1310 Program and Problem Solving I/WBIT 2311 Prog. & Prob. Solving II.

Other Program-Specific Graduation Requirements

AASIT students must earn a grade of C or better (or K) in the following courses:

- All IT courses (i.e., courses with ITDB, ITFN, ITNW, ITMM, and WBIT prefixes)
- All CS courses (i.e., courses with CSCI prefix)
- ENGL 1101 English Composition I & ENGL 1102 English Composition II; CRIT 1101 Critical Thinking
- All MATH courses applied toward the degree, including WBIT 2300 Discrete Math for IT.

Information Technology, BIT

Program Learning Outcomes

Graduates of this program will be able to:

a. Use and apply current IT discipline-related concepts and practices
b. Identify and analyze problems or opportunities in the IT realm and define requirements for addressing them when an IT solution is appropriate
c. Design and develop effective IT-based solutions and integrate them into the user environment
d. Create and implement effective project plans
Choose 12 hours of free electives. 2

Total Credit Hours 120

Major Concentration Requirements

Computer Engineering Technology Concentration

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 3020</td>
<td>Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 3040</td>
<td>Digital Circuits and Computer Design</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 4120</td>
<td>Embedded Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours 10

Database Administration Concentration

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITDB 4201</td>
<td>Advanced Database Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ITDB 4202</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>ITDB 4203</td>
<td>Database Admin &amp; Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 9

Networking and Security Concentration

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITNW 4501</td>
<td>Network Planning and Design</td>
<td>3</td>
</tr>
<tr>
<td>ITNW 4502</td>
<td>Secure Networks &amp; Comm. Protoc</td>
<td>3</td>
</tr>
<tr>
<td>ITMM 4423</td>
<td>Security for E-Commerce</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 9

Security for Financial Technology Concentration 3

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA 4001</td>
<td>Foundations of Fintech</td>
<td>3</td>
</tr>
<tr>
<td>FTA 4002</td>
<td>Financial Technologies</td>
<td>3</td>
</tr>
<tr>
<td>FTA 4100</td>
<td>Introduction to Information Security for FinTech</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 9

Informatics Concentration

Choose nine hours of upper division courses in a single discipline or in a recognized minor program at Clayton State. Students should use Free Electives to satisfy any prerequisites for upper division coursework in an Informatics Concentration. See additional information below.

Additional Information about Informatics Concentrations

BIT students are encouraged to apply information technology skills to solve real world problems by taking coursework in another discipline. The BIT program provides flexibility for students to complete a minor in another discipline at Clayton State. An example for an informatics concentration is Health Informatics. The coursework that constitutes the Health Informatics Concentration are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMG 3101</td>
<td>Intro to Health Systems Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3340</td>
<td>Healthcare Information Tech.</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 3501</td>
<td>Health Care Systems/TQM</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 9

Students pursuing the Health Informatics Concentration should take HSCI 2111 Intro to Health Care Environ. as a Free Elective.

Students should consult with their academic advisor to explore other areas for a concentration in Informatics.

Other Program-Specific Graduation Requirements

BIT students must earn a grade of C or better (or K) in the following courses:

- All IT courses (i.e., courses with ITDB, ITFN, ITNW, ITMM, and WBIT prefixes)
- All CS courses (i.e., courses with CSCI prefix)
- ENGL 1101 English Composition I & ENGL 1102 English Composition II; CRIT 1101 Critical Thinking
- All MATH courses applied toward graduation, including WBIT 2300 Discrete Math for IT
- All upper division courses applied toward graduation.

1 Programming options are CSCI 1301 Computer Science I/CSCI 1302 Computer Science II or WBIT 1310 Program and Problem Solving I/WBIT 2311 Prog. & Prob. Solving II.
2 Students pursuing Informatics Concentration should choose courses in the free electives to satisfy prerequisites of the required upper division courses from the selected area of concentration.
3 All courses with FTA prefix are offered via eCampus through the USG FinTech Academy collaborative.

Suggested Course Sequence

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 3

Information Technology, Minor

The minor program in Information Technology enhances the knowledge and skills of students aiming for careers in business, healthcare, and sciences, where the understanding of information technology and basic coding skills provide a benefit beyond the normal coursework in their major.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITFN 1101</td>
<td>Foundations-Information Tech.</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 1301</td>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 1302</td>
<td>Computer Science II</td>
<td>3</td>
</tr>
</tbody>
</table>
ITFN 3314  Testing and Quality Assurance  3
or ITFN 3316  SW Security, Testing, and QA
ITFN 3112  System Analysis and Design  3
ITFN 4700  Applied Research-Inst. Asst.  3

Total Credit Hours  18

Other Program-Specific Graduation Requirements
Courses taken to satisfy core areas A through E cannot be used for
satisfying the requirements for the Information Technology minor. All
courses and prerequisites must be completed with a grade of ‘C’ or better
(or K).

Department of Mathematics

General Information
Dr. Elliot Krop, Interim Chair
ElliotKrop@clayton.edu

Mission and Goals
The mathematics program offers instruction in mathematics and
computing and is responsible for the following programs and courses:

• Bachelor of Science Degree program in Mathematics
• Bachelor of Science Degree program in Mathematics with
  Concentration in Secondary Education
• Minor in Mathematics
• Upper division service courses that support Computer Science,
  Information Technology and Teacher Education baccalaureate
  programs
• Lower division courses that meet requirements in Areas A and D of
  the Core Curriculum and that may serve other programs in Area F or
  as general electives

Student Organizations
Student organizations supporting the educational and professional development of
students are the Math Club, the Clayton State Chelby Slappy Cubing Society, and
the Organization for Women Interested in Science, Technology, Engineering, and
Mathematics (W2STEM).

For more information on these student organizations, contact the College of
Information and Mathematical Sciences at 678-466-4400.

Programs

Baccalaureate Programs

• Mathematics, BS (p. 140)
• Mathematics, BS, Actuarial Science Concentration (p. 142)
• Mathematics, BS, Secondary Education Concentration (p. 143)

Minor Programs

• Mathematics, Minor (p. 145)

Faculty
Louisa Catalano
Keith Driscoll
Jennifer Harris
Elliot Krop
Catherine Matos
Tomás Merchan
Kelli Nipper
Cassandra Parker
David Plaxco
Christopher Raridan
Jessica Showell
Matthew Smith
Jelinda Spotorno
Anthony Stinson
Everett Sullivan
Brianna Vick
David Williams

Mathematics, BS
The program of study for the BS in Mathematics is designed to prepare
the graduate for a career in a field that employs professionals with
mathematical and/or computer science competence. At the same time,
it provides for the student to add courses that will prepare him/her to
pursue a graduate degree in either mathematics or computer science.

Program Learning Outcomes
Graduates of this program will be able to:

a. Apply critical thinking skills to solve problems that can be modeled
  mathematically.

b. Critically interpret numerical and graphical data.

c. Read and construct mathematical arguments and proofs.

d. Use computer technology appropriately to solve problems and to
  promote understanding.

e. Communicate a depth and breadth of mathematical knowledge, both
  orally and in writing.

f. Apply mathematical knowledge to a career related to mathematical
    sciences or in post baccalaureate studies.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core Curriculum (Areas A-E) (p. 140)</td>
<td>42</td>
</tr>
<tr>
<td>Lower Division Major Requirements (Area F)</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>CSCI 1301</td>
<td>Computer Science I 1</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI 1371</td>
<td>Computing for Engineers</td>
<td></td>
</tr>
<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2140</td>
<td>Introductory Linear Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>
MATH 2502  Calculus II  

MATH 2503  Calculus III  

Elective  

Select a minimum number of hours for a total of 18 hours in Area F:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1211 &amp; 1211L</td>
<td>Principles of Chemistry I and Principles of Chemistry Laboratory I</td>
</tr>
<tr>
<td>CHEM 1212 &amp; 1212L</td>
<td>Principles of Chemistry II and Principles of Chemistry Laboratory II</td>
</tr>
<tr>
<td>CSCI 1302</td>
<td>Computer Science II</td>
</tr>
<tr>
<td>MATH 1401</td>
<td>Elementary Statistics (0 hours if taken in Area D2)</td>
</tr>
<tr>
<td>MATH 2020</td>
<td>Introductory Discrete Math</td>
</tr>
<tr>
<td>PHYS 2211 &amp; 2211L</td>
<td>Principles of Physics I and Principles of Physics Lab I</td>
</tr>
<tr>
<td>PHYS 2212 &amp; 2212L</td>
<td>Principles of Physics II and Principles of Physics Lab II</td>
</tr>
</tbody>
</table>

**Upper Division Major Requirements**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 3005</td>
<td>A Transition to Higher Math</td>
</tr>
<tr>
<td>MATH 3006</td>
<td>Communication in Mathematics</td>
</tr>
<tr>
<td>MATH 3110</td>
<td>Survey of Algebra</td>
</tr>
<tr>
<td>MATH 3303</td>
<td>Differential Equations</td>
</tr>
<tr>
<td>MATH 3520</td>
<td>Introduction to Analysis</td>
</tr>
</tbody>
</table>

**Capstone Experience Requirements**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 4986</td>
<td>Internship in Mathematics</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MATH 4987 &amp; MATH 4988</td>
<td>Directed Undergrad Research I and Directed Undergrad Research II</td>
</tr>
<tr>
<td>MATH 4989</td>
<td>Senior Capstone Project</td>
</tr>
</tbody>
</table>

**Upper Division Math Electives**  

Choose at least three courses from the following:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 3220</td>
<td>Applied Statistics</td>
</tr>
<tr>
<td>MATH 4130</td>
<td>Applied Algebra</td>
</tr>
<tr>
<td>MATH 4231</td>
<td>Modern Geometry</td>
</tr>
<tr>
<td>MATH 4250</td>
<td>Elementary Number Theory</td>
</tr>
<tr>
<td>MATH 4261</td>
<td>Introduction to Probability</td>
</tr>
<tr>
<td>MATH 4303</td>
<td>Partial Differential Equations</td>
</tr>
<tr>
<td>MATH 4320</td>
<td>Numerical Methods</td>
</tr>
<tr>
<td>MATH 4350</td>
<td>Graph Theory</td>
</tr>
<tr>
<td>MATH 4360</td>
<td>Combinatorics</td>
</tr>
</tbody>
</table>

Choose one additional course from the list above or from the following:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 4800</td>
<td>Selected Topics in Mathematics</td>
</tr>
<tr>
<td>MATH 4801</td>
<td>Selected Topics in Mathematics</td>
</tr>
<tr>
<td>MATH 4802</td>
<td>Selected Topics in Mathematics</td>
</tr>
<tr>
<td>MATH 4803</td>
<td>Selected Topics in Mathematics</td>
</tr>
<tr>
<td>MATH 4804</td>
<td>Selected Topics in Mathematics</td>
</tr>
</tbody>
</table>

**Electives**  

Choose 32 hours of electives, including at least 12 hours of 3000-level courses or above to complete the graduation requirement for upper division credits.  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA 4001</td>
<td>Foundations of Fintech</td>
</tr>
</tbody>
</table>

**Other Requirements**  

The student must also complete one of the following:  

a. Complete a second science sequence for science majors and one 2000 level or above science course, excluding BIOL 2250 Microbiology for Health Sci. and BIOL 2250L Microbiology for Hlth. Sci.Lab.  

b. An approved minor other than Mathematics.  

For the BS in Mathematics, no course labeled MATH with a grade of D may be used for credit towards graduation. No more than one (1) D in any course may be used towards credit for graduation.  

**Suggested Course Sequence**  

Please Note: This is a suggested course sequence and assumes a starting freshman with no prior college credit who intends to complete their degree in four years. Students should consult with their academic advisor and review the course prerequisites and minimum grade requirements as seen in the Academic Catalog.
Mathematics, BS, Actuarial Science Concentration

Program Learning Outcomes
Graduates of this program will be able to:

a. Apply critical thinking skills to solve problems that can be modeled mathematically.
b. Critically interpret numerical and graphical data.
c. Read and construct mathematical arguments and proofs.
d. Use computer technology appropriately to solve problems and to promote understanding.
e. Communicate a depth and breadth of mathematical knowledge, both orally and in writing.
f. Apply mathematical knowledge to a career related to mathematical sciences or in post baccalaureate studies.

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>or HIST 1112</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 2750</td>
<td>or Survey of Modern World History</td>
<td>3</td>
</tr>
<tr>
<td>or POLS 2401</td>
<td>or Intro to Global Issues</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>15</td>
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</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1112</td>
<td>Trigonometry &amp; Analytic Geom</td>
<td>3</td>
</tr>
<tr>
<td>Art, Philosophy, or Language Course</td>
<td>Core Area C2</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH 1401</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>15</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature, Philosophy, or Language Course</td>
<td>Core Area C1</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2020</td>
<td>Introductory Discrete Math</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2111</td>
<td>Survey of US History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 2112</td>
<td>or US HIST Since Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI 1301</td>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI 1371</td>
<td>or Computing for Engineers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>16</td>
</tr>
</tbody>
</table>

Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 2502</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 3005</td>
<td>A Transition to Higher Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 3006</td>
<td>Communication in Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>Science with Lab</td>
<td>Core Area D1</td>
<td>4</td>
</tr>
<tr>
<td>General Elective</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>15</td>
</tr>
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</table>

Fourth Year

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MATH 3520</td>
<td>Introduction to Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4231</td>
<td>Modern Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4350</td>
<td>or MATH 4360</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4989</td>
<td>Senior Capstone Project</td>
<td>0</td>
</tr>
<tr>
<td>General Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
<td>15</td>
</tr>
</tbody>
</table>

Total Credit Hours | 123 |

* Four math electives are required, while the other two are optional and will count towards general electives. The math elective courses may be replaced with other upper division math courses, subject to availability and departmental approval.

1 MATH 1111 will not count towards graduation for math majors.

2 MATH 4986 Internship in Mathematics may be used in lieu of MATH 4987 Directed Undergrad Research I / MATH 4988 Directed Undergrad Research II

Mathematics, BS, Actuarial Science Concentration

Program Learning Outcomes

Graduates of this program will be able to:

a. Apply critical thinking skills to solve problems that can be modeled mathematically.
b. Critically interpret numerical and graphical data.
c. Read and construct mathematical arguments and proofs.
d. Use computer technology appropriately to solve problems and to promote understanding.
e. Communicate a depth and breadth of mathematical knowledge, both orally and in writing.
f. Apply mathematical knowledge to a career related to mathematical sciences or in post baccalaureate studies.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 3110</td>
<td>Survey of Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4231</td>
<td>Modern Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4350</td>
<td>or MATH 4360</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4989</td>
<td>Senior Capstone Project</td>
<td>0</td>
</tr>
<tr>
<td>General Elective</td>
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<td>3</td>
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<tr>
<td>General Elective</td>
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<td>3</td>
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<td></td>
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</table>

General Elective | 3 |

Total Credit Hours | 16 |

All Core Curriculum requirements are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1301</td>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI 1371</td>
<td>Computing for Engineers</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2140</td>
<td>Introductory Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2502</td>
<td>Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2503</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>Elective: Select a minimum number of hours for a total of 18 hours in Area F</td>
<td></td>
<td>18</td>
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<tr>
<td>CHEM 1211 &amp; 1211L</td>
<td>Principles of Chemistry I and Principles of Chemistry Laboratory I</td>
<td>4</td>
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</tbody>
</table>
Mathematics, BS, Secondary Education Concentration

The program of study for the BS in Mathematics with a Concentration in Secondary Education is designed to prepare the graduate for a career as a certified professional in teaching Mathematics at the secondary level.

Program Learning Outcomes

Graduates of this program will be able to:

1. Apply critical thinking skills to solve problems that can be modeled mathematically.
2. Read and construct mathematical arguments and proofs.
3. Communicate a depth and breadth of mathematical knowledge, both orally and in writing.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Core Curriculum (Areas A-E)</strong> (p. 42)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSCI 1301</td>
<td>Computer Science I ¹</td>
<td>0 or 3</td>
</tr>
<tr>
<td>or CSCI 1371</td>
<td>Computing for Engineers</td>
<td></td>
</tr>
<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2140</td>
<td>Introductory Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2502</td>
<td>Calculus II ²</td>
<td>1 or 4</td>
</tr>
<tr>
<td>MATH 2503</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1401</td>
<td>Elementary Statistics (0 if taken in Area D2)</td>
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</tr>
<tr>
<td>MATH 2020</td>
<td>Introductory Discrete Math ³</td>
<td>3</td>
</tr>
<tr>
<td>MATH 3005</td>
<td>A Transition to Higher Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 3006</td>
<td>Communication in Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>MATH 3110</td>
<td>Survey of Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 3303</td>
<td>Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>MATH 3520</td>
<td>Introduction to Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4261</td>
<td>Introduction to Probability</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4271</td>
<td>Financial Mathematics ⁵</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4231</td>
<td>Modern Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4250</td>
<td>Elementary Number Theory</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4303</td>
<td>Partial Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4320</td>
<td>Numerical Methods</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4350</td>
<td>Graph Theory</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4360</td>
<td>Combinatorics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4050</td>
<td>Methods of Teaching Sec. Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4231</td>
<td>Modern Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4250</td>
<td>Elementary Number Theory</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4989</td>
<td>Senior Capstone Project</td>
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</tr>
<tr>
<td><strong>Capstone Experience Requirements</strong></td>
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<td><strong>Education Related Electives</strong></td>
<td>27</td>
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<tr>
<td>EDUC 2110</td>
<td>Invest. Critical/Contem. Issue</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2120</td>
<td>Exploring Socio-Culture</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2130</td>
<td>Exploring Teaching and Learning</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3030</td>
<td>Exploring the Exceptional Learner</td>
<td>3</td>
</tr>
</tbody>
</table>
EDUC 3200  Secondary Curr. & Assessment  3
EDUC 3210  Classroom Methods & Mgmt.  3
EDUC 4003  Secondary Level Seminar  1
EDUC 4725  Secondary Level Practicum  2
EDUC 4730  Secondary Level Internship  3
EDUC 4731  Secondary Level Internship  3

Electives  8

Choose at least seven hours of electives.4,5

Total Credit Hours  120

1 CSCI 1301 Computer Science I is 0 hours if taken in Area D2; CSCI 1371 Computing for Engineers cannot be used in Area F if CSCI 1301 Computer Science I is used in Area D2
2 One hour of carry-over if MATH 2502 Calculus II was taken in Area D2, otherwise must take 4 hours to satisfy this requirement.
3 If MATH 2502 Calculus II was taken in Area D2.
4 MATH 2020 Introductory Discrete Math Discrete Mathematics must be taken if not satisfied in Area F.
5 Courses that will not be counted toward the degree are:
   - MATH 1101 Intro to Mathematical Modeling
   - MATH 1111 College Algebra
   - MATH 2008 Fndtns of Numbers & Operations
   - MATH 2010 Number Concepts & Relations
   - MATH 3020 Concepts of Algebra
   - MATH 3030 Concepts of Geometry
   - MATH 3040 Algebra & Alg. Think Elem Tchr
   - MATH 3050 Geometry & Measurement

For the BS in Mathematics (Concentration in Secondary Education), no course labeled MATH or EDUC with a grade of D may be used for credit towards graduation. No more than one (1) D in any course may be used towards credit for graduation.

Education Policies and Procedures

Education students are bound by the rules and policies stated in the Teacher Education Unit Policy Manual and in the Intern Handbook. Both are posted on the Teacher Education home page at http://www.clayton.edu/teachered. Please see the Department of Teacher Education for admission, graduation, and certification requirements.

Suggested Course Sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>First Year</td>
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<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra 1</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>Survey-PreModern World History</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>or Survey of Modern World History</td>
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</tr>
<tr>
<td>or HIST 2750</td>
<td>or Critical Trends and Issues</td>
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</tr>
<tr>
<td>or POLS 2401</td>
<td>or Intro to Global Issues</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>Second Semester</td>
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<tr>
<td>MATH 1112</td>
<td>Trigonometry &amp; Analytic Geom</td>
<td>3</td>
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<tr>
<td>MATH 1401</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
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<td>Literature, Philosophy, or Language Course</td>
<td>Core Area C1</td>
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<td>Art, Philosophy, or Language Course</td>
<td>Core Area C2</td>
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<td>Second Year</td>
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<tr>
<td>First Semester</td>
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<tr>
<td>CSCI 1301</td>
<td>Computer Science I or Computing for Engineers</td>
<td>3</td>
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<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2020</td>
<td>Introductory Discrete Math</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2111</td>
<td>Survey of US History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 2112</td>
<td>or US HIST Since Reconstruction</td>
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<tr>
<td>EDUC 2120</td>
<td>Exploring Socio-Culture</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
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<td></td>
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<tr>
<td>MATH 2502</td>
<td>Calculus II</td>
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<tr>
<td>MATH 3005</td>
<td>A Transition to Higher Math</td>
<td>3</td>
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<tr>
<td>MATH 3006</td>
<td>Communication in Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>Science with Lab</td>
<td>Core Area D1</td>
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</tr>
<tr>
<td>EDUC 2130</td>
<td>Exploring Learning &amp; Teaching</td>
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<tr>
<td>General Elective</td>
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<tr>
<td>Third Year</td>
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</tr>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
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<tr>
<td>MATH 2503</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2140</td>
<td>Introductory Linear Algebra</td>
<td>3</td>
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<td>MATH 4250</td>
<td>Elementary Number Theory</td>
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</tr>
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<td>Science with Lab</td>
<td>Core Area D1</td>
<td>4</td>
</tr>
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<td>EDUC 3030</td>
<td>Exploring-Exceptional Learner</td>
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<tr>
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<td>First Semester</td>
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<td></td>
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<td>MATH 3303</td>
<td>Differential Equations</td>
<td>3</td>
</tr>
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<td>MATH 3520</td>
<td>Introduction to Analysis</td>
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<td>MATH 4050</td>
<td>Methods of Teaching Sec. Math</td>
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</tr>
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<td>EDUC 3200</td>
<td>Classroom Methods &amp; Mgmt.</td>
<td>3</td>
</tr>
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<td>Behavioral Sciences</td>
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<tr>
<td>MATH 4989</td>
<td>Senior Capstone Project</td>
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</tr>
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<td>EDUC 4003</td>
<td>Secondary Level Seminar</td>
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</tr>
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<td>EDUC 4730</td>
<td>Secondary Level Internship</td>
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</tr>
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<td>EDUC 4731</td>
<td>Secondary Level Internship</td>
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</tr>
<tr>
<td>Total Credit Hours</td>
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<td>124</td>
</tr>
</tbody>
</table>
Mathematics, Minor

The objective of the minor is to more fully prepare students for careers in business, computer science and information technology, the science fields, the government, etc. that require a deeper appreciation and a more sophisticated understanding of mathematics than normally found in their major.

Program Requirements

If MATH 1501 Calculus I is taken in Area D

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1501</td>
<td>Calculus I (1 hour carry over from Area D)</td>
<td>1</td>
</tr>
<tr>
<td>MATH 2140</td>
<td>Introductory Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2502</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Approved 3000 or above level courses labeled MATH</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>17</strong></td>
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</tr>
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</table>

If MATH 1501 Calculus I is taken in Area A

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1501</td>
<td>Calculus I (1 hour carry over from Area A)</td>
<td>1</td>
</tr>
<tr>
<td>MATH 2140</td>
<td>Introductory Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2502</td>
<td>Calculus II (1 hour carry over from Area D)</td>
<td>1</td>
</tr>
<tr>
<td>Approved course in MATH or CSCI</td>
<td>3-4</td>
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<tr>
<td>Approved 3000 or above level courses labeled MATH</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

Approved Courses for Minor

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MATH 1401</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2020</td>
<td>Introductory Discrete Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2503</td>
<td>Calculus III</td>
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</tr>
<tr>
<td>CSCI 1301</td>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 1302</td>
<td>Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>Any MATH course 3000 or above ¹</td>
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<td></td>
</tr>
</tbody>
</table>

¹ Excluding:
- MATH 3010 Number Concepts & Relations
- MATH 3010S Number Concepts & Relationship
- MATH 3020 Concepts of Algebra
- MATH 3030 Concepts of Geometry
- MATH 3040 Algebra & Alg. Think Elem Tchr
- MATH 3050 Geometry & Measurement
- MATH 4010 Mathematical Problem Solving
- MATH 4050 Methods of Teaching Sec. Math

Archives and Information Studies

General Information
Penelope Cliff, Director
penelopecliff@clayton.edu

Clayton State University is home to the only Archives and Information Studies program in Georgia. The University offers:
- an undergraduate minor in Archives and Information Studies, and
- a Master of Archival Studies (p. 153) graduate level degree.

For more information about how a minor in Archives and Information Studies can fit within majors across many disciplines and career opportunities, students should contact the director of the Archives and Information Studies program.

Programs

Minor Programs
- Archives and Information Studies, Minor (p. 145)

Faculty
Aisha Johnson-Jones
Joshua Kitchens

Archives and Information Studies, Minor

Archives and records management are high demand career areas as corporations, government and non-profit organizations look to create, store, retrieve and dispose of vast amounts of records and data. In today's digital world almost every career, regardless of discipline, will involve management and organization of recorded information. The minor in Archives and Information Studies will provide students with a background in the management, arrangement, preservation and disposal of digital and traditional records. The minor includes an internship requirement which will allow students to gain experience in corporate and/or archives settings.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARST 4000</td>
<td>Prin &amp; Practice in Records</td>
<td>3</td>
</tr>
<tr>
<td>ARST 4100</td>
<td>Archives, Records, and Tech</td>
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</tr>
<tr>
<td>ARST 4200</td>
<td>Arrangement and Description</td>
<td>3</td>
</tr>
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<td>ARST 4400</td>
<td>Records Management</td>
<td>3</td>
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<tr>
<td>ARST 4900</td>
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</tbody>
</table>

The Archives and Information Studies program also offers a Master of Archival Studies (p. 153). Information on this degree program can be found in the School of Graduate Studies section of this catalog.
Pathways to Engineering
General Information
Catherine Matos, Coordinator
CatherineMatos@clayton.edu

Mission and Goals
Clayton State University has developed multiple pathways for students to follow to help them earn a degree in engineering.

- Clayton State offers an Associate of Science Degree program from which a student may transfer into a Bachelor’s degree program.
- Clayton State University also offers a formal transfer program (REPP) in which students complete a 2 year program of study at Clayton State and then transfer to one of the 5 engineering schools in Georgia: Georgia Tech, Georgia Southern, University of Georgia, Kennesaw State University, or Mercer University to complete a Bachelor’s degree in an engineering field.
- Clayton State University offers multiple Dual Degree programs in which an undergraduate Clayton State student would earn a Bachelor of Science (BS) degree from Clayton State in Computer Science, Mathematics, Chemistry or Integrated Studies, and a BS in Engineering from Georgia Tech in a typical five year period.

More information about each of these pathways can be accessed from the Programs tab. It is very important that students who are interested in earning an Engineering degree contact an Engineering Advisor right away.

Programs
Baccalaureate Programs
- Engineering Dual Degree Options (p. 146)
  - Computer Science + Engineering (p. 146)
  - Mathematics + Engineering (p. 146)
  - Integrative Studies + Engineering (p. 147)
  - Chemistry + Engineering (p. 41)

Associate Degree Programs
- Associate of Science in Integrative Studies, Pre-Engineering (p. 44)

Transfer Programs
- REPP - Regents’ Engineering Pathways Program (p. 151)

Engineering Dual Degree Options
Through an agreement with Clayton State and the Georgia Institute of Technology, students may complete a specified three-year program of study at CSU, and then attend Georgia Institute of Technology for approximately two years. After completion of the engineering program at Georgia Institute of Technology, the student will receive two degrees:

- a Bachelor of Science from Clayton State in:
  - Computer Science,
  - Mathematics,
- and a Bachelor of Science from Georgia Tech in Engineering (restricted to Chemical and Biomolecular Engineering for the Chemistry Dual Degree option).

In order to transfer to Georgia Tech, students must:

- Obtain an overall GPA of at least 3.3 (all attempts at all courses).
- Obtain a math/science GPA of at least 3.3 (all natural science courses and all MATH 1501 Calculus I and higher).
- Be enrolled at Clayton State for at least 2 semesters immediately preceding transfer to GT, i.e. Fall/Spring or Spring/Summer for a Fall GT enrollment
- Admission to Georgia Tech is not guaranteed

Additional Program-Specific Graduation requirements for all Dual Degree Programs:
All Dual Degree students must earn a grade of C or better (or K) in the following courses:

- All MATH courses applied towards the degree
- All science courses (i.e., courses with BIOL, CHEM, or PHYS prefixes) applied towards the degree
- All CSCI courses applied towards the degree
- ENGL 1101 & 1101; CRIT 1101

A maximum of one grade of D is allowed to be applied towards the degree.

Dual Degree Program Options
Computer Science + Engineering (p. 146)
Mathematics + Engineering (p. 146)
Integrative Studies + Engineering (p. 147)

Computer Science + Engineering

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements (Areas A-E)</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Lower Division Major Requirements (Area F)</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Required Lower Division Computer Science &amp; Mathematics Courses</td>
<td>9-12</td>
<td></td>
</tr>
<tr>
<td>Required Upper Division Computer Science &amp; Mathematics Courses</td>
<td>21</td>
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<td>Guided Electives</td>
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<td><strong>Total Credit Hours</strong></td>
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1 Credits vary based on Area A Math Course.

Mathematics + Engineering

<table>
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<th>Credit Hours</th>
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<td>General Education Requirements (Areas A-E)</td>
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</tr>
<tr>
<td>Lower Division Major Requirements (Area F)</td>
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<tr>
<td>Required Upper-Division Mathematics Courses</td>
<td>13</td>
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</table>
Elective Upper-Division Mathematics Courses 12
Guided Electives 1 8-11
Total Credit Hours 93-96

1 Credits vary based on Area A Math Course.

Integrative Studies + Engineering

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>General Education Requirements (Areas A-E)</td>
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<tr>
<td></td>
<td>Lower Division Major Requirements (Area F)</td>
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</tr>
<tr>
<td></td>
<td>Additional Lower Division Requirements 1</td>
<td>5-8</td>
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<tr>
<td></td>
<td>Differential Equations Requirement</td>
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<tr>
<td></td>
<td>Lower Division Math/Science/CSCI Electives 2</td>
<td>0-16</td>
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<td>Upper Division Math/Science/CSCI Electives 2</td>
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<td></td>
<td>Total Credit Hours</td>
<td>92-95</td>
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</table>

1 Credits vary based on Area A Math Course. 2 Must Total at least 24 hours.

The remainder of the 120-hour program of study will consist of upper division engineering courses, which are included in the program of study for the engineering degree program at Georgia Tech. It is the responsibility of the student to ensure they take the correct science and mathematics sequence – as they differ throughout the engineering disciplines. Students are strongly encouraged to speak with an advisor before entering this program of study.

Program Requirements

Computer Science + Engineering

For Students Using MATH 1112 Trigonometry & Analytic Geom or MATH 1113 Pre-Calculus in Area A

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<td>Core Curriculum (Areas A-E) (p.)</td>
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<td>All other Core Curriculum requirements for the Dual-Degree Program are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog. 1</td>
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<tr>
<td></td>
<td>Lower Division Major Requirements (Area F)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 1501 Calculus I (excess hour from Area D)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MATH 1401 Elementary Statistics</td>
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<tr>
<td></td>
<td>MATH 2502 Calculus II</td>
<td>4</td>
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<tr>
<td></td>
<td>MATH 2503 Calculus III (excess hour from Required Lower-Division Mathematics Course)</td>
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<tr>
<td></td>
<td>MATH 2140 Introductory Linear Algebra</td>
<td>3</td>
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<td></td>
<td>MATH 2020 Introductory Discrete Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSCI 1301 Computer Science I</td>
<td>3</td>
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Required Lower-Division Mathematics Course

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<td>Subtotal</td>
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<td>3</td>
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</tbody>
</table>

Required Lower-Division Computer Science Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>CSCI 1302</td>
<td>Computer Science II</td>
<td>3</td>
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CSCI 2302 Data Structures and Algorithms 3
CSCI 2305 Computer Org. & Architecture 3
Subtotal 9

Required Upper-Division Computer Science/Mathematics Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>MATH 3303</td>
<td>Differential Equations</td>
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<tr>
<td>CSCI 3305</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 3306</td>
<td>Computer Networks &amp; Security</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 3310</td>
<td>Databases Design &amp; Implement.</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 3320</td>
<td>Software Engineering Design</td>
<td>3</td>
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<tr>
<td>CSCI 3333</td>
<td>Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 4333</td>
<td>Theory of Computation</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI 4334</td>
<td>Algorithm Design &amp; Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>21</td>
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</table>

Additional Guided Science Electives

Choose two from the following: 2,3 8

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>PHYS 2211</td>
<td>Principles of Physics I</td>
<td></td>
</tr>
<tr>
<td>&amp; 2211L</td>
<td>Principles of Physics Lab I</td>
<td></td>
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<tr>
<td>PHYS 2212</td>
<td>Principles of Physics II</td>
<td></td>
</tr>
<tr>
<td>&amp; 2212L</td>
<td>Principles of Physics Lab II</td>
<td></td>
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<tr>
<td>CHEM 1211</td>
<td>Principles of Chemistry I</td>
<td></td>
</tr>
<tr>
<td>&amp; 1211L</td>
<td>Principles of Chemistry Lab I</td>
<td></td>
</tr>
<tr>
<td>CHEM 1212</td>
<td>Principles of Chemistry II</td>
<td></td>
</tr>
<tr>
<td>&amp; 1212L</td>
<td>Principles of Chemistry Lab II</td>
<td></td>
</tr>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
<td></td>
</tr>
<tr>
<td>&amp; 1107L</td>
<td>Principles of Biology Lab I</td>
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<tr>
<td></td>
<td>Science Electives: CHEM, BIOL, or PHYS</td>
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<tr>
<td></td>
<td>Subtotal</td>
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</table>

Total Credit Hours 101

1 MATH 1112 Trigonometry & Analytic Geom or MATH 1113 Pre-Calculus must be taken in Area A.
A science sequence must be completed in Area D. Economics (ECON 1101 Survey of Economics, ECON 2105 Principles of Macroeconomics, or ECON 2106 Principles of Microeconomics) is required for the Georgia Tech degree and may be taken at Clayton State to satisfy Area E4

2 The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen in consultation with your advisor to satisfy the requirements of the particular engineering discipline at Georgia Tech.

3 Chemical Engineering recommends BIOL 1107 Principles of Biology I/BIOL 1107L Principles of Biology Lab I in addition to the required Physics and Chemistry sequences; Environmental Engineering requires BIOL 1107 Principles of Biology I/BIOL 1107L Principles of Biology Lab I in addition to CHEM 1211 Principles of Chemistry I/CHEM 1211L Principles of Chemistry Lab I. Aerospace, and Materials Science and Polymer, Textile, and Fiber engineering programs require Physics and Chemistry sequences.
### Computer Science + Engineering

**For Students Using MATH 1501 Calculus I in Area A**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p. 1)</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>All other Core Curriculum requirements for the Dual-Degree Program are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</td>
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<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>42</td>
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</tbody>
</table>

**Lower Division Major Requirements (Area F)**

- MATH 1401 Elementary Statistics 3
- MATH 1501 Calculus I (excess hour from Area A) 1
- MATH 2502 Calculus II (excess hour from Area D) 1
- MATH 2503 Calculus III 4
- MATH 2140 Introductory Linear Algebra 3
- MATH 2020 Introductory Discrete Math 3
- CSCI 1301 Computer Science I 3

Subtotal 18

**Required Lower-Division Computer Science Courses**

- CSCI 1302 Computer Science II 3
- CSCI 2302 Data Structures and Algorithms 3
- CSCI 2305 Computer Org. & Architecture 3

Subtotal 9

**Required Upper-Division Computer Science/Mathematics Courses**

- MATH 3303 Differential Equations 3
- CSCI 3305 Operating Systems 3
- CSCI 3306 Computer Networks & Security 3
- CSCI 3310 Databases Design & Implement. 3
- CSCI 3320 Software Engineering Design 3
- CSCI 3333 Programming Languages 3
- CSCI 4333 Theory of Computation 3
  - or CSCI 4334 Algorithm Design & Analysis 3

Subtotal 21

**Additional Guided Science Electives**

Choose two from the following: 2,3

- PHYS 2211 Principles of Physics I & 2211L and Principles of Physics Lab I 8
- PHYS 2212 Principles of Physics II & 2212L and Principles of Physics Lab II
- CHEM 1211 Principles of Chemistry I & 1211L and Principles of Chemistry Lab I
- CHEM 1212 Principles of Chemistry II & 1212L and Principles of Chemistry Lab II
- BIOL 1107 Principles of Biology I & 1107L and Principles of Biology Lab I

Subtotal 3

**Total Credit Hours** 98

---

1. MATH 1501 Calculus I must be taken in Area A.
2. The 22xx/22xl Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen in consultation with your advisor to satisfy the requirements of the particular engineering discipline at Georgia Tech.

---

### Mathematics + Engineering

**For Students Using MATH 1112 Trigonometry & Analytic Geom or MATH 1113 Pre-Calculus in Area A**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum (Areas A-E) (p. 1)</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>All other Core Curriculum requirements for the Dual-Degree Program are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>42</td>
</tr>
</tbody>
</table>

**Lower Division Major Requirements (Area F)**

- MATH 1501 Calculus I (excess hour from Area D) 1
- MATH 2140 Introductory Linear Algebra 3
- MATH 2502 Calculus II 4
- MATH 2503 Calculus III 4

Subtotal 3

**Choose one from the following:**

- CHEM 1211 Principles of Chemistry I 2
- PHYS 2211 Principles of Physics I 2
- MATH 1401 Elementary Statistics
- MATH 2020 Introductory Discrete Math

**Choose one from the following, depending on intended major:**

- CSCI 1301 Computer Science I (Electrical, Computer, and Industrial Engineering)
- CSCI 1371 Computing for Engineers (All Other Engineering Majors)

Subtotal 18

**Required Upper-Division Mathematics Courses**

- MATH 3005 A Transition to Higher Math 3
- MATH 3006 Communication in Mathematics 3
- MATH 3110 Survey of Algebra 3
- MATH 3303 Differential Equations 3
- MATH 3520 Introduction to Analysis 3

Subtotal 13

**Upper-Division Mathematics Elective**

Choose three from the following:

- MATH 3220 Applied Statistics
- MATH 4130 Applied Algebra
- MATH 4231 Modern Geometry
- MATH 4250 Elementary Number Theory
- MATH 4261 Introduction to Probability
- MATH 4303 Partial Differential Equations
- MATH 4320 Numerical Methods
- MATH 4350 Graph Theory
Choose one additional course from the list above or from the following:

- **MATH 4800** Selected Topics in Mathematics

**Subtotal:** 12

Choose one from the following if not taken in Area E:

- **0-3**

**Guided Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1101</td>
<td>Survey of Economics</td>
<td></td>
</tr>
<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
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<td>ECON 2106</td>
<td>Principles of Microeconomics</td>
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**Additional Guided Science Electives**

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>PHYS 2211 &amp; 2211L</td>
<td>Principles of Physics I and Lab I</td>
<td>5-8</td>
</tr>
<tr>
<td>PHYS 2212 &amp; 2212L</td>
<td>Principles of Physics II and Lab II</td>
<td></td>
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<tr>
<td>CHEM 1211 &amp; 1211L</td>
<td>Principles of Chemistry I and Lab I</td>
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<tr>
<td>CHEM 1212 &amp; 1212L</td>
<td>Principles of Chemistry II and Lab II</td>
<td></td>
</tr>
<tr>
<td>BIOL 1107 &amp; 1107L</td>
<td>Principles of Biology I and Lab I</td>
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Select from CHEM, BIOL, or PHYS

**Remaining Guided Electives**

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>MATH 1401</td>
<td>Elementary Statistics</td>
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</tr>
<tr>
<td>MATH 2020</td>
<td>Introductory Discrete Math</td>
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</tr>
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</table>

**Subtotal:** 18

**Upper-Division Mathematics Elective**

Choose three from the following:

- **MATH 3220** Applied Statistics
- **MATH 4130** Applied Algebra
- **MATH 4231** Modern Geometry
- **MATH 4250** Elementary Number Theory
- **MATH 4261** Introduction to Probability
- **MATH 4303** Partial Differential Equations
- **MATH 4320** Numerical Methods
- **MATH 4350** Graph Theory
- **MATH 4360** Combinatorics

Choose one additional course from the list above or from the following:

- **MATH 4800** Selected Topics in Mathematics

**Subtotal:** 12

**Additional Requirements**

Choose one from the following if not taken in Area E:

- **0-3**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1101</td>
<td>Survey of Economics</td>
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</table>
MATH 1113 Pre-Calculus  
Integrative Studies + Engineering  

Additional Guided Science Electives  

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<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>PHYS 2211 &amp; 2211L</td>
<td>Principles of Physics I and Principles of Physics Lab I</td>
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<tr>
<td>PHYS 2212 &amp; 2212L</td>
<td>Principles of Physics II and Principles of Physics Lab II</td>
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<td>CHEM 1211 &amp; 1211L</td>
<td>Principles of Chemistry I and Principles of Chemistry Lab I</td>
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<td>CHEM 1212 &amp; 1212L</td>
<td>Principles of Chemistry II and Principles of Chemistry Lab II</td>
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<td>CHEM 1211</td>
<td>Principles of Chemistry I</td>
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<td>Principles of Chemistry II</td>
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<td>PHYS 2211</td>
<td>Principles of Physics I</td>
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<td>Principles of Physics II</td>
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<tr>
<td>BIOL 1107 &amp; 1107L</td>
<td>Principles of Biology I and Principles of Biology Lab I</td>
<td>3</td>
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</table>

Remaining Guided Electives  

Choose one from the following:  
MATH 1401 Elementary Statistics  
MATH 2020 Introductory Discrete Math  

Additional Upper Division Mathematics Elective from the list above  
MATH 4800 Selected Topics in Mathematics  

Subtotal: 8  

Total Credit Hours: 93  

1 MATH 1501 Calculus I must be taken in Area A. All other Core Curriculum requirements for the Dual-Degree Program are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog. A science sequence must be completed in Area D.  
CHEM 1211 Principles of Chemistry I/ CHEM 1211L Principles of Chemistry Lab I is required by all engineering majors at Georgia Tech except Industrial Engineering.  
2 Biomedical Engineering (BME) and Chemical and Biomolecular Engineering (ChE) take at least one science course.  
3 The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen in consultation with your advisor to satisfy the requirements of the particular engineering discipline at Georgia Tech.  
4 Chemical Engineering recommends BIOL 1107 Principles of Biology I/BIOL 1107L Principles of Biology Lab I in addition to the required Physics and Chemistry sequences; Environmental Engineering requires BIOL 1107 Principles of Biology I/BIOL 1107L Principles of Biology Lab I in addition to CHEM 1211 Principles of Chemistry I/CH5M 1211L Principles of Chemistry Lab I. Aerospace, and Materials Science and Polymer, Textile, and Fiber engineering programs require Physics and Chemistry sequences.

Integrative Studies + Engineering  

For Students Using MATH 1112 Trigonometry & Analytic Geom or MATH 1113 Pre-Calculus in Area A  

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2106</td>
<td>Principles of Microeconomics</td>
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</tr>
<tr>
<td>MATH 1112</td>
<td>Trigonometry &amp; Analytic Geom</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Lower Division Requirements  

Choose one from the following, if not satisfied in Area E:  
ECON 1101 Survey of Economics  
ECON 2105 Principles of Macroeconomics  
ECON 2106 Principles of Microeconomics  

Science Requirements  

Choose one from the following:  
PHYS 2211 Principles of Physics I  
PHYS 2212 Principles of Physics II  

Subtotal: 36  

Upper Division Mathematics Requirement  

MATH 3303 Differential Equations  

Subtotal: 3  

Lower and Upper Division Electives  

Choose at least 24 hours, with a maximum of 16 lower division hours.  

Total Credit Hours: 95-98  

1 Must take either MATH 1112 Trigonometry & Analytic Geom or MATH 1113 Pre-Calculus in Area A.  
A science sequence must be completed in Area D.  
CHEM 1211 Principles of Chemistry I/ CHEM 1211L Principles of Chemistry Lab I is required by all engineering programs at Georgia Tech except Industrial Engineering.  
2 The 22xx/22xxL Physics sequence is required for every engineering program at Georgia Tech. The additional science requirements should be carefully chosen in consultation with your advisor to satisfy the requirements of the particular engineering discipline at Georgia Tech.
Integrative Studies + Engineering
For Students Using MATH 1501 Calculus I in Area A

<table>
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<tr>
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<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
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<tr>
<td></td>
<td>Subtotal</td>
<td>42</td>
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<td></td>
<td>Lower Division Major Requirements (Area F)</td>
<td></td>
</tr>
<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
<td>1</td>
</tr>
<tr>
<td>MATH 2502</td>
<td>Calculus II</td>
<td>1</td>
</tr>
<tr>
<td>MATH 2503</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2140</td>
<td>Introductory Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Choose two from the following:</td>
<td>6</td>
</tr>
<tr>
<td>CHEM 1211</td>
<td>Principles of Chemistry I</td>
<td></td>
</tr>
<tr>
<td>CHEM 1212</td>
<td>Principles of Chemistry II</td>
<td></td>
</tr>
<tr>
<td>PHYS 2211</td>
<td>Principles of Physics I</td>
<td></td>
</tr>
<tr>
<td>PHYS 2212</td>
<td>Principles of Physics II</td>
<td></td>
</tr>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choose one from the following, depending on intended major:</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 1301</td>
<td>Computer Science I (Electrical, Computer, and Industrial Engineering)</td>
<td></td>
</tr>
<tr>
<td>CSCI 1371</td>
<td>Computing for Engineers (All Other Engineering Majors)</td>
<td></td>
</tr>
<tr>
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<td>Subtotal</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Additional Lower Division Requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choose one from the following, if not satisfied in Area E:</td>
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</tr>
<tr>
<td>ECON 1101</td>
<td>Survey of Economics</td>
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</tr>
<tr>
<td>ECON 2105</td>
<td>Principles of Macroeconomics</td>
<td></td>
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<td>ECON 2106</td>
<td>Principles of Microeconomics</td>
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<td>Science Requirements</td>
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<td>Choose from the following:</td>
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<tr>
<td>PHYS 2211</td>
<td>Principles of Physics I</td>
<td></td>
</tr>
<tr>
<td>&amp; 2211L</td>
<td>and Principles of Physics Lab I</td>
<td></td>
</tr>
<tr>
<td>PHYS 2212</td>
<td>Principles of Physics II</td>
<td></td>
</tr>
<tr>
<td>&amp; 2212L</td>
<td>and Principles of Physics Lab II</td>
<td></td>
</tr>
<tr>
<td>CHEM 1211</td>
<td>Principles of Chemistry I</td>
<td></td>
</tr>
<tr>
<td>&amp; 1211L</td>
<td>and Principles of Chemistry Lab I</td>
<td></td>
</tr>
<tr>
<td>CHEM 1212</td>
<td>Principles of Chemistry II</td>
<td></td>
</tr>
<tr>
<td>&amp; 1212L</td>
<td>and Principles of Chemistry Lab II</td>
<td></td>
</tr>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
<td></td>
</tr>
<tr>
<td>&amp; 1107L</td>
<td>and Principles of Biology Lab I</td>
<td></td>
</tr>
<tr>
<td>Science Electives: CHEM, BIOL, or PHYS</td>
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<td></td>
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<tr>
<td></td>
<td>Subtotal</td>
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Upper Division Mathematics Requirement

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 3303</td>
<td>Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lower and Upper Division Electives</td>
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</tr>
<tr>
<td></td>
<td>Choose at least 24 hours, with a maximum of 16 lower division hours.</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>92-95</td>
</tr>
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</table>

REPP - Regents’ Engineering Pathways Program

The REPP program is a formal transfer program, in which a student, after successfully completing a two-year program of study at CSU, transfers to Georgia Tech, Georgia Southern, Kennesaw, University of Georgia or Mercer to complete an engineering degree.

Requirements for Admission to the REPP

- A combined SAT of 1090 (with a minimum of 560 SAT-M and 440 SAT-V) AND
- A high school GPA of at least 3.0 OR
- Have been admitted to an engineering program at Georgia Tech

Students who do not meet initial admission criteria may qualify for the REPP after the end of their freshman year by

- Completing CHEM 1211 Principles of Chemistry I, PHYS 2211 Principles of Physics I, MATH 1501 Calculus I and MATH 2502 Calculus II with grades of B or higher and
- Attaining a cumulative GPA of 3.0 or higher.

To transfer to an engineering school under the REPP, students must:

- Complete the REPP requirements
- Meet the specified minimum cumulative GPA. GPA requirements vary by school. For Georgia Tech, a 3.3 cumulative GPA is required.
- Meet the specified minimum Math/Science GPA. GPA requirements vary by school. For Georgia Tech, a 3.3 cumulative GPA is required.
- Obtain the recommendation of the REPP Coordinator
- Be enrolled at CSU for at least two semesters immediately preceding matriculation to the engineering school (e.g., either Fall/Spring or Spring/Summer to start in the Fall).

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
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<tr>
<td></td>
<td>English Composition Requirements</td>
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<td>ENGL 1101</td>
<td>English Composition I</td>
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<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
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Subtotal 6

**Mathematics Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
<td>4</td>
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<tr>
<td>MATH 2140</td>
<td>Introductory Linear Algebra</td>
<td>3</td>
</tr>
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<td>MATH 2502</td>
<td>Calculus II</td>
<td>4</td>
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<tr>
<td>MATH 2503</td>
<td>Calculus III</td>
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<tr>
<td>MATH 3303</td>
<td>Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
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**Science Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHYS 2211 &amp; 2211L</td>
<td>Principles of Physics I and Principles of Physics Lab I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2212 &amp; 2212L</td>
<td>Principles of Physics II and Principles of Physics Lab II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1211 &amp; 1211L</td>
<td>Principles of Chemistry I and Principles of Chemistry Lab I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Choose one from the following:</strong></td>
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<td>4</td>
</tr>
<tr>
<td>CHEM 1212 &amp; 1212L</td>
<td>Principles of Chemistry II and Principles of Chemistry Lab II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1107 &amp; 1107L</td>
<td>Principles of Biology I and Principles of Biology Lab I</td>
<td>4</td>
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<td><strong>Subtotal</strong></td>
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**Computer Science Requirement**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSCI 1301</td>
<td>Computer Science I (Electrical, Computer, and Industrial Engineering)</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 1371</td>
<td>Computing for Engineers (All Other Engineering Majors)</td>
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<td><strong>Subtotal</strong></td>
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**Additional Requirements**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
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</tr>
<tr>
<td>COMM 1001</td>
<td>Presentational Speaking</td>
<td>1</td>
</tr>
<tr>
<td>PHYS 3454</td>
<td>Statics</td>
<td>3</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
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</table>

**Total Credit Hours** 50

1 Your science choice will depend upon the area of engineering you wish to pursue. Check with your advisor for the appropriate course.

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**Goals for Graduate Education**

- To ensure that all graduate students are educated by faculty who are at the forefront of teaching and research in their disciplines.
- To prepare students for leadership in a global society.
- To prepare students to communicate and apply knowledge in ways useful to society.
- To educate students to venture beyond existing boundaries of knowledge.
- To offer programs which are sensitive and responsive to the cultural diversity of the state and of the nation.
- To ensure that institutions will cooperate at all levels to ensure the quality of graduate education.
- To ensure that qualified students will have access to graduate education.
- To identify pre-college and undergraduate students with high academic potential and encourage them to pursue graduate study.

**Role of the School of Graduate Studies at Clayton State University**

- Articulate a vision of excellence;
- Provide for quality control in graduate education;
- Maintain equitable standards across disciplines;
- Define what graduate education is and is not;
- Bring an institution-wide perspective to post-baccalaureate education;
- Provide an interdisciplinary perspective;
- Enhance the intellectual community of scholars among graduate students and faculty;
- Serve as an advocate for graduate education;
- Emphasize the importance of adequately training future college and university teachers;
- Develop ways for graduate education to contribute to and enhance undergraduate education;
- Support graduate student services;
- Serve as an advocate for issues and constituencies critical to the success of graduate programs.

**Programs**

**Master’s Programs**

- Archival Studies, MAS (p. 153)
- Business Administration, MBA (p. 154)
- Clinical/Counseling Psychology, MS (p. 162)
- Cyber Technology, MS (p. 164)
- Data Science, MS (p. 166)
- Health Administration, MHA (p. 169)
- Liberal Studies, MALS (p. 170)
- Master of Arts in Teaching, MAT (p. 173)
- Master of Strategic Leadership Development, MSLD (p. 175)
- Nursing, MSN (p. 177)
- Public Administration, MPA (p. 178)
- Supply Chain Analytics, MS (p. 180)
Certificate Programs

- Creative Writing, Advanced Certificate (p. 182)
- Digital Marketing, Advanced Certificate (p. 182)
- Family Nurse Practitioner, Post-Master’s Certificate (p. 182)
- Human Resource Leadership, Post-Baccalaureate Certificate (p. 183)
- International Business, Post-Baccalaureate Certificate (p. 183)
- Professional Writing, Advanced Certificate (p. 183)
- Supply Chain Management, Advanced Certificate (p. 184)

Archival Studies, MAS

Penelope Cliff, Director
PenelopeCliff@clayton.edu

Interested Applicants

Visit the Department of Archival Studies webpage (https://clayton.edu/cims/archival-studies/index/).

You may also contact the department by email (CSIT@clayton.edu) or by phone at: (678) 466-4400.

To apply, visit the Clayton State (https://www.clayton.edu/graduate/) University School of Graduate Studies webpage. (https://www.clayton.edu/graduate/)

Mission and Goals

Graduates of the Master Archival Studies Program will be successful archivists who are committed to curating comprehensive, trustworthy collections of records that merit long-term preservation. They will be well-grounded in theoretical knowledge and practical skills of archives. Graduates will understand the impact of the technology on the profession and will have the knowledge and skills to work with information technologists and to manage digital information; and they will know how to work in a rapidly changing environment, finding innovative solutions to the challenges of digital archives.

The Master of Archival Studies Program at Clayton State University provides students with an education grounded archival theory and practice with an emphasis on changing technical nature of records. At its core discussion of records is a discussion of the many different people, cultures, and ideas that lead to the creation of those records. This means that we will be striving to present course content and assignments that allow each of us to explore, engage, question, and ultimately hear each unique, diverse and inclusive understandings of archives. Through this effort we hope that our students will understand key functions of record keeping practices and archival work in a diverse climate and technically changing world.

The curriculum is founded on the guidelines for archival education published by the Society of American Archivists and the Academy of Certified Archivists Role Delineation Statements.

Through courses incorporating archival principle, technology, and practical experience, students will be able to:

- Understand the principles of archival science and how archives are distinguished from libraries, museums, and other information professions;
- Understand records and record keeping systems and how they are changing in a digital environment;
- Acquire the knowledge and skills basic to all archival functions, including appraisal and selection, arrangement and description, reference and access, preservation and protection, outreach, and management of archival programs;
- Understand the role records play in a diverse and changing society.
- Understand the archival profession’s legal and ethical obligations; and
- Master the technical skills necessary to work with digital materials.

Application Information

Students may begin the program at any time. Information about the application and admission process is available in the School of Graduate Studies section of this catalog and on the web at http://www.clayton.edu/graduate (http://www.clayton.edu/graduate/).

Advising

In order to keep students on track for completing the degree, the MAS faculty will serve as advisors to all students. The student will be required to meet with his or her advisor before registering for courses each semester.

Academic Policies

Information regarding academic progress, residency requirements, transfer credit, application deferral, acceptance deferral, withdrawal from a course(s), and hardship withdrawal policies is in the School of Graduate Studies section of this catalog and on the web at http://www.clayton.edu/graduate (http://www.clayton.edu/graduate/).

Requirements

Students must complete thirty-six (36) semester hours of course work with a minimum grade point average of 3.0. During the course of the graduate program, twenty-one (21) semester credit hours should be in areas defined as core archival knowledge that provides the theoretical and practical basis necessary to work as a professional archivist. Nine hours (9) will be in Archival elective courses.

Students are to choose between a Thesis or Capstone option. Students will take six hours (6) in this area.

Students taking the research option will complete a thesis, and students taking the capstone option will take a comprehensive exam.

Program Learning Outcomes

Graduates of this program will be able to:

a. Explain the value and role of record keeping in a complex, dynamic, and diverse world.

b. Make decisions on the value of records in order to document subjects in a trustworthy and authentic way.

c. Explain the core functions of record keepers, including archivist and records managers, and how these professions facilitate and aid the capture, discovery and use of materials.

d. Explain best methods for preserving recorded information regardless of format.
e. Understand how record creation, capture, and preservation is impacted by legal, ethical, social, cultural, and technical forces that need to be understood, managed and actively challenged.

## Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARST 5000</td>
<td>Princ. &amp; Practices in Records</td>
<td>3</td>
</tr>
<tr>
<td>ARST 5100</td>
<td>Archives, Records and Tech</td>
<td>3</td>
</tr>
<tr>
<td>ARST 5150</td>
<td>Preservation, Archival Records</td>
<td>3</td>
</tr>
<tr>
<td>ARST 5170</td>
<td>Reference, Access and Outreach</td>
<td>3</td>
</tr>
<tr>
<td>ARST 5200</td>
<td>Arrang &amp; Desc of Archival Mat</td>
<td>3</td>
</tr>
<tr>
<td>ARST 5300</td>
<td>Digital Preservation</td>
<td>3</td>
</tr>
<tr>
<td>ARST 5500</td>
<td>Archiv Appraisal/Select/Eval</td>
<td>3</td>
</tr>
</tbody>
</table>

**Archival Electives**

Choose three from the following:

- ARST 5110 Archives and the Web
- ARST 5250 Digital Curation, Preservation
- ARST 5400 Records Management
- ARST 6610 Law, Ethics and Records
- ARST 6620 Managing Archives
- ARST 6800 Research Methods
- ARST 6890 Special Topics in Archives

## Research and Capstone Tracks

Choose one from the following:

- Research Track (p. 154)
- Capstone Track (p. 154)

**Total Credit Hours**

36

### Research Track

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ARST 6900</td>
<td>Directed Research</td>
<td>3</td>
</tr>
<tr>
<td>ARST 6999</td>
<td>Thesis</td>
<td>3</td>
</tr>
</tbody>
</table>

### Capstone Track

Choose one from the following:

- ARST 6900 Directed Research
- ARST 6901 Archives Internship
- ARST 6902 Applied Archives Experience
- ARST 6950 Archives Capstone (required)

## Faculty

- Aisha Johnson-Jones
- Joshua Kitchens
- Christine Wiseman
- Claire Seeto

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## Business Administration, MBA

**Mission and Goals**

The Master of Business Administration (MBA) program at Clayton State University is designed for working professionals who are seeking to move their careers to the next level. The MBA program is offered in an environment conducive to building stronger relationships among students so as to increase communication and sharing of experiences. Students will develop a better understanding of the importance of ethical business behavior and corporate social responsibility as well as a broader appreciation of diverse cultures. The goal of the program is to produce graduates who can operate successfully and lead organizations in a rapidly changing, global business environment.

## Program Format

This fast-track program will take 12 to 24 months to complete and is designed for busy students whose time is already at a premium. All MBA core courses are offered in 8-week sessions either online or on-campus. A selected number of concentration electives are offered on-campus for the General MBA to permit completion in 12 months; otherwise, all concentration elective courses are offered online. This format allows students the flexibility to arrange a plan of study to fit their individual schedules. On-campus courses meet once per week during weekday evenings.

Students are encouraged to have a minimum of three (3) credit hours per session. However, students who wish to complete the General MBA in twelve months may take a maximum of six (6) credit hours in each of the 8-week sessions. Fall and Spring Semesters have two 8-week sessions; the Summer Semester consists of one 8-week session.

The curriculum is structured to challenge students and open their minds to new ways of thinking about business. Courses include lectures, case discussions, current business issues, and team projects. All students enrolled in the program will complete a minimum of 33 credit hours. Nine core courses are required, and three courses will be selected from concentration areas.

The concentrations include Accounting, Digital Marketing, Human Resource Leadership, International Business, and Supply Chain Management. For the General Business MBA, students may select nine (9) credit hours from any of the concentration elective courses.

### Program Learning Outcomes

The Master of Business Administration Program Outcomes (POs) and Program Learning Outcomes (PLOs) are as follows:

**Graduates of this program will be able to:**

a. Critical Thinking: Demonstrate situational awareness, and the ability to collect and analyze information to make effective, evidence-based decisions.

b. Leadership: Demonstrate leadership skills needed for implementing and managing organizational activities.

c. Business Communication: Demonstrate persuasive and effective communication.
d. Business Knowledge: Apply functional knowledge in accounting, finance, management, marketing, and other business areas to make effective business decisions.

e. Business Analytics: Use data analysis tools and techniques to make effective business decisions.

**Admission Requirements**

College of Business candidates must follow School of Graduate Studies and University Graduate admission policies and procedures. Admission into the Master of Business Administration degree program is based on several factors as outlined below to ensure a talented and diverse student body.

- Completed online application to the School of Graduate Studies
- Bachelor’s degree in any field (or equivalent in the case of those with an international education background) with a minimum of 2.7 GPA or an advanced degree in any field (Master’s or higher) from an accredited College or University, as verified by an official transcript.

If the applicant does not meet the above requirement, the following additional documents must be submitted to be considered for admission.

- Essay of purpose: in 500 words or less, tell us why you want to pursue the graduate degree you are applying for and why you are a good candidate for the program.
- Current resume detailing professional experience and achievements.

**International Students:**

- Applicants whose native language is not English or whose language of college instruction was not English must demonstrate English Language proficiency through one of the following options: TOEFL (Test of English as a Foreign Language) or the Internet-based TOEFL (iBT) or the International English Language Testing System (IELTS). The following scores are acceptable: a minimum of 78 on the iBT or a minimum of 550 on the paper-based TOEFL. The minimum IELTS total score is 6.
- If an applicant has completed any coursework, degree, or degrees from institutions outside of the United States, he or she must utilize a credentialing evaluating organization. The School of Graduate Studies accepts an official course-by-course evaluation with a GPA that is prepared by either Josef Silny and Associates (https://www.jsilny.org/) or World Education Services (https://www.wes.org/).

**Admission to the Accounting Concentration**

While the MBA with concentration in Accounting is open to all of the MBA students, graduate students without a BBA in Accounting would not be able to take certain graduate Accounting courses because they do not have the required prerequisites. These students will be able to take the following graduate level Accounting courses, in addition to ACCT 5000 and ACCT 5200 which are the required Accounting courses in MBA curriculum: ACCT 5120 (Special Topics in Accounting), ACCT 5210 (VITA Preparation and Coordination, offered in Spring semester only), ACCT 5370 (Commercial law for Accountants), and ACCT 5900 (Accounting Research/Internship).

Graduate students with a business degree other than Accounting who would like to specialize in the other areas within Accounting, would need to take the following undergraduate Accounting courses to be able to take advantage of the full list of Graduate Accounting course offerings at the College of Business: Managerial Cost Accounting, Taxation of the Individual, Intermediate Accounting I, Intermediate Accounting II.

Students who have not earned an undergraduate degree in Business should take Principles of Financial Accounting and Principles of Managerial Accounting in addition to the abovementioned courses to meet the prerequisite requirements for all of the Accounting concentration electives.

The students who seek CPA certification, would need to make sure that they meet the 150 credit hours as well as the 30 credit hours in Accounting (not counting the Principles of Accounting I and II) requirements after passing all of the four parts of the CPA exam. If you have any additional questions about the MBA with Accounting concentration, please feel free to reach out to your advisor, graduate program director, or the Accounting, Economics, and Finance department chair for more information.

**Academic Policies**

MBA students are expected to observe School of Graduate Studies and University Graduate Rules and Regulations.

To receive a Master of Business Administration graduate degree from Clayton State University, a student usually completes all 33 semester hours of the program requirements from Clayton State University. All semester hours in the MBA program at CSU must be completed after the student has been admitted to the degree program. Transfer of graduate credit is generally not accepted, although a maximum of six semester hours of transfer credit from an AACSB accredited institution may be considered on an individual basis.

A Study Abroad course and trip is required for students with an International Business Concentration. Any student who is unable to go on the trip due to an emergency will instead be required to write a thesis consistent with the School of Graduate Studies’ requirements or participation in an internship experience in place of the trip. Emergencies include a serious illness or hospitalization, or the inability to obtain a VISA through no fault of the student. Otherwise, the College of Business Graduate Programs Director will determine if a student is eligible for the study abroad substitutions.

**Program Withdrawal**

Any student who desires to withdraw from the university should contact the MBA Program Director. Following an exit interview, the student will be issued a copy of the withdrawal form and the Program Director will process the paperwork with the necessary university offices.

**Course Load**

Six semester hours will be required of all MBA students who use financial aid in the Spring, Summer, and Fall Semesters. Students can register for up to four courses in Spring and Fall (two courses in each 8-week session) and three courses in Summer.

**Program Requirements**

Business Administration, MBA students must complete the MBA Core and Capstone Requirements and then select one concentration from the Accounting, Digital Marketing, General Business, Human Resources, International Business or Supply Chain Management Concentration options.
Concentration Requirements

Accounting Concentration

Students with substantial coursework in accounting can earn an MBA and will find that they are more marketable than entry-level students with a bachelor’s degree, whether they choose public, private, or governmental work. They may also take additional upper level accounting courses which may qualify them to sit for the CPA exam (Certification in Public Accountant), CMA exam (Certified Management Accountant), or CIA exam (Certified Internal Auditor).

Graduate Accounting courses, with the exception of ACCT 5000 Accounting Concepts, ACCT 5200 Accounting for Managerial Decision, ACCT 5120 Special Topics in Accounting, and ACCT 5900 Accounting Research/Internship will be cross-listed with undergraduate courses.

While the MBA with concentration in Accounting is open to all MBA students, the Plan of Study Guide below summarizes the path to receiving the MBA with concentration in Accounting for students with different undergraduate degrees.*

The students who seek CPA certification would need to make sure that they meet the 150 credit hours as well as the 30 credit hours in Accounting (not counting ACCT 2101 Principles of Financial Accounting or ACCT 2102 Principles Managerial Accounting requirements after passing all of the four parts of the CPA exam. If you have any additional questions about the MBA with Accounting concentration, please feel free to reach out to your advisor, graduate program director, or the Accounting, Economics, and Finance department chair for more information.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACCT 5000</td>
<td>Accounting Concepts</td>
<td>2</td>
</tr>
</tbody>
</table>

For Students without BBA in Accounting

Choose Three (3):

ACCT 5110 Adv Manage Cost Acct for Exec
ACCT 5120 Special Topics in Accounting
ACCT 5210 VITA Preparation and Coordinat *
ACCT 5250 Advanced Topics in Taxation
ACCT 5352 Adv Fin Acct & Intern. Issues
ACCT 5440 Government & Non-Profit Accounting for Executives
ACCT 5470 Forensic & Investigative Acct
ACCT 5900 Accounting Research/Internship
BLAW 5370 Commercial law for Accountants

Data analytics concentration

The analytics MBA concentration will provide graduate students the knowledge to compete for high demand jobs requiring analytics knowledge. Students pursuing this concentration will be able to use analytics tools to make decisions in the business environment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MATH 5221</td>
<td>Fnd.s of Business Analytics</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 5810</td>
<td>Data Mgmt &amp; Bus. Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 5811</td>
<td>Data Anal. &amp; Visual. for Bus.</td>
<td>3</td>
</tr>
</tbody>
</table>

Digital Marketing Concentration

Today, marketers must go beyond the traditional tools of branding, advertising, and promotions to engage consumers and capture market share. The environment on how consumer receive information and make decisions has radically changed. To be successful today, marketers must understand digital marketing for insights into consumer behavior. While the internet is most closely associated with digital marketing; tools include wireless text messaging, mobile instant messaging, mobile apps, podcast, electronic billboards, and many other tools. Marketers must be familiar with website optimization, searching engines, gamification, and data analytics. The MBA Digital Marketing concentration prepares students to not only apply digital marketing, but to also become leaders in developing creative solutions for engaging consumers.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUSA 5000</td>
<td>Decision Concepts</td>
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</tr>
<tr>
<td>ACCT 5200</td>
<td>Accounting for Managerial Deci</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 5200</td>
<td>Decision Making-Uncertainty</td>
<td>3</td>
</tr>
<tr>
<td>FINA 5100</td>
<td>Corporate Finance for MBA</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5101</td>
<td>Organizational Development and Change</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5111</td>
<td>Leadership and Organizational</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5200</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5750</td>
<td>Global Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5200</td>
<td>Accounting for Managerial Deci</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 5200</td>
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<td>Corporate Finance for MBA</td>
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<td>MGMT 5101</td>
<td>Organizational Development and Change</td>
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<tr>
<td>MGMT 5111</td>
<td>Leadership and Organizational</td>
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<tr>
<td>MKTG 5200</td>
<td>Marketing Management</td>
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</tr>
<tr>
<td>MGMT 5750</td>
<td>Global Strategic Management</td>
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For Students with BBA in Accounting

Choose Three (3):

ACCT 5110 Adv Manage Cost Acct for Exec
ACCT 5120 Special Topics in Accounting
ACCT 5210 VITA Preparation and Coordinat *
ACCT 5250 Advanced Topics in Taxation
ACCT 5352 Adv Fin Acct & Intern. Issues
ACCT 5440 Government & Non-Profit Accounting for Executives
ACCT 5470 Forensic & Investigative Acct
ACCT 5900 Accounting Research/Internship
BLAW 5370 Commercial law for Accountants

Data analytics concentration

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</thead>
<tbody>
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<td>Fnd.s of Business Analytics</td>
<td>3</td>
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<tr>
<td>CSCI 5810</td>
<td>Data Mgmt &amp; Bus. Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 5811</td>
<td>Data Anal. &amp; Visual. for Bus.</td>
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</tr>
</tbody>
</table>

Digital Marketing Concentration

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The General MBA by taking 24 credit hours of core courses and selecting any three electives from the concentration courses for a total of 9 credit hours of electives.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>MKTG 5120</td>
<td>Special Topics in Marketing</td>
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<tr>
<td>SCML 5101</td>
<td>International Business and Global Logistics</td>
<td>3</td>
</tr>
<tr>
<td>SCML 5102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>SCML 5105</td>
<td>Global Sourcing in SCM</td>
<td>3</td>
</tr>
<tr>
<td>SCML 5120</td>
<td>Special Topics in Supply Chain</td>
<td>3</td>
</tr>
<tr>
<td>SCML 5750</td>
<td>Logistics &amp; Supply Chain Strat</td>
<td>3</td>
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</table>

**General Business**

The General Business curriculum is not specialized in one particular area. The program is designed to provide students with a thorough exposure to the basic areas of business administration while permitting wide latitude in the selection of additional courses according to individual interests. Students complete the General MBA by taking 24 credit hours of core courses and selecting any three electives from the concentration courses for a total of 9 credit hours of electives.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>MKTG 5110</td>
<td>Digital Marketing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5111</td>
<td>Digital Marketing Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5112</td>
<td>Social Media Strategy</td>
<td>3</td>
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</table>

**Required Digital Marketing Concentration Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>MKTG 5110</td>
<td>Digital Marketing Fundamentals</td>
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<tr>
<td>MKTG 5111</td>
<td>Digital Marketing Strategy</td>
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</tr>
<tr>
<td>MKTG 5112</td>
<td>Social Media Strategy</td>
<td>3</td>
</tr>
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</table>

**Required General Business Concentration Courses**

<table>
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<tr>
<td>ACCT 5110</td>
<td>Adv Manage Cost Acct for Exec</td>
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<tr>
<td>ACCT 5120</td>
<td>Special Topics in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5210</td>
<td>VITA Preparation and Coordinat</td>
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<tr>
<td>ACCT 5250</td>
<td>Advanced Topics in Taxation</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5352</td>
<td>Adv Fin Acct &amp; Inter. Issues</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5440</td>
<td>Government &amp; Non-Profit Accounting for Executives</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5470</td>
<td>Forensic &amp; Investigative Acct</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5900</td>
<td>Accounting Research/Internship</td>
<td>3</td>
</tr>
<tr>
<td>BLAW 5370</td>
<td>Commercial law for Accountants</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 5120</td>
<td>Special Topics in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 5130</td>
<td>Internship/Cooperative Educati</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 5140</td>
<td>Indep. Study/Directed Research</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 5810</td>
<td>Data Mgmt &amp; Bus. Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 5811</td>
<td>Data Anal. &amp; Visual. for Bus.</td>
<td>3</td>
</tr>
<tr>
<td>ECON 5101</td>
<td>Managerial Economics for SC</td>
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<tr>
<td>MATH 5221</td>
<td>Fnd.s of Business Analytics</td>
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</tr>
<tr>
<td>MGMT 5104</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5105</td>
<td>Global Experience</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5106</td>
<td>Cross-Culture Negotiating</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5107</td>
<td>Leadership and Values</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5108</td>
<td>Talent Development in Orgn</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5109</td>
<td>Human Resource Consulting</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5110</td>
<td>Global Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5111</td>
<td>Strategic Leadership Developme</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5114</td>
<td>Leading Diversity &amp; Inclusion</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5115</td>
<td>Global Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5116</td>
<td>Leading by Managing Conflict</td>
<td>3</td>
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<tr>
<td>MGMT 5120</td>
<td>Special Topics in Managment</td>
<td>3</td>
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<tr>
<td>MKTG 5103</td>
<td>Global Marketing</td>
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</tr>
<tr>
<td>MKTG 5110</td>
<td>Digital Marketing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5111</td>
<td>Digital Marketing Strategy</td>
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<tr>
<td>MKTG 5112</td>
<td>Social Media Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5114</td>
<td>Personal Branding Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Human Resource Leadership Concentration**

In recent years, the focus of Human Resource professionals has shifted from the day-to-day operations (management) side of business to strategic leadership. As a result, more Human Resource leaders sit on boards today and engage in long-term strategic planning. Our program responds to that trend by offering courses that develop strategic, innovative HR leaders. This program's curriculum is approved by the Society for Human Resource Management (SHRM).

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MGMT 5108</td>
<td>Talent Development in Orgn</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5109</td>
<td>Human Resource Consulting</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5115</td>
<td>Global Human Resources (or study abroad trip)</td>
<td>3</td>
</tr>
</tbody>
</table>

**International Business Concentration**

Businesses operate on a global scale and need graduates who can evaluate international operational challenges, assess sociocultural issues, and understand the worldwide economy. A business-themed study abroad trip is an option for this concentration. Students can also take courses in Logistics, Global Marketing, Cross-Cultural Negotiating, Global Human Resources, and Global Management.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 5105</td>
<td>Global Experience</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5106</td>
<td>Cross-Culture Negotiating</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5112</td>
<td>Global Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5115</td>
<td>Global Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5103</td>
<td>Global Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Supply Chain Management Concentration**

Clayton State University MBA program is unique by offering a concentration in Supply Chain Management, which is in high demand in today's contemporary world. Clayton State's location is a primary advantage: uniquely situated ten minutes from Atlanta's Hartsfield-Jackson International Airport (the world's busiest airport) and less than four hours by interstate to the Port of Savannah (the largest single container terminal in North America). CSX and Norfolk Southern operate a strong rail transportation infrastructure (4,500 miles of track) and intermodal terminals that boost the state's economy.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MKTG 5110</td>
<td>Digital Marketing Fundamentals</td>
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</tr>
<tr>
<td>MKTG 5111</td>
<td>Digital Marketing Strategy</td>
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</tr>
<tr>
<td>MKTG 5112</td>
<td>Social Media Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5114</td>
<td>Personal Branding Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>
SCML 5101  International Business and Global Logistics
SCML 5102  Operations & Supply Chain Mgmt
SCML 5750  Logistics & Supply Chain Strat

^ ACCT 5210 VITA Preparation and Coordinat is only offered in the Spring semester.
* In order to complete advanced courses in the Accounting concentration, students with a non-business undergraduate degree or students with a BBA other than Accounting must have completed the following prerequisites (or equivalent): Managerial Cost Accounting, Taxation of the Individual, Intermediate Financial Acct. I, Intern. Financial Acct. II, Principles of Financial Acct.

Faculty
Khamis Bilbeisi
Jacob Chacko
Everod Davis
Linda Hain
Anthony Hannah
Iryna Hayduk
Craig Hill
Kimberly Johnson
Reza Kheirandish
Carin A. Lightner-Laws
Chen-Miao Lin
Lawrence K. Menter
George E. Nakos
C.R. Narayanaswamy
Keith Miller
Kamran Moghaddam
Mario Norman
Adel Novin
Louis Xavier Orchard
Leon C. Prieto
Stacey Reynolds
Melva Robertson
Margaret Thompson
Vinod Vincent
Anita Whiting
Jesse Zinn

Suggested Course Sequence - Online
MBA - Accounting Concentration (Online)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUSA 5000</td>
<td>Decision Concepts</td>
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<tr>
<td>MGMT 5111</td>
<td>Leadership and Organizational</td>
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<tr>
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<td><strong>Credit Hours</strong></td>
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Second Semester
Spring Semester - First Term
ACCT 5200  Accounting for Managerial Deci 3
BUSA 5200  Decision Making-Uncertainty 3

Spring Semester - Second Term
Accounting Elective Online 3
Accounting Elective Online 3

<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td><strong>Credit Hours</strong></td>
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Third Semester
Summer Semester
MGMT 5750  Global Strategic Management 3
FINA 5100  Corporate Finance for MBA 3
Accounting Elective Online 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Credit Hours</strong></td>
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Second Year
First Semester
Fall Semester - First Term
MGMT 5101  Org. Development and Change 3

Fall Semester - Second Term
MGMT 5750  Global Strategic Management 3
MATH 5221  Fnd.s of Business Analytics 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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Second Semester
Spring Semester - First Term
CSCI 5810  Data Mgmt & Bus. Intelligence 3

Spring Semester - Second Term
CSCI 5811  Data Anal. & Visual. for Bus. 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
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Total Credit Hours 33
### MBA - Digital Marketing Concentration (Online)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
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<tr>
<td>Fall Semester - First Term</td>
<td>MKTG 5200 - Marketing Management</td>
<td>3</td>
</tr>
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<td>MKTG 5110 - Digital Marketing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Fall Semester - Second Term</td>
<td>ACCT 5000 - Accounting Concepts</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>BUSA 5000 - Decision Concepts</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MGMT 5111 - Leadership and Organizational</td>
<td>3</td>
</tr>
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<td><strong>Total Credit Hours</strong></td>
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<tr>
<td><strong>Second Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>Spring Semester - First Term</td>
<td>ACCT 5200 - Accounting for Managerial Decisions</td>
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<tr>
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<td>MKTG 5111 - Digital Marketing Strategy</td>
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<tr>
<td>Spring Semester - Second Term</td>
<td>FINA 5100 - Corporate Finance for MBA</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MKTG 5112 - Social Media Strategy</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<tr>
<td>Summer Semester</td>
<td>MGMT 5101 - Org. Development and Change</td>
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<tr>
<td></td>
<td>BUSA 5200 - Decision Making-Uncertainty</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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<td>6</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
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<td></td>
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<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Semester - First Term</td>
<td>MGMT 5750 - Global Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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### MBA - Human Resources Concentration (Online)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Semester - First Term</td>
<td>MKTG 5200 - Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGMT 5101 - Org. Development and Change</td>
<td>3</td>
</tr>
<tr>
<td>Fall Semester - Second Term</td>
<td>ACCT 5000 - Accounting Concepts</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>BUSA 5000 - Decision Concepts</td>
<td>1</td>
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### Suggested Course Sequence - Seated

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### MBA - Human Resources Concentration (Seated)

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MBA - Supply Chain Concentration (Seated)

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Clinical/Counseling Psychology, MS

Dr. Nichelle Jackson-Gause, Clinical Director
NichelleGause@clayton.edu

Mission and Outcomes

The mission of the Master of Science program in Clinical/Counseling Psychology is to prepare students to be competent, ethical practitioners of psychological services in the community. Students will develop skills in psychological assessment, and in a variety of therapeutic modalities, including individual therapy with adults and children; as well as family, couples, and group therapy. Graduates of the program will be able to apply knowledge from various theoretical frameworks (e.g., cognitive, behavioral, psychodynamic, humanistic) to intervene effectively with a wide variety of clinical concerns related to mental and emotional wellness. The program's training philosophy emphasizes the importance of recognizing the uniqueness of each individual and the influence of culture and ethnicity when providing services to people from diverse backgrounds. Students will be expected to develop self-awareness, empathy, and compassion for people living with mental illness as well as other factors that contribute to emotional distress. This program will prepare graduates to work in a broad range of mental health settings. In addition, the program prepares students for doctoral training in clinical or counseling psychology, specifically.

Graduates of the program will be able to:

- Use critical thinking skills to assess mental health and implement effective interventions using a variety of therapeutic modalities and theoretical approaches (e.g., cognitive, behavioral, psychodynamic, humanistic).
- Understand and apply ethical standards to the provision of psychological services in the community.
- Demonstrate knowledge and skills to intervene effectively with individuals from varying cultural backgrounds.
- Interpret and apply research methods and statistical techniques to advance the study and practice of clinical psychology.
- Use interpersonal and written communication effectively and professionally.

Additional Admission Requirements

In addition to the general requirement of the School of Graduate Studies, admission to the Master of Science in Clinical/Counseling Psychology program will be based upon the following:

- A completed undergraduate degree from an accredited institution.

Application deadline is March 15th.
• New students are only accepted for fall semester. Applications received or finalized after this deadline will be considered for the next review period.
• A minimum of 2.75 (on a 4.0 scale)
• Graduate Record Examination (GRE)
  • Typical GRE score (combined Verbal & Quantitative) for accepted applicants is 280 or higher.
  • The GRE General test is required; scores for the psychology subject test will not be accepted.
  • For applicants with a cumulative 3.0 or higher GPA from the applicant’s degree-granting institution, submission of GRE scores is optional.
  • For applicants whose cumulative GPA is 2.75-2.99 from the applicant’s degree-granting institution, submission of GRE scores is required. Applications will not be reviewed without the submission of scores by the deadline.
• Statement of Purpose that is a maximum of two (2) typewritten pages, single-spaced. The statement should describe the applicant’s pertinent and professional experience and education, as well as their interests and goals in pursuing the Master of Science in Clinical/Counseling Psychology degree.
  • A resume or curriculum vitae (CV) must also be attached to the end of personal statement.
  • 2 letters of recommendation
    • Preferably from a previous faculty who can speak to the applicant’s preparedness for graduate study. If a faculty member is not available, professional recommendations are acceptable.
• Foundational coursework: Introduction to Psychology, Human Development, Psychological Statistics, Research Methods, & Abnormal Psychology
  • A grade of C or higher in each course and course credit cannot be more than 10 years old.
  • A minimum of 3 courses must be completed and reflected on the applicant’s transcript at the time of application.
  • A required interview with the departmental admissions committee (by departmental invitation only; all applicants will not receive an interview).

International Applicants Only
• Test of English as a Foreign Language (TOEFL) scores: Required for applicants who have not earned a baccalaureate degree from a United States institution and whose native language is not English. The minimum score on the written test is 550, 78 on the internet-based test, and 213 on the computer-based test.
• GPA conversion (if needed)

Requirements
In order to be awarded the Master of Science (MS) in Clinical/Counseling Psychology, a student will complete a minimum of 60 hours of coursework. Additionally, all students awarded the MS in Clinical/Counseling degree must successfully pass the comprehensive exam and complete 600 supervised clinical hours. Please note that all students must complete and submit an electronic copy of a Master’s Degree Plan of Study during the first semester of the program. Please note that modifications to the suggested plan of study may result in an increase in the length of time to graduation.

Program Learning Outcomes
Graduates of this program will be able to:
  a. Use critical thinking skills to assess mental health and implement effective interventions using a variety of therapeutic modalities and theoretical approaches (e.g., cognitive, behavioral, psychodynamic, humanistic).
  b. Understand and apply ethical standards to the provision of psychological services in the community.
  c. Demonstrate knowledge and skills to intervene effectively with individuals from varying cultural backgrounds.
  d. Interpret and apply research methods and statistical techniques to advance the study and practice of clinical psychology.
  e. Use interpersonal and written communication effectively and professionally.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 5000</td>
<td>Advanced Development</td>
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<tr>
<td>PSYC 5020</td>
<td>Cultural Issues in Applied</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5040</td>
<td>Advanced Research Methods and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5160</td>
<td>The Helping Relationship</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5350</td>
<td>Adv Psychopathology &amp; Diag</td>
<td>3</td>
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<tr>
<td>PSYC 5170</td>
<td>Theories and Practice</td>
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<tr>
<td>PSYC 5190</td>
<td>Theories &amp; Practice w/ Youth</td>
<td>3</td>
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<td>PSYC 5110</td>
<td>Ethics in Clinical Settings</td>
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<td>PSYC 5280</td>
<td>Dev. Disorders &amp; Psychopath</td>
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<td>PSYC 6120</td>
<td>Intro to Psychological Assess</td>
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<td>PSYC 6520</td>
<td>Career Development Theory &amp; Pr</td>
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<tr>
<td>PSYC 6800</td>
<td>Special Topics in Clinical Psy</td>
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<td>PSYC 6885</td>
<td>Prof Identity &amp; Practice</td>
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<td>PSYC 5150</td>
<td>Group Therapy</td>
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<tr>
<td>PSYC 6500</td>
<td>Psychopharmac &amp; Drugs of Abuse</td>
<td>3</td>
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<td>PSYC 6510</td>
<td>Grief &amp; Crisis Intervention</td>
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<td>PSYC 6590</td>
<td>Clinical Practicum</td>
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<td>PSYC 6591</td>
<td>Clinical Practicum II</td>
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<td>PSYC 5200</td>
<td>Family and Couples Therapy</td>
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<tr>
<td>PSYC 6900</td>
<td>Clinical Comprehensive Exam</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Credit Hours 60

1 The Clinical/Counseling program requires students to take the Counselor Preparation Comprehensive Exam (CPCE) to assess proficiency of knowledge gained from matriculation in the program. The exam will be administered in the spring semester of the student’s second year. Eligible students take the exam at the first available testing date. The exam covers the following areas: Human Growth and Development, Social and Cultural Diversity, Helping Relationship, Group Work, Career Development, Assessment, Research and Program Evaluation, Professional Orientation and Ethical Practice, and Psychopathology. All Clinical/Counseling students are required to successfully pass the comprehensive exam. More information on the CPCE can be found here: https://www.cce-global.org/assessmentsandexams/cpce (https://www.cce-global.org/assessmentsandexams/cpce/)
Faculty
Eric Bridges
Mark Daddona
Deborah Deckner-Davis
Catherine G. Deering
Nichelle Gause, Clinical Director
Brian M. Goldman
Christina Grange, Practicum Coordinator
Pinar Gurkas
Charlie Harris
Chizara A. Jones
Samuel Maddox
Antoinette Miller, Department Chair
J. Celeste Walley-Jean
Eckart Werther

Cyber Technology, MS
Dr. Shakil Akhtar, Program Coordinator
ShakilAkhtar@clayton.edu

Interested Applicants
Visit the Department of Computer Science and Information Technology webpage (https://www.clayton.edu/cims/programs/masters-degrees/).

You may also contact the department by email (CSIT@clayton.edu) or by phone at: (678) 466-4401.

To apply, visit the Clayton State (https://www.clayton.edu/graduate/) University School of Graduate Studies webpage (https://www.clayton.edu/graduate/).

Mission
The Master of Science in Cyber Technology (MSCT) is designed to enable both traditional students and working adults to pursue graduate education in the field of cyber technology. Individuals will be equipped with knowledge and skills needed to advance their career or perform a mid-career transition into cyber technology areas.

Goals
The goal of the Master of Science in Cyber Technology (MSCT) program is to prepare students to work and study independently and collaboratively, to pursue academic career or professional career in education and research, industry, business, or government. The program offers two curricular tracks: a Research (Thesis) Track and an Applied (Project) Track. The research track is designed for students interested in a career in cybersecurity research, possibly continuing toward a doctoral degree. The applied project track is designed to maximize the acquisition of advanced practical skills and a corresponding professional placement in industry, business, or government.

Within each track, there are two areas of concentration from which students may choose: the Operation and Security Management Concentration and the Information Security Concentration. To earn the Master of Science in Cyber Technology degree, a student must complete at least 30 credit hours including CyberTech core courses, courses within the chosen area of concentration, a project or thesis, and a research techniques course. Upon completion of the program, graduates will be awarded the MSCT degree.

Program Outcomes
Graduates of this program will be able to:
a. Secure data using current software and hardware tools, and respond to threats that occur over the internet.
b. Design and implement risk analysis, security policies, and damage assessment.
c. Plan, implement, and audit operating systems' security in a networked, multi-platform and cross platform environment.
d. Provide contingency operations like administrative planning for incident response, disaster recovery, or business continuity planning within information security.

General Requirements for Program Admission
To be considered for MSCT admission, applicants must submit an application for admission to Graduate Studies at CSU. Admission to the MSCT program requires an earned baccalaureate degree in computer science, information technology or closely related field from an accredited college or university.

• In addition to the general requirements as outlined in this catalog, applicants must have:
  • Complete online application to the School of Graduate Studies
  • Bachelor's degree with a minimum 2.5 GPA of undergraduate study from an accredited college or university,
  • Essay of Purpose and graduate school interest,
  • Three (3) letters of recommendation,
  • For applicants with an undergraduate GPA between 2.50 and 2.69, a GRE score of 296 or higher is required.
  • International students whose native language is not English are required to submit English Language Proficiency through one of the following options: TOEFL (minimum score of 78 total on the internet-based TOEFL), IELTS (minimum score of 6 total), Duolingo English Test (Minimum score of 100), or successful completion of an approved University System of Georgia (USG) intensive ESL program.

The final deadlines for international graduate students are:

<table>
<thead>
<tr>
<th>Admit Term</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
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<tr>
<td>Summer</td>
<td>April 25</td>
</tr>
</tbody>
</table>
Admit Term | Final Recommended Deadline
--- | ---
Fall | May 1
Spring | September 1
Summer | February 1

## Requirements

The program offers two (2) program tracks: the Applied (Project) Track and the Research (Thesis) Track.

### Applied (Project) Track

Students who select the Applied (Project) track must successfully complete a total of 30 credit hours.

- Four (4) Master of Science Cyber Technology core courses: 12 credit hours
- Five (5) concentration courses: 15 credit hours
- CSCI 6599 Special Project: 3 credit hours

### Research (Thesis) Track

Students who select the Research track must successfully complete a total of 30 credit hours.

- Four (4) Master of Science Cyber Technology courses: 12 credit hours
- Four (4) concentration courses: 12 credit hours
- CSCI 6600 Thesis: 3 credit hours
- Research Techniques: 3 credit hours

## English Proficiency Requirement

Those applicants whose native language is not English or whose language of college instruction was not English are required to submit English Language proficiency scores.

- Test of English as a Foreign Language (TOEFL) (https://www.ets.org/toefl): 78 total on the internet-based TOEFL (iBT) or 550+ on the paper-based TOEFL
- International English Language Testing System (IELTS) (https://www.ielts.org/en-us/): Minimum scores of 6 total
- Duolingo English Test (http://englishtest.duolingo.com/applicants/): Minimum score of 100

Applicants whose language of instruction was English should have the Registrar of their home institution submit a letter to Graduate Admissions attesting/certifying that the language of instruction for the baccalaureate degree was English. If this documentation is unavailable, applicants must submit the official acceptable scores on the TOEFL, IELTS or Duolingo.

## Program Requirements

### Code | Title | Credit Hours
--- | --- | ---
 Required MSCT Core Courses | | 12
 CSCI 5306 | Computer & Networks Security | 3
 CSCI 5317 | Operating Systems Administration and Security | 3
 CSCI 5601 | Software Security | 3
 CSCI 5701 | Introduction to Cybersecurity | 3

**Track Requirements**

Choose one track from the following:

### Applied (Project) Track

Research (Thesis) Track

### Concentration Requirements

Choose one concentration from the following:

- Information Security Concentration
- Operation & Security Management Concentration

**Total Credit Hours**

### Applied (Project) Track with the Information Security Concentration

| Code | Title | Credit Hours |
--- | --- | ---
 Required MSCT Core Courses | | 12
 Applied Project Track Required Courses | | 3
 CSCI 6599 | Special Project | 3

**Information Security Concentration Requirements**

Choose 15 credit hours from the following:

- CSCI 5501 Secure Network Modeling and Simulation
- CSCI 6010 Digital Forensics and Incident Response
- CSCI 6012 Information Risk Management
- CSCI 6092 Advanced Topics in Cyber Technology
- CSCI 6306 Cryptographic Techniques
- CSCI 6310 Data Security and Analytics

**Total Credit Hours**

### Applied (Project) Track with the Operations & Security Management Concentration

| Code | Title | Credit Hours |
--- | --- | ---
 Required MSCT Core Courses | | 12
 Applied Project Track Required Courses | | 3
 CSCI 6599 | Special Project | 3

**Operations & Security Management Concentration**

Choose 15 credit hours from the following:

- CSCI 5502 Secure Networks and Communications Protocols
- CSCI 6010 Digital Forensics and Incident Response
- CSCI 6092 Advanced Topics in Cyber Technology
- CSCI 6134 Enterprise Security Management
- CSCI 6208 Disaster Recovery Planning
- CSCI 6308 Cloud Computing

**Total Credit Hours**

### Research (Thesis) Track with Information Security Concentration

| Code | Title | Credit Hours |
--- | --- | ---
 Required MSCT Core Courses | | 12
 Research (Thesis) Track Required Courses | | 3
 CSCI 6574 | Research Techniques | 3
 CSCI 6600 | Thesis | 3

**Information Security Concentration Requirements**

Choose 12 credit hours from the following:

- CSCI 5501 Secure Network Modeling and Simulation
Data Science, MS

Dr. Shakil Akhtar, Graduate Program Coordinator
ShakilAkhtar@clayton.edu

Dr. Shuju Bai, Chair
ShujuBai@clayton.edu

Mission
The Master of Science in Data Science (MSDS) enables students to pursue advanced careers in Data Science addressing state and national workforce shortages and supporting the growth of the local knowledge-based economy.

Goals
The Master of Science in Data Science (MSDS) program equips students with the knowledge and skills to advance their current careers in or perform a mid-career transition into data science fields, to work independently and collaboratively, and to pursue academic or professional careers in education and research, industry, business, or government.

The program offers two curricular tracks: a Research (Thesis) Track and an Applied (Project) Track. The research track facilitates students to advance careers in data science research, possibly continuing toward a doctoral degree. The applied project track maximizes the acquisition of advanced practical skills for professional placements in industry, business, or government.

Within each track, there are three concentrations from which students may choose: Data Management and Intelligence, Knowledge and Information Systems, and Health Informatics. To earn the Master of Science in Data Science degree, a student must complete 30 credit hours including Data Science core courses, courses within the chosen concentration, and a project or a thesis plus a research techniques course.

Program Outcomes
Graduates of this program will be able to:

a. Demonstrate a comprehensive understanding of data science.

b. Utilize advanced data science knowledge and skills to solve complex computing problems related to data science specialization.

c. Identify and analyze user needs, and integrate data science-based solutions into user environment.

d. Possess skills in data science leadership and information management.

General Requirements for Program Admission
To be considered for MSDS admission, applicants must submit an application for admission to Graduate Studies at Clayton State University. Admission to the MSDS program requires an earned baccalaureate degree in computer science, information technology or closely related field from an accredited college or university.
In addition to the general requirements as outlined in this catalog, applicants must have:

- Completed online application to the School of Graduate Studies
- Bachelor's degree with a minimum 2.5 GPA of undergraduate study from an accredited college or university
- Essay of Purpose and graduate school interest
- Three (3) letters of recommendation
- For applicants with an undergraduate GPA between 2.50 and 2.69, a GRE score of 296 or higher is required.
- International students whose native language is not English are required to submit English Language Proficiency through one of the following options: TOEFL (minimum score of 78 total on the internet-based TOEFL), IELTS (minimum score of 6 total), Duolingo English Test (Minimum score of 100), or successful completion of an approved University System of Georgia (USG) intensive ESL program.
- If an applicant has completed any coursework, degree, or degrees from institutions outside of the United States, he or she must utilize a credential evaluation service. The School of Graduate Studies accepts an official course-by-course evaluation with a GPA that is prepared by either Josef Silney and Associates or World Education Services.

**Deadlines**

<table>
<thead>
<tr>
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</tbody>
</table>

**Interested Applicants**

Visit the Department of Computer Science and Information Technology webpage (https://www.clayton.edu/cims/programs/masters-degrees/). You may also contact the department by email (CSIT@clayton.edu) or by phone at: (678) 466-4401.

To apply, visit the Clayton State University School of Graduate Studies webpage (https://www.clayton.edu/graduate/). (https://www.clayton.edu/graduate/)

**Program Requirements**

*This program will be effective Fall 2023.*

The program offers two (2) program tracks, Applied (Project) Track and Research (Thesis) Track. For each track, there are three concentrations for students to choose. Students must complete 30 credit hours of MSDS courses with a minimum grade point average of 3.0 to earn the degree. All students must take the four (4) MSDS core courses with a minimum of grade of B. Student may not earn more than two grades of "C" in the program. Students can transfer at most 6 credit hours of non-core courses from other colleges or universities.

**Applied (Project) Track**

- Four (4) data science core courses: 12 credit hours
- Five (5) concentration courses: 15 credit hours
- CSCI 6599 Special Project: 3 credit hours

**Research (Thesis) Track**

- Four (4) data science core courses: 12 credit hours
- Four (4) concentration courses: 12 credit hours
- CSCI 6574 Research Techniques: 3 credit hours
- CSCI 6600 Thesis: 3 credit hours

**English Proficiency Requirement**

Those applicants whose native language is not English or whose language of college instruction was not English are required to submit English Language proficiency scores.

- Test of English as a Foreign Language (TOEFL): 78 total on the internet-based TOEFL (ibT) or 550+ on the paper-based TOEFL
- International English Language Testing System (IELTS): Minimum scores of 6 total
- Duolingo English Test: Minimum score of 100

Applicants whose language of instruction was English should have the Registrar of their home institution submit a letter to Graduate Admissions attesting/certifying that the language of instruction for the baccalaureate degree was English. If this documentation is unavailable, applicants must submit the official acceptable scores on the TOEFL, IELTS or Duolingo.

**Program Requirements**

*This program will be effective Fall 2023.*

The curriculum is generally delivered over three semesters when students follow the planned sequence. All students must take the four MSDS core courses with a minimum grade of B.

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<td>CSCI 5101</td>
<td>Foundations of Information Systems Security and Ethics</td>
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</tr>
<tr>
<td>CSCI 5112</td>
<td>System Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 5201</td>
<td>Database Theory and Design</td>
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</tr>
<tr>
<td>CSCI 5317</td>
<td>Operating Systems Administration and Security</td>
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**Track Requirements**

<table>
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<th>Track Requirements</th>
<th>Credit Hours</th>
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Choose one track from the following:

- Applied (Project) Track
- Research (Thesis) Track

**Concentration Requirements**

<table>
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<tr>
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<th>Credit Hours</th>
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<td>Data Management and Intelligence</td>
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<tr>
<td>Knowledge and Information Systems</td>
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</tbody>
</table>
### Health Informatics

**Total Credit Hours** 30

#### APPLIED (PROJECT) TRACK WITH THE DATA MANAGEMENT AND INTELLIGENCE CONCENTRATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>MSDS Required Core Courses</td>
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<tr>
<td>Applied Project Track Required Courses</td>
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<tr>
<td>CSCI 6599</td>
<td>Special Project</td>
<td>3</td>
</tr>
<tr>
<td>Data Management and Intelligence Concentration Requirements</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Choose 5 courses from the following:

- CSCI 6201 | Data Management for Analytics |
- CSCI 6202 | Data Mining and Data Warehousing |
- CSCI 6307 | Foundation of Artificial Intelligence and Deep Learning |
- CSCI 6308 | Cloud Computing |
- CSCI 6433 | Web Application Development |
- CSCI 6093 | Advanced Topics in Information Systems |

**Total Credit Hours** 30

#### RESEARCH (THESIS) TRACK WITH THE DATA MANAGEMENT AND INTELLIGENCE CONCENTRATION

<table>
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<tr>
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<td>Research Thesis Track Required Courses</td>
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<tr>
<td>CSCI 6574</td>
<td>Research Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 6600</td>
<td>Thesis</td>
<td>3</td>
</tr>
<tr>
<td>Data Management and Intelligence Concentration Requirements</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Choose 4 courses from the following:

- CSCI 6201 | Data Management for Analytics |
- CSCI 6202 | Data Mining and Data Warehousing |
- CSCI 6307 | Foundation of Artificial Intelligence and Deep Learning |
- CSCI 6308 | Cloud Computing |
- CSCI 6433 | Web Application Development |
- CSCI 6093 | Advanced Topics in Information Systems |

**Total Credit Hours** 30

### CSCI 6093

#### Advanced Topics in Information Systems

#### RESEARCH (THESIS) TRACK WITH THE KNOWLEDGE AND INFORMATION SYSTEMS CONCENTRATION

<table>
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<tr>
<th>Code</th>
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<td>CSCI 6600</td>
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<tr>
<td>Knowledge and Information Systems Concentration Requirements</td>
<td></td>
<td>12</td>
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</tbody>
</table>

Choose 4 courses from the following:

- CSCI 6012 | Information Risk Management |
- CSCI 6307 | Foundation of Artificial Intelligence and Deep Learning |
- CSCI 6433 | Web Application Development |
- CSCI 6812 | Data Science |
- CSCI 6820 | Knowledge Engineering |
- CSCI 6093 | Advanced Topics in Information Systems |

**Total Credit Hours** 30

### CSCI 6093

#### Advanced Topics in Information Systems

#### RESEARCH (THESIS) TRACK WITH THE HEALTH INFORMATICS CONCENTRATION

<table>
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<tr>
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</tr>
<tr>
<td>CSCI 6600</td>
<td>Thesis</td>
<td>3</td>
</tr>
<tr>
<td>Health Informatics Concentration Requirements</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Choose 4 courses from the following:

- CSCI 6443 | Digital Transformation |
- CSCI 6710 | Health Care Analytics and Applications |
- CSCI 6701 | Introduction to Health Informatics |
- HCMG 5100 | Health Systems Administration |
- HCMG 6100 | Information Mgmt.-Health Care |

**Total Credit Hours** 30

### CSCI 6093

#### Advanced Topics in Information Systems
Faculty

Shakil Akhtar, Professor
Xiangdong An, Assistant Professor
Shuju Bai, Professor
Byron Jeff, Associate Professor
Ebrahim Khosravi, Professor
Ken Nguyen, Professor
Junfeng Qu, Professor
Muhammad Rahman, Professor

Health Administration, MHA

Dr. Thomas McIlwain, Director
ThomasMcIlwain@clayton.edu

Mission

The mission of the Health Care Management program is to prepare ethical and socially responsible students from a variety of backgrounds for entry and mid-level management and leadership positions in a variety of health service organizations in the changing health service system, and to strive for excellence in professional education, scholarly research and community service in health care management.

Vision

To be a premier, high value provider of health administration education at the regional, state and national level to all types of clinical and non-clinical individuals.

Goals

Programmatic goals include obtaining a selection of both diverse student and faculty educational and experiential backgrounds to foster increased interdisciplinary understanding of health care. Because a health administrator supports those who provide care, it is incumbent to include both clinicians and non-clinicians in the student body to refine their analytical, verbal and quantitative skills for resolving complex health care issues. Individuals learn both cognitive and affective educational domains at the highest levels.

The MHA program will provide students with tools for successful careers and personal growth through:

- Preparation for leadership in private, public, profit or non-profit health service organizations;
- Instruction of theoretical and conceptual frameworks for programmatic solutions in actual practice settings;
- Instruction in the domains and competencies required by the Commission on Accreditation of Healthcare Management Education (CAHME);
- Internships that add value to patients’ care (required);
- A unique professional based project focused on improving care or resource use in healthcare; and,
- The use of both on-campus and off-campus media to enhance their skills, knowledge and abilities in health administration at a reasonable expense;

Objectives

The MHA has four primary objectives. They are to prepare students:

a. For positions of increased responsibility within healthcare,
b. For further career choices beyond the entry level,
c. With clinical, business or other backgrounds, who want to expand their careers into health administration, and
d. To improve the quality of care and resource use in health organizations

Additional MHA educational objectives include, but are not limited to:

- Graduates of this program will be able to:
  a. Development of independent thinking in a complex world,
  b. Development of superior health administration skills,
  c. Promotion of pragmatic application from internship (or project) experiences,

Academic Policies

Students admitted to the MHA program will follow the academic policies contained in this catalog.

Advising

In order to keep students on track for completing the degree, the Graduate Program Director will be the initial student advisor. The student will be required to communicate with his or her advisor before registering for courses each semester.

Requirements

Prerequisite Courses and Degree Progression

The MHA program accepts students from a variety of backgrounds, but not all are ready to enter several advanced health care management courses without prerequisite preparation or coursework. Students with business and health care management backgrounds are usually prepared
for advanced work; however, individuals with clinical and science backgrounds may not be. For applicants to be successful, they should have a previous course or preparation in basic accounting, economics and statistics (i.e., MATH 1401-Elementary Statistics or equivalent, HCMG 5020 - Health Econometrics or equivalent, and/or HCMG 5030 Healthcare Accounting or equivalent). If these prerequisite courses are taken after admission, they do not count toward the required 45 semester hours for the degree and may not be eligible for financial aid. For further information regarding the prerequisite requirement, please contact the MHA Program Director.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Foundation Core Required Courses</strong></td>
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<tr>
<td>HCMG 5100</td>
<td>Health Systems Administration</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 5200</td>
<td>Healthcare Law and Ethics</td>
<td>3</td>
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<tr>
<td>HCMG 5300</td>
<td>Human Resource Mgmt-Hlth. Care</td>
<td>3</td>
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<tr>
<td>HCMG 5400</td>
<td>Organ. Behavior in Health Care</td>
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<td></td>
<td><strong>Advanced Core Required Courses</strong></td>
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<tr>
<td>HCMG 5950</td>
<td>Healthcare Economics</td>
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<tr>
<td>HCMG 6100</td>
<td>Information Mgmt.-Health Care</td>
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<tr>
<td>HCMG 6150</td>
<td>Healthcare Reimb &amp; Fin Mgt</td>
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<tr>
<td>HCMG 6301</td>
<td>Health Care Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 6500</td>
<td>Managerial Epidemiology</td>
<td>3</td>
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<tr>
<td>HCMG 6650</td>
<td>Research Statistics and Method</td>
<td>3</td>
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<tr>
<td>HCMG 6700</td>
<td>Health Care Policy</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 6850</td>
<td>Adv Qty Sys for Hlth Leaders</td>
<td>3</td>
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<tr>
<td>HCMG 6900</td>
<td>Stratetic Mgmt of HC Orgs</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Electives</strong></td>
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<tr>
<td>HCMG 5501</td>
<td>International Healthcare Issue</td>
<td>3</td>
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<tr>
<td>HCMG 5650</td>
<td>Public Health Organizations</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 5701</td>
<td>Long Term Care Administration</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 5750</td>
<td>Hlthcare Regulatory Compliance</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 6950</td>
<td>Independent Research in Health</td>
<td>3</td>
</tr>
<tr>
<td>HCMG 6999</td>
<td>Project/Thesis in Hlth Adm.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Integrative Experiences</strong></td>
<td>3</td>
</tr>
<tr>
<td>HCMG 6990</td>
<td>Health Admin. Internship (up to 6 credits)</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Comprehensive Examination (two chances to pass)</strong></td>
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<td><strong>Total Credit Hours</strong></td>
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</table>

1 Students must take HCMG 5100 Health Systems Administration-HCMG 5400 Organ. Behavior in Health Care Before HCMG 6301 Health Care Marketing-HCMG 6900 Stratetic Mgmt of HC Orgs.

The comprehensive examination is a means of demonstrating the degree of knowledge, skills and abilities from the culmination of cognitive and effective education provided in the MHA. All students must pass the comprehensive examination within two tries. Failure to pass the comprehensive examination indicates failure in the MHA program. No credit is provided for the comprehensive examination.

**MHA Thesis (Optional)**

If chosen as an option, the thesis offers the opportunity to

a. access and critically review current and relevant literature regarding a specific research question through the lens of a theoretical framework,
b. design and complete a research project at the master's level, and
c. determine how the findings from the study will improve health organization practice.

The master’s thesis does not have to be independent or original research, but should involve the new application of ideas. The thesis and the related defense, Oral Thesis Examination, (that will be the Comprehensive Examination) offer the opportunity to demonstrate the ability to write about and to communicate orally the work done in the MHA. The thesis must be article ready, but it is not required to be accepted for publication. See the MHA Program Director for specific thesis requirements.

**Faculty**

Marcia Butler
Joey Helton
Margaret McAlister
Thomas McIlwain
M. Scott Stegall
MeriBeth Stegall

**Liberal Studies, MALS**

Dr. Patricia Smith, *Director*
PatriciaSmith@clayton.edu

**Mission and Goals**

The Master of Arts in Liberal Studies degree (MALS) is a flexible interdisciplinary program designed for a wide spectrum of individuals: recent college graduates, professionals in the public and private sectors, current and prospective teachers, lawyers, state workers, non-profit arts administrators, private business owners, among others.

Through a challenging, structured liberal arts curriculum, the MALS degree program offers graduate students various opportunities to:

- strengthen their capacity to think critically and creatively;
- grow in their understanding of cultural relevance and global awareness;
- cultivate their analytical and communication skills to reach their full potential;
- develop and expand a commitment to others;
- attain a liberal studies perspective on contemporary problems and opportunities;
- broaden their general knowledge and satisfy their intellectual curiosity;
• gain insights into the relationships between disciplines, ideas, and historical developments; and,
• prepare for a range of career options and further study, and
• attain knowledge and soft-skills that are transferrable to multiple professional settings.

Application Information
Students may begin the program any semester. Information about the application and admission process is available in the School of Graduate Studies section of this catalog and on the web: http://www.clayton.edu/graduate/. (http://www.clayton.edu/graduate/)

Advising
In order to keep students on track for completing the degree, the MALS program director will serve as advisor to all students. The student will be required to meet with the advisor before registering for courses each semester.

Academic Policies
Information regarding academic progress, residency requirements, transfer credit, application deferral, acceptance deferral, withdrawal from a course(s), and hardship withdrawal policies is in the School of Graduate Studies section of this catalog and on the Clayton State University Graduate web page (http://www.clayton.edu/graduate/).

Requirements
Each student will complete thirty-six (36) semester-hours of MALS course work with a minimum grade point average of 3.0. At least twenty-seven hours (27) of these credits must be taken at Clayton State University. In their first two semesters, students should take the required Introduction to Graduate Studies I and II courses (6 hours). Also, in this and subsequent semesters, additional foundational seminars (6 hours) will provide students with a selected background in Art, Literature, Philosophy, Music, and other special topics in Liberal Studies. Each student will also select an academic area of focus or concentration (18 hours). Students may select from one of the five Concentration areas in this degree program:

a. English,
b. History,
c. Liberal Arts (ART, ENGL, HIST, IDST, MALS, PHIL, POLS, MATH, and MUSC),
d. Mathematics, or
e. Philosophy.

Students have three options (6 hours) in completing the program: Capstone Thesis Option or Capstone Non-Thesis Option, or Capstone Internship Option.

Program Learning Outcomes
Graduates of this program will be able to:

a. Investigate and synthesize research data and ideas from interdisciplinary perspectives.
b. Integrate research methodologies from two or more disciplines in a research proposal.
c. Produce an interdisciplinary understanding of a complex problem or intellectual question.
d. Demonstrate an awareness of the diverse social contexts in which the liberal arts are pursued and debated, including but not limited to, political, historical, material, cultural, racial, ethnic, national, and geographical contexts.
e. Demonstrate advanced critical thinking skills at levels required for effective performance in professional and other social and cultural contexts.
f. Demonstrate advanced communication skills (written, spoken, computer-assisted) at levels required for effective performance in professional and other social or cultural contexts.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundational Seminars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MALS 5000</td>
<td>Intro. to Graduate Studies</td>
<td>3</td>
</tr>
<tr>
<td>MALS 5020</td>
<td>Intro to Graduate Studies II</td>
<td>3</td>
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<tr>
<td>Choose two from the following: ^1</td>
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<td>6</td>
</tr>
<tr>
<td>ART 5000</td>
<td>Great Works in Art History</td>
<td></td>
</tr>
<tr>
<td>ENGL 5000</td>
<td>Great Books</td>
<td></td>
</tr>
<tr>
<td>MALS 5800</td>
<td>Selected Topics/Liberal Studies</td>
<td></td>
</tr>
<tr>
<td>MUSC 5000</td>
<td>Great Works in Music History</td>
<td></td>
</tr>
<tr>
<td>PHIL 5000</td>
<td>Classics in Philosophy</td>
<td></td>
</tr>
<tr>
<td>MALS 5010</td>
<td>Ethics, Technology, &amp; Culture</td>
<td></td>
</tr>
<tr>
<td>Academic Concentrations</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Choose one option from the following:</td>
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<td></td>
</tr>
<tr>
<td>Option 1: English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose six of any of the Graduate (5000/6000) Level ENGL courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option 2: History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose six of any of the Graduate (5000/6000) Level HIST courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option 3: Liberal Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose a combination of any six Graduate (5000/6000) Level MATH courses as listed in this catalog with the following prefixes: ART, ENGL, HIST, IDST, MALS, MATH, MUSC, PHIL, POLS, or others which are offered and approved by the MALS program director and Dean of Graduate Studies.</td>
<td></td>
<td></td>
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<tr>
<td>Option 4: Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose six of any of the Graduate (5000/6000) Level MATH courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option 5: Philosophy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose six of any of the Graduate (5000/6000) Level PHIL courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capstone Experience</td>
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<tr>
<td>Choose one option from the following:</td>
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<td></td>
</tr>
<tr>
<td>Non-Thesis Option</td>
<td></td>
<td></td>
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<tr>
<td>MALS 6890</td>
<td>Non-Thesis Prof Paper Research</td>
<td></td>
</tr>
<tr>
<td>MALS 6899</td>
<td>Non-Thesis Comprehensive Exam</td>
<td></td>
</tr>
<tr>
<td>Thesis Option</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Internship Option

Students who have completed all of their course work in the areas of Foundational Seminars and their Academic Concentration may select the capstone internship option to fulfill their degree program. Students identifying this option may take a writing course to support the area of writing required within their career focus. During MALS 6901 Internship I students focus on their career goals, including identifying a potential internship. Various other projects that focus on the internship will be required. The Internship Coordinator will assist students with completing an internship learning agreement (ILA) that must be approved by the course instructor. During MALS 6902 Internship II, students are required to complete 250 hours (16 hours a week) of an internship experience with an approved agency. Beyond the in-person hours, students will also be required to write a summary paper that critically examines their experiences. In addition, students will be evaluated by their site supervisor who will offer a critique of the student's performance.

Capstone Experience Requirements

Non-Thesis Option

Choose one or both from the following:

- MALS 6890 Non-Thesis Prof Paper Research 1-3
- MALS 6899 Non-Thesis Comprehensive Exam 1-6

Total Credit Hours 8-15

The Non-Thesis option is available to candidates in all tracks. Candidates who choose this option must either:

- present a paper at a university-sponsored event or conference;
- present a paper at a state, regional, national or international academic conference;
- or submit and/or have an article accepted for publication in a peer-reviewed journal.

Students selecting this option must also pass a comprehensive exam of major coursework prepared by a committee comprised of at least three MALS faculty.

Thesis Option

- MALS 6995 Master’s Thesis Research 3
- MALS 6999 Master’s Thesis Preparation 1-3

Total Credit Hours 6

Students who have completed all of their course work in the areas of Foundational Seminars and their Academic Concentration may select the capstone internship option to fulfill their degree program. Students identifying this option may take a writing course to support the area of writing required within their career focus. During MALS 6901 Internship I students focus on their career goals, including identifying a potential internship. Various other projects that focus on the internship will be required. The Internship Coordinator will assist students with completing an internship learning agreement (ILA) that must be approved by the course instructor. During MALS 6902 Internship II, students are required to complete 250 hours (16 hours a week) of an internship experience with an approved agency. Beyond the in-person hours, students will also be required to write a summary paper that critically examines their experiences. In addition, students will be evaluated by their site supervisor who will offer a critique of the student's performance.

Second Master of Arts in Liberal Studies Requirements

Students may pursue a second Master of Arts in Liberal Studies degree program in a different concentration. The following policies and procedures must be followed:

- Students must meet normal admission requirements for the second degree program.
- Students must complete 36 hours of degree requirements for the second degree.
- Course and resident credit used to satisfy the requirements of one Clayton State degree cannot be used to satisfy the requirements of another degree.
- A maximum of 9 graduate credits from an accredited institution, including Clayton State, can be applied toward the requirements for a second Master's degree as long as:
  - those credits were taken within 6 years of admission to the second degree program
  - the courses are recommended by the student's advisor, and
  - a first Master's degree has been completed before admission to a second Master’s degree.
- Only transfer credits of a B or above will be considered, and no Pass/Fail credits will be accepted. Transfer credit must be contained on an official transcript from an accredited degree granting institution. See Policy on Transfer Credit at the Master's Level in the Academic Policies section of the catalog.
- Students must complete a minimum of 24 credits in courses other than the capstone courses in the approved program of study. See Residency Requirement in the Graduation Requirements section of the catalog.
- Specialization in the second master’s degree must be different from that of the first master’s degree. No courses within that specialization can duplicate courses in the first master’s degree.
- Any specific requirements (Non-Thesis, Thesis, or Internship Options courses) must be completed as part of the second program.

Please Note: Students will have to request a course substitution to ensure all coursework for the second master’s degree is 36 hours of distinctly different coursework from the first master’s degree.

Faculty

Augustine Ayuk
Virginia Bonner
Benjamin Buckley
Brigitte Byrd
Christy Burton
Matthew Carter
Shannon Cochran
Michael Dancs
Jason Davis
David Gilbert
Randall Gooden
Barbara Goodman
Cantice Greene
Jason Guthrie
Alexander Hall
Lisa Holland-Davis
Todd Janke
E. Joe Johnson
Terrence Johnson
Sipai Klein
Bryan LaBrecque
Mary Lamb
Marko Maunula
Joshua Meddaugh
Nasser Momayezi
Eugene Ngezem
Kelli Nipper
Kathryn Pratt-Russell
Amy Sanford
Matthew Sansbury
Patricia Smith
Sheryne Southard
Kavita Surya
Steve Spence
Adam Tate
Robert Vaughan
Christopher Ward
Mark Watson
Carol White

The program consists of content and methods courses, professional studies classes, and field-based clinical experiences. Upon completion of the program, graduates will be awarded the MAT degree.

This degree offers students opportunities:

- to develop or hone pedagogical skills for teaching English in a high school or college setting;
- to create meaningful connections between subject matter and teaching methods through practice and reflection of the effects on student learning;
- to discover new approaches and materials to reach diverse learners through Clayton State’s unique resources; and,
- to study English through eighteen hours of intensive graduate coursework in the discipline.

**Teacher Education Conceptual Framework**

The Master of Arts in Teaching with concentration in Secondary Education will embrace the tenets of our conceptual framework. The theme of Clayton State University’s Teacher Education Conceptual Framework is to prepare teacher candidates who become professional educators who engage in reflective practice and are competent, caring, collaborative, committed, and culturally responsive. In particular, program graduates should be able to:

- diagnose student needs;
- plan for student learning;
- facilitate student learning;
- demonstrate appropriate content knowledge;
- foster student well-being to promote learning; and,
- assume the role of professional teacher.

**General Requirements for Program Admission**

To be considered for MAT admission, applicants must submit an application for admission to Graduate Studies at CSU. Admission to the MAT program requires an earned baccalaureate degree in the respective concentration (or a closely related field which includes at least twenty-one (21) hours of coursework) from an accredited college or university. In addition to the general requirements as outlined in this catalog, applicants:

- Must submit a sample of at least two (2) five to ten (5-10) page upper division course writings which show potential for graduate work in English if you are applying for the English concentration.
- All students interested in the mathematics concentration are expected to have the following undergraduate courses: Calculus I, Calculus II, Calculus III, Linear Algebra, and at least two (2) additional upper-division mathematics courses. Individuals without the required prerequisite courses are expected to complete undergraduate course work to compensate for any deficiencies. However, upper-division mathematics courses can be taken at the undergraduate or graduate level to satisfy these prerequisite requirements.
- Georgia Crime Information Center (GCIC) criminal background check is required for admission to the certification program.

Applicants should contact Program Coordinators for individual program requirements.
Degree Requirements

Each student will complete 36 semester hours of MAT coursework with a minimum grade point average of 3.0. At least 27 of these credits must be taken at Clayton State University. The curriculum is generally delivered over four - 6 semesters when students follow the planned sequence, depending upon semester of entry. The MAT program is designed to provide courses and field experiences to support candidates’ educational foundation theory and knowledge during the first semester with content and pedagogical knowledge, skills, and dispositions with practica and internship experiences provided during the following semesters. Students will also complete an action research project.

Faculty in the respective departments teach the content and methods courses; faculty from the Department of Teacher Education will teach the professional education courses. Both faculty will supervise the clinical and internship experiences along with public school mentor teachers. Our partnership school districts will serve as collaborative sites for field experiences and internships for the certification track.

Requirements

Program Learning Outcomes

Graduates of this program will be able to:

a. Diagnoses Learning Needs: The graduate uses a variety of assessment techniques and utilizes appropriate technologies to gather information about students and integrates this information to determine learners’ strengths and areas to be developed.

b. Plans for Student Learning: The graduate integrates knowledge of discipline content, of the nature of the learners, of learning theories, of instructional strategies and of state /local curriculum guides to plan instruction.

c. Facilitates Student Learning: The graduate implements instructional plans with flexibility and is guided by knowledge of discipline content, of the nature of the learners, of the learning theories and of instructional strategies.

d. Demonstrates Appropriate Knowledge: The graduate has general knowledge across a broad spectrum of liberal arts and sciences and possesses discipline specific knowledge at a level appropriate for the chosen teaching field.

e. Fosters Student Well-being to Support Learning: The graduate interacts with students, school colleagues, parents, and agencies in the larger community to foster student well-being and learning.

f. Assumes the Role of Professional Teacher: The graduate acts in accordance with structure, standards and responsibilities of the profession and recognizes the role of the school in supporting a democratic society.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDUC 5100</td>
<td>Social &amp; Cultural Awareness</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5101</td>
<td>Exceptionalities/Cognitive Dev</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5200</td>
<td>Curriculum &amp; Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5102</td>
<td>MAT Practicum</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 5300</td>
<td>Internship Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 5301</td>
<td>Secondary School Internship</td>
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<tr>
<td>EDUC 5400</td>
<td>Action Research</td>
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Concentration Requirements

Biology Concentration*

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>BIOL 5901</td>
<td>Methods Teach Sec Bio</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 5400</td>
<td>Science and Society</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 5820</td>
<td>Conservation Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 6222</td>
<td>Plant Ecology</td>
<td>3</td>
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Total Credit Hours 18

Concentration Requirements

Biology Elective Content Courses

Choose 12 hours from the following:

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<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 5380</td>
<td>Advanced Evolutionary Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 5640</td>
<td>Adv. Cell &amp; Molecular Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 5620</td>
<td>Microbial Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 5700</td>
<td>Special Topics in Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 5901</td>
<td>Methods Teach Sec Bio</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 5840</td>
<td>Plant Ecology</td>
<td>3</td>
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</table>

Total Credit Hours 18

English Concentration

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>ENGL 5020</td>
<td>Methods of Teaching English I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5030</td>
<td>Methods of Teaching English II</td>
<td>3</td>
</tr>
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</table>

English Content Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 5000</td>
<td>Great Books</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5114</td>
<td>Lit of the Adolescent Experien</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5120</td>
<td>19th Century Amer Lit&amp;Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5130</td>
<td>Studies in Southern Lit.</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5140</td>
<td>Studies Mod Amer Lit&amp;Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5300</td>
<td>Literature by American Women</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5350</td>
<td>Studies in Gender &amp; Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5400</td>
<td>African American Lit &amp; Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5410</td>
<td>The African American Novel</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5450</td>
<td>Race &amp; Ethnicity in Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5710</td>
<td>Modern and Contemporary Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5720</td>
<td>Contemporary American Lit</td>
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Required Education Coursework

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>EDUC 5401</td>
<td>Action Research</td>
<td>1</td>
</tr>
</tbody>
</table>
ENGL 5800 Special Topics

*Studies in British Literature and Culture* 6

Choose two from the following:  

- ENGL 5000 Great Books
- ENGL 5114 Lit of the Adolescent Experien
- ENGL 5150 Studies in Shakespeare
- ENGL 5210 Studies in Renaissance Lit.
- ENGL 5250 19th Century British Lit
- ENGL 5260 20th/21st Century British Lit
- ENGL 5620 Postcolonial Theory & Lit
- ENGL 5730 Modern Drama
- ENGL 5800 Special Topics

**Total Credit Hours** 18

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>History Concentration</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Required History Methods Course</strong></td>
<td>3</td>
</tr>
<tr>
<td>HIST 5601</td>
<td>Adv. Methods Teaching History</td>
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</tr>
<tr>
<td></td>
<td><strong>History Content Courses</strong></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><em>Studies in United States History</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choose two or three graduate U.S. History courses totaling 6 or 9 credit hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Studies in World History</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choose two or three graduate World History courses totaling 6 or 9 credit hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>18</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Mathematics Concentration</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Required Mathematics Methods Course</strong></td>
<td>3</td>
</tr>
<tr>
<td>MATH 5010</td>
<td>Mod. Meth. of Teaching Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Mathematics Content Courses</strong></td>
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</tr>
<tr>
<td></td>
<td>Choose five from the following:</td>
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<tr>
<td>MATH 5000</td>
<td>History of Mathematics</td>
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<tr>
<td>MATH 5130</td>
<td>Applied Algebra</td>
<td></td>
</tr>
<tr>
<td>MATH 5220</td>
<td>Applied Statistics</td>
<td></td>
</tr>
<tr>
<td>MATH 5231</td>
<td>Modern Geometry</td>
<td></td>
</tr>
<tr>
<td>MATH 5250</td>
<td>Elementary Number Theory</td>
<td></td>
</tr>
<tr>
<td>MATH 5255</td>
<td>Factoring &amp; Primality Testing</td>
<td></td>
</tr>
<tr>
<td>MATH 5261</td>
<td>Introductory Probability</td>
<td></td>
</tr>
<tr>
<td>MATH 5350</td>
<td>Graph Theory</td>
<td></td>
</tr>
<tr>
<td>MATH 5360</td>
<td>Combinatorics</td>
<td></td>
</tr>
<tr>
<td>MATH 5365</td>
<td>Applied Combinatorics</td>
<td></td>
</tr>
<tr>
<td>MATH 5520</td>
<td>Introduction to Analysis</td>
<td></td>
</tr>
<tr>
<td>MATH 5525</td>
<td>Topology</td>
<td></td>
</tr>
<tr>
<td>MATH 5800</td>
<td>Selected Topics in Mathematics</td>
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</tr>
<tr>
<td>or MATH 5801</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or MATH 5802</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or MATH 5803</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

* Students must pass the Basic GACE prior to admission (unless exempt); prior to entering the internship, students must pass the GACE Biology Content Tests 026 and 027.

1 Candidates may choose ENGL 5600 Composition Theory or ENGL 5700 Response to Writing in place of up to 6 credits of Literature coursework.

### Faculty
Dennis Attick  
Scott Bailey  
Brigitte Byrd  
Michael Copeland  
Keith Driscoll  
Charles Elfer  
Barbara Goodman  
Gwendolyn Harold  
Weiwu Hong  
E. Joe Johnson  
Sipei Klein  
Elliot Krop  
Mary Lamb  
Gregory McNamara  
Eugene Ngezem  
Kelli Nipper  
Christopher Raridan  
Kathryn Pratt-Russell  
Amy Sanford  
Patricia Smith  
Anthony Stinson  
Emily Surber

### Master of Strategic Leadership Development, MSLD

#### Overview

**Dr. Vinod Vincent, Director**  
VinodVincent@clayton.edu (%20VinodVincent@clayton.edu)

#### Mission and Goals

The primary goal of the Master of Strategic Leadership Development (MSLD) program is to prepare students to become strategic leaders within a variety of organizations – locally, nationally, and internationally. The curriculum is focused on equipping students with the knowledge, skills, and abilities to strategically lead teams and organizations and developing skills to navigate the ethical challenges in an increasingly uncertain environment. Students will also learn how to lead diversity and be inclusive within their organizations. This experiential program will allow students to explore their own leadership skills, and reflect on their leadership journey to better equip them as leaders. Students will acquire skills needed for leadership success such as self-leadership, strategic planning, design thinking, personal branding, negotiations and conflict resolution, leading ethically, and leading diversity and inclusion.

#### Program Format

This fast-track program will take 12 to 24 months to complete and is designed for busy students whose time is already at a premium. All
Master of Strategic Leadership Development courses are offered online in 8-week sessions. This format allows students the flexibility to arrange a plan of study to fit their individual schedules. Students are encouraged to have a minimum of three (3) credit hours per session. Fall and Spring semesters have two 8-week sessions; the Summer semester consists of one 8-week session.

Courses include lectures, case discussions, current business issues, and team projects. All students enrolled in the program will complete a minimum of 30 credit hours. Four core courses and six elective courses are required.

Program Learning Outcomes
Student career advancement will be achieved in the Master of Strategic Leadership Development program with the following Program Learning Outcomes (PLOs):

Graduates of this program will be able to:

a. Strategic Leadership: Demonstrate strategic leadership competencies that enhance their ability to effectively lead and develop teams.
b. Diversity and Inclusion: Apply diversity, equity, and inclusion initiatives in different organizational contexts.
c. Personal Branding: Develop a personal branding plan.

Admission Requirements
College of Business candidates must follow School of Graduate Studies and University Graduate admission policies and procedures. Admission into the Master of Strategic Leadership degree program is based on several factors as outlined below to ensure a talented and diverse student body.

- Completed online application to the School of Graduate Studies
- Bachelor’s degree in any field (or equivalent in the case of those with an international education background) with a minimum of 2.5 GPA OR an advanced degree in any field (Master’s or higher) from an accredited College or University, as verified by an official transcript.

If the applicant does not meet the above requirement, the following additional documents must be submitted to be considered for admission.

- Essay of purpose: in 500 words or less, tell us why you want to pursue the graduate degree you are applying for and why you are a good candidate for the program.
- Current resume detailing professional experience and achievements.

International Students:

- Due to the online delivery of the program, international students planning to study on an F1 visa should check with the Director of International Student Services about SEVIS restrictions regarding online courses prior to applying.
- Applicants whose native language is not English or whose language of college instruction was not English are required to submit English language proficiency through one of the following options: TOEFL (Test of English as a Foreign Language) or the Internet-based TOEFL (iBT) or the International English Language Testing System (IELTS). The following TOEFL scores are acceptable: a minimum score of 78 for the iBT OR a minimum score of 550 for the paper-based TOEFL. The minimum IELTS score is a total of 6.

- If an applicant has completed any coursework, degree, or degrees from institutions outside of the United States, he or she must utilize a credentialing evaluating organization. The School of Graduate Studies accepts an official course-by-course evaluation with a GPA that is prepared by either Josef Silnyand Associates (https://www.jsilny.org) or World Education Services (https://www.wes.org).

Academic Policies
Master of Strategic Leadership Development students are expected to observe School of Graduate Studies and University Graduate Rules and Regulations and Academic Policies. Students are expected to maintain good academic standing which is defined as a minimum institutional graduate GPA of 3.0.

To receive an MSLD graduate degree from Clayton State University, a student usually completes all 30 semester hours of the program requirements from Clayton State University. All semester hours in the program at CSU must be completed after the student has been admitted to the degree program. Transfer of graduate credit is generally not accepted, although a maximum of six semester hours of transfer credit from an AACSB accredited institution may be considered on an individual basis.

Program Withdrawal
Any student who desires to withdraw from the university should contact the Graduate Program Director. Following an exit interview, the student will be issued a copy of the withdrawal form and the Program Director will process the paperwork with the necessary university offices.

Course Load
Six semester hours will be required of all MSLD students who use financial aid in the Spring, Summer, and Fall Semesters. Students can register for up to four courses in Spring and Fall (two courses in each 8-week session) and three courses in Summer.

Requirements
Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 5113</td>
<td>Strategic Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5114</td>
<td>Leading Diversity &amp; Inclusion</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5116</td>
<td>Leading by Managing Conflict</td>
<td>3</td>
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<tr>
<td>MKTG 5114</td>
<td>Personal Branding Strategy</td>
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<tr>
<td>Elective Courses (select six)</td>
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<td>18</td>
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<tr>
<td>MGMT 5101</td>
<td>Organizational Development and Change</td>
<td>3</td>
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<tr>
<td>MGMT 5104</td>
<td>Project Management</td>
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</tr>
<tr>
<td>MGMT 5107</td>
<td>Leadership and Values</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5108</td>
<td>Talent Development in Orgn</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5109</td>
<td>Human Resource Consulting</td>
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</tr>
<tr>
<td>MGMT 5111</td>
<td>Leadership and Organizational</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5115</td>
<td>Global Human Resources</td>
<td>3</td>
</tr>
</tbody>
</table>
Faculty
Khamis Bilbeisi
Jacob Chacko
Everod Davis
Linda Hain
Anthony Hannah
Iryna Hayduk
Craig Hill
Kimberly Johnson
Reza Kheirandish
Carin A. Lightner-Laws
Chen-Miao Lin
Lawrence K. Menter
George E. Nakos
C.R. Narayanaswamy
Keith Miller
Kamran Moghaddam
Mario Norman
Adel Novin
Louis Xavier Orchard
Leon C. Prieto
Stacey Reynolds
Melva Robertson
Margaret Thompson
Vinod Vincent
Anita Whiting
Jesse Zinn

Suggested Course Sequence
Please Note: This is a suggested course sequence and assumes a starting graduate student who intends to complete their degree in one year.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>Fall Semester - First Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 5114</td>
<td>Leading Diversity &amp; Inclusion</td>
<td>3</td>
</tr>
<tr>
<td>MSLD Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Fall Semester - Second Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 5114</td>
<td>Personal Branding Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MSLD Elective</td>
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<td>3</td>
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<tr>
<td></td>
<td>Credit Hours</td>
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<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Semester - First Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 5116</td>
<td>Leading by Managing Conflict</td>
<td>3</td>
</tr>
<tr>
<td>MSLD Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Spring Semester - Second Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSLD 5113</td>
<td>Strategic Leadership Development</td>
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<td>MSLD Elective</td>
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<td></td>
<td>Credit Hours</td>
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<tr>
<td>Third Semester</td>
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<tr>
<td>Summer Semester</td>
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<tr>
<td>MSLD Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Nursing, MSN
Dr. Michelle Nelson, Director
michellenelson@clayton.edu

General Information
Clayton State University Master of Science in Nursing (MSN) degree program with the Family Nurse Practitioner (FNP) Certificate concentration is designed to prepare professional registered nurses for advanced practice nurse (APN) roles as culturally competent primary care providers of clients, families and communities. Course and clinical work emphasize the care of adult, pediatric and geriatric patients and their families. Post BSN students enrolled in the program will be required to complete 47 credit hours with 585 hours of clinical experiences. Students possessing an MSN may receive up to 9 hours of credit but will still need 585 clinical hours.

The program is a committed champion to the training of a diverse workforce that reflects the population of Georgia. Combining rigorous coursework with hands on clinical experiences, students learn to collaboratively manage acute and chronic conditions as well as provide excellent community-based primary care to diverse, underserved, and vulnerable populations.

The curriculum has been developed to meet current national standards. Graduates of the FNP program are eligible to sit for national certification by the American Nurses Credentialing Center (ANCC) and the American Academy of Nurse Practitioners Certification Board (AANPCB).

The degree offers graduates the opportunities to:

a. Implement advanced practice roles as primary providers within the nursing profession and the health care system utilizing human caring as the foundation for nursing practice;
b. Develop and nurture collaborative and interdependent relationships by communicating with other health care professionals;
c. Analyze personal and organizational decision-making utilizing an understanding of how ethics and values influence health care delivery;
d. Utilize nursing research for the promotion of high-quality nursing education, health care, and evidence-based practice;
e. Demonstrate critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes;
f. Demonstrate cultural competence that reflects sensitivity to human diversity in a dynamic academic and health care environment;
g. Develop comprehensive, holistic plans of care that address health promotion and disease prevention needs of diverse populations;
h. Demonstrate competence in primary care roles and a commitment to ongoing professional development for the provision of quality, cost-effective health care to clients, families and communities and to foster the advancement of nursing practice.
i. Utilize information technology to integrate innovations in patient care delivery within organizational systems and across all health-illness transitions.
Program Requirements

**Additional Admission Requirements**

In addition to the general requirements of the School of Graduate Studies, the School of Nursing requires that all applicants must hold a Bachelor of Science in Nursing and a current unrestricted RN Georgia license.

**Advising**

In order to keep students on track for completing the degree, the Graduate Program Director will assign each student who enters the program an advisor. The student is encouraged to consult with his or her advisor before registering for courses each semester.

**Program Learning Outcomes**

Graduates of this program will be able to:

- Implement advanced practice roles as leaders and educators within the nursing profession and the health care system utilizing human caring as the foundation for nursing practice.
- Develop and nurture collaborative and interdependent relationships by communicating with other health care professionals.
- Analyze personal and organizational decision making utilizing an understanding of how ethics and values influence health care delivery.
- Utilize nursing research for the promotion of high-quality nursing education, health care, and evidence-based practice.
- Demonstrate critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
- Demonstrate cultural competence that reflects sensitivity to human diversity in a dynamic academic and health care environment.
- Develop comprehensive, holistic plans of care that address health promotion and disease prevention need of diverse populations.
- Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective health care, and the advancement of nursing practice.
- Utilize information technology to integrate innovations in patient care delivery, education, and leadership within organizational systems and across all health-illness transitions.
- Integrate knowledge in health assessment, pharmacology and pathophysiology into the role of the advanced practice nurse.

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NURS 5503</td>
<td>Adv Patho Across the Lifespan ²</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5504</td>
<td>Health Care Policy ²</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5505</td>
<td>Theory &amp; Research for Grad Nurs</td>
<td>4</td>
</tr>
<tr>
<td>NURS 6612</td>
<td>Diagnostic &amp; Clinical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>NURS 6620</td>
<td>Adv Health Assessment for FNPs</td>
<td>3</td>
</tr>
<tr>
<td>NURS 6640</td>
<td>Adv Pharmacology for FNPs</td>
<td>3</td>
</tr>
<tr>
<td>NURS 6660</td>
<td>Pop Hlth and Emerging Disease</td>
<td>2</td>
</tr>
<tr>
<td>NURS 6671</td>
<td>Adv Practice Nurs Roles in Soc</td>
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**Nursing Clinical Requirements**

<table>
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<tr>
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<tbody>
<tr>
<td>NURS 6630</td>
<td>Hlth Prom of Adults and Fam</td>
<td>6</td>
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<tr>
<td>NURS 6650</td>
<td>Hlth Prom of Children and Fam</td>
<td>6</td>
</tr>
<tr>
<td>NURS 6681</td>
<td>Hlth Prom of Elderly and Fam</td>
<td>6</td>
</tr>
<tr>
<td>NURS 6690</td>
<td>Nurse Practitioner Practicum</td>
<td>6</td>
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</tbody>
</table>

**Total Credit Hours**

47

¹ Students should consult the MSN degree program website for information on suggested progression of coursework.

² Required for Post BSN students; Post MSN students may qualify for exemption of up to nine hours.

**MSN Academic Standards**

Nursing students must maintain a semester grade point average (GPA) of 3.00 ("B") to maintain good standing in the program. Students who receive a "C", "D", "F", "WF", or "U" in any MSN course may repeat this course one time only on a space available basis. Two unsuccessful attempts in any MSN course or two grades of "C", "D", "F", "WF", or "U" in any MSN course will result in program dismissal.

Reference MSN Student Handbook for details.

**Faculty**

Kimberly Campbell
Dwayne Hooks
Michelle Nelson
Lisa Smiley
Sharon White

**Public Administration, MPA**

Dr. Leah Pieper, **Director**
LeahPieper@clayton.edu

**Mission and Goals**

The mission of the MPA program is to prepare students to be ethical and effective leaders in public, governmental, and non-profit agencies. Students will develop skills in human resource management, ethical decision making, local government administration and finance, and organizational management. Students can choose electives that focus on general administration and policy to develop additional skills like policy analysis, program evaluation and leadership. Alternatively, students can choose the criminal justice electives to develop skills applicable to the administration of justice in law enforcement, correctional, or judicial agencies.

**Program Learning Outcomes**

Graduates of this program will be able to:

- Explain relevant issues that face public administrators using knowledge and fundamental concepts of the practice of public administration.
- Evaluate the ethical implications of decisions made by public administrators’ decisions.
- Analyze public policy, public programs, and/or public services using critical thinking skills.
d. Apply financial knowledge to make economically sound and ethical decisions in the public interest.

e. Demonstrate the decision-making skills necessary for leadership in the public sector.

Additional Admission Requirements:

- A minimum GPA of 2.5 from a regionally accredited post-secondary institution verified by official transcripts.
- A statement of purpose.
- Two academic/professional letters of reference.
- Curriculum Vita/Resume.
- For applicants with an undergraduate GPA between 2.5 and 2.99, a GRE score of 300 or higher may be required.

Requirements

Public Administration, MPA

In order to earn a MPA degree, students must complete a minimum of 36 semester hours of coursework with a minimum grade point average of 3.0. At least 26 of these credits must be taken at Clayton State University. Students also have the option to earn a certificate in a specialized area of public administration by completing a specific set of electives within the MPA degree.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Master of Public Administration Required Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLS 5010</td>
<td>Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>POLS 5050</td>
<td>Research Methods &amp; App Stats</td>
<td>3</td>
</tr>
<tr>
<td>POLS 5210</td>
<td>Ethics in Public Admin.</td>
<td>3</td>
</tr>
<tr>
<td>POLS 6060</td>
<td>Public Admin HR Management</td>
<td>3</td>
</tr>
<tr>
<td>POLS 6230</td>
<td>Local Govt Admin &amp; Finance</td>
<td>3</td>
</tr>
<tr>
<td>POLS 6250</td>
<td>Org. Theory and Management</td>
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</tr>
<tr>
<td><strong>Capstone Experience</strong></td>
<td></td>
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<tr>
<td>POLS 6940</td>
<td>Internship in Public Admin</td>
<td>3</td>
</tr>
<tr>
<td>POLS 6980</td>
<td>Project in Public Admin</td>
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</tbody>
</table>

Choose one from the following. (Students should complete an internship unless they currently have full-time employment in the field.)

- POLS 6940: Internship in Public Admin
- POLS 6980: Project in Public Admin

**Electives**

Choose electives from the following:

- POLS graduate level (5000 or 6000 level) courses
- CRJU graduate level (5000 or 6000 level) courses

Total Credit Hours: 36

Public Policy Certification

The Public Policy Certification allows students to gain a more in-depth understanding of public policy, including the policy process and evaluation and analysis of implemented policies and programs.

Students must be enrolled in the MPA program to be eligible for the certification, which will be awarded upon completion of the MPA program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 5030</td>
<td>Public Policy</td>
<td></td>
</tr>
<tr>
<td>POLS 6040</td>
<td>Policy Analysis</td>
<td></td>
</tr>
<tr>
<td>POLS 6051</td>
<td>Program Evaluation</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 9

Faculty

Christie Burton
Jason Davis
Lisa Holland-Davis
Antoinette France-Harris
Andrea Allen-Jacques
Bryan LaBrecque
LaKeisha Levy
Joshua Meddaugh
Leah Pieper

Suggested Course Sequence

This is a suggested course sequence and assumes a graduate student intending to complete their degree in 12 months. Students taking less than the suggested number of courses per semester below should prioritize required courses over electives when registering for classes.

**Fall Semester Start**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLS 5010</td>
<td>Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>POLS 5210</td>
<td>Ethics in Public Admin.</td>
<td>3</td>
</tr>
<tr>
<td>POLS 6050</td>
<td>Research Methods &amp; App Stats</td>
<td>3</td>
</tr>
<tr>
<td>POLS/CRJU Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>POLS/CRJU Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLS 6060</td>
<td>Public Admin HR Management</td>
<td>3</td>
</tr>
<tr>
<td>POLS 6250</td>
<td>Org. Theory and Management</td>
<td>3</td>
</tr>
<tr>
<td>POLS 6230</td>
<td>Local Govt Admin &amp; Finance</td>
<td>3</td>
</tr>
<tr>
<td>POLS/CRJU Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>POLS/CRJU Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

| **Third Semester** |                                             |              |
| **Summer Semester** |                                        |              |
| POLS 6940 or POLS 6980 | Internship in Public Admin or Project in Public Admin | 3          |

---

1 Students working full-time in the public or non-profit sector may choose to complete POLS 6980 Project in Public Admin in place of the internship. Students should consult with the MPA program director to obtain approval prior to the semester the course is taken.
The curriculum is structured to challenge students and open minds to new ways of thinking about business. Courses include lectures, case discussions, current business issues, and team projects. All students enrolled in the program will complete a minimum of 30 credit hours. Ten courses are required.

**Program Learning Outcomes**

Student career advancement will be achieved in the Master of Science in Supply Chain Analytics program with the following Program Learning Outcomes (PLO):

**Graduates of this program will be able to:**

a. Analysis: Use analytics tools to make decisions in the business environment.

b. Functional Knowledge: Develop knowledge of the core areas of Supply Chain Management, including logistics management, operations management, purchasing management, and international trade and logistics.

c. Problem Solving: Identify issues and solve problems found in the management of a firm’s supply chain using analytical and data science methods.

**Admission Requirements**

College of Business candidates must follow School of Graduate Studies and University Graduate admission policies and procedures. Admission into the Master of Science in Supply Chain Analytics degree program is based on several factors as outlined below to ensure a talented and diverse student body.

- Completed online application to the School of Graduate Studies
- Bachelor’s degree in any field (or equivalent in the case of those with an international education background) with a minimum of 2.9 GPA OR an advanced degree in any field (Master’s or higher) from an accredited College or University, as verified by an official transcript.
- TOEFL. The total minimum IELTS score is 6.

If the applicant does not meet the above requirement, the following additional documents must be submitted to be considered for admission.

- Essay of purpose: in 500 words or less, tell us why you want to pursue the graduate degree you are applying for and why you are a good candidate for the program.
- Current resume detailing professional experience and achievements.

International Students:

- Due to the online delivery of the program, international students planning to study on an F1 visa should check with the Director of International Student Services about SEVIS restrictions regarding online courses prior to applying.
- Applicants whose native language is not English or whose language of college instruction was not English are required to submit English Language proficiency through one of the following options: TOEFL (Test of English as a Foreign Language) or the Internet-based TOEFL (iBT) or the International English Language Testing System (IELTS). The following TOEFL scores are acceptable: a minimum score of 78 for the iBT OR a minimum score of 550 for the paper-based TOEFL. The total minimum IELTS score is 6.
- If an applicant has completed any coursework, degree, or degrees from institutions outside of the United States, he or she must utilize a credentialing evaluating organization. The School of Graduate Studies accepts an official course-by-course evaluation with
a GPA that is prepared by either Josef Silny and Associates (https://www.jsilny.org) or World Education Services (https://www.wes.org).

**Academic Policies**

Master of Science in Supply Chain Analytics students are expected to observe School of Graduate Studies and University Graduate Rules, Regulations, and Academic Policies. Students are expected to maintain Good Academic Standing which is defined as a minimum institutional GPA of 3.0.

To receive a Master of Science in Supply Chain Analytics graduate degree from Clayton State University, a student usually completes all 30 semester hours of the program requirements from Clayton State University. All semester hours in the program at CSU must be completed after the student has been admitted to the degree program. Transfer of graduate credit is generally not accepted, although a maximum of six semester hours of transfer credit from an AACSB accredited institution may be considered on an individual basis.

**Program Withdrawal**

Any student who desires to withdraw from the university should contact the Graduate Program Director. Following an exit interview, the student will be issued a copy of the withdrawal form and the Program Director will process the paperwork with the necessary university offices.

**Course Load**

Six semester hours will be required of all MSSCA students who use financial aid in the Spring, Summer, and Fall Semesters. Students can register for up to four courses in Spring and Fall (two courses in each 8-week session) and three courses in Summer.

**Requirements**

**Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 5200</td>
<td>Decision Making-Uncertainty</td>
<td>3</td>
</tr>
<tr>
<td>ECON 5101</td>
<td>Managerial Economics for SC</td>
<td>3</td>
</tr>
<tr>
<td>MATH 5221</td>
<td>Founds of Business Analytics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5104</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>SCML 5101</td>
<td>International Business and Global Logistics</td>
<td>3</td>
</tr>
<tr>
<td>SCML 5102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>SCML 5105</td>
<td>Global Sourcing in SCM</td>
<td>3</td>
</tr>
<tr>
<td>SCML 5750</td>
<td>Logistics &amp; Supply Chain Strat</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 5810</td>
<td>Data Mgmt &amp; Bus. Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 5811</td>
<td>Data Anal. &amp; Visual. for Bus.</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

### 30

**Faculty**

**College of Business**

Khamis Bilbeisi
Jacob Chacko
Everod Davis
Linda Hain
Anthony Hannah
Iryna Hayduk

Craig Hill
Kimberly Johnson
Reza Kheirandish
Carin A. Lightner-Laws
Chen-Miao Lin
Lawrence K. Menter
George E. Nakos
C.R. Narayanaswamy
Keith Miller
Kamran Moghaddam
Mario Norman
Adel Novin
Louis Xavier Orchard
Leon C. Prieto
Stacey Reynolds
Melva Robertson
Margaret Thompson
Vinod Vincent
Anita Whiting
Jesse Zinn

**College of Information and Mathematical Sciences**

Shakil Akhtar
Scott Bailey
Michael Dancs
Keith Driscoll
WeiHu Hong
Byron Jeff
Elliot Krop
Catherine Matos
Ken Nguyen
David Plaxco
Junfeng Qu
Muhammad Rahman
Christopher Raridan
Lila Roberts
David Williams

**Suggested Course Sequence**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 5200</td>
<td>Decision Making-Uncertainty</td>
<td>3</td>
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<tr>
<td>ECON 5101</td>
<td>Managerial Economics for SC</td>
<td>3</td>
</tr>
<tr>
<td>MATH 5221</td>
<td>Founds of Business Analytics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5104</td>
<td>Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**First Year**

**First Semester**

Fall Semester - First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 5200</td>
<td>Decision Making-Uncertainty</td>
<td>3</td>
</tr>
<tr>
<td>ECON 5101</td>
<td>Managerial Economics for SC</td>
<td>3</td>
</tr>
</tbody>
</table>

Fall Semester - Second Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 5221</td>
<td>Founds of Business Analytics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5104</td>
<td>Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

Spring Semester - First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCML 5101</td>
<td>International Business/Global</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 5810</td>
<td>Data Mgmt &amp; Bus. Intelligence</td>
<td>3</td>
</tr>
</tbody>
</table>

Spring Semester - Second Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCML 5750</td>
<td>Logistics &amp; Supply Chain Strat</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 5811</td>
<td>Data Anal. &amp; Visual. for Bus.</td>
<td>3</td>
</tr>
</tbody>
</table>
Graduates of this program will be able to:

- Students in this program will achieve the following outcomes:

- especially the publishing business.

- other professions in education, the arts, public relations, and business,

- writer/author, creative director, publishing copyeditor/proofreader, and

- media specialist, editorial assistant, magazine journalist, columnist,

- as web content writer, digital copywriter, professional blogger, social

- platform delivery. The certificate will prepare students for careers such

- by introducing them to the production of digital content for multi-

- This program will take students beyond traditional creative writing

- and skills necessary to create, publish, and market creative works.

- This program will take students beyond traditional creative writing

- by introducing them to the production of digital content for multi-

- platform delivery. The certificate will prepare students for careers such

- as web content writer, digital copywriter, professional blogger, social

- media specialist, editorial assistant, magazine journalist, columnist,

- writer/author, creative director, publishing copyeditor/proofreader, and

- other professions in education, the arts, public relations, and business,

- especially the publishing business.

Students in this program will achieve the following outcomes:

Graduates of this program will be able to:

a. Engage the creative process with experimentation and problem

   solving to produce original works in multiple genres.

b. Interpret the effects of technical craft elements in published literary

   works.

c. Acquire expertise in designing digital and print texts.

d. Apply the peer review workshop process to explore, develop, and

   revise original writing.

e. Demonstrate social responsibility and ethical behavior toward the

   creation of original works in a culturally diverse world.

f. Create an e-portfolio composed of traditional creative writing pieces

   and content for digital/multi-platform delivery.

- The certificate is designed for students who already hold a bachelor's

   degree from a regionally accredited U.S. institution or the equivalent

   of a U.S. bachelor's degree from an accredited international

   institution.

- Students will complete an application form from the School of

   Graduate Studies at Clayton State University.

- Students will be required to complete 15 course credit hours from a

   select menu of courses.

- The certificate is offered 100% online and can be completed in one

   year. These credits may not include any required graduate courses

   in students' degree programs. Electives in students' graduate degree

   program may count toward the certificate.

- Since students in the program are considered non-degree seeking,

   financial aid is not available.

Certificates

Creative Writing, Advanced Certificate

Dr. Brigitte Byrd, Coordinator
brigittebyrd@clayton.edu (TamekaWomack@clayton.edu)

Creative Writing in the Digital Age, Advanced Certificate

The Certificate in Creative Writing in the Digital Age will develop skilled

writers who are technologically savvy by providing them with knowledge

and skills necessary to create, publish, and market creative works.

This program will take students beyond traditional creative writing

by introducing them to the production of digital content for multi-

platform delivery. The certificate will prepare students for careers such

as web content writer, digital copywriter, professional blogger, social

media specialist, editorial assistant, magazine journalist, columnist,

writer/author, creative director, publishing copyeditor/proofreader, and

other professions in education, the arts, public relations, and business,

especially the publishing business.

Students in this program will achieve the following outcomes:

Program Requirements

Students will select five (5) courses from the list below. Each course is a 3.0

hour-credit. Each course will include material feeding into an e-portfolio.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 5015</td>
<td>Writing Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5025</td>
<td>Writing Creative Nonfiction</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5035</td>
<td>Writing Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5040</td>
<td>Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5045</td>
<td>Digital and Multimedia Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5910</td>
<td>Professional Editing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Digital Marketing, Advanced Certificate

Dr. Vinod Vincent, Director
VinodVincent@clayton.edu (%20 VinodVincent@clayton.edu)

The Advanced Certificate in Digital Marketing

provides specialized training in the Digital Marketing

field. Applicants must have already completed a bachelor's

degree. Students will be required to complete 12 credit hours to

obtain a certificate. These credits may not include any graduate

courses previously taken. Students are considered to be non-

degree seeking, so financial aid is not available.

Students are expected to observe School of Graduate Studies and

University Graduate Rules, Regulations and Academic Policies. Students

are expected to maintain Good Academic Standing, which is defined as a

minimum institutional graduate GPA of 3.0.

Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 5110</td>
<td>Digital Marketing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5111</td>
<td>Digital Marketing Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5112</td>
<td>Social Media Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5200</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Family Nurse Practitioner, Post-

Master's Certificate

Dr. Michelle Nelson, Director
michellenelson@clayton.edu

Registered nurses who hold a master's degree in nursing are eligible

for admission. The core courses and experiences in the generic MSN

program will be evaluated to determine equivalency to the required post

master's certificate. Upon completion of the required courses, students

have a choice to take the Family Nurse Practitioner certification exam
from the American Nurses Credentialing Center or the American Academy of Nurse Practitioners Certification Board.

### Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 5503</td>
<td>Adv Patho Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5504</td>
<td>Health Care Policy</td>
<td>3</td>
</tr>
<tr>
<td>NURS 6620</td>
<td>Adv Health Assessment for FNPs</td>
<td>3</td>
</tr>
<tr>
<td>NURS 6640</td>
<td>Adv Pharmacology for FNPs</td>
<td>3</td>
</tr>
<tr>
<td>NURS 6671</td>
<td>Adv Practice Nurs Roles in Soc</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Nurse Practitioner Core Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 6612</td>
<td>Diagnostic &amp; Clinical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>NURS 6630</td>
<td>Hlth Prom of Adults and Fami</td>
<td>6</td>
</tr>
<tr>
<td>NURS 6650</td>
<td>Hlth Prom of Children and Fami</td>
<td>6</td>
</tr>
<tr>
<td>NURS 6681</td>
<td>Hlth Prom of Elderly and Famil</td>
<td>6</td>
</tr>
<tr>
<td>NURS 6691</td>
<td>Nurse Practitioner Practicum</td>
<td>6</td>
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</table>

#### Nurse Practitioner Clinical Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 5108</td>
<td>Talent Development in Orgn</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5109</td>
<td>Human Resource Consulting</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5115</td>
<td>Global Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MBA elective</td>
<td>(CSU course not previously taken)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 41

**Total Clinical/Lab Hours:** 585

### MSN Academic Standards

Nursing students must maintain a semester grade point average (GPA) of 3.00 (“B”) to maintain good standing in the program. Students who receive a “C”, “D”, “F”, “WF”, or “U” in any MSN course may repeat this course one time only on a space available basis. Two unsuccessful attempts in any MSN course or two grades of “C”, “D”, “F”, “WF”, or “U” in any MSN course will result in program dismissal.

Reference the MSN Student Handbook for details.

### Human Resource Leadership, Post-Baccalaureate Certificate

**Dr. Vinod Vincent, Director**

VinodVincent@clayton.edu (%20VinodVincent@clayton.edu)

Students will be required to complete 12 credit hours to obtain a certificate. These credits may not include any graduate courses previously taken. Students must have already completed a bachelor’s degree. Students are considered to be non-degree seeking, so financial aid is not available. Students must select a concentration and satisfy its certificate requirements.

Students are expected to observe School of Graduate Studies and University graduate rules, regulations and academic policies. Students are expected to maintain Good Academic Standing which is defined as a minimum institutional graduate GPA of 3.0.

### Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 5115</td>
<td>Global Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5120</td>
<td>Special Topics in Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 12

1. If SCML 5101 International Business and Global Logistics was previously taken, three of these courses must be taken.

### Professional Writing, Advanced Certificate

**Dr. Kavita Surya, Coordinator**

Kavitasurya@clayton.edu

Professional Writing, Advanced Certificate

The Professional Writing advanced certificate will provide students with skills in writing for today's complex workplace environments. According to the National Association of Colleges and Employers, written communication skills rank highly in desirable attributes for prospective employers in 2021, with almost three-quarters of employer respondents (73.4%). The Bureau of Labor Statistics (2021) also predicts a higher-than-average growth rate for technical writing positions from 2020 – 2030.

Students will prepare for careers as professional or technical writers, or enhance writing, editing, design, and collaborative abilities needed for other positions by achieving the following outcomes:

**Graduates of this program will be able to:**

a. Compose in a variety of professional writing genres for diverse audiences.

b. Acquire expertise in designing digital and print texts.
c. Engage in meaningful collaborations to write, edit, and design texts.
d. Develop a portfolio of professional writing texts to share with employers.

Program Requirements
- The certificate is designed for students who already hold a bachelor’s degree from a regionally accredited U.S. institution or the equivalent of a U.S. bachelor’s degree from an accredited international institution.
- Students will be required to complete 15 course credit hours from a select menu of courses.
- The certificate is offered 100% online and can be completed in one year. These credits may not include any required graduate courses in students’ degree programs. Electives in students’ graduate degree program may count toward the certificate.
- Since students in the program are considered non-degree seeking, financial aid is not available.
- Students are expected to observe School of Graduate Studies and University Graduate Rules, Regulations and Academic Policies. Students are expected to maintain Good Academic Standing, which is defined as a minimum institutional GPA of 3.0.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 5900</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5045</td>
<td>Digital and Multimedia Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5230</td>
<td>Grammar for Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5910</td>
<td>Professional Editing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5050</td>
<td>Advanced Document Design</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5650</td>
<td>Writing for Nonprofits</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5240</td>
<td>Grant Proposal Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5025</td>
<td>Writing Creative Nonfiction</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Admissions
Beginning the application process for a certificate is simple:
- Graduate Application
- $50 application fee
- One official transcript showing bachelor’s degree awarded

Supply Chain Management, Advanced Certificate

Dr. Vinod Vincent, Director
VinodVincent@clayton.edu (%20VinodVincent@clayton.edu)

The Advanced Certificate in Supply Chain Management provides students with practical and relevant skills required to understand the value of workflow processes to streamline the delivery of goods and services. Clayton State’s proximity to the Hartsfield-Jackson International Airport and the Savannah Port gives students invaluable access to industry leaders while pursuing rewarding careers. Applicants must have already completed a bachelor’s degree. Students will be required to complete 12 credit hours to obtain a certificate. These credits may not include any graduate courses previously taken. Students are considered to be non-degree seeking, so financial aid is not available.

Students are expected to observe School of Graduate Studies and University Graduate Rules, Regulations and Academic Policies. Students are expected to maintain Good Academic Standing which is defined as a minimum institutional graduate GPA of 3.0.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCML 5101</td>
<td>International Business and Global Logistics</td>
<td>3</td>
</tr>
<tr>
<td>SCML 5102</td>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>SCML 5750</td>
<td>Logistics &amp; Supply Chain Strat</td>
<td>3</td>
</tr>
<tr>
<td>Any MBA core course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
Eligibility Requirements for In-State Tuition

The criteria considered when determining a student’s eligibility for in-state tuition depends on a student’s status as an independent or dependent student. A dependent student is an individual under the age of 24 who receives financial support from a parent or United States court appointed legal guardian. An independent student is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or United States court appointed legal guardian, and whose parent or guardian has ceased to provide support and rights to that individual’s care, custody, and earnings.

An independent student who has not lived outside of Georgia or who:

- Moved to the state for reasons other than attending a post-secondary educational institution;
- Abandoned all ties to their previous state or country of residence;
- Has taken appropriate steps to assume the responsibilities of a Georgia resident;
- Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
- Receives no financial assistance from outside of Georgia; and,
- Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.

A dependent student whose parent or U.S. court-appointed legal guardian has not lived outside of Georgia or whose parent or U.S. court-appointed legal guardian:

- Moved to the state for reasons other than attending a post-secondary educational institution; o Abandoned all ties to their previous state or country of residence;
- Has taken appropriate steps to assume the responsibilities of a Georgia resident;
- Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
- Receives no financial assistance from outside of Georgia; and o Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.

In addition to the above, a dependent student of a Georgia-domiciled parent must either:

1. Be a graduate of a Georgia high school; or
2. Be claimed as a dependent on their Georgia-domiciled parent’s state or federal income taxes.

A dependent student of a Georgia-domiciled U.S. court-appointed legal guardian must provide evidence that the guardianship was not appointed to avoid payment of out-of-state tuition.

A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.

Non-resident graduate students who hold teaching or research assistantships requiring at least one third time service may register as students in the institution in which they are employed on payment of resident fees.

Full-time teachers in the public schools of Georgia, their spouses, and their dependent children may enroll as students in the University System institutions on the payment of resident fees.

Military personnel and their dependents stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia. Upon proper documentation, those relocating to Georgia immediately upon discharge may register as residents.

All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.

International students who attend institutions of the University System under financial sponsorship of civic or religious groups located in this State may be enrolled upon the payment of resident fees, provided the number of such international students in any one institution does not exceed the quota approved by the Board of Regents for that institution.

If the parents or legal guardian of a minor change his or her legal residence to another state following a period of legal residence in Georgia, the minor may remain classified as in-state for tuition paying purposes, provided the student remains continuously enrolled.

In the event that a legal resident of Georgia is appointed as a guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.

Career Consular Officers and their dependents who are citizens of the foreign nation which their Consular Officer represents and who are stationed and living in Georgia under orders of their respective government, shall be entitled to enroll in University System institutions on payment of resident fees. This arrangement shall apply to those Consular Officers whose nations operate on the principle of educational reciprocity with the United States.
forms). To assure that proper consideration is given to requests for changes in residency classification, students should submit a Petition for Residency Classification at least 20 days prior to the beginning of the term in which they plan to enroll. A student’s residence status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student.

Lawful Presence Verification

The Board of Regents of the University System of Georgia has implemented a policy requiring University System institutions to verify the lawful presence in the United States of all admitted students entering Clayton State University who are seeking in-state (resident) tuition status. BOR Policy 4.3.4 (https://www.usg.edu/policymanual/section4/C329/#p434_verification_of_lawful_presence) states: "University System institution shall verify the lawful presence in the United States of every successfully admitted person applying for resident tuition status (in-state tuition).

Information regarding this requirement and how it can be satisfied are found on the Registrar’s Office webpage (https://www.clayton.edu/registrar/verification-of-lawful-presence/).

Servicemembers Opportunity College

Clayton State University is a member of the Servicemembers Opportunity Colleges (SOC) Program (https://www.military.com/education/timesaving-programs/servicemembers-opportunity-colleges-soc.html). Participation in this program signifies that Clayton State has demonstrated a special interest in providing higher education opportunities and options for members of the United States Armed Forces. Clayton State is listed in the SOC Guide, which notifies military education professionals and service members that the University understands their special needs and is receptive to assisting them achieve their higher education goals. Contact (678) 466-5053 or the Assistant Registrar (University SOC counselor) for additional information.

Students 62 Years of Age or Older

As per Board of Regents Policy 4.2.1.9 (https://www.usg.edu/policymanual/section4/C328/#p421_admission_requirements_for_programs_leading_to_the_baccalaureate_degree), Citizens of Georgia who are 62 years of age or older may attend Clayton State University on a space-available basis. An applicant desiring admission under this classification must meet all regular admission requirements to the University, must be a Georgia resident, and must present proof of age.

Undergraduate Admissions

- Academic Renewal (p. 192)
- Admissions Appeals (https://catalog.clayton.edu/admissions-information/undergraduate-admissions/appeal-admission/)
- Denial of Admission (p. 192)
- Dual Enrollment and Early Admission of High School Students (p. 187)
- Freshman and Recent High School Graduates (p. 187)
- International Students (p. 190)
- New Student Orientation (p. 191)
- Non-degree (p. 191)
- Non-Traditional Students (p. 188)
- Post-Baccalaureate Students (p. 191)
- Readmission of Former Clayton State Students (p. 191)
- Requirements for Undergraduate Applicants (p. 186)
- Transfer Students (p. 188)
- Transient Students (p. 190)

Requirements for Undergraduate Applicants

To be admitted to Clayton State University, a new student must qualify under one of the admission categories listed below. Applicants in all categories must submit:

a. a completed application for admission,

b. the required application fee, and

c. all documents required by the appropriate category under which they are applying.

The admissions application may be obtained from the Office of Recruitment and Admissions in Edgewater Hall or on-line at https://www.clayton.edu/admissions/undergrad/start-here. If you need assistance or have questions about admission, please contact the Office of Recruitment and Admission by email at CSU-info@clayton.edu or call (678) 466-4115.

Application Deadlines

To ensure admission consideration for a given term, applicants in all categories must meet the appropriate application deadline as follows:

Priority Deadline

<table>
<thead>
<tr>
<th>Admit Term</th>
<th>Final Recommended Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>November 15</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>April 15</td>
</tr>
</tbody>
</table>

The Office of Recruitment and Admission will accept transient applications for admission up to 30 days after the regular application deadline; however, students must submit a complete packet to ensure timely review and processing of the materials.

An application fee of $40.00 is assessed to those who use the paper application or who apply on-line and is non-refundable.

Transcripts and Test Scores

High school and/or college transcripts must be official copies in sealed envelopes or electronically provided by the high school and/or college; student copies are not acceptable. Test scores (SAT I & II, ACT) must be submitted to Clayton State directly from the testing service or on the official high school transcript; copies provided by the student are not acceptable. In cases requiring the SAT II, the University will provide information about which tests are needed and what scores are acceptable.
Admission Categories
Applicants for admission to Clayton State are classified into one of the following categories:

- Freshman-Recent High School Graduates
- Non-traditional Students
- Transfer Students
- Dual Enrollment / Early Admission of High School Students
- Transient Students

Other Categories

- Post-baccalaureate
- Auditors
- Age 62 and older

These categories and the standards and procedures for them are defined and explained under the headings that follow. The University reserves the right to change admission standards and procedures.

Program Admission
General admission to the University does not guarantee admission to certain programs that have limited enrollment capacity and/or additional standards. This includes such programs as nursing, dental hygiene, music, teacher education, information technology, and business.

Dual Enrollment and Early Admission of High School Students
Clayton State University provides academically talented high school students with opportunities for acceleration of their formal academic programs via participation in:

a. a dual enrollment program or
b. early admission program.

- **Dual Enrollment Program** – offers qualified high school juniors and seniors the option to begin working toward a college degree, while still pursuing a high school diploma. This program enables participants to fulfill high school graduation requirements by taking college courses that provide dual credit– simultaneously fulfilling high school course requirements.

- **Early Admission Program** – enables qualified high school students the opportunity to enroll as a full-time college student following completion of the junior year in high school.

Generally, students participating in dual enrollment or the early admission program take college-level courses from the University System Core Curriculum or courses for which Core Curriculum courses are prerequisites or co-requisites.

Participation Guidelines
To participate in either program a student must be enrolled in public or private secondary high school, which is accredited by one of the following:

- Regional accrediting association (such as the Southern Association of Colleges and Schools)
- Georgia Accrediting Commission
- Georgia Private School Accrediting Commission (GAPSAC)
- Accrediting Commission for Independent Study (ACIS)
- Public school regulated by a school system and state department of education.

Dual Enrollment (DE) Program Funding
Students who are interested in dual enrollment or early admission may be eligible for funding under Dual Enrollment (DE) via the Georgia Student Finance Commission (GSFC). The DE Program provides qualified Georgia high school students with the financial assistance and opportunity to earn college degree-level credit hours, while they simultaneously meet their high school graduation requirements. To receive DE Program funding, authorized participants must complete an DE Program application. Courses funded under the program must come from the GSFC approved course directory.

For additional information, including application and admission requirements, please visit the Office of Undergraduate Admissions webpage (https://clayton.edu/admissions/undergrad/dual-enrollment/).

Freshman and Recent High School Graduates
This category is designed for students who have recently graduated from high school or who will do so soon. Students in their senior year of high school who anticipate graduating prior to their admission to Clayton State University are in this category. Applicants in this category must have graduated from high school within the past five years, and if they have been to college, they must have completed fewer than 30 semester hours (or quarter equivalent) of college-level credit. Applicants who have more than 30 credit hours of college-level work must apply under the transfer category.

Standards for “Regular” Admission Status

**a. Required High School Curriculum (RHSC).** To qualify for regular admission to Clayton State, an applicant must have graduated from an accredited high school and completed the “college prep” high school courses specified by the University System of Georgia RHSC as follows:

- four units of college prep English
- four units of college prep mathematics
- four units of college prep science
- three units of college prep social studies
- two units of the same college prep foreign language

Applicants with questions about RHSC should contact their high school counselors or call the Clayton State Office of Recruitment and Admission (678) 466-4115. Students who graduated from an out-of-state high school and do not meet Georgia’s RHSC requirements (e.g. foreign language) but are otherwise well-prepared may be considered for admission and must complete the foreign language requirement in the first semester of attendance.

**b. Freshman Index (FI) of 1940.** The FI is calculated based on a sliding scale between high school grade point average in RHSC and standardized test scores (SAT or ACT). To qualify for regular admission to Clayton State, an applicant must have achieved the following:
• SAT or ACT Minimums:
  - SAT Evidence-Based Reading & Writing - 480
  - SAT Math - 440 - OR -
  - ACT English or Reading - 17
  - ACT Math - 17

• Freshman Index (FI) of at least 1940. The FI is calculated as follows:
  - Using SAT: SATEBRW + SATM + (HSGPA x 500).
  - Using ACT: (ACT composite score x 42) + (HSGPA x 500) + 88.

“Limited” Admission Status

Students who meet the RHSC and SAT/ACT minimums for regular admission but whose freshman index (FI) falls in the window between 1790 and 1939 may be reviewed by the Admission Appeals Committee for “limited” admission. Students admitted in this status may have restrictions imposed as a condition of admission.

Standards for Home School and Non-Accredited Graduates

In lieu of the Freshman Index and College Preparatory Curriculum requirements, applicants from home schools or graduates of non-accredited high schools may validate the College Preparatory Curriculum through satisfactory documentation of equivalent competence in each of the College Preparatory Curriculum areas at the college preparatory level. A student whose SAT I Composite (Verbal plus Mathematics) score is at or above the average SAT I score of the previous year’s fall semester first-time freshman and who has completed the equivalent of each of the College Preparatory Curriculum areas as documented by a portfolio of work and/or other evidence that substantiates College Preparatory Curriculum completion qualifies for consideration for admission. For students with ACT scores, the ACT composite score comparable to the average SAT I total score is required.

Applicants lacking an acceptable RHSC portfolio may validate RHSC by the following SAT II scores:
  - English Writing (520)
  - Literature (530)
  - Math IC (500) or Math IIC (570)
  - American History & Social Studies (560)
  - World History (540)
  - Biology (520) and
  - one of the following: Chemistry (540) or Physics (590).

Contact the Office of Recruitment and Admission for details (678) 466-4115.

Presidential Exception

A recent high school graduate otherwise not eligible for admission may be considered for admission in two circumstances:
  a. if the applicant has standardized test scores (SAT I or ACT) in the upper five percent of national college-bound seniors and shows other evidence of college readiness, and
  b. if the President determines that the applicant shows exceptional talent and promise for academic success.

Such presidential exceptions are very limited. Contact the Office of Recruitment and Admission for details.

Non-Traditional Students

The non-traditional freshman category applies to applicants who have been out of high school for at least five years and who have never attended college or have less than 30 transferable hours of college credit. Applicants in this category do not have to meet the same standards as recent high school graduates and do not have to submit SAT or ACT test scores.

To qualify for non-traditional freshman admission, all of the following criteria must apply.
  a. Applicants must have graduated from an accredited or approved high school or have satisfactorily completed the General Educational Diploma (GED).
  b. Applicants who have attended college must have earned fewer than 30 semester hours of transferable credit to be considered a non-traditional freshman. (See the transfer section for additional information about special requirements for non-traditional freshman applicants who have some transfer credit.)
  c. Applicants must take the ACCUPLACER test and make an acceptable score.

Prior to being accepted, applicants classified as non-traditional may be required to take an entry examination (ACCUPLACER) to determine admissibility. Students not meeting minimal scores on the ACCUPLACER will not be admitted.

Students who meet the minimum standards but do not test into college level courses in English, reading and/or mathematics will be required to take the appropriate pre-college “Learning Support” course(s). If the ACCUPLACER indicates the need for Learning Support Courses, the admitted non-traditional students will be required to enroll in such courses and must exit Learning Support (through successful completion of the appropriate Learning Support exit course(s)) in accordance with Learning Support policies.

Students not meeting the minimum level for admission or placing into Learning Support courses are allowed one retest each semester. Non-traditional students who fail to make a minimum score upon retesting on the ACCUPLACER are advised to seek admittance to another institution, and then transfer to Clayton State based on the transfer standards listed below.

Transfer Students

Transfer Application Procedure

Any student who transfers credit to Clayton State from another college or university is considered a transfer student. Transfer applicants must submit official transcripts from all colleges or universities attended regardless of whether the student has any transferable hours from the institution. Official transcripts must arrive in sealed envelopes. Clayton State will accept eTranscripts. Transcripts sent from personal emails nor student copies of transcripts are not acceptable.

Transfer Admission Standards - Regular Admission

Transfer students will be granted regular admission if they meet the following standards:
a. Have 30 or more semester hours of transferable credit. (Transfer applicants with fewer than 30 hours must meet the admission requirements for either a recent high school graduates [freshman] or nontraditional student in addition to the transfer admission standards.)

b. Have a cumulative transfer GPA of at least 2.00, calculated on all attempted transferable college course work (Transfer applicants with a GPA below 2.00 should see the limited admission heading below for possible appeal.)

c. Be in good academic and conduct standing at the last institution from which credit was earned.

Transfer Admission Standards - Limited Admission

Transfer applicants who have a GPA below 2.00 and/or who are not in good standing at their last institution may submit an appeal for limited admission.

Transfer Applicants with Fewer Than 30 Semester Hours

Special considerations apply to transfer applicants who have earned fewer than 30 hours of transferable credit:

a. if the applicant graduated from high school within the last five years, the applicant must meet standards for recent high school graduates in addition to transfer admission standards. Such applicants must submit all high school transcripts as well as college transcripts.

b. if the applicant graduated from high school more than five years ago, he or she will be considered a non-traditional transfer applicant. The admission decision will be based on a combination of transfer grades and scores on required admission/placement tests.

Academic Renewal – Transfer Students

In most cases, transfer students will meet the regular admission requirements to Clayton State University. However, in the event a student is not eligible for admission or has a poor academic record from a prior institution, another option is available to students through the Academic Renewal Policy. This policy allows transfer students who have experienced academic difficulty at other regionally accredited institution of higher education to make a fresh start after an absence of three calendar years from their previous institution. The policy is as follows:

Eligibility Requirements

a. A student must be absent from their transfer institution for three calendar years.

b. A student may request Academic Renewal at the time of application to Clayton State University. If a student does not request Academic Renewal and is denied admission to Clayton State, the Office of Undergraduate Recruitment & Admissions will review the application to determine if the student is eligible for Academic Renewal. If eligible, the student will be presented with this option.

c. The student must remain enrolled in classes (beyond the drop/add period) in order to be eligible for academic renewal.

d. The Academic Renewal GPA begins with the first term of enrollment.

e. A student can be granted Academic Renewal only once.

f. Students will receive transfer credit for courses taken at another institution during the three years the student was absent from their previous institution.

g. If academic renewal was granted at another University System of Georgia (USG) institution, it will be honored at Clayton State University. However, the student will be responsible for obtaining the necessary documentation from the institution where Academic Renewal was awarded.

Renewal Policies and Guidelines:

a. All previously attempted transfer coursework continues to be recorded on the student's official transcript. A cumulative GPA (including all courses taken) and an Academic Renewal GPA must be shown on the academic record.

b. Any academic suspensions that occurred at the previous institution will remain on the student's academic record.

c. An Academic Renewal GPA and academic standing begins when the student begins taking courses once approval for Academic Renewal has been granted. The institution will place a statement on the student's transcript indicating the Academic Renewal status and the beginning of a separate Academic Renewal GPA.

d. Academic credit for transfer coursework will be retained only for courses in which A, B, C, or S grades have been earned. Retained grades are not calculated in the Academic Renewal GPA.

e. A student may not select which courses apply for academic renewal. All courses with a grade of D may not be used to meet a pre-requisite or degree requirement.

f. The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation.

g. Eligibility for certain programs (e.g. Teacher Education, Nursing, Dental Hygiene, and Business) will be determined by the college for that major. Academic Renewal may or may not be considered.

h. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.

i. Academic Honors will be calculated on all coursework completed including any coursework eligible for academic renewal.

General Policies on Transfer Students and Transfer Credit

Once a transfer student is fully admitted to Clayton State University, the student’s information is sent from the Office of Admissions to the Registrar’s Office for evaluation. Transfer evaluations are completed in the order of students’ acceptance to the University. Upon completion, an email is sent to the Clayton State student email account and a letter is sent via USPS to the student’s address on file. Completed transfer evaluations may be viewed on the DUCK (https://selfservice.clayton.edu/login/).

Transfer credit is evaluated based on the following criteria:

• Clayton State University makes every effort to transfer credits for academic work completed at other institutions. In general, courses will be considered for transfer if completed at a college or university that is accredited by one of the US Department of Education institutional accreditors.

• Only undergraduate coursework reflected on an official transcript is considered for transfer credit.

• Post-Baccalaureate, graduate, and transient students’ transcripts are not evaluated.
• Transfer credit is awarded in semester hours. Quarter hours will be converted to semester hours upon evaluation. One quarter hour is the equivalent of 2/3 semester hour. The conversion will be truncated to two decimal places (3.33, 2.67, etc.).

• If a course is repeated (and is not a course that is repeatable for credit), only the final grade attempt will be eligible for credit.

• A course taken at the freshman/sophomore level at a previous school may not receive equivalent credit for a course taught at the junior/senior level at Clayton State University.

• To be eligible for credit, lower-level courses require a grade of D or higher (with the exception of ENGL 1101 English Composition I and ENGL 1102 English Composition ii, which require a C or higher); upper-level courses require a grade of C or higher.

• Failed courses will not be awarded credit; however, these grades will be included in the transfer GPA. All grades received for college-level coursework completed at an institution from which transfer credit is accepted, including repeated courses and courses not applicable toward the student’s current curriculum, are counted in the transfer GPA. Remedial courses will be excluded from the transfer GPA.

• Transfer credit routinely will not be awarded for internships; practicums; seminars; workshops; co-ops; experiential learning; directed studies; research courses; project courses; remedial courses; introduction to college/orientation courses; career planning courses; physical education courses; or audited courses. Transfer credit also will not be awarded for credit by exam, competencies, or exemptions granted by another institution.

• Courses used to meet CPC deficiencies at a previous institution will be used to meet the corresponding deficiencies at Clayton State University.

• Career/technical courses only are applicable to the Bachelor of Applied Science (BAS) program at Clayton State University and therefore only will be considered for credit for students admitted to this program. Transfer of technical credit will be regulated by the policies of the BAS program.

• Test scores (AP, CLEP, IB) must be officially submitted to the Registrar’s Office for consideration. Credit for tests will not be awarded based on a high school or college transcript.

• Courses deemed equivalent to those taught at Clayton State University will be assigned Clayton State University course numbers. For courses deemed transferable for which there is no exact equivalent, elective credit will be granted.

• Students with transcripts from a college or university outside the United States must submit a foreign credential evaluation from WES or Josef Silny & Associates in order for the credits to be evaluated by the Registrar’s Office. For information regarding foreign credential evaluation requirements, please review the Required Materials for International Transfer Students (https://clayton.edu/admissions/international/).

• A Joint Services Transcript (JST) is not required for acceptance to Clayton State University. However, an official JST must be submitted in order for military experience to be considered for college credit. Upon admission to Clayton State University, students may request a review of a JST by sending an inquiry via their Clayton State University student email account to ClaytonStateRegistrar@clayton.edu. For assistance in obtaining a JST, please visit the Veterans Resource Center (https://clayton.edu/veterans-resource-center/) page.

Transfer credit is not guaranteed. Credit is considered on an individual basis. Each student will meet with an academic advisor who will review

**Transient Students**

A student in good academic standing at another college or university may apply for admission and enrollment as a transient student at Clayton State University. Transient status is usually limited to one term at a time, and enrollment is subject to the following requirements and conditions:

1. An applicant must complete an application for admission and furnish documentation from the Registrar of the college or university last attended that includes the following:

   • A recommendation for transient admission to Clayton State University,
   • A statement that the student is eligible to return, and
   • A list of recommended course(s) to be taken at Clayton State University.

2. Transient enrollment is on a space-available basis, and some courses may be closed to transient students at some stages of the registration process.

3. A transient student who desires to continue as a transfer student at the University must apply through the Admissions Office and meet all transfer admissions policies, deadlines, and requirements.

**International Students**

**Admission Procedures**

All international students must pay the Clayton State application fee and provide all of the same documents required of U.S. citizens as described by their admissions category (freshman, non-traditional, or transfer). In addition, International students from non-English speaking countries will be required to demonstrate proficiency of English through one of the methods described in the English Proficiency Requirement section below.

Students requiring an F-1 visa to enter the United States:

• Must complete Financial Verification Form, proof that adequate funds are available for educational and living expenses
  • Copy of Passport
  • Transfer Clearance Form if currently attending another institution in the US on F1 Visa

Permanent residents and applicants in other immigrant/non-immigrant categories must bring their immigration documents to the Office of Recruitment and Admissions. Such documents may include passport, resident alien card, I-94, or EAD.

Non-native speakers of English must demonstrate English proficiency as outlined in the section below.

Additional information regarding requirements for International Students is available on the University website (http://www.clayton.edu/
English Proficiency Requirement

English is the medium of instruction in all courses at Clayton State University, except foreign language courses. International applicants whose primary native language is not English must document proof of proficiency in English through one of the following options:

Note: Official test scores must arrive directly from the testing source. No photocopies, faxes, scans or email attachments are accepted.

For the most up to date information please visit the following link: https://www.clayton.edu/admissions/undergraduate-admissions/apply/international

- TOEFL (Test of English as a Foreign Language). The internet based TOEFL, or “ibT”. The following TOEFL scores are acceptable:
  - 75 total on the internet-based TOEFL (ibT) or
  - 540+ on the paper-based TOEFL if the ibT is not available in your region
- The International English Language Testing System (IELTS)
  - 6.5 total minimum scores
- For SAT and other testing requirements please visit: https://www.clayton.edu/admissions/undergraduate-admissions/apply/freshman
- Cambridge C1 Advanced (Certificate of Advanced English)
  - 180 minimum scale score
- Completion of an approved University System of Georgia (USG) intensive ESL program.
- Completion of College English/English Composition and Rhetoric from a regionally accredited U.S. College or University with a minimum grade of “C”.
- Two years of English (not ESL) taken in a U.S. high school with minimum grades of “C”.
- Scores or performance on the following tests or examinations:
  - EIKEN  Pre-1
  - MET (Michigan English Test) 59
  - Cambridge International Examinations (CIE) IGCSE and “O” Level “English” exams “D” or Better
  - UK GCSE “English” exam “C” or Better
  - UK GCE A-Level “English” exam “C” or Better
  - EdExcel International A-Levels and IGCSE English exams “D” or Better
  - Pearson (PTE) Academic 58

Contact the Office of Recruitment and Admissions to inquire about additional information.

Medical Insurance

Upon enrollment into the University, all students on F-1 visas are required to provide proof of medical and health insurance coverage.

Post-Baccalaureate Students

Students who already hold a bachelor’s degree from an accredited college or university may be admitted to Clayton State University on a post-baccalaureate basis. Applicants in this category must submit an official transcript from the degree-granting institution.

For more information, visit the Office of Undergraduate Admissions https://www.clayton.edu/admissions/undergrad/start-here/.

Non-degree

Students who are taking courses at Clayton State for career development or personal enrichment only and who are not seeking a degree or certificate from Clayton State.

Readmission of Former Clayton State Students

Readmission to Clayton State for former students is a simple and quick process that is handled by the Registrar’s Office in person (Edgewater Hall 1st floor) or online (https://www.clayton.edu/admissions/undergraduate-admissions/apply/readmission).

Readmission is required prior to registration for any student who has not been enrolled at Clayton State during the previous 3 semesters, has attended another college/university during an absence from Clayton State, and/or was suspended or dismissed at the end of the last term of attendance at Clayton State or another institution.

Students who were in good standing at the end of their last term at Clayton State and who had exempted or exited Learning Support requirements and who have not attended any other college or university during their absence from Clayton State are guaranteed readmission upon completing the process. (Readmission to the University does not guarantee admission to specific academic programs that have additional requirements and/or space limitations.)

Students who attended another college/university during their absence from Clayton State must submit to the Registrar’s Office official transcripts from the institution(s) attended. Transcripts must be submitted even if the student does not intend to apply credit to a Clayton State program. (It is not necessary to resubmit high school records or test scores.)

Students who were on academic probation at the end of the last term attended at Clayton State will be readmitted on probation regardless of grades earned at another institution. For students on suspension or dismissal from Clayton State or another college/university, readmission will not be granted until the student has successfully appealed.

New Student Orientation

The New Student Orientation Program is an important set of activities designed to acquaint new students with the resources available at Clayton State University. The program is tailored to the unique needs of all students, and there are programs for freshmen, transfer students, transients, and families of new students. All new students are encouraged to participate.

During the program, students will have an opportunity to meet faculty and students, become familiar with campus facilities, and be introduced to the wide variety of student services and activities available to the campus community. At the conclusion of orientation, students will meet with faculty advisors and register for courses.
Orientation details are provided after the student has been accepted to the University. Call (678) 466-5433 for additional information.

**Denial of Admission**

A student denied admission or readmission to the University may, upon request, have his or her application reviewed by the Admission or Readmission Appeals Committee if it has not already been reviewed. The committee may recommend the admission of a student on academic probation status if evidence of maturity, motivation, and ability is exhibited.

- Students admitted to the University through appeal may be required to take certain courses.
- Students denied admission to Clayton State may consult with the Clayton State Office of Admissions about the possibilities of admission to other institutions.

For information on how to appeal an admissions decision, please refer to the Admission Appeals page (https://nextcatalog.clayton.edu/admissions-information/undergraduate-admissions/appeal-admission/).

**Academic Renewal**

**Academic Renewal – Former Returning Students**

In most cases, the Clayton State University Institutional GPA will serve the needs of a student whose academic performance was weak in previous years. However, another option is available to students through the Academic Renewal Policy. This policy allows degree-seeking students who have experienced academic difficulty at Clayton State University to make a fresh start after an absence of three calendar years from Clayton State University. The policy is as follows:

**Eligibility Requirements**

- A student must have been absent from Clayton State University for three calendar years.
- A student must be readmitted and remain enrolled in classes (beyond the drop/add period) in order to be eligible for academic renewal.
- If a student does not request Academic Renewal at the time of re-enrollment after a three-year or greater period of absence from Clayton State University, the student must do so within 12-months of the first semester of re-enrollment. The 12 month application deadline does not change if the student sits out a semester.
- A student can be granted Academic Renewal only once.
- If a student attended another institution during their absence from Clayton State University, academic renewal is not applied toward transfer credit, unless it also meets the academic renewal criteria and is requested by the student.

**Renewal Policies and Guidelines**

- All previously attempted Clayton State coursework continues to be recorded on the student’s official transcript. A cumulative GPA (including all courses taken) and an Academic Renewal GPA must be shown on the academic record.
- Any academic suspensions that occurred in the past will remain on the student’s academic record.
- An Academic Renewal GPA and academic standing begins when the student resumes taking courses once approval for Academic Renewal has been granted. The institution will place a statement on the student’s transcript indicating the Academic Renewal status and the beginning of a separate Academic Renewal GPA.
- Academic credit for previously completed coursework—including transfer coursework—will be retained only for courses in which A, B, C, or S grades have been earned. Retained grades are not calculated in the Academic Renewal GPA.
- Courses with a grade of D will not be used to meet a pre-requisite or degree requirement.
- The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation.
- No grades earned after the student returns to Clayton State will be eligible for academic renewal.
- The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
- The granting of Academic Renewal does not supersede eligibility for certain programs (e.g. Teacher Education, Nursing, Dental Hygiene, Business).
- Academic Honors will be calculated on all coursework completed including any coursework eligible for academic renewal.

**Academic Renewal – Transfer Students**

In most cases, transfer students will meet the regular admission requirements to Clayton State University. However, in the event a student is not eligible for admission or has a poor academic record from a prior institution, another option is available to students through the Academic Renewal Policy. This policy allows transfer students who have experienced academic difficulty at other regionally accredited institutions of higher education to make a fresh start after an absence of three calendar years from their previous institution. The policy is as follows:

**Eligibility Requirements**

- A student must be absent from their transfer institution for three calendar years.
- A student may request Academic Renewal at the time of application to Clayton State University. If a student does not request Academic Renewal and is denied admission to Clayton State, the Office of Undergraduate Recruitment & Admissions will send the student a letter with a link to their web site and the Academic Renewal application.
- If academic renewal was granted at another University System of Georgia (USG) institution, it will be honored at Clayton State University. However, the student will be responsible for obtaining the necessary documentation from the institution where Academic Renewal was awarded.
- If a student does not request Academic Renewal at the time of enrollment, the student must do so within 12-months of the first semester of enrollment. The 12 month application deadline does not change if the student sits out a semester.

**Renewal Policies and Guidelines**

- All previously attempted transfer coursework will be recorded on your Clayton State transfer evaluation.
- Academic credit for transfer coursework will be retained only for courses in which A, B, C, or S grades have been earned. Retained grades are not calculated in your Transfer Academic Renewal GPA.
- Because the Academic Renewal policy does not permit credit for any course in which a D has been earned, any transfer credit with a grade of D that would have been accepted under our normal practices will be denied.
d. Clayton State University will place a statement on your Clayton State University transcript indicating the Academic Renewal policy was applied towards your transfer evaluation.
e. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
f. The granting of Academic Renewal does not supersede eligibility for certain programs (e.g. Teacher Education, Nursing, Dental Hygiene, and Business).
g. Academic Honors will be calculated on all coursework completed including any coursework eligible for academic renewal.
h. Academic Renewal at Clayton State University will not result in altering transcripts from previous institutions.

Graduate Admissions

The School of Graduate Studies at Clayton State University welcomes your application for graduate study. Clayton State University encourages applications for admission from qualified students regardless of gender, culture, race, religion, ethnic background, national origin, age, or disability. Below is general information about admission to the School of Graduate Studies; however, please note specific programs may have additional requirements.

- Requirements for Graduate Applicants (p. 193)
- Non-Degree Admission (p. 193)
- Transient Admission (p. 193)
- Communication (p. 194)
- Application for Admission (p. 194)
- College Transcripts (p. 194)
- Test Scores (p. 194)
- International Students (p. 194)
- Medical Insurance (p. 195)
- Departmental Requirements (p. 195)
- Changing Semester of Application (p. 195)
- Changing Semester of Entry (p. 195)
- Retention of Records (p. 195)
- Graduate Assistantships (p. 195)
- Readmission Applications (p. 195)

Requirements for Graduate Applicants

Persons seeking admission to a graduate degree program at Clayton State University must hold a baccalaureate degree from an institution accredited by an appropriate regional accrediting association or its international equivalent prior to the expected semester of matriculation.

Specific information about applying to the School of Graduate Studies can be obtained from Graduate Enrollment Services located in Edgewater Hall.

If you need assistance or have questions about admissions, please contact Graduate Enrollment Services at 678-466-4113 or graduate@clayton.edu. (graduate@clayton.edu)

Generally, applicants must submit the following information by the application deadlines:

a. Online Application and $50 non-refundable application fee.
b. Official transcript from the degree-granting institution.
c. Any supporting documentation required by specific graduate programs. Go to the School of Graduate Studies Programs (https://www.clayton.edu/graduate/programs/) page.
d. Official scores on the Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT), if required by graduate program of interest.

An application should not be submitted earlier than one year prior to the term for which admission is desired. Admission is for a specific term. If the student is unable to enroll for the term indicated in the letter of admission, Graduate Enrollment Services should be informed immediately. Offers of admission to the University are often contingent upon the subsequent receipt of official college or university transcripts indicating satisfactory performance and verification of baccalaureate and graduate degrees.

Students who are enrolled in the seated Master of Business Administration, Master of Public Administration, Master of Health Administration, Master of Arts in Liberal Studies, Master of Science in Family Nurse Practitioner, Master of Science in Clinical/Counseling Psychology, and the Master of Arts in Teaching must complete an Immunization form in its entirety. The form is available on the University Health Services website (https://www.clayton.edu/uhs/). The form must be forwarded to University Health Services prior to registration. Clayton State University reserves the right to cancel the admission or readmission of any applicant whose health record indicates the existence of a condition which may be harmful to members of the University community.

Non-Degree Admission

Non-Degree Status is provided for students who wish to take a limited number of graduate courses (typically not more than two) that relate to their academic or professional backgrounds but do not lead to an advanced degree. A student seeking admission to Non-Degree Status should submit completed application forms, application fee, transcripts from all colleges or universities attended, and a list of courses he or she wishes to take. A student is admitted to this status at the discretion of the program concerned and when adequate resources are available. Applicants for the Non-Degree Status should consult the Graduate Program Director to learn about any additional requirements or policies that pertain to non-degree admission. Admission to Non-Degree Status does not warrant or secure admission to any degree program. Some programs do not accept non-degree students. Should a student be subsequently accepted to a graduate degree program at Clayton State, those courses that were taken as a non-degree student will not necessarily be counted toward the degree program requirements. Students admitted as non-degree seeking are not eligible for federal or state financial aid.

Transient Admission

A graduate student in good academic standing at another college or university may apply for admission and enrollment as a transient student at Clayton State University. Transient status is usually limited to one term at a time, and enrollment is subject to the following requirements and conditions:
1. An applicant must complete an application for admission and furnish documentation from the Registrar of the college or university last attended that includes the following:
   • A recommendation for transient admission to Clayton State University.
   • A statement that the student is eligible to return, and
   • A list of recommended course(s) to be taken at Clayton State University.

2. Transient enrollment is on a space-available basis, and some courses may be closed to transient students at some stages of the registration process.

3. Transients must meet Clayton State prerequisite/co-requisite and major restriction requirements for individual courses even if the sending institution has authorized the course.

**Communication**

To expedite application processing and provide timely information, the School of Graduate Studies will communicate with applicants primarily by email, unless email correspondence is not possible. Notification of admissions decisions will be by official letter from the School of Graduate Studies.

Applicants are encouraged to provide a web-based email address that will remain valid regardless of changes made in the internet provider services. Email addresses that are provided by applicants will be used only for the purpose of carrying out admissions business.

Important: Email accounts need to have adequate memory; and message filters need to be set appropriately to be sure that messages are not filtered from your mailbox before you can view them. Applicants should check email messages frequently.

**Application for Admission**

The completed electronic application for admission and a nonrefundable $50.00 (U.S. currency) processing fee should be submitted to the School of Graduate Studies by the appropriate deadline specified below. Checks drawn on U.S. banks and money orders that can be cashed at U.S. banks are acceptable. The final recommended deadlines for applications and supporting documents for graduate applicants with United States citizenship or permanent resident status are:

<table>
<thead>
<tr>
<th>Admit Term</th>
<th>Final Recommended Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring</td>
<td>November 15</td>
</tr>
<tr>
<td>Summer</td>
<td>April 15</td>
</tr>
</tbody>
</table>

Although the School of Graduate Studies will continue to process applications beyond the final recommended deadline, it is the applicant’s responsibility to ensure adequate funds are available by the fee deadlines. There are no guarantees that financial aid monies will be available the longer an applicant waits to complete his/her application for admission. Please note some specific degree programs may have earlier deadlines.

For more information, visit the School of Graduate Studies Materials Checklist (https://www.clayton.edu/graduate/apply/materials-checklist/).

**College Transcripts**

One (1) official transcript from each college and university attended must be submitted to the School of Graduate Studies. Transcripts are considered official when they are sent directly or electronically from a college or university and contain an official seal and/or signature. Applicants who have previously attended Clayton State University are required to submit the transcripts from any additional institution that they have attended.

**Test Scores**

Official test scores on either the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) may be required of all applicants, depending on the admissions requirements of each graduate program. The GRE and GMAT scores are only considered official when sent directly to the School of Graduate Studies from their respective testing service. Examinee copies are not considered official. Clayton State University’s institution code for the GRE is 5145. Clayton State University’s institution code for the GMAT is BD3-SV-70.

**International Students**

The School of Graduate Studies encourages the enrollment of students from other countries. All international applicants must meet the School of Graduate Studies admissions requirements as well as any additional specific program requirements. International students with a student visa are required to carry a minimum of a full-time course load (9 credit hours) during fall and spring semesters and a minimum of six (6) credit hours during the summer semester. In addition, international applicants from non-English speaking countries will be required to demonstrate proficiency of English through one of the methods described in the English Proficiency Requirement section below.

Applicants requiring an F-1 visa to enter the United States must complete and submit the following:

• Financial Verification form providing proof that adequate funds are available for educational and living expenses
• Copy of passport
• Transfer Clearance Form, if currently attending another institution in the US on F-1 visa

Additional information regarding requirements for international applicants is available at http://www.clayton.edu/international-student-services.

**English Proficiency Requirement**

English is the medium of instruction in all graduate courses at Clayton State University. In order to ensure language barriers do not potentially hinder international students from academic success, international applicants whose primary native language is not English must document proof of proficiency in English through one of the following options:

• Test of English as a Foreign Language (TOEFL): A minimum score of 78 total on the internet-based TOEFL (iBT) or 550+ on the paper-based TOEFL
• International English Language Testing System (IELTS): Minimum scores of 6 total
• Duolingo English Test: Minimum score of 100
Retention of Records

If an applicant does not complete enrollment for the semester in which admission is sought, the application must be renewed and the School of Graduate Studies may request submission of such additional credentials and information as will be required. Incomplete application files are retained for a maximum of one year. A student who earns credit in a master’s-level program and later becomes inactive may be required to reestablish his or her file. The Office of the Registrar will maintain a transcript of graduate credit earned at Clayton State University indefinitely.

Graduate Assistantships

Graduate students may apply for regular graduate assistantships through their academic program. Awards can vary by department. GA’s are required to work between 10 to 20 hours per week and also may receive tuition assistance and/or a monthly stipend. Contact the School of Graduate Studies (schoolofgradstudies@clayton.edu) for more information.

Academic and other departments on campus may offer opportunities for qualified students who have been accepted into one of the graduate degree programs to work as laboratory, research, or teaching assistants. Graduate assistants work as tutors, aid faculty members in research projects, supervise laboratories, and assist faculty who teach undergraduate courses. Students interested in graduate assistantships should contact the School of Graduate Studies (schoolofgradstudies@clayton.edu) for specific information.

Note: Stipends are considered income and are subject to state and federal withholding taxes. International students who receive taxable income are required to file a tax return each spring in the U.S. In order to determine if those taxes are refundable according to the tax treaty between your country and the U.S.

Readmission Applications

A graduate readmission applicant is a student who previously enrolled at Clayton State University and who wishes to reenroll at Clayton State in one of the following ways:

a. Previously enrolled as a graduate student wishing to be readmitted in the same graduate program after an absence of three or more semesters.

b. Previously enrolled as a graduate transient student wishing to be readmitted as a graduate transient student in the same college for any term. To continue attending, transient students must be in good academic standing at Clayton State. Transient students who wish to change their enrollment status should contact the School of Graduate Studies for admission requirements.

c. Previously enrolled as a graduate student and dismissed for unsatisfactory academic progress.

Students who have only attended Clayton State University at the graduate level cannot apply for readmission at the undergraduate level. Graduate students wishing to enroll at the undergraduate level should complete a new application for undergraduate admission and should submit the appropriate application fee and all transcripts to the Office of Recruitment and Admissions. Students should refer to the undergraduate catalogue for requirements and other policies related to transfer, transient and post-baccalaureate admission. Undergraduate students cannot

• Successful completion of an approved University System of Georgia (USG) intensive ESL program

Applicants whose language of instruction was English should have the Registrar of the home institution submit a letter to Graduate Enrollment Services attesting/certifying that the language of instruction for the baccalaureate degree was English. If this documentation is unavailable, applicants must submit the official acceptable scores on the TOEFL or IELTS.

Academic credentials must be original documents with authorized signatures, seals, stamps, and must be evaluated by a credentialing evaluating organization. Graduate Enrollment Services accepts evaluations that are prepared by either Josef Silney and Associates (https://www.jsilny.org/) or the World Education Services (http://www.wes.org/). Applicants will need to arrange individually with these organizations to have the transcript evaluations sent to Graduate Enrollment Services.

Medical Insurance

All international students are required to be enrolled in a health insurance plan that meets the minimum standards set by United HealthCare. All students on F-1 or J-1 visas are required to purchase or provide proof of medical and health insurance coverage for the academic year.

Departmental Requirements

Some degree programs have additional requirements such as portfolios, letters of recommendation, departmental applications, personal interviews, and diagnostic testing. Applicants should contact the Graduate Program Director/Coordinator (https://www.clayton.edu/graduate/program-directors/) directly or refer to the graduate program handbook (https://www.clayton.edu/graduate/current-students/academic-policies/) regarding any special requirements.

Changing Semester of Application

Applicants who do not complete their application files by the appropriate application completion deadline may request that their applications be reconsidered and a new admissions recommendation.

Changing Semester of Entry

Admission to a graduate program is valid only for the semester, degree, and major specified in the letter of acceptance. An applicant who is admitted and does not intend to enroll should notify the School of Graduate Studies in writing of this decision as soon as possible. An applicant wishing to defer an application to a future semester should first consult with the academic department/graduate program director. If an accepted applicant wishes to defer entry within one year, the School of Graduate Studies and degree program reserves the right to review the application materials again and decide if postponement is appropriate. An applicant may receive a one-time deferment of enrollment. After the original (or deferred) semester of matriculation has begun, the applicant must submit a new application and application fee to defer an application to a future semester. Deferred applications are referred to the department for reconsideration and a new admissions recommendation.
complete the readmissions application in order to be considered for admission to the School of Graduate Studies. They must complete the admission process as outlined in the “Application Information” section of this catalog.

All students, including readmission students, must notify the Graduate Enrollment Services prior to registering if any of the following conditions apply:

a. The student has attended another school since last attending Clayton State University. The student must have an official transcript of credits sent from the school he or she attended. The student must be eligible to reenroll at the last school attended before he or she returns to Clayton State. Failure to submit this transcript by the midpoint of the first term after returning to Clayton State could result in the placing of a registration hold on the student's record.

b. The student has disciplinary actions pending at the last institution attended since matriculation at Clayton State.

c. The student has been convicted of a crime other than a minor traffic violation since last attending Clayton State. Failure to notify the University of any of the above conditions could result in university sanctions, including expulsion.

Applications for readmission and any required supporting documentation must be submitted to Graduate Enrollment Services by the established deadlines. Readmission applications are processed in the order that they are complete and ready for a decision.
GRADUATION REQUIREMENTS

- Undergraduate Graduation Requirements (p. 197)
- Graduate Graduation Requirements (p. 201)

Undergraduate Graduation Requirements

General requirements for graduation are included in this section of the catalog. The curriculum and specific requirements for each program are listed in the subsequent sections for the four colleges of the University:

a. Arts and Sciences (p. 36),
b. Business (p. 101),
c. Health (p. 117), and
d. Information & Mathematical Sciences (p. 134).

Each student is responsible for both the general requirements in this section and the specific requirements for his or her chosen program of study.

A candidate for graduation is normally subject to the catalog graduation requirements that are in effect at the time the student entered his/her major program. A student may elect to satisfy the graduation requirements specified in a subsequent catalog. A student not enrolled for 2 or more consecutive calendar years is subject to the graduation requirements specified in a subsequent catalog. A student may elect to satisfy the graduation requirements that are in effect at the time the student entered his/her major program. A student may elect to satisfy the graduation requirements specified in a subsequent catalog. A student not enrolled for 2 or more consecutive calendar years is subject to the graduation requirements in effect at the time of readmission. Students must submit their graduation application by the published semester deadlines.

Graduation Policies

- Application for Graduation (p. 201)
- Bachelor of Applied Science Core Curriculum (p. 199)
- Core Curriculum (Areas A-E) (p. 197)
- General Certificate Requirements (p. 200)
- Georgia History and Constitution Requirements (p. 201)
- Grade Point Average (p. 200)
- Grade Requirements for Specific Courses (p. 200)
- Lower Division Required Coursework (p. 200)
- Minor Requirements (https://catalog.clayton.edu/graduation-requirements/undergraduate-graduation-requirements/minor-requirements/)
- Other Graduation Requirements for Undergraduates (p. 201)
- Residency Requirement (p. 200)
- Total Hours Requirement (p. 200)
- Upper Division Major Requirements (p. 200)

Core Curriculum (Areas A-E)

General Education Learning Outcomes

- Goal A1 (Written Communications)
  - Students will write effective expository and argumentative essays which consider purpose and audience.
- Goal A2 (Quantitative)
  - Students will apply mathematical knowledge to interpret quantitative information using verbal, numerical, graphical, and symbolic forms.
- Goal B (Institutional Foundations)
  - Students will effectively evaluate arguments, considering opposing points of view when appropriate.
  - Students will construct effective inductive and valid deductive arguments and determine to what extent such arguments justify their conclusions.
- Goal C (Humanities or Fine Arts)
  - Students will demonstrate the ability to communicate critically on cultural concepts, artifacts or expressions in either English or a foreign language.
- Goal D (Natural Sciences, Mathematics or Technology)
  - Students will apply scientific reasoning or mathematical methods to demonstrate scientific knowledge or to solve problems.
- Goal E (Social Sciences)
  - Students will examine and apply concepts of social identity and individual differences, such as ethnicity, race, gender, age, class, ability or sexual orientation.

Guidelines for the Core Curriculum (Areas A – E) are established by the University System of Georgia in order to ensure a solid general education foundation for all graduates. Courses taken within the Core are guaranteed to transfer within the University System in accordance with guidelines. To a great extent, Areas A-E of the Core are “major free,” meaning that they will apply regardless of major; however, certain majors do have specific mathematics, science, and other requirements in Areas A-E. All baccalaureate degree graduates and all A.A. and A.S. degree graduates must complete Areas A-E of the Core Curriculum, as specified below. Students should check with their degree program requirements for information on the minimum passing grade necessary. The areas of the Core and courses that can satisfy area requirements are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1.</td>
<td>Two Composition Courses</td>
<td></td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td></td>
</tr>
<tr>
<td>A2. Non-Science/Math Majors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Intro to Mathematical Modeling</td>
<td></td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>MATH 1112</td>
<td>Trigonometry &amp; Analytic Geom</td>
<td></td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Pre-Calculus</td>
<td></td>
</tr>
<tr>
<td>MATH 1401</td>
<td>Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>A2. Science/Math Majors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1112</td>
<td>Trigonometry &amp; Analytic Geom</td>
<td></td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Pre-Calculus</td>
<td></td>
</tr>
<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>A2. Critical Thinking and Communication</td>
<td>4-5</td>
<td></td>
</tr>
<tr>
<td>B1. One Critical Thinking Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRIT 1101</td>
<td>Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>B2. One or Two Foreign Language or Communication Courses from Among</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 1001</td>
<td>Presentational Speaking</td>
<td></td>
</tr>
<tr>
<td>COMM 1002</td>
<td>Presentation Applications</td>
<td></td>
</tr>
</tbody>
</table>
COMM 1110  Public Speaking  
FREN 1002  Elementary French II  
SPAN 1002  Elementary Spanish II

**Area C. Humanities**

**C1. One Literature, Philosophy, or Foreign Language Course from Among**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2111</td>
<td>World Literature I - Pre-Modern</td>
</tr>
<tr>
<td>ENGL 2112</td>
<td>World Literature II - Modern</td>
</tr>
<tr>
<td>ENGL 2121</td>
<td>British Literature I</td>
</tr>
<tr>
<td>ENGL 2122</td>
<td>British Literature II</td>
</tr>
<tr>
<td>ENGL 2131</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENGL 2132</td>
<td>American Literature II</td>
</tr>
<tr>
<td>FREN 2001</td>
<td>Intermediate French I</td>
</tr>
<tr>
<td>FREN 2002</td>
<td>Intermediate French II</td>
</tr>
<tr>
<td>PHIL 2010</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHIL 2030</td>
<td>Ethics/History/Contemporary Persp</td>
</tr>
<tr>
<td>SPAN 2001</td>
<td>Intermediate Spanish I</td>
</tr>
<tr>
<td>SPAN 2002</td>
<td>Intermediate Spanish II</td>
</tr>
<tr>
<td>ART 1100</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ART 2301</td>
<td>Art of the Pre-Modern World</td>
</tr>
<tr>
<td>ART 2302</td>
<td>Art of the Modern World</td>
</tr>
<tr>
<td>FILM 2100</td>
<td>Introduction to Film</td>
</tr>
<tr>
<td>HUMN 2111</td>
<td>Perspective, Arts &amp; Humanities</td>
</tr>
<tr>
<td>MUSC 2101</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>MUSC 2301</td>
<td>Introduction to World Music</td>
</tr>
<tr>
<td>PHIL 2040</td>
<td>Intro to Aesthetics</td>
</tr>
<tr>
<td>SPAN 2001</td>
<td>Intermediate Spanish I</td>
</tr>
<tr>
<td>SPAN 2002</td>
<td>Intermediate Spanish II</td>
</tr>
<tr>
<td>THEA 1100</td>
<td>Introduction to Theatre</td>
</tr>
</tbody>
</table>

**Area D. Natural Sciences, Mathematics and Technology**

**D1. Science (Non-Science Majors)**

Non-Science majors must satisfactorily complete two courses and one laboratory in Area D1 from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 1010</td>
<td>Solar System Astronomy</td>
</tr>
<tr>
<td>ASTR 1020</td>
<td>Stellar and Galactic Astronomy</td>
</tr>
<tr>
<td>&amp; 1020L</td>
<td>and Astronomy Laboratory 3</td>
</tr>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
</tr>
<tr>
<td>&amp; 1107L</td>
<td>and Principles of Biology Lab I</td>
</tr>
<tr>
<td>BIOL 1108</td>
<td>Principles of Biology II</td>
</tr>
<tr>
<td>&amp; 1108L</td>
<td>and Principles of Biology Lab II</td>
</tr>
<tr>
<td>BIOL 1111</td>
<td>Introduction to Biology I</td>
</tr>
<tr>
<td>&amp; 1111L</td>
<td>and Intro to Biology Laboratory</td>
</tr>
<tr>
<td>BIOL 1112</td>
<td>Introduction to Biology II</td>
</tr>
<tr>
<td>CHEM 1151</td>
<td>Survey of Chemistry I</td>
</tr>
<tr>
<td>&amp; 1151L</td>
<td>and Survey of Chemistry Lab I</td>
</tr>
<tr>
<td>CHEM 1152</td>
<td>Survey of Chemistry II</td>
</tr>
<tr>
<td>CHEM 1211</td>
<td>Principles of Chemistry I</td>
</tr>
<tr>
<td>&amp; 1211L</td>
<td>and Principles of Chemistry Lab I</td>
</tr>
<tr>
<td>CHEM 1212</td>
<td>Principles of Chemistry II</td>
</tr>
<tr>
<td>&amp; 1212L</td>
<td>and Principles of Chemistry Lab II</td>
</tr>
<tr>
<td>DATA 1501</td>
<td>Introduction to Data Science</td>
</tr>
<tr>
<td>ENVS 2202</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>GEOL 1121</td>
<td>Introductory Geosciences</td>
</tr>
<tr>
<td>&amp; 1121L</td>
<td>and Introductory Geosciences Lab</td>
</tr>
<tr>
<td>PHYS 1111</td>
<td>Introductory Physics I</td>
</tr>
<tr>
<td>&amp; 1111L</td>
<td>and Introductory Physics Lab I</td>
</tr>
<tr>
<td>PHYS 1112</td>
<td>Introductory Physics II</td>
</tr>
<tr>
<td>&amp; 1112L</td>
<td>and Introductory Physics Lab II</td>
</tr>
<tr>
<td>PHYS 2211</td>
<td>Principles of Physics I</td>
</tr>
<tr>
<td>&amp; 2211L</td>
<td>and Principles of Physics Lab I</td>
</tr>
<tr>
<td>PHYS 2212</td>
<td>Principles of Physics II</td>
</tr>
<tr>
<td>&amp; 2212L</td>
<td>and Principles of Physics Lab II</td>
</tr>
</tbody>
</table>

**D2. Science, Math or Technology (Non-science Majors)**

All students must complete an additional three hours in Area D2 from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1300</td>
<td>Computational Thinking &amp; Coding</td>
</tr>
<tr>
<td>CSCI 1301</td>
<td>Computer Science I</td>
</tr>
<tr>
<td>DATA 1501</td>
<td>Introduction to Data Science</td>
</tr>
</tbody>
</table>

**D1. Science (Health Professions Majors)**

Health Professions majors must satisfactorily complete a two-semester science course and laboratory sequence from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
</tr>
<tr>
<td>&amp; 1107L</td>
<td>and Principles of Biology Lab I</td>
</tr>
<tr>
<td>&amp; BIOL 1108</td>
<td>and Principles of Biology II</td>
</tr>
<tr>
<td>&amp; BIOL 1108L</td>
<td>and Principles of Biology Lab II</td>
</tr>
<tr>
<td>CHEM 1151</td>
<td>Survey of Chemistry I</td>
</tr>
<tr>
<td>&amp; 1151L</td>
<td>and Survey of Chemistry Lab I</td>
</tr>
<tr>
<td>&amp; CHEM 1152</td>
<td>and Survey of Chemistry II</td>
</tr>
<tr>
<td>&amp; CHEM 1152L</td>
<td>and Survey of Chemistry Lab II</td>
</tr>
<tr>
<td>CHEM 1211</td>
<td>Principles of Chemistry I</td>
</tr>
<tr>
<td>&amp; 1211L</td>
<td>and Principles of Chemistry Lab I</td>
</tr>
<tr>
<td>&amp; CHEM 1212</td>
<td>and Principles of Chemistry II</td>
</tr>
<tr>
<td>&amp; CHEM 1212L</td>
<td>and Principles of Chemistry Lab II</td>
</tr>
<tr>
<td>PHYS 1111</td>
<td>Introductory Physics I</td>
</tr>
<tr>
<td>&amp; 1111L</td>
<td>and Introductory Physics Lab I</td>
</tr>
<tr>
<td>&amp; PHYS 1112</td>
<td>and Introductory Physics II</td>
</tr>
<tr>
<td>&amp; PHYS 1112L</td>
<td>and Introductory Physics Lab II</td>
</tr>
<tr>
<td>PHYS 2211</td>
<td>Principles of Physics I</td>
</tr>
<tr>
<td>&amp; 2211L</td>
<td>and Principles of Physics Lab I</td>
</tr>
<tr>
<td>&amp; PHYS 2212</td>
<td>and Principles of Physics II</td>
</tr>
<tr>
<td>&amp; PHYS 2212L</td>
<td>and Principles of Physics Lab II</td>
</tr>
</tbody>
</table>

**D1. Science (Science Majors)**

Science majors must satisfactorily complete a two three-hour science courses and their accompanying one-hour laboratory courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
</tr>
<tr>
<td>&amp; 1107L</td>
<td>and Principles of Biology Lab I</td>
</tr>
<tr>
<td>BIOL 1108</td>
<td>Principles of Biology II</td>
</tr>
<tr>
<td>&amp; 1108L</td>
<td>and Principles of Biology Lab II</td>
</tr>
<tr>
<td>CHEM 1211</td>
<td>Principles of Chemistry I</td>
</tr>
<tr>
<td>&amp; 1211L</td>
<td>and Principles of Chemistry Lab I</td>
</tr>
<tr>
<td>CHEM 1212</td>
<td>Principles of Chemistry II</td>
</tr>
<tr>
<td>&amp; 1212L</td>
<td>and Principles of Chemistry Lab II</td>
</tr>
<tr>
<td>PHYS 2211</td>
<td>Principles of Physics I</td>
</tr>
<tr>
<td>&amp; 2211L</td>
<td>and Principles of Physics Lab I</td>
</tr>
<tr>
<td>PHYS 2212</td>
<td>Principles of Physics II</td>
</tr>
<tr>
<td>&amp; 2212L</td>
<td>and Principles of Physics Lab II</td>
</tr>
</tbody>
</table>

**D2. Science, Math or Technology (Non-science Majors)**

All students must complete an additional three hours in Area D2 from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1300</td>
<td>Computational Thinking &amp; Coding</td>
</tr>
<tr>
<td>CSCI 1301</td>
<td>Computer Science I</td>
</tr>
<tr>
<td>DATA 1501</td>
<td>Introduction to Data Science</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>ENVS 2202</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>GEOL 1121</td>
<td>Introductory Geosciences and Introductory Geosciences Lab</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1112</td>
<td>Trigonometry &amp; Analytic Geom</td>
</tr>
<tr>
<td>MATH 1221</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>MATH 1401</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Pre-Calculus</td>
</tr>
<tr>
<td>MATH 1501</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MATH 2502</td>
<td>Calculus II</td>
</tr>
<tr>
<td>SCI 1901</td>
<td>Selected Topics in Science</td>
</tr>
</tbody>
</table>

### Area E: Social Sciences  

**E1. One American Government Course**  
- POLS 1101 American Government

**E2. One World History Course from Among**  
- HIST 1111 Survey-PreModern World History  
- HIST 1112 Survey of Modern World History  
- HIST 2750 Critical Trends and Issues  
- POLS 2401 Intro to Global Issues

**E3. One American History Course from Among**  
- HIST 2111 Survey of US History to 1877  
- HIST 2112 US HIST Since Reconstruction

**E4. One Behavioral Sciences Course from Among**  
- AFAM 2010 Intro-African American Studies  
- ECON 1101 Survey of Economics  
- ECON 2105 Principles of Macroeconomics  
- ECON 2106 Principles of Microeconomics  
- PSYC 1101 Intro to General Psychology  
- SOCI 1101 Introduction to Sociology  
- WST 2010 Intro to Women’s Studies

### D2. Science, Math or Technology (Science majors)  

All students must complete an additional three hours in Area D2 from the following courses:  
- CSCI 1301 Computer Science I  
- MATH 1401 Elementary Statistics  
- MATH 1501 Calculus I  
- MATH 2502 Calculus II  

**Area E: Social Sciences**  

12 hours

### Total Credit Hours  

42 hours

---

1. Only the three credit MATH 1112 Trigonometry & Analytic Geom can be used by science majors in Area A2 and only if the student has a grade of C or better in MATH 1111 College Algebra.

2. The sum of credits taken in areas B and D must total 15 credits. This means that students taking more than 7 credits in area D1 (e.g., science majors and health professions majors) need to take only one credit in area B2.

3. With the exception of BIOL 1108 Principles of Biology II/BIOL 1108L Principles of Biology Lab II, the second courses in the same discipline sequence require the first as a prerequisite.

4. Students may not receive credit for both the first Principles course and the other first course in the same discipline (i.e. taking BIOL 1107 Principles of Biology I/BIOL 1107L Principles of Biology Lab I and BIOL 1111 Introduction to Biology I/BIOL 1111L Intro to Biology Laboratory is not permitted). This rule also applies to the second courses (i.e. taking PHYS 1112 Introductory Physics II/PHYS 1112L Introductory Physics Lab II and PHYS 2212 Principles of Physics II/PHYS 2212L Principles of Physics Lab II is not permitted).

5. Biology majors are required to complete a physics sequence (PHYS 1111 Introductory Physics I/PHYS 1111L Introductory Physics Lab I and PHYS 1112 Introductory Physics II/PHYS 1112L Introductory Physics Lab II OR PHYS 2211 Principles of Physics I/PHYS 2211L Principles of Physics Lab I and PHYS 2212 Principles of Physics II/PHYS 2212L Principles of Physics Lab II) in their upper division requirements; therefore, they cannot apply calculus-based Physics (PHYS 2211 Principles of Physics I/PHYS 2211L Principles of Physics Lab I and PHYS 2212 Principles of Physics II/PHYS 2212L Principles of Physics Lab II) in area D1 and PHYS 1111 Introductory Physics I/PHYS 1111L Introductory Physics Lab I and PHYS 1112 Introductory Physics II/PHYS 1112L Introductory Physics Lab II in their upper division requirement.

6. Only the three credit MATH 1112 Trigonometry & Analytic Geom can be used by non-science majors in Area D2.

7. Students selecting MATH 1501 Calculus I or MATH 2502 Calculus II will count three hours in Area D2 and one hour in Area F or in their degree requirements. Some majors have specific D2 requirements. Students should consult with their advisors for details.

8. Students selecting MATH 1501 Calculus I or MATH 2502 Calculus II will count three hours in Area D2 and one hour in Area F or for their specific upper division degree requirements.

### Bachelor of Applied Science Core Curriculum

Career associate degrees include 12-21 semester credit hours of general education work that is equivalent to Areas A-E courses in the Core Curriculum of the University System of Georgia. (Some career programs, especially those at University System two year colleges, contain more than 21 such hours.) Clayton State will accept Areas A-E equivalent hours from transferring students and apply them to the B.A.S. according to University System guidelines even if the courses do not match those in the Clayton State core for native students. A typical B.A.S. student transferring to Clayton State will take 12-21 hours of general education at the associate degree-granting institution and an additional 21-30 hours at Clayton State. Additionally, transfer of Area A-E is subject to the following conditions:

a. After hours from the career associate degree and other previous college level work are applied to Areas A-E, B.A.S. students will be expected to complete all remaining elements of Areas A-E in order to total 42 semester credit hours. The 42 hours must include two English composition courses (with a C or better in ENGL 1101 English Composition I), Mathematics Modeling (or higher), and a seven-hour science sequence with laboratory. Once a student has been admitted to Clayton State, hours taken to complete the Core must be in accordance with the Clayton State University Core Curriculum.

b. Courses that are not core curriculum equivalent (e.g., Citizenship, Business English, and math lower than Mathematical Modeling or College Algebra) will not count toward Areas A-E.

c. In some cases, courses transferred are eligible for inclusion either in the career courses for the associate degree or in Areas A-E of the Core Curriculum. When a student is admitted to the B.A.S. program, the courses are applied as is most appropriate to his or her program of study. Students should be aware that a course cannot be counted in two places (e.g., Introduction to General Psychology might be
Grade Point Average

The scholastic standing of a student is expressed in terms of GPA, which is calculated by dividing the total number of quality points earned by the total number of semester credit hours attempted in courses. The student must achieve an institutional GPA of at least 2.00 in the courses used to meet degree requirements. A student must be in good academic standing at the time of graduation. If ENGL 1101 English Composition I is counted toward the certificate, the graduate must have earned a grade of C or better (or K).

Grade Requirements for Specific Courses

The student must have a grade of C or better (or K) in ENGL 1101 English Composition I and ENGL 1102 English Composition II in order to graduate. In addition, the student must also meet any minimum grade requirements for the student’s major including grade requirements embedded in prerequisites. Upper-level courses (3000 and 4000 level courses) require grades of C or higher unless specifically indicated in the requirements of individual degree programs.

Residency Requirement

Residency refers to courses (including online courses) offered by Clayton State University. Transfer courses (including correspondence courses, on-line courses, transient courses, or cross-registration courses) are not considered to be in residence. Credit by examination or experience is not considered to be in residence even if the examination was taken at Clayton State. (In this context, “residence” has nothing to do with a student’s residence for fee payment purposes.)

General Certificate Requirements

To earn an academic certificate from Clayton State University, a student must meet the following general requirements in addition to the curricular requirements listed later in this catalog with the program of study.

Grade Point Average

The student must achieve an institutional GPA of at least 2.00 in the courses used to meet degree requirements. A student must be in good academic standing at the time of graduation. Some programs may require a higher GPA.

The scholastic standing of a student is expressed in terms of GPA, which is calculated by dividing the total number of quality points earned by the total number of semester credit hours attempted in courses. Following is an example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credit Hours</th>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1101</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>BIOL 1107</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>BIOL 1107L</td>
<td>1</td>
<td>B</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1110</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Totals</td>
<td>16</td>
<td></td>
<td></td>
<td>51</td>
</tr>
</tbody>
</table>

Grade Point Average = Quality Points (51) / Total Credit Hours (16) = 3.19

1 Quality Points are calculated by multiplying the Numerical Equivalent of the course grade (A=4, B=3, C=2, D=1, and F=0) by the Semester Credit Hours for the course.
Georgia History and Constitution Requirements

Georgia law requires that each candidate for a degree demonstrate a knowledge of the history and constitution of the United States and Georgia. These requirements may be met by receiving a passing grade in certain courses, or by passing the appropriate examination. The courses and the requirement(s) each course satisfies are as follows:

a. HIST 2111 Survey of US History to 1877/HIST 2112 US HIST Since Reconstruction satisfies the Georgia and US history requirement.

b. POLS 1101 American Government satisfies the Georgia and US Constitution requirement.

c. HIST 3110 Georgia History and Government satisfies the Georgia history and the Georgia Constitution requirement.

d. Transfer credit - students with transfer credit (HIST 2111 Survey of US History to 1877, HIST 2112 US HIST Since Reconstruction or POLS 1101 American Government) from outside the University System of Georgia will need to contact the Testing Center regarding the legislative exams.

Other Graduation Requirements for Undergraduates

Second Degree

Any student wishing to receive a second or subsequent degree from Clayton State University must complete in residence at Clayton State University a minimum of 24 additional credit hours for the associate degree or 30 credit hours for the bachelor's degree. Hours counted for residency must apply to the requirements for second degree; free electives do not count toward second degree residency. Credit which has been used to satisfy the requirements of a previous degree cannot be applied toward the minimum resident hours needed for the second or subsequent degrees. Students must meet all course requirements for the second degree, including prerequisite courses or skills. The graduation application process for a second degree is the same as for any degree. Specific "dual degree" programs listed in this catalog may have different residency requirements. Students transferring to Clayton State who received a Bachelor's degree from a USG institution have satisfied the core curriculum. Transfer students from outside the USG, must have 42 hours of general education course work in order to satisfy the core curriculum requirement.

Licensure Programs

Certain programs are designed to satisfy the present educational requirements that enable students to take licensure examinations. (Current programs at Clayton State University include Nursing, Dental Hygiene, and Middle Level Education.) It is possible that the licensing board may change requirements prior to a student's completion of his or her course of study. While reasonable efforts will be made to enable students to satisfy additional requirements, no assurances can be made that the University will be able to offer additional courses or, if taken, that such courses will entitle students to take licensure examinations.

Application for Graduation

Any student pursuing a degree or certificate from Clayton State University must submit a graduation application to the Office of the Registrar at least two semesters in advance of the anticipated graduation date. The deadlines for submitting an application are:

<table>
<thead>
<tr>
<th>Graduate Term</th>
<th>Final Recommended Graduation Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring</td>
<td>September 15</td>
</tr>
<tr>
<td>Summer</td>
<td>January 30</td>
</tr>
</tbody>
</table>

Graduation Application Deadlines also can be found on the Registrar's Graduation Information page. Students may graduate at the end of any semester in which they fulfill the degree requirements of the University. Degrees will be awarded only to students who have satisfied all the academic and administrative requirements of the University and the college awarding the degree. Students typically must satisfy the curricular degree requirements (the courses and grades required to earn the degree) of the catalog in effect at the time they enter Clayton State University. In some circumstances, revisions may be required to provide more effective programs. Changes in academic regulations, such as the scholastic discipline policy, procedures for removing incomplete grades, and appeals procedures, affect all students, regardless of the catalog edition.

The University holds commencement ceremonies in the spring and the fall. Summer graduates are eligible to participate in the fall commencement ceremony. Traditionally, the spring undergraduate ceremony is conducted on the first Saturday in May, and the fall undergraduate ceremony is conducted on the first Saturday in December. The President of the University reserves the right to deviate from this tradition.

Because final grades are not reported to the Registrar's Office until after commencement, diplomas are not distributed at the ceremony. Final audits of all graduates are conducted in the weeks following commencement. Diplomas are available approximately eight weeks after the end of the semester. Diplomas not picked up will be mailed to the current address on file.

Graduate Graduation Requirements

• Application for Graduation (p. 201)
• Graduate Major Requirements (p. 202)
• Other Graduation Requirements for Graduate Students (p. 202)
• Residency Requirement (p. 203)

Application for Graduation

All students pursuing a graduate degree, post master's degree or advanced certification from Clayton State University must submit an Application for Graduation to the Office of the Registrar two semesters in advance of the intended graduation. The deadlines for submitting an application are:

<table>
<thead>
<tr>
<th>Graduate Term</th>
<th>Final Recommended Graduation Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring</td>
<td>September 15</td>
</tr>
<tr>
<td>Summer</td>
<td>January 30</td>
</tr>
</tbody>
</table>
Deadlines can also be found on the Registrar’s Webpage (http://www.clayton.edu/registrar/graduation/#GraduationApplicationDeadlines).

Students may be graduated at the end of any semester in which they fulfill the degree requirements of the University. Currently, formal commencement ceremonies are held in May and December each year. Diplomas are available for pick up six to eight weeks after the end of the semester. Diplomas not picked up will be mailed to the current address on file.

Graduate students must normally satisfy the curricular degree requirements of the catalog in effect at the time they enter Clayton State University. The term “curricular degree requirements” refers to the courses and grades required to earn the degree.

In some circumstances, revisions may be required to provide more effective curriculum. The term “curricular degree requirements” refers to the courses and grades required to earn the degree. In some circumstances, revisions may be required to provide more effective curriculum. Changes in academic regulations affect all students, regardless of the catalog edition; examples include the scholastic discipline policy, procedures for removing incomplete grades, and appeals procedures.

Graduate students who chose to satisfy requirements of a later/subsequent catalog must receive approval from their Graduate Program Director/Coordinator and the School of Graduate Studies. Degrees will be awarded only to students who have satisfied all of the academic and administrative requirements of the university and the college awarding the degree.

Graduate Major Requirements

General requirements for graduation are included in this section of the catalog. The curriculum and specific requirements for each program are listed in the subsequent sections for the colleges of the University: Arts and Sciences, Business, Health, and Information and Mathematical Studies. Each student is responsible for both the general requirements in this section and the specific requirements for his or her chosen program of study.

Each graduate degree program must include a research component that indicates knowledge of the literature of the discipline. This requirement is not subject to change or revision.

A candidate for graduation is normally subject to the catalog graduation requirements that are in effect at the time the student entered their program. A graduate student may elect to satisfy the graduation requirements specified in a subsequent/later catalog. A student not enrolled for three (3) or more semesters is subject to the graduation requirements in effect at the time of readmission. It is recommended that each student consult with their Graduate Program Director/Coordinator to develop a master's degree plan of study by the end of the first semester of study. All students must submit their graduation application by the published semester deadlines.

Total Hours Requirement

The student must have earned the total number of semester credit hours specified for his or her degree program. The minimum is 30 hours; however, some programs require more hours.

Grade Point Average

A student must be in good academic standing at the time of graduation. The student must achieve a cumulative institutional GPA of at least 3.00 in all graduate courses taken. Courses in which a grade that is less than C (i.e., D, F, WF, or U) is earned will not count toward the fulfillment of the respective degree requirements. However, with the exception of a grade of U, grades less than C will count for GPA calculation purposes.

The scholastic standing of a student is expressed in terms of GPA, which is calculated by dividing the total number of quality points earned by the total number of semester credit hours attempted in courses numbered 5000 or higher at Clayton State University.

Following is an example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credit Hours</th>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 5000</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>HIST 5100</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>POLS 5010</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

Grade Point Average: Quality Points (30) / Credit Hours (9) = 3.33

Quality Points are calculated by multiplying the Numerical Equivalent of the course grade (A=4, B=3, C=2, D=1, and F=0) by the Semester Credit Hours for the course.

Other Graduation Requirements for Graduate Students

Two Graduate Degrees/Certificates

Any graduate student wishing to receive a second or subsequent graduate degree from Clayton State University must complete a minimum of 24 additional credit hours for the second degree in residence at Clayton State University. Credit which has been used to satisfy the requirements of a previous graduate degree or graduate certificate cannot be applied toward the minimum residency hours needed for the second or subsequent graduate degrees or certificates. Students are required to satisfy all of the remaining credit hours requirements for the second degree.

In degree or certificate programs requiring 30 or less total credit hours of coursework, a maximum of six (6) credit hours from a previously earned Clayton State graduate degree or graduate certificate can be used to satisfy the degree requirements of a second or subsequent graduate degree or graduate certificate.

In degree or certificate programs requiring more than 31 total credit hours of coursework, a maximum of twelve (12) credit hours from a previously earned Clayton State graduate degree or graduate certificate can be used to satisfy the degree requirements of a second or subsequent graduate degree or graduate certificate. A grade of B or higher must have been received in the course.

The content of the course(s) from the previously earned graduate degree or graduate certificate must correspond to the curriculum requirements required or permitted in the second or subsequent degree or graduate certificate program. Degree credit will be considered only if it is no more than six (6) years old at the time the student is admitted to Clayton State in the second or subsequent graduate degree program. Any previously approved degree credit earned from a previous degree earned at Clayton
State or transfer degree credit will be reconsidered upon admission into a second/subsequent degree program or new degree program.

**Residency Requirement**

A minimum of twenty-four (24) graduate credit hours in residence at Clayton State University is required for graduation. Residency refers to courses (including online courses) offered by Clayton State University. Transfer courses (including correspondence courses, on-line courses, transient courses, or cross-registration courses) are not considered to be in residence. (In this context, “residency” has nothing to do with a student’s residence for fee payment purposes.)
FINANCIAL INFORMATION

- General Regulations on Tuition (p. 204)
- Tuition (p. 204)
- Books, Software, and Other Costs (p. 204)
- Mandatory Fees (p. 204)
- Elective Fees and Special Charges (p. 204)
- Third-Party Billing (p. 205)
- Refund Policy (p. 205)
- Regents' Tuition Assistance Program (p. 205)
- Out-of-State Tuition Waivers (p. 205)
- Refunds in the Event of Death (p. 205)
- Military Refunds (p. 205)
- Bad Check and Delinquent Account Policy (p. 206)
- Financial Aid and Payment Plan (p. 206)
- Return of Title IV Student Aid (p. 206)
- Financial Aid (p. 206)

General Regulations on Tuition

The majority of the operating budget of Clayton State University comes from appropriations passed by the Georgia General Assembly and allocated to the institution by the Board of Regents. Other sources of funds include student tuition, fees, contracts, gifts, and grants.

Fees are established by the University System of Georgia and are subject to change without notice. Semester fees are payable on or before registration payment deadlines as published for each semester. A student's registration process is not complete until payment is made in full. It is the responsibility of the student to be informed of, and to observe, all regulations and procedures regarding tuition, fees, payments, refunds, and financial aid. It is the student's responsibility to see that their tuition and fees are paid even if the funds are provided by financial aid, scholarship, or some other source. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that he or she was not informed of it by an advisor or other authority. Verbal misinformation is not grounds for a waiver of a regulation.

Checks should be made payable to Clayton State University for the exact amount of the required fees. During the normal registration period, the University accepts payment online or in person by VISA, American Express, Discover, and MasterCard subject to validation and approval. Payment of fees may not be deferred. All fees are due and payable per deadlines published in the Academic Calendar (https://www.clayton.edu/calendars/academic-calendars/). Tuition and fees usually increase every year and are subject to change without notice. For tuition and fee information, please visit the Bursar’s Office (https://clayton.edu/bursar/tuition/).

Books, Software, and Other Costs

Textbooks, software, and other materials or expenses required for courses at Clayton State University are the responsibility of the individual student. Textbooks and other course materials are sold at the Loch Shop (https://lochshop.bncollege.com/) and may also be available from off campus sources. Materials may be ordered online from the Loch Shop (https://lochshop.bncollege.com/). The cost of course materials varies with the course of study the student pursues.

Mandatory Fees

Mandatory student fees are defined as fees which are paid by all students as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents. Mandatory fees shall include, but not be limited to:

- Intercollegiate athletic fees;
- Student health service fees;
- Transportation or parking fees (if the latter are charged to all students);
- Student activity fees;
- Technology fees;
- Facility fees; and
- Mandatory food service fees.

All mandatory student fees collected by an institution, as well as any proposals to increase or create a mandatory student fee or to change the purpose of an existing mandatory student fee, shall be proposed and administered by the President of the institution and presented to an advisory committee composed at least 50 percent students appointed by the institution’s Student Government Association for advice, counsel, and a vote prior to the institution submitting the request to the Board of Regents. The advisory committee must include at least four students and institutions and Student Government Associations should make a concerted effort to include broad representation among the students appointed to the advisory committee. (Board of Regents Policy 7.3.2.1 (https://www.usg.edu/policymap/manual/section7/C453/#p732_student_fees_and_special_charges))

For information on mandatory fees, visit Mandatory Student Fees (https://www.clayton.edu/student-fees/Mandatory-Fees/).

Elective Fees and Special Charges

Nursing and Dental Hygiene Expenses

A student enrolling in a program in Nursing or Dental Hygiene should expect additional expenses for uniforms, graduation pins, immunizations, and liability insurance. In the case of Dental Hygiene students, there are costs for instruments. A list of such costs is available from the College of Health.

Special Course Fees

A student enrolling in certain studio courses, lab courses or clinical courses should expect to be charged an additional fee. For more information about these fees, visit the Special Course Fees webpage (https://www.clayton.edu/student-fees/special-course-fees/).
Students 62 or Older
When space is available students 62 years of age or older may attend Clayton State University without payment of fees, except for supplies and laboratory or shop fees.

Continuing Education Course Fees
Continuing Education Courses are offered each semester by the Office of Continuing Education. Academic credit is not awarded for Continuing Education courses. Fees and refund policies for these courses are listed in brochures published by that office. The Financial Aid Office does not award financial aid for continuing education courses.

Miscellaneous Student Fees
Some programs or services require an administration or application fee to cover the associated costs. For more information about these fees, visit the Miscellaneous Student Fees webpage (https://www.clayton.edu/student-fees/miscellaneous-fees/).

Auditor Fees
A student who wishes to audit a course will be charged the same fees as a student taking the course for credit. Financial Aid will not pay for the audited classes.

Third-Party Billing
Third-party billing is the process in which Clayton State University bills an outside organization (third party such as AmeriCorps, Athletics, GEICO Corporate Sponsor, Military, Saudi Arabian Cultural Mission, Third Party Scholarships, etc.) for a student’s tuition and/or fees. Third-party billing requires that Clayton State submits an invoice to the organization before the remittance of payment. If you are expecting a third-party organization to pay your tuition and/or fees, please view the Bursar’s Office Third-Party Billing webpage (http://www.clayton.edu/bursar/Third-Party-Billing/).

Refund Policy
Refunds are granted only in limited cases as explained below. Clayton State University utilizes a third party processor to assist with processing all general refunds. All refunds will be issued in the name of the student and via the refund method that the student has selected. If tuition and fees have been paid by federal or state funds, the refund will be made first to the issuing agency.

a. Refunds for cancellation of registration or reduction in hours prior to the first class day of the semester. Any student who has registered and paid will receive a full or proportional refund of fees paid (except for those identified above as non-refundable) if the student formally cancels his or her registration or reduces the number of hours taken prior to the first class day of the semester. (There is no refund for reduction of hours if the student remains enrolled in 12 or more hours since tuition caps at 12 hours.)

b. Refunds for reduction in hours during the official Late Registration period. If the late registration process results in a reduction of hours, the student’s billing for tuition and fees will be adjusted up or down to reflect the hours for which he or she is registered at the end of the Late Registration period, and a refund will be issued if appropriate. If the student’s registration remains at 12 or more hours, no refund will be issued since matriculation fees cap at 12 hours. Please remember that certain fees are non-refundable.

c. After the end of the late registration period, no refunds are issued for reduction in hours if the student remains enrolled in any course. After this point, refunds are issued only for complete withdrawal in accordance with Official Board of Regents’ Policy as follows: “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 earned equals 60%. Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.”

d. Request for all refunds must be made prior to the end of the current semester. Student’s requesting a refund for any reason, must make their request prior to the end of the semester in which they are requesting a refund.

Regents’ Tuition Assistance Program
Full-time employees of the Board of Regents of the University System of Georgia who are eligible to participate in the Tuition Assistance Program (TAP) should contact the Office of Human Resources - TAP Coordinator (https://www.clayton.edu/human-resources/current-employees/employee-benefits/tuition-assistance-program-tap/) for complete information.

Out-of-State Tuition Waivers
Clayton State University offers out-of-state tuition waivers for graduate students. Applications to apply for out-of-state tuition waivers is available on the School of Graduate Studies website (https://clayton.edu/graduate/apply/forms/).

Refunds in the Event of Death
A refund of all tuition and fees (except those specifically identified as non-refundable) shall be made in the event of the death of a student at any time during an academic semester.

Please contact the Registrar’s Office (https://www.clayton.edu/registrar/) for details.

Military Refunds
Military students are entitled to a full refund of tuition and fees paid for a semester of enrollment in the following cases:

a. Students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive orders to active military duty after the first day of classes, and

b. Military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location.

Military students may contact the Registrar’s Office (https://www.clayton.edu/registrar/) for details.
Financial Aid and Payment Plan

For those students who need assistance in meeting educational costs, student financial aid in the form of grants, loans and a limited amount of scholarships is available. Student work-study is available for those who meet federal and/or University criteria. Students who need financial assistance should contact the Clayton State University Financial Aid Office for applications and instructions. For information on financial aid and scholarship programs available at Clayton State University, please visit the Financial Aid website (http://www.clayton.edu/financial-aid/).

Clayton State University partners with Nelnet Business Solutions to provide students a payment plan option for each semester. Payment Methods include an Automatic bank payment (ACH), or a Credit card/Debit card (an additional fee will be assessed). There is an additional cost to enroll/participate in the payment plan and is non-refundable.

Bad Check and Delinquent Account Policy

Financial Obligations to the University

Failure to meet financial obligations to the University may result in the student’s dis-enrollment with no credit for the semester. Such students may be denied enrollment in subsequent semesters. The University will withhold copies of educational records of students who have outstanding debts to the institution and/or forward all accounts to a collection agency for further processing.

Collection Policy

All delinquent debts and/or obligations to the University will be turned over to a collection agency for further legal collection action. All student accounts turned over to a third party for legal collections will be subject to the fees of any collection agency, which may be based on a percentage at a maximum of 15% of the debt, and all costs and expenses, including reasonable attorney’s fees, Clayton State University incurs in such collection efforts.

Returned Check Policy

If a financial institution declines payment of a personal check tendered by a student and returns it to the University, the student will be charged $30.00. If a student check used for payment of registration fees is returned, the student will be assessed a late registration fee in addition to the service charge. A stop payment of a check does not constitute a formal withdrawal from the University or cancellation of registration and is considered a returned check. Official transcripts of credit will not be issued for students whose accounts in the Bursar’s Office are held to be delinquent. If necessary, legal action will be initiated by the University for the collection of debts. Students who submit bad checks may be required to pay by other methods in the future.

Financial Aid

The Office of Financial Aid at Clayton State University is committed to providing quality financial aid services. We administer federal Title IV programs, State of Georgia programs, federal VA Education Benefits, and provide scholarship assistance to eligible students who seek financial educational funding via these resources.

Types of Financial Aid Offered

The Office of Financial Aid Office provides federal and state student aid. The Office also administers scholarships and Veterans Affairs benefits. Procedures for applying for assistance can be found at the Office of Financial Aid - Apply for Financial Aid webpage (https://clayton.edu/financial-aid/apply-for-aid/index/).

Federal Financial Aid consists of grants, work-study, and loans. Students interested in federal financial aid must complete a Free Application for Federal Student Aid (FAFSA) form. This form must be completed each academic year in which the student would require financial assistance. The federal funds are:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Iraq and Afghanistan Service Grant
- Federal Work-Study Program
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loan (for parents and graduate students)

More detailed information on these types of federal funds can be found at https://studentaid.gov/.

State Financial Aid consists of scholarships and grants. Students interested in the HOPE Programs must complete the Free Application for Federal Student Aid (FAFSA) or the Georgia Student Financial Aid Application System (GSFAPPS). It is recommended that all students complete the FAFSA form so that the Office of Financial Aid can award students both federal and state aid. If a student does not complete a FAFSA form, but completes the GSFAPPS Application instead, the Office of Financial Aid can only award HOPE funds. The state funds include:

- HOPE Scholarship
- Zell Miller Scholarship
- HOPE Career Grant
- Zell Miller Grant
- HOPE GED Grant
- REACH Scholarship
- Dual Enrollment Program
- HOPE GED Voucher
- Georgia’s HERO Scholarship Program
- Public Safety Memorial Grant
- Student Access Loan
- Georgia National Guard Service Cancellateable Loan

Institutional Scholarships funded through the Clayton State University Foundation. These scholarships vary from year to year. Current
Veterans Affairs Educational Benefits help Veterans, service members, and their qualified family members with educational expenses. Veterans Affairs Educational Benefits include the following:

- Chapter 30: Montgomery GI Bill®-Active Duty (MGIB-AD)
- Chapter 1606: Montgomery GI Bill®-Reserves/National Guard (MGIB-SR)
- Chapter 33: Post 9/11 GI Bill
- Chapter 35: Dependents Education Assistance
- FRY Scholarship
- Chapter 31: Veteran Readiness and Employment (Formerly identified as VA Vocational Rehabilitation & Employment)

Clayton State University participates in the Yellow Ribbon Program and provides priority registration for veterans/active duty service members.

Please be mindful that changes to majors, enrollment, charges, financial aid awards, scholarships, waivers, lack of class attendance, exhaustion of benefits and such like can affect VA Educational Benefits. Consider the final charges and the amounts paid on your behalf to determine if overpayments will exist. Sometimes overpayments may result in the student owing the Department of Veterans Affairs and/or Clayton State University for a term provided the student submits a certificate of eligibility for entitlement to educational assistance no later than the first day of the term for which benefits are requested.

Students Utilizing Chapter 31 (Vocational Rehabilitation and Employment) and Chapter 33 (Post 9/11 GI Bill):

a. Veterans using Chapter 31, Vocational Rehabilitation & Employment, or Chapter 33, Post 9/11 GI Bill benefits can attend Clayton State University for a term provided the student submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 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:
   i. The date on which payment from VA is made to Clayton State University;
   ii. 90 days after the date Clayton State University certifies tuition and fees following the receipt of the certificate of eligibility.

b. Clayton State University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, and will not require eligible veteran students to borrow additional funds because of the individual’s ability to meet his or her financial obligations to Clayton State University due to the delayed disbursement funding from VA under Chapter 31 or 33.

c. Clayton State University requires the following information in order to process Veterans Benefits under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill:
   i. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of the term for which benefits are being requested;
   ii. Submit a written request to Clayton State University School Certifying Official (SCO) to use such entitlement;
   iii. Provide additional information necessary for proper certification of enrollment by the Clayton State University School Certifying Official (SCO).

d. Students are required to pay any balance due for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA educational benefit disbursement by the established payment deadline for the term.

BankMobile Disbursements Student Refunds

All financial aid and tuition refunds are processed through BankMobile Disbursements, a technology solution, powered by BMTX, Inc. For more information about BankMobile Disbursements, visit this link: http://bankmobiledisbursements.com/refundchoices/.

The Bursar’s Office can answer questions about your refund, and the LakerCard Center can assist with questions about the BankMobile Disbursement process.

Financial Aid Eligibility

All students should be aware of the following information regarding financial aid eligibility:

- Financial aid will only pay for classes required for a student’s major as identified by the Registrar’s Office. Students should refer to the major course requirements before registering for classes.
- All financial aid recipients must maintain Satisfactory Academic Progress (SAP). Students in a certificate, associate degree, or bachelor degree program are required to maintain a minimum 2.0 cumulative GPA. Graduate students must maintain a 3.00 GPA.
- The SAP quantitative standard requires undergraduate students to successfully complete the cumulative credit hours associated to the total attempted hours by degree listed below. At a total of 16 attempted hours, Associate degree programs must have a minimum of 67% for the completion of attempted hours. At a total of 46 attempted hours, Bachelor degree programs must have a minimum of 67% for the completion of attempted hours. To calculate the 67% completion ratio take cumulative earned hours divided by the cumulative attempted hours. Graduate students must complete 67% of courses attempted during a given semester.

### Associates Degree Requirements

<table>
<thead>
<tr>
<th>Total Attempted Hours</th>
<th>Required Earned Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>60%</td>
</tr>
<tr>
<td>16 and more</td>
<td>67%</td>
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</tbody>
</table>

### Bachelors Degree Requirements

<table>
<thead>
<tr>
<th>Total Attempted Hours</th>
<th>Required Earned Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>57%</td>
</tr>
<tr>
<td>16-30</td>
<td>60%</td>
</tr>
<tr>
<td>31-45</td>
<td>63%</td>
</tr>
<tr>
<td>46 and more</td>
<td>67%</td>
</tr>
</tbody>
</table>

- Course work used to evaluate SAP for degree programs includes all attempted hours at Clayton State University, including Learning Support and repeat courses, as well as most transfer hours regardless of whether or not you received financial aid for those
Financial Aid Eligibility

terms of enrollment. Course work used to evaluate SAP for certificate programs includes all attempted hours required for that specific program only. Students who do not meet the SAP standards are not eligible for financial aid with the exception of those students in a WARNING or PROBATION status as described by our Financial Aid SAP Policy https://www.clayton.edu/financial-aid/SAP1718.

- Financial aid will pay up to 150% of Clayton State’s programs of study for the maximum time frame. For example: Associate Degrees are 60 credit hours, financial aid will pay for a total of 90 attempted credit hours, Bachelor’s Degrees are 120 credit hours and financial aid will pay up to 180 attempted credit hours. Students in a certificate program are allowed to attempt up to 150% of the hours required for that specific certificate program. Example: The Paralegal Certificate program requires 30 hours, so students in that program may attempt up to 45 hours required for that program.

- Students admitted on a joint-enrollment basis are not eligible for financial aid.

- Financial aid recipients enrolled at two or more colleges/universities at the same time cannot receive duplicate federal financial aid at both schools.

- Students must be attending at least 6 credit hours in their major to be eligible for a student loan. (Graduate students require 5 credit hours.)

- Students who register for a second half semester course (mini session) have fees due at the regular published fee payment deadlines even though in some cases federal student loan funds may not be available until the second session has actually begun.

- Enrollment for federal grant recipients is “frozen” each semester at the end of the schedule adjustment period. Students must be registered for all parts of term before the freeze date to receive federal grants for that class.

- All financial aid recipients are strongly encouraged to go to Clayton State’s Office of Financial Aid website at http://www.clayton.edu/financial-aid for additional or updated information on financial aid requirements, procedures, and frequently asked questions, and to view the Student Rights & Responsibilities.

Veterans Affairs assists eligible veterans in utilizing their educational benefits to the fullest advantage. Information on VA services and application information can be found at http://www.clayton.edu/financial-aid/veterans.

Veterans Affairs assists eligible veterans in utilizing their educational benefits to the fullest advantage. Information on VA services and application information can be found at http://www.clayton.edu/financial-aid/veterans.
STUDENT HANDBOOK

- Student Policies and Procedures (p. 209)
- Other Student Policies (p. 224)
- Student Resources and Services (p. 235)

Student Policies and Procedures

- Academic Honesty (p. 209)
- Unauthorized Collaboration (p. 209)

Undergraduate and Graduate Student Code of Conduct (p. 209)

- Academic Conduct Regulations (p. 210)
- General Conduct Regulations (p. 211)
- University Housing Policies (p. 214)

Investigative and Disciplinary Procedures (p. 217)

- Adjudicating Alleged Academic Conduct Infractions (p. 217)
- Adjudicating Alleged General Misconduct Infractions (p. 218)
- Appeal Process (p. 218)
- Disciplinary Sanctions (p. 219)
- Disruptive Student Behavior (p. 220)
- Due Process and Student Rights (p. 221)
- Hearing Procedures (p. 222)
- Initiation of Charges - Resolution & Adjudication Options (p. 223)
- Overview of the Conduct Process (p. 223)
- University Hearing Authority (p. 224)

Academic Honesty

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The university assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work. The policy represents a core value of the university and all members of the university community are responsible for abiding by its tenets. Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty. All members of the academic community — students, faculty, and staff — are expected to report violations of these standards of academic conduct to the appropriate authorities. The procedures for such reporting are on file in the offices of the deans of each college, the office of the Dean of Students, and the Office of the Provost.

In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic advisers, and other members of the university community any questions pertaining to the provisions of this policy. In addition, students are encouraged to avail themselves of programs in establishing personal standards and ethics offered through the University’s Counseling Center.

The examples and definitions provided are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions and examples suggest conditions under which unacceptable behavior of the indicated types normally occurs; however, there may be unusual cases that fall outside these conditions that also will be judged unacceptable by the academic community.

Unauthorized Collaboration

Submission for academic credit of a work product, or a part thereof, represented as its being one’s own effort, which has been developed in substantial collaboration with another person or source or with a computer-based resource is a violation of academic honesty. It is also a violation of academic honesty knowingly to provide such assistance. Collaborative work specifically authorized by a faculty member is allowed.

Undergraduate and Graduate Student Code of Conduct

Clayton State University has established standards of conduct which are compatible with the academic mission of the institution. An educational approach to discipline is employed whenever possible.

Law, statutes and regulations at the national, state and local levels grant public institutions the authority to establish standards reasonably relevant to the lawful missions, processes, and functions of the institution. Such standards are not intended to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States to a member of the university community.

 Standards may apply to student behavior on and off the campus when relevant to any lawful mission, process, or function of the institution. The institution may prohibit any action or omission, which imparts, interferes with, or obstructs the missions, processes and functions of the institution.

Due to the evolving impact of the COVID-19 public health situation, the University has published requirements, guidance, and recommendation, which are subject to change, to protect the health and safety of the University community. Adherence to these protocols applies to all students, faculty, staff, and visitors. In addition, the student conduct policies and procedures in this section are subject to change and will be communicated as applicable to students who liaise with the Office of Community Standards. (p. 237)

Institutional standards may require scholastic attainments higher than the average of the population and may require superior ethical and moral behavior. In establishing standards of behavior, institutions are not limited to the standards or the forms of criminal laws ["General Order on Judicial Standards of Procedure and Sub stance in Review of Student Discipline in Tax-Supported Institutions of Higher Education," 45 F.R.D.133/145 (W.D. Mo. 1968)].

The acceptance of these rights and responsibilities is a prerequisite for enrollment at Clayton State University. It is the responsibility of each student to know and understand established rules of conduct. Lack of awareness is not recognized as a legitimate reason for failure to comply.
Violators may be accountable to both civil and criminal authorities and to the University for acts of misconduct, which constitute violations of this Code. Disciplinary action at the University may proceed during the pendency of other proceedings at the discretion of University officials. Sanctions may be imposed for acts of misconduct which occur on University property or at any University sponsored activity. As further prescribed in these rules, off-campus conduct may also be subject to discipline.

Clayton State University provides each student with an e-mail address. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State University faculty and administrators.

The University maintains the right to amend its rules and to make such amendments effective immediately upon appropriate public notification of students. The most current version of the Undergraduate and Graduate Academic Conduct Regulations (https://www.clayton.edu/community-standards/docs/student-code-of-conduct.pdf) Student Code of Conduct may be found on the Community Standards Website.

Additional information regarding the Office of Community Standards location, office hours and online reporting are available on the Office of Community Standards catalog page (p. 237) or on the Community Standards Website (https://www.clayton.edu/community-standards/).

• Academic Conduct Regulations (p. 210)
• General Conduct Regulations (p. 211)
• University Housing Policies (p. 214)

Academic Conduct Regulations

Disciplinary action may be initiated by the University and sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct.

Academic integrity is of paramount importance at Clayton State University. An act of academic misconduct may seriously compromise the learning process for the violator and for other students if it occurs without appropriate disciplinary consequences. Academic misconduct is defined by the following regulations.

a. Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class or class related activities will not be tolerated. This includes but is not limited to belligerent, abusive, profane, distracting and/or threatening behavior. More subtle forms of behavior may also negatively impact the teaching-learning process and in some cases, may significantly impact the instructor’s ability to conduct the class. Possible examples (as deemed appropriate by each individual instructor as they establish their own unique learning environments) are listed in the Possible Examples of Disruptive Behavior (p. 210) section below and include but are not limited to: inappropriate attire, eating during class time, and unwillingness to participate in educational activities. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class (see Faculty Responsibilities (p. 211)).

A student who is dismissed is entitled to due process and will be afforded such rights. Students should review the Procedures for Adjudicating Alleged Academic Conduct Infractions (p. 217) following any dismissal for academic misconduct. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

b. Giving or Receiving Unauthorized Assistance

No student will give or receive assistance in the preparation or completion of any assignment, essay, laboratory report, or examination to be submitted as a requirement for an academic course when not authorized by the instructor.

c. Unauthorized Materials or Equipment

i. No student will take or attempt to take, steal, solicit, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment and grade books.

ii. No student will make use of any materials, aids, tools, or electronic devices not specifically condoned by the instructor in preparing academic assignments or while taking an examination.

d. Furnishing Unauthorized Exam Information or Materials

No student will sell, give, lend or otherwise furnish to anyone material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the instructor.

e. Plagiarism and Misrepresentation of Work

i. No student will represent the work of others as his or her own. Themes, essays, term papers, tests, presentations and other similar assignments must be the work of the student submitting them. When direct quotations are used, they must be indicated with quotation marks and when the ideas of another are incorporated, they must be appropriately cited.

ii. No student will submit the same assignment for two courses without the prior consent of the instructor.

f. Violating Testing Rules and Procedures

No student will give or receive assistance, or attempt to give or receive assistance; take, steal or otherwise procure any unauthorized materials; or otherwise commit an infraction of the established rules and procedures governing the administration of tests or exams, including for national or local testing programs.

g. Falsification & Fabrication

No student will provide unauthorized or false information, citation, or documentation in any academic exercise.

Possible Examples of Disruptive Behavior

Disruptive behavior includes, but is not limited to, the possible examples listed below. The examples are deemed appropriate by each individual instructor as they establish their unique learning environment.

a. Non-Permitted Communication during Classroom Instruction

• Talking while the instructor is talking
• Talking before being recognized by the instructor (i.e. blurring out information)
• Talking without permission during classroom instruction (i.e. side conversations with an individual or in a group)

b. Excessive Communication during Classroom Instruction
• Monopolizing classroom discussions
• Failing to respect the rights of other students to express their viewpoints
• Constant questions or interruptions which interfere with instructor's presentation
• Inordinate or inappropriate demands for time or attention

c. Overt Inattentiveness
• Sleeping in class
• Preventing others from concentrating on classroom instruction
• Working on tasks not associated with the current class, i.e., reading a newspaper, doing homework from another class, etc.

d. Personal Attacks
• Engaging in abusive or mean-spirited criticism of another student or an instructor
• Questioning an instructor's authority in front of the class
• Continuing to insist on speaking with an instructor during classroom instruction

e. Threatening Behaviors
• Verbally abusing an instructor or student (i.e. cursing, taunting, badgering, intimidation or extremely loud talking directed at a particular person)
• Threatening to physically harm an instructor, student, or self through verbal or body gestures
• Intimidating through body gestures and/or posture
• Refusal to comply with faculty direction
• Harassment of instructor or other students
• Intoxication (perceived)
• Use of profanity or pejorative language
• Physical violence

f. Other Distracting Behaviors
• Using electronic devices while class is in session when asked not to do so. These include but are not limited to cellular phones, pagers, text messaging, ipods, MP3 players, laptops, etc.
• Arriving late to class, especially on test dates
• Creating excessive noise from packing up before class has ended
• Dressing inappropriately to cause other students or instructors to be distracted (i.e. wearing pajamas, indecent exposure, or offensive words on clothing)
• Bringing children to class
• Eating in class

Faculty Responsibilities
Faculty are to establish expectations for student course behavior. Faculty should set the tone for expected course behavior at the beginning of each term. This is best achieved by directly addressing policies regarding attendance, tardiness, decorum, student misconduct, withdrawal policies, and by referring the student to the CSU Student Code of Conduct.

Faculty should remind students that any disruption of a positive learning environment in the classroom or actions which impede the ability of other students to learn or the ability of the professor to teach is a violation of the student conduct code.

Faculty should state in writing CSU's Academic Conduct Regulations regarding disruptive student behavior and any other course policies in their syllabi. Faculty should clarify the definition of student misconduct, citing specific examples of misconduct that would result in disciplinary action. Disruptive behavior includes but is not limited to intoxication, belligerent, abusive (physically or verbally), profane, distracting, and/or threatening behavior. More subtle forms of behavior may significantly impact the instructor's ability to conduct the class and may negatively impact the teaching-learning process. Some examples include: inappropriate attire, eating during class time, and unwillingness to participate in educational activities, etc. A more comprehensive list of specific example behaviors can be found in the Examples of Disruptive Behavior Section (p. 210). Any statement beyond the above regarding disruptive behavior should be clarified in course documents including the syllabus.

Faculty should also provide students with an opportunity to get clarification regarding any course policies related to academic conduct in the classroom.

Faculty has the authority and responsibility to maintain a positive learning environment in the classroom. Faculty should remember that discussion and expression of all views relevant to the subject matter are permitted in the classroom, subject only to the responsibility of the instructor to maintain order. However, student behavior that disrupts the ability of other students to learn or impedes the ability of the professor to teach is a violation of the student code of conduct and should be addressed. To maintain classroom order, the faculty member has the right and responsibility to take the steps he or she deems necessary and reasonable, including private or public requests that the student(s) refrain from disruptive behavior.

Faculty members also have the responsibility to respond to students in a calm and objective manner. Even in the face of inappropriate behavior, it is imperative for faculty to maintain a professional and controlled demeanor with students in order to facilitate constructive interactions.

A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from a course for the remainder of the semester. A student is entitled to due process (see "Conduct Process (p. 223)") and will be afforded such rights, as soon as possible, by the processes described within the student handbook and student policies documents. If found in violation of the Student Code of Conduct, a student may, in addition to other outcomes, be administratively withdrawn from the course and may receive a grade of WF.

General Conduct Regulations
Disciplinary action may be initiated by the University and sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct.

a. Damage to Property/Vandalism

Damage to Property
i. Damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited.

Vandalism
ii. Intentional damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited.

b. Deception
i. Misuse of any University records, identification cards, forms, or other documents through forgery, misrepresentation, unauthorized alteration, unauthorized reproduction, or other unauthorized means is prohibited.
ii. Intentionally providing false information, either written or oral, to the University or to any administrative unit of the University, is prohibited.
iii. Attempted or perpetrated fraud against the University or members of the University community is prohibited.
iv. Withholding or omitting requested or required information from the University

c. Disorderly Assembly
i. Students will not assemble on campus for the purpose of creating a riot or destruction, or disorderly diversion which interferes with the normal operation of the University. This should not be construed as denial of the right to peaceful, non-disruptive assembly.
ii. Students will not obstruct the free movement of other persons about the campus, interfere with the use of University facilities, or physically interfere with the normal operation of the University.

d. Disorderly Conduct
i. All lewd, obscene, indecent behavior, or other forms of disorderly conduct on University property or at any function sponsored or supervised by the University is prohibited. This includes belligerent, abusive, profane, and/or threatening behavior, and conduct which is patently offensive to the prevailing standards of a college community, but should not be interpreted as an infringement on the First Amendment rights of individuals.
ii. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.
iii. No student will threaten to, or purposefully, push, strike, or physically assault any member of the faculty, administration, staff, or student body, or any visitor to the campus.
iv. Substantial disruption of University/College operations including obstruction of teaching, research, administration, other University/College activities, and/or other authorized non-University/College activities which occur on campus is prohibited.
v. No student will enter or attempt to enter any University-sponsored event without credentials for admission as established by the sponsors. At such University functions, students must present proper credentials to properly identified University officials upon request.

e. Gambling

The unauthorized playing of cards or other games for money or other items of value is prohibited on campus.

f. Theft

No student will take, attempt to take, or keep in his or her possession items not legally possessed by him or her including but not exclusively, items of University property, or items belonging to students, faculty, staff, student groups or visitors to the campus, without proper authorization.

g. Unauthorized Entry or Use of University Facilities/Equipment
i. No student will make unauthorized entry into any University building, office, grounds or other facility nor will any person remain without authorization in any building after normal closing hours.
ii. No student will make unauthorized use of any University facility or equipment. Authorization of the use of University facilities/equipment may be withdrawn or otherwise restricted at any time.

h. Misuse of Computer Equipment
i. No student may use University-owned computer equipment unless authorized to do so. All users must abide by the regulations regarding authorization, priority of use, computer access and the basic rules of courtesy. (See Computer & Network Use Policy (http://www.clayton.edu/its/Usage-Policy) for more information). Users agree to not take any action considered as inappropriate behavior including, but not limited to the following:
   1. Intentionally infecting network servers or other computers with a virus
   2. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Information Technology and Services
   3. Sending harassing messages to other computer users either at CSU or through external networks
   4. Using inappropriate, offensive, or abusive language to other users within the CSU network, or through external networks
   5. Tampering with or modifying accessed equipment
   6. Causing intentional damage to computer systems
   7. Obtaining additional resources not authorized to the individual user
   8. Depriving other users of authorized resources
   9. Acquiring access to unauthorized systems
   10. Utilizing another user's account and password
   11. Broadcasting non-business-related email to CSU faculty, staff and students (including but not limited to “For Rent/Sale” and personal notes to the campus)
   12. Broadcasting unsolicited email and e-mail that is in violation of the CAN-SPAM act of 2003 (http://www.law.cornell.edu/uscode/text/15/chapter-103/)

ii. No student may in any way abuse or misuse computer files or gain access to unauthorized computer files. Georgia Code 89-9903 on “Stealing, altering, etc. of public documents,” states that “No person shall steal...alter...or void any record.” The Code defines record to include “audiosvisual material in any format, magnetic or other tapes, electronic data processing records.” Violation of this law is considered a felony and punishable by incarceration of two to ten years.

i. Tobacco

i. Use of all forms of tobacco products on all property owned, leased or rented by the University is prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. For more information see Board of Regents Policy Manual Section 6.10 (https://www.usg.edu/policymanual/section6/C2663/)

j. Misuse of Alcohol and Other Drugs
Clayton State University generally prohibits the possession or consumption of Alcoholic beverages on the Clayton State University Campus or any area affiliated with Clayton State University. Exceptions to the policy of prohibited alcohol on campus may from time to time be permitted at the discretion of the University President, and limited exceptions to this policy within the Laker Village Apartments by those over the age of 21 (see Laker Village Alcohol Policy (p. ) below).

i. Possession and/or consumption of alcoholic beverages where prohibited on the Clayton State University campus or other areas affiliated with Clayton State University is prohibited.

ii. Furnishing of alcoholic beverages on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.

iii. Possession and/or use of illegal drugs (without a valid medical prescription) controlled by federal or Georgia law is prohibited.

iv. Possession of drug related paraphernalia on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.

v. The manufacture or attempt to manufacture, sale or intent to sell or deliver any illegal substance controlled by federal or Georgia law is prohibited.

vi. Public intoxication (http://en.wikipedia.org/wiki/Alcohol_intoxication/) is prohibited.

vii. Driving under the influence of alcohol or illegal drugs is prohibited.

Note: Students found to be in violation of the drug policy will be subject to the Drug-Free Post-Secondary Education Act of 1990. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of this state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

k. Weapons, Firearms, and Explosives

i. No student may carry or possess any weapon or any other lethal or potentially destructive device or weapon on the University campus and/or property owned by the University, except as expressly permitted in O.C.G.A. 16-11-127.1. This includes, but is not limited to, bows and arrows, BB guns, air guns, hunting slingshots, martial arts weapons, knives and darts.

Note: The only persons exempted from this policy are those specifically identified in either O.C.G.A. Section 16-11-127.1(c) or in O.C.G.A. Section 16-11-130. For more information, please see http://www.clayton.edu/public-safety/Safety-Security/Weapons (http://www.clayton.edu/public-safety/Safety-Security/Weapons/).

ii. No student will possess, sell, furnish or use any incendiary device or poisonous, corrosive, or volatile substances, without proper authorization on campus. If such items are required for academic course work, they must be stored in facilities designated for storing such substances.

l. Fire Safety/Emergency

i. No student will fail to evacuate a building or refuse to respond immediately to a fire alarm.

ii. No student will make a false report or trigger any device for the purpose of creating a false fire alarm.

iii. No student will operate, tamper with, discharge or remove any fire extinguishing equipment, exit sign, smoke detector, AED (http://en.wikipedia.org/wiki/Automated_external_defibrillator/), evacuation or medical equipment without proper authorization.

iv. No student will intentionally set or cause to be set any unauthorized fire.

m. Harassment, Stalking & Sexual Misconduct

Sexual Misconduct is a violation of University policy and Federal law and may also result in criminal prosecution. Sexual Misconduct can occur between strangers or acquaintances, and even people involved in intimate or sexual relationships. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different gender. Additionally, examples of actions and situations that constitute Sexual Misconduct may include, but are not limited to, the following defined below and definitions remain the same regardless of who engages in the behavior:

i. Harassment is prohibited and includes, but is not limited to, the following:
   1. any act of intimidation, physical violence, or threat of physical violence directed to another person in any manner, including any terroristic threats;
   2. intentionally and/or repeatedly following or contacting another person in a manner that intimidates, harasses, or places another in fear of their personal safety or that of their property;
   3. any behavior that is threatening or intimidating on the basis of age, ethnicity, gender, disability, national origin, race, religion, sexual orientation, veteran status.

ii. Stalking is prohibited and is defined as repeatedly contacting another person when:
   1. The contacting person knows or should know that the contact is unwanted by the other person; and
   2. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life. As used in this subsection, “contacting” includes but is not limited to communicating with or remaining in the physical presence of the other person.
iii. **Sexual Misconduct** is prohibited. This is defined as behavior directed toward an individual which:
   1. Constitutes conduct of a sexual nature that threatens physical harm, endangers the health and safety of any person, or that which a reasonable person would know was unwanted and would cause emotional distress, and/or,
   2. Interferes with an individual's ability to perform at the University academically or socially.

n. **Failure to Comply**
   i. Failure to comply with the directions of University or public officials acting in the performance of their duties on University-owned or controlled property or at University-sponsored or supervised activities when such conduct constitutes a danger to personal/public safety or property is prohibited.
   ii. No student will fail to report for a conference, meeting or appointment with any University official.
   iii. No student will fail to appear as a witness in a judicial case when properly notified.
   iv. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Student Conduct Code or a University Hearing Authority is prohibited.
   v. Failure to comply with any established University policy is prohibited.

o. **Hazing**
   i. Any situation, circumstance, or environment created by a student or organization that is purposefully instigated to illicit mental or physical discomfort, embarrassment, harassment or ridicule to aspiring members on or off university premises.

Note: Georgia Code: O.C.G.A. § 16-5-61 (2009): It shall be unlawful for any person to haze any student in connection with or as a condition or pre-condition of gaining acceptance, membership, office, or other status in a school organization. Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

p. **Littering**
   i. Disposing of any form of litter on University premises or at university-sponsored activities other than in designated receptacles is prohibited.

Note: Violators of any of these regulations may be prosecuted under Federal or State Criminal Code and statutes.

Laker Village Alcohol Policy

Clayton State University insists that students residing in Laker Village who choose to consume alcohol do so in a responsible and legal manner. Students are expected to observe all applicable Georgia State laws as well as local ordinances related to purchasing, possession and consumption of alcoholic beverages. Violations of applicable laws or university policies pertaining to alcohol may subject students to University disciplinary action and potential legal penalties.

A student’s or guest’s consumption of alcohol shall neither infringe upon the privacy, peace or enjoyment of other students or guests nor should it infringe upon the educational mission of the University.

Laker Village Alcohol-use Requirements

a. Alcohol may not be possessed or consumed in an apartment suite where all residents are under the age 21.

b. For alcohol to be present in the shared areas of an apartment unit (kitchen, living room, hallways), all residents must be 21. If all residents are not 21 or older, the alcohol must be stored and consumed with in the resident’s room.

c. All alcoholic beverages must be in single serving containers. Students are limited to two (2) 6 packs of beers (total 12 beers) OR 1 liter of hard alcohol OR 1.5 liter of wine per resident in the apartment unit or suite. Common alcohol containers including, but not limited to, kegs, beer balls, hunch-punch, trash cans and ice luges are prohibited. Prohibited items will be confiscated at the owner’s expense.

d. Alcohol may not be possessed or consumed in public or residential facility common areas. Public areas include outdoor areas, patio, balconies, breezeways, stairways and hallways. Common areas of an apartment suite include the kitchen, living room and hallways. Alcohol must be consumed within apartments with the apartment door closed (i.e. the door should not be propped). When an apartment door is open, it is considered a public area.

e. Drinking games and any items designed for or manipulated to promote the rapid consumption of alcohol are prohibited. This includes, but is not limited to, beer pong, funnels, quarters, and altered board games.

f. Alcohol beverage containers, whether empty or full, are not to be displayed in areas of the campus including apartment suites, individual rooms, public areas and windows.

g. Students influenced by alcohol are fully responsible for their actions and that of their guest(s).

University Housing Policies

**Student Responsibilities**

Violations of any of the following provisions may result in fines, sanctions, probation, termination, or suspension from Clayton State University Housing Office, or any combination of the above.

a. **Damages**
   i. The Student is individually responsible for the cost of cleaning, replacement or repair of any breakage or damage within his or her room/apartment suite.
   ii. The Student is jointly responsible for the cost of replacement or repair of any breakage or damage in the common areas within his or her assigned hall/ wing or apartment suite. Charges will be equally assessed upon each member of the assigned room, hall/ wing, or apartment in which the Student resides in the event the responsible person remains anonymous (collective liability).
   iii. The Student is responsible for the condition of the room/ apartment suite and all furnishings which are assigned to him/her and to his/her roommate(s) and shall reimburse Clayton State University for all damages to or loss of these furnishings.
   iv. Residents of the residence hall/apartment suites may also be assessed the expense (minimum charge of $25.00) of the repair or replacement of any property in public areas judged damaged by residents or their guests in a given room/apartment.
   v. The Student is responsible for maintaining the cleanliness of his/her room/apartment. Charges for damages and/or cleaning shall be assessed on student’s account.

b. **Alterations**
   No changes will be made in the residence hall/apartment suites by the Student without written permission from the Clayton State University Housing Office. This includes, but is not limited to: shelves,
Storage
Student shall not use or store in Student’s room, storage area or common area any of the following:

i. Firearms, ammunition, explosives (including firecrackers and fireworks, poisonous, corrosive, or volatile substances), grills, weapons, hunting bows, pellet or bb guns, knives with blade longer than three (3) inches in length, paint ball guns, arrows, martial art equipment, hazardous chemicals, gasoline driven vehicles of any kind, vehicle parts, heavy repair equipment or accessories to any vehicle or engine parts.

ii. Electrical items other than clocks, radios, stereo equipment, televisions, computers, or other low wattage appliances. Microwave ovens must use less than 10 amps of power. Mini-refrigerators must be 4.5 cubic feet or smaller.

iii. Outside television or radio antennas or satellite dishes.

iv. Waterbeds or water-filled furniture.

v. Motorcycles of any type.

vi. Neon signs.

vii. Open flame-burning, or exposed heated-coil appliances.

viii. Halogen-touchier lamps, or firecrackers and fireworks, poisonous corrosive, or volatile substances

ix. Air-conditioning units.

c. The Student’s room/apartment shall not be used for commercial or solicitation purposes.

d. The Student’s room/apartment shall not be sublet.

e. Furniture or plants from common areas, lounges and study areas are not allowed in the Student’s room/apartment suite.

g. The Student is prohibited from tampering with any Clayton State University locks, or installing new or additional locks or deadbolts. The Student shall not alter or duplicate any residence hall, room/apartment suite, or exterior door keys. Any Student in possession of any duplicated keys will be charged for re-keying the room/apartment suite or exterior doors and may face disciplinary and/or criminal charges.

h. Residents and guests are prohibited from having any animals of any type in the residence hall/apartment suites or adjacent grounds, with the sole exception of harmless aquatic fish in aquariums of 10 gallons or less. This prohibition does not apply to Students or their guests with documented disabilities who use individually-trained service animals to do work or perform tasks for the benefit of the individuals with disabilities. This prohibition does not apply to emotional support animals (ESA) – however, all animals and their owners must have the proper documentation on file with the Disability Resource Center before possessing and maintaining the ownership of the animal on campus.

i. The Student is responsible at all times for all activities in his or her assigned room/apartment suite in accordance with this Contract, Clayton State University and housing policies, and applicable federal, state, and local laws.

j. The Student will not tamper with any fire equipment, i.e., pull alarms, hoses, fire extinguishers, heat sensors, smoke detectors, sprinkler heads, etc. Violation of the above will result in a fine and/or notification to the ClaytonState University Public Safety office, Office of Community Standards, and/or local law enforcement agencies for possible disciplinary action/criminal charges.

Alcohol and Drug Policy

a. Laker Hall: Alcoholic beverages and alcohol paraphernalia are strictly prohibited in Laker Hall, regardless of the Student’s age.

b. Laker Village: Alcohol, in limited quantities, is permitted for residents 21 years or older residing in Laker Village.

i. All alcoholic beverages must be in single serving containers. Students are limited to two (2) 6 packs of beers (total 12 beers) or 1 liter of hard alcohol or 1.5 liter of wine per resident.

ii. Common alcohol containers including, but not limited to, kegs, beer balls, hunch-punch, coolers, trash cans and ice luges are prohibited. Prohibited items will be confiscated at the owner’s expense.

iii. Alcohol beverage containers, whether empty or full, are not to be displayed openly or for decoration in areas of the campus including apartment suite common areas, grounds’ public areas and windows.

iv. Containers of alcohol must be kept in the individual resident’s personal refrigerator if there are underage roommates living in the suite

c. The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the CSU or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on CSU properties. For more information see the University System of Georgia Tobacco Free Policy at and Smoke Free Policy at http://www.usg.edu/tobaccofree/.

d. Clayton State University is a drug-free campus. The possession, sale, manufacture, consumption or distribution of any narcotic or controlled substance is illegal under both state and federal laws on the University campus – this also includes prescription medication that is being possessed, sold, manufactured, consumed or distributed. Prescription drugs are only to be possessed, used, and consumed by the person in which the medication was prescribed. CSU Police strictly enforces such laws. Violators are subject to criminal prosecution, disciplinary action, fine and imprisonment.

Noise

For Laker Village and Laker Hall, Quiet Hours are strictly enforced from 10:00 PM to 8AM Sunday through Thursday and Midnight to 10:00am on Fridays and Saturdays. Courtesy Hours are in effect 24hours daily. Courtesy Hours means residents should always be reasonably quiet in Laker Hall noise should not be heard past 2 doors, and in Laker Village noise should not be heard outside of a given apartment. However, if a suitemate, neighbor, or university official asks a resident to be quiet, s/he is expected to comply. During finals, quiet hours are enforced 24/7.

Visitation Policy

a. Laker Village and Laker Hall Visitation

Clayton State University’s Housing Office promotes a safe and secure environment that is conducive to academic success and
A guest is considered any person who is not a current resident of the residence hall.

i. All guests must have a valid photo identification card, such as a Laker Card, a state issued. Driver's License, or state-issued Identification card.

ii. Guests under the age of 16 are not permitted in the facility, unless accompanied by a parent or guardian, and may not stay overnight at any time, without prior permission from the Housing Office. The residence hall does not provide family living or accommodations for spouses or children.

iii. The resident who signed in the guest is considered the host, and, as such, must escort his/her guest at all times while in the residence hall. Residents will be held judicially and financially responsible for the actions of their guests and are responsible for informing their guests of all Residence Hall and University policies.

• Guests are not to be in possession of University Housing issued keys at any time.

iv. Each resident is allowed to host two (2) guests at one time. However, the total number of people in an apartment or suite should not exceed twelve (12) people, even if the additional people are residents of the residence hall.

• Residents are responsible for ensuring that their guest is in possession of a Public Safety issued parking pass.

v. A resident may host a guest(s) in his/her apartment/room with agreement from the other roommates. An overnight guest is considered any guest who is not signed-out by midnight, or is signed-in between the hours of Midnight and 8:00 AM.

vi. A resident or guest may not use the bedroom or bathroom of another resident without his/her prior consent.

vii. At no time should any resident provide entrance to the residence hall or his/her apartment/room to someone who is not their guest. In addition, a host resident should not provide an unescorted guest with access to the residence hall or his/her apartment/room. (i.e., lending/copying a key or access card).

viii. Residents may have overnight guests (guest staying after Midnight) for up to two (2) nights in a seven-day period. A resident may not have more than two (2) overnight guests at the same time. A guest may not stay more than two (2) consecutive nights. An individual guest is limited to six (6) overnight stays per semester, regardless of the resident that the guest is visiting. (Example: Jane is a guest, and she has three overnight stays with Suzy and three overnight stays with Sally. Jane cannot be an overnight guest for the rest of the semester, as she has used her maximum number of overnight stays for the semester.)

ix. Guests may not sleep in lounges or public areas. In addition, guests should not sleep in common areas of the apartment suite without permission from all roommates.

x. Violation of the Visitation Policy may result in disciplinary action. Depending upon the severity and/or frequency of the violation(s), sanctions may range from formal warnings and/or educational sanctions up to and including suspension of visitation privileges and/or Suspension/Expulsion from University Housing.

b. Cohabitation

The Housing Office allows visitation, but cohabitation is strictly prohibited. Cohabitation is defined as when any two students, who are not assigned to the same living space, are living together (spending more than 2 consecutive nights together in a 7-day period; and or have spent over 6 nights within a given semester).

Key Policy

In the event the Student fails to comply with any of the Terms and Conditions of this Contract, Clayton State University Housing Office may take the following actions against the Student:

a. If the resident loses a key, the resident agrees to pay a $35 replacement fee.

b. If a loaned keycard is not returned by (5:00pm) of the next business day, the resident agrees to pay a $20 fee.

c. If the resident requires lockout assistance more than five (5) times per academic year, the resident agrees to pay an additional $10 fee for each additional lockout.

Student Noncompliance

In the event the Student fails to comply with any of the Terms and Conditions of this Contract, Clayton State University Housing Office may take the following actions against the Student:

a. Cancel this Contract without notice.

b. Serve notice to vacate the premises pursuant to applicable Clayton State University policies and state laws.

c. Take action to recover the cost of damage caused by the Student and/or his or her guest(s).

d. Utilize any and all available remedies, including equitable and legal, judicial and/or administrative relief.

Civility

To ensure safety at all times, residents and guests need to adhere to guidelines and instruction of University staff (this includes, and is not limited to Resident Assistants and Graduate Residence Directors) members and provide accurate information and identification. Interfering with staff while they are performing their duties, being uncooperative, uncivil, or verbally abusive to staff will not be tolerated. University Housing interprets the use of profanity, vulgar language, and derogatory comments directed toward staff as verbal abuse and uncivil discourse. It is expected that residents and housing staff communicate with civility in all circumstances.

Firearms & Weapons

No student may carry or possess any weapon or any other lethal or potentially destructive device or weapon on the University campus and/or property owned by the University, except as expressly permitted in O.C.G.A. 16-11-127.1. This includes, but is not limited to, bows and arrows, BB guns, air guns, hunting slingshots, martial arts weapons, knives and darts. For more information, please see http://www.clayton.edu/public-safety/Safety-Security/Weapons. http://www.clayton.edu/public-safety/Safety-Security/Weapons/.

Clayton State University Standards

a. Clayton State University Housing Office reserves the right to refuse housing to any Student who has demonstrated an unwillingness to abide by Clayton State University standards, policies and regulations,
or who demonstrates behavior which is incompatible with the maintenance of order and propriety to an educational environment in the residence halls or apartments.

b. Clayton State University Housing Office may terminate this Contract and take possession, within 24 hours of termination, of any living unit at any time for violation of any of the provisions of this Contract. Personal property will be removed, inventoried, and stored up to 30 days. If the Student fails to claim or take possession thereof, it will be deemed abandoned and may be donated to a local charity. Neither Clayton State University Housing Office nor its appointed agents bear no liability for damage to property involuntarily removed.

Investigative and Disciplinary Procedures

Section 4.6 of the Board of Regents’ policies (effective August 2017) establishes minimum uniform, system-wide procedural standards for investigations and resolutions (including student conduct hearings) of alleged violations of Clayton State University’s rules. In accordance with this responsibility, disciplinary sanctions shall be applied only after the requirements of due process, fairness, and reasonableness have been met. The aim of any disciplinary action is the redirection of student behavior toward the achievement of academic goals.

The President has delegated the function of student discipline to the Vice President for Student Affairs, who in turns designates the Office of Community Standards (p. 237) and its staff to direct the disciplinary processes.

Specific disciplinary procedures are used to guide the fair and uniform enforcement of the Student Code of Conduct. These procedures are applicable to any student or student organization when charged with a violation of the Student Code of Conduct. Procedures allow for fact-finding and decision-making in the context of an educational community, and encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.

Additional information regarding the Office of Community Standards location, office hours and online reporting are available on the Office of Community Standards catalog page (p. 237) or on the Community Standards Website (https://www.clayton.edu/community-standards/).

- Disruptive Student Behavior (p. 220)
- Overview of the Conduct Process (p. 223)
- Initiation of Charges - Resolution & Adjudication Options (p. 223)
- University Hearing Authority (p. 224)
- Adjudicating Alleged General Misconduct Infractions (p. 218)
- Adjudicating Alleged Academic Conduct Infractions (p. 217)
- Due Process and Student Rights (p. 221)
- Hearing Procedures (p. 222)
- Disciplinary Sanctions (p. 219)
- Appeal Process (p. 218)

Adjudicating Alleged Academic Conduct Infractions

Academic misconduct strikes at the heart of the educational process. Faculty members have the right and responsibility to demand honesty in all academic pursuits and will file all alleged cases of academic misconduct with the Office of Community Standards. This protects the academic integrity of the institution and guarantees that the due process rights of all students are protected. Students accused of academic misconduct have the right to have their case handled in a fair and impartial manner with all the safeguards available within the normal disciplinary processes. The following procedures are designed to adjudicate situations involving alleged academic misconduct, recognizing the interest of each of the parties involved:

a. When an instructor has decided that a case for academic misconduct can be made, he or she should consult with the conduct officer to determine if available evidence is sufficient to support a charge and if the student has a prior Academic Misconduct violation at Clayton State University.

b. If it is determined that the evidence is sufficient to warrant a charge and the student has no previous academic misconduct violation(s) on record Academic Misconduct offense, one of the following steps will occur:
   i. When presented with the evidence and a completed Specification of Charges form by the instructor, the student will accept responsibility for the charge(s) and allow the instructor to levy a sanction OR the student will deny the responsibility and request a formal hearing, or;
   ii. Alternatively, the instructor may forward all materials to the Office of Community Standards for adjudication with the student. The student will be contacted to continue with the adjudication process.

c. In Academic Misconduct matters adjudicated by an instructor when the student admits the violation, all materials should be forwarded to the Office of Community Standards for inclusion in the student’s disciplinary file.

d. Upon admission or finding of responsibility for a first violation of Academic Misconduct, the recommended sanctions are:
   i. A zero on the assignment.
   ii. Disciplinary Probation (imposed through the Office of Community Standards).

e. Upon admission or finding of responsibility of academic misconduct as a repeat offense, the recommended minimum sanctions are:
   i. An “F” in the course, and
   ii. Suspension from the University for one (1) full (fall or spring) academic semester.
   NOTE: Modification of the recommended sanctions can be made for mitigating/aggravating circumstances at the discretion of the hearing/sanctioning authority.

f. If a student is found to be not in violation of academic misconduct, by a hearing authority, the hearing authority will refer the paper, assignment, or test to the appropriate department head who will facilitate a resolution concerning a fair grade for the work in question.

g. When disciplinary action is initiated for Academic Misconduct in a course, a student may not withdraw from the course pending the resolution of the academic misconduct matter.
   i. The resolution outcome of the misconduct matter will dictate whether the student is eligible to initiate a withdrawal.
1. Course Grade Sanction NOT Issued—Student is eligible to initiate a course withdraw
NOTE: When the timing of the adjudication process overlaps with the withdrawal period deadline, upon resolution of the misconduct matter, the student may within five (5) business days request a withdraw to be applied retroactively to the date of initial disciplinary action. The withdraw designation (W or WF) will be determined based on the standing withdraw period deadline. Refunds for tuition and fee will be made in accordance with University Refund Policy.
2. Course Grade Sanction Issued—Student is not eligible to initiate a withdraw for course in question and course grade sanction stands.

Adjudicating Alleged General Misconduct Infractions

Additional Procedures for Adjudicating Alleged General Misconduct Infractions Which Could Result in University Disciplinary Suspension/Expulsion

Where the potential sanctions for the alleged misconduct may involve a University Disciplinary Suspension or Expulsion, the institution’s investigation and resolution procedures must provide these additional, minimum safeguards:

a. The alleged victim and respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice will also include the identity of any investigator(s) involved. The notice will be provided via institution email to students Clayton State University email address.
b. Upon receipt of the written notice, the respondent shall be given at least three (3) business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct, and the investigation will proceed without the respondent’s statement/information. Any alleged victim shall also be provided three (3) business days to respond to or supplement the notice.
c. If a student admits responsibility, the process may proceed to the sanctioning phase. If at any point, the investigator determines there is insufficient evidence to support a charge, then the complaint should be dismissed.
d. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any witnesses not interviewed, along with a brief, written explanation of why the witness were not interviewed. If any charge, or the entire complaint, is dismissed by the investigator due to insufficient evidence, the victim, if applicable, may appeal (see appeals) the decision to dismiss to the Vice President for Student Affairs, or his/her designee.
e. The investigation report shall be provided to the respondent and the alleged victim (where applicable) This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. A charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.
f. The final investigative report will be provided to the Hearing Authority for consideration in adjudicating the charges brought against the respondent. A copy shall also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

Appeal Process

The purpose of an appeal is to review the procedures and findings of the hearing authority of original jurisdiction and to determine if there is a basis for appeal in a conduct hearing or decision. Students found in violation of the Student Code of Conduct as well as the alleged victim in cases involving sexual misconduct, have the right to appeal decisions of the Hearing Panel or Hearing Officer, provided specific relevant grounds for appeal can be cited. Students who accept responsibility for violations of the Student Code of Conduct waive their right to a hearing and to an appeal.

The Vice President of Student Affairs and/or the University President may, at their discretion, review any student discipline case and take such action as they deem appropriate with respect thereto.

Grounds for Appeal

A student, the alleged victim in cases involving sexual misconduct, may appeal a conduct decision on one or more of the following grounds:

a. New information or other relevant facts, sufficient to alter the decision, is available or was not brought out in the original hearing because such information was not known or knowable to the person appealing during the time of the hearing.
b. Procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including, but not limited to, whether any hearing questions were improperly excluded.
c. Evidence of prejudicial treatment or bias by the original hearing authority.
d. Finding and/or sanction was inconsistent with the weight of the information presented.

Appeal Decisions

The appeal authority may:

a. Affirm the original decision and deny the appeal.
b. Affirm the findings of responsibility and modify the sanction. The appeal authority may, at its discretion, change, increase or reduce the sanction imposed. If the sanction is modified, the appeal authority must state in writing the justification for the modification.
c. Refer the case for rehearing before another hearing authority.
d. Refer the case to the original hearing authority for reconsideration of specific points deemed important by the appeal authority.
e. Reverse the finding of “In Violation” and affirm the appeal. If the original finding is modified, the appeal authority must state in writing the justification for the reversal.

Filing an Appeal

All appeals must be submitted online via the electronic appeal form located within the students Official Notice of Sanction, within five (5) business days after the written findings and decision is communicated.
to the student, as indicated in a student’s original disciplinary decision letter. All responses to appeals will be communicated in writing.

Appeals Not Involving Housing or University Suspension or Expulsion

The Dean of Students will constitute the first and final point of appeal in all disciplinary decisions not involving Housing Suspension or Expulsion or University Suspension or Expulsion.

The Dean of Students will communicate his or her decision to the student within seven (7) business days after an appeal is filed.

Note: The Dean of Students may decline to act in the appeal process and refer to another authority if, because of personal involvement or knowledge of the case, he/she feels unable to render an impartial decision.

Appeal of Housing or University Suspension or Expulsion

The Vice President of Student Affairs will review all appeals involving Housing or University Suspension or Expulsion.

The Vice President of Student Affairs will communicate his or her decision to the student within seven (7) business days after an appeal is filed.

Note: The Vice President of Student Affairs may decline to act in the appeal process if, because of personal involvement or knowledge of the case, he/she feels unable to render an impartial decision. In such cases, the Assistant Vice President of Student Affairs or his or her designee will hear the appeal.

Appeal to University President

Students who have appealed a university suspension or expulsion to the Vice President of Student Affairs and feel that further action is warranted following a decision may appeal to the President of the University.

The appeal must be submitted in writing to the Office of Community Standards (p. 237) within five (5) business days after the Vice President of Student Affairs’ decision is communicated to the student. Students appealing decisions involving suspension or expulsion may have their movements on campus restricted to academic endeavors or other restrictions deemed appropriate during the period of appeal. Otherwise, no sanction will be enforced until a final decision is reached.

The President may appoint an Appeals Committee to review the case. The Committee will be composed of three members selected from the faculty and administrative staff. After reviewing the case, the committee will make recommendations to the President. The President will review the recommendations submitted by the Committee and render a decision.

The President will communicate his or her decision to the student within fifteen (15) business days after an appeal is filed. This is the final appeal at the institutional level. Therefore, any sanction imposed will be in effect immediately.

If applicable, the President will communicate to the student the process for appealing the decision to the Board of Regents.

Appeal to Board of Regents

In cases involving University Suspension or Expulsion, and when all institutional appellate procedures have been exhausted, the student or the alleged victim in cases involving sexual misconduct may appeal to the Board of Regents under conditions described in the Board of Regents Policy Manual 4.6.5.6, and Board of Regents Policy Manual 6.26, per the following are excerpts:

“...An application may be reviewed if (1) the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed; or (2) the record suggests that the institutional decision, if not reviewed, might reasonably have detrimental and system-wide significance...”

“...Each application for review shall be submitted in writing to the University System Office (USO) of Legal Affairs within twenty (20) calendar days following the final institutional decision. Review of a decision is not a matter of right but is within the sound discretion of the USO Legal Affairs...”

“...The decisions of the USO Legal Affairs and the Committee shall be final and binding for all purposes...”

Recusal/Challenge for Bias

Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee (the Assistant Vice President for Student Affairs, or alternatively, the Assistant Vice President for Academic Planning and Assessment) setting forth the basis for the challenge. The written challenge will be submitted within a reasonable time after the individual reasonably will have known of the existence of the bias. The institution’s designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

Disciplinary Sanctions

Disciplinary sanctions are administered through the Office of Community Standards by the Hearing Authority and/or the Conduct Officer involved in the adjudication process. In determining the sanction(s) for a violation, the frequency, severity, and/or nature of the offense, history of past conduct, an offender’s willingness to accept responsibility, previous institutional response to similar conduct, strength of the evidence and the general safety and security of the campus community will be considered. Upon imposition of a sanction, the student is notified by email as well as through individual conference with the Conduct Officer, if possible. In cases of suspension or expulsion, the parents of a minor may be notified by mail.

The following are disciplinary sanctions which may be imposed upon the student who is found to be in violation of the Student Code of Conduct. These sanctions are not inclusive and may be modified depending on the nature and severity of the violation(s).

a. Academic Sanctions: The following sanctions are possible for Academic Misconduct Violations:
   i. Failure of the Course
   ii. Final Letter Grade Reduction in course
   iii. Re-write assignment for no credit
   iv. Zero on Assignment

b. Disciplinary Warning: A Disciplinary Warning is an official written and/or verbal reprimand.
c. **Disciplinary Probation:** Disciplinary Probation is a period of time during which further violations of the rules and regulations of the University may result in suspension or expulsion. Probation may be imposed for a period of time ranging from the remainder of the semester in which the violation occurred to the remainder of the student's enrollment at the University.

d. **Fines:** Conduct fines are used to assist in educational programming and/or restitution of damages.

e. **Developmental Sanctions:**
   i. Community Service Hours – Students may be required to complete work at a designated location for a specified number of hours.
   
   ii. Educational Programs – Students may be required to attend programs offered on special topics related to the offense. This does not include academic courses for credit. Students may be required to pay for courses.

   iii. Presentations – Students may be required to present programs or create bulletin boards on topics related to the offense.

   iv. Parental Notification Letter – A letter may be sent to the parents/legal guardians of students under 21 years of age who have been found in violation of the Clayton State University Drug and Alcohol policy.

   v. Substance Abuse Assessment – Students may be required to submit to an assessment for substance abuse. Periodic drug testing, not to exceed two random tests per semester for a minimum of three semesters, may be required.

   vi. Counseling Screening – Students may be required to undergo a counseling screening based on the reported behaviors and/or recommendations of the adjudicating authority or official.

   vii. Writing Assignments – Students may be required to complete a book review, research paper, reflection paper or letter of apology related to offense.

   viii. Online Educational Course – Students may be required to complete an online education course for drug or alcohol education. Students may be required to pay for course.

   f. **Restricted Access:** Students may be restricted from certain areas of campus or from the entire campus except to attend classes or use the Library.

   g. **No Contact Orders:** Temporary or permanent separation of the parties (e.g. change in classes, reassignment of residence, no contact with specified members of the University community) may be imposed.

   h. **Loss of Institutional Privileges:** Delays in administrative services and benefits from the institution (e.g. holding transcripts, delaying registration, graduation and diplomas) may occur.

   i. **Disciplinary Housing Suspension:** A decision of Housing Suspension terminates the student’s status as a residential student for a specific period of time and prohibits the student from entering any university housing facility without specific authorization from the Vice President of Student Affairs or Dean of Students. A violation of the terms of suspension may result in an extension of the period of suspension which may be imposed summarily by the Vice President of Student Affairs or Dean of Students and student is subject to arrest for trespassing. A violation of the terms of suspension may result in an extension of the period of suspension which may be imposed summarily by the Vice President of Student Affairs or Dean of Students

   j. **Disciplinary University Suspension:** A decision of University Suspension terminates the student’s status as an enrolled student for a specific period of time and prohibits the student from attending classes. A suspended student may not enter any part of the campus without specific authorization from the Vice President of Student Affairs or Dean of Students and student is subject to arrest for trespassing. A violation of the terms of suspension may result in an extension of the period of suspension which may be imposed summarily by the Vice President of Student Affairs or Dean of Students

k. **Disciplinary Housing Expulsion:** A decision of housing expulsion permanently terminates the student's status as a residential student. A student expelled from housing may not enter any University housing facility without specific authorization from the Vice President of Student Affairs or the Dean of Students. Students expelled from housing will not receive a refund of their housing cost.

l. **Disciplinary University Expulsion:** A decision of expulsion permanently terminates the student’s status as an enrolled student at the University. An expelled student may not enter any part of the campus without specific authorization from the Vice President of Student Affairs or his/her designee and is considered trespassing without such permission.

**Disruptive Student Behavior**

**Options for Dealing with Disruptive Student Behavior In and Out of the Classroom**

**Informal Guidance**

If a faculty member determines that any improper classroom behavior is limited to a single event or is of a less serious nature, the faculty member may choose to address the infraction in the classroom, or may speak to the offending student individually outside of the class. An individual meeting outside of class presents an opportunity to explore the nature of the misconduct with the student, and to reiterate the faculty member's expectations for behavioral standards. The meeting with the student will be documented in writing, noting the specific guidelines and consequences that were communicated to the student. Depending upon the behavior, a referral to the Student Behavior Consultation Team (SBCT) http://www.clayton.edu/student-affairs/sbct (http://www.clayton.edu/student-affairs/sbct/) or the initiation of the "Conduct Process (p. 223)" may be appropriate.

**One-time Class Period Dismissal**

If the faculty determines that any improper behavior is of a recurring pattern, is of a serious nature, if the faculty member feels threatened or if the misconduct is of an abusive nature, the student may immediately be dismissed from the classroom for the remainder of the current class period by the instructor. For example, a student who becomes physically or verbally aggressive will be dismissed from the classroom, and Public Safety may be called for any necessary assistance at the main number (678) 466-4050 or at the emergency number (770) 960-5151. The faculty member will, in instances of student's dismissal from a class period, immediately initiate the "Conduct Process (p. 223)" outlined in this policy document by contacting the Office of Community Standards.

**Dismissal From Course**

A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from a course for the remainder of the semester after "due process." A student is entitled to due process (see "Conduct Process (p. 223)"") and will be afforded such rights as soon as possible. If found in violation of the Student Code of Conduct, a student
may, in addition to other outcomes, be administratively withdrawn from the course and may receive a grade of WF.

Student Behavior Outside of the Classroom
If the faculty member feels threatened by the behavior of a student outside of the classroom, the faculty member may contact Public Safety, as needed, at the main number (678) 466-4050 or at the emergency number (770) 960-5151 and will consult with the Office of Community Standards for determination of any conduct charges to be filed.

Due Process and Student Rights
When a student is charged with violating the rules and regulations of the University, disposition of the case will be according to the Constitutional requirements of due process. These rights include entitlement to:

a. A written copy of the charge(s).
b. A fair and impartial hearing and to be considered not responsible until proven responsible by a preponderance of the information.
c. Know the nature of the information against them and names of witnesses scheduled to appear.
d. Present information and witnesses in his/her behalf.
e. Choose an advisor of his/her choice. The advisor cannot participate directly in the hearing but may actively support his or her advisee.
f. Be present at the hearing during the presentation of any information or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student’s absence.
g. Remain silent and refrain from answering questions without inference of guilt.
h. Ask questions of witnesses.
i. A copy of the hearing recorded by The Office of Community Standards will provided to the student upon written request to the Office of Community Standards within 3 business days.
j. A decision based solely on the preponderance of the information presented.
k. A written notice of the results of the hearing and an explanation of the decision and any sanctions assessed, if applicable.
l. Appeal any decision made by a hearing authority or conduct official on appropriate grounds based upon established appeals procedures.

Interim Measures
a. At any time following the submission of a written referral/complaint, the Vice President of Student Affairs or his/her designee may impose measures on a student for an interim period prior to resolution of the disciplinary proceeding. Interim measures are designed to protect the alleged victim and the campus community.
b. Interim Measures may include, but are not limited to: change of housing assignment, issuance of a no contact directive; restrictions to entering certain institution property; changes to academic or employment arrangements, schedules or supervision, and interim suspension.
c. Before any interim measure is issued, the institution will make all reasonable efforts to give the respondent the opportunity to be heard. During this meeting, the administrative officer will consider the following criteria with respect to whether the interim measure(s) should be imposed; existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.
d. The decision to impose an interim measure, including suspension, student for an interim period shall be communicated in writing to the student and shall become effective immediately upon sending the notice.
e. The interim measures shall remain in effect until a final decision has been made on the pending charges or until the Vice President determines that the reasons for imposing the interim suspension no longer exist.
f. Upon request, the respondent will have an opportunity to be heard by the respective conduct officer, Title IX Coordinator, or System Director, as appropriate, within three business days in order to determine whether the interim suspension should continue.

Absence of Accused or Lack of Cooperation
Throughout any investigation and resolution proceedings, a respondent shall receive written notice of the alleged misconduct and will be provided an opportunity to respond. If the student is, absent from the University community while a disciplinary case is pending or if a student declines to participate in the disciplinary process, the student is not absolved of responsibility. As such:

a. A reasonable effort will be made to locate the student through customary channels such as CSU email, telephone, or regular mail. If the student does not respond to the request to return for a conduct meeting within three (3) business days, a hearing may be scheduled in absentia and action will be taken as warranted by the facts of the case.
b. Students who choose an option for disposition of their case, have a hearing scheduled, and who fail to appear at such a hearing after proper notice has been given, will have their cases adjudicated in absentia at the scheduled hearing time.
c. A student may choose to remain silent during the investigation and resolution process without any adverse inference resulting.

Multiple Defendants
Two or more accused students may be required to participate jointly in a hearing if they are alleged to have participated in the same incident, act, events, or series of related acts. The charge(s) or factual circumstances need not be identical for the accused students in hearings held jointly.

An accused student may make a written request to the conduct officer for a separate hearing, citing specific reasons why a joint hearing would unfairly prejudice his/her case. This request must be received in the Office of Community Standards within two (2) business days of the accused student’s receipt of the hearing notice. A decision will be communicated within two (2) business days of receipt of the request.

Witness Participation
Each party shall arrange for the attendance of his/her own witnesses, if appropriate. The conduct officer will assist in securing the attendance of witnesses if a written request for assistance is made to the Office in a reasonable amount of time in advance of the hearing date.

The respondent shall have the right to present witnesses and evidence to the hearing authority as well as to ask questions to any witnesses. At the determination of the hearing authority, this questioning this questioning may take place through the submission of written questions to the hearing authority for consideration; however, the parties’ advisors may still actively advise and assist in drafting those questions. The hearing
authority shall ask the questions as written and will limit questions only if they are unrelated to determine the veracity of the charge levied against the respondent(s). The hearing officer or panel shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

Where the conduct officer or hearing authority determines that a party or witness is unavailable and/or unable to be present due to extenuating circumstances, the hearing authority may establish special procedures for providing testimony from a separate location. In doing so, the conduct officer or hearing authority must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Will it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing authority will disregard or discount the testimony.

In sexual misconduct cases, the Office of Community Standards and/or Hearing Authority reserves the right to allow a party to testify in a separate room, when determined to be necessary. Where such a determination is made, special measures must be in place to ensure no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the panel and the opposing party must have opportunity to view the testimony remotely and submit follow-up questions.

**Role of the Witness**

The role of a witness is not that of an advocate or helper for one side; a witness is required to share truthful information at the proceeding about matters directly or indirectly related to the situation in question. Character witnesses may only be called to attest to the character of the accused, not to assail the character of the complainant, victim, or witnesses brought by the conduct officer.

**Role of the Advisor**

The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The institution shall not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members. Space will be made available for the advisor to sit with the accused at the hearing.

**Hearing Procedures**

a. In no case involving suspension or expulsion, shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized or before the respondent has had an opportunity to respond in writing, unless the respondent has chosen to go through an informal resolution process or otherwise has waived his or her rights to these procedures.

b. Notice of the date, time, and location of the hearing, shall be provided to the respondent and alleged victim (where applicable) at least five (5) business days prior to the hearing. Notice shall be provided via institution email.

c. All hearings are closed unless the accused student requests an open hearing in writing. However, the Office of Community Standards has the authority to make the final decision regarding access of spectators to the hearing to the extent permitted by law.

d. The party charging a violation of the Student Code of Conduct has the right to be informed of hearing procedures and the right to be present throughout the presentation of witnesses and evidence. The conduct officer will inform the charging party of these rights prior to the hearing.

e. The accused student will enter a response to all charges before the hearing authority.

f. The hearing officer or the Chair of the Hearing Panel will remind the accused student and each witness presented of the importance of providing truthful and accurate information during the hearing process. If a witness fails to tell the truth during conduct proceedings, disciplinary action may result.

g. At the hearing, the conduct officer and/or complainant will present the evidence and facts of the case to the hearing officer or to the Hearing Panel. If appropriate, witnesses will be presented in support of the case against the accused student. See the Witness Participation (p. 221) rights and duties within the Due Process and Rights section of this Student Handbook.

h. The hearing officer or members of the Hearing authority may question all witnesses or ask for clarification from the conduct officer or any witness.

i. The accused student may question all witnesses, at the discretion of and through the hearing authority. Upon approval by the hearing authority, witnesses will be asked to answer questions posed by the accused student.

j. When the case against the accused student has been presented, opportunity will be given for the accused to make a statement regarding the charges. The hearing officer, members of the Hearing Panel, or the conduct officer may question the accused student if he or she chooses to make a statement. The accused student has the option of remaining silent and is not required to respond to questions from the hearing authority or the conduct officer. No inference of responsibility will be drawn from such silence.

k. The accused student will present any information or witnesses in his or her behalf. Such witnesses are subject to questioning by the conduct officer, at the discretion of the hearing authority.

l. The hearing authority may recall any witness if clarification is needed.

m. After hearing both sides of the case, the hearing authority will, in a closed session, deliberate and reach a decision based upon the preponderance of the information presented. Any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing. A decision will indicate findings regarding responsibility for the charge(s) and appropriate sanctions.

n. A student’s prior disciplinary record is not admissible to prove responsibility for a violation, but may be used for determining appropriate disciplinary measures.

**Findings of the Hearing Authority**

a. If the hearing is before a Hearing Panel, and the members of the panel are divided after deliberation, a majority vote is necessary to reach a decision.

b. Written findings of the Hearing Authority must be submitted to the conduct officer and to the accused student within five (5) business
days after the conclusion of the hearing. The decision will include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction.

c. These findings are considered final unless appealed by the accused or overridden by the Vice President of Student Affairs or the President of the University.

d. In cases where no decision can be reached, the case will revert to the Vice President of Student Affairs. The Vice President may appoint another hearing authority, drop the charges, or otherwise determine a fair and equitable method for disposition of the case.

Initiation of Charges, Resolution & Adjudication Options

a. Disciplinary charges shall be initiated by submission of a written referral by letter, email, or police report to the Office of Community Standards (p. 237).

b. Referrals must be submitted within fifteen (15) business days after detection of an alleged violation unless special conditions for delay can be documented.

c. Complaints should include as much information as possible - such as: (1) the type of misconduct alleged; (2) the name and contact information of the respondent; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. The complainant must sign the referral. Any member of the University community may file a complaint. Where appropriate, complainants may file a law enforcement report along with an institutional report.

d. Where the alleged misconduct is related to sexual misconduct or discrimination, the conduct officer will refer to the Title IX Officer to determine whether such an investigation is warranted.

e. The conduct officer will review the complaint and make an initial determination as to whether there is a sufficient basis to believe that a violation of the Code of Conduct may have occurred and the possible sanctions for the alleged violation. If the reported conduct would not be a violation of the institution’s policies and/or code of conduct then the report will be dismissed.

f. If it is determined that sufficient evidence exists to warrant charges or a formal investigation, the student will be notified in writing of the alleged violation and/or possible investigation, and will be required to meet with the Conduct Officer. Such notification will be sent via the students’ CSU email account.

g. At this meeting, the student will be provided with the following:
   i. An explanation of the complaint or charges which have been made;
   ii. A review of all information on which the complaint or charges are based and the name of the Complainant;
   iii. A review of all due process rights and disciplinary procedures;
   iv. A reasonable opportunity to review charges and information in order to respond to the charges.

h. Once the student is presented with the charges/findings of an investigation in writing from the conduct officer via the “Specification of Charges” form, the student will respond to the charge(s) in one of the following ways:
   i. Admit responsibility for the charge(s) and waive his/her right to a hearing and appeal; in which case, a sanction may be determined by the conduct officer or one of the hearing authorities.
   ii. Deny responsibility for the charge(s) and request a hearing before a University Hearing Authority.

Additional information regarding the Office of Community Standards location, office hours and online reporting are available on the Office of Community Standards catalog page (p. 237) or on the Community Standards Website (https://www.clayton.edu/community-standards/).

Overview of the Conduct Process

a. Action may begin upon notification to the Office of Community Standards (p. 237) of a complaint and/or alleged violation.
   i. If the alleged complaint is related to academic misconduct, Procedures for Adjudicating Alleged Academic Conduct Infractions (p. 217) will be followed.
   ii. If the alleged complaint is related to Sexual Misconduct, the Sexual Misconduct Policy (https://www.clayton.edu/human-resources/current-employees/office-of-institutional-equity/) will be followed.

b. The student, in conference with the conduct officer, will be informed of the complaint and/or alleged violation and, all rights and responsibilities related to—the process and status of—any investigation. The accused student will enter a response to each charge and select a method for disposition of the case.

c. When an investigation is complete, the student will be presented with a Specification of Charges form by the conduct officer or the instructor (if applicable) if evidence warrants charges.

d. If the student denies responsibility for the alleged violation(s) and requests a hearing before a hearing officer or the University Hearing Panel, such hearing will be conducted in accordance with established procedures, and where a decision will be based on a preponderance of the information.

e. Confidentiality: Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institution will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. The institution will inform the requesting party that the institution generally cannot guarantee confidentiality. Further, honoring the request may limit the institution’s ability to respond fully to the incident and may limit the institution’s ability to discipline the respondent.

f. Retaliation: An individual who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. An individual who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation will immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action, pursuant to the institution’s policy.

g. False Complaints: An individual who intentionally gives false statements to an institution official, or who submits false complaints or accusations, including during a hearing, which is in violation of policy, shall be subject to disciplinary action pursuant to institutional policy.

h. Amnesty: The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. Clayton State University encourages students to report alleged behavior violations, especially for misconduct involving a victim and to offer help and assistance to others in distress. Students...
may be hesitant to report or to offer assistance to others, fearing they may be found in violation of conduct policy. For example, a student who has been drinking but is under the legal age might hesitate to help take a victim of sexual misconduct victim to the Campus Police. Clayton State University provides amnesty for students involved in drug or alcohol infractions who offer help to others in need and/or report misconduct. While policy violations cannot be overlooked, the university will not use that information against the individual or voluntarily report it to law enforcement. However the university may provide educational options as appropriate.

i. Student Records: All student conduct (disciplinary) records are considered part of a student’s educational record and are considered confidential in accordance with the Family Education Rights and Privacy Act (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/) (FERPA) of 1974, except in limited circumstances as required by law. Student conduct files will be held in the Office of Community Standards/Office of the Vice President of Student Affairs for five (5) years after the student’s graduation date or last date of attendance. Case files involving suspension or expulsion are kept indefinitely.

j. Communication: Clayton State University provides each student with an e-mail address. This email is the official method of communication for all University Conduct correspondence. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State University faculty and administrators. All student conduct correspondence will be sent to the Clayton State Student email address and will be considered received based on the delivery date of the email. In cases where a student does not respond in a reasonable time frame, other reasonable efforts will be made to locate the student through ordinary channels such as telephone or regular mail.

k. Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

Additional information regarding the Office of Community Standards location, office hours and online reporting are available on the Office of Community Standards catalog page (p. 237) or on the Community Standards Website (https://www.clayton.edu/community-standards/).

Procedural Standards

Section 4.6 of the Board of Regents’ policies (https://www.usg.edu/policymanual/section4/C332/) (effective July 1, 2016) establishes minimum uniform, system-wide procedural standards for investigations and resolutions (including student conduct hearings) of alleged violations of Clayton State University’s rules. In accordance with this responsibility, disciplinary sanctions shall be applied only after the requirements of due process, fairness, and reasonableness have been met. The aim of any disciplinary action is the redirection of student behavior toward the achievement of their academic goals.

The President has delegated the function of student discipline to the Vice President for Student Affairs, and he in turn designates the Vice President for Student Affairs and its staff to direct the disciplinary processes.

The following disciplinary procedures are used to guide the fair and uniform enforcement of the Student Code of Conduct. These procedures are applicable to any student or student organization when charged with a violation of the Student Code of Conduct. Procedures allow for fact-finding and decision-making in the context of an educational community, and encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.

University Hearing Authority

The University Hearing Panel is composed of students, faculty, and staff who have received training in properly adjudicating misconduct cases. The institution’s individual(s) tasked with investigating allegations of student misconduct shall not be responsible for training student conduct panel/board members.

There are two hearing options that a student can choose:

a. Hearing Officer – A faculty or administrative staff member designated by the Director of the Office of Community Standards.
   i. In cases involving graduate students accused of academic misconduct, the faculty member must be a graduate level faculty member.

b. University Hearing Panel – A faculty/staff/student committee designated by the Director of the Office of Community Standards.
   i. One faculty member, one staff member, and two students must be present to hear cases of non-academic student misconduct.
   ii. Two faculty members must be present in addition to one staff member and two students to hear cases of academic misconduct.
   iii. In cases involving graduate students accused of academic misconduct, all faculty and student panelists must be graduate level.

The Hearing Panel will be selected from an established “pool” of a minimum number of the following members: five (5) faculty members, three (3) administrative staff members, and five (5) students.

Other Student Policies

• Alcohol and Other Drugs Prevention Program/Policy (p. 224)
• Anti-Hazing Policy (p. 228)
• Children on Campus Policy (p. 229)
• Freedom of Speech and Expression Policy (p. 230)
• Immunization Requirements for Students (p. 232)
• LakerCard Policy and Agreement (p. 232)
• Student Complaint Policy (p. 232)
• Student Grievance Procedures (p. 233)
• Student Organization Responsibility for Drug Abuse (p. 234)
• University System Student Advisory Council (p. 235)

Alcohol and Other Drugs Prevention Program/Policy

Clayton State University policies on the use of alcohol and drugs may also be found in the Student Code of Conduct, the Faculty Handbook, the Employee Handbook and the USG Board of Regents Policy Manual.

Note: In compliance with federal regulations relating to the issuance and dissemination of the Drug and Alcohol Abuse Prevention Policy, this information is distributed annually to all employees and students.
Policy

It is the policy of the university that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any university activities. Sanctions imposed for violation of this policy are indicated below.

THE DANGERS OF DRUG OR ALCOHOL ABUSE IN THE WORKPLACE AND ON THE CAMPUS

There are millions of employed individuals whose job performance and productivity are adversely affected by their progressive dependence on drugs or alcohol. As many as 20% of all college students use chemical substances and drugs at a level of concern to themselves and others. Some estimate that 70% of the working population and 90% of college students consume mood-altering chemicals of some type and the cost to the United States economy is estimated to be more than 26 billion dollars per year.

1. Definitions. The following terms are defined for the purposes of this policy and are important for purposes of expressing the university’s policy on a drug free workplace:

A. Controlled Substance means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-35 to 16-13-39.

B. Contract means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or bailment, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.

C. Conviction means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

D. Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance;

E. Employee means an individual receiving a salary, wages, other compensation and/or stipend support from the university.

F. Federal agency or agency means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.

G. Grant means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government-wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations: or any veteran’s benefits to individuals, i.e., any benefit to veterans, their families, or survivors by virtue of the Service of a veteran in the Armed Forces of the United States.

H. Grantee means a legal entity which applies for or receives a grant or contract directly from a federal agency.

I. Illicit drug use means the use of illegal drugs and the abuse of other drugs and alcohol.

J. Student means an individual registered or enrolled for credit or non-credit in a course or program offered by the university or any of its units.

K. University activities means any activity officially sponsored by Clayton State University.

L. Workplace means the physical boundaries of the university and facilities owned or controlled by the university.

2. Philosophy

The unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the university community. The university is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention system in operation, accessible to all members of the university community. The university is committed to the further expansion of that program and the dissemination of drug awareness information to the members of the university community. In addition, the university is committed to enforcing the provisions of the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Postsecondary Education Act of 1990.

3. Health Risks

A. Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can lead to dependence. Sudden cessation of regular alcohol use is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are a greater risk than other youngsters of becoming alcoholics.

Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-
related accidents are the number one cause of death in the 16-24 year old age group.

B. Designer Drugs

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, "underground" chemists modify the molecular structure of certain illegal drugs to produce analogs know as "designer drugs." These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines.

Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamine cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine (PCP) cause illusions, hallucinations, and impaired perception.

C. Cocaine

Cocaine stimulates the central nervous system. Cocaine use can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Sharing contaminated needles and syringes for injecting cocaine can spread the AIDS virus, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. "Crack," or "freebase rock," is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

D. Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

E. Marijuana (Cannabis)

All forms of cannabis can result in negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system: marijuana smoke contains more cancer-causing agents than tobacco smoke. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

F. Hallucinogens

Lysergic acid (LSD), mescaline, and psilocybin cause delusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feeling may change rapidly. It is common to have bad psychological reactions to LSD. mescaline. and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or "flashbacks." can occur even after use has ceased.

Users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders —depression, anxiety and violent behavior—also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure.

G. Depressants

The effects of depressants are in many ways similar to the effects of alcohol (which is itself a depressant). Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

PENALTIES FOR VIOLATION OF UNIVERSITY POLICY AND/OR GA LAW

The university policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at university-sponsored events held off campus is intended to protect and support the employees and students of Clayton State University. Therefore, any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus or at university-sponsored events held off campus will be subject to disciplinary action (up to and including suspension, suspension without pay, and/or termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee and the Department of Human Resources. Further information concerning employees is available from the Department of Human Resources, phone (678) 466-4230.

Any student admitting to or found to have violated Clayton State University’s Student Disciplinary Policies and Procedures regarding the unlawful possession, use or distribution of illicit drugs and or alcohol on campus or at university sponsored events (see Clayton State University Student Code of Conduct) will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program. Further information
concerning students is available from the Office of Community Standards, phone (678) 466-5444).

Penalties under Georgia law (first offense):

Alcohol Offenses
- Possession of or attempt to purchase alcohol by a person under 21 years of age
  - $300 fine, up to 3 years probation, 20 hours of community service, up to 6 months in jail
- DUI
  - 1st offense: $750 - $1,000 fine, 40 hours community service, jail 10 days to 12 months (all except 24 hours of jail time may be suspended or probated)
  - Over age 21: driver's license suspended for one year, may get limited driving permit (go to work and school) after DUI school in 120 days
  - Under age 21: license revoked 6-12 months depending on blood alcohol level, no limited driving permit issued
    - Using a false driver's license, ID, or allowing someone to use your driver's license or ID
  - $100 - $200 fine, 12 months probation, up to 12 months in jail
  - Providing alcohol to a person under age 21
  - $1,000 fine, 12 months probation, up to 12 months in jail

Illicit Drug Offenses
- Purchase/Possession of controlled substance
  - Felony: $1,000 fine, 2 to 15 years in jail
  - Trafficking controlled substance (not marijuana)
  - Felony: $100,000 to $1 million fine, 5 to 15 years in jail
  - Possession of 1 ounce or less marijuana
  - Misdemeanor: Fine up to $1,000, 12 months jail
    - Possession of more than 1 ounce marijuana
  - Felony: 1 – 10 years jail
    - Trafficking marijuana
  - Felony: Fine up to $100,000; 1 to 5 years jail or probation
    - Trafficking marijuana to minor
  - Felony: Fine up to $250,000; 2 to 20 years in jail

EMPLOYEE AND STUDENT ASSISTANCE PROGRAMS

Clayton State University's Counseling and Psychological Services (CAPS) offers the following drug and alcohol abuse information, counseling, rehabilitation, and assistance programs and services:

1. Information and Referral: All members of the university community are eligible to consult with the professional staff of the CAPS regarding the availability of alcohol and drug abuse assistance programs. CAPS maintains a collection of resource materials pertinent to issues of drug and alcohol abuse, and provides education on alcohol/drug abuse and related concerns for the campus community.

2. Individual Counseling: Students are seen on a short-term basis for assistance with alcohol and drug-related problems at no charge. Depending on the severity of the student's issue with alcohol or drugs, CAPS may refer students to community resources for assistance with alcohol and drug addiction. Faculty and staff are able to receive short-term EAP evaluation and referral for such services.

3. Employee Assistance Program (EAP): Clayton State University provides access to counseling and psychological services to faculty and staff through referral to its Employee Assistance Program. CAPS also provides information, referral, evaluation, consultation, and short-term problem solving. Contact CAPS, phone (770) 466-5406, or Human Resources, phone (770) 466-4230, for more information.

4. Clayton Center Mental Health/Addictive Diseases/Developmental Disabilities: Offers counseling for anyone affected by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a 12-step program (AA, Alanon, NA, CA, etc.) and/or appropriate treatment. Their address is 853 Battlecreek Road, Jonesboro. Phone (770) 478-1099.

Further information regarding these programs and services may be secured from Clayton State University's Counseling and Psychological Services office located Room 245 of the Student Center; Phone 678-466-5406.

APPLICATION OF POLICY

The Drug and Alcohol Abuse Prevention Policy is supported by a drug-free awareness and alcohol education program available to the faculty, staff, and students of the university. The Clayton State University Student Code of Conduct provides for disciplinary action against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of the misuse of alcohol or other drugs (See Student Code of Conduct, Section II, Paragraph J, Subparagraphs 1, 2 & 3). Specific compliance and reporting items enumerated below (items B, C, D, E) are applicable to all persons employed on federal contracts and grants.

In support of this policy, the university

A. Has established a drug free and alcohol abuse awareness program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse in the workplace, the university's policy of maintaining a drug free workplace and a workplace which prohibits the illicit use of alcohol, available drug and alcohol counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug and alcohol abuse violations.

B. Will provide each student and employee a copy of this policy. In addition, all faculty, staff, and students will be notified of this policy through appropriate publications.

C. Will notify each university employee and each student that, as a condition of employment on a federal grant or contract, the person, once so employed, must abide by the terms of the policy, and must notify his/her supervisor and the Department of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than 5 days after such conviction.
D. Will notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction of any university employee engaged in performance of the grant or contract.

E. Will impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension, suspension without pay, and termination.

F. Will make a good faith effort to continue to maintain an environment that complies with the Drug Free Workplace Act 1988 and the Drug-free Schools and Communities Act Amendments of 1989.

G. Will conduct a biennial review of its programs to assess their effectiveness, what changes need to be made, and to ensure the uniform application of sanctions to employees and students.

IMPLEMENTATION

Implementation of this policy is a joint responsibility of the Department of Human Resources, the Office of Counseling Services, the Office of Public Safety, the Office of the Provost, and the Division of Student Affairs. Notification of the program, including information about health risks and sanctions for violation of the policy, will be provided annually to students and employees. In addition, the university is committed to monitoring and assessing the effectiveness of this program. A biennial review of the program will be undertaken to i) determine its effectiveness and implement changes to the program if they are needed and ii) ensure that its disciplinary standards are consistently enforced.

UNIVERSITY RESOURCES AND CONTACT INFORMATION

The following offices may be contacted regarding questions about this policy or for assistance with drug and alcohol matters:

Campus Police/Public Safety
Student Center 207
(678) 466-4050
www.clayton.edu/public-safety

Counseling and Psychological Services
Student Center 245
(678) 466-5406
www.clayton.edu/counseling

Human Resources
Arbor Hall
(678) 466-4230
www.clayton.edu/human-resources

Student Community Standards
University Center 250
(678) 466-5444
www.clayton.edu/community-standards

University Health Services
Student Center 211
(678) 466-4940
www.clayton.edu/uhs

Anti-Hazing Policy

Policies and Law

Hazing in any form is prohibited at Clayton State University. Clayton State University is committed to providing a safe learning environment that supports the dignity of all University community members. Hazing is a violation of state law and is strictly prohibited by Clayton State University both on and off campus. Violation of this policy may result in both disciplinary action and criminal charges. The following information is provided in compliance with the "Max Gruver Act."

UNIVERSITY HAZING POLICIES AND PROCEDURES

Fraternity/Sorority Policies and Procedures

Student Code of Conduct

Investigative and Disciplinary Procedures

State Law


(a) As used in this Code section, the term:

1) "Haze" or "hazing" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student’s willingness to participate in such activity.

2) "School" means any unit of the University System of Georgia, any unit of the Technical College System of Georgia, or any private postsecondary school, college, or university in this state.

3) "School organization" means any association, corporation, order, club, society, fraternity, sorority, athletic team, or a group living together which has students or alumni as its principal members, including local affiliate organizations.

4) "Student" means any person enrolled or prospectively enrolled in a school in this state. (b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Reporting

To report incidents or suspected incidents of hazing, please contact:

• Office of Community Standards, UC-250, 678-466-5444 or at StudentConduct@clayton.edu


• Campus Public Safety at 678-466-4050 or via the Public Safety RAVE Guardian app (http://www.clayton.edu/public-safety/RAVE-Guardian/).
Children on Campus Policy

Purpose
The purpose of this policy is to assure the appropriate supervision of children on campus and outline appropriate conditions, locations, and situations where children are permitted while maintaining an appropriate academic environment for collegiate-level teaching and learning, research, co-curricular activities, and all of the related work that supports the academic life of the University.

DEFINITIONS

- **Children**: Minors under age 18 and not enrolled at the University; for the purposes of this policy, the same allowances, restrictions, and procedures apply whether more than one minor or a single minor, child, is involved.

- **Minors Enrolled as Students**: Properly enrolled students under age 18 have the rights and privileges of any other student in the classroom and on campus grounds and are subject to the University's Student Code of Conduct.

- **Supervised child**: If an adult is responsible for a child, and is directing his/her attention to the health, safety, or welfare of a child; and is accompanying a child for which he/she is responsible, the child shall be considered to be supervised.

- **Unsupervised child**: If an adult is responsible for a child, and is performing work, teaching, participating in class or is otherwise engaged in any activity that distracts his/her attention from the health, safety, or welfare of a child; or is not accompanying a child for which he/she is responsible, the child shall be considered to be unsupervised.

General Policy

Work areas of the campus and housing facilities generally are not appropriate environments for extended visits by children unless a University-sponsored program or event designed for children is being held in such areas. Such sponsored programs or events may have separate supervision/chaperone requirements depending on the nature/type of program or activity.

The following sections address the presence of children in specific areas of campus:

- **University Grounds**: Supervised children of responsible-adult visitors and guests are encouraged to enjoy the campus grounds and are subject to the Use of Outdoor Facilities Policy (http://www.clayton.edu/public-safety/Outdoor/).

- **Buildings, Offices and Workspaces**: Supervised children are welcome to visit buildings, campus offices and non-instructional and non-hazardous work spaces for short, occasional visits when accompanied by a responsible adult.

- **Library**: Minors enrolled as students, as defined above, have the same library privileges as adult Clayton State University students. Children not enrolled as students are welcome to visit the library for short, occasional visits when accompanied by a responsible adult. All children must abide by Clayton State University Library policies related to the use of library resources and equipment.

- **Classrooms**: Attendance at class meetings should be limited to instructors, enrolled students, and prospective students and visitors invited by the instructor to participate in/contribute to student learning in the course.

If, despite this policy statement, a student brings a child to class, the faculty member may treat the presence of the child as Disruption of the Learning Environment as outlined in the Student Code of Conduct, and the student may be subject to disciplinary procedures.

The foregoing policy regarding classrooms should be included in course syllabi.

UNIVERSITY HOUSING

Per the University Housing Visitation Policy, non-resident guests under the age of 16 are not permitted in university housing unless accompanied by a parent or guardian, and may not stay overnight at any time without prior written permission from the University Housing Office. All nonresident guests are subject to guest sign-in requirements and other rules and regulations for each facility, the responsibility for which lies with the University housing resident.

CHILDCARE EMERGENCIES

University Employees: Children under age 18 of University employees may be permitted to come to campus in emergency situations so long as they are supervised by a responsible adult and the employee’s supervisor and/or department head approves of the child being on campus based on the facts of the situation presented by the employee. Any such permission is for one-time and/or unforeseen events and cannot be used in place of having regular childcare.

University Students: Minors under the age of 16, who are not registered as students at Clayton State University, must be accompanied on campus at all times, and cannot attend class. In the case of an unexpected childcare issue, students are encouraged to communicate with instructors to find a solution to the parent’s absence from class.

UNSUPERVISED CHILDREN

If an unsupervised child is observed on campus, the individual observing the child should attempt to obtain the child’s name, ensure that the child is not in danger, and report the situation immediately to the Clayton State Department of Public Safety and if possible remain with the child or children until police arrive. Campus police will attempt to locate the child’s (children’s) parent(s) or legal guardians or caregiver to remedy the situation. If the parent or guardian or caregiver cannot be found in a reasonable amount of time, Campus Police may refer the situation to the Clayton County Department of Family and Child Services or other appropriate agency.

EMERGENCY INTERVENTION

If a faculty or staff member, student, or visitor observes treatment of a child that is in violation of federal or state laws, local ordinances, or University policies, the person observing the treatment should notify the Clayton State Department of Public Safety and, if necessary, emergency medical service immediately and respond as is safe and appropriate to protect the health and safety of the child until police arrive.

GUIDANCE AND SUPPORT

For an emergency involving a child on campus:

- Call Clayton State Department of Public Safety at (678) 466-4050.

Students who need to discuss a childcare concern:

- Division of Student Affairs/Dean of Students (678) 466-5444
- Counseling and Psychological Services (678) 466-5406
Additional online resources may be found on the Clayton State University Human Resources page: HR Resource and Policies.

Freedom of Speech and Expression Policy

Purpose and Overview
As a unit under the government, control, and management vested in the Board of Regents of the University System of Georgia, Clayton State University is committed to protecting the First Amendment rights of freedom of speech, expression, petition and peaceful, non-disruptive assembly as set forth in the U. S. Constitution and Article I, Section I "Rights of Persons" of the Constitution of the State of Georgia. Furthermore, we the people — the students, faculty, staff, and administrators of the Clayton State University academic community — believe that the right to hold opinions without interference by public authority and the freedom to seek, receive, and impart information and ideas of all kinds are fundamental human values, if not a universal truth, and key underpinnings for the survival of democracy.

In fulfilling its central mission as a public institution of higher learning, Clayton State University encourages the exchange of ideas and the robust expression of opinions. At the same time the University may enact reasonable time, place, and manner restrictions and limitations as are prescribed by law and are necessary in a democratic society on acts of expression, assembly, and dissent, in the interest of public safety, for the prevention of disorder, threatening behavior, or crime; for the protection of health, public decency, or morals; for the protection of the reputation or the rights and freedoms of others; to mitigate any potential disruption in the academic or learning environment; or to further other important University objectives. Such parameters are not intended to unduly burden or to prohibit or to restrain the free exercise of a right guaranteed by the Constitution or a law of the United States or to discriminate against any member of the University community or any citizen of this state based on the content or viewpoint of the expression. Rather, this policy seeks to accommodate the need for the untrammeled expression of ideas and the inclusion of diverse information and contrary points of view in an academic setting without interfering with or obstructing the day-to-day operations and functions of the University. This policy complies with the Board of Regents’ Policy on Freedom of Expression.

All individuals participating in public forum and expressive activities are expected to comply with the provisions listed within this policy and all applicable state and federal laws, local ordinances, university rules, and parking regulations. Failure to do so may result in immediate removal from the campus and any other appropriate action by University officials, campus police, or any legal enforcement office which operates within Clayton State University’s jurisdiction. Violators of any of these regulations may be prosecuted under federal or state criminal code and statutes.

Designation of Public Outdoor Forums

Acknowledging the right of individuals to entertain differing opinions; to examine and to discuss questions of interest; to engage in candid conversations, open discourse, and intense debate; and to defend free inquiry and expression on campus, while preserving order, characterized by courtesy, tolerance, and civility, and protecting the rights of others, the University has designated the Lawson Amphitheater & Eskew Stage as the Public Forum Area on Clayton State University’s campus (maximum capacity 125). The following additional guidelines apply to use of the Public Forum Area:

- **Members of the University Community:** Members of the University community who plan to engage in expressive activity, whether written, spoken, or in another form, in groups of 25 or less, may do so in any outdoor area that is generally accessible to the public, anywhere on the Morrow campus, so long as the primary action is not to advertise or sell a commercial product and does not disrupt the academic or learning environment or other operations of the University. Members of the University community who plan to engage in expressive activity on campus in a group that is expected to consist of more than 25 persons must submit a completed reservation request to use the Public Forum Area using the procedures set forth below. If a member of the University community has properly reserved the Public Forum Area in accordance with the procedures set forth below and inclement weather occurs during the date and time of the reservation, then the University will relocate the expressive event to Room 101 of the Harry S. Downs Center (maximum capacity 200) if the space can accommodate the event and has not been previously reserved and if the expression does not otherwise disrupt the academic or learning environment or other operations of the University.

- **Spontaneous Large Group Expression by Members of the University Community:** If an individual or small group of individuals within the University community attracts a group of more than 25 persons while engaging in spontaneous expression, then a representative from the group should provide the University with as much notice as circumstances reasonably permit. The University reserves the right to direct a group of more than 25 members of the University community to the Public Forum Area or another available area of campus in order to ensure the safety of campus members, provide for proper crowd control, and limit disruption of the academic or other operations of the University. The University must not consider or impose restrictions based on the content or viewpoint of the expression when relocating any expression.

- **Outside Speakers:** Individuals or groups of people who are not enrolled at or employed by the University may only engage in expressive activity on the University’s campus in the Public Forum Area and only after obtaining approval from the University to do so following submission of a completed reservation request using the procedures set forth below. This provision does not apply to University-sponsored events or activities.

- The use of sound amplification is permitted so long as it does not disrupt the academic or learning environment or other operations of the University.

- If the anticipated or actual attendance for an expressive activity of a member of the University community exceeds the capacity of the Lawson Amphitheater, the event may be moved to the SAC Hill (an area adjacent to the Student Activities Center) or another area of campus that will safely accommodate the expression if such an area exists on Clayton State University’s campus. This provision does not apply to individuals who are not members of the University community.

- For spontaneous public forum or expressive events by members of the University community that attract a group of 25 or more persons or that become disruptive to the academic and other operations of the University, Clayton State officials reserve the right to direct the group to a secondary outdoor public forum area (either the Lawson Amphitheatre or SAC Hill) or to end the event to limit disruption of the academic and other operations of the University.
Reservation Procedures

Individuals or groups who wish to or are required to (i.e., groups of over 25 individuals and outside speakers) request the use of the Public Forum Area should contact the Event Scheduler in the Office of Campus Life in the University Center: (678) 466-LIFE or campuslife@clayton.edu. Reservation requests must be made in writing at least three (3) business days in advance of the event. Additional collaboration and coordination may be required from the Office of the Student Affairs, Business & Operations, Public Safety, the Office of the Provost, and/or the Office of the President.

Use of the space will be assigned to the person or organization that requests the area first, except that University-sponsored events have first priority on the use of campus facilities. These Public Forum Areas are available from 9 am to 5 pm, Monday through Friday, except on state and federal holidays.

The decision to confirm a request for space will be based on proper and timely completion of the Event Planning Reservation Form, compliance with applicable sound and sign requirements, and availability of space. The decision to grant the reservation request will in no circumstances be based on the content or viewpoint of the protected public forum or expressive activity or upon the expected reaction of others. The University may only deny a reservation request for one of the following reasons:

a. The Event Planning Reservation Form is not fully completed;
b. The Event Planning Reservation Form contains a material falsehood or misrepresentation;
c. The Public Forum Area has been reserved by persons who previously submitted a completed Event Planning Reservation Form, in which case the University must provide a reservation for the applicant at an alternative date or alternate time;
d. The use or activity intended by the applicant would conflict with or disturb programs organized or conducted by the University;
e. The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of the University community, or the public;
f. The use or activity intended by the applicant is prohibited by law, University Policy, or Board of Regents’ Policy.

At the time of the request the following information will be required:

- Name and contact information of the person or organization sponsoring the event.
- Contact information for one individual who will be present during the course of the event.
- Location, date, and time requested for the event.
- General description of the event.
- List of planned activities (e.g., speech or rally, march with signs, distribution of literature).
- Special equipment requested.
- Anticipated attendance.
- Person(s) responsible for cleaning up area after event.

If a request is denied, the rationale for the decision will be provided to the applicant in writing within one (1) business day after its submission. The denial of a reservation request can be appealed by the applicant in writing to the Office of the Vice President for Student Affairs within five (5) business days of the applicant being notified as to the denial of the reservation request by the University. The Vice President of Student Affairs or his or her designee must respond to the appeal within two (2) business days. The decision of the Vice President of Student Affairs or his or her designee is final.

General Provisions

In addition to the requirements set forth above, all individuals or groups expressing themselves on Clayton State property must comply with the following general provisions:

a. Disruption or interference with operations of the University is not permitted. Likewise, infringement on the rights of others, including shouting down a speaker, is prohibited.
b. Reasonable access to, and exit from, any office, classroom, laboratory, library, or building on Clayton State University's campus may not be impeded. Likewise, free flow of vehicular and pedestrian traffic to/from and within the campus should not be obstructed.
c. Picketing in an orderly manner outside of University buildings by members of the University community is permitted; in the event that such activities become disruptive or impede access to and from the building, the University reserves the right to direct the individuals or groups to a secondary area. Picketing is not permitted inside campus buildings or offices.
d. Literature, non-commercial pamphlets, handbills, circulars, newspapers, magazines, religious tracts, and other written materials may be distributed in the Public Forum Area during the times the Area is reserved. Additonally, members of the University community may distribute literature, non-commercial pamphlets, handbills, circulars, newspapers, magazines, religious tracks, and other written materials on a person-to-person basis in open outdoor areas of the campus. Failure to dispose of unwanted or unused literature in designated receptacles after events have concluded is a violation of the University’s anti-litter policies (see General Provision 12).
e. Any use of the University’s trademark or official logo on any written material without express written permission from the University’s Marketing and Communications Office and the University’s Business Operations/Legal Department is strictly prohibited. Violators will be issued a cease and desist letter. If the individual or group continue to misuse the University trademark and official logo, appropriate and, if needed, legal action will be taken.
f. Displaying a sign/poster/banner, gesturing, or wearing symbolic clothing, chanting or otherwise protesting silently is permissible unless the sign/poster/banner, gesture, wearing apparel (or lack thereof) or chant is obscene or otherwise unprotected expression. In such cases the University reserves the right to remove the sign/poster/banner and/or individual(s) displaying the gesture or apparel (or lack of thereof) or stop the expression.
g. An individual or group wishing to speak out at a public forum and/or expressive activity may do so until such time it becomes disruptive to the speaker’s right to free speech and/or the audience’s right to hear a speaker.
h. Noise levels from all public forums and/or expressive activities should not interfere with classes, meetings or research activities in progress, the privacy of residence hall students or library patrons, University activities, or the performance of the duties of University employees. In the event that noise levels become disruptive to classes, meetings or research activities in progress, the privacy of residence hall students or the library patrons, University activities, or the performance of the duties of University employees, the University
Immunization Requirements for Students

Vaccines Required by Clayton State University

- 2 MMR (Measles, Mumps, Rubella) or Proof of Immunity (not required if born before 1957)
- Dated proof of Chicken Pox disease or 2 Varicella (not required if born in the U.S. before 1980)
- Tetanus-Diphtheria-Pertussis (Tdap) within the last 10 (ten) years or tetanus (Td) booster if greater than ten years since Tdap
- Students 18 years old or younger are required to complete the Hepatitis B series (3 vaccines)
- Students applying for campus housing must show proof of meningococcal conjugate (MCV4) vaccine or sign statement of information about disease.

Laboratory Testing for Immunization

Blood titers can be drawn to show immunity for Measles, Mumps, Rubella, Varicella and Hepatitis B for a fee.

Certificates of Immunization

A licensed healthcare provider must complete the form; Office Stamp, Name, Date, and Signature are required. Other forms of health records will be accepted from healthcare providers if all information is documented clearly and in English. Documentation may be mailed, faxed, delivered to University Health Services, or emailed to uhs@clayton.edu. Documentation may also be entered in the UHS Patient Portal (https://clayton.medicatconnect.com/home.aspx), if the student has already been issued a university login.

For more information, please visit the University Health Services Immunization (https://www.clayton.edu/uhs/immunization/) webpage.

LakerCard Policy and Agreement

The LakerCard is the official ID card for students at Clayton State University. Every student enrolled at Clayton State is eligible to receive a LakerCard. It is recommended that each student have their LakerCard while on campus. In addition to identification at various locations around campus, the LakerCard is also the Library card for the CSU Library, a door access card for students living in campus housing, and provides access to meal plans, Dining Dollars, and LakerBucks.

Each student pays a $20 per semester LakerCard fee on their student bill. The first LakerCard is provided free of charge. The first replacement card is assessed a fee of $5; the fee escalates by $5 for each replacement card thereafter. The LakerCard is intended for the sole use of the student to whom it is issued. Cards used by another student will be confiscated and returned to the LakerCard Center. Failure to comply with this policy could result in disciplinary action by the Office of Student Conduct.

By enrolling and receiving a LakerCard, each student agrees to abide by all LakerCard policies as specified by Clayton State University and the LakerCard Center. The LakerCard photo may be used for official campus roster photos or other institutional identification purposes. Future changes to the Terms and Conditions by Clayton State will apply to all cards in circulation and in use at the time and will supersede the Terms and Conditions in effect at the time the LakerCard was acquired and activated.

Student Complaint Policy

As learners within a university community, students, faculty and staff are encouraged to model appropriate, effective, and respectful interpersonal communication. If issues arise, the parties involved should make a genuine effort to resolve them. When efforts to reach a mutually satisfactory resolution are unsuccessful, students are advised to proceed as quickly as possible to initiate a complaint. Staff, faculty, and administrators are advised to acknowledge receipt of a complaint promptly and to respond in an expeditious manner. Generally, receipt of a complaint should be acknowledged within five (5) business days.

The following section outlines the general complaint procedures that are followed by all offices and departments at Clayton State University. If a student wishes to appeal the outcome of a policy/procedure or to question the manner in which the policy/procedure was administered, a complaint can be initiated at the most appropriate step within the General Complaint Procedures below. The final section of this document provides...
links to some of the more common categories of University policies and procedures.

**General Complaint Procedures**

Students who wish to file a complaint about an academic or non-academic concern should follow the procedure outlined below:

a. The student should attempt an informal resolution of concerns by interacting directly with the individual(s) involved or with the first-line supervisor of the individual, department, or office.

b. If resolution is not achieved through informal interaction, the student may direct the complaint—verbally or in writing—to the Director/Department Head/Chair of the department or office. The Director/Department Head/Chair will attempt to facilitate resolution between the parties.

c. If resolution is not achieved through the initial intervention of the Director/Department Head/Chair, the matter can be directed as follows:

   i. The student must present a formal written complaint using the student complaint form.

   ii. Complaints should be submitted using the following guide:

      1. For complaints initiated with an academic department:
         a. Dean of the college/school for academic complaints.
         b. Complaints not resolved at the Dean level can then be directed to the Provost/VP for Academic Affairs (or designee). Appeals to the Provost/VP for Academic Affairs should be made within 10 business days of the Dean's Office decision.

      2. For complaints initiated with all other departments:
         a. The appropriate Associate/Assistant VP (or designee) responsible for the unit.
         b. Complaints not resolved at the Associate/Assistant VP level can then be directed to the Vice President responsible for that unit. Appeals to the Vice President of each unit should be made within 10 business days of the Associate/Assistant VP's decision.

   d. Unless otherwise specified, the Vice President (or designee) responsible for the unit will constitute the final decision-making authority for the University. Students have the right to appeal decisions to the President of the University within 10 business days of the Vice President's (or designee) decision. The results of complaints appealed at this level are final and may not be appealed further. All appeals will be recorded in the student complaint log.

   e. Logs of all formal written complaints at the Vice President level and above will be entered and will be stored on the password protected University server. The logs will be monitored by the Provost/VP for Academic Affairs (or designee), and the Dean of Students.

**Procedures for Specific Types of Complaints**

**CUSTOMER SERVICE COMPLAINT**

- Follow the General Complaint Procedures above
- Listing of Offices and Departments (http://www.clayton.edu/offices-departments/)
  - (http://www.clayton.edu/offices-departments/)A grade appeal can be filed if a student feels that their grade was reported incorrectly due to a miscalculation, did not follow the grading method contained in the syllabus, or was reported wrong during the grade reporting period. Students wishing to file an appeal of a grade must:
    - First attempt to work out the matter informally with the appropriate instructor (if applicable).
    - If that is not satisfactory or if the instructor cannot be contacted, the appealing student must contact the relevant department head or associate dean. The appeal must be initiated as soon as possible. The student must put his or her case in writing and supply documentation unless the matter is resolved informally before an official appeal is filed. Written appeals should be directed to the relevant department head or associate dean with a copy to the dean. The department head/associate dean in consultation with the dean will provide the appellant with a written answer.
    - Students may appeal the school/department-level response by submitting a written statement to the Office of the Provost.
    - Appeals initiated more than one semester after the grade was assigned will not be considered.

- Graduation Appeal
  - Contact the Registrar's Office, 239 Edgewater Hall, (678) 466-4150
- Hardship Withdrawal (https://www.clayton.edu/registrar/Withdrawal/)
- Readmission Appeal
- Student Community Standards / Student Conduct Process

**GRIEVANCE**

(On the basis of personal status)

- Unfair Treatment / Discriminatory Practices (https://www.clayton.edu/about/administration/student-affairs/grievance/)
- ADA Grievance Procedures
- Sexual Harassment

(https://www.clayton.edu/community-standards/)Procedure for Filing a Formal Written Complaint

Students who wish to file a complaint should follow the procedures outlined in the General Student Complaint Policy above. If you have already attempted informal resolution with the party involved via phone, email or in person, then you may file a Formal Written Complaint to the appropriate Academic Dean or Vice President using the form below. All Formal Written Complaints will be logged and available for viewing by representatives from Academic Affairs and Student Affairs. Complaints must be filed within 30 days of the alleged issue or the last recorded date of attendance.

**Student Grievance Procedures**

It is the policy of Clayton State University to provide equal opportunity and fair treatment to all students (including applicants for admission)
without regard to race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation, gender identity, veteran status, or any other protected class as required by applicable state and federal laws. In addition, the University is interested in the prompt and fair resolution of the concerns of students and the procedures below have been formulated to ensure these concerns are addressed.

Grievances or complaints related to harassment or misconduct, based on initial review, may be referred to the University’s Title IX Coordinator for investigation and adjudication. Grievances or complaints involving ADA (Americans with Disabilities Act) access or accommodations are handled through the ADA Grievance Procedure which is outlined below. No student’s status with Clayton State University shall be adversely affected in any way as a result of using these procedures, nor shall any retaliatory actions be taken against a person using these procedures.

**General Grievance Procedure Steps:**

a. Students are encouraged to attempt to resolve concerns by dealing directly with the matter or alleged offender. Students requiring assistance and support in attempting resolution at this level may find such assistance in the Office of Student Affairs.

b. The Vice President of Student Affairs or Dean of Students (or other designee) may attempt to facilitate resolution of a reported concern through discussion with the involved parties.

c. If resolution cannot be achieved through informal means, the student may file a formal complaint through the Office of Student Affairs. At the discretion of the Vice President or Dean of Students, the complaint, in writing, will be investigated with the results provided to the student complainant and/or may be referred to a grievance hearing panel for review and determination of finding within fifteen (15) business days of receipt of the written complaint. While every effort will be made to protect the privacy of both parties, at this point, confidentiality cannot be guaranteed. A grievance hearing panel, should it be convened, will be comprised of three faculty or staff and three students. All panel procedures will protect the due process rights of the complainant and the responding party(ies). Procedures for conducting a grievance hearing are available in the Office of Student Affairs.

d. If there is a finding against the responding party(ies), the matter will be referred to the appropriate administrator for appropriate action or sanction. (A panel may make the recommended action or sanction if matter has been referred to a panel). All decisions regarding administrative action or sanction will rest with the supervisor, Dean, or Vice President of responding party(ies) as appropriate. The Human Resources Director will be consulted in cases involving staff. The Vice President for Academic Affairs will be consulted in cases involving faculty.

e. If the complainant student is not satisfied with the formal investigation or grievance hearing outcome, appeal may be made to the President of the University within five (5) business days after decision is communicated. Presidential appeal decisions will be rendered and communicated to the complainant and the responding party(ies) within fifteen (15) days of receipt of the appeal. The decision of the President will be considered final at the institutional level.

**ADA Grievance Procedure**

The Americans with Disabilities Act (ADA) provides that no qualified individual with a disability be denied access to or participation in services, programs, and activities of a public entity. Clayton State University strives to maintain the highest standards of integrity and fairness in its policy and nondiscrimination on the basis of disability. The University has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the ADA and Section 504 of the Rehabilitation Act of 1973. Students, faculty, staff, and applicants who believe they have been discriminated against on the basis of disability by Clayton State University may file complaints pursuant to the following procedures.

**Contact Persons for ADA Complaints:**

- For Employee, Visitor, and Other ADA Complaints, contact:
  ADA Coordinator/Human Resources, Harriet Houston
  Arbor Hall, (678) 466-4233, harriethouston@clayton.edu

- For Student ADA Complaints or Appeal of Disability Accommodations, contact:
  Dean of Students, Jeff Jacobs
  University Center 250, (678) 466-5444, deanofostudents@clayton.edu

**ADA Grievance Procedure Steps:** A complaint of discrimination on the basis of disability, including complaints about the denial by the University of requested accommodations, should be filed in writing with the appropriate ADA Complaint Contact within 30 calendar days of the alleged discriminatory act. A complaint shall contain the name, address, and university affiliation of the person filing it and a brief description of the alleged violation. If the complainant needs an accommodation in order to file the complaint, they should inform the ADA Complaint Contact.

An investigation as may be appropriate shall follow the filing of a complaint. The ADA Complaint Contact (or designee) will conduct the investigation, affording all interested persons an opportunity to submit information relevant to the complaint.

A written determination as to the validity of the complaint and a description of the resolution if any, shall be issued by the ADA Complaint Contact and a copy forwarded to the complainant no later than thirty (30) calendar days after filing.

The ADA Complaint Contact shall maintain the files and records for Clayton State University relating to the complaints filed.

The complaintant may request a reconsideration of the case if they are dissatisfied with the resolution. The request for reconsideration should be made within ten (10) calendar days to the respective Vice President of the ADA Complaint Contact.

**OTHER REMEDIES:** The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies, such as the filing of an ADA Complaint with the responsible Federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

The procedures provided herein are in addition to, and not in lieu of, any other procedures or remedies available under the law or otherwise.

**Student Organization Responsibility for Drug Abuse**

The use of marijuana, controlled substances, or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and
policies and procedures established by the members of the Council. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of USG institutions, are responsible for enforcing compliance with local, state, and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which, through its officers, agents, or responsible members, knowingly permits, authorizes, or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, violates the laws of this State and, after being afforded the constitutional requirements of due process, shall have its recognition as a student organization withdrawn and shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt.

Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement, or other document between the Board of Regents or the institution and the student organization that relates to the use of the property leased, rented, or occupied shall be terminated for the student organization knowingly having permitted or authorized the unlawful actions described above.

All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents’ Policy on Application for Discretionary Review.

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board’s review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board’s final decision on the matter.

University System Student Advisory Council

The University System Student Advisory Council shall provide a forum for communication and recommendation between University System of Georgia (USG) students, the Chancellor, and, as appropriate, the Board of Regents, concerning matters that are important in providing information and assistance in programs and activities of USG institutions.

The Council shall meet at least once annually with the Chancellor or the Chancellor’s designee and the Chancellor’s staff for the purpose of discussing plans and growth of the USG and various matters connected therewith. The Council should prepare an annual report to be presented to the Board of Regents at a spring meeting.

Membership of the Council shall be composed of duly elected student body presidents, or equivalent elected officers, of USG institutions. The organization and governance of the Council shall be according to policies and procedures established by the members of the Council in consultation with the Chancellor or the Chancellor’s designee and approved by the Board of Regents.

Student Resources and Services

• Academic Support Services (p. 239)
• Auxiliary Services (p. 242)
• Campus Centers and Activities (p. 245)
• Student Support Services (p. 235)

Student Support Services

• Counseling and Psychological Services (p. 235)
• Department of Campus Life (p. 236)
• Disability Resource Center (p. 236)
• Division of Student Affairs (p. 236)
• Office of Career Services (p. 236)
• Office of Community Standards (p. 237)
• Office of Information Technology and Services (p. 237)
• University Advancement (p. 238)
• University Health Services (p. 238)
• University Housing and Residence Life (p. 238)
• Veterans Resource Center (p. 239)

Counseling and Psychological Services

Location: Edgewater Hall, Room 245
Telephone: 678-466-5406

Counseling and Psychological Services (CAPS) supports the personal, professional, and academic growth of students at Clayton State University. Our services are designed to meet the wide range of needs that students may have at some point in their careers at Clayton State. CAPS employs licensed mental health professionals who specialize in working with college students, and who are diverse, professional, warm and receptive to students who seek services. Services provided include:

• Short term individual counseling focused on helping students pursue their academic and personal goals
• Group counseling for self-exploration and improving interpersonal and coping skills
• Couples counseling aimed at improving the relationships of students and their partners
• Psychiatric consultation and medication management
• Online counseling
• Relaxation room with massage chair
• Workshops on topics including, stress management, healthy relationships, and managing anxiety and depression
• Online confidential mental health screenings, virtual relaxation room
• Visit our website at www.clayton.edu/counseling for more information
• Request an appointment by calling or emailing counseling@clayton.edu

Hours of Operation

Monday – Friday: 8:00am - 5:00 pm; check website for evening hours.
Online: Counseling and Psychological Services (https://www.clayton.edu/counseling/)
Department of Campus Life

Location: Student Activities Center
Telephone: 678-466-5433
Email: CampusLife@clayton.edu
Website: Department of Campus Life (http://www.clayton.edu/campus-life/)

One of the greatest experiences of being a college student is exploring your interests and passions. That’s why it’s important to get involved in student activities. Be it a student organization, volunteerism, or Greek life, these co-curricular activities are a great way to be an active and engaged member of our Laker family as well as the greater society. The Department of Campus Life seeks to provide such co-curricular opportunities for students to engage in transformational experiences to enhance their holistic development. Our vision is to empower our students with the skill sets and confidence to be ethical and engaged citizens in an ever-changing world. Students can participate in high-impact programs including Student Organizations, Fraternity and Sorority Life, Diversity Education, Leadership Development, and Volunteer Opportunities to meet the needs of our diverse student body and foster individual development. For more information, please visit the Administrative Suite upstairs on the 2nd Floor in the Student Activities Center (SAC).

Disability Resource Center

Location: Edgewater Hall, Suite 255
Telephone: 678-466-5445
Email: DisabilityResourceCenter@clayton.edu

The Disability Resource Center, in partnership with the university community, strives to create an accessible, inclusive campus where students with disabilities have an equal opportunity to fully participate in and benefit from all aspects of the educational environment. In accordance with the ADA and related laws, we provide accommodations to support physical and programmatic access, as well as related services, to CSU students with documented disabilities. The DRC serves as a resource for students, faculty, staff and the community regarding disability issues.

Students with disabilities seeking accommodations or services should submit appropriate documentation to determine eligibility. Documentation guidelines, additional information and necessary forms are available in our office and on our website. Under the law, a disability is a condition that substantially limits one or more major life activities. Disabilities include, but are not limited to:

• Cognitive disabilities (LD, ADHD, brain injury, etc.)
• Autism Spectrum Disorders
• Psychological disabilities
• Sensory disabilities (visual, hearing)
• Motor/mobility disabilities
• Speech/language disabilities
• Chronic health impairments

Based on the documentation provided, students may be eligible for one or more accommodations. Common accommodations may include, but are not limited to:

• Extended test time
• Permission to audio record lectures

• Distraction-reduced testing environment
• Sign language interpreter services
• Alternate text formats for textbooks and other printed course materials
• Use of computers with assistive technology for testing
• Housing modifications
• Captioning services
• Assistive listening devices
• Volunteer note-takers
• Priority registration
• Physical access accommodations

Hours of Operation

Monday – Friday 8:00am – 5:00pm
Evening test administration (Monday – Thursday until 7:00pm.), by appointment, with a minimum of one week’s notice

Online: Disability Resource Center (https://www.clayton.edu/disability/)

Division of Student Affairs

Location: James M. Baker University Center, Room 250
Telephone: 678-466-5444
Email: csustudentaffairs@clayton.edu

Clayton State University’s Division of Student Affairs supports and empowers a diverse campus community in an evolving society with educational, experiential, and engaging services, programs, and initiatives. We value excellence, diversity and respect for others, integrity, and support the University’s commitment to community and civic engagement. The Division of Student Affairs works in collaboration with the University community to promote student success.

Included under the Division of Student Affairs:

• Housing and Residence Life
• Student Activities Center
• University Health Services
• Career Services
• Campus Life (Leadership Development, Greek Life and Volunteer Center)
• Community Standards
• Disability Resource Center
• Counseling and Psychological Services
• Recreation and Wellness
• Student Affairs Business Office
• Veterans Resource Center
• Campus Visitor and Information Services
• Student Government Association.

Hours of Operation

Monday - Friday: 8:00am – 5:00pm

Online: Division of Student Affairs (https://www.clayton.edu/about/administration/student-affairs/)

Office of Career Services

Location: Edgewater Hall, Room 228
Internships and Cooperative Education

Students complement their academic learning with practical experience in a work setting related to their programs of study or career goals. Most degrees require internships and many include elective internships. Students should refer to specific program requirements regarding required and optional internships. Cooperative Education also provides work-related learning experiences, usually over an extended number of semesters, often without earning academic credit. Students who do not earn credit may receive non-credit transcript documentation for participating in internships or cooperative education.

Students interested in internships or cooperative education must meet the following eligibility requirements:

- Complete at least one full semester at Clayton State;
- Earn the appropriate number of credit hours (baccalaureate degree - 30 hours; associate degree - 18 hours; certificate - 12 hours);
- Maintain Good Academic Standing;
- Complete all course prerequisites;
- Obtain prior approval from the appropriate faculty coordinator by providing evidence that the experience is directly related to the student's program of study.

After a student is offered and accepts a position, he or she must articulate clear learning objectives on the Internship Learning Agreement Form which provides a statement of understanding between the student, the University, and the internship site and is used to document student progress. Any student who fails to submit a completed Internship Learning Agreement Form by the deadline is subject to being withdrawn from the course.

Hours of Operation

Monday – Friday: 8:00am – 5:00pm
Evening hours by appointment

Online: Office of Career Services (https://www.clayton.edu/career/)

Office of Community Standards

Location: University Center, Room 250
Telephone: 678-466-5444
Email: StudentConduct@clayton.edu

The Office of Community Standards works to educate students on their rights and responsibilities in the University Community, and through its processes and procedures, ensures accountability for improper behavior, upholds the requirements of due process, and when applicable, levies fair, appropriate, and educational disciplinary sanctions for conduct violations. Services include:

- Conflict resolution and mediation training and services
- Alcohol education and sexual assault awareness training
- Peer health education
- Programming on ethics, integrity, and civility
- Experiential and leadership opportunities for students, faculty, and staff
- Resources for faculty about Academic Misconduct

Hours of Operation:

Monday - Friday: 8:00am - 5:00pm
Online: Community Standards (https://www.clayton.edu/community-standards/)

Office of Information Technology and Services

The HUB

Location: James M. Baker University Center, Room 101
Telephone: 678-466-HELP (4357)
Online: http://help.clayton.edu (preferred method of contact)

On TEAMS: theHub
Email: theHub@clayton.edu

The HUB is the frontline technical support center for Clayton State University. We provide support for technical problems for student, faculty, and staff both inside and outside the classroom. We provide support for students with access to and operation of Clayton State applications and resources. We strive to make sure technology enhances the learning process at CSU.

Services we provide:
University Advancement

- Technical support for computer devices and campus connectivity
- Hardware and software troubleshooting services
- No contact scheduled device pickup and drop off
- Software installation assistance and troubleshooting
- Workshops and individual assistance with all campus supported software and training

Hours of Operation

Both in person and virtual support is available. For current support hours, please visit The HUB (https://www.clayton.edu/hub/index/#hours).

Printing Services

Location: Faculty Hall, Room 126
Telephone: 678-466-4377
Email: PrintingServices@clayton.edu

Printing Services provides printing and copying services for Clayton State University faculty, staff, and students.

Printing Services student services include:
- Poster printing for student projects and presentations
- Posters, flyers, tickets, handbills for Student Organizations (coordinated with the Office of Campus Life)
- Student project laminating and bindery services
- Consultation on layout and design

Hours of Operation

Monday - Friday: 8:00am - 5:00pm
Online: Printing Services (https://www.clayton.edu/printing-services/)

University Advancement

Location: Clayton State East - Woodlands Hall, 2nd Floor
Telephone: 678-466-4464

The Division of University Advancement supports the mission of Clayton State University by building ongoing relationships with alumni, students, faculty, staff, friends, corporations, and foundations; generating financial resources; and promoting the University’s strategic messages to various audiences.

Hours of Operation

Monday - Friday: 8:00am - 5:00pm
Online: Division of University Advancement (https://www.clayton.edu/about/administration/university-advancement/)

University Health Services

Location: Laker Village, 1000 Building
Telephone: (678) 466-4940
Email: uhs@clayton.edu

University Health Services (UHS) is available to meet the healthcare needs of CSU students at its location in Laker Village Apartments, Building 1000. Services provided include illness and injury care, immunizations, sports and employer physicals, GYN care, allergy and asthma treatments, preventive care, prescription management, laboratory services, office procedures, referrals to specialists, STD testing, birth control and health education. Appointments may be scheduled in advance but walk-ins are always welcome for most services when a physician or nurse practitioner is available in the clinic. Self-scheduling is available via the patient portal (information below).

The student health fee covers unlimited office visits with a physician or nurse practitioner, over-the-counter medications and limited in-office lab tests each semester. Immunizations, diagnostic laboratory testing, physicals, office procedures, and prescription medications require students to pay a fee for service. Each semester, UHS offers health fairs with various free healthcare testing opportunities.

COVID-19 vaccines are available to students and their family members in UHS at no charge. Appointments are required for COVID-19 vaccines and scheduling links are sent via secured campus-wide email messages when appointments are available.

Questions regarding any UHS services may be directed to uhs@clayton.edu. Students should upload immunization-related documents to the patient portal or send them to uhs@clayton.edu.

Hours of Operation

Monday - Thursday: 7:00am - 4:00pm
Friday: 8:00am - 2:00pm
Closed Saturday, Sunday and CSU holidays.

Online: University Health Services (https://www.clayton.edu/uhs/) (patient portal, current fee schedule, and additional information). Login to the patient portal by using the CSU network credentials.

University Housing and Residence Life

Location: University Housing Office, Laker Village
Telephone: 678-466-HOME (4663)

Location: 24-hour Community Desk, Laker Hall
Telephone: 678-466-5130
Email: housing@clayton.edu

Clayton State University student housing consists of Laker Hall, housing approximately 400 new, first time, full-time freshmen, and Laker Village Apartments, which houses approximately 800 upperclassmen. Laker Hall features 4 bedroom/2 bath suite-style units with kitchenette and a shared commons area. Laker Village Apartments offer 2- and 4-bedroom suite-style units with private baths, a full kitchen, living room, and washer and dryer. Contract terms include 10-month and semester-only options. Additional facility amenities include:
- Live-In Professional and Para-professional staff
- Easy access to campus resources and activities
- Suite-style rooms
- Snack Café, Laker Hall
- Success Center, Laker Hall
- Wireless high-speed internet
- Cable Television and IPTV xFinity on Campus
- Laundry Facilities
- Game Room

Hours of Operation

Monday - Friday: 8:00am - 5:00pm
Refer to the website for additional hours of operation.
Online: University Housing and Residence Life (https://www.clayton.edu/housing/)

Veterans Resource Center
Location: Edgewater Hall, Room 115
Telephone: 678-466-5527
Email: VeteransResourceCenter@clayton.edu

The Veterans Resource Center (VRC) of Clayton State University provides support to Veterans, Active Duty, Reservists, National Guard, and their family members in accomplishing their academic goals. We offer a variety of programs and activities to engage our Veterans and all military-affiliated students as members of the Laker community.

In the VRC you can meet other individuals who understand military culture, learn about on and off campus resources, utilize our study area or computers, or stop by and grab a hot cup of coffee and enjoy great conversation. Ultimately, the VRC staff is dedicated to being there for you throughout your academic career.

Online: Veterans Resource Center (https://www.clayton.edu/veterans-resource-center/)

Academic Support Services
- Bursar’s Office (p. 239)
- Center for Academic Success (p. 239)
- Center for Advising and Retention (p. 240)
- Honors Program (p. 240)
- International Student Services (p. 240)
- Library (p. 241)
- New Student Orientation (p. 241)
- Office of Financial Aid (p. 241)
- Office of the Registrar (p. 241)
- Office of Undergraduate Admissions (p. 242)
- Testing Center (p. 242)

Bursar’s Office
Location: Edgewater Hall – Second Floor
Telephone: 678-466-4295

The Bursar’s Office is the treasurer for Clayton State University. We are committed to ensuring financial integrity in the areas of accepting payments for tuition and fees, administering third party contracts and private scholarship funds, facilitating student billing & invoicing, distributing student refunds, and collecting on delinquent accounts. We perform all these duties while attempting to provide the highest level of professional, efficient, and responsive customer service. We continue to seek new and improved ways to meet this commitment.

Hours of Operation
Monday & Tuesday 8:00am - 7:00pm
Wednesday & Thursday 8:00am - 5:00pm
Friday 9:00am - 2:00pm

During any temporary closing, we are available Monday-Friday 8:00am - 5:00pm.
Phone: 678-466-4295

Email: Bursar@clayton.edu

For additional information you may visit us online at the Bursar’s Office (https://www.clayton.edu/bursar/index/).

Center for Academic Success
Location: Edgewater Hall, Room 276
Phone: 678-466-4070
Email: thecas@clayton.edu

The Center for Academic Success (CAS) provides free Peer Tutoring, Supplemental Instruction, Academic Success Services/Resources, and a warm, supportive study environment for currently enrolled Clayton State students.

Peer Tutoring
Throughout the Fall, Spring, and Summer semesters, the CAS provides personalized one-on-one peer and professional staff tutoring in over 100 core subjects taught at the University. In addition to individual tutorial services, the CAS also offers moderated study groups, informal study sessions, a comfortable study environment, and a student study lounge. In addition to the Center, the CAS offers peer tutoring at Laker Hall and other campus locations. Please visit http://www.clayton.edu/cas for additional information.

Academic Success Services/Resources
CAS Academic Services enhance students’ academic skills, help students gain confidence, and improve overall student performance. These services offer a structured, collaborative approach to support students and increases students’ abilities to become more self-directed learners.

Services and resources include:
- Academic Success Workshops - on a variety of topics
- Academic Coaching
- Instructional Resources – online (http://www.clayton.edu/cas)
- Computer-based study behavior assessments (LASSI)
- Study rooms for both small group and individual study
- Faculty academic support through the Early Alert system.
- Athletics support through the Student Athlete Success Program

Supplemental Instruction
Supplemental Instruction (SI) is an academic support model that targets traditionally difficult courses at the undergraduate level by providing regularly scheduled, informal, peer-assisted review sessions on course materials outside the classroom. During SI study sessions students compare notes, discuss readings, predict test items and develop tools for more effective organization of course materials. This program is used in hundreds of colleges and universities around the world.

Academic Coaching
Academic Coaching offers students the opportunity to work in a one-on-one setting with a staff member in the CAS to enhance their academic skills, gain confidence, and improve performance. Coaches work with students year-round (fall, spring, and summer) to develop metacognitive, critical thinking skills that can help to simplify the learning process and overcome academic obstacles. The Academic Coaching process provides
an atmosphere of support and collaboration, in which, coaches assist students in the development of an individualized success plan.

**Hours of Operation**
For current hours and information about the CAS, visit [http://www.clayton.edu/cas](http://www.clayton.edu/cas/)

**Center for Advising and Retention**
Location: Magnolia Hall, Room 143  
Phone: 678-466-5598

The Center for Advising and Retention (CAR) is the centralized professional academic advising unit for Clayton State University. Its mission is to promote the success, retention, and progression of the university’s undergraduate student population by effectively advising and assisting them along their educational journey and connecting them to resources and tools that support their academic and professional goals.

Students who enroll in online programs, will be assigned an advisor who will help them register for classes. They’re experts at navigating program-completion requirements and can help keep students on track as they work toward graduation.

The center houses academic advisors for each of the undergraduate departments and majors. Advisors help facilitate students’ transition from the first-year advisors to the advisor who will assist them until degree completion. Students who enroll in specialty academic programs also receive advisment and/or mentorship from their program specific faculty advisors. This is done to ensure students meet their academic requirements, advisors proactively monitor their progress & regularly correspond with them.

**Hours of Operation**
Monday & Tuesday: 9:00 a.m. - 7:00 p.m.  
Wednesday & Thursday: 9:00 a.m. - 5:00 p.m.  
Friday: 9:00 a.m. - 2:00 p.m.

For more information about programs in the center, visit [https://www.clayton.edu/car/](https://www.clayton.edu/car/)

**Honors Program**

The Honors Program at Clayton State University is designed to help academically talented students get “a step ahead.” Honors Program students enroll in special enriched sections of Core Curriculum and elective courses.

In addition to the special class sections, Honors Program students have many opportunities for leadership training and community service.

Students admitted to the program are eligible for Honors Scholarships (funding varies on an annual basis). Honors Program students are also encouraged to apply for HOPE scholarships, which may be awarded in addition to the Honors Program Scholarships.

**Application Procedures**
Application materials and other information are available on the Honors Program website.

Note, Honors-Program curriculum requires Honors Students to take either Honors Critical Thinking or Honors Humanities (for students who enter with more than 30 hours) or both courses (for students entering with 30 or fewer hours). Honors Critical Thinking and Honors Humanities are offered only on the main campus of Clayton State University. Accordingly, online-only students cannot complete the coursework that is required in order to fulfill the Honors Program curriculum.

New and current students who show outstanding academic achievement are invited to apply for admission to the Honors Program.

**Qualifications**

For students with 30 or fewer hours of college credit:

- Minimum high school GPA of 3.50

For students with more than 30 hours of college credit:

- 3.50 Overall GPA

Meeting minimum qualifications does not guarantee acceptance.

Please contact the Director, Dr. Alexander Hall, at (678) 466-4846 or AlexanderHall@Clayton.edu with any questions.

**International Student Services**
Location: James M. Baker University Center, Room 210  
Telephone: 678-466-5499

The mission of the Office of International Programs (OIP) at Clayton State University is to facilitate the success of accepted international students through: effective advising on regulatory compliance; diverse cultural, integrative and leadership opportunities; and the advocacy of cultural competence and global awareness campus wide. A full-service OIP is located in the James M. Baker University Center, in room 210.

Services of the OIP are 3-fold and include:

- **Visa Compliance:**
  - Document services: I-20 & DS-2019
  - SEVIS data management
  - Employment / Internship authorizations
  - Reinstatement to lawful status
  - Change of status
  - Transfer of I-20 to/from different schools

- **Assistance with Living in the U.S.:**
  - Obtaining a Driver License or Social Security Card
  - International Health Insurance
  - Personal Problems (culture shock, crime, family crisis, landlords, identity issues, depression)
  - US Income Tax compliance

- **Programming:**
  - International Activities
  - Cultural Events

**Hours of Operation**
Monday - Friday 8:30 a.m. - 5:30 p.m.  
Online: [http://www.clayton.edu/international-student-services](http://www.clayton.edu/international-student-services)
Library

Location: Library building adjacent to the James M. Baker University Center
Telephone: 678-466-4325
Email: library@clayton.edu

The Clayton State Library offers a mix of print resources and online digital collections that support the university’s curriculum and meet the diverse needs of its users. The library building provides students and faculty/staff with a comfortable and convenient space to study, the technology to connect to the latest research, and a variety of spaces to collaborate with classmates and colleagues.

The Library collections feature over 106,500 print volumes and access to approximately 455,000 electronic books. Through GALILEO, the statewide virtual library initiative, and the Library’s own subscriptions, users have access to nearly 260 databases of academic content online. Clayton State students and faculty may also borrow from other libraries via Interlibrary Loan and the statewide service, GIL Express. With a valid ARCHE card, students may also borrow materials from participating libraries within the Atlanta Regional Council of Higher Education, (ARCHE). Those libraries include Agnes Scott College, Brenau University, Clark Atlanta University, Columbia Theological Seminary, Emory University, Georgia Gwinnett College, Georgia Institute of Technology, Georgia State University, Interdenominational Theological Center, Kennesaw State University, Mercer University, Morehouse College, Morehouse School of Medicine, Oglethorpe University, Savannah College of Art and Design – Atlanta, Spelman College, University of Georgia, and University of West Georgia. This results in boundless access to information needed to succeed at Clayton State.

In addition to resources and collections, the Library offers quality research assistance and instruction to all users. Librarians consult with faculty members to coordinate information literacy instruction and ensure adequate curriculum support. Librarians and support staff are available throughout all 84 weekly hours of operation to assist users. Reference help is provided in person, over the phone, and online. Self-directed research guides and electronic resources are available online 24/7.

The Library is housed in a two-story facility with space for approximately 700 users. The upper level houses the reference collection while the lower level is home to the circulating collection, audiovisual materials, microforms, and bound periodicals. In addition to two classrooms, the upper level also offers a variety of seating options to meet the needs of small study groups or solo scholars. Both levels offer meeting space, desktop computers, photocopiers, and printing stations. To support students’ technology needs, the Library also loans laptops, DVD players, device chargers, and various other electronic equipment.

By offering a diverse array of resources, services, and space, the Clayton State Library supports the ever-evolving needs of its users. The Library is always eager to learn how to better support users and seeks feedback through any of the contact methods at https://www.clayton.edu/library/contact-us/. More information about library services and resources can be found online at https://www.clayton.edu/library/.

New Student Orientation

Location: Edgewater Hall, Suite 218

Telephone: 678-466-4115

The New Student Orientation program is a division of the Office of Undergraduate Recruitment and Admissions. New Student Orientation facilitates and enhances the successful transition of all first year and transfer undergraduate students at Clayton State University.

New Student Orientation provides an introduction to Clayton State University. All new students (some exceptions apply based on student status) are required to participate in the new student orientation programs. Orientation programs are offered for all new degree-seeking and certificate students, including transfer students.

Hours of Operation

Monday- Tuesday: 8:00 a.m. - 7:00 p.m.
Wednesday-Thursday: 8:00 a.m. - 5:00 p.m.
Friday: 8:00 a.m. - 2:00 p.m.
Online: https://www.clayton.edu/admissions/undergrad/next-steps/orientation (https://www.clayton.edu/admissions/undergrad/next-steps/orientation/)

Office of Financial Aid

Location: Edgewater Hall, Room 102
Telephone: 678-466-4185
Email: FinancialAid@clayton.edu

The Office of Financial Aid at Clayton State University is committed to providing quality financial aid services. We administer federal Title IV programs, State of Georgia programs, federal VA Education Benefits, and provide scholarship assistance to eligible students who seek financial educational funding via these resources. We provide excellent customer service and adhere to federal, state, and university regulations and staff peer financial counselors to assist with questions students might have concerning spending and budgeting their financial aid awards.

Hours of Operation

Monday & Tuesday: 8:00am - 7:00pm
Wednesday & Thursday: 8:00am - 5:00pm
Friday: 9:00am – 2:00pm

Office hours will vary during registration, holidays, and semester breaks. Check our website during those times for updated office hours, http://www.clayton.edu/financial-aid (http://www.clayton.edu/financial-aid/)

Office of the Registrar

Location: Edgewater Hall, Room 239
Telephone: 678-466-4145
Email: Registrar@clayton.edu

The Registrar’s Office is responsible for maintaining all official academic records of the University. Services provided to current and former students include:

• Transcript requests
• Verifications of enrollment
• Registration management
• Withdrawals
• Transfer evaluations
• Readmission
• Graduation evaluations
• Commencement

Hours of Operation
Monday - Friday: 8:00am - 5:00pm
Online: http://www.clayton.edu/registrar (http://www.clayton.edu/registrar/)

Office of Undergraduate Admissions
Location: Edgewater Hall, Suite 150
Telephone: 678-466-4115
Website: Office of Undergraduate Recruitment and Admissions (https://www.clayton.edu/admissions/undergrad/index/)
Email: admissions@clayton.edu

The Office of Recruitment and Admissions assists students with the application and enrollment process at Clayton State University. The Office provides services for the following:

• New Freshman
• Transfer Freshman
• Transfer
• Non-Traditional
• Dual Enrollment
• International
• Transient
• Post Baccalaureate
• Master’s
• Post-Master’s

Hours of Operation
Monday - Tuesday: 8:00 a.m. - 7:00 p.m.
Wednesday - Thursday: 8:00 a.m. - 5:00 p.m.
Friday: 8:00 a.m. - 2:00 p.m.
Email us at: a (csuinfo@clayton.edu) admissions@clayton.edu (admissions@clayton.edu)

Testing Center
Location: Arbor Hall, Room 121
Telephone: 678-466-4495
Located on the Clayton State University East Campus, (https://www.clayton.edu/about/campus-and-instructional-sites/) the Testing Center provides all university-wide testing, most program-wide testing and some community-wide testing. It has facilities for both paper-and-pencil and computerized tests, including:

• University admission and placement exams such as the National SAT and ACCUPLACER
• program entrance exams
• eCore midterms and finals
• the College Level Examination Program (CLEP)
• competency tests satisfying the Georgia Legislative Requirements
• writing assessments for admission into or out of major programs
• selected outcomes assessments such as Territorium (formerly known as the ETS Proficiency Profile)
• program assessments such as the Major Field Tests and ACAT
• Georgia Assessments for the Certification of Educators (GACE)

Monday and Tuesday: 8:00am - 5:30pm
Wednesday and Thursday: 8:00am - 5:00pm
Friday: 8:00am - 2:00pm

The Testing Center accepts Visa, MasterCard and Discover. We no longer accept cash.

Auxiliary Services

• Dining Services (p. 242)
• LakerCard Center (p. 243)
• Loch’s Nest (p. 244)
• Smartprint/Copying (p. 244)
• The Loch Shop (p. 244)
• Vending Services (p. 245)

Dining Services

DineCSU
Telephone: (678) 466-4213
Dining on campus isn’t one-size-fits-all. Our dining program is designed with students in mind and offers a variety of options. If you’re looking to enjoy a sit-down meal with friends or a quick snack on the go, we’ve got something to fit every appetite.

Meal Plans

Meal plans are your best value for dining on campus. Some meal plans include Dining Dollars which are tax-exempt, making your money go a little farther.

Residents of Laker Hall and freshman overflow in Laker Village are required to select one of the semester meal plans during the Laker Hall contract process.

Laker Village residents (except freshman overflow from Laker Hall) are not required to purchase a meal plan, but are strongly encouraged to select any meal plan during the Housing contract process.

All other students may purchase a meal plan at any point during the semester. Meal plans can be purchased online at https://lakercard.clayton.eduLakerCard Online and will be immediately assigned to your LakerCard. During the days of Bookstore Bucks, meal plans may also be purchased at LakerCard Online using available aid. Please allow up to 24 hours for meal plans to be added to your LakerCard.

Meal plan swipes can be used at the Lakeside Dining Hall.

Meal swipes on Blue and Blue Plus plans may also be used as a meal equivalency at any retail dining location (except Chick-fil-A Express). During the breakfast period, a meal swipe provides $4.25 of retail value; during lunch and dinner, a meal swipe provides $6.75 of retail value. Any amount over $4.25 or $6.75 can be paid by cash, credit/debit, Dining
Dollars, or LakerBucks. Equivalency swipes are limited to one per day, per student.

Social Media

Follow us on Facebook for promotions and discounts!

Hashtag us: #dinecsu

All dining locations accept cash, credit, LakerBucks, and Dining Dollars!

For more information about Dining Services and meal plans, visit DineCSU.

Lakeside Dining Hall

Location: University Center - First Floor
Telephone: 678-466-4211

The Lakeside Dining Hall is an all-you-care-to-eat dining hall. It features a variety of breakfast, lunch and dinner options where you can eat as much as you like during each visit. Dining options include:

- Hot entrées with sides
- Vegetarian and vegan options
- Salads
- Deli sandwiches
- Brick-oven pizza
- Hot-off-the-grill burgers
- Desserts and beverages

Meal plan customers will appreciate the great value their meal plan offers over the cash price. Meal Plans are accessed with your LakerCard. Cash, credit/debit cards, LakerBucks, and Dining Dollars are also accepted for payment of an individual all-you-care-to-eat meal.

Need to eat in your office or on the run? Get your meal to go! To-go containers are available for $.50+tax at the Dining Hall.

Want to see what’s on the menu? Visit the Daily Menu (https://menus.edudine.com/clayton-state-university/).

The Grind Coffee House

A We Proudly Brew Starbucks location!

Location: University Center - Second Floor
Telephone: 678-466-4207

Wake up and smell the fresh-brewed selection of coffees. Relax or study as you enjoy a fresh salad or sandwich. Or, maybe you need a pick-me-up in the afternoon. The Grind Coffee House is a We Proudly Brew Starbucks serving all your favorite Starbucks coffees, coffee drinks, teas, and blended beverages. The Grind also serves fresh-baked cookies, breakfast sandwiches, delicious pastries, and novelty ice creams. The Grind is a great place to get a snack on the run or meet up with friends and relax.

Bent Tree Market

Location: Laker Hall Lobby
Telephone: 678-466-7474

The Bent Tree Market is a convenience store and more! The Market offers a selection of hot-off-the-grill sandwiches and quesadillas, along with a variety of snacks, fresh fruit, beverages, and convenience items. Stop in for an afternoon snack, or grab some dinner to enjoy on the patio.

Lakeside Wild Wings

Location: University Center - First Floor
Telephone: 678-466-4210

Lakeside Wild Wings offers a variety of wing flavors each day. You can make your meal a combo with fries and a fountain beverage!

Sub Stand

Location: University Center - First Floor
Telephone: 678-466-4210

Sub Stand offers a variety of made-to-order subs, wraps, and salads hand-crafted with the freshest of ingredients. Choose from one of our signature subs, or create your own sub or salad experience.

Chick-fil-A Express

Location: Magnolia Hall lobby

Chick-fil-A Express is a quick-serve location offering the famous Chick-fil-A sandwich, waffle potato chips, chocolate chunk cookies, ice tea, and lemonade.

DineCSU Catering Services

DineCSU Catering Services is committed to making your student organization event a success. Our team of catering professionals is available to assist you with planning every aspect of your event. To plan your next event or for further assistance, please contact 678-466-4212 or email our Catering Manager (https://clayton.campus-dining.com/catering/).

You can order Catering for your event online through CaterTrax! Visit the catering website to set up your profile and to create and manage your online account. You can also make payments using the online wallet.

Catering Office Hours
Monday-Friday 9:00am-3:00pm

LakerCard Center

Location: University Center, First Floor
Telephone: (678) 466-4215

The LakerCard is your official Clayton State student ID card. It is required as photo identification on campus and for access to various services, including the Library. Students can deposit money to their LakerBucks account for cashless payment of goods, services, and fees at:

- The Loch Shop and Loch's Nest
- All Dining locations
- SmartPrint
- Student copying
- Dental Hygiene
- University Health Services
- Public Safety
- The Library
LakerCard Online (http://lakercard.clayton.edu) allows cardholders and guests to make deposits to the LakerBucks account and allows cardholders to manage their LakerCard and LakerBucks account online. You can also purchase a meal plan or Dining Dollars and have it automatically added to your LakerCard.

Access LakerCard Online by computer or mobile device. Log in with your CSU network login.

Guests can visit the site to make a deposit for you. All they need is your last name and Laker ID number.

The LakerCard Photo Upload allows students the ability to upload their LakerCard photo online. Visit LakerCard Online (https://lakercard.clayton.edu) and select Photo Upload to upload your own photo for your LakerCard.

The LakerCard is required for using Bookstore Bucks at the Loch Shop, Loch’s Nest, and online during the days of Bookstore Bucks at the beginning of each semester. The LakerCard is required to access your meal plan at the Lakeside Dining Hall and for using Dining Dollars.

For Laker Hall residents, the LakerCard provides access to Laker Hall and your suite. For Laker Village Phase 1 residents, the LakerCard provides access to your suite.

The LakerCard Center also provides the following services as a convenience:

- BankMobile Disbursements (student refund) support
- Meal Plan sales and support
- Fax services
- SmartPrint refunds and support
- Vending refunds and support
- Postage stamps and envelopes

For more information and hours, visit the LakerCard website (http://www.lakercard.com/).

Also visit us on Facebook (https://www.facebook.com/CSUAuxiliaryServices/).

### Loch’s Nest

Location: University Center – Main Street  
Telephone: (678) 466-5624

Loch’s Nest is a convenience store and spirit shop in one location.

- Snacks and beverages
- Toiletries and medicines
- Blue Books and Scantrons
- CSU Logo merchandise

Loch’s Nest accepts cash, credit, LakerBucks, and Bookstore Bucks (during days of Bookstore Bucks).

Visit the Loch’s Nest (https://www.clayton.edu/aux-services/lochs-nest/) for hours of operation.

Also visit us on Facebook (https://www.facebook.com/CSUAuxiliaryServices/) and Instagram (https://www.instagram.com/lochshop/).

### SmartPrint/Copying

SmartPrint is the self-service student printing service on campus. Documents must be queued from your laptop computer using the SmartPrint print queues (install SmartPrint here: http://www.clayton.edu/auxservices/smartprint/install/) or from the GALILEO workstations in the Library. Print stations are located in:

- the Library (1st and 2nd floors),
- the James M. Baker University Center (B&W and Color),
- Laker Hall,
- Clayton Hall,
- Magnolia Hall,
- Lakeview Science and Discovery Center,
- the Center for Academic Success (in Edgewater Hall),
- the Harry S. Down Center, and
- the Carnes Hall for Music.

Photo copiers are located in the Library. Both services accept LakerBucks exclusively for payment. For questions about SmartPrint, contact the LakerCard Center at (678) 466-4215.

Visit the SmartPrint website (https://www.clayton.edu/aux-services/smart-print/) for more information.

### The Loch Shop

Location: Edgewater Hall - First Floor  
Telephone: (678) 466-4220

Managed by Barnes & Noble, the Loch Shop is your one-stop shop for all required course materials, technology products, and Clayton State University logo items. Among the product lines offered by the Loch Shop are:

- Textbooks and other required course materials, as requested by your professor
- E-books
- Laptops that meet CSU requirements
- CSU logo apparel and non-logo apparel
- CSU gift merchandise
- School and office supplies
- Backpacks
- Study Aids
- Snacks and beverages
- Graduation regalia and gifts

Bookstore Bucks (unused Financial Aid) are available at the beginning of each semester. Up to $1,000 in Bookstore Bucks are available to students for the purchase of any Loch Shop merchandise. Use of funds must be pre-authorized via The DUCK. An additional $1,000 can be requested on the SWAN for the purchase of laptops and other technology needs. Bookstore Bucks are also available for use online at the Loch Shop. (Note: Your LakerCard is required to use your Bookstore Bucks in the store and online.) The Loch Shop’s online store allows you to purchase your textbooks and other CSU products anytime, anywhere.

The Loch Shop offers several options for textbook purchases. We offer new textbooks, used textbooks, textbook rentals, and e-books. The Loch
Shop also conducts a daily buyback program, except during our peak periods.

Visit the Loch Shop (https://www.clayton.edu/aux-services/the-loch-shop/) for hours of operation and for dates and times for Bookstore Bucks, as well as promotions and events.

Also visit us on Facebook and Instagram.

**Vending Services**

Vending services are available across campus. Selections include soft drinks, water, juices, energy drinks, and snack items. All vending machines accept cash and credit cards. For questions or refunds, contact the LakerCard Center at (678) 466-4215.

Visit the Vending website (https://www.clayton.edu/aux-services/vending/) for more information.

**Campus Centers and Activities**

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- Clayton State Theatre (p. 245)
- Clayton State University Jazz Combo (p. 245)
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**Clayton Community Big Band (Jazz Ensemble)**

Location: Carnes Hall for Music, Room M150
Telephone: 678-466-4750

The Clayton Community Big Band (Jazz Ensemble) performs on campus throughout the year. Participation in the Clayton State University Jazz Band is open to students in all majors, pending a successful audition. Contact Mr. Stacey Houghton (StaceyHoughton@clayton.edu) for more information.

Students must enroll in the course to participate. This one hour credit course may be repeated for credit. The CSU Jazz Combo class currently meets/rehearses on Mondays and Wednesdays, 3:35pm-4:50pm* in the Carnes Hall for Music, Room M150.

*Meeting/Rehearsal times may vary by semester. You may check the current Class Schedule (https://apps.clayton.edu/courses/schedule/) or call the Department of Film, Communication, and Performing Arts (https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/theatre/) at 678-466-4750 for further information.

**Clayton State Theatre**

Location: Arts & Sciences Building, Room G-132
Telephone: 678-466-4740

The Clayton State Theatre program presents two to three mainstage productions in The Crescent Theatre each year. Participation in a mainstage theatre production is open to students in all majors, pending department approval and enrollment in the appropriate course.

Contact Ms. Shontelle Thrash (ShontelleThrush@clayton.edu) for more information.

Students selected for participation in theatrical productions must enroll in the appropriate course in order to participate.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>THEA 1990</td>
<td>Production Development</td>
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<tr>
<td>THEA 2990</td>
<td>Intermediate Prod. Development</td>
<td>3</td>
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<td>or THEA 3991</td>
<td>Adv Prod Development I</td>
<td></td>
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<tr>
<td>THEA 3992</td>
<td>Adv Production Development II</td>
<td>3</td>
</tr>
<tr>
<td>or THEA 3993</td>
<td>Adv Production Development III</td>
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</tbody>
</table>

Online: Department of Film, Communication, and Performing Arts · Theatre (https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/theatre/)

**Clayton State University Jazz Combo**

Location: Carnes Hall for Music, Room M150
Telephone: 678-466-4750

The CSU Jazz Combo is comprised of a small number of music students and a cross section of other talented Clayton State University that perform in the many styles of the jazz idiom. Performances occur on campus throughout the fall and spring semesters. Participation is open to all majors whenever there are vacancies within the group. Students are required to audition before joining. Please contact Mr. Stacey Houghton (staceyhoughton@clayton.edu) for more information.

Students must also enroll in the course, MUSC 3510 Chamber Ensembles, to participate. This one hour credit course may be repeated for credit. The CSU Jazz Combo currently meets/rehearses on Mondays and Wednesdays, 3:35pm-4:50pm* in the Carnes Hall for Music, Room M150.

*Meeting/Rehearsal times may vary by semester. You may check the current Class Schedule (https://apps.clayton.edu/courses/schedule/) or call the Department of Film, Communication, and Performing Arts (https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/) at 678-466-4750 for further information.

**Intercollegiate Athletics**

Location: The Loch (Athletics Center)
Telephone: 678-466-4678

Clayton State University Athletics is a proud member of the NCAA DII and Peach Belt Conference. Consisting of 11 NCAA Division II sponsored sports, the Lakers have been one of the most successful programs competing in the Southeast Region over the years. Currently, the department sponsors men’s & women’s cross country, men’s and women’s soccer, men’s and women’s basketball, men’s and women’s indoor and outdoor track & field, men’s golf and cheerleading.
In the program’s relatively short 30-year history, Laker student-athletes have produced an incredible 144 National Tournament appearances, eight NCAA Regional Championships, 20 Peach Belt Conference Regular Season Championships, 42 PBC Tournament Titles and 80 All-Americans.

Highlighting those performances is the 2010-11 women’s basketball program, which claimed the first NCAA Division II National Championship in program history, doing so with a commanding 69-50 victory over Michigan Tech on March 25, 2011 in St. Joseph, Missouri.

In 2019, for the first time in program history, Clayton State Athletics won the prestigious Peach Belt Conference President’s Academic Award, given to the highest performing academic institution in the conference. That same year, Laker student-athletes earned the program’s first 3.0 grade point average as a department, an achievement they have repeated each semester since. The Lakers would go on to repeat as PBC President’s Academic Award winners in 2021.

In 2020, Clayton State Athletics ranked 4th in the country among NCAA DI member institutions for community engagement hours completed. That same year, women’s basketball finished #2, followed by men’s track and field at #5 and women’s track and field at #10.

Both soccer and basketball programs play their home contests on campus at Laker Field and The Loch, respectively. Clayton State students are encouraged to support their teams by attending games, meets, and matches. Admission to home events is free for Clayton State students with a valid Laker Card. Each home game promotes in-game promotional events and concessions are available for purchase throughout the venues. Sports such as cross country, track & field, and men’s golf compete off campus, but will often have one or more contests that are within close driving distance to Clayton State.

For coverage of everything Lakers, turn to the official online home of Clayton State Athletics (http://www.claytonstatesports.com/) or follow Clayton State Sports on social media. There, fans can find information on their favorite teams, schedules, rosters, and stories.

The hours of operation for Athletics are determined greatly by the season and the home schedule of events at that time of the year. For anything outside of those events, the department is open from 8 a.m. through 5 p.m., Monday through Friday, with the exception of national holidays.

**Hours of Operation**
Monday-Friday 8 a.m.-5 p.m
Except during home games and observance of national holidays.

Online: http://www.claytonstatesports.com/

You may also follow the CSULaker family on Social Media on:

**Masterworks Chorus at Spivey Hall**
Location: Carnes Hall for Music, Room 156
Telephone: 678-466-4757

The Masterworks Chorus at Spivey Hall is open to all CSU faculty, staff, and students, in addition to the broad public. The Masterworks Chorus has one rehearsal each week (Sundays, 6:30-8:00 p.m.) on the campus of CSU, and performs a concert each fall and spring semester. Repertoire reflects multiple genres, styles, and periods of music; there are frequent collaborative performances alongside the CSU and Southern Crescent Symphony orchestras.

- Note: CSU students do not receive course credit for this ensemble, and there is a nominal registration fee required for participation.

For information, contact Dr. Sean Vogt (SeanVogt@clayton.edu)

Online: Department of Film, Communication, and Performing Arts
Masterworks Chorus at Spivey Hall (https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/masterworks-chorus/)

**Music Drama Workshop**
Location: Carnes Hall for Music, Room 207
Telephone: 678-466-4759

The Music Drama Workshop presents one mainstage production of an opera, operetta, or musical in Spivey Hall every spring semester and often presents other performances in the fall or spring semesters. Participation in the Music Drama Workshop is open to students in all majors, pending a successful audition and enrollment in the appropriate course. Generally, ability to read music notation is expected for singing roles. Contact Dr. Kurt-Alexander Zeller (kurtzeller@clayton.edu) for more information.

Students selected for participation in Music Drama Workshop productions must enroll in MUSC 3570 Music Drama Workshop in order to participate. Students interested in course credit for non-performance work (stage managing, technical theatre) should speak with the director before the semester begins.

You may visit us online at the Department of Film, Communication, and Performing Arts (https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music/performance-opportunities/) Performance Opportunities (https://www.clayton.edu/arts-sciences/departments/visual-and-performing-arts/music/performance-opportunities/) website (https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music/performance-opportunities/).

**Recreation and Wellness**
Location: Student Activities Center
Telephone: 678-466-4971
Website: http://www.clayton.edu/recwell (http://www.clayton.edu/recwell/)

Maintaining one’s holistic well-being is a herculean and constant pursuit. Fortunately, Clayton State students have the Department of Recreation & Wellness (DRW) to aid them on their journey to being a healthy and productive member of society. To help students reach their physical, social, emotional, and intellectual goals DRW provides the Clayton State community with an environment that is fun, relaxing, and supportive of attaining a holistic lifestyle practice. DRW also provides opportunities for daily participation in recreation and leisure activities such as intramural sports, outdoor adventures, equipment rental, group exercise, personal training, and more.

For more information, please visit the Fitness Center, located in the Student Activities Center (SAC).
Spivey Hall

Location: Spivey Hall
Telephone: 678-466-4200

An elegant, intimate recital hall with 390 seats, Clayton State University's Spivey Hall has won international acclaim for its superb acoustics, the artistic excellence of its concert and educational programming, its award-winning Children's Choir Program, and its magnificent pipe organ.

Concerts given at Spivey Hall are frequently heard on nationally-broadcast public-radio stations and globally via the Internet. Spivey Hall also supports Clayton State University's growing Department of Visual and Performing Arts program.

Since opening in 1991, and prior to the COVID-19 pandemic, Spivey Hall has presented performances attended by people from more than 50 Georgia counties and seven states. The annual Spivey Series has featured outstanding international classical, jazz, and world-music artists. Spivey Education programs serve music-lovers of all ages through the Children's Choir Program, Young People's Concerts, music workshops, music master classes, and other special events.

To open the 2020-21 academic year and its 30th season, Spivey Hall will present programming solely online until such time we can welcome artists and audiences safely back to the hall. Spivey Hall looks forward to reopening its doors to the public for live, in-person concert attendance when public health conditions sufficiently improve.

CSU students are encouraged to visit Spivey Hall’s website (https://www.spiveyhall.org/) and follow us on Twitter, Instagram and Facebook for dates and programming details of online events, some of which will be livestreamed.

CSU students will have free access to Spivey Hall’s weekday morning 45-minute Young People's Concerts scheduled between October and May, as well as free or discounted access to premium online events by outstanding international musicians. CSU Music majors, and students enrolled in CSU Music Appreciation classes, enjoy free access to all of Spivey Hall's online presentations.

For ALL Spivey Hall online events, advance registration is required for access. To register, please call Spivey Hall at 678-466-4200 Monday to Friday, 9:00 AM to 5:00 PM, or visit https://www.spiveyhall.org/.

Student Activities Center

Location: Student Activities Center
Telephone: 678-466-5433
Website: Student Activities Center (http://www.clayton.edu/student-activities-center/)

The Student Activities Center (SAC) is the hub for student activities, student organizations, programming and events, fitness, intramural sports, recreation, and fun and social experiences at Clayton State University!

The Student Activities Center is the home of two integral units in Clayton State's Student Life experience: the Department of Campus Life & the Department of Recreation and Wellness. Each unit, as well as the SAC operations itself, operates out of our 62,000 square foot state of the art facility. The SAC is equipped with a 4,800 square foot ballroom, an up-beat Fitness Center with a full range of cardio and strength training equipment, an attractive outdoor green space and other auxiliary spaces including an interactive Gaming Zone, a Student Organization Suite, twin intramural basketball courts, and the Laker Lounge.

For more information, please visit the Administrative Suite upstairs on the 2nd Floor in the Student Activities Center (SAC).

Student Government Association

Location: Student Activities Center, Room 203
Telephone: 678-466-5435

The Student Government Association (SGA), the official student governing organization of Clayton State University, is comprised of elected student representatives and is charged with promoting the general welfare of the student body. The SGA works to obtain and enlist student input and recommends appropriate policies and initiatives to the University committees or the administration. The SGA works directly with the Division of Student Affairs to address student issues and concerns.

The SGA also facilitates communication between Clayton State students, university administration and the Board of Regents. SGA representatives also serve on various University, SGA, and University System of Georgia standing committees. Refer to the SGA website for more information about its structure, activities, and elections process.

Hours of Operation

Vars

Online: Student Government Association (https://www.clayton.edu/sga/)

University Chorale

Location: Carnes Hall for Music, Room 156
Telephone: 678-466-4757

The Clayton State University Chorale performs both on and off campus throughout the year. Participation in the CSU Chorale is open to students in all majors, pending a successful audition and enrollment in the appropriate ensemble course. The audition will test tonal memory, vocal range, and some music reading ability. Repertoire for this course spans multiple genres, styles, and periods of music.

Students must enroll in one of two major ensemble courses (Chorale sections) to participate: MUSC 1710 Major Ensemble or MUSC 3410 Major Ensemble. Each course is a one-credit hour course and may be repeated for credit.

The Chorale class meets four days each week: Monday/Wednesday (MW) 2:10pm - 3:00pm and Tuesday/Thursday (TR) 2:10pm - 3:00pm in the Music Education Building, Room 157.

For more information, contact Dr. Sean Vogt (SeanVogt@clayton.edu) or visit us online at the Department of Film, Communication, and Performing Arts (https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music/ performance-opportunities/) Performance Opportunities (https://www.clayton.edu/arts-sciences/departments/visual-and-performing-arts/music/ performance-opportunities/) website (https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music/ performance-opportunities/).

University Orchestra

Location: Music Education Building, Room 148
Telephone: 678-466-4745

The Clayton State University (CSU) Community Concert Band performs on campus throughout the year. Participation in the CSU Community Concert Band is open to students in all majors, pending a successful audition. Students must enroll in one of two major ensemble courses to participate: MUSC 1710 Major Ensemble or MUSC 3410 Major Ensemble. Each course is a one-credit hour course and may be repeated for credit.

Concert Band class meetings/rehearsals are Thursdays 7:15pm - 9:15pm in the Music Education Building, Room 150.

Contact Dr. Richard Bell (RichardBell@clayton.edu) for more information.
Online: D (http://www.clayton.edu/vpa/music/department-of-Film, Communication, and Performing Arts Performance Opportunities (https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music/performance-opportunities/)
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Accounting (ACCT)

ACCT 2101. Principles of Financial Acct. (3)
Introduction to the concepts, principles and procedures pertaining to the preparation, analysis and interpretation of income statement, retained earnings statement, balance sheet and cash flow statements for service and merchandising companies with introduction to the measurement of inventory, receivables liabilities, long-term assets and stockholders’ equity.
Prerequisites: (MATH 1101 or MATH 101) or (MATH 1111 or MATH 115) or (MATH 1113 (may be taken concurrently) or MATH 130) or (MATH 1231 (may be taken concurrently) or MATH 1241 (may be taken concurrently) or MATH 1401 (may be taken concurrently)) or (MATH 1501 (may be taken concurrently)) or (MATH 151)

ACCT 2102. Principles Managerial Acct. (3)
Introductions to the concepts, techniques and procedures pertaining to the preparation, analysis and interpretation of accounting information for use by managers for planning, control and other business decisions with emphasis on product costing, cost analysis, cost volume profit analysis, budgeting, standard costing, performance measurement relevant cost for non-routine decisions and analysis of financial statements.
Prerequisites: ACCT 2101 and (MATH 1101 or MATH 101) or MATH 1111 or MATH 115 or MATH 1113 or MATH 130 or (MATH 1231 or MATH 1401) or MATH 1241 or MATH 1501 or MATH 151

ACCT 3110. Managerial Cost Accounting (3)
Cost accounting principles and techniques applied to job order and process types of industry, planning and control of the elements of production costs, and preparation of internal cost reports for management in manufacturing and other environments. Continues standard costing concepts and variance analysis applied in the principles of managerial accounting course, ACT 2102. Use of cost information for business policy implementation and management purposes is stressed, as well as current cost topics. Admission to the School of Business required.
Prerequisites: ACCT 2102 or ACCT 202

ACCT 3250. Taxation of the Individual (3)
An introduction to the study of taxation for individuals and business entities. This course focuses on federal and state tax laws and regulations, as they pertain to both individuals and business entities. Tax forms and software are used to determine the appropriate taxes for cases involving individual and business scenarios. Tax strategies and implications for personal and business decision-making and financial planning are analyzed. Professional ethics involving tax practice are emphasized.
Prerequisites: (ACCT 2101 or ACCT 201) and (ACCT 2102 or ACCT 202)

An in-depth analysis of recording, reporting and disclosure issues for external analysis in the contemporary firm. Accounting theory and current professional standards are stressed. Content emphasis on assets and liabilities with corresponding income determination.
Prerequisites: ACCT 2102

ACCT 3352. Intermediate Financial Acct. II (3)
Emphasis on the measurement and reporting of equity and net assets and the interdependencies of change effects on income determination. Accounting changes and adjustments and the related impact of professional pronouncements and information transparency is stressed. Selected topics in governmental, non-for-profit and international accounting are introduced.
Prerequisites: (ACCT 3351 or ACCT 351)

Students will study the accounting environment, the theoretical structure of financial accounting, the accounting process including different components of accounting cycle, preparation of income statement, statement of retained earnings, statement of changes in stockholders’ equity, balance sheet, and statement of cash flows. Students will also learn to apply time value of money concepts to financial accounting measurements, accounting for cash, receivables and inventories. Excel and its financial functions and FASB Codification Database will be applied.
Prerequisites: ACCT 2102

ACCT 3362. Intern. Financial Acct. II (3)
Students will study accounting for acquisition and disposition of property, plant, and equipment, depreciation, impairments, depletion, intangible assets, current liabilities and contingencies, long-term liabilities, stockholders’ equity, investments, and revenue recognition. Students will also learn to research and analyze real world cases pertaining to financial accounting issues using the FASB Codification Database.
Prerequisites: (ACCT 3351 or ACCT 351) or ACCT 3361

ACCT 3363. Intermediate Fin Acct III (3)
Students will study dilutive securities and earnings per share, accounting for income taxes, accounting for pensions and postretirement benefits, accounting for leases, accounting changes and error analysis and corrections, statement of cash flows, and full disclosure in financial reporting. Students will also learn to research and analyze real world cases pertaining to financial accounting issues using the FASB Codification Database.
Prerequisites: ACCT 3352 or ACCT 3362

ACCT 4110. Advanced Managerial Cost Acct. (3)
Emphasis on the advanced and emerging issues pertaining to the nature, objectives and procedures of cost analysis and control; theories of cost allocation; and uses of accounting information for decision making.
Prerequisites: ACCT 3110
ACCT 4210. Volunteer Income Tax Prep. (3)
Students will be involved in all aspects of tax planning and preparation, and in program administration. Students will also participate in presentations in conjunction with Earned Income Tax Credit Day, and will prepare a memorandum dealing with a tax preparer ethical issue.
Prerequisites: ACCT 3250

ACCT 4250. Taxation of Business Entities (3)
An advanced study of taxation for individuals and business entities. This course focuses on advanced concepts of tax laws and regulations, including the impact of taxation. Tax strategies and implications for individual and business decision-making and financial planning are analyzed. Tax research methodologies are explored. Professional ethics involving tax practice are emphasized.
Prerequisites: ACCT 3250

ACCT 4330. Accounting Information Systems (3)
A study of the fundamentals of accounting information systems. Major topics include processes, documents, and internal controls within accounting systems; documentation of accounting systems with system flowcharts and data flow diagrams; analysis, design, and implementation of accounting systems; transaction processing using accounting software and database management system; and effects of information technology and e-business on the accounting profession. Hands-on experience with several accounting and business software is emphasized.
Prerequisites: (ACCT 3351 or ACCT 3361) and ACCT 3110

ACCT 4352. Advanced Financial Accounting (3)
Emphasis on financial reporting topics encountered in current practice. The theory of the firm is explored relative to investing and financing accountability and other issues of business combinations and divestiture. Special purpose and variable interest entities and their related reporting and disclosure are stressed. Practice applications with integrated financial, managerial and income tax accounting cases may be included.
Prerequisites: ACCT 3352 or ACCT 3362

ACCT 4440. Govern. and Non-Profit Acct. (3)
This course covers financial and managerial accounting and reporting for Federal, State and local governments and non-governmental non-profit organizations such as hospitals and universities. Accounting Information Systems concepts and auditing of these organizations are also included.
Prerequisites: ACCT 2102

ACCT 4470. Forensic Accounting (3)
This course provides an overview of forensic and investigative accounting, including providing an understanding of the nature and development of forensic accounting, an understanding of fraudulent financial reporting and employee fraud and how to detect and prevent these accounting crimes, courtroom procedures and litigation management and support, cybercrime management, and business valuations. Included in course discussion are indirect methods of reconstructing income, money laundering, computation of economic damages, and forensic accounting in action
Prerequisites: ACCT 3351 or ACCT 3361

ACCT 4480. Auditing & Assurance Services (3)
The culminating, capstone baccalaureate accounting experience through study of theory and practice of auditing and assurance services. Topics include the accounting profession, ethics, errors irregularities, illegal acts and related liability, accounting and review standards, auditing standards and procedures, and international accounting and auditing. Students experience workpaper development, test work, and report letter drafting. Risk and cycles, internal control, technology applications, and sampling approaches are illustrated. Integration with managerial, tax, and systems issues is achieved through assessment of external communications required in the contemporary practice environment.
Prerequisites: (ACCT 3352 or ACCT 3362) and ACCT 3250 and ACCT 4330

ACCT 4800. Selected Topics in Accounting (3)
A detailed examination of selected topics in the profession of Accounting.
Restrictions: Accounting, General Business, Management, Marketing

ACCT 4850. Acct. Intern./Co-op Education (3)
Individually designed learning program involving accounting field experience in private, public, or education sector. Program of study and student supervision must be approved by the Dean of the College of Business or designee.

ACCT 4851. Accounting Internship/Co-op (3)
Individually designed learning program involving accounting field experience in private, public, or education sector. Program of study and student supervision must be approved by the Dean of the College of Business or designee. Prerequisite: Sophomore or higher standing Accounting Major.

ACCT 4852. Accounting Internship/Co-op (3)
Individually designed learning program involving accounting field experience in private, public, or education sector. Program of study and student supervision must be approved by the Dean of Business or designee.

ACCT 4853. Accounting Internship/Co-op (3)
Individually designed learning program involving accounting field experience in private, public, or education sector. Program of study and student supervision must be approved by the Dean of Business or designee.

ACCT 4900. Indep. Study/Directed Research (3)
Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean.

ACCT 4901. Indep. Study/Directed Research (3)
Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean.

ACCT 4902. Indep. Study/Directed Research (3)
Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean.

Administrative Management (ADMN)

ADMN 3101. Supervision for the Workplace (3)
Supervision has become a complex undertaking of a growing body of law relating to employee rights, safety, and health; a national trend toward more conflict and tolerance in the work place; the persistent problems associated with substance abuse; and the demand from the public for ethical business practices. This survey course will provide knowledge and skills needed for managers, team leaders, coaches, and administrators to be successful supervisors.
ADMN 3102. Quality Issues in Tech. (3)
This course provides a background of production and performance quality management. Selected topics of production, operations and quality management such as team building, work simplification, statistical control, work measurement and others are included in this course. BSUR 3102 is an application based course, drawing heavily from examples in widely recognized companies such as Honda, DHL, McDonalds, Motorola, Nucor and United Airlines. This is a 100% on-line course. There are no class meetings. Students will need to carefully plan and manage their study time in order to be successful in this class.
Prerequisites: (TECH 3113 or BSUR 3113 or ADMN 3113)

ADMN 3104. Ethics for Adm and Tech Mgrs (3)
This course will use case studies in which ethical decisions were made. Each case will be examined from the point of view of each stakeholder (ex. consumers, employees, and members of society). Ethical conduct will be defined and discussed so that students will be conscious of the complexities of the concept of ethics, the consequences of making decisions, and the importance of ethics in business and society.
Prerequisites: (CRIT 1101 or PHI 1001) and (TECH 3101 or MGMT 3101 or ADMN 3101)

ADMN 3111. Applied Economics (3)
This course is a survey of the basic principles of macro and micro-economics with applications to the business world. This course will cover foundation terminology and concepts important for many advanced business courses. This course is not open to B.B.A. students and will not count toward a B.B.A.
Prerequisites: MATH 1101 or MATH 1111 or MATH 1112 or ALG3 with a score of 1 or MATH 115

ADMN 3112. Applied Accounting (3)
This course is a survey of basic financial and managerial accounting for skilled workers and technicians moving into managerial roles. It covers theory, concepts, terminology, and generally accepted accounting principles. Emphasis is on preparing and interpreting accounting information for business decisions. This course is not open to BBA students and will not count toward a BBA.

ADMN 3113. Survey-Statistical Meths-Tech. (3)
TECH 3113 is an investigation of management decision-making and the role of data in this process. The course uses a hands-on computer software aided approach to teaching students the value of data in managerial decisions. This is an on-line course. The course work must be completed outside of the classroom. As is typical for online classes, all coursework is self-managed by the student, with support provided via online tools and resources. This course is not open to B.B.A. students and will not count toward a B.B.A.
Prerequisites: MATH 1111 or MATH 1112 or MATH 1101

ADMN 3115. Legal Issues-Admin./Tech. Man. (3)
Managers are called on daily to make decisions that have legal implications. Some of the topics that this survey course will cover are basic legal concepts, legal implications of contracts, ethics, partnerships, corporations, employment law, legal rights and liabilities in the business environment. This course is not open to BBA students and does not count toward a BBA.

ADMN 3125. Diversity in the Workplace (3)
This course explores workplace experiences related to race, gender, ethnicity, age, as well as additional multicultural dynamics to assess the interrelationship between diversity, leadership, and administrative outcomes. Historical and current issues are addressed, along with future perspectives on diversity management and organizational development.

ADMN 3160. Technology Entrepreneurship (3)
This is a course focusing on the fundamentals of entrepreneurship and technology for both technical and applied business-minded students from all majors. This course explores the key theoretical and empirical perspectives on entrepreneurship relevant to the current global technology world. This course also provides students with the tools necessary to create and grow a successful innovative technology enterprise. Topics covered include discovering and analyzing new opportunities, preparing strategies of engagement and organizational implementation within an evolving technological environment.
Prerequisites: (TECH 3101 or ADMN 3101)

ADMN 3713. Work & Society (3)
The course will address how cultural values and social institutions affect and define work. The value that society assigns to different types of work and the impact of that valuation on the individual and members of various social groups will be considered, in light of shifting economies, business models and technology. Modern values will be compared to more traditional viewpoints, including the examination of the role of technology, money and individual choices. As a cross-listed course, Work & Society may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: (SOCI 1101 or TECH 3101 or ADMN 3101)

ADMN 4098. Internship (3)
Students secure employment in supervised and approved work situations to further management and occupational skills. A minimum of 150 hours of work experience related to Technology Management is required. Requires advisor approval.
Prerequisites: (TECH 3104 (may be taken concurrently) and TECH 3101) or (TECH 3104 (may be taken concurrently) and MGMT 3101) or (TECH 3110 (may be taken concurrently) and MGMT 3101) or (ADMN 3104 (may be taken concurrently) and ADMN 3101) or (ADMN 3104 (may be taken concurrently) and MGMT 3101)

ADMN 4101. Human Resources for Admin/Tech (3)
A study of basic principles and practices of personnel management. This course contains topics such as recruiting, hiring, evaluating, training and developing employees with legal implications for each of these areas. This course is not open to BBA students and will not count toward a BBA.
Prerequisites: (MGMT 3101 or TECH 3101 or ADMN 3101)

ADMN 4111. Leadership-Admin./Tech. (3)
This course will study leadership styles and the impact of these styles in a technology environment. Some of the topics will include leadership in a changing environment, qualities of successful leadership styles, developing and appropriate leadership style, and others. This course is not open to BBA students and will not count toward a BBA.
Prerequisites: (MGMT 3101 or TECH 3101 or ADMN 3101)

ADMN 4115. Global Technology (3)
This course examines the impact of globalization in a technological environment. Using a systems approach, students will consider the challenges and opportunities that globalization creates and will explore how international forces shape decisions of organizations operating domestically and transnationally.
Prerequisites: (TECH 3101 or ADMN 3101)

ADMN 4200. Personal Financial Planning (3)
This is an introductory course on the process and regulatory practices of personal financial planning. Topics include personal sector cash flow, asset and liability management, life cycle financial planning, investment management, tax planning, retirement and estate planning and client communication strategies.
ADMN 4300. Personal Law Issues (3)
This course explores civil legal matters routinely encountered throughout an individual's lifetime. Students will learn to research the law to address legal questions. Topics include family law, negligence, employee rights, debt collection, landlord-tenant obligations, wills and estates, and business formation.

ADMN 4800. Selected Topics in Tech Mgmt (3)
A study of selected topics and problems under the guidance and supervision of a faculty member.

ADMN 4801. Selected Topics in Tech Mgmt (3)
A study of selected topics and problems under the guidance and supervision of a faculty member.

ADMN 4802. Selected Topics in Tech Mgmt (3)
A study of selected topics and problems under the guidance and supervision of a faculty member.

ADMN 4803. Selected Topics in Tech Mgmt (3)

ADMN 4850. Seminar in Adm and Tech Mgmt (1)
This is a capstone course designed to be taken in a student's senior year. Relevant topics in today's workforce will be examined for their impact on Administrative and Technology Mgmt.
Prerequisites: (TECH 3101 or ADMN 3101) and (TECH 3104 or ADMN 3104)

African American Studies (AFAM)

AFAM 2010. Intro-African American Studies (3)
This course introduces the field of African American Studies through an interdisciplinary lens. It incorporates social sciences, historical studies, literary studies, religious studies, and the arts, both music and visual art, to examine the multifaceted experiences of African Americans. Thus, it explores and contextualizes the experiences of African Americans as part of the larger African Diaspora.

AFAM 2050. AFAM Intellectuals (3)
This course focuses on historical and contemporary African American intellectuals that have contributed to our understanding of the Black experience in America. Students will learn about Black scholars who have offered viewpoints on a myriad of topics such as race, racism, nationalism, politics, social justice, aesthetics, and theology.

AFAM 3100. Harlem Renaissance (3)
This course will explore the lives and impact of literary figures, performers, and visual artists during the prominent 1920s movement. It will also review related themes and events, such as economic, political, and social oppression, racial tensions, New York City nightlife, and the Great Migration.

AFAM 3200. Black Arts Movement (3)
This course is an introduction to the Black Arts Movement of the 1960s and 1970s, a racially-specific artistic period created by African-American artists, writers, and musicians who were committed to creating politically and socially conscious art. The course contextualizes the movement by examining the revolutionary movements from which the Black Arts Movement sprang, and fostered, during this important era in American history. The contributions of intellectual thinkers and artists such as Malcolm X, Amiri Baraka, Maya Angelou, and Nikky Giovanni will be examined. The course also examines how the Black Arts Movement influences contemporary intellectual thinkers and artists by asking what role, if any, does the 'political' play in artistic creation?

AFAM 3300. Black Popular Culture (3)
This course is an introduction to, and exploration of, Black visual and representative culture in the United States. It incorporates written, audio, and visual texts in an effort to examine the ways that visual and narrative cultures are interrelated to the lived experiences of Black communities in the United States and Americans in general. A focus will be on the complexity of the reception of these productions and the various ways that Black communities engage in cultural expression.

AFAM 3400. Blackness & Media Culture (3)
This course is an introduction to, and exploration of, the representation of African Americans and Black bodies in visual and narrative cultures in the United States. It incorporates written and visual texts to examine the ways that visual and narrative cultures are interrelated to the lived experiences of those represented and others. A focus will be on the complexity of the reception of these productions and the various ways that African Americans and Black bodies engage in cultural expression.

AFAM 3510. Black Feminist/Womanist Theory (3)
This course examines the development of scholarship in Black Feminist and Womanist Theories as Black women confronted racism and sexism. By examining Black Feminist and Womanist writings and intellectual thought, such as that of Anna Julia Cooper, bell hooks, Barbara Smith, and Patricia Hill Collins, just to name a few, the class will focus on the evolution of the theories. The tenants of Black Feminism and Womanism will be enumerated, along with the scholars in the field.

AFAM 3610. #BlackGirlMagic (3)
This course is an introduction to, and exploration of, the Black female body in visual and narrative cultures. It incorporates written and visual texts (including film, television, newsprint, and music) to examine the ways that visual and narrative cultures are interrelated to the lived experiences of Black girls and women. This course will also examine the various ways that the Black female body engages in cultural expression and negotiate identity in visual and narrative cultures and US society. It interrogates the interrelationships of gender, race, and class.

AFAM 4100. AFAM Sociological Thinkers (3)
This course offers a review of the history of African Americans in the United States from a sociological viewpoint. Special attention will be given to important African American sociologists who contributed to our understanding of the Black experience in the United States.
Prerequisites: SOCI 1101 or AFAM 2010

AFAM 4800. Special Topics in AFAM (3)
Topics will focus on African American Studies.

AFAM 4801. Special Topics in AFAM (3)
Topics will focus on African American Studies.

AFAM 4802. Special Topics in AFAM (3)
Topics will focus on African American Studies.

AFAM 4803. Special Topics in AFAM (3)
Topics will focus on African American Studies.

AFAM 4804. Special Topics in AFAM (3)
Topics will focus on African American Studies.

AFAM 4805. Special Topics in AFAM (3)
Topics will focus on African American Studies.

AFAM 4806. Special Topics in AFAM (3)
Topics will focus on African American Studies.
Art (ART)

ART 1100. Art Appreciation (3)
This course focuses on fostering an awareness, understanding, and appreciation for the visual arts. Through exposure to cross-cultural art images throughout history, students will build a global artistic vocabulary that allows for the constructive analysis of art objects. Students will also gain an understanding of the influence of art on other important aspects of culture including politics, history, religion, and science.

ART 1101. Drawing I (3)
Introduction to Drawing Course. Dive into the basics of drawing with key concepts such as light and shadow, perspective, proportion observation, and techniques in pencil and charcoal. No prior experience required.

ART 1102. Drawing II (3)
A drawing foundation beyond basics, this course delves into both figurative and abstract art, employing diverse media including water-based techniques and monoprints. No prior experience required.

Prerequisites: (ART 1101 or ART 111)

ART 1104. 2-D Design/Color Theory (3)
A study of color and its manipulation. Collage as well as oil and water based drawing and painting media will be used.

ART 1301. 3-D Design (3)
A study of the relationships between objects in three dimensions. The primary focus will be clay and the ceramic process. Hand building, colored clarity, glaze calculation and an introduction to wheel throwing will be addressed.

Prerequisites: ART 1101

ART 2301. Art of the Pre-Modern World (3)
A survey of world art from prehistoric times through approximately 1600, viewed in both historical and communication skills are emphasized.

ART 2302. Art of the Modern World (3)
A survey of world art from approximately 1600 through the present day, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized.

ART 2303. Art of the Non-Western World (3)
A survey of early non-western art, including African, Asian, Islamic, Mesoamerican and Andean, Native American, and Oceanic art, viewed in historical perspective.

ART 3001. Oil Painting (3)
This course explores various visual ideas of oil painting based on a student’s research of the history of painting from the eighteenth century to the present day. The class examines both traditional and contemporary applications of painting. Through systematic learning techniques and research of classical and contemporary paintings, students develop an understanding of formal concerns as well as representational and non-representational oil painting skills.

Prerequisites: ART 1101

ART 3101. The Visual Arts and Society (3)
A topical or thematic approach to the study of the networks of relationships between works in the visual arts and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized. Completion of CRIT 1101 & Area C recommended.

Prerequisites: (ENGL 1102 or ENGL 102 or ENGL 112)

ASTR 1010. Solar System Astronomy (3)
Astronomy from early ideas of the cosmos to modern observational techniques. The solar system planets, satellites, and minor bodies. The origin and evolution of the solar system.

Prerequisites: (MATH 1101 (may be taken concurrently) or MATH 1111 (may be taken concurrently) or MATH 1112 (may be taken concurrently) or MATH 1113 (may be taken concurrently) or MATH 1221 (may be taken concurrently) or MATH 1241 (may be taken concurrently) or MATH 1501 (may be taken concurrently) or COMM with a score of 40 or A02 with a score of 18 or S02 with a score of 430 or ACCM with a score of 070)

ASTR 1020. Stellar and Galactic Astronomy (3)
The study of the Sun and stars, their physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the Universe.

Prerequisites: ASTR 1010 or MATH 1501 or MATH 1241 or MATH 1221 or MATH 1113 or MATH 1112 or MATH 1111 or MATH 1101

ASTR 1020L. Astronomy Laboratory (1)
A set of laboratory experiments designed to accompany the ASTR 1020 course.

Prerequisites: ASTR 1020 (may be taken concurrently)
ASTR 3010. Topics in Astrophysics (3)
A survey of the methods and results of modern astrophysics for students with a calculus background. Topics are selected from orbital mechanics, gas processes, radiative transfer, spectral analysis, stellar structure and evolution, stellar instabilities, binary star systems, the interstellar medium, stellar remnants, galactic structure and evolution, and cosmology
Prerequisites: PHYS 2211 and MATH 2502

Aviation Administration (AVIA)

AVIA 3120. Fleet Planning and Scheduling (3)
This course provides a survey of the processes of airline fleet planning and scheduling with a focus on understanding the overall impact of sound fleet planning techniques and the complexity of airline scheduling as it pertains to administrative decisions.

AVIA 3130. Leadership in the Aviation Ind (3)
This course provides a survey of the traditional functions of aviation administration with a primary focus on air transportation regulators, airline certification, management and organization, forecasting methods, marketing, scheduling, fleet planning, labor relations, financing and international aviation.

AVIA 3140. Aviation Safety (3)
This course discusses and analyzes problems and issues of aviation safety including aircraft accidents, their cause, effect and the development of safety programs and procedures. The course will expose the students to pertinent terms and study individual cases where both successful and unsuccessful steps were taken.

AVIA 3160. AVIA Maintenance Engineering (3)
This course discusses and provides students with the fundamentals of aircraft maintenance management from an engineering perspective. Topics include: the role of the engineer, the role of the mechanic, technical documentation and certification, aircraft performance, line and hangar maintenance, production planning and control and finally, quality control and assurance and maintenance safety practices. In addition to lectures, this course will take a “hands-on” approach utilizing actual aircraft equipment. As a cross-listed course, Aviation Maintenance Engineering may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.

AVIA 3180. Foundations of Flight (3)
This course discusses and provides students with the fundamentals of the physics of flight. It is designed as a practical course for those with some limited engineering expertise. From the basics of forces and vectors to aircraft-specific applications, this course explains the mechanics behind the pilot’s everyday operational tasks. In addition to lectures, this course will include a practical approach understanding and practicing flight principles. As a cross-listed course, Foundations of Flight may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.

AVIA 4120. Intro to Airport Operations (3)
Introduction to airport operations with a broad focus on the history and growth in aviation systems and facilities operation.

AVIA 4130. Aviation Labor Relations (3)
Students are introduced to some of the many policies and procedures connected with Aviation Labor Relations with emphasis on the air transport labor laws in the United States as well as the impact of government intervention (legislation). Additional topics addressed will include introduction to transportation policy, collective bargaining genesis, major collective bargaining legislation, organized labor (Union) policies and procedures negotiating union agreements, and grievances and their procedures.

AVIA 4160. The Gas Turbine Engine In AVIA (3)
This course provides a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include aircraft gas turbine engine theory, key components of gas turbine engines, and how they are properly maintained. In addition to lectures, this course will include some “hands on” activity utilizing standard assembly/disassembly of major components. As a cross-listed course, Gas Turbine Engine in Aviation may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.

AVIA 4180. Air Traffic Control in Action (3)
Air Traffic Control in Action is an applied course that provides a working knowledge of how, and why, the air traffic control system works. This course is appropriate for future air traffic controllers, as well as for pilots who need a better understanding of the air traffic control system. This course discusses the history of air traffic control, emphasizing the logic that has guided its development. It also provides current, in-depth information on navigational systems, the air traffic control system structure, control tower procedures, radar separation, national airspace system operation, and the FAA’s future vision for air traffic management. As a cross-listed course, Air Traffic Control in Action may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.

Liberal Studies

BALS 3901. Liberal Studies Internship (3)
This course is the principal experiential learning component of the Liberal Studies program. The internship/practicum will be undertaken in the junior/senior year, and the placement site will be in a professional work environment related to the interests/career goals of the individual student. Placement may be with for-profit, not-for-profit, or governmental entities as appropriate. Collaborating business/agencies must agree to creating and supervising meaningful experiences that will allow students to observe and participate in projects and activities that bear directly on the challenges of the contemporary workplace.

BALS 3902. Liberal Studies Internship (3)
This course is the principal experiential learning component of the Liberal Studies program. The internship/practicum will be undertaken in the junior/senior year, and the placement site will be in a professional work environment related to the interests/career goals of the individual student. Placement may be with for-profit, not-for-profit, or governmental entities as appropriate. Collaborating business/agencies must agree to creating and supervising meaningful experiences that will allow students to observe and participate in projects and activities that bear directly on the challenges of the contemporary workplace.
BALS 3903. Liberal Studies Internship (3)
This course is the principal experiential learning component of the Liberal Studies program. The internship/practicum will be undertaken in the junior/senior year, and the placement site will be in a professional work environment related to the interests/career goals of the individual student. Placement may be for-profit, not-for-profit, or governmental entities as appropriate. Collaborating business/agencies must agree to creating and supervising meaningful experiences that will allow students to observe and participate in projects and activities that bear directly on the challenges of the contemporary workplace.

BALS 4500. Liberal Studies Capstone (3)
This course will be a capstone experience normally taken in the last term of the senior year and will assess the quality of the degree program. Students will work on case problems appropriate to their academic and career plans by preparing written and oral reports on their proposed solutions. This course will provide the opportunity to bring previous coursework in constructing the desired academic plan, such as the theory and practice of each student's area of emphasis.

**Prerequisites:** CRIT 1101 (may be taken concurrently)

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**Biology (BIOL)**

**BIOL 1011K. Introduction to Biology (4)**
An introduction to fundamental unifying principles in biology. Topics covered in the course include: chemistry of life, cell structure and membranes, cellular functions (metabolism, respiration, photosynthesis, communication, and reproduction), genetics (inheritance patterns, DNA structure and function, gene expression, and biotechnology), and evolution. This course involves both lecture and lab components. For additional course information, visit http://ecore.usg.edu/courses/description.php

**Prerequisites:** ECOR with a score of C

**BIOL 1012K. Introductory BIOL 2 with lab (3)**
This course covers the evolution and diversity of organisms, including microbes, protists, fungi, plants, and animals. Additional topics include body systems, the immune system, reproduction and development, and ecology. For non-biology majors only. For additional course information, visit http://ecore.usg.edu/courses/description.php

**Prerequisites:** ECOR with a score of C

**BIOL 1107. Principles of Biology I (3)**
A study of the principles of biology for science majors covering the scientific method, introductory evolution, basic chemistry as it applies to life, carbon, macromolecules, energy and metabolism, cell structure and function, membranes and transport, cellular respiration, photosynthesis, Mendelian genetics, mitosis and meiosis, and gene expression. This course can be taken before or after BIOL 1108.

**Prerequisites:** BIOL 1107L (may be taken concurrently) and (MATH 0099 or MATH 1101 or MATH 1111 or MATH 1113 (may be taken concurrently) or MATH 1501 (may be taken concurrently) or MATH 1112 (may be taken concurrently) or MATH 1112A (may be taken concurrently) or COMM with a score of 40 or (CPEM with a score of 55 and CPTC with a score of 040) or A02 with a score of 18 or S02 with a score of 430) and (CHEM 1211 and CHEM 1211L)

**BIOL 1107L. Principles of Biology Lab I (1)**
This laboratory course is part of a sequence for students majoring in biology, chemistry, and other sciences. It uses an experimental approach to investigating major principles of molecular and cellular biology. Students carry out scientific investigations using model organisms. Scientific study design, technical lab skills, graphing and statistical analysis, and scientific writing are emphasized.

**Prerequisites:** BIOL 1107 (may be taken concurrently)

**BIOL 1108. Principles of Biology II (3)**
A study of the principles of biology for science majors covering the scientific method, evolution, natural selection, population genetics, ecology, and the characteristics of life. This course can be taken before or after BIOL 1107.

**Prerequisites:** BIOL 1108L (may be taken concurrently) and (MATH 0099 or MATH 1101 or MATH 1111 or MATH 1113 (may be taken concurrently) or MATH 1501 (may be taken concurrently) or MATH 1112 (may be taken concurrently) or MATH 1112A (may be taken concurrently) or COMM with a score of 40 or (CPEM with a score of 55 and CPTC with a score of 040) or A02 with a score of 18 or S02 with a score of 430)

**BIOL 1108L. Principles of Biology Lab II (1)**
This laboratory course is part of a sequence for students majoring in biology, chemistry, and other sciences. It uses an experimental approach to investigate the evolutionary and ecological processes acting on study organisms. Students carry out scientific investigations using model organisms. Scientific study design, graphing and statistical analysis, and scientific writing are emphasized.

**Prerequisites:** BIOL 1108 (may be taken concurrently)

**BIOL 1111. Introduction to Biology I (3)**
The biology sequence covers basic and biological chemistry, cellular organization and function, cell division, bioenergetics, and organ system physiology as well as Mendelian genetics, basic statistics, developmental biology, molecular genetics, biotechnology, ecology, and evolution.

**Prerequisites:** (MATH 1101 or MATH 1001 or MATH 1006 or MATH 1111 or MATH 1113 (may be taken concurrently) or MATH 1112 (may be taken concurrently) or MATH 1112A (may be taken concurrently) or MATH 1501 (may be taken concurrently) or MATH 0099) or COMM with a score of 40 or CPTE with a score of 070 or ACCM with a score of 070 or S02 with a score of 430 or A02 with a score of 18

**BIOL 1111L. Intro to Biology Laboratory (1)**
Laboratory accompanying BIOL 1111.

**Prerequisites:** BIOL 1111 (may be taken concurrently)

**BIOL 1112. Introduction to Biology II (3)**
Continuation of Introductory Biology I.

**Prerequisites:** (MATH 1101 or MATH 1006 or MATH 1111 or MATH 1113 (may be taken concurrently) or MATH 1112 (may be taken concurrently) or MATH 1112A (may be taken concurrently) or MATH 1501 (may be taken concurrently) or MATH 0099) or COMM with a score of 40 or CPTE with a score of 070 or ACCM with a score of 070 or S02 with a score of 430 or A02 with a score of 18

**BIOL 1151. Human Anatomy and Physiology I (3)**
A study of the structure and functions of the human body most pertinent to students in the health sciences. Topics typically included are the study of body organization, principles of support and movement, and introduction to body maintenance. Note: this course does not fulfill the Core Curriculum laboratory science requirement under Area D.

**Prerequisites:** BIOL 1151L (may be taken concurrently) and (CHEM 1151 or CHEM 1211 or BIOL 1107 or BIOL 1111)
BIOL 1151L. Human Anatomy & Phys. Lab I (1)
Laboratory accompanying BIOL 1151.
Prerequisites: BIOL 1151 (may be taken concurrently)

BIOL 1152. Human Anatomy & Physiology II (3)
A continuation of BIOL 1151 which typically includes study of control systems of the body, maintenance systems and continuity.
Prerequisites: BIOL 1152L (may be taken concurrently) and (BIOL 1151 and BIOL 1151L)

BIOL 1152L. Human Anatomy & Phys Lab II (1)
Laboratory accompanying BIOL 1152.
Prerequisites: BIOL 1152 (may be taken concurrently)

BIOL 2250. Microbiology for Health Sci. (3)
A study of the morphology, growth, modes of transmission and relationship to diseases of pathogenic micro-organisms. This course is useful to students enrolled in programs in the health sciences.
Prerequisites: BIOL 2250L (may be taken concurrently) and (BIOL 1151 and BIOL 1151L)

BIOL 2250L. Microbiology for Hlth. Sci.Lab (1)
Laboratory accompanying BIOL 2250.
Prerequisites: BIOL 2250 (may be taken concurrently)

BIOL 2251. Anatomy and Physiology I (3)
This lecture course is the first course in a two-semester sequence designed to explore the biological and chemical processes underlying the structure and function of the human body at the cellular, tissue, organ, and whole-body level. Topics to be covered include, but are not limited to, the cardiovascular, endocrine, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. Metabolism and fluid, electrolyte, and acid-base balance will also be covered. This course is designed primarily for non-biology majors, especially those pursuing majors in nursing and the allied health professions. Note: this course does not fulfill the Core Curriculum laboratory science requirement under Area D.
Prerequisites: (BIOL 1151L (may be taken concurrently) or BIOL 2251L (may be taken concurrently)) and (CHEM 1151 or CHEM 1211 or BIOL 1107 or BIOL 1111)

BIOL 2251L. Anatomy and Physiology Lab I (1)
This course is the laboratory component of BIOL 2251. It is designed to provide hands-on experiences that will enhance and reinforce the content covered in BIOL 2251. This course is designed primarily for non-biology majors, especially those pursuing majors in nursing and the allied health professions. Note: this course does not fulfill the Core Curriculum laboratory science requirement under Area D.
Prerequisites: BIOL 1151 (may be taken concurrently) or BIOL 2251 (may be taken concurrently)

BIOL 2252. Anatomy and Physiology II (3)
This lecture course is the second course in a two-semester sequence designed to explore the biological and chemical processes underlying the structure and function of the human body at the cellular, tissue, organ, and whole-body level. Topics to be covered include, but are not limited to, the cardiovascular, endocrine, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. Metabolism and fluid, electrolyte, and acid-base balance will also be covered. This course is designed primarily for non-biology majors, especially those pursuing majors in nursing and the allied health professions. Note: this course does not fulfill the Core Curriculum laboratory science requirement under Area D.
Prerequisites: (BIOL 1152L (may be taken concurrently) or BIOL 2252L (may be taken concurrently)) and (BIOL 1151 or BIOL 2251) and (BIOL 1151L or BIOL 2251L)

BIOL 2252L. Anatomy and Physiology Lab II (1)
This course is the laboratory component of BIOL 2252. It is designed to provide hands-on experiences that will enhance and reinforce the content covered in BIOL 2252. This course is designed primarily for non-biology majors, especially those pursuing majors in nursing and the allied health professions. Note: this course does not fulfill the Core Curriculum laboratory science requirement under Area D.
Prerequisites: BIOL 1152 (may be taken concurrently) or BIOL 2252 (may be taken concurrently)

BIOL 2260. Foundations of Microbiology (3)
This lecture course provides an introduction to microbiology. This course introduces the student to the diversity and classification of medically significant microorganisms, their modes of pathogenesis and transmission, and the infectious diseases they cause. Topics to be covered include, but are not limited to, microbial cell biology and genetics; major classes of disease-causing microorganisms; host immune response; microbial control; aseptic technique; disinfection; and isolation, culture, staining, and identification of microorganisms. This course is designed primarily for non-biology majors, especially those pursuing majors in nursing and the allied health professions.
Prerequisites: (BIOL 2250L (may be taken concurrently) or BIOL 2260L (may be taken concurrently)) and (BIOL 1151 or BIOL 2251) and (BIOL 1151L or BIOL 2251L)

BIOL 2260L. Found. of Microbiology Lab (1)
Select laboratory exercises will provide training in the basic laboratory techniques for culture and identification of microbes.
Prerequisites: BIOL 2250 (may be taken concurrently) or BIOL 2260 (may be taken concurrently)

BIOL 2500. Introductory Plant Biology (2)
Survey of the plant kingdom with greatest emphasis on structure and function of angiosperms.
Prerequisites: (BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L)

BIOL 2900. Biological Inquiry (2)
This course will develop students’ ability to read, analyze, and evaluate scientific literature. Students will learn how to find and identify primary literature that they can use to design investigations into biological questions. Students will be expected to write scientific papers that effectively communicate the ideas and thoughts underlying their investigations. In addition, students will learn how to effectively navigate majoring in biology at Clayton State through identifying courses and experiential learning opportunities that map onto their career goals. Students will assemble an e-portfolio that will help them link their biology degree to opportunities in the biological and health sciences.
Prerequisites: (BIOL 1107 and BIOL 1107L) or (BIOL 1108 and BIOL 1108L)

BIOL 3200. Cell and Molecular Biology (3)
This course explores the basic unit of life. Students will examine the cell from both structural and functional viewpoints. The fundamentals of cellular chemistry, life cycles, and regulations will be discussed. Seminal experiments in cell biology will be examined, and current studies in primary research journals will be addressed. Students will gain an understanding of how contemporary methods in molecular biology are being used to study cells.
Prerequisites: BIOL 1108 and BIOL 1108L and CHEM 2411 and CHEM 2411L and BIOL 1107 and BIOL 1107L
BIOL 3200. Cell and Molecular Biology Lab (1)
In this laboratory, students will perform laboratories relating to concepts in molecular biology. They will learn and apply laboratory techniques to analyze DNA and proteins. The class will emphasize inquiry-based learning, collaboration, and communication. There will also be multi-week projects that relate to the impact of biology on society.
Prerequisites: BIOL 3200 (may be taken concurrently) and (BIOL 3201 or BIOL 3250)

BIOL 3201. Genetics (3)
A study of Mendelian principles, molecular genetics and population genetics. The cellular and molecular mechanisms of inheritance, gene expression and influences on evolution are included.
Prerequisites: BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L

BIOL 3210. Off-Campus Internship (3)
Internship program for selected students who perform supervised biological work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship.
Prerequisites: (BIOL 1108 and BIOL 1108L) and (BIOL 1107 and BIOL 1107L)

BIOL 3211. Off-Campus Internship (3)
Internship program for selected students who perform supervised biological work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship.
Prerequisites: (BIOL 1108 and BIOL 1108L) and (BIOL 1107 and BIOL 1107L)

BIOL 3220. On-Campus Internship I (3)
This is an internship program for selected students who will perform supervised work related to biology and/or pedagogy in conjunction with biology faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 3221. On-Campus Internship II (3)
This is an internship program for selected students who will perform supervised work related to biology and/or pedagogy in conjunction with biology faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 3222. Off-Campus Internship (3)
Internship program for selected students who perform supervised biological work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship.
Prerequisites: (BIOL 1108 and BIOL 1108L) and (BIOL 1107 and BIOL 1107L)

BIOL 3223. On-Campus Internship (3)
This is an internship program for selected students who will perform supervised work related to biology and/or pedagogy in conjunction with biology faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 3224. Introductory Research (3)
This course is a supervised introductory research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.
Prerequisites: (BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L)

BIOL 3230. Introductory Research I (3)
This course is a supervised introductory research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation or poster to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.
Prerequisites: (BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L)

BIOL 3231. Introductory Research II (3)
This course is a supervised introductory research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation or poster to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.
Prerequisites: (BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L)

BIOL 3250. Introductory Microbiology (3)
This course explores the structural, metabolic, genetic, molecular, ecological, biochemical, growth and pathological aspects of the Bacteria, Archaea, viruses and microscopic Eukarya.
Prerequisites: BIOL 1108 and BIOL 1108L and CHEM 2411 and CHEM 2411L and BIOL 1107 and BIOL 1107L

BIOL 3250L. Introductory Microbiology Lab (1)
Laboratory experiences which address topics including, sterile technique, microscopy, identification of microorganisms, microbial metabolism, and microbial genetics.
Prerequisites: BIOL 3250 (may be taken concurrently)

BIOL 3300. Vertebrate Natural History (3)
The behavior, ecology, and evolution of vertebrate animals.
Prerequisites: BIOL 172 or BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L

BIOL 3310. Hormones and Behavior (3)
In this course, students will learn about the interactions among hormones, brain, and behavior with emphasis on the brain regulation of hormone-behavior interactions in different animal phyla.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L
BIOL 3320. Invertebrate Biology (3)
Invertebrate Biology includes the study of the different phyla of invertebrates; their anatomy and physiology and evolutionary relationships. Invertebrate behavior and their interactions within different ecosystems will be examined.
Prerequisites: (BIOL 1107 and BIOL 1107L) and (BIOL 1108 and BIOL 1108L) and BIOL 3380

BIOL 3320L. Invertebrate Biology Lab (1)
Students will study live and preserved invertebrate organisms, as well as models and/or prepared microscope slides. Activities will include lab experiments, dissections, and other activities covering different invertebrate phyla.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and BIOL 3320 (may be taken concurrently)

BIOL 3340. Entomology (3)
This course will cover insect taxonomy, morphology, and physiology with a focus on those insects most commonly found in our environment. It will also explore how insect morphology and physiological systems function in producing and shaping such insect behavior as navigation, reproduction, feeding, oviposition, defense, learning, and sociality.
Prerequisites: (BIOL 1108 and BIOL 1108L) and (BIOL 1107 and BIOL 1107L)

BIOL 3340L. Entomology Lab (1)
This lab covers insect taxonomy, evolution, physiology, medicinal use and generation of museum-quality insect collection.
Prerequisites: BIOL 1108 and BIOL 1107L and BIOL 1108 and BIOL 1108L and BIOL 3340 (may be taken concurrently)

BIOL 3375. Animal Behavior (3)
This course will focus on observations of animal behaviors and introductory analysis of their adaptive value and evolution. This course will also include a comparative study of mechanisms, ontogeny, function, and evolution of behavior in its ecological and social contexts.
Prerequisites: BIOL 172 or BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L

BIOL 3380. Evolution (3)
Principles of evolutionary biology including discussions of natural selection, adaptation, population genetics, speciation, and phylogeny reconstruction. The applications of evolutionary biology to various fields will be discussed.
Prerequisites: BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L

BIOL 3500. Ecology (3)
The environment is made of both living and non-living components. This course examines the relationships between these various components in the biosphere. Students will learn how complex natural cycles and chains can be perturbed by small disturbances, and conversely, how life adapts to these changes.
Prerequisites: (MATH 1231 or MATH 1401) and (BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L) or BIOL 1112

BIOL 3500L. Ecology Laboratory (1)
Laboratory to accompany BIOL 3500, Ecology.
Prerequisites: BIOL 3500 (may be taken concurrently)

BIOL 3520. Conservation Biology (3)
This course will explore the fundamentals and theory behind conservation biology. We will explore threats to biodiversity and approaches to conserving and restoring biodiversity.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 3550. Tropical Ecology (3)
This study abroad course covers major tropical ecotypes and encompasses the ecology of terrestrial, aquatic, and marine tropical organisms. Emphasis will be on coral reef ecosystems, including taxonomy and identification of common invertebrates and vertebrates found in the Caribbean basin. Issues pertaining to coral reef conservation will be discussed. The majority of the course will take place at the Gerace Research Centre on the island of San Salvador in the Bahamas.
Prerequisites: (BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L)

BIOL 3570. Rainforest Ecology (3)
This program is designed primarily for biology majors to expose them to field work in the biological sciences. The program will utilize Costa Rica as a base for the field portion of the course. Students will have the opportunity to work with researchers on various projects concerning tropical rainforest ecology, conservation, and sustainable agriculture. In addition, students will travel to various sites around the country encompassing the typical ecological zones of Costa Rica, including additional field work opportunities, excursions into the rainforests, as well as lectures from experts. The trip will be supplemented by pre-trip lectures and exams, as well as student projects to be completed upon returning from Costa Rica.

BIOL 3550. Tropical Ecology (3)
This study abroad course covers major tropical ecotypes and encompasses the ecology of terrestrial, aquatic, and marine tropical organisms. Emphasis will be on coral reef ecosystems, including taxonomy and identification of common invertebrates and vertebrates found in the Caribbean basin. Issues pertaining to coral reef conservation will be discussed. The majority of the course will take place at the Gerace Research Centre on the island of San Salvador in the Bahamas.
Prerequisites: (BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L)

BIOL 3570. Rainforest Ecology (3)
This program is designed primarily for biology majors to expose them to field work in the biological sciences. The program will utilize Costa Rica as a base for the field portion of the course. Students will have the opportunity to work with researchers on various projects concerning tropical rainforest ecology, conservation, and sustainable agriculture. In addition, students will travel to various sites around the country encompassing the typical ecological zones of Costa Rica, including additional field work opportunities, excursions into the rainforests, as well as lectures from experts. The trip will be supplemented by pre-trip lectures and exams, as well as student projects to be completed upon returning from Costa Rica.

BIOL 3550. Tropical Ecology (3)
This study abroad course covers major tropical ecotypes and encompasses the ecology of terrestrial, aquatic, and marine tropical organisms. Emphasis will be on coral reef ecosystems, including taxonomy and identification of common invertebrates and vertebrates found in the Caribbean basin. Issues pertaining to coral reef conservation will be discussed. The majority of the course will take place at the Gerace Research Centre on the island of San Salvador in the Bahamas.
Prerequisites: (BIOL 1108 and BIOL 1108L and BIOL 1107 and BIOL 1107L)
BIOL 3740. Economic Botany (3)
Economic Botany explores the intimate relationship between plants and our lives. Topics that will be covered in this course include our use of plants as medicines, food, beverages, and textiles. We will also explore our use of plants in ornamental gardening and forensics.
Prerequisites: (BIOL 1108 and BIOL 1108L)

BIOL 3760. Plant Biology (3)
Plant Biology will explore basic plant anatomy, morphology, and physiology. The course will also touch on the many connections between plants and people such as plants as providers of food and medicine to forming the foundation of our ecosystems.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 3760L. Plant Biology Lab (1)
Plant Biology Laboratory will be a hands-on exploration of basic plant anatomy, morphology, and physiology. The course will also explore plants as food and medicine to how they form the foundation of our ecosystems.
Prerequisites: BIOL 1107 and BIOL 1108 and BIOL 1107L and BIOL 1108L and (BIOL 2500 (may be taken concurrently) or BIOL 3760 (may be taken concurrently))

BIOL 3900. Experimental Design (3)
This course will give students additional exposure to scientific experiments, including designing experiments, collecting data, analyzing data, and presenting it to colleagues/peers.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 4100. Animal Physiology (3)
This course will examine the mechanisms that underlie different physiological functions and their evolutionary origins. The course will also explore how different animals, both invertebrate and vertebrate, perform the same basic physiological functions and how various environments impact an animal's physiology. The course focuses on topics such as food and energy, integrating systems, muscular systems, oxygen and carbon dioxide physiology, and water and salt physiology.
Prerequisites: (BIOL 1107 and BIOL 1107L) and (BIOL 1108 and BIOL 1108L) and BIOL 3380

BIOL 4100L. Animal Physiology Lab (1)
This laboratory course is complementary to the Animal Physiology lecture course, and allows students to perform lab exercises that reinforce basic and fundamental principles of physiology. Course modules will include exercises that examine topics such as cell physiology, muscle physiology, cardiovascular physiology, respiratory system, and nervous system.
Prerequisites: (BIOL 1107 and BIOL 1107L) and (BIOL 1108 and BIOL 1108L) and BIOL 4100 (may be taken concurrently)

BIOL 4120. Neurobiology (3)
This class is an in-depth discussion of the biology of the nervous system. Topics include neuronal structure and function, communication at the synapse (electrical and action potentials), membrane receptors and intracellular signaling systems, gene regulation, gross organization of the brain and spinal cord, the processing of sensory information and development of the nervous system.
Prerequisites: BIOL 3200

BIOL 4160. Endocrinology (3)
This course covers the major vertebrate endocrine systems, the effects of different hormones on cellular and organismal levels of physiology, and disorders of the endocrine system. This course utilizes lectures, classroom discussion of research papers, and student presentations. A major emphasis is placed on student participation.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 4202L. Biotechnology Laboratory (3)
An experiment-based course in which students use DNA technology to explore topics such as DNA fingerprinting, cloning, DNA amplification, genetic therapies, sex determination, inheritance and paternity, and human genetic disease.
Prerequisites: (BIOL 3250 and BIOL 3250L) and (BIOL 4201 or BIOL 3201)

BIOL 4222. Biology Research Pract (3)
Research experience for students in Biology.
Prerequisites: (BIOL 1108 and BIOL 1108L or BIOL 172) and (BIOL 1107 and BIOL 1107L) and (MATH 1231 or MATH 231) or MATH 1401 and (CHEM 2412 and CHEM 2412L or CHEM 252)

BIOL 4230. Biol Research Pract I (3)
This course is a supervised research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.
Prerequisites: (BIOL 1108 and BIOL 1108L or BIOL 172) and (BIOL 1107 and BIOL 1107L) and (MATH 1231 or MATH 1401 or MATH 231) and (CHEM 2412 and CHEM 2412L or CHEM 252)

BIOL 4231. Biol Research Pract II (3)
This course is a supervised research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.
Prerequisites: (BIOL 1108 and BIOL 1108L or BIOL 172) and (BIOL 1107 and BIOL 1107L) and (MATH 1231 or MATH 1401 or MATH 231) and (CHEM 2412 and CHEM 2412L or CHEM 252)

BIOL 4232. Biol Research Pract III (3)
This course is a supervised research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.
Prerequisites: (BIOL 1108 and BIOL 1108L or BIOL 172) and (BIOL 1107 and BIOL 1107L) and (MATH 1231 or MATH 1401 or MATH 231) and (CHEM 2412 and CHEM 2412L or CHEM 252)

BIOL 4255. Parasitology (3)
A study of the basic principles of parasitism and the morphology, taxonomy, and life cycles of important parasites of humans and other vertebrates.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 4255L. Parasitology Lab (1)
This lab covers basic principles of parasitism, parasite morphology, parasite life cycles, and ever-reaching influence to humans and other vertebrates.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and BIOL 4255 (may be taken concurrently)
Prerequisites: BIOL 3200 and BIOL 4201

BIOL 4460. Virology (3)
This course will focus on animal viruses and will discuss basic concepts in virology including viral taxonomy, structure, entry/exit, replication, quantitation, genetics, pathogenesis, and virus-host interaction. This course will use a textbook and the primary literature as course materials.
Prerequisites: BIOL 3200

BIOL 4460L. Virology Lab (1-4)

BIOL 4500. Biology Seminar I (1)
Experts from industry, government, and academe address current topics in Biology. Students enrolled in the seminar prepare for the talks by reading research papers. This course gives students the opportunity to meet with and question experts in the field. Career preparation is also covered in this course.
Prerequisites: (BIOL 1108 and BIOL 1107L and BIOL 1108L) and (MATH 1231 or MATH 1401) and BIOL 2900

BIOL 4501. Biology Seminar II (1)
Experts from industry, government, and academe address current topics in Biology. Students enrolled in the seminar prepare for the talks by reading research papers. This course gives students the opportunity to meet with and question experts in the field. Career preparation is also covered in this course.
Prerequisites: (BIOL 1108 and BIOL 1107L and BIOL 1108L) and (MATH 1231 or MATH 1401) and BIOL 4500

BIOL 4530. Ecology of Infectious Disease (3)
This course will explore our current understanding of the patterns and dynamics of infectious disease in human and non-human populations. Students will learn how evolutionary and ecological factors affect disease transmission and spread, and how disease ecologists and epidemiologists use theoretical models to understand and predict these patterns. We will use a variety of scientific and popular science sources explore the diversity of infectious diseases and the features of emerging infectious diseases.
Prerequisites: BIOL 3500

BIOL 4540. Biology of Climate Change (3)
This course explores the scientific evidence for anthropogenic climate change, as well as its effects upon nature and society. Topics include the climate system, natural climate variability, anthropogenic drivers of climate change, the carbon cycle, phenology, ecosystem changes, and other climate change impacts on biological systems. This course incorporates information from biology, chemistry, and physics to address these topics.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and BIOL 3500 (may be taken concurrently)

BIOL 4620. Applied and Environ Micro. (3)
This course is designed to expose students to the importance of microorganisms in industrial processes and in the environment. The course will also focus on the applications of microorganisms to solve environmental problems and public health aspects of environmental microbiology.
Prerequisites: BIOL 3250 and BIOL 3250L and BIOL 4620L (may be taken concurrently)

BIOL 4620L. Applied and Environ Micro. Lab (1)
Laboratory exercises focus on microbial growth, interactions between microorganism, microbial community analysis, impacts of environmental factors on microbial communities and use in industrial applications such as food production and sewage treatment.
Prerequisites: BIOL 3250 and BIOL 3250L and BIOL 4620 (may be taken concurrently)

BIOL 4630. Mycology (3)
The focus of this course is the taxonomy, structure, and function of the members of the Kingdom Fungi.
Prerequisites: BIOL 3250 and BIOL 3250L

BIOL 4700. Special Topics in Biology (1-4)
Selected topics of current interest in biology. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 4701. Special Topics in Biology (1-4)
Selected topics of current interest in biology. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 4702. Special Topics in Biology (1-4)
Selected topics of current interest in biology. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L

BIOL 4703. Special Topics in Biology (1-4)
Selected topics of current interest in biology. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L
BUSA 1105. Introduction to Business (3)
This course assists students to understand the relationships of the various business disciplines. Topics covered include economic environment, global competition, entrepreneurship, general and human resources management, marketing, accounting, finance, and business careers. In order to foster students' ability to think critically, this course emphasizes an integrated approach that provides opportunities for study of the synergy among various business functions.

BUS 3101. Business Statistics (3)
Application of statistical techniques to business problems. Includes descriptive statistics, business forecasting, statistical inference, and regression. Computer software used in this course.
Prerequisites: MATH 1101 or MATH 1111

This case study course requires students to analyze a variety of complex business situations and to form and justify plausible decision alternatives that reflect ethical concepts, concern for multiple stakeholder groups, and a range of decision-making criteria, processes, and outcomes.

BUS 3800. Selected Topics in Business (3)
An examination of selected topics pertinent to the field of business.
Prerequisites: ENGL 1101 and CRIT 1101 and POLS 1101

BUS 4850. Internship/Cooperative Educati (3)
Individually designed learning program involving field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning.

BUS 4851. Internship/Cooperative Educati (3)
Individually designed learning program involving field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning.

BUS 4852. Internship/Cooperative Educati (3)
Individually designed learning program involving field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning.

BUS 4900. Indep. Study/Directed Research (3)
Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean.

BUS 4901. Indep. Study/Directed Research (3)
Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean.

BUS 4902. Indep. Study/Directed Research (3)
Special work arranged in consultation with instructor. Requires approval of the Dean or Associate Dean.

Business Law (BLAW)

BLAW 2106. Legal Environment of Business (3)
An introduction to the legal, regulatory, political, social, ethical, culture, environmental, and technological issues which form the context for business. The course will include an overview of the impact of demographic diversity on organizations.

BLAW 3370. Intermediate Business Law (3)
A study of legal aspects of contracts, sales contracts, negotiable instruments agency, partnerships, corporations, and property for the purpose of expanding the students understanding of the legal rights and liabilities in the ordinary course of business.
Prerequisites: BLAW 2106 or BUSA 2106
Chemistry (CHEM)

CHEM 1151. Survey of Chemistry I (3)
First course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health science majors (This course is also open to non-science majors). Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry.
Prerequisites: (MATH 0099 or MATH 1101 or MATH 1111 or MATH 1113 (may be taken concurrently) or MATH 1112 (may be taken concurrently) or MATH 1501 (may be taken concurrently)) or COMM with a score of 40 or CPTE with a score of 070 or S02 with a score of 430 or A02 with a score of 18 or ACCM with a score of 070

CHEM 1151L. Survey of Chemistry Lab I (1)
Laboratory accompanying CHEM 1151.
Prerequisites: CHEM 1151 (may be taken concurrently)

CHEM 1152. Survey of Chemistry II (3)
Second course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health science majors (This course is also open to non-science majors).
Prerequisites: (CHEM 1151 and CHEM 1151L) or (CHEM 1211 and CHEM 1211L) or (CHEM 1211K)

CHEM 1152L. Survey of Chemistry Lab II (1)
Laboratory accompanying CHEM 1152.
Prerequisites: (CHEM 1151 and CHEM 1151L) or CHEM 131 or CHEM 151 and CHEM 1152 (may be taken concurrently)

CHEM 1211. Principles of Chemistry I (3)
First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature. High School Chemistry is required for this course. Students who have not taken Chemistry in High School, and who desire to take CHEM 1211, must first take and pass CHEM 1151 and CHEM 1151L.
Prerequisites: CHEM 1211L (may be taken concurrently) and (MATH 1112 (may be taken concurrently) or MATH 1112A (may be taken concurrently) or MATH 1113 (may be taken concurrently) or MATH 130 or MATH 1501 (may be taken concurrently) or MATH 151)

CHEM 1211K. Principles of Chemistry I (4)
First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature. Laboratory exercises supplement the lecture material. For additional course information, visit http://ecore.usg.edu/courses/description.php. This course is taught on-line only through eCore. It is not available on campus.
Prerequisites: (ECOR with a score of C) and MATH 1111 and MATH 1113

CHEM 1211L. Principles of Chemistry Lab I (1)
Laboratory accompanying 1211.
Prerequisites: CHEM 1211 (may be taken concurrently)

CHEM 1212. Principles of Chemistry II (3)
Second course in a two-semester sequence covering the fundamental principles and applications of chemistry for science majors.
Prerequisites: (CHEM 1211 and CHEM 1211L) and CHEM 1212L (may be taken concurrently) and (MATH 1112 or MATH 1113 or MATH 1501)

CHEM 1212K. Principles of Chemistry II (4)
Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Laboratory exercises supplement the lecture material. For additional course information, visit http://ecore.usg.edu/courses/description.php
Prerequisites: CHEM 1211 and CHEM 1211L or CHEM 1211K and MATH 1113 and ECOR with a score of C

CHEM 1212L. Principles of Chemistry Lab II (1)
Laboratory accompanying CHEM 1212.
Prerequisites: CHEM 1212 (may be taken concurrently) and CHEM 1211L

CHEM 1500. Freshman Chemistry Seminar (1)
The first of four chemistry seminars. Emphasis will be placed on laboratory safety, professional development, and the chemistry curriculum. Attendance at some department and/or university events will be required.

CHEM 2411. Organic Chemistry I (3)
A study of the common classes of carbon compounds, including their physical and chemical properties, methods of preparation, and reactions utilizing modern theories of electronic structure and reaction mechanisms.
Prerequisites: (CHEM 1212 and CHEM 1212L) and CHEM 2411L (may be taken concurrently)

CHEM 2411L. Organic Chemistry Laboratory I (1)
Laboratory accompanying CHEM 2411.
Prerequisites: CHEM 2411 (may be taken concurrently)

CHEM 2412. Organic Chemistry II (3)
A continuation of CHEM 2411 which focuses on functional groups and their reactions.
Prerequisites: (CHEM 2411 and CHEM 2411L) and CHEM 2412L (may be taken concurrently)

CHEM 2412L. Organic Chemistry Lab II (1)
Laboratory accompanying CHEM 2412.
Prerequisites: CHEM 2412 (may be taken concurrently) and CHEM 2411L

CHEM 2500. Sophomore Chemistry Seminar (1)
The second of four chemistry seminars. Emphasis will be placed on scientific ethics, science and society, and presentation of data. Attendance at some department and/or university events will be required.
Prerequisites: CHEM 1212 and CHEM 1212L and CHEM 1500

CHEM 2811. Quantitative Analysis (3)
This course intends to introduce the basics of analytical chemistry for students in STEM fields. The emphasis is to understand the theoretical aspects of quantitative analysis and develop problem-solving skills. In this course, students will learn how to apply the concepts of chemical reactivity and equilibrium from general chemistry in a quantitative fashion to the field of chemical analysis. In addition, students will learn how to design and conduct well-defined chemical analysis and present those results with a high level of scientific validity.
Prerequisites: (CHEM 1211 and CHEM 1211L and CHEM 1212L and CHEM 1212K)

CHEM 2811L. Quantitative Analysis Lab (1)
This lab course emphasizes the application of topics and theory covered in the lecture course (CHEM 2811). It introduces students to methods of chemical analysis through wet chemical techniques including quantifying analytes of interest. Topics covered include laboratory techniques of volumetric, gravimetric, elementary instrumental chemical analyses, uses of laboratory equipment/glassware, and basic statistical analysis.
Prerequisites: CHEM 2811 (may be taken concurrently)
CHEM 3202. Introductory Biochemistry (3)
An introduction to the chemistry of biological systems. Topics include proteins, enzymes, carbohydrates, lipids and metabolism pathways. A student may not receive credit for both CHEM 3202 and CHEM 4202.
Prerequisites: CHEM 2411 and CHEM 2411L

CHEM 3202L. Biochemistry Laboratory I (1)
An introduction to modern biochemical techniques. Experiments may include methods for protein, nucleic acid, carbohydrate, and lipid isolation and characterization, enzyme kinetics, spectroscopy, chromatography, and electrophoresis.
Prerequisites: CHEM 3202 (may be taken concurrently) or CHEM 4202 (may be taken concurrently)

CHEM 3210. Off-Campus Internship I (3)
Internship program for selected students who perform supervised chemical work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship.
Prerequisites: CHEM 1212 and CHEM 1212L

CHEM 3211. Off-Campus Internship II (3)
Internship program for selected students who perform supervised chemical work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship.
Prerequisites: CHEM 1212 and CHEM 1212L

CHEM 3220. On-Campus Internship I (3)
This is an internship program for selected students who will perform supervised work related to chemistry and/or pedagogy in conjunction with chemistry faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.
Prerequisites: (CHEM 1212 and CHEM 1212L)

CHEM 3221. On-Campus Internship II (3)
This is an internship program for selected students who will perform supervised work related to chemistry and/or pedagogy in conjunction with chemistry faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.
Prerequisites: (CHEM 1212 and CHEM 1212L)

CHEM 3222. Off-Campus Internship (3)
Internship program for selected students who perform supervised chemical work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship.
Prerequisites: CHEM 1212 and CHEM 1212L

CHEM 3223. On-Campus Internship (3)
This is an internship program for selected students who will perform supervised work related to chemistry and/or pedagogy in conjunction with chemistry faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.
Prerequisites: (CHEM 1212 and CHEM 1212L)

CHEM 3224. Introductory Research (3)
This course is a supervised introductory research experience with Chemistry faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.
Prerequisites: (CHEM 1212 and CHEM 1212L)

CHEM 3230. Introductory Research I (3)
This course is a supervised introductory research experience with Chemistry faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.
Prerequisites: (CHEM 1212 and CHEM 1212L)

CHEM 3231. Introductory Research II (3)
This course is a supervised introductory research experience with Chemistry faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.
Prerequisites: (CHEM 1212 and CHEM 1212L)

CHEM 3232. Introductory Research III (3)
This course is a supervised introductory research experience with Chemistry faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other CSU faculty.
Prerequisites: (CHEM 1212 and CHEM 1212L)

CHEM 3311. Inorganic Chemistry (3)
A study of inorganic compounds and complexes through the use of topics such as the electronic structure of atoms and molecules, bonding, molecular symmetry, and coordination chemistry.
Prerequisites: CHEM 2411 and CHEM 2411L and CHEM 2412 (may be taken concurrently) and CHEM 2412L (may be taken concurrently)

CHEM 3311L. Inorganic Chemistry Laboratory (1)
A laboratory course that accompanies Chem 3311 and focuses on the synthesis, purification, and characterization of inorganic compounds and complexes.
Prerequisites: CHEM 2411 and CHEM 2411L and CHEM 2412 (may be taken concurrently) and CHEM 2412L (may be taken concurrently) and CHEM 3311 (may be taken concurrently)
CHEM 3400. Survey of Physical Chemistry (3)
A study of elementary physical chemistry introducing general concepts such as atomic structure, chemical bonding, spectroscopy, thermodynamics (ideal and real gases, chemical equilibria), and chemical kinetics (rates of reactions and transport properties of materials). This is a non-calculus based physical chemistry course.
Prerequisites: CHEM 1212 and CHEM 1212L and PHYS 1112

CHEM 3400L. Physical Chemistry Lab I (1)
Laboratory methods in elementary physical chemistry that introduce general concepts.
Prerequisites: CHEM 2412 and CHEM 2412L and PHYS 1112 and (CHEM 3400 (may be taken concurrently) or CHEM 3411 (may be taken concurrently))

CHEM 3411. Thermodynamics and Kinetics (3)
A study of physical chemistry including topics in thermodynamics (ideal and real gases, chemical equilibria), chemical kinetics (rates of reactions, transport properties of materials) and liquid and solid state theory.
Prerequisites: CHEM 1212 and CHEM 1212L and PHYS 2211 and PHYS 2211L and MATH 1501

CHEM 3411L. Physical Chemistry Laboratory (1)
Laboratory methods in physical chemistry.
Prerequisites: CHEM 3411 (may be taken concurrently)

CHEM 3412. Quantum Mechanics (3)
A study of the principles of quantum mechanics and its applications to chemical systems. Solutions of Schrodinger equation for simple systems, perturbation theory, one-electron atom, spin and relativistic effects, multi-electron atoms, chemical bonding and spectroscopy will be discussed. MATH 2502 Calculus II course is strongly recommended to be taken concurrently or prior to this course.
Prerequisites: CHEM 1212 and CHEM 1212L and PHYS 2212 (may be taken concurrently) and PHYS 2212L (may be taken concurrently) and MATH 1501

CHEM 3412L. Physical Chemistry Lab II (1)
Laboratory methods in physical chemistry.
Prerequisites: CHEM 3412 (may be taken concurrently)

CHEM 3500. Junior Chemistry Seminar (1)
The third of four chemistry seminars. Emphasis will be placed on career planning and scientific writing. Attendance at some department and/or university events will be required.
Prerequisites: CHEM 2412 and CHEM 2412L and CHEM 2500

CHEM 3811. Analytical Chemistry (3)
The study of classical quantitative determination methods, including volumetric and gravimetric analyses, equilibrium calculations, acid-base chemistry, and electrochemistry.
Prerequisites: CHEM 1212 and CHEM 1212L

CHEM 4110. Environmental Chemistry (3)
A study of the chemistry of our environment. Topics typically include air and water pollution, pharmaceuticals, plastics, bioenergetics, thermodynamics of life, and nuclear power.
Prerequisites: (CHEM 2412 and CHEM 2412L) or CHEM 252

CHEM 4201. Advanced Organic Chemistry (3)
Advanced concepts in organic chemistry, including conjugated systems, cycloaddition reactions, molecular orbital theory, heterocyclic chemistry, enolate chemistry, and organic polymers. Additional topics will reflect the needs and interests of the students and faculty.
Prerequisites: CHEM 2412

CHEM 4202. Biochemistry I (3)
A study of the chemistry of biological systems. Topics typically include proteins, enzymes, carbohydrates, lipids and metabolism pathways.
Prerequisites: CHEM 2412 and (CHEM 2412L or CHEM 252)

CHEM 4202L. Biochemistry Laboratory (3)
An introduction to modern biochemical techniques. Experiments may include methods for protein, nucleic acid, carbohydrate, and lipid isolation and characterization, enzyme kinetics, spectroscopy, chromatography, and electrophoresis.
Prerequisites: CHEM 2412 and CHEM 2412L and (CHEM 2402 (may be taken concurrently) or CHEM 3202 (may be taken concurrently))

CHEM 4203. Biochemistry II (3)
An extended study of metabolic pathways involving carbohydrates, lipids, amino acids, and nucleotides. Nucleic acids and hormonal regulation will also be addressed.
Prerequisites: CHEM 4202

CHEM 4203L. Biochemistry Laboratory II (1)
A continued study and application of modern biochemical techniques. Experiments may include methods for protein, nucleic acid, carbohydrate, and lipid isolation and characterization, enzyme kinetics, spectroscopy, chromatography, and electrophoresis.
Prerequisites: CHEM 3202L and (CHEM 3202 or CHEM 4202)

CHEM 4204. Forensic Chemistry (3)
The study of the chemistry and laboratory techniques used in forensic chemistry. Topics typically include the legal aspects of physical evidence collection and analysis, statistical analysis of data, drug analysis, forensic toxicology, explosives and arson residue analysis, glass analysis, fiber and paper analysis, paint and ink analysis, and gunpowder residue analysis. Various laboratory instruments and procedures will also be covered including mass spectrometry, infrared spectroscopy, UV-VIS spectroscopy, Raman spectroscopy, atomic absorption, immunoassay, chromatography, microspectrophotometry, and microscopy (light, polarized light, comparison, stereoscopic, scanning electron).
Prerequisites: CHEM 4212 and CHEM 4212L or CHEM 252

CHEM 4205. Medicinal Chemistry (3)
A study of medicinal chemistry and the underlying principles of organic chemistry. Topics will include drug delivery, anesthetics, structure/function relationships, receptor theory, neurotransmitters, synthesis of various tranquilizer classes, synthesis of antidepressants, enzyme inhibition, antibiotics, and non-steroidal anti-inflammatory drugs (NSAIDs).
Prerequisites: CHEM 2412 and CHEM 2412L or CHEM 252

CHEM 4206. Polymer Chemistry (3)
An overview of the function, synthesis, properties, and characterization of polymers. Topics include structure determination, formation and degradation reactions, molecular weight determination, physical states and transitions, mechanical properties, and spectroscopic characterization techniques.
Prerequisites: CHEM 2412 and CHEM 2412L

CHEM 4207. Electrochemistry (3)
Electrochemistry is a one-semester elective course for science majors covering the study of relations between chemical reactions and electricity. Major topics include electrode potentials & the Nernst equation, electrode reactions, voltammetry, amperometry, and electrochemical sensors.
Prerequisites: CHEM 2412 (may be taken concurrently) and CHEM 2412L (may be taken concurrently)
CHEM 4208. Food Chemistry (3)
An overview of the major reactions occurring in food preparation and preservation. Major food categories may include milk products, baking, meats, fermentation, and candy making.
Prerequisites: CHEM 2411

CHEM 4209. Color Chemistry (3)
An advanced topics chemistry course dealing with the chemistry of dyes and pigments. The relationship between electronic and physical structure and optical properties of materials is explored. Attention is given to the nature of color, human perception of color, generation of color in conjugated dyes and structural pigments, applications of dyes and pigments, and characterization of such materials.

CHEM 4222. Chemistry Research Practicum (3)
Research experience for students in Chemistry. Practicum assignments must be approved by the student’s major advisor and the Chemistry faculty.
Prerequisites: CHEM 2412 and CHEM 2412L or CHEM 252

CHEM 4230. Chemistry Research Practicum I (3)
Research experience for students in Chemistry. Practicum assignments must be approved by the student’s major advisor and the Chemistry faculty.
Prerequisites: CHEM 2412 and CHEM 2412L or CHEM 252

CHEM 4231. Chemistry Research Pract II (3)
Research experience for students in Chemistry. Practicum assignments must be approved by the student’s major advisor and the Chemistry faculty.
Prerequisites: CHEM 2412 and CHEM 2412L or CHEM 252

CHEM 4232. Chemistry Research Pract III (3)
Research experience for students in Chemistry. Practicum assignments must be approved by the student’s major advisor and the Chemistry faculty.
Prerequisites: CHEM 2412 and CHEM 2412L or CHEM 252

CHEM 4301. Inorganic Chemistry (3)
A study of inorganic chemistry. Topics typically include atomic structure, ionic bonding, lattice energy, valence bond theory, molecular orbital theory, coordination chemistry, nomenclature, reaction mechanisms, and an introduction to group theory.
Prerequisites: CHEM 2411 and CHEM 2411L

CHEM 4302. Solid State Chemistry (3)
An advanced topics chemistry course dealing with materials and bonding in the solid state. The relationship between electronic structure and crystal structure is developed. Attention is given to characterization of atomic and molecular arrangements in crystalline and amorphous solids, metals, ceramics, semiconductors, and polymers.
Prerequisites: CHEM 3411 and CHEM 3412

CHEM 4311. Advanced Inorganic Chemistry (3)
A study of the molecular structure and properties of inorganic compounds and complexes such as bonding; the relationship between electronic structure, molecular symmetry, and spectroscopy; and inorganic reaction mechanisms. The broader ideas of catalysis and organometallic chemistry will also be introduced.
Prerequisites: CHEM 3311

CHEM 4401L. Advanced Lab I: Organic Synth. (2)
A laboratory course involving a series of multipart experiments designed to solve realistic applied problems and build upon the chemical principles and experimental techniques introduced in earlier laboratories. This laboratory focuses on the synthesis, purification, and characterization of organic molecules using a variety of advanced techniques.
Prerequisites: (CHEM 2412 and CHEM 2412L and CHEM 4201 (may be taken concurrently))

CHEM 4402L. Advanced Lab II: Biochemistry (2)
A laboratory course involving a series of multipart experiments designed to solve realistic applied problems and build upon the chemical principles and experimental techniques introduced in earlier laboratories. This laboratory focuses on the isolation and characterization of biological molecules using a variety of advanced techniques.
Prerequisites: (CHEM 4202 and CHEM 4202L or BIOL 3250L)

CHEM 4403L. Advanced Lab III: Inorganic (2)
A laboratory course involving a series of multipart experiments designed to solve realistic applied problems and build upon the chemical principles and experimental techniques introduced in earlier laboratories. This laboratory focuses on synthesis, purification, and characterization of inorganic molecules using a variety of advanced techniques.
Prerequisites: (CHEM 2411 and CHEM 2411L and CHEM 2412L (may be taken concurrently) and CHEM 4301 (may be taken concurrently))

CHEM 4411. Biophysical Chemistry (3)
The study of thermodynamics, transport phenomena, and spectroscopic methods as they relate to biological systems.
Prerequisites: CHEM 3411 and CHEM 3412 and CHEM 4202

CHEM 4412. Computational Chemistry (3)
An advanced topics chemistry course designed to introduce the field of computational chemistry methods. Quantum mechanical and molecular mechanics methods will be studied. Students will take part in hands-on learning through the use of computational chemistry software.
Prerequisites: CHEM 3411 and CHEM 3412

CHEM 4413. Qual Assurance & Qual Control (3)
QA/QC is a one-semester elective course covering the skills needed to assess how products and materials perform throughout manufacturing, processing and shipping, ways of assessing how products function in the marketplace, strategies for fixing quality issues, and methods of analyzing end-user satisfaction. Major topics include personnel and training, validation of analytical procedures, standard operating procedures (SOPs), good manufacturing practices (GMPs), and report writing.
Prerequisites: CHEM 2412 (may be taken concurrently) and CHEM 2412L (may be taken concurrently) and CHEM 2811L and CHEM 2811L

CHEM 4500. Senior Chemistry Seminar (1)
The fourth of four chemistry seminars. Emphasis will be placed on reading the chemical literature and presentation skills. Attendance at some department and/or University events will be required.
Prerequisites: CHEM 3500

CHEM 4700. Special Topics in Chemistry (1-3)
Selected advanced topics of current interest in chemistry. This course will be offered as fits the needs and interests of the students and faculty.
Prerequisites: CHEM 1212

CHEM 4701. Special Topics in Chemistry II (1-4)
Selected advanced topics of current interest in chemistry. This course will be offered as fits the needs and interests of the students and faculty.
Prerequisites: CHEM 4700 (may be taken concurrently)
CHEM 4702. Special Topics Chemistry III (1-4)
Selected advanced topics of current interest in chemistry. This course will be offered as fits the needs of the students and faculty.
**Prerequisites:** CHEM 4700 (may be taken concurrently) and CHEM 4701 (may be taken concurrently)

CHEM 4811. Instrumental Analysis (3)
Theoretical principles and uses of modern instrumental methods covering: spectroscopy, electroanalysis, and chromatographic separations.
**Prerequisites:** CHEM 2412 and CHEM 2412L and CHEM 3811

CHEM 4811L. Instrumental Analysis Lab (1)
The use of modern instrumental techniques for qualitative and quantitative determination of substances.
**Prerequisites:** CHEM 4811 (may be taken concurrently) and CHEM 2811L

CHEM 4812. Spectroscopy (3)
Applied spectroscopy theory and application of 1D- NMR, 2D-NMR, mass spectrometry, and infrared spectroscopy in the determination of organic structures.
**Prerequisites:** CHEM 2412 and CHEM 2412L

CHEM 4900. Biocomputing (3)
The human genome project and the web revolution present new challenges and opportunities for biologists and biochemists. The only way to deal effectively with the information explosion in biology and related disciplines is to use computers. Students in this course will use computer applications to search databases, perform calculations, and develop models concerning biological problems. This course is considered a capstone course for the biology degree program. A student may not receive credit for both BIOL 4900 and CHEM 4900.
**Prerequisites:** BIOL 3250 and BIOL 3250L and BIOL 4201 and (MATH 1231 or MATH 1401)

CHEM 4999A. Senior Evaluation (0)
The purpose of this class is to assess the chemistry degree program. Students will complete a series of surveys to assess the quality of the chemistry degree program. Students will also take a standardized subject test in chemistry to assess their content knowledge. This class should be taken in the last semester prior to graduation. Students enrolled in this class will have completed all chemistry coursework at the 2000-level and above at Clayton State University.
**Prerequisites:** (CHEM 3411 and CHEM 3412 and CHEM 4202 and CHEM 4811 (may be taken concurrently))

CHEM 4999B. Senior Evaluation (0)
The purpose of this class is to assess the chemistry degree program. Students will complete a series of surveys to assess the quality of the chemistry degree program. Students will also take a standardized subject test in chemistry to assess their content knowledge. This class should be taken in the last semester prior to graduation. Students should enroll in this class if they have completed any chemistry coursework at the 2000-level and above at an institution other than Clayton State University.
**Prerequisites:** (CHEM 3411 and CHEM 3412 and CHEM 4202 and CHEM 4811 (may be taken concurrently))

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**Communication/Media Studies (CMS)**

CMS 2010. Introduction to Media Studies (3)
This course offers an overview of the cultural, social, political, and economic impact of mediated communication. Topics include the nature and function of media, core media institutions, and media in transition. Students will analyze media critically, including the contemporary mediascape, and develop a historical perspective on major media forms.
**Prerequisites:** ENGL 1101

CMS 2015. Visual Communication (3)
This course covers the principles of visual literacy and basic techniques in the production of media content, with focus on visual awareness, composition, aesthetics and processing as key elements in effective communication.
**Prerequisites:** ENGL 1101

CMS 2100. Introduction to Film (3)
A humanities-based approach to cinema as an art form, this course introduces the basic elements of motion-picture form: camerawork, editing, narrative, sound, and mise-en-scene. The course also locates contemporary filmmaking within historical and international contexts. Attendance is required for weekly out-of-class screenings.

CMS 2410. Digital Photography (3)
Introduction to photographic techniques and editing. Students will learn basic composition, lighting, and image processing for digital distribution.

CMS 2420. Intro to Field Production (3)
An introduction to the production and distribution of networked digital media. Readings and assignments teach the basic concepts employed in production/distribution as well as hands-on skills using hardware and software. Students are required to provide a digital audio/video recording device (e.g. smart phone or camcorder) that meets the specifications listed on the CMS program website.
**Prerequisites:** ENGL 1102

CMS 3020. Research Methods (3)
This course provides CMS majors with the necessary skills to conduct independent, primary, interdisciplinary research in Media Studies and Cultural Studies. Students learn a variety of humanistic and social-scientific methodologies, which may include some or all of the following: in-depth interviewing, focus groups, archival research, content analysis, semiotics and textual analysis. Students choose an appropriate media topic to study through a variety of research modes and methods over the length of the semester. Open to students who have been admitted to the Communication and Media Studies (CMS) minor or BA programs.
**Prerequisites:** COMM 1110 and CMS 2010 and ENGL 1102 and (FILM 2100 or CMSS 2100 or CMS 2015) and CMSW with a score of 1

CMS 3010. Media and Culture (3)
An introduction to humanities-based approaches to the study of media and culture. Theories of textual and visual signification are introduced, including the contributions of discursive contexts and audience expectations. The class considers questions of taste, quality, and cultural identity, particularly as applied to contemporary and emerging media technologies.
**Prerequisites:** (FILM 2100 or CMS 2015) and (ENGL 1102 or ENGL 112) and (COMM 1110 or SPCH 121 or SPCH 201) and CMS 2010 and CMSW with a score of 1

CMS 3110. Media Industries (3)
Study of film, broadcast, print, and Internet industries, explaining how these industries work in the corporate world.
**Prerequisites:** CMS 2010
CMS 3200. History of Communication (3)
A chronological survey of major types of media and human communication, from pre-history through the present day, focusing upon the interrelationships between communication media and their larger social and cultural contexts. The history of communication leading to English-language media is the main focus, but comparisons and contrasts with other world communication systems will also be explored. Recommend: Completion of Areas C and E.3 (preferably HIST 1110).
Prerequisites: CMS 2010 and (ENGL 1102 or ENGL 112) and (COMM 1110 or SPCH 121 or SPCH 201) and (FILM 2100 or CMS 2015)

CMS 3340. National Cinemas I (3)
This course closely studies the development of a specific national or regional cinema in terms of its aesthetic, theoretical, and socio-political dimensions. Topics range from the study of a historical period (the Russian silent era, for example), to an in-depth analysis of a single movement (The French New Wave), to the conceptualization of a specific national or regional cinema (e.g., Japanese, Indian French, Mexican, Canadian, African, New Zealand, etc.).
Prerequisites: ENGL 1102 and (CMS 2100 or CMSS 2100)

CMS 3341. National Cinemas II (3)
This course closely studies the development of a specific national or regional cinema in terms of its aesthetic, theoretical, and socio-political dimensions. Topics range from the study of a historical period (the Russian silent era, for example), to an in-depth analysis of a single movement (The French New Wave), to the conceptualization of a specific national or regional cinema (e.g., Japanese, Indian, French, Mexican, Canadian, African, New Zealand, etc.).
Prerequisites: ENGL 1102 and CMS 2100

CMS 3342. National Cinemas III (3)
This course closely studies the development of a specific national or regional cinema in terms of its aesthetic, theoretical, and socio-political dimensions. Topics range from the study of a historical period (the Russian silent era, for example), to an in-depth analysis of a single movement (The French New Wave), to the conceptualization of a specific national or regional cinema (e.g., Japanese, Indian, French, Mexican, Canadian, African, New Zealand, etc.).
Prerequisites: ENGL 1102 and CMS 2100

CMS 3400. Comm. Law, Ethics & Diversity (3)
This course is designed to provide students with an overview of law, ethics and diversity in mass media, a basic understanding of how existing laws control the operation of mass media, and recognition of freedom of expression and press laws in the United States including access to government records.
Prerequisites: ENGL 1102 and COMM 1110

CMS 3410. Lighting for Motion Pictures (3)
This studio course introduces the aesthetic conventions and technical skills of motion-picture lighting, including instruments, equipment, and techniques used for in-studio and on-location settings. Students will learn the process behind production lighting and demonstrate the ability to achieve a professional-quality video image.
Prerequisites: CMS 2410 or CMS 2420 or FILM 1520

CMS 3420. Audio Recording & Sound Design (3)
This studio course introduces the aesthetic conventions and technical skills of recorded sound. Assignments include field recording for audio media (e.g. radio and podcasting) and video, along with post-production sound design for moving images, including the preparation of dialog, sound effects, and music tracks.
Prerequisites: CMS 2100

CMS 3500. Writing & Editing - Mass Media (3)
A course in writing and editing for mass audiences, including print, broadcast, and Internet Journalism. Emphasis on news gathering, public affairs reporting, and practical applications of journalistic techniques and genres.
Prerequisites: CMS 2010 and (ENGL 1102 or ENGL 112) and (COMM 1110 or SPCH 121) and (FILM 2100 or CMS 2015)

CMS 3550. Introduction to Advertising (3)
This course provides students with a comprehensive introduction to advertising as an industry, its history, evolution and cultural impacts. Students will study theories of advertising, the advertising agency and the roles and responsibilities of its personnel. Students will also learn production techniques and the relationships among the advertising agency, the client, and the media.

Prerequisites: ENGL 1102

CMS 3600. Introduction to Broadcasting (3)
This course provides students with an understanding of the operations and functions of radio and television broadcasting in both America and in other countries. Students will learn how broadcasting and the electronic media operate including programming, production and distribution, networks, local stations, advertising and promotion, audience ratings and new technologies.
Prerequisites: COMM 1110 and CMS 2010

CMS 3700. Corporate Communication Design (3)
This course teaches students fundamental design skills which can be applied to advertising and publicity layout and production. Students learn the fundamentals of color theory and software applications along with design techniques used in the representation of corporate entities in the production of print ads; logos and corporate identities; online ads, and/ or newsletters. Students will also learn the role and responsibilities of designers within the advertising industry.
Prerequisites: (ENGL 1102) or (ART 1104) or (CMS 2410)

CMS 3710. Writing for Digital Media (3)
An advanced writing course that examines dispersed computer networks as new media forms. The course begins with a survey of the aesthetic, historical, and theoretical contexts that shape communication using digital media. It then offers hands-on experience in the development of hypertext and multimedia documents. Recommended: ITSK 1401 or equivalent knowledge of Hypertext Markup Language (HTML).
Prerequisites: (ENGL 1102 or ENGL 112)

CMS 3720. New Media Design (3)
A studio course that focuses on aesthetic and communicative applications of graphic, streaming, and interactive digital media. Class projects will result in a portfolio of work integrating sound, typography, photo illustration, and moving images.
Prerequisites: ENGL 1102
CMS 3810. Women and Popular Culture (3)
This course explores how women are represented in American popular culture, and how popular culture shapes our common sense notions regarding women, men, and our gender-specific roles in society. We will consider what types of images we see and hear in various forms of popular culture, including Hollywood movies, fashion magazines, television, advertising, music and popular health. We will then question how we learn to respond to and interpret these messages. Throughout our course we will study how pop cultural texts work to create meanings and how we can become critical consumers of those messages.
Prerequisites: (CMS 2015 or FILM 2100) and (ENGL 1102 or ENGL 112)

CMS 3820. Screenwriting (3)
In this course, students will study the mechanics of screenwriting. The course explores dramatic structure including film language, story, and character development. Students will analyze and apply various techniques in writing for the screen.
Prerequisites: ENGL 1102 and CMS 2100

CMS 3901. Internship/Practicum for CMS I (3)
This course is the principal experiential learning component of the Communication and Media Studies degree program. The placement site will be in a professional communication, performance, or other media environment related to the career interests or goals of the individual student. Students must coordinate their placements both with their desired internship/practicum sites and with the CSU Office of Experiential Learning. Placement opportunities outside the U.S. are encouraged. Enrollment is limited to students majoring in Communication and Media Studies degree program. The placement site will be in a professional communication, performance, or other media environment—either on- or off-campus, as appropriate—related to the career interests or goals of the individual student. Students must coordinate their placements both with their desired internship/practicum sites and with the Clayton State Office of Experiential Learning. Placement opportunities outside the U.S. are encouraged. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval.
Prerequisites: COMM 3300 and COMM 1110
Restrictions: Communication Media Studies

CMS 3902. Intern: Training & Instruction (3)
This course offers Communication and Media Studies students an additional experiential-learning opportunity that may be completed in addition to the required internship, CMS 3901. The course involves supervised work in teaching, training, and/or tutoring related to the career interests or goals of the individual student. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval.
Restrictions: Communication Media Studies

CMS 3903. Advanced Media Production (3)
This course offers Communication and Media Studies students an additional experiential-learning opportunity that may be completed in addition to the required internship, CMS 3901. The course involves supervised work in advanced media production related to the career interests or goals of the individual student. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval.
Prerequisites: CMS 4410 or CMS 4450 or CMS 3710 or ENGL 3901
Restrictions: Communication Media Studies

CMS 3911. Internship/Practicum in CMS II (3)
This course is the principal experiential learning component of the Communication and Media Studies degree program. The placement site will be in a professional communication, performance, or other media environment—either on- or off-campus, as appropriate—related to the career interests or goals of the individual student. Students must coordinate their placements both with their desired internship/practicum sites and with the Clayton State Office of Experiential Learning. Placement opportunities outside the U.S. are encouraged. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval.
Prerequisites: COMM 1110 and COMM 3300

CMS 3921. Internship/Prac in CMS III (3)
This course is the principal experiential learning component of the Communication and Media Studies degree program. The placement site will be in a professional communication, performance, or other media environment—either on- or off-campus, as appropriate—related to the career interests or goals of the individual student. Students must coordinate their placements both with their desired internship/practicum sites and with the Clayton State Office of Experiential Learning. Placement opportunities outside the U.S. are encouraged. Enrollment is limited to students majoring in Communication and Media Studies and also requires program approval.
Prerequisites: COMM 3300 and COMM 1110

CMS 4310. Film Analysis and Criticism (3)
This course continues the humanities-based approach to cinema begun in Introduction to Film, now in a writing-intensive format. Through weekly writing assignments students master the analysis of motion-picture form, including camerawork, editing, narrative, sound, and mise-en-scene. The course also considers multiple approaches to film theory and criticism within historical and international contexts. Attendance is required for weekly out-of-class screenings.
Prerequisites: CMS 2100 and FILM 2700

CMS 4320. Women and Film (3)
This course explores the role of women in cinema as on-screen representation, as spectators, and as filmmakers. We will study selected films and readings particularly in light of women’s gender, class, race, and sexuality.
Prerequisites: ENGL 112 or ENGL 1102 and CMS 2100 or CMSS 2100

CMS 4330. Film Genres I (3)
An analysis of specific genres of American and international cinema, focusing on the conventions and icons of those genres and examining significant films within them.
Prerequisites: (CMS 2100 or CMSS 2100)

CMS 4331. Film Genres II (3)
An analysis of specific genres of American and international cinema, focusing on the conventions and icons of those genres and examining significant films within them.
Prerequisites: (CMS 2100 or CMSS 2100)

CMS 4332. Film Genres III (3)
An analysis of specific genres of American and international cinema, focusing on the conventions and icons of those genres and examining significant films within them.
Prerequisites: (CMS 2100 or CMSS 2100)

CMS 4340. Television Criticism (3)
This course teaches students to analyze television programming using such methods as genre criticism, ideological criticism, auteurs criticism, semiotics and cultural studies and instructs them in the important elements of television production, including narrative structure, cinematography, editing, sound and acting.
Prerequisites: ENGL 1102 and (FILM 2100 or CMS 2100)

CMS 4410. Digital Video Production (3)
An introduction to the three phases of digital video creation: pre-production, production, and post-production. Students will be required to attend events (e.g., video shoots) scheduled outside of regular class hours.
Prerequisites: CMS 2100 and (CMS 2420 or FILM 1520)
CMS 4490. Modes of Video Production I (3)
This studio course in digital video production investigates modes of
digital production, including fiction, documentary, experimental, personal
narrative, web video, and interactive media, teaching fundamental terms
and concepts while providing students with hands-on hardware and
software skills. Students will be required to attend events (e.g. video
shoots) scheduled outside of regular class hours.
Prerequisites: CMS 2100 and (CMS 2420 or FILM 1520)

CMS 4492. Modes of Video Production III (3)
This studio course in digital video production investigates modes of
digital production, including fiction, documentary, experimental, personal
narrative, web video, and interactive media, teaching fundamental terms
and concepts while providing students with hands-on hardware and
software skills. Students will be required to attend events (e.g. video
shoots) scheduled outside of regular class hours.
Prerequisites: CMS 2100 and (CMS 2420 or FILM 1520)

CMS 4500. Global Contexts in CMS (3)
This course focuses on the roles played by media in processes of cultural
and economic globalization.
Prerequisites: CMS 3020 and (CMS 3101 or COMM 3010)

CMS 4560. Public Relations Prin. & Prac. (3)
A study of advertising and public relations theories and practices with
emphasis on communication strategy and creative practices behind the
delivery of advertising and public relations messages to target audiences.
Prerequisites: ENGL 1102 and (CMS 3500 or CMS 3550 or CMS 3560)

CMS 4580. Crisis & Change Communication (3)
Introduction to crisis and change communication and application,
covering crisis communication theory, management approaches during
corporate changes, and the influence of culture on crisis and change
communication.
Prerequisites: (CMS 2010) or (COMM 3300)

CMS 4610. Social Media (3)
This course focuses on emerging definitions, theories, and practices of
social media. It surveys different platforms and investigates contemporary uses of social media by individuals and institutions. In
addition, it includes hands-on experience and production techniques
using selected platforms.
Prerequisites: (CMS 2010) or (CMS 2015)

CMS 4650. Audio Podcasting (3)
Introduction to the technical and creative skills necessary for producing
high quality serial asynchronous audio programming (podcasts).
Topics include: audio recording and editing, copyright, voice training,
interviewing, writing for spoken communication, narrative structure, and
musical arrangement. Over the course of the semester, students will
produce their own podcasts.
Prerequisites: COMM 1110

CMS 4800. Selected Topics in CMS I (3)
Seminar in Communication and Media Studies topics.

CMS 4801. Selected Topics in CMS II (3)
Seminar in Communication and Media Studies topics.

CMS 4802. Selected Topics in CMS III (3)
Seminar in Communication and Media Studies topics.

CMS 4803. Selected Topics in CMS (3)
Seminar in Communication and Media Studies topics.

CMS 4804. Selected Topics in CMS (3)
Seminar in Communication and Media Studies topics.

CMS 4805. Selected Topics in CMS (3)
Seminar in Communication and Media Studies topics.

CMS 4807. Selected Topics in CMS (3)
Seminar in Communication and Media Studies topics.

CMS 4810. Women and the Arts (3)
In this course, we will explore the role of women as artists, spectators,
and representations in the visual, literary, and performing arts. Our
primary category of analysis in Women & the Arts is gender, the socially
constructed and historically variable understanding of what it means
to be a woman or man, but we will further consider how this category
interacts with race, class, and sexuality in the arts. Likewise, a central
idea in our class is that knowledge and images conveyed through artistic
texts are not neutral; rather, the arts socialize and discipline us as they entertain and enlighten us.
Prerequisites: ENGL 1102 and (FILM 2100 or ART 2302 or PHIL 2401 or
THEA 1100 or WST 2500 or CMS 2015)

CMS 4820. Media, Rhet, & Social Move I (3)
Considers the roles played by media and rhetoric in shaping the nature,
development and impact of one or more social movements. Examines
how communication and media have facilitated or hindered protest and
reform in the United States and the world. Rotating topics.
Prerequisites: COMM 1110 and (FILM 2100 or CMS 2015)

CMS 4821. Media, Rhet, & Social Move II (3)
Considers the roles played by media and rhetoric in shaping the nature,
development and impact of one or more social movements. Examines
how communication and media have facilitated or hindered protest and
reform in the United States and the world. Rotating topics.
Prerequisites: COMM 1110 and (FILM 2100 or CMS 2015)

CMS 4822. Media, Rhet, & Social Move III (3)
Considers the roles played by media and rhetoric in shaping the nature,
development and impact of one or more social movements. Examines
how communication and media have facilitated or hindered protest and
reform in the United States and the world. Rotating topics.
Prerequisites: COMM 1110 and (FILM 2100 or CMS 2015)

CMS 4900. Directed Research in CMS (3)
Independent study in Communication and Media Studies (credit varies).
Prerequisite(s): Junior-level status and CMS Program permission.
Restrictions: Communication Media Studies

CMS 4999. CMS Capstone (3)
This senior-level seminar will prepare students for entering careers in
communication, media, and related fields. Students will receive training in
job search techniques and interview skills, and study current dynamics in
the workforce. Students will also develop a professional resume and a
digital portfolio appropriate to their interests, strengths, and career goals.
Prerequisites: (CMS 3101 or CMS 3901 or CMS 3020)

Communications (COMM)

COMM 1001. Presentational Speaking (1)
A course of instruction in the essentials of effective informative public
speaking. The goal of the course is to help students develop credibility as
speakers by gaining basic competence in the preparation and delivery of
spoken reports or other informative presentations. (Not open to students
enrolled in or with credit for COMM 1110).
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Description</th>
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<tbody>
<tr>
<td>COMM 1002</td>
<td>Presentation Applications (1)</td>
<td></td>
<td>A course providing instruction and practice in the use of a variety of audio-visual media, including electronic media, often employed to enhance speaking presentations in a variety of situations. (Not open to students enrolled in or with credit for COMM 1110).</td>
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<td><strong>Prerequisites:</strong> COMM 1001 (may be taken concurrently)</td>
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<tr>
<td>COMM 1100</td>
<td>Human Communications (3)</td>
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<td>This course is a broad approach to oral communication skills including intrapersonal, interpersonal, small group, and public speaking. Students in this course will be expected to participate in discussions on a frequent basis, take 12 short online quizzes, complete a variety of unit assignments and take a proctored final exam.</td>
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<td><strong>Prerequisites:</strong> ECOR with a score of C</td>
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<tr>
<td>COMM 1110</td>
<td>Public Speaking (3)</td>
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<td>A study of the fundamentals of effective speaking, with emphasis on preparation and delivery of spoken presentations to inform and persuade. Instruction in and assessment of speaking skills are based on the elements described by the CSU. Communication outcome, focusing on the interrelationships among speaker, listener, situation, purpose, knowledge, organization, vocal and physical delivery, and language.</td>
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<td><strong>Prerequisites:</strong> ENGL 1102 and COMM 1110 and CMS 2100 and CMSW with a score of 1</td>
<td>Attention to group and interpersonal interaction is also included. Basic instruction is provided in preparing audio-visuals, including electronic media, to accompany end-of-semester presentations. (Not open to students with credit for COMM 1001 and COMM 1002 without permission of Humanities Department Head).</td>
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<tr>
<td>COMM 3015</td>
<td>Research Design in Human Comm. (3)</td>
<td></td>
<td>Survey of contemporary quantitative and qualitative methods used in the study of speech communication. Introduces students to the scientific method in areas of communication studies such as intrapersonal, interpersonal, public, small group, organizational, and nonverbal communication. Provides an introduction to interpretive methods such as participant-observation, symbolic interactionism, and ethnomethodology. Includes the analysis and evaluation of examples of communication research found in the speech communication literature.</td>
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<td><strong>Prerequisites:</strong> ENGL 1102 and COMM 1110 and CMS 2100 and CMSW with a score of 1</td>
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<tr>
<td>COMM 3100</td>
<td>Professional Speaking (3)</td>
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<td>A study and application of principles of effective communication skills in a variety of business and other professional settings within multicultural and/or international contexts. Includes effective verbal, nonverbal, and persuasive strategies; listening competence; and group dynamics. This course is open to students from all majors.</td>
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<td><strong>Prerequisites:</strong> COMM 1110</td>
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<tr>
<td>COMM 3210</td>
<td>Communication Theory (3)</td>
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<td>Study of major theories of interpersonal, group and mass communication, including the hypodermic effect, group leader theory, social categories theory, and diffusion theory.</td>
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<td><strong>Prerequisites:</strong> COMM 1110 and CMS 2010</td>
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<tr>
<td>COMM 3300</td>
<td>Interpersonal Communication (3)</td>
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<td>This course is designed to help students develop effective interpersonal communication skills. Students can expect to learn the theories and concepts of interpersonal communication, and then apply them to &quot;real world&quot; situations. It is expected that students will develop proficiencies in dyadic interactions and their analysis. In other words, students should be able to evaluate and moderate their own behavior, and assess the skills of others. In this way, students develop skills and a critical mindset that can be applied when they venture into the work-place. Recommended completion of Area C and E3.</td>
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<td><strong>Prerequisites:</strong> ENGL 112 or ENGL 1102</td>
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<tr>
<td>COMM 3310</td>
<td>Communication in Context I (3)</td>
<td></td>
<td>Provides an intensive investigation of communication as it occurs within specific contexts. Topics include computer-mediated communication, courtroom rhetoric, family communication, health communication, instructional communication, organizational interviewing, political rhetoric, small group communication, and the rhetoric of social movements.</td>
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<td><strong>Prerequisites:</strong> COMM 1110</td>
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<tr>
<td>COMM 3311</td>
<td>Communication in Context II (3)</td>
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<td>Provides an intensive investigation of communication as it occurs within specific contexts. Topics include computer-mediated communication, courtroom rhetoric, family communication, health communication, instructional communication, organizational interviewing, political rhetoric, small group communication, and the rhetoric of social movements.</td>
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<td><strong>Prerequisites:</strong> COMM 1110</td>
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<tr>
<td>COMM 3312</td>
<td>Communication in Context III (3)</td>
<td></td>
<td>Provides an intensive investigation of communication as it occurs within specific contexts. Topics include computer-mediated communication, courtroom rhetoric, family communication, health communication, instructional communication, organizational interviewing, political rhetoric, small group communication, and the rhetoric of social movements.</td>
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<td><strong>Prerequisites:</strong> COMM 1110</td>
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<td>COMM 3330</td>
<td>Rhetorical Criticism (3)</td>
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<td>This course is designed to examine the theories, methods, and applications of rhetoric and rhetorical theory. This course will give students an introduction to the thinkers and movements in rhetorical history and examine rhetorical studies most significant to popular culture. This course includes the study of various rhetorical perspectives including Neo-Aristotelian, Narrative, Dramatistic, Feminist, Marxist and Media Effects perspectives.</td>
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<td><strong>Prerequisites:</strong> ENGL 1102 and COMM 1110</td>
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<tr>
<td>COMM 3340</td>
<td>Persuasion (3)</td>
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<td>This course is designed to examine the theories, methods, and applications of persuasive communication. It includes the study of psychological and sociological aspects of persuasive communication by considering principles used in interpersonal, political, commercial and media contexts.</td>
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<td><strong>Prerequisites:</strong> ENGL 1102 and COMM 1110 and CRIT 1101</td>
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<tr>
<td>COMM 3420</td>
<td>Communication Theory (3)</td>
<td></td>
<td>Study of major theories of interpersonal, group and mass communication, including the hypodermic effect, group leader theory, social categories theory, and diffusion theory.</td>
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<td><strong>Prerequisites:</strong> (CMS 2010) or (CMS 2015)</td>
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<tr>
<td>COMM 3440</td>
<td>Communication Technologies (3)</td>
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<td>Study of design, development, and operation of technical systems used by business and industry to transmit and store information, for long-distance communication, and for asynchronous information exchange.</td>
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<td><strong>Prerequisites:</strong> CMS 2010</td>
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<tr>
<td>COMM 3460</td>
<td>Principles Project Management (3)</td>
<td></td>
<td>This course introduces students interested in corporate communication to the process of developing a media package, concept generation for campaigns, following a production project from start to finish. Overview of audience and situation analyses, objectives, strategies, tactics, budgets, measurement. Consideration of corporate communication strategy from concept through production to evaluation.</td>
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<td><strong>Prerequisites:</strong> ENGL 1102</td>
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</table>
COMM 3600. Democratic Deliberation (3)
This course introduces students to the techniques used to promote local involvement in public affairs, resolve differences between groups, and reach public policy decisions that best accommodate the interests of all parties involved.
Prerequisites: COMM 1110 and (COMM 3300 or COMM 4100)

COMM 4020. Argumentation and Debate (3)
This course develops students’ research, critical thinking, and spoken communication skills by having them debate controversial social issues relevant to democratic societies. Students will learn to construct strong arguments for and against resolutions, identify logical fallacies, and cross-examine opponents.
Prerequisites: COMM 1110 and (CRIT 1101 or CRIT 1101H)

COMM 4100. Organizational Communication (3)
Organizational Communication introduces students to theories of management and communication. Students apply their knowledge of theory to real-world phenomena utilizing a case-study approach. This combination of theory and application develops knowledge and skills necessary for success in corporate communication environments.
Prerequisites: COMM 1110 and ENGL 1102

COMM 4200. Nonverbal Communication (3)
This course explores nonverbal communication in theory and practice; with emphasis on the types of nonverbal behaviors that communicate meaning and the functions those behaviors serve.
Prerequisites: ENGL 1102 and COMM 1110

COMM 4210. Interracial Communication (3)
This course explores cross racial, interracial, and intraracial communication in theory and practice, with emphasis on cultivating the communication tools necessary to successfully navigate through human interaction where race and ethnicity are concerned.
Prerequisites: ENGL 1102 and COMM 1110

COMM 4510. Intercultural Communication (3)
Intercultural Communication is a course dedicated to theories and practices of communicating across cultures. The students will learn how other cultures deal with conflict, context, and communication.
Prerequisites: COMM 1110

COMM 4600. Organizing for Social Change (3)
This course provides students with the basic knowledge and skills necessary for grass roots organizing on social justice issues. It involves hands-on experience in organizing for social justice and in partnering with existing nonprofit organizations that promote direct action for the common good.
Prerequisites: COMM 1110

Computer Science (CSCI)

CSCI 1100. Applied Computing (3)
This course covers computer science topics including computer operating systems and architecture, algorithms, networks, ethics, cyber security, and databases. The course will be taught by applying a variety of tools and standards to illustrate these concepts.
Prerequisites: MATH 1101 or MATH 1111 or MATH 1241 or MATH 1113 or MATH 1501

CSCI 1300. Computational Thinking & Coding (3)
The course introduces students to the concepts and practices of computational thinking, coding, and software development process using contemporary computer programming language. Credit hours from this course cannot be applied toward a degree in computer science or information technology.
Prerequisites: ENGL 1101 (may be taken concurrently) and MATH 1101 (may be taken concurrently)

CSCI 1301. Computer Science I (3)
The course includes an overview of computers and programming: problem-solving and algorithm development; simple data types; arithmetic and logical operators; selection structures; repetition structures; text files; arrays (one and two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent). A high level programming language will be used.
Prerequisites: MATH 1101 or MATH 1111 or MATH 1113 or MATH 1501 or (CPTE with a score of 095 and CPTC with a score of 050)

CSCI 1302. Computer Science II (3)
The course includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees). A high level programming language will be used.
Prerequisites: CSCI 1301 or CSCI 1371 or ITFN 1303 or WBIT 1310

CSCI 1371. Computing for Engineers (3)
This course is designed to expose students to computer science concepts within the context of engineering disciplines, and includes the general principles of programmatic and data abstraction testing, debugging and problem solving. The course addresses variables and data types, logical expressions, arrays, strings, file I/O, conditional statements, repetition and recursion, functions and procedures, scoping issues plotting in two and three dimensions, manipulating media, data structures and sorting searching algorithms. A high-level language will be used.
Prerequisites: MATH 1112A or MATH 1112 or MATH 1113 or MATH 1501

CSCI 2101. Game Analysis I (1)
This course covers basic terminology, genre, playability, and social issues related to computer games.
Prerequisites: CSCI 1302

CSCI 2102. Gaming Analysis II (1)
This course covers terminology, genre, playability, and social issues related to computer games; compiling and executing sample programs written utilizing graphics Application Programming Interface (API) such as OpenGL and DirectX.
Prerequisites: CSCI 2101

CSCI 2302. Data Structures and Algorithms (3)
This course is a systematic study of the main data structures of computer science: arrays, stacks, queues, linked lists, trees, graphs, hash tables. Implementation and analysis of the algorithms and programming techniques for searching, sorting, inserting into, and deleting from these structures; efficiency considerations.
Prerequisites: CSCI 1302 and MATH 2020
CSCI 2305. Computer Org. & Architecture (3)
This course is a study of the organization and architecture of computer systems, beginning with the standard von Neumann model to more recent architectural concepts. Topics include digital logic, data representation, assembly language, multiprocessor systems, and contemporary architectures.
Prerequisites: (CSCI 1302 and MATH 2020)

CSCI 3300. Professional Dev and Ethics (3)
This course focuses on the knowledge and skills students need to succeed in their careers and function competently in the workplace. Students will study theories and practices related to the social, ethical, and professional issues facing computing and computing professionals. Students will apply professional codes of ethics to case studies by investigating current issues. Students will also begin construction of a digital portfolio representing skills acquired and projects completed.
Prerequisites: CSCI 2302

CSCI 3301. Game Design & Programming (3)
This course covers modern computer game design and programming techniques including real-time event-driven and multimedia programming techniques.
Prerequisites: CSCI 1100 and CSCI 2302 and MATH 2140

CSCI 3303. Comp. Organization/Architecture (3)
This course introduces students to the organization and architecture of computer systems, beginning with the standard von Neumann model and then moving forward to more recent architectural concepts. Topics include digital logic, data representation, assembly language, multiprocessor systems, and contemporary architectures.
Prerequisites: CSCI 1302

CSCI 3305. Operating Systems (3)
This course is a conceptual and hands-on study of operating systems; operating system design and theory including process/processor, memory, file, I/O and networking management; evaluation of system requirements.
Prerequisites: CSCI 2302 and CSCI 2305

CSCI 3306. Computer Networks & Security (3)
This course covers Network systems including transmission media, packet transmission, circuit/packet switching technology, LAN technology and network topology, TCP/IP, internetworking; Network applications and security issues are investigated. An overview of LANs, WANs, data communication, and routing methods will be provided using software simulation tools.
Prerequisites: CSCI 2302 and CSCI 2305

CSCI 3310. Databases Design & Implement. (3)
This course covers database modeling drawing distinctions between data modeling, process modeling, and implementation. Topics include Entity-Relationship Modeling, Relational Database Modeling to include Relational Algebra and Normalization and Object Modeling and Object Databases. Implementation topics include SQL, PL/SQL, and database access using Web interfaces.
Prerequisites: CSCI 2302

CSCI 3320. Software Engineering Design (3)
This course covers analysis of system requirements, software systems design techniques, software processes, software life-cycle models, software economics, configuration management, user interfaces, software testing, and software maintenance. Students gain experience in the team approach to medium-scale system development. Ethical issues related to software design are discussed.
Prerequisites: CSCI 3310 and CSCI 3306

CSCI 3333. Programming Languages (3)
This course covers the concepts of syntax and semantics of grammars and languages. It includes the study and comparison of the organization and major constructs of various programming language paradigms, with in-depth study of several specific languages. Language Implementation and compiler/interpreter-related issues are addressed.
Prerequisites: CSCI 2302

CSCI 3503. Operating Systems (3)
This course is a conceptual and hands-on study of operating systems. Major areas discussed include: operating system design and theory, applications and management issues, microcomputer and multi-user systems, including networks and min/mainframe systems. Also covered: files, I/O, memory and process/processor management, networking, evaluation, tuning and application execution.
Prerequisites: CSCI 3303 and MATH 3420 (may be taken concurrently)

CSCI 3601. SW Security, Testing, and QA (3)
This course covers software security analysis and quality assurance, emphasizing testing methodologies. Topics include: code analysis, static and dynamic analysis techniques, sandboxing, test strategies, test planning, functionality testing, stability testing, and debugging techniques.
Prerequisites: (CSCI 1302 or WBIT 2311 or ITFN 2313 or ITFN 2314) and (ITFN 3112 or CSCI 3320)

CSCI 4201. Advanced Topics in Databases (3)
The course covers advanced topics in databases such as data mining, data warehousing, parallel and distributed databases, Web and Cloud databases, NoSQL databases, and graph databases.
Prerequisites: CSCI 3310

CSCI 4202. Data and Visual Analytics (3)
The course introduces students to a broad range of concepts, techniques, and tools for analyzing and visualizing data at scale, emphasizing on combining computation and visualization to perform effective analysis. Both theory and applications will be covered including several practical case studies.
Prerequisites: CSCI 3310

CSCI 4301. Game Design & Programming II (3)
This course covers advanced techniques in game programming, including graphics game engines, motion generation, and issues in multi-user interaction.
Prerequisites: CSCI 3301 and MATH 2502 (may be taken concurrently)

CSCI 4304. Computer Graphics (3)
This course is an introduction to computer graphics and graphics systems, including: graphics hardware, 2D rendering, 2D and 3D transformations, animation, illumination, and modeling. Additional topics include user interface and interactive inputs.
Prerequisites: CSCI 3301 and MATH 2502 (may be taken concurrently)

CSCI 4305. Unix (Linux) Sys Prog & Admin (3)
This course covers UNIX (Linux) and C/C++ standards, file I/O, file access and attributes, directories, the standard I/O library, systems administration files, the process environment, process control, process relationships, signals, terminal I/O, daemon processes, interprocess communication, and pseudo terminals. Also included are relevant topics in Unix (Linux) system administration.
Prerequisites: CSCI 3305
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<th>Course Code</th>
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<tr>
<td>CSCI 3306</td>
<td>Comp. Networks &amp; Security II (3)</td>
<td>(CSCI 3305 and CSCI 3306) or (ITFN 3601 and ITFN 2512)</td>
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<td>CSCI 4307</td>
<td>Artificial Intelligence (3)</td>
<td>CSCI 2302 and MATH 2502</td>
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<td>CSCI 4308</td>
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CSCI 4810. Bus Data Mgmt & Intelligence (3)
This course provides students with an understanding of database
technology and its application in managing data resources and business
intelligence. Database design and data retrieval will be introduced.
Fundamental concepts of business intelligence, such as classification,
clustering, association analysis, and anomaly/novelty detection. Database
management tools will be used to illustrate these concepts and their
applications.
Prerequisites: MATH 1401 and BUSA 3101

CSCI 4811. Data Analytics & Visual Bus (3)
The course covers data analytics to ensure that visualizations add to
effective interpretation and explanation of underlying linked business
data. By using a variety of tools, the course will demonstrate how
effective visualization and design can detect trends and patterns
connected to events leading to the discovery of otherwise abstruse
relationships and interrelationships.
Prerequisites: MATH 1401 and BUSA 3101

CSCI 4898. Special Topics in Computer Sci (1-3)
Topics of interest in Computer Science not covered in currently listed
courses.

Computing (CPTG)

CPTG 2201. Adv. Computer Applications (3)
This course provides detailed coverage of common computer software
applications used in business and industry. It assumes that the student is
conversant with basic computer skills and builds on that base. Emphasis
is on the application of advanced features of electronic spreadsheets,
word-processing and presentation graphics; the fundamentals of
database systems; use of the Internet for research.

Criminal Justice (CRJU)

CRJU 1150. Intro to Criminal Justice (3)
The course is an overview of the criminal justice system. Students are
introduced to its three major components: law enforcement, courts, and
corrections.

CRJU 3100. Criminology (3)
This course provides an overview and critical examination of major
criminological theories used to explain the nature and causes of crime.
Biological, psychological, economic, and sociological perspectives will be
covered.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3110. Race and Crime (3)
This course will examine how the issues of crime and justice are played
out in the context of a diverse society. The course will consider three
major issues; 1) how the law affects and has affected different groups in
American society; 2) the differential involvement in crime and the criminal
justice system across groups; and 3) the differential responses of the
justice system to various groups.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3120. Media and Crime (3)
This course explores the relationship between crime and the media.
Topics covered include the nature and extent of crime in media; how
media shapes public perceptions and understanding of crime and justice;
and how the public influences and responds to media portrayals of crime.
Prerequisites: CRJU 1150 or SOCI 1101 or PARA 1101 or ADMN 3101

CRJU 3130. Social Inequalities in Crime (3)
This course examines how the intersections of race, gender, and class
lead to inequalities in crime and criminal justice responses.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3140. Gender and Crime (3)
This course explores the intersection between gender and crime by
focusing on the experiences of women as crime victims, criminal
offenders, and criminal justice professionals, experiences which are very
often interrelated and overlapping. Such experiences can only be fully
understood through careful examination of gender constructionism,
women’s historically disadvantaged status in a patriarchal society, and
the multiple ways through which law, and the criminal justice system in
particular, help maintain modern systems of patriarchy. Topics include
gender inequality, social and cultural constructions of gender, women’s
sexualization and objectification, masculinities, gender differences in
offending, and several specific to crime issues such as rape, domestic
violence, and sexual harassment. The course encourages ideas and
suggestions that can be put in place to end gender based inequality and
crime, and to promote social justice.
Prerequisites: CRJU 1150 or ADMN 3101 or PARA 1101

CRJU 3200. Policing (3)
This course examines police, the largest group of law enforcers in the
United States. Topics covered include their history, role, organization, and
contemporary issues they face.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3210. Criminal Investigations (3)
This course examines the criminal investigative process. Topics covered
are its history, methods used to investigate crime, problems with criminal
investigations, and current issues in criminal investigations.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3220. Domestic Security (3)
This course addresses issues related to domestic terrorism and violent
extremist criminal activity, including detection and investigation, early
interdiction and prevention, and readiness.
Prerequisites: CRJU 1150 or PARA 1101

CRJU 3230. Criminal Justice Admin. (3)
This course examines the theories of motivation, leadership, and
organization in criminal justice administration. Also covered are the
major functions of administrative and management units.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3240. Community Policing (3)
This course examines the relationship between law enforcement agents
and the community they serve. Topics include regular and meaningful
police involvement in the community, quality of life conditions, problem
solving and coordination with community service organizations, and
policing in a culturally diverse society.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3260. Digital Crime and Control (3)
This course explores digital crime and control. Specifically, it addresses
the various types, causes, and effects.
Prerequisites: CRJU 1150 or ADMN 3101 or PARA 1101

CRJU 3280. Death Investigations (3)
This course examines the medicolegal death investigation system in the
United States. Topics covered include its historical development, how
death investigations are conducted, and their causes and consequences.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101
CRJU 3300. Corrections (3)
A study of the history, structure, and functions of corrections, and the legal and philosophical basis for the punishment of criminal offenders. Study will include the role of corrections as one of the three major components of the criminal justice system.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3330. Community Corrections (3)
This course explores the relationship between the correctional system, prisons, and the community. It examines the community-based alternatives to incarceration, including but not limited to probation and parole. It examines the historical development of major correctional programs based in the community, and explores the current vision of community corrections. Concepts and problems in administration, organization, investigation, and supervision are discussed. Selection and discharge processes will be examined.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3340. Correctional Counseling (3)
This course offers a study of correctional offender counseling and treatment. Particular attention will be given to the history, corrections, the organizational structure of the correctional system, and the primary functions of the correctional system. This class will also examine the legal and philosophical basis for the case-management of convicted criminal offenders in the US criminal justice network.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3400. Courts (3)
This course offers a general understanding of the processes and functions of criminal court systems in the United States. The following topics will be examined: the historical development of criminal courts; different types of law; characteristics of federal and state courts; functions and responsibilities of prosecutors, defense attorneys, and judges; the criminal trial process; plea bargaining; sentencing options and decisions; and characteristics of appellate courts.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3410. Survey-Criminal Law/Procedures (3)
An overview of criminal law and of the fundamental elements of criminal procedures, including methods and rules of police investigation and arrest, adjudication, sentencing, and appellate review by higher courts.
Prerequisites: CRJU 1150 or PARA 1101 or LGST 1101 or ADMN 3101

CRJU 3500. Patterns of Criminal Behavior (3)
This course examines the nature and extent of three broad types of crimes: violent, property, and public order. Within each category, emphasis is placed on the major offenses committed and variation in their methods of commission.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3600. Juvenile Justice (3)
This course provides students with an in-depth view of the juvenile justice system in the United States focusing on crime patterns, police-juvenile relations, juvenile courts, and corrections practices.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3700. Victimology (3)
This course offers a multidisciplinary overview of criminal victimization including the legal and philosophical issues regarding victimization, social science research into victimization, theories of victimization, the role of victims in criminal justice and legal system and the social and psychological impacts of victimization.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 3800. Restorative Community Justice (3)
This course offers a critical examination of the historical and philosophical roots, and the principles and practices of an alternative model of justice broadly known as restorative community justice.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 4150. Crime Prevention (3)
This course examines crime prevention. Topics covered include theories of crime prevention and crime prevention strategies.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 4200. Criminal Justice Ethics (3)
This course examines the ethical considerations facing the criminal justice practitioner. Topics include determining moral behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, policy and management issues.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 4425. Capital Punishment (3)
This course examines a range of issues concerning the death penalty as it is currently practiced in the United States. Topics include constitutional challenges to the death penalty, the role of judges, prosecutors and defense attorneys in implementing the death penalty, the process of jury selection and deliberation in capital cases, as well the many arguments for and against the death penalty.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 4426. Civil Liberties (3)
Civil Liberties is an intensive study of the rights of Americans as guaranteed by the Constitution. The changing character of civil liberties problems in the United States will be stressed with attention given to the legal, historical and political context of the cases studied.
Prerequisites: HIST 2111 or HIST 2112 and POLS 1101

CRJU 4500. Sex Offenders (3)
This course provides an overview of theoretical, treatment, and legal issues related to sex offenders and sexual deviance. Topics covered in this course include: Theoretical/explanatory models of sexual offending; typologies of sexual offenders; risk assessment; clinical treatment and management of sexual offenders; current sex offender legislation.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 4550. White Collar Crime (3)
This course provides a general overview of the topic of white collar crime with a focus on the following topics: definitional dilemmas; occupational and corporate white collar crime; victims of white collar crime; the financial, social, human impact of white collar crime; theoretical explanations; and the regulation and punishments of white collar crime offenders.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 4601. Urban Life and Crime (3)
This course provides first-hand accounts of everyday life and culture in urban cities. Topics covered include poverty, crime, policing, and race. An examination of how urban spaces shape identities and communities will be explored.
Prerequisites: SOCI 1101 or CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 4800. Selected Topics-Crim. Justice (3)
An exploration of contemporary topics and issues in the field of criminal justice.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

CRJU 4801. Selected Topics-Crim. Justice (3)
An exploration of contemporary topics and issues in the field of criminal justice.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101
CRJU 4900. Directed Study I (3)
Directed study in criminal justice may be arranged in consultation with a faculty member and approved by the department chair.
Prerequisites: CRJU 1150

CRJU 4903. Directed Study II (3)
A continuation of directed study in criminal justice may be arranged in consultation with a faculty member and approved by the department chair.
Prerequisites: CRJU 4900

Critical Thinking (CRIT)

CRIT 1101. Critical Thinking (3)
A course focusing on skills essential to effective critical thinking in both academic and general use. The study of important common components (issue, method, evidence, conclusion) provides a basis for the construction, analysis, and evaluation of arguments in a variety of contexts. The course also addresses fundamental elements of informal logic (e.g., induction, deduction, fallacy-avoidance) and of elementary formal logic (e.g., tests for validity) as they inform good reasoning in any context, from everyday decision-making to academic argumentation.

CRIT 1101H. Critical Thinking - Honors (3)
A course focusing on skills essential to effective critical thinking in both academic and general use. The study of important common components (issue, method, evidence, conclusion) provides a basis for the construction, analysis, and evaluation of arguments in a variety of contexts. The course also addresses fundamental elements of informal logic (e.g., induction, deduction, fallacy-avoidance) and of elementary formal logic (e.g., tests for validity) as they inform good reasoning in any context, from everyday decision-making to academic argumentation. This course is restricted to students enrolled in the Honors Program. Students with a 3.0 cumulative GPA who are not in the Honors Program may be enrolled with permission from the department chair or the Honors Program Director.

Dance (DANC)

DANC 2110. Ballet I (2)
Teaches the fundamentals of ballet technique and vocabulary through basic barre exercises, center work, and floor combinations.

DANC 2120. Jazz I (2)
An introduction to the basic movements, style, and vocabulary of American Jazz dance through a warm-up regimen, floor exercises, and combinations.
Prerequisites: DANC 2110

DANC 2130. Modern I (2)
An introduction to the basic movement concepts and vocabulary of contemporary modern dance.

DANC 3110. Ballet II (2)
Continued study of classical ballet technique and vocabulary through barre exercises, center work, and floor combinations.
Prerequisites: DANC 2110

DANC 3120. Jazz II (2)
Continued study of the movements, style, and vocabulary of American Jazz dance through a warm-up regimen, floor exercises, and combinations.
Prerequisites: DANC 2120

DANC 3130. Modern II (2)
Continued exploration of the movement concepts and vocabulary of contemporary modern dance.
Prerequisites: DANC 2130

DANC 3200. Dance Performance (1)
Student performance in a dance concert, providing ensemble and performance experience.

DANC 3600. Dance History (3)
A survey of the roots, styles, and artists of dance from prehistory through the 20th century, including a practical study of various historical dance movements.
Prerequisites: DANC 2110 or DANC 2120 or DANC 2130 or DANC 2140

DANC 4250. Choreography (3)
Theory and practice of dance composition through physical discovery, musicality, storytelling, and the use of choreographic tools.
Prerequisites: (DANC 3110 or DANC 3120 or DANC 3130 or DANC 3140)

Data Science (DATA)

DATA 1501. Introduction to Data Science (3)
This course is intended to provide an introduction into the field of Data Science. Students will develop skills in appropriate technology and statistical methods by completing hands-on projects focused on real-world data and addresses the social consequences of data analysis and application.
Prerequisites: (MATH 1101 or MATH 1111 or MATH 1113 or MATH 1501 or MATH 1401 or A02 with a score of 18 or ACCM with a score of 070 or CPTE with a score of 070 or S15 with a score of 22.0 or S12 with a score of 480 or CPTE with a score of 070 or S02 with a score of 430)

DATA 4221. Fnds. of Business Analytics (3)
This course covers intermediate principles of the statistics, probability, and analytics required for applications to supply chain analytics. Case studies and real-life applications in supply chain analytics will utilize industry standard computer applications. Students completing this course will understand the broad directions of statistical approaches to analytics and the practical use and interpretation of data.
Prerequisites: BUSA 3101 or (MATH 1112 or MATH 1113 or MATH 1501 and MATH 1401)

Dental Hygiene (DHYG)

DHYG 3100. Intro-Dental Hyg. Profession (3)
Introduction to the dental hygiene profession is a prelude to the profession of dental hygiene, which includes such topics as health history, medical disease, and vital signs. The introduction to clinical practice focuses on techniques for sterilization/disinfection procedures, patient/operator positioning, oral prophylaxis procedures including the removal of hard and soft deposits, patient education, and treatment planning.
Prerequisites: DHYG 3100C (may be taken concurrently)

DHYG 3100C. Intro to Clinical Dental Hyg. (2)
Using the knowledge obtained in the DHYG 3100 course, this clinical course will introduce students to the instruments, procedures and materials used in the practice of dental hygiene. Clinical practice on student partners will emphasize the comprehensive study of oral prophylaxis procedures, including the removal of hard and soft deposits, patient education, treatment planning and infection control.
Prerequisites: DHYG 3100 (may be taken concurrently)
DHYG 3101. Prof Dev in Dental Hygiene (4)
An exploration of current informatics and instructional technology, legal and ethical issues, interdisciplinary practice, emerging employment opportunities for the dental hygienist and an introduction to evidence-based decision making is provided. The directed field experiences will focus on treatment of the patient with advanced periodontal disease, practice management and marketing in the dental environment.
Prerequisite(s): Licensed or licensure eligible dental hygienists who hold an associate degree in dental hygiene. Other restrictions: Transition course prior to entry into RDH-BSDH Degree Completion Program
Prerequisites: DHYG 3101

DHYG 3110. Dental Anatomy (2)
This course provides the study of hard tissues of the head and oral cavity with emphasis on applications to dental hygiene practice. This course includes a detailed study of the anatomy of the human dentition and the bones of the skull.

DHYG 3110L. Dental Hygiene Anatomy Lab (1)
A laboratory study of hard tissues of the head and cavity with emphasis on applications to dental hygiene practice. This course consists of a detailed study of the anatomy of the human dentition and the bones of the skull in the laboratory setting. Students will also draw and carve selected teeth.

DHYG 3120. Dental Radiology (2)
This course is the comprehensive study of the principles of ionizing radiation and application of radiographic theory in dental hygiene practice. Radiation safety for operator and patient is emphasized. A radiation safety examination must be successfully completed in order to receive a grade for this course.
Prerequisites: DHYG 3120L (may be taken concurrently)

DHYG 3120L. Dental Radiology Laboratory (1)
The techniques of exposing, processing, and mounting dental radiographs in a clinical setting will be presented and practiced using manikins then clinical patients. Radiographic anatomic landmarks are presented and studied for interpretation along with radiographic evidence of pathology. Radiation hygiene for operator and patient safety is emphasized.
Prerequisites: DHYG 3120 (may be taken concurrently)

DHYG 3200. Transitional Dental Hygiene (2)
A continuation of DHYG 3100. Emphasized for discussion are oral prophylaxis techniques, the handling of medical and dental emergencies, local anesthesia techniques, the care & maintenance of dental instruments, equipment, supplies and dental records. Methods and materials used in individual patient education for a variety of age groups will be presented. Clinical lectures are designed to enhance student’s clinical practice of dental hygiene through discussion of experiences encountered in clinic. The dental hygiene portfolio will continue to be developed in this course.
Prerequisites: DHYG 3100 and DHYG 3200C (may be taken concurrently)

DHYG 3200C. Transitional Clinical Dental Hy (3)
Clinical practice is utilized in this course to emphasize the refinement of skills in the performance of dental prophylaxis, application of preventive agents, and oral examination as an introduction to treatment planning. Students will begin using a computer generated recall and appointment system in this course. This course provides clinical application of the dental hygiene problem-solving model. During clinical practice, students will gain experience in patient management, appointment planning, assessment planning, implementation, and evaluation of dental hygiene care.
Prerequisites: DHYG 3100C and DHYG 3200 (may be taken concurrently)

DHYG 3210. Integ. Dental Anatomy & Hist. (2)
A developmental and anatomical study of the soft tissues of the head, neck & oral cavity. Includes a study of embryonic growth & development of these structures, tissue histology, soft tissue anatomy and the relationship of these structures to the body’s major organ systems. Emphasis is given throughout to those areas of particular interest to the dental hygienist.

DHYG 3230. Dental Materials (2)
Students are introduced to the basic principles of dental materials science. This includes the physical, chemical, biological, and mechanical properties of dental materials commonly used in the dental office and dental laboratory. Emphasis is placed on why particular materials & techniques are used rather than to stress only specific techniques of manipulating the materials.
Prerequisites: DHYG 3230L (may be taken concurrently)
Restrictions: *Dental Hygiene Prac Adm*, Dental Hygiene

DHYG 3230L. Dental Materials Laboratory (1)
Selected dental materials are manipulated to enhance the student’s application of the principles of dental materials science. Emphasis is placed on why particular materials and techniques are used, and on how dental materials can be safely handled. The primary goal of the course is to enhance the student’s ability to make clinical judgements regarding the use and care of dental materials based on how these materials react in the oral environment.
Prerequisites: DHYG 3230 (may be taken concurrently)

DHYG 3240. Introduction to Periodontics (2)
This course is a survey of periodontics providing an overview in identification, treatment and prevention of periodontal disease as it relates primarily to the dental hygienist. Emphasis is placed on departures from normal periodontal architecture; the etiologies associated with these abnormalities and indicated dental hygiene treatment.
Restrictions: *Dental Hygiene Prac Adm*, Dental Hygiene

DHYG 3300A. Clinical Dental Hygiene (3)
Clinical practice is utilized in this course to emphasize the refinement of skill in the performance of dental, application of preventive agents, and oral examination as an introduction to treatment planning. Assessment is provided through daily clinical evaluations. The student will demonstrate critical thinking with the interpretation of accumulated information concerning the treatment of individual patients. This course provides clinical application of the dental hygiene program-solving model. During clinical practice, students will gain experience in-patient management, appointment planning, assessment planning, implementation and evaluation for dental hygiene care.

DHYG 3300B. Clinical Dental Hygiene (3)
Clinical practice is utilized in this course to emphasize the refinement of skill in the performance of dental, application of preventive agents, and oral examination as an introduction to treatment planning. Assessment is provided through daily clinical evaluations. The student will demonstrate critical thinking with the interpretation of accumulated information concerning the treatment of individual patients. This course provides clinical application of the dental hygiene program-solving model. During clinical practice, students will gain experience in-patient management, appointment planning, assessment planning, implementation and evaluation for dental hygiene care.
DHYG 3382. Clinical Pharmacology (2)
An in-depth and comprehensive study of pharmacotherapy as it relates to clinical application in Dental professions. The lecture portion covers major drug classifications with emphasis on the general therapeutic rationale for drug therapy, mechanisms of action, pharmacokinetic concepts, and pharmacodynamic principles. The clinical lab will examine the use of pharmaceutical agents in the dental office. Students will identify important considerations in the health maintenance and management of patients with special emphasis on commonly prescribed oral health products.

DHYG 4200. Research for Evi Based Practic (3)
An introduction to the research process and the skills required to interpret, evaluate, and integrate knowledge generated from research as a foundation for evidence-based practice. Human subject's rights and ethical aspects of research are discussed. Scientific investigation is studied as a method of evaluating and improving professional practice.
Restrictions: Dental Hygiene, RDH-BSDH - RDH Completion

DHYG 4300. Advanced Dental Hygiene I (2)
A continuation of DHYG 3200. Principles are introduced in advanced procedures including but not limited to sonic and ultrasonic instrumentation, root planning, gingival curettage and advanced home care techniques. The research poster will be introduced and implemented and the student will continue to develop their dental hygiene portfolio. The student will continue to develop their dental hygiene portfolio.
Prerequisites: DHYG 3200 and DHYG 4300C (may be taken concurrently)

DHYG 4300C. Adv. Clinical Dental Hygiene I (4)
Emphasis is placed on improving skills in dental prophylaxis instrument sharpening, radiographic technique and dental health treatment planning coordinated with appropriate chair-side dental health instruction. Advanced procedures discussed in DHYG 4300 are practiced & clinical experiences enhanced through participation in externships.
Prerequisites: DHYG 3200C and DHYG 4300 (may be taken concurrently)

DHYG 4301. Educ. Strategies & Intern. (3)
The principles of clinical and didactic educational strategies will be introduced. Development of objectives, course content, presentation methods and evaluation of content related to dental hygiene students will be expected for course completion. The internship includes didactic and clinical/laboratory instruction for dental hygiene students.
Restrictions: *Dental Hygiene Pract Adm*

DHYG 4310. Dental Pathology (3)
The student is introduced to the principles of general pathology, oral pathology, and oral medicine related to the etiology, progression, recognition, & treatment of numerous pathological conditions. Course content focuses on pathology of oral structures and oral manifestations of systemic diseases and pathologic identification of infectious diseases. Emphasis is placed on the importance of early recognition by the dental hygienist of abnormal oral conditions.
Restrictions: *Dental Hygiene Pract Adm*, Dental Hygiene

DHYG 4320. Advanced Periodontics (3)
The current American Academy of Periodontics classification system for periodontal diseases and conditions will be explored in detail and advanced treatment modalities for the periodontally involved patient will be examined. BSDH students will participate in the evaluation, management, and treatment of the periodontally involved patient within the dental hygiene clinic setting. BSDH students will participate in a directed field experience that will concentrate on the dental hygiene diagnosis and treatment of advanced periodontal diseases and conditions.
Restrictions: *Dental Hygiene Pract Adm*, Dental Hygiene

DHYG 4400. Advanced Dental Hygiene II (2)
A continuation of DHYG 4300. Principles are introduced in advanced procedures including but not limited to application of pit and fissure sealants, dentinal hypersensitivity treatments, debonding and use of the PSR system. Legal, ethical and management aspects of the dental care system, laws and rules governing dental and dental hygiene practice, career alternatives, job searching skills and an overview of the dental specialties are also presented for discussion. The research poster will be refined and presented to various groups and the dental hygiene portfolio will be finalized in this course.
Prerequisites: DHYG 4300 and DHYG 4400C (may be taken concurrently)

Clinical experiences center on improving proficiency and increasing efficiency in all areas of applied dental hygiene radiographic, and treatment planning for total dental hygiene care. Clinical experiences are enhanced through participation in externships and directed field experiences.
Prerequisites: DHYG 4300C and DHYG 4400 (may be taken concurrently)

DHYG 4410. Community Dental Health (3)
The study of dental health as a community problem with emphasis on theory and practice of dental public health and preventive dentistry, and the role of the dental hygienist in promoting dental health in community, state, and national levels. The practice of dental health as a community problem will be emphasized. Students will be required to teach dental health in a variety of settings. Local, state, national and/or international opportunities may be made available to the student in order to fulfill the requirements of this course.
Restrictions: *Dental Hygiene Pract Adm*, Dental Hygiene

DHYG 4420. Mgmt./Mktg. in Dental Environ. (3)
The principles and practice of dental administration, including the concepts of patient, office, and dental team management will be presented for discussion. An analytical approach to planning, controlling and ordering the inventory/supplies system for a dental office will be conducted as well as a study of related financial management concepts. Strategies are also discussed on the marketing/promoting of dental services and dental products to dental professionals and the general public.
Restrictions: *Dental Hygiene Pract Adm*, Dental Hygiene

DHYG 4500. Contemporary Community Roles (2)
This course provides students with the opportunity to explore the roles and responsibilities of the dental hygiene change agent in the public health arena in order to communicate effectively with groups from culturally diverse populations. Students will discuss the current status of oral health care delivery systems for the pediatric and geriatric patient, strategies for creating dental hygiene positions in dental public health settings and facilitate access to comprehensive oral health services in a variety of settings.
Prerequisites: DHYG 3101

DHYG 4900. Independent Study in Dental Hy (1-3)
This capstone course will allow the student to select an area of interest to further enhance their knowledge, experience and options. Career goals will be enhanced through an individually selected project. This course must be taken during the last semester of enrollment in the program.
Restrictions: *Dental Hygiene Pract Adm*
Economics (ECON)

ECON 1101. Survey of Economics (3)
A survey course for non-business majors. Topics include factors which determine economic behavior, marginal productivity analysis, graphic models, national income analysis, and the importance of the globalization. Particular emphasis is given to the study of fiscal and monetary policies, and their impact on industry and on world trade. This course may not be taken for credit if a student has earned credit in ECON 2105 or ECON 2106 or their equivalents.

ECON 2105. Principles of Macroeconomics (3)
An introductory survey of macroeconomics principles; the scope and method of economics, basic supply and demand theory, money and prices, national income analysis, and economic stabilization.
Prerequisites: MATH 1101 or MATH 1111 or MATH 115 or MATH 1113 or MATH 130 or (MATH 1231 or MATH 1401) or MATH 1241 or MATH 1501 or MATH 151

ECON 2106. Principles of Microeconomics (3)
Application of microeconomics principles to economic problems; the theory of production, market structures, income distribution, government regulation and business, labor organization, and international trade.
Prerequisites: (MATH 1113 or MATH 130 or (MATH 1231 or MATH 1401) or MATH 1241 or MATH 1501 or MATH 1101 or MATH 1111 or MATH 115)

ECON 3105. Intermediate Macroeconomics (3)
Analysis of aggregate economies, focusing on economic growth, business cycles, inflation, fiscal policy, and monetary policy.
Prerequisites: ECON 2105

ECON 3106. Intermediate Microeconomics (3)
This course focuses on the economic behavior of consumers, producers, and government. Major topics include utility maximization, profit maximization, perfect competition, monopoly, oligopoly, market failures, and government interventions.
Prerequisites: ECON 2106

ECON 4103. Monetary Economics (3)
An intermediate survey of monetary economics. Major topics include central banking, the essential characteristics of money, foreign exchange, inflation, interest rates, unemployment, and the macroeconomic effects of monetary policy.
Prerequisites: ECON 2105

ECON 4320. Economics of Innovation (3)
A survey of the economics of innovation. Major topics include the diffusion of innovations, intellectual property, public policies that affect innovation, the various channels through which innovation occurs, and the consequences of innovation.
Prerequisites: ECON 2105 and ECON 2106

ECON 4501. International Economics (3)
This course will use economic and analytical tools to explore a wide variety of issues in the global economy. The Flow and the Components of International Trade and the international flow of capital will be examined.
Prerequisites: ECON 2105 and ECON 2106

ECON 4601. Entertainment & Sports Econom (3)
Economic and analytical tools are used to explore a wide variety of issues for the sports and entertainment industry. This course covers topics in the entertainment industry. This includes a discussion of the economics of various forms of media including movies, cable, and music. Then the economic issues of casinos and amusement parks will be examined. After reviewing these subjects we move to study both professional and collegiate sports events and characteristics. These include concepts such as monopoly and monopsony market structures, labor market topics including free agency and salary caps. We address the public policy debate on stadium financing.
Prerequisites: ACCT 2101 or ACCT 2102 or ACCT 3111

ECON 4644. Managerial Economics (3)
Managerial Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings. The emphasis in this course will be on demand analysis and estimation, production and cost analysis under different market conditions, forecasting and decision-making under uncertainty. Students taking this course are expected to have had a good understanding of Principles of Microeconomics.
Prerequisites: ECON 2105 and ECON 2106

ECON 4800. Selected Topics in Economics (3)
A detailed examination of selected topics in economics.
Prerequisites: ECON 2106 or ECON 2105

Education (EDUC)

EDUC 2110. Invest. Critical/Contem. Issue (3)
This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the contemporary contexts. Students will experience a minimum of 10 hours of field-based learning in authentic school settings, and this learning will be specifically and reflectively connected to core course content.

EDUC 2120. Exploring Socio-Culture (3)
Given the rapidly changing demographics in our state and country this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. Students will experience a minimum of 10 hours of field-based learning in authentic school settings, and this learning will be specifically and reflectively connected to core course content.

EDUC 2130. Exploring Learning & Teaching (3)
Explore key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all pupils in a variety of educational setting and contexts. Students will experience a minimum of 10 hours of field-based learning in authentic school settings, and this learning will be specifically and reflectively connected to core course content.

EDUC 3000. Middle Level Education Seminar (1)
Junior Year Seminar to meet specific requirements of the teacher education program. Includes assessment of communication skills, writing skills, speaking (videotaping), use of technology, etc. Required of all middle level teacher education students. May involve off-campus visitation.
EDUC 3001. Teacher Ed Curriculum Seminar (1)
Junior year seminar to meet specific requirements as related to
EDUC 3350 field-based course. This seminar will address topics of
discussion in preparation for and follow-up from field-based lectures and
observations made in middle school buildings.
Prerequisites: EDUC 3000 or EDUC 3010

EDUC 3010. Study of Young Adol. Learner (3)
This site-based course is an exploration into the cognitive, social,
affective, and physical aspects of the middle level learner. Varied teaching
techniques will be used and discussed, with a particular emphasis on
verifying concepts learned in class through experiences with middle
level learners in individual and group settings. Taught on-site at middle
schools.

EDUC 3020. Instructional Tech for Teacher (3)
A basic instructional technology course for teaching how to integrate
technology in the curriculum. The course introduce concepts, skills and
strategies for using technology in the teaching and learning process.
Restrictions: Middle Grades Education

EDUC 3025. Music for Early Childhood Educ (3)
This course prepares future early childhood teachers to provide
opportunities for their students to explore sound and music thought an
awareness of moving, listening, and playing instruments. The course
also prepares teachers to lead students in introductory experiences with
verbalization and visualization of musical ideas.
Prerequisites: EDUC 2110 and EDUC 2120 and EDUC 2130

EDUC 3029. Intro to Early Child Develop (3)
This course will focus on the physical, cognitive, and psychological
development of young children. The course will consist of theories and
models of behavior and development applied to the field of elementary
education. Field experiences in pre-kindergarten through fifth-grade
classrooms are included.
Prerequisites: EDUC 2130 and EDUC 3030 and EDUC 2120

EDUC 3030. Exploring-Exceptional Learner (3)
A survey of the basic characteristics and educational needs of children
and youth who require special or exceptional education services in
school. The course covers techniques that help the classroom teacher
identify and refer students who may need special services. This course
will assist pre-/in-service teachers to apply their knowledge of each
exceptionality by adapting to their teaching techniques to meet the
needs of special students. Emphasis will focus on recognizing attributes of
emotional, intellectual, physical and social aspects of exceptional
learners. School-site and/or special needs agency observations are
required. (This course is designed to meet the requirements of Georgia
House Bill 671).
Prerequisites: ENGL 1102

EDUC 3031. Adapt Instr for Excep Learners (3)
Current classrooms are made up of students with diverse backgrounds
and learning abilities/disabilities related to language, socio-economic
status, and identified special education eligibility. This course is designed
to provide the tools needed to identify student differences and to adapt
general education instruction to meet students’ individual learning styles.

EDUC 3032. Instructional Methods (3)
This course prepares teacher candidates to become effective teachers of
students with exceptionalities at the elementary, middle, and secondary
level. Students will explore the instructional methods and techniques vital
to effectively teaching students with various exceptionalities. Students
will also develop teaching materials and lesson plans for use in special
education classrooms.
Prerequisites: EDUC 3030 and EDUC 2130
Restrictions: Biology with Teacher Cert, English with Teacher Cert,
History with Teacher Cert, Mathematics with Teacher Cert, Middle Grades
Education, Teaching English, Teaching Mathematics

EDUC 3033. Individual & Class Management (3)
This course prepares teacher candidates to become effective classroom
managers of students with exceptionalities at the elementary, middle,
and secondary level. Students will explore management strategies for
use in exceptional classroom settings. A review of current texts and
management strategies will be explored and students will also develop
management plans appropriate for use in special education classrooms.
Prerequisites: EDUC 3030 and EDUC 2130
Restrictions: Biology with Teacher Cert, English with Teacher Cert,
History with Teacher Cert, Mathematics with Teacher Cert, Middle Grades
Education, Teaching English, Teaching Mathematics

EDUC 3034. Evaluation Disabilities (3)
This course prepare teacher candidates to become evaluators of the
educational needs of students with exceptionalities at the elementary,
middle, and secondary level. Students will explore the evaluative
methods and techniques used to evaluate the needs of students so
as to provide exceptional students with the best possible education
experience. Developing an understanding of current testing instruments
and evaluative tools will be a key component of this course.
Prerequisites: EDUC 3030 and EDUC 2130
Restrictions: Biology with Teacher Cert, English with Teacher Cert,
History with Teacher Cert, Mathematics with Teacher Cert, Middle Grades
Education, Teaching English, Teaching Mathematics

EDUC 3035. Curriculum and Instruction (3)
A study of characteristics, nature and features of mild disabilities.
Emphasis will be on selecting designing and adapting curriculum and
instruction for students with mild disabilities.
Prerequisites: EDUC 3030 and EDUC 2130
Restrictions: Biology with Teacher Cert, English with Teacher Cert,
History with Teacher Cert, Mathematics with Teacher Cert, Middle Grades
Education, Teaching English, Teaching Mathematics

EDUC 3036. Literacy Instruction (3)
The course explores the nature of reading and literacy learning. The
foundations of reading acquisition and instructional practices. It will
focus on formal and informal assessment methods for diagnosing
strengths and weaknesses of individual students and instructional
strategies for working with at-risk or remedial readers.
Prerequisites: EDUC 3030 and EDUC 2130
EDUC 3037. Special Education Internship (3)
The course will fit into the curriculum as the final required course for the Special Education certification program. Special Education certification students will complete this course as the capstone course of the certification program. Student teacher interns will spend extended field hours expected for school events during the intern’s assignment. A minimum of 40 hours per week (M-F) during the spring semester in the assigned elementary/middle school is required. Candidates will demonstrate proficiency in content knowledge, management of the classroom environment, student behavior and instruction that enhances students’ learning.
Prerequisites: EDUC 3030

EDUC 3040. ELL Principles and Strategies (3)
This course provides elementary and secondary educators with knowledge of key principles and methodologies that undergird and support English language acquisition. The primary focus of the class is to share a variety of instructional strategies that can benefit all students. Topics include first and second language acquisition models, variables affecting limited English proficient learners, learning strategy research, and instructional strategies for developing English proficiency in young learners. Instructional strategies include content-based language instruction, learning strategy training, use of cooperative learning, use of graphic organizers, whole language approaches, teaching across the curriculum, and assessment strategies. Legal issues and home/school relations will be addressed.
Prerequisites: ENGL 1102

EDUC 3100. Middle Level Teaching Methods (2)
This course is designed to provide middle level teacher education majors with planning, instructional and management strategies necessary for exemplary instruction in the classroom. Attention will be given to those teaching strategies that might be used for interdisciplinary instruction as well as instruction in the four content areas. The course will focus on key concepts of best practices, a continuum of assessment strategies, and classroom management strategies. A pedagogy lab will be integrated within the course period to allow for application of new knowledge and skills.

EDUC 3200. Secondary Curr. & Assessment (3)
This course is designed to offer a critical examination of standards and other influences on the modern secondary education curriculum. The course will provide an overview of the theories and application of developing the secondary school curriculum and instructional strategies, current trends, problems and challenges posed to the curriculum. Additionally, the course will study the rise of the assessment movement, its importance, and its use in the classroom. Candidates will explore teaching, learning and assessment strategies along with using instructional technologies, materials and resources for appropriate learning. Field experience is required. Candidates must be admitted to a secondary education program, have junior/senior standing and proof of liability insurance to participate in the course.
Prerequisites: EDUC 2110 and EDUC 2120 and EDUC 2130

EDUC 3210. Classroom Methods & Mgmt. (3)
This course is designed to examine theories of discipline and motivation. It will focus on principles of classroom management and organization, building relationships and rapport, and considering alternative behavior management plans. In addition, candidates will learn teaching methods such as the use of time, space, and materials for instruction as management techniques. Topics will address how knowledge of general teaching methods and classroom management may improve teacher quality and student outcomes, including closing the achievement gap. Candidates will learn general methods for teaching English Language Learners (ELL), and differentiation of instruction for diverse learners. Field experience is required. Candidates must be admitted to a secondary education program, have junior/senior standing and proof of liability insurance to participate in the course.
Prerequisites: EDUC 2110 and EDUC 2120 and EDUC 2130

EDUC 3350. Instr Strat for Young Adol (3)
This site-based course provides students the opportunity to understand the unique characteristics of the middle school as well as the instructional strategies that teachers in the middle school use to meet the diverse needs of the young adolescent student. Instruction will focus on the organizational structure of the middle school, role of support personnel, instructional strategies, motivation and discipline, effective elements of instruction, and evaluation. Students will work with the development of thematic units which utilize current curricular models and instructional strategies to support an academic team approach to teaching the middle level learner. Taught on site at middle schools.
Prerequisites: EDUC 3010 and EDUC 3000 and EDUC 3100

EDUC 3403. Teaching Math in Primary (P-2) (3)
This course consists of the integration of mathematics concepts, principles and processes into the teaching of mathematics in preschool through second grade. Emphasis is placed upon developmentally appropriate practices including CGI (Cognitively Guided Instruction), teaching through problem-solving, and culturally relevant pedagogies in planning, implementing and evaluating instruction in the elementary mathematics curriculum.
Prerequisites: EDUC 2110 and MATH 3005 and EDUC 2120

EDUC 3404. Teaching Math in Primary (3-5) (3)
This course consists of the integration of mathematics concepts, principles and processes into the teaching of mathematics in grades three through five. Emphasis is placed upon developmentally appropriate practices including CGI (Cognitively Guided Instruction), teaching through problem-solving, and culturally relevant pedagogies in planning, implementing and evaluating instruction in the P5 mathematics curriculum.
Prerequisites: MATH 3005 and EDUC 3403

EDUC 3405. Social Studies Methods for ECE (3)
This course examines the content, skills and processes used to teach social studies to students in P5 settings. The history and purpose of the social studies as an academic field is highlighted and emphasis is placed upon developmentally appropriate practices and curriculum integration across the subject areas. This course places special attention on inquiry-based instruction and the expectations outlined in the Georgia Standards of Excellence (GSE). EDUC 3605 is designed for pre-service teacher candidates currently enrolled in programs within the School of Education at Clayton State University.
Prerequisites: EDUC 2110 and EDUC 2120 and EDUC 2130
EDUC 3406. ELA Methods: Lang & Lit P-5 (3)
The focus of this course is on childhood literacy, specifically the theories and historical contexts of early reading and writing instruction and the fundamentals of reading (phonics, phonemic awareness, vocabulary development, fluency and comprehension), as well as expressive language and writing development. Candidates also explore how reading and writing assessment guides instruction, as well as how to design differentiated instruction that responds to the diversity in today’s classrooms. The use of digital literacy resources are also covered as a topic in this course.
Prerequisites: EDUC 2110 and EDUC 2120 and EDUC 2130

EDUC 3407. Science Methods in Early Child (3)
This course provides the content, skills and methods used to teach science to students in P-5 settings. The history and purpose of scientific inquiry as an academic skill is highlighted and emphasis is placed upon developmentally appropriate practices and curriculum integration in science and across the subject areas. This course places special attention on inquiry-based science instruction and the expectations outlined in the Georgia Standards of Excellence (GSE). EDUC 3407 is designed for pre-service teacher candidates currently enrolled in programs within the School of Education at Clayton State University.
Prerequisites: EDUC 2110 and EDUC 3630 and EDUC 2120

EDUC 3410. Culturally Responsive Instruct (3)
This course introduces students to theory, research, and especially practice related to culturally responsive teaching such as how teachers can develop meaningful relationships with students, how teachers can learn from and about the school and local community, how teachers can develop and implement culturally responsive classroom management, and how teachers can develop expectations for students that maximize their capacity. In addition, the course will assist students in learning about and developing culturally responsive curriculum and pedagogy in their different content/subject matter areas.
Prerequisites: EDUC 2120 and EDUC 2110

EDUC 4001. Mid Lev Learner Tech Seminar (1)
This senior seminar is a basic technology course providing instruction on how to integrate technology in the curriculum. The course introduces concepts, skills and strategies for using technology in the teaching and learning process. The course will also integrate dialog from the interns’ field experiences to assist in understanding best practices for teaching middle level learners. This seminar is required for all middle level teacher education majors.
Prerequisites: (EDUC 3000 and EDUC 3010 and EDUC 3350) and EDUC 3001 and EDUC 3100

EDUC 4002. Middle Level Teacher Capstone (1)
Opportunities are provided to prepare students for their entry into the teaching field. This course is the senior seminar for the Spring Semester portion of a full academic year internship (August-May). In this course candidates will complete their Internship Portfolio as a part of their graduation requirement. This course may also address topics dealing with methods, materials, and skills appropriate for teaching all learners.
Prerequisites: (EDUC 4001 and EDUC 4710)

EDUC 4003. Secondary Level Seminar (1)
This course is the seminar portion of the spring student teaching internship. It is designed to amalgamate and assimilate candidates clinical experience with theory, investigation, and practice of teaching in secondary school settings. Weekly seminar sessions may include such topics as: professional ethics, application of classroom management strategies, use of instructional methods for teaching high school students of special needs and of diverse backgrounds, and knowledge of appropriate use of assessments. Seminar content is directly related to and extended from internship.
Prerequisites: EDUC 3030 and EDUC 3200 and EDUC 3210 and EDUC 4730 (may be taken concurrently)

EDUC 4004. Early Childhood Seminar I (1)
This course is the seminar portion of the fall student teaching internship for Elementary Education. It is designed to amalgamate and assimilate candidates clinical experience with theory, investigation, and practice of teaching in P5 settings. Weekly seminar sessions may include such topics as: professional ethics, application of classroom management strategies, use of instructional methods for teaching early childhood, special needs students, and young learners of diverse backgrounds. Candidates must have proof of liability insurance to participate in the course.
Prerequisites: EDUC 3030 and EDUC 2130 or EDUC 4049

EDUC 4005. Early Childhood Seminar II (1)
This course is the seminar portion of the spring student teaching internship for Elementary Education majors. It is designed to amalgamate and assimilate candidates clinical experience with theory, investigation, and practice of teaching in P5 settings. Weekly seminar sessions may include such topics as: professional ethics, application of classroom management strategies, use of instructional methods for teaching early childhood, special needs students, teaching learners of diverse backgrounds. Seminar content is directly related to and extended from internship.
Prerequisites: EDUC 3030 and EDUC 4004 (may be taken concurrently)

EDUC 4040. Classroom Assessment (3)
Classroom Assessment is an introductory course in Test, Measurement and Evaluation that is designed to help teacher candidates understand and appreciate the role, purposes, types and methods of tests and other assessments in the teaching-learning process. The course emphasizes “beginning with the end in mind” or backward design, the analysis and use of results and multiple measures from reliable and valid differentiated assessment to enhance student learning in a diverse classroom.
Prerequisites: ENGL 1102

EDUC 4049. Assessment & Evaluation - ECE (3)
Assessment & Evaluation in Elementary Education is an introductory course in Test, Measurement and Evaluation that is designed to help Elementary Education teacher candidates understand and appreciate the role, purposes, types and methods of tests and other assessments used in elementary school settings. The course emphasizes the use of developmentally appropriate assessment tools for both cognitive and non-cognitive assessments, as well as “beginning with the end in mind” or backward design, the analysis and use of results and multiple measures from reliable and valid differentiated assessment to enhance student learning in a diverse classroom.
Prerequisites: EDUC 2120 and EDUC 3030 and EDUC 2110
EDUC 4050. Cultural Perspectives for ESL (3)
This course focuses on cultural patterns of thought, communication and behavior, paying particular attention to the interests and needs of teachers who teach English Language Learners. The course will give students insight into how intercultural communication factors affect the success and performance of students in K-12 settings by evaluating the relationships between the culture, behavior and communication of students, teachers, administrators, parents and community groups.
Prerequisites: (ENGL 1101 and ENGL 1102)

EDUC 4060. Applied Linguistics for ESL (3)
This course provides an introduction to language as a system, with a particular focus on teaching English as a second language to students in public schools, Grades Pre K - 12. Among the topics addressed are: first and second language acquisition processes; English phonology, morphology, syntax, and discourse; implications for teaching English language learners the four language skills - listening, speaking, reading, and writing; and implications for teaching content-specific language (math, science, social studies).
Prerequisites: (ENGL 1101 and ENGL 1102)

EDUC 4070. Theory, Research and Pedagogy (3)
This course examines theories of language development and acquisition of reading and writing as well as the methodologies and materials used in reading programs. Students analyze strategies, materials, and organizational designs for teaching reading to all students including those representing diverse cultural and linguistic communities.
Prerequisites: ENGL 1102

EDUC 4071. Integrating Language, Literacy (3)
In this course students examine literacy instructional strategies and materials in the content area classroom including technical reading and writing, prior knowledge, research-based strategies, supplemental texts, methods of grouping, concept development, comprehension, vocabulary, and study strategies. Students understand how to communicate, integrate and apply language and literacy, and technology strategies and skills within the content areas. Special emphasis is placed upon teaching struggling readers and diverse learners.

EDUC 4072. Literacy Assessment and Classr (3)
This course involves advanced study of the planning and managing of classroom literacy events based on formal and informal assessment information, and an understanding of the literacy needs of all grade-level learners across the developmental continuum. Candidates examine ways of recording, analyzing, and using assessment information in daily classroom instruction.

EDUC 4710. Middle Level Internship I (3)
This course is the Fall Semester portion of the academic year long internship that introduces interns to the middle school, its support services and school community agencies. Students must participate in preplanning and the first week of classes. They maintain weekly contact (minimum of nine hours) with their assigned school. The mentor teachers and interns implement a co-teaching model that allows the interns to observe, practice, assess, and reflect best teaching practices. Interns focus attention on the diversity of pupils, special needs of learners, and individual learning styles as well as how learning is influenced.
Prerequisites: (EDUC 3000 and EDUC 3010 and EDUC 3350) and EDUC 3100 and EDUC 3001

EDUC 4712. Middle Level Internship II A (3)
This course is part of the Spring Semester portion of a full academic year internship (mid-August to mid-May). Internship II is a full-time teaching assignment in grades 4-8 in the student’s major (mathematics, science, social studies, and/or language arts). Arts and Sciences content-area faculty will observe and assess this component of the internship.
Prerequisites: EDUC 4710 and EDUC 4001

EDUC 4717. ML Content Methods & Management (3)
Middle Level Content Methods and Management is designed to examine theories of discipline and motivation in the middle level classroom as well as address effective components of lesson planning and delivery in each content concentration area as addressed in the state pedagogy assessment. This class will allow students to clarify their ideas about classroom management and student behaviors as well as learn the importance of balancing engaging instruction and effective classroom management.
Prerequisites: EDUC 3010 and EDUC 3350

EDUC 4720. Middle Level Intern. II (9)
This Spring Semester course is a continuation of the yearlong Middle Level Internship. The internship is a full-time (in-field, content specific), sixteen-week directed classroom experience (grades 4-8). It is a period of guided teaching during which the intern teacher, under the direction of a mentor teacher, takes increasing responsibility for learners and engages in many of the activities, that constitute the range of a teacher’s assigned duties. Emphasis will be placed on working with diverse and special needs learners within the regular classroom. Interns will observe teachers and pupils in elementary and high schools when appropriate. Additionally, interns must attend an on-campus seminar (one afternoon per week) taught by CSU faculty members and/or resource persons.
Prerequisites: EDUC 4710 and EDUC 4001

EDUC 4725. Secondary Practicum (2)
This course is the practicum portion of the clinical experience in secondary education required during fall semester. The practicum teaching experience is a two-day in field, 15-week, directed classroom experience (grades 6-12).
EDUC 4730. Secondary Level Internship (3)
This course is a clinical experience in secondary education, during spring semester. Student teaching is a full-time (content-specific, in-field), 15-week, directed classroom experience (grades 6-12). Student teachers, under the direction of a mentor teacher, take increasing responsibility for learners and engage in many of the activities that constitute the range of a teachers assigned duties. Emphasis will be placed on working with diverse and special needs learners within the regular classroom, utilizing technology, managing classrooms, understanding assessment, and familiarizing oneself with the school, its resources, and surrounding community. Additionally, interns must attend an on-campus seminar one afternoon per week taught by CSU faculty members and/or resource persons.
Prerequisites: EDUC 3030 and EDUC 3200 and EDUC 3210 and EDUC 4003 (may be taken concurrently)

EDUC 4731. Secondary Level Internship (3)
This course is the content specific portion of the clinical experience in secondary education required during spring semester. Student teaching is a full-time (content-specific, in-field), 15-week, directed classroom experience (grades 6-12).
Prerequisites: EDUC 3030 and EDUC 3200 and EDUC 3210 and EDUC 4003 (may be taken concurrently)

EDUC 4740. Early Childhood Practicum (5)
This course is the Fall Semester portion of the academic year long internship that introduces interns to the elementary school, its support services and school community agencies. Students must participate in preplanning and the first week of classes. They maintain weekly contact (minimum of nine hours) with their assigned school. The mentor teachers and interns implement a co-teaching model that allows the interns to observe, practice, assess, and reflect best teaching practices. Interns focus attention on the diversity of pupils, special needs of learners, and individual learning styles as well as how learning is influenced. Additionally, interns must attend an on-campus seminar (one afternoon per week) taught by CSU faculty members and/or resource persons.
Prerequisites: EDUC 3030

EDUC 4745. Early Childhood Internship (5)
This course is the Spring Semester portion of the academic year-long internship that introduces interns to the elementary school, its support services and school community agencies. This course is a clinical experience in Elementary Education during the spring semester of a candidate's senior year. Student teaching is a full-time, 15-week, directed classroom experience (grades P5). Student teachers, under the direction of a mentor teacher, take increasing responsibility for learners and engage in many of the activities that constitute the range of a teacher's assigned duties. Emphasis will be placed on working with diverse and special needs learners within the regular classroom, utilizing technology, managing classrooms, understanding assessment, and familiarizing oneself with the school, its resources, and surrounding community.
Prerequisites: EDUC 4740

EDUC 4800. Special Topics in Education (3)
This course will involve a detailed examination of selected topics in the field of education.
Restrictions: Middle Grades Education

Engineering (ENGR)

ENGR 1101. Intro to Engineering Tech (3)
This course provides students with an overview of various engineering technology disciplines to assist them in making well-informed career choices in the profession, and learn fundamental skills needed for students to succeed academically and professionally. Topics may include exploring the nature of the field and career opportunities in computer, aviation, and biological engineering technology; tools of both written and verbal technical communication; using mathematics to solve engineering problems; and developing problem solving, design, and team work skills.
Prerequisites: (MATH 1111 or MATH 1113 or MATH 1501)

ENGR 2100. Basic Thermodynamics (3)
Introduction to thermodynamics. Property relations for ideal gases and incompressible liquids are introduced. Topics covered include thermodynamic properties, energy and mass conservation, entropy, and the first and second laws of thermodynamics.
Prerequisites: PHYS 2211 and PHYS 2211L and MATH 2502

ENGR 2200. Basic Fluid Mechanics (3)
This course presents fluid mechanics concepts and their applications. Topics covered include fluid properties, fluid statics, conservation principles, the Bernoulli Equation, flow in conduits, external flow, open channel flow, control-volume analysis, compressible flow.
Prerequisites: ENGR 2100 (may be taken concurrently)

ENGR 2301. Circuits and Electronics I (4)
This course is an introduction to the design and analysis of basic electrical and electric circuits. Topics include series circuits and parallel circuits, capacitors and inductors, RC and RL circuits, transformers, time response of reactive circuits. The basic circuit theories and the analysis methods of DC and AC circuits are presented. Resonance and Analogue filters are also studied in this course.
Prerequisites: PHYS 2211

ENGR 2501. Digital Logic (4)
This course introduces the basic principles of digital logic design. Topics covered are data representation, Boolean algebra, simplification of Boolean functions, and logic gates. Other topics include analysis and design of combinational circuits using logic gates, multiplexers, decoders, and programmable logic devices. Sequential components including latches and flip-flops, counters, registers, and memories are studied. Also studied is the use of basic combinational and sequential components in datapaths and control unit design.
Prerequisites: CSCI 2305

ENGR 3020. Electronics (3)
This course introduces some of the basics of electrical circuits and electronics. Topics include series circuits and parallel circuits, capacitors and inductors, RC and RL circuits, and transformers. It explores devices like diodes and different types of transistors such as MOS transistors, CMOS amplifiers. Field effect transistors such as MOSFET and FET amplifiers and switches are also studied along with the operational amplifier (op-amp).
Prerequisites: CSCI 1301
ENGR 3040. Digit. Circuits & Comp. Design (3)
This course is a theoretical and hands-on study of the basic principles of digital logic circuit design. Topics included are data representation, Boolean algebra, simplification of Boolean functions, and logic gates. Other topics include design and analysis of combinational logic circuits such as multiplexers, decoders, shifters, adders, and programmable logic devices. Sequential components including latches and flip-flops, counters, registers, and memories are also studied. The design of data path and control unit of a small computer using VHDL will also be introduced.
Prerequisites: CSCI 1302

ENGR 3110. VHDL Design (4)
This course is an introduction to VHDL for the design of digital circuits. VHDL design with FPGAs will be explored in this course with the code structure and composition of the language. Topics include language syntax, datatypes, operators and attributes, concurrent code, sequential code, packages and subprograms. Several design examples using VHDL will be studied in this course. This course will also cover the test bench simulations to verify correctness of circuit design.
Prerequisites: ENGR 2501

ENGR 3160. AVIA Maintenance Engineering (3)
This course discusses and provides students with the fundamentals of aircraft maintenance management from an engineering perspective. Topics include: the role of the engineer, the role of the mechanic, technical documentation and certification, aircraft performance, line and hangar maintenance, production planning and control and finally, quality control and assurance and maintenance safety practices. In addition to lectures, this course will take a "hands-on" approach utilizing actual aircraft equipment. As a cross-listed course, Aviation Maintenance Engineering may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: ENGR 2100 and ENGR 2200

ENGR 3180. Foundations of Flight (3)
This course discusses and provides students with the fundamentals of the physics of flight. It is designed as a practical course for those with some limited engineering expertise. From the basics of forces and vectors to aircraft-specific applications, this course explains the mechanics behind the pilot's everyday operational tasks. In addition to lectures, this course will include a practical approach understanding and practicing flight principles. As a cross-listed course, Foundations of Flight may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: ENGR 2100 and ENGR 2200

ENGR 3301. Circuits and Electronics II (4)
This course introduces the solid-state electronics. In this course semiconductors, diodes, and transistors are studied in detail. Topics include BJTs, small signal transistor amplifiers, MOS transistors, and CMOS amplifiers. It explores the field effect transistors such as MOSFET and FET amplifiers and switches. The operational amplifier (op-amp) and its use as an inverting, non-inverting, and differential amplifier are examined. Active filter circuits are also covered.
Prerequisites: ENGR 2301

ENGR 3305. Operating Systems (3)
This course is a conceptual and hands-on study of operating systems; operating system design and theory including process/processor, memory, file, I/O and networking management; evaluation of system requirements. As a cross-listed course, Operating Systems may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: CSCI 2302 and CSCI 2305

ENGR 3306. Computer Networks & Security (3)
This course covers Network systems including transmission media, packet transmission, circuit/packet switching technology, LAN technology and network topology, TCP/IP internetworking. Network applications and security issues are investigated. An overview of LANs, WANs, data communication, and routing methods will be provided using software simulation tools. As a cross-listed course, Computer Networks & Security may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: CSCI 2302 and CSCI 2305

ENGR 3310. Database Design & Implementation (3)
This course covers database modeling drawing distinctions between data modeling, process modeling, and implementation. Topics include Entity-Relationship Modeling, Relational Database Modeling to include Relational Algebra and Normalization and Object Modeling and Object Databases. Implementation topics include SQL, PL/SQL, and database access using Web interfaces. As a cross-listed course, Database Design and Implementation may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: CSCI 2302

ENGR 4120. Embedded Systems (4)
This course will introduce the basics of designing, interfacing, configuring, and programming embedded systems. The focus of the course is embedded system design, programming, and technologies used in embedded system design and construction. A series of labs will be designed to practice and implement the techniques learned in class.
Prerequisites: ENGR 2501 or ENGR 3040

ENGR 4160. The Gas Turbine Engine In AVIA (3)
This course provides a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include aircraft gas turbine engine theory, key components of gas turbine engines, and how they are properly maintained. In addition to lectures, this course will include some "hands on" activity utilizing standard assembly/disassembly of major components. As a cross-listed course, Gas Turbine Engine in Aviation may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: (ENGR 2100 and ENGR 2200)

ENGR 4180. Air Traffic Control in Action (3)
Air Traffic Control in Action is an applied course that provides a working knowledge of how, and why, the air traffic control system works. This course is appropriate for future air traffic controllers, as well as for pilots who need a better understanding of the air traffic control system. This course discusses the history of air traffic control, emphasizing the logic that has guided its development. It also provides current, in-depth information on navigational systems, the air traffic control system structure, control tower procedures, radar separation, national airspace system operation, and the FAA's future vision for air traffic management. As a cross-listed course, Air Traffic Control in Action may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: (AVIA 3180 and AVIA 4120)
ENGR 4308. System Engineering and Robotic (3)
This course principles and processes of systems engineering will be introduced and applied to the development of robotic devices. The focus is on robotic system engineered to perform complex behavior. The course is organized as a progression through the systems engineering process of requirements analysis, conceptualization, specification, functional and subsystem decomposition, design, prototyping, simulation and consideration of verification and validation.
Prerequisites: ENGR 3301

ENGR 4320. Software Engineering (3)
This course covers analysis of system requirements, software systems design techniques, software processes, software life-cycle models, software economics, configuration management, user interfaces, software testing, and software maintenance. Students gain experience in the team approach to medium-scale system development. As a cross-listed course, Software Engineering may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: ENGR 3306

ENGR 4900. Engineering Tech Snr Capstone (3)
This course provides a senior design capstone project for Engineering Technology majors in all concentrations. In teams, students will define design projects and write a proposal for the synthesis and analysis of an open-ended engineering design project related to their specific concentration, including written and oral communication. Normally taken in the student's last semester of study.
Prerequisites: (ENGR 3110 and ENGR 3301) or (AVIA 3120 and AVIA 3180) or (BIOL 3200 and BIOL 3200L and BIOL 3201) and ENGL 3900

ENGL to Speakers of Other Lang (ESOL)

ESOL 4010. Applied Linguistics for ESOL (3)
A study of the nature, structure, and diversity of language, emphasizing the phonological, syntactic, and semantic patterns of English in comparison and contrast with features of other selected languages. Prospective teachers will explore the principles of linguistic systems and major theorists and schools of linguistic thought within the cultural framework of working with communities of non-native English speakers.

English (ENGL)

ENGL 0999. Support for Engl. Composition (3)
This is a 3-hour credit course that Learning Support students will take as a co-requisite with ENGL 1101. The content of corequisite support courses will be geared to supporting students in mastering the content of the gateway course. Placement in the course will be determined by the English Placement Index.

ENGL 1101. English Composition I (3)
A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills.
Prerequisites: A01 with a score of 17 or S13 with a score of 24 or S28 with a score of 430 or (ACCNGR with a score of 237 and ACCW with a score of 4)

ENGL 1102. English Composition II (3)
A composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, emphasizing interpretation and evaluation and incorporating a variety of more advanced research skills.
Prerequisites: ENGL 101 (ENGL 1101 or ENGL 111 or ENGL 101)

ENGL 2111. World Literature I - Pre-Modern (3)
A survey of important works of world literature from ancient times through the mid-seventeenth century viewed in both historical and contemporary perspective. (Works are read in translation where necessary) Critical thinking and communication skills are emphasized.
Prerequisites: ENGL 112 ENGL 1102

ENGL 2112. World Literature II - Modern (3)
A survey of important works of world literature from the mid-seventeenth century to the present viewed in both historical and contemporary perspective. (Works are read in translation where necessary) Critical thinking and communication skills are emphasized.
Prerequisites: ENGL 1102

ENGL 2121. British Literature I (3)
A survey of important works of British Literature from the Old English period through the neoclassical age. This includes English literature from its roots in Anglo-Saxon through its development in Great Britain and its global development outside the United States through approximately 1800.
Prerequisites: ENGL 1102 or ENGL 1102H or ENGL 112

ENGL 2122. British Literature II (3)
A survey of important works of British Literature from the Romantic Era to the present. This includes the global development of English literature outside the United States from approximately 1800 to the present.
Prerequisites: ENGL 1102

ENGL 2131. American Literature I (3)
Major works of American Literature from the late 16th century through the mid-19th century, including those outside the traditional canon.
Prerequisites: ENGL 1102

ENGL 2131H. American Lit. I - Honors (3)
Major works of American Literature from the late 16th century through the mid-19th century, including those outside the traditional canon. This course is restricted to students enrolled in the Honors Program. Students with a 3.0 cumulative GPA who are not in the Honors Program may be enrolled with permission from the department chair or the Honors Program Director.
Prerequisites: ENGL 1102H

ENGL 2132. American Literature II (3)
Major works of American Literature from the mid-19th century to the present, including those outside the traditional canon.
Prerequisites: ENGL 1102

ENGL 2132H. American Lit II - Honors (3)
Major works of American Literature from the mid-19th century to the present, including those outside the traditional canon. This course is restricted to students enrolled in the Honors Program. Students with a 3.0 cumulative GPA who are not in the Honors Program may be enrolled with permission from the department chair or the Honors Program Director.
Prerequisites: ENGL 1102H
ENGL 3100. Intro to Literary Studies (3)
The skills and knowledge necessary for successful pursuit of a degree in English: close reading, critical writing, acquaintance with current theoretical issues, familiarity with bibliographic and electronic resources, and career opportunities. Required of all English majors.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 3110. Intro to Writing Studies (3)
Introduction to Writing Studies includes an overview of writing across historical periods and cultures, terminology and methods used by writers, and skills in academic, professional, and creative writing. The course will also introduce theories of composing processes, rhetorical and audience analyses, and key characteristics of writing genre. It serves as an introduction to the array of writing courses offered in the department outside of the traditional literature courses. Required of all English majors with writing and literature concentrations.
Prerequisites: (ENGL 1102 and (ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132))

ENGL 3140. Intro to Visual Rhet. & Design (3)
Introduction to Visual Rhetoric and Document Design explores how images and other visual texts influence audiences in today's writing and communication landscape. The use of visual imagery in advertising, art, film, social media, publishing, technical documents, nonprofit work, and other contexts can be subtle, direct, or provocative. By thinking about images and visuals as rhetorical texts, we explore how they persuade or create meaning and, in turn, can significantly impact our understanding of the world. This course will introduce students to the theory and practice of visual rhetoric and document design in a variety of contexts. As part of the coursework, we will analyze, discuss, write about images and visual texts, as well as produce digital and visual media with image editing software.
Prerequisites: ENGL 1102

ENGL 3200. History of English Language (3)
An introductory survey of the history of the English language, from pre-Anglo-Saxon times, through Old, Middle, and early Modern English, and into English as a contemporary global language. Attention to historical changes in sound, structure, syntax, and social contexts.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 3210. Advanced Grammar (3)
A course surveying the history, structure, and teaching and learning practices in English grammar. Also includes an overview of modern grammars, including structural and transformational, and research on grammar instruction. Required of all language arts majors and minors in the Clayton State Middle-level Education program. Highly recommended for all English majors.
Prerequisites: ENGL 3100 ENGL 1102

ENGL 3212. Advanced Composition (3)
Exploration of more advanced forms and concepts in the development of writing for academic audiences. Emphasizes the various conventions of discourse situations, invention, revision, editorial skills, and document design for individual writing and for the teaching of writing. Also includes a study of grammatical structures that promote syntactic growth and diversity of style.
Prerequisites: ENGL 1102

ENGL 3220. Argumentative Writing (3)
A course in the methods of developing academic, professional, and civic written arguments; the course includes the application of classical and contemporary rhetorical theories of argument, the analysis of various arguments, and multiple revisions of papers.
Prerequisites: ENGL 1102

ENGL 3230. Practical Grammar (3)
This course teaches the structure of English grammar and the options students have when presenting their ideas in formal and informal writing. The course will provide a brief survey of the most common non-standard dialects of American English with the purpose of comparing standard and non-standard dialects. The goal of the course is to highlight the many options students have in writing. When students know how English works, they will become more proficient speakers and writers.
Prerequisites: ENGL 1102 or ENGL 1102

ENGL 3240. Grant Proposal Writing (3)
This course focuses on the fundamentals of proposal writing, with application to researching and writing grant proposals. Students will explore social, political, and economic contexts driving grant proposal development, as well as common processes in writing grant proposals, such as identifying a project for funding, researching funding sources, tailoring research to write proposals appropriate for their selected sources, and post-award or rejection follow-up with funders. Students will read appropriate texts, as well as complete both short writing assignments and a full grant proposal for a project and funding source of their choosing.
Prerequisites: ENGL 1102 or ENGL 1102 or ENGL 3300. Women and Literature (3)
Texts by women and/or works that treat issues of gender and sexuality. Primary texts are supplemented by additional readings designed to enhance students' abilities to think and write critically about women writers and motifs of gender and sexuality.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 3300. African American Literature I (3)
A course focusing on the major movements, issues or themes in the study of African American Literature from 1877-present.
Prerequisites: ENGL 1102 and (ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132 or ENGL 2200) or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 3410. African American Literature II (3)
A course focusing on the major movements, issues or themes in the study of African American Literature from 1877-present.
Prerequisites: ENGL 1102 and (ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132 or ENGL 2111H or ENGL 2112H or ENGL 2122H or ENGL 2131H or ENGL 2132H or ENGL 2200)

ENGL 3420. African American Literature II (3)
A course focusing on the major movements, issues or themes in the study of African American Literature from 1877-present.
Prerequisites: ENGL 1102 and (ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132 or ENGL 2111H or ENGL 2112H or ENGL 2122H or ENGL 2131H or ENGL 2132H or ENGL 2200)

ENGL 3501. Multicultural Literature (3)
Primary focus on texts by members of one or more traditionally marginalized cultural groups within the United States and with attention to historical and theoretical aspects.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132 or ENGL 2111H or ENGL 2112H or ENGL 2121H or ENGL 2122H or ENGL 2131H or ENGL 2232 or ENGL 2202

ENGL 3510. Caribbean Literature (3)
A course focusing on the major movements, issues, or themes in the study of Caribbean Literature.
Prerequisites: ENGL 1102 and (ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2200 or ENGL 2131 or ENGL 2132)
ENGL 3520. Asian-American Literature (3)
A course focusing on the major movements, issues, or themes of literature written by writers of Asian ethnicities living in the United States (including Chinese, Japanese, Vietnamese, Indian, Pakistani, Filipino, and/or others).  
**Prerequisites:** ENGL 1102 and (ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132)

ENGL 3600. Careers in Writing (3)
An introduction to issues and practices relevant to careers in professional writing with an emphasis on understanding contexts, genres, and technologies and producing documents for a variety of professional writing communities and workplaces.  
**Prerequisites:** ENGL 1102 or ENGL 102

ENGL 3620. Postcolonial Literature (3)
An introduction to postcolonial literatures in English. The course may include literature from Africa, the Caribbean, and Asia.  
**Prerequisites:** ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 3650. Writing for Nonprofits (3)
This writing course will be balanced with theory and be influenced by a strong service learning component. Small groups of students, under the guidance of the instructor, will work directly with a local or regional nonprofit organization, using their writing skills and rhetorical strategies to address a real need in the community.  
**Prerequisites:** ENGL 1102

ENGL 3700. Response to Writing (3)
An introduction to one-on-one writing instruction, classroom based writing consultancy, and the theories that guide these practices. Students will write many kinds of documents, including essays about tutoring and consulting, and they will have applied what they have learned in peer review situations.  
**Prerequisites:** (ENGL 1101 or ENGL 101) and (ENGL 1102 or ENGL 102)

ENGL 3750. Digital and Multimedia Writing (3)
This course introduces students to basic design principles and tools for writing in digital media. In the course, students will consider how the Internet lets different kinds of communities create meeting spaces, and the role that digital writing plays in constructing those spaces.  
**Prerequisites:** ENGL 1102 or ENGL 1102

ENGL 3800. Intro to Creative Writing (3)
Introductory study in imaginative writing emphasizing both selected readings in poetry, fiction, and creative nonfiction and student writing in these genres.  
**Prerequisites:** ENGL 1102

ENGL 3900. Professional & Tech. Writing (3)
An advanced, study and application of principles for effective professional and technical writing. Topics to include audience and context analysis, ethical communication, and writing for international readers. Students put these concepts into practice by writing and designing several professional and technical documents for both specialist and non-specialist readers. While open to students from all majors, the course includes entry assessment of writing skills for the baccalaureate degree program in Communication and Media Studies. Required to earn at least a C in the course, based on the program-entry-level assessments of writing skills built into the class.  
**Prerequisites:** ENGL 1102 or ENGL 102 or ENGL 112

ENGL 3910. Professional Editing (3)
This course focuses on editing documents from a variety of genres and authors. The course includes proofreading, copyediting, formatting, and recognizing and correcting grammar, punctuation, and mechanics in written documents.  
**Prerequisites:** ENGL 1102 or ENGL 102

ENGL 4000. English Internship (3)
This course is the principal experiential learning opportunity for the English major, and is normally taken no earlier than the junior year. The environment will be appropriate for an English major, either on or off campus, and should be related to the student’s career interests. Course is repeatable for credit (only with permission).  
**Prerequisites:** ENGL 3800 ENGL 3100

ENGL 4011. Critical Theory (3)
A study of different theoretical approaches to the interpretation of texts and other cultural objects. These theories are then applied to selected works drawn from literature, the mass media and the fine arts.  
**Prerequisites:** ENGL 3100

ENGL 4015. Writing Culture and Power (3)
This course will investigate historical and contemporary relationships among language, culture, and power in a variety of communities. In this course, we examine the roles of writing and persuasion to explore politics of identity and difference, including race, ethnicity, citizenship, gender, class, and ability.  
**Prerequisites:** ENGL 112 or ENGL 1102

ENGL 4020. Methods in Teaching Literature (3)
This course prepares English Education majors in the theory and practice of teaching literature in secondary schools. The class will emphasize planning, selecting, and evaluating instructional materials for grades six through twelve. Students will develop lessons and units to become effective teachers of literature at the secondary level. Significant field experiences will include educational interactions with students.  
**Prerequisites:** ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4030. Methods in Teaching Writing (3)
This course prepares English Education majors in the theory and practice of teaching writing in secondary schools. The class will emphasize planning, selecting, and evaluating instructional materials for grades six through twelve. Students will develop lessons and units to become effective teachers of writing at the secondary level. Significant field experiences will include educational interactions with students.  
**Prerequisites:** ENGL 1120 or ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4040. Advanced Document Design (3)
This course focuses on the principles of graphic design as well as theory and practice of multimodal composition to explore advanced techniques of layout/design, desktop publishing, and typesetting. By reconceiving print and digital texts as multimodal, we will read, analyze, and create products in a variety of contexts so that students may craft deliverables such as posters, flyers, cards, brochures, magazines, journals, books, and ebooks using word processing and layout/design software.  
**Prerequisites:** ENGL 1102 or ENGL 112 or ENGL 1102H

ENGL 4100. Amer. Colonial & Federal Lit. (3)
Major works of American literature from 1588 to 1820, including captivity narratives and writings that explore the early development of America as a nation.  
**Prerequisites:** ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132
ENGL 4110. American Romanticism (3)
Major works of American literature from 1820-1860, including Emerson and Thoreau, as well as writers outside the traditional canon.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4114. Adolescent Literature (3)
A thematic study of literature for adolescent and young adult audiences. This study will analyze a broad representation of materials, including those which focus on a variety of ethnic groups, cultural experiences, and historical periods. This course is required for all middle level teacher education students with a major concentration in language arts.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4120. American Realism & Naturalism (3)
Major works of American literature from 1860 to 1914 including Twain as well as writers outside the traditional canon.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4130. Southern Literature (3)
Major works of southern American literature from the Romantic period to postmodern writings, including Faulkner and writings outside the traditional canon.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4140. Modern American Literature (3)
American poetry, prose, drama, and nonfiction from 1900 to the present. Topics vary from semester to semester.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4150. Contemporary American Lit. (3)
A survey of contemporary American Literature during the period of 1945 to the present.
Prerequisites: ENGL 1102 and (ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132)

ENGL 4200. Medieval Literature (3)
Major works of literature from Old and Middle English, including Chaucer, medieval plays, and examples of other early British literary traditions.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4205. Race & Gender in Med/Ren. Lit. (3)
This course focuses on the representations of gender and race in early British literature and explores how those representations can both embrace and contradict current social paradigms.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4215. Shakespeare (3)
A survey of Shakespeare's dramatic works with primary emphasis on the major comedies and tragedies and some attention to the histories, problem plays, and romances. Formerly ENGL 3150
Prerequisites: ENGL 1102 and (ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132)

ENGL 4222. Restoration & 18th Century Lit (3)
A course focusing on the major movements, issues, or themes in the study of Eighteenth Century Literature in Britain, 1660-1783.
Prerequisites: ENGL 1102 or ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2200 or ENGL 2131 or ENGL 2132

ENGL 4241. Romantic Literature (3)
A survey of British literature written during the period extending from 1780-1830, with emphasis on the six traditional Romantic poets and on rediscovered authors of the Romantic Period.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4242. Victorian Literature (3)
A survey of British literature written during the period extending from 1830 through 1900, with emphasis on traditional Victorian poets and prose writers and on rediscovered authors.
Prerequisites: ENGL 1102 and (ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132)

ENGL 4250. Modern British Literature (3)
Major works of British poetry, prose, and drama from 1900 to the present.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4300. Advanced Poetry Writing (3)
Advanced instruction in poetry.
Prerequisites: ENGL 3800

ENGL 4315. Advanced Fiction Writing (3)
A workshop intensive instruction in fiction writing. Students will study the fiction writing craft and technique and produce their own short fiction.
Prerequisites: ENGL 3800

ENGL 4320. Adv Creative Nonfiction Wrtg (3)
A practical study of the techniques and craft of writing the creative nonfiction essay, article, or interview.
Prerequisites: ENGL 3800

ENGL 4610. Modern Poetry (3)
Selected poetry from the latter 19th century through the present, including works written in English and in English translation from other world poetic traditions.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132

ENGL 4650. Nature Writing & Environ. Lit. (3)
A survey of environmental literature and ecocriticism with significant reflective, research-based, and nature-oriented writing. Readings and assignments examine environmental issues in nonfiction, memoir, travel writing, and other major literary genres.
Prerequisites: ENGL 1102 or ENGL 1102H

ENGL 4700. Senior Thesis (3)
The preparation of an extended research paper/project based on original work or on work previously completed for another English course. Original projects may be tied to an internship experience directed through the Office of Experiential Learning. Supervised by a member of the full-time faculty, the project is presented to the Department of Language & Literature in both oral and written forms during the final year of study. The thesis is required of all senior English majors.
Prerequisites: ENGL 3100

ENGL 4800. Selected Topics in English (3)
Selected topics in English language-based literary and writing study.
Prerequisites: ENGL 1102 and ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132
ENVS 2202. Environmental Science (3)
This course is an interdisciplinary course integrating principles from biology, chemistry, ecology, geology, and non-science disciplines as related to the interactions of humans and their environment. Issues of local, regional, and global concern will be used to help students explain scientific concepts and analyze practical solutions to complex environmental problems. Emphasis is placed on the study of ecosystems, human population growth, energy, pollution, and other environmental issues and important environmental regulations.

ENVS 4700. Special Topics in Environ. Sci (1-4)
Selected topics of current interest in environmental science. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and CHEM 1211 and CHEM 1211L and CHEM 1212 and CHEM 1212L

ENVS 4701. Special Topics in Environ. Sci (1-4)
Selected topics of current interest in environmental science. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and CHEM 1211 and CHEM 1211L and CHEM 1212 and CHEM 1212L

ENVS 4702. Special Topics in Environ. Sci (1-4)
Selected topics of current interest in environmental science. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and CHEM 1211 and CHEM 1211L and CHEM 1212 and CHEM 1212L
Prerequisites: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and CHEM 1211 and CHEM 1211L and CHEM 1212 and CHEM 1212L

Film (FILM)

FILM 1040. Intro to Film and TV Post (6)
This course is the first of an 18-credit hour certification in “Film & Television Post-Production.” Students will operate various professional non-linear editing (NLE) systems, with a focus on practical skills and essential knowledge of editing, including file management, footage logs, timecodes, proxies, edit decision lists (EDLs), synchronization, transitions, simple effects, basic audio mixing and file exports. Additionally, students will explore the terminology, department hierarchy, history and theory of editing and sound design through topics such as continuity style, montage, juxtaposition of images, development of sound design, and linear and flat-bed editing. Students will also develop an understanding and awareness of current post-production industry standards and workflow practices. This course is the prerequisite for ALL other courses in the Georgia Film Academy “Film & Television Post-Production” Certification Pathway.

FILM 1520. Georgia Film Academy Course I (6)
This course is the first of a two-course program that will provide an introduction to the skills used in on-set film production, including all forms of narrative media that utilize film-industry standard organizational structure, professional equipment and on-set procedures. In addition to the use of topical lectures, PowerPoint presentations, videos and hand-outs, the course will include demonstrations of equipment and set operations as well as hands-on learning experiences. Students will learn: film production organizational structure, job descriptions and duties in various film craft areas, names, uses and protocols related to various pieces of professional on-set film equipment. Students will also learn, through lecture and exercises, how the various film craft relate to one-another on a working set, as well as how and why they all must operate in sync. In addition, students will learn skills related to networking and self-marketing.

FILM 2100. Introduction to Film (3)
A humanities-based approach to cinema as an art form, this course introduces the basic elements of motion-picture form: camerawork, editing, narrative, sound, and mise-en-scene. The course also locates contemporary filmmaking within historical and international contexts. Attendance is required for weekly out-of-class screenings.

FILM 2400. Digital Image Production (3)
This hands-on course introduces students to camera-based imaging. Students learn basic composition and lighting techniques, principles of visual design, image processing and manipulation, and the basics of creating moving images through animation.

FILM 2420. Intro to Field Production (3)
This essential, hands-on course introduces students to the production and distribution of digital media. Workshops, readings, and assignments teach the basic concepts employed in production, post-production, and distribution, as well as practical skills using professional equipment and post-production software. Students will create a number of projects in the course, which they can use on their demo reels.

FILM 2430. Storyboarding (3)
Students will explore concepts of visual storytelling using a variety of tools including storyboarding and animationics. Students will develop knowledge of and approaches to designing pre-visualization materials that reflect the design, mood, action, and dialogue of a film or video project and which will tell the story most effectively.

FILM 2520. Georgia Film Academy Course II (6)
This course is the second of a two-course program designed specifically to provide students with a basic level of on-set film production skills, knowledge and experience with film-industry standard organizational structure, professional equipment and on-set procedures. The skills and knowledge gained in FILM 2510 will form a foundation for students to be able to perform at an entry-level on working productions. This course will focus on professional-level productions, on which students will have roles in on-set and pre-production crafts. Because of the compressed and sometimes unusual scheduling nature of film production, students must have flexibility in their own schedules to be able to work on these projects. The course will be structured similar to a seminar or practicum.

FILM 2700. History of Cinema (3)
This course introduces students to the evolution of motion pictures as an art form from the silent era to the present. It critically surveys historically important cinematic traditions across narrative, documentary, and/or experimental forms.

FILM 2800. Lower Level Special Topics (3)
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.

FILM 2801. Lower Level Special Topics (3)
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.

FILM 2802. Lower Level Special Topics (3)
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.

FILM 2803. Lower Level Special Topics (3)
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.

FILM 2804. Lower Level Special Topics (3)
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.
FILM 2805. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 1520 or (CMS 2410 and CMS 2420)

FILM 2806. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 1520 or (CMS 2410 and CMS 2420)

FILM 2807. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 1520 or (CMS 2410 and CMS 2420)

FILM 2808. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 1520 or (CMS 2410 and CMS 2420)

FILM 2810. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 1520 or (CMS 2410 and CMS 2420)

FILM 2811. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 1520 or (CMS 2410 and CMS 2420)

FILM 2812. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 1520 or (CMS 2410 and CMS 2420)

FILM 2813. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 1520 or (CMS 2410 and CMS 2420)

FILM 2814. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 2812 and (FILM 2813)

FILM 2815. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 2812 and (FILM 2813)

FILM 2816. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
FILM 2817. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
FILM 2818. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
FILM 2819. Lower Level Special Topics (3)  
This rotating topics course focuses on contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a film criticism topic.  
Prerequisites: FILM 1520 or (CMS 2410 and CMS 2420)

FILM 3155. Cinematography (3)  
This intensive hands-on course introduces students to the artistic and technical operation of video cameras and related equipment used for motion picture production. Camera movement, composition, focus, exposure, file formats, in-camera image modifications, application of post-production techniques in shaping the digital negative, and other elements of high-resolution image acquisition and processing are covered in this project-based course. Students will also learn the role of the Director of Photography and related positions on a film crew.  
Prerequisites: CMS 2100 and (CMS 2410 and CMS 2420) or FILM 1520

FILM 3340. National Cinemas I (3)  
This course closely studies the development of a specific national or regional cinema in terms of its aesthetic, theoretical, and socio-political dimensions. Topics range from the study of a historical period (the Russian silent era, for example), to an in-depth analysis of a single (The French New Wave), to the conceptualization of a specific national or regional cinema (e.g., Japanese, Indian French, Mexican, Canadian, African, New Zealand, etc.).  
Prerequisites: ENGL 1102 and (FILM 2100 or CMS 2100) or FILM 2100
FILM 3341. National Cinemas II (3)
This course closely studies the development of a specific national or regional cinema in terms of its aesthetic, theoretical, and socio-political dimensions. Topics range from the study of a historical period (the Russian silent era, for example), to an in-depth analysis of a single movement (The French New Wave), to the conceptualization of a specific national or regional cinema (e.g., Japanese, Indian, French, Mexican, Canadian, African, New Zealand, etc.).
Prerequisites: ENGL 1102 and CMS 2100 or FILM 2100

FILM 3342. National Cinemas III (3)
This course closely studies the development of a specific national or regional cinema in terms of its aesthetic, theoretical, and socio-political dimensions. Topics range from the study of a historical period (the Russian silent era, for example), to an in-depth analysis of a single movement (The French New Wave), to the conceptualization of a specific national or regional cinema (e.g., Japanese, Indian, French, Mexican, Canadian, African, New Zealand, etc.).
Prerequisites: ENGL 1102 and CMS 2100 or FILM 2100

FILM 3350. African American Cinema (3)
This course studies the rich and diverse history of African American Cinema from the silent era to the present day. The course's primary texts of study are independent films directed by African American filmmakers, occasionally considered in dialogue with selected Hollywood representations of African Americans. The course particularly emphasizes Black Film Aesthetics as a politics of representation and counter-representation—the ways in which film is used as a medium of protest, resistance, and cultural affirmation.
Prerequisites: CMS 2100

FILM 3360. Deconstructing Disney (3)
This course studies the rich and diverse history of African American Cinema from the silent era to the present day. The course's primary texts of study are independent films directed by African American filmmakers, occasionally considered in dialogue with selected Hollywood representations of African Americans. The course particularly emphasizes Black Film Aesthetics as a politics of representation and counter-representation—the ways in which film is used as a medium of protest, resistance, and cultural affirmation.
Prerequisites: CMS 2100

FILM 3410. Lighting for Motion Pictures (3)
This studio course introduces the aesthetic conventions and technical skills of motion-picture lighting, including instruments, equipment, and techniques used for in-studio and on-location settings. Students will learn the process behind production lighting and demonstrate the ability to achieve a professional-quality video image.
Prerequisites: CMS 2410 or FILM 2400 or CMS 2420 or FILM 1520 or FILM 2420

FILM 3420. Audio Recording & Sound Design (3)
This studio course introduces the aesthetic conventions and technical skills of recorded sound. Assignments include field recording for audio media (e.g., radio and podcasting) and video, along with post-production sound design for moving images, including the preparation of dialog, sound effects, and music tracks.
Prerequisites: CMS 2100 or FILM 2100

FILM 3480. Producing (3)
The course will explore the role of the film producer with focus on both the creative and organizational techniques of producing. Students will explore and put into practice the detailed preparation that precedes a film or television shoot and will learn the proper pre-production techniques to ensure a successful project.
Prerequisites: CMS 2100 and CMS 2420 or FILM 1520

FILM 3490. Directing (3)
This is a hands-on course in directing, and theoretical class based on lectures, readings, and presentations. Students will learn the role of a director and execute basic directing techniques. They will learn visual storytelling, shot design, and how to cast and direct actors.
Prerequisites: ENGL 1102 and CMS 2100 and (FILM 1520 or CMS 2420)

FILM 3520. On-set Internship (5)
This course will allow students to gain experience working on the set of a feature film or television program.
Prerequisites: FILM 1520

FILM 3700. Great Directors (3)
This revolving topics course analyzes and discusses historically important films by great international directors. It considers the role of the director in the creation of excellent films: personal "auteurist" styles, cinematic strategies, and typical themes.
Prerequisites: CMS 2100 and FILM 2700

FILM 3820. Screenwriting (3)
In this course, students will study the mechanics of screenwriting. The course explores dramatic structure including film language, story, and character development. Students will analyze and apply various techniques in writing for the screen.
Prerequisites: ENGL 1102 and CMS 2100 or CMS 2420

FILM 3850. Motion Graphics (3)
This course focuses on the basic principles and practices of motion graphics, including design and composition, storyboarding and planning, compositing, and sequencing. Students will be introduced to current software and concepts used in the production of motion pictures, television, and networked media. Students should expect to spend additional time in the lab outside of the scheduled class time.
Prerequisites: CMS 4450 or FILM 4450

FILM 4310. Film Analysis and Criticism (3)
This course continues the humanities-based approach to cinema begun in Introduction to Film, now in a writing-intensive format. Through weekly writing assignments students master the analysis of motion-picture form, including camerawork, editing, narrative, sound, and mise-en-scene. The course also considers multiple approaches to film theory and criticism within historical and international contexts. Attendance is required for weekly out-of-class screenings.
Prerequisites: (FILM 2100 or CMS 2100) and FILM 2700

FILM 4320. Women and Film (3)
This course explores the role of women in cinema as on-screen representation, as spectators, and as filmmakers. We will study selected films and readings particularly in light of women's gender, class, race, and sexuality.
Prerequisites: ENGL 112 or ENGL 1102 and CMS 2100 or CMSS 2100 or FILM 2100

FILM 4330. Film Genres I (3)
An analysis of specific genres of American and international cinema, focusing on the conventions and icons of those genres and examining significant films within them.
Prerequisites: (CMS 2100 or CMSS 2100) or FILM 2100
FILM 4331. Film Genres II (3)
An analysis of specific genres of American and international cinema, focusing on the conventions and icons of those genres and examining significant films within them.
Prerequisites: (CMS 2100 or CMSS 2100) or FILM 2100

FILM 4332. Film Genres III (3)
An analysis of specific genres of American and international cinema, focusing on the conventions and icons of those genres and examining significant films within them.
Prerequisites: (CMS 2100 or CMSS 2100) or FILM 2100

FILM 4410. Digital Video Production (3)
An introduction to the three phases of digital video creation: pre-production, production, and post-production. Students will be required to attend events (e.g., video shoots) scheduled outside of regular class hours.
Prerequisites: CMS 2100 or (FILM 2100 and CMS 2420 or FILM 2420) or FILM 1520 and FILM 3155

FILM 4420. Visual Effects (3)
Students will learn to use a variety of approaches including the proper design and integration of 2D and 3D effects as well as green screen and compositing workflows to achieve seamless, narrative-driven, visual effects sequences. Students will use industry-standard software to create vivid, realistic, and seamlessly integrated final projects.
Prerequisites: CMS 4450

FILM 4430. Advanced Lighting (3)
This course focuses on mastery of advanced elements of narrative motion picture lighting. The course covers the visual and emotional qualities of light, how to apply different approaches and employ a variety of equipment and tools in lighting for character, commercial/corporate, and narrative scenes. The course examines and provides students on-set experience in the role of the lighting director, gaffer, and other crew positions.
Prerequisites: CMS 3410 and FILM 3155

FILM 4440. Advanced Visual Effects (3)
Students design and create multiple effects-based projects based on advanced compositing and visual effects techniques. Topics include 3D modeling, digital mattes, pre-visualization tools for seamless preview and production of effects on-set, and integration of effects as elements of the production and post-production environments.
Prerequisites: FILM 4420

FILM 4450. Digital Video Post-Production (3)
Through lectures, demonstrations, and hands-on exercises, students master the basic terminology, and skills of digital post production, with an emphasis on nonlinear video editing. Fundamentals of visual storytelling— including continuity, pacing, and dramatic structure—are emphasized.
Prerequisites: CMS 2100 or (FILM 2100 and CMS 2420 or FILM 2420) or FILM 1520 or FILM 2400 or CMS 2410

FILM 4460. Video Post-Production II (3)
In this advanced class, students will study the narrative-specific use of color grading, compositing, motion tracking, titles and graphics as well as other industry-standard methods for professionally finishing a film or video project. Digital mattes, painting, 3D modeling and other visual effects tools and techniques will also be touched upon and used by students to enhance narrative film and video.
Prerequisites: CMS 4450

FILM 4480. Video Production II (3)
This advanced course in video production gives students experience with advanced visual storytelling, directing, lighting and sound. Students will develop, produce, and direct short narrative projects while working in three other crew positions on student films. Students will learn on-set etiquette, the role of the Assistant Director, Director of Photography, Director, and Assistant Camera.
Prerequisites: CMS 4410 or FILM 4410 and CMS 3820 or FILM 3820 and CMS 4450 or FILM 4450

FILM 4490. Modes of Video Production I (3)
This studio course in digital video production investigates modes of digital production, including fiction, documentary, experimental, personal narrative, web video, and interactive media, teaching fundamental terms and concepts while providing students with hands-on hardware and software skills. Students will be required to attend events (e.g. video shoots) scheduled outside of regular class hours.
Prerequisites: CMS 2100 or (FILM 2100 and CMS 2420) or FILM 1520

FILM 4491. Modes of Video Production II (3)
This studio course in digital video production investigates modes of digital production, including fiction, documentary, experimental, personal narrative, web video, and interactive media, teaching fundamental terms and concepts while providing students with hands-on hardware and software skills. Students will be required to attend events (e.g. video shoots) scheduled outside of regular class hours.
Prerequisites: CMS 2100 or (FILM 2100 and CMS 2420) or FILM 1520

FILM 4492. Modes of Video Production III (3)
This studio course in digital video production investigates modes of digital production, including fiction, documentary, experimental, personal narrative, web video, and interactive media, teaching fundamental terms and concepts while providing students with hands-on hardware and software skills. Students will be required to attend events (e.g. video shoots) scheduled outside of regular class hours.
Prerequisites: CMS 2100 or (FILM 2100 and CMS 2420) or FILM 1520

FILM 4493. Modes of Video Production IV (3)
This studio course in digital video production investigates modes of digital production, including fiction, documentary, experimental, personal narrative, web video, and interactive media, teaching fundamental terms and concepts while providing students with hands-on hardware and software skills. Students will be required to attend events (e.g. video shoots) scheduled outside of regular class hours.
Prerequisites: CMS 2100 or (FILM 2100 and CMS 2420) or FILM 1520

FILM 4800. Special Topics I (3)
This rotating topics course focuses on either contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a media criticism topic.
Prerequisites: CMS 2100

FILM 4801. Special Topics II (3)
This rotating topics course focuses on either contemporary production practices in film and television and teaches fundamental terminology and concepts through hands-on hardware and software skills or on a media criticism topic.
Prerequisites: CMS 2100
FINA 3100. Personal Financial Management (3)
This course is designed to give a student the knowledge and framework for developing a personal financial plan suitable for different stages of life. It will also give business students a basic understanding of the complexities that must be addressed by management on behalf of employees within the work environment. The course addresses topics such as insurance, investments, loans, and retirement planning. It is also open to all majors.
Prerequisites: MATH 1101 or MATH 1111

FINA 4101. Investments (3)
The principles of investment in stocks, bonds and other markets, including the study of portfolio management.
Prerequisites: FINA 3101

FINA 4102. Intermediate Finance (3)
A continuation of FINA 3101. A study of long-term financing and capital structure decisions, and short term financial planning and working capital management. Additional topics include cost of capital, capital budgeting, mergers and acquisitions and international finance.
Prerequisites: FINA 3101

FINA 4103. Money-Bank.: Domestic & Intnl. (3)
An introductory study of the types and functions of money and financial intermediaries, money creation and control, monetary and fiscal policy, international finance, and the effects of these upon domestic incomes, employment, prices, and interest rates.
Prerequisites: FINA 3101

FINA 4850. Internship/Co-op Education (3)
Individually designed learning program involving finance field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning.

Forensic Science (FOSC)

FOSC 1101. Survey of Forensic Science (3)
This course presents a survey of the field of forensic science. Topics will cover the various forensic techniques used in criminal investigations. Case studies will be presented.
Prerequisites: (MATH 1101 or MATH 1111 or MATH 1113 or MATH 1501 or CPTE with a score of 070 or A02 with a score of 18 or S02 with a score of 430)

FOSC 3100. Crime Scene Investigation (3)
This course will provide students with contemporary techniques utilized in the science of crime scene investigation.
Prerequisites: FOSC 1101

FOSC 3101. Lab Techniques in Forensic Sci (3)
The course will cover content related to various laboratory methods used to analyze and evaluate evidence in civil and criminal cases.
Prerequisites: (BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and CHEM 1211 and CHEM 1211L and CHEM 1212 and CHEM 1212L) or (CHEM 1151 and CHEM 1151L and BIOL 1111 and BIOL 1111L) and FOSC 1101

FOSC 4500. Senior Capstone in Forensics (3)
This course is designed to expose students to the most advanced information available in the field of Criminal Justice and Forensic Science. Through a combination of lectures from forensic experts representing various law enforcement, crime laboratories, and investigative agencies, and an individualized senior research project, students will have the opportunity to research a subject within forensic science and will be taught how to utilize this information during their coming professional careers.
Prerequisites: CRUJ 1150 and FOSC 1101

FOSC 4700. Advanced Investigation (3)
This course will provide students with an in-depth examination of selected topics in forensic science. The topic will rotate every semester. Topics may include sex crimes, drugs of abuse, blood distribution and splatter, forensic analysis of DNA, biological evidence and serology.
Prerequisites: FOSC 1101
French (FREN)

FREN 1001. Elementary French I (3)
Introduction to listening, speaking, reading, and writing in French and to the culture of French speaking regions. Open to native speakers of French only by permission of the Department of Humanities.

FREN 1002. Elementary French II (3)
Continued listening, speaking, reading, and writing French with further study of the culture of French speaking regions. Open to native speakers of French only by permission of the Department of Humanities.
Prerequisites: (FREN 1001 or FREN 111)

Grammar review and continued development of the student’s reading, conversation and composition skills, with readings from Francophone literary sources. Open to native speakers of French only by permission of the Department of Humanities.
Prerequisites: (FREN 1002 or FREN 1999)

FREN 2002. Intermediate French II (3)
Grammar review and continued development of the student’s reading, conversation, and composition skills, with readings of a more difficult nature than those previously encountered by the student. Open to native speakers of French only by permission of the Department of Humanities.
Prerequisites: (FREN 2001 or FREN 211)

FREN 2010. Intermediate Conversation (3)
A study of conversational techniques, integrating grammatical structures and appropriate vocabulary. Emphasis is given to practicing spoken French and to using audio programs to increase listening comprehension. Attention is also given to pronunciation and phonetics. Course conducted in French. Open to native speakers of French only by permission of the Department of Humanities.
Prerequisites: (FREN 2002 or FREN 212)

FREN 3001. French Conversation (3)
A study of conversational techniques, integrating grammatical structures and appropriate vocabulary. Emphasis is given to practicing spoken French and to using audio programs to increase listening comprehension. Attention is also given to pronunciation and phonetics. Conducted in French.
Prerequisites: FREN 2002

FREN 3002. French Composition (3)
A thorough review and expansion of the main grammatical concepts, rules and applications studied in FREN 1001, 1002, 2001, and 2002 courses. A practical application of grammar study through translations (English to French), formal/informal writing, listening and speaking, and refinement of self-editing skills. Conducted in French.
Prerequisites: FREN 2002

FREN 3150. French Culture & Civilization (3)
A survey of the historical, sociological, philosophical, literary, and artistic developments of France and neighboring French-speaking European countries up to modern times. Conducted in French.
Prerequisites: FREN 2002

FREN 3160. Francophone Culture & Civ (3)
A survey of the historical, sociological, philosophical, literary, and artistic developments of the Francophone world. Conducted in French.
Prerequisites: FREN 2002

FREN 3201. Approaches to Literature (3)
The development of students’ reading and writing skills along with knowledge of the major literary genres and literary thought. Texts are from traditional and contemporary sources (selections of prose, poetry, and theater). Conducted in French.
Prerequisites: FREN 2002

FREN 3250. Survey of French Literature (3)
Selected major literary works, authors, and literary movements of France from the Middle Ages to the present. Conducted in French.
Prerequisites: FREN 2002

FREN 3260. Survey of Francophone Lit (3)
Selected major literary works, authors, and literary movements of the Francophone world. Conducted in French.
Prerequisites: FREN 2002

FREN 3300. French Phonetics and Phonology (3)
Study of phonetic principles and their applications. Conducted in French.
Prerequisites: FREN 2002

FREN 3400. Culture, Business, Society (3)
A study of culture as it relates to business practices in the French speaking world. A variety of authentic media sources will be used. Emphasis will be put on listening comprehension and translation as well as on business correspondence. Conducted in French.
Prerequisites: FREN 2002

FREN 4001. Advanced French Conversation (3)
An advanced study of spoken and written French, with emphasis on oral and written communication strategies, including the interpersonal and presentational modes, for communication in Francophone contexts. Attention is given to the grammatical structure of language. Conducted in French.
Prerequisites: FREN 2002

FREN 4002. Advanced French Composition (3)
An advanced study of grammar, syntax, and vocabulary with refinement of writing skills through composition. Conducted in French.
Prerequisites: FREN 2002

FREN 4210. Business French (3)
An introduction to the economic and business practices of contemporary France and the Francophone world. Conducted in French.
Prerequisites: FREN 2002

FREN 4800. Special Topics in French (3)
This course studies particular topics or themes in French or Francophone language, literature, culture or civilization not covered in other upper-division French classes. Conducted in French.
Prerequisites: FREN 2002

FREN 4801. Special Topics in French (3)
This course studies particular topics or themes in French or Francophone language, literature, culture or civilization not covered in other upper-division French classes. Conducted in French.
Prerequisites: FREN 2002

FREN 4802. Special Topics in French (3)
This course studies particular topics or themes in French or Francophone language, literature, culture or civilization not covered in other upper-division French classes. Conducted in French.
Prerequisites: FREN 2002
FREN 4803. Special Topics in French (3)
This course studies particular topics or themes in French or Francophone language, literature, culture or civilization not covered in other upper-division French classes. Conducted in French.
Prerequisites: FREN 2002

FREN 4804. Special Topics in French (3)
This course studies particular topics or themes in French or Francophone language, literature, culture or civilization not covered in other upper-division French classes. Conducted in French.
Prerequisites: FREN 2002

FREN 4805. Special Topics in French (3)
This course studies particular topics or themes in French or Francophone language, literature, culture or civilization not covered in other upper-division French classes. Conducted in French.
Prerequisites: FREN 2002

FREN 4806. Special Topics in French (3)
This course studies particular topics or themes in French or Francophone language, literature, culture or civilization not covered in other upper-division French classes. Conducted in French.
Prerequisites: FREN 2002

FREN 4807. Special Topics in French (3)
This course studies particular topics or themes in French or Francophone language, literature, culture or civilization not covered in other upper-division French classes. Conducted in French.
Prerequisites: FREN 2002

FREN 4808. Special Topics in French (3)
This course studies particular topics or themes in French or Francophone language, literature, culture or civilization not covered in other upper-division French classes. Conducted in French.
Prerequisites: FREN 2002

FREN 4950. Directed Study (3)
Special topics in French and Francophone language, literature, civilization, or culture. May be repeated up to a maximum of 9 hours if topics are different. Conducted in French.
Prerequisites: FREN 2002

FREN 4960. Study Abroad (3)
An intensive study of French language and culture in the native environment. Designed for students who participate in University System-approved programs, in-house study-abroad programs, or in any other comparable program for which approval has been given prior to the study abroad.
Prerequisites: FREN 2002

FREN 4980. Community Practicum/Internship (3)
A practical application of students’ skills in French. Students will either tutor students enrolled in public or private schools or complete a research project that requires extensive use of all language skills.
Prerequisites: FREN 2002

FREN 4991. Senior Seminar (3)
An all-inclusive communication skills course. This course focuses on the four basic skills: reading, writing, listening and speaking. Conducted in French.
Prerequisites: FREN 2002

Geology (GEOL)

GEOL 1011. Introductory Geosciences (3)
Acquaints students with geological concepts, processes, and earth materials and their effects on mankind and the environment. Topics include rocks and minerals, volcanoes, earthquakes, rivers, glaciers and the dynamic forces that move continents, build mountains, and create ocean basins.

GEOL 1011L. Introductory Geosciences Lab (1)
Laboratory to accompany GEOL 1011
Prerequisites: GEOL 1011 (may be taken concurrently)

GEOL 1121. Introductory Geosciences (3)
Acquaints students with geological concepts, processes, and earth materials and their effects on mankind and the environment. Topics include rocks and minerals, volcanoes, earthquakes, rivers, glaciers and the dynamic forces that move continents, build mountains, and create ocean basins.

GEOL 1121K. Introductory Geosciences I (4)
This course covers Earth materials and processes. Lab included. For additional course information, visit http://ecore.usgs.edu/courses/description.php
Prerequisites: ECOR with a score of C

GEOL 1121L. Introductory Geosciences Lab (1)
Laboratory to accompany GEOL 1211
Prerequisites: GEOL 1121 (may be taken concurrently)

Health & Fitness Management (HFMG)

HFMG 1101. Survey-Health & Fitness Prof. (1)
An introduction to professional career opportunities available in the fields of health and fitness.

HFMG 2110. First Aid & CPR (3)
This course is designed to teach the student basic first aid and emergency management procedures and skills for a variety of injuries and sudden illnesses. The course contains both a lecture and practical component. Certification in first aid and CPR will be awarded upon the satisfactory completion of the written and practical course requirements.

HFMG 3101. Kinesiology (3)
A study of human movement. Topics will include, but are not limited to, structural anatomy, biomechanics, and neuro-physiology. The biomechanical etiology of various injuries will be studied.
Prerequisites: BIOL 1152 (may be taken concurrently) and BIOL 1152L (may be taken concurrently)

HFMG 3102. Exercise Physiology (3)
A study of physiological responses of the human body to exercise. Topics will include, but are not limited to, the neuromuscular, cardiovascular, respiratory, metabolic, hormonal, and thermal responses and adaptations to exercise.
Prerequisites: BIOL 1152 (may be taken concurrently) and BIOL 1152L (may be taken concurrently)

HFMG 3110. Personal Health & Wellness (3)
An introduction to a variety of topics concerning health and wellness. Topics will include, but are not limited to, wellness and lifestyle management, basic principles of physical fitness, nutrition, weight management, stress management, sexually transmitted diseases, substance use and abuse and chronic diseases.
HFMG 3120. Prevention, Care & Rehab - Injuries (3)
An introduction to the principles of injury prevention, care and rehabilitation. Emphasis is placed on orthopedic injuries/conditions to the extremities. An opportunity to obtain certifications in standard first aid adult CPR is available through this course.
Prerequisites: (BIOL 1151 and BIOL 1151L)

HFMG 3121. Injury Prevention & Rehab (3)
This course is designed to provide a fundamental understanding of the most common musculoskeletal injuries of the spine and extremities. Broad-based methods of rehabilitation for these regions will also be taught. The course contains both a lecture and lab component.
Prerequisites: BIOL 1151 and BIOL 1151L

HFMG 3130. Principles of Fitness (3)
A study of the role of physical activity on health and the design of conditioning programs across populations from the very young to the elderly, from the able-bodied to the physically challenged.
Prerequisites: BIOL 1152 (may be taken concurrently) and BIOL 1152L (may be taken concurrently)

HFMG 3140. Exercise Testing & Prescript. (3)
An emphasis on the proper knowledge and skills required to conduct health and fitness testing. A variety of assessments principles and techniques are covered with a focus on both measurement expertise and safe and effective exercise prescription.
Prerequisites: BIOL 1152 (may be taken concurrently) and BIOL 1152L (may be taken concurrently)

HFMG 3382. Substance Use in Hlth Fitness (3)
This course will provide students with the background to determine the safety and efficacy of nutritional supplements and ergogenic aids. This course will also provide students with an understanding of the most commonly used nutritional supplements and ergogenic aids. This course will also examine the physiological mechanisms, as well as the risks and benefits, of these substances.
Prerequisites: BIOL 1152 (may be taken concurrently) and BIOL 1152L (may be taken concurrently)

HFMG 3970. Health & Fitness Internship/Pr (3)
Students enrolled in Health & Fitness Management bachelor of Science degree program are required to complete an internship related to their area of study. Students must have completed all Health & Fitness Management core classes prior to enrollment in the internship program. The purpose of the internship is to provide a mechanism for students to assimilate learning experiences in the classroom with real world situations. The internship consists of an experiential learning experience for 15 hours per week for the entire semester in Health & Fitness focus of the student's choice. Students are expected to arrange their own internships after consulting with their advisor. There are some agencies with which the University has negotiated possible internships. However, if the student is investigating another agency, it must be approved by the program coordinator to ensure an appropriate placement. All students enrolled in this course are required to attend the orientation session which is scheduled during the first week of the semester. The intern is required to meet all of the requirements set up by the agency such as schedules, dress code, health history (physical examination, immunizations, etc...) and other pertinent requirements that will relate to that agency. Students should also schedule appointments with their prospective agencies to negotiate the particulars of that facility. The final requirement for each intern is the completion of a portfolio. It is given to the instructor supervising the internships for that semester. Grades are determined by the combination of the instructor's evaluation of the submitted weekly logs and the site supervisor's evaluation of the intern.
Restrictions: Health Fitness Management

HFMG 4400. Exercise & Sport Psychology (3)
The goal of this course is to discuss professional and ethical issues relevant to the practice of sport psychology. Students will study different methods to understand and evaluate psychological aspects of sport performance. Students will learn how to enhance exercise and health behavior change as well as how to increase motivation. Knowledge of different counseling approaches and the effects of exercise on anxiety, eating disorder, self-esteem and psychophysiology will be studied. Referrals to a medical/mental allied health professional will be discussed.
Prerequisites: (PSYC 2101 or PSYC 2103 or HFMG 3101)

HFMG 4970. Health & Fitness Internship/Pr (3)
This course is a comprehensive introduction to terminology used in the medical field. Due to the unique and specific language used in healthcare, proficiency in medical terminology is an essential skill. Professional language is key among health care professionals and this course will introduce and develop the essential tools necessary for proper communication, both oral and written. Students will gain a working understanding of word parts including suffixes, prefixes, root words and combining forms and how to analyze terms. Individual body systems and their associated terminology are explored and studied for their association as they relate to disease and conditions, diagnosis and treatment. The course offers the opportunity to gain understanding of medical specialties, specialists and others providing medical care.
Prerequisites: (ENGL 1101)
HCMG 3101. Intro to Health Systems Mgmt. (3)
This course is designed to introduce the student to the application of principles of management to health systems organizations. Field-based experience will allow the student to apply principles of organizational theory and behavioral aspects of management across a variety of health care settings.
Prerequisites: HSCI 2111 and (HSCI 3110 (may be taken concurrently) or HSCI 3113 (may be taken concurrently) or HLTH 3110 (may be taken concurrently)) or NURS 3110 (may be taken concurrently))

HCMG 3211. Intro to Community Health (3)
Introduces community health. Students will develop an understanding of historical and theoretical foundations of community health and major societal health concerns. Students will explore community health models and programs used to address these concerns and examine racial/ethnic cultural and social determinants of health. This course will also introduce public health program planning and evaluation in the context of community health providing a review of factors that influence as well as improve the health of communities.
Prerequisites: (HSCI 2111)

HCMG 3320. Healthcare Economics (3)
This course provides students with an overview of the economic influences and underpinnings of the health care delivery system. It looks at the importance of economics in health decisions, both demand and supply-side factors, and how public influences the economics of healthcare.
Prerequisites: HSCI 2111 and (MATH 1231 or MATH 1401)

HCMG 3340. Healthcare Information Tech. (3)
This course is designed to provide a broad understanding needed by healthcare managers of the critical role information technologies and systems play in healthcare organizations. The focus is on the underlying technologies including hardware, applications, the Internet, and E-Health; planning and project management and the future of information technology in healthcare management.
Prerequisites: HCMG 3101 and ITFN 1101 and (MATH 1231 or MATH 1401)

HCMG 3401. Applied HR Mgt./Hlth Care Del. (3)
This course provides students with the basic skills and applications of human resource management in the health care delivery field. Students will study the basics of recruitment, selection, training, retention, motivation, and conflict resolution. Legal and ethical issues in health care as well as timely topics and problems in today’s health care environment will be focused.
Prerequisites: HSCI 2111

HCMG 3501. Health Care Systems/TQM (3)
This course is designed to apply principles of total quality management to health care organizations.
Prerequisites: HCMG 3101 and (MATH 1231 or MATH 1401)

HCMG 3601. Intro to Mental Health/Case Mg (3)
This course will provide students with the opportunity to examine the current mental health system including historical perspectives, medical advances, and populations in need of mental health services and/or case management. A model for mental health care management is introduced.
Prerequisites: HCMG 3101
HCMG 4500. Health Care Policy (3)
This is a senior level required course for all health care management students. The course will consist of in-depth study of four major health care policy areas of the U.S. healthcare system.
Prerequisites: HCMG 3101 and HCMG 3320 and HCMG 3501 and HCMG 3701

HCMG 4560. Health Care Finance (3)
Provides opportunity to examine factors affecting the financing of health care. Current systems of financing health care are discussed. Budgetary concepts, financial management, cost accounting and management under rate control and competition presented and analyzed. Differences between goods and service industries are analyzed.
Prerequisites: HSCI 2111 and (MATH 1231 or MATH 1401)

HCMG 4565. Fin. Mgmt. -Primary/LTC Orgs. (3)
This is a follow up course to the introduction for Primary Care/Long-Term Care or primary care facility.
Prerequisites: HCMG 4401

HCMG 4901. Applied Research (3)
Applied Research provides the novice researcher with skills in identifying appropriate research studies, understanding the development of a research proposal and the basic concepts of research in the health care setting.
Prerequisites: (MATH 1231 or MATH 1401) and HCMG 3101 and HCMG 3701

HCMG 4970. Health Care Mgmt Internship/Pr (3)
Individually designed learning program involving field experiences in a health care setting. Program of study and student supervision must be approved by the internship director.
Prerequisites: HCMG 4401 (may be taken concurrently) and HCMG 4500 and HCMG 4901 and HCMG 4999 (may be taken concurrently) and HSCI 3520 (may be taken concurrently)

HCMG 4999. Capstone in Health Care Mgmt. (3)
This is the capstone course for the Health Care Management Program. The course will synthesize and summarize the materials of the Program coursework. Discussions will also be conducted on the state of the field today and projections for the future. This course must be taken the last semester before graduation.
Prerequisites: HCMG 4500 and HCMG 4901 and HCMG 4970 (may be taken concurrently)

Health Related Studies (HLTH)

HLTH 3012. Alternative/Complementary Appr (3)
This course will provide the participants with an in-depth understanding of the practice, theories, and interventions used in various alternative healthcare therapies. Some of the topics that will be discussed will be the use of herbal therapies, nutritional therapies, aromatherapy, massage and bodywork therapy, acupuncture, chiropractic and spinal manipulation, spiritual, mind body therapies, and homeopathy. The participants will be able to make an informed decision when deciding to use an alternative form of health care.

HLTH 3110. Interactive Communication (3)
Focuses on communication theory and skills which have application to health care situations and the workplace. Students practice increasing their interpersonal effectiveness and group process skills. Content includes problem solving, conflict resolution, power strategies, burnout, group dynamics, assertive skills and communication within organizational structures.

HLTH 3200. Pathophysiology for RNs (3)
This course is designed to introduce the RN Completion student to pathophysiology concepts related to altered biological processes affecting individuals across the lifespan. The first part of the course emphasizes the basic concepts of pathophysiology: Cellular level of response, fluid and electrolytes, acid-base balance, and the immune response. The second part of the course focuses on the application of the basic concepts to body systems and disease processes. The course builds on previous principles from anatomy, physiology, and chemistry.
Restrictions: Pre-BSN-RN Completion

HLTH 3201. Pathophysiology (3)
This course is designed to introduce the student to pathophysiologic concepts related to altered biological processes affecting individuals across the lifespan. The first part of the course emphasizes the basic concepts of pathophysiology: cellular level of response, fluid and electrolytes, acid-base balance, and immune response. The second part of the course focuses on the application of the basic concepts to body systems and disease processes. The course builds on previous principles from anatomy, physiology, and chemistry.
Prerequisites: (CHEM 1151 (and BIOL 1151L and CHEM 1151L) or (CHEM 1211 and CHEM 1211L) and (BIOL 1151 and BIOL 1152 and BIOL 1152L)

HLTH 3320. Communications with Families (3)
This course focuses on developing skills for interacting with families in human service systems such as health care settings, schools, and private nonprofit organizations. The course is designed to introduce students to interdisciplinary assessment and intervention with children, parents, and family members across the life span. Emphasis will be placed on communicating with culturally diverse populations, dysfunctional families, and those experiencing stressful events.

HLTH 3341. Cultural Diversity Health/Ill (3)
Introduces cross-cultural health assessment and interventions, which increase the cultural sensitivity of health care providers. The diversity of health/illness belief systems and behaviors cross-culturally is presented as well as biological variations and patterns of adaptation to specific environments. Several international health system models are analyzed. Cultural diversity within the United States is emphasized.

HLTH 3401. Contemporary Women’s Health (3)
The promotion and maintenance of women’s health is stressed. Historical influences as well as social, political, religious and cultural factors which impact the contemporary women’s health are included. Gynecologic health needs and sexuality from menarche to menopause are discussed. Discussion of women’s roles in complex societies. Individuals become more aware of self and the needs of women as consumers and providers in the health care delivery system.

HLTH 3420. Health Education (3)
Focuses on the concept of health education in meeting the learning needs of health care providers and health care consumers within various settings. Emphasis will be placed on the process of program development and implementation in the role of the professional nurse. Principles of teaching/learning and instructional strategies will be explored and compared. Technique for preparations and evaluation of instructional materials includes those needed for both print and non-print materials such as slides, transparencies, computer software and other educational materials. Opportunities to practice teaching strategies also will be provided.
HLTH 3501. The AIDS Epidemic (3)
This survey course is designed to provide an overview of the AIDS epidemic, including changes in the patterns of occurrence, signs and symptoms, classification of disease, recognition of the course of the disease, and strategies for prevention.

HLTH 4000. Death, Dying & Bereavement Perspectives (3)
Death, dying and bereavement are fundamental and pervasive aspects of the human experience. Individuals and societies can only achieve fullness of living by understanding and appreciating these realities. The absence of such understanding and appreciation may result in unnecessary suffering, loss of dignity, alienation, and diminished quality of living. Death, dying and bereavement are essential components of the educational process at all levels, both formal and informal, DeSpelder & Strickland (2011). Information sharing, value clarification, and coping behaviors are emphasized.

HLTH 4153. Gerontology (3)
Provides a holistic approach to the study of the elderly and their environments. A positive perspective about the aging process is a goal of the course. Research and theory components from a variety of disciplines are included to promote caring for the elderly in a variety of settings, primarily community-based. Client advocacy for the elderly is stressed.

HLTH 4200. IPE - Healthcare Professionals (3)
The purpose of this course is to introduce students to the concept of interprofessional collaboration among healthcare workers. This course is designed to provide students in healthcare related programs with knowledge of interprofessional education concepts regarding effective communication, team building skills, and collaboration of different disciplines to care for patients with complex needs. All interprofessional education competencies will be explored. Collaborative clinical experiences will also provide the opportunity to increase knowledge and understanding of each professions contribution to healthcare.

HLTH 4330. Nutrition (3)
This course introduces the student to the fundamental concepts of nutrition, the nutrients, and how the body uses the nutrients. This course includes a study of the impact of nutritional choices on various populations and age groups of individuals and an individualized dietary analysis.

HLTH 4900. Special Topics for Nursing (3)
This course focuses on the exploration of various health care topics and issues in the field of nursing. It may be repeated for credit when topic varies. In order to be on the cutting edge of nursing, many innovative and creative topics will be offered to students to expand their nursing knowledge in various arenas.

Health Sciences (HSCI)

HSCI 2111. Intro to Health Care Environ. (3)
Designed to introduce the student to the complex health care environment through field-based observational experiences and seminar experiences. Topics include descriptions of the types of health care providers and the scope of professional practices, introduction to hospitals, ambulatory care settings, long term care settings, and the regulatory and professional bodies supporting practice.

HSCI 3113. Hlth Communication for Manager (3)
This course will focus on communication theory and skills related to the business of healthcare. In addition, political, legal, and ethical issues will be explored and analyzed as healthcare issues and reforms evolve. Health Care Management students must be prepared to interact with clinicians, administrators, suppliers, as well as patients and their families. Content includes problem solving, conflict resolution, power strategies, burnout, group dynamics, assertiveness skills, and effective communication within organizational structures.

Prerequisites: HSCI 2111

HSCI 3520. Legal Issues in Health Care (3)
This course overviews law in general and health care issues specifically and provides students an opportunity to study and explore aspects of employer-employee relations in the health care setting and legal ramifications of patient treatment and medical records.

Prerequisites: (HCMG 3101 (may be taken concurrently) or MGMT 3101 (may be taken concurrently))

HSCI 3550. Ethical Issues in Health Care (3)
This course is designed to explore and analyze contemporary health care situations in terms of ethical dimensions. Topics include patient-care giver relationships, high-tech medicine, ICU dilemmas, medical experimentation, confidentiality of patient medical records, AIDS and ethics, death and dying, and the issues of an aging population.

Prerequisites: (HCMG 3101 (may be taken concurrently) or MGMT 3101 (may be taken concurrently))

HSCI 4101. Consumer Health (3)
Survey of consumer health topics such as the purchase of health-care products and services, choosing quality health care, and how to identify and use reliable sources of information.

Prerequisites: HSCI 2111 and (HLTH 3110 or HSCI 3113 or NURS 3110) and HCMG 3101 and HLTH 3420 and HCMG 3701

HSCI 4800. Directed Readings in Health Sc (3)
This is a directed readings course with a faculty mentor.

HSCI 4900. Health Sciences Seminar (3)
This is the capstone course for the Health Sciences major. The course will review, synthesize, and summarize the fundamental understandings that were taught in the Health Sciences Program. It will allow students to see the relevancy of their coursework and how it applies to careers in health sciences. Discussions will be conducted to allow the students to anticipate changes in the various health sciences fields and how they can make career adjustment decisions.

Prerequisites: HCMG 4901 and HSCI 4970 (may be taken concurrently)

HSCI 4970. Health Sciences Internship/Pra (3)
Individually designed learning program involving field experiences in a fitness or health/wellness-type setting. Program of study and student supervision must be approved by the Program Coordinator.

Prerequisites: HCMG 4901 and HSCI 4900 (may be taken concurrently)

History (HIST)

HIST 1111. Survey-PreModern World History (3)
A survey of world history from the earliest civilizations to the voyages of discovery of the sixteenth century. Social, intellectual and political history will be emphasized.

HIST 1112. Survey of Modern World History (3)
A survey of world history from the early sixteenth century to the present, emphasizing social, intellectual and political topics.
HIST 1112H. Suv. Modern History I - Honors (3)
A survey of world history from the early sixteenth century to the present, emphasizing social, intellectual and political topics.

HIST 2111. Survey of US History to 1877 (3)
The history of the U. S. and the lands that would become the U. S. from the colonial period through Reconstruction.

HIST 2112. US HIST Since Reconstruction (3)
A survey of United States history from the post-Civil War period to the present. The course focuses on the political, social, and cultural development of the modern United States with particular emphasis on the twentieth century.

HIST 2112H. US HIST SINCE RECON-HONORS (3)
A survey of United States history from the post-Civil War period to the present. The course focuses on the political, social, and cultural development of the modern United States with particular emphasis on the twentieth century. This course is restricted to students enrolled in the Honors Program. Students with a 3.0 cumulative GPA who are not in the Honors Program may be enrolled with permission from the department chair or the Honors Program Director.

HIST 2265. Minorities in American History (3)
A survey of the history of minorities in America. Attention is given to the concepts of ethnicity, race, culture, and minority status, and emphasis is placed on African Americans as the largest minority in the region.
Prerequisites: (HIST 2111 or HIST 2112)

HIST 2500. Historical Methods (3)
An introduction to the historian craft and the research techniques, philosophies, and technologies used in analyzing and writing about the past.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 2750. Critical Trends and Issues (3)
An examination of the global significance of critical political, social, cultural, economic, and international trends and issues since World War II.

HIST 3001. Historiography (3)
This course will examine the perspectives of significant historical schools and analyze the contributions made by major historians throughout history.
Prerequisites: (HIST 2111 or HIST 2112 or HIST 1111 or HIST 1112 or HIST 2750) and HIST 2500

HIST 3010. Intro to Public History (3)
An introduction to the various facets of public history including archives. This course will emphasize the importance of the preservation and use of historical documents, artifacts and sites. The examination of public history will include reference to organizations, museums, historical sites, advocacy groups and public policy development. Non history majors including students considering majoring in history are encouraged to take this course.
Prerequisites: (HIST 2111 or HIST 2112) and (HIST 1111 or HIST 1112)

HIST 3110. Georgia History and Government (3)
Georgia History and Government provides students with the basic analytical and conceptual skills for studying history and government on the state and local level. The course examines the social, political, and institutional history of Georgia to prepare students to analyze similar developments on the local, regional, and national level. Required for all middle level teacher education students and for all history majors.
Prerequisites: HIST 2112 or HIST 2111 or HIST 1111 or HIST 1112 or HIST 2750

HIST 3120. Establishment-US 1607-1800 (3)
Cultural, social, economic and political development of Anglo-America through the War for Independence, the formation of state and national constitutions and governments, the Federalist years, and the "Revolution of 1800."
Prerequisites: HIST 2111 or HIST 2112 or HIST 1111 or HIST 1112 or HIST 2750

HIST 3125. The Age of Jefferson & Jackson (3)
The history of the U.S. from the Early Republic through 1845. Major themes include territorial expansion, the market revolution, the rise of social reform movements, constitutional developments, the first and second party systems, and the growth of sectional tensions.
Prerequisites: HIST 2111 or HIST 2112 or HIST 1111 or HIST 1112 or HIST 2750

HIST 3130. The Civil War Era (3)
The origin and causes of the American Civil War. Emphasis on the political, economic, social and cultural background to the war, its military aspects, and its impact on American society.
Prerequisites: (HIST 2112 or HIST 2111) or HIST 1111 or HIST 1112 or HIST 2750

HIST 3132. The Reconstruction Era (3)
The abolition of slavery, the political and economic remaking of the South, race relations, ideas on freedom, suffrage and citizenship, impeachment, and the ways one of the most turbulent, complicated and controversial periods in American history has been remembered and re-fought by later generations.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3135. US-Gilded Age & Prog. Era (3)
This course provides students with a deepened understanding of the emergence of the United States as a modern, industrial nation with an increasingly important role in world affairs. It will explore the political, social, economic, and technological changes associated with this process.
Prerequisites: HIST 2111 or HIST 2112 or HIST 1111 or HIST 1112 or HIST 2750

HIST 3140. Themes-Twentieth Cen. US Hist. (3)
Special topics course that covers significant and highly focused topics in 20th century United States' history, including themes in politics, economy, diplomacy, culture, race, and gender.
Prerequisites: HIST 2112 or HIST 2111 or HIST 1111 or HIST 1112 or HIST 2750

HIST 3150. War & Diplomacy 1898-Present (3)
An historical overview of the programs, policies, key events, important figures, and enduring lessons of U.S. interactions with other nations and their peoples, from America’s rise to the status of Great Power before World War II to its global preeminence thereafter. Topics include colonialism, American involvement in World War I, interwar diplomacy, conflicts leading to World War II and the Cold War, Korea, Vietnam, and the Gulf Wars.
Prerequisites: (HIST 1111 or HIST 1112) or HIST 2111 or HIST 2112 or HIST 2750

HIST 3170. U.S. History, 1914-1945 (3)
Close examination of major themes in U.S. history from the start of World War I to the end of World War II. The course covers and analyzes politics, economy, culture, race, gender, and other pertinent factors during an era of major changes in American life.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750
HIST 3180. Modern America, 1945-present (3)
This course explores the social, political, economic, and cultural, trends in American history since the end of World War II.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3210. Twentieth Century World (3)
An examination of the political, social and cultural developments of the twentieth century, with emphasis on the era of the world wars and the Cold War, and the end of colonialism.
Prerequisites: HIST 1112 or HIST 1111 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3215. Latin American-U.S. Relations (3)
A study of political, cultural, economic interaction between the United States and the many and diverse countries of Latin America since 1823.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3220. Latin American History (3)
The history of Latin American from before the European arrival, through the era of colonialism and independence, to twentieth century national movements.
Prerequisites: HIST 1112

HIST 3221. Colonial Latin America (3)
The history of Latin America, from the development of Pre-Columbian civilizations to the nineteenth century. Topics include Pre-Columbian America, the European conquest of the sixteenth century and the Spanish and Portuguese colonial experience.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112

HIST 3223. Modern Latin America (3)
The history of Latin America, from independence to the present. Topics include the wars for independence, nation-building in the nineteenth century, economic development, U.S. involvement, revolutionary movements in the twentieth century and the progress of democracy.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112

HIST 3225. Caribbean History (3)
Survey of the history of the Caribbean, from pre-Columbian cultures to the present. The course will emphasize slavery and emancipation, the rise of nationalist movements, independence, and the post-colonial states. In addition, this course will link the shared experiences of the Caribbean with the American South.
Prerequisites: HIST 1112 or HIST 2112 or HIST 1111 or HIST 2111 or HIST 2750

HIST 3227. History of Mexico (3)
HIST 3227: A survey of Mexican history from Pre-Columbian civilizations to the modern period. Key topics include the Spanish conquest, colonial society, the Independence movement, nation-building in the 19th century, the U.S.-Mexican War, the Mexican Revolution and contemporary challenges.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3230. History of Sub Sahara Africa (3)
The history of Africa south of the Sahara from the first century C.E. to the present, with emphasis on the rise of empires in west and southern Africa, the influence of Islam, the impact of European imperialism and the independence movements of the twentieth century.
Prerequisites: HIST 1112 or HIST 1111 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3240. Spec. Topics in Hist-Mid. East (3)
A special-topics course covering the history of the Middle East and North Africa. The course may be repeated when topics vary.
Prerequisites: HIST 1112 or HIST 1111 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3245. History through Film (3)
This course introduces students to critical issues in history and representation, utilizing film to analyze central historical issues. The specific thematic content is variable.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3250. Pre-Modern East Asian History (3)
This course will examine the major political, social, and cultural traditions of East Asia from the Shang Dynasty to the Ming Dynasty in China, Yamato Clan rule to the Tokugawa Shogunate in Japan, and the Gojoseon Kingdom to the Choson Dynasty in Korea.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3255. Modern East Asian History (3)
This course will examine the major political, social, and cultural traditions of East Asia from the Qing Dynasty to present in China, from the Meiji Restoration to the present in Japan, and from the Tonghak Rebellion to the present in Korea.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3260. Pre-Modern South Asia History (3)
This course will examine the major political, social, and cultural traditions of South Asia from the Harappan Civilization to the Mughal Dynasty.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3265. Modern South Asian History (3)
This course will examine the major political, social, and cultural traditions of South Asia from the establishment of the British Raj to the present.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3270. Pre-Modern Russian History (3)
This course will examine the major political, social, and cultural traditions in Russian history from the mythic founding of Kievan Rus in A.D. 862 to Catherine the Great.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3275. Modern Russian History (3)
This course will examine the major political, social, and cultural traditions in Russian history from Tsar Alexander I to the present.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3280. History of Middle East to 1800 (3)
An introduction to Islamic civilization from the beginnings of Islam in the seventh century until the turn of the nineteenth century, following a brief background study of the pre-Islamic Middle East and North Africa. Examines historical questions related to the rise of Islam and the Muslim conquests and considers major pre-modern Islamic regimes and their cultures. Discusses the basics of the regional geography and demographics, including Sunni-Shi'a divisions as well as Arab and non-Arab distinctions.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750
HIST 3285. History of Middle East-1800 (3)
Traces the political history of the Middle East and North Africa since the end of the eighteenth century to the present, with some attention devoted to cultural, social and economic developments. Examines questions of modernity, democracy, and nationalism in relation to Islam and direct Western involvement in the region in the modern era. Oil, Islamic terrorism, and Israeli-Palestinian tensions are major subthemes.
**Prerequisites:** HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3330. Business & Economic History (3)
An examination of the historical development of the American economy with emphasis on business organization, business values, business cycles, and business government relationships.
**Prerequisites:** (HIST 2111 or HIST 2112) or HIST 1111 or HIST 1112 or HIST 2750

HIST 3401. Intro-Archival Theory & Pract. (3)
This course will introduce the student to the fundamentals of archival work. This will involve such functions as arrangement and description of manuscripts and non-documentary materials, assistance to patrons, creation and updating of finding aids, care and preservation of materials, security, privacy, legal responsibilities, and professional ethics.
**Prerequisites:** HIST 3010

HIST 3410. Intro to Electronic Records (3)
This course will introduce students to the storage and retrieval of electronic records. This includes records originally in electronic form as well as items (manuscripts, photographs, motion pictures, audio recordings etc.) originally created on paper or other media and then converted to electronic form (digitized). The course will also involve the use of electronic methods that facilitate the use of traditional records (e.g., indices, finding aids, web presentation).
**Prerequisites:** HIST 3401

HIST 3420. Fam. Hist. & Genealogical Res (3)
This course is an introduction to the use of family history to illustrate broader historical currents and a survey of the resources and methods of genealogy. Students will research actual genealogy or family history. Non history majors interested in family history are encouraged to take this course.
**Prerequisites:** (HIST 2111 or HIST 2112) or HIST 1111 or HIST 1112 or HIST 2750

HIST 3450. U.S. Military History (3)
A study of the American military art from the earliest days of frontier offensives to present-day global concerns. Focuses on the creation of American military institutions, the genesis of policy-making and maintenance of civilian control over that process, the inter-relationship between foreign and military policy, the conduct of war, and the influence of American society upon the armed forces as social institutions.
**Prerequisites:** HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3601. Methods for Teaching History (3)
This course will focus on several topics and themes which are of great importance to practicing and aspiring teachers, including recent debates about the teaching of American, European, and World history, creative active-learning opportunities based on primary sources, the utility of lecturing, methods of historical inquiry, teaching writing while teaching history, the use of primary and secondary sources in the classroom, curriculum development and aligning with state standards, the use of technology in teaching and in student research, the benefits of incorporating local history into unit plans, and assignment design and evaluation.
**Prerequisites:** HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2500 or HIST 2750

HIST 3700. U.S. Historical Geography (3)
Study of the interplay between and among natural factors of climate, soils, vegetation, and landforms, and human factors of settlement, economic activity, transportation, warfare, technology, and cultural traits. Required for all middle level and secondary teacher education students with a major or minor concentration in social studies or history.
**Prerequisites:** HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3800. World Historical Geography (3)
Provides students with a comprehensive spatial global view and with the basic analytical and conceptual skills required to study the diverse regions of the world, while focusing on the instructional theme of human/environment interaction, especially how geographical factors helped to shape world history. Required for all middle level and secondary teacher education students with a major or minor concentration in social studies or history.
**Prerequisites:** HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750

HIST 3901. Archival Internship I (3)
The student will acquire hands-on experience working with archives in such tasks as record retrieval, patron assistance, preparing finding aids, preserving materials, editing manuscripts, or performing other archival functions. The internship placement and duties must be approved by the history experiential learning coordinator, the Office of Experiential Learning and the placement site. This course is required for completion of the archival concentration.
**Prerequisites:** HIST 3401

HIST 4003. Women's History (3)
The roles of women in the social, economic and political development of the United States. Contributions of women and the historical significance of their attitudes in the liberal reform eras in American history. Special attention paid to the effects of race, class, and region on women's experiences.
**Prerequisites:** (HIST 2111 or HIST 2112) or HIST 1111 or HIST 1112 or HIST 2750

HIST 4004. Environmental History (3)
Changing attitudes about nature and wilderness, political decisions, supervisory institutions, and environmental problems which accompanied utilization of the earth's natural resources.
**Prerequisites:** HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or HIST 2750
HIST 4020. History of the Old South (3)
The course explores the origins of southern society and culture, the
growth of southern distinctiveness, and the ultimate attempt to create a
separate though short-lived southern nation.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or
HIST 2750

HIST 4030. History of the New South (3)
Analysis of the change and continuity in the American South from the
day of the Civil War through the present.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or
HIST 2750

HIST 4040. African American Hist. to 1877 (3)
This course examines the history of the African American experience by
tracking the origins of major West African empires and their relationship
with Europe, and by examining the lives, labors, and culture of black
people both enslaved and free in colonial and antebellum America. The
course concludes with the Civil War and Reconstruction.
Prerequisites: HIST 2111 (may be taken concurrently) or HIST 2112 (may
be taken concurrently) or HIST 1111 or HIST 1112 or HIST 2750 (may
be taken concurrently) or HIST 2500 (may be taken concurrently)

HIST 4050. African Am. Hist. since 1877 (3)
This course examines the history of the African American experience
since the end of Reconstruction in 1877. Students will be introduced to
the legacy of black protest and the development of black cultural and
social institutions in the Nadir and the twentieth century. Issues such as
community development, uplift ideology, black nationalism, the
Civil Rights Movement, gender issues, Black Power ideology, and
contemporary topics will be debated and discussed.
Prerequisites: HIST 2111 (may be taken concurrently) or HIST 2112 (may
be taken concurrently) or HIST 1111 or HIST 1112 or HIST 2750 (may
be taken concurrently) or HIST 2500 (may be taken concurrently)

HIST 4110. Ancient Greece and Rome (3)
The history of the Hellenes, from the Minoan civilization through
Alexanders legacy, and the development of ancient Rome from its origin
in Italy, through its rise as an empire embracing the entire Mediterranean
World and Western Europe, to Christianity and the foundation of
Constantinople.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or
HIST 2750

HIST 4115. History of the Middle Ages (3)
The Medieval European civilization, as it emerged from the declining
Roman Empire through its apogee in the 13th century.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or
HIST 2750

HIST 4150. Early Modern Europe (3)
This course explores the transition from medieval to modern Europe
(c. 1500 to 1815). Topics will include the Reformation, religious wars,
the development of the modern state, Europes expansion overseas,
the Scientific Revolution, the Enlightenment, and the French Revolution.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2750 or HIST 2111 or
HIST 2112

HIST 4160. Europe Since 1815 (3)
This course explores the history of modern Europe since the Congress
of Vienna. Topics will include the industrial revolution, imperialism, the
World Wars, and the Cold War. Special attention will be given to the new
ideologies of the period including nationalism, liberalism, fascism, and
communism.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or
HIST 2750

HIST 4250. History of World Religions (3)
Investigates the origins, development, and present status of the major
world religions including Hinduism, Buddhism, Chinese Confucianism
and Daoism, Judaism, Christianity and Islam. Provides students with a
framework for understanding the various worldviews found in todays
increasingly connected world.
Prerequisites: HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or
HIST 2750

HIST 4440. Introduction to Museums (3)
A survey of the methods and purposes of interpreting history to the
general public through museums, displays, exhibitions, pamphlets,
documentaries, web sites and all methods other than traditional historical
publishing mediums (i.e. books and articles). Emphasis will be placed on
interpretation of items of material culture.
Prerequisites: HIST 3010

HIST 4450. Intro- Historical Preservation (3)
An introduction to the purposes and methods of identifying documenting,
interpreting and preserving historically significant structures, buildings,
sites and objects with emphasis on the United States. The course will
include a survey of such historic preservation issues as economic
development, tourism, architectural history, historical archeology
and community revitalization. It is recommended, but not required,
that students take HIST 3010 prior to HIST 4450. Non history majors
interested in economic and community development, tourism, or other
aspects of historic preservation are encouraged to take this course.
Prerequisites: (HIST 2111 or HIST 2112) or (HIST 1111 or HIST 1112) or
HIST 2750

HIST 4501. Skills/Methods Social Studies (3)
Introduces pre-service teacher candidates to the foundations, skills,
and methods for teaching social studies (including history) at the
Middle Grades level (grades 6-8). Requires study and design of learning
experiences that incorporate the knowledge, skills, and attitudes
appropriate for the contemporary classroom. An elective option for
History students in the Secondary Education program.

HIST 4800. Selected Topics in History (3)
This course will present significant topics in history not covered by other
courses in the curriculum.
Prerequisites: (HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112) or
HIST 2750

HIST 4801. Selected Topics in History (3)
This course will present significant topics in history not covered by other
courses in the curriculum.
Prerequisites: (HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112) or
HIST 2750

HIST 4802. Selected Topics in History (3)
This course will present significant topics in history not covered by other
courses in the curriculum.
Prerequisites: (HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112) or
HIST 2750

HIST 4803. Selected Topics in History (3)
This course will present significant topics in history not covered by other
courses in the curriculum.
Prerequisites: (HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112) or
HIST 2750
HIST 4850. Senior Thesis in History (3)
This course is open only to history majors in their senior year (i.e. 90+ hours in the program). Students will complete a project requiring historical research, analysis, interpretation, and presentation.
Prerequisites: HIST 2500 and HIST 3001

HIST 4900. Independent Study-History (3)
Special study arranged in consultation with a faculty member and approved by the department head.

HIST 4901. History Internship (3)
An approved historical field experience and carried out by the students in an appropriate institution, agency or business. Requires the approval of the history experiential learning coordinator, the Office of Experiential Learning and the placement site.
Prerequisites: HIST 3000 and HIST 3010

HIST 4902. Archival Internship II (3)
The student will acquire additional hands-on experience working with archives in such tasks as record retrieval, patron assistance, preparing finding aids, preserving materials, editing manuscripts or performing other archival functions. Requires the approval of the Department Chair, the history experiential learning coordinator, the Office of Career Services, and the placement site.
Prerequisites: HIST 3401

HIST 4903. History Practicum (3)
The practicum will constitute an independent (individual or small group) project in historical methodology, research and analysis. The student will prepare and submit a significant historical paper and or project. Requires the approval of the history experiential learning coordinator and the department head.
Prerequisites: HIST 3000 and HIST 3010

**Homeland Security Emerg Mgmt (HSEM)**

HSEM 3000. Homeland Security (3)
An introductory course which surveys the context of crisis and the policies, practices, challenges which confront the field of homeland security. It provides an overview of the various agencies associated with the field of homeland security and their domains of action and response. Course focuses on the attempts to align federal, state, local, tribal, private sector and other nongovernmental agencies for emergency preparedness and response efforts.

HSEM 3003. Emergency Management (3)
This course surveys the context of crisis and the policies, practices and challenges which confront the field of emergency management. It provides an overview of the various agencies and their strategies of mitigation, planning, response and recovery. The roles and responsibilities of Emergency Managers at local and national levels are investigated.

HSEM 3500. Counter Terrorism (3)
This course surveys the history of domestic, national and international terrorism. Special attention is focused on the tools, tactics and strategies of counter-terrorism available to agencies of homeland security. In addition, current terrorist threats and responses will be addressed.

HSEM 3850. Medical Mgmt-Mass Emergencies (3)
This course is intended to address the unique issues facing medical managers in a catastrophic situation creating mass casualties. These categories may be man-made or natural disasters, but threaten to overwhelm normal first responder, EMT, Ambulance and emergency room systems. Short-term and long-term recovery and management responses, as well as advanced planning and preparation are discussed. This is an elective course for the Homeland Security and Emergency Management degree programs.

HSEM 4000. Research in Homeland Security (3)
This course focuses on the sources of information and research relevant to Homeland Security/ Emergency Management. Special attention is focused on the collection of relevant data and the development of valid and reliable measures of assessment and analyses. Students may elect to pursue a Six Sigma Black Belt as an optional activity. This is a required course for the Homeland Security/Emergency Management degree programs.

HSEM 4098. Internship in HSEM (3)
Under the supervision and direction of a member of the Homeland Security/Emergency Management faculty the student will have an opportunity for a placement and field experience in one of the agencies appropriate to homeland security/emergency management. In addition, students will participate in a series of group seminars with other internship participants to share and discuss their experiences and insights. Student also will be required to complete a report summarizing their internship experience and relate it to the concepts, principles and foundations of the field of homeland security/emergency management.

HSEM 4500. Disaster Planning & Response (3)
An overview of community, state and national-level responses to natural and man-made disasters and the planning and operational processes that agencies employ. This course focuses the National Response Plan, the National Incident Management System and also reviews past practices and experiences and the lessons learned.

HSEM 4600. Intelligence & Analysis (3)
This course examines the essentials of the intelligence system, the intelligence process and creative problem solving skills in an intelligence environment. Specifically, students will learn the who’s who in the intelligence community (IC), vision, mission, goals, locations, objectives and strategies of IC groups.

HSEM 4700. Legal Issues in HSEM (3)
This course is designed to provide students with a detailed view of the relationship between the needs of homeland security/emergency management, the Patriot Act and the “traditional concepts” of the legal system. Special emphases are placed on the role of public law, the government’s demands for more power and civil liberties.

HSEM 4710. BioDefense (3)
This course is intended to address the potential dangers and responses to bioterrorism, including the identification of the major biological agents and their prevention, control and treatment. Emphases will be placed on the social and economic consequences of these agents and their responses, as well as the physical consequences of bioweapons. Healthcare management responses to bioterrorism will be stressed.
Human Services (HMSV)

HMSV 3010. Intro to Human Services (3)
An analysis of the social needs addressed by human service agencies and an overview of the historical background, development, purposes, career patterns, ethics, and organization of such agencies with emphasis on the not-for-profit sector.
Prerequisites: (PSYC 1101 or SOCI 1101)

HMSV 3230. Hmn Svcs Multicultural Co. (3)
Exploration of how cultural diversity within the U.S. and around the world influences the structure and delivery of human services. Emphasis will be on larger organizations such as CARE, Girl Scouts, World Vision, and Amnesty International.
Prerequisites: PSYC 1101 or SOCI 1101

HMSV 3501. Organization & Admin Humn. Ser (3)
A comprehensive analysis of the role and function of a human service agency management professional. Topics include skills and techniques in the areas of planning, staffing, budgeting, volunteer coordination, risk management, community relations, and advisory or governing board interaction.

Humanities (HUMN)

HUMN 2111. Perspective, Arts & Humanities (3)
A topical or thematic exploration of the fine arts and the humanities. Students will examine various texts in the humanities and the fine arts in order to interpret them critically and place them in context.

HUMN 4800. Selected Topics in Humanities (3)
Seminar in Humanities topics.
Prerequisites: ENGL 1102 or ENGL 112 or ENGL 1102H

Information Tech Foundation (ITFN)

ITFN 1101. Foundations-Information Tech. (3)
As an introductory course in information technology, topics include foundations in hardware, software, data, and procedures. Students are introduced to structured programming techniques, systems development, database and web design and networking. Aspects of appropriate business ethics are discussed. Interpersonal skills and team building emphasized.
Prerequisites: (MATH 0999 or MATH 0988 or MATH 0989 or COMM with a score of 40 or CPTE with a score of 055 or (CPTE with a score of 030 and CPTE with a score of 050) or CPTE with a score of 030 or S02 with a score of 420 or A02 with a score of 17 or MATH 1101 or MATH 1111 or MATH 1112 or MATH 1112A or MATH 1113 or MATH 1241 or MATH 1501)

ITFN 1201. Foundations of Database Design (3)
This foundational course presents terminology, basic concepts, and applications of database processing including file organization and data structures. The course emphasizes database design using various modeling techniques; database implementation using the relational model, normalization, and SQL. Students will design, create and process a database to demonstrate competency in the course content.
Prerequisites: (WBIT 1100 or ITFN 1101) and (MATH 1101 or MATH 1111 or MATH 1112 or MATH 1112A or MATH 1113 or MATH 1241 or MATH 1501) and ENGL 1101

ITFN 1401. Foundations of Webmaster (3)
This course will focuses on the hands-on business of writing HTML code, knowledge of basic control structures, language syntax, and file structures. Students will learn to plan and design web sites for target audiences. Students will learn techniques for client interfacing, project development, and web page mock-up. A best practices didactic will focus on hypertext design and navigation, application interface, copyright and ownership issues, ethics, and privacy, licensing and trademark issues.
Prerequisites: (WBIT 1100 or ITFN 1101) and (MATH 1101 or MATH 1111 or MATH 1112 or MATH 1112A or MATH 1113 or MATH 1241 or MATH 1501) and ENGL 1101

ITFN 1502. Fnds. of Networking & Security (3)
Introduction to terminology and applications of communications and networking as essential elements of information technology and information systems that includes OSI and TCP/IP models. Students gain familiarity with concepts of data communication infrastructure, industry trends, hardware, software, media, transmission equipment, wireless and satellite communication, and network security concepts. Includes an emphasis on LAN architecture, standards, protocols and implementation.
Prerequisites: (ITFN 1101 or WBIT 1100) and (MATH 1101 or MATH 1111 or MATH 1112 or MATH 1112A or MATH 1113 or MATH 1241 or MATH 1501) and ENGL 1101

ITFN 1502L. Fnds. of Networking Sec. Lab (1)
Laboratory accompanying ITFN 1502.

Information Database Admin (ITDB)

ITDB 4201. Advanced Database Modeling (3)
An advanced course in database modeling drawing distinctions between data modeling, process modeling and implementation. Topics include Structured Query Language (SQL), Entity-Relationship modeling, rational algebra, normalization and relational database modeling, integrity constraints, and database security. Student teams design a database to integrate concepts learned.
Prerequisites: ITFN 3601 and ITFN 2512 and ITFN 3144 and ITFN 3316

ITDB 4202. Database Applications (3)
An advanced course in update processing and database Topics include serializability, locking, levels of isolation, transaction recovery, checkpoints and media recovery, system catalogs, views, procedural constraints and security. Additional topics include object databases, SQL, procedures functions, and triggers. Student teams implement a database to integrate concepts learned.
Prerequisites: ITFN 4201

ITDB 4203. Database Admin & Architecture (3)
An advanced course in database architecture and database administration with emphasis on concepts and applications of database processing, multi-tier and client-server architectures, distributed and parallel database systems, and database maintenance.
Prerequisites: ITFN 3316 and ITFN 3601 and ITFN 3144 and ITFN 2512
ITFN 2214. Web Application Development (3)
This course exposes students to techniques used in database design and web application development for interactive content. Interactive web-based database application design and development are covered including control mechanisms, models, and views design and development. Server-side scripting and advanced web languages are introduced to facilitate students building dynamic web pages with graphics, sound, video, and animation while accessing customized databases via the Internet. Student teams build an integrated database application using high-level tools.
Prerequisites: ITFN 1201 and ITFN 1401 and (ITFN 1303 or CSCI 1301 or WBIT 1310)

ITFN 2512. Intern. Networking & Security (3)
An intermediate course in concepts and applications of computer networks including network topologies, network devices, standards and protocols. The course will emphasize WAN concepts with details of IP addressing, routing, subnet/supernet concepts, TCP/IP protocol suite, data security including security models, and access control.
Prerequisites: ITFN 1502 or ITFN 1501

ITFN 2512L. Intern Networking & Sec. Lab (1)
Laboratory accompanying ITFN 1512.

ITFN 3003. Professional Dev. and Ethics (3)
This course focuses on the knowledge and skills students need to succeed in their careers and function competently in the workplace. Students will study theories and practices related to the social, ethical, and professional issues facing computing and computing professionals. Students will apply professional codes of ethics to case studies by investigating current issues. Students will also begin construction of a digital portfolio representing skills acquired and projects completed.
Prerequisites: ITFN 2214

ITFN 3103. Human-Computer Interaction (3)
Human Computer Interaction addresses fundamentals, techniques and methodologies for development of software systems that minimize the barrier between human cognitive models and machine physical representations. Topics include interaction styles, interface devices, user documentation, and interface assessment. Technical writing techniques will be emphasized as students create and assess user manuals and systems documentation.
Prerequisites: ITFN 3112 (may be taken concurrently)

ITFN 3112. System Analysis and Design (3)
This course provides an in-depth study of established and evolving methods of information system design and implementation. As a project-based class, it demonstrates by example and experience the process of building systems from needs analysis and definition through specifications and implementation. Traditional life cycle methodologies are contrasted with object-oriented analysis and prototyping.
Prerequisites: (CSCI 1301 or ITFN 1303 or WBIT 1310) and ITFN 1101 or WBIT 1100

ITFN 3144. Informatics Project Management (3)
This course will introduce project management tools and techniques that can be applied to projects from various disciplines such as business intelligence, health informatics, bioinformatics, and many other science and humanities disciplines. Students will learn the importance and function of project management and apply the project process of initiating, planning, executing, controlling and completing the project. They will apply knowledge and skills to manage project scope, project time and work flow, project cost and budgets, project resources, project quality, project human resource requirements, project communications and project risk management.
Prerequisites: ITFN 2214

ITFN 3314. Testing and Quality Assurance (3)
A high-level class in testing and quality assurance emphasizing the planned development of software and the nature of test development and implementation. Topics include: test strategies, test planning, functionally testing, stability testing and debugging techniques.
Prerequisites: (CSCI 1302 or WBIT 2311 or ITFN 2313 or ITFN 2314) and ITFN 3112

ITFN 3316. SW Security, Testing, and QA (3)
This course covers software security analysis and quality assurance, emphasizing testing methodologies. Topics include: code analysis, static and dynamic analysis techniques, sandboxing, test strategies, test planning, functionality testing, stability testing, and debugging techniques.
Prerequisites: (CSCI 1302 or WBIT 2311 or ITFN 2313 or ITFN 2314) and (ITFN 3112 or CSCI 3320)

ITFN 3601. Operating Systems (3)
A conceptual and hands-on study of operating systems. Major areas discussed include operating system design and theory, applications and management issues, microcomputer and multi-user systems, including networks and mini/mainframe systems. Also covered are files, I/O, memory and process/processor management, networking, evaluation, tuning and application execution. Elements of operating system resource security including process, memory, file systems, and device peripherals, will be studied.
Prerequisites: (CSCI 1302 or WBIT 2311 or ITFN 2313 or ITFN 2314) and (MATH 1231 or MATH 1401 or MATH 2020 or MATH 2502 or WBIT 2300)

ITFN 4014. Internship Cooperative (3)
All students in the Bachelor of Information Technology program will complete this capstone course in cooperation with industry. Working under direction of business partners, students will develop meaningful projects, which integrate and apply skills aligned to program outcomes in a professional work environment. A minimum of 200 hours per semester is required and course deliverables will be aligned to the project.
Prerequisites: ITFN 3003 and ITFN 3144

ITFN 4154. Informatics Integration (3)
This course integrates the study of information and information technology across a milieu of academic disciplines and professional fields. Informatics supports development of knowledge through multidisciplinary application of information systems. Topics include: Information theory; knowledge management; legal and policy issues; responsibilities of informatics professionals; cultural, social, and ethical issues; and application of informatics to a variety of disciplines. Students will implement an informatics system applying current informatics applications and trends.
Prerequisites: ITFN 3103 and ITFN 3112 and ITFN 3144
ITFN 4433. Web Integration (3)
This course builds upon student fundamental database and web-design and development skills to expand into the server-side technologies, frameworks, and integration with external applications. Students will be exposed to IT problems, where collected data from different disciplines and formats must be modeled, stored, aggregated, retrieved and represented. This is a project-oriented course, and students will have opportunities to work in teams.
Prerequisites: ITFN 2214 and ITFN 3112 and ITFN 3103 and ITFN 3601

ITFN 4601. OS Security, Prog. & Admin (3)
This course covers computer operating systems, such as UNIX and Linux, systems programming, systems administration, and operating systems hardening.
Prerequisites: (CSCI 3305 and CSCI 3306) or (ITFN 3601 and ITFN 2512)

ITFN 4700. Applied Research-Instr. Asst. (3,6)
A supervised research and/or instructional experience in Information Technology.

ITFN 4800. Selected Topics in IT. (3,6)
A special course designed to explore a specific area in IT. Prerequisite(s): Application to IT Department for permission and formal acceptance after application. Senior standing recommended.

ITFN 4801. Selected Topics in IT (3)
This course will explore special topics in Information Technology.
Prerequisites: (ITFN 3112 or MATH 3005) and (CSCI 1301 or CSCI 1371)

ITFN 4802. Selected Topics in IT (3)
This course will explore special topics in Information Technology.
Prerequisites: (ITFN 3112 or MATH 3005) and (CSCI 1301 or CSCI 1371)

ITFN 4803. Selected Topics in IT (3)
This course will explore special topics in Information Technology.
Prerequisites: (ITFN 3112 or MATH 3005) and (CSCI 1301 or CSCI 1371)

ITFN 4804. Selected Topics in IT (3)
This course will explore special topics in Information Technology.
Prerequisites: (ITFN 3112 or MATH 3005) and (CSCI 1301 or CSCI 1371)

ITFN 4805. Selected Topics in IT (3)
This course will explore special topics in Information Technology.
Prerequisites: (ITFN 3112 or MATH 3005) and (CSCI 1301 or CSCI 1371)

Integrated Science (ISCI)

ISCI 2110. Integrated Physical Science (3)
This course is intended for students planning a career in elementary education. The course will focus on developing students' conceptual understanding of important concepts, methods, and applications of Physical Science. In addition, the course will focus on the pedagogical knowledge necessary to effectively teach and meet the needs of diverse learners in the P-5 classroom setting. This course is aligned with the Georgia Standards of Excellence for Science, which are based on the national Next Generation Science Standards, as well as the GACE Early Childhood Science standards and will cover the following topics: motion, light, sound, waves, forces, electricity, magnetism, atomic structure, periodicity, and changes in matter.

ISCI 2120. Integrated Life & Earth Sci (3)
This course is intended for students planning a career in elementary education. The course will focus on developing students' conceptual understanding of important concepts, methods, and applications of Life and Earth Sciences. In addition, the course will focus on the pedagogical knowledge necessary to effectively teach and meet the needs of diverse learners in the P-5 classroom setting. This course is aligned with the Georgia Standards of Excellence for Science, which are based on the national Next Generation Science Standards, as well as the GACE Early Childhood Science standards and will cover the following topics: characteristics of life, biodiversity, heredity, energy flow, interdependence of life, cellular structure and function, earth systems, astronomy, and the biosphere.

Interdisciplinary Studies (IDST, INTE)

IDST

IDST 1105. Intro Interdiscip Studies (3)
This course provides an introduction to Interdisciplinary Studies, a field that encourages the integration of knowledge and methods from different disciplines to address complex problems and questions. Students will explore the history, theories, and practices of interdisciplinary studies, and learn how to apply interdisciplinary approaches to real-world issues. Students will also explore what it means to major in Interdisciplinary Studies and what they can do with a degree in Interdisciplinary Studies.

INTE

INTE 3901. Integ Studies Practicum/Intern (3)
This course is the principal “experiential learning” component of the Integrative Studies program. The Seminar will normally be taken during the first term following completion of INTE 3500, and placement site will be in a professional work environment related to the interests/ career goals of the individual student. Placement may be with for-profit, not-for-profit, or governmental entities as appropriate. Collaborating business/agencies must agree to creating and supervising meaningful experiences that will allow students to observe and participate in projects and activities that bear directly on the challenges of the contemporary workplace. Students will be encouraged to seek experiential opportunities outside the USA. Requires program approval.

Restrictions: Integrative Studies - AA, Integrative Studies - AS, Integrative Studies - BA, Integrative Studies - BS
ITAL 1001. Elementary Italian I (3)
This course will develop your 4 communicative skills—speaking, listening, reading and writing—so as to give the student a basic proficiency in Italian (cf. ACTFL Novice Guidelines). Additionally, the class is designed to increase your knowledge of Italic culture through the materials presented for reading and conversation. Open to native speakers of Italian only by permission of the Department of Humanities.

ITAL 2001. Intermediate Italian I (3)
This course will develop your 4 communicative skills—speaking, listening, reading and writing—so as to give the student a basic proficiency in Italian (cf. ACTFL Novice Guidelines). Additionally, the class is designed to increase your knowledge of Italic culture through the materials presented for reading and conversation. This course is not open to native speakers of Italian with the permission of the Department of Humanities.

Prerequisites: ITAL 1001

ITAL 2002. Intermediate Italian II (3)
This course will develop your 4 communicative skills—speaking, listening, reading and writing—so as to give the student a basic proficiency in Italian (cf. ACTFL Novice Guidelines). Additionally, the class is designed to increase your knowledge of Italic culture through the materials presented for reading and conversation. This course is not open to native speakers of Italian without the permission of the Department of Humanities.

Prerequisites: ITAL 2001

Journalism (JOUR)

JOUR 3011. Journalism Workshop (1-4)
A workshop for upper-division students who participate in the production of student or other campus print-oriented media.

JOUR 3012. Mass Communication Workshop (1-4)
A workshop for upper-division students who participate in the production of student or other campus multi-media publications (emphasis non-print media).

Prerequisites: CMS 2010 and CMS 2100 and COMM 1110 and ENGL 1102

Restrictions: Communication Media Studies

JOUR 3021. Journalism Workshop (3)
A workshop for upper-division students who participate in the production of student or other campus print-oriented media. Semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.

JOUR 3022. Mass Communication Workshop (3)
A workshop for upper-division students who participate in the production of student or other campus multi-media publications (emphasis non-print media). For credit, not to exceed nine semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.

Prerequisites: CMS 2010 and CMS 2100 and COMM 1110 and ENGL 1102

JOUR 3031. Journalism Workshop (3)
A workshop for upper-division students who participate in the production of student or other campus print-oriented media. May be repeated for credit, not to exceed nine semester hours. Interested students should consult with the Program Coordinator for Communication and Media Studies in the School of Arts & Sciences.
Language Arts/Reading (LART)

LART 3120. Lang Arts: Skills & Concepts (3)
This course offers a constructivist approach to the study of the key literacy skills needed by the middle level teacher, including those needed for reading literature and informational texts, writing, speaking and listening, and language. Students will learn and use research-based approaches for teaching these literacy skills. Required for all middle level teacher education students.
Prerequisites: LART 3010 (may be taken concurrently)

Latin (LATN)

LATN 1001. Begin Latin & Roman Culture I (3)
Emphasis on the development of proficiency and communicative competence at the novice level in the four basic skills: speaking, listening, reading, and writing. Awareness of various sociocultural aspects and the distinctiveness of certain cultural traditions.
Prerequisites: LATN 1001

LATN 1002. Begin Latin & Roman Culture II (3)
A continuation of LATN 1001, with emphasis on proficiency and communicative competence at the novice level in the four basic skills: speaking, listening, reading, and writing. Awareness of various sociocultural aspects and the distinctiveness of certain cultural traditions.
Prerequisites: LATN 1001

LATN 2001. Inter Latin & Roman Culture I (3)
Emphasis on the development of proficiency and communicative competence at the intermediate level in the four basic skills: listening, reading, and writing, and some speaking within a limited context. Awareness and understanding of various sociocultural aspects and the distinctiveness of certain cultural traditions.
Prerequisites: LATN 2002

LATN 2002. Inter Latin & Roman Culture II (3)
Emphasis on epic poetry (Virgil's Aeneid) and on proficiency and communicative competence at the intermediate level in the four basic skills: listening, reading, and writing, and to some extent, speaking. Awareness and understanding of various socio-cultural aspects and the distinctiveness of certain cultural traditions.
Prerequisites: LATN 2001

Legal Studies (LGST)

LGST 1101. Introduction to Law & Ethics (3)
This course provides an overview of the legal system and the role of attorneys and paralegals within the system. The course also focuses on critical thinking, communication skills, case analysis, criminal and civil laws, and ethical issues confronted by legal professionals.
Prerequisites: CMS 2010 and CMS 2100 and COMM 1110 and ENGL 1102

LGST 2205. Legal Research and Writing (3)
This course focuses on federal and state legal research utilizing print and online resources. Students will also learn proper legal citation and grammar usage skills and how to perform legal analysis. This course requires extensive independent research and writing time.
Prerequisites: PARA 1101 (may be taken concurrently) or CRJU 1150 (may be taken concurrently) or POLS 1101 (may be taken concurrently) or LGST 1101 (may be taken concurrently)

LGST 3220. Judicial Process (3)
An introduction to the legal process as a whole, including the functions of courts, lawyers, and other actors in the legal system. Specific issues such as court reform, crime control, civil liberties, and civil rights will be covered. The Supreme Court and the development of constitutional interpretation through judicial decision-making will also be explored.
Prerequisites: POLS 1101 or POLI 101 or PARA 1101

LGST 3231. Administrative Law (3)
This course discusses the importance of administrative law, how administrative agencies operate and are held accountable, and how professionals in the private and public sectors interact with administrative agencies. It includes a discussion of statutory and constitutional law and the interplay of administrative rules with other sources of legal authority.
Prerequisites: PARA 1101 (may be taken concurrently) or CRJU 1150 (may be taken concurrently) or POLS 1101 (may be taken concurrently)

LGST 3400. Courts in the United States (3)
This course offers a general understanding of the processes and functions of criminal court systems in the United States. The following topics will be examined: the historical development of criminal courts; different types of law; characteristics of federal and state courts; functions and responsibilities of prosecutors, defense attorneys, and judges; the criminal trial process; plea bargaining; sentencing options and decisions; and characteristics of appellate courts.
Prerequisites: CRJU 1150 or PARA 1101 or ADMN 3101

LGST 3410. Survey-Criminal Law/Procedures (3)
An overview of criminal law and of the fundamental elements of criminal procedures, including methods and rules of police investigation and arrest, adjudication, sentencing, and appellate review by higher courts.
Prerequisites: CRJU 1150 or PARA 1101 or POLS 1101

LGST 4020. Litigation Techniques (3)
This course examines and applies case analysis, rules, and policies governing the type of information that may be received by the court at trial. It focuses on all phases of the trial process and examines how evidence can be properly developed with an emphasis on persuasiveness in presentation and problem solving in the adversarial system.
Prerequisites: PARA 1101 and PARA 2203

LGST 4030. Adv. Legal Research & Writing (3)
This course challenges students to prepare and review more sophisticated and complex legal documents. Students will gain additional expertise in electronic legal and factual research and legal citation skills. This course requires extensive independent research and writing time.
Prerequisites: PARA 2205
LGST 4098. Legal Studies Practicum (3)
This course constitutes an independent (individual or small group) internship which will allow students to simultaneously experience the "real-world" application of law and to apply legal methodology, research, and analysis to actual law office or law-related applications. The student will prepare and submit a significant law-related paper and/or project. Requires approval of the Program Coordinator.
Prerequisites: LGST 4020 or LGST 4030

LGST 4300. Personal Law Issues (3)
This course explores civil legal matters routinely encountered throughout an individual's lifetime. Students will learn to research the law to address legal questions. Topics include family law, negligence, employee rights, debt collection, landlord-tenant obligations, wills and estates, and business formation.

LGST 4420. Law and Society (3)
This course examines the relationship between formal law and social institutions. Specifically, the course will focus on the U.S. Constitution, theories of law and law creation, law and inequality, law as a vehicle for social change, and the role of law in modern American society. Some effort will be made to compare law in U.S. society to the development and function of law in other societies.
Prerequisites: CRJU 1150 or SOCI 1101 or PARA 1101

LGST 4425. Constitutional Law I: Institut (3)
Provides an in-depth study of the constitutional status of federalism, the separation of powers doctrine, and the constraints on the power of the United States Supreme Court by discussing relevant Supreme Court case law.
Prerequisites: POLS 1101 or POLI 101

LGST 4426. Constitutional Law II: Civil L (3)
Provides an in-depth study of the fundamental principles of individual rights in American federal constitutional law. It surveys the areas of due process, equal protection, state action, and the Bill of Rights. The course will also cover the broader theories of constitutional interpretation.
Prerequisites: POLS 1101 or POLI 101

LGST 4700. Legal Issues in HSEM (3)
This course is designed to provide students with a detailed view of the relationship between the needs of homeland security/emergency management, the Patriot Act and the "traditions concepts" of the legal system. Special emphases are placed on the role of public law, the government's demands for more power and civil liberties.

LGST 4800. Selected Topics-Legal Studies (3)
An exploration of historical or contemporary topics and issues in the field of law.
Prerequisites: PARA 1101 or CRJU 1150 or POLS 1101 or SOCI 1101

LGST 4801. Selected Topics-Legal Studies (3)
An exploration of historical or contemporary topics and issues in the field of law.
Prerequisites: PARA 1101 or CRJU 1150 or POLS 1101 or SOCI 1101

LGST 4802. Selected Topics-Legal Studies (3)
An exploration of historical or contemporary topics and issues in the field of law.
Prerequisites: PARA 1101 or CRJU 1150 or POLS 1101 or SOCI 1101

LGST 4803. Selected Topics-Legal Studies (3)
An exploration of historical or contemporary topics and issues in the field of law.
Prerequisites: PARA 1101 or CRJU 1150 or POLS 1101 or SOCI 1101

LGST 4804. Selected Topics-Legal Studies (3)
An exploration of historical or contemporary topics and issues in the field of law.
Prerequisites: PARA 1101 or CRJU 1150 or POLS 1101 or SOCI 1101

LGST 4850. Legal Studies Capstone (3)
This course will provide an opportunity for students to review the major legal concepts taught in the Legal Studies program. It will allow students to see how these different legal practices and theories coalesce into a single legal system.
Prerequisites: PARA 2205

LGST 4910. Pre-Law and Lawyering Skills (3)
This course helps students who are interested in law school to develop their skills in logical reasoning, reading comprehension, and analytical reasoning. Students will also learn about the law school admissions process, life in law school, and different career paths available to attorneys.
Prerequisites: PARA 1101 or POLS 1101 or ENGL 1102

Management (MGMT)

MGMT 3101. Mgmt. Prin. & Org. Behavior (3)
Designed to introduce basic principles and concepts of management that are applicable to a variety of organizations. Topics include a history of the study of management, underlying ideas of "schools of management thought," and functional and behavioral aspects of management and organizational theory.

MGMT 3102. Performance/Quality Management (3)
This course includes the history of the development of operations management and total quality management (TQM). Selected topics of both operations and TQM such as work simplification, team building, statistical process control, Deming's 14 points for managing productivity, work measurement, and others are included in this course. Admission to the School of Business required.
Prerequisites: (MGMT 3101 or MGMT 301) and BUSA 3101

MGMT 3120. Managerial Communication (3)
A study of the communication process within organizations including interactive communications and related external communications. The course contains significant components of writing and speaking by students and requires lab activity related to career planning. The official writing assessment for BBA students is administered in this course.
Prerequisites: ENGL 1102

MGMT 3520. Negotiation and Conflict Mgmt. (3)
This course will explore the concept of negotiation in both the national and international environments. Attention will be paid to topics such as strategies and tactics, non-verbal communication, and ethical and cultural aspects. Other forms of dispute resolution used in business, such as mediation and arbitration will also be addressed, and the design of conflict management programs will be examined.
Prerequisites: MGMT 3101 and MKTG 3101

MGMT 4101. Human Resource Management (3)
The principles and practices of personnel management, including the responsibilities of personnel departments such as recruiting, placing, training and evaluating personnel, and meeting legal requirements.
Prerequisites: MGMT 3101

MGMT 4102. Organizational Behavior (3)
Study of the behavioral aspects related to the management of individuals and groups within an organization.
Prerequisites: (MGMT 3101 or HCMG 3101 or HSCI 301 or MGMT 301)
MGMT 4111. Leadership (3)
A study of the theories of leadership including the effect of leadership styles on organizational structure, change, and effectiveness.
Prerequisites: MGMT 3101

MGMT 4140. Film and Entertainment Mgmt (3)
This course provides an overview of the entertainment business with a primary focus on film, and secondary focus on television, music, and digital media. Students will examine industry practices for managing productions, portfolios, organizations, and talent. The course will also provide managerial insight into current trends and issues pertaining to the following core areas: content creation, financing, business law, marketing, distribution, technology disruptions, leadership, and strategy.

MGMT 4250. Women in Leadership (3)
This course is a survey of women in leadership from an historical and strategic perspective. Focus is on identification of useful theories and the application of appropriate strategies to promote the development of women in the business world.

MGMT 4311. Entrepreneurship (3)
The operation of a small business enterprise; the essentials of entrepreneurship, comprehensive business planning including market research and analysis, selecting and leading employees, and financial analysis.

MGMT 4312. Social Innovation and Entrepre (3)
An introduction to the emerging field of social innovation and social entrepreneurship, whose aim is to achieve a "double bottom line" with meaningful social returns, as well as sustainable or competitive financial returns --through their products, services and other business practices. The course will also encourage students to think critically, and address some of the world's most pressing societal issues and problems using innovative and entrepreneurial solutions.

MGMT 4320. Creativity & Mgmt. of Change (3)
The purpose of this course is to introduce students to methods and strategies for improving individual and group creativity and for managing planned change in organizations. They will identify the impediments and contributors of effective planned change and study techniques for implementing change. Students will also apply and utilize a variety of techniques to improve their individual and group creativity, as well as understand the factors that encourage and inhibit creative behavior.

MGMT 4403. International Management (3)
Survey course introducing students to the considerations involved in the international flow of people, information, funds and goods and services for commercial purposes. The course focuses on business strategies facing organizations engaged in business in other countries.
Prerequisites: MKTG 3420 (may be taken concurrently)

MGMT 4510. Legal Issues in Human Resource (3)
A course designed to acquaint both employees and employers with legal issues that arise in the scope of employment. Selected issues may include drug testing, right to work, contract negotiations, grievance procedures, arbitration, and sexual harassment.
Prerequisites: BLAW 2106 or BUSA 2106 or BLAW 3370 or TECH 3115

MGMT 4725. Dean's Senior Seminar in Bus. (3)
A case-based course that provides an in-depth examination of comprehensive business problems in organizations.
Prerequisites: FINA 3101 and MKTG 3101 and MGMT 3101 and BUSA 3700 and BUSA 3101 and MGMT 3120 and MGMT 3102 (may be taken concurrently) and MKTG 3420 (may be taken concurrently) and MKTG 4750 (may be taken concurrently)
Restrictions: Accounting, General Business, Management, Marketing

MGMT 4750. Strategic Management (3)
A capstone course to integrate the knowledge and skills gained in a student’s program of study. It is an opportunity for a student to formulate an overall business policy and strategy. To be taken during last two semesters before graduation; last semester is strongly preferred.
Prerequisites: FINA 3101 and MKTG 3101 and MGMT 3101 and BUSA 3101 and MGMT 3120 and (MGMT 3102 (may be taken concurrently) or SCML 3102 (may be taken concurrently)) and MKTG 3420 (may be taken concurrently)

MGMT 4800. Selected Topics in Management (3)
A detailed examination of selected topics in management.
Prerequisites: MGMT 3101

MGMT 4850. Internship/Cooperative Educ. (3)
Individually designed learning program involving managerial field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning.

MGMT 4851. Internship/Cooperative Educ. (3)
Individually designed learning program involving managerial field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning.

MGMT 4852. Internship/Cooperative Educ. (3)
Individually designed learning program involving managerial field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning.

Marketing (MKTG)

MKTG 3100. Personal Marketing (3)
An introduction to the concept of marketing and its relevance to individuals in various career tracks. Particular emphasis is placed on the application of the marketing concept in professional career initiation and on the development and delivery of marketing presentations. The course also includes an overview of business etiquette and the development of a comprehensive self-marketing plan.

MKTG 3101. Principles of Marketing (3)
An introduction to the activities involving the exchange of goods, services, and ideas for the satisfaction of human wants. The role that the marketing function plays in the determination of policies and strategies relating to product, price, channels of distribution, and promotion is extensively examined.

MKTG 3302. Consumer Behavior (3)
An analysis of the psychological, social and economic influences which affect attitude formation and decision making processes of consumers. An overview of the research methods used of determining characteristics of buyers is included. Students are strongly recommended to take PSYC 1101 prior to enrolling in MKTG 3302.
Prerequisites: MKTG 3101 or MKTG 301

MKTG 3312. Services Marketing (3)
This course focuses on developing marketing strategies for service industries, which is different than tangible products marketing. Strategies are also discussed for not-for-profit groups like membership organizations, trade associate, labor unions, professional and cultural organizations, social and religious agencies, institutions, and governmental organizations.
Prerequisites: MKTG 3101 or MKTG 301
MKTG 3420. Global Business (3)
This course discusses the various dimensions of the international business environment. The cultural, legal, political, and economic institutions with which international firms come into contact are extensively examined. In addition, the course addresses how the functional areas of business, finance, accounting, production, human resources management, marketing, and technology management have to adapt to the international environment.
Prerequisites: MKTG 3101 (may be taken concurrently) and MGMT 3101 (may be taken concurrently)

MKTG 3520. Negotiation and Conflict Mgmt. (3)
This course will explore the concept of negotiation in both the national and international environments. Attention will be paid to topics such as strategies and tactics, nonverbal communication, and ethical and cultural aspects. Other forms of dispute resolution used in business, such as mediation and arbitration will also be addressed, and the design of conflict management programs will be examined.

MKTG 4104. Marketing Research & Analysis (3)
This course focuses on the use of research methods in marketing decision-making, including developing and evaluating marketing strategies. Topics include the gathering and use of marketing information from primary and secondary sources, and quantitative and qualitative research methodologies, including sampling techniques and basic statistical analysis. Students will formulate a research design for a marketing problem; collect, code, clean, analyze and evaluate data; and write and present a final report, including specific marketing recommendations.
Prerequisites: BUSA 3101 (may be taken concurrently) or (TECH 3113 may be taken concurrently) or BUSA 3113 (may be taken concurrently) and (MKTG 3101 or BSUR 3113 (may be taken concurrently)) or MKTG 301

MKTG 4106. Advertising and Promotion Stra (3)
This course focuses on the promotion component of the marketing mix. While it covers all aspects of the promotional function, special emphasis is given to advertising. It examines the techniques used by profit and non-for profit organizations to communicate effectively with their target markets.
Prerequisites: MKTG 3101 or MKTG 301

MKTG 4110. Introduction to Digital Market (3)
This course focuses on the origination, evolution and the resulting marketing implications for digital marketing including social media marketing. The customer journey and customer experience will be examined. The lifetime value of a customer will be explored. Key Performance Indicators in the measurement and evaluation of Digital Marketing programs will be analyzed.
Prerequisites: MKTG 3101

MKTG 4111. Advanced Digital Marketing (3)
In this course students will develop a theoretical understanding of the internet marketplace. The necessary skills to perform daily digital marketing functions and the ability to improve a firm’s online presence will be developed. Students will practice concepts such as A/B testing, Conversion Rate Optimization, conducting key word research and building marketing strategies.
Prerequisites: MKTG 4110 (may be taken concurrently)

MKTG 4112. Social Media Marketing (3)
In this course, students will develop an understanding of Social Media Marketing (SMM) and how it is used by marketers to increase brand awareness, identify key audiences, generate leads and to build meaningful relationships with customers. Students will learn how social media marketing is utilized by business to gain competitive advantages through the creation and distribution of valuable, relevant and consistent content to attract and retain clearly-defined audiences.
Prerequisites: MKTG 4111

MKTG 4200. Sports Marketing (3)
The Sports Marketing course is designed to apply Marketing principles and concepts to the sports marketing industry. Students will learn how to market the sports marketing consumer and how sports marketing impacts businesses. Topics include: 1-defining and creating the sports marketing product, 2-promoting, pricing, and selling the sports marketing product, and 3-learning about the sports marketing business environment.
Prerequisites: MKTG 3101

MKTG 4207. Professional Selling (3)
This course examines the role of personal selling within the marketing mix, including the principles of selling products and services, building of sales organizations, sales training and practical sales techniques, evaluation of sales force effectiveness, and professional, ethical, and legal aspects of selling.
Prerequisites: MKTG 3101 or MKTG 301

MKTG 4310. Sales Management (3)
The planning, organizing, staffing, and directing of a company’s sales force in developing an efficient and effective marketing organization.
Prerequisites: MKTG 3101

MKTG 4320. Business to Business Sales (3)
The study of selling to organizational and industrial customers. The buying behavior of large for profit and not-for-profit organizations is examined, the promotion of business-to-business products, and the development of industrial products.
Prerequisites: MKTG 3101

MKTG 4420. International Marketing (3)
The study of marketing and international business from a broad conceptual viewpoint, incorporating the marketing concept into the framework of the world market place. The student is assumed to have a fundamental understanding of marketing principles. Emphasis is placed on export management and implementation of international marketing plans.
Prerequisites: MKTG 3420 (may be taken concurrently)

MKTG 4450. Multicultural Marketing (3)
This course focuses on applying marketing principles to multicultural consumer segments in the United States. African American, Asian American, Hispanic American and LGBTQ populations are continuing to grow and have tremendous buying power. This course will help students develop an understanding of various multicultural consumers in the U.S., and learn how to strategically market to them.
Prerequisites: MKTG 3101

MKTG 4510. Retailing (3)
A study of the basic concepts and practices associated with a modern, successful retail establishment. Emphasis is focused on store location, merchandising, promotion and overall coordination and control.
Prerequisites: MKTG 3101 or MKTG 301
MKTG 4710. Entertainment Marketing (3)
This course examines the marketing techniques that entertainment companies use to promote their products. The course examines the advertising, publicity, and general promotion techniques of film studios, music industry, and other art establishments in organizing effective promotional campaigns.
Prerequisites: MKTG 3101

MKTG 4750. Marketing Strategy (3)
This capstone course is intended to integrate basic principles throughout the overall marketing mix resulting in effective management of marketing functions in profit or not-for-profit organizations. Focus is on analytical skills including the impact of internal and external environments on decision-making for each element of the marketing mix, and on the application of pertinent marketing principles to develop a marketing strategy and marketing plan. Case studies and/or computer simulation are utilized.
Prerequisites: (MKTG 3101 or MKTG 301) and (MKTG 3302 or MKTG 3312 or MKTG 4104 or MKTG 4106 or MKTG 4207 or MKTG 4420 or MKTG 4510 or MKTG 4800)

MKTG 4800. Selected Topics in Marketing (3)
A detailed examination of selected topics pertinent to the field of marketing. May be repeated when topics vary.
Prerequisites: MKTG 3101 or MKTG 301

MKTG 4850. Internship/Cooperative Educ. (3)
Individually designed learning program involving managerial field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning.

MKTG 4851. Internship/Cooperative Educ. (3)
Individually designed learning program involving managerial field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning.

MKTG 4852. Internship/Cooperative Educ. (3)
Individually designed learning program involving managerial field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Experiential Learning.

Mathematics (MATH)

MATH 0996B. Support for Elementary Stats (2)
This learning support course provides corequisite support for students enrolled in MATH 1401 - Elementary Statistics. Topics will parallel topics being studied in MATH 1401 and the course will provide support for the essential skills needed to be successful in MATH 1401. Taken with MATH 1401, topics to be covered will include descriptive statistics, probability theory, confidence intervals, hypothesis testing and other selected statistics topics
Prerequisites: A02 with a score of 17 or S15 with a score of 20.0 or S02 with a score of 400 or CPTE with a score of 055 or ACCM with a score of 055 or ACCNGM with a score of 248 or S12 with a score of 440

MATH 0997. Mathematics Bridge (3)
This class serves to strengthen mathematical techniques through problem-solving and covers preliminary material needed for students to be successful in MATH 1101 and MATH 1111. The focus of the class is on problem-solving to improve conceptual understanding and practical applications of mathematics as measured by performance assessments. This will be achieved by providing the student basic skills regarding fractions, radicals, rules of exponents, non-integer/non-positive exponents, and factoring. In addition, if time allows it, some of the following topics will be covered: linear, quadratic, polynomial, rational, exponential, logarithmic, and piecewise-defined functions, as well as inverse functions, the composition of functions, and systems of equations. Students in MATH 0997 will take the Accuplacer test as a final exam.

MATH 0998. Support for Math Modeling (1)
This course is a non-credit bearing course designed to strengthen student’s algebra skills for Mathematical Modeling (MATH 1101). This is a co-requisite course that must be taken along with Mathematical Modeling and will cover intermediate and college level algebra concepts that are needed to ensure success in the credit level course, Mathematical Modeling.
Prerequisites: A02 with a score of 17 or S02 with a score of 400 or COM2 with a score of 30 or CPTE with a score of 055 or ACCM with a score of 055 or (MATH 0988

MATH 0998A. Support for Math Modeling (3)
This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1101 – Introduction to Mathematical Modeling. Topics will parallel topics being studied in MATH 1101 and the course will provide support for essential quantitative skills needed to be successful in MATH 1101. Taken with MATH 1101, this course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results.

MATH 0998B. Support for Math Modeling (2)
This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1101 – Introduction to Mathematical Modeling. Topics will parallel topics being studied in MATH 1101 and the course will provide support for essential quantitative skills needed to be successful in MATH 1101. Taken with MATH 1101, this course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results.

Prerequisites: A02 with a score of 17 or S02 with a score of 400 or S15 with a score of 20.0 or CPTE with a score of 055 or ACCM with a score of 055 or ACCNGM with a score of 248 or S12 with a score of 440
MATH 0999. Support for College Algebra (1)
This course is to be taken concurrently with MATH 1111. Background topics which are necessary for a student to successfully complete MATH 1111 will be covered, with an emphasis on fractions, factoring polynomials, functions, exponents, and operating with radical and rational expressions. Students who complete the co-requisite MATH 1111 with a minimum grade of C will have satisfied the mathematics learning support requirement.
Prerequisites: A02 with a score of 18 or S02 with a score of 430 or COM2 with a score of 30 or CPTE with a score of 055 or ACCM with a score of 055 or (MATH 0989)

MATH 0999B. Support for College Algebra (2)
This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1111 – College Algebra. Topics will parallel topics being studied in MATH 1111 and the course will provide support for the essential quantitative skills needed to be successful in MATH 1111. Taken with MATH 1111, this course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions.
Prerequisites: A02 with a score of 18 or S02 with a score of 430 or S15 with a score of 22.0 or CPTE with a score of 067 or ACCM with a score of 067 or ACCNGM with a score of 258 or S12 with a score of 480

MATH 1101. Intro to Mathematical Modeling (3)
This is an introduction to mathematical modeling using graphical, numerical, symbolic and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results. This course in applied college algebra will involve an applications-driven study of functions; linear, quadratic, polynomial, exponential, logarithmic and piecewise-defined models; inverse functions; composition of functions; systems of equations.
Prerequisites: MATH 0998A (may be taken concurrently) or MATH 0998B (may be taken concurrently) or MATH 1111 or A02 with a score of 18 or S02 with a score of 430 or S15 with a score of 22.0 or CPTE with a score of 067 or ACCM with a score of 067 or ACCNGM with a score of 258 or S12 with a score of 480

MATH 1111. College Algebra (3)
This course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions.
Prerequisites: MATH 0998B (may be taken concurrently) or MATH 1101 or A02 with a score of 18 or S02 with a score of 430 or S15 with a score of 22.0 or CPTE with a score of 067 or ACCM with a score of 067 or ACCNGM with a score of 258 or S12 with a score of 480

MATH 1112. Trigonometry & Analytic Geom (3)
This course is an in-depth study of the properties of trigonometric functions and their inverses. Topics include circular functions, special angles, solutions of triangles, trigonometric identities and equations, graphs of trigonometric functions, inverse trigonometric functions and their graphs, Law of Sines, Law of Cosines, and vectors.
Prerequisites: MATH 1111

MATH 1113. Pre-Calculus (3)
This course is an intensive study of the basic functions needed for the study of calculus. Topics include algebraic, functional, and graphical techniques for solving problems with algebraic, exponential, logarithmic, and trigonometric functions and their inverses.
Prerequisites: CPTC with a score of 063 or A02 with a score of 24 or S02 with a score of 570 or S12 with a score of 580

MATH 1150. Mathematics of Art and Culture (3)
This class will allow students at Clayton State to broaden their mathematical background by acquiring knowledge in the area of geometry and classical related problems. This will be achieved by both theoretical studies in the classroom and field experience abroad. The latter will include in-person observations to monumental structures and historical works. The main topics considered will include conics, golden ratios, catenaries, magic squares, tessellations, fractals, and various geometric manifolds.
Prerequisites: (MATH 1112) or (MATH 1113)

MATH 1221. Finite Mathematics (3)
This course is a mathematical preparation for the understanding of various quantitative methods in modern management, information technology and social sciences. Topics include: sets, logic and circuits, basic combinatorics including permutations and combinations, probability and probability distributions, systems of linear equations, matrix theory, and linear programming using a geometric approach. Additional topics that may be included are elementary statistical distributions, Markov chains, and game theory.
Prerequisites: MATH 1101 or MATH 1111 or MATH 1113 or MATH 1501

MATH 1401. Elementary Statistics (3)
This is a non-calculus based introduction to statistics. Course content includes descriptive statistics, probability theory, confidence intervals, hypothesis testing, and other selected statistical topics.
Prerequisites: MATH 1101 or MATH 1111 or MATH 1113 or MATH 1241 or MATH 1501 or A02 with a score of 18 or ACCM with a score of 070 or S02 with a score of 430 or S15 with a score of 22.0 or CPTE with a score of 070 or ACCNGM with a score of 260 or S12 with a score of 480 or MATH 0998B (may be taken concurrently)

MATH 1501. Calculus I (4)
A study of algebraic, trigonometric, logarithmic, and exponential functions including limits, continuity, the derivative, and differentiation, the definite integral, and applications.
Prerequisites: MATH 1112A or MATH 1112 or MATH 1113 or CPTC with a score of 080 or A02 with a score of 28 or S02 with a score of 650 or S12 with a score of 670

MATH 2008. Fndtns of Numbers & Operations (3)
This course is an Area F introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of the major concepts of number and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics.
Prerequisites: MATH 1111 or MATH 1113 (may be taken concurrently) or MATH 1101

MATH 2010. Number Concepts & Relations (3)
A study of the real number system, its historical development, its subsets and their algebraic properties, the theoretical foundations of its four basic operations, computational issues, and descriptive statistics. Includes a laboratory/practicum component through which pedagogical issues such as multiculturalism are addressed.
Prerequisites: MATH 1111 or MATH 1113 (may be taken concurrently)
MATH 2020. Introductory Discrete Math (3)
A study of the concepts of finite mathematical structures. Topics include set theory, logic, proof techniques, functions and relations, graphs, trees, and combinatorics.
Prerequisites: MATH 1113 (MATH 1113 or MATH 130 or MATH 1221 or MATH 1501 or MATH 151 or MATH 1112 or MATH 1112A)

MATH 2140. Introductory Linear Algebra (3)
This course is an introduction to matrix algebra including determinants, vector spaces, linear transformations, and eigenvectors.
Prerequisites: MATH 1501 or MATH 152 or MATH 2502 (may be taken concurrently)

MATH 2502. Calculus II (4)
This course is a study of algebraic and transcendental functions with an emphasis on integral calculus and sequences and series. Other topics from single variable calculus include parametric equations and polar coordinates. Applications focus on functions which model real-world situations.
Prerequisites: MATH 1501 or MATH 152

MATH 2503. Calculus III (4)
This course is a study of three-dimensional analytic geometry, the calculus of vector-valued functions and multivariable calculus. Topics include vector-valued functions, their derivatives, integrals, and applications; limits, continuity, partial derivatives, and extrema of multivariable functions; multiple and line integrals.
Prerequisites: MATH 2502 or MATH 251

MATH 3005. A Transition to Higher Math (3)
This course is designed to prepare the student for advanced courses in mathematics. Topics include logic, set theory, properties of integers and mathematical induction, relations, and functions.
Prerequisites: MATH 2502 (may be taken concurrently) and (MATH 2020 (may be taken concurrently) or MATH 2140 (may be taken concurrently))

MATH 3006. Communication in Mathematics (1)
Several techniques for effective public speaking and effective mathematical writing will be presented. Students will learn to use the tools that professional mathematicians use in the preparation of their research for publication and presentation at conferences. It is strongly recommended that MATH 3005 be taken concurrently.
Prerequisites: MATH 3005 (may be taken concurrently)

MATH 3010. Number Concepts & Relations (3)
A study of the real number system, its historical development, its subsets and their algebraic properties, the theoretical foundations of its four basic operations, computational issues, and descriptive statistics. Includes a laboratory/practicum component through which pedagogical issues such as multiculturalism are addressed. Prerequisite(s): Admission to Middle Level Teacher Education Program.
Prerequisites: (MATH 1112 or MATH 1112A or MATH 1113) and (MATH 1231 or MATH 1401)

MATH 3010S. Number Concepts & Relationship (3)
This course is a study of the real number system, its historical development and comparison to other numeration systems, its subsets and their algebraic properties, the theoretical foundations of its four basic operations, computational issues, and elementary set and number theory. This course is only open to in-service Georgia teachers.

MATH 3020. Concepts of Algebra (3)
This course is a study of functions designed to reinforce knowledge of the algebraic skills and processes taught at the middle grades level and to extend this knowledge to more advanced topics. The course includes probability functions, polynomial functions, rational functions, exponential and logarithmic functions and trigonometric functions. Other topics discussed are the fundamental theorem of algebra, polar coordinates, trigonometric forms of complex numbers, conic sections in rectangular and polar form and the binomial theorem. Includes a laboratory/practicum component.
Prerequisites: (MATH 1112 (may be taken concurrently) or MATH 1113 (may be taken concurrently)) and (MATH 1231 (may be taken concurrently) or MATH 1401 (may be taken concurrently))

MATH 3030. Concepts of Geometry (3)
An exploratory approach to the study of plane, solid, analytic, transformational, spherical, and fractal geometry. Specific topics include symmetries of plane figures through rotations, reflections, and translations; construction of plane and solid figures (polygons and polyhedra); perimeter, area, surface area, and volume; triangle properties, including similarity and congruence theorems; Pythagorean Theorem; comparison of Euclidean and spherical geometry; locus of points, fractals; van Hiele levels of geometric understanding; informal and formal proof.
Prerequisites: (MATH 1112 (may be taken concurrently) or MATH 1113 (may be taken concurrently)) and (MATH 1231 (may be taken concurrently) or MATH 1401 (may be taken concurrently))

MATH 3040. Algebra & Alg. Think Elem Tchr (3)
The course is designed to engage candidates in the important algebraic thinking and algebraic structures that are critical to understanding the use of abstract symbolism when solving problems. The focus will include algebraic thinking that includes recognizing and analyzing patterns, studying and representing relationships, making generalizations, and analyzing how things change. Topics will emphasize understanding and use of the major concepts and techniques of algebra for grades P-5 and grades 6-8 and connections among the two grade-bands.
Prerequisites: (MATH 2010 or MATH 2008) and (MATH 1101 or MATH 1111 or MATH 1113)

MATH 3050. Geometry & Measurement (3)
An exploratory approach to the study of plane, solid, and transformational geometry. Specific topics include: shapes and their attributes; polygon classifications and properties; symmetries of plane figures through rotations, reflections, and translations; constructions of polygons and solids; measurement (perimeter, area, surface area, and volume); van Hiele levels of geometric understanding; inductive and deductive reasoning. Computer software will be used extensively. You may only apply MATH 3030 or 3050 to your degree program.
Prerequisites: (MATH 2010 or MATH 2008) and (MATH 1101 or MATH 1111 or MATH 1113)

MATH 3099. Math Methods for Computer Sci (1)
An introductory course with emphasis on the fundamentals of motion of objects in three dimensional space. Topics include quaternions, force, energy, vector calculus, center of mass, geometry of space, arc length, curvature and splines.
Prerequisites: (MATH 1231 or MATH 1401) and MATH 2020 and MATH 2140 and MATH 2502
MATH 3110. Survey of Algebra (3)
This course is a survey of group, ring, and field theory. Topics include algebraic structures on the integers, the real numbers, and the complex numbers; modular arithmetic; the Euclidean Algorithm; group and ring homomorphisms and isomorphisms; and field extensions with applications to constructions.
Prerequisites: MATH 3005

MATH 3210. Statistics for Social Justice (3)
This course is designed to introduce students to statistical methods for the design and analysis of research in social justice. Topics include misuses of statistics in the subjugation of disenfranchised communities, deconstruction of statistical studies, and the development and completion of statistical studies to address areas of social justice. Extensive reading is required for the course.
Prerequisites: (MATH 1231 or MATH 1401) or PSYC 2105 or SOCI 3510

MATH 3220. Applied Statistics (3)
This course is an introduction to multiple regression, analysis of variance, and other selected inference methods. Topics will be selected from chi-square tests, non-parametric statistical methods, analysis of variance using simple experimental designs, and multiple regression methods, including model checking, analysis of residuals, and model building. Throughout the course, real data and computer software will be utilized.
Prerequisites: (MATH 1231 or MATH 1401 or PSYC 2105) and (MATH 1241 or MATH 1501 or CHEM 2412 or BUSA 3101)

MATH 3303. Differential Equations (3)
This course provides an introduction to methods for solving ordinary differential equations. Course material will include modeling and methods of solution for linear and nonlinear first order equations, modeling and methods of solution for second and higher order linear equations and series solutions around ordinary points. Further topics (e.g. series solutions around regular singular points, Laplace transform methods and introductory methods for solving systems of ordinary differential equations) may be added at the instructor's discretion.
Prerequisites: MATH 2502 and MATH 2140 (may be taken concurrently)

MATH 3520. Introduction to Analysis (3)
This is a rigorous introduction to analysis functions on Euclidean space. Topics include limits, continuity, sequences, series, differentiation, integration, and sequences and series of functions.
Prerequisites: MATH 2503 or MATH 252 and MATH 3005

MATH 4010. Mathematical Problem Solving (3)
A study of extended and refined methods of mathematical problem solving. These methods will allow the use of problem-solving approaches to investigate and understand mathematical content, to apply integrated mathematical problem solving strategies to solve problems from within and without mathematics, and to apply the processes of mathematical modeling to real-world problem situations. Problems to be solved will arise from a variety of areas including the course content of MATH 2010, MATH 3020, and MATH 3030.
Prerequisites: MATH 2010 (may be taken concurrently) and MATH 3020 and MATH 3030

MATH 4020. Concepts of Discrete Math. (3)
A study of mathematical topics characterized by discrete processes. The study focuses on combinatorics, the theory of graphs and trees, matrix representations, and iterative algorithms. Recursive thinking and inductive processes are emphasized through a variety of applications involving discrete mathematical models. Deductive proof is introduced through topics from logic, set theory, and graph theory, and some relevant topics from the history of mathematics are explored.
Prerequisites: MATH 2010 (may be taken concurrently) and MATH 3020 and MATH 3030

MATH 4050. Methods of Teaching Sec. Math. (3)
In this course, students will explore theory and pedagogy of mathematics instruction with a focus on teaching methods across a variety of mathematical topics. The emphasis will be on learning and communicating mathematics. Topics will be taken from Number & Operations, Geometry, Algebra, Data Analysis, Calculus, and Discrete Mathematics. Appropriate integration of technology for mathematics teaching and learning will be emphasized.
Restrictions: Mathematics with Teacher Cert

MATH 4110. Survey of Algebra (3)
This course is a survey of group, ring, and field theory. Topics include algebraic structures on the integers, the real numbers, and the complex numbers; modular arithmetic; the Euclidean Algorithm; group and ring homomorphisms and isomorphisms; and field extensions with applications to constructions.
Prerequisites: MATH 3005

MATH 4130. Applied Algebra (3)
This course begins an investigation of how the theory of abstract algebra is applied to solve non-theoretical problems. Topics are selected from applications in exact computing, error correcting codes, block designs, crystallography, integer programming, cryptography and combinatorics. Students will work both singly and in groups on projects from the chosen topics.
Prerequisites: MATH 3005

MATH 4231. Modern Geometry (3)
This course begins a study of Euclidean and non-Euclidean geometries. Topics will be explored through historical perspectives, formal geometric proofs, technology-based investigations, and modern applications.
Prerequisites: MATH 3005

MATH 4250. Elementary Number Theory (3)
An introduction to the mathematical treatment of concepts to integers. Topics include divisibility, prime numbers, numerical functions, congruence classes and Diophantine equations. Other topics such as rational and irrational numbers may be addressed.
Prerequisites: MATH 3005

MATH 4261. Introduction to Probability (3)
This is a beginning course in Mathematical Probability. It provides an introduction to probability, random variables and their distributions, applications in exact computing, error correcting codes, block designs, crystallography, integer programming, cryptography and combinatorics. Students will work both singly and in groups on projects from the chosen topics.
Prerequisites: MATH 2010 (may be taken concurrently) and MATH 3020

MATH 4271. Financial Mathematics (3)
This course introduces students to financial mathematics and provides the necessary basis for taking the Actuarial Exam FM (Financial Mathematics). It has been designed using the Society of Actuaries standards for Exam FM. Topics include the time value of money, annuities/cash flows with non-contingent payments, loans, bonds, and general cash flows, portfolios, and asset liability management.
Prerequisites: (MATH 2502)
MATH 4303. Partial Differential Equations (3)
This course investigates classical methods used in partial differential equations. Topics include data propagating along characteristics, classification of systems of the first order equation, the method of transforms and separation of variables, and typical applications of the wave and heat equations.
Prerequisites: MATH 2503 and MATH 3303

MATH 4320. Numerical Methods (3)
This course is an introduction to numerical techniques used in applied mathematics. Main topics will be chosen from various modules, including, but not limited to: direct and iterative methods for solutions of linear systems; numerical differentiation and integration; interpolation and splines; initial value and boundary value problems for ordinary differential equations; least squares problems; Monte Carlo methods; initial and boundary value problems for partial differential equations.
Prerequisites: MATH 3005 and MATH 3303 and CSCI 1301

MATH 4350. Graph Theory (3)
This course is a study of the fundamental concepts of graphs trees, connectivity, Eulerian and Hamiltonian graphs, planar graphs, graph colorings, network flows, matching theory and applications.
Prerequisites: MATH 3005 or (MATH 2020 and MATH 2140)

MATH 4360. Combinatorics (3)
This course is a study of combinatorial problem solving techniques. Topics are selected from counting principles, generating functions, recurrence relations, principle of inclusion and exclusion, pigeon-hole principle, Polya theory, combinatorial designs, matroids, and latin squares.
Prerequisites: MATH 3005 or (MATH 2020 and MATH 2140)

MATH 4800. Selected Topics in Mathematics (3)
Topics of interest in mathematics not covered in listed courses. Course may be repeated when topics vary.
Prerequisites: MATH 3005

MATH 4801. Selected Topics in Mathematics (3)
Topics of interest in mathematics not covered in listed courses.
Prerequisites: MATH 3005

MATH 4802. Selected Topics in Mathematics (3)
Topics of interest in mathematics not covered in listed courses.
Prerequisites: MATH 3005

MATH 4803. Selected Topics in Mathematics (3)
Topics of interest in mathematics not covered in listed courses.
Prerequisites: MATH 3005

MATH 4804. Selected Topics in Mathematics (3)
Topics of interest in mathematics not covered in listed courses.
Prerequisites: MATH 3005

MATH 4986. Internship in Mathematics (2)
This is a course for students who have an applied internship at an approved organization to integrate disciplinary and/or interdisciplinary knowledge with experiences in various work settings. Academic credit will be awarded for satisfactory completion of the academic assignments (as determined by the faculty coordinator) and satisfactory completion of onsite work (minimum of 80 onsite hours per semester). Sample internships include Education Intern, Banking Intern, Re- search Intern, Data Analyst Intern, Computational and Mathematics Modeling Intern.

MATH 4987. Directed Undergrad Research I (1)
This is the first of two directed research courses where students conduct individual research in preparation for the senior capstone project in the BS in Mathematics degree program. Research will be closely supervised by one or more faculty members.
Prerequisites: MATH 3006

MATH 4988. Directed Undergrad Research II (1)
This is the second of two directed research courses where students continue their individual research work in preparation for the senior capstone project in the BS in Mathematics degree program. Research will be closely supervised by one or more faculty members.
Prerequisites: MATH 4987

MATH 4989. Senior Capstone Project (0)
Students will summarize their directed, individualized research. A paper, written with the tools professional mathematicians use in the preparation of their research for publication, and public presentation are the required output of the course.
Prerequisites: MATH 3006

Military Science Leadership (MSL)

MSL 1010. Foundations of Officership (1)
Course includes an introduction to the U. S. Army, military career opportunities, and the basic soldiering skills. Introduces students to issues and competencies that are central to a commissioned officer's responsibilities. Establishes the framework for understanding officership, leadership, and Army values followed and "life skills" such as physical fitness and time management.

MSL 1020. Basic Leadership (1)
This course establishes the foundation of basic leadership fundamentals such as problem solving, communications, briefings, and effective writing, goal setting, techniques for improving listening and speaking skills, and an introduction to counselling.
Prerequisites: MSL 1010

MSL 2010. Individual Leadership Studies (3)
Students identify successful leadership characteristics through observation of others and self through experiential learning exercises. Students record observed traits (good and bad) in a dimensional leadership journal and discuss observations in small group settings.
Prerequisites: MSL 1020

MSL 2020. Leadership & Teamwork (3)
Students examines how to build successful teams, various methods for influencing action, effective communication in setting and achieving goals, the importance of timing the decision, creativity in the problem solving process, and obtaining team buy-in through immediate feedback.
Prerequisites: MSL 2010

Music (MUSC)

MUSC 0890. Recital Attendance (0)
Monitors student attendance at recitals.
Restrictions: Music - General, Music - General

MUSC 1001. Introduction to Music Theory (3)
Introduction to and extensive work with the elements of musical notation, reading, and execution relating to pitch, rhythm and tonality. Basic aural skills training in listening, solfege, sight-singing and dictation is included.
Prerequisites: MAUD with a score of 1
MUSC 1002. Music Fundamentals (3)
A beginning study in reading, notation, and execution of fundamentals of music relating to pitch, rhythm, and tonality. The course is intended for non-music majors and is open to all students. May not be counted for credit towards fulfillment of any major or minor curriculum in music.

MUSC 1011. Music Theory I (3)
Study of diatonic melodic and harmonic structures and introduction to harmonic progression and voice leading. Completion of MUSC 1001 or equivalent experience recommended prior to enrollment in this course.
Prerequisites: MAUD with a score of 1

MUSC 1012. Music Theory II (3)
Harmonic progression; writing with first and second inversion triads; non-harmonic tones, cadences, phrases, and periods; uses of diatonic seventh chords. Binary and Ternary forms.
Prerequisites: MUSC 1011 or MUSC 1001

MUSC 1100. Music Appreciation (3)
An introduction to music history, music literature, and critical listening skills.

MUSC 1111. Aural Skills I (1)
Studies in interval recognition, triad and seventh chord recognition of basic elements of rhythm. Sight-singing, exercises in rhythmic, melodic, and harmonic dictation.
Prerequisites: MAUD with a score of 1

MUSC 1112. Aural Skills II (1)
Continued work in sight-singing, dictation; elementary work in improvisation.
Prerequisites: MUSC 1111

MUSC 1150. Class Piano for Non-MUSC Major (1)
A beginning course for non-music majors with little or no keyboard background. Emphasis on basic functional skills such as note-reading, chord knowledge, basic technique, elementary repertoire, and rudimentary music theory. May not be counted for credit towards fulfillment of any major or minor curriculum in music.

MUSC 1151. Class Piano I (1)
Develops basic piano skills in sight-reading, technique, keyboard harmony, harmonization, transposition, improvisation and ensemble playing.
Prerequisites: MAUD with a score of 1

MUSC 1152. Class Piano II (1)
Continued work in developing basic piano skills in sight-reading, technique, keyboard harmony, harmonization, transposition, improvisation and ensemble playing.
Prerequisites: MUSC 1151

MUSC 1310. Class Voice (1)
Group instruction in vocal performance.

MUSC 1330. Class Guitar (1)
Group instruction in guitar.

MUSC 1500. Applied Music Secondary (1)
Private secondary lessons in voice, piano and other instruments.
Prerequisites: MUSC 1710 (may be taken concurrently) or MUSC 3410 (may be taken concurrently)

MUSC 1710. Major Ensemble (1)
This course provides opportunity for students to demonstrate the ability to perform in ensemble that are varied both in size and nature. Successful audition required.
Prerequisites: MAUD with a score of 1
MUSC 2771. Diction for Singers II (1)
Study of the pronunciation of standard stage German (Buhnendeutsch), and classical artistic French (style soutenu) using the international Phonetic Alphabet, with a brief introduction to other issues of singing diction, such as Austro-German Latin.
Prerequisites: MUSC 1771

MUSC 2900. Intro. to Music Ed. and Tech. (2)
This course is designed to introduce students to real-life music education through structured observation of and interaction with local music educators. Students will also become familiar with technology, professional journals, and other resources specific to music education.
Prerequisites: MUSC 1012

MUSC 3102. History of Popular Music (3)
This course offers an overview of American popular music, exploring formal and stylistic origins of various genres and examining connections between popular music and traditional forms.
Prerequisites: ENGL 1102

MUSC 3150. Keyboard Harmony (2)
The development of advanced piano skills for piano performance majors and others who wish to develop more sophisticated keyboard skills beyond the degree requirements will be covered. Continued work in sight-reading, score-reading (open choral score and orchestral score), accompanying, harmonization, transposition, figured bass and improvisation as well as increased velocity in scale and arpeggio playing.
Prerequisites: MUSC 2152

MUSC 3220. Intro to Music Technology (3)
Introduction to recent development in musical technology, including analog and digital synthesizers, computer notation programs, MIDI, and digital sampling. Basic work in analog and digital recording.
Prerequisites: MUSC 2011

MUSC 3310. Intro Music Industry Studies (3)
This course will provide an introductory overview of the commercial music industry, including its history and development within the context of the production of multiple popular and traditional styles. The course explores how the music industry has developed in the United States. Students will consider how music (as well as musicians) has evolved into "product."
Prerequisites: MUSC 1012

MUSC 3410. Major Ensemble (1)
This course provides opportunity for student to demonstrate the ability to perform in ensemble that are varied both in size and nature. Successful audition required.
Prerequisites: MAUD with a score of 1

MUSC 3431. Beginning Conducting (1)
Explores the rudiments of conducting and gesture as it relates to sound. Students should obtain competency in beat patterns, cues, cutoffs, ictus, and other rudimentary skills. Ongoing growth, through frequent podium time, is expected in the areas of left-hand independence, score preparation and rehearsal techniques. The course regularly engages skills obtained in previous courses: music theory, music history, and aural skills especially. An emerging presence as a consummate musician should develop during each student’s podium time.
Prerequisites: MUSC 2011

MUSC 3432. Advanced Conducting (1)
Continued growth and mastery of the elements from Beginning Conducting. A strong command of transpositions, left-hand independence, complex rhythms, score preparation, and rehearsal techniques are additional goals by the course’s conclusion. This course also explores arranging and concert programming. As the culminating and final semester of the conducting sequence, the student’s cumulative musicianship should be present in their conducting and rehearsal techniques.
Prerequisites: MUSC 3431

MUSC 3450. String Methods and Materials (1)
Learning to play an instrument from the string family. Learning teaching methods and materials. Observation in the public schools.
Prerequisites: MUSC 1011

MUSC 3451. Brass Methods and Materials (1)
Methods and Materials of playing and teaching brass instruments. Evaluation of methods and materials.
Prerequisites: MUSC 1011

MUSC 3452. Percussion Methods & Materials (1)
Methods and materials of playing and teaching percussion instruments. Evaluation of methods and materials.
Prerequisites: MUSC 1011

MUSC 3453. Woodwind Methods and Materials (1)
Methods and materials of playing and teaching woodwind instruments. Evaluation of methods and materials.
Prerequisites: MUSC 1011

MUSC 3510. Chamber Ensembles (1)
Performance in small chamber ensembles appropriate to student’s major performance area.
Restrictions: Music - General, Music - General

MUSC 3550. Accompanying (1)
Development of technical and musical skills necessary to accompany vocalists and instrumentalists. Performance in small chamber ensembles appropriate to student’s major performance area.

MUSC 3570. Music Drama Workshop (1)
This course grants credit for performance in a staged production of music drama. This course provides students with the opportunity to study and apply the techniques of effective performance in all forms of music drama intended for theatrical, rather than concert, performance.

MUSC 3614. Music History Survey I (3)
Survey of Western music from antiquity through 1750.
Prerequisites: MUSC 2011 and ENGL 1102

MUSC 3615. Music History Survey II (3)
Survey of Western music from 1750 to present.
Prerequisites: MUSC 2011 and ENGL 1102

MUSC 3720. Art Song Literature (3)
A study of the literature of solo song, with particular attention to the national styles of solo song with piano accompaniment from 1800 to the present.
Prerequisites: MUSC 1012

MUSC 3730. Piano Literature (3)
Prerequisites: MUSC 1012 or MUSI 113

MUSC 3820. Improvisation (1)
Practical work in improvising in a variety of music styles.
Prerequisites: MUSC 2011
MUSC 3890. Junior Recital (0)
This course is a transcript marker indicating that a committee of faculty have approved the student's junior recital.
Prerequisites: MUSC 4500 (may be taken concurrently) and SOPH with a score of 1

MUSC 3910. Elementary Music Methods (3)
Principles and techniques for teaching music to children K through 8. Includes musical development of the young, program goals and content, methods, and assessment strategies.
Prerequisites: MUSC 2900

MUSC 3970. Form and Analysis (3)
Introduction to standard musical forms, including sectional forms, fugue and canon, sonata and sonatina forms, hybrid forms such as first-movement concerto form, sonata-rondo etc.
Prerequisites: MUSC 2012 or MUSI 203

MUSC 3990. Health and Wellness Perf Arts (3)
This course introduces and examines issues of health, well-being, and safety currently of concern in the performing arts industry. Topics including repetitive motion injuries, voice care, hearing health, workplace safety and environmental hazards will be presented and students will learn basic preventive and self-care strategies. Each student will study the discipline of Body Mapping in order to bring awareness to habitual patterns of tension and inefficient movement and to refine their body map in order to make art with efficient, healthy movement.
Prerequisites: ENGL 1101

MUSC 4310. Artist and Concert Management (3)
This course explores the evolving nature of the music industry as it relates to live performances. Students will explore copyright law, contract law, publicity, marketing, and promotions within the context of the touring artist and the performance event.
Prerequisites: MUSC 3310

MUSC 4400. Applied Music BM Music Ed (1)
Study in music performance in the student’s major performance area.
Prerequisites: MUSC 2500

MUSC 4500. Applied Music (1-2)
Study in music performance in the student’s performance area.
Prerequisites: (MUSC 1710 or MUSC 3410)

MUSC 4530. Musical Theatre (3)
A study of New Music Theatre forms including but not limited to the American Musical.

MUSC 4700. Vocal Pedagogy (3)
A study of the human voice, its registers, classification of voices, method of practicing, analysis, style, and selection of literature. Work in vocal pedagogy lab.
Prerequisites: MUSC 1012 or MUSI 113

MUSC 4710. Piano Pedagogy (3)
A study of current trends and methods used in teaching private and group piano lessons. Special emphasis on technical problems and appropriate literature.
Prerequisites: MUSC 1012 or MUSI 113

MUSC 4800. Selected Topics in Music I (3)
An exploration of various topics in music usually in a seminar format.

MUSC 4801. Selected Topics in Music II (3)
An exploration of various topics in music usually in a seminar format.

MUSC 4802. Selected Topics in Music III (3)
An exploration of various topics in music usually in a seminar format.

MUSC 4900. Independent Study (1-3)
A directed program of reading, research, service, and/or performance under the close direction of a faculty member.

MUSC 4910. Choral Methods and Lit. (2)
Designed to provide students with in-depth knowledge of choral techniques and literature. Students will study practical conducting strategies while acquiring the knowledge of choral repertoire suitable to public school settings.
Prerequisites: MUSC 2900 or MUSC 3430 or MUSC 3911

MUSC 4922. Inst. Methods and Materials I (2)
Methods and materials of teaching instrumental music. Evaluation of methods and materials.
Prerequisites: MUSC 2012

MUSC 4923. Inst. Methods and Materials II (2)
Methods and Materials of teaching elementary instrumental music. Evaluation and implementation of methods and materials.
Prerequisites: MUSC 2900 or MUSC 3910

MUSC 4930. Student Teaching (12)
Full-time supervised teaching of music in school settings. To be taken during the student’s final semester of the program.
Prerequisites: MUSC 4920

MUSC 4990. Music Capstone (3)
A major final project (performance and/or research based, significant internship experience, etc.) for the Bachelor of Arts in Music. Normally taken in the student’s last semester of study.

Nursing (NURS)

NURS 3101. Professional Issues (3)
This course is designed to enhance the registered nurse's perception of the role of the professional practitioner in meeting the health needs of society. Selected theories, issues and trends in nursing will be analyzed. Historical, societal, political, ethical and legal factors impacting the profession will be explored. Modular seminar topics include a wide range of current selected topics driven by the current professional and social environment. (For R.N.-B.S.N. student only.)
Prerequisites: NURS 3110 (may be taken concurrently) or HLTH 3110 (may be taken concurrently)
Restrictions: RN Completion

NURS 3110. Interactive Communication (3)
This course focuses on ways to improve interpersonal skills in personal and professional settings. Students learn a specific set of communication techniques, identify their strengths and weaknesses, and strive to improve their interpersonal effectiveness. Content includes relationship development, assertiveness, giving and taking criticism, group dynamics, crisis intervention, conflict resolution and problem solving.
NURS 3197. Professional Nursing Practice (3)
This course is designed to enhance and facilitate the development of the RN student to the role of a BSN prepared professional nurse. The focus is on developing personal and professional growth to promote better advocacy, critical thinking, educator skills, effective communication, and leadership abilities in a complex healthcare environment. Course content includes concepts from historical contributions and theories that have guided the profession, to promoting professional philosophies, visions, and practices to help prepare for future trends in healthcare. Topics relate to culture and diversity, professional ethics, political and legal issues in nursing, and technology. Students will apply knowledge of standards of practice, evidence-based practice, and caring science to course topics. Students must pass with a C in order to continue progression.

NURS 3200. Health Assessment (3)
This course provides the learner with basic knowledge about assessment of the health status of adults. Developmental and cultural variations across the lifespan are examined. The focus of the course is on wellness maintenance, interviewing skills in obtaining health histories, performing physical examinations in a supervised laboratory environment and use of critical thinking skills to identify risk factors for actual and potential alterations in health. Identifying selected abnormal physical findings when conducting a head-to-toe physical examination is emphasized.

Restrictions: Nursing - Basic Licensure

NURS 3201. Health Assessment for RNs (2)
This course provides the RN learner with the knowledge necessary to perform a health assessment on adults and use critical thinking skills to identify risk factors for actual or potential alterations in health. Emphasis will be placed on interviewing skills in taking a health history and differentiating between normal and abnormal physical findings when conducting a head-to-toe physical examination.

Prerequisites: NURS 3202 (may be taken concurrently)
Restrictions: RN Completion

NURS 3202. Health Assessment Lab for RN's (1)
Provides the learner with the opportunity to develop the skills necessary to perform a systematic health assessment and physical exam on adults from diverse cultural back-grounds. Lab time is structured to facilitate skill development in individuals with nursing experience.

Prerequisites: NURS 3201 (may be taken concurrently)
Restrictions: RN Completion

NURS 3297. Nursing Research Application (3)
This course is designed to provide the registered nurse with an overview of the major research concepts as applied to the profession of nursing, to scholarship, and to clinical practice. Analysis, critique, and interpretation of qualitative and quantitative research approaches, including ethical implications, for evidence-based nursing practice will be examined. Emphasis is placed on how to critique, analyze, and apply published and empirical research findings to evidence-based nursing practice. Students must pass with a C in order to continue progression.

NURS 3300. Health Illness Transitions (6)
This course is designed to introduce students to the roles and issues of the professional nurse and to provide a theoretical and practical basis for the application of nursing therapeutics essential to the general care of individual clients experiencing developmental and health-illness transitions across the lifespan. Students are expected to apply assessment and communication principles in identifying needs of individuals with acute health-illness transitions. Concepts highlighted in this course are theoretical perspectives on health-illness, developmental, situational, role transitions in the nursing profession and several medical-surgical conditions along with nursing implications. Emphasis in this course is on the introduction of basic principles necessary for promoting a healthy outcome in meeting holistic needs of the individual client.

Prerequisites: (NURS 3110 (may be taken concurrently) or HLTH 3110 (may be taken concurrently) and NURS 3200 (may be taken concurrently))
Restrictions: Nursing - Basic Licensure

NURS 3300L. Health Illness Trans Practicum (3)
This course focuses on the clinical application of concepts taught in NURS 3300 and NURS 3200. Students will apply theoretical concepts through hands-on activities. Learning experiences are designed to allow students to participate in interdisciplinary collaboration, apply teaching and learning principles and develop beginning skills in nursing therapeutics as related to health promotion. Students will have the opportunity to continue to develop assessment and nursing therapeutic skills in meeting the holistic needs of individual clients with acute health-illness transitions.

Prerequisites: NURS 3300 (may be taken concurrently)

NURS 3301. Health Promotions (3)
This course is designed to introduce the student to roles and issues for the professional nurse. Concepts highlighted in this course are theoretical perspectives on health-illness, developmental, situational, and role transitions in the nursing profession. In addition, the course emphasizes the nurse's role in promoting individual and family health across the lifespan. Prerequisite: BSN Admission.

NURS 3301L. Health Promotions Practicum (1)
This course is designed to allow the student to focus on the application of the theoretical concepts related to the role of the professional nurse in promoting individual and family health across the lifespan. Activities are designed to allow students to participate in interdisciplinary collaboration, application of teaching and learning principles, and to develop beginning skills in nursing therapeutics as related to health promotion. Prerequisite: BSN Admission.

NURS 3383. Clinical Nursing Pharmacology (3)
This course presents an overview of the categories of pharmacological agents and their clinical application as they relate to clients experiencing acute and chronic health conditions. Students will identify important considerations to promote optimal wellness for patients across the lifespan as recipients of pharmacology.

Prerequisites: NURS 3200 and NURS 3300 and NURS 3300L and (NURS 3110 or HLTH 3110)
NURS 3397. Health Assessment (3)
This course is a study of the advanced knowledge and skills beyond the Associates’ degree in Nursing, designed to enhance health assessment for nursing practice in the care of individuals across the lifespan. Theory and skills essential to completing a comprehensive and holistic health history and physical examination are emphasized. In addition, the holistic delivery of care will include cultural, spiritual, nutritional, alternative, complementary therapies, and health promotion for the delivery of safe and person-centered care. The importance of comprehensive and accurate documentation as a tool for effective communication amongst the interdisciplinary team is reviewed. Students must pass with a C in order to continue progression.

NURS 3401. Health Illness Transitions I (3)
This course is designed to provide a theoretical & practical basis for the application of nursing therapeutics essential to the general care of individual clients experiencing developmental and health-illness transitions across the lifespan. Students are expected to apply assessment and communication principles in identifying needs of individuals with acute health-illness transitions. Emphasis in this course is on the introduction of basic principles necessary for promoting a healthy outcome in meeting holistic needs of the individual client.
Prerequisites: (HSCI 3110 may be taken concurrently) or NURS 3110 (may be taken concurrently) or HLTH 3110 (may be taken concurrently)

NURS 3401L. Health Illness Trans I Pract. (2)
This course focuses on the clinical application of concepts learned in NURS 3401 and previous courses. Students will have the opportunity to continue to develop assessment and nursing therapeutic skills in meeting holistic needs of the individual client with acute health-illness transitions.
Prerequisites: NURS 3301L (may be taken concurrently)

NURS 3501. Psychosocial Transitions (3)
This course focuses on theory and practice considerations for clients experiencing situational, developmental, and health-illness transitions affecting their mental health. Emphasis is placed on understanding the clients’ perceptions within context of their current mental status, biological factors, risk factors and cultural background, in order to design appropriate professional nursing interventions.
Prerequisites: NURS 3200 (may be taken concurrently) and NURS 3300 and NURS 3301L and (NURS 3110 and HLTH 3110)

NURS 3501L. Psychosocial Transitions Prac. (2)
This course focuses on clinical applications of theory and research related to clients experiencing situational, developmental, and health-illness transitions affecting their mental health. Emphasis is placed on the development of communication skills, critical thinking, and interdisciplinary collaboration to facilitate healthy adaption to psychosocial stressors and recovery from mental health problems. A variety of acute care and community health care settings will be used.
Prerequisites: NURS 3300L

NURS 3528. Forensic Nursing for RNs (1)
This course provides the student with an overview of the practice of forensic nursing. Observation experiences may be provided in area hospitals, police departments, and rape advocacy centers. Students will have exposure to different aspects of forensic nursing including evidence collection, violence identification, victim advocacy, and interacting in the criminal justice system.

NURS 3701. Health Illness Transitions II (3)
This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics in the provision of holistic care for the adult clients and their families experiencing development, situational, and health-illness transitions. Emphasis will be on integration of nursing therapeutics with specific pathophysiologic concepts commonly experienced by the adult client. Responses of the individual and family in transition will also be addressed.
Prerequisites: NURS 3200 and NURS 3300 and NURS 3300L and (NURS 3110 or HLTH 3110)

NURS 3701L. Health Illness Trans. II Pract. (2)
This course provides the learner the opportunity to build upon the concepts, skills, and theories introduced in NURS 3401 and previous courses. The course provides opportunities to enhance integration of concepts into the practice setting appropriate for adult individuals and families in transition. Students gain experience in the application of nursing therapeutics in a variety of acute care and community health care settings.
Prerequisites: NURS 3300L

NURS 4000. Developmental Transitions I (3)
This course is designed to provide a theoretical and practical basis for the application of nursing therapeutics, in the provision of comprehensive care for childbearing individuals and families. Concepts highlighted in this course include sexuality and reproduction. Course content examines developmental, situational, and health-illness transitions experienced by childbearing individuals and families.
Prerequisites: (NURS 3501 and NURS 3701 and NURS 3383)
Restrictions: Nursing - Basic Licensure

NURS 4000L. Developmental Transitions I Pr (2)
Within the context of the concepts learned in NURS 4000 and previous courses, students will integrate the role of the nurse to enhance health promotion and illness prevention in order to promote healthier outcomes. Emphasis is placed on the application of nursing therapeutics to meet the holistic needs of the individual and family in the childbearing years. A variety of acute care and community health care settings will be used.
Prerequisites: NURS 3501L and NURS 3701L
Restrictions: Nursing - Basic Licensure

NURS 4100. Nursing Research (3)
This course emphasizes the critical review and evaluation of research articles and application of research findings to practice. Specific aspects of the research process are discussed from both a quantitative and qualitative approach, as a foundation to being an informed consumer of research. Building a scientific basis for practicing nursing is studied as a method for improving the quality of nursing practice. For basic licensure students, completion of all 3000-level NURS courses is recommended prior to taking this course.
Prerequisites: (MATH 1231 or MATH 1401 or HSCI 2201) and (NURS 3101 or NURS 3701) and NURS 3383 and NURS 3501

NURS 4200. Research for Evi Based Practic (3)
An introduction to the research process and the skills required to interpret, evaluate, and integrate knowledge generated from research as a foundation for evidence-based practice. Human subject’s rights and ethical aspects of research are discussed. Scientific investigation is studied as a method of evaluating and improving professional practice.
Restrictions: RN Completion
NURS 4201. Developmental Transitions II (3)
This course is designed to provide a theoretical & practical basis for the application of nursing therapeutics, in the provision of comprehensive care for children and their families. Course content examines developmental, situational, and health-illness transitions experienced by individual pediatric clients and their families.
**Prerequisites:** (NURS 3501 and NURS 3701 and NURS 3383)
**Restrictions:** Nursing - Basic Licensure

NURS 4201L. Dev. Transitions II Practicum (2)
Within the context of the concepts learned in NURS 4201 and previous courses, students will integrate the role of the nurse to enhance health promotion and illness prevention in order to promote healthier outcomes. Emphasis is placed on the application of nursing therapeutics to meet the holistic needs of the individual & family from birth to adolescence. A variety of acute care and community health care settings will be used.
**Prerequisites:** NURS 3701L
**Restrictions:** Nursing - Basic Licensure

NURS 4300. Nursing Leadership & Mgmt RNs (4)
This RN Completion program course is designed as a synthesis experience for the RN_BSN student that examines management and leadership concepts. Concepts addressed in this course include leadership and management theories and frameworks, standards of professional nursing practice, the health care environment, organizational factors and strategic planning, professional development, leadership/management.
**Prerequisites:** NURS 3101

NURS 4400. Comm & Pop-Foc Nurs Pract RNs (4)
This RN Completion program course is designed to examine community and population focused nursing practice as it applies to groups and aggregates in various health care settings. The course extends previously acquired competencies as it explores public health principles along with the nursing science and skills necessary in promoting wellness, preventing disease, and reducing risk for vulnerable populations. Community assessment, epidemiology, international health, environmental issues, and disaster preparedness are used to guide evidence-based population-focused nursing care.
**Prerequisites:** NURS 3101

NURS 4401. Health Illness Transitions III (3)
This course is a continuation of Health-Illness II in providing a theoretical and practical basis for the application of nursing therapeutics in the provision of holistic care for clients and their families experiencing developmental, situational, and health-illness transitions. Emphasis will be on the provision of holistic care of individuals and families experiencing multisystem health-illness transitions.
**Prerequisites:** (NURS 4000 and NURS 4201 and NURS 4100)
**Restrictions:** Nursing - Basic Licensure

NURS 4401L. Hlth Illness Transitions III P (3)
This course focuses on the management of groups of clients and their families experiencing multisystem health-illness transitions. The course provides opportunities to validate competencies of a beginning professional nurse while enhancing synthesis of concepts learned in all Health-Illness courses. A variety of acute care and community health care settings will be used.
**Prerequisites:** NURS 4201L and NURS 4000L
**Restrictions:** Nursing - Basic Licensure

NURS 4497. Community Health Nursing (3)
This course is designed to examine the concepts and principles of community and population health nursing. The course will provide an overview of health issues that transcend borders, class, race, ethnicity, and culture. Emphasis is placed on roles, levels of prevention, principles of epidemiology, public health policy, and disaster preparedness. Students must pass with a C in order to continue progression.
**Prerequisites:** (NURS 4000 and NURS 4201 and NURS 4100 and NURS 4401 (may be taken concurrently) and NURS 4601 (may be taken concurrently))
**Restrictions:** Nursing - Basic Licensure

NURS 4503. RN Practicum (3)
This practicum course enables RN students to expand their clinical expertise and broaden their exposure to the roles of nurses.
**Prerequisites:** NURS 3197 and NURS 3397

NURS 4597. Leadership and Management (3)
This course introduces the leadership roles and management functions of professional registered nurses within the structure of an organization. The management process provides the foundational structure for the course, while the theoretical framework for this course is established through exploration of leadership styles, organizational theory, and management theory. Quality assurance and the provision of evidence-based, patient-centered care and collaborative relationships are emphasized. The impact of political and legislative processes, the integration of informatics, and the legal and ethical issues in management are also discussed. Students must pass with a C in order to continue progression.

NURS 4601. Organizational Transitions (4)
This course is designed to examine leadership and management theory as they apply to groups and aggregate populations in various health care settings. The student, as a manager, focuses on the role of the nurse in wellness promotion, epidemiology, international health, environmental issues, and the effect of nursing within health care systems. Competencies previously acquired are extended to include principles of management & leadership, and their application to groups in transition.
**Prerequisites:** (NURS 4000 and NURS 4201 and NURS 4100)
**Restrictions:** Nursing - Basic Licensure

NURS 4601L. Organizational Transitions P (1)
This is designed to allow students to apply leadership and management principles with groups and aggregate populations in various health care settings. Learning experiences focus on synthesizing concepts acquired in NURS 4601 and prerequisite courses such as communication, critical thinking, teaching/learning, and nursing process while validating competencies expected of a beginning professional nurse.
**Prerequisites:** NURS 4000L and NURS 4201L
**Restrictions:** Nursing - Basic Licensure
NURS 4950. Independent Study (1-5)
Independent study is arranged with a specific instructor in the area of interest. Outcome goals are written by the student and approved by the instructor. A student who plans to carry out the research proposal submitted in NURS 4100 should register for NURS 4950.
Restrictions: Nursing - Basic Licensure

PACE Academic Community Engagement (EXEL)

EXEL 4001. PACE Independent Study (3)
This course provides students with the opportunity to apply disciplinary content to community engagement projects.

Paralegal Studies (PARA)

PARA 1101. Introduction to Law & Ethics (3)
This course provides an overview of the legal system and the role of attorneys and paralegals within the system. The course also focuses on critical thinking, communication skills, case analysis, criminal and civil laws, and ethical issues confronted by legal professionals.

PARA 2203. Civil Litigation (3)
This course focuses on drafting skills and the procedural rules and statutes governing state and federal civil courts. It is designed to take the student through all facets of a case: the initial client interview, the initiation of a case (or alternative dispute remedies), preparation of pleadings and discovery, motion practice, drafting of settlement and trial documents and the appellate process.
Prerequisites: PARA 1101 (may be taken concurrently)

PARA 2205. Legal Research & Writing (3)
This course focuses on federal and state legal research utilizing print and online resources. Students will also learn proper legal citation and grammar usage skills and how to perform legal analysis. This course requires extensive independent research and writing time.
Prerequisites: PARA 1101 (may be taken concurrently) or CRJU 1150 (may be taken concurrently) or POLS 1101 (may be taken concurrently)

PARA 2207. Criminal Litigation (3)
This course focuses on the criminal justice system and related statutes and constitutional issues. Students learn substantive and procedural rules and become familiar with pleadings filed in criminal court by prosecutors and defense attorneys.
Prerequisites: PARA 1101 (may be taken concurrently) or LGST 1101 (may be taken concurrently)

PARA 2209. Business Organizations (3)
This course focuses on the legal rules commonly applied in commercial settings, the basic concepts of contract law, and the formation, operation and dissolution of business entities, such as sole proprietorships, general partnerships, limited partnerships, and corporations.
Prerequisites: PARA 1101 (may be taken concurrently)

PARA 2211. Computers in the Law (3)
This course introduces students to computer applications commonly used in a legal environment. Students gain hands-on experience working with software used for litigation and graphic support, case management and docket control, timekeeping and billing, advanced word processing and spreadsheets, trial preparation, eDiscovery, and web conferencing.
Prerequisites: PARA 1101 (may be taken concurrently)

PARA 2213. Real Estate Law (3)
This course examines real property law concepts, with a focus on the buyer-seller relationship, title examinations and title insurance, and closing procedures. Students prepare a closing statement and draft other documents needed to prepare for a real estate closing.
Prerequisites: PARA 1101 (may be taken concurrently)

PARA 2221. Bankruptcy/Debtor-Creditor Rel (3)
This course teaches students to learn about the documents filed in bankruptcy court by attorneys representing debtors and creditors in Chapter 7, 11 and 13 cases. In addition, the course will discuss collection remedies on judgments obtained in civil court by secured and unsecured creditors.
Prerequisites: PARA 1101 and PARA 2203 and PARA 2205 and PARA 2209

PARA 2222. Occupational Internship (3)
A minimum of 150 hours of on-the-job paralegal or other substantive law-related training in an approved work situation. Students work an average of 10-15 hours each week. Prerequisite(s): Completion of at least 75% of all paralegal career courses and program approval.

PARA 2223. Wills, Trusts and Probate Law (3)
This course teaches students the terminology and laws applicable to wills and trusts, and how to prepare these documents. Students also learn the procedural rules of Probate Court.
Prerequisites: PARA 1101 (may be taken concurrently)

PARA 2225. Family Law (3)
This course focuses on marriage, annulment, antenuptial agreements, divorce and adoption. Students prepare all of the documentation necessary to file a divorce.
Prerequisites: PARA 1101 (may be taken concurrently)

PARA 2227. Health Care Law (3)
This course teaches students the legal issues involved in the health care industry. Students review and analyze contracts prepared by paralegals and attorneys for hospitals, doctors and Health Maintenance Organizations.
Prerequisites: PARA 1101 and PARA 2203 and PARA 2205 and PARA 2209

PARA 2229. Intellectual Property Law (3)
This course takes a practice-oriented approach to the fields of patent, trademark, and copyright litigation and persecution.
Prerequisites: PARA 1101 and PARA 2203 and PARA 2205 and PARA 2209

PARA 2231. Administrative Law (3)
This course explores the interaction between legal professionals and administrative agencies. Topics include the Administrative Procedures Act and related statutes and administrative rules, in areas such as environmental and social security law.
Prerequisites: PARA 1101 and PARA 2203 and PARA 2205 and PARA 2209

PARA 2235. Law Office Skills (3)
This course involves the student in practical problem solving and hands-on scenarios that may occur in a law office, such as those regarding ethical issues, written communications, document management, and timekeeping/billing procedures.
Prerequisites: PARA 1101 (may be taken concurrently)

PARA 2500. Special Topics in Paralegal St (3)
The study of selected topics or current issues in the law relevant to paralegal studies.
Prerequisites: PARA 1101 or CRJU 1150 or POLS 2101 or SOCI 1101
PARA 2501. Special Topics in Paralegal St (3)
The study of selected topics or current issues in the law relevant to paralegal studies.
Prerequisites: PARA 1101 or CRJU 1150 or POLS 2101 or SOCI 1101

PARA 2502. Special Topics in Paralegal St (3)
The study of selected topics or current issues in the law relevant to paralegal studies.
Prerequisites: PARA 1101 or CRJU 1150 or POLS 2101 or SOCI 1101

PARA 2503. Special Topics in Paralegal St (3)
The study of selected topics or current issues in the law relevant to paralegal studies.
Prerequisites: PARA 1101 or CRJU 1150 or POLS 2101 or SOCI 1101

PARA 2504. Special Topics in Paralegal St (3)
The study of selected topics or current issues in the law relevant to paralegal studies.
Prerequisites: PARA 1101 or CRJU 1150 or POLS 2101 or SOCI 1101

Philosophy (PHIL)

PHIL 2010. Introduction to Philosophy (3)
Introduction to the central issues, questions, and theories of Western Philosophy. Topics covered include logic and critical thinking; religion; knowledge and skepticism; philosophy of mind; freedom and determinism; and ethics. Students are expected to engage in philosophical discussion based on primary and secondary texts.

PHIL 2030. Ethics/History/Cntmpry Persp (3)
An examination of the central questions of moral philosophy through the reading and discussion of representative texts of major philosophers and the application of moral reasoning to contemporary ethical issues and problems in fields such as communications, medicine, business and the environment. Topics addressed include the meaning of "good and "bad," right conduct, happiness and well-being, moral character and justice.
Prerequisites: ENGL 1102 or ENGL 102 or ENGL 112

PHIL 2040. Intro to Aesthetics (3)
An introduction to the philosophical questions "what do you mean?" and "How do you know?" in the realm of aesthetics, most particularly in the arts. Through readings and discussions of representative philosophical texts and with close attention to aesthetic objects themselves, questions such as the following will be examined. What is artistic expression? What do works of art mean? Is there a general definition of art? What makes a work of art good? Critical thinking and communication skills are emphasized.

PHIL 3200. Ancient Philosophy (3)
The course studies philosophical literature of the eighth century B.C.E. throughout the third century C.E., including Pre-Socratic thought, Epicureanism, Stoicism, and Skepticism, with special emphasis on Socrates, Plato, and Aristotle. This course is equivalent to the previously offered PHIL 3200.
Prerequisites: (ENGL 1102 or ENGL 1101 or ENGL 112)

PHIL 3400. Medieval Philosophy (3)
The course studies philosophical literature of the third through fourteenth centuries B.C.E., including Porphyry, Boethius, Augustine, Anselm of Canterbury, Peter Abelard, Thomas Aquinas, Henry of Ghent, John Duns Scotus, William of Ockham, and John Buridan. This course is equivalent to the previously offered PHIL 3400.
Prerequisites: (ENGL 1102 or ENGL 1101 or ENGL 112)

PHIL 3600. Modern Philosophy (3)
The course studies philosophical literature of the 16th through the 18th centuries, through careful examination of, and critical engagement with, such figures as Hobbes, Descartes, Pascal, Locke, Leibniz, Spinoza, Berkeley, Hume and Kant. This course is equivalent to the previously offered PHIL 3600.
Prerequisites: ENGL 1102

PHIL 3800. Contemporary Philosophy (3)
An examination of works of major thinkers of the 20th century. Philosophers to be studied include Martin Heidegger, Jean-Paul Sartre, and Simon De Beauvoir, from Germany and France, and C. S. Peirce and John Dewey, from the U.S. This course is equivalent to the previously offered PHIL 3800.
Prerequisites: (ENGL 1102 or ENGL 1101 or ENGL 112)

PHIL 4200. Philosophy of Religion (3)
This course studies world literature on the philosophy of religion. Topics include proofs of God's existence, science and religion, the problem of evil, reason and religion experience, religious pluralism, free will, and life after death.
Prerequisites: (ENGL 1102 or ENGL 102 or ENGL 112)

PHIL 4800. Special Topics in Philosophy (3)
An examination of selected topics or philosophical movements, such as Women and Philosophy, Philosophy of Law, Eastern Philosophy, and Existentialism.
Prerequisites: ENGL 1102

PHIL 4801. Special Topics in Philosophy (3)
An examination of selected topics or philosophical movements, such as Women and Philosophy, Philosophy of Law, Eastern Philosophy, and Existentialism.
Prerequisites: ENGL 1102

PHIL 4802. Special Topics in Philosophy (3)
An examination of selected topics or philosophical movements, such as Women and Philosophy, Philosophy of Law, Eastern Philosophy, and Existentialism.
Prerequisites: ENGL 1102

PHIL 4803. Special Topics in Philosophy (3)
An examination of selected topics or philosophical movements, such as Women and Philosophy, Philosophy of Law, Eastern Philosophy, and Existentialism.
Prerequisites: ENGL 1102

PHIL 4804. Special Topics in Philosophy (3)
An examination of selected topics or philosophical movements, such as Women and Philosophy, Philosophy of Law, Eastern Philosophy, and Existentialism.
Prerequisites: ENGL 1102

PHIL 4900. Directed Study (3)
The student, with the advice and permission of the directing professor, selects the topic and submits a prospectus for department approval before the semester in which the course is to be taken.
Physics (PHYS)

PHYS 1111. Introductory Physics I (3)
An introductory course which will include mechanics (kinematics, dynamics, work and energy, momentum and collisions, and rotational motion and statics), and may also include thermodynamics and waves. Elementary algebra and trigonometry will be used.
Prerequisites: PHYS 1111L (may be taken concurrently) and (MATH 1112 or MATH 1113 or MATH 1501 (may be taken concurrently))

PHYS 1111L. Introductory Physics Lab I (1)
Laboratory accompanying PHYS 1111. The experiments performed will cover topics of mechanics (kinematics, dynamics, work and energy, momentum and energy conservation and rotational motion), and may also include hydrodynamics, thermodynamics and waves/oscillations.
Prerequisites: PHYS 1111 (may be taken concurrently)

PHYS 1112. Introductory Physics II (3)
An introductory course which will include electrostatics, electric current and circuits, and electromagnetism, and may also include optics and modern physics. Elementary algebra and trigonometry will be used.
Prerequisites: PHYS 1111 PHYS 1112L (may be taken concurrently) and PHYS 1111L

PHYS 1112L. Introductory Physics Lab II (1)
Laboratory accompanying PHYS 1112. The experiments performed will cover topics of electrostatics, electric current and circuits, and electromagnetism, and optics.
Prerequisites: PHYS 1112 (may be taken concurrently)

PHYS 2211. Principles of Physics I (3)
An introductory course which will include mechanics (kinematics, dynamics, work and energy, momentum and collisions, and rotational motion and statics), and may also include thermodynamics and waves. Elementary calculus will be used.
Prerequisites: PHYS 2211L (may be taken concurrently) and MATH 1501 (may be taken concurrently)

PHYS 2211K. Principles of Physics & LAB (4)
An introductory course which will include material from mechanics, thermodynamics and waves. Elementary differential calculus will be used. This course has a laboratory component that requires a lab kit.
Prerequisites: (MATH 1501 and ECOR with a score of C)

PHYS 2211L. Principles of Physics Lab I (1)
Laboratory accompanying PHYS 2211. The experiments performed will cover topics of mechanics (kinematics, dynamics, work and energy, momentum and energy conservation and rotational motion), and may also include hydrodynamics, thermodynamics and waves/oscillations.
Prerequisites: PHYS 2211 (may be taken concurrently)

PHYS 2212. Principles of Physics II (3)
An introductory course which will include electrostatics, electric current and circuits, and electromagnetism, and may also include optics and modern physics. Elementary calculus will be used. Calculus II course is strongly recommended to be taken concurrently or earlier.
Prerequisites: PHYS 2212L (may be taken concurrently) and MATH 1501 (may be taken concurrently) and (PHYS 2211 and PHYS 2211L)

PHYS 2212K. Principles of Physics II (4)
An introductory course that will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used. This course has a laboratory component that requires a lab kit.
Prerequisites: MATH 1151 and PHYS 2211K

PHYS 2212L. Principles of Physics Lab II (1)
Laboratory accompanying PHYS 2212. The experiments performed will cover topics of electrostatics, electric current and circuits, and electromagnetism, and optics.
Prerequisites: PHYS 2212 (may be taken concurrently) and (PHYS 2211 and PHYS 2211L)

PHYS 2454. Statics (3)
This is a pre-engineering/applied mathematics course that will cover the following topics: forces, moments, couples, equilibrium, equipollent systems, resultants, distributed forces, equilibrium analysis, free-body diagrams, practical examples, trusses, methods of joint and sections, multi-force members, shear-force and bending-moment diagrams, statics and structural design, coulomb friction, centroids and center-of-mass.
Prerequisites: PHYS 2211

PHYS 3141. Thermodynamics (3)
Introduction to the basic ideas and principles of thermodynamics such as thermodynamic properties, energy and mass conservation, entropy and the second law. Second-law applications to the analysis of thermodynamic systems, gas cycles and vapor cycles are discussed.
Prerequisites: PHYS 2211

PHYS 3213. Prin of Physics II - Modern (3)
A survey of 20th and 21st century physics. Topics include Special Theory of Relativity, Planck's Theory of Radiation, particle/wave duality, Schrodinger equation solution for simple potentials, and properties of one-electron atom. Applications of quantum principles to multi-electron atoms, solids, molecular and nuclear structures may also be discussed. Additional topics of General Theory of Relativity and Cosmology are often included.
Prerequisites: PHYS 2212 and MATH 3303 (may be taken concurrently)

PHYS 3214. Classical Mechanics (3)
Course topics include an extended review of vector algebra, Newtonian mechanics, many body systems, motion in central fields, small oscillations, rotation of rigid bodies, Lagrangian equations, canonical equations of motion and non-inertial reference frames.
Prerequisites: (PHYS 2212 and MATH 3303 and MATH 2503 (may be taken concurrently))

PHYS 3220. On-Campus Internship I (3)
This is an internship program for selected students who will perform supervised work related to physics and/or pedagogy in conjunction with physics faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.
Prerequisites: (PHYS 1112 and PHYS 1112L) or (PHYS 2212 and PHYS 2212L)

PHYS 3221. On-Campus Internship II (3)
This is an internship program for selected students who will perform supervised work related to physics and/or pedagogy in conjunction with physics faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.
Prerequisites: (PHYS 1112 and PHYS 1112L) or (PHYS 2212 and PHYS 2212L)

PHYS 3223. On-Campus Internship (3)
This is an internship program for selected students who will perform supervised work related to physics and/or pedagogy in conjunction with physics faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.
Prerequisites: (PHYS 1112 and PHYS 1112L) or (PHYS 2212 and PHYS 2212L)
PHYS 3224. Introductory Research (3)
This course is a supervised introductory research experience with Biology faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other Clayton State University faculty.
Prerequisites: (PHYS 1112 and PHYS 1112L) or (PHYS 2212 and PHYS 2212L)

PHYS 3230. Introductory Research I (3)
This course is a supervised introductory research experience with Physics faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other Clayton State University faculty.
Prerequisites: (PHYS 1112 and PHYS 1112L) or (PHYS 2212 and PHYS 2212L)

PHYS 3231. Introductory Research II (3)
This course is a supervised introductory research experience with Physics faculty at Clayton State University. Students must articulate clear project goals and objectives. Students will learn to demonstrate use of scientific literature, and document their progress using a research notebook. The project will be summarized in a written research paper and an oral presentation to the department faculty. Students will be assigned a grade for this course based on evaluation by the supervisor and other Clayton State University faculty.
Prerequisites: (PHYS 1112 and PHYS 1112L) or (PHYS 2212 and PHYS 2212L)

PHYS 3454. Statics (3)
This is a pre-engineering/applied mathematics course that will cover the following topics: forces, moments, couples, equilibrium, equipollent systems, resultants, distributed forces, equilibrium analysis, free-body diagrams, practical examples, trusses, methods of joint and sections, multi-force members, shear-force and bending- moment diagrams, statics and structural design, coulomb friction, centroids and center-of-mass.
Prerequisites: PHYS 2211

PHYS 3455. Dynamics-Particles & Bodies (3)
Topics include kinematics and kinetics of particles and rigid bodies using force, energy and momentum methods in one, two, and three dimensions.
Prerequisites: PHYS 3454

PHYS 3650. Modern Physics (3)
An introductory course to Modern Physics which includes material from relativity, quantum mechanics, models of the atom, lasers, solid state physics, nuclear physics, and elementary particles. Study is focused on contemporary applications including those to biology and medicine, such as the physical basis for MRI, PET and others.
Prerequisites: PHYS 1111

PHYS 3650L. Modern Physics Laboratory (1)
This is a laboratory accompanying PHYS 3650 / PHYS 3213.
Prerequisites: PHYS 3650 (may be taken concurrently) or PHYS 3213 (may be taken concurrently)

PHYS 3651. Principles of Medical Devices (3)
This course covers the physical aspects that underline the functionality of the commonly used medical devices. The overview of physics behind the devices from a simple optical microscope to defying the optical limits is presented in the course, as well as the principles behind common modern devices such as MRI, X-Ray, PET-Scan and others. Additional topics that may be explored include latest technology advances available, including the overview of data processing methods used in the modern technology.
Prerequisites: PHYS 1112

PHYS 4215. Electricity and Magnetism I (3)
A survey of electro and magnetostatics. Topics include Coulomb's Law, Ampere's Law, scalar and vector potentials, and Laplace's equation.
Prerequisites: (PHYS 2212 and MATH 2503)

PHYS 4216. Methods of Mathematical Phys (3)
A survey of the mathematical techniques required for the description of physical systems and their analytical and/or numerical solutions.
Prerequisites: (PHYS 2212 and MATH 2503 and MATH 3303)

PHYS 4217. Intro to Quantum Mechanics (3)
Introduction to the fundamentals of quantum mechanics. Topics covered are Schrodinger’s formulation of quantum mechanics and its application to simple systems, perturbation theory, one-electron atoms, spin, identical particles, multi-electron atoms and introduction to operators.
Prerequisites: PHYS 3213 and PHYS 3214

PHYS 4222. Physics Research Practicum (3)
Research experience for students in Physics. Practicum assignments must be approved by the student’s major advisor and the Physics faculty.
Prerequisites: (PHYS 1112 and PHYS 1112L) or (PHYS 2212 and PHYS 2212L)

PHYS 4230. Physics Research Practicum I (3)
Research experience for students in Physics. Practicum assignments must be approved by the student’s major advisor and the Physics faculty.
Prerequisites: (PHYS 1112 and PHYS 1112L) or (PHYS 2212 and PHYS 2212L)

PHYS 4231. Physics Research Practicum II (3)
Research experience for students in Physics. Practicum assignments must be approved by the student’s major advisor and the Physics faculty.
Prerequisites: (PHYS 1112 and PHYS 1112L) or (PHYS 2212 and PHYS 2212L)

Political Science (POLS)

POLS 1101. American Government (3)
An introductory level survey of the American political system in an international context, emphasizing across cultural approach to the study of the structure and processes of policy decision-making. The course incorporates comparison of the American political system and other types of political systems. The course also includes the study of world geography, emphasizing a knowledge of the global configuration of nation states.

POLS 2101. Intro to Political Science (3)
An introduction to concepts and methods appropriate to the understanding and analysis of individual and group political behavior and political systems.
Prerequisites: POLS 1101
POLS 2201. State & Local Government (3)
Provides an in depth study of the political process and administrative procedures used in American state and local governments to address social, economic, and political issues.
Prerequisites: POLS 1101 or POLI 101

POLS 2401. Intro to Global Issues (3)
An examination of current global issues.

POLS 3212. State & Local Government (3)
Provides an in depth study of the political process and administrative procedures used in American state and local governments to address social, economic, and political issues. Comparative analysis of relevant actors and strategies across the states is incorporated.
Prerequisites: POLS 1101 or POLI 101

POLS 3220. Judicial Process (3)
An introduction to the legal process as a whole, including the functions of courts, lawyers, and other actors in the legal system. Specific issues such as court reform, crime control, civil liberties, and civil rights will be covered. The Supreme Court and the development of constitutional interpretation through judicial decision-making will also be explored.
Prerequisites: (POLS 1101 or PARA 1101)

POLS 3231. Administrative Law (3)
This course discusses the importance of administrative law, how administrative agencies operate and are held accountable, and how professionals in the private and public sectors interact with administrative agencies. It includes a discussion of statutory and constitutional law and the interplay of administrative rules with other sources of legal authority.
Prerequisites: PARA 1101 (may be taken concurrently) or LGST 1101 (may be taken concurrently) or CRJU 1150 (may be taken concurrently) or POLS 2101 (may be taken concurrently)

POLS 3308. American Foreign Policy (3)
This seminar is designed to introduce students to the political and contemporary issues related to U.S. foreign policy. The course covers American foreign policy in the 20th century with an emphasis on national security issues. Then the course will proceed with an in-depth coverage of major groups and institutions involved in formulating American foreign policy. The particular focus will be on the roles of the presidency, Congress, executive branch (e.g., State Department), interest groups, mass media, and public opinion.
Prerequisites: POLS 1101

POLS 3320. Public Policy (3)
An analysis of selected public policy issues and the interplay of organizations and politics in the policy-making process.
Prerequisites: POLS 1101 or POLI 101

POLS 3323. Comparative Politics (3)
An introduction to the comparative approaches for the study of politics, focusing on patterns of development and change in contemporary political systems.
Prerequisites: POLS 1101 or POLI 101

POLS 3326. Human Rights (3)
Focuses on the historical roots of international human rights regime. It will examine the various actors and organizations in human rights debate, including: states, international organizations, non-governmental organizations and non-state actors. The course will challenge students to think as human rights advocates in the examination of issues such as the use of military force to promote human rights, war crimes, crimes against humanity, humanitarian intervention, women's rights, child labor, human trafficking and the international Criminal Court (ICC).
Prerequisites: POLS 1101 or POLI 101

POLS 3329. Pol. of the Developing World (3)
Provides students with an understanding of the diversity and complexities of the developing world, sometimes referred to as the "Third World," "Global South," "Less Developed World" and "Non Industrialized Countries." It will examine the general characteristics of developing countries as well as illuminate many contrasting features. Similarly, the course will familiarize students with the many challenges that these countries face, and acquaint students with the various mechanisms used to measure the levels of development in the developing countries.
Prerequisites: POLS 1101 or POLI 101

POLS 3343. Principles of Public Admin. (3)
Examines the methods and procedures of governmental administration and the control of public bureaucracies in democratic societies.
Prerequisites: POLS 1101 or POLI 101

POLS 3350. International Relations (3)
International Relations examines the international order, conflict and war, determinants of foreign policy, global actors and the dynamics of political interaction between nation-states.
Prerequisites: POLS 1101

POLS 3360. The U.S. Congress & Presidency (3)
Provides an overview of the U.S. Congress and Presidency. Topics may include elections, voting behavior of Congressional members, political parties, the multiple views of the committee system, and the interaction between the branches of government. Character typologies of the presidency, the internal organization of decision-making in the White House, and the relationship of the presidency to the public and the mass media will also be discussed. A portion of the course may be devoted to an examination of the campaign and election process.
Prerequisites: POLS 1101 or POLI 101

POLS 3380. The U.S. Congress & Presidency (3)
Examines the nature, structure, and functions of interest groups and political parties in differing national cultural contexts with particular attention to electoral activity and its role in the policy making process.
Prerequisites: POLS 1101 or POLI 101

POLS 3382. Women and Politics (3)
Provides an in-depth knowledge of themes pertaining to women in politics, both within the U.S. and the international sphere. Emphasis will be placed on the universal suffrage movements, women's social movements, and the participation of women in politics and public policy.
Prerequisites: POLS 1101 or POLI 101

POLS 3385. Campaigns and Elections (3)
Provides an in-depth look at the process of selecting governmental leaders in the United States. Includes a segment on foreign elections.
Prerequisites: POLS 1101 or POLI 101
POLS 3386. Mass Media and Politics (3)
Examines the role of the mass media in society. Emphasis is placed on the media's role in the social, legal, and political processes in the United States, as well as other democratic and non-democratic countries.
Prerequisites: POLS 1101 or POLI 101

POLS 3388. African American Politics (3)
An examination of African American political behavior, including the theoretical underpinnings of political action, the electoral preferences of African Americans, and the role of African Americans in United States political institutions.
Prerequisites: POLS 1101 or POLI 101

POLS 3390. International Organizations (3)
This course focuses on the ever-changing role that international organizations and non-governmental organizations play in international politics. Coverage will include theoretical and practical aspects of these organizations and the global problems that they attempt to address.
Prerequisites: POLS 1101 or POLI 101

POLS 4420. Political Philosophy (3)
Political Philosophy is a survey of the political thought such great thinkers as Machiavelli, Hobbes, Locke, Rousseau, Burke, Hume, Hegel, Mill and Marx emphasizing the aspects of their thought most relevant to the development of Western political institutions.
Prerequisites: POLS 1101

POLS 4421. Political Thought (3)
Introduces normative political theories about the moral foundations of politics to try to answer questions about how the world ought to work. Political thought is therefore a component of the realm of philosophical inquiry known as "ethics." The course covers different topics including, but not limited to, American exceptionalism, African-American political thought, and Feminist theory, but the focus will be on applying these to specifically political questions.
Prerequisites: POLS 1101 or POLI 101

POLS 4422. African Amer Political Thought (3)
African American Political Thought examines major African American Political thinkers and activists. Historical and contemporary thinkers will be included.
Prerequisites: POLS 1101

POLS 4425. Constitutional Law I: Institut (3)
Provides an in-depth study of the constitutional status of federalism, the separation of powers doctrine, and the constraints on the power of the United States Supreme Court by discussing relevant Supreme Court case law.
Prerequisites: POLS 1101 or POLI 101

POLS 4426. Constitutional Law II: Civil L (3)
Provides an in-depth study of the fundamental principles of individual rights in American federal constitutional law. It surveys the areas of due process, equal protection, state action, and the Bill of Rights. The course will also cover the broader theories of constitutional interpretation.
Prerequisites: POLS 1101 or POLI 101

POLS 4428. Jurisprudence (3)
The study of major topics in the philosophy of law concerning the relationship of law to morality, justice and social structure, the nature of law in general, the importance of the rule of law and limits to the rule of law; relevant legal theory, and examination of fundamental principles in specific areas of law and the application of legal concepts to contemporary American society.
Prerequisites: POLS 1101

POLS 4451. Politics of Europe (3)
Designed to acquaint students with political institutions and processed of individual European nations and regional organizations including NATO and the European Union in the post-Soviet era. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail.
Prerequisites: POLS 1101 or POLI 101 and (HIST 2111 or HIST 2112)

POLS 4453. Politics of Africa (3)
Examines contemporary sociopolitical and economic characteristics needed to understand the many countries of Africa. In addition, a "country profile" approach will also be used. Particular emphasis will be placed on analysis of the relations of these countries with the United States on selected issues of contemporary relevance. This course examines key countries and studies their political structure in detail.
Prerequisites: POLS 1101 or POLI 101

POLS 4470. Politics in Film (3)
Examines U.S. cultural trends through films about politics. Shifts between cynicism and idealism in the media industry's portrayal of politics will be examined. The difference between left and right wing propaganda and documentaries will also be examined.
Prerequisites: POLS 1101 or POLI 101

POLS 4475. Voting Behavior (3)
This course gives students the chance to study and empirically test how voters form attitudes and opinions, what drives voters to the polls, and how voters make decisions. This course also covers voter turnout, partisanship, the role of the mass media in electoral coverage, and discusses the various models of voting behavior.
Prerequisites: POLS 1101 and (MATH 1231 or MATH 1401 or MATH 3210)

POLS 4480. GA Legislative Internship I (3)
GA Legislative Internship I will be offered to all students who get accepted to the Georgia Legislative Program (GLIP) hosted by Georgia State University. This section of the course requires 100 hours of internship work and a detailed account of the first 15 days of the Legislative Session. This course requires acceptance into the program by the GLIP Coordinator, the Political Science program coordinator, and the department head.
Prerequisites: POLS 1101

POLS 4491. GA Legislative Internship II (6)
GA Legislative Internship II is the second course for students accepted into the Georgia Legislative Internship Program (GLIP) hosted by Georgia State University. This course requires 200 hours of internship work and a detailed account of days 16 - 40 of the Legislative Session. Acceptance into the course is contingent upon acceptance into the GLIP Program by the GLIP Coordinator, the Political Science Program Coordinator, and the department chair.
Prerequisites: POLS 1101

POLS 4800. Selected Topics - Pol. Science (3)
An exploration of contemporary topics and issues in the field of political science.
Prerequisites: POLS 1101 or POLI 101

POLS 4801. Selected Topics - Pol. Science (3)
An exploration of contemporary topics and issues in the field of political science.
Prerequisites: POLS 1101 or POLI 101
POLS 4802. Selected Topics - Pol. Science (3)
An exploration of contemporary topics and issues in the field of political science.
Prerequisites: POLS 1101 or POLI 101

POLS 4900. Directed Study - Pol. Sci. (3)
May be arranged in consultation with a faculty member and approved by the Program Coordinator.
Prerequisites: POLS 2401

Psychology (PSYC)

PSYC 1101. Intro to General Psychology (3)
A broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal psychology. Applicability of theories and research findings across contemporary cultures is considered.

PSYC 2103. Intro to Human Development (3)
An introductory, non-laboratory based examination of human development across the lifespan with an emphasis on typical patterns of physical, cognitive, and social development. It is recommended that PSYC 1101 be taken prior to PSYC 2103.

PSYC 2105. Statistics for Psychology (3)
This course is designed to introduce students to basic statistical methods for the design and analysis of research in psychology. Subject areas include: measurement, organizing and displaying data (e.g. graphs and tables), descriptive statistics (e.g. mean, median, mode, variance, standard deviation), elementary probability, correlation and regression, hypothesis testing, sources of error, power, effect size, and an introduction to analysis of variance and factorial designs.
Prerequisites: (MATH 1101 or MATH 1111 or MATH 1221 or MATH 1241 or MATH 1501 or MATH 2020 or MATH 2140 or MATH 2502 or MATH 2503)

PSYC 2110. Careers in Psychology (3)
This course serves as an introduction to the Psychology major, with an exploration of career options in psychology, as well as training on the use of American Psychological Association format for writing in the social sciences. Students will learn about the options that they have with their Bachelor’s degree in Psychology and those they may have should they continue their education at the graduate level.
Prerequisites: PSYC 1101

PSYC 3100. Interpersonal Comm & Helping (3)
This course will address the use of basic helping and communication skills that would be applicable to a variety of work settings and situations, including the development of listening skills, knowledge about working with diverse populations, and increasing self-awareness with the goal of developing and maintaining successful working relationships.
Prerequisites: PSYC 1101

PSYC 3130. Social Psychology (3)
A survey of the major theories and research findings regarding social influences on human behavior. Areas explored will include attitudes, prejudice, gender roles, altruism, conformity, obedience, attraction, and aggression.
Prerequisites: (PSYC 1101 or PSYC 201 or PSYC 205)

PSYC 3140. Crisis Intervention (3)
This course is designed to provide a theoretical and applied foundation for working with people in crisis. Students will examine the role of human services professionals in responding to crises, consider family and cultural influences, and explore methods for intervening in crisis situations.
Prerequisites: PSYC 1101

PSYC 3150. Group Dynamics (3)
This course will provide students with a foundation in the principles of group dynamics, with an emphasis on small-group dynamics. Research in the field of group dynamics will be discussed, and well-established principles of group functioning, such as group formation, conflict, and impression management, will be addressed. Application of these principles to the functioning of small groups in psychology and human services-related settings will also be addressed.
Prerequisites: PSYC 1101

PSYC 3160. Educational Psychology (3)
Educational psychology is the study of the psychology of learning and how development and differences among individuals influence learning.
Prerequisites: PSYC 1101 and (PSYC 2105 or MATH 1401)

PSYC 3170. The Psychology of the Africana (3)
A survey of the numerous cosmological and psychological perspectives that are the historical foundations of African people across the world. Topics include traditional African spiritual systems such as Ifa/Orisa and Vodun, African-centered Psychologists, theories addressing the healing of African people, and the political influences and arts of African people throughout the African diaspora.
Prerequisites: PSYC 1101 or AFAM 2010

PSYC 3180. Intro to Multicultural Psych (3)
This course includes studies of multicultural trends including characteristics and concerns of diverse groups; attitudes and behavior based on factors as age, gender, race, social class, sexual orientation, ethnicity and culture, etc. This course is meant to encourage students to reflect on the effect of culture on their own behavior, cognitions, and affect.
Prerequisites: PSYC 1101

PSYC 3200. Positive Psychology (3)
Historically, psychology has rather narrowly been oriented toward the “negative”- focusing on understanding and treatment of human weaknesses, deficiencies, and limitations. This course will focus on the emerging field of “Positive Psychology” which is oriented toward scientifically describing and understanding people’s strengths, abilities, and potentials. Topics include happiness, psychological well-being, optimal self-esteem, authenticity, mindfulness, and self-compassion, and character strengths.
Prerequisites: PSYC 1101

PSYC 3210. Abnormal Child Psychology (3)
Abnormal Child Psychology provides an introduction to the historical and contemporary perspectives, etiologies, research, and treatment modalities for atypical child development. By the end of the course, students should have a better understanding of the 1.) evolution of theories regarding atypical child development 2.) distinction between abnormal development and normal developmental deviance 3.) putative etiologies of childhood disorders 4.) symptoms of disorders commonly diagnosed during childhood and 5.) empirically-supported interventions to ameliorate maladjustment in children.
Prerequisites: PSYC 1101 and PSYC 2103 and PSYC 3560
PSYC 3220. Intro to Latinx Psychology (3)
This course will introduce students to issues associated with the U.S. Latinx experience. The course will explore psychosocial and cultural factors such as historical experiences, heterogeneity, mental health, immigration & acculturation, ethnic identity, and institutional barriers. The course aims to increase foundational knowledge about the fastest growing demographic group in the country, increase awareness about related issues and encourage the development of multicultural competencies relevant to working with the U.S. Latinx population.
Prerequisites: PSYC 1101 and (PSYC 3180 or SOCI 3310 or HLTH 3341)

PSYC 3300. Ethics & Professional Issues (3)
This course is to stimulate students to think about major issues related to professional practice in human services and to challenge students to formulate positions on these issues. Students will become familiar with the various ethics codes and develop an ability to apply these codes to a variety of specific problem situations. The course also examines ethical and legal standards, risk management, professional credentialing, and standards for the helping profession.
Prerequisites: PSYC 1101

PSYC 3350. Abnormal Psychology (3)
A study of the scientific and cultural bases of various conceptions of psychopathology. Application of theoretical frameworks to examine etiology, and current research on evidence-based treatments will be emphasized.
Prerequisites: (PSYC 1101 or PSYC 201 or PSYC 205 or PSYC 2103)

PSYC 3400. Introduction to Community Psy (3)
This course is designed as an introduction to the topic of Community Psychology. Students will learn about the history of this field, and the social movements that propelled its founding. The course will further expose students to the theoretical foundations, basic concepts of the field, perspectives on community and social change by challenging students to think about applications to their local community.
Prerequisites: PSYC 1101

PSYC 3500. Psychology of Social Justice (3)
This course is an analysis of systems which affect our lives on a personal level. In order to really understand how we function as psychological and spiritual beings, we must understand how systems may enhance our development or create barriers in our lives. This class will help us to further realize that we are not ahistorical beings, but are transformative agents that can and will make a profound difference in the world. This class will introduce students to the works of Paulo Freire and bell hooks and will explore these works and examine their implications for psychology.
Prerequisites: PSYC 1101 and PSYC 2103 and PSYC 3180

PSYC 3510. Psych. Testing and Measurement (3)
An overview of psychological evaluation with emphasis on uses of personality, ability and achievement tests including basic descriptive statistics, item development and critical issues in the field of testing.
Prerequisites: PSYC 1101 and PSYC 2103 and (PSYC 2105 or MATH 1401)

PSYC 3520. Theories of Personality (3)
An introduction to the major theories of personality, including the psychoanalytic, humanistic, and trait approaches.
Prerequisites: (PSYC 1101 or PSYC 201 or PSYC 205) and (PSYC 2103 or PSYC 204)

PSYC 3530. Health Psychology (3)
An examination of the psychological factors affecting wellness, including emotional, cognitive, social, and behavioral aspects. Biopsychological mechanisms underlying illness and methods for improving health will be included.
Prerequisites: (PSYC 1101 or PSYC 201 or PSYC 205)

PSYC 3560. Research Methods-Psychology (3)
This course provides students with an introduction to research design and methods in psychology. Topics include learning to review the primary literature; developing a research idea and the development, execution, and interpretation of findings from common research designs; basic analysis of research results; and the basics of an effective written presentation of a project and results. Upon completion of this course, students will have a solid foundation in the methods used to study psychological functioning.
Prerequisites: PSYC 1101 and (PSYC 2110 or PSYC 3300) and (MATH 1231 or MATH 1401 or PSYC 2105)

PSYC 3570. Human Sexuality (3)
Sexuality is a part of all of our lives. This course is designed to explore the subject of human sexuality in a scientific and open manner. The purpose of this course is for students to gain knowledge about human sexuality as well as critically evaluate their own ideas, values, and mores about sexuality.
Prerequisites: PSYC 1101

PSYC 3580. Addictions (3)
This course will investigate a broad range of addictive disorders including drugs, alcohol, and gambling as well as other problematic repetitive behaviors (e.g. internet use, binge eating, hoarding). We will investigate the complex biopsychosocial disease process of addiction. There will be emphasis on the physiological brain responses and health consequences.
Prerequisites: PSYC 1101 or PSYC 2103

PSYC 3590. Grief and Bereavement (3)
This course equips the student to understand and respond effectively to individuals, families, groups, organizations, and communities that have experienced both symbolic and tangible loss and grief reactions. The topics covered in the course, include theories of normal and complicated grief, grief reactions and the factors that influence them at different stages of the life span, cultural and spiritual influences, vicarious trauma and the impact of loss and working in close contact with grief on professionals, and skills and strategies that address therapeutic needs of vulnerable and resilient populations.
Prerequisites: PSYC 1101

PSYC 3600. Sexual Disorders (3)
This course will focus on the development of sexual behavior problems and dysfunction utilizing Diagnostic and Statistical Manual criteria to evaluate the etiology of disorders, cultural implications, and treatment outcomes. Areas of focus include the psychological makeup of identified disorders, which impede social relationships, adjustment, and overall wellbeing. In addition, the psychological treatment interventions and outcomes associated with working in this area of specialization will be reviewed. Models of intervention will be from clinical and health psychology perspectives.
Prerequisites: PSYC 1101
PSYC 3700. Emerging Adulthood (3)
This course will focus on the developmental stage of emerging adulthood, the time between adolescence and adulthood, which is typically from age 18 to the mid-20s. Topics will include an overview of developmental theories related to emerging adulthood, how emerging adults transition through major life events and issues such as relationships, love and sex, personal and psychological issues, marriage and intimate relationships, college life, and careers.
Prerequisites: PSYC 1101 and PSYC 2103

PSYC 3801. Selected Topics I (3)
An exploration of various topics and issues in the fields of psychology & human services.
Prerequisites: PSYC 1101

PSYC 3802. Selected Topics II (3)
An exploration of various topics and issues in the fields of psychology & human services.
Prerequisites: PSYC 1101

PSYC 4110. Psychology of Gender (3)
A study of the social construct of “gender” and its impact on individuals and societies; its interactions with biological aspects and determinants of sex; its variations across cultures; and various aspects of human sexual behavior, including their relationship to conceptualizations of gender.
Prerequisites: PSYC 1101 and PSYC 2103

PSYC 4120. Physiological Psychology (3)
An introduction to the complex interrelationships between biological and mental processes with a particular emphasis on the impact of physiology (e.g., nervous and endocrine systems) on behavior. It is recommended that students complete at least one college-level biology course prior to taking this course.
Prerequisites: PSYC 1101 and (BIOL 1107 or BIOL 1111) and PSYC 3560

PSYC 4130. Intro to Cognitive Psychology (3)
An examination of the major theories and research findings in areas of human cognition such as information processing and problem-solving.
Prerequisites: PSYC 1101 and PSYC 3560

PSYC 4160. Death and Dying (3)
This course is a senior-level seminar providing students with an examination of the psychological foundations and correlates of attitudes towards death, death anxiety and grief, cross-cultural perspectives; death education; stages children’s awareness; coping with grief and fears; legal issues surrounding death; and attitudes towards the afterlife. The course maintains a focus on death and dying issues in the dynamic context of life and living.
Prerequisites: PSYC 1101 and PSYC 2103

PSYC 4180. Adulthood and Aging (3)
This course is a brief introduction to or overview of research focusing on adult development and aging within a developmental psychological framework. Students will become familiar with the theories and methods used by researchers to study cognitive, emotional, and physical development in adulthood.
Prerequisites: PSYC 1101 and PSYC 2103 and PSYC 3560

PSYC 4190. Adolescent Psychology (3)
The purpose of this course is to provide the student with an introduction to characteristics and theories of adolescent development. The course will cover theoretical foundations and transitions of adolescence. This class also examines contexts that affect adolescent development, such as peers and the family. The final portion of the class will examines problems (e.g., depression and suicide, substance abuse, and delinquency) and opportunities (e.g., career development) encountered by adolescents.
Prerequisites: PSYC 1101 and PSYC 2103 and PSYC 3560

PSYC 4480. Becoming a Psy & Human Profes (3)
Becoming a Psychology and Human Services Professional is a 3 credit-hour, 1 semester course designed for graduating seniors to give the student exposure to various professional opportunities with a degree in psychology and human services to aid the student in postbaccalaureate career exploration.
Prerequisites: PSYC 1101 and (PSYC 2110 or PSYC 3110)

PSYC 4490. Internship/Practicum in Psych. (3)
A directed and supervised internship or practicum experience. Students select an appropriate site, arrange an internship, prepare a learning agreement, work 150 hours (minimum) on-site and prepare a log and presentation for fellow internship students. Requires permission of program coordinator and Director of Experiential Learning.
Prerequisites: PSYC 1101 and PSYC 3110 or PSYC 2110

PSYC 4500. Senior Seminar & Internship (3)
An optional second internship or practicum experience. Students select an appropriate site, arrange an internship, prepare a learning agreement, work 150 hours (minimum) on-site, produce a project for the site and prepare a log and presentation for their fellow internship students.
Prerequisites: PSYC 1101 and PSYC 2110 or PSYC 3110 and PSYC 4490 (may be taken concurrently) or HMSV 4490

PSYC 4540. Intro to Learning and Behavior (3)
An introductory examination of the major theories of learning with an emphasis on the application of these theories to the modification of complex human behavior. Ethical issues associated with the use of behavior change strategies will be a focus.
Prerequisites: PSYC 1101 and PSYC 3560

PSYC 4550. Intro to Program Evaluation (3)
This course is designed to help students understand how program evaluation is relevant to human services efforts. The goal is to familiarize students with different types of program evaluation, how to develop an evaluation plan, and how to implement an evaluation. Students gain practical experience through a series of exercises requiring them to learn basic program evaluation concepts, critique existing evaluations, work with stakeholders, understand evaluation design and data collection, and consider dissemination strategies.
Prerequisites: PSYC 1101 and HMSV 3010 and (MATH 1401 or PSYC 2105)

PSYC 4560. Infancy (3)
This course will introduce students to current theories and research about infant development. Topics include theories and methods of developmental psychology and cognitive, social-emotional, and biological development during infancy. The course will end with an evaluation of social policies that impact infants and their parents.
Prerequisites: PSYC 1101 and PSYC 2103 and PSYC 3560
PSYC 4590. Directed Research (3)
Designed to further student knowledge of the uses of research methodologies in psychology, topics for this course include research question design, literature review preparation, and research design selection, among others. The course will also require the application of course content to the design of a research project.
Prerequisites: PSYC 1101 and PSYC 3560 and (PSYC 2105 or MATH 1231 or MATH 1401)

PSYC 4801. Selected Topics III (3)
An exploration of various topics and issues in the fields of psychology & human services.
Prerequisites: PSYC 1101

PSYC 4802. Selected Topics IV (3)
An exploration of various topics and issues in the fields of psychology & human services.
Prerequisites: PSYC 1101

PSYC 4900. Directed Readings - Psychology (3)
An in-depth examination of an area of student interest outside the usual focus of the psychology curriculum closely directed by a faculty member.
Prerequisites: (PSYC 1101 or PSYC 201 or PSYC 205 or PSYC 212)

PSYC 4999. Senior Evaluation (0)
This course is designed to provide formal assistance for senior students as they prepare for employment and/or graduate school application and to provide data of use in assessing the Psychology & Human Services curriculum. Students are required to attend four class meetings that include the following components: seminars on job search strategies and application for graduate/professional school; completion of surveys assessing the quality of the psychology degree program; a standardized subject test in psychology to assess students' knowledge in comparison to national norms; a senior exit interview.
Prerequisites: PSYC 1101

Science (SCI)

SCI 1901. Selected Topics in Science (3)
A group of courses which examine a variety of topics in science disciplines presented at an introductory level. Descriptions of individual courses within the group are provided below.

SCI 1901A. Introduction to Space Travel (3)
This course introduces the concept of space travel, starting with the understanding of interplanetary and interstellar distances and Earth's place in the Universe. Topics include the basics of propulsion and rocket systems design, concepts of orbital and escape velocity, overview of missions from Earth to other planets. Additionally, possibility of interstellar travel within current science realm will be discussed covering some futuristic possibilities that are widely used in science fiction. Students will also study some select tools of astronomy and how they have shaped its progress. Topics will be covered from a historical as well as a contemporary point of view.

SCI 1901B. Plants and Society (3)
Emphasizes plants in everyday life. Topics include the basic structure and function of plants, identification of common plants, plant ecology, economic botany, backyard botany, medical plants and poisonous plants.

SCI 1901C. Extraordinary Chemistry (3)
Presents chemical science in a way that reflects both the excitement and concerns with the rapidly changing uses and needs of chemicals in the world. Topics include everyday chemicals to which we are exposed, the food we eat, ozone pollution, mind-altering drugs, batteries, and buckminsterfullerene. Emphasis will be placed on the development of skills that allow the student to affect policies that govern the access and use of chemicals in the future for the benefit of everyone.

SCI 1901D. Health And Disease (3)
A survey of the biology of diseases that currently impact society, including proposed prevention and cure. Examples include cardiovascular disorders, infectious diseases, cancer and diabetes.

SCI 1901E. Energy Production and Climate (3)
Emphasizes topics involving energy production and its transfer to the understanding of biological and physical systems by examining a variety of aspects of energy resources, including the principles involved, and the environmental and economic consequences of energy production and use.

SCI 1901F. Forensic Science (3)
Provides an introduction to the science of forensics. Topics will include various scientific principles and techniques used in solving crimes. Case studies will be presented.

SCI 1901H. Human Genetics (3)
A study of human genetics examining major breakthroughs and current issues in human heredity. The course will include the science of genetics, and the societal implications of topics such as the human genome project, DNA fingerprinting, genetics and intelligence, and genetic engineering.

SCI 1901J. Environmental Science (3)
Environmental Science explores the interactions between society and the environment using an interdisciplinary approach. Topics that will be covered in this course are scientific principles, the dominant resources and our interactions with those resources, historical interactions with the environment, and our current environmental problems.

SCI 1901M. Biology of Dinosaurs (3)
A course on the ecology, behavior, and evolution of the animals known as dinosaurs, with emphasis on the species of the Mesozoic Era.

SCI 1901N. Intro to Tropical Ecology (3)
This study abroad course focuses on ecology of terrestrial, aquatic, and marine tropical organisms. This introductory level course will emphasize marine and terrestrial ecology of the Caribbean basin. Issue pertaining to climate change and coral reef conservation will be discussed. The majority of the course will take place at the Gerace Research Centre on the island of San Salvador in the Bahamas.

SCI 1901P. Intro to Rainforest Ecology (3)
This course is designed for non-science majors. The program will utilize Costa Rica as a base for the field portion of the course. Students will have the opportunity to work with researchers on various projects concerning tropical rain forest ecology, conservation, and sustainable agriculture. In addition, students will travel to various sites around the country encompassing the typical ecological zones of Costa Rica, including additional field work opportunities, excursions into the rainforests, as well as lectures from experts. The trip will be supplemented by pre-trip lectures and exams, as well as student projects to be completed upon returning from Costa Rica.
SCI 3110. Physical Science I (2)
A one-semester, activity based course that incorporates methods, content, central themes and technology for teaching physical science in the middle grades. The topics addressed include: energy and heat; science, society and technology; machines and force; and matter. This course is open only to Middle Level Teacher Education students.
**Prerequisites:** SCI 3110L (may be taken concurrently)

SCI 3110L. Physical Science Laboratory (1)
Laboratory accompanying SCI 3110. Laboratory includes both Physical Science and Pedagogy.

SCI 3120. Physical Science II (3)
A one-semester, activity based course that incorporates methods, content, central themes and technology for teaching physics, atomic physics, nuclear physics, and inorganic chemistry, and organic chemistry in the middle grades. Includes laboratory. This course is open only to Middle Level Teacher Education students.

SCI 3130. Integrated Science-Life Scienc (3)
A one-semester, activity based course that incorporates methods, content, central themes and technology for teaching life science in the middle grades. The topics addressed include: cells, tissues, animal behavior, classification, plant and animal systems, genetics and ecology. This course is open only to Middle Level Teacher Education students.

SCI 3140. Physical Science III (3)
This course will examine Earth science and space science concepts encountered in the middle-grades curriculum. Topics will include Earth materials, Earth structure and dynamics, hydrology, meteorology, planetary and stellar astronomy, and space exploration. This course is open only to Middle Level Teacher Education students.

SCI 4901. Secondary Ed Science Instruct. (3)
This course will explore theory and pedagogy of science instruction with a focus on teaching methods across a variety of topics. Appropriate integration of technology into science teaching and learning will be emphasized.

**Restrictions:** Biology with Teacher Cert

### Social Science (SOSC)

SOSC 1101. Introduction to Social Work (3)
This course introduces students to the history and development of the social work profession. The current status of the profession will be explored while examining the wide array of fields in which social workers are employed. The commitment of the social work profession to social and community justice will be reinforced through a service-learning component.

SOSC 2101. Leadership in Organizations (3)
This course will introduce students to various organizational models and leadership styles with a focus on campus, community, and governmental organizations. Social issues and policies relevant to the operations of these organizations will also be discussed. Students will identify their own leadership style and philosophy and apply these skills to help others in the community through a service-learning project.

SOSC 2500. Intro to Research Methods (3)
The purpose of this course is to introduce students to the social science research process. The course will cover various aspects of the research process, including research ethics, causal relationships, measurement, sampling, basic statistical analysis, and research design.

**Prerequisites:** SOCI 1101 or CRJU 1150 or POLS 2401

SOSC 3610. Social Welfare Policy (3)
This course examines the strengths and weaknesses of social welfare policies and programs in the U.S. from both historical and current perspectives. Focus will be on policy analysis, policy practice, advocacy, and the way in which social, economic, and political factors in policymaking and implementation have affected marginalized populations in disproportionate ways.

**Prerequisites:** SOCI 1101

SOSC 4011. Model U.N. Phase Ila (3)
This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation.

SOSC 4020. Model U.N. Phase Iib (3)
This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation.

SOSC 4021. Model U.N. Phase Iib (3)
This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation.

SOSC 4030. Model U.N. Phase Ic (3)
This course is designed to prepare a team to participate in the Model United Nations conference. Student delegates will research and represent a country in Model United Nations debate and legislative forums. Students will learn, develop, and practice skills in debate, consensus building, critical thinking, parliamentary procedure, legislation drafting, and public speaking. Students will learn to represent the interests and foreign policy objectives of the country their team represents. In addition students may be required to serve on the staff of a high school Model United Nations (HMUN) simulation.

SOSC 4490. Social Sciences Internship (3)
A structured off-site experience in a supervised setting combined with reflection on previous learning and career preparation. Requires approval of the Instructor.

**Prerequisites:** POLS 1101 or CRJU 1150 or SOCI 1101 or PARA 1101 or LGST 1101

SOSC 4800. Selected Topics in Social Scie (3)
Seminar in contemporary social issues.
SOCI 3310. Race and Ethnicity (3)
Provides students with the basic conceptual and analytical skills for studying the nature and implications of racial and culture diversity. Racial/ethnic groups selected from around the globe are examined in terms of their histories and cultures. The complexity of functioning in the multicultural society of the contemporary United States is explored, and cultural concepts are applied to key social issues associated with diversity.
Prerequisites: SOCI 1101

SOCI 3320. Social Inequality (3)
This course investigates the nature of inequality and stratification, including its forms, causes, and consequences. Literature will be examined from a number of perspectives, including economic inequality, racial inequality, sex and gender inequality, status inequality, and the inequality connected with social movements.
Prerequisites: SOCI 1101

SOCI 3333. Deviant Behavior (3)
This is an upper division course designed to explore the nature of social deviance at the individual, group, and organizational levels.
Prerequisites: SOCI 1101

SOCI 3380. Single Black Female (3)
This course explores intersectionality by examining the ways in which the social construction of race and gender impacts individuals’ life chances and shapes understandings of the self and our perception of others.
Prerequisites: SOCI 1101

SOCI 3450. Urban Sociology (3)
This course is designed to increase students’ understanding of the history, social relations, problems, and conflicts of the inner city. Through classical and theoretical readings, historical ethnographies, and current case studies, students will gain an in-depth understanding of how and why cities exist, how they have developed, and what impacts they have on individuals and their social relationships.
Prerequisites: SOCI 1101

SOCI 3510. Social Statistics (3)
Introduction to statistics, including measures of central tendency and dispersion, probability, statistical inference and hypothesis testing, regression and correlation, and analysis of variance.
Prerequisites: SOCI 1101 and (MATH 1231 or MATH 1401 or PSYC 2105)

SOCI 3713. Work and Society (3)
The course will address how cultural values and social institutions affect and define work. The value that society assigns to different types of work and the impact of that valuation on the individual and members of various social groups will be considered, in light of shifting economies, business models and technology. Modern values will be compared to more traditional viewpoints, including the examination of the role of technology, money and individual choices. As a cross-listed course, Work & Society may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: SOCI 1101 or TECH 3101

SOCI 3850. Health, Illness, and Society (3)
This course explores the social nature of health and illness, the social organization of health care institutions, differential access to health care in the US and abroad, and selected dilemmas in the ethical delivery of health care.
Prerequisites: SOCI 1101
SOCI 4100. AFAM Sociological Thinkers (3)
This course offers a review of the history of African Americans in the United States from a sociological viewpoint. Special attention will be given to important African American sociologists who contributed to our understanding of the Black experience in the United States.
Prerequisites: SOCI 1101 or AFAM 2010

SOCI 4153. Aging & Society (3)
This course is designed to explore the relationship of human aging, individual processes and American society. Though focusing on the sociological aspects of aging, this course also provides an interdisciplinary understanding of aging as a powerful process that reflects the growth and development that takes place later in life and the impact on society that increasingly includes adult populations that are living longer.
Prerequisites: SOCI 1101

SOCI 4420. Law and Society (3)
This course examines the relationship between formal law and social institutions. Specifically, the course will focus on the U.S. Constitution, theories of law and law creation, law and inequality, law as a vehicle for social change, and the role of law in modern American society. Some effort will be made to compare law in U.S. society to the development and function of law in other societies.
Prerequisites: CRJU 1150 or SOCI 1101 or PARA 1101 or POLS 1101

SOCI 4501. Research Methods (3)
The purpose of this course is to familiarize students with the practice of social science research. The course will cover various aspects of the research process, including research ethics, causal relationships, measurement, sampling and research design.
Prerequisites: SOCI 1101 or CRJU 1150 or PARA 1101 or POLS 2401

SOCI 4800. Special Topics in Sociology (3)
An exploration of contemporary topics and issues in the field of sociology. This course may be repeated for credit when the topic varies.
Prerequisites: SOCI 1101

SOCI 4801. Special Topics in Sociology (3)
An exploration of contemporary topics and issues in the field of sociology.
Prerequisites: SOCI 1101

SOCI 4802. Special Topics in Sociology (3)
An exploration of contemporary topics and issues in the field of sociology.
Prerequisites: SOCI 1101

SOCI 4803. Special Topics in Sociology (3)
An exploration of contemporary topics and issues in the field of sociology.
Prerequisites: SOCI 1101

SOCI 4900. Directed Study I (3)
Directed study in sociology may be arranged in consultation with a faculty member and approved by the department chair.
Prerequisites: SOCI 1101

SOCI 4901. Sociology Practicum (3)
The practicum will constitute an independent (individual or small group) sociological research project. The student will prepare and submit a significant sociological paper and/or project. Requires prior completion of the upper-division Sociology core and approval of Program Coordinator.

Spanish (SPAN)

SPAN 1001. Elementary Spanish I (3)
Introduction to listening, speaking, reading and writing in Spanish and to the culture of Spanish-speaking regions. Open to native speakers of Spanish only by permission of the Department of Humanities.
Prerequisites: SPAN 1001

SPAN 1002. Elementary Spanish II (3)
Continued listening, speaking, reading and writing in Spanish with further study of the culture of Spanish speaking regions. Open to native speakers of Spanish only by permission of the Department of Humanities.
Prerequisites: (SPAN 1002 or SPAN 112 or SPAN 1999)

SPAN 2001. Intermediate Spanish I (3)
Grammar review and continued development of the student’s reading, conversation, and composition skills with readings from literary sources in Spanish. Open to native speakers of Spanish only by permission of the Department of Humanities.
Prerequisites: (SPAN 2001 or SPAN 211)

SPAN 2002. Intermediate Spanish II (3)
Grammar review and continued development of the student’s reading, conversation and composition skills, with readings of a more difficult nature than those previously encountered by the student. Open to native speaker of Spanish only by permission of the Department of Humanities.
Prerequisites: (SPAN 2001 or SPAN 211)

SPAN 3000. Intermediate Grammar (3)
A study of selected lexical items and grammatical structures and concepts of the Spanish language. The course serves as an introduction to the major in Spanish and is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 3010. Conversation and Composition (3)
Thematic approach to the study of speaking and writing, focusing on the development of the student’s proficiency in spoken and written Spanish. Conversations will be based on communicative situations which the student would encounter in the Spanish-speaking world. Written activities will enable the student to react to typical exchanges which require written responses. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 3012. Applied Span Convers for Pros (3)
Practice in both formal and informal discourse for communication in professional settings such as social services, law enforcement, business, and health care. Designed for the intermediate-level student, this course focuses on refining fluency through discussions and practical experiences. Course conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 3014. Lang, Culture, & Adv. Conv. (3)
Advanced practice in both formal and informal discourse for communication in professional settings such as social services, law enforcement, business, and health care. Conversational practice will focus upon discussing and debating how the historic and contemporary cultural realities of the Spanish-speaking world affect language and oral communication. This course is conducted in Spanish.
Prerequisites: SPAN 2002
SPAN 3150. Civ and Culture of Spain (3)
Study of the religious, philosophical, geographical, historical, sociopolitical, and economic beliefs that form the identity of Spain. Emphasis will be placed on the development of the modern nation, the significance of the Golden Age in Spain's history, and the major events of the twentieth-century. The works of representative artists, composers, and writers from the various historical periods will be studied. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 3160. Civ and Culture, Lat. America (3)
Study of the religious, philosophical, geographical, historical, sociopolitical, and economic beliefs that form the identity of Latin America. Emphasis will be placed on pre-Columbian societies, Discovery and Conquest, Revolutions and Dictatorships, and Contemporary Latin America. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 3200. Intro to Lit. Studies in Span (3)
Introduction to major representative literary works and some non-canonical texts of Spain and Latin America. The acquisition of critical and organizational skills in reading and their application to Hispanic texts will be emphasized. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 3250. Survey of Peninsular Lit. (3)
Study of representative literary texts from the Middle Ages to the present within their historical context. The development of poetry, drama, and narrative prose will be emphasized. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 3260. Survey of Lat. American Lit I (3)
Survey of selected essays, poems, short stories, and other literary works from the pre-Columbian Latin American societies, the Colonial Period, the Independence Period, and the Latin American Romantic period. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4010. Advanced Grammar (3)
Advanced study of the structure of the Spanish language, with emphasis on practical composition and refinement of written expression. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4020. Advanced Conversation (3)
Intensive approach to spoken Spanish at the advanced level, with emphasis on increasing the speaking performance level of students and preparing them to take the exit assessment interview, the Oral Proficiency Interview, at the end of their program of study. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4110. Span Phonetics and Phonology (3)
Introduction to the phonetics and phonemics of the Spanish sound system, including but not limited to phonological analysis and transcription. Emphasis is placed on the study of those sounds found in the dialects of what has been traditionally labeled American Spanish (Mexico, Central America, and the South American highlands); however, important dialectal variations, such as those found in Caribbean and peninsular Spanish, will also be presented. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4220. Hispanic Women Writers (3)
Exploration of the way in which Hispanic women writers have created voices and identities through a variety of textual strategies. A study of the development of feminist discourse through these works will also be covered. Readings may include works from Sor Juana Inés de la Cruz, Isabel Allende, Julia de Burgos, Luisa Valenzuela, Angeles Maestretta, Rosario Castellanos, Mercé Rodoreda, Ester Tusquets, Santa Teresa de Avila, Ana María Matute, Carmen Martín Gaite, and Rosa Montero. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4240. Golden Age Spanish Lit (3)
Study of selected texts, literary movements, and the cultural background of Spanish literature of the Golden Age (Renaissance and Baroque), including selections of poetry, prose, and drama. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4250. Contemporary Spanish Lit (3)
Study of selected texts, literary movements, and the cultural background of contemporary Spanish literature, including selections of poetry, prose, and drama. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4260. Lat American Prose: The Novel (3)
Study of selected Latin American novels which reflect the major trends in the development of the genre. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4270. Lat Amer Prose: Short Story (3)
Study of selected Latin American short stories which reflect the major trends in the development of the genre. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4500. Prof-related Prac/Study Abroad (3)
Supervised service learning in a Spanish-speaking community or study abroad in a Spanish-speaking country. Appropriate courses in the student's major field may be substituted. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4501. Research Proj., Span for Pros (3)
Professional and practical use of oral and written Spanish through the development of a community-based project for improving successful communication with Spanish-speaking clients. An appropriate course in the student's major field may be substituted. This course is conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4900. Special Topics in Spanish (3)
Special topics in Spanish language or Hispanic literature, civilization, or culture. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4901. Special Topics in Spanish (3)
Special topics in Spanish language or Hispanic literature, civilization, or culture. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4902. Special Topics in Spanish (3)
Special topics in Spanish language or Hispanic literature, civilization, or culture. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4903. Special Topics in Spanish (3)
Special topics in Spanish language or Hispanic literature, civilization, or culture. Conducted in Spanish.
Prerequisites: SPAN 2002
SPAN 4904. Special Topics in Spanish (3)
Special topics in Spanish language or Hispanic literature, civilization, or culture. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4905. Special Topics in Spanish (3)
Special topics in Spanish language or Hispanic literature, civilization, or culture. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4906. Special Topics in Spanish (3)
Special topics in Spanish language or Hispanic literature, civilization, or culture. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4907. Special Topics in Spanish (3)
Special topics in Spanish language or Hispanic literature, civilization, or culture. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4908. Special Topics in Spanish (3)
Special topics in Spanish language or Hispanic literature, civilization, or culture. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4950. Directed Study (3)
Study in an area or topic of Spanish language or Hispanic literature, civilization, or culture not normally found in established courses offered by the department. Students may also study more extensively an area or topic covered by the departmental curriculum. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4970. Study Abroad Praticum (1)
Orientation to the study abroad experience. Pre-departure sessions will focus on preparing the student to achieve the maximum learning potential from his/her stay in the selected site. Assigned readings and videos and regular discussion with the supervising instructor will familiarize the student with significant cultural practices that may differ from those of U.S. society and with geographical and historical features of the region as well as prepare him/her to function 443 in the daily life of the community. A series of activities will be designed for the student to complete during the study abroad stay, and upon his/her return, the student will make at least three presentations related to the study abroad experience to university Spanish classes, elementary, middle or high school classes, or community organizations. The course is a requirement for all Spanish majors and minors who participate in a study abroad program. Credit for the course is in addition to other credit earned through the study abroad program. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4980. Community Practicum (1)
Supervised volunteer interpreting or translating activities in community schools, service or law enforcement agencies, or business firms. Students will learn basic interpreting and translating skills before beginning their Practicum activities and will develop specialized vocabulary appropriate to their areas of work. Weekly reports and conferences with the supervising instructor are required. Course will be repeated for credit. Field visits comprise 70% of final grade. Conducted in Spanish.
Prerequisites: SPAN 2002

SPAN 4991. Senior Seminar (1)
Capstone course, focused on selected special topics, designed to help students synthesize their knowledge and reinforce the skills they have acquired as Spanish majors. Required of all Spanish majors. Conducted in Spanish.
Prerequisites: SPAN 2002

Supply Chain Mgmt Logistics (SCML)

SCML 3102. Operations & Supply Chain Mgmt (3)
This course includes concepts and applications of operations management and supply chain management (SCM). Selected topics of operations and SCM such as forecasting, project scheduling, inventory management, customer relationship management, logistics are included in this course. MGMT 3102 is an equivalent course.
Prerequisites: (MGMT 3101 or MGMT 301) and BUSA 3101

SCML 3105. Intro to Transportation & Log. (3)
The goal of this course is for students to understand the basic modes of transportation, the economic fundamentals underlying each and some of the ways in which today's supply chain manager can use them to achieve improved efficiencies and cost effectiveness.
Prerequisites: ECON 2106 or ECON 2105

SCML 3106. Principles-Supply Chain Mgmt (3)
This course covers basic principles of supply chain management and provides techniques used to analyze various aspects of logistics systems. Key concepts such as inventory management, communication, warehousing, distribution, and facility location are examined as an integral part of modern business. The course addresses insights, concepts, practical tools, and decision support systems that are important for the effective management of the supply chain.
Prerequisites: (MGMT 3101 or MGMT 301) or (MKTG 3101 or MKTG 301) or SCML 3105

SCML 3580. Operations and Warehouse Mgmt (3)
This course is an introduction to the vast area of operations and warehouse management which has a profound effect on both manufacturing and supply chain management. The goal of this course is to present a broad and practical introduction to the field of operations management in a realistic and functioning manner and to understand how warehousing and strategic operational decision impact the performance of a company and how warehousing adds value to a firm's entire supply chain. In this exposure, the student will have a solid understanding of the role and importance operations and warehouse management plays in today's global organization, thus providing them with a substantial part in their educational and career development process.
Prerequisites: (MGMT 3105 or MKTG 3105 or SCML 3105 or MGMT 3106 or SCML 3106)

SCML 4105. Global Sourcing in SCM (3)
The roles and activities of strategic sourcing and operational purchasing, including importation requirements and practices, will be covered. Students will complete a project in global sourcing.
Prerequisites: MGMT 3105 or MKTG 3105 or SCML 3105 or MGMT 3106 or SCML 3106
SCML 4170. Financial Issues in SCM (3)
This course covers the general structure and use of business financial models, reviews historical approaches to logistical and supply chain financial analysis and related financial measurement issues. The course examines key industry initiatives that are driving improved financial performance across supply chains.
Prerequisites: MKTG 3580 or SCML 3580 or MGMT 4105 or MKTG 4105 or SCML 4105

SCML 4750. Performance Measurement in SCM (3)
This course covers how to measure the performance of organizations in supply chain management. Various theories and approaches related to performance measures will be introduced along with analytical methods. A writing project will be required.
Prerequisites: MKTG 3580 or SCML 3580 or MKTG 4105 or MGMT 4105 or SCML 4105

Technology Management (TECH)

TECH 3101. Supervision for the Workplace (3)
Supervision has become a complex undertaking of a growing body of law relating to employee rights, safety, and health; a national trend toward more conflict and tolerance in the workplace; the persistent problems associated with substance abuse; and the demand from the public for ethical business practices. This survey course will provide knowledge and skills needed for managers, team leaders, coaches, and administrators to be successful supervisors.
Prerequisites: (TECH 3113 or BSUR 3113)

TECH 3104. Ethics for Adm and Tech Mgrs (3)
This course will use case studies in which ethical decisions were made. Each case will be examined from the point of view of each stakeholder (e.g., consumers, employees, and members of society). Ethical conduct will be defined and discussed so that students will be conscious of the complexities of the concept of ethics, the consequences of making decisions, and the importance of ethics in business and society.
Prerequisites: (CRIT 1101 or PHIL 111) and (TECH 3101 or MGMT 3101)

TECH 3111. Applied Economics (3)
This course is a survey of the basic principles of macro and microeconomics with applications to the business world. This course will cover foundation terminology and concepts important for many advanced business courses. This course is not open to B.B.A. students and will not count toward a B.B.A.
Prerequisites: MATH 1101 or MATH 1111 or MATH 1112 or ALG3 with a score of 1 or MATH 115

TECH 3112. Applied Accounting (3)
This course is a survey of basic financial and managerial accounting for skilled workers and technicians moving into managerial roles. It covers theory, concepts, terminology, and generally accepted accounting principles. Emphasis is on preparing and interpreting accounting information for business decisions. This course is not open to BBA students and will not count toward a BBA.

TECH 3113. Survey-Statistical Meths-Tech. (3)
TECH 3113 is an investigation of management decision-making and the role of data in this process. The course uses a hands-on computer software aided approach to teaching students the value of data in managerial decisions. This is an on-line course. The course work must be completed outside of the classroom. As is typical for online classes, all coursework is self-managed by the student, with support provided via online tools and resources. This course is not open to B.B.A. students and will not count toward a B.B.A.
Prerequisites: MATH 1111 or MATH 1112 or MATH 1101 or MATH 101

TECH 3115. Legal Issues-Admin./Tech. Man. (3)
Managers are called on daily to make decisions that have legal implications. Some of the topics that this survey course will cover are basic legal concepts, legal implications of contracts, ethics, partnerships, corporations, employment law, legal rights and liabilities in the business environment. This course is not open to BBA students and does not count toward a BBA.

TECH 3160. Technology Entrepreneurship (3)
This is a course focusing on the fundamentals of entrepreneurship and technology for both technical and applied business-minded students from all majors. This course explores the key theoretical and empirical perspectives on entrepreneurship relevant to the current global technology world. This course also provides students with the tools necessary to create and grow a successful innovative technology enterprise. Topics covered include discovering and analyzing new opportunities, preparing strategies of engagement and organizational implementation within an evolving technological environment.
Prerequisites: TECH 3101

TECH 3713. Work & Society (3)
The course will address how cultural values and social institutions affect and define work. The value that society assigns to different types of work and the impact of that valuation on the individual and members of various social groups will be considered, in light of shifting economies, business models and technology. Modern values will be compared to more traditional viewpoints, including the examination of the role of technology, money and individual choices. As a cross-listed course, Work & Society may not be taken more than once using a different letter prefix, given that only one completion will be counted toward degree requirements.
Prerequisites: SOCI 1101 or TECH 3101

TECH 4098. Internship (3)
Students secure employment in supervised and approved work situations to further management and occupational skills. A minimum of 150 hours of work experience related to Technology Management is required. Requires advisor approval.
Prerequisites: (TECH 3104 (may be taken concurrently) and TECH 3101) or (TECH 3104 (may be taken concurrently) and MGMT 3101) or (TECH 3110 (may be taken concurrently) and MGMT 3101)

TECH 4101. Human Resources for Admin/Tech (3)
A study of basic principles and practices of personnel management. This course contains topics such as recruiting, hiring, evaluating, training and developing employees with legal implications for each of these areas. This course is not open to BBA students and will not count toward a BBA.
Prerequisites: MGMT 3101 or TECH 3101
TECH 4111. Leadership-Admin./Tech. (3)
This course will study leadership styles and the impact of these styles in a technology environment. Some of the topics will include leadership in a changing environment, qualities of successful leadership styles, developing and appropriate leadership style, and others. This course is not open to BBA students and will not count toward a BBA.
Prerequisites: MGMT 3101 or TECH 3101

TECH 4115. Global Technology (3)
This course examines the impact of globalization in a technological environment. Using a systems approach, students will consider the challenges and opportunities that globalization creates and will explore how international forces shape decisions of organizations operating domestically and transnationally.
Prerequisites: TECH 3101

TECH 4800. Selected Topics in Tech Mgmt (3)
A study of selected topics and problems under the guidance and supervision of a faculty member.

TECH 4850. Seminar in Adm and Tech Mgmt (1)
This is a capstone course designed to be taken in a student's senior year. Relevant topics in today's workplace will be examined for their impact on Administrative and Technology Mgmt.
Prerequisites: (TECH 3101 and TECH 3104)

Theater (THEA)

THEA 1100. Introduction to Theatre (3)
A survey of the dramatic arts from the perspective of performance as an integral part of world cultures, past and present. Critical thinking and communication skills are emphasized.

THEA 1700. Introduction to Theatre Design (3)
A study of the history of design in theatre. Emphasis will be placed on the theatre design process from inception to performance and the application of the principles and elements of design.

THEA 1800. Dance Appreciation (3)
An introductory class that explores the various styles of dance.

THEA 1880. Introduction to Acting (3)
An introduction to the basic fundamentals of acting including stage terminology, movement and improvisation. Students will explore the actor's relationship to script and environment.

THEA 1890. Theatre Laboratory (0)
A laboratory class that includes attendance to performances, workshops and meetings as specified by the Theatre faculty. This course is required for all theatre students. (S/U grading. To pass the course, students must attend a minimum number of approved events during the semester as indicated in the course syllabus.)

THEA 1990. Production Development (3)
A course in which students may receive credit for work on theater productions.

THEA 2110. Stagecraft: Scenery and Light (3)
A hands-on introduction to skills and techniques for building scenery and operating stage lighting systems with an emphasis on safety and proficiency.

THEA 2120. Stagecraft: Costume and Makeup (3)
A hands-on introduction to skills and techniques for costumes and makeup with an emphasis on safety and proficiency.

THEA 2400. Visual Composition (3)
An introduction to visual design and composition techniques for theatre and film emphasizing sketching, drafting, color media, and digital depiction.
Prerequisites: THEA 1100

THEA 2500. Sophomore Seminar (1)
This course is designed to prepare students for the industry. Emphasis will be placed on defining a student's area(s) of focus and outlining paths to success.

THEA 2701. Theatre History I (3)
A survey of dramatic literature and theatre history from its origins to the 18th century
Prerequisites: THEA 1100 and ENGL 1102

THEA 2702. Theatre History II (3)
A survey of dramatic literature and theatre history from the 19th century to the present
Prerequisites: THEA 1100 and ENGL 1102

THEA 2800. Script Analysis (3)
A foundation course that covers effective methods for interpreting, dissecting and analyzing a script.
Prerequisites: THEA 1100 and THEA 1880

THEA 2820. Arts Criticism (3)
In this foundational course, students will critically explore the language of different art forms, including theatre, art, music, dance, and film, through the lens of arts and cultural critics.

THEA 2880. Acting I (3)
A practical study of diverse acting principles and methodologies
Prerequisites: THEA 1100 and THEA 1880

THEA 2990. Intermediate Prod. Development (3)
Intermediate application in the creation and development of a theatrical production from inception to completed presentation.
Prerequisites: THEA 1100 and THEA 1880

THEA 3220. Voice and Movement I (3)
Introduction to vocal and physical techniques for healthy performance and proper use of a student's instrument
Prerequisites: THEA 1100 and THEA 1880

THEA 3300. Physical Combat (3)
An introduction to physical combat with an emphasis on unarmed combat and foundational combat techniques. Students focus on body awareness, movement, and storytelling.

THEA 3500. Junior Seminar (2)
This upper-level course is designed to prepare students in their area(s) of focus for the industry. Emphasis will be placed on portfolios, internships, and industry preparation.
Prerequisites: THEA 2500

THEA 3700. Improvisational Theatre (3)
An introduction to the theory and practice of improvisation in a theatrical context.
Prerequisites: THEA 1100 or THEA 1880

THEA 3800. Playwriting (3)
A study in the basic mechanics of writing theatrical work with an emphasis on plot and dialog.
Prerequisites: THEA 1100
THEA 3820. Screenwriting (3)
In this course, students will study the mechanics of screenwriting. The course explores dramatic structure including film language, story, and character development. Students will analyze and apply various techniques in writing for the screen.
Prerequisites: CMS 2100 and ENGL 1102

THEA 3850. Directing for the Stage (3)
A foundational study of the principles of directing from conceptualization to actualization, emphasizing script analysis, staging, and collaboration
Prerequisites: THEA 1100 and THEA 2880

THEA 3880. Acting 2 (3)
Advanced acting techniques with an emphasis on in-depth character research, scene study and practical experience in developing a role.
Prerequisites: THEA 1100 and THEA 1880 and THEA 2880

THEA 3900. Adv Directing for Stage (3)
A concentrated exploration of the principles and practices of directing, emphasizing directing a project for presentation
Prerequisites: THEA 3850

THEA 3901. Theatre Internship/Practicum I (3)
A professional internship developing and applying theatrical skills in a real-world context.

THEA 3902. Theatre Internship/Prac II (3)
A professional internship developing and applying theatrical skills in a real-world context.

THEA 3903. Theatre Internship/Prac III (3)
A professional internship developing and applying theatrical skills in a real-world context.

THEA 3910. Artists as Entrepreneurs (3)
In this in-depth course, students examine the business side of being an artist in the industry. Through intrapersonal and interpersonal skills analysis, students investigate business tools and strategies to develop their unique voices as artists and enhance their marketability in the industry.
Prerequisites: (THEA 1880) and (THEA 2400)

THEA 3911. Production Practicum I (1)
Students gain practical production experience involving various areas in the program

THEA 3912. Production Practicum II (1)
Students gain practical production experience involving various areas in the program

THEA 3913. Production Practicum III (1)
Students gain practical production experience involving various areas in the program

THEA 3920. Independent Study I (3)
Individual instruction designed to meet the specific needs of individual students in their areas of specialization.
Prerequisites: THEA 1100
Restrictions: Performing Arts

THEA 3930. Independent Study II (3)
Individual instruction designed to meet the specific needs of individual students in their areas of specialization.
Prerequisites: THEA 1100
Restrictions: Performing Arts

THEA 3940. Independent Study III (3)
Individual instruction designed to meet the specific needs of individual students in their areas of specialization.
Prerequisites: THEA 1100
Restrictions: Performing Arts

THEA 3991. Adv Prod Development I (3)
Advanced application in the creation and development of a theatrical production from inception to completed presentation.
Prerequisites: THEA 1990

THEA 3992. Adv Production Development II (3)
Advanced application in the creation and development of a theatrical production from inception to completed presentation.
Prerequisites: THEA 3991

THEA 3993. Adv Production Development III (3)
Advanced application in the creation and development of a theatrical production from inception to completed presentation.
Prerequisites: THEA 3992

THEA 4102. Lighting Design (3)
A study of design principles and practices, history of design and practical applications of lighting.
Prerequisites: THEA 2100 or THEA 2400 or FILM 2420

THEA 4103. Set Design (3)
A study of the principles and practices, history and practical applications in set design.
Prerequisites: THEA 2100 or THEA 2400 or FILM 2420

THEA 4104. Costume Design (3)
A study of the principles and practices, history, and practical applications in costume design.
Prerequisites: THEA 2110 or THEA 2400 or FILM 2420

THEA 4220. Voice and Movement II (3)
This course is a continuation of the techniques learned in Voice and Movement I with an emphasis on an intermediate level of vocal and physical training for the actor.
Prerequisites: THEA 1100 and THEA 1880 and THEA 3220

THEA 4460. Voiceover (3)
In this course, students will study and apply their performance skills in voiceovers for radio, animation, commercials, film, and other media. Students will learn techniques for developing characters and accents that they can access on demand. Students will create and analyze their vocal recordings for use on professional voiceover demo recordings or in other media.
Prerequisites: THEA 1880

THEA 4500. Capstone Project (3)
This course involves a stage and screen major’s final project, particular to the major’s interest resulting in a public performance or presentation
Prerequisites: THEA 1100
Restrictions: Theatre

THEA 4511. World Theatre (3)
A study of non-western Theatre styles and concepts as they relate to contemporary American Theatre.
Prerequisites: THEA 1100

THEA 4520. African-American Theatre (3)
A study of the history and contributions of African-American to American theatre.
Prerequisites: THEA 1100
THEA 4530. Acting through Song (3)
Students apply theatrical techniques for song analysis, analyze and explore singing and acting through song.
Prerequisites: THEA 2880

THEA 4800. Selected Topics I (3)
A seminar in theatre topics.
Prerequisites: THEA 1100

THEA 4801. Selected Topics II (3)
A seminar in theatre topics.
Prerequisites: THEA 1100

THEA 4802. Selected Topics III (3)
A seminar in theatre topics.
Prerequisites: THEA 1100

THEA 4822. Sp. Topics Tech Theatre II (3)
This rotating topics course focuses on production practices in technical theatre.
Prerequisites: THEA 1100 and (THEA 2110 or THEA 2400) or FILM 2420

THEA 4823. Sp. Topics Tech Theatre III (3)
This rotating topics course focuses on production practices in technical theatre.
Prerequisites: THEA 1100 and (THEA 2110 or THEA 2400) or FILM 2420

THEA 4831. Special Topics Performance I (3)
This rotating topics course focuses on production practices in performance.
Prerequisites: (THEA 1100) and (THEA 2880)

THEA 4833. Special Topics Performance III (3)
This rotating topics course focuses on production practices in performance.
Prerequisites: (THEA 1100) and (THEA 2880)

THEA 4841. Sp. Topics Lit/His/Crit I (3)
This rotating topics course focuses on theatre literature, history, and criticism.
Prerequisites: THEA 1100 and (THEA 2701 or THEA 2702)

THEA 4843. Sp. Topics Lit/His/Crit III (3)
This rotating topics course focuses on theatre literature, history, and criticism.
Prerequisites: THEA 1100 and (THEA 2701 or THEA 2702)

THEA 4860. Audition Techniques (3)
An advanced acting course in which students explore performance techniques for the camera.
Prerequisites: THEA 3880

THEA 4861. Acting for the Camera (3)
An advanced acting course in which students explore performance techniques for the camera.
Prerequisites: THEA 3880

THEA 4880. Acting Styles (3)
An in-depth exploration of the ideas and practical applications of contemporary acting.
Prerequisites: THEA 3880

University Foundations (CSU)

CSU 1000. First Year Seminar (1)
This seminar is an integrated experience which is designed to enhance learning while exploring a thematic topic. Through the thematic topic students will refine academic goals, gain a greater sense of awareness of specific programs of study, explore potential career paths, and create intentional learners. Students will become aware of the multiple support services and will participate in a community engagement event.

CSU 2500. Essentials of Peer Tutoring (2)
A training program and practicum in one-on-one tutoring of students taking remedial and college-level courses. Readings, workshops, video instruction and systematic supervision will address goal-setting, active listening, study skills, effective communication and critical thinking, with the goal of helping tutored students become independent learners. Course follows guidelines set by the International Tutor Certification Program established by the College Reading and Learning Association. Enrollment is contingent on recommendation of faculty member and approval of referring department. Students must have at least an A or B average in the subject they wish to tutor.

CSU 2600. Learning Asst Pedagogy Seminar (1)
The course is a training seminar required of students who have entered into the Learning Assistant (LA) program. Students explore current topics in pedagogy and educational research focused on methods of learning and collaboration. Students practice communicating and assisting in the development of analytical skills with students and receive mentoring and feedback on their progress. Students also engage in preliminary research of student learning that leads to a presentation on what they learned.

Web BIT (WBIT)

WBIT 1100. Introduction to IT (3)
This course is an introductory course in information technology. Topics include foundation in hardware, software, data, and an overview of the information technology in organizations. Additional topics include structured programming techniques, systems development, database design and networking, with an emphasis on appropriate business ethics, interpersonal skills and team building.
Restrictions: Information Technology - BIT, Information Technology - BSIT

WBIT 1310. Program and Problem Solving I (3)
This course helps students to develop basic problem-solving skills using the Java programming language. Students are introduced to fundamentals of Java programming language with emphasis on primitive data types, control structures, methods, arrays, classes, objects, abstraction, inheritance and polymorphism. Students learn basic techniques of good programming style, design, coding, debugging, and documentation. Students are able to create programs to solve basic practical problems.
Prerequisites: (MATH 1101 or MATH 101) or MATH 1111 or MATH 1113 or MATH 1241 or MATH 1501 or ALG3 with a score of 1 or PCAL with a score of 1 and WBIT 1100
Restrictions: Information Technology - BIT, Information Technology - BSIT
WBIT 2000. The Enterprise and IT (3)
This course will look at the structure and management of an information technology infrastructure. From the management aspect the course will touch on principles and practices of managing both people and technology to support an organization. The course will emphasize how to make an information technology infrastructure effective, efficient, and productive. The management of hardware, software, data, networks and other supporting IT functions will be studied.

Restrictions: Information Technology - BIT, Information Technology - BSIT

WBIT 2300. Discrete Math for IT (3)
Discrete (as opposed to continuous) mathematics is of direct importance to the fields of Computer Science and Information Technology. This branch of mathematics includes studying areas such as set theory, logic, relations, graph theory, and analysis of algorithms. This course is intended to provide students with an understanding of these areas and their use in the fields of Computer Science and Information Technology.

Prerequisites: MATH 1113 or MATH 1241 or MATH 1221

Restrictions: Information Technology - BIT, Information Technology - BSIT

WBIT 2311. Prog. & Prob. Solving II (3)
The emphasis of this course is on advanced programming techniques in Java including GUI’s, software reuse through component libraries, recursion, event-driven programming, database processing, file processing, and exception handling. Students are able to create event-driven, graphical programs or text-based programs solving practical problems incorporating databases and external files.

Prerequisites: WBIT 1310 or ITFN 1303 or CSCI 1301 and (WBIT 2300 or MATH 2020)

Restrictions: Information Technology - BIT, Information Technology - BSIT

WBIT 3010. Technical Communication (3)
This course covers workplace communication at the intermediate level. Topics include audience analysis, research proposal and report writing, document and visual design, editing and presentation design.

Prerequisites: ENGL 1102

Restrictions: Information Technology - BIT, Information Technology - BSIT

WBIT 3110. Systems Analysis and Design (3)
This course introduces the fundamental principles of the design and analysis of IT applications. In this course, students will learn to apply the tools and techniques commonly used by systems analysts to build and document IT applications. Classical and structured tools for describing data flow, data structure, process flow, file design, input and output design, and program specification will be studied, as will object-oriented techniques.

Prerequisites: WBIT 1310 and WBIT 2000

Restrictions: Information Technology - BIT, Information Technology - BSIT

WBIT 3111. IT Project Management (3)
This course will cover the four main phases of project management: planning, organizing, monitoring (or control), and adjusting. It will include project management techniques and tools as applied to information technology. Resource and personnel management and allocation, product testing, scheduling, and project management software are examples of these tools and techniques. Students will study examples of both successful and unsuccessful projects and apply lessons learned to a class project.

Prerequisites: WBIT 3110 and (MATH 1401 or MATH 1231)

Restrictions: Information Technology - BIT, Information Technology - BSIT

WBIT 3200. DB Design, Dev-Deploymt. (3)
An advanced course in database design, development and deployment. Course emphasizes database design, drawing distinctions between data modeling and process modeling using various modeling techniques, including Entity-Relationship Modeling, Object Modeling and Data Flow Diagramming; database development using the relational model, normalization, and SQL; database deployment including control mechanisms, forms, reports, menus and web interfaces. Additional topics include procedures, functions, packages and triggers. Students will design, create and process a database to demonstrate competency in the course content.

Prerequisites: WBIT 2311 (may be taken concurrently) and WBIT 1310

Restrictions: Information Technology - BIT, Information Technology - BSIT

WBIT 3400. Introduction to Digital Media (3)
This course covers the basic design principles and tools for creating and editing digital media elements. Examples of these elements include graphics, animation, audio, video, virtual space and simulation.

Prerequisites: WBIT 1100

WBIT 3410. Web Applications Development (3)
The course provides a survey of techniques and tools for developing basic web pages for delivery of text and graphic information; focus on page markup languages, client-side scripting, page design principles, page layout techniques, markup language syntax, and page styling methods.

Prerequisites: WBIT 1310

This course introduces students to the architectures of computer systems and the operating systems that run on them. It explores and gives experience with some common computer designs and operating systems. Topics include basic computer architecture, instruction set architecture, memory, memory management, processes, and file systems.

Prerequisites: WBIT 1310

WBIT 3510. Data Comm and Networking (3)
This course covers computer network and communications concepts, principles, components, and practices; coverage of common networking standards, topologies, architectures, protocols; design and operational issues surrounding network planning, configuration, monitoring, troubleshooting, and management.

Prerequisites: WBIT 3500

WBIT 3600. Intro to E-Commerce (3)
The emphasis of this course is on basic principles and practices of E-business and E-commerce. Topics include infrastructures and applications of Ecommerce, E-Tailing, E-Marketing, advertisement, B2B, B2C, C2C, E-Government, M-Commerce, E-Learning, electronic payment systems, security, and legal issues. Students also learn to build simple dynamic Ecommerce sites using server-side script.

Prerequisites: WBIT 3110 and WBIT 3410

WBIT 4020. Professn'l Practices & Ethics (3)
This course covers historical, social, economic, and legal considerations of information technology. It includes studies of professional codes of ethical conduct, philosophy of ethics, risk analysis, liability, responsibility, security, privacy, intellectual property, the internet, and various laws that affect an information technology infrastructure.
WBIT 4030. Senior Project & Portfolio (3)
A capstone course for WebBSIT majors. Students will be expected to complete a final team or individual project. The project may be an approved industry internship or a project developed and designed by faculty of the WebBSIT. Students will apply skills and knowledge from previous WebBSIT courses in project management, system design and development, digital media development, eCommerce, database design, and system integration.

WBIT 4112. Systems Acquisition (3)
Most IT applications used by organizations are configured from components that have been purchased from third-party vendors. This includes both hardware components and, increasingly, software components. In this course, students will study the component acquisition process, and methods and techniques for integrating these components into an existing IT infrastructure.
Prerequisites: WBIT 4520 and WBIT 3200 and WBIT 3110 and WBIT 3510 and WBIT 2311

WBIT 4120. Human-Compr Interaction (3)
The emphasis of this course is on fundamentals of human-machine interfaces, both cognitive and physical. Learning styles and effects of short-term memory on cognition and reaction will affect hardware and software development. Students will design a prototype interface.
Prerequisites: WBIT 2311 and WBIT 3400 or ITFN 3601

WBIT 4520. Info. Assurance and Security (3)
This course is an introduction to information assurance and security in computing. Topics include computer, network (distributed) system and cyber security, digital assets protection, data backup and disaster recovery, encryption, cryptography, computer virus, firewalls, terrorism and cyber crimes, legal, ethical and professional issues, risk management, information security design, implementation and maintenance.
Prerequisites: WBIT 3500 and WBIT 3510 (may be taken concurrently)

WBIT 4601. Cust. Relationship Mgmt. (3)
The use of IT applications has allowed many organizations to collect large amounts of data on their clients and to use such data to improve the relationships with their customers. In this course, students will study customer relationship management systems, including the reasons for their emergence, the functionalities that they provide and the issues one would have to face to successfully introduce a Customer Relationship Management System into an organization.
Prerequisites: WBIT 3600 and WBIT 3200 and WBIT 2311

WBIT 4602. IT Strategy (3)
Students will gain an understanding of the complexities of IT systems development and will demonstrate effective strategies commonly used by IT professionals. The course will include surveys of security issues, Internet technologies, web development software, e-commerce models, purchase and payment systems, interfaces with business systems, legal issues, international issues, and marketing and promotion of information technology systems. Students will develop prototypical systems.
Prerequisites: WBIT 2311 WBIT 3600 and WBIT 3200 and WBIT 3111 and WBIT 4120

WBIT 4610. IT Policy and Law (3)
This course will focus on the legal implications of conducting business in the information technology age. Topics will include current understanding of Internet contracts, copyright, trademark and patent law. Further, this course will examine cutting-edge cases relating to security, e-commerce, and emerging ethical issues and trends.
Prerequisites: WBIT 3600 or ITFN 3134

Women's Studies (WST)

WST 2010. Intro to Women's Studies (3)
In this course we will examine women and gender from an interdisciplinary perspective, borrowing from Humanities and Social Science fields such as English, psychology, philosophy, art history, sociology, film studies, women's health, and cultural studies. At the same time, we will consider the ways that gender roles vary across time and in different cultural contexts, paying particular attention to analysis of interrelated gender, race, sexuality, and class oppressions.

WST 3300. Women and Sport (3)
This course provides an introduction to current debates and scholarship in the field of women and sport. The course examines the cultural production of women athletes and explores the underpinning historical, social, economic and political implications of women in sports. Topics may include: media representations of women athletes, media coverage of women's sport, women's sporting bodies, female physicality, and the iconic image of the athlete in U.S. culture.
Prerequisites: WST 2500 or CMS 2100 or CMS 2010 or SOSC 2501 or AFAM 2010

WST 3410. U.S. Women of Color (3)
This course provides students with a better understanding of the unique experiences of women of color living in the U.S. and focuses on groups such as Native American, African American, Latina, and Asian American women. The historical and contemporary experiences of U.S. women of color will be at the center of the course, and students will use theories of race, class, gender, and sexuality to examine these experiences in terms of the contributions U.S. women of color have made in shaping the nation. Course content and class discussions will focus on visual representations, ethnographies and writings of U.S. women of color.
Prerequisites: WST 2500 or CMS 2100 or CMS 2010 or SOSC 2501 or AFAM 2010 or WST 2010

WST 3500. Feminist Theory (3)
This course is designed to provide students with an overview of western and non-western feminist thinkers from a variety of disciplines. Students will be trained to use theory as a tool of analysis. Using an interdisciplinary approach, students will not only understand the development of various feminist standpoints, but also critically examine and explore global, social, and cultural issues.
Prerequisites: WST 2500 or PHIL 2201 or PHIL 2401 or WST 2010

WST 3510. Black Feminist/Womanist Theory (3)
This course examines the development of scholarship in Black Feminist and Womanist Theories as Black women confronted racism and sexism. By examining Black Feminist and Womanist writings and intellectual thought, such as that of Anna Julia Cooper, bell hooks, Barbara Smith, and Patricia Hill Collins, just to name a few, the class will focus on the evolution of the theories. The tenants of Black Feminism and Womanism will be enumerated, along with the scholars in the field

WST 3610. #BlackGirlMagic (3)
This course is an introduction to, and exploration of, the Black female body in visual and narrative cultures. It incorporates written and visual texts (including film, television, newsprint, and music) to examine the ways that visual and narrative cultures are interrelated to the lived experiences of Black girls and women. This course will also examine the various ways that the Black female body engages in cultural expression and negotiate identity in visual and narrative cultures and US society. It interrogates the interrelationships of gender, race, and class.
WST 4800. Special Topics in WST (3)
This course will be conducted as a revolving-topics seminar that may be repeated when topics vary. Topics will address relevant themes in Women’s and Gender Studies.
Prerequisites: ENGL 1102

WST 4801. Special Topics in WST (3)
This course will be conducted as a revolving-topics seminar that may be repeated when topics vary. Topics will address relevant themes in Women’s and Gender Studies.
Prerequisites: ENGL 1102

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Accounting (ACCT)
ACCT 5000. Accounting Concepts (2)
This Accounting foundations course introduces students to Financial and managerial accounting principles. Some of the topics covered include: Transaction Types, Setting Up Accounts, Recording and Summarizing Transactions, Preparing Reports (Balance Sheets, Income Statements, Statement of Cash Flows), Analyzing Reports (Net Ratio, Quick Ratio, and Return on Investment, Return on Equity, Current Ratio, Activity Ratios), managerial concepts, budgeting, Break-even analysis, activity base costing, job order and process costing.

ACCT 5100. Core Concepts in Accounting (3)
This course covers accounting fundamentals related to both financial accounting and managerial accounting. Related to financial accounting, the course includes an introduction to the concepts, principles, and procedures pertaining to the preparation, analysis, and interpretation of income statement, retained earnings statement, balance sheet, and cash flows statement for service and merchandising companies with introduction to the measurement of inventory, receivables, liabilities, long-term assets, and stockholders equity. Managers need accounting information for planning, controlling, and effective utilization of the resources available to the company. Related to managerial accounting, the course includes an introduction to the concepts, techniques, and procedures pertaining to the preparation, analysis, and interpretation of accounting information for use by managers for planning, control, and other business decisions with emphasis on product costing, cost analysis, cost volume profit analysis, budgeting, standard costing, performance measurement, relevant costs for non-routine decisions, and analysis of financial statements.

ACCT 5110. Adv Manage Cost Acct for Exec (3)
Emphasis on the advanced and emerging issues pertaining to the nature, objectivism and procedures of cost analysis and control; theories of cost allocation; and uses of accounting information for decision making.
Prerequisites: ACCT 3110

ACCT 5120. Special Topics in Accounting (3)
Selected advanced topics in current accounting trends. This course will be offered as fits the needs and interests of the student and faculty.
ACCT 5200. Accounting for Managerial Deci (3)
This course emphasizes the use of accounting information to enhance the decision-making skills of managers. Concepts include an overview of the management accounting function within the organization, cost management and cost accumulation systems, planning and control systems, use of historical data in forecasting costs, and the use of accounting information in management decision-making. In addition, students will learn to read, understand and analyze Financial Statements (including Consolidated Financial Statements). Case readings will enhance students’ critical thinking, problem solving, communication skills, and awareness of unethical financial reporting cases.
Prerequisites: ACCT 5000

ACCT 5210. VITA Preparation and Coordination (3)
This course teaches students tax preparation and gives them the opportunity to participate in supervised tax preparation through the VITA program.

ACCT 5250. Advanced Topics in Taxation (3)
An introduction to the study of taxation for business entities. This course focuses on federal tax laws and regulations, as they pertain to business entities. Tax forms and software are used to determine the appropriate taxes for various cases. Primary emphasis is on C and S corporations and partnerships. The course includes the basic analysis of planning and compliance of most forms of corporate and partnership organization, operations, mergers and dissolutions. Tax strategies and implications for business decision-making and financial planning are analyzed. Professional ethics involving tax practices are emphasized.
Prerequisites: ACCT 3250

ACCT 5352. Adv Fin Acct & Inter. Issues (3)
Emphasis on financial reporting topics encountered in current practice. The theory of the firm is explored relative to investing and financing accountability and other issues of business combination and divestiture. Special purpose and variable interest entities and their related reporting and disclosure impact are stressed. Also emphasized are topics related to partnership formation and operation, termination, and liquidation. In addition the course covers accounting aspects related to legal reorganizations and liquidations, accounting for estates and trusts, segment and interim reporting, and the role of the Securities and Exchange Commission in financial reporting. Selected topics in international accounting are introduced. Practice applications with integrated financial, managerial, and income tax accounting cases may be included.
Prerequisites: ACCT 3352

ACCT 5440. Govt & Non-Profit for Execs (3)
This course covers financial and managerial accounting and reporting for federal, state, and local governments, and non-governmental non-profit organizations such as hospitals and universities. Accounting information systems concepts and auditing of these organizations are also included. Research in governmental accounting is required with presentation.
Prerequisites: ACCT 5000

ACCT 5470. Forensic & Investigative Acct (3)
This course provides an overview of forensic and investigative accounting. Includes an understanding of the nature and development of forensic accounting, fraudulent financial reporting, employee fraud, and how to detect and prevent these accounting crimes. The course will also cover courtroom procedures, litigation management and support, cybercrime management, and business valuations.
Prerequisites: ACCT 3351

ACCT 5900. Accounting Research/Internship (3)
Students may use this course to identify and research issues in accounting. Developing the students’ professional written communication skills would be an important component of this course. In the alternative, students may participate in professional accounting field work, under the direction of a faculty member, in a public accounting firm, corporate enterprise, or not-for-profit organization. Students will gain relevant practical experience which would build on prior coursework and provide an experiential knowledge base for their remaining graduate coursework.

Archival Studies (ARST)

ARST 5000. Princ. & Practices in Records (3)
This course provides a modern overview of archives and records administration. It introduces the fundamental functions of records management and archival work including inventory, classification, appraisal, disposition, acquisition, arrangement, description, preservation, security, privacy, and responsibilities. Professional ethics involving records management are emphasized. Although the course will cover traditional record media as the basis for understanding the development of the archival and records management profession, the primary emphasis will be upon contemporary records and the use of technology for creation, preservation, and use of records.

ARST 5100. Archives, Records & Tech (3)
This course will serve as an introduction and deep dive into how technology impacts records and archives. Students will learn the fundamentals of how archivists utilize technology in their work and how changing technologies impact archival work. The course emphasizes contemporary electronic record formats and changing information technologies. Students will begin to develop the skills necessary to evaluate, utilize, and develop access systems and identify and apply appropriate technological solutions. This course will expose and require students to use technologies that impact the work of the archivist.

ARST 5110. Archives and the Web (3)
The focus of this course is on the role and potential of the World Wide Web as a medium for communicating information on archival institutions, programs and services, making finding aids and archival descriptive systems available to users, providing online access to digital and/or digitized records and documents, and promoting among the general public a broad awareness of the importance of archives in contemporary societies. The importance of the WWW as a source of information and knowledge for archivists will be emphasized as well. Through lectures, presentations on specific topics and analysis of archival web sites, students will gain insight into relevant issues arising from the nature and characteristics of the Web. In addition, students will learn how to make correct and fruitful use of the Web in archival work. Issues and techniques related to the planning, production, and management of large World Wide Web sites will be discussed and students will gain information and experience in organization and design as well as hardware and software development tools.
Prerequisites: ARST 5000 (may be taken concurrently) and ARST 5100 (may be taken concurrently)
ARST 5150. Preservation, Archival Records (3)
This course will provide an overview of the considerations, priorities, and methods that professionals use in preserving archival materials in all formats. It will introduce the principles and ethics of professional conservators, key concepts, nature of the deterioration processes, environmental threats, security, and disaster preparedness, reformatting, storage and handling, evaluation of treatment, and the preservation management plans.
Prerequisites: (ARST 5000 or ARST 5500)

ARST 5170. Reference, Access and Outreach (3)
This course provides instruction to students in the methods of providing effective customer service for users of archives; ensuring the security of archival material during use; and documenting research use; and researcher education. Students will learn about the importance of promoting an archival program within their organization and to outside constituencies, and the ways in which archival records are used for researches. Other topics will include issues concerning the administration of access, copyright, privacy, confidentiality, donor-imposed restrictions, and open records laws. Students will become proficient in the use of reference and access tools in both electronic and print format as well as skills such as visual imaging that are important to making archival records available via the Internet.
Prerequisites: ARST 5000

ARST 5200. Arrang & Desc of Archival Mat (3)
This course provides an in-depth and applied study of the intellectual and physical organization of archival material in all media and formats. Topics include principles and methods underlying arrangement of archival materials as well as principles and description of archival records according to standards adopted by the archival community.
Prerequisites: ARST 5000 (may be taken concurrently)
Restrictions: Master of Archival Studies

ARST 5250. Digital Curation, Preservation (3)
An in-depth analysis and practical application of system requirements and tools available to support traditional archival functions in the context of an Open Archival Information System. Includes managerial perspectives relating both to evaluation of functionality, licensing, and costs and to implementation, including requests for proposal, development, and collaboration with IT staff. Examination of specific tools to support digital repositories and content management systems, digital forensics, migration, emulation and virtualization, archives management, and data analysis.
Prerequisites: ARST 5100

ARST 5300. Digital Preservation (3)
This course will build on the introduction to electronic records presented in preceding courses and will address the particular challenges of digital materials associated with each of the archival domains. It will address media longevity, hardware and software obsolescence, authenticity and integrity of digital materials, and preservation and security. The course will emphasize the Open Archival Information System Reference Model (OAIS) and the Trusted Repository Audit and Certification (TRAC). Students will be able to apply current best practices to manage collections of digital records.
Prerequisites: (ARST 5000 or ARST 5100 or ARST 5500)

ARST 5400. Records Management (3)
This course will teach the knowledge that archivists need to know in order to evaluate current recordkeeping practices as the basis for managing the records of contemporary organizations. It will provide an understanding of the traditional theory, methods, and practices of records management. This course incorporates the principles and theory necessary for the management and preservation of digital records using national and international standards.
Prerequisites: ARST 5000 or ARST 5100

ARST 5500. Archiv Appraisal/Select/Eval (3)
This course provides a framework for understanding appraisal theory and how it is important in archival work. Students will learn the methods and procedures that archivists use to identify, evaluate, acquire, authenticate, and dispose of records in all formats. Review of frameworks that archivists have used to guide appraisal work will enable students to make informed professional decisions concerning the selection and acquisition of archival material. Issues of collection development policies, ownership and intellectual rights will also be addressed.
Prerequisites: ARST 5000
Restrictions: Master of Archival Studies

ARST 6610. Law, Ethics and Records (3)
This course examines legal and ethical issues that arise in as a result of laws, regulations, rules, and cultural practices as they concern the creation, use and management of recorded information. Students will be able to describe the legal basis of access to records, of rights of privacy and publicity, and of use of records in legal proceedings. Students will be able to explain intellectual property rights, including copyrights and cultural property rights. Students will be able to explain professional expectations for ethical conduct and the core values of records management and archival profession.
Prerequisites: (ARST 5000 or ARST 5500)

ARST 6620. Managing Archives (3)
This course provides introduction to general management principles and practices intended for archivists working in all types of organizations. Topics include planning, budgeting, organizational theory, staffing, leadership, organizational change, and decision making.
Prerequisites: ARST 5000 or ARST 5500

ARST 6800. Research Methods (3)
This course will describe how research is integral to the archival profession. Students will learn the fundamental principles and practices of humanities and social science research, including historical interpretations, qualitative and quantitative methods, the analysis and evaluation of data from a variety of sources, and making appropriate conclusions. Students will be able to evaluate archival operations from the perspective of researchers.
Prerequisites: (ARST 5000 or ARST 5500)

ARST 6890. Special Topics in Archives (3)
The examination of current topics related to archival theory and practice.
Prerequisites: ARST 5000 and ARST 6800

ARST 6900. Directed Research (3)
This course is designed for students to explore an archival topic in depth with a faculty member over the course of a semester. The student is to create a well-defined archive related project or write a research paper on an archival topic. Students will work independently, with consultation with an MAS Faculty member.
Prerequisites: ARST 5000
ARST 6901. Archives Internship (3)
Practical experience and the observation of the professional work of others in a recognized archival repository under the supervision of an experienced archivist. Students apply the knowledge acquired in course work, as well as gain insight into the basic functions and activities performed by archivists or records personnel.
Prerequisites: ARST 5000

ARST 6902. Applied Archives Experience (3)
Supervised, practical experience in an archives and in an online environment, coupled with classroom discussion and exercises. Students apply the knowledge acquired in course work, as well as gain insight into the basic functions and activities performed by archivists or records personnel.
Prerequisites: ARST 5000

ARST 6910. Directed Research (3)
Provides students with an opportunity to investigate some aspect of archives in depth, under the guidance of a faculty member, resulting in a defined project or research paper.
Prerequisites: ARST 5000

ARST 6950. Archives Capstone (3)
Students demonstrate their mastery of archival knowledge and practical skills through a series of reports, oral interviews, and demonstration projects, concluding with a comprehensive written exam.
Prerequisites: ARST 5000

ARST 6999. Thesis (3)
In-depth examination of some aspect of archives based on original ideas and research, supported by existing scholarship. A written thesis is required.

Art (ART)

ART 5000. Great Works in Art History (3)
A survey of the high points of art history which examines aesthetic, historical, cultural, psychological, and other issues relating to art history, from various critical perspectives. The course will examine great works of art, ranging from the highlights of ancient Egypt and Mesopotamia to the classical era, on to the Renaissance, and beyond to more modern masterpieces.
Restrictions: Liberal Studies - Graduate

Biology (BIOL)

BIOL 5380. Advanced Evolutionary Biology (3)
This course is an advanced study of evolutionary biology including discussions of topics from recent primary literature. The course will help students develop an understanding of the current state of research in the field as well as its applications in areas of conservation biology medicine, and agriculture.
Prerequisites: (BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and BIOL 3200 and BIOL 3201 and BIOL 3380 and BIOL 3500)

BIOL 5400. Science and Society (3)
This course will focus on the influence of science on society from a historical and modern perspective. Exploration of societal issues and informed decision-making will be emphasized.

BIOL 5620. Microbial Ecology (3)
This course emphasizes the roles of microorganisms in ecosystems, including microbial physiology, nutrient cycles, methods of microbial analysis, and the functional roles of microorganisms. Laboratory component is integrated within this course.
Prerequisites: (BIOL 3250 or BIOL 3200 or CHEM 4202)

This course will cover selected topics in cellular biology and study them from an experimental approach. Students will read literature, participate in discussions and/or write papers, grant proposals and give presentations.
Prerequisites: BIOL 3200

BIOL 5700. Special Topics in Biology (3)
Selected advanced topics of current interest in biology. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: (BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and BIOL 3200 and BIOL 3201 and BIOL 3380 and BIOL 3500)

BIOL 5701. Special Topics in Biology (3)
Selected advanced topics of current interest in biology. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: (BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and BIOL 3200 and BIOL 3201 and BIOL 3380 and BIOL 3500)

BIOL 5702. Special Topics in Biology (3)
Selected advanced topics of current interest in biology. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: (BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and BIOL 3200 and BIOL 3201 and BIOL 3380 and BIOL 3500)

BIOL 5703. Special Topics in Biology (3)
Selected advanced topics of current interest in biology. This course will be offered as fits the needs and interests of the student and faculty.
Prerequisites: (BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and BIOL 3200 and BIOL 3201 and BIOL 3380 and BIOL 3500)

BIOL 5820. Conservation Biology (3)
This course will explore the fundamentals and theory behind conservation biology. Threats to biodiversity and approaches to conserving and restoring biodiversity will be explored.

BIOL 5840. Plant Ecology (3)
This course explores the interactions between plants and their environment, between individuals within the same species and various species of plants, and between plants and other species. The effects of anthropogenic influences on plants, as well as Piedmont ecology, will also be investigated.
Prerequisites: (BIOL 2500 and BIOL 3500)

BIOL 5901. Methods Teach Sec Bio (3)
This course will explore theory and pedagogy of secondary biology instruction with a focus on teaching methods across varied topics. Appropriate integration of technology into science teaching and learning will be emphasized. This course is cross listed as SCI 4901.

BIOL 6222. Research in Bio Sciences (1-6)
Research experience for students in Biology. Specific research topics will be determined by the student in consultation with major advisor.
Prerequisites: (BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L and BIOL 3200 and BIOL 3201 and BIOL 3380 and BIOL 3500)
Business (BUSA)

**BUSA 5000. Decision Concepts (1)**
Foundations of Quantitative Methods (1-0-1) This foundation course provides an introduction to statistical concepts and how to apply them to solve business problems. Some of the topics covered include: Data Relations, Laws of Exponents, Linear, Nonlinear, and Multivariate Functions, Compound Interest, Break-Even Analysis, and Calculus. Students will be required to validate their understanding of the concepts/topics.

**BUSA 5120. Special Topics in Business (3)**
Selected advanced topics in current business trends. This course will be offered as fits the needs and interests of the student and faculty.

**BUSA 5130. Internship/Cooperative Education (3)**
Individually designed learning program involving field experience in private or public sector. Program of study and student supervision must be approved by the Dean of Business or designee and Director of Business Graduate Program.

**BUSA 5140. Indep. Study/Directed Research (3)**
Special work arranged in consultation with instructor. Requires approval of the MBA Director.

**BUSA 5200. Decision Making-Uncertainty (3)**
This experiential learning, project based course employs quantitative statistical methods as analytical tools to understand and solve management issues for business decision making. There is extensive use of applied business scenarios to illustrate concepts and computer software for data analysis. The successful student will complete this course with the ability to effectively evaluate and interpret statistical results and provide managerial recommendations based on findings. In addition to heavy analytical skills, the successful student will have gained project, client and data management skills to make decisions under uncertainty.

**Prerequisites:** BUSA 5000

**BUSA 6103. Sports and Entertainment Econ (3)**
Economic and analytical tools are used to explore a wide variety of issues for the sports and entertainment industry. In the entertainment industry, this includes a discussion of the economics of various forms of media including movies, cable, and music. Then the economic issues of casinos and amusement parks will be examined. After reviewing these subjects we move to study both professional and collegiate sports events and characteristics.

Computer Science (CSCI)

**CSCI 5101. Foundations of Information Sys (3)**
This course covers the fields of enterprise security and privacy. The course deals with the identification of threats to enterprise information technology (IT) systems, access control and open systems, and system and product evaluation criteria. In addition, it discusses the enterprise security requirements. Risk management and policy considerations are examined with respect to the technical nature of enterprise security as represented by government guidance and regulations to support information confidentiality, integrity and availability. The course also deals with the fundamental hacking approaches through practical exposure via hands-on assignments, discussions, and quizzes. For lab assignments, students are expected to use various tools to complete the deliverable(s).

**CSCI 5112. System Analysis & Design (3)**
This course will introduce the concepts and techniques for analyzing and designing business information systems. Topics include the system analysis, the systems development life cycle, system development methodologies, development technology, systems implementation, and systems support. Tools and techniques for systems analysis and systems design are also introduced.

**CSCI 5201. Database Theory and Design (3)**
This course presents terminology, basic concepts, and applications of database processing. The course emphasizes database design using various modeling techniques; database implementation using the relational model, normalization, and SQL.

**CSCI 5306. Computer & Networks Security (3)**
This course covers the design and implementation of protocols and the vulnerabilities and risk associated with these implementations. Other topics include Cryptographic techniques and algorithms. Design and implementation of network routing protocols and security architecture will be done using software simulation tools. Departmental Approval or Consent of Instructor.

**CSCI 5317. Operating Systems Admin & Secur (3)**
This course covers computer operating systems, such as UNIX and Linux, systems programming, systems administration, and operating systems hardening.

**CSCI 5501. Secure Network Modeling & Simul (3)**
This graduate-level course will examine modern techniques for secure network planning, analyzing with modeling the structure and dynamics of secure complex networks. Topics include gathering, interpreting, and evaluating customer requirements; defining the scope of work and analyzing resource and technology constraints and system interdependencies; analyzing facilities bandwidth requirements and capacity planning; researching product and vendor architecture and equipment specifications and limitations; finally, preparing an overall integration plan for new processes, protocols and equipment. A graduate level software project will be completed by each student.

**Prerequisites:** CSCI 5306 and CSCI 5317

**CSCI 5502. Secure Networks & Communication (3)**
This graduate course will include topics on hardware and software diagnostic tools and utilities, LANs MANs, WANs and the Internet, OSI protocol stack, flow control, switching, data compression, application program-network interface, and security issues. Also included are basic electronic topics such as electrical measurements, DC and AC circuits, diodes, transistors and OP amps, digital electronics, and microprocessors. A graduate level software project will be completed by each student.

**Prerequisites:** CSCI 5306 and CSCI 5317

**CSCI 5601. Software Security (3)**
This course will provide students with knowledge of software security risks and policies management, software security theories, secure software design and testing, secure coding, and software security standards. Students will be exposed to the techniques and tools needed for the practice of effective software security to understand how to protect software and how to secure software.
CSCI 5701. Introduction to Cybersecurity (3)
This course will address network and web-based security issues in general: network intruders (hackers), security policies and procedures, firewall, encryption, authentication and access control, and viruses. In addition, security issues applied to various LAN and WAN environments, are covered. Some e-commerce security topics, such as, electronic payments, secure transactions, secure sockets layer, digital signatures, and auditing, are also covered.

CSCI 5810. Data Mgmt & Bus. Intelligence (3)
The course provides students with an understanding of database technology and its application in managing data resources and business intelligence. The database design and data retrieval will be introduced. The fundamental concepts of business intelligence, such as classification, clustering, association analysis, and anomaly/novelty detection, will be covered with their applications to the real-world problems. A database management system will be used to illustrate these concepts and applications.
Prerequisites: CSCI 5200 or ITFN 4154 (may be taken concurrently)

CSCI 5811. Data Anal. & Visual. for Bus. (3)
The course covers data analytics to ensure that the visualizations add to the effective interpretation and explanation of the underlying linked business data. Effective visualization and design are illustrated with a variety of tools to enable effective detection of trends and patterns that can be easily connected to real world events to help explain relationships and interrelationships.
Prerequisites: CSCI 5810

CSCI 6010. Digital Forensics and Incident (3)
This course covers concepts and techniques in the field of computer and cyber forensics, which includes investigating, acquiring, preserving and analyzing digitally stored information. Students will practice performing digital forensics investigations using industry-standard forensic tools, techniques and procedures in the digital forensic process. Students will analyze various effective plans for crisis management and incident-handling process, including methods and standards for extraction and preservation of legal evidence, uncovering illicit activities, recovering information left on digital storages and extracting files from intentionally damaged media.
Prerequisites: CSCI 5306 and CSCI 5317

CSCI 6012. Information Risk Management (3)
This course will provide students with a good understanding of identifying, assessing, analyzing, measuring, and responding to information risk. Students will be able to make risk mitigation and acceptance decisions given its resource constraints. Students will be able to use risk management tools, regulations, and methodologies for risk to monitor risk management activities.
Prerequisites: CSCI 5701 or CSCI 5101

CSCI 6092. Adv. Topics in Cyber Tech. (3)
The current and latest topics in Cyber Technology research will be presented. Students will review the articles, journals, white papers using Internet, computerized databases and library resources.
Prerequisites: (CSCI 5306) or (CSCI 5317) or (CSCI 5601) or (CSCI 5701)

CSCI 6093. Advanced Topics in Informatio (3)
Selected advanced topics of current interest in information systems will be presented in this course. Students will review the articles, journals, white papers, and use computerized databases and library resources. This course will be offered as fits the needs and interests of the student and faculty.

CSCI 6134. Enterprise Security Management (3)
This course covers threat assessment, risk management, and protection of networks, hardware, and data for enterprise level systems.
Prerequisites: CSCI 5701

CSCI 6201. Data Management for Analytics (3)
Covers the theory and applications of data management to support data analytics, including data models, security, examination, transformation, and exploration. Discusses the fundamental concepts and emerging technologies include relational databases, NoSQL databases, data integration, and data processing for analytics.
Prerequisites: (CSCI 5101) and (CSCI 5201)

CSCI 6202. Data Mining and Data Warehouse (3)
This course introduces students to algorithms and skills for data mining and overall architecture of data warehousing. Topics include data cube technology, pattern recognition, advanced classification and clustering analysis, outlier detection, data visualization, data integration, and data warehousing. Data mining and data warehousing applications will also be discussed.
Prerequisites: CSCI 6201

CSCI 6208. Disaster Recovery Planning (3)
This course explores the plans and preparations needed to recover from disasters affecting enterprise information systems and critical infrastructures with the goal of maintaining business continuity. Emphasis is given to the technological aspect of the planning for recovery and business continuity planning. Topics include disaster recovery planning, risk control policies and countermeasures, disaster recovery tools and services, and virtualization principles.
Prerequisites: CSCI 5701

CSCI 6306. Cryptographic Techniques (3)
This course introduces the tools and techniques used in modern cryptography. Topics include secret and public key ciphers, one-way hashing algorithms, authentication and identification, digital signatures, key establishment and management, steganography, secret sharing and data recovery, public key infrastructures, and efficient implementation. Privacy and security at the upper layers are also discussed.
Prerequisites: CSCI 5701

CSCI 6307. Foundation of Artificial Intel (3)
This course is an introduction to artificial intelligence and deep learning. Topics include (1) traditional intelligent system design methodologies, search and problem solving, supervised and reinforced learning, and (2) the technologies, methodologies, and tools for deep learning such as neural networks and optimization algorithms.
Prerequisites: CSCI 5201

CSCI 6308. Cloud Computing (3)
This course introduces students to the Cloud concepts and capabilities across the various Cloud service models including Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and Business Process as a Service (BPaaS). It covers a broad range of Cloud vendor platforms including AWS, Google App Engine, Microsoft Azure, Eucalyptus, OpenStack and others. The topics include both concepts on parallel and distributed computing platforms and programming skills required for harvesting computational powers.
Prerequisites: CSCI 5317
CSCI 6310. Data Security and Analytics (3)
This course will provide students with a good understanding of data security laws and standards, risk management of data security, data security models, data security and auditing, data encryption. We will also cover various artificial intelligence analysis and risk assessment techniques applied to data security. The AI-based solutions will be discussed to support data threats and risk assessments and detection.
Prerequisites: CSCI 5701

CSCI 6433. Web Application Development (3)
This course will introduce students to the concepts and fundamental practices necessary to create interactive web-based applications. Application design and development are covered including control mechanisms, models, and views design and development. Students will learn both server size and client site fundamental scripting will be introduced along with customized databases for team projects.
Prerequisites: (CSCI 5201) and (CSCI 5112)

CSCI 6443. Digital Transformation (3)
This course provides students with insights on key aspects of Digitalization and Business Transformation. Students will understand the disruptive nature of Digitalization and consequences for Business Strategies and Business Transformation across all industries. Students will receive a short introduction on the development of Information Systems over the last 25 years and today's most important technologies and technology providers. Furthermore, students will gain an understanding of key technologies like Cloud Computing, Internet of Things, Big Data Analysis, and Artificial Intelligence.
Prerequisites: CSCI 5101

CSCI 6574. Research Techniques (3)
Students will learn how to conduct literature reviews of articles, journals, white papers using Internet, computerized databases and library resources. Students will learn to develop research questions, hypotheses, research topics, research designs and write research papers in standard format.
Prerequisites: CSCI 5701 or CSCI 5601 or CSCI 5317 or CSCI 5306 or CSCI 5101 or CSCI 5112

CSCI 6599. Special Project (3)
Continuation of research on Special Project. Satisfactory oral defense of topic is required for graduation.
Prerequisites: (CSCI 5306 and CSCI 5317) or (CSCI 5101 and CSCI 5201)

CSCI 6600. Thesis (3)
Continuation of research on thesis. Satisfactory oral defense of topic is required for graduation. Prerequisite(s): CSCI 6574 and Core courses and two courses in the area of emphasis.
Prerequisites: CSCI 6574

CSCI 6601. Thesis (3)
Continuation of research on thesis. Satisfactory oral defense of topic is required for graduation. Prerequisite(s): CSCI 6574 and Core courses and two courses in the area of emphasis.
Prerequisites: CSCI 6574

CSCI 6602. Thesis (3)
Continuation of research on thesis. Satisfactory oral defense of topic is required for graduation. Prerequisite(s): CSCI 6574 and Core courses and two courses in the area of emphasis.
Prerequisites: CSCI 6574

CSCI 6701. Introduction to Health Informatics (3)
This course will present the knowledge, infrastructure, functions, and tools of health informatics. The course provides an overview of the theory, processes, and applications of information systems to healthcare, policy, and management. It also provides a basic understanding of data standards and requirements, critical concepts and practices in mapping and interpreting health information. It explores technology in planning, management, and applications in healthcare. Topics also include core concepts and issues in planning, implementing, and evaluating health information systems.

CSCI 6705. Found. Clinic. Proc. and Work. (3)
This course provides an understanding of applications of information systems in healthcare processes and workflows. Students will become familiar with fundamentals of medical terms, coding systems, electronic health records, processes, process analysis and redesign in the healthcare settings. The course also introduces clinical workflows and process evaluation, re-engineering with advanced information management tools and techniques, and case studies.

CSCI 6710. Health Care Analytics and Appl (3)
This course is designed to provide students with an understanding of healthcare data models that could help improve administrative costs, decision making, patient care and patient wellness. Fundamentals of data sciences based upon statistical and biological models will be discussed. Applications to environmental health and other relevant healthcare fields will be considered.
Prerequisites: CSCI 5201

CSCI 6812. Data Science (3)
This course will introduce students to data science and skills used in data science. It includes concepts from Statistics, Computer Science and Software Engineering. Students will learn theory and skills of data management, data storage, data processing and analysis, data visualization, and data application. Data science programming languages such as Python and their associated data analysis libraries will be learned through hands-on practices. In addition, students will learn skills of developing data products via programming, research, and communicating results.
Prerequisites: CSCI 5201

CSCI 6820. Knowledge Engineering (3)
This course covers knowledge engineering and its applications. The topics cover designs, develops and integrations of information systems and technologies to construct knowledge. Students will learn about fundamental knowledge representation and reasoning, knowledge modeling, knowledge acquisition, and evolution.
Prerequisites: CSCI 6812

Criminal Justice (CRJU)

CRJU 5010. Crime in the US (3)
The study of the scope, nature, social characteristics, and distribution of crime in the United States, and the impact of crime trends. Attention will be paid to both street and white collar crimes, policy responses to various crime events, and the ways in which crime in America compares to that of other western nations.

CRJU 5040. Police, Courts, and Correction (3)
An analysis of the criminal justice systems police, courts and corrections in selected western nations and a study of the functional relations among these key components of the criminal justice system.
CRJU 6120. Current Issues Law Enforcement (3)
A seminar exploring contemporary trends in policing, law enforcement administration, and criminal justice. Specific attention will be given to emerging issues in: ethics, city policing, community policing, and homeland security. These trends will be critically compared with past trends in criminal justice and law enforcement.

CRJU 6210. Juvenile Justice Seminar (3)
This course concerns itself with procedural and substantive aspects of the juvenile justice system, including such areas as history, philosophy, legal shifts, and the systematic processing of juveniles through diversion programs to incarceration.

CRJU 6250. Drugs, Drug Policy & Crime (3)
This course examines the history of domestic drug policy; the U.S. “war on drugs”; the relationship between drug use and crime; trends in domestic drug use and abuse; criminal justice and comprehensive approaches to controlling the use of illegal drugs; and international drug trafficking.

Economics (ECON)

ECON 5101. Managerial Economics for SC (3)
Managerial Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings. The emphasis in this course will be on demand and supply analysis and estimation, price elasticity, cost-benefit analysis under different market conditions, marginal analysis, breaking-even analysis, price discrimination, decision-making with risk, auctions, the problem of adverse selection, and the problem of moral hazard. Strategic games, simultaneous and sequential, and their applications in the world of business will be introduced as well.

ECON 6100. Managerial Economics (3)
Managerial Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings. The emphasis in this course will be on demand analysis and estimation, production and cost analysis under different market conditions, forecasting and decision-making under uncertainty. Students taking this course are expected to have had a good understanding of Principles of Microeconomics.

Restrictions: Master of Business Admin.

Education (EDUC)

EDUC 5100. Social & Cultural Awareness (3)
An examination of multicultural and social concerns that influence the teaching and learning process. Study current issues and trends impacting American public schools as related to preparing pre-service teachers to teach diverse learners in a cross-cultural society. Technology will be used to perform word processing, Internet research, software reviews and electronic portfolio assignments.

EDUC 5101. Exceptionalities/Cognitive Dev (3)
A survey of basic characteristics and educational needs of learners with physical, emotional, intellectual disabilities. Additional study will concentrate on the cognitive and learning developmental aspects of teaching adolescents and young adults with a variety of abilities and disabilities. Course will focus on learning theories and models used in education. Technology will be used to conduct word processing, Internet research, software reviews and electronic portfolio assignments.

EDUC 5102. MAT Practicum (2)
This course will be the fall semester portion of the field experiences for this program. It is designed for candidates to observe and participate in experiential learning in public school classrooms where diverse groups of adolescents are engaged in the teaching and learning process. The practicum experiences will allow candidates to observe, reflect and/or work with learners based on topics presented in EDUC 5100-5101. Candidates will be required to spend approximately ten hours per week in the field and must have proof of liability insurance to participate in the course.

Prerequisites: EDUC 5100 and EDUC 5200

EDUC 5200. Curriculum & Instruction (3)
This course is designed to teach candidates the theory and best practices for developing and delivering instruction in high school settings. Focus will be on instructional strategies, motivational and classroom management techniques, pedagogical knowledge, skills and dispositions for effective teaching and learning, and the construction and administration of learning assessment instruments. Technology will be used to perform word processing, Internet research, software reviews and electronic portfolio assignments.

EDUC 5300. Internship Seminar (1)
This seminar is designed to discuss common issues, concerns and successes that candidates are having as teaching interns. Some topics will include developing curriculum and instruction for diverse and special needs learners, designing and implementing thematic units using Georgia Performance Standards (GPS), using classroom management techniques, developing and using data from student assessments, interpreting standardized testing data, using instructional technology to facilitate student learning, and recognizing legal, ethical, and professional responsibilities. Technology will be used to perform word processing, Internet research, software review, and electronic portfolio assignments.

Prerequisites: EDUC 5301 (may be taken concurrently)

EDUC 5301. Secondary School Internship (4)
This course is a clinical experience in high school settings for teaching the major concentration during the Spring semester. Candidates will be responsible for two weeks of observations and reflections before eight weeks of taking full-time responsibility for classroom instruction, and end with two final weeks of observations and reflections. School-based mentor teachers will work with interns in meeting program outcomes through teaching assignments. University field supervisors will observe and assess performance. Candidates must have proof of liability insurance to participate in course.

Prerequisites: EDUC 5300 (may be taken concurrently)

EDUC 5400. Action Research (1-2)
This hybrid online course is part two of a two-part course in which teacher candidates develop and implement an action research project based on research, coursework, practice, and clinical experience. Here, candidates will study qualitative and quantitative research methods, practice data collection, expire the influence of researcher positionally, study research ethics and institutional review boards, and write a proposal describing their intended research project.

Prerequisites: EDUC 5300 and EDUC 5301
ENGL 5000. Great Books (3)
A course exploring the concept of "Great Books," including history and definition of the concepts both of "book" and of "greatness." Many texts (fiction and nonfiction, as poetic) will be read closely in probing these definitions. The texts will range globally, from the earliest examples of writing (including pre-literate, oral traditions) through the present. Texts will be read in English translation necessary. Both canonic writers (e.g., Homer, Mary Shelley) and writers outside conventional definitions of the canon will be considered.

ENGL 5015. Writing Fiction (3)
A practical study of the techniques and craft of writing the short story to grasp literary writing from the writer's point of view.

ENGL 5020. Methods of Teaching English I (3)
Methods of Teaching English I: Teaching Literary Genres. This course prepares teacher candidates to become effective teachers of literature at the secondary level. Students will explore the methods and literary texts vital to a secondary school curriculum in Language Arts. Students will also develop teaching materials appropriate for use in the high school classroom.

ENGL 5025. Writing Creative Nonfiction (3)
A practical study of the techniques and craft of writing the creative nonfiction essay while questioning the ambiguous nature of experience.

ENGL 5030. Methods of Teaching English II (3)
Methods of Teaching English II: Principles of Writing Instruction. This course prepares teacher candidates to become effective teachers of writing at the secondary level. Students will explore the theory and methods of teaching writing vital to a secondary school curriculum in language arts. With emphasis on writing process and studies of language, candidates will develop teaching materials appropriate for use in the high school classroom.

ENGL 5035. Writing Poetry (3)
A practical study of the techniques and craft of writing poetry to grasp literary writing from the writer's point of view.

ENGL 5040. Playwriting (3)
A practical study of the techniques and craft of playwriting to grasp literary writing from the writer's point of view.

ENGL 5045. Digital and Multimedia Writing (3)
This course introduces students to basic design principles and tools for writing in digital media. In this course, students will consider how the Internet lets different kids of communities create meeting spaces and the role that digital writing plays in constructing those spaces.

ENGL 5050. Advanced Document Design (3)
This course focuses on the principles of graphic design as well as theory and practice of multimodal composition to explore advanced techniques of layout/design, desktop publishing, and typesetting. By reconceiving print and digital texts as multimodal, we will read, analyze, and create products in a variety of contexts so that students may craft deliverables such as posters, flyers, cards, brochures, magazines, journals, books, and ebooks using word processing and layout/design software.

ENGL 5105. Am. Colonial & Federal Lit. (3)
Major works of American literature from 1588 to 1820, including captivity narratives, poetry, and other writings that illustrate the early development of America as a nation.

ENGL 5110. American Romanticism (3)
Major works of American literature from 1820-1860, including Emerson, Fuller, and Douglass, as well as writers outside the traditional canon.

ENGL 5114. Lit of the Adolescent Experien (3)
This course emphasizes thematic connections between contemporary adolescent literature and traditional literature from various literary perspectives. Course topics for study will include application of literary theory representation of adolescence in diverse cultural contexts, and connections to middle and secondary English classrooms. This course is recommended for English majors in the teaching certification program.

ENGL 5120. 19th Century Amer Lit &Culture (3)
A graduate-level survey of early modern English literature and literary culture, ca. 1500-1700. Typical areas of emphasis will include significant literary movements within the era, major authors, and/or attention to a specific genre. Course content will include some attention to historical context, research methods, and applied critical theory.
ENGL 5125. American Realism & Naturalism (3)
Major works in American literature from 1860-1914, including canonical writers such as Chesnutt, Chopin, Twain, Crane, Norris, and Howells, as well as writers outside the traditional canon.

ENGL 5130. Studies in Southern Lit. (3)
An expansive course focusing on the major movements, issues, or themes in the study of nineteenth and twentieth century Southern American literature. Topics may include nineteenth century slave narratives, the Southern Renaissance, Southern fiction since 1945, Civil Rights literature, poetry, and/or major authors.

ENGL 5140. Studies Mod Amer Lit & Culture (3)
A course focusing on issues or authors in the American Modern period, beginning around 1905 and concluding around 1945. Topics may include the Harlem Renaissance and the Southern Renaissance as well as major authors.

ENGL 5150. Studies in Shakespeare (3)
A graduate-level survey of Shakespeare’s dramatic works before and after 1600, with primary emphasis on the major comedies and tragedies and some attention to the histories, problem plays, and romances. Course content will include some attention to research methods and critical theory in the context of Shakespeare studies.

ENGL 5210. Studies in Renaissance Lit. (3)
A graduate-level survey of early modern English literature and literary culture, ca. 1500-1700. Typical areas of emphasis will include significant literary movements within the era, major authors, and/or attention to a specific genre. Course content will include some attention to historical context, research methods, and applied critical theory.

ENGL 5220. Medieval Literature (3)
This course explores the major works and cultural influences of the medieval time period between 600 AD and 1500 AD. Readings will include works from Old and Middle English, ranging from Old English poetry, Chaucer, the Gawain-poet, Langland, to Malory.

ENGL 5221. Studies in 17th Century Lit. (3)
This course is a graduate-level examination of the major literary movements in English literature during this time period. Readings will include fiction, non-fiction, poetry, and drama from the early Stuart period through the Restoration.

ENGL 5222. Eighteenth-Century British Lit (3)
Influential authors and cultural issues in Britain from 1689 to 1780. Topics may include the scientific Enlightenment represented in literature, religious and social conflicts, gender and sexuality, nationalism and imperialism, and authors ranging from Alexander Pope to Charlotte Smith and Samuel Johnson.

ENGL 5230. Grammar for Professional Writ. (3)
This course teaches the structure of English grammar and the options students have when presenting their ideas in formal and informal writing. The course will provide a brief survey of the most common dialects of American English with the purpose of comparing standard and nonstandard dialects. The goal of the course is to show how English grammar works and to present the attitudes and social implications of using grammar in standard and nonstandard usage. Students will become more proficient in writing the language by recognizing the patterns of English used in various contexts.

ENGL 5240. Grant Proposal Writing (3)
This course focuses on the fundamentals of proposal writing. Students will explore social, political, and economic contexts driving grant proposal development, as well as common processes in writing grant proposals, such as identifying a project for funding, researching funding sources, tailoring research to write proposals appropriate for their selected sources, and post-award or rejection follow-up with funders.

ENGL 5241. Romantic British Literature (3)
Influential authors and cultural issues in Britain from 1780 to 1837. Topics may include the French Revolution represented in literature, the technological transformation of industry and commerce, nationalism and imperialism, Romantic Orientalism, and authors ranging from William Blake to Percy Shelley and Letitia Landon.

ENGL 5250. 19th Century British Lit (3)
A graduate-level survey of nineteenth century British literature and literary culture, ca. 1780-1900. Typical areas of emphasis will include significant literary movements within the era, major authors, and/or attention to a specific genre. Course content will include some attention to historical context, research methods, and applied critical theory.

ENGL 5260. 20th/21st Century British Lit (3)
An in-depth study of major movements, issues, or themes in British literature from 1900-1965. Topics may include but are not limited to modernism, war literature, literature between the wars, and minor literary movements such as Angry Young Men.

ENGL 5262. Victorian Literature (3)
A rigorous study of literary works of major English writers from 1830-1900, with attention to the social, political, economic, and cultural contexts.

ENGL 5300. Literature by American Women (3)
A study of traditions in texts by women authors, including British, American, or world texts. The course may cover a wide range of texts or focus on a single theme, genre, period, or literary movement.

ENGL 5350. Studies in Gender & Sexuality (3)
A variable topics course that utilizes fictional and/or non-fiction texts. This course may focus on, but is not limited to, one or more themes, issues, or literary movements in American, British, or world cultures related to the studies of gender and/or sexuality.

ENGL 5400. African American Lit & Culture (3)
A course focusing on the major movements, issues, or themes in the study of African American literature and culture from the 18th, 19th, 20th and 21st centuries. Topics may include but are not limited to modernism, postmodernism, African American womanism, Africana womanism, and other literary movements such as The Harlem Renaissance, The Black Arts Movement, The New Black Aesthetic, and/or major authors.

ENGL 5410. The African American Novel (3)
A course focusing on the major movements, issues, or themes in the study of the African American Novel from the 19th, 20th and 21st centuries. Topics may include but are not limited to modernism, postmodernism, slave narrative, neo-slave narrative, the blues novel, and other literary movements such as The Harlem Renaissance, The Black Arts Movement, The New Black Aesthetic, and/or major authors.
ENGL 5450. Race & Ethnicity in Literature (3)
An expansive course focusing on the major movements, issues, or themes in the study of race and ethnicity in literature and culture. Topics may include African American literature, post-war Jewish fiction, Native American literature, whiteness studies, Chicano/a Latino literature, Asian American literature, literature and racism, double consciousness, migration narratives, and comparative studies of racial and ethnic experience.

ENGL 5600. Composition Theory (3)
This course is designed as an introduction to composition theory. It is designed for graduate students who wish to prepare for teaching in secondary and college educational settings and for those who wish to know more about composing theories and applications. Students will be introduced to bibliographical resources and research problems in composition; the interdisciplinary nature of college English teaching; the major texts and professional journals in rhetoric and composition studies; influential authors, teachers, leaders in the field; the history of writing instruction; the relationships between composition studies and literature/rhetoric/literary theory; writing across the curriculum; basic writing; computers and composition; pedagogical matters; and social, political, and cultural issues that shape the field.

ENGL 5620. Postcolonial Theory & Lit (3)
A study of postcolonial literary theory and literature. Texts written in English from a variety of formerly colonized regions will be studied; including, but not limited to, Africa, the Caribbean, South and Southeast Asia, Ireland, Australia and New Zealand. The focus will be on such topics as imperialism, race, gender, ethnicity, nation, language, and representation.

ENGL 5650. Writing for Nonprofits (3)
This course focuses on the fundamentals of communication practices in non-profit organizations by managing a client-based project with a real non-profit organization. Students will explore social, political, and economic contexts driving strategic communication to meet the organization’s social mission. This also includes learning common processes in writing professional documentation such as memos, proposals, and reports, usability testing, primary and secondary research methods, developing marketing and promotional material, and crafting a communication message for target audiences.

ENGL 5700. Response to Writing (3)
An introduction to one-on-one writing instruction (both online and face-to-face), classroom based writing consultancy, and theories that guide these practices. Students will write many kinds of documents, including essays about tutoring and consulting, and they will apply what they have learned in peer review situations. Additional readings will cover the history, theory, and practice of peer tutoring and its role in composition studies scholarship.

ENGL 5710. Modern and Contemporary Poetry (3)
This course examines post-1900 poetry and focuses on the poets who represent major developments in traditional and non-traditional poetics along with a consideration of the styles, trends, and influences that inform contemporary poetry in any tradition in American, British, or World texts.

ENGL 5720. Contemporary American Lit (3)
This course examines the major movements, issues and themes in the study of modern American literature. Topics may include Postmodernism; individual identity; race, class, and gender; dualism and pluralism; magic realism, and/or major authors. Genres may include fiction, drama, memoir, and creative non-fiction.

ENGL 5730. Modern Drama (3)
A detailed study of selected English and American plays from 1900-1965, with attention to literary backgrounds and technical experimentation.

ENGL 5800. Special Topics (3)
A graduate-level seminar on special topics important to professional, postgraduate liberal studies. Typical areas of emphasis will include significant literary movements within a particular era of American, British or post-colonial cultures, major authors, and/or attention to a specific genre. Course content will include some attention to historical context, research methods, and applied critical theory.

ENGL 5801. Special Topics (3)
A graduate seminar on a special topic in English studies. The course can be offered as a seminar course or as an independent study.

ENGL 5802. Special Topics (3)
A graduate seminar on a special topic in English studies. The course can be offered as a seminar course or as an independent study.

ENGL 5803. Special Topics (3)
A graduate seminar on a special topic in English studies. The course can be offered as a seminar course or as an independent study.

ENGL 5900. Professional Writing (3)
This course focuses on the study and application of principles and practices for effective professional writing. Students will gain knowledge of context analysis to communicate for a variety of specialist and non-specialist audiences and genres. Students will put principles into practice by writing, editing, and designing a range of professional texts.

ENGL 5910. Professional Editing (3)
This course focuses on editing fundamentals for a variety of genres, including editing substantively for organization, content, style, and design, as well as copyediting and proofreading. Students will learn how to develop professional language for discussing editing principles and practices, as well as adapt editing practices specific to task, audience, and medium.

ENGL 6300. Internship Teaching Col. Eng. (3)
Practicum in teaching college writing and/or literature. English department faculty will work with interns as they develop and teach lessons in a college classroom. Participants may enroll for up to two semesters but must teach composition and literature if the course is repeated.

ENGL 6400. Directed Research in English (1-3)
Individuals will develop their own research project and complete the research and writing by working with a graduate faculty member. Students will be guided in research methods and practical applications for academic writing and publishing.

ENGL 6995. Thesis Research (1-3)
Research while enrolled for a master’s degree in English under the direction of faculty members in the English Department. The candidate works under the direction and advice of a thesis director to produce a thesis research proposal including an in-depth review of literature.

ENGL 6999. Thesis Preparation (1-3)
Thesis preparation while enrolled for a master’s degree in English under the direction of faculty members in English Department. The candidate works under the direction and advice of a thesis director to produce the thesis.
**Finance (FINA)**

**FINA 5100. Corporate Finance for MBA (3)**
This course will apply tools, techniques and theories of finance to actual business and investment decisions with consideration to ethical issues. Students will apply tools and techniques to analyze a company’s financial position relative to the industry, apply time value of money concepts to business cash flows, evaluate the acceptability of a short-term and long-term financial decision, and understand the relationship between capital structure, risk, and the cost of capital. A variety of pedagogical vehicles will be used including problem solving, case studies, lectures, and projects.

**Health Care Management (HCMG)**

**HCMG 5100. Healthcare Statistics (3)**
This course will introduce graduate students to the theory, application and use of computer based statistics. Applications include the use of a standard database that will assist students in the process of developing computer experiments using a statistical software package. The student's computer will be used extensively in this course and students are required to demonstrate proficiency in the use of WebCT, Word or email, as well as EXCEL and SPSS.

**HCMG 5200. Health Econometrics (3)**
This graduate course deals with the topic of health economics. This topic is significant in today's healthcare market. It will be essential to your success in this class that you keep up with the reading assignments and participate in the discussions. The primary goal is to provide both cognitive and affective knowledge, skills and potential abilities in health economics for health organizations. A working knowledge of health econometrics will be a major goal of this course to help prepare for a master’s program.

**HCMG 5300. Human Resource Mgmt-Hlth. Care (3)**
The emphasis in this course will be on the understanding of the vital nature of human resources in health care delivery. This course will focus not only on recruitment, selection, and training issues, but also on how human resource management needs to be integrated into the strategic planning of the organization. Legal, ethical, and labor issues will be discussed, as well as the use of motivation and power.

**HCMG 5400. Organ. Behavior in Health Care (3)**
The current trends in health care organizations and organizational development will be discussed and analyzed in this course. This discussion will consider the dramatic changes that have occurred in health care delivery over the last century. Particular attention will be given to health care marketing, the relationships between providers and organizations, health care outcomes, and quality.

**HCMG 5501. International Healthcare Issue (3)**
This course will compare health care systems in different countries and focus on differences and similarities. Attention will be given to systems that appear to work and how the tenets of these systems may be incorporated into the U.S. health care system.

**HCMG 5650. Public Health Organizations (3)**
This course will discuss the important interaction between public health and health care delivery. It will also consider expanding the role of public health to make health care delivery more holistic. It will also deal with the history, purpose, and strengths of the public health care system.

**HCMG 5701. Long Term Care Administration (3)**
This course emphasizes the unique administration issues in long term care facilities. Students will explore the different milieu for both physically and cognitively impaired residents and the impact upon costs and reimbursement (e.g., RUGS). An emphasis will be placed on practicing for the NHA (NAB) licensure exam and preparation for Administrator in Training (AIT) program requirements.

**HCMG 5750. Hlthcare Regulatory Compliance (3)**
This course is intended to address the unique issues of regulatory compliance in the health care fields, including HIPAA, OIG, NHI, and FDA (GMP and GCP).

**HCMG 5850. Directed Study in Health Adm (3)**
Study arranged with an instructor allowing the student to select an area of interest to further enhance their knowledge, experience and options.

**HCMG 5950. Healthcare Economics (3)**
This course introduces students to economic principles used to analyze the behavior of consumers, healthcare providers, health insurers and policymakers and their interactions that determine the allocation of scarce resources and the production and consumption of healthcare services. In this course healthcare economics is taught as a discipline to be used as a healthcare managerial tool to optimize resource allocation at both the organizational and health policy levels. Emphasis is given to the uniqueness of the economics of the healthcare sector in the United States. Students are expected to develop an appreciation of the healthcare economics research surrounding pivotal issues in the healthcare sector.

**Prerequisites:** HCMG 5100
HCMG 6000. Health, Finance & Economics (3)
This course will examine the financial and economic issues that are unique to organizations in health care delivery. It will include looking at the rules, regulations, policies, and procedures that affect the financial management of health care organizations. In addition, reimbursement issues will be discussed, as will the current and future economic considerations of paying for health care.
Prerequisites: HCMG 5100 or HCMG 5400

HCMG 6100. Information Mgmt.-Health Care (3)
This course will provide an understanding of the different information systems designed to improve health care delivery and their use in the management of health care organizations. Students will examine the current status of information systems within health care and also explore possible advanced uses of informational systems to monitor patient outcomes, financial stability and marketing information.
Prerequisites: HCMG 5100 (may be taken concurrently)

HCMG 6103. SAS Programming for Healthcare (3)
In this course, students will learn how to use the Statistical Analysis System (SAS) to import health data from other systems, and to build health databases with SAS for improved health care analytics, planning, management, and decision making. The Area Health Resource Files (AHRF) from the US Department of Health Services Administration is a comprehensive collection of county, state, and national health data resources drawn from over 50 sources on healthcare professions, hospital and healthcare facilities, population, and environmental data, and the AHRF will be used as the primary health data source in learning how to use SAS for programming in health informatics, health planning, and health decision making.

HCMG 6150. Healthcare Reimb & Fin Mgt (3)
An introduction to healthcare reimbursement/financial management principles for health care managers. Core topics include historical reimbursement systems, managed care, budgeting, analysis of financial statements, and general financial management principles.
Prerequisites: HCMG 5100

HCMG 6301. Health Care Marketing (3)
The crucial issues of marketing in health care will be examined and discussed. The course will emphasize to whom and how health care should be marketed. Consumer behavior, market research, target marketing, and marketing to primary payers will be analyzed.

HCMG 6500. Managerial Epidemiology (3)
The factors, determinants of health status and collection of pertinent data will be considered within a management frame-work. The student will examine how epidemiological data can be used to determine the impact of illness on populations, to develop programs or interventions to reduce prevalence of illness and to predict populations’ health outcomes.
Prerequisites: HCMG 6100 and HCMG 6200

HCMG 6650. Research Statistics and Method (3)
This course will explore the theory, application, interpretation and use of statistical information in health care management and health services research. Students will also master the application of statistical data in the management of health care organizations, (e.g., financial data, patient statistical data and utilization information). Descriptive, correlation and multiple regression methods will be presented and used in multiple projects.

HCMG 6700. Health Care Policy (2-3)
This course will consider current topics in health care policy. Additionally, it will deal with policy and management issues and their evolutions and implications to both domestic and international health care delivery systems.
Prerequisites: HCMG 6100 and HCMG 6200

HCMG 6801. Healthcare Law (3)
This course emphasizes the past, current and potential future law issues in health care. An emphasis is placed on organizational and business law pertaining to healthcare delivery as well as social law and the framework of both civil and criminal courts.
Restrictions: Health Administration

HCMG 6850. Adv Qlty Sys for Hlth Leaders (3)
Provides an in-depth coverage of systems theory and tools for health care organizations as presented by Deming, Goldratt, Senge and other organizational quality systems thinkers. The purpose of this course is to help the student understand the system and cultural changes necessary to transform a bureaucratic organization into a learning organization. Major emphasis is given to learning the use of the logical thinking tools necessary to accomplish such a complex task in a health services organization environment.

HCMG 6900. Strategic Mgmt of HC Orgs (3)
Strategic management concepts applied to healthcare organizations including a discussion of the philosophy, models, and methods of how to effect strategic planning. Topics include mission and vision statement development, external environmental assessment and determination of opportunities and threats, internal environmental analysis and determination of strengths and weaknesses, linking strategy and budgets through business planning, establishing the culture for strategic leadership, and strategic control. Students complete and present a strategic plan for an actual health care organization.
Prerequisites: (HCMG 5400 and HCMG 6000 and HCMG 6301)

HCMG 6950. Independent Research in Health (3)
Independent studies to enhance student learning on chosen topics.

HCMG 6990. Health Admin. Internship (3)
Students apply concepts and skills learned in the classroom to the practice of health care management. In the internship, students are expected to complete required hours of experience, including a project in a health care organization related to their career goals. Students may enroll in two subsequent semesters.
Prerequisites: (HCMG 5100 and HCMG 5400)

HCMG 6999. Project/Thesis in Hlth Adm. (3)
This course is a faculty-guided project/thesis that addresses a significant problem or issue in health administration. The project is applied research that synthesizes knowledge and information regarding a management issue and develops, implements, and evaluates a management intervention/solution. The thesis is a theory based research process using primary or secondary data analysis. The project/thesis support the synthesis of knowledge and information from previous courses.
Prerequisites: (HCMG 5400 and HCMG 6000 (may be taken concurrently) and HCMG 6650 (may be taken concurrently))

HCMG 7001. Project/Thesis Completion (1)
Completion of the thesis and defends the thesis.
Prerequisites: HCMG 6999
Health Related Studies (HLTH)

HLTH 5900. Special Topics (3)
This course focuses on the exploration of various health care topics and issues in the field of health care.
Restrictions: Nursing - Graduate, RN-MSN

HLTH 6200. Interprof Collab Health Profs (3)
The purpose of this course is to introduce students to the concept of interprofessional collaboration among healthcare workers. This course is designed to provide students in health care related programs with knowledge of interprofessional education concepts regarding effective communication, team building skills, and collaboration of different disciplines to care for patients with complex needs. All interprofessional education competencies will be explored. Collaborative clinical experiences will also provide the opportunity to increase knowledge and understanding of each professions contribution to healthcare.

History (HIST)

HIST 5050. Historical Meth.&America Hist. (3)
The practicum will constitute an independent (individual or small group) project in historical methodology, research and analysis. The student will prepare and submit a significant historical paper and or project. Requires the approval of the history experiential learning coordinator and the department head.
Restrictions: Liberal Studies - Graduate

HIST 5100. African-American History (3)
An examination of the formation of African-American cultural identity from the early national period to the present, with emphasis on major formative events: slavery, the early development of cultural institutions, the reconstruction of life after slavery, northern migration during the world wars, the civil rights and black power movements of the 1950s and 1960s, and urbanization and class structure in the 1980s and 1990s.
Restrictions: Liberal Studies - Graduate

HIST 5120. Estab. of US, 1607-1800 (3)
Cultural, social, economic, and political development of Anglo-America through the War for Independence, the rise of state and national constitutions and governments, the Federalist years, and the "Revolution of 1800."

HIST 5125. Age of Jefferson and Jackson (3)
The history of the U.S. from the Early Republic through 1845. Major themes include territorial expansion, the market revolution, the rise of social reform movements, constitutional developments, the first and second party systems, and the growth of sectional tensions.

HIST 5130. The Civil Wa Era (3)
The origins and course of the American Civil War. Emphasis on the political, economic, social, and cultural background to the war, its military aspects, its impact on American society.

HIST 5135. US in the Gilded Age (3)
This course explores the emergence of the United States as a modern, industrial nation with an increasingly important role in world affairs. It will cover the political, social, economic, and technological changes associated with this process.

HIST 5140. U.S. History, 1914-1945 (3)
Close examination of major themes in U.S. history from the start of World War I to the end of World War II. The course covers and analyzes politics, economy, culture, race, gender, and other pertinent factors during the era of major changes in American life.

HIST 5200. History of the American South (3)
An in-depth look at the special contributions of the South to the evolution of the United States, and an analysis of the major themes of Southern History in the eighteenth, nineteenth, and twentieth centuries. Emphasis will be placed on understanding the role of ideas and values in the making of Southern history.
Restrictions: Liberal Studies - Graduate

HIST 5400. Twentieth Century US History (3)
Special topics in 20th century American history.

HIST 5500. Twentieth Century World Hist. (3)
An intensive investigation of the political, social and cultural developments of the twentieth century world. Topics to be discussed include the birth of the twentieth century, the emergence of global industrialization and imperialism, the worldwide depression, the first and second World Wars, the end of the European world order, the Cold War, postcolonial Africa and Asia, the demise of European communism, and the arrival of globalization.
Restrictions: Liberal Studies - Graduate

HIST 5520. Themes in World History (3)
Special topics in World History.

HIST 5530. Themes in 20th Century World (3)
A course on a particular aspect of world history in the twentieth century. The topic will be chosen by the instructor.

HIST 5601. Adv. Methods Teaching History (3)
This course explores methods and strategies for teaching history at the secondary level in U.S., European, and World History courses. The course begins with an historical evaluation of the purposes of history/social studies education and then shifts to consider the relationship between history education and the historical field itself. A central objective of the course is to highlight contemporary, research-based pedagogies that will position teacher candidates to be successful in the secondary classroom.
Restrictions: Teaching History

HIST 5800. Modern American Pop Culture (3)
An exploration of several institutional aspects of the vast, pervasive, complex, and fascinating phenomenon of American popular culture in the 20th century, in particular the rise of mass entertainment as a form of communication and community formation. Course readings will introduce students to the cultural history of comics, feature films, music, literature, radio, television and sports as commodities and as expressions of identity in a diverse nation.
Restrictions: Liberal Studies - Graduate

HIST 5850. Directed Readings in History (3)
A directed readings course on a special topic in history agreed upon by the student, instructor, and the MALS director.

HIST 5900. Environmental History (3)
Explores the complex and ever-changing interrelationship over time between human society and the natural environment, the differing perceptions of nature held by people and how those ideas and human activities regarding nature combined in ways that reshaped the American landscape.

HIST 6950. Selected Topics in History (3)
A graduate course on a special topic in history. The course can be offered as a regular term seminar course or as independent study.

HIST 6951. Special Topics in History (3)
A graduate course on a special topic in history.

HIST 6952. Selected Topics in History (3)
A graduate course on a special topic in history.
HIST 6953. Selected Topics in History (3)  
A graduate seminar on a special topic in history.

HIST 6954. Selected Topics in History (3)  
A graduate seminar on a special topic in history.

Interdisciplinary Studies (IDST)

IDST 5201. The Science in Science Fiction (3)  
An examination of the scientific principles underlying representative works of science fiction. Science fiction will also be examined as a literary genre. This multidisciplinary course will be taught by faculty in science, English, and media studies.

Liberal Studies (MALS)

MALS 5000. Intro. to Graduate Studies (3)  
Emphasis on library research, using libraries from all over the Atlanta area, internet research, and archival research. This course takes students from a variety of undergraduate disciplines and trains them to conduct research in the selected area of the graduate program.  
Restrictions: Liberal Studies - Graduate

MALS 5010. Ethics, Technology, & Culture (3)  
This course is a study of ethics, technology and culture. It explores the intersection of these concepts in contemporary issues and social concerns as they pertain to different domains, such as work, family, health, leisure and community. An historical and modern perspective will be applied.

MALS 5020. Intro to Graduate Studies II (3)  
Students will research a topic, problem, or issue within their Concentration area. Focus will be on ways to develop understanding of the quality and professionalism of applied research and writing; critical and creative thinking; problem-solving skills; and knowledge of paper design. Students will academically communicate their research through written work and oral presentations.

MALS 5800. Selected Topics/Liberal Studie (3)  
Selected topics in liberal studies.

MALS 5801. Philosophy of Law (3)  
Selected topics in liberal studies.

MALS 6890. Non-Thesis Prof Paper Research (1-3)  
As part of the Capstone Non-Thesis Option, this course includes the preparation of either a professional conference paper presentation, a scholarly book review, or an extended and enhanced research paper which will be submitted for publication to a refereed journal, rather than a thesis, completed under the direction of a graduate faculty advisor. Variable credit from 1 to 3 hours, with a maximum of 3 hours that may be applied to the Capstone Non-Thesis Option.  
Prerequisites: MALS 5000

MALS 6899. Non-Thesis Comprehensive Exam (1-6)  
As part of the Capstone Non-Thesis Option, this is a faculty directed independent study course for students who are preparing for and/or completing their comprehensive examination. Variable credit from 1 to 6 hours.  
Prerequisites: MALS 5000

MALS 6901. Internship I (3)  
This course will focus on professional writing and career development skills.

MALS 6902. Internship II (3)  
This course offers an experiential learning experience as students will work with an agency (for-profit, not-for-profit, or governmental entities, other) to directly observe and participate in the challenges and rewards of a contemporary work environment.

MALS 6993. Master's Supervised Research (3)  
Instruction in research and research under the mentorship of a member of the Graduate Faculty.  
Restrictions: Liberal Studies - Graduate

MALS 6995. Master's Thesis Research (3)  
Thesis research.  
Restrictions: Liberal Studies - Graduate

MALS 6999. Master's Thesis Preparation (1-3)  
For students who have completed all credit hour requirements and full-time enrollment for the master's degree and are writing and defending their thesis. Credits arranged.  
Restrictions: Liberal Studies - Graduate

Management (MGMT)

MGMT 5101. Org. Development and Change (3)  
This course describes the field of organizational development and its applications to modern organizations. Focus is placed on the process and practice of organizational development; and the process and tools of planned change and the practitioners who carry out this work.

MGMT 5104. Project Management (3)  
This course provides a foundational understanding of the tools, techniques, and methodologies available for a systems approach to planning, scheduling, and controlling a project. Various project management methodologies may be introduced, including Agile, Scrum, Waterfall, or PMI/PMBOK. Students will apply project management learning in the context of case studies or group project work.

MGMT 5105. Global Experience (3)  
This course will involve an approximately 10-day trip to another country with focus on the basic principles of management, marketing, supply chain, and international business in the context of global environment. The course and assignments will vary with the country visited. Additional fees will include the cost of travel.

MGMT 5106. Cross-Culture Negotiating (3)  
This course focuses on negotiation in the global business setting. It will cover the fundamental negotiation concepts in a multi-cultural environment. Through simulations, cases, videos, and class discussions, students develop an understanding of cross-cultural negotiations and build skills that can be used to make deals and resolve disputes in a global environment. The course will also bring an international perspective to understanding the impact of culture in the most commonly used international and domestic dispute resolution processes (negotiation, mediation and arbitration).

MGMT 5107. Leadership and Values (3)  
The purpose of this course is to prepare students to become effective leaders within organizational settings by: 1) exposing students to classical and contemporary concepts, principles and practices associated with leadership effectiveness, and 2) guiding students to embark on their own personal leadership development journey through self-assessments, experiential exercises, reflection and feedback. Special emphasis is placed on values and ethics in leadership. Students will identify the core aspects of their own leadership, their strengths and weaknesses, and chart their development plan.
MGMT 5108. Talent Development in Orgn (3)
Students will learn about the assessment, design, development, implementation and evaluation of talent and organizational development interventions such as employee training, career development, performance management, coaching, mentoring, succession planning, and organizational development.

MGMT 5109. Human Resource Consulting (3)
Students will be introduced to HR consulting frameworks and methods; simulate consulting project activities and situations using business cases; and connect students with practicing consulting professionals from a variety of firms. Within the context of this course, consulting is viewed broadly and is inclusive of a number of HR practice areas including Strategic HR Consulting, Diversity Consulting, and Organizational Consulting.

MGMT 5111. Leadership and Organizational Behavior (3-0-3). This course discusses the essential characteristics of successful leaders. Leadership requires effective management of people and a clear understanding of human behavior and social processes. Leaders need to have a good understanding both of themselves and of those whom they will lead. This knowledge of individuals’ perceptions, attitudes, and behavior enables leaders to choose appropriate leadership styles and managerial practices to increase organization effectiveness and positive human outcomes.

MGMT 5112. Global Management (3)
The study of the challenges and opportunities of managing people in different countries. The impact of cultural values in the workplace will be examined and how these values influence managerial practices in global organizations.

MGMT 5113. Strategic Leadership Development (3)
This course is focused on equipping students with the knowledge and tools necessary to engage in strategic thinking, planning and implementation. Through readings, cases and discussions, students learn various approaches to strategic planning, the strategic planning process, and the leader’s role in strategic planning and implementation. Students will apply the strategic planning process to their own leadership culminating in the development of a personal strategic leadership development plan.

MGMT 5114. Leading Diversity & Inclusion (3)
This course focuses on creating an understanding of sources of diversity and difference and its effects in organizational setting. Through readings, case studies and self-assessments, students will develop essential knowledge, skills and strategies for leading diversity an inclusion in the workplace. Emphasis will be placed on the leader’s role in creating an inclusive workplace and how to leverage that to create competitive advantages for their organizations. Through self-assessments and feedback, students will develop their own plan for improving their capacity to lead for diversity and inclusion.

MGMT 5115. Global Human Resources (3)
This course will explore the context of global human resource leadership, including topics on culture, compensation and benefits, global firms and their structures, international assignment, and the political, legal, and regulatory considerations that global organizations face.

MGMT 5116. Leading by Managing Conflict (3)
This course will examine conflict in a number of different contexts. Students will be prepared to analyze and diagnose conflict in a variety of settings. They will learn the skills and strategies needed to facilitate the management of conflict, with special emphasis on communication abilities, workplace issues, and problem-solving approaches. Students will explore their own leadership negotiation and conflict management styles through self-assessment and feedback, and develop a plan for expanding the tactics and strategies they use in negotiation and conflict management.

MGMT 5120. Special Topics in Management (3)
Selected advanced topics in current Management trends. This course will be offered as fits the needs and interests of the student and faculty. Course may be repeated for credit if topics are different.

MGMT 5750. Global Strategic Management (3)
This is a capstone course designed to apply and integrate concepts and analytical tools that students have studied in MBA course work. Students will participate in a competitive business simulation. The emphasis throughout is on developing strategic thinking skills and understanding the fundamentals for achieving competitive advantage in an ethical manner in a dynamic, global business environment.

Prerequisites: ACCT 5200 and FINA 5100 and MKTG 5200 and BUSA 5200

Marketing (MKTG)

MKTG 5103. Global Marketing (3)
Global Marketing focuses on the international marketing activities of a firm. Students will have the opportunity to apply marketing concepts in international markets. Various exporting and international entry mode strategies will be examined.

MKTG 5110. Digital Marketing Fundamentals (3)
In this course students will focus on how technology through digital means provides a framework and tools for managing and analyzing an organization’s virtual presence for marketing purposes. The digital customer journey will be examined along with building both consumer and business relationships and associated social and regulatory issues. Students will be exposed to the ways that firms are utilizing the internet to construct their value chains and create/sustain competitive advantages.

MKTG 5111. Digital Marketing Strategy (3)
In this course students will develop a theoretical understanding of the internet marketplace. The necessary skills to perform daily digital marketing functions and the ability to improve a firm’s online presence will be developed. Students will practice concepts such as A/B testing, Conversion Rate Optimization, conducting key word research and building marketing strategies.

Prerequisites: MKTG 5110

MKTG 5112. Social Media Strategy (3)
In this course, students will develop an understanding of Social Media Marketing (SMM) and how it is used by marketers to increase brand awareness, identify key audiences, generate leads and to build meaningful relationships with customers. Students will learn how social media marketing is utilized by business to gain competitive advantages through the creation and distribution of valuable, relevant and consistent content to attract and retain clearly-defined audiences.

Prerequisites: MKTG 5111 (may be taken concurrently)
MKTG 5114. Personal Branding Strategy (3)
This course is focused on equipping students with the knowledge and tools necessary to engage in personal branding techniques and strategies for designing, enhancing, and promoting their professional image. Through readings, cases, and discussions, students learn to devise strategies for managing their professional reputation and begin creating their personal brand. Students will apply marketing strategies to positioning themselves contributing to the development of a personal developmental plan.

MKTG 5120. Special Topics in Marketing (3)
Selected advanced topics in current Marketing trends. This course will be offered as fits the needs and interests of the student and faculty. Course may be repeated for credit if topics are different.

MKTG 5200. Marketing Management (3)
A high-level course focusing on the central strategic role that marketing plays in the success of a company. The case method will be used extensively and ethical implications in marketing decision will be explored.

Mathematics (MATH)

MATH 5000. History of Mathematics (3)
This course is an exploration of the historical development of mathematics in various civilizations, ranging from the antiquity of Babylonia and Egypt through classical Greece, the Middle and Far East, and on to modern Europe. Topics may include the development of areas such as arithmetic, geometry (practical, deductive, and axiomatic), number theory, trigonometry, syncopated and symbolic algebra, probability, statistics, and calculus.

MATH 5010. Mod. Meth. of Teaching Math (3)
This course will explore theory and pedagogy of mathematics instruction with a focus on teaching methods across a variety of topics. Appropriate integration of technology into mathematics teaching and learning will be emphasized.

MATH 5130. Applied Algebra (3)
This course is an investigation of the use of theoretical concepts of abstract algebra in order to solve non-theoretical problems, with an emphasis on applications. Topics are selected from symmetry groups, exact computing, linear codes, Boolean algebras, cryptography, and geometric constructions. Other topics may be covered according to time and student interest.

MATH 5220. Applied Statistics (3)
This course extends the concepts of introductory statistics through the study and exploration of advanced inferential methods. Analysis of variance using simple experimental design, and multiple regression analysis (including model building, checking, and analysis of residuals) are introduced. Additional topics covered in the course are multifactor analysis of variance, chi-square testing, and non-parametric statistical methods. Throughout the course real data are utilized. Applications include the use of a statistical software package.

MATH 5221. Fund. of Business Analytics (3)
This course covers intermediate principles of the statistics, probability, and analytics required for applications to supply chain analytics. Case studies and real-life applications in supply chain analytics will utilize industry standard computer applications. Students completing this course will understand the broad directions of statistical approaches to analytics and the practical use and interpretation of data.

Prerequisites: BUSA 5200

MATH 5231. Modern Geometry (3)
This course is a study of Euclidean and non-Euclidean geometries. Topics will be explored through historical perspectives, formal geometric proofs, technology-based investigations, and modern applications.

MATH 5250. Elementary Number Theory (3)
An introduction to the mathematical treatment of concepts related to the integers. Topics include divisibility, prime numbers, numerical functions, congruence classes and Diophantine equations. Other topics, such as rational and irrational numbers may be addressed.

MATH 5255. Factoring & Primality Testing (3)
This course is a study of deterministic and probabilistic methods for factoring large integers and testing whether an integer is prime or composite. Topics to include Pollard's algorithms, Pseudoprime tests, the Rabin-Miller test, the Quadratic Sieve, Lucas Sequences, Pratt Certificates, and other methods according to time and student interest. Computer technology will be used heavily in this course.

MATH 5261. Introductory Probability (3)
This is an introductory course in Mathematical Probability. It explores the topics of probability, random variables and their distributions, mathematical expectation, moment generating functions and sampling distributions.

MATH 5350. Graph Theory (3)
This course is a study of graph theory and graph theoretical problem solving techniques. Topics are selected from connectivity, Eulerian graphs, Hamiltonian graphs, algorithms, properties of trees, counting trees, planar graphs, Euler's formula, graphs on other surfaces, dual graphs, infinite graphs, coloring vertices, Brook's Theorem, coloring maps, coloring edges, chromatic polynomials, Eulerian digraphs and tournaments, Markov chains, Hall 'marriage' theorem, transversal theory, Application of Hall's theorem, Menger's theorem, and network flows.

MATH 5360. Combinatorics (3)
This course is a study of combinatorial problems and solving techniques. Topics are selected from counting principles, enumeration, generating functions, recurrence relations, Polya's theory of counting, Ramsey Theory, extremal graph theory, probabilistic methods, and the Szemeredi Regularity Lemma.

MATH 5365. Applied Combinatorics (3)
This course is a study of some applications of combinatorics. Some of the topics that are explored in this course are: Polya's theory of counting, combinatorial design, coding theory, existence problems in graph theory, matching and covering, optimization problems for graphs and networks.

MATH 5520. Introduction to Analysis (3)
This is a rigorous introduction to analysis of functions on Euclidean space. Topics include limits, continuity, sequences, series, differentiation, integration, and sequences and series of functions.

MATH 5525. Topology (3)
This course is an introduction to topology via a variety of different techniques and applications involving point set, geometric, and algebraic topology. Topics include, but are not limited to: continuity, open and closed sets, compactness and connectedness, identification spaces, the fundamental group, triangulations, and surfaces. Further topics may include: simplicial homology, degree and Lefshetz number, knots, and covering spaces.

MATH 5800. Selected Topics in Mathematics (3)
Topics of interest in mathematics not covered in courses in current graduate catalog.
NURS 5501. Theory for Graduate Nursing Pr (3)
This course prepares nurses to transition into new roles and advanced nursing practice by exploring a wide range of theories from nursing and other sciences. Students will understand the role of knowledge development in advancing a discipline. Students will critique, analyze, and evaluate selected theories and incorporate these theories into their advanced nursing practice roles.

NURS 5502. Research-Evidence-Based Nurs. (3)
This course builds upon undergraduate statistics and research courses and will focus on the relationship between nursing theory, research, and practice for evidence-based practice. This course will focus on issues such as the identification of practice and system problems, evaluation of research studies and systematic reviews, development and implementation of evidence-based practice guidelines, use of evidence-based practice to improve outcomes for individuals and groups of patients as well as health care systems, and differentiation of evidence-based and value-based approaches to practice. Students are expected to integrate an evidence-based approach into their practice.

Prerequisites: (NURS 5501 and NURS 6611)

NURS 5503. Adv Patho Across the Lifespan (3)
This course focuses on developing an advanced knowledge base of human physiology and pathophysiology providing a background for professional practice and the translation and integration of evidence to provide quality and safe care of patient and community populations. It will prepare advanced nurses to understand the mechanisms underlying disease processes, clinical manifestations, and rational therapies. Appropriate screening and diagnostic testing methods will also be included. Emphasis will be placed on important pathophysiological concepts needed to support the goals of Healthy People 2030 to improve clients’ quality of life and reduce health disparities.

Restrictions: Family Nurse Practitioner

NURS 5504. Health Care Policy (3)
The political process related to health care policy and nurses role in affecting policy decisions will be a major focus of this course. Access, cost and quality of health care will be examined along with major issues related to concepts of health policy, nursing advocacy and the policy process. Legislative and regulatory issues, health care financing, managed care and coverage of the uninsured will be emphasized. Students will apply their knowledge of these topics to in-depth analysis of an issue related to their practice specialty.

Restrictions: Family Nurse Practitioner

NURS 5505. Theory & Research for Grad Nurs (4)
This course builds upon undergraduate foundations in research and theory to focus on the interrelationships between nursing theory, research and advanced nursing practice. Graduate nursing students will explore knowledge development through theory and research and the application of that knowledge through evidence-based nursing practice.

NURS 5600. Health Care Policy (3)
The political process related to health care policy and nurses role in affecting policy decisions will be a major focus of this course. Access, cost and quality of health care will be examined along with major issues related to concepts of health policy, nursing advocacy and the policy process. Legislative and regulatory issues, health care financing, managed care and coverage of the uninsured will be emphasized. Students will apply their knowledge of these topics to in-depth analysis of an issue related to their practice specialty.
NURS 5999. Studies in Nursing-Directed (1-6)
A graduate seminar exploring selected leadership or education topics in Nursing chosen by individual faculty members. A variety of perspectives will be examined.

NURS 6000. Trans-Hlth Prom. & Illness Pre (2)
This course presents an array of clinical interventions that influence the goal of achieving health at the primary, secondary, or tertiary levels of health care. Key concepts include healthy lifestyles, self-care, holisms, nursing therapeutics, caring, critical thinking, and risk reduction.
Prerequisites: NURS 5100 and NURS 5200

NURS 6110. Prin. of Education in Nursing (2-3)
This course focuses on the theoretical foundations of teaching, learning innovations, and the multifaceted role of a nurse educator in multiple settings. The course will provide a background for nurse educators to promote safe and effective learner outcomes based on evidence-based practice and ethical guidelines. Expectations of a leader in nursing education are explored.
Restrictions: Nursing - Graduate, RN-MSN

NURS 6140. Trans. to Nurse Educator Role (3)
This clinically based course provides the opportunity for students to operationalize the theoretical principles and concepts studied in previous courses. Students will have the opportunity to assume the role of educator within a selected specialty area.
Prerequisites: NURS 6110 and NURS 6120 and NURS 6130

NURS 6611. Diagnostic & Clinical Reasonin (2)
This course focuses on diagnostic reasoning as a framework to synthesize knowledge for comprehensive assessment of primary care patients throughout the life span. Advanced health assessment techniques are emphasized and refined. Diverse types of approaches are used in expanding proficiency in conducting histories and physical examinations in laboratory and clinical settings including communication techniques unique to the specialty population. Systematic and organized health assessments that are sensitive to cultural and developmental needs are explored.

NURS 6612. Diagnostic & Clinical Reasonin (3)
This course focuses on diagnostic reasoning as a framework to synthesize knowledge for comprehensive assessment of primary care patients throughout the life span. Advanced health assessment techniques are emphasized and refined. Diverse types of approaches are used in expanding proficiency in conducting histories and physical examinations in laboratory and clinical settings including communication techniques unique to the specialty population. Systematic and organized health assessments that are sensitive to cultural and developmental needs are explored.

NURS 6620. Adv Health Assessment for FNPs (3)
This course in health assessment expands the nurse's knowledge of cognitive processes and psychomotor skills needed for comprehensive assessment of clients across the lifespan. Students are expected to perform a physical, mental, developmental, and nutritional assessment, obtaining a health history, perform selected diagnostic procedures, and record findings. Interviewing skills that enable the nurse to relate to various clients across the life span will be refined. Use of diagnostic and motivational interviewing skills with individuals from diverse cultures will be emphasized. This course consists of didactic and clinical lab experiences. Students will obtain a comprehensive physical and mental health/substance use history and will perform a physical and mental status examination on an adult and pediatric client. Students will have documentation assignments on systems covered in lecture. All students will perform physical and mental health assessments in laboratory and clinical settings.

NURS 6630. Hlth Prom of Adults and Fami (6)
This course is designed to prepare Family Nurse Practitioners to assume responsibility for health promotion, health maintenance, disease prevention, and the management of common acute and chronic health problems of adults in primary health care settings. Emphasis is on the family as the basic unit of nursing care. Discussion will include non-pharmacologic and pharmacologic management of common health problems. Criteria for consultation and indications for referral along with exploration of available community resources will also be considered.
Prerequisites: NURS 5410 and NURS 6611 and NURS 6620 and NURS 6640

NURS 6640. Adv Pharmacology for FNPs (3)
Course focuses on examination of the major categories of pharmacological agents and application of pharmacological concepts in the clinical practice setting. Emphasis is placed on understanding the physiological action of the drugs, expected patient responses and major effects. This course is prerequisite for clinical courses that integrate the knowledge of pharmacotherapeutics into effective nursing practice.

NURS 6650. Hlth Prom of Children and Fami (6)
This course is designed to prepare Family Nurse Practitioners to assume responsibility for health promotion, maintenance, and management of common acute and chronic health problems of infants, children, and adolescents in primary health care settings. Emphasis is on the description of the condition or disease, etiology and incidence, clinical findings, differential diagnosis, management, complications and preventive and patient education measures. Consideration is given to cultural and ethical issues that affect health care delivery and client adherence to the management plan. Established protocols for practice are used to indicate the need for consultation, referral, and community resources.
Prerequisites: NURS 5410 and NURS 6611 and NURS 6620 and NURS 6630 and NURS 6640

NURS 6660. Pop Hlth and Emerging Disease (2)
This course strengthens students' capacity to integrate and apply public health concepts and epidemiologic methods to improve population health. The theory and scope of public health practice are analyzed in the context of the complex interplay between science, law, policy, and ethics. Students synthesize and apply public health concepts (e.g., population perspective, health promotion and prevention, determinants of health) and methods (e.g., policy /advocacy /epidemiology /quality improvement/program planning).
NURS 6670. Adv Practice Nurs Roles in Soc (3)
Students explore components and variations of the advanced practice role and how social policy and health care delivery influence and are influenced by the role. Legal definitions and professional interpretations of advanced practice nursing are examined in relation to health care outcomes, resource allocation and cost effectiveness.

NURS 6671. Adv Practice Nurs Roles in Soc (2)
Students explore components and variations of the advanced practice role and how social policy and health care delivery influence and are influenced by the role. Legal definitions and professional interpretations of advanced practice nursing are examined in relation to health care outcomes, resource allocation and cost effectiveness.

NURS 6680. Hlth Prom of Elderly and Famil (5)
This course is designed to prepare Family Nurse Practitioners to assume responsibility for health promotion, disease prevention, early detection, and management of common acute and chronic health problems of the elderly client and his family. The nurse practitioner’s role in promoting successful aging, maintaining function and promoting self care, through the use of the community, personal and family resources is stressed. Common geriatric syndromes and problems including chronic illnesses and their management are emphasized. Ethical dilemmas that impact the health care of the older adult are integrated throughout the course.

Prerequisites: NURS 5503 and NURS 6611 and NURS 6620 and NURS 6630 and NURS 6640 and NURS 6650 and NURS 6670

NURS 6681. Hlth Prom of Elderly and Famil (6)
This course is designed to prepare Family Nurse Practitioners to assume responsibility for health promotion, disease prevention, early detection, and management of common acute and chronic health problems of the elderly client and his family. The nurse practitioner’s role in promoting successful aging, maintaining function and promoting self care, through the use of the community, personal and family resources is stressed. Common geriatric syndromes and problems including chronic illnesses and their management are emphasized. Ethical dilemmas that impact the health care of the older adult are integrated throughout the course.

Prerequisites: NURS 5503 and NURS 6611 and NURS 6620 and NURS 6630 and NURS 6640 and NURS 6650 and NURS 6670

NURS 6690. Nurse Practitioner Practicum (6)
This experience gives the student responsibility for the primary health care services of individuals and families supervised by a nurse practitioner and/or physician preceptor. Students are expected to practice as a nurse practitioner, assuming increasing responsibility for planning and implementing therapeutic processes and for documenting and evaluating outcomes of care. Students will apply theories by investigation and management of health problems in primary health care settings.

Prerequisites: NURS 5410 and NURS 6611 and NURS 6620 and NURS 6630 and NURS 6640 and NURS 6650 and NURS 6660 and NURS 6670 and NURS 6680

NURS 6691. Nurse Practitioner Practicum (5)
This experience gives the student responsibility for the primary health care services of individuals and families supervised by a nurse practitioner and/or physician preceptor. Students are expected to practice as a nurse practitioner, assuming increasing responsibility for planning and implementing therapeutic processes and for documenting and evaluating outcomes of care. Students will apply theories by investigation and management of health problems in primary health care settings.

Prerequisites: NURS 5410 and NURS 6611 and NURS 6620 and NURS 6630 and NURS 6640 and NURS 6650 and NURS 6660 and NURS 6670 and NURS 6680

NURS 6999. Focused Project-Master'sThesis (1-5)
The main focus of this course will be a faculty guided project or thesis that addresses a significant problem or issue within the nursing profession. Students will choose a problem that is of concern to nurse educators or to nurse leaders, as appropriate for the declared track in the master’s program. The project is an evidence-based synthesis of knowledge and information from previous courses to develop, implement and evaluate a plan related to teaching and delivery of content to learners. The thesis uses the research process to analyze primary or secondary data and supports the synthesis of knowledge and information from previous courses. Students will be expected to provide an oral defense of the project/thesis. Students choosing to complete course requirements through a paper presentation will be expected to also complete a comprehensive exam.

Prerequisites: NURS 6400 (may be taken concurrently) or NURS 6140 (may be taken concurrently)

Philosophy (PHIL)

PHIL 5000. Classics in Philosophy (3)
An examination of the original documents, the classic primary texts, in the history of philosophy in Western Culture. Primary source readings— including Socrates, Plato, Aristotle, Descartes, Hume, and Kant—will be supplemented by a history-of-philosophy text that will place these works in historical and philosophical context.

PHIL 5200. Ancient Philosophy (3)
In this course we will examine the philosophical literature of the eighth century B.C.E. through the third century C.E., including Pre-Socratic thought, Epicureanism, Stoicism, and Skepticism, with special emphasis on Socrates, Plato, and Aristotle.

PHIL 5201. Philosophy in the US (3)
A study of the American philosophical tradition of pragmatism as a unique and original contribution to Western philosophy. The focus of the course is on the thought of four classical American philosophers: Peirce, James, Santayana, and Dewey. It will also consider the intersection of pragmatism with analytic and linguistic philosophy. Finally, the course will examine the origin of pragmatism in American intellectual history, keeping in mind social and cultural influences, and will look ahead to the influence and relevance of pragmatism for present-day culture.

PHIL 5300. Philosophy of Law (3)
In this course we will examine philosophical issues in law and legal theory. These issues fall into three broad categories of study: (1) questions relating to the moral authority of law and its limits, questions of civil disobedience, and theories of punishment; (2) general theories of the nature of law (natural law, legal positivism, and critical theories of law as a practice of social domination); (3) questions about the role of courts and constitutions in a democratic society.

PHIL 5400. Medieval Philosophy (3)
In this course we will examine the philosophy of the middle ages (dating from the fourth through sixteenth centuries C.E.). Special attention will be paid to the medieval incorporation of the Greco-Roman, Jewish and Islamic traditions, the thirteenth-century birth of the university and the gradual transition from medieval to modern philosophy.

PHIL 5600. Modern Philosophy (3)
The course studies philosophical literature of the 16th through the 18th centuries, through careful examination of, and critical engagement with, such figures as Hobbes, Descartes, Pascal, Locke, Leibniz, Spinoza, Berkeley, Hume, and Kant.
PHIL 5700. Contemporary Philosophy (3)
An examination of works of major thinkers and movements shaping 20th and 21st century philosophy. Movements studied include Existentialism, Phenomenology, Pragmatism, and Analytic Philosophy, represented by philosophers including Soren Kierkegaard, Martin Heidegger, John Dewey, and Ludwig Wittgenstein.

Political Science (POLs)

POLS 5010. Public Administration (3)
This course is an introduction to the fundamental concepts and practices relevant to the role of the non-elected, career administrator in a democratic system.

POLS 5030. Public Policy (3)
This course will explore the process of public-sector policy-making by examining selected policy issues and outcomes. Special attention will be given to the role of policy analysis and politics in the process.

POLS 5050. Research Methods & App Stats (3)
An overview of research design and research methodology as it applies to social sciences, and a review of descriptive and inferential statistics as they apply to the field of social sciences.

POLS 5190. Studies in Politics - Topics (3)
A graduate seminar exploring selected political science topics. A variety of perspectives will be examined.

POLS 5191. Studies in Politics - Topics (3)
A graduate seminar exploring selected political science topics. A variety of perspectives will be examined.

POLS 5192. Studies in Politics - Topics (3)
A graduate seminar exploring selected political science topics. A variety of perspectives will be examined.

POLS 5193. Studies in Politics - Topics (3)
A graduate seminar exploring selected political science topics. A variety of perspectives will be examined.

POLS 5194. Studies in Politics - Topics (3)
A graduate seminar exploring selected political science topics. A variety of perspectives will be examined.

POLS 5210. Ethics in Public Admin. (3)
This course examines basic issues of morality and ethics associated with public service roles in a democratic society. Topics covered in this course include the foundations of public service ethics, individual-centered approaches to ethics, institutional approaches to ethics, and issues in public service ethics.

POLS 5230. Public Management & Leadership (3)
This course examines the fundamentals of management and leadership within public organizations, including skills needed to become an effective public administrator. The course also provides an evaluation of current and evolving challenges faced by public administrators and strategies to respond and adapt.

POLS 5250. Nonprofit Administration (3)
This course is designed to provide a theoretical and practical understanding of the non-profit sector, an introduction to skills essential for effectively managing non-profit organizations (NPOs), and exposure to contemporary issues and strategic opportunities. Students will increase their understanding of how non-profit organizations can be managed to effectively and efficiently deliver services and products to their constituents, clients, customers, and the public.

POLS 5260. Nonprofit Budgeting (3)
This course provides a framework for planning, budgeting, and financial management in nonprofit settings by offering both theoretical and practical applications for everyday use. The course also examines the mission of nonprofits and identifies resources for fiscal growth and development.

POLS 5640. Policy Analysis (3)
This course will teach students to analyze complex policy issues and develop concise reports with recommendations on how to address these issues.

POLS 5651. Program Evaluation (3)
Designed to familiarize students with techniques that are utilized in evaluating the effectiveness and impact of public policies and programs. It offers an analysis of c program development with emphasis on procedure and design.

POLS 5660. Public Admin HR Management (3)
This course is a study in human resource management in public and nonprofit agencies. It will address current complex human resource issues, by introducing the student to best practices for impacting long-term workforce needs, recruiting and maintaining high-performance teams, and creating a culture of excellence within governmental agencies.

POLS 6210. Law for Public Administrators (3)
Using case law and real-world examples, students in this class will examine constitutional, administrative, and civil laws that regulate the actions of public servants.

POLS 6230. Local Govt Admin & Finance (3)
An introduction to local governmental organization and its various agencies. Particular attention will explore the management of revenue-raising and expenditure activities, including financial management, budgeting, grants and contracts, expenditure monitoring, procurement and purchasing policies, and financial auditing procedures.

POLS 6240. Urban Politics and Policy (3)
This course will introduce students to the concepts of urban governance, including the process of designing, implementing, and managing public policy in an urban environment. Students will develop and apply the analytical and leadership skills necessary to navigate the political and economic structures characteristic of urban politics.

POLS 6250. Org. Theory and Management (3)
This course is an introduction to major theories concerning organizational behavior and management in the public sector, including analysis of individual behavior in an organizational context. Contemporary trends in organization theory and public management are emphasized.

POLS 6260. Environmental Policy (3)
The aim of this course is to expose students to the broad themes in environmental policy and the major concepts and debates influencing decision-making processes in this area. The course will discuss the development of key environmental policies in the U.S. from the local to national level and use case studies on a range of environmental problems to prepare students for work in the field.

POLS 6270. Environmental Management (3)
This course examines the structure, function, and outcomes of environmental and natural resource management in the US with special attention to the role of markets and maximization of social benefit. Topics may include pollution control, water management, land use policy, endangered species, fishery management, forestry policy, and sustainable development.
POLS 6940. Internship in Public Admin (3)
Supervised field experience in a governmental or not-for-profit agency. Students will be required to complete a project that uses scholarly research to illuminate experience gained during their internship.

POLS 6980. Project in Public Admin (3)
Using knowledge obtained from coursework, and input from a faulty advisor, students will produce a research paper analyzing an element of public administration and/or policy.

Psychology (PSYC)

PSYC 5000. Advanced Development (3)
The exploration of seminal theories and theorists of human development, such as Erikson, Piaget, Bronfenbrenner, and Vygotsky. Students will learn the distinguishing features of the different theoretical perspectives, and there will be a heavy emphasis on evaluating how these theories influence practice in applied settings.

PSYC 5020. Cultural Issues in Applied (3)
This course studies multicultural trends and characteristics of diverse groups, including how attitudes and behaviors are influenced by factors such as gender, race, sexual orientation, ethnicity, and disability. Students are encouraged to explore personal attitudes, stereotypes, biases, myths, and misconceptions about culturally diverse people and how these may impact therapeutic relationships.

PSYC 5040. Advanced Research Methods and (3)
The first of a two-course sequence, this course focuses on the major methodological approaches utilized in clinical and developmental research settings. Emphasis will be placed on the common parametric approaches for evaluating group differences. Emphasis is also placed on understanding the fundamentals of the research process including how to design, conduct, analyze, report, and critically evaluate psychological research. Statistical computer packages will be integrated in order to learn how to practically apply descriptive and inferential statistics to the design and interpretation of experimental research methods.

PSYC 5050. Advanced Research Methods and (3)
The second of a two-course sequence, this course focuses on methodological strategies appropriate for use with small sample sizes, such as permutational testing, and nested data structures such as hierarchical linear modeling, commonly encountered in clinical and developmental settings. Statistical computer packages will be further integrated in order to learn how to practically apply correlation and regression statistics to the design and interpretation of quasi-experimental and non-experimental research methods. Emphasis is placed on students learning how to apply their mastery of research methods and statistics to generate a formal research proposal.

Prerequisites: PSYC 5040

PSYC 5110. Ethics in Clinical Settings (3)
This course is designed to teach students to evaluate ethical issues related to applied professional practice in human services in a systematic way. Students will become familiar with professional ethics codes and develop an ability to apply these codes to a variety of problem situations. The course also examines ethical and legal standards, risk management, and professional credentialing.

Prerequisites: PSYC 5350 and PSYC 5170

PSYC 5150. Group Therapy (3)
An exploration of the theory and practice of group psychotherapy. Emphasis is on learning how to develop and lead therapy groups. Experiential exercises will be included.

Prerequisites: PSYC 5350 and PSYC 5170

PSYC 5160. The Helping Relationship (3)
This is a practical introduction to the skills needed to establish and maintain a successful therapeutic relationship, as well as an exploration of the various interpersonal and intrapersonal issues that may need to be addressed in such relationships. The course will include role-playing and other experiential exercise as part of the learning process.

Prerequisites: PSYC 5160 and PSYC 5350

PSYC 5180. Advanced Theories Practice (3)
This course is a continuation of Theories and Practice of Psychotherapy. It is designed to continue to introduce students to research and application of therapeutic techniques of individual psychotherapy using a variety of models, including behavioral, cognitive, manualized, and integrative approaches to particular mental health disorders.

Prerequisites: PSYC 5170 and PSYC 5350

PSYC 5190. Theories Practice w/ Youth (3)
This didactic/experiential course presents theories and techniques of individual psychotherapy with children and adolescents (ages 6-17) using a variety of empirically supported models, including but not limited to behavioral, cognitive, trauma-focused, narrative and play-based approaches. Emphasis is placed on learning to discern which approaches are best suited to individual clients and problems.

Prerequisites: PSYC 5160 and PSYC 5170 and PSYC 5180

PSYC 5210. Cognitive Development (3)
A review of theory and recent empirical findings pertaining to cognitive and linguistic development from infancy to adolescence. Students will review both normative and atypical patterns of development and evaluate the relative role of genetics and environmental settings on the development of these domains.

Restrictions: Psychology - Graduate

PSYC 5220. Social Emotional Development (3)
An overview of theory and recent empirical findings pertaining to social and emotional development from infancy to adolescence. Students will review both normative and atypical patterns of development and evaluate the relative role of genetics and environmental settings on the development of these domains. In particular, students will evaluate literature focusing on important contexts of social and emotional development, including family, peers, and schools.

PSYC 5230. Biological Found of Behavior (3)
This course is an advanced overview of the neural systems involved in the regulation of human behavior, focusing on the interactions between the cortical, limbic, and hypothalamic systems. Topics may include developmental neuroscience, learning and memory, behavioral disorders, stress, aggression, and common central nervous system disorders in both children and adults. A previous neuroscience course or courses is strongly encouraged.
PSYC 5270. The Ed System & the Child (3)
This course uses an ecological approach to examine the impact of educational systems on the child. The course explores mechanisms of development based on the theories of Bronfenbrenner, Vygotsky and Erikson to shed light on how the educational system interacts with the child's risk factors, resilience, family environment, and early childhood experiences.

PSYC 5280. Dev. Disorders & Psychopath (3)
This course will explore common developmental disorders and major forms of child and adolescent psychopathology, evaluate current etiological models and diagnostic standards, and review empirical evidence on current treatment approaches.

PSYC 5350. Adv Psychopathology & Diag (3)
This course is designed to instruct students in the phenomenon of adult psychopathology and the present diagnostic system used by the majority of mental health professionals (DSM-IV). The course will consider psychopathology from a descriptive and etiological perspective as well as review theoretical and research contributions to our understanding of the etiology and maintenance of psychopathology.

PSYC 5800. Special Topics in Psychology (3)
PSYC 5800 is a graduate-level course that will explore various topics and issues in the field of clinical, counseling, and applied developmental psychology. Topics covered will be chosen to meet the needs and interests of graduate students in the MS program in Psychology and will make use of the expertise of the faculty and consultants.

PSYC 6120. Intro to Psychological Assess (3)
This didactic/experiential course will review and explore various theories and procedures in the administration, scoring, interpretation, synthesis and report writing for various observational, diagnostic and multi-informant assessments for adults, children and adolescents and their families. Relevant cultural, ethical and legal ramifications of assessment will also be explored.

Prerequisites: PSYC 5350

PSYC 6490. Internship for Applied Psy (3)
Supervised field experience in an agency that provides services to children and families. Students will complete a minimum of 225 hours of documented work within the selected agency setting and will prepare a final report regarding outcomes of the internship for the course supervisor. Students must have completed a minimum of 15 hours of course work within the Applied Developmental Psychology Masters with a minimum GPA of 3.0 prior to enrolling in the internship. Requires permission of program coordinator for the Master of Science in Psychology.

PSYC 6500. Psychopharmac & Drugs of Abuse (3)
This course will review theories and models from neuroscience and behavioral pharmacology including but not limited to major psychotropic medications and the neurological processes by which they operate, common drugs of abuse and processes involved in the addiction process and treatment of substance misuse within a culturally sensitive framework.

Prerequisites: PSYC 5350

PSYC 6510. Grief & Crisis Intervention (3)
This course will provide a foundation of the theoretical concepts associated with the impact and consequences of acute stress on victims, first responders, families, and community members, taking into account the process of grief and loss, complicated grief, dying, death, and bereavement, and the long-term consequences of unresolved trauma. Particular attention is paid to the treatment of the human stress response, effective counseling strategies, methods and techniques for immediate response, comorbidity, anxiety and depression, abuse, domestic violence, suicidology, impact dynamics of crisis and trauma, survivor guilt, and cultural sensitivity.

Prerequisites: PSYC 5170

PSYC 6520. Career Development Theory & Pr (3)
This course will provide a foundation of the theoretical concepts associated with career development theories, career and personality assessments, and the practice of career counseling. The focus will be on career development theories, concepts, models, assumptions, and research. Emphasis will be placed on lifestyle and career development, life-planning, assessment, and occupation information from a multicultural perspective and in a variety of career counseling settings.

Prerequisites: (PSYC 5170 and PSYC 5160)

PSYC 6590. Clinical Practicum (3)
Supervised practice in psychotherapy in mental health settings. Students will complete a minimum of 225 hours of documented work within the selected agency setting. Requires a minimum GPA of 3.0 and permission of program coordinator for the Master of Science in Psychology.

Prerequisites: (PSYC 5170 and PSYC 5350 and PSYC 5160)

PSYC 6591. Clinical Practicum II (3)
Supervised practice in psychotherapy in mental health settings. Students will complete a minimum of 225 hours of documented work within the selected agency setting. Requires a minimum GPA of 3.0 and permission of program coordinator for the Master of Science in Psychology.

Prerequisites: (PSYC 5170 and PSYC 5350 and PSYC 5160)

PSYC 6700. Graduate Directed Readings (3)
Exploration of diverse topics under the guidance of faculty in the department. This course will allow students an opportunity to focus on content that may be of minimal focus within the regular curriculum but that is of particular interest and relevance to their personal professional goals.

PSYC 6800. Special Topics in Clinical Psy (3)
PSYC 6800 is a graduate-level course that will explore various topics and issues in the field of clinical and counseling psychology. Topics covered will be chosen to meet the needs and interest of clinical graduate students and will make use of the expertise of the faculty and consultants.

Prerequisites: PSYC 5160 and PSYC 5350

PSYC 6885. Prof Identity & Practice (3)
PSYC 6885 is a graduate-level course where program policies will be strengthened. In the course, students will also explore the professional functioning, credentials, and licensing criteria for master's-level Clinical and Counseling students. Additionally, the course will address the roles and responsibilities of therapists in various settings as well as focus on developing and maintaining a professional identity in the field of professional counseling.
PSYC 6890. Professional Paper and Compreh (1)
Psychology 6890 provides a focused examination of assessment and psychotherapy with an actual client. Completion of this course serves as a portion of the capstone experience in the Master in Clinical Counseling Program. This course entails two distinct components: preparation of the professional paper literature review (Fall Semester), and preparation of the case conceptualization and oral defense (Spring Semester). Working with a faculty advisor, the student prepares a professional paper that demonstrates his/her development of a therapist identity and theoretical orientation, mastery of theoretical and empirical information relevant to case conceptualization, diagnosis and treatment.

PSYC 6891. Professional Paper 2 (3)
Completion of this course serves as a portion of the non-thesis degree completion option. This course entails two distinct components: preparation and oral defense of the professional paper and intensive preparation for the comprehensive exam, which will be taken during completion of Psychology 6899. Working with a faculty advisor, the student prepares a professional paper that demonstrates his/her mastery of theoretical and empirical information relevant to his or her specific training track (i.e. Clinical or Applied Developmental). Please see the MSP website for specific policies regarding successful completion of this course. Requires permission of program coordinator for the Master of Science in Psychology and student must currently have a 3.0 GPA or above.

PSYC 6899. Professional Paper and Compreh (1-3)
Completion of this course serves as the second portion of the of the non-thesis degree completion option. During this course, students will finalize their professional paper and make all revisions that were required by their professional paper committee during the oral defense portion of Psychology 6890. Please see the MSP website for the full policy regarding completion of this course. Requires permission of program coordinator for the Master of Science in Psychology, and student must currently have a 3.0 GPA or above and must have passed Psychology 6890.

Prerequisites: PSYC 6890

PSYC 6900. Clinical Comprehensive Exam (0)
Clinical Masters in Psychology students will enroll in this course in order to sit for the program comprehensive exam. The comprehensive exam is designed to assess the knowledge gained through students’ matriculation in the Masters of Science-Clinical program.

Prerequisites: PSYC 5010 and PSYC 5170 and PSYC 6520

PSYC 6995. Thesis Research (1-3)
Working with a faculty advisor, the student develops and defends a research proposal and begins conducting the research. Students must have a minimum of 24 hours of course work with a GPA of 3.0. Requires permission of program coordinator for the Master of Science in Psychology.

Prerequisites: (PSYC 5040 or PSYC 5050)

PSYC 6996. Thesis Research (1-3)
Working with a faculty advisor, the student develops and defends a research proposal and begins conducting the research. Students must have a minimum of 24 hours of course work with a GPA of 3.0. Requires permission of program coordinator for the Master of Science in Psychology.

Prerequisites: PSYC 5040 or PSYC 5050

Science (SCI)

SCI 5901. Methods Teach Sec Bio (3)
This course will explore theory and pedagogy of secondary science instruction with a focus on teaching methods across varied topics. Appropriate integration of technology into science teaching and learning will be emphasized.

Supply Chain Management and Logistics (SCML)

SCML 5101. International Business/Global (3)
This course will familiarize students with the role of international business in the context of Supply Chain Management. Students will learn about topics such as leveraging resources and capabilities and making strategic alliances and networks in the international context as well as entering foreign markets, trade agreements and emerging markets.

SCML 5102. Operations & Supply Chain Mgmt (3)
The goals of this course are to develop the common principles of supply-chain management techniques and demonstrate how these ideas have transformed the operating processes of industries in the past decade. The techniques must find new ways to collaborate across organizational boundaries to create new value for the end-customer of the supply-chain. Asset productivity strategies are studied by investigating both inbound materials management/production processes and outbound physical distribution procedures. Case studies will demonstrate the importance of ethical approaches to supply chain innovation in areas such as real-time supply chain visibility, e-commerce, and collaborative planning, forecasting and replenishment.

SCML 5105. Global Sourcing in SCM (3)
The roles and activities of strategic sourcing and operational purchasing, including importation requirements and practices, will be covered. Students will complete a project in global sourcing.

SCML 5120. Special Topics in Supply Chain (3)
Selected advanced topics in current Supply Chain trends. This course will be offered as fits the needs and interests of the student and faculty.

SCML 5750. Logistics & Supply Chain Strat (3)
This course gives students insights in the strategic role that supply chain management plays in overall corporate competitiveness. Current Supply Chain topics and issues will be covered. Students will work together in small teams to define, research, analyze, and formulate solutions to problems in the supply chain and logistics area.
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