

Clayton State University  
Graduate Catalog

A Unit of the University System of Georgia

2017 - 2018

*(To find specific information go to the [Table of Contents](#) and click on the appropriate heading.)*

## About this Catalog

This catalog provides information regarding all of the graduate programs offered by Clayton State University during the 2017-2018 academic years. It is designed to provide information about the University's policies, graduate degree programs, graduate course offerings, services, graduate faculty, and facilities. The statements made in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

Please refer to the *Clayton State University Undergraduate Catalog 2017-2018* for information concerning all of the undergraduate programs offered by Clayton State University during the 2017-2018 academic years. The graduate and undergraduate catalogs can be accessed online at <http://www.clayton.edu/Publications>.

Although Clayton State University has made every reasonable effort to present the information contained in this catalog with factual accuracy, no responsibility is assumed by the University for editorial or clerical errors. At the time of posting to the website, the text of this catalog most accurately described the course offerings, programs, faculty listings, policies, procedures, regulations, and requirements of the university. While the provisions of this catalog will ordinarily be applied as stated, Clayton State University reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is the student's individual responsibility to be aware of current graduation requirements for his or her particular degree program.

The online version of this catalog is the most current. It is updated regularly to reflect changes that have been approved by the Graduate Affairs Committee and the School of Graduate Studies.

## Welcome from the Dean of Graduate Studies

As Dean of the School of Graduate Studies I would like to personally thank you for your interest in our school. Clayton State University has become the foundation for academic support and educational attainment within the southern crescent of the Atlanta metropolitan area. The School of Graduate Studies strives to continue the standard of excellence by providing graduate students with a university that exceeds expectations. Our School of Graduate Studies allows students to achieve both personal and professional goals while doing so in a degree program that fits their educational needs.



One of the most prized attributes of the School of Graduate Studies is the diversity of the programs we offer. We have students from various academic, cultural, and professional backgrounds and this trait allows the curriculum to advance beyond the classroom. Each program has its own unique quality and these are what set our programs apart from other universities in the metro Atlanta area. Whether you are looking to pursue a career in the area of education, nursing, healthcare management, archival studies, or liberal studies, Clayton State University's School of Graduate Studies has the perfect fit for you. Our programs include:

- Master of Business Administration, concentrations in Accounting, Human Resource Leadership, International Business, Sports and Entertainment Management, and Supply Chain Management;
- Master of Science in Nursing, concentration in Family Nurse Practitioner;
- Master of Archival Studies;
- Master of Arts in Teaching, with concentrations in Biology, English, History and Mathematics;
- Master of Science in Clinical/Counseling Psychology;
- Master of Arts in Liberal Studies, concentrations in English, History, Mathematics, Philosophy, Public Administration and Liberal Studies;
- Master of Health Administration;
- Master of Science in Criminal Justice;
- Post-Master's Certificate in Human Resource Leadership, International Business, Sports and Entertainment Management, Supply Chain Management, and Family Nurse Practitioner.

The School of Graduate Studies is proud not only of the academic opportunities that we provide but we are also proud of our outstanding faculty. The faculty members of Clayton State's graduate programs are committed to excellence in their particular fields. They demonstrate this excellence in the classroom by creating a framework for the students to select and reach academic and professional goals. Through their mentoring and emphasis on student development the graduate faculty members of Clayton State truly strive to make the university the best possible choice for prospective graduate students.

Robert A. Vaughan, Jr.  
Dean, School of Graduate Studies

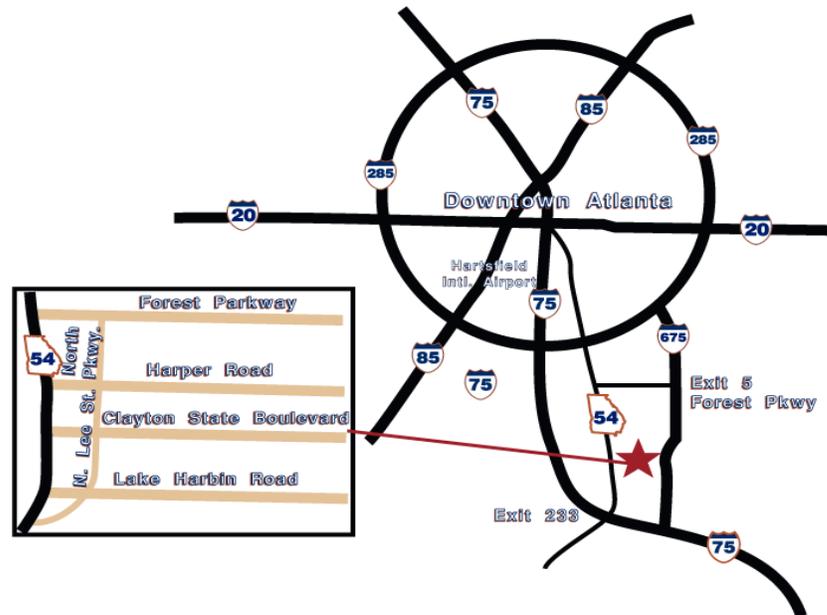
## Calendars

Please refer to the “Clayton State University Calendar” webpage at <http://www.clayton.edu/calendar> for the most up-to-date university calendars. The 2017-2018 graduate catalog applies to students who start at Clayton State in one of the following three semesters: Fall 2017, Spring 2018 or Summer 2018. It also applies to students who make a change in their status or degree program during this time and are required to change catalog editions.

## Directions to Clayton State University

Clayton State University is easily reached by taking I-75 to exit 233 (15 miles south of downtown Atlanta). Turn left and follow the green and white signs for 1 1/2 miles north on Georgia Highway 54. Turn right into Clayton State Boulevard.

From I-675 take exit 5 west and continue straight on Forest Parkway for two miles. Turn left onto North Parkway. At the first traffic light, Harper Drive, North Parkway becomes North Lee Street. Continue straight on North Lee Street for one block to the next traffic light. Turn left onto Clayton State Boulevard.



Visit the following site to download or print the CSU campus map:  
<http://www.clayton.edu/homefiles/maps.htm>

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## **GENERAL INFORMATION**

### **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 SACS Commission on Colleges in 1971 and approved for Masters degrees in 2008. The current president, appointed in February 2010, is Thomas J. Hynes Jr.

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.

Further information about Clayton State University's history can be found at <http://www.clayton.edu/about/university/history>.

## 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 master's 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. For more information, visit <http://www.clayton.edu/sacs>.

### National Accreditations:

- 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.
- 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).
- The Teacher Education program is accredited by the Council for the Accreditation of Teacher Educator Preparation (CAEP).

### 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 Work Study Program
- Federal Student Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- HOPE Scholarship & Grant Program
- Zell Miller Scholarship
- MOWR Program
- Georgia's HERO Scholarship Program
- Public Safety Memorial Grant

## General University Policies

AA/EOI Notice. 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.

**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:

1. the right to inspect and review education records maintained by the institution that pertain to the student;
2. 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
3. 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, Washington, D.C. 20201, regarding alleged violations of the Act.

**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 be 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.

STUDENT HANDBOOK

**CODE OF CONDUCT****INTRODUCTION**

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 impairs, interferes with, or obstructs the missions, processes and functions of the institution.

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 Substance 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 through the Clayton State University electronic post office. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State University faculty and administrators.” (Clayton State University Academic Catalog)

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 Student Code of Conduct may be found on-line at [www.clayton.edu/student-conduct](http://www.clayton.edu/student-conduct) .

## 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 Conduct Regulations

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.

#### 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. Possible examples (as deemed appropriate by each individual instructor as they establish their own unique learning environments) are listed in below this code and include but are not limited to: inappropriate attire, eating during class time, and unwillingness to participate in educational activities, in some cases, may significantly impact the instructor’s ability to conduct the class. 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.

A student who is dismissed is entitled to due process and will be afforded such rights (See Procedures for Adjudicating Alleged Academic Conduct Infractions) as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

#### Giving or Receiving Unauthorized Assistance

No student will give or receive assistance when not authorized by the instructor in the preparation or completion of any assignment, essay, laboratory report, or examination to be submitted as a requirement for an academic course.

#### Unauthorized Materials or Equipment

No student will take or attempt to take, steal 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.

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.

**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.

**Plagiarism and Misrepresentation of Work**

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.

No student will submit the same assignment for two courses without the prior consent of the instructor.

**Violating Testing Rules and Procedures**

No student will 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.

**Falsification & Fabrication**

No student will provide unauthorized or false information, citation, or documentation in any academic exercise.

**II. General Conduct Regulations**

**Damage to Property/Vandalism**

**Damage to Property**

Damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited.

**Vandalism**

Intentional damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited.

**Deception**

Misuse of any University records, identification cards, forms, or other documents through forgery, misrepresentation, unauthorized alteration, unauthorized reproduction, or other unauthorized means is prohibited.

Intentionally providing false information, either written or oral, to the University or to any administrative unit of the University, is prohibited.

Attempted or perpetrated fraud against the University or members of the University community is prohibited.

Withholding or omitting requested or required information from the University

#### Disorderly Assembly

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.

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.

#### Disorderly Conduct

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.

The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.

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.

Conduct on University property, or at functions sponsored or supervised by the University which interferes with the normal operation of the University or the requirements of appropriate discipline, is prohibited.

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.

#### Gambling

The unauthorized playing of cards or other games for money or other items of value is prohibited on campus.

#### 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.

#### Unauthorized Entry or Use of University Facilities/Equipment

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.

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.

#### Misuse of Computer Equipment

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 for more information) Users agree to not take any action considered inappropriate behavior including, but not limited to the following:

- Intentionally infecting network servers or other computers with a virus
- 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
- Sending harassing messages to other computer users either at CSU or through external networks
- Using inappropriate, offensive, or abusive language to other users within the CSU network, or through external networks
- Tampering with or modifying accessed equipment
- Causing intentional damage to computer systems
- Obtaining additional resources not authorized to the individual user
- Depriving other users of authorized resources
- Acquiring access to unauthorized systems
- Utilizing another user's account and password
- 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)
- Broadcasting unsolicited email and e-mail that is in violation of the CAN-SPAM act of 2003

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 "audiovisual 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.

### Tobacco

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 9.1.7

### 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 University Housing Alcohol and Drug Policy below).

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.

Furnishing of alcoholic beverages on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.

Possession and/or use of illegal drugs (without a valid medical prescription) controlled by federal or Georgia law is prohibited.

Possession of drug related paraphernalia on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.

The manufacture or attempt to manufacture, sale or intent to sell or deliver any illegal substance controlled by federal or Georgia law is prohibited.

Public intoxication is prohibited.

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.

#### Weapons, Firearms, and Explosives

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>

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.

#### Fire Safety/Emergency

No student will fail to evacuate a building or refuse to respond immediately to a fire alarm.

No student will make a false report or trigger any device for the purpose of creating a false fire alarm.

No student will operate, tamper with, discharge or remove any fire extinguishing equipment, exit sign, smoke detector, AED, evacuation or medical equipment without proper authorization.

No student will intentionally set or cause to be set any unauthorized fire.

#### 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-university employees, students, or non-students. For more information, see the Clayton State University Title IX Policy.

Harassment is prohibited and includes, but is not limited to, the following:  
any act of intimidation, physical violence, or threat of physical violence directed to another person in any manner, including any terroristic threats;  
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;  
any behavior that is threatening or intimidating on the basis of age, ethnicity, gender, disability, national origin, race, religion, sexual orientation, veteran status.

Stalking is prohibited and is defined as repeatedly contacting another person when:  
The contacting person knows or should know that the contact is unwanted by the other person; and  
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.

Sexual Misconduct is prohibited. This is defined as behavior directed toward an individual which:  
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,  
Interferes with an individual's ability to perform at the University academically or socially.

#### Failure to Comply

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.

No student will fail to report for a conference, meeting or appointment with any University official.

No student will fail to appear as a witness in a judicial case when properly notified.

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.

Failure to comply with any established University policy is prohibited.

#### Hazing

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 precondition 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.

#### Littering

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.

#### 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 Disruptive Student Policy 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 also negatively impact the teaching-learning process. Some examples include: inappropriate attire, eating during class time, and unwillingness to participate in educational activities, in some cases, may significantly impact the instructor's ability to conduct the class. A more comprehensive list of specific suggested example behaviors can be found in the Examples of Disruptive Behavior Section below. 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 clarify course policies and issues.

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 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") and will be afforded such rights as soon as possible by the processes described below. 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.

#### 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.

#### Non-Permitted Communication during Classroom Instruction

Talking while the instructor is talking

Talking before being recognized by the instructor (i.e. blurting out information)

Talking without permission during classroom instruction (i.e. side conversations with an individual or in a group)

#### 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

#### 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.

#### 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

#### 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

**Other Distracting Behaviors**

Using cellular phones, pagers, text messaging iPods, MP3 players, laptops, etc while class is in session when asked not to  
Arriving late to class, especially on test dates  
Creating excessive noise from packing up before class has ended  
Dressing inappropriately as 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

**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.

**Damages**

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.

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).

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.

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.

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.

**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, partitions, lofts, window coverings, wallpaper, painting, plumbing, heating, other structural changes or alterations to furniture, or the removal of Clayton State University furniture and its replacement with items owned by the Student.

**STORAGE**

Student shall not use or store in Student's room, storage area or common area any of the following:

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. 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.

Outside television or radio antennas or satellite dishes.

Waterbeds or water-filled furniture.

Motorcycles of any type.

Neon signs.

Open flame-burning, or exposed heated-coil appliances.

Halogen-touhier lamps, or firecrackers and fireworks, poisonous corrosive, or volatile substances

Air-conditioning units.

The Student's room/apartment shall not be used for commercial or solicitation purposes.

The Student's room/apartment shall not be sublet.

Furniture or plants from common areas, lounges and study areas are not allowed in the Student's room/apartment suite.

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.

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.

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.

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

Laker Hall: Alcoholic beverages and alcohol paraphernalia are strictly prohibited in Laker Hall, regardless of the Student's age.

Laker Village: Alcohol, in limited quantities, is permitted for residents 21 years or older residing in Laker Village.

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.

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.

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.

Containers of alcohol must be kept in the individual resident's personal refrigerator if there are underage roommates living in the suite.

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/>.

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

##### 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 overall wellness. The Visitation Policy of the Department of University Housing encourages responsible decision-making by members of the community and recognizes students' rights

and responsibilities, as well as the role of the University in fostering student development. Visitation is permitted 24 hours a day, seven days a week.

A guest is considered any person who is not a current resident of the residence hall.

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.

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.

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.

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

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.

A resident or guest may not use the bedroom or bathroom of another resident without his/her prior consent.

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).

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 not be an overnight guest for the rest of the semester, as she has used her maximum number of overnight stays for the semester.)

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.

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

#### 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:

If the resident loses a key, the resident agrees to pay a \$35 replacement fee.

If a loaned keycard is not returned by (5:00pm) of the next business day, the resident agrees to pay a \$20 fee.

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:

Cancel this Contract without notice.

Serve notice to vacate the premises pursuant to applicable Clayton State University policies and state laws.

Take action to recover the cost of damage caused by the Student and/or his or her guest(s).

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>

#### CLAYTON STATE UNIVERSITY STANDARDS

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.

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.

#### DISCIPLINARY PROCEDURES

To be updated pending results of Board of Regents Meeting on August 8, 2017.

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.

Clayton State University shall take necessary and appropriate action to protect the safety and well-being of its community. Standards may apply to student behavior when such acts occur on institution property or at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies at non-institution sponsored events. The institution may prohibit any action or omission, which impairs, interferes with, or obstructs the missions, processes and functions of the institution.

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 Substance 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 through the Clayton State University electronic post office. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State University faculty and administrators.” (Clayton State University Academic Catalog)

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 Student Code of Conduct may be found on-line at [www.clayton.edu/student-conduct](http://www.clayton.edu/student-conduct)

#### PROCEDURAL STANDARDS

Section 4.6 of the Board of Regents’ policies (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.

#### 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) [www.clayton.edu/student-affairs/sbct](http://www.clayton.edu/student-affairs/sbct) or the initiation of the “Conduct Process” 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 or if the faculty member feels threatened or if the misconduct is of an

abusive nature, the student may immediately be dismissed from the actual 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" described below by contacting with 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") 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.

#### Overview of the Conduct Process

Action may begin upon notification to the Office of Community Standards of a complaint and/or alleged violation.

If the alleged complaint is related to academic misconduct, Procedures for Adjudicating Alleged Academic Conduct Infractions will be followed.

If the alleged complaint is related to Sexual Misconduct, the Sexual Misconduct Policy will be followed.

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—and 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.

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.

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.

**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.

**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.

**False Complaints:** An individual who intentionally give false statements to an institution official, or who submit false complaints or accusations, including during a hearing, in Violation of policy, shall be subject to disciplinary action pursuant to institutional policy

**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. Sometimes, students are hesitant to report or offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a 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.

**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 (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.

**Communication:** "Clayton State University [provides] each student with an e-mail address through the Clayton State University electronic post office and 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.

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.

### Initiation of Charges

Disciplinary charges shall be initiated by submission of a written referral by letter, email, or police report to the Office of Community Standards.

Referrals must be submitted within fifteen (15) business days after detection of an alleged violation unless special conditions for delay can be documented.

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.

Where the alleged misconduct is related to sexual misconduct or discrimination, the conduct officer will consult with the Affirmative Action/ Title IX Officer to determine whether such an investigation is warranted (LINK).

The conduct officer will review the complaint to determine whether the allegation(s) describes conduct in violation of the institution's policies and/or code of conduct. 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.

Unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

### Resolution and Adjudication Options

In cases where possible sanctions would not include University/Housing suspension or expulsion. Students can choose to accept responsibility ( informal resolution process) or deny responsibility, in which case a student will have their case adjudicated before a formal hearing authority( formal resolution process).In certain cases, mediation may be offered as an option for resolution at the discretion of the Conduct Officer.

1 The conduct officer will 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 violations. If the possible sanctions include Suspension or Expulsion- see (Additional Procedures for Violations Which Could Result in University Disciplinary Suspension/ Expulsion will be followed). The conduct officer may decide to interview the complainant and/or witnesses to request additional information from the complainant.

If it is determined that sufficient evidence exists to warrant charges, the student will be notified in writing of the alleged violation and will be required to meet with the Conduct Officer. Such notification will be sent via CSU Student email

At this meeting, the student will be provided with the following:

- An explanation of the charges which have been made;
- A review of all information on which charges are based and the name of the Complainant;
- A review of all due process rights and disciplinary procedures;
- A reasonable opportunity to review charges and information, to respond to the charges.

The charged student will be presented with all charges in writing on the "Specification of Charges" form by the conduct officer. The student will respond in one of the following ways to each charge:

- Admit responsibility for the charge(s) and waive his/her right to a hearing and appeal. Sanction may be determined by the conduct officer or one of the above hearing authorities.
- Deny responsibility for the charge(s) and request a hearing before a University Hearing Authority

#### 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:

Hearing Officer – A faculty or administrative staff member designated by the Director of the Office of Community Standards.

In cases involving graduate students accused of academic misconduct, the faculty member must be a graduate level faculty member.

University Hearing Panel – A faculty/staff/student committee designated by the Director of the Office of Community Standards.

One faculty member, one staff member, and two students must be present to hear cases of non-academic student misconduct.

Two faculty members must be present in addition to one staff member and two students to hear cases of academic misconduct.

In cases involving graduate students accused of academic misconduct, all faculty and student panelists must be graduate level.

A 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.

#### Additional Procedures for Disciplinary Matters Which Could Result in University Disciplinary Suspension/Expulsion

Where the potential sanctions for the alleged misconduct may involve a University Disciplinary Suspension or Expulsion (even if such sanctions were to be held "in abeyance," such as probationary suspension or expulsion) the institution's investigation and resolution procedures must provide these Additional, minimum safeguards:

The 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. Notice will be provided via institution email to students Clayton State University email address where applicable, a copy shall also be provided to the alleged victim via the same means.

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 documents – whether written or electronic – in support. A non-response will be considered a general denial of the alleged misconduct.

Based on this response, the investigation shall consist of interviews of the respondent, the alleged victim (where applicable) and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps as appropriate. The investigator will retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.

The investigation shall be summarized in writing in an initial investigation report and provided to the respondent and the alleged victim (where applicable) in person or via email. This summary will 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.

To the extent the respondent is ultimately charged with any violation, he or she shall also have the opportunity to respond in writing. The respondent's written response to the charge(s) shall be due no earlier than three (3) business days following the date of the initial investigation report. The respondent's written response will outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support. A nonresponse to the charge(s) by the respondent will be interpreted as a denial of the charge(s).

The investigator shall conduct further investigation and update the investigative report as warranted by the respondent's response.

The final investigative report will be provided to the student misconduct panel or hearing officer 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.

#### Procedures for 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:

When an instructor has decided that a case for academic misconduct can be made, he or she will consult with the conduct officer to determine if available evidence is sufficient to support a charge.

If the instructor and the conduct officer agree that the evidence is sufficient to warrant a charge, one of the following steps will occur:

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 charge and request a formal hearing, or;

The instructor will forward all materials to the Office of Community Standards for adjudication of the case. Subsequently, the student will be contacted to enter a plea to the charge and regular disciplinary proceedings will be implemented.

In cases adjudicated by an instructor when the student admits the violation, all materials will be forwarded to the Office of Community Standards for inclusion in the student's disciplinary file.

Upon a finding or admission of responsibility, the following sanction will be imposed:

If the instructor has published a minimum academic sanction for academic misconduct in the course or in a written syllabus or other document distributed to members of the class, this minimum sanction will be followed. In the absence of a published minimum sanction, the student will receive a zero for the work involved. A sanction of F for the course may be entered at the discretion of the hearing/sanctioning authority.

For a first offense, an additional sanction of "Disciplinary Probation" will be imposed through the Office of Community Standards. At the discretion of the hearing/sanctioning authority, a greater sanction, including suspension or expulsion may be imposed.

If a student is found responsible of academic misconduct as a repeat offense, the recommended minimum sanction will be:

A minimum of a “F” in the course, and

Suspension from the University for a minimum of one (1) full (fall or spring) academic semester.

If a student is found to be not in violation of academic misconduct, 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.

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.

The resolution outcome of the misconduct matter will dictate whether the student is eligible to initiate a withdrawal:

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.

Course Grade Sanction Issued—Student is not eligible to initiate a withdrawal for course in question and sanctioned course grade stands.

#### 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 written copy of the charge(s).

A fair and impartial hearing and to be considered not responsible until proven responsible by a preponderance of the information.

Know the nature of the information against them and names of witnesses scheduled to appear.

Present information and witnesses in his/her behalf.

Choose an advisor of his/her choice. The advisor cannot participate directly in the hearing but may actively support his or her advisee.

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.

Remain silent and refrain from answering questions without inference of guilt.

Ask questions of witnesses.

A copy of the hearing recorded by The Office of Community Standards will be provided to the student upon written request to the Office of Community Standards within 3 business days.

A decision based solely on the preponderance of the information presented.

A written notice of the results of the hearing and an explanation of the decision and any sanctions assessed, if applicable.

Appeal any decision made by a hearing authority or conduct official on appropriate grounds based upon established appeals procedures.

#### Interim Action

At any time following the submission of a written referral/complaints, the Vice President of Student Affairs or his/her designee may suspend a student for an interim period prior to resolution of the disciplinary proceeding if the Vice President believes that the information that supports the allegations of misconduct is reliable, and determines that the continued presence of the student on the University campus poses a threat to self and/or to any individual, property or University function.

Before an interim suspension is issued, the institution will make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. In making such an assessment, the institution will consider the 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.

3. The decision to suspend a student for an interim period shall be communicated in writing to the student and shall become effective immediately upon sending the notice.

4. The interim suspension 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.

5. The student will be granted a hearing, if requested in writing, to determine whether the interim suspension should continue, within three (3) business days of the request.

#### Adjudication and Hearing Options

The charged student will be presented with all charges in writing on the “Specification of Charges” form by the conduct officer. The student will respond in one of the following ways to each charge:

Deny responsibility for the charge(s) and request a hearing before a Hearing Officer or the University Hearing Panel.

Admit responsibility for the charge(s) and waive his/her right to a hearing and appeal. Sanction may be determined by the conduct officer or one of the above hearing authorities.

#### 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 reasonable effort will be made to locate the student through ordinary channels such as telephone, email, 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.

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.

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 defense. 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 unrelated to determining the veracity of the charge levied against the respondent(s). In any event, 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 hearing authority determines that a party or witness is unavailable and unable to present due to extenuating circumstances, the hearing authority may establish special procedures for providing testimony from a separate location. In doing so the 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.

#### 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

In no case 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 a Facilitated Resolution process or otherwise has waived his or her of rights to these procedures.

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.

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.

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.

The accused student will enter a response to all charges before the hearing authority.

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.

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 "Witness Procedures"

The hearing officer or members of the Hearing authority may question all witnesses or ask for clarification from the conduct officer or any witness.

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.

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.

The accused student will present any information or witnesses in his or her behalf. Such witnesses are subject to questioning by the complainant, at the discretion of the hearing authority.

The hearing authority may recall any witness if clarification is needed.

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.

A student's prior record is not admissible to prove responsibility for a violation, but may be used for determining appropriate disciplinary measures.

#### Findings of the Hearing Officer or Hearing Panel

If the hearing is before the Hearing Panel, and the members of the panel are divided after deliberation, a majority vote is necessary to reach a decision.

Written findings 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.

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.

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.

#### Disciplinary Sanctions

Disciplinary sanctions are administered through the Office of Community Standards by the Hearing Authority and/or administrators involved in the adjudication process. In determining the severity of the sanctions, 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, and the institution's interests will be considered. Upon imposition of a sanction, the student is notified by mail as well as through individual conference with the Conduct Officer, if at all 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).

#### Disciplinary Warning

A Disciplinary Warning is an official written and/or verbal reprimand.

#### 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.

Fines

Conduct fines are used to assist in educational programming and/or restitution of damages.

Developmental Sanctions

Community Service Hours – Students may be required to complete work at a designated location for a specified number of hours.

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.

Presentations – Students may be required to present programs or create bulletin boards on topics related to the offense.

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.

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.

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.

Writing Assignments – Student may be required to complete a book review, research paper, reflection paper or letter of apology related to offense.

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.

Restricted Access

Restricted presence on campus – Students may be restricted from certain areas of campus or from the entire campus except to attend classes or use the Library.

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 Director of Community Standards. Students suspended from housing will not receive a refund of their housing cost.

#### 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

#### 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.

#### 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.

#### 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 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 may appeal a conduct decision on one or more of the following grounds:

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.

Evidence of prejudicial treatment or bias by the original hearing authority.

Finding and/or sanction was inconsistent with the weight of the information presented.

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.

#### Appeal Decisions

The appeal authority may:

1. Affirm the original decision and deny the appeal.
2. 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.
3. Refer the case for rehearing before another hearing authority.
4. Refer the case to the original hearing authority for reconsideration of specific points deemed important by the appeal authority.
5. 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 in writing to the Office of Community Standards within five (5) business days after the written findings and decision is communicated to the student. All responses to appeals will be communicated in writing.

#### Appeal 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 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 may appeal to the Board of Regents under conditions described in the Board of Regents Policy 8.6 and the Board of Regents Bylaws, Section VIII. The following are excerpts from these documents:

“Each application for review shall be submitted in writing to the Board’s Office of Legal Affairs within a period of twenty days following the decision of the president. It shall state the decision complained of and the redress desired. A hearing before the Board (or a Committee of or appointed by the Board) is not a matter of right but is within the sound discretion of the Board.

In considering whether appeals [...] shall be presented to the Board, the Chair shall consider (1) whether the record suggests that a miscarriage of justice might reasonably occur if the appeal is not reviewed by the Board, (2) whether the record suggests that the institutional decision, if not reviewed by the Board, might reasonably have detrimental and system-wide significance, or (3) any other facts which, in the judgment of the Chair, merit consideration by the Board of Regents.

The disciplinary measure imposed will be in effect during a Regents' appeal unless special dispensation is granted by the President of the University or the Chancellor of the University System of Georgia".

The Board of Regents Policy Manual and Bylaws regarding student appeals can be found at:

<http://www.usg.edu/policymanual/section4/C333/>  
<http://www.usg.edu/regents/bylaws/#appeals>.

#### 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.

## 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:

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

The student must present a formal written complaint using the student complaint form.

Complaints should be submitted using the following guide:

For complaints initiated with an academic department:

Dean of the college/school for academic complaints.

Complaints not resolved at the Dean level can then be directed to the Provost/Vice President for Academic Affairs (or designee).

For complaints initiated with all other departments:

The appropriate Associate/Assistant Vice President (or designee) responsible for the unit.

Complaints not resolved at the Associate/Assistant Vice President level can then be directed to the Vice President responsible for that unit.

All formal written complaints received using the complaint form must be recorded in the student complaint log.

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.

Logs of all formal written complaints will be entered by the person receiving the complaint and will be stored on the password protected University server. The logs will be monitored by the Provost/Vice President 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

##### Common University Policy/Procedure Categories

Financial Aid Satisfactory Academic Progress (SAP) Appeal

Grade Appeal

Graduation Appeal

Contact the Registrar's Office, 239 Edgewater Hall, (678) 466-4150

Hardship Withdrawal

Readmission Appeal

Student Community Standards / Student Conduct Process

Grievance (on the basis of personal status)

Unfair Treatment / Discriminatory Practices

ADA Grievance Procedures

Sexual Harassment

#### 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.

#### ADA APPEALS AND GRIEVANCES

##### 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 Person for Complaints: Clayton State University, ADA Coordinator, Dr. Elaine Manglitz, 2000 Clayton State Blvd., Morrow, GA 30260, 678-466-5444.

**Procedures for Complaints:**

The University of requested accommodations, should be filed in writing with the ADA Coordinator within 30 calendar days of the allegedly discriminatory act. A complaint shall contain the name and address 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, s/he should inform the ADA Coordinator.

An investigation, as may be appropriate, shall follow the filing of a complaint. The ADA Coordinator will conduct the investigation. These rules contemplate informal, but thorough, investigations, affording all interested persons an opportunity to submit evidence 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 Coordinator and a copy forwarded to the complainant no later than 30 calendar days after filing.

The ADA Coordinator shall maintain the files and records for Clayton State University relating to the complaints filed.

The complainant may request a reconsideration of the case if s/he is dissatisfied with the resolution. The request for reconsideration should be made within 10 calendar days to the ADA Coordinator.

**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.

**Rule Construction:**

These rules shall be constructed so as to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Clayton State University complies with the ADA and the implementing regulations.

**Other Procedures:**

The procedures provided herein are in addition to, and not in lieu of, any other procedures or remedies available under the law or otherwise.

## 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.

**Buildings, Offices and Work Spaces:** 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 non-resident 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

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.

#### 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) parents 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 at: <http://www.clayton.edu/CTFC>

STUDENT RESOURCES AND SERVICES

Academic Support Services

Bursar's Office

Location: Edgewater Hall - Second Floor

Telephone: 678-466-4295

The Bursar's Office/Student Accounts is responsible for all the accounting functions for student billing, tuition & fee payments, refunds, loan collections, financial aid receipting, and registration from students for the institution. We are also responsible for all campus departmental deposits. Types of service provided:

Private Scholarships

Nelnet Payment Plan

Study Abroad payments

Third Party Contracts

Student Collections

Housing payments

Regular Office Hours

Monday & Tuesday, 8:00 a.m. - 7:00 p.m.\*

Wednesday & Thursday, 8:00 a.m. - 5:00 p.m.

Friday, 9:00 a.m. - 2:00 p.m.

\* The office will close at 5:00 p.m. when classes are not in session. <http://clayton.edu/bursar>

Center for Academic Success

The Center for Academic Success (CAS), located on the second floor of Edgewater Hall in Suite 276, provides Peer Tutoring, Supplemental Instruction, Academic Success Services/Resources, and Learning Support Programs 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.

Academic Success Services/Resources. The CAS offers academic services and resources that assist Clayton State University students in their academic pursuits.

Services and resources include:

Academic Success Workshops - on a variety of topics

Academic Coaching

Instructional Resources – online ([www.clayton.edu/cas](http://www.clayton.edu/cas)) and hard copy

Computer-based study behavior assessments (LASSIE)  
Study rooms for both small group and individual study  
Peer Academic Mentor training.  
Faculty academic support through the Clayton Academic Referral Effort (CARE)

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.

Learning Support Programs. Based on placement test scores, some students are required to enroll in developmental courses in English and mathematics that are designed to prepare students for college-level course work. Other students may be required to enroll in Learning Support courses to meet course prerequisites. Additional Learning Support details may be found in the Learning Support Requirements section of this catalog.

Center for Advising and Retention (CAR)

Location: Room 143 Magnolia Hall (formerly NBS)

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. The center houses the first-year experience advisors and the learning communities program. It also houses advisors for each of the departments and majors who help facilitate students' transition from the first year advisors to the advisor who will assist them until degree completion. To ensure students meet their academic requirements, advisors proactively monitor their progress & regularly correspond with them.

Advising Center Hours: 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 <http://www.clayton.edu/advising>.

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, community service, and close contact with key business and government leaders in the Atlanta region.

Students admitted to the program are eligible for Honors Scholarships that are awarded on the basis of academic achievement and leadership ability. 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:  
<http://honorsprogram.clayton.edu>.

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:

SAT-T 1100 or ACT-C 24

Minimum high school GPA of 3.50

Demonstrated leadership ability

For students with more than 30 hours of college credit:

3.50 Overall GPA

Demonstrated service to the university or external community

Meeting minimum qualifications does not guarantee acceptance. The program decision is based on demonstrated potential for the following:

academic achievement

leadership

independent learning

Please contact the Director, Dr. Alexander Hall, at (678) 466-4846 or [AlexanderHall@Clayton.edu](mailto:AlexanderHall@Clayton.edu) with any questions.

#### International Student Services

Location: 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 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 8:30am – 5:30pm

Online: <http://www.clayton.edu/international-student-services>

## Library

Location: Library building adjacent to University Center

Telephone: 678-466-4346

URL: <http://clayton.edu/library>

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. A newly renovated facility provides Library patrons 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 105,000 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. 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, photocopying, 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 <http://clayton.libanswers.com>

#### Office of Financial Aid

Location: Edgewater Hall, Room 102

Telephone: 678-466-4185

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.

#### 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 <http://www.clayton.edu/financial-aid>.

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)

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 <http://studentaid.ed.gov/>.

State Financial Aid consists of scholarships and grants. Students interested in the HOPE Programs must complete either 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 Grant
- Zell Miller Grant
- HOPE GED Voucher

Institutional Scholarships funded through the Clayton State University Foundation. These scholarships vary from year to year. Current scholarship information can be found at <http://www.clayton.edu/financial-aid/Scholarships>

**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). The qualitative standard requires undergraduate students to maintain the cumulative grade point average associated to the total hours attempted. At 60 total attempted hours, undergraduate students must maintain a 2.00 GPA. Graduate students must maintain a 3.00 GPA.

Total Attempted Hours	Required Cumulative GPA
1-12	1.50
13-27	1.65
28-36	1.75
37-59	1.85
60 or more	2.00

The SAP quantitative standard requires undergraduate students to successfully complete the cumulative credit hours associated to the total attempted hours below. At 60 total attempted hours, undergraduate students have to successfully complete a minimum of 67% of the cumulative credit hours attempted (cumulative earned hours/cumulative attempted hours). This includes rounding up the SAP pace percentage of 66.5 - 66.9 for the 67%. Graduate students must complete 67% of courses attempted during a given semester. This includes rounding up the SAP pace percentage of 66.5 - 66.9 for the 67%.

Total Attempted Hours	Required SAP Pace Percentage
1-12	50%
13-27	55%
28-36	60%
37-59	65%

60 or more

67%

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 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 <http://www.clayton.edu/financial-aid/sap>.

Financial aid will pay up to 150% of Clayton State's programs of study. 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 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>.

Hours of Operation: Mon.-Tues. 8:00am-7:00pm; Wed.-Thurs. 9:00am – 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.

Online: [www.clayton.edu/financial-aid](http://www.clayton.edu/financial-aid)

BankMobile Student Refunds (formerly Higher One)

Location: Bursar's Office – Edgewater Hall, 2nd floor  
Telephone: 678-466-4295

All financial aid and tuition refunds are processed through BankMobile (formerly Higher One). Every newly registered student will be issued an activation code by BankMobile via US Mail. As soon as the student receives the activation code, they should go to the website on the mailer and begin the refund selection process by entering the code and authenticating themselves. Once authenticated, the student will select their refund preference: Deposit to an existing account or to a BankMobile Vibe account. If the student selects BankMobile as their refund preference, they will be mailed a BankMobile Vibe card (MasterCard-branded card) to access their funds. Students who select BankMobile can spend funds anywhere MasterCard is accepted. Cash withdrawals from the account can be made fee-free at the Allpoint ATM located on the first floor of Edgewater Hall or at any Allpoint ATM nationwide. <http://www.allpointnetwork.com/locator.aspx>

The Bursar's Office can answer questions about your refund, and the LakerCard Center can assist with questions about the BankMobile activation code process.

For more information, visit: <http://www.clayton.edu/studentrefunds>

#### Office of the Registrar

Location: Edgewater Hall, Room 239

Telephone: 678-466-4045

The Registrar is responsible for maintaining all official records of the University. We provide a variety of services to current and former students. Our services include:

Transcript request

Verifications of Enrollment

Registration

Withdrawals

Graduation Evaluations

Commencement

Transfer evaluations

Readmission for students who have not been enrolled for more than 3 semesters

Hours of Operation: Monday-Tuesday 8:00am – 7:00pm; Wednesday-Thursday 8:00am – 5:00pm; Friday 9:00am – 2:00 pm

Online: <http://www.clayton.edu/registrar>

#### Office of Undergraduate Admissions

Location: Edgewater Hall, Suite 150

Telephone: 678-466-4115

The Office of Undergraduate 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

Specific information concerning admissions can be found in the Academic Catalog portion of this publication.

#### 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: Orientation offers new students and their families or guests 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 am – 7:00 pm); Wednesday-Thursday (8:00am-5:00pm); Friday (8:00 am-2:00pm).  
Online: <http://www.clayton.edu/orientation>

#### Study Abroad and International Programs

Location: University Center, Suite 204  
Telephone: 678-466-4092 or 678-466-4090

Clayton State Office of International Programs offers numerous study abroad programs for students in various departments, which typically offer three hours of academic credit for two or three week study abroad programs over spring break, during Maymester or over the summer. Clayton State University also participates in study abroad programs sponsored by the European, African, Asian, and Americas Councils of the University System of Georgia. These collaborative world regional council summer programs offer students the opportunity to enjoy up to five weeks of residence in a college environment abroad while earning up to six hours of academic course credit. Clayton State also participates in student exchange programs with the University of Caen in France, University of Pannonia in Hungary, Birla College in India, along with other universities in foreign countries. Joining these programs, students

can study for a semester or academic year abroad, with the credit earned counting toward their academic program at Clayton State University. Financial aid and HOPE scholarship funds may be used for these programs.

The Office of International Programs also maintains information on numerous other study abroad programs offered by colleges and universities throughout the state and country. Clayton State students have participated in programs in England, France, Hungary, Italy, Mexico, Spain, Russia, Greece, Germany, Ghana, Chile, South Africa, and Thailand. For complete information on the study abroad opportunities available at Clayton State University visit the Office of International Education and Programs website at <http://www.clayton.edu/international-programs/home>.

### Testing Center

Location: Arbor Hall, Room 121

Telephone: 678-466-4495

Located at the East Entrance, 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 ACT 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 the ETS Proficiency Profile

program assessments such as the Major Field Tests and ACAT

Georgia Assessments for the Certification of Educators (GACE)

### The Writers' Studio 224

Location: Arts & Sciences, Room G-224

Telephone: 678-466-4728

Email: [ws224@clayton.edu](mailto:ws224@clayton.edu)

Our goal at the Writers' Studio is to give rise to better writers, not just to better writing. We don't simply proofread your paper; we teach you how to become a more organized, resourceful, exacting, and accomplished writer. In a face-to-face or an online session, a writing consultant will talk with you about any stage of your writing process, about any aspect of your project, regarding any subject. Here's what we can do for you:

Do you need help understanding an assignment?

Organizing your thoughts?

Developing a thesis statement?

Documenting sources?

Do you need a refresher on grammar, punctuation, or spelling?

The Studio also offers customized writing handouts developed specifically for CSU students. Last, but not least, visit our website for information on faculty-led workshops offered during the fall and spring semesters.

Come—write away—The Writers' Studio can help!

Online: <http://www.clayton.edu/ws224>

### Student Support Services

Services that are vital to the success of students enrolled at Clayton State University are offered through the following Offices and Centers.

#### 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:

Individual counseling for personal issues including depression, stress, and anxiety, relationship concerns

Couples counseling

Group counseling

Psychiatric consultation and medication management

Presentations on topics including stress management, healthy relationships, domestic violence, and alcohol use

Online confidential mental health screenings

Hours of Operation: Monday – Friday 8:00am-5:00 pm; check website for evening hours.

Online: <http://www.clayton.edu/counseling>

#### Department of Campus Life

Location: Student Activities Center

Telephone: 678-466-5433

The Department of Campus Life creates opportunities for students that promote student learning and development. Our mission is to help students become productive citizens in the global world by

engaging them in educational, multicultural, service-based, and social experiences. The Department of Campus Life strives to create and implement high-impact programs to meet the needs of our diverse student body and foster holistic development. Campus Life is the home of student involvement and helps students learn and develop by getting them involved outside of the classroom.

Campus Life offers involvement opportunities in:

The AmeriCorps National Service Program  
Fraternity and Sorority Life  
Leadership Development Programs  
Multicultural and Diversity Programs  
Civic Engagement and Volunteer Services  
Social Programs  
Student Media  
Student Organizations

Hours of Operation: Monday-Friday 9:00am-5:00pm  
Online: <http://www.clayton.edu/campus-life>

Disability Resource Center

Location: Edgewater Hall, Suite 255  
Telephone: 678-466-5445

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, by appointment, with a minimum of one week’s notice; Monday – Thursday until 7:00pm.

Online: <http://www.clayton.edu/drc>

Division of Student Affairs

Location: University Center, Room 250  
Telephone: 678-466-5444

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, and Student Government Association.

Hours of Operation: Monday - Friday: 8:00am-5:00pm  
Online: <http://www.clayton.edu/student-affairs>

Office of Career Services

Location: Edgewater Hall, Room 228  
Telephone: 678-466-5400

The Office of Career Services assists students in developing the self-awareness, knowledge, and skills that prepare them to manage their careers now and after graduation. Career counseling is available for students who need assistance choosing majors and career paths. Students can access a variety of programs and services to assist them in discovering opportunities for student jobs and internships, developing professionally, and launching a career. Career Services also provides mutually beneficial linkages between the University and the employment community. Employers post opportunities online and recruit and interview students seeking internships, part-time jobs, and full-time career positions. Services available through the Office of Career Services include the following:

Career counseling

Career Testing

Seminars and workshops related to professional development and an effective job or career search

Resume critiques

Practice interviews

Internship and Co-op Assistance

Workshops and Club Presentations

Online access to employment and internship opportunities through Laker CareerZone

Employer networking opportunities

On-campus recruiting and interviewing

Individual career coaching

Five annual career or job fairs

Job search assistance

Graduate School assistance

#### 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 Office of Career Services and 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 8:00a.m. – 5:00p.m.; Evening hours by appointment

Online: <http://www.clayton.edu/career>

Email: [career@clayton.edu](mailto:career@clayton.edu)

#### Office of Community Standards

Location: University Center, Room 250

Telephone: 678-466-5444

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.

Conflict Resolution and Mediation Services

Alcohol Education and Programming

Peer Health Educator

Programming on various conduct issues

Experiential and Leadership Opportunities for students, faculty, and staff

Resources for Faculty about Academic Misconduct

Hours of Operation: Mon. - Fri.: 8:00am-5:00pm

Online: <http://clayton.edu/community-standards>.

#### Office of Information Technology & Services

##### The HUB

Location: University Center, Room 101

Telephone: 678-466-HELP (4357)

Email: [thehub@clayton.edu](mailto:thehub@clayton.edu)

The HUB is the frontline technical support center for Clayton State University. We provide support for student, faculty, and staff technical problems, as well as provide support for students needing help with school related applications. We strive to make sure technology enhances the learning process at CSU.

Technical support for computer devices and campus connectivity

All hardware and software troubleshooting services

Preferred vendor hardware repairs

Software installation assistance and troubleshooting

Workshops and individual assistance with all campus supported software and training

Hours of Operation: Monday – Thursday 8:30am – 7:00pm; Friday 8:30am – 1:00pm

Online: <http://clayton.edu/hub>

#### Media & Printing Services

Location: Faculty Hall, Room 126

Telephone: 678-466-4377

Media & Printing Services provides A/V instructional classroom equipment and printing and copying services for the faculty and staff of Clayton State University. M&PS student services include:

free usage of digital cameras for classroom projects

free usage of camcorders/tripods for classroom projects

printing of color posters and flyers for student organizations with authorized accounts

(Students should contact the Office of Campus Life for details)

laminating and binding services also available

Hours of Operation: Mon.-Fri.: 8:00am-5:00pm

Online: <http://www.clayton.edu/media>

#### 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 through Friday: 8 a.m. to 5 p.m.

Online: <http://www.clayton.edu/University-Advancement>

#### University Health Services

Location: Laker Village, 1000 Building

Telephone: (678) 466-4940

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 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.

Hours of Operation: Monday-Friday 7 a.m. - 5 p.m., Friday 8 a.m. – 3 p.m. Closed Saturday, Sunday and CSU holidays.

Online: <http://www.clayton.edu/uhs> (patient portal, current fee schedule, and additional information)  
Login using your SWAN ID.

#### University Housing and Residence Life

Location: University Housing Office, Laker Village  
Telephone: 678-466-4663

Location: 24-hour Community Desk, Laker Hall  
Telephone: 678-466-5130

Clayton State University housing facilities consist of Laker Hall for 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-bedrooms 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
- 24 Hour Community Desk, Laker Hall
- Easy access to campus resources and activities
- Suite-style rooms
- Snack Cafe
- Study Lounges
- Wireless high-speed internet
- Cable Television
- Laundry Facilities
- Game Room
- Swimming Pool (seasonal)

Hours of Operation: Monday-Friday: 8:00am-5:00pm; refer to the website for additional hours of operation.

Online: <http://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 is here to support Veterans, Active Duty, Reservists, National Guard, and their family members in accomplishing their academic goals.

At the VRC you can meet other individuals who understand the military culture, learn about the resources on and off campus, utilize our study area or computers, or just stop by and grab a hot cup of coffee. The VRC staff is dedicated to being there for you throughout your academic career.

For more information, visit our website at <http://www.clayton.edu/veterans-resource-center>

#### Auxiliary Services

##### Department of Public Safety

Location: Edgewater Hall – Second Floor  
Telephone: 678-466-4050

The Department of Public Safety is comprised of four components: police officers; communication officers; security guards; and student assistants. It's highest priority is the safety and security of the campus community—students, faculty, staff, and visitors. The Department of Public Safety operates 24/7. Some of the services provided are as follows:

- Emergency response
- Criminal and accident investigations
- Parking enforcement
- Registration of vehicles and issuance of student and faculty/staff parking permits
- Issuance of temporary visitor parking permits
- Receipt of payments for parking permits and fines for violations of parking rules
- Reports and receipt of lost and found items
- Assistance with minor vehicle problems, e.g. jump starting dead batteries and unlocking vehicle doors
- Locking and unlocking campus buildings and doors and securing the campus during overnight hours
- Dissemination of emergency and public safety communications to campus via Rave Alert System
- Responding to personal safety concerns upon receipt of Rave Guardian personal safety app activation
- Responding to fire alarms and health related issues on campus
- Maintaining mutual aid agreements with area law enforcement agencies to provide emergency support as needed

Administrative Hours: Monday-Friday 8:00 am-5:00pm  
Online: <http://www.clayton.edu/public-safety>

## Dining Services

### DineCSU

Telephone: (678) 466-4213

DineCSU offers a variety of dining options on campus. The Lakeside Dining Hall is an all-you-care-to-eat venue, located in the University Center. It offers grill items, a hot line with meat and vegetarian entrees and sides, a salad bar, a deli, brick oven pizza, desserts and beverages. In addition to the Dining Hall, we have Jazzman's Café for coffee and smoothies, Pizza Hut Express, SubConnection, Lakeside Express, Chick-fil-A Express, and Sandella's Flatbread Café. Residents of Laker Hall are required to select one of the semester meal plans during the Laker Hall contract process. Laker Village residents have the option to select any meal plan during the Housing contract process. All other students may purchase a meal plan in the LakerCard Center at any point during the semester. For more information about Dining Services and meal plans, visit: <http://www.csudining.com/>.

### 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:

A full salad bar

Make-your-own deli sandwiches

Brick-oven pizza

Hot-off-the-grill burgers

Specialty sandwich each day

Hot entrées featuring American, vegetarian and international selections

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 a to-go meal with either our reusable to-go container (one-time charge of \$5.30) or with our single-use biodegradable container (\$.50). Additional details available at the Dining Hall.

Hours of Operation

Visit us Online

### Jazzman's Café

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...how about an ice-cold smoothie or fresh-

baked cookies, breakfast sandwiches, and delicious pastries. Jazzman's is a great place to get a snack on the run or meet up with friends and relax. Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

Hours of Operation

Visit us Online

Sandella's

Location: Laker Hall Lobby

Telephone: 678-466-7474

Sandella's Flatbread menu features premium quality, health-conscious and simply delicious items for your enjoyment. Great tasting wraps, quesadillas, rice bowls, salads, and more. The menu includes a great vegetarian selection plus all menus can be made vegetarian. Eat Right, Right Away!

We Proudly Serve Starbucks brewed coffee, tea and hot chocolate to perk up your day or to complement your meal.

Paninis

Rice bowls

Flatbread pizzas

Quesadillas

Burritos

Snacks and beverages

Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

Hours of Operation

Visit us Online

Pizza Hut Express

Location: University Center - First Floor

Telephone: 678-466-4210

Get a Personal Pan Pizza® topped with quality meats, fresh vegetables, and pure mozzarella cheese. Try the Tuscany pastas or make it a combo with breadsticks and a drink. In the mood for wings? We've got those, too! We also have Cinna-Sticks available for a sweet finish to any meal. Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

Hours of Operation

Visit us Online

SubConnection

Location: University Center - First Floor

Telephone: 678-466-4210

SubConnection offers made-to-order subs, wraps, and salads. Choose from a variety of fresh baked breads loaded with high-quality meats, cheeses and finished off with your favorite garden toppings & condiments. Or grab a fresh-made salad filled with fresh vegetables and tender meats. Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

Hours of Operation

Visit us Online

Lakeside Express

Location: University Center Commons

Lakeside Express is a food cart concept offering a different menu each day of the week. Each daily entrée is just \$5.99! Visit our website for daily menus. Lakeside Express also serves fresh salads and sandwiches and freshly-brewed Starbucks coffee.

House of Operation

Visit us Online

Chick-fil-A Express

Location: Magnolia Hall lobby

Chick-fil-A Express is a quick-serve location offering Chick-fil-A sandwiches, waffle potato chips, chocolate chunk cookies, ice tea, lemonade, and canned soft drinks. This location accepts cash, credit, and LakerBucks (Dining Dollars cannot be used here).

House of Operation

DineCSU Catering Services

DineCSU Catering Services is committed to making your 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 Halina Skrzypek, DineCSU Catering Services Manager, at 678-466-4212 or email us at [halinaskrzypek@clayton.edu](mailto:halinaskrzypek@clayton.edu). You can now order Catering for your event online through CaterTrax! Visit <http://dinecsu.catertrax.com> to set up your profile, 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 allows cardholders and guests to make deposits to the LakerBucks account and allows cardholders to manage their LakerCard and LakerBucks account online. LakerCard Mobile offers the same conveniences on your mobile device. The app is available on the App Store and Google Play Store. Search for "Blackboard Transact Mobile", install the app, and find Clayton State University. Log in with your CSU network login.

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, your suite, and laundry machines. For Laker Village residents, the LakerCard provides access to your suite.

The LakerCard Center also provides the following services as a convenience:

BankMobile (student refund) activation code support  
Meal Plan sales and support  
Fax services  
SmartPrint refunds and support  
Vending refunds and support  
Career Center testing fee payments  
Cell Phone and used household battery recycling  
Postage stamps and envelopes

Visit our website: <http://www.lakercard.com>  
Hours of Operation

Loch's Nest

Location: University Center – Main Street  
Telephone: (678) 466-LOCH (5624)

Loch's Nest is a convenience store and spirit shop in one location.

Snacks and beverages  
ICEE's and Nachos

Blue Books and Scantrons  
CSU Logo merchandise

Loch's Nest accepts cash, credit, LakerBucks, and Bookstore Bucks (during days of Bookstore Bucks).

Visit our website: <http://www.clayton.edu/auxservices/lochs-nest>  
Hours of Operation

#### Smartprint/Copying

SmartPrint is self-service student printing service on campus. Documents must be queued from your laptop computer using the SmartPrint print queues (download available online) or from the GALILEO workstations in the Library. Print stations are located in the Library, the University Center, Laker Hall, Clayton Hall, Magnolia Hall, Lakeview Science and Discovery Center, the Center for Academic Success, Continuing Education, and the Music Building. Photo Copiers are located in the Library and University Center. Both services accept LakerBucks exclusively for payment. For questions about SmartPrint, contact the LakerCard Center at (678) 466-4215.

Online: <http://www.clayton.edu/auxservices/smartprint>

#### The Loch Shop

Location: Edgewater Hall - First Floor  
Telephone: (678) 466-4220

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
- Dell 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

Use Price Loch to compare our textbook prices with those of other online retailers. Purchase directly through Price Loch to get the best price! Check it out now at <http://www.priceloch.com>.

Bookstore Bucks 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

<http://www.ishoplochshop.com/>. (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 of over 85% of all titles, and e-books. The Loch Shop also conducts a daily buyback program, except during our peak periods.

Visit the Loch Shop online for dates and times for Bookstore Bucks, as well as, promotions and events.

#### Hours of Operation

#### Vending

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 for more information.

#### Campus Centers and Activities

##### Intercollegiate Athletics

Location: The Loch (Athletics Center)

Telephone: 678-466-4678

Consisting of 11 NCAA Division II sports, along with cheerleading, Clayton State Athletics has been one of the more successful programs competing in the Southeast Region. Currently the Department offers cross country (men's & women's), soccer (M/W), basketball (M/W), indoor and outdoor track & field (M/W) and men's golf.

In the relatively short 27-year history of the program, Lakers student-athletes have produced an incredible 127 national tournament appearances (118 NCAA, 9 NAIA), 17 Peach Belt Conference Regular Season Championships, 30 PBC Tournament Titles (19 by individuals) and 73 All-Americans, all with just 12 sports during that time.

Highlighting these 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 all, Clayton State has earned a total of 62 titles and every program has had at least four champions. Women's basketball has delivered an amazing 17 championships. Additionally, every program has had at least three appearances in a national tournament with women's cross country making 26 such trips.

Both soccer and basketball program's play their games on campus at Laker Field and The Loch, respectively. Clayton State students can watch all the action for free just by making sure they have their valid Laker ID. In addition to the tremendous competition in venue, each home game has promotions and concessions are available for purchase throughout the event.

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 easy driving distance during the season.

For coverage of everything Lakers, turn to [www.ClaytonStateSports.com](http://www.ClaytonStateSports.com), the official online home of Clayton State Athletics. Fans can find all the information they need on their favorite team, including schedules, game times and full recaps.

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. All students are strongly encouraged to support their teams by attending games, meets, and matches. Admission to home events is free for Clayton State students with a LakerCard.

Hours of Operation: Monday-Friday 8:00am-5:00pm except during home games  
Online: <http://www.claytonstatesports.com/>

### Recreation and Wellness

Location: Student Activities Center  
Telephone: 678-466-4976

The Department of Recreation & Wellness is responsible for the operation and management of the 26,500 square foot, multi-level Fitness Center which is located within the Student Activities Center. The Department of Recreation & Wellness (DRW) aspires to facilitate the physical, social, emotional, and intellectual development of the Clayton State University students and community by providing an environment that is fun, relaxing and supportive of holistic lifestyle practice; further, DRW provides opportunities for the daily participation in recreation and leisure activities.

Online:

Recreation & Wellness: <http://www.clayton.edu/recwell>  
Fitness Center: <http://www.clayton.edu/recwell/Fitness-Center>  
Intramural Programs: <http://www.clayton.edu/recwell/Intramural-Sports>  
Outdoor Adventure Programs: <http://www.clayton.edu/recwell/Outdoor-Adventure>

### Spivey Hall

Location: Spivey Hall  
Telephone: 678-466-4200

Clayton State University's Spivey Hall has been in existence since 1991. An elegant, intimate recital hall with 392 seats, Spivey Hall has won international acclaim for its superb acoustics and the artistic excellence of its annual concert series featuring outstanding international classical, jazz and world-music artists. Equally important are its music education programs, serving some 18,000 students from 18 metro-Atlanta counties each year. Because of its high-quality programming, Spivey Hall draws audiences from throughout Georgia and the Southeast, serving more than 35,000 people annually. Performances by Spivey Hall musicians are frequently heard on nationally-broadcast public-radio programs reaching 1.2 million people in 250 markets across North America. Spivey Hall also supports Clayton State University's growing Department of Visual and Performing Arts program and serves as a valuable performance venue for numerous regional music ensembles.

Group tours available by appointment

Clayton State students never pay more than \$10 – based on availability

Guests (over the age of 12) attending with CSU students are also \$10 – based on availability

While enrolled in music appreciation at CSU, concerts are free with an advanced reservation\*

Music majors attend all concerts free with an advance reservation\*

CSU students may attend, free of charge, Spivey Hall's wide variety of Young People's Concerts offered during the week

\*Free tickets must be picked up at least 15 minutes prior to concert start time.

Box Office Hours: Monday-Friday: 9:00 am – 5:00 pm

Online: <http://www.spiveyhall.org/>

Student Activities Center

Location: Student Activities Center

Telephone: 678-466-5433

The Student Activities Center (SAC) is the hub for student activities, student organizations, programming and events, fitness, intramural sports, recreation, and fun at Clayton State University!

Our 62,000 square foot state of the art facility is equipped with a 4,800 square foot ballroom, a high-tech, 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 game room, a Student Organization Suite, intramural basketball courts, and a lounge area.

Hours of Operation: Monday-Thursday 6:30am-11:00pm; Friday 6:30am-8:00pm; Saturday Noon-5:00pm; Sunday 2:00pm-8:00pm

Online: <http://www.clayton.edu/student-activities-center>

Student Government Association

Location: Student Activities Center, Room 203

Telephone: 678-466-5435

Student Government Association (SGA), the official student governing body of Clayton State University comprised of elected student representatives, promotes for the general welfare of all enrolled students. SGA works collaboratively with the Division of Student Affairs and other administrative units to address student issues and concerns by obtaining student input and recommending policies and initiatives to the University administration. Student Government Association 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: Varies

Online: <http://www.clayton.edu/sga>

#### University Chorale

Location: Music Education, Room 156

Telephone: 678-466-4757

The Clayton State University Chorale performs both on and off campus throughout the year. Participation in the Clayton State University 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. For information, contact Dr. Michael Fuchs ([michaelfuchs@clayton.edu](mailto:michaelfuchs@clayton.edu)).

Students must enroll in the course to participate (one hour credit, may be repeated for credit): MUSC 1710 or MUSC 3410 (Chorale section). The Chorale class meets four days each week: MW 2:10-3:25 AND TR 2:10-3:00 in M 157.

Online: <http://www.clayton.edu/vpa/music>

#### University Community Chorus

Location: Music Education, Room 156

Telephone: 678-466-4757

The Clayton State University Community Chorus is open to faculty, staff, members of the community, and CSU students. (CSU students do not receive course credit for this ensemble, and there is a nominal registration fee required for participation.) The Community Chorus has one rehearsal each week (Tuesdays, 5:30-7:30) and performs a concert each fall and spring semester.

For information, contact Dr. Michael Fuchs ([michaelfuchs@clayton.edu](mailto:michaelfuchs@clayton.edu))

Online: <http://www.clayton.edu/vpa/Music/Community-Chorus>

#### University Jazz Band

Location: Music Education, Room 209

Telephone: 678-466-4760

The Clayton State University Jazz Band 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 for more information ([staceyhoughton@clayton.edu](mailto:staceyhoughton@clayton.edu)).

Students must enroll in the course to participate (one hour credit, may be repeated for credit): MUSC 1710 or MUSC 3410 (Jazz Band section). Jazz Band class meetings/rehearsals are M 6:30-9:00pm in M 150.

Online: <http://www.clayton.edu/vpa/music>

#### University Orchestra

Location: Music Education Building, Room 148

Telephone: 678-466-4745

The Clayton State University Orchestra performs on campus throughout the year, including concerts together with the Southern Crescent Symphony Orchestra. Participation in the Clayton State University Orchestra is open to students in all majors, pending a successful audition and enrollment in the appropriate course. Contact Dr. Richard Bell for more information ([richardbell@clayton.edu](mailto:richardbell@clayton.edu)).

Students must enroll in the course to participate (one hour credit, may be repeated for credit): MUSC 1710 or MUSC 3410 (Orchestra section). Orchestra class meetings/rehearsals are MR 5:00-6:15pm AND T 7:15-9:15pm in M 150.

Online: [www.clayton.edu/vpa/music](http://www.clayton.edu/vpa/music)

#### University Theatre

Location: Arts & Sciences Building, Room 126

Telephone: 678-466-4740

The Clayton State University Theatre program presents two mainstage productions on campus each year. Participation in the Clayton State University Theatre Program is open to students in all majors, pending a successful audition and enrollment in the appropriate course. Contact Ms. Shontelle Thrash for more information ([shontellethrash@clayton.edu](mailto:shontellethrash@clayton.edu)).

Students selected for participation for theatrical productions must enroll in the appropriate course in order to participate: THEA 1990, 2990 or 3991.

Online: <http://www.clayton.edu/vpa/theatre>

**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 device 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 courses 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 about other aspects of student conduct in and out of the classroom.

**Required 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 required to enroll in CSU 1000 – First Year Seminar. Students will have the opportunity to select from a variety of thematic CSU 1000 sections in which students must earn a grade of a D or better.

**Computer Devices at Clayton State**

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](#).

1. **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](#). 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.
2. **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 portal.office.com. For assistance students should contact the HUB.
    - 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.
  3. **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](#). 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 each semester (<http://apps.clayton.edu/courses/schedule>). Registration is accomplished online using the Clayton State system known as the DUCK (Digital University Campus Kiosk) via the 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 at least one class session (in person or by electronic equivalent) by the posted deadline on the academic calendar is a "no show". For students enrolled in an online course, the instructor will provide details on how online attendance will be verified.

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 students who are receiving financial aid, since this will reduce the number of enrolled credit hours.

If students believe their instructor reported them as a "no show" in error, they must contact the instructor immediately to resolve the issue.

A student has the right to appeal the "no show" course cancellation. Appeals must be submitted by email to the dean or designee of the college no later than the last day of the third week of classes. The email must include the reason for not attending during the first two weeks of class and the Laker ID. Consideration will only be given if the student meets all of the following criteria.

- If previously enrolled, in good academic standing as defined in the Academic Standing section of the Catalog.
- Recommendation of the instructor for reinstatement into the course.

The Assistant Vice President for Enrollment Management 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 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 (see below). 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 (ARCHE)**

The Atlanta Regional Council for Higher Education (ARCHE) 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 in 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 will accompany online courses.

**Getting Started in an Online Course**

When students register for an online course, they must attend orientation (either on campus or online) or submit assignment(s) as required by the course instructor by the semester payment and no show deadlines.

If a student does not attend the Orientation or 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 information about orientation sessions 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 and in the semester Schedule of Classes.

### **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). Call (678) 466-4169 to obtain a form if in person or online is not feasible.

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.

“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.

#### **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.

## **SCHOOL OF GRADUATE STUDIES**

*Dr. Robert A. Vaughan, Jr., Dean of Graduate Studies*

Administration

Elizabeth Taylor, D.P.A.

Graduate Program Manager

### **GRADUATE EDUCATION**

At Clayton State University, the mission of graduate education is to stimulate, encourage and support efforts that build national distinction and that are characterized by innovation and by increasing contribution to the social, cultural, economic, health and technological development needs of Georgia and the nation. The University is committed to excellence, innovation and collaboration in research and in the preparation of professionals for the highest levels of practice.

### **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.

## **Graduate Degree Programs**

- Master of Arts in Liberal Studies, concentrations in English, History, Mathematics, Philosophy, Public Administration, and Liberal Arts
- Master of Business Administration, concentrations in Accounting, Human Resource Leadership, International Business, Sports and Entertainment Management, and Supply Chain Management
- Master of Health Administration
- Master of Science in Nursing, concentrations in Family Nurse Practitioner
- Master of Arts in Teaching, concentrations in Biology, English, History, and Mathematics
- Master of Archival Studies
- Master of Science in Criminal Justice
- Master of Science in Clinical/Counseling Psychology
- Post-Master's Certificate in Human Resource Leadership, International Business, Sports and Entertainment Management, Supply Chain Management and Family Nurse Practitioner

## **General Policies**

Clayton State University encourages applications for admission from qualified students regardless of gender, culture, race, religion, ethnic background, national origin, age, veteran status, or disability. Admission of students to Clayton State University is within the jurisdiction of the University. Preference for admission to any term will be given to those applicants whose credentials indicate the greatest promise of academic success in their chosen program of study.

An application for admission may be obtained from the School of Graduate Studies website at <http://www.clayton.edu/graduate> . An application should not be submitted earlier than one year prior to the term for which admission is desired. The School of Graduate Studies reserves the right to return all applications received after the published deadline for a particular term or after any enrollment limit or program limit is reached. Admission is for a specific term. If the student is unable to enroll for the term indicated in the letter of admission, the School of Graduate Studies 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. Failure to submit such documents before the end of the second week of classes of the initial academic term will result in the loss of registration privileges for any subsequent term until the delinquent documents have been received. An application or residency statement submitted by or on behalf of a student that contains false, fraudulent, or incomplete statements may result in denial of admission or denial of further registration and/or invalidation of Clayton State University credit and related degrees.

Every student must complete in its entirety the Immunization form. The form is available on the University Health Services website. 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.

## **Application Information**

The School of Graduate Studies at Clayton State University welcomes your application for graduate study. The information below includes instructions and details all materials needed to complete an application for admission to graduate study at Clayton State University. Most of your questions concerning the admissions process will be answered if you read this information carefully and/or visit the School of Graduate Studies website.

## **Basic Requirements**

Persons seeking admission to the Clayton State University School of Graduate Studies 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.

Applicants are responsible for submitting all application materials required by the School of Graduate Studies and degree program by the appropriate application deadline. These items are described in this publication include, but are not limited to, the following:

- application for admission,
- application-processing fee,
- transcripts from every institution previously attended,
- entrance test scores,
- letters of recommendation,
- certification of finances forms (international applicants), and
- any additional supplemental material required by the program of study

Applicants must be admitted to the School of Graduate Studies before they are eligible to register. Official acceptance is conveyed to the applicant in a formal letter issued by the School of Graduate Studies. Admission is granted for a specific semester and is validated by enrollment for that semester.

An applicant wishing to defer an application to a future semester should first consult with the academic department. An applicant may submit a one-time deferment request to the School of Graduate Studies. After the original 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.

An applicant may have no more than two applications for graduate degree programs current at any given time. An applicant who adds a second application for a new program or changes the current application to a new program is responsible for ensuring that all supplemental requirements and materials of the new academic department, including letters of recommendation, are sent to the School of Graduate Studies. Academic departments may refuse admission to applicants whose files are incomplete after the beginning of the semester of expected matriculation and when the applicants have not requested deferrals to future semesters. The application and supporting documents become the property of the University and cannot be returned or forwarded elsewhere.

## **Provisional Admission**

The use of Provisional admission is solely the prerogative of the School of Graduate Studies. Provisional Graduate Status may be given to applicants who show promise but are not able to fulfill all the

requirements for admission to Full Graduate Status at the time they apply. Students admitted under the Provisional category are informed of expectations or conditions in the letter of admission. Provisional status may not be used as a mechanism to accept students and allow the submission of admission materials, such as standardized test scores, at a later date. Graduate student may take a maximum of nine semester hours of coursework in a provisional status, but may not be in provisional status for more than one semester. In the rare instance when a provisional extension may be necessary, the Graduate Director must submit a justification letter for approval by the Graduate Dean. Students admitted to Provisional Status may be dismissed from their programs if the School of Graduate Studies determines that the student is not making satisfactory progress toward progression to Full Status.

### **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 option of the department 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 departments 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.

### **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. a recommendation for transient admission to Clayton State University,
  - b. a statement that the student is eligible to return, and
  - c. a list of recommended courses 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 \$75.00 (U.S. currency) processing fee payable to Clayton State University should be submitted to the School of Graduate Studies by the appropriate deadline specified below. Only 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:**

<b>Admit Term</b>	<b>Final Recommended Deadline</b>
Fall	July 15
Spring	November 15
Summer	April 15

Although the School of Graduate Studies will continue to process application beyond the final recommended deadline, it is the applicant’s responsibility to ensure adequate funds are available by the fee payment deadlines. There is no guarantee 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.

**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 to the School of Graduate Studies and contain an official seal and/or signature. Applicants who have previously attended Clayton State University are required to submit the transcripts from each institution that they have attended, including Clayton State University.

**Test Scores**

Official test scores on either the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) are required of all applicants. 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. Detailed information on the GRE may be obtained from the Educational Testing Service at [www.ets.org](http://www.ets.org) and information on the GMAT may be obtained from the Graduate Management Admissions Council at [www.mba.com](http://www.mba.com). Clayton State University’s institution code for the GRE is 5145. Clayton State University's institution code for the GMAT is BD3-SV-70.

If you are taking the GRE computer based exam it will take approximately three weeks after your test date for the scores to reach our institution. If you are an international applicant taking a paper-based

exam it will take approximately four weeks for your score report to reach our institution. The GRE paper based exam is not offered in the United States.

If you are taking the GMAT computer based exam it will take approximately five weeks after your test date for the scores to reach our institution. GMAT does not offer a paper based exam. Please make sure to take into consideration the deadline of the semester to which you are applying when you schedule your test date. You will need to allot ample time for the scores to reach us. The School of Graduate Studies at Clayton State University is not responsible for delays that might occur in the processing or mailing of test scores.

Test Preparation Courses for the GRE and the GMAT are available through the Continuing Education division at Clayton State University. Information on these courses is available on-line at <http://www.clayton.edu/conted> . Other GMAT Test-Prep courses can be found at <http://www.mba.com/>. Preparation materials for the GRE exam can be found at <http://www.ets.org/gre>.

### **International Students**

Clayton State University encourages the enrollment of students from other countries. Applicants needing a student visa are required to provide proof of financial support for at least the first year of their degree program. International students with a student visa are required to carry a full course of study during every semester except the summer semester. In order to ensure that language barriers do not potentially hinder international students from taking advantage of all available opportunities and in an effort to foster academic success, an acceptable score on a standardized English language proficiency examination must be submitted as part of the graduate application. Only 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 on either the Test of English as a Foreign Language (TOEFL- <http://www.ets.org/toefl>) or the International English Language Testing System (IELTS- <http://www.ielts.org/>). The recommended minimum score for the TOEFL is 79-80 internet based total. The recommended minimum IELTS total score is 6.

At the graduate level, admissibility is based on a thorough review of all of the credentials an applicant submits. Applicants whose score falls below the recommended minimum should contact the Director of Graduate Studies (<http://www.clayton.edu/graduate/coordinators>) for their program. If an applicant's overall credentials suggest a potential for success at the graduate level in spite of a deficient proficiency test score, a waiver of the recommended score requirement may be granted (additional ESL instruction may be required as a condition of the waiver). (Note: waivers are rarely granted, and only in specific circumstances where the other elements of the graduate application indicate a strong likelihood for success. For example, an above average score on the verbal and the analytical writing portions of the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) might indicate the applicant possess sufficient English language proficiency.)

Applicants whose language of instruction was English should have the Registrar of the home institution submit a letter to the School of Graduate Studies 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. International applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). TOEFL scores are considered

official only when they are sent directly to the School of Graduate Studies from the Educational Testing Service. Examinee copies are not considered official. Detailed information on the TOEFL may be obtained from the Educational Testing Service at [www.ets.org](http://www.ets.org). Clayton State University's institution code for the TOEFL is 5145. If you are taking the TOEFL internet based exam it will take approximately five weeks after your test date for the score to reach our institution.

Academic credentials must be original documents with authorized signatures, seals, stamps, and must be evaluated by a credentialing evaluating organization. The School of Graduate Studies accepts evaluations that are prepared by either Josef Silney and Associates (<http://www.jsilny.com/>) 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 the School of Graduate Studies. Applicants will need to make sure they allow ample time for these documents to be evaluated and received by the School of Graduate Studies by the appropriate application deadline. The School of Graduate Studies will not be held responsible for delays that may occur at these organizations or that might occur in mailing. Certification of finances must be completed before the Certificate of Eligibility (Form I-20) is issued. The University is required by immigration authorities to verify the financial resources of each applicant prior to issuing the Form I-20; therefore, it is important that the applicant knows the costs of attending the University and has the necessary support funds for the entire period of enrollment. The Certification of Financial Responsibility form must be completed, signed by the sponsor, and verified by the sponsor's bank or financial institution. The total amount of funds available to the student must be listed for each year and must equal the total estimate of institutional costs and living expenses. All questions on the Certification of Financial Responsibility form must be accurately answered to avoid unnecessary delay in processing. The Financial Statement and Visa Information Form must also be completed, signed, and returned to the School of Graduate Studies.

### **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 appropriate graduate faculty advisor or from the Graduate Program Director of their degree program.

### **Courses and Course Load**

Courses numbered 5000-5999 are open to graduate students and qualifying undergraduate students. Courses numbered 6000 and above are open only to graduate students. Each graduate course will carry three semester hours of academic credit unless otherwise indicated. Nine semester hours is the maximum student load per semester; nine semester hours is the load for defining a full-residence semester for most financial aid and loans. Students who wish to register for more than nine hours of course work must obtain the approval of the Graduate Program Director and the Graduate Dean of the School of Graduate Studies.

### **Medical Insurance**

Upon enrollment into the University, all students on F-1 visas are required to provide proof of medical and health insurance coverage.

**Departmental Requirements**

Some departments have additional requirements such as auditions, portfolios, letters of recommendation, departmental applications, personal interviews, and diagnostic testing. Applicants should contact the department directly regarding any special requirements.

**Financial Aid**

Graduate students' financial aid information is available at <http://www.clayton.edu/graduate/financialaid>.

**Changing Semester of Application**

Applicants who do not complete their application files by the appropriate application completion deadline may request that their applications be considered for the following admission cycle. Such requests must be made in writing to the School of Graduate Studies. Students can only request to change the date of entry once without having to submit a new application form and application fee.

**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. If an accepted applicant wishes to defer entry within one year, the School of Graduate Studies reserves the right to review the application materials again and decide if postponement is appropriate. Applicants wanting to change their date of matriculation must notify the School of Graduate Studies with this request.

**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.

**Georgia Residency Status**

At the time of admission, a student is classified as a resident or a non-resident of Georgia for the purpose of determining fees. The definitions of resident status for this purpose are established by the Policies of the Board of Regents of the University System and do not necessarily parallel other definitions of residency.

A listing of these definitions is as follows:

1.a. If a person is 18 years of age or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.

Exceptions:

- i. A student whose parent, spouse or legal guardian is a resident of Georgia may be considered a resident, providing the parent, spouse or guardian can provide proof of residency in the State of Georgia for at least 12 consecutive months prior to the date of registration.

- ii. A student who previously held residency status in the State of Georgia but moved away, then returned to the state within 12 months.
- iii. A student who is transferred to Georgia by an employer is not, upon proper documentation, subject to the durational residency requirement.

1.b. No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.

2. If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration or has met one or more of the above exceptions.

3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.

4. 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.

5. 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.

6. 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.

7. 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.

8. Foreign 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 foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.

9. If the parents or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve-month period, the student may continue his registration only upon the payment of fees at the non-resident rate.

10. 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.

11. 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.

### **Change in Residency Status**

Individuals who enter the institution as non-resident students but later qualify as legal residents must fill out a Petition for Residency Classification form, which can be obtained from the School of Graduate Studies. 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.

### **General Regulations on Tuition and Fees**

Fees are established by the University System of Georgia and are subject to change. 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 his or her 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 adviser 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 Schedule of Classes <http://apps.clayton.edu/courses/schedule> Tuition and fees usually increase every year and are subject to change without notice. For tuition and fees go to <http://www.clayton.edu/bursar/Tuition-Fees> .

### **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.

### **International Graduate Assistantships (IGA's)**

These assistantships provide out-of-state tuition waivers, and are awarded to new incoming international students on the basis of demonstrated academic ability, evidence of extracurricular involvement and financial need. IGA's are required to work a designated number of hours per week while school is in session. To be considered, applicants must have on file a completed application for admission and completed IGA application by the stated deadline. Contact the School of Graduate Studies for more information.

Note: Tuition waivers provided for work performed is not considered employment for tax purposes and do not provide access to a US social security card. Rather the waivers are a type of non-taxable scholarship in most cases.

**Graduate Assistantships (GA's)**

Graduate students, including international students, may apply for regular graduate assistantships through their academic program. Awards can vary by department. Generally, GA's are not charged tuition, but must pay fees (including a health insurance fee) each semester. GA's are required to work between 10 to 20 hours per week and also may receive a monthly stipend. Contact the School of Graduate Studies for more 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.

**Schedule of Classes**

A Schedule of Classes and registration instructions for each semester is on the University's website at <http://apps.clayton.edu/courses/schedule> . A student cannot attend a course unless he or she has first registered and paid for that course. Registration is accomplished online using the Clayton State system known as the DUCK (Digital University Campus Kiosk), accessible via the SWAN.

Students are urged to become knowledgeable about these instructions and to follow them exactly. It should be understood that any deviation from the prescribed procedure may result in unnecessary delays in registration or errors in the resulting schedule. The Office of the Registrar cannot be held responsible for errors resulting from the student's failure to follow the prescribed registration and schedule revision procedures. Any problems experienced with registration should be reported to the School of Graduate Studies within 24 hours of the occurrence.

Classes are scheduled at a wide variety of times during the day, evening, and, to a lesser extent, on weekends or online. The University endeavors to schedule classes at convenient times, but due to resource constraints the times that individual courses are scheduled are necessarily limited. Students may have to adjust their personal situations to take classes when they are offered.

Students are responsible for all information published in the Schedule of Classes. Policy and program changes that occur during the academic year are announced in the semester Schedule of Classes. 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.

**Books, Software, and Other Course-Related 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 and may also be available from off-campus sources. Materials may be ordered online from The Loch Shop's online store, <http://www.clayton.edu/auxiliaries/thelochshop/onlinestore> . The cost of course materials varies with the course of study the student pursues.

### **Students 62 Or Older (Senior Citizens)**

Citizens of Georgia who are 62 years or older and who meet graduate school admission requirements may be eligible to attend Clayton State University on a space-available basis without payment of tuition or fees (except for supplies, the application fee, Laker id card, and special course fees). The regulations listed also apply to the CSU-62 student who wishes to audit classes instead of taking courses for credit. All usual student and institutional records will be maintained. Applicants must submit the application and required documents by the appropriate application deadline.

The following minimum requirements must be met in order for a student to receive a CSU-62 waiver:

- Must meet all applicable admission requirements for their program of study.
- Must be 62 years of age or older at the time of registration. (Submit a birth certificate or other comparable written documentation, such as a passport, verifying proof of your age.)
- Must be classified as a Georgia resident in accordance with the Regents' Requirements for Resident Status.

### **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.

### **Regents' Tuition Remission and Reimbursement Policy**

Full-time employees of the Board of Regents of the University System of Georgia who are eligible to participate in the Tuition Remission and Reimbursement (TAPP) program should contact the Office of Human Resources for complete information.

### **Refund Policy**

Refunds are granted only in limited cases as explained below. All refunds will be issued in the name of the student and by check only. If tuition and fees have been paid by federal or state funds, the refund will be made first to the issuing agency.

- 1. 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.
- 2. 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. Please remember that certain fees are non-refundable.
- 3. 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.”

### **Death and Military Refunds**

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. (Contact the Registrar’s Office for details.)

Military students are entitled to a full refund of tuition and fees paid for a semester of enrollment in the following cases: (1) 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 (2) 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. (Contact the Registrar’s Office for details.)

### **Bad Check and Delinquent Account 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.

## **ACADEMIC POLICIES**

### **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. Students pursuing a degree that requires a thesis or cumulative project are advised by the chair of their program committee.

### **Notebook Computers at Clayton State**

It is the policy of Clayton State University that every student own or have ready, on demand access to a notebook computer to use for academic assignments and communications. These will often, but not always, require taking the computer to class.

### **Notebook Computer Policy**

For hardware and software specifications and additional details, go to the University’s ITP-Choice website (<http://www.clayton.edu/hub/itpchoice>).

1. **Computer Access.** Each Clayton State student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student’s academic program. Students will sign a statement attesting to such access.

- A student has a variety of options for “access.” Student ownership of an appropriate computer will be the most common approach, but a student may also lease, rent, or share a notebook computer that meets minimum requirements as long as the student has regular, unrestricted access to the machine.
- For students who choose ownership, a list of vendors of notebook computers is provided to all students on the University's Information Technology Project Choice website. Note the "Preferred" vendor status next to some of the vendors' names. Vendors are given preferred status only after training and authorizing the Clayton State help desk (the HUB) to perform in-warranty repairs on notebook computers purchased by Clayton State students. Use of a Clayton State preferred vendor is not required.

**2. Standard Software.** The notebook computer that the student has ready access to must include the Clayton State standard software load plus additional software needed for the student's major program.

- Clayton State will make the standard software load available to currently enrolled students as part of the technology fee. It will be the student's responsibility to bring the notebook computer to the help desk (the HUB) to obtain the software.
- Additional software necessary for specific courses and/or programs will be available for purchase from The LOCH Shop and/or other vendors.

**3. Internet Access.** Each Clayton State student is required to have ready access to the Internet (World Wide Web) and to use a Clayton State e-mail address.

- Each student will be responsible for making his or her own arrangement with an Internet Service Provider (ISP). No specific ISP is considered preferred by Clayton State although the University recommends high speed broadband access via DSL or cable modem. Check with your local providers for availability, speeds and pricing. Students are cautioned to pay careful attention to the ISP's reputation for reliability and customer service.
- Clayton State will provide each student with an e-mail address through the Clayton State electronic post office. The student will be responsible for monitoring this address on a regular basis for assignments and official communications from Clayton State faculty and administrators.

**4. Computer Skills.** Students will be responsible for having or obtaining basic computer skills including e-mail, Web surfing, and word processing. Higher level skills will be expected for many courses.

- Clayton State will make training opportunities in basic computer skills available to students for no additional cost.
- Through a variety of means including free workshops, fee-based workshops, for-credit computer courses, and modules in courses, Clayton State will make training opportunities available in the computer skills necessary for the student's chosen program.

- Clayton State will provide a computer help desk (the HUB). The HUB will assist students with software problems. The HUB will assist with hardware problems only if the machines are under warranty and the HUB is certified by the vendor to service those machines.

**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**

Students must attend at least one regularly scheduled class meeting in each course during the first two weeks of the term in order to remain registered in those classes. Students who do not attend any of their classes during the no show reporting period, are withdrawn from the university.

If extraordinary circumstances arise that prevent students from being physically present during the first week of the term, students wishing to be reinstated must:

1. be able to provide satisfactory documentation of extenuating circumstances such as a death in the immediate family, a serious illness or an unavoidable calamity beyond their control;
2. at the earliest opportunity, obtain permission from their instructor(s) to start late, and
3. request the Dean of their college reinstates them in courses approved by the instructor(s).

Students should be aware that starting some or all classes late has serious academic and financial implications. Attendance is especially important for students receiving financial aid because failure to attend class in all registered courses affects the amount, distribution, and possibility of receiving financial aid awards.

**Prerequisites and Co-requisites**

Many courses are listed as having prerequisites, co-requisites, or absolute co-requisites. Faculty members are not permitted to waive prerequisites or co-requisites 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 co-requisite requirements. However, this computer blocking is not perfect, and students are personally responsible for complying with the prerequisites or co-requisites 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 Schedule of Classes 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 during Drop and Add period or by official withdrawal (see below). Students are obligated to pay tuition and fees for all courses registered for as of the end of Late Registration.

**Course Overload**

Students in all programs may schedule up to nine (9) hours of course credit per semester without special permission. Some graduate programs permit students to take as many as twelve hours without special permission. A student who wishes to register for a course load exceeding the maximum permitted load in his or her program of study must submit a written overload request to the program director for approval by the Dean of the School of Graduate Studies. In general, 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 will be approved although the Graduate Dean may make exceptions in special circumstances.

**Full-time Course Load**

To be certified as full-time students, graduate students must carry a minimum of nine (9) semester hours. 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/guardian'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.

**Half-time Course Load**

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

**International Students**

International students in the student visa status of F and J are required to carry a full-time course load as defined by the Department of Homeland Security.

**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.

**Immunizations**

All applicants must submit immunization forms. Failure to submit your immunization information will prevent you from registering for classes. All new students attending regularly scheduled classes on our campus or receiving resident credit will be required to submit a certificate of immunization prior to registering for and attending such classes.

For all new students attending Clayton State University for the first time in Spring Semester 2005, the immunizations required by the Board of Regents, effective January 1, 2005, include MMR, Tetanus/Diphtheria, Varicella and Hepatitis B (in addition to the Meningitis Law affecting students who

reside in university housing). Every student attending classes on our campus must complete the Immunization Requirement of the Board of Regents.

The Requirement varies according to the age of the student as follows:

- Students 18 years or younger at the beginning of the term must show proof of immunity to Hepatitis B, MMR, Tetanus/diphtheria, and Varicella (chickenpox).
- Students 19 years and older at the beginning of the term are strongly recommended to be immunized for Hepatitis B but they are not required to show proof of immunity to Hepatitis B. They are required to show proof of immunity to MMR, Tetanus/diphtheria and Varicella.
- Students born on or before 12/31/1956 must show proof of immunity to Tetanus/Diphtheria and Varicella only.

The University Health Services must receive these records before the last day of late registration. Immunization holds will be placed on student accounts to prevent registration, drop/add until the requirement is satisfied. Students seeking exemption for religious reasons must submit a notarized letter to the University Health Services office. Students with medical reason exemptions must submit a physician's letter indicating if this is a permanent or temporary exemption, and if temporary the date of expiration. When the temporary exemption expires, the student must complete all Immunization Requirements.

In the event of an epidemic or a threatened epidemic of any disease preventable by immunization and when an emergency has been declared by appropriate health authorities, additional steps will be undertaken to protect the health of the university community. In the event of a declared public health emergency, persons who do not have proof of immunization on file will not be allowed to participate in classes or other activities on campus. Additional information and copies of the immunization certification form may be obtained by contacting University Health Services (<http://www.clayton.edu/uhs>).

**Meningitis:** A new law (Official Code of Georgia Annotated § 31-12-3.2) became effective January 1, 2004 and applies to all postsecondary educational institutions in Georgia. Students residing in campus housing must be provided information on meningococcal disease and vaccination. After reviewing information about the risks for the disease and the benefits of prevention by the Meningitis vaccine, students 18 years and older will be required to sign a form kept on file in the Housing Office.

Students less than 18 years of age will have to show their parent or guardian's signature on the form. This "Meningococcal Disease Notification" form documents that the information was reviewed and the option of the vaccine was provided, and/or date of the vaccination was elicited. Compliance with the state law is a requirement for residing in campus housing and is part of the housing contract.

### **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 television, 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 will accompany online courses.

### **Nature of Online Courses**

Online courses are often attractive for students who cannot conveniently attend on-campus courses. Students may 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 is 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 co-requisites. Details about registration are published each semester online at <http://apps.clayton.edu/courses/schedule>

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. On-line courses have added fees or a different tuition rate than in class courses.

### **Course Materials**

Printed texts, special software, or other supporting material needed for online courses can be obtained in person from The Loch Shop or online at <http://www.clayton.edu/auxiliaries/thelochshop/onlinestore>. 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 communicate with the instructor by the semester payment deadline. This communication may take place in person during the required Orientation Session. If the Orientation Session will be held after Late Registration, the student MUST contact the instructor by e-mail before the end of Late Registration.

If a student does not attend the Orientation or make contact with the instructor and complete orientation assignments by the end of Late Registration, that student will be considered a “No Show” and will encounter the consequences explained in the semester Schedule of Classes.

The instructor's e-mail address and information about orientation sessions 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 by e-mail, they should call the college that offers the course (Arts & Sciences, (678) 466-4600; Business, (678) 466-4599; Health, (678) 466-4999; Information & Mathematical Sciences, (678) 466-4459).

### 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.

### 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):

Numerical

<u>Grade Symbol</u>	<u>Equivalent</u>	
<i>A</i>	excellent	4.00
<i>B</i>	good	3.00
<i>C</i>	unsatisfactory	2.00
<i>D</i>	unsatisfactory	1.00
<i>F</i>	unsatisfactory	0.00
<i>U</i>	unsatisfactory	0.00
<i>WF</i>	withdrew, failing	0.00

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

*S* — **Satisfactory.** 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.

*I* — **Incomplete Grade:** The grade of "*I*" denotes an incomplete grade for the course, and will be awarded only when the student has done satisfactory work up to the last two weeks of the semester, but for nonacademic reasons beyond the student's control, is unable to meet the full requirements of the course. The grade of "*I*" must be removed by the end of the next semester or term of attendance.

The grade of “I” will not be included in the calculation of the student’s scholastic average at the end of the semester in which the grade of “I” is received. Upon completion of the outstanding requirements within the specified time limit, a final grade of A, B, C, D or F will be assigned in the course on the basis of the student’s total performance, and the grade will then be included in the calculation of the student’s cumulative grade point average. If the outstanding work is not completed by the end of the following semester or term, then the “I” will be changed to an “F” and calculated into the student’s cumulative grade point average. An “I” cannot be removed by reenrolling in the course.

*W* — **Withdrawn.** 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).

*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:

<b>Course</b>	<b>Credit Hours</b>	<b>Semester Grade</b>	<b>numerical equivalent</b>	<b>Quality Points</b>
ENGL 5000	3	B	(3)	09
HIST 5050	3	B	(3)	09
MUSC 5000	<u>3</u>	A	(4)	<u>12</u>
	9			30

$30 \div 9 =$  Grade Point Average of 3.33

**Course Repeat Policy**

A student who has earned a less than satisfactory grade (C, D, F, WF, or U) may be dismissed from his/her graduate degree program. Courses in which a grade that is less than “C” is earned will not count toward the fulfillment of the respective degree requirements, but will count for GPA calculation purposes. Those courses in which grades of “D”, “F”, “WF” and “U” are earned must be repeated. At the graduate level, when a graduate course is repeated the original grade is not replaced by the repeated grades. Both grades will be calculated in the grade point average (GPA). No more than two (2) grades with “C” are allowed in a graduate program. Students earning more than 2 course grades of “C” or lower will be dismissed from the graduate school.

**Grade and Academic Appeals**

Students wishing to file an appeal of a grade or other academic action 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 Associate Provost. Appeals initiated more than one semester following the time that the dispute arose will not be considered.

### **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 graduates from Clayton State in the respective graduate 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 most degree programs. Programs requiring more than 39 hours of course work may allow up to 9 credits to transfer.

A written request for consideration of transfer credit must be completed no later than the end of the first semester of residence 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 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.

### **Academic Standing**

**Good Standing**

A minimum Institutional graduate GPA of 3.0 is necessary to be in good academic standing at Clayton State University.

**Academic Warning**

Students who earn a grade of “C” or below in a graduate course are issued a letter of “academic warning” (copied to Graduate Director) even if the cumulative and/or term GPA remains at or above 3.0. This letter serves to remind students that no more than 2 grades of “C” or lower are allowed for continued graduate study.

**Academic Probation**

Students whose cumulative GPA falls below the minimum acceptable GPA of 3.0 are placed on Academic Probation. Students on Probation must contact their Graduate Program Director to receive information and assistance on their continuation in graduate study. Students on Academic Probation are restricted to taking 6 credit hours or less until the GPA is raised to above a 3.0. In addition, students on Probation, especially those on Probation for the first time, may be required to develop a remediation plan for continuing in graduate school.

**Academic Suspension and Dismissal**

Students may be dismissed from graduate study when their cumulative GPA remains below 3.0 for two consecutive terms or if they earn more than two grades of “C” or below. Students are placed on Academic Suspension when, while on Probation, they earn a term GPA that is less than 3.0. Academic Suspension bars students from enrolling for one semester. Students who are suspended should develop a concrete plan for academic success in consultation with their Graduate Program Director. Reinstatement is not automatic. To be reinstated a student must submit a request letter and remediation plan for future academic success to the School of Graduate Studies four weeks before the start of the semester in which he/she wishes to resume coursework. For those readmitted, the Graduate Dean may impose restrictions: students may be required to enroll in specific courses, limit the number of hours that 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 3.0 until they achieve good academic standing.

**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 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 subject to the catalog requirements that are in effect at the time the student entered his/her graduate degree program and the degree plan of study developed by the end of the first semester of study. Changes in the graduate degree plan of study must be approved by the Dean of the School of Graduate Studies and the student’s program committee.

**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 may require more hours.

**Grade Point Average**

The student must achieve an institutional GPA of at least 3.00 in all graduate courses taken. A student must be in good academic standing at the time of graduation. Some graduate degree programs may require a higher GPA.

**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. (In this context, “residence” has nothing to do with a student’s residence for fee payment purposes.) A minimum of twenty-four (24) semester credit hours in residence at Clayton State University is required for graduation.

**Reentry Applications**

A graduate reentry 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:

1. Previously enrolled as a graduate student wishing to return in the same graduate program after an absence of three or more semesters.
2. Previously enrolled as a graduate transient student wishing to return 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.

Students who have only attended Clayton State University at the graduate level cannot apply for reentry to enroll at the undergraduate level. Graduate students wishing to enroll at the undergraduate level should complete a new application for undergraduate admission, 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 can not complete the reentry 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 reentry students, must notify the School of Graduate Studies prior to registering if any of the following conditions apply.

1. 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.

2. The student has disciplinary actions pending at the last institution attended since matriculation at Clayton State.
3. 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 reentry admission and the nonrefundable reentry application fee must be submitted by the established deadlines. Complete credentials must be received by the School of Graduate Studies before a decision can be made. Reentry applications are processed in the order that they are complete and ready for a decision.

### **Application for Graduation**

All students pursuing a degree from Clayton State University must submit an Application for Graduation to the School of Graduate Studies two semesters in advance of the intended graduation. The deadlines for submitting an application are at

<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. The School of Graduate Studies is not responsible mailing problems, which include but are not limited to delays or losses.

Students must normally satisfy the curricular degree requirements of the catalog in effect at the time they enter Clayton State University and the degree plan of study approved by the Graduate School. In some circumstances, revisions may be required to provide more effective programs. The term “curricular degree requirements” refers to the courses and grades required to earn the degree. 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 should consult their degree program’s section of this catalog for information on the instances when a student will be required to change catalog editions.

Students who choose to satisfy requirements of a later catalog must notify the School of Graduate Studies. Degrees will be awarded only to students who have satisfied all of the academic and administrative requirements of the approved graduate plan of study, the university and the college awarding the degree.

### **Graduate Assistantships**

Each academic department offers opportunities for qualified students who have been accepted into one of the graduate degree programs to work as laboratory, research, or teaching or grading 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 graduate program director for specific information.

**Transcript Request**

A student who has discharged all obligations to Clayton State University is entitled to receive upon request a copy of his or her transcript. Picture identification is required to pick up transcripts. Transcript requests will not be processed until complete payment is received. Credit card payment is required for web requests. Copies of official transcripts received from other institutions will not be made. Such requests must be directed to the institution holding the student's original records.

**Enrollment Verification**

Enrollment verification is obtained via the web at no cost to students.

**Degree Verification**

To obtain proof that a degree has been awarded, students should go to <http://www.degreeverify.com>. At this site, students can provide proof of degree to such agencies as third-party verifiers, credit card companies and credit approval agencies. This is a website of the National Student Clearinghouse. The Clearinghouse is providing degree verification services to Clayton State University students.

**Directory Information**

An enrolled student may request that directory information (name, address, etc.) not be public. To make this request, a student should fill out a Suppress Information Form, and turn it in to the Office of the Registrar.

**Class Attendance**

The resources of the university are provided for the intellectual growth and development of its students. It is expected that students attend class regularly. The formal institutional regulation regarding class attendance that affects graduate students is the veterans' attendance policy.

The Department of Veterans Affairs requires that institutions of higher learning immediately report to them when a student discontinues attendance. Clayton State University institutional policy requires that professors report the absence of a veteran student as soon as it is known that the student will not be returning to class. Generally, this should be reported after one week of absences and no later than two weeks of nonattendance by a student. All matters related to student absences, including the making up work missed, are to be arranged between the student and the professor. All professors will, at the beginning of each semester, make a clear statement in the course syllabus to each of their classes, describing their policies for handling absences. Professors will also be responsible for counseling their students regarding the academic consequences of absences from their classes or laboratories. Students are obligated to adhere to the requirements of each course and of each professor.

Students must be present for announced quizzes, laboratory periods, class projects, or final examinations unless the reasons for the absence are acceptable to the professors concerned, with the exception of university approved activities. A student who is absent because of participation in activities approved by the Provost's Office will be permitted to make up work missed during his or her absence, provided, that the student misses no more than 15 percent of class hours per course per semester. If requested, the appropriate university official will provide a memo stating the official nature of the university business in advance of the activity. Faculty are strongly encouraged to take into consideration religious holidays of the student's faith, summons, jury duty, or similar compelling reasons for absence.

### 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.

### 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 given below 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.

### **Plagiarism**

Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. Any work, in whole or in part, taken from the Internet or other computer-based resource without properly referencing the source (for example, the URL) is considered plagiarism. A complete reference is required in order that all parties may locate and view the original source. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences of violating this responsibility.

### **Cheating on Examinations**

Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, computer-based resources, texts, or "crib sheets" during an examination (unless specifically approved by the faculty member), or sharing information with another student during an examination (unless specifically approved by the faculty member).

Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the faculty member.

### **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.

**Falsification**

It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment, or proceeding (e.g., false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

**Multiple Submissions**

It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

**Evidence and Burden of Proof**

In determining whether or not academic dishonesty has occurred, the standard that should be used is that guilt must be proven by a preponderance of the evidence. This means that if the evidence indicating that academic dishonesty occurred produces a stronger impression and is more convincing as to its truth when weighed against opposing evidence, then academic dishonesty has been proved. In other words, the evidence does not have to be enough to free the mind from a reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. Evidence as used in this statement can be any observation, admission, statement, or document that would either directly or circumstantially indicate that academic dishonesty has occurred.

**Procedures for Resolving Matters of Academic Dishonesty**

Please refer to “Procedures for Adjudicating Alleged Academic Conduct Infractions” located at <http://www.clayton.edu/Portals/47/docs/disciplinary-procedures-2016-2017.pdf> .

## COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES

### ADMINISTRATIVE OFFICERS

Dr. Lila Roberts, *Dean*

### MISSION AND GOALS

In the College of Information and Mathematical Sciences (CIMS), we take seriously our mission “to develop courses and programs in information technology, computing, and mathematical sciences to serve the diversity of students at Clayton State University.” We also provide support for evolving disciplines to foster change by “applying technologies inherent to the information and mathematical sciences to both enhance student learning and prepare students to participate fully as citizens of the 21<sup>st</sup> century.”

Our college was established in 1998 and is an academic unit within Clayton State University. It is housed in the James Baker University Center, which contains high-speed internet, model classrooms and a variety of laboratories with cutting-edge technology. We currently employ nearly 30 faculty members who are active researchers.

### Master of Archival Studies

**Joshua Kitchens, *Graduate Program Director***

Master of Archival Studies Program  
College of Information and Mathematical Sciences  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260-0285

(678) 466-4427

(678) 466-4459 (fax)

[JoshuaKitchens@clayton.edu](mailto:JoshuaKitchens@clayton.edu)

### Graduate Faculty

Dr. Christa Hardy, *Assistant Professor of Archival Studies*

Ms. Cheryl Oestreicher, *Instructor of Archival Studies*

Dr. Junfeng Qu, *Associate Professor of Information Technology*

Mr. Seth Shaw, *Assistant Professor of Archival Studies*

**Mission and Goals**

Graduates of the Archival Studies Program will be successful digital 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. They will understand the impact of technology on the profession and will have the knowledge and skills to work with information technologists and to manage digital information. 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 a broad education in archival theory and practice. Graduates will master the core archival functions, of appraisal and description, arrangement and description, reference and access, outreach, preservation, and management of records in all formats, especially digital formats, in accordance with best practices, law, and professional ethics.

The curriculum is founded on the guidelines for archival education published by the Society of American Archivists and the Academy of Certified Archivists. 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 recordkeeping 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 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 only in the fall semester. Information about the application and admission process is available in the School of Graduate Studies section of this catalog and on the web at [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 [www.clayton.edu/graduate](http://www.clayton.edu/graduate).

**Degree 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.

**Core Archival Knowledge (required)**

- ARST 5000 - Principles and Practices in Archives (3)
- ARST 5100 - Archives and Technology (3)
- ARST 5150 - Preservation of Archival Records (3)
- ARST 5170 - Reference, Access, and Outreach (3)
- ARST 5200 - Arrangement and Description of Archival Materials (3)
- ARST 5300 - Digital Preservation (3)
- ARST 5500 - Archival Appraisal and Selection (3)

**Archival Electives (9 hours required)**

- ARST 5110 - Archives and the Web (3)
- ARST 5250 – Digital Curation and Preservation Tools (3)
- ARST 5400 - Records Management (3)
- ARST 6610 - Law, Ethics and Archives (3)
- ARST 6620 - Managing Archives (3)
- ARST 6800 - Research Methods (3)
- ARST 6890 – Special Topics (3)
- ITFN 5000 - Intermediate Database Design for Archives (3)

**Research and Capstone (6 Hours)**

- Research Track** ARST 6900 – Directed Research (3) (required)
- ARST 6999 – Thesis (3) (required)

- Capstone Track** ARST 6900 – Directed Research (3)
- ARST 6901 – Archives Internship (3)
- ARST 6902 – Applied Archival Experience (3)
- ARST 6950 – Capstone (3) (required)

## **School of Graduate Studies**

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

#### ADMINISTRATIVE OFFICERS

Nasser Momayezi, *Dean*

John G. Campbell, *Associate Dean*

R.B. Rosenburg, *Associate Dean*

### **MISSION AND GOALS**

The College of Arts and Sciences has four primary objectives:

- To offer baccalaureate and masters programs;
  
- To provide students with the sound background in general education that they will need during their college experience and after graduation;
  
- To provide course work in support of programs of study offered by other schools of the University;
  
- To offer programs of study for pre-Professional areas of study for transfer to other universities.

All instruction in the College of Arts and Sciences addresses one or more outcomes and uses a variety of assessments to determine a student's progress in developing the knowledge and abilities necessary to demonstrate that he or she has achieved the outcomes.

## Master of Arts in Liberal Studies

*Dr. Susan Copeland, Graduate Program Director  
Professor of English*

Master of Arts in Liberal Studies  
College of Arts and Sciences  
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### Graduate Faculty

Dr. Nasser Momayezi, Professor of Political Science & Dean, College of Arts & Sciences  
Dr. John Campbell, Professor of Physics & Associate Dean, College of Arts & Sciences  
Dr. Barbara Goodman, Professor of English  
Dr. E. Joe Johnson, Professor of Foreign Language and Foreign Language Coordinator  
Dr. Augustine Ayuk, Associate Professor of Political Science  
Dr. Roger Bates, Professor of Sociology and Homeland Security  
Dr. Virginia Bonner, Professor of Film & Media Studies  
Dr. Benjamin Buckley, Lecturer of Philosophy  
Dr. Brigitte Byrd, Professor of English  
Dr. Randy Clark, Associate Professor of Journalism  
Dr. Susan Copeland, Professor of English  
Dr. Joe Corrado, Associate Professor of Political Science  
Dr. David Gilbert, Associate Professor of History  
Dr. Randall Gooden, Associate Professor of History  
Dr. Cantice Greene, Assistant Professor of English  
Dr. Alexander Hall, Associate Professor of Philosophy & Director of the Honors Program  
Dr. Gwendolyn Harold, Professor of English  
Dr. Lisa Holland-Davis, Professor of Sociology & Program Coordinator, Sociology  
Dr. Emran Khan, Professor of Criminal Justice  
Dr. Mary Lamb, Associate Professor of English & Chair of English  
Dr. Bryan LaBrecque, Assistant Professor of Interdisciplinary Studies  
Dr. Marko Maunula, Associate Professor of History  
Dr. Greg McNamara, Professor of English  
Dr. Eugene Ngezem, Associate Professor of English  
Dr. Kathryn Pratt-Russell, Professor of English  
Dr. Steve Spence, Professor of English and Media Studies  
Dr. Adam Tate, Department Chair of Humanities and Professor of History

Dr. Christopher Ward, Professor of History  
Dr. Carol White, Assistant Professor of History

#### Mission and Goals

The Master of Arts in Liberal Studies degree (MALS) is an interdisciplinary and flexible 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 and private business owners.

Through a challenging, structured liberal arts curriculum, the MALS degree program offers graduate students various opportunities to:

- grow in their awareness of cultural tendencies
- 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
- strengthen their capacity to think critically and creatively
- gain insights into the relationships between disciplines, ideas, and historical developments
- to prepare for a range of career options and further study



Association of Graduate Liberal Studies Programs

#### 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/>

#### 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 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 [www.clayton.edu/graduate/](http://www.clayton.edu/graduate/).

#### Master of Arts in Liberal Studies Degree Program 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 (27) of these credits must be taken at Clayton State

University. In their first semester, students should take the required Introduction to Graduate Studies course (3 hours). Also, in this and subsequent semesters, additional foundational seminars (9 hours) will provide students with a selected background in Art, Literature, Music, Philosophy, and Political/Historical Thought. Each student will also select an academic area of focus or concentration (18 hours). Students may select from one of five areas in this degree program: Liberal Arts (ART, CMS, PHIL, SOCI, THEA), English, History, Mathematics, or Political Science. Students have two options (6 hours) in completing the program: the Capstone Thesis Option or the Capstone Non-Thesis Option.

**Master of Arts in Liberal Studies****Concentration in English****Concentration in History****Concentration in Liberal Arts****Concentration in Mathematics****Concentration in Political Science****Summary Degree Requirements:**

36 graduate credits, including:

- 3 credits in Introduction to Graduate Studies
- 9 credits in interdisciplinary foundational seminars
- 18 credits in an area of concentration
- 6 credits in final thesis or non-thesis option

<p><b>The Foundational Seminars (12 hours)</b></p> <p><b>MALS 5000</b>  <b>Introduction to Graduate Studies (3-0-3)</b></p> <p><b>Choose 3 of the following courses*</b></p>				
<p><b>ART 5000</b>                  Great Works in Art History                  (3-0-3)</p>	<p><b>ENGL 5000</b>                  Great Books                  (3-0-3)</p>	<p><b>MUSC 5000</b>                  Great Works in Musical History                  (3-0-3)</p>	<p><b>PHIL 5000</b>                  Classics of Philosophy                  (3-0-3)</p>	<p><b>POLS 5000</b>                  Great Political Thinkers                  (3-0-3)</p>

\*or suitable course substitutions as approved by the MALS Program Director and Dean of Graduate Studies

**Academic Concentrations (18 hours)**

<b>English</b>	<b>History</b>	<b>Liberal Arts</b>	<b>Mathematics</b>	<b>Philosophy</b>	<b>Political Science</b>
Choose 6 of any of the ENGL courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.	Choose 6 of any of the HIST courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.	Choose a combination of any 6 courses as listed in this catalog with the following prefixes: ART, CMS, CRJU, ENGL, HIST, IDST, MALS*, PHIL, POLS, SOCI, THEA or others which are offered.	Choose 6 of any of the MATH courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.	Choose 6 of any of the PHIL courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.	Choose 6 of any of the POLS courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.

\*Excludes MALS 5000 Introduction to Graduate Studies and Thesis or Non-thesis Capstone and Non-Capstone courses.

Students who choose the **Non-Thesis Option** may elect to take one or both of the following courses:

**MALS 6890—Non-Thesis Professional Paper Research & Preparation (Credits arranged)**

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.

**MALS 6899—Non-Thesis Comprehensive Exam Preparation & Completion (Credits arranged)**

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.

<p><b>The Capstone Experience</b></p> <p>Candidates in the MALS program have two options in order to satisfy the final requirement(s) for the degree:</p>	
<p><b>Non-Thesis (6 hours)</b></p> <p>The Non-Thesis option is available to candidates in all tracks. Candidates who choose this option must take two additional courses from any of the areas of concentration and must also either: a) present a paper at a state, regional, national or international academic conference or b) 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.</p>	<p><b>Thesis (6 hours)</b></p> <p>Candidates in any one of the areas of concentration may choose to write a thesis.</p>

**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. The complete policy on transfer credit is outlined on page \*\* of this catalog.
- Students must complete a minimum of 24 credits in courses other than the capstone courses in the approved program of study. Please see the Residency requirement outlined below for additional information regarding this requirement.
- 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 (Comprehensive Exams or Thesis 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 degree.

**Summary Degree Requirements for earning a second Master of Arts in Liberal Studies degree program:**

36 graduate credits, including:

- 12 credits in interdisciplinary foundational seminars
- 18 credits in the second area of concentration
- 6 credits in final thesis or non-thesis option

### **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. (In this context, "residence" has nothing to do with a student's residence for fee payment purposes.) A minimum of twenty-four (24) semester credit hours in residence at Clayton State University is required for graduation.

## Master of Arts in Teaching

### **Dr. Mari Banks, Graduate Program Director, Education**

(678) 466 -4720

(678) 466 – 4899 (fax)

[MariRoberts@clayton.edu](mailto:MariRoberts@clayton.edu)

### **Dr. Emily Harbert, Graduate Program Coordinator Biology Concentration**

(678) 466 – 4795

(678) 466 – 4899 (fax)

[EmilyHarbert@clayton.edu](mailto:EmilyHarbert@clayton.edu)

### **Dr. Patricia Smith, Graduate Program Coordinator English Concentration**

(678) 466 – 4730

(678) 466 – 4899 (fax)

[PatriciaSmith@clayton.edu](mailto:PatriciaSmith@clayton.edu)

### **Dr. Charles Elfer, Graduate Program Coordinator History Concentration**

(678) 466 – 4884

(678) 466 – 4899 (fax)

[CharlesElfer@clayton.edu](mailto:CharlesElfer@clayton.edu)

### **Dr. Kelli Nipper, Graduate Program Coordinator Mathematics Concentration**

(678) 466 – 4417

(678) 466 – 4899 (fax)

[KelliNipper@clayton.edu](mailto:KelliNipper@clayton.edu)

Master of Arts in Teaching English

College of Arts and Sciences

Clayton State University

2000 Clayton State Boulevard

Morrow, GA 30260-0285

### **Graduate Faculty**

Dr. Dennis Attick, *Assistant Professor of Teacher Education*

Dr. Mary Hollowell, *Associate Professor of Education*

Dr. Mari Roberts, *Associate Professor of Education*

Dr. Brigitte Byrd, *Professor of English*

Dr. Susan Copeland, *Professor of English*

Dr. Barbara Goodman, *Professor and Chair of English*

Dr. Gwendolyn Harold, *Professor of English*

Dr. Edward Joseph Johnson, *Associate Professor of Foreign Languages*

Dr. Sipei Klein, *Assistant Professor of English*

Dr. Mary Lamb, *Associate Professor of English*

Dr. Gregory McNamara, *Professor of English*

Dr. Eugene Ngezem, *Associate Professor of English*  
Dr. Kathryn Pratt-Russell, *Professor of English*  
Dr. Amy Sanford, *Assistant Professor of English/English Education*  
Dr. Patricia Smith, *Associate Professor of English/English Education*  
Dr. Scott Bailey, *Assistant Professor of Mathematics*  
Dr. Michael Dancs, *Associate Professor of Mathematics*  
Dr. Anthony Giovannitti, *Professor of Mathematics*  
Dr. Weihong, *Professor of Mathematics*  
Dr. Elliot Krop, *Associate Professor of Mathematics*  
Dr. Kelli Nipper, *Associate Professor of Mathematics*  
Dr. Christopher Raridan, *Associate Professor of Mathematics*  
Dr. Lila F. Roberts, *Professor of Mathematics, Dean of the College of Information and Mathematical Sciences*  
Dr. Anthony Stinson, *Assistant Professor of Mathematics*

### **Mission and Goals**

The Master of Arts in Teaching is designed for individuals who hold a Bachelor's degree in a related area to the respective concentration and/or have a provisional teaching certificate in the discipline. The initial certification program will prepare interested persons to receive a Master's degree and provide them the opportunity to become certified to teach secondary curriculum in grades 6-12.

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 M.A.T. 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 M.A.T. 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 the School of Graduate Studies section of this catalog, applicants will need to submit:

- 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. Students who have not completed at least three (3) of these prerequisite courses will not be considered for admission into the program. Individuals without the required prerequisite courses are expected to complete undergraduate course work to compensate for any deficiencies.
- Passing scores on **GACE Basic Skills Assessment** ([Georgia Assessment for the Certification of Educators](#)) are required for admission to the teacher certification program. (SAT 1000, ACT 43, or GRE 1030--exemption scores for the GACE Basic Skills Assessment)
- 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 M.A.T. 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.

**Summary Degree Requirements for Certification Track:**

36 graduate credits, including:

- 18 credits in Education
- 18 credits in content area of the concentration

**Summary Degree Requirements for English Post-Secondary Track:**

<b>Sample Four-Semester Schedule of Coursework—Certification Track</b>			
<b>SEMESTER I Foundational Studies</b>	<b>SEMESTER 2 Pedagogical &amp; Content Studies &amp; Practicum</b>	<b>SEMESTER 3 Content Studies &amp; Clinical Experiences</b>	<b>SEMESTER 4 Content Studies and Applied Research</b>
<b>EDUC 5100</b> Social and Cultural Awareness in American Education (3 hrs)	<b>EDUC 5101</b> Exceptionalities & Cognitive Development of Learners (3 hrs)	<b>EDUC 5300</b> Internship Seminar (1 hr)	<b>EDUC 5400</b> Action Research Project Supervision (2 hrs)
<b>EDUC 5200</b> Curriculum & Instruction for Teaching Secondary School Learners (3 hrs)	<b>EDUC 5102 Practicum I</b> (2 hr)	<b>EDUC 5301</b> Internship (4 hrs)	
	<b>English 5020</b> (3 hrs)	<b>English 5030</b> (3 hrs)	
<b>English Content I</b> (3 hrs)	<b>English Content II</b> (3 hrs)	<b>English Content III</b> (3 hrs)	<b>English Content IV</b> (3 hrs)
<b>9 hours</b>	<b>11 hours</b>	<b>11 hrs</b>	<b>5 hrs</b>
<b>Total = 36 hours</b>			

**Summary of Course Requirements:**

**Education Courses (18 Semester Hours; Certification Track)**

- EDUC 5100 Social and Cultural Awareness in American Education
- EDUC 5101 Exceptionalities and Cognitive Development of Learners
- EDUC 5200 Curriculum and Instruction for Teaching Sec. School Learners
- EDUC 5102 Practicum I
- EDUC 5300 Internship Seminar
- EDUC 5301 Secondary School Internship
- EDUC 5400 Action Research Project

**English Courses (18 semester hours)**

**Required English Methods Courses**

All MAT English candidates will take both of the following:

- ENGL 5020 Methods of Teaching English I: Teaching Literary Genres
- ENGL 5030 Methods of Teaching English II: Principles of Writing Instruction

**English Content Courses**

Candidates may choose two from the following list of Studies in American Literature and Culture courses: (Required if not part of undergraduate program coursework)

- ENGL 5000 Great Books
- ENGL 5114 Adolescent Experience in Literature
- ENGL 5120 19th Century American Literature and Culture
- ENGL 5130 Studies in Southern Literature
- ENGL 5140 20th Century American Literature and Culture
- ENGL 5300 Literature by American Women
- ENGL 5350 Gender and Sexuality in American Literature
- ENGL 5400 African American Literature and Culture
- ENGL 5410 The African American Novel
- ENGL 5450 Race and Ethnicity in American Literature
- ENGL 5710 Contemporary American Poetry
- ENGL 5720 Contemporary American Fiction
- ENGL 5730 Modern Drama
- ENGL 5800 Special Topics in Literature

Candidates may choose two from the following list of Studies in British Literature and Culture courses: (Required if not part of undergraduate program coursework)

- ENGL 5000 Great Books
- ENGL 5114 Adolescent Experience in Literature
- ENGL 5150 Studies in Shakespeare
- ENGL 5210 Studies in Renaissance Literature
- ENGL 5250 19<sup>th</sup> Century British Literature

- ENGL 5260 20<sup>th</sup> / 21<sup>st</sup> Century British Literature
- ENGL 5620 Postcolonial Theory and Literature
- ENGL 5730 Modern Drama
- ENGL 5800 Special Topics in Literature

Candidates may also choose courses from the following list:

- ENGL 5600 Composition Theory
- ENGL 5700 Response to Writing

### **Summary Degree Requirements for Mathematics Post-Secondary Track:**

#### **Summary of Course Requirements:**

##### **Education Courses (18 Semester Hours; Certification Track)**

- EDUC 5100 Social and Cultural Awareness in American Education
- EDUC 5101 Exceptionalities and Cognitive Development of Learners
- EDUC 5200 Curriculum and Instruction for Teaching Sec. School Learners
- EDUC 5102 Practicum I
- EDUC 5300 Internship Seminar
- EDUC 5301 Secondary School Internship
- EDUC 5400 Action Research Project

##### **Mathematics Courses (18 semester hours)**

###### **Required Mathematics Methods Course**

All MAT Mathematics candidates will take the following:

- MATH 5010 Modern Methods of Teaching Mathematics (3 hours)

###### **Mathematics Content Courses**

Candidates will take five additional Mathematics courses at the 5000 level or higher for a total of fifteen (15) hours:

- MATH 5000 History of Mathematics (3 hours)
- MATH 5130 Applied Algebra (3 hours)
- MATH 5220 Applied Statistics (3 hours)
- MATH 5231 Modern Geometry (3 hours)
- MATH 5250 Elementary Number Theory (3 hours)
- MATH 5350 Graph Theory (3 hours)
- MATH 5360 Combinatorics (3 hours)
- MATH 5520 Introduction to Analysis (3 hours)
- MATH 5800 Special Topics (3 hours)

**Summary Degree Requirements for Biology Post-Secondary Track:**

**Summary of Course Requirements:**

**Education Courses (18 Semester Hours; Certification Track)**

- EDUC 5100 Social and Cultural Awareness in American Education
- EDUC 5101 Exceptionalities and Cognitive Development of Learners
- EDUC 5200 Curriculum and Instruction for Teaching Sec. School Learners
- EDUC 5102 Practicum I
- EDUC 5300 Internship Seminar
- EDUC 5301 Secondary School Internship
- EDUC 5400 Action Research Project

**Biology (18 semester hours)**

Each student will complete 36 semester hours of MAT course work with a minimum grade point average of 3.0. At least 27 of these credits must be taken at Clayton State University. The curriculum will be delivered over four consecutive semesters. The M.A.T. program is designed to provide courses to support candidates' educational foundation theory and knowledge during the first semesters, and content and pedagogical knowledge, skills, and dispositions with practica and internship experiences during latter semesters. The latter semesters will consist of completing an action research project and finishing content courses. Biology faculty will teach content courses. All professional education courses and clinical/internship experiences will be taught and supervised by education faculty and public school mentor teachers. Content specialists in Biology will teach the content curriculum and methods courses. Our partnership school districts will serve as collaborative sites for field experiences and internships.

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.

**Summary Degree Requirements:**

**Required education courses (18 hrs)**

EDUC 5100 Social and Cultural Awareness in American Education (3 hrs)

EDUC 5101 Exceptionalities and Cognitive Development of Learners (3 hrs)

EDUC 5200 Curriculum and Instruction for Teaching Secondary School Learners (3 hrs)

EDUC 5102 Practicum I (2 hrs)

EDUC 5300 Internship Seminar (1 hr)

EDUC 5301 Secondary School Internship (4 hrs)

EDUC 5400 Action Research Project (2 hrs)

**Required content courses (6 hrs)**

BIOL 5400 Science and Society (3 hrs)

BIOL 5901 Methods in Teaching Secondary Biology (3 hrs)

**Elective content courses (12 hrs of graduate level BIOL coursework)**

- BIOL 5380 Advanced Evolutionary Biology (3 hrs)
- BIOL 5640 Advanced Cellular and Molecular Biology (4 hrs)
- BIOL 5620 Applied and Environmental Microbiology (3 hrs)
- BIOL 5700 Special Topics in Biology (3 hrs) (may be repeated for different topics)
- BIOL 5820 Conservation Biology (3 hrs)
- BIOL 5840 Plant Ecology (3 hrs)
- BIOL 6222 Research in the Biological Sciences (variable 1- 6 hrs; may be repeated for up to 6 hours total)

**Sample Program of Study**

Sample Four Semester Schedule of Coursework

**Typical Four Semester Schedule of Coursework**

<b>Semester 1 Spring</b>	<b>Semester 2 Summer</b>	<b>Semester 3 Fall</b>	<b>Semester 4 Spring</b>
BIOL 5380 (3 hours)	BIOL 5400 (3 hours)	BIOL 5640 (4 hours)	
EDUC 5100 (3 hours)	EDUC 5200 (3 hours)	BIOL 5700 (3 hours)	EDUC 5400 (Part 1--1 hr.)
EDUC 5102 (2 hours)	BIOL 5901 (3 hours)	EDUC 5101 (3 hrs.)	BIOL 5620 (3 hours)
EDUC 5300 (1 hour)	EDUC 5301 (4 hours.)	EDUC 5400 (Part 2—1 hr.)	
<b>9 hours</b>	<b>13 hours</b>	<b>11 hrs</b>	<b>4 hrs</b>
			<b>Total = 37 hours</b>

**Summary Degree Requirements for History Post-Secondary Track:**

**Summary of Course Requirements:**

**Education Courses (18 Semester Hours; Certification Track)**

- EDUC 5100 Social and Cultural Awareness in American Education
- EDUC 5101 Exceptionalities and Cognitive Development of Learners
- EDUC 5200 Curriculum and Instruction for Teaching Sec. School Learners
- EDUC 5102 Practicum I
- EDUC 5300 Internship Seminar
- EDUC 5301 Secondary School Internship
- EDUC 5400 Action Research Project

**History Courses (18 semester hours)**

Each student will complete 36 semester hours of MAT course work with a minimum grade point average of 3.0. At least 27 of these credits must be taken at Clayton State University. The curriculum will be delivered over four consecutive semesters. The M.A.T. program is designed to provide courses to support candidates' educational foundation theory and knowledge during the first semesters, and content and pedagogical knowledge, skills, and dispositions with practicum and internship experiences during latter semesters.

**History Courses**

Coursework is made of 36 hours and consists of the following:

Course Number (hours)	Course Title
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**History Courses (18 hours)**

HIST 5601 (3)	Advanced Methods for Teaching Secondary History
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Choose 2-3 Graduate Courses Studies in United States History

Choose 2-3 Graduate Courses Studies in World History

**Education Courses (18 hours)**

EDUC 5100 (3)	Social & Cultural Awareness in American Education
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EDUC 5101 (3)	Exceptionalities & Cognitive Dev. Of Learners
---------------	---

EDUC 5200 (3)	Curriculum & Instruction for Teaching Secondary School Learners
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EDUC 5102 (2)	Practicum (2 days in schools)
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EDUC 5300 (1)	Internship Seminar
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EDUC 5301 (4)	Secondary School Internship
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EDUC 5400 (1 & 1)	Action Research Project Supervision
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\*Students admitted for Spring semester will complete coursework in a typical four-semester plan of study. Beginning coursework in Summer or Fall may add one or two additional semesters to the typical plan of study.

## Master of Science in Criminal Justice

### Graduate Program Director

Dr. Andrea Allen, Program Coordinator, Criminal Justice

[AndreaAllen@Clayton.edu](mailto:AndreaAllen@Clayton.edu)

(678) 466-4606

Master of Science in Criminal Justice

College of Arts and Sciences

Clayton State University

20000 Clayton State Boulevard

Morrow, GA 30260-0285

### Graduate Faculty

Dr. Andrea Allen, *Graduate Program Director, Criminal Justice; Assistant Professor of Criminal Justice*

Dr. Elizabeth Bonomo, *Assistant Professor of Criminal Justice*

Dr. Jason Davis, *Associate Professor of Criminal Justice*

Dr. Lisa Holland-Davis, *Associate Professor of Sociology*

Dr. Abigail Kolb, *Assistant Professor of Criminal Justice*

Dr. Emran Khan, *Professor of Criminal Justice*

### General Overview

The Clayton State School of Graduate Studies offers a Master's of Science in Criminal Justice degree. The program is 32 hours and emphasizes a comprehensive understanding of crime and criminal justice research, policy planning, and criminal justice administration. Our program is especially recommended for current and aspiring practitioners in the criminal justice and social services communities.

The curriculum includes a sequence of required courses that focuses on crime types and trends, the criminal justice system, research methodology, and criminological theory. Students will also be required to conduct independent research that critically analyzes a criminal justice policy or topic. This project will equip students with the research, communication, and analytical skills necessary for leadership positions in the justice and law enforcement professions or admission in competitive criminal justice, criminology, law, or related programs.

### Mission and Goals

The Master of Science in Criminal Justice degree at Clayton State University is intended to comprehensively equip students with the research, communication, and analytical skills necessary for leadership positions in the justice professions or admission to competitive criminal justice, criminology, law, or related programs.

The program is also designed to achieve the following goals:

➤ **Content Mastery**

- Through critical exploration of criminal justice and related social sciences research, students will learn about the causes of crime; methods used in criminal justice

research and program evaluation; historical and contemporary approaches to crime prevention; the functioning of major criminal justice institutions; the legal and political framework under which key components of the justice system operate; and modern criminal justice codes of ethics and professional standards.

- **Effective and Productive Communication**
  - Students will develop effective verbal and written communication skills that emphasize intercultural communication skills, time management, tools for teamwork and collaborative learning, and use of electronic media in professional presentations.
- **Critical Thinking, Problem Solving, and Analytical Skills**
  - Students will be encouraged to develop critical thinking skills that enable assessment of existing and alternative solutions to problems associated with the identification, causes, control, and prevention of crime and delinquency. Program graduates should also be able to consider the role that social inequality plays in contributing to commission, interpretations, and perceptions of crime.
- **Effective Evaluation and Integrated Research**
  - Students in the program will be expected to read, comprehend, and relate established approaches to research design and research methodology as they apply to the field of criminal justice. They will also become familiar with basic descriptive and inferential statistics related to the field of criminal justice as well as the techniques that are utilized in evaluating the effectiveness and impact of criminal justice policies and other public programs.
- **Encourage Awareness and Practice of Professionalism and Ethics**
  - Graduates will be taught to employ ethical perspectives and judgments in criminal justice settings. They will be required to understand the ethical implications of the work of justice professionals at all levels. They will also be prepared to act competently and with integrity as leaders in the justice system.

### **Degree Requirements**

In order to earn a Master's degree, students must complete a minimum of 32 semester hours of MSCJ coursework with a minimum grade point average of 3.0. At least 26 of these credits must be taken at Clayton State University. Overall, students will be required to take:

- 14 credit hours (6 classes) of core required
- 15 credit hours (5 classes) of electives
- 3-6 credit hours (2 classes) of capstone courses

MASTER'S OF CRIMINAL JUSTICE  
CURRICULUM WORKSHEET

<b>Required Courses (14 hours)</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>
CRJU 5000	Principles of Justice	1
CRJU 5001	Professional Communication	1
CRJU 5010	Crime in the United States	3
CRJU 5040	Police, Courts, & Corrections	3
CRJU 5050	Research Methods & Applied Statistics	3
CRJU 6050	Advanced Criminological Theory	3

<b>Electives (15 hours)</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>
CRJU 5020	Legal Institutions and Society	3
CRJU 6051	Program Evaluation	3
CRJU 6060	Ethical and Legal Issues	3
CRJU 6120	Current Issues in Law Enforcement	3
CRJU 6150	Race, Class, & Crime	3
CRJU 6210	Juvenile Justice Seminar	3
CRJU 6230	Local Government Administration and Finance	3
CRJU 6250	Drugs, Drug Policy, & Crime	3
CRJU 6310	Seminar in Sentencing and Applied Corrections	3
CRJU 6410	White Collar and Corporate Crime	3
CRJU 6550	Social Science, Law, and Justice	3
CRJU 6610	Advanced Academic Research Methods	3
CRJU 6620	Qualitative and Ethnographic Analysis	3
CRJU 6900	Selected Topics in Criminal Justice	3
CRJU 6960	Criminal Justice Responses to Terrorism	3
CRJU 6999	Master's Thesis Preparation	3
POLS 5000	Great Political Thinkers	3
PSYC 5250	Children & the Courts	3
<b>The Capstone Experience (3-6 hours): (Comprehensive Examination (written and oral) and Capstone Problem Solving Project or Thesis are required.)</b>		
CRJU 6980	Capstone: Problem Solving Project Proposal	3
CRJU 6910	Capstone Project Completion	1
CRJU 6995	Master's Thesis Seminar	3
CRJU 6999	Master's Thesis Completion	1-3

<b>TOTAL HOURS:</b>	<b>32-36</b>
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**Master of Science in Clinical/Counseling Psychology**  
**Master of Science in Psychology (Applied Developmental Track)**

Dr. J. Celeste Walley-Jean, Graduate Program Director

Master of Science in Clinical/Counseling Psychology & Master of Science in Psychology  
College of Arts & Sciences  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260-0285

Dr. J. Celeste Walley-Jean

(678) 466-4837

(678) 466-4899 (fax)

[Jeanettewalley-jean@clayton.edu](mailto:Jeanettewalley-jean@clayton.edu)

**Graduate Faculty**

Dr. Eric Bridges, *Professor of Psychology*

Dr. Pearl S. Chang, *Assistant Professor of Psychology*

Dr. Deborah Deckner-Davis, *Professor of Psychology and Chair of Psychology*

Dr. Kitty Deering, *Professor of Psychology*

Dr. Erica Gannon, *Associate Professor of Psychology*

Dr. Nichelle Gause, *Lecturer of Psychology*

Dr. Brian Goldman, *Associate Professor of Psychology*

Dr. Christina Grange, *Assistant Professor of Psychology*

Dr. Pinar Gurkas, *Associate Professor of Psychology*

Dr. Charlie Harris, *Assistant Professor of Psychology*

Dr. Samuel Maddox, *Associate Professor of Psychology*

Dr. Stella Michael-Makri, *Assistant Professor of Psychology*

Dr. Antoinette Miller, *Professor of Psychology*

Dr. J. Celeste Walley-Jean, *Associate Professor of Psychology*

Dr. Eckart Werther, *Assistant Professor of Psychology*

**Mission Statement and Learning Outcomes for the Master of Science in Clinical/Counseling Psychology**

The mission of the Master's 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 adult and child individual, family, couples, and group therapy. Students will be able to apply knowledge from various theoretical frameworks (e.g., cognitive, behavioral, psychodynamic, humanistic) to intervene effectively with a wide variety of psychological problems. The program emphasizes learning to consider 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 the people struggling with mental health problems. This program will prepare graduates to work in a broad range of mental health settings. The program will also prepare students who wish to pursue doctoral training in clinical or counseling psychology. 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.

### **Mission Statement and Learning Outcomes for the Master of Science in Psychology (Applied Developmental Track)**

The mission of the Master's program in Applied Developmental Psychology is to provide students with advanced knowledge in normative and atypical patterns of development and the critical contexts of development. Moreover, students will develop skills for assessing and monitoring development and devising, implementing, and evaluating programs that serve increasingly diverse populations of children and adolescents. The program offers a unique emphasis on the application of knowledge in community settings and prepares students for immediate employment in a range of settings including government and non-profit agencies, research centers, and parent education programs. The program will also prepare students who wish to pursue doctoral training in applied developmental psychology, developmental psychology, clinical psychology, and educational psychology. Graduates of the program will:

- Demonstrate an understanding of the major theoretical perspectives on child and adolescent development and how these differing perspectives can be used to develop and guide interventions and services for diverse populations of children and adolescents
- Understand and apply the ethical standards set forth by the American Psychological Association, especially those ethical guidelines pertaining to minors
- Demonstrate knowledge of the major domains of development and both the biological foundations for and environmental influences on development within these domains
- Demonstrate knowledge of the major contexts for development (e.g., familial, educational, community, and legal systems) as well as how programmatic and policy decisions can both favorably and adversely impact the functioning of these systems and the children within them
- Apply knowledge of methodological strategies for assessing child and adolescent development and the programs that serve them
- Demonstrate proficiency in both written and oral communication, particularly regarding the implications of research findings to relevant audiences

### **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 with an undergraduate grade point average of 3.0 or better

- Combined scores on the Graduate Record Examination General Test (300 total with at least 150 on each the Verbal and Quantitative Reasoning sections)
- A sufficient undergraduate background in psychology (please see application for required courses)
- An interview with the departmental admissions committee

**Degree Requirements**

**Core: Required of All Students**

PSYC 5000, Advanced Development (3-0-3)

PSYC 5020, Cultural Issues in Applied Settings (3-0-3)

PSYC 5040, Advanced Research Methods and Statistics I: Parametric Approaches and Experimental Designs (3-0-3)

**Clinical/Counseling**

PSYC 5050, Advanced Research Methods and Statistics II: Non-parametric Approaches and Quasi-Experimental Designs (3-0-3; Thesis track students only)

PSYC 5160, The Helping Relationship (3-0-3)

PSYC 5350, Advanced Psychopathology & Diagnosis (3-0-3)

PSYC 5170, Theories and Practice of Psychotherapy (3-0-3)

PSYC 5190, Theories and Practice of Psychotherapy with Youth (3-0-3)

PSYC 5110, Ethics in Clinical Settings (3-0-3)

PSYC 6120, Introduction to Psychological Assessment (3-0-3)

PSYC 6520, Career Development Theory & Practice (3-0-3)

PSYC 6885, Professional Identity & Practice, (2-0-2)

PSYC 5150, Group Therapy (3-0-3)

PSYC 6590, Clinical Practicum (1-V-3; to be repeated for total of six hours)

PSYC 6500, Psychopharmacology & Drugs of Abuse (3-0-3)

PSYC 6510, Grief & Crisis Intervention (3-0-3)

PSYC 5180, Advanced Theories & Practice of Psychotherapy (3-0-3)

PSYC 5200, Family & Couples Therapy (3-0-3)

\*PSYC 6100, Cognitive Assessment (3-0-3)

\*PSYC 5800, Graduate Special Topics in Psychology (3-0-3)

\*PSYC 6700, Graduate Directed Readings (3-0-3)

\*PSYC 6800, Special Topics in Clinical Psychology (3-0-3)

**\*Elective courses**

**Applied Developmental**

PSYC 5050, Advanced Research Methods and Statistics II: Non-parametric Approaches and Quasi-Experimental Designs (3-0-3)

PSYC 5210, Cognitive Development (3-0-3)

\*\*PSYC 5220, Social and Emotional Development (3-0-3)

PSYC 5230, Biological Foundations of Behavior (3-0-3)

\*PSYC 5240, Agencies that Serve Children (3-0-3)

\*PSYC 6700, Graduate Directed Readings (3-0-3)

\*HCMG 5650, Public Health Organizations and Practice (3-0-3)  
PSYC 5260, The Family System and the Child (3-0-3)  
\*PSYC 5270, The Educational System and the Child (3-0-3)  
\*\*PSYC 5280, Developmental Disorders and Psychopathology (3-0-3)  
PSYC 6490, Internship in Applied Development (0-V-3; to be repeated for total of six hours)  
**\*Students will choose 3 out of 4 of these courses; \*\*Clinical/Counseling students may take these courses as electives**

### Capstone Experiences

#### **Professional Paper (6 hrs maximum)**

**Clinical/Counseling:** The professional paper in Clinical/Counseling psychology involves a theoretically-driven conceptualization and critical investigation of a clinical case study. The written product resulting from this effort is a professionally written manuscript providing a literature review and a comprehensive discussion of a selected case study. Following successful production of the written manuscript, students are required to successfully present their product to their Professional Paper team.

**Applied Developmental:** Working with an advisor, the student identifies an area of study and prepares a professional paper. Successful completion of a written comprehensive exam is required.

PSYC 6890, Professional Paper (0-V-3)  
PSYC 6899, Professional Paper Completion (0-V-3)

#### **Thesis (Both programs; 6 hrs maximum)**

Working with a faculty advisor, the student develops, writes, and defends a research proposal. The student then completes a research study, writes and successfully defend a thesis.

PSYC 6995, Thesis (0-V-3; course can be repeated for 1 to 3 hours)

#### **Comprehensive Exam**

**Clinical/Counseling:** The Clinical/Counseling program administers the Counselor Preparation Comprehensive Exam (CPCE) to assess students' knowledge gained from matriculation in the program. The exam will be administered twice annually, spring and summer semesters. Eligible students take the exam at the first available testing date after becoming eligible. 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.

PSYC 6900, Clinical Comprehensive Exam (0-0-0)

## COLLEGE OF BUSINESS

AACSB International (The Association to Advance Collegiate Schools of Business) represents the highest standard of achievement for business schools worldwide. Founded in 1916 by seventeen of the nation’s premier business schools, including Columbia University, Cornell University, Dartmouth College, and Harvard University, AACSB is committed to quality and continuous improvement in management education.

To earn AACSB accreditation, a business school must undergo meticulous internal review, evaluation, and adjustment—a process that can take from three to seven years. During this period, schools develop and implement a plan intended to meet the 21 AACSB standards that require highly qualified faculty, as well as a commitment to continuous improvement and keeping curricula responsive to the needs of business.

There are over 500 institutions around the world that have earned specialized AACSB accreditation for their business schools. Clayton State is part of this elite group that makes up less than 15 percent of schools of the world’s business schools that have achieved this designation.

EARNED EXCELLENCE



THE BEST BUSINESS SCHOOLS  
IN THE WORLD

**ADMINISTRATIVE OFFICERS**

Dr. Jacob Chacko, *Dean*

**MISSION AND GOALS**

The mission of the School of Business is to:

- Prepare a diverse student body for business and professional careers by providing a quality education;
- Provide a student-centered environment, using technology to enhance student learning;
- Support faculty in applied and instructional research and service to the profession; and
- Serve primarily the metropolitan Atlanta area.

**Our goals are to:**

- Produce students who can demonstrate the knowledge, skills, and attitudes required for success:
  - written and oral communication skills,
  - ethical and corporate social responsibility,
  - thinking skills,
  - interpersonal skills and appreciation of diversity,
  - knowledge of the business environment, and
  - use of technology in business.
- Provide a student-centered learning environment for traditional, non-traditional, full-time, and part-time students characterized by:
  - accessible faculty,
  - smaller classes taught by faculty members (not teaching assistants),
  - flexible delivery of course offerings (on-campus or hybrid),
  - personalized academic and career advisement, and
  - active teaching methods.
- Recruit and retain a diverse and qualified faculty.
- Be responsive to the changing needs of the employers of our graduates.

**Our Values are:** Integrity, appreciation of diversity, accountability, collegiality, and excellence.

## Master of Business Administration

### ***Dr. Judith Stiliz Ogden, Director of MBA Program***

Master of Business Administration  
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### ***Heather Chaney, MBA, Program Manager***

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### **Graduate Faculty**

Dr. Khamis Bilbeisi, *Associate Professor of Accounting*  
Dr. Nikki Finlay, *Associate Professor of Economics*  
Dr. Diane Fulton, *Emeritus Professor of Management*  
Dr. Craig Hill, *Professor of Supply Chain Management & Charles S. Conklin Endowed Chair*  
Dr. Louis F. Jourdan, *Professor of Management*  
Dr. Reza Kheirandish, *Associate Professor of Economics*  
Dr. Carin A. Lightner-Laws, *Assistant Professor of Management and Supply Chain Management*  
Dr. Chen-Miao Lin, *Professor of Finance*  
Dr. Lawrence (Larry) K. Menter, *Lecturer of Business Ethics, Law & Social Sciences*  
Dr. George E. Nakos, *Professor of Marketing*  
Dr. C.R. Narayanaswamy, *Professor of Finance & Economics*  
Dr. Keith Miller, *Assistant Professor of Supply Chain Management*  
Dr. Kamran Moghaddam, *Associate Professor of Supply Chain Management*  
Dr. Mario Norman, *Associate Professor of Marketing*  
Dr. Adel Novin, *Professor of Accounting*  
Dr. Judith Ogden, *Associate Professor of Business Law*  
Dr. Alphonso Ogbuehi, *Professor of Marketing and International Business*  
Dr. Louis (Lou) Xavier Orchard, *Associate Professor of Accounting*  
Dr. Leon C. Prieto, *Associate Professor of Management*  
Dr. Margaret Thompson, *Professor of Management*  
Dr. Anita Whiting, *Professor of Marketing*

### **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 and beyond. It is a fast-track 20-month program designed for busy executives whose time is already at a premium. Classes meet weeknights or weekends during fall, spring and summer terms and include a five-day mini-mester

course that is offered at the beginning of each cohort. On-line course components are utilized to strengthen students' technology skills and to help students use their time effectively.

The MBA program is offered in a lock-step, cohort format to build stronger relationships among students so as to increase communication and the sharing of experiences. The curriculum is rigorous and designed to:

- Prepare graduates to operate successfully and lead organizations in a business environment that is global and rapidly changing,
- Prepare students for professional management careers by increasing their communication skills, broadening their appreciation of diverse cultures, improving their decision making, and reinforcing their ability to apply knowledge and skills in problem solving,
- Produce graduates who will develop a better understanding of the importance of ethical business behavior and corporate social responsibility

All students enrolled in the program will complete a minimum of 33 credit hours. Eight courses will be required, and three will be in the concentration of their choice. The concentrations include Accounting, Human Resource Leadership, International Business, Sports and Entertainment Management, and Supply Chain Management. Students with a non-business undergraduate degree, or with one that is more than five years old, may be required to take concept courses in accounting and quantitative methods.

All students enrolled in the program are required to complete a minimum of 33 semester credit hours with no elective courses. Students desiring a minor in accounting while earning the MBA, take a minimum of 36 semester credits which include 9 credit hours in advanced accounting courses (5000 and 6000 level).

Students with a non-business undergraduate degree may be required to take 1 – 4 foundation courses to prepare them for the core courses. MBA curriculum and course content will evolve based on feedback from assessment and input from businesses in metropolitan Atlanta.

Outcomes for the MBA program are as follows:

- graduates will demonstrate knowledge of logistics, accounting, marketing, economics, organizational behavior, finance, production, international and managerial issues and strategy;
- graduates will demonstrate leadership ability and team building skills;
- graduates will be able to manage successfully in a rapidly changing global business environment;
- graduates will be able to identify and manage ethical issues and multicultural diversity
- graduates will demonstrate appropriate oral and written communication skills
- graduates will demonstrate the ability to evaluate the business environment, then choose and utilize the quantitative or decision making technique that is appropriate for the given situation

The curriculum is designed to challenge students and to open minds to new ways of thinking about business issues. Courses include lectures, case discussions, current business issues, and team projects. Students take two courses a semester, including summer, and take an additional five-day mini-mester course at the beginning of their program.

**General Requirements for Admission**

Application for the program is based upon several factors to ensure a talented and diverse student body. Full admission into the program requires admission to the Clayton State University School of Graduate Studies, acceptable GPA for all prior college/university study, acceptable and current scores on the GMAT, and appropriate work experience.

A student failing to meet one or more of the standards required for Full Admission status may be eligible for provisional admission, if space in the program is available. Provisional status is provided for one semester under the conditions specified at the time of admission by the School of Graduate Studies and the MBA Admissions’ Committee. Students who fail to make progress under provisional admission will be withdrawn from the program.

**CONCENTRATIONS**

**REQUIREMENTS FOR THE MBA WITH AN ACCOUNTING CONCENTRATION**

*The concentration in accounting requires students to have completed courses (usually undergraduate) equivalent to the following with a grade of “C” or better before taking advanced accounting courses:*

- ACCT 2101 Principles of Financial Accounting
- ACCT 2102 Principles of Managerial Accounting
- ACCT 3110 Managerial Cost Accounting
- ACCT 3250 Taxation of the Individual
- ACCT 3351 Intermediate Financial Accounting I
- ACCT 3352 Intermediate Financial Accounting II

Recommended Academic Plan

<u>1<sup>ST</sup> SEMESTER</u>		<i>Hours</i>
MGMT 6100	Communication and Leadership	3
MGMT 6101	Management of Change and Innovation	3
MKTG 6100	Marketing Strategy	3
 <u>2<sup>ND</sup> SEMESTER</u>		
BUSA 6100	Decision Making Under Uncertainty	3
ECON 6100	Managerial Economics	3
 <u>3<sup>RD</sup> SEMESTER</u>		
ACCT XXXX	Accounting Elective	3

BUSA 6101 International Business and Global Logistics  
(or Study Abroad/Global Experience) 3

4<sup>TH</sup> SEMESTER

ACCT XXXX Accounting Elective 3  
FINA 6100 Finance 3

5<sup>TH</sup> SEMESTER

ACCT XXXX Accounting Elective 3  
MGMT 6104 Strategic Management 3

*Students must choose nine credit hours (3 courses) of 5000 level  
accounting elective courses from the following:*

ACCT 5110 Advanced Managerial Cost Acct for Accounting Executives 3  
ACCT 5210 Volunteer Income Tax Assistance (VITA) 3  
ACCT 5250 Advanced Topics in Taxation 3  
ACCT 5352 Advanced Financial Accounting & International Issues 3  
ACCT 5370 Commercial Law for Accountants 3  
ACCT 5440 Government & Non-Profit Issues for Accounting Executives 3  
ACCT 5470 Forensic and Investigative Accounting 3  
ACCT 5900 Accounting Research/Internship 3  
ACCT 6100 Managerial Decision Making in Accounting 3

Students wishing to take MGMT 6105 Study Abroad/Global Experience for credit may only take it in place of BUSA 6101 International Business and Global Logistics. The Study Abroad trip normally takes place during Spring Break (March) or the Maymester and will include additional travel costs plus the cost of the course.

**REQUIREMENTS FOR THE MBA WITH A HUMAN RESOURCE LEADERSHIP (HRL) CONCENTRATION**

Recommended Academic Plan

1<sup>ST</sup> SEMESTER

MGMT 6100 Communication and Leadership (5-day class)  
MGMT 6101 Management of Change and Innovation  
MKTG 6100 Marketing Strategy

2<sup>ND</sup> SEMESTER

ECON 6100 Managerial Economics  
MGMT XXXX HRL Elective\*

3<sup>RD</sup> SEMESTER

ACCT 6100     Accounting for Managerial Decision Making  
 MGMT XXXX     HRL Elective\*

4<sup>TH</sup> SEMESTER

FINA 6100     Finance  
 MGMT XXXX     HRL Elective\*

5<sup>TH</sup> SEMESTER

BUSA 6100     Decision Making Under Uncertainty  
 MGMT 6104     Strategic Management

*\*Students must take the following HRL electives:*

MGMT 6108 Talent Development in Organizations  
 MGMT 6109 Human Resource Consulting  
 MGMT 6110 Global Human Resource Leadership or MGMT 6105 Global Experience

**REQUIREMENTS FOR THE MBA WITH AN INTERNATIONAL BUSINESS (IB) CONCENTRATION**

1<sup>ST</sup> SEMESTER

MGMT 6100     Communication and Leadership (5 day class)  
 MGMT 6101     Management of Change and Innovation  
 MKTG 6100     Marketing Strategy

*SPRING BREAK/MAYMESTER (Spring break in March or 2-week period between Spring & Summer semesters. Typically, trips occur within the first 3 weeks of May and are 8 – 12 days)*

MGMT 6105     Study Abroad

2<sup>ND</sup> SEMESTER

ECON 6100     Managerial Economics  
 BUSA 6100     Decision Making Under Uncertainty

3<sup>RD</sup> SEMESTER

ACCT 6100     Accounting for Managerial Decision Making  
 BUSA 6101     International Business and Global Logistics

4<sup>TH</sup> SEMESTER

IB Course     \*\*IB Elective  
 FINA 6100     Finance

5<sup>TH</sup> SEMESTER

MGMT 6104     Strategic Management

Students will take nine hours of International Business Courses.

REQUIRED International Business Courses:

- BUSA 6101 International Business and Global Logistics
- MGMT 6105 Study Abroad/Global Experience

\*\*ELECTIVES: (TAKE ONLY ONE)

- MKTG 6103 Global Marketing (Spring), OR
- MGMT 6106 Cross-Cultural Negotiating (Fall)

The Study Abroad trip mostly takes place during the Maymester or Spring Break and will include additional travel/trip costs plus the cost of the course. Other university travel abroad programs may be substituted with the approval of the MBA Director.

**REQUIREMENTS FOR THE MBA WITH A SPORTS AND ENTERTAINMENT MANAGEMENT (SEM) CONCENTRATION**

1<sup>ST</sup> SEMESTER

MGMT 6100    Communication and Leadership (5-day class)  
 MGMT 6101    Management of Change and Innovation  
 MKTG 6100    Marketing Strategy

2<sup>ND</sup> SEMESTER

ECON 6100    Managerial Economics  
 MKTG 6104    Sports and Entertainment Marketing

3<sup>RD</sup> SEMESTER

ACCT 6100    Accounting for Managerial Decision Making  
 MGMT 6107    Sports and Entertainment Management

4<sup>TH</sup> SEMESTER

FINA 6100    Finance  
 BUSA 6103    Sports and Entertainment Economics

5<sup>TH</sup> SEMESTER

BUSA 6100    Decision Making Under Uncertainty  
 MGMT 6104    Strategic Management

*\*Students must take the following SEM electives (The order of the courses may change):*

MKTG 6104    Sports and Entertainment Marketing  
 MGMT 6107    Sports and Entertainment Management  
 BUSA 6103    Sports and Entertainment Economics

**REQUIREMENTS FOR THE MBA WITH A SUPPLY CHAIN MANAGEMENT (SCM) CONCENTRATION****1<sup>ST</sup> SEMESTER**

MGMT 6100	Communication and Leadership (5 day class)
MGMT 6101	Management of Change and Innovation
MKTG 6100	Marketing Strategy

**2<sup>ND</sup> SEMESTER**

ECON 6100	Managerial Economics
BUSA 6100	Decision Making Under Uncertainty

**3<sup>RD</sup> SEMESTER**

ACCT 6100	Accounting for Managerial Decision Making
BUSA 6101	International Business and Global Logistics

**4<sup>TH</sup> SEMESTER**

FINA 6100	Finance
MGMT 6102	Operations and Supply Chain Management

**5<sup>TH</sup> SEMESTER**

MGMT 6103	Field Problems in Logistics Systems
MGMT 6104	Strategic Management

Students wishing to take MGMT 6105 Study Abroad/Global Experience for credit may only take it in place of BUSA 6101 International Business and Global Logistics. The Study Abroad trip normally takes place during Spring Break (March) or the Maymester and will include additional travel costs plus the cost of the course.

**CONCEPT/PRE-REQUISITE COURSES**

BUSA 5100	Concepts of Quantitative Methods***
ACCT 5100	Concepts of Accounting***

\*\*\*Concept courses are 3 credit hour seated courses and are REQUIRED for individuals who don't have a bachelor's degree in business or for individuals with bachelor degrees in business that are older than 5 years. The concept courses must be completed prior to beginning the MBA Program.

BUSA 6102 Research Project/Internship

May be substituted for another course with permission of the MBA Director.

**POST-MBA CERTIFICATES**

Students already possessing a Masters of Business Administration degree from an AACSB school may obtain a Post-MBA Certificate focusing on one of the following areas/concentrations:

- Human Resource Leadership
- International Business
- Sports and Entertainment Management
- Supply Chain Management

A student may not repeat a course or concentration from an MBA Program. Twelve credits are required for the certificate. Students are considered non-matriculating, so financial aid is not available. Students must select a concentration, and satisfy its requirements.

**Post-MBA Certificate in Human Resource Management**

Required Courses:

- MGMT 6108 Talent Development in Organizations
- MGMT 6109 Human Resource Consulting
- MGMT 6110 Global Human Resource Leadership

Plus one of the following courses that was not previously taken:

- MKTG 6104 Sports & Entertainment Marketing
- BUSA 6103 Sports & Entertainment Economics
- MGMT 6107 Sports & Entertainment Management
- BUSA 6101 International Business and Global Logistics
- MGMT 6105 Global Experience/Study Abroad
- MGMT 6106 Cross-Cultural Negotiating
- MKTG 6103 Global Marketing
- MGMT 6102 Operations & Supply Chain Management
- MGMT 6103 Field Problems in Logistics Systems

**Post-MBA Certificate in International Business**

Required courses. Three of the following four:

- BUSA 6101 International Business and Global Logistics (if not previously taken.)
- MGMT 6105 Global Experience/Study Abroad
- MGMT 6106 Cross-Cultural Negotiating OR MKTG 6103 Global Marketing (If BUSA 6101 was previously taken, both of these courses must be taken.)

Plus one of the following courses that was not previously taken:

- MKTG 6104 Sports & Entertainment Marketing
- BUSA 6103 Sports & Entertainment Economics
- MGMT 6107 Sports & Entertainment Management
- MGMT 6108 Talent Development in Organizations
- MGMT 6109 Human Resource Consulting
- MGMT 6110 Global Human Resource Leadership

MGMT 6102 Operations & Supply Chain Management  
MGMT 6103 Field Problems in Logistics Systems

**Post-MBA Certificate in Sports and Entertainment Management**

Required Courses:

MKTG 6104 Sports & Entertainment Marketing  
BUSA 6103 Sports & Entertainment Economics  
MGMT 6107 Sports & Entertainment Management

Plus one of the following courses that was not previously taken:

MGMT 6105 Global Experience/Study Abroad  
MGMT 6106 Cross-Cultural Negotiating  
MKTG 6103 Global Marketing  
MGMT 6108 Talent Development in Organizations  
MGMT 6109 Human Resource Consulting  
MGMT 6110 Global Human Resource Leadership  
BUSA 6101 International Business & Global Logistics  
MGMT 6102 Operations & Supply Chain Management  
MGMT 6103 Field Problems in Logistics Systems

**Post-MBA Certificate in Supply Chain Management (Four courses total.)**

Required Courses:

BUSA 6101 International Business & Global Logistics (If not previously taken.)  
MGMT 6102 Operations & Supply Chain Management  
MGMT 6103 Field Problems in Logistics Systems

In addition, one or more of the following courses that were not previously taken:

MKTG 6104 Sports & Entertainment Marketing  
BUSA 6103 Sports & Entertainment Economics  
MGMT 6107 Sports & Entertainment Management  
MGMT 6105 Global Experience/Study Abroad  
MGMT 6106 Cross-Cultural Negotiating  
MKTG 6103 Global Marketing  
MGMT 6108 Talent Development in Organizations  
MGMT 6109 Human Resource Consulting  
MGMT 6110 Global Human Resource Leadership

**Academic Policies**

Progress: It is expected that a student will need no more than 20 months to complete the lock-step MBA degree. Students who are unable to maintain the cohort schedule will not graduate with their respective cohort group.

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 transfer credit from an AACSB accredited institution may be considered on an individual basis.

Students accepted into a program who do not attend classes for over one year must apply for readmission into the degree program at both the School of Graduate Studies and the College of Business Administration level and begin a new planned program of study. Transfer course credit over five years old will not be accepted in the program. Other previous course work will be evaluated on the basis of its applicability to the new program of study. To remain a student in good standing, students must maintain a 3.0 GPA.

**Withdrawals:** Withdrawals are subject to approval by the Director of the MBA program. Students who simply stop attending classes in any course without officially withdrawing will be assigned failing grades. Any student who desires to withdraw from the University should contact the 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.

#### **Enforced Withdrawal from the University**

A student who fails to comply with the conditions stated for provisional admission may be denied continuation in the program and the School of Graduate Studies.

#### **Course Load**

Six semester hours will be required of all MBA students in the spring, summer, and fall semesters. In addition, there will be one five- day three semester-hour mini-mester course that will usually be given at the beginning of the program.

#### **Change of Schedule**

A student's schedule may be changed subject only to the approval of the MBA Program Director. (Note: University policy is stated below. The MBA program is a cohort program.) The procedure is as follows:

1. The student obtains a drop/add request form from the respective school to add a course, drop a course, or to add and drop.
2. After the appropriate signatures have been obtained, the student makes the change using regular CSU student guidelines for adds and drops.

**COLLEGE OF HEALTH****ADMINISTRATIVE OFFICER**

Dr. Lisa Wright Eichelberger, *Dean*

**SCHOOL OF NURSING****Mission and Goals**

Consistent with the mission statement of Clayton State University, the School of Nursing is committed to providing comprehensive nursing education and public service to residents of the community, region and the Southern Crescent of Metro Atlanta. The School of Nursing incorporates these five elements in its mission: the utilization of effective communication systems with the application of information technology; the promotion of health and human development of our global community in transition; the provision of high quality educational services for the development of competent, caring, and committed professional nurses; the design and development of a program which incorporates modern health care and educational technology; and the provision of community-based, experiential learning.

It is the faculty's mission to use those resources that will promote lifelong learning and enhance the acquisition of skill in information technology. Mastery of critical thinking skills, nursing therapeutics, theory-based practice, research, and communication is successfully accomplished by integrating theory, clinical practice, and technologically advanced communications.

**Master of Science in Nursing**

**Dr. Grace Nteff, *Graduate Program Director***

Master of Science in Nursing

School of Nursing

Clayton State University

2000 Clayton State Boulevard

Morrow, GA 30260-0285

(678) 466-4958

(678) 466-4999 (fax)

msn@clayton.edu

**Graduate Faculty**

Dr. Sue Bingham, *Professor of Nursing*  
Dr. Debra Cody, *Assistant Professor of Nursing*  
Dr. Lisa Eichelberger, *Professor and Dean College of Health*  
Dr. Victoria Foster, *Associate Professor of Nursing and Graduate Program Director*  
Dr. Betty Lane, *Professor of Nursing*  
Dr. Margaret McIlwain, *Assistant Professor of Nursing*  
Dr. M. Grace Nteff, *Associate Professor of Nursing*  
Dr. Susan Sanner, *Associate Professor of Nursing and Coordinator of Family Nurse Practitioner Program*  
Dr. Dina Swearngin, *Assistant Professor of Nursing*  
Dr. Charlotte Swint, *Assistant Professor of Nursing and Director of Undergraduate Program*  
Dr. Deonna Tanner, *Assistant Professor of Nursing*

**Overview**

Clayton State University Master of Science (MSN) in Family Nurse Practitioner (FNP) program is designed to prepare professional registered nurses for APN roles as culturally competent primary providers of clients, families and communities. Course and clinical work emphasizes the care of adult, pediatric and geriatric patients and their families. Post BSN students enrolled in the program will be required to take 46 credit hours with 630 hours of clinical experiences. Students possessing an MSN will receive credit for 6 hours and will be exempt from 3 classes, but will still need 630 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 experience, 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 (AANP).

The degree offers graduates the opportunities to:

1. Implement advanced practice roles as leaders and educators within the nursing profession and the health care system utilizing human caring as the foundation for nursing practice;
2. Develop and nurture collaborative and interdependent relationships by communicating with other health care professionals;
3. Analyze personal and organizational decision-making utilizing an understanding of how ethics and values influence health care delivery;
4. Utilize nursing research for the promotion of high quality nursing education, health care, and evidence based practice;

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

The Master of Science in Nursing concentrations in Education and Leadership was deactivated and are no longer accepting applications. Current students should refer to the programmatic website for program of study information.

**Additional Admission Requirements**

In addition to the general requirements of the School of Graduate Studies, the School of Nursing requires:

Applicants must hold a Bachelor of Science in Nursing and a current unrestricted RN Georgia license.

To complete the application process, applicants will be scheduled for an **interview on campus** with faculty in the area of concentration.

**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 will be required to meet with his or her advisor before registering for courses each semester.

Family Nurse Practitioner Track Progression

Fall	Spring	Summer	Fall	Spring
<p>NURS 5410 Advanced Pathophysiology (3-0-0-3)</p> <p>NURS 6610 Diagnostic and Clinical Reasoning for Advanced Practice Nurses (3-0-0-3)</p> <p>NURS 6611 Diagnostic and Clinical Reasoning for Advanced Practice Nurses (2-0-0-2)</p> <p>NURS 6620</p>	<p>NURS 6630 Health Promotion and Problems of Adults and Their Families (3-0-3-6)</p> <p>NURS 6640 Advanced Pharmacology for FNP (3-0-0-3)</p>	<p>NURS 6650 Health Promotion of Children and Their Families (3-0-3-6)</p> <p>NURS 6660 Population Health and Emerging Disease (2-0-0-2)</p>	<p>NURS 6670 Advanced Practice Nursing Roles in Society (3-0-0-3)</p> <p>NURS 6680 Health Promotion and Problems of the Elderly and Their Families (2-0-3-5)</p>	<p>NURS 6690 Nurse Practitioner Practicum (1-0-4-6)</p> <p>*NURS 5600 Health Care Policy (3-0-0-3)</p>
<p>Advanced Health Assessment for FNPs (2-1-0-3)</p> <p>*NURS 5100 Theory for Graduate Nursing Practice (3-0-0-3)</p>	<p>*NURS 5200 Research for Evidence-Based Nursing Practice (3-0-0-3)</p>			
<b>11 hours</b>	<b>12 hours</b>	<b>8 hours</b>	<b>8 hours</b>	<b>8 hours</b>

\*Required for Post BSN students; Post MSN may qualify for exemption of two of these three courses

**Courses**

Core

NURS 5100	Theory for Graduate Nursing Practice	3 hours
NURS 5200	Research for Evidence- Based Nursing Practice	3 hours
NURS 5410	Advanced Pathophysiology	3 hours
NURS 5600	Health Care Policy	2 hours
NURS 6610	Diagnostic and Clinical Reasoning for Advanced Practice Nurses	3 hours
NURS 6611	Diagnostic and Clinical Reasoning for Advanced Practice Nurses	2 hours
NURS 6620	Advanced Health Assessment	3 hours
NURS 6640	Advanced Pharmacology for Advanced Practice Nurses	3 hours
NURS 6660	Population Health and Emerging Disease	2 hours
NURS 6670	APN Roles in Society	3 hours
Clinical NURS 6630	Health Promotion and Problems of Adults and Their Families	6 hours
NURS 6650	Health Promotion and Problems of Children and Their Families	6 hours
NURS 6680	Health Promotion and Problems of the Elderly and Their Families	5 hours
NURS 6990	Nurse Practitioner Practicum	5 hours

**Post Master’s FNP Certificate Program**

**Nurse Practitioner Courses**

- NURS 5410 - Pathophysiology for Advanced Practice Nurses (3)
- NURS 6640 - Pharmacology for Advanced Practice Nurses (3)
- NURS 6610 - Diagnostic and Clinical Reasoning for Advanced Practice Nurses (3)
- NURS 6611 - Diagnostic and Clinical Reasoning for Advanced Practice Nurses (2)

- NURS 6620 - Advanced Health Assessment (3)
- NURS 6670 - Advanced Practice Nursing Roles in Society\* (3)
- NURS 5600 - Health Care Policy (3)

**Nurse Practitioner Clinical Courses**

- NURS 6630 - Health Promotion and Problems of Adults and their Families (6)
- NURS 6650 - Health Promotion of Children and their Families (6)
- NURS 6680 - Health Promotion and Problems of the Elderly and their families (5)
- NURS 6690 - Nursing Practitioner Practicum (5)

**Electives**

- NURS 5999 - Independent Study\* (Variable 1-6)

Total Credit Hours: 40+

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 courses may repeat this course one time only on a space available basis. Two grades of "C", "D", "F", "WF", or "U" in any MSN courses will result in program dismissal. Reference MSN Student Handbook for details.

## Master of Health Administration

*Dr. Thomas McIlwain, Professor and Director*

Master of Health Administration  
College of Health  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260-0285

(678) 466-4931

(678) 466- 4669 (fax)

[ThomasMcIlwain@clayton.edu](mailto:ThomasMcIlwain@clayton.edu)

### Graduate Faculty

Dr. Marcia Butler, *Assistant Professor of Health Care Management*

Dr. Michael Dalmat, *Assistant Professor of Health Care Management*

Dr. Qui Fang, *Assistant Professor of Health Care Management*

Dr. Peter Fitzpatrick, *Professor and Coordinator of Health Care Management*

Dr. Ron Fuqua, *Associate Professor of Health Care Management*

Dr. Thomas McIlwain, *Professor and MHA Program Director*

Dr. M. Scott Stegall, *Associate Professor of Health Care Management*

Dr. MariBeth Stegall, *Assistant Professor of Health Care Management*

### Mission and Goals

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); and
- A unique professional based project focused on improving care or resource use in healthcare
- 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:

1. For positions of increased responsibility within healthcare,
2. For further career choices beyond the entry level,
3. With clinical, business or other backgrounds, who want to expand their careers into health administration, and
4. To improve the quality of care and resource use in health organizations

Additional MHA educational objectives include, but are not limited to:

1. Development of independent thinking in a complex world,
2. Benchmark skills in health ethics for a global environment,
3. Development of superior health administration skills,
4. Development of health economics/financial skills,
5. Promotion of pragmatic application from internship (or project) experiences,
6. Exposure to current health care systems analysis and forecasting

### 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. Each student will be assigned a faculty advisor by the second semester of study. The student will be required to meet with his or her advisor before registering for courses each semester.

### MHA Degree Program Requirements

<b>MHA Foundation Core:</b>	12 Credits (All Required)
<b>MHA Advanced Core:</b>	27 Credits (All Required)
<b>MHA Electives:</b>	0-6 Credits
<b>Internship:</b>	0-6 Credits

**Thesis:** 3 Credits (Optional)  
**Total:** 45 Credits (required to graduate)

***Core 39 credits: HCMG 5100-6900***

***Foundation Core:***

HCMG5100: Health Services Administration  
HCMG5200: Healthcare Ethics  
HCMG5300: Healthcare Human Resources  
HCMG5400: Organizational Behavior in Healthcare

***Advanced Core:***

*[Students must take HCMG 5100-5400 Before HCMG 6301-6900]*

HCMG5950: Health Economics  
HCMG6100: Information Management in Healthcare  
HCMG6150: Healthcare Reimbursement and Financial Management  
HCMG6301: Healthcare Marketing  
HCMG6500: Managerial Epidemiology  
HCMG6650: Research Statistics and Methods in Healthcare  
HCMG6700: Healthcare Policy  
HCMG6801: Healthcare Law  
HCMG6900: Strategic Management of Healthcare Organizations

***Electives 0-6 credits***

HCMG5501: International Healthcare Issues  
HCMG5650: Public Health Organizations  
HCMG5701: Long Term Care Administration  
HCMG5750: Health Care Regulatory Compliance  
HCMG6950: Independent Research in Health Administration

***Integrative Experiences 3-9 Credits***

HCMG6990: Health Administration Internship (0-6 Credits)  
HCMG6999: Thesis in Health Administration (Optional)  
Comprehensive Examination (No Credit: Two Chances to Pass)

**MHA Comprehensive Examination**

**Comprehensive Examination (May be Conducted in Conjunction with the Thesis or Internship Project Presentation or optional Thesis)**

Purpose of the Comprehensive Examination: The comprehensive examination is a means of demonstrating the degree of knowledge, skills and abilities from the culmination of cognitive and affective 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.

**Purpose of the Thesis:** The thesis is the final research paper in the MHA Program. It offers the opportunity to (1) access and critically review current and relevant literature regarding a specific research question through, the lens of a theoretical framework, (2) to design and complete a research project at the master's level, and (3) 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 be the new application of ideas. The thesis and the related defense (Oral Thesis Examination that is NOT the Comprehensive Examination) offer the opportunity to demonstrate the ability to write about and communicate orally the work done in the MHA. The thesis must be article ready, but it is not required to be accepted for publication. For specific requirements on the thesis, students will refer to the MHA Graduate Handbook (provided upon admission to the MHA).

## **GRADUATE COURSE DESCRIPTIONS**

### **ACCT 5000 - Foundations of Accounting**

This is a one unit online course which covers accounting fundamentals related to both financial accounting and managerial accounting. Students complete 14 assessment quizzes in Georgia View.

### **ACCT 5100 - Core Concepts in Accounting**

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**

This course is a continuation of ACCT 3110 - Managerial Cost Accounting, with 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. ACCT-3110\*

### **ACCT 5210 - VITA Preparation and Coordinat**

### **ACCT 5250 - Advanced Topics in Taxation**

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. ACCT-3250\*

### **ACCT 5352 - Adv Fin Acct & Inter. Issues**

A continuation of ACCT 3352 - Intermediate Financial Accounting II with 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. ACCT-3352\*

#### ACCT 5370 - Commercial law for Accountants

This course is designed to help preparing students for their professional careers by familiarizing them with aspects of the law that are directly relevant to the practice of accounting. These topics are not only at work every day in business but are also tested on professional examinations such as the Uniform Certified Public Accounting (CPA) Exam. Specific topics include, but are not limited to, business organizations (including the law of corporations, partnerships, and limited liability companies), sales, commercial paper, secured transactions, documents of title, bankruptcy, securities regulations, and the legal liability of accountants. The course will be taught through a mixture of lectures and class discussions.

#### ACCT 5440 - Govt & Non-Profit for Execs

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. ACCT-3351\*

#### ACCT 5470 - Forensic & Investigative Acct

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. Included in course discussion are indirect methods of reconstructing income, money laundering, computation of economic damages, and forensic accounting in action. ACCT-3351\*

#### ACCT 5900 - Accounting Research/Internship

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 would gain relevant practical experience which would build on prior coursework and provide an experiential knowledge base for their remaining graduate coursework. Students may take this course only once during the MBA Program. Program of study and student supervision must be approved by the Director of the MBA Program (Supervisor must be a Graduate Faculty member.)

#### ACCT 6100 - Acct.-Managerial Decision Maki

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.

#### ARST 5000 - Princ. & Practices in Archives

This course provides a modern overview of archives and records administration. It provides an introduction to the fundamental functions of archival work including inventory, classification, appraisal, disposition, acquisition, arrangement, description, preservation, security, privacy and legal responsibilities, and professional ethics. Although the course will cover traditional record media as the basis for understanding the development of the archival profession, the primary emphasis will be upon contemporary records and the use of technology for creation, preservation, and use of archival records.

#### ARST 5100 - Archives & Technology

This course provides an exploration of the increasing role that technology plays in the core functions that comprise archival work, including acquisition, appraisal, accessioning, arrangement and description, digital preservation, reference services, and records management. 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 media 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. The technology component of the course will cover high level web development and database concepts and applications of database processing including file organization and data structures. The course emphasizes basic web and database design using various modeling techniques. Students will design, create, and process a database to demonstrate competency in the technology component of the course.

#### ARST 5110 - Archives and the Web

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 enlightened 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. ARST-5000\* And ARST-5100\*

#### ARST 5150 - Preservation, Archival Records

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. (ARST-5000\* Or ARST-5500\*)

**ARST 5170 - Reference, Access and Outreach**

This course instructs students in the methods for 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 research. 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. ARST-5000\*

**ARST 5200 - Arrang & Desc of Archival Mat**

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. ARST-5000\*

**ARST 5250 - Digital Curation, Preservation**

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. ARST-5100

**ARST 5300 - Digital Preservation**

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. (ARST-5000\* Or ARST-5100\* Or ARST-5500\*)

**ARST 5400 - Records Management**

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. ARST-5000\* Or ARST-5100\*

**ARST 5500 - Archiv Appraisal/Select/Eval**

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. ARST-5000\*

**ARST 6610 - Law, Ethics and Archives**

This course examines legal and ethical issues that arise in as a result of laws, regulations, rules, and cultural practices. 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 the archival profession. (ARST-5000\* Or ARST-5500\*)

**ARST 6620 - Managing Archives**

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. ARST-5000\* Or ARST-5500\*

**ARST 6800 - Research Methods**

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. This course is a prerequisite for Internship/Directed Research and Thesis courses. (ARST-5000\* Or ARST-5500\*)

**ARST 6890 - Special Topics in Archives**

The examination of current topics related to archival theory and practice. ARST-5000 And ARST-6800

**ARST 6900 - Internship/Directed Study**

This course consists of practical experience and the observation of the professional work of others. It takes place in a recognized archival repository under the supervision of a senior archivist. This course offers experience of basic archival functions and is designed to test, in a practical setting, the knowledge acquired by the student in course work as well as to provide insight into the basic functions and activities performed by archivists and/or records personnel. Work hours and credit vary. For 3 credits, students are expected to work 14-20 hours per week, for a minimum of 200 hours per semester. For 6 credits, students must work 25-40 hours per week, for a minimum of 400 hours per semester. A maximum of six credit hours of Internship/Directed Study count toward the MAS.

**ARST 6901 - Archives Internship**

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. ARST-5000

**ARST 6902 - Applied Archives Experience**

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. ARST-5000

**ARST 6910 - Directed Research**

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. ARST-5000

**ARST 6950 - Archives Capstone**

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. ARST-5000

**ART 5000 - Great Works in Art History**

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.

**BIOL 5380 - Advanced Evolutionary Biology**

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. (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**

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**

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. (BIOL-3250\* Or BIOL-3200\* Or CHEM-4202\*)

**BIOL 5640 - Adv. Cell & Molecular Biology**

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. BIOL-3200\*

**BIOL 5700 - Special Topics in Biology**

Selected advanced topics of current interest in biology. 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. (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**

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**

Plant Ecology will explore 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. (BIOL-2500\* And BIOL-3500\*)

**BIOL 5901 - Methods Teach Sec Bio**

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**

Research experience for students in Biology. Specific research topics will be determined by the student in consultation with major advisor. Course may be repeated for credit. (BIOL-1107\* And BIOL-1107L\* And BIOL-1108\* And BIOL-1108L\* And BIOL-3200\* And BIOL-3201\* And BIOL-3380\* And BIOL-3500\*)

**BUSA 5000 - Fnds. of Quantitative Methods**

This is a 10-12 hour online program designed to give students an introduction to fundamental quality management quantitative analysis techniques and an understanding of how those techniques can apply in business. Students will be introduced to statistical performance measures in business, financial applications, and supply and demand analysis. Students will be required to validate their understanding of the concepts and topics.

**BUSA 5100 - Core Concepts Quatn Methods**

This course includes an overview of fundamental analytical techniques and how they apply in business. It includes examples on contribution margin, portfolio analysis, and sales volume mix. The course also reviews the basic concepts and techniques in Statistics. Some of the topics covered include: defining statistics; collecting, organizing, handling, displaying, describing and interpreting data; measures of central tendency and variation (measures of location and dispersion); probability theory; discrete and continuous probability distributions; the Central Limit Theorem and sampling; confidence intervals; hypothesis testing; and regression analysis

**BUSA 6100 - Decision Making-Uncertainty**

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.

**BUSA 6101 - Inter. Business & Global Logi.**

The course is divided into two parts. The first part provides an intensive study of the changing economic, political, cultural and ethical environment in which organizations compete, both traditionally and digitally. The second part of the course provides an overview of the concepts and substance of trade, transportation, and logistics. This deals with management of physical, documentation, and information flows within supply chains, including purchasing, distribution, intermodal transportation, and regulations.

**BUSA 6102 - Research Project**

A research project may be substituted in lieu of one of the core courses, with the exception of the Seminar and Strategic Management course. Permission of the MBA Director and the advising faculty is required.

**BUSA 6103 - Sports and Entertainment Econ**

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.

**CRJU 5000 - Principles of Justice**

Overview of the U.S. criminal justice system, its fundamental components, and the interrelationships among crime, law, police, courts, and corrections.

**CRJU 5001 - Professional Communication**

This course provides new graduate students with an introduction to effective communication strategies. Topics include oral and written communication, critical thinking, program standards, time management, tools for teamwork and collaborative learning, and use of electronic media in professional presentations.

**CRJU 5010 - Crime in the US**

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 5020 - Legal Institutions in Society**

A seminar in exploring the historical development of criminal law in society and contemporary legal issues which have a major impact on criminal justice. Particular emphasis will be placed on the formalization and constitutionalization of the criminal justice process with special attention to the U.S. Supreme Court.

**CRJU 5040 - Police, Courts, and Correction**

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 5050 - Research Methods & App Stats**

An overview of research design and research methodology as it applies to the field of criminal justice, and a review of descriptive and inferential statistics as they apply to the field of criminal justice.

**CRJU 6050 - Advanced Criminological Theory**

This course offers an advanced study of criminology theory and an intensive overview of the major perspectives regarding the etiology of crime. A range of theoretical perspectives from the classical period through the present will be discussed. This course will also explore interrelationships among various theories and the impact that specific criminological theories have on public policy

**CRJU 6051 - Program Evaluation**

Designed to familiarize students with techniques that are utilized in evaluating the effectiveness and impact of criminal justice policies and other public programs. It offers an analysis of criminal justice program development with emphasis on procedure and design. This course is required for all non-thesis graduate students.

**CRJU 6060 - Ethical & Legal Issues in CRJU**

Philosophical theories underlying ethics and how they relate to the various components of the criminal justice system, modern criminal justice codes of ethics, and professional standards.

**CRJU 6120 - Current Issues in Law Enforcement**

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 6150 - Race, Class, and Crime**

An examination of the various aspects of race and class in the American criminal justice system, and the roles these statuses play in victimization, rates of offending, corrections, and in the administration of justice. Focus will also be placed upon classical and contemporary sociological and criminological theories and the various dimensions and consequences of stratification.

**CRJU 6210 - Juvenile Justice Seminar**

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 6230 - Local Govt Admin & Finance**

An introduction to local governmental organization and the role of law enforcement in local government. Further, this course will explore the management of revenue-raising and expenditure activities, law enforcement grants and contracts, expenditure monitoring, procurement and purchasing policies, and financial audits of law enforcement and other public agencies.

**CRJU 6250 - Drugs, Drug Policy & Crime**

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.

**CRJU 6310 - Sentencing/Applied Corrections**

A survey of the historical development, current issues, and future trends confronting the field of U.S. corrections, and the administration and management of correctional systems. Specific attention will be given to corrections policy and alternatives to incarceration.

**CRJU 6410 - White Collar and Corp. Crime**

This course examines the illegal behavior of individuals who commit crimes in the course of their employment. Special attention will be paid to the definition, detection, prosecution, sentencing and aggregate impact of white collar and organized crime.

**CRJU 6500 - Law & Morality**

A seminar exploring fundamental questions concerning law and morality, and theories of law creation. Course themes include: what constitutes a rule of law to which men and women should give their moral assent and support; the question of legislating morality; the appropriate role of religion in law; the position of government on questions of morality; the relationship between law and culture; and Constitutional interpretation with regard to questions of morality.

**CRJU 6550 - Social Science, Law & Justice**

This seminar examines the use (and misuse) of social science in the legal process, focusing on the historical and contemporary role of social science evidence in trial and appellate decision making. An emphasis will be placed on specific litigation in which social science has been used to challenge laws or support reform.

**CRJU 6610 - Adv Academic Research Methods**

This advanced research methods course reviews a variety of methods and literature, as well as exemplary applications of such research strategies to social scientific subject matter. The course will be focused on helping students develop appropriate research designs and research proposals for their master’s thesis research.

**CRJU 6620 - Qualitative & Ethnographic Ana**

This seminar examines qualitative methods used in social science research, focusing primarily on participant observation, on asking questions, on writing field notes, and on the transformation of these primary field data into written ethnographic documents. Readings on specific research methods and representative ethnographic works will contribute to the formulation of a research project to be carried out during the semester, as will recent literature on the theoretical and ethical aspects of these methods.

**CRJU 6960 - Crim Jus Response to Terrorism**

With particular emphasis on criminal justice responses, this course provides an exploration into the theoretical underpinnings, groups, and control of terrorist threats against the United States and other Western nations.

**CRJU 6980 - Capstone: Problem Solving Proj**

Students will choose a social problem related to crime, criminal justice, and law, relate it to broader legal and social issues, and devise a plan of action to research the problem and develop informed policy. Using knowledge obtained from prior required courses, and input from Criminal Justice faculty, students will a comprehensive term paper on their chosen topics.

**CRJU 6990 - Masters Research**

Guided research in Criminal Justice. Pre-requisite: completion of all required coursework and minimum of 21 hours of course work with a GPA of 3.0. May be repeated for up to 9 credits.

**CRJU 6995 - Thesis**

Working with a faculty advisor, the student develops and defends a research proposal and begins conducting the research. Pre-requisite: completion of all required coursework and minimum of 21 hours of coursework with a GPA of 3.0.

**CRJU 6999 - Thesis Completion**

Working with an advisor, the student completes a research study, writes a thesis, and defends the thesis. May be repeated for up to 9 credits.

**CSU 5000 - Pathways for Graduate Success**

This advanced second language reading & writing course specifically addresses areas where second language readers and writers seem to have the most difficulty, reading and comprehending academic texts, and is designed to draw upon students' prior grammatical knowledge and apply it to the composition of effective paragraphs and essays.

Each unit in the reading component works off an academic word list and develops students' higher level thinking skills through reinforced reading and information synthesizing activities.

Likewise, student writing will move from the personal to the objective and allow for the use of first culture lenses to help students view their new cultural and educational experiences. The ultimate goal of this course is to foster students' deep reading of academic texts and second language writing voice and identity in order to prepare them for success in their graduate studies.

**ECON 6100 - Managerial Economics**

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.

**EDUC 5100 - Social & Cultural Awareness**

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. Prerequisite: Admission to M.A.T. program.

#### EDUC 5101 - Exceptionalities/Cognitive Dev

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. Pre-requisite: Admission to M.A.T. program.

#### EDUC 5102 - MAT Practicum

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. EDUC-5100\* And EDUC-5200\*

#### EDUC 5200 - Curriculum & Instruction

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. Pre-requisite: Admission to M.A.T. program.

#### EDUC 5201 - Practicum II

This course is the Fall Semester portion of the field experiences for the program. It is designed for candidates to observe and participate in experiential learning in public school classrooms, before- or after- school programs, youth centers, or similar situations 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 5200 and in content courses. 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. EDUC-5102\* And EDUC-5200\*

#### EDUC 5300 - Internship Seminar

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. EDUC-5301\*

**EDUC 5301 - Secondary School Internship**

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. EDUC-5300\*

**EDUC 5400 - Action Research**

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, practica, and clinical experience. Here, candidates will study qualitative and quantitative research methods, practice data collection, explore the influence of researcher positionality, study research ethics and institutional review boards, and write a proposal describing their intended research project. EDUC-5300\* And EDUC-5301\*

**EDUC 5701 - Characteristics Gifted Learner**

This course is an introduction to the characteristics, development and needs of the gifted learner. Here, candidates will explore, the unique academic, cultural, social, and emotional challenges that gifted students and their teachers face; and, theories, research, and practice concerned with recognizing and developing the gifts and talents of children from diverse cultural backgrounds. The course requirements include presentations on special gifted populations and the completion of literature reviews. Also included is a history of gifted education. Students will be required to partake in field experiences.

**EDUC 5800 - Special Topics in Education**

This course will involve a detailed examination of selected topics in the field of education. The course may be repeated when new topics are addressed.

**EDUC 6000 - Philosophy/Social Foundations**

This course involves an examination of the definition of philosophy of education and analysis of the relationships between theory and practice and theory and philosophy. Special attention will be focused on the implications of idealism, realism, experimentalism, existentialism and postmodernism for educational goals, curriculum, and instruction.

**EDUC 6010 - Leading the Way in Diverse Sch**

This is a reading, discussion, and practice intense course designed to help future teacher leaders develop leadership skills and technique

**EDUC 6020 - Education Policy, Law, Justice**

This course reviews significant educational laws, court cases and policies that effect teaching and learning in today's schools. This course will identify ethical issues that may affect the teacher leader and help a teacher leader understand the educational policy and policy formation. Additionally, the course

will help teacher leaders identify ways that they can use these laws and policies to help create a more equitable educational system, school and classroom.

#### EDUC 6030 - Instructional Supervision

This course is designed to help teacher leaders understand the best ways to supervise, instruct and develop professionals in schools. The course will examine how to supervise the implementation of the curriculum, cultivate interpersonal skills and create a culture that is amenable to change, diversity and community. The instructional supervision course will also teach teachers some of the technical skills of supervision, which will help them in the tasks of observing, assessing, evaluating, aiding and developing their peers.

#### EDUC 6040 - Educational Measurement

This course includes basic measurement concepts, role of measurement in education, construction of teacher-made tests and other classroom assessments, fundamental descriptive statistics for use in test interpretation and interpretation of standardized test score reports.

#### EDUC 6050 - Mentoring & Dev'l School Cult.

This course includes methodology of mentoring and coaching for impact on school culture. Students will develop tools and strategies for mentoring student teachers and new teachers as well as design professional development presentations.

#### EDUC 6060 - Leadership and Technology

The purpose of this course is to explore the theories and models of innovation diffusion and current approaches to education reform, focusing on the integration of technology into curriculum, pedagogy and school management. Students will explore concepts and strategies necessary for making decisions in regard to technology and learning.

#### EDUC 6070 - Literacy and Leadership

Literacy and Leadership will help Teacher Leadership candidates better prepare for the literacy focus in the Common Core State Standards. The Common Core is focused on literacy across the curriculum and all teachers must prepare to teach literacy in their classes. This course will prepare teacher leaders to: look for literacy in the classroom, determine a school's literacy needs and become literacy coaches for professionals in their schools.

#### EDUC 6995 - Methods of Research in EDUC

The course is an introduction to education research with a focus on exploring diversity and social justice within an educational context. We will explore research rigor, research project design, theoretical foundations of the various data collection and analysis traditions, assessment and evaluation principles.

#### EDUC 6999 - Education Thesis Preparation

Thesis preparation while enrolled for a master's degree in Education under the direction of faculty members in the Department of Teacher Education. The candidate works under the direction and advice of a thesis director to produce the thesis. EDUC-6995\*

#### ENGL 5000 - Great Books

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 5020 - Methods of Teaching English I**

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 5030 - Methods of Teaching English II**

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 5100 - Literary Theory**

A course focusing on different schools and trends in literary criticism of the twentieth century, including Russian Formalism, New Criticism, Structuralism, Deconstruction, Reader-Response criticism, Psycho-analytic Theory, Marxist criticism, New Historicism, Feminist literary criticism, Cultural Studies, and Post-colonial Studies.

**ENGL 5114 - Lit of the Adolescent Experien**

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**

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 5130 - Studies in Southern Lit.**

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 - 20th Century Amer Lit&Culture**

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 5150 - Studies in Shakespeare**

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.**

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 5250 - 19th Century British Lit**

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**

A course focusing on the major movements, issues, or themes in the study of British fiction from the 20th and 21st centuries. Topics may include but are not limited to modernism, postmodernism, war literature, literature between the wars, minor literary movements (such as Angry Young Men, The Movement, Poets of the Apocalypse), and/or major authors.

**ENGL 5300 - Literature by American Women**

A study of traditions in American women's writing. The course may cover a wide range of texts or focus on a single theme, genre, period, literary movement, or cultural tradition.

**ENGL 5350 - Gender & Sexuality in Amer Lit**

A variable topics course, focusing on one or more the major issues, movements, forms, or themes in the study of gender and sexuality in American literature and culture. Topics may include masculinity and femininity in literature, feminism and womanism, and traditions of gay and lesbian self-representation.

**ENGL 5400 - African American Lit & Culture**

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**

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 Amer Lit**

An expansive course focusing on the major movements, issues, or themes in the study of race and ethnicity in American literature and culture. Topics may include African American literature, post-war Jewish fiction, Native American literature, whiteness studies, Chicano- Latino literature, Asian American literature, literature and racism, double consciousness, migration narratives, and comparative studies of racial and ethnic experience.

**ENGL 5600 - Composition Theory**

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**

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 5700 - Response to Writing**

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 - Contemporary American Poetry**

A study of post-1960 American poetry focusing upon 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 American poetry.

**ENGL 5720 - Contemporary American Fiction**

This course examines the major movements, issues and themes in the study of contemporary American fiction. Topics may include Postmodernism; individual identity; race, class, and gender; dualism and pluralism; magic realism, and/or major authors.

**ENGL 5730 - Modern Drama**

A detailed study of selected English and American plays from 1900-1965, with attention to literary backgrounds and technical experimentation.

**ENGL 5800 - Special Topics in Lit**

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 6300 - Internship Teaching Col. Eng.**

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**

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**

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**

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.

**FINA 5000 - Foundations of Finance**

This is an online introductory course in corporate finance. Topics covered in this course include: valuation of risk-free cash flows; valuation of bonds and stocks; capital budgeting; risk and return; and cost of capital. Course material consists of a textbook, homework problems, and instructor handouts. The online textbook and homework problems are available through Aplia at [www.aplia.com](http://www.aplia.com) Students are required to register at Aplia to obtain access to the textbook as well as the homework assignments. Instructor's handouts are posted in GaVIEW which will be available to all students registered for the course. Exams must be taken online at GaVIEW. In addition to the course material mentioned above, students need a finance calculator. The recommended calculator is Texas Instruments BAIIPlus (or Texas Instruments BAIIPlus - professional). Prerequisite: Permission of the MBA Director.

**FINA 6100 - Finance**

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.

**HCMG 5010 - Healthcare Statistics**

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 5020 - Health Econometrics**

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 5030 - Healthcare Accounting**

This graduate course is designed to provide the opportunity for students to examine factors affecting the financing and accounting of health care. Current systems of financing health care are discussed along with budgetary concepts, financial management, cost accounting and ratios, and management under rate control and competition. The differences between goods and service industries are discussed. All students taking this course should have proficiency in Power Point, MicroSoft Word and access to email for communication purposes during the course. Also, students must have access to EXCEL for ratio analysis.

**HCMG 5100 - Health Systems Administration**

This course will provide administrative concepts and theories within United States health care systems. The history and evolution of the systems will be discussed and the current state of health care delivery will be analyzed. The political, legal, and financial issues that impact health care will be considered. The course will discuss and assess the different types of health care providers and their roles in the systems.

**HCMG 5200 - Healthcare Law and Ethics**

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. This course also presents the broad range of ethical domain and issues that arise in health care delivery. Students will be required to critically evaluate regulations, laws, and practices that influence health care delivery. HCMG-5100\* Or HCMG-5400\*

**HCMG 5300 - Human Resource Mgmt-Hlth. Care**

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**

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 5500 - Hlth. Econ. & Fin. Mgmt.**

This course will examine the economic and financial issues that are unique to organizations in health care delivery. will include looking at the rules, regulations, policies, and procedures that affect the economic and financial management of health care. In addition, reimbursement issues will be discussed, as will the current and future considerations of paying for health care. HCMG-5100\* And HCMG-5200\* And HCMG-5300\* And HCMG-5400\*

**HCMG 5501 - International Healthcare Issue**

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 5600 - Health Care Marketing**

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-5100\* And HCMG-5200\* And HCMG-5300\* And HCMG-5400\*

**HCMG 5650 - Public Health Organizations**

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 5700 - Research Statistics & Methods**

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-5100\* And HCMG-5200\* And HCMG-5300\* And HCMG-5400\*

**HCMG 5701 - Long Term Care Administration**

This course emphasizes the unique administration issues in long term care facilities. Students will explore the different milieus 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 licensure exam and preparation for Administrator in Training (AIT) program requirements.

**HCMG 5750 - Hlthcare Regulatory Compliance**

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**

Study arranged with an instructor allowing the student to select an area of interest to further enhance their knowledge, experience and options. Permission of the instructor and program director required.

**HCMG 6000 - Health, Finance & Economics**

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. HCMG-5100\* Or HCMG-5400\*

**HCMG 6100 - Information Mgmt.-Health Care**

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. HCMG-5100\*

**HCMG 6103 - SAS Programming for Healthcare**

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 the 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 6200 - Strategic Plan.-Hlth.Care Org.**

This course will provide a discussion of the philosophy, models, and methods of how to effect strategic planning in health care delivery institutions. Additionally, the course will consider how strategic planning impacts on marketing and management decisions. HCMG-5100\*

**HCMG 6301 - Health Care Marketing**

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

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. HCMG-6100\* And HCMG-6200\*

#### HCMG 6650 - Research Statistics and Method

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

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. HCMG-6100\* And HCMG-6200\*

#### HCMG 6801 - Healthcare Law

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.

#### HCMG 6850 - Adv Qlty Sys for Hlth Leaders

Provides an in-depth coverage of systems theory and tools for health care organizations as presented by Deming, Goldratt, Senge and of 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 - Stratetic Mgmt of HC Orgs

Strategic management concepts applied to healthcare organizations including a discussion of the philosophy, models, and mthods of how to effect strategic planning. Topics include mission and vision statement developement, external environmental assessment and determination of opportunities and threats, internal environmental analysis and determination of strenghts and weaknesses, linking strategy and budgets through business planning, establishing the culture for strategic leadership, and strategic control. Students complete and present a startegic plan for an actual health care organization. (HCMG-5400\* And HCMG-6000\* And HCMG-6301\*)

#### HCMG 6950 - Independent Research in Health

Independent studies for pre-thesis work.

**HCMG 6990 - Health Admin. Internship**

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. (HCMG-5100\* And HCMG-5400\*)

**HCMG 6999 - Project/Thesis in Hlth Adm.**

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. (HCMG-5400\* And HCMG-6000\* And HCMG-6650\*)

**HCMG 7000 - H.C. Admin.Pract. Residency**

This course provides a residency experience in health care administration for students who require this exposure. Students will be given a structured health management program in an existing healthcare delivery system. HCMG-5100\* And HCMG-5200\* And HCMG-5300\* And HCMG-5400\* And HCMG-5500\* And HCMG-5600\* And HCMG-5700\* And HCMG-5800\* And HCMG-6100\* And HCMG-6200\* And HCMG-6300\* And HCMG-6500\* And HCMG-6600\* And HCMG-6700\* And HCMG-6800\*

**HCMG 7001 - Project/Thesis Completion**

Completion and defense of the project/thesis. HCMG-6999\*

**HIST 5050 - Historical Meth.&America Hist.**

An introduction to the basic skills, problems, materials and methods employed by professional historians for research and writing, and a systematic examination of the divergent interpretations, controversies and major schools of American historical inquiry.

**HIST 5100 - African-American History**

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.

**HIST 5120 - Colonial American Hist to 1763**

Colonial American History to 1763: A graduate seminar on Colonial American History with a focus on British North America. This course covers the colonization of North America through the end of the Seven Year's War. A variety of topics and perspectives will be examined.

**HIST 5125 - American Revolution 1763-1815**

The American Revolution and the New Nation, 1763-1815: A graduate seminar on the American Revolution and Early National Period. This course covers important topics such as the coming of the Revolution, the politics of the Revolution and 1780's, the Constitutional movement, the rise of the First Party System, and the impact of the presidencies of Jefferson and Madison. A variety of perspectives will be examined.

**HIST 5130 - Antebellum America 1815-1865**

Antebellum America and the Civil War, 1815-1865: A seminar on the antebellum period and the Civil War. The course covers important topics such as the coming of the Civil War, slavery, sectionalism, and the development of the American economy. A variety of perspectives will be examined.

**HIST 5135 - U.S. History from Reconstruct**

U.S. History from Reconstruction to World War I: A Seminar on United States history from Reconstruction to World War I. The course covers important topics such as race relations during Reconstruction, constitutional issues during the late nineteenth century, American Industrialization, American imperialism, and the rise of the Populists and Progressives. A variety of perspectives will be examined.

**HIST 5140 - U.S. History from WWI to WWII**

U.S. History from World War I through World War II: A seminar on United States history from World War I through World War II. The course will cover important topics such as mobilization of the United States for war, the Great Depression, the New Deal, American political and cultural trends, and American foreign policy. A variety of perspectives will be examined.

**HIST 5200 - History of the American South**

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.

**HIST 5400 - Twentieth Century US History**

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.

**HIST 5500 - Twentieth Century World Hist.**

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.

**HIST 5520 - Themes in World History**

Themes in World History from the Congress of Vienna to 1914: A seminar on global history during the nineteenth century. The course can be offered either as an in-depth approach to one specific topic during the nineteenth century or as a sweeping overview of major trends and movements in nineteenth century world history. Possible topics could be industrialization, imperialism cultural movements, and nationalism.

**HIST 5530 - Themes in 20th Century World**

Themes in Twentieth Century World History: A seminar on a particular aspect of world history in the twentieth century. The topic will be chosen by the instructor.

**HIST 5800 - Modern American Pop Culture**

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.

**HIST 5850 - Directed Readings in History**

A directed readings course on a special topic in history agreed upon by the student, instructor, and the MALS director. The course may be repeated once for credit as long as topics differ.

**HIST 6950 - Selected Topics in History**

A graduate seminar on a special topic in history. The course can be offered as a regular term seminar course or as independent study. Topics will usually focus on American History. The course may be repeated for credit when topics vary.

**HLTH 5900 - Special Topics**

This course focuses on the exploration of various health care topics and issues in the field of health care.

**IDST 5201 - The Science in Science Fiction**

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.

**ITFN 5000 - Int Database Design for Archiv**

This course will provide students with the knowledge and skills necessary to produce a well-designed database that enables the timely delivery of accurate information in a useful form. The student will learn how to identify information needs within an organization, specify user and organizational requirements, construct a conceptual model for databases, and transform the conceptualization into a relational data model. The student will also be able to normalize and instantiate the model into a database application.

ARST-5000\* Or ARST-5100\*

**MAED 6010 - Teaching in Higher Education**

This course is designed specifically for students who are interested in teaching in higher education upon completion of a Master's degree. Through course activities, you will learn how to increase learner

engagement and comprehension through a variety of teaching techniques, technologies, and strategies. In addition, you will learn about the issues, principles, and practices associated with effective college teaching and how they can impact the design, teaching, and assessment process. Topics examined include: teaching philosophy, curriculum vitae, course syllabi, lesson planning/implementation and assessment of instruction.

**MAED 6200 - Theory & Research in Math Educ**

Designed to enhance appreciation for and understanding of research methods and findings in mathematics education with emphasis on the application to the secondary or post-secondary learning environment. Students will develop a broad outlook on contemporary issues from both international and local perspectives by exploring, evaluating, and synthesizing various theories of mathematics teaching and learning.

**MAED 6300 - Int. in Teaching College Math**

**MAED 6400 - Dir. Research in Math Ed.**

Individuals will complete the research and writing on a project in consultation with a graduate faculty member. Students will be guided in research methods and practical applications for academic writing and publishing. MAED-6200\*

**MALS 5000 - Intro. to Graduate Studies**

Required of all students. 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.

**MALS 5800 - Selected Topics/Liberal Studie**

Selected topics in liberal studies. May be repeated when topics vary.

**MALS 6890 - Non-Thesis Prof Paper Research**

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 Captstone Non-Thesis Option. MALS-5000\*

**MALS 6899 - Non-Thesis Comprehensive Exam**

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. MALS-5000\*

**MALS 6993 - Master's Supervised Research**

Instruction in research and research under the mentorship of a member of the Graduate Faculty.

**MALS 6995 - Master's Thesis Research**

Thesis research.

**MALS 6999 - Master's Thesis Preparation**

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.

**MATH 5010 - Mod. Meth. of Teaching Math**

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. Prerequisite: Admittance to MAT - Mathematics Program

**MATH 5100 - History of Mathematics**

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. Prerequisite: Admittance to MAT - Mathematics Program. MATH-3005\*

**MATH 5130 - Applied Algebra**

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 individually and in groups on projects from the chosen topics. Prerequisite: Admittance to MAT - Mathematics Program MATH-3110\*

**MATH 5220 - Applied Statistics**

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. Prerequisite: Admittance to MAT - Mathematics Program MATH-1231\*

**MATH 5231 - Modern Geometry**

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. Prerequisite: Admittance to MAT - Mathematics Program MATH-3005\*

**MATH 5250 - Elementary Number Theory**

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. Prerequisite: Admittance to MAT - Mathematics Program MATH-3005\*

**MATH 5520 - Introduction to Analysis**

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.

Prerequisite: Admittance to MAT - Mathematics Program MATH-3005\*

**MATH 5800 - Selected Topics in Mathematics**

Topics of interest in mathematics not covered in courses in current graduate catalog. Course may be repeated once if topics vary. Prerequisite: Admittance to MAT - Mathematics Program MATH-3005\*

**MATH 6530 - Real Analysis**

This is a rigorous introduction to measure and integration theory. Topics include sequences and series of functions, the Riemann Integral, the Riemann-Stieltjes Integral, Lebesgue Measure, and Lebesgue Integral. MATH-3520\* Or MATH-5520\*

**MGMT 6100 - Communication and Leadership**

This 5-day seminar course is designed to enhance essential communication and leadership skills for managers and provide a foundation for subsequent MBA courses. The course emphasizes critical thinking, writing, presenting, and working in collaborative teams in the context of leadership, persuasion, motivation, and ethics.

**MGMT 6101 - Management-Change & Innovation**

This course focuses on strategies for renewing organizations. Aspects of change, including repositioning, the impact of power and influence, operations, human elements and organizational behavior issues will be examined. The role of leadership in the process, including managing resistance to change, is emphasized. In this course, you will acquire frameworks and techniques that will allow you to create an ongoing capacity for change at the individual, work team, and organizational levels.

**MGMT 6102 - Operations & Supply Chain Mgmt**

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.

**MGMT 6103 - Field Problems-Logistics Syste**

This course gives students a supervised opportunity to apply problem-solving skills from earlier courses to real world business problems in the logistics arena. Students will work together in small teams to define, research, analyze, and formulate solutions to actual problems from area logistics enterprises. BUSA-6101\* And MGMT-6102\*

**MGMT 6104 - Strategic Management**

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 business environment. This capstone seminar must be taken during the final semester of the MBA program.

#### MGMT 6105 - Global Experience

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 6106 - Cross-Culture Negotiating

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 6107 - Sports & Entertainment Bus MGT

The Introduction to Sport Business Management course provides students with an overview of the sport and entertainment management industry. Students learn about sport and entertainment theories and concepts in the following core areas: sport marketing, sport tourism, sport consumer behavior, public relations, facility and event management, sport finance and economics, sport franchise valuation, sport analytics, legal and ethical issues in sport, managerial leadership in sport organizations, and sport management research.

#### MGMT 6108 - Talent Development in Orgn

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 6109 - Human Resource Consulting

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 6110 - Global Human Resources

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.

**MKTG 6100 - Marketing Strategy**

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.

**MKTG 6103 - Global Marketing**

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 6104 - Sports and Entertainment Marke**

After successful completion of this course, students will be able to explain the role of print media (newspapers and magazines), electronic (radio, network television and cable television) and new media (Internet and related digital and social interactive technologies) in escalating the interest, coverage, and importance of big-time college and professional sport, as well as niche-market sport. Students will be able to define the roles of media planners, producers, sports information directors, sports journalists, and specialized media-related companies dedicated to marketing, producing, and disseminating commercialized sport in North American and global contexts.

**MUSC 5000 - Great Works in Music History**

A study of monumental works of music from the Medieval period through the present day. Works are chosen for their historical significance related to innovation in the art of music, to interest musically and artistically, and to significance of posterity. The course will begin with a study of the elements of music, formal procedures, terminology, and music history time-line so that all student (regardless of background) will have a solid foundation of understanding upon which to build.

**NURS 5100 - Theory for Graduate Nursing Pr**

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 5200 - Research-Evidence-Based Nurs.**

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. NURS-5100\*

**NURS 5300 - Soc.Trans.&Hlth.Care Ethics**

This course explores the special needs of the changing segments of society. It also examines emerging ethical, social, political, cultural, and legal issues related to provision of health care for diverse groups.

Using an epidemiological approach, students complete a community assessment of a vulnerable population and develop a culturally relevant plan of care. NURS-5100\* And NURS-5200\*

**NURS 5310 - Health Promotion for Vulnerabl**

This course presents a variety of clinical interventions that promotes health and transition from illness to health based on the goals of Healthy People 2020. Evidence-based clinical prevention and population care and services to individuals, families, communities, and aggregates/clinical populations nationally and globally will be examined. It also examines emerging ethical, social, political, cultural, and legal issues related to provision of health care for diverse groups. Using an epidemiological approach, students will complete a community assessment of a vulnerable population and develop a culturally relevant health promotion intervention.

**NURS 5400 - Advanced Pharmacology**

This course includes principles of pharmacokinetics, pharmacodynamics, drug metabolism and transport, assessment of drug effects, drug therapy in special populations, and contemporary drug development as a foundation for the use of medications in the clinical management of diseases. Major classes of drugs will be discussed in terms of actions; therapeutic and other effects; adverse, allergic and idiosyncratic reactions; indications and contraindications. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy in a variety of settings with individuals across the life span.

**NURS 5410 - Advanced Pathophysiology**

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 2020 to improve clients' quality of life and reduce health disparities.

**NURS 5420 - Advanced Health Assessment**

This course will build upon health assessment skills developed in the professional nurse's basic educational program. The theoretical and clinical basis for assessment in advanced nursing practice will be developed. The process whereby the advanced practitioner utilizes comprehensive physical, psychosocial, and cultural assessment across the lifespan to gather specific data relevant to common health problems is demonstrated. Faculty and preceptors facilitate laboratory and clinical experiences, which focus on assessment of clients and presentation of findings in a variety of settings. Emphasis will be placed on important assessment concepts needed to support the goals of Healthy People 2010 to improve clients quality of life and reduce health disparities.

**NURS 5500 - Trans-Hlth Prom./Illness Prev.**

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. NURS-5100\* And NURS-5200\* And NURS-5400\*

**NURS 5600 - Health Care Policy**

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 5700 - Advanced Practice Nursing**

Advanced practice nursing, with an in-depth examination of its definition and core competencies, is explored in this course. Different advanced practice nursing roles and critical elements involved in managing advanced practice nursing environments are analyzed. Ways of developing and integrating core competencies into advanced practice nursing roles are discussed.

**NURS 5998 - Independent Study**

An independent study allows the graduate nursing student to explore, extend and enrich content introduced in courses in the MSN program. Students may elect to use these hours on a topic related to their area of focus or on a topic or method related to their proposed MSN thesis or project.

**NURS 5999 - Studies in Nursing-Directed**

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**

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. NURS-5100\* And NURS-5200\*

**NURS 6010 - Adv. Practice Nursing Seminar**

Advanced practice nursing, with an in-depth examination of its definition and core competencies, is explored in this course. Different advanced practice nursing roles and critical elements involved in managing advanced practice nursing environments are analyzed. Ways of developing and integrating core competencies into advanced practice nursing roles are discussed. NURS-5100\* And NURS-5200\*

**NURS 6030 - Ethical Issues-Adv. Pract. Nur**

This course provides a foundation for the professional practice of advanced nursing within an ethical context. The historical development of an ethical code for the nursing profession and its evolution is explored. Ethical principles underlying major U.S. health care policy, including the national health agenda, Healthy People 2010, will be examined. The ethical dilemmas that currently exist within the global health care environment of the 21st century are analyzed for their impact on the profession of nursing and on the health and well being of individuals and populations.

**NURS 6100 - Prin. Leadership/Mgmt. in H.C.**

Transitioning from novice to expert in the role of a nursing leader is explored in this course. Content includes theoretical foundations of effective leadership which will enable the student to function effectively in a leadership role in various settings. The management of human, fiscal and physical health care resources will be emphasized.

**NURS 6110 - Prin. of Education in Nursing**

This course focuses on the theoretical foundations of teaching, learning innovations, and the multifaceted role of a nurse educator in multiple settings. Expectations of a leader in nursing education are explored.

**NURS 6120 - Educational Strategies and cur**

This course is an overview of a variety of learning and instructional strategies to assist in the implementation of teaching plans for the nurse educator. General principles and methodologies related to learning and instruction are integrated into face-to-face and technology enhanced techniques. In addition, this course examines the principles, philosophies, and theories used in curriculum development in nursing. Students will define, design and analyze a selected curriculum model.

**NURS 6130 - Evaluation of Learning**

This course will provide methods of assessing learning outcomes for individuals and groups in academic and clinical settings. Emphasis is placed on theoretical reflections and empirical methods used to evaluate educational programs, institutions, personnel, and students.

**NURS-6110\***

**NURS 6140 - Trans. to Nurse Educator Role**

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.

**NURS-6110\* And NURS-6120\* And NURS-6130\***

**NURS 6200 - Analysis-System Performance**

This course is designed to develop an understanding of the interactions between regulatory controls and quality control within variety health care delivery systems. Issues such as performance evaluations of organizations and individual employees will be addressed. NURS-6100\*

**NURS 6220 - Effective Teaching/Learning**

This course is an overview of a variety of learning and instructional strategies to assist in the implementation of teaching plans. General principles and methodologies related to learning and instruction are integrated into face-to-face and technology enhanced techniques.

NURS 6300 - Trans. into Leadership Role

This clinically based course operationalizes the theoretical and norms studied in previous courses. The student will have the opportunity to apply the concepts of leadership within a selected specialty area. NURS-6100\* And NURS-6200\* And NURS-6310\*

NURS 6310 - Resource Management in Healthc

This course will examine the management of critical financial and human resources needed for healthcare delivery. Legal, political, economic, socio-cultural, and technological issues that shape these resources will be explored. Ethical theories that guide decision making regarding the production and distribution of these resources will provide a framework for analysis and evaluation.

NURS 6330 - Evaluation of Learning

This course will provide methods of assessing learning outcomes for individuals and groups in academic and clinical settings. Emphasis is placed on theoretical reflections and empirical methods used to evaluate educational programs, institutions, personnel, and students. NURS-6110\*

NURS 6400 - Trans. into Leadership Role

This practicum-based course provides students the opportunity to apply theoretical concepts and ethical principles of leadership and management, supporting their transition to an advance practice role. Students will participate as members of interprofessional teams in addressing issues concerning quality and service excellence in promoting health outcomes of culturally diverse individuals and populations. Students will also attend to the work environment of the practice site and evaluate organizational goals and outcomes. NURS-6100\* And NURS-6200\* And NURS-6310\*

NURS 6440 - Curriculum Development

This course examines the principles, philosophies, and theories used in curriculum development. Graduate students will define, design, and analyze a selected curriculum model. NURS-6110\*

NURS 6550 - Trans. to Nurse Educator Role

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. NURS-6110\* And NURS-6120\* And NURS-6330\*

NURS 6610 - Diagnostic & Clinical Reasonin

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 6611 - Diagnostic & Clinical Reasonin**

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 FNP**

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**

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. NURS-5410 And NURS-6610 And NURS-6620 And NURS-5100

**NURS 6640 - Adv Pharmacology for FNP**

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**

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.  
NURS-5410 And NURS-5100 And NURS-6610 And NURS-6620

**NURS 6660 - Pop Hlth and Emerging Disease**

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**

This course focuses on diagnostic reasoning as a framework to synthesis 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 6680 - Hlth Prom of Elderly and Famil**

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.

NURS-5410\* And NURS-5100\* And NURS-6610\* And NURS-6620\*

**NURS 6690 - Nurse Practitioner Practicum**

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.

NURS-5410 And NURS-5100 And NURS-5200 And NURS-5410 And NURS-5600 And NURS-6610 And NURS-6680

**NURS 6691 - Nurse Practitioner Practicum**

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.

NURS-5410 And NURS-5100 And NURS-5200 And NURS-5410 And NURS-5600 And NURS-6610 And NURS-6680

NURS 6995 - Master's Thesis Research  
Thesis research.  
NURS-6999\*

NURS 6999 - Focused Project-Master's Thesis  
The main focus of this course will be a faculty-guided thesis or project. This project/thesis will have a strong research component and will be a summative work. Students who do not complete the project/thesis in one semester should enroll in NURS 6995. NURS-6400\* Or NURS-6140\*

PHIL 5000 - Classics in Philosophy  
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  
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  
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  
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 5350 - Social & Political Philosophy  
In this course we will examine a number of the main figures, texts, and ideas in the history of Western social and political thought. We will move from classical accounts of politics and community in Plato and Aristotle, to modern ideas of liberalism and socialism in Locke, Mill, Rousseau, and Marx (16th century to present), concluding with a look at more contemporary thinkers on issues of social justice and the welfare state, race and gender inequality, and the status of freedom and democracy in pluralistic, globalized societies.

**PHIL 5400 - Medieval Philosophy**

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 5500 - Women in Philosophy**

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.

**POLS 5000 - Great Political Thinkers**

Emphasis on major ancient, Medieval, Renaissance, Enlightenment, modern and postmodern political philosophers, including Plato, Aristotle, Cicero, Aquinas, Machiavelli, Descartes, Hobbes, Locke, Rousseau, Burke, Kant, Mill, Marx and their modern philosophical legacy. The course will examine the original documents placed in contemporary historical and political perspective. Discussion will focus on political philosophy's impact on the development of Western political ideology and institutions.

**POLS 5100 - American Politics**

A graduate seminar on the American political system, its origins, structure, processes and politics. The course covers important topics such as the historical and philosophical foundations of the American political system, the local, state and federal levels of government, the three branches of government and the policy making process. A variety of perspectives will be examined.

**POLS 5110 - Federalism**

A Graduate Seminar on the complex relationships between the federal, state and local levels of American government. The course covers important topics such as the historical and philosophical foundations of federalism, the powers of the federal government and the states, federal preemption, fiscal federalism, grants and federal mandates. A variety of perspectives will be examined.

**POLS 5139 - Public Law**

A graduate seminar exploring American public law, its historical and philosophical origins, the federal and state judiciary and its processes, themes in American constitutional law and civil liberties and related topics. A variety of perspectives will be examined.

**POLS 5155 - Campaigns & Electoral Politics**

A graduate seminar exploring interest groups, political parties, political campaigns, elections and related topics. A variety of perspectives will be examined.

**POLS 5170 - Legislative Process**

A graduate seminar exploring the U.S. Congress and similar legislative bodies at the state and local levels of American government. The course covers important topics such as the historical and philosophical foundations of legislatures, their powers, structure and leadership, the exercise of legislative authority and related topics. A variety of perspectives will be examined.

**POLS 5180 - Presidential Politics**

A graduate seminar exploring the American presidency and its political environment. The course covers important topics such as the historical and philosophical foundations of executive governance, the powers of the president, the exercise of presidential power and related topics. A variety of perspectives will be examined.

**POLS 5190 - Studies in Politics - Topics**

A graduate seminar exploring selected political science topics. A variety of perspectives will be examined.

**PSYC 5000 - Advanced Development**

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 5010 - Ethics & Professional Identity**

This course is designed to teach students to evaluate ethical issues related to applied professional practices 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 specific problem situations. The course also examines ethical and legal standards, risk management, and professional credentialing.

**PSYC 5020 - Cultural Issues in Applied**

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**

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**

The second of a two-course sequence, this course focuses on methodological strategies appropriate for use with small sample sizes, such as permutation 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. PSYC-5040\*

#### PSYC 5110 - Ethics in Clinical Settings

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.

#### PSYC 5150 - Group Therapy

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. Pre-requisite: Admission to M.S. program, Clinical Track. PSYC-5350\* And PSYC-5170\*

#### PSYC 5160 - The Helping Relationship

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.

#### PSYC 5170 - Theories and Practice

This course presents theories and techniques of individual psychotherapy using a variety of models, including psychodynamic, behavioral, cognitive, humanistic, and integrative approaches. Emphasis is placed on learning to discern which approaches are best suited to individual clients and problems. PSYC-5160\* And PSYC-5350\*

#### PSYC 5180 - Advanced Theories & Practice

This course is a continuation of Therapeutic Intervention I. 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. (PSYC-5170\* And PSYC-5350\*)

#### PSYC 5190 - Theories & Practice w/ Youth

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.

#### PSYC 5200 - Family and Couples Therapy

This course focuses on assessment and psychotherapy with couples and families. Students will learn a variety of theories and approaches to working with the family system. PSYC-5160 And PSYC-5170 And PSYC-5180

**PSYC 5210 - Cognitive Development**

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.

**PSYC 5220 - Social & Emotional Development**

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. Pre-requisite: Admission to M.S. program.

**PSYC 5230 - Biological Found of Behavior**

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 5240 - Agencies That Serve Children**

An introduction to the methods and management of public and private agencies working with children and youth. Populations will include but not be limited to children in foster care, private group homes, juvenile justice facilities, special education settings, and programs for speakers of other languages. Emphasis will be on agencies and organizations in the metro Atlanta region. Pre- requisite: Admission to M.S. program.

**PSYC 5260 - The Family System and Child**

The Applied Development Track focuses primarily on the biological, cognitive, and emotional development of the individual child. However, this development does not occur in a vacuum. The family system has immense influence on the child's development. This course allows students to examine the interaction between the family system and the child, its impact on development, ways to assess this, and the family-level intervention strategies.

**PSYC 5270 - The Ed System & the Child**

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**

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**

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**

PSYC 5800 (Graduate Special Topics in Psychology) 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 6100 - Cognitive Assessment**

This didactic/experiential course will review and explore various theories and procedures in the measurement of cognitive and intellectual functioning, including 1) identification of various assessment methods and their potential use, 2) administration, scoring and interpretation of assessment data, 3) synthesis of assessment data for the purpose of creating a written report, and 4) ethical and legal concerns regarding assessment procedures and report writing. Pre-requisite: Admission to M.S. program

**PSYC 6120 - Intro to Psychological Assess**

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.

**PSYC 6490 - Internship for Applied Psyc**

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**

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.

**PSYC 6510 - Grief & Crisis Intervention**

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.

#### PSYC 6520 - Career Development Theory & Pr

This didactic/experiential course will review and explore various theories and procedures in the administration, scoring, interpretation, synthesis and report writing for various objectives and projective, diagnostic, career, and personality assessments. Ethical and legal ramifications of assessment will also be explored. (PSYC-5170\* And PSYC-5160\*)

#### PSYC 6590 - Clinical Practicum

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. (PSYC-5170\* And PSYC-5350\* And PSYC-5160\*)

#### PSYC 6700 - Graduate Directed Readings

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

PSYC 6800 (Special Topics in Clinical Psychology) 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. PSYC-5160 And PSYC-5350

#### PSYC 6885 - Prof Identity & Practice

PSYC 6800 (Professional Identity & Practice) 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/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

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. Students can only take Psychology 6890 for a maximum of 6 hours. 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**

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.

PSYC-6890

**PSYC 6900 - Clinical Comprehensive Exam**

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. PSYC-5010 And PSYC-5150 And PSYC-5170 And PSYC-6520

**PSYC 6995 - Thesis Research**

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. (PSYC-5040\* Or PSYC-5050\*)

**SCI 5901 - Methods Teach Sec Bio**

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. This course is cross listed as SCI 4901.

**STAT 5000 - Fnds. of Statistics**

This online course reviews the basic concepts and techniques in Statistics. Some of the topics covered include: Defining statistics; collecting, organizing, handling, displaying, describing and interpreting data; measures of central tendency and variation (measures of location and dispersion); probability theory; discrete and continuous probability distributions; the Central Limit Theorem and sampling; confidence intervals; hypothesis testing; and regression analysis. Students will be required to validate their understanding of the concepts/topics using an online homework management system and successfully pass an online test.

## UNIVERSITY SYSTEM OF GEORGIA

Thirty-one public colleges and universities 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 12 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.

The six regional and 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 the Georgia Regents 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 31 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 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-one 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.

## Members of the Board of Regents

			<b>Current Term</b>
C. Dean Alford, P.E.	Conyers	Fourth District	2012-2019
W. Paul Bowers	Atlanta	At-Large	2014-2020
Lori Durden	Statesboro	Twelfth District	2013-2020
Larry R. Ellis	Atlanta	Fifth District	2013-2017
Rutledge A. (Rusty) Griffin, Jr.	Valdosta	Eighth District	2013-2018
C. Thomas Hopkins, Jr. MD	Griffin	Third District	2010-2017
James M. Hull	Augusta	At-Large	2013-2016
Donald M. Leebern, Jr.	McDonough	At-Large	2012-2019
Doreen Stiles Poitevint	Bainbridge	Second District	2011-2018
Neil L. Pruitt, Jr. (Chair)	Norcross	Eleventh District	2103-2017
Sachin Shailendra	Atlanta	Thirteenth	2014-2021
Scott Smith	Ringgold	Fourteenth District	2013-2020
Kessel Stelling, Jr. (Vice Chair)	Columbus	Sixth District	2008-2022
Benjamin "Ben" J. Tarbutton III	Sandersville	Tenth District	2013-2020
Richard L. Tucker	Duluth	Seventh District	2012-2019
Thomas Rogers Wade	Atlanta	At-Large	2013-2020
Larry Walker	Perry	At-Large	2009-2016
Don L. Waters	Savannah	First District	2013-2018
Philip A. Wiheit, Sr.	Gainesville	Ninth District	2013-2022

## Colleges and Universities

### Research Universities

Georgia Institute of Technology  
225 North Avenue, N.W. Atlanta, Georgia 30332  
(404) 894-2000—GIST 222-5051

Georgia State University  
P.O. Box 3965  
Atlanta, Georgia 30303-3083  
(404) 413-2000—GIST 223-2560

Georgia Regents University  
1120 Fifteenth Street  
Augusta, Georgia 30912  
(706) 721-0211—

University of Georgia  
Athens, Georgia 30602  
(706) 542-3000—GIST 241-1214

### REGIONAL UNIVERSITIES

Georgia Southern University  
P.O. Box 8055  
Statesboro, Georgia 30460  
(912) 478-4636—GIST 364-5211

Valdosta State University  
1500 North Patterson Street  
Valdosta, Georgia 31698  
(229) 333-5800—GIST 343-5952

### STATE UNIVERSITIES

Albany State University  
504 College Drive  
Albany, Georgia 31705-2717  
(229) 430-4600—GIST 341-4604

Armstrong Atlantic State University  
11935 Abercorn Street Ext.  
Savannah, Georgia 31419-1997  
(912) 344-2503—GIST 369-5258

Clayton State University  
2000 Clayton State Boulevard  
Morrow, Georgia 30260-0285  
(678) 466-4000—GIST 220-3531

Columbus State University  
4225 University Avenue  
Columbus, Georgia 31907-5645  
(706) 507-8800—GIST 251-2211

Fort Valley State University  
1005 State University Drive  
Fort Valley, Georgia 31030-4313  
(478) 825-6211—GIST 327-6315

Georgia College & State University  
P.O. Box 23  
Milledgeville, Georgia 31061  
(478) 445-5004—GIST 324-5269

Georgia Southwestern State University  
800 Georgia Southwestern State Univ. Drive  
Americus, Georgia 31709-4693  
(800) 338-0082—GIST 345-1360

Kennesaw State University  
1000 Chastain Road  
Marietta, Georgia 30144-5591  
(770) 423-6000—GIST 228-6033

University of North Georgia  
82 College Circle  
Dahlonega, Georgia 30597  
(706) 864-1400—

Savannah State University  
3219 College Avenue  
Savannah, Georgia 31404  
(912) 356-2186—GIST 362-2240

Southern Polytechnic State University  
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University of West Georgia  
1601 Maple Street  
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Tifton, Georgia 31793  
(229) 391-5000—GIST 342-3242

Atlanta Metropolitan State College  
1630 Metropolitan Parkway, S.W .  
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(404) 756-4000--GIST 279-4441

Bainbridge State College  
2500 East Shotwell Street  
Bainbridge, GA 39819.  
(229) 248-2500

College of Coastal Georgia  
One College Drive  
Brunswick, GA 31520  
(912) 279-5700

Dalton State College  
650 College Drive  
Dalton, Georgia 30720  
(706) 272-4436—GIST 235-4438

Georgia Gwinnett College  
1000 University Center Lane  
Lawrenceville, GA 30043  
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Gordon State College  
419 College Drive  
Barnesville, Georgia 30204-1762  
(800) 282-6504—GIST 258-5015

Middle Georgia State College  
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Macon, Georgia 31206

(478) 471-2700

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2400 Gillionville Road

Albany, Georgia 31707-3098

(229) 317-6000—GIST 341-6705

East Georgia State College

131 College Circle

Swainsboro, Georgia 30401-2699

(478) 289-2017—GIST 333-4200

Georgia Highlands College

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3251 Panthersville Road

Decatur, Georgia 30034-3897 (678) 891-2300—GIST 275-2364

South Georgia State College

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