ACADEMIC CATALOG

2020-2021

GORDON STATE COLLEGE

This catalog is prepared for the convenience of the students, faculty, and staff of Gordon State College and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the *Bylaws* or *Policies* of the Board of Regents, the official *Bylaws* and *Policies* of the Board of Regents shall prevail.

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog ordinarily will be applied as stated, Gordon State College 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. Information on changes will be available in the office of the Provost. It is especially important that students note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular degree programs. Students should view the Gordon State College website (www.gordonstate.edu) for the latest catalog updates.

Gordon State College, in compliance with federal law, does not discriminate on the basis of race, color, national origin, disability, sex, religion, genetic information, veteran status, or age in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

Persons who require special services or an accommodation to participate in any of the classes, programs, employment opportunities, or activities of Gordon State College should contact the Americans with Disabilities Act Officer, 419 College Drive, Barnesville, Georgia 30204.

It is the policy of Gordon State College to provide reasonable accommodations for qualified disabled individuals who are employees, students, or applicants for employment at Gordon State College. The College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required affording equal employment opportunity to qualified disabled individuals. Reasonable accommodations shall be provided in accordance with the policies of the University System of Georgia and Gordon State.

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The Mission of Gordon State College

Mission Statement

To be a catalyst for exceptional and accessible education through innovative teaching, engaged learning, and transformative experiences for the benefit of our students, the communities we serve, and the world we live in.

Core Values

- **Student Focused -** Placing students at the heart of everything we do through accessible education, personalized resources, and engaged communities.
- **Life-Long Learning/Scholarship -** Empowering and promoting academic rigor, professional development, and personal growth that results in ethical and honest life-long critical inquiry with a global perspective.
- **Excellence -** Fostering excellence through rigorous and innovative experiences driven by the institution's mission of delivering quality programs, services, and education.
- **Respect -** Cultivating an atmosphere that promotes integrity and embraces diversity, where all are valued and included regardless of economic, social, religious, or political background.
- **Collaboration -** Promoting a culture of collaboration where meaningful relationships between faculty, staff, students, and the community are formed in an environment of transparency with high expectations of excellence for professionalism and service.

Vision Statement

Gordon State College will be a leader and primary educational partner in elevating our region's economic prosperity and educational attainment through collaboration, integrated educational experiences, and a vibrant campus culture.

The Gordon State College Creed

I believe in education centered on the principles of
empowerment, excellence and personal growth.
I believe in intellectual and academic honesty and integrity
without which I cannot earn the respect of those with whom I interact.
I believe in developing a sound mind, a sound body and a spirit that is not afraid.
I believe in serving my country and my community by seeking justice, respecting diversity and living courageously.
I believe that these goals can only be achieved through hard
work, open-minded inquiry and responsible living.

–Written by Dr. Chad Davies and Dr. Marvin Thomas

Statement of Mutual Responsibility

There exists in the College community a reciprocal responsibility, which must be mutually acknowledged and respected. Individual behavior reflects upon fellow students and upon the institution; therefore, the general rules and regulations outlined in the Student Code of Conduct section of this catalog are required student stipulations.

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and Gordon State College. While every effort will be made to ensure the accuracy of the material stated herein, the College reserves the right to change any provision listed in this publication without actual notice to individual students. Every effort will be made to keep students advised of changes. Students should view the Gordon State College website (www. gordonstate.edu) for the latest catalog updates.

Student Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, specific types of consumer information are available to prospective students and all enrolled students on the College's Student Consumer Information web page, at
https://www.gordonstate.edu/financial-aid/consumer-info.html

This web page contains a brief description of important information about GSC academic programs, financial assistance, graduation rates, athletic participation, campus security, student rights and responsibilities, study abroad, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Specific information about programs and services is available from the College departments specified on the web page. Printed copies of the information may be requested from the specific College department.

President's Statement on Sexual Harassment

Sexual harassment, in any of its many guises, is a threat to the academic community. Everyone has the right to learn, teach, or work in an environment free from sexual behavior which is intimidating, hostile, or offensive. Such behavior cannot be tolerated because it imperils the purpose and spirit of Gordon State College.

Procedures for Reporting and Handling Harassment and Discrimination

The Gordon State College Response to Sexual and Gender Violence

Gordon State College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Gordon State College 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. Gordon State College strongly encourages members of the community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, though and equitable manner. Any student, faculty, staff, visitor and third party with a complaint or concern that is related to these standards should contact the Title IX Coordinator at Gordon State College campus.

Procedures for Reporting a Sexual Assault

Although Gordon State College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. Gordon State College will assist any victim with notifying local police if they so desire. The Gordon State College Public Safety Office may also be reached directly by calling 678-359-5111 or in person at 419 College Drive, Gordon Hall, Barnesville, GA 30204; or by using one of the emergency call boxes located throughout campus in the residence halls, parking lots and in some academic buildings. Additional information about the Gordon State Police Department may be found online at: police.gordonstatecollege.edu. Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is allege to have occurred on or off campus, the college will assist victims of sexual assaults, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. The college will also assist the victim in notifying law enforcement, if requested, by providing contact information to the victim, or by contacting law enforcement and reporting the incident.

Victims may choose to report a sexual assault using the Maxient reporting system found at https://cm.maxient.com/reportingform.php?GordonStateCollege&layout_id=0. Anonymous reports may be made using the Ethics Hotline available by calling 1-877-516-3454 or online at https://gdn.alertline.com/gcs/welcome. Reports may be made directly to the Title IX Coordinator or the Deputy Coordinator during business hours 8:00 am to 5:00 pm, Monday through Friday.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the College hearing boards/investigators or police.

Employees, applicants, and other members of the college community should report alleged harassment and discrimination to: (a) the direct supervisor; or (b) the Human Resources Manager; (c) the Vice President responsible for the area in which the person who was subjected to the alleged harassment or discrimination (hereafter referred to as "the complainant") works; or (d) the Vice President responsible for the area in which the alleged harassment occurred; or the Anonymous Ethic Hotline. In all cases, a report of harassment must be immediately reported to the Human Resources Manager.

Students and prospective students should report alleged harassment or discrimination to: (a) the student employee's manager; or (b) the Title IX Coordinator at Gordon State College; (c) the Vice President for Enrollment Management and Student Affairs; or (d) the Director of Public Safety. In all cases the responsible employee must promptly notify the Title IX Coordinator of such reports. All employees of Gordon State College with the exception of licensed counselors are considered mandated reporters under Title IX and are required to report any student sexual misconduct that they become aware of. Student Code of Conduct violations should be reported to the Conduct Officer in the Office of Enrollment Management and Student Affairs.

Sexual Misconduct Policy

The Gordon State College Sexual Misconduct Policy is in place to address instances of sexual assault and sexual misconduct, sexual harassment, stalking, intimate partner and dating violence in a meaningful, educational manner that respects the rights of all involved, and to comply with federal laws prohibiting sex discrimination including Title IX, the Clery Act and the Campus SAVE Act, and to ensure the safety of the campus and members of the Gordon State Community.

Link to Gordon State College Sexual Misconduct Policy
http://www.gordonstate.edu/pdf/4.1.7_As_Approved_by_BOR_2017.08.08.pdf

Anti-Harassment Policy

Gordon State College prohibits and will not tolerate harassment based on sex, race, color, nation origin, religion, age, disability, genetic information, veteran status, gender, or any other characteristic protected by applicable law. This policy applies to all administrators, faculty members, staff, employees, applicants, independent contractors, students, prospective students, visitors, volunteers, and anyone else who visits or has business on the campus of Gordon State College or interacts with employees, students, or other members of the college community. Any person who violates this policy against harassment will be subject to appropriate penalties, which may include termination, expulsion, and/or dismissal. "Harassment" prohibited by this policy includes any conduct (including electronic conduct such as e-mails, texting and social media) that has the purpose or effect of interfering with an individual's work or educations performance or creates and intimidating, hostile, or offensive working and/or educations environment, or of interfering with or limiting one's ability to fully participate in or benefit from an educations program or activity. This is the case even when the person responsible for such conduct did not intend to be offensive, or is not part of the Gordon State College community.

Policy Statement on Discrimination

Gordon State College does not discriminate on the basis of sex, race, color, national origin, religion, age, disability, genetic information, veteran status, or any other characteristic protected by applicable law, nor does it permit members of the college community to engage in such discrimination. Gordon State College also prohibits retaliation against individuals who report or oppose conduct which they reasonably believe to violate this policy, as well as individuals who cooperate with investigations of reported discrimination.

This policy on non-discrimination applies to all employment and educational opportunities, including but not limited to recruitment, hiring, compensation, employment benefits, advancement, discipline, educational programs and activities, academic standing, and all other programs, activities, and opportunities offered or governed by Gordon State College.

This policy on non-discrimination further applies to all administrators, faculty members, staff, employees, applicants, independent contractors, students, prospective students, visitors, volunteers, and other members of the Gordon State College community. It is the policy of Gordon State College that members of the college community have the opportunity to work, attend classes, and pursue educational and developmental pursuits in an atmosphere and environment that is free from any form of discrimination. The College expects that all faculty, staff, and students will act in a responsible and professional manner to maintain an environment free from discrimination.

Retaliation

Gordon State College does not retaliate and will not tolerate retaliation against anyone who reports or makes a complaint of sex discrimination, sexual assault, or sexual misconduct, whether reported to Gordon State or an external agency, or against anyone who exercises their rights or responsibilities under Gordon State policies. If any party involved in the incident or conduct process retaliates in any way against a victim, informant, witness, or others involved in an investigation, he or she may be subject to disciplinary action up to and including expulsion or termination of employment.

Confidentiality

Gordon State College as a public institution, cannot guarantee confidentiality in all cases. Gordon State will make reasonable and appropriate efforts to preserve a complainant and respondent's privacy and to protect the confidentiality of information in some cases however, Gordon State's obligation to provide a safe environment free from sex discrimination may override a victim's or other party's interest in confidentiality. The determination whether Gordon State is able to honor a request for confidentiality shall be made by the Title IX Coordinator after consultation with appropriate Gordon State administrators. To the extent permitted by law, Gordon State will take reasonable steps to avoid inclusion of personally identifiable information about a complainant, respondent, or witness in documents made available to the public. If a student wishes to discuss an alleged violation of law or Gordon State policies in a confidential environment, the student may contact the Counseling and Accessibility Services office at 678-359-5585 or the Student Health Center at 678-359-5476.

Title IX

What is Title IX?

Notice of Non-Discrimination under Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Gordon State College does not discriminate on the basis of sex in its education programs and activities. Prohibited sex discrimination covers sexual harassment including sexual violence. "Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual batter and sexual coercion. All such acts of violence are forms of sexual harassment covered under Title IX."

What does that mean?

Title IX prohibits discrimination in any university program including athletics, admissions, academic programs, extracurricular activities, employment, financial

aid, housing, and student services. Every member of the Gordon community – students, faculty, staff, and administrators – is expected to comply with Title IX and to practice respectful, ethical, and equitable treatment of others regardless of their sex.

What behaviors are considered "discrimination based on sex" in violation of Title IX?

Sexual misconduct is a form of sexual harassment prohibited by Title IX. Sexual misconduct refers to "physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability." Sexual misconduct offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

Policy for Victims of Sexual Assaults

It is the policy and practice of Gordon State College to provide an environment that is sensitive and responsive to victims of sexual assaults. In accordance with the position, the college has established a policy for students, employees, and others who may become victims of such assaults on its campuses. Victims are entitle to the following rights:

1. To have sexual assaults treated with seriousness.
2. To be treated with dignity.
3. To have sexual assaults investigated and adjudicated by appropriate criminal and civil authorities.
4. To receive the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
5. To be free from any kind of pressure by campus personnel not to report crimes or to report crimes as lesser offenses than the victims perceive.
6. To have legal assistance, or to have others present, in any campus disciplinary proceedings.
7. To receive the full and prompt cooperation of campus personnel in obtaining, securing, and maintaining evidence as may be necessary to the proof of criminal sexual assaults in legal proceedings.
8. To be made aware of, and assisted in exercising, options regarding mandatory testing of sexual assault suspects for communicable diseases and to be notified of the results of such testing.
9. To receive counseling from mental health services established by the college or from other victim-service agencies.
10. To be protected by campus personnel to the extent reasonable feasible from unnecessary or unwanted contact with alleged assailants.

Institutional Responsibility

Admission, discipline, promotion, graduation, and formulation of all rules and regulations pertaining to students of institutions of the University System are matters to be handled by the institutions within the framework of regulations of the Board of Regents. Students violating rules and regulations of an institution may be punished, suspended, excluded, or expelled as may be determined by the institution.

Any person who violates this policy against discrimination will be subject to appropriate penalties, which may include termination, expulsion, and/or dismissal.

Definitions

Amnesty
Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Community
Students, faculty, and staff, as well as contractors, vendors, visitors and guests.

Dating Violence
Violence committed by a person who is or has been in a close social relationship of a romantic or intimate nature with the victim of the violence.

Domestic Violence
A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power or control over another intimate partner. Domestic violence can be physical, sexual, emotion, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or would someone. There is often a pattern or repeated cycle of dating or domestic violence, starting with the first instance of abuse.

Gender-Based Harassment
Title IX also prohibits gender-based harassment (such as rape, attempted rape, sexual touching and sexual battery) that involves having or attempting to have sexual conduct with another individual without that individual's consent.

Examples of sexual violence

- Any sexual activity performed in the absence of consent or through coercion
- Forced oral, anal, or vaginal sex with any body part or object
- Unwanted rough or violent sexual activity
- Keeping someone from protecting themselves from unwanted pregnancies or STDS

- Sexual contact with someone who is very drunk, drugged, unconscious, or unable to give a clear and informed yes
- Threatening or pressuring someone into sexual activity

Nonconsensual Sexual Contact
Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to touching (or penetrating) of a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching (or penetrating) of a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts.

Responsible Employees
Those employees who must promptly and full report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in s supervisory, advisory, or managerial role are in a position of authority for purposed of this Policy (e.g., teaching, assistants, residential assistants, student managers, orientation leaders).

Sexual Harassment
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonable interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning or living on campus. Sexual harassment can occur between any individuals associated with the College, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member or students and a customer, vendor, or contractor; students; or a student and a faculty member.

Signs that it could be sexual harassment:

- Sexual comments or inappropriate references to gender
- Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.)
- Unwanted touching, patting, hugging, brushing against a person's body or staring
- Inquiries or commentaries about sexual activity, experience, or orientation
- Display of inappropriate or sexually oriented material in locations where others can view them
- Offers of or demands for sex for jobs, promotions, money or other opportunities or rewards
- Unwanted flirtation, advances or propositions

Sexual Misconduct
Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, and sexual harassment and stalking.

Stalking
Engaging in behaviors directed at a specific person that result in that person being reasonably afraid for his or her safety or the safety of others, having to alter his or her activities, or suffering substantial emotional distress.

Signs that it could be stalking:

- Following you, with or without your knowledge
- Calling or texting excessively
- Knowing your schedule and/or showing up at places you go
- Threatening to hurt you, your friends, family, pets or themselves
- Damaging your property
- It can even look romantic or non-threatening, like cards, flowers, emails, etc., but if this behavior is unwanted it could be stalking.

Student
A **student** is defined as anyone that has officially been accepted to Gordon State College, registered properly for at least one course, and paid all required fees for the semester. Enrolling in non-credit courses does not satisfy the requirements for student status.

Handling Reports of Sexual Misconduct

Reports of Sexual Misconduct should be made to the Title IX Coordinator. The Title IX Coordinator or the System Director will lead the investigation into reports involving a student respondent. *The investigation process set forth in Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings shall be followed*.

Hearings, Possible Sanctions and Appeals

All sexual misconduct hearings, sanctions, and appeals involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings.

All sexual misconduct adjudication involving an employee respondent, shall be addressed utilizing the institution's employment policies and procedures.

Title IX Contacts

Title IX Coordinator
Ms. Wendy Byrd
Title IX Coordinator, Director of Human Resources
419 College Drive
Barnesville, GA 30204
Phone: (678) 359-5835
Email: wendyb1@gordonstate.edu

Americans with Disabilities Act (ADA)

It is the policy of Gordon State College to provide reasonable accommodations for qualified disabled individuals who are employees of, students of, or applicants for employment to Gordon State College. The College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required affording equal employment opportunity to qualified disabled individuals. Reasonable accommodations shall be provided in a timely and cost-effective manner in accordance with the policies and procedures of the University System of Georgia and this College.

Students requiring special services or an accommodation in order to participate in any of the classes, programs, or activities of Gordon State College should contact Counseling and Accessibility Services, 678-359-5585. Additional information related to the process for student accommodations may be found at http://www.gordonstate.edu/studentslife/accessibility-services

Any employee at Gordon State College who wishes to request an ADA accommodation should refer to the Gordon State College ADA statement and accommodation request process. Persons requiring accommodations for employment opportunities should contact the Human Resources Office, 678-359-5011. To review the full Gordon State College ADA Statement and Accommodation Request Process Policy, please visit: https://www.usg.edu/hr/manual/americans_with_disabilities_act

Equal Employment Opportunity

Equal Employment Opportunity has been, and will continue to be the fundamental principle of Gordon State College. It is the policy of Gordon State College to provide equal opportunity to all employees, students and applicants for employment or admissions without regard to race, creed, color, sex, national origin, religion, age, veteran status, genetic information, disability or any other characteristic protected by law.

The policy of this college is consistent with the requirements and objectives of Executive Order 11246, as amended, Vietnam Era Veterans' Readjustment Act of 1974, as amended (#38USC2012), Section 503 of the Rehabilitation Act of 1973, and their implementing regulations. It is the college's objective to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job related standards of education, training, experience or personal qualification.

In conformance with the Federal regulations listed above, Gordon State College does not discriminate against any employee or applicant for employment or against any student or applicant for admission in regard to any position for which the employee or student is qualified. Affirmative action shall be taken to ensure fulfillment of this policy including, but not limited to, the following personnel actions:

- Recruiting, enrollment and educational practice
- Hiring, placement, upgrading, transfer or promotion
- Treatment during employment
- Recruitment, advertising or solicitation for employment

- Rates of pay or other forms of compensation
- Selection for training
- Layoff or termination
- Fringe benefits

Voting Privileges

Students are encouraged to vote in all federal, state, and local elections. A student whose class schedule will otherwise prevent the student from voting will be permitted an excused absence for the interval reasonably required for voting (BOR Minutes 1977-78, p. 245). Gordon State College has a Deputy Voter Registrar for the State of Georgia on staff. The Deputy Voter Registrar is qualified to register students to vote in their hometown. Students may register Monday through Friday from 8:00 a.m. to 5:00 p.m. in the Registrar's Office.

Computer and Electronic Equipment Usage Policy

Policy Statement

The rules stated below are (1) to assure that all College property, including, but not limited to, computer hardware and software, electronic and telephone systems are used for business purposes only, (2) to assure that all internal proprietary information is safe-guarded, and (3) to advise employees and students that College equipment is not to be used to store or transmit information or items which they consider to be private or personal. The fact that the College may not have enforced these policies in the past should not be interpreted to mean that the College cannot enforce them now or in the future.

1. Only current faculty, staff, and students may use the College computer equipment, electronic equipment and software.

2. Students may use college computers and software for class assignments, term papers, projects, and/or tutorials for their courses.

3. Computer software is protected by United States copyright law. Most software manufacturers allow for use of software in classes or computer labs. The College does not condone use of its software for any other purpose.

4. Disk/files are subject to inspection by Gordon State College. Those found to contain unauthorized copies of copyrighted software will be erased.

5. In classes where computer networks are used, students may use only user names, passwords, and files authorized by their instructor.

6. Unauthorized changes to machine configurations, system configuration programs, or batch files are prohibited.

7. Unauthorized additions, deletions, or modifications of application software are prohibited.

8. Gordon State College equipment cannot be used to type, transmit or print harassing, offending, illegal, sexually suggestive, or inappropriate messages.

9. All systems belonging to Gordon State College are subject to monitoring. The College reserves the right to enter and review all computer databases and electronic transmissions, including but not limited to, computer, electronic, and telephone systems.

10. Anyone who uses the College's computers and electronic equipment acknowledges and agrees to observe these policies.

Official Method of College Communication

Upon admission to the college, all students are issued a Gordon State College e-mail account which should be checked on a regular basis. Gordon State College considers these e-mail accounts to be an official means of communicating college information to the students.

Information on accessing Gordon State College student e-mail accounts is available on the Computer Services page of the Gordon State College website at www.gordonstate.edu and in the Computer Services Office located in the Instructional Complex, Room 109.

Freedom of Expression

In order to balance the rights, health and safety of all members of the College community, the College may regulate the time, place, or manner of such expression. Accordingly, the following regulations shall apply to all students, student organizations, faculty, staff, and visitors:

1. Persons or organizations may engage in scheduled speech activities in the following Freedom of Expression location: the amphitheater between 8:00 AM and 9:00 PM, Monday through Friday except when the area has been reserved by a College affiliated department or student organization. Maps indicating this area are available in the Community Education Office 678-359-5126.
2. Plans for speaking activities in other campus areas and times may be schedule by the Community Education Office at least 72 hours in advance of the event.
3. This policy does not limit or prohibit the right of members of the College or community to exercise their right to free speech anywhere on campus as long as in doing so they do not in any way disrupt or otherwise interfere with the primary purpose of the College, which is teaching and learning.

Admissions

Office of Admissions

Located in Room 132 of Lambdin Hall, the Office of Admissions is responsible for receiving applications for admission to the College, for admitting new students, and for informing prospective students regarding admission policies and procedures. This office functions as the primary contact for all prospective students. To contact the Office of Admissions, call (678) 359-5021, email gordon@gordonstate.edu, or write:

Office of Admissions
Gordon State College
419 College Drive
Barnesville, GA 30204

In Georgia, you may call toll free (800-282-6504).

The Gordon State College Application for Admission can be accessed online at our website: www.gordonstate.edu/admissons. Please check the Admissions webpage for any updated requirements that may supersede this academic catalog.

Gordon State College is proud to participate in the Adult Learning Consortium and the Soldiers to Scholars Program. For more information on these programs, please contact the Office of Admissions.

Regulations Governing the Admission of Students

All institutions of the University System of Georgia operate under a common statement of regulations governing the admission of students. A complete copy of the regulations is available for inspection in the Office of Admissions or through the Board of Regents website, www.usg.edu.

Students with learning disabilities are responsible for contacting the Americans with Disabilities Act Officer to discuss the type of assistance they will need to be successful at Gordon State College. Please call 678-359-5585 for more information.

All required application materials should be submitted at least fifteen (15) business days prior to the beginning of the semester for which admission is sought. Applications received less than 15 business days prior to the beginning of the semester will be processed as time permits. Those applications will be subject to the terms of the Late Application Agreement, www.gordonstate.edu/forms/admissions/LateAppAgreement.pdf. Please refer to the Gordon State College website for specific information on the late Application Agreement.

Applications to Special Programs

In addition to the preceding admissions policies that apply to all students, Gordon State College offers several programs that have their own application processes and deadlines.

- Associate of Science in Nursing, LPN Bridge, and Bachelor of Science in Nursing Programs: Submit an application to Gordon State College as well as an application to the nursing program. The application for admission to the College is available in the Office of Admissions. The application to the nursing program is available through the School of Nursing and Health Sciences.
- BSED in Elementary Education, and Middle Grades Education: A separate application is required prior to the junior year of studies. The application for the Elementary Education Program and the Middle Grades Education Program is available through the School of Education.
- Bachelor of Science in Biology or Mathematics with Secondary Certification: Students seeking a B.S. in biology or math submit the standard Gordon State College application. However, if they choose the track leading to secondary certification, in addition to declaring a major in biology or mathematics, students must apply for admission to the Teacher Education Program through the School of Education prior to junior year of studies.
- Bachelor of Arts in History or English with Secondary Certification: Students seeking a BA in History or English submit the standard Gordon State College application. However, if they choose the track leading to secondary certification, prior to junior year of studies, in addition to declaring a major in history or English, students must apply for admission to the Teacher Education Program through the School of Education.

State Residency Requirements

The definition of an in-state resident for the purpose of attending Gordon State College is established by the policies of the Board of Regents of the University System of Georgia and does not necessarily parallel other definitions of residency. Any student who has questions regarding his or her residency status should contact the Registrar at Gordon State College or www.usg.edu/policymanual/section4/policy/4.3_student_residency/, the Board of Regents website.

Verification of Lawful Presence

Each University System institution shall verify the lawful presence in the United States of every successfully admitted or readmitted person applying for resident tuition status. Students who submit FAFSA's will be verified electronically. Students who do not submit FAFSA's will be required to submit additional documentation (driver's license, birth certificate, passport, etc.) to the Admissions Office.

Locations

The main campus of Gordon State College is located in Barnesville and sits on the southern edge of the Atlanta Metropolitan Area. The campus encompasses slightly more than 235 acres.

Classes are also offered at three off-site locations. They are:

- Gordon State at UGA in Griffin
- Gordon State at McDonough
- Fort Valley State University

For specific course offerings and locations, go to
http://www.gordonstate.edu/schedule/class-schedules

Written Correspondence with the College

All written correspondence from a student to any office of Gordon State College must include the student's name, student Gordon State College identification number (929xxxxxx), return mailing address, and current phone number. It is in the student's best interest to provide all relevant information to allow the College to respond easily.

If a student is accepted for admission and does not enroll the semester for which he or she applied and was accepted, the student must update his or her admissions file by completing a new Application for Admission and submitting the necessary documents. An application fee is not required for the subsequent application filed, if the paper application is completed. The application fee of $30 must be paid each time an online application is submitted. Additional information may also be required. Acceptance for one term does not guarantee acceptance for any subsequent term.

ACCUPLACER – Placement Testing

ACCUPLACER is a computerized placement exam that tests a student's Reading, Writing and Math skills. The Verbal and Writing sections of ACCUPLACER, tests reading and writing skills and is required for students with a Required High School curriculum deficiency in English.

The mathematics section of ACCUPLACER tests algebra skills and is required for students with a college preparatory, tech/prep or Required High School Curriculum deficiency in mathematics.

Students may elect to take the ACCUPLACER to exempt learning support co-requisite courses. The scores will be used as an additional measure to determine learning support requirements.

The ACCUPLACER exam is not timed. It is offered throughout the week in the Gordon State Testing Center (Student Center 234) at no cost to Gordon State applicants. For more information, including the ACCUPLACER testing schedule, please call the Testing Center Coordinator at (678) 359-5138 or check the Testing

Center website at http://www.gordonstate.edu/testingcenter/home. A re-testing fee of $20 does apply.

Minimum Scores to Exempt Learning Support Placement:

Default courses unless student meets ONE of the exemption criteria below	ENGL 0999/1101
• HSGPA ≥ 3.1 AND Completion RHSC in English/Language Arts OR • ACT English ≥ 17 OR • SAT (old) Verbal/Critical Reading ≥ 430 OR • SAT (new) Evidence-Based Reading and Writing (EBRW) ≥ 480 OR • Accuplacer Reading Comprehension ≥ 61 AND WritePlacer ≥ 4 OR • Accuplacer Next Generation Reading Comprehension ≥ 61 AND WritePlacer ≥ 4	ENGL 1101
Default courses unless student meets ONE of the exemption criteria below	MATH 0997/1001
• HSGPA ≥ 3.2 AND Completion of RHSC in Math OR • ACT Mathematics ≥ 18 • SAT (old) Mathematics ≥ 430 OR • SAT (new) Mathematics ≥ 470 OR • Accuplacer Elementary Algebra ≥ 67 • Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistics ≥ 258	MATH 1001 OR MATH 0999/1111
• HSGPA ≥ 3.4 AND Completion of RHSC in Math OR • ACT Mathematics ≥ 20 OR • SAT (old) Mathematics ≥ 470 OR • SAT (new) Mathematics ≥ 510 OR • Accuplacer Elementary Algebra ≥ 79 • Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistics ≥ 266	MATH 1001 OR MATH 1111 OR higher course for additionally qualified students

Transfer students with credit for ENGL 1101 or an Area A math course have met Gordon State College's Learning support requirements.

Applicant Types

Candidates seeking admission to the College are required to submit certain documents and/or information to the Office of Admissions *before* a final admissions decision can be made. The specific documents and/or information required by the College depend on the category of application being submitted. Presently, the College accepts applications for admission in the following categories: (1) beginning freshmen, (2) GED students, (3) home school students, (4) transfer students, (5) transient students, (6) auditors, (7) post-baccalaureate students, (8) non-degree students, (9) Dual Enrollment Students, (10) non-traditional students, (11) international students and (12) former students seeking re-admission.

The documents and/or information required for each of these application categories are specified below.

Students who graduate from high school before May 2012 are evaluated on the basis of high school grade point average and evaluation of college preparatory curriculum (CPC) or Technical/Career Preparatory Program (TC or Tech/Prep) completion. Students who graduate from high school May 2012 and after will use the Required High School Curriculum (RHSC). For specific test score standards, or other requirements, call the Office of Admissions or refer to the Gordon State College website www.gordonstate.edu.

Beginning Freshmen

Applicants are considered the *beginning (traditional) freshmen category* if they (1) have graduated from high school within five years of the beginning of the semester for which admission is sought and (2) have never enrolled in college (Gordon or any other college). Beginning freshmen are required to submit the following documents/information to the Office of Admissions *before* a final admissions decision can be made:

1. Application for admission,
2. $30 application fee,
3. Official final high school transcript showing the *date of graduation* and *type of diploma* received,
4. Immunization record(s),
5. SAT or ACT *scores are* required,
6. ACCUPLACER Placement Exam may be required.
7. Verification of Lawful Presence.

Acceptance Consideration
It is a common practice for high school seniors to apply to Gordon State College seeking acceptance prior to high school graduation. This acceptance is contingent upon receipt of satisfactory final high school transcript. This usually occurs the second semester (January – March) of the senior year. An official current high school transcript along with the other required documents listed above are submitted for review. Once received, an admissions officer will conduct a preliminary

evaluation of the current high school transcript, and initial acceptance to the College may be granted. However, final acceptance to the college will only be granted after a review of the official final high school transcript including graduation requirement completion.

Addressing University System of Georgia Required High School Curriculum (RHSC) policies as they pertain to Beginning Freshmen at Gordon State College who graduate from high school May 2012 or later:

The high school academic grade point average is based on grades received only for the five (5) academic or core areas of Language Arts, Foreign Language, Mathematics, Science and Social Science. Completion of the 17-unit Required High School Curriculum will be required for students in programs leading to a baccalaureate degree.

The University System of Georgia's RHSC requirements apply to all students described in the categories listed below who enroll in any Baccalaureate Degree or any Associate Degree transfer program that leads to the baccalaureate degree:

1. Students graduating from Georgia or out-of-state public or private high schools within five (5) years of the beginning of the semester for which admission is sought. RHSC requirements do not apply to students who graduated from a high school located outside of the jurisdiction of the United States educational system.

2. Students who passed the GED exam in lieu of high school graduation if their graduating class at the high school would have graduated within five (5) years of the beginning of the semester for which admission is sought. The GED exam does not indicate fulfillment of Required High School Curriculum requirements.

3. Students enrolled in career associate degree programs are exempted from RHSC requirements. However, students in these programs who transfer into programs leading to the baccalaureate degree will be required to meet RHSC requirements if they have not earned a career associate degree before enrolling in the baccalaureate program.

See the separate listings below for required units/courses to be taken in high school to complete the Required High School Curriculum (RHSC):

Required High School Curriculum (RHSC)

Subject Area	Units Required	Standard Courses
English	4	4 levels/units
Foreign Language/ American Sign Language/Computer Science	2	2 units of the same language/ or 2 units of ASL/ or 2 units of Computer Science emphasizing coding and programming
Math	4	Algebra I or Math I Algebra II or Math II Geometry or Math III Pre-Calculus or higher level Math
Science	4	Physical Science 1 lab science course in biology 1 lab science course from the life sciences 1 lab science course from the physical sciences
Social Science	3	American History World History One additional unit of social science
Total:	17	

The 17 minimum RHSC requirements compose the traditional freshman student's high school academic GPA. The University System policy is very specific as to how RHSC deficiencies are decided. Applicants who have not completed the Required High School Curriculum must satisfy deficiencies within their first 30 degree-level credit hours at Gordon State College.

Effective Fall 2014, students may satisfy RHSC deficiencies through any of the following methods:

1. Demonstrate subject matter proficiency through standardized exams. Contact the Admissions Office at 678-359-5021 for information on how SAT, ACT, SATII Subject Tests, CLEP, DSST, and ACCUPLACER exam scores may be used to satisfy RHSC deficiencies.

2. Demonstrate subject matter proficiency through approved coursework. A student may address RHSC deficiencies prior to enrollment at Gordon State College by passing an approved high school course in the deficiency area(s) at a high school accredited by a recognized accrediting agency or by passing a three credit collegiate course at a regionally accredited college or university. A student who has passed a terminal course in a subject area while in high school will be considered to have met the RHSC requirement in that subject area. For example, a student who has completed calculus in the 11th grade will be deemed as meeting the RHSC requirement in math.

3. Demonstrate subject matter proficiency through appropriate college courses. A student may address RHSC deficiencies after enrollment at

Gordon State College by passing a three credit collegiate course in the area of the deficiency at Gordon State College or any regionally accredited college or university within the first 30 college credit hours.

English	Exempt or exit the Learning Support English requirement
Foreign Language	Pass a three credit collegiate introductory foreign language course
Math	Exempt or exit the Learning Support math requirement
Science	Pass any three or four credit collegiate science course
Social Science	Pass any three credit collegiate social science course

Effective Fall 2014, collegiate courses used to satisfy RHSC deficiencies will be applied toward graduation and will be computed in the semester and cumulative grade point average. Students who completed collegiate courses to satisfy RHSC or CPC deficiencies prior to Fall 2014 may appeal to have those courses applied toward graduation. Contact the Registrar's Office at 678-359-5022 for information on the academic request process.

Any Gordon State College student who has a confirmed RHSC deficiency upon final acceptance to the college must satisfy the deficiency within the first 30 degree-level credit hours. Students who earn 30 hours of degree-level credit and have not satisfied all RHSC deficiencies may not register for other courses (except required Learning Support courses) unless they also register for the appropriate deficiency course(s) as applicable. Every Gordon State College student is assigned an academic advisor who assists the student in setting up a class schedule that fulfills completion of RHSC deficiencies. The advisor will be assigned at the beginning of the school term.

GED Students

Applicants are considered GED students if they have passed the GED exam in lieu of high school graduation and if their high school class would have graduated within five years of the beginning of the semester for which admission is sought. A minimum score of 145 on each section of the GED is required for admittance or 2250 on the old GED test. A student receiving a GED cannot be admitted to the College for any term before his or her high school class's date of graduation. GED applicants are required to submit the following documents and/or information to the Office of Admissions *before* a final admissions decision can be made:

1. Application for admission - $30 fee
2. Official GED Scores,
3. Immunization Record(s),
4. Verification of Lawful Presence,
5. ACCUPLACER Scores, and
6. Official Transcripts showing all work completed in High School.

Home-Schooled Applicants

The Board of Regents has established five paths to admission for a home-schooled student. They are:

1. Diploma from a regionally accredited home study program or Center of the Accrediting Commission for Independent Study (ACIS),
2. SAT scores in top 5% of national college-bound seniors,
3. GED test,
4. SAT II Subject Tests, and
5. Portfolio Assessment.

University System of Georgia currently recognizes the following agencies of accreditation:

- Regional Accrediting Agencies
- Georgia Accrediting Commission
- Georgia Private School Accrediting Council
- Accrediting Commission for Independent Study
- Public school regulated by a school system and State Department of Education

The University System of Georgia is dedicated to providing access to college to the students of Georgia and offers its support to the students of school systems in jeopardy of losing Southern Association of Colleges and Schools Council on Accreditation and School Improvement accreditation. Admission to any University System of Georgia college or university will not be negatively impacted should SACSCASI determine that the accreditation of a school system must be revoked.

Students graduating from a high school regulated by a school system and state department of education, meeting all other Board of Regents and institutional admission requirements, including the 16 units required of the College Preparatory Curriculum (for those graduating prior to 2012) or the 17 units required for the Required High School Curriculum (for those graduating 2012 or later), will continue to be considered for admission in the same manner as students from SACSCASI accredited schools in the state.

The GED Track for Home-Schooled Applicants:

Applicants who graduated from a non-accredited home-school within the past five years fall into the traditional beginning freshman category and may also present the GED exam score sheet as an alternate means of entrance into a two-year unit of the University System. The minimum passing score for the GED, under current University System of Georgia policy, is a 145 for each section or a 2250 on the old GED. Home-school applicants who present GED scores will be required to take the ACCUPLACER placement exam. The GED applicant who enters the college under the traditional freshman category must complete the 16 CPC or 17 RHSC requirements that all traditional beginning freshman applicants are required to provide. In many cases, the applicant

successfully exits out of Learning Support English (reading and writing) and Math, thereby making up 8 CPC deficiencies automatically. However, those applicants who do not test out of learning support classes must take extra courses that make-up/validate the 16 CPC or 17 RHSC requirements, thereby extending the time frame for completion of the two-year degree.

Transfer Students

Applicants are considered transfer students if they have enrolled in at least one other college or university prior to applying to Gordon State College irrespective of the college credit received. Transfer students must submit the following documents/information *before* a final admissions decision can be made:

1. Application for Admission - $30 fee,
2. Final, Official Transcripts from all Colleges and Technical Schools/Colleges Attended,
3. Immunization Record(s),
4. Verification of Lawful Presence, and
5. High School Transcript.

Although item (4) is required only for applicants with fewer than 30 transferable credit hours, all applicants are strongly encouraged to submit a high school transcript with their initial application. Submitting these documents with the initial application will reduce the potential for a delay in the acceptance/registration process.

Failure to list and submit an official transcript from any institution previously attended subjects the applicant to strict disciplinary action, including expulsion.

To qualify for admission to Gordon State College, a transfer student with 30 or more transferable credit hours must be eligible to return to the most recent college or university attended or have approval from the Gordon State College Admissions Committee. Applicants with fewer than 30 transferable credit hours from other institutions are required to meet the admissions requirements of beginning freshmen.

Limitations on Transfer Credit

Students seeking to transfer course work to Gordon State College must be aware that the transfer of credit is subject to the limitations listed below:

1. Gordon State College awards transfer credit for all degree level course work earned through any college or university accredited by a regional accrediting association. In addition Gordon State College reserves the right to accept or refuse on a case by case basis transfer credit for any degree level course work earned through a non-regionally accredited institution.
2. Courses transferred from technical colleges in Georgia, accredited by the Commission on Colleges of the Southern Association of College and Schools (SACSCOC) may be viewed at: http://www.gordonstate.edu/pdf/TechColTransEquiv.pdf.

3. Courses in which a grade of *D* was earned will be transferred only if non-transfer Gordon State College students are allowed to use a grade of *D* toward degree credit for that course.
4. No more than 42 semester hours of combined transfer credit from all sources will be accepted toward an Associate Degree.
5. Credit is not awarded for passing the General Education Development Test (GED).
6. If approved by the Admissions Committee, students transferring to Gordon State College after having been suspended, dismissed, expelled, excluded or placed on probation by their former institution shall *enter on academic probation and shall be subject to Gordon State College's academic standards*.
7. Students transferring to Gordon State College from other University System schools will be required to complete all Learning Support areas that they have not exited. *Transferring to Gordon will not relieve students from Learning Support requirements placed on them by another University System institution*.
8. Transfer students completing high school within five years of the beginning of the semester for which admission is sought will be required to complete College Preparatory Curriculum (CPC) or Required High School Curriculum (RHSC) requirements not satisfied in high school or at the previous institution. *Transferring to Gordon State will not relieve students from CPC or RHSC requirements.* (See page 31 for additional information regarding College Preparatory Curriculum and Required High School Curriculum.)

Transient Students

Applicants are considered transient students if they are currently enrolled in another college or university and wish to take courses temporarily at Gordon State College. Transient students typically attend Gordon State for one semester, take courses prescribed by their home institution, and then return to their home institution. Transient students must submit the following documents before a final admissions decision can be made:

1. Application for Admission - $30 fee,
2. Letter of Transient Permission,
3. Immunization Record(s), and
4. Verification of Lawful Presence.

Item (2) must clearly indicate the applicant's current academic status, the matriculation term of their home institution, and the course(s) the applicant is approved to take at Gordon State College. The Dean or Registrar of the applicant's home institution typically furnishes the Letter of Transient Permission.

The student, in accordance with established College policies, may request transcripts of course work attempted at Gordon State College.

Transcripts will not be automatically forwarded to the student's home institution.

Auditors

Auditors are in an applicant category specifically designed for students who wish to enroll in a course or courses at Gordon State College but not receive any college credit toward degree requirements for the work attempted. An applicant wishing to apply as an auditor must submit the following required documents/information before a final admissions decision can be made:

1. Application for Admission - $30 fee,
2. Official High School transcript and/or official college transcript *or*
3. Official GED score sheet,
4. Immunization Record(s), and
5. Verification of Lawful Presence.

Students enrolled as auditors must pay all regular fees for enrollment. Students may not transfer from audit to credit-seeking status without satisfying the admissions requirements for credit status as either a beginning freshman or transfer student. Students who receive an audit grade may not convert it to a credit grade, and vice versa.

Post-Baccalaureate Students

Applicants are considered *post-baccalaureate students* if they have received a baccalaureate degree from a regionally accredited institution and wish to enroll in undergraduate courses and receive college credit. There is no limit on the amount of undergraduate credit post-baccalaureate students can earn. Post-baccalaureate students must submit the following documents/information *before* a final admissions decision can be made:

1. Application for Admission - $30 fee,
2. Official Transcript from the Institution which Awarded the Highest Degree, and
3. Immunization Record(s), and
4. Verification of Lawful Presence.

Post-baccalaureate students will be admitted as non-degree students without a limitation on the number of credit hours they can earn. Post-baccalaureate students who decide to pursue a degree at Gordon State College must satisfy the admissions requirements for transfer students. For more information or to request a packet of application materials, contact the Office of Admissions at (678) 359-5021.

Non-Degree Students

Applicants without a baccalaureate degree may enroll as *non-degree students* for a maximum of ten (10) semester credit hours (including institutional credit).

Non-degree students may not enroll in any course for which there is a Learning Support prerequisite unless they have been screened for and exempted the relevant Learning Support course. Applicants seeking admission as non-degree students must submit the following documents *before* a final admissions decision can be made:

1. Application for Admission - $30 fee,
2. Immunization Record(s), and
3. Official High School and/or College Transcripts, and
4. Verification of Lawful Presence.

Dual Enrollment Program for High School Students

In accordance with the Board of Regents Academic Affairs handbook, section 3.6.2, the University System of Georgia recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of three organized programs: (1) Dual Enrollment Programs, program in which the student, while continuing his/her enrollment in high school, enrolls in courses for both high school and college credit in which tuition and textbook costs are covered by the Georgia Student Finance Commission (GSFC); (2) a joint enrollment program in which a student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit; and (3) an early admission program in which the student enrolls as a full-time college student following completion of the junior year in high school. The minimum admission standards for the dual enrollment, joint enrollment and early admission programs have been developed to allow certain advanced students to receive both high school and college credit for some courses.

Admission Standards

1. Minimum SAT score of 24 Reading and 470 Math or Minimum
2. ACT score of 17 English and 18 Math.
3. Accuplacer scores of 258 Math (Elem. Algebra), 4 English (Write Placer), and 237 Reading
4. Minimum cumulative high school grade point average of 3.00 or higher in courses taken from the required 17 RHSC (Required High School Curriculum) units.

Documentation required for the Dual Enrollment Program includes:

1. Printed Application to Gordon State College,
2. Official high school transcript with a High School Core GPA of 3.00 or higher,
3. SAT, ACT, or ACCUPLACER scores as specified above,
4. Completed online Dual Enrollment application at https://www.gafutures.org/,
5. Completed Certificate of Immunization,
6. Verification of Lawful Presence.

Non-Traditional Students

Applicants are considered *non-traditional students* if they meet **all** of the criteria listed below. Applicants must have:

1. Graduated from high school at least five years before the beginning of the semester for which admission is sought or have been part of a high school class that *would have graduated* at least five years before the beginning of the semester for which admission is sought,
2. A high school diploma from an accredited or approved high school or a GED,
3. Earned fewer than 30 transferable semester credit hours, and
4. Not attended college within five years of the beginning of the semester for which admission is sought or must be in good standing at the last college attended if admitted to that college as a non-traditional student.

Applicants applying as non-traditional students who have taken the SAT or ACT may submit their test scores to the College. All non-traditional students will be required to take both the verbal and mathematics sections of ACCUPLACER to determine Learning Support requirements.

Gordon State College ACCESS Institute

The Gordon State College ACCESS Institute (the Fall Institute and the Summer Institute) provides an alternative admission pathway to applicants identified as having the potential to succeed in college but who do not otherwise meet admissions criteria. This ability is demonstrated through adherence to the following standards of progress.

- All students must earn at least a C in all courses during the first term.
- All students who remain in the program after the first term must take a set of prescribed classes together (i.e., remain in a cohort) for at least one additional semester.
- All students agree to meet regularly with academic coaches, advisors, and tutors appointed by the college and to follow their guidelines and recommendations.
- Access Institute student may not drop classes without also dropping out of the program.

Applicants who do not meet the above standards of progress will be allowed to continue in the program. Only students meeting the above criteria and in good academic standing can continue at Gordon State College.

ACCESS Institute students remain subject to all other applicable college policies. Admission to one of the ACCESS Institutes, furthermore, is contingent upon the execution of a contract specifying additional conditions.
First-term students in the Institute will normally be enrolled in ENGL 0999/1101 (College Composition I with a support lab), and FIRE 1000, a specially designed course to improve student success, and other college-level electives. Second-term students will normally be enrolled in ENGL 1102, one of the required Physical Education lecture courses (PHED 1001 or 1010), two college-level elective courses, and MATH 0997/1001 (Quantitative Skills and Reasoning with a support lab).

Professor James Woodruff is the ACCESS Institute Coordinator. Interested applicants can contact him at 678-359-5157 or through the Office of Admissions at 678-359-5021.

Unless stated elsewhere here, students in the ACCESS Institute are subject to the same appeals processes and documentation requirements as regularly admitted students.

International Students

Gordon State College is authorized under Federal law to enroll nonimmigrant alien students.

1. Application for admission to Gordon State College ($30 application fee). International applicants are encouraged to complete the entire application process as detailed below by May 1 for Fall Semester entry and by October 1 for Spring Semester entry to the college.

2. Immunization form signed by a physician or health official.

3. Official copy of document showing that the applicant has attained an education level equivalent to a United States high school diploma. Official transcripts from all post-secondary institutions attended in the United States and other countries. The student must also arrange for the completed evaluation to be submitted to Gordon State College.

   IMPORTANT: All documents must be provided in English language translation.

   Gordon State College recommends applicants consider contacting World Education Services (WES) *www.WES.org*, especially if college-level coursework is submitted for consideration as transfer credit into the college. The applicant will pay a fee to WES for this service.

4. Official scores from the ***TOEFL*** (Test of English as Foreign Language) if English is not the applicant's native language. A minimum score of 525 on the paper-based test (PBT), 197 for the computer-based test (CBT) or 71 for the internet-based test (IBT) is required for admission. If an international student graduates from a US high school, the TOEFL will not be required; instead the applicant can submit SAT I (Scholastic Aptitude Test) or ACT (American College Test) scores. If English is your native language, the SAT or ACT is required, along with final, official high school transcript. The TOEFL School Code for Gordon State College is 5256. **Note: TOEFL scores are only valid for 2 years after the test date.**

Gordon State College Admissions Standards:

1. Minimum SAT scores for admission to Gordon State College: (Taken March 2016 or later) are 19 Reading test score and 360 Math section score. Old SAT I score of 330 Critical Reading and 310 Math
2. SAT scores for regular admission to Gordon State College (Taken March 2016 or later) are 24 Reading test score and 470 Math section score. Old SAT I score of 430 Critical Reading and 430 Math
3. Minimum ACT scores for admission to Gordon State College are 12 English and 14 Math.
4. ACT scores for regular admission to Gordon State College are 17 English and 18 Math.

Information on the ***TOEFL*** may be obtained by writing or calling:

Educational Testing Service
P O Box 592
Princeton, NJ 08540
Telephone number: 609-951-1100.
www.toefl.org

Information on the ***SAT I*** may be obtained by writing or calling:

College Board ATP
P O Box 592
Princeton, NJ 08541
Telephone number: 609-951-1100.
www.collegeboard.com

Information on the ***ACT*** test may be obtained by writing or calling:

ACT National Office
P O Box 168
Iowa City IA 52243-0168
Telephone number: 319-337-1000.
www.act.org

5. If the applicant is not a US citizen or Resident Alien, an official, certified financial statement of responsibility documenting that the applicant has sufficient funds ($24,000 US dollars *minimum*) to cover all expenses involved in attending Gordon State College for 1 academic year (2 semesters) of study; traveling to and from the United States; and living away from the college when the campus residence halls are closed for holidays. **Contact the Office of Admissions for official financial forms** at www.gordonstate.edu/admissions/international-students.

6. Gordon State College, in general, does not offer any financial assistance for citizens of other countries. However, some international applicants do receive athletic scholarships to cover partial expenses. Athletic

scholarship eligibility information may be obtained by contacting the Athletic Office at (678) 359-5061 or www.gordonstate.edu/athletics.

7. **IMPORTANT: The applicant must provide all necessary documentation of current status with the U.S. Citizenship and Immigration Services (USCIS). This documentation includes, but is not limited to:**
   - **Copy of VISA**

Upon request, the applicant may be asked to provide additional documentation.

After all of the above information (steps 1-7) has been received, applicants who are determined to be acceptable to Gordon State College will be issued the I-20 form for entry into the United States. Prior to registration for classes, international applicants may have to take the COMPASS (Collegiate Placement Exam) if they have not graduated from a US high school. This exam is free, un-timed, and computerized. It consists of three (3) parts: English, Reading, and Math. The COMPASS exam results are used for determining the applicant's entry level into the college and are used in advisement.

International applicants, upon final acceptance, must attend the **New Student Orientation** prior to registration of classes and before moving into residence halls.

IMPORTANT NOTICES:

International students holding an F-1 student visa must comply with all requirements for maintaining their status as F-1 student visa holders. Failure to follow requirements will result in termination of status and require students to leave the United States.

International students holding an F-1 student visa are required to have health insurance coverage while attending Gordon State College. Health insurance coverage is available through the University System of Georgia's partnership with the insurance company, United Healthcare. Full details and information on the cost of coverage are available in the Gordon State College Bursar's Office or at: https://studentcenter.uhcsr.com/gordonstate.

International applicants who wish to live in a residence hall should submit a **Gordon State College Residence Hall Application** at their earliest convenience. Please keep in mind that our residence halls fill up very early, so applicants are encouraged to apply for a room before July 1 for Fall Semester and December 1 for Spring Semester.

Current schedules for tuition, fees, residence halls, and meals are available on the web at:
http://www.gordonstate.edu/bursars-office/tuition-fees-and-payment-information.

On average, textbooks generally cost approximately $400 - $500 per semester.

Gordon State College accepts Visa, MasterCard, American Express, and Discover for payment as well as web check.

Any debt not paid by a student in a timely manner may be turned over to a collection agency or pursued through the courts. The student is responsible for payment of any collection or legal fees incurred as a result.

Currently, Gordon State College has international students representing 38 different countries.

Please contact the Office of Admissions (678-359-5021) if you have any questions.

Former Gordon State College Students Seeking Re-Admission

Former Gordon State College students seeking re-admission must apply through the Office of Admission. Please see the section on Readmission of Former Students (page 48) for more information.

Registrar's Office

The Registrar's Office, located in Room 126 of Lambdin Hall, is responsible for (1) maintaining the permanent records of students after they have enrolled, (2) creating class rolls and grade reports, (3) determining graduation lists, and (4) providing academic transcripts and enrollment verifications. This office is the primary contact for continuing and returning students. To contact the Registrar's Office, call (678) 359-5022 or write:

Registrar's Office
Gordon State College
419 College Drive
Barnesville, GA 30204

Include the student's name, Gordon State College identification number, return mailing address, and current phone number to allow the Registrar's Office to respond to correspondence easily.

Confidentiality of Records and Rights of Individual Privacy

Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

   A student should submit to the Registrar, Department Head or School Dean, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the

hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA authorizes disclosure without the student's consent in the following cases:

    - Directory Information which includes a student's name, address, telephone number, e-mail address, date and place of birth, photograph, dates of attendance, full/part-time enrollment status, major field of study, degrees, awards and honors received, previous institutions attended, participation in athletic and student activities, and height and weight of members of athletic teams. Students have the right to prohibit the release of their own directory information by advising the Registrar's Office in writing.

    - To school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Gordon State College Foundation; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

    - Upon request, to officials of another school in which a student seeks or intends to enroll.

    - To comply with a judicial order or lawfully issued subpoena.

    - To provide results of disciplinary proceedings to an alleged victim of a crime of violence.

    - To provide information from Gordon State College Department of Public Safety records.

    - In the case of a health or safety emergency.

    - To parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1986. For purposes of compliance with FERPA, Gordon State College considers all students to be independent students unless otherwise indicated with appropriate documentation.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Gordon State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Exception for Disclosures: The school at its discretion may notify parents of a student under 21 if the institution has determined that the student violated its alcohol or drug policies.

Notification: Students are notified of their rights under FERPA through the Gordon State College Academic Catalog, the Gordon State College website, Gordon State College email accounts, and at New Student Orientations.

Credit by Examination

Gordon State College recognizes that learning often results from advanced placement study, individual vocational study, and occupational experiences and offers credit by examination in accordance with the following policy.

Advanced Placement

Gordon State College recognizes the Advanced Placement (AP) Program of the College Board and awards credit for the examinations listed below according to the following regulations.

1. Credit hours earned through AP examinations will be recorded on a student's permanent record and will count toward graduation.
2. Credit by AP examination will not be allowed for a course in which the student is enrolled or has previously received a grade.

The AP examinations recognized by Gordon State College, the minimum scores required for credit, and the amount of credit awarded for each examination can be found at https://www.gordonstate.edu/academics/Exceptional%20Students/advanced-placement-ap/index.html. Contact the Registrar's Office at 678-359-5022 if additional information is needed.

College Level Examination Program (CLEP)

Gordon State College recognizes the College Level Examination Program (CLEP) of the College Board and awards credit for the examinations listed according to the following regulations.

1. Credit hours earned through CLEP will be recorded on a student's permanent record and will count toward graduation.
2. CLEP credit will not be allowed for a course in which the student has received a grade.
3. CLEP credit will not be awarded for an examination taken more than twice.

The CLEP subject examinations recognized by Gordon State College, the minimum scores required for credit and the amount of credit awarded for each examination can be found at http://www.gordonstate.edu/admissions/college-level-examination-program-clep. Contact the Registrar's Office at 678-359-5022 if additional information is needed.

DSST (Dantes Testing Program)

Gordon State College participates in the University System of Georgia Soldiers to Scholars Program (S2S). As part of our efforts to be military friendly, we give credit for testing that occurs under the DSST program (also known as DANTES tests) using the scores recommended by the American Council of Education.

Information concerning the DSST tests and the corresponding Gordon State College credit can be found at http://www.gordonstate.edu/registrar/dantes-subject-standardized-tests-dsst-credit.

International Baccalaureate Diplomas and Certificates

Students who have participated in International Baccalaureate Programs in their high schools are welcomed at Gordon State College. In many circumstances, the college is able to award college credit for exemplary performance in IB courses.

If the student did not earn an International Baccalaureate Diploma but did earn a certificate in one or more *higher level* International Baccalaureate (IB) courses with a score of 4 or better, course credit is awarded by the academic divisions when it is judged that the IB course is equivalent to a course at Gordon State.

If the student completed the International Baccalaureate Diploma, the college will examine test results from both standard IB courses and higher level IB courses in all disciplines and award credit according to the following schedule.

Score	Standard Level	Higher Level
4	0	3-4
5	0-4	3-8
6-7	3-8	3-12

Students who have completed International Baccalaureate diplomas and/or certificates should provide evidence to the Admissions Office of their success in their courses. The Admissions Office will then consult with academic officers and award credit as described above. *There will be a maximum of 24 semester hours credit given on the basis of work completed in International Baccalaureate Programs.* Students cannot earn credit for the same course on the basis of AP testing and IB course credit.

Readmission of Former Students

Students who are seeking to return to Gordon State College after an absence of three or more semesters (exclusive of summer semester), students who have attended another institution since enrollment at Gordon State College and/or are seeking to return after academic suspension, must complete the readmission process with the Office of Admissions at least fifteen (15) days prior to the beginning of the semester for which readmission is sought. Applications for readmission are available in the Office of Admissions, and at https://www.gordonstate.edu/admissions/readmission-policy.html.

Students who wish to return to Gordon State College after being placed on academic suspension at Gordon State must apply for readmission to the College. If approved by the Admissions Committee, students will be readmitted on academic probation. As part of the readmission process, these students will be required to have a conference with personnel in the Student Success Center and take the one semester hour course, STAR 0098, in their first semester of attendance after an academic suspension.

Students applying for readmission who have attended other colleges and/or universities since their most recent enrollment at Gordon State must submit an official transcript from each college or university attended to the Office of Admissions *before* a readmission decision can be made. In addition, a Transfer Eligibility Form completed by the most recent college/university attended since leaving Gordon State is required. Transfer Eligibility Forms are available in the Office of Admissions and at http://www.gordonstate.edu/forms/registrar/TransferEligibilityForm.pdf.

To qualify for readmission to Gordon State College, a former student must be eligible to return to the most recent college or university attended, or if suspended, dismissed or expelled from the most recent college or university attended, have approval from the Gordon State College Admissions Committee. If approved by the Admissions Committee, students readmitted to Gordon State College after having been placed on academic suspension, dismissal, expulsion, or probation by their former institution shall enter on academic probation and shall be subject to the academic standards of Gordon State College.

If absent for one year (three semesters) or longer, a former student with unmet Learning Support requirements must be re-evaluated for Learning Support placement which may require taking the ACCUPLACER placement exam. If placement testing is required, students seeking readmission will be notified by the Admissions Office.

Each University System institution shall verify the lawful presence in the United States of every successfully readmitted person applying for resident tuition status. Students who submit FAFSA's will be verified electronically. Students who do not submit FAFSA's will be required to submit additional documentation (driver's license, birth certificate, passport, etc.) to the Office of Admissions.

If a student is accepted for readmission and does not enroll the semester for which he or she applied and was readmitted, the student must update his or her readmission file by completing a new Application for Readmission and submitting the necessary documents. Additional information may also be required. Readmission for one term does not guarantee readmission for any subsequent term.

For more information or to request an application for readmission, contact the Office of Admissions.

Request for Transient Study

Gordon State College students who wish to attend another college on a temporary basis must request a Letter of Transient Permission by submitting a request form to the Gordon State College Registrar's Office (available in the Registrar's Office or at http://www.gordonstate.edu/forms/registrar/TransientPermission.pdf).

Students who are eligible for the HOPE Scholarship must also complete the Request to Use HOPE Scholarship Funds as a Transient Student form, available at http://www.gordonstate.edu/forms/finaid/FedFundsTransient.pdf.

Students are responsible for applying for admission to the school they wish to attend on a transient basis.

Students must be currently enrolled at Gordon State College or be readmitted to Gordon State for the term of transient study to receive transient permission. Students who are on Academic Suspension or Learning Support Suspension are not eligible for transient study. Currently enrolled students who receive transient permission before the end of the term will be reviewed after the term has ended for appropriate academic standing. Transient permission will be revoked for students placed on Academic Suspension or Learning Support Suspension at the end of the term.

Students who receive transient permission are allowed only one semester of transient study before returning to Gordon State College. It is the student's responsibility to have an official transcript of transient courses and grades sent to the Gordon State College Registrar's Office after the courses are completed. Students who receive transient permission but do not enroll at the requested transient college must provide a written, signed statement that they did not attend the transient college to the Gordon State College Registrar's Office.

Transcripts

Gordon State College will release an official College transcript to a specified third party upon written request from the student to the Registrar's Office. All transcript requests must include the student's signature and should contain the student's Gordon State College identification number, most recent semester of attendance, other names used while in attendance at Gordon State, and the name and address of the party to receive the transcript. There is no charge for transcripts. Transcripts will not be released for students who have any outstanding obligation to the College.

Verification of Enrollment

To obtain a written verification of enrollment at Gordon State College, a student must submit a request for the verification to the Registrar's Office. A student is defined as anyone who has officially been accepted to Gordon State College, registered properly for at least one credit course, and paid all fees required for the semester.

Veterans Benefits

The Registrar's Office will assist veterans who are eligible for federal educational benefits by facilitating the process of applying for the federal educational benefits and by maintaining proper liaison with the Veterans Administration (VA).

Students who are eligible for Veterans Benefits are responsible for paying fees directly to the College and meeting payment deadlines applicable to all students. Payment of Veterans Benefits normally begins 30 to 45 days after the College certifies the student's enrollment for the semester. Attendance is strictly enforced for students receiving Veterans Benefits. Upon being absent from a class three consecutive weeks in a full fall or spring term, two consecutive weeks in a half fall or spring term, two consecutive weeks in a full summer term, or one week in a summer alternate or half term, the College is responsible for reporting the student to the VA. Failure to attend classes on a regular basis will result in reduction or loss of benefits for the semester.

Students receiving Veterans Benefits who withdraw from the College or reduce academic course loads are required by the Veterans Administration to report such action promptly to the Certifying Official in the Registrar's Office.

All questions and concerns involving Veterans Benefits should be directed to the VA Certifying Official in the Registrar's Office

Military Service Members

Residency Requirements

A military friendly institution limits academic residency requirements for active duty service members to no more than 25 percent of the undergraduate degree program; recognizes all credit course work offered by the institution as applicable in satisfying academic residency requirements; and allows service members to satisfy academic residency requirements with courses taken from the institution at any time during their program of study, specially avoiding any 'final year' or 'final semester' residency requirement, subject to stated requirements in specific courses such as majors.

Gordon State College limits academic residency to no more than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active duty service members are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner.

To qualify for a **Baccalaureate degree** at Gordon State College, the student must earn at least 30 semester hours of credit applicable for the degree at Gordon State College. In addition, half of the upper level hours required for the degree must be completed at Gordon State.

To qualify for an **Associates of Arts or Science degree**, the student must earn at least 16 hours of degree requirements at Gordon State College.

See "Graduation Requirements" for additional details.

Credit Learning From Military Experience

A military friendly institution provides processes to determine credit awards and learning acquired for specialized military training and occupational experience when applicable to a service member's degree program.

Students will be allowed to connect workplace learning with academics by gaining academic credit for formal courses and examinations taken outside of traditional degree programs. During this audit process, a team of academic faculty evaluators from relevant disciplines will review courses or exams and, if appropriate, make college credit recommendations.

A military friendly institution recognizes and uses the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and in awarding credit for appropriate learning acquired in military service. Students must contact the Adult Learning Coordinator to initiate the process of seeking this credit.

Adult Learner Credit for Experience-Based Learning

The Adult Learning Consortium defines an adult learner as possessing any one of the following three characteristics at the time of his or her enrollment/reenrollment:

- 25+ years old
- 20-24 years old with fewer than 30 credit hours completed
- 5 Years since high school completion

Some adult learners will have acquired college-level knowledge and insight through work experiences or through educational experiences and courses that did not carry college credit. The process of validating these experiences and assigning college credit to them is called Prior Learning Assessment (PLA). At Gordon State College, a student can seek Prior Learning Assessment by using national examinations, by examination connected to specific Gordon courses, by assigning of credit for formal courses and tests connected to the workplace and validated by the American Council on Education (ACE), and by portfolio evaluation. If a student seeks Prior Learning Assessment, he or she should contact the Adult Learning Coordinator, Dr. Tonya Moore. Dr. Moore will guide the student through the process.

Prior Learning Assessment

National Examinations: By far the most frequently used mechanisms for PLA at Gordon are national examinations such as CLEP tests (College Level Examination Program), AP Tests (Advanced Placement Tests) and DANTES tests (Defense Activity for Non-Traditional Educational Support). Through these testing services, there are tests that provide credit for most courses in Areas A-E of the Core Curriculum; for many courses, in various Area F's of the Core Curriculum, and some upper-level courses. For information on these tests, refer to the *Credit by Examination* section of the Gordon Catalog.

Departmental Examinations: As mentioned above, there are national examinations that can yield credit for most 1000 and 2000 level courses. However, if there is a course at any level for which there is no such test, sometimes credit can be given on the basis of examination developed on the Gordon campus. A currently enrolled student who can present satisfactory evidence that he or she is qualified in a particular subject may petition to take a departmental examination in that subject. Satisfactory evidence may be, but is not limited to, work experience, non-credit courses, course work at non-accredited institutions, or military courses. However, campus-based exams will not be permitted for courses for which the student has previously taken an examination for credit or was previously enrolled at Gordon State College.

Courses, Examinations, and Experiences Validated by ACE: In some cases, formal courses and examinations that take place outside of traditional degree programs have been evaluated by the American Council on Education and recommended for credit. If a student can provide evidence of such experiences to the Adult Learning Coordinator, she will assemble a team of faculty evaluators to look at the course or examination and make recommendations relative to college credit.

Portfolio Evaluation: If a student has had college-level learning experiences that cannot be evaluated using the aforementioned mechanisms, he or she may wish to consider portfolio evaluation. Under the guidance of the Adult Learning Coordinator, the student would sign up as a transient in a section of PLA 2000 at a sister institution. In that course the student would be guided as she or he prepares appropriate documentation to substantiate a request for credit. These materials would then be reviewed by a disciplinary expert.

Ten Standards for the Assessment of Learning

Academic:

I. Credit or its equivalent should be awarded only for learning, and not for experience.

II. Assessment should be based on agreed upon and public standards and criteria for the level of acceptable learning.

III. Assessment should be treated as an integral part of learning, not apart from it, and be based on an understanding of learning processes.

IV. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.

V. Credit or other credentialing should be appropriate to the context in which it is awarded and accepted.

Administrative:

VI. If awards are for credit, transcript entries should clearly describe what learning is being recognized and be monitored to avoid giving credit twice for the same learning.

VII. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available for all parties involved in the assessment process.

VIII. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.

IX. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.

X. Assessment programs should be regularly monitored, reviewed, evaluated, and revised as needed to reflect changes in the needs being served, the purposes being met, and in the state of the assessment arts.

Learning Support Program

Mission Statement

The learning support program contributes to the Gordon State College mission by providing supportive access to high quality post-secondary education through improvement of foundational skills.

Program Goal

The Gordon State College learning support program supports student success in entry-level collegiate course work in Math and English.

Program Outcome

Students enrolling in learning support courses at Gordon State College will be successful in the appropriate college-level course in math or English.

A student's Learning Support status is determined through the following placement criteria:

Default courses unless student meets ONE of the exemption criteria below	ENGL 0999/1101
• HSGPA ≥ 3.1 AND Completion RHSC in English/Language Arts OR • ACT English ≥ 17 OR • SAT (old) Verbal/Critical Reading ≥ 430 OR • SAT (new) Evidence-Based Reading and Writing (EBRW) ≥ 480 OR • Accuplacer Reading Comprehension ≥ 61 AND WritePlacer ≥ 4 • Accuplacer Next Generation Reading Comprehension ≥ 237 AND WritePlacer ≥ 4 • Transfer credit for ENGL 1101	ENGL 1101

Default courses unless student meets ONE of the exemption criteria below	MATH 0997/1001
• HSGPA ≥ 3.2 AND Completion of RHSC in Math OR • ACT Mathematics ≥ 18 OR • SAT (old) Mathematics ≥ 430 OR • SAT (new) Mathematics ≥ 470 OR • Accuplacer Elementary Algebra >=67 OR • Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistics ≥ 258 OR • Transfer credit for an Area A math course	MATH 1001 OR MATH 0999/1111
• HSGPA ≥ 3.4 AND Completion of RHSC in Math OR • ACT Mathematics ≥ 20 OR • SAT (old) Mathematics ≥ 470 OR • SAT (new) Mathematics ≥ 510 OR • Accuplacer Elementary Algebra ≥ 79 OR • Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistics ≥ 266 OR • Transfer credit for an Area A math course	MATH 1001 OR MATH 1111 OR higher course for additionally qualified students

Helpful Phone Extensions	
Provost & Vice President of Academic Affairs	678-359-5018
Business & Public Service	678-359-5194
Education	678-359-5468
Fine & Performing Arts	678-359-5047
History & Political Science	678-359-5125
Humanities	678-359-5047
Mathematics & Natural Sciences	678-359-5826
Nursing & Health Sciences	678-359-5197
Admissions	678-359-5021
Business Office	678-359-5010
Counseling	678-359-5585
Financial Aid	678-359-5990
Learning Support	678-359-5282
Registrar	678-359-5022

With the exception of dual enrolled students, all new freshmen must take FIRE 1000.

Records for students enrolling at Gordon State College for the **first time** are located in the Admissions Office, while records for **returning students** are located in the Registrar's Office.

Placement

Placement in co-requisite support labs is determined by the criteria listed above. Students may elect to take the Accuplacer in an attempt to exempt learning support placement.

Credit

Credit earned in Learning Support courses numbered less than 1000 is strictly institutional. While they are counted toward the number of credit hours for which a student is enrolled in any semester, they do not count in a student's grade point average and do not count toward graduation.

Policies

The Learning Support program is governed by the policies listed below.

- During each semester of enrollment, students must first register for all required Learning Support courses before registering for other courses. This policy also applies to part-time students.
- Students with Learning Support requirements in both math and English may defer math until the second term of enrollment.
- Students who are required to take Learning Support courses may not register as non-degree students in an effort to defer taking required Learning Support courses.
- Since Learning Support math courses are offered fall and spring semesters on the Barnesville campus in the daytime and evening, students who take off-campus courses only are **not** exempt from taking required Learning Support courses, even if these courses are not available at an off-campus location. Evening students needing English may defer one semester if the course is not offered.
- Students who are required to take Learning Support courses in English or mathematics may not register as auditors in any such course in that area.

30-Hour Rule

Students who accumulate 30 semester hours or more of college credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until all requirements have been successfully completed. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take Learning Support courses for their current degree objectives may earn up to 30 additional hours of college level credit.

Overloads

- Learning Support students may not register for more than 18 semester hours in any given semester. Overloads will not be approved.
- Students with Learning Support requirements must enroll only in approved courses. A list of classes approved for learning support students follows:

Courses Approved for Students in Learning Support

LSM1 or LSM2	LSE	LSM1 or LSM2 and LSE
ANTH 1102	ACCT (All)	ANTH 1102
ARTS (All below 3000 level)	ANTH 1102	ARTS (All below 3000 level)
BIOL 1011	ARTS (All below 3000 level)	BIOL 1011
BIOL 1050	BIOL 1011	BIOL 1050
BIOL 1111K	BIOL 1050	BIOL 1111K
BIOL 1112K	BIOL 1111K	BIOL 1112K
BIOL 2210K	BIOL 1112K	BIOL 2210K
BIOL 2211K	BIOL 2210K	BIOL 2211K
BUSA 1105	BIOL 2211K	BUSA 1105
BUSA 2101	BUSA 1105	BUSA 2101
BUSA 2105	BUSA 2101	BUSA 2106
BUSA 2106	BUSA 2106	COMM 1500
COMM 1110	BUSA 2120	CRJU (All)
COMM 1500	COMM 1500	EDUC 2110
CRJU (All)	CRJU (All)	EDUC 2120
EDUC (All below 3000 level)	CSCI (All)	EDUC 2401
ENGL (All below 3000 level)	ECON (All)	ENGL 0999
FIRE 1000	EDUC 2110	ENGL 1101
FRENCH (All)	EDUC 2120	FIRE 1000
GEOL (All)	EDUC 2401	GEOL (All)
HIST 1121, 1121H, 1122	ENGL 0999	HUMN (All)
HIST 2111, 2122	ENGL 1101	ITEC 2215
HIST 2183	FIRE 1000	MATH 0997
HIMA 2000	GEOL (All)	MATH 0999
HUMN (All)	HUMN (All)	MATH 1001)
HUSV 2101	ITEC 2215	MATH 1111 (LSM2 only with MATH 0999)
ITEC 2215	MATH (All below 3000 level)	MUSC (All)
LIBR 1001	MUSC All	PHED (All)
MATH 0997	PHED (All)	POLS 1101
MATH 0999	POLS 1101	PSYC 1100
MATH 1001	PSYC 1100	PSYC 1101
MATH 1111 (LSM2 only with MATH 0999)	PSYC 1101	PSYC 2101
MUSC All	PSYC 2101	SOCI (All below 3000 level)
PHED (All)	SOCI (All below 3000 level)	THEA (All except 2205)
PHIL 2010 or 2020	THEA (All except 2205)	
POLS (All)		
PSYC (All below 3000 level)		
SOCI (All below 3000 level)		
SPAN (All)		
THEA (All)		

Students will not be able to register for approved classes with prerequisites.

Learning Support Standards of Progress

In addition to the **Academic Standards of Progress** and in accordance with policies of the University System of Georgia, students enrolled in one or more Learning Support courses (see Learning Support Program in this catalog for more information) must comply with progression requirements of the Learning Support program.

- Learning Support attempts are cumulative within the University System of Georgia.
- During each semester of enrollment, a student must first register for all required Learning Support courses before being allowed to register for other courses. This policy also applies to part-time students.
- Students with Learning Support requirements in both math and English may defer math until the second term of enrollment.
- Students who have been suspended without completing Learning Support requirements may complete their Learning Support requirements and additional collegiate-level work at SACSCOC-accredited TCSG institutions during the year of suspension.
- **30-Hour Rule**: Students who accumulate 30 semester hours or more of college credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until all requirements have been successfully completed. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take Learning Support courses for their current degree objectives may earn up to 30 additional hours of college level credit.

Students who have been suspended from the University System and who wish to re-enter Learning Support Program to complete requirements may submit new test scores after a period of one year, provided no college courses in the University System have been taken during that time. The student will be bound by the most current Learning Support guidelines. Students who do not exempt following retesting may be considered for readmission under the current Learning Support guidelines. Readmitted students are subject to the 30 hour limit on college-level coursework and may take only required Learning Support courses if they had earned 30 credit hours during their previous period(s) of enrollment.

Students who have not been suspended and who wish to re-enter the Learning Support program to complete requirements may submit new test scores if they have not taken any college courses in the University System for a period of one year. Students will be bound by the most current Learning Support guidelines.

Changing Pathways/Majors

A student who wishes to change his or her pathway to a baccalaureate degree or major must complete the Pathway/Major Change Form available online through the student's Banner Web account. The form is accessed via the Student menu in Banner Web. Students who make such changes may have to complete additional hours of course work beyond that required by their previous program of study. Failure to provide such notification may result in delayed graduation.

Academic Information

College Year

The college year is comprised of three standard terms of instruction, Fall Semester, Spring Semester, and Summer Semester. Fall and Spring Semesters are approximately fifteen weeks in length. Summer Semester consists of periods of instruction which begin after the completion of the Spring Semester and end prior to the start of the Fall Semester. Students may enter at the beginning of any semester.

Unit of Credit

Gordon State College (GSC) adheres to accepted policies and procedures for determining the credit hours awarded for courses and the credit hours required to complete degree programs. As a unit of the Board of Regents of the University System of Georgia (BOR), GSC adheres to the BOR definition of semester hours, which stipulates that, "A minimum of 750 minutes of instruction or equivalent is required for each semester credit hour." [Board of Regents of the University System of Georgia (BOR) Policy Manual Section 3.4.1] Each credit course offered by Gordon State College is designated in this catalog by a three digit code to indicate the number of semester hours associated with the course. For example, ENGL 1101 is designated with the code (3-0-3). The first digit (**3**-0-3) indicates the number of semester hours per week the course meets in a lecture; the second digit (3-**0**-3) indicates the number of semester hours per week the course meets in a laboratory or practicum setting; and the third digit (3-0-**3**) indicates the total number of semester hours the course receives. Laboratory science courses are designated **in this catalog** with the letter K (e.g., Principles of Chemistry I is designated CHEM 1211K).

Class Load

A student scheduling 12 or more semester hours of credit is classified by the College as a full-time student. This classification given by the College does not necessarily coincide with Selective Service, Veterans Administration, Financial Aid, or Gordon State College Foundation Scholarship classifications.

The standard class load for full-time students is 16 hours per semester, which includes one course in physical education. Most transfer programs of study require students to complete 64 semester hours of course work. Therefore, students must complete an average of 16 semester hours of course work per semester to complete degree requirements in two years.

Students may not register for more than 18 semester hours in any given Fall or Spring semester without written approval from their advisor and the Department Head or School Dean. The maximum number of hours a student may take for the summer is 11 hours. Students who need to take more than 11 hours must have written approval from the academic advisor and the advisor's Department Head or Dean.

In general, a student must have been at Gordon State for at least two semesters and have achieved a cumulative grade point average of 3.0 before requesting an overload of 19 or more semester hours for Fall or Spring semester or 12 or more hours during the summer semester. To request an overload, students must complete an *Academic Request*. Learning Support students may not register for more than 18 semester hours in Fall and Spring semesters. Overloads will not be approved.

Academic Advisement

Upon entering the College, each student is assigned an advisor who will assist the student in selecting classes appropriate to that student's program of study. **Students are responsible, however, for knowing and fulfilling the graduation requirements of the College and the requirements within their programs of study.**

Class Schedule

Gordon State offers both daytime and evening classes along with hybrid and online formats. Daytime classes typically meet two days a week, three days a week or four days a week. Evening classes meet twice a week or once a week. Prior to the beginning of each semester, Class Schedules showing course offerings for that semester will be made available to students on the Gordon State College website at http://www.gordonstate.edu/schedule/class-schedules.

Registration

Registration procedures are posted on the Gordon State College website at http://www.gordonstate.edu/schedule/registration-information each semester. Students have the responsibility to see that they do not have conflicting classes and to report to the courses and sections indicated on their schedule forms.

Late Registration

Late registration procedures are posted on the Gordon State College website at www.gordonstate.edu each semester under Registration Information. If a student cannot register during the official registration period, late registration will be permitted during the official late registration period posted under Registration Information. Although students may be allowed to register for classes during late registration after classes have already begun, they should be aware that missing classes may negatively impact their ability to complete all course requirements successfully.

Change of Schedule—Drop-Add

After classes begin each semester, students may alter their schedules during the official drop-add period by dropping and adding courses. The procedures for drop-add and the dates for the official drop-add period are posted on the Gordon State College website at www.gordonstate.edu each semester under Registration Information.

Dropping Courses

The student's class schedule which is in effect following the drop-add period in any semester becomes the student's official class schedule. Any courses dropped prior to the end of the official drop-add period are removed from the student's academic record and are not shown in the official student record.

Following the drop-add period, a student may drop a course or withdraw from all courses by the mid-term date posted on the Gordon State College website at www.gordonstate.edu each semester under Registration Information and receive a grade of *W* for the course(s). To drop courses, a student must submit an appropriately completed *Schedule Change Form* to the Registrar's Office. To withdraw from all classes, submit an appropriately completed *Student Withdrawal Form*. The *W* is not computed in the student's grade point average, but it will appear on the official student record. A student may not exercise this right to drop a course or withdraw from all courses to avoid sanction for academic dishonesty (also see **Academic Dishonesty Policy**).

Students who withdraw from part of their schedule after midterm will automatically receive a *WF* in each class. If the student has experienced a personal hardship or crisis *that occurred after midterm* and the student had a reasonable chance of passing the course at the time of the hardship, the student may file an *Academic Request Form* and supply documentation that confirms the hardship or crisis. If the appeal is successful, the student will be assigned a grade of *W* rather than the *WF*. Such academic requests for a hardship/crisis withdrawal should be processed before the end of the semester and in no circumstance will be considered when filed after midterm of the following semester. Requests for spring semester hardship/crisis withdrawals must be filed by midterm of the following full summer session. Academic requests for a hardship/crisis withdrawal cannot be filed for a course if the student has taken the final examination in the course. *Academic Request Forms* are available on-line at the web page of the Office of the Registrar and are available in that office and academic offices.

Any student who stops attending a course without appropriately processing a *Schedule Change Form* will receive a grade of *WF* in the course. *Schedule Change Forms* will not be processed after the last day of class for the semester.

Student Withdrawal

Should it become necessary to withdraw from all classes for the semester, a student **must** complete and submit a *Student Withdrawal Form* from the Registrar's Office.

Students must withdraw by the close of the official drop-add period to remove courses from the academic record and to receive a full refund of tuition and fees. Dates for the official drop-add period are posted on the Gordon State College website at www.gordonstate.edu each semester under Registration Information. Following the drop-add period, a student may withdraw from all courses by the mid-term date posted under Class Schedules and Registration Information and receive a grade of *W* for the courses. W's are not computed in the student's grade point average, but will appear on the official student record. A student may not exercise this right to withdraw from all courses to avoid sanction for academic dishonesty (also see **Academic Dishonesty Policy**).

Students who withdraw from their entire schedule after midterm will automatically receive a *WF* in each class. If the student has experienced a personal hardship or crisis *that occurred after midterm*, and the student had a reasonable chance of passing the course at the time of the hardship, the student may file an *Academic Request Form* and supply documentation that confirms the hardship or crisis. If the request is successful, the student will be assigned a grade of *W* rather than the *WF*. Such requests for a hardship/crisis withdrawal should be processed before the end of the semester. Academic requests will be considered when filed before midterm of the following semester. Appeals for spring semester hardship/crisis withdrawals must be filed by midterm of the following full summer session. Academic requests for a hardship/crisis withdrawal cannot be filed for a course if the student has taken the final examination in the course. *Academic Request Forms* are available on-line at the web page of the Office of the Registrar and are available in that office and academic offices.

A student who stops attending all courses for the semester without appropriately processing a *Student Withdrawal Form* will receive grades of *WF* in all courses. *Student Withdrawal Forms* will not be processed after the last day of class for the semester.

Class Attendance

Class attendance is expected of all students enrolled at Gordon State College. Being prepared for class in advance and participating on a regular basis is a vitally important ingredient for academic success. Research continually shows that poor attendance and/or limited participation usually results in low grades. However, because the delivery mode, content, assignments, and other particulars for each class section vary so widely, Gordon State College does not specify an official campus-wide attendance standard. Nonetheless, students who are absent with the approval of the Office of Academic Affairs will be permitted to earn credit for work missed during their absences. In addition, with the prior approval of the Academic Affairs office, dual enrollment students who are absent will also be permitted earn credit for work missed during their absences Approval of such activities will be granted by the Academic Affairs Office and posted online at http://www.gordonstate.edu/absences. Such excused absences are reserved for situations in which students are representing their school or the college. All students are responsible for contacting instructors prior to all excused absences in order to arrange to make up any missed work.

Instructors will determine reasonable accommodations for missed coursework that best fit the circumstances of their course. Examples of reasonable accommodations might include, but are not limited to:

- Rescheduling of an individual's quiz or exam;
- Revising the deadline for any out-of-class assignment at the instructor's discretion;
- Creating an alternate assignment with an equivalent grade.

At the beginning of each semester, every instructor will distribute a course syllabus and clearly state his or her attendance policy. It is the student's responsibility to inquire of the instructor if there are questions.

SEE ENROLLMENT VERIFICATION SECTION BELOW FOR ADDITIONAL INFORMATION.

A *WF* will be assigned as the final grade if the student stops attending class after mid-term.

The instructor will notify the Financial Aid Office in writing if a student receiving veteran's benefits is absent from a class three consecutive weeks in a fall or spring semester, two consecutive weeks in a full session summer semester, or one week in a half session summer semester.

Field trips and extracurricular activities which require a student's absence from class must be approved by the Provost; however, final approval for class absences remains with the individual instructor.

Enrollment Verification

Every semester, faculty will provide electronic verification of class attendance for each student on each official class roll following procedures outlined by the Registrar. Class rolls become official at the close of the drop-add period each semester. Faculty enrollment verification is due on the tenth calendar day of fall and spring semesters and as announced for summer semester. ***Students reported as never attending a class by this date will be removed from the official class roll.***

- For students who do not receive financial aid, loans or scholarships, tuition and fees will be recalculated after the class is removed from the schedule. If appropriate, a refund will be issued to the student.
- For students receiving financial aid, loans or scholarships, tuition and fees will be recalculated after the class is removed and financial aid, loans or scholarships will be adjusted accordingly. This adjustment could result in a reduction of aid awarded or loss of loan or scholarship funds.
- No student will be enrolled in a class after the close of the drop/add period.

Final Examinations

All instructors are expected to give a final exam or alternative assessment in each of their courses unless exceptions are approved by the Department Head and Dean on an individual or program basis. The final examination schedule must be followed as

published at http://www.gordonstate.edu/schedule/class-schedules. Any change from the schedule must be approved by the Office of Academic Affairs. All students are expected to take the final examination.

Grading System and Grade Point Average

Every course listed on a student's official semester schedule will be listed on the student's permanent record and will include an appropriate grade or symbol designation (even if the student has not completed the semester's work). The following grades are used in the determination of the grade point average:

Letter Grade	Numerical Grade Equivalent	Description
A	*4.0*	Excellent
B	*3.0*	Good
C	*2.0*	Satisfactory
D	*1.0*	Passing
F	*0.0*	Course completed with failing grade
WF	*0.0*	Withdrawn Failing

A student's semester grade point average is computed by dividing the number of credit hours in the courses attempted for the semester in which a grade of *A*, *B*, *C*, *D*, *F*, or *WF* was received into the number of quality points earned on those hours. The number of quality points associated with each grade is determined by multiplying the numerical grade equivalent by the number of credit hour for the course. That is,

Quality Points = (Numerical Grade Equivalent) x (Credit Hours).

For example, consider a student receiving an "*A"* in a three semester hour class, a "*B"* in a three semester hour class, and a "*C"* in a four semester hour class. The student's grade point average is calculated as follows:

Letter Grade	Numerical Equivalent	Credit Hours	Quality Points
A	4.0	3	(4.0) x (3)=12
B	3.0	3	(3.0) x (3) = 9
C	2.0	4	(2.0) x (4) = 8
Total Credit Hours		10	
Total Quality Points		29	
Grade Point Average		29 ÷ 10 = 2.9	

The cumulative grade point average is computed by dividing the total number of credit hours in all courses attempted in which a grade of *A*, *B*, *C*, *D*, *F*, or *WF* has been received into the number of quality points earned on those hours. Grades earned in courses numbered below 1000 are **not** included in the computation of a student's grade point average. Effective fall 2010, a student who repeats a course will have the cumulative grade point average calculated using the grade from the last

attempt. The grade of the first and subsequent attempts that are excluded from the GPA will remain on the student's official permanent record. When adjustments are made to the cumulative grade point average based on repeated courses and Academic Renewal, the result is considered a cumulative adjusted grade point average. (See **Academic Renewal** section for details on this policy.)

The symbols listed below are used in the cases indicated and are *not* included in the determination of the grade point average.

I In courses numbered 1000 and above and only with the approval of the Dean of the school or Department Head, this symbol indicates that a student was making satisfactory progress but, for non-academic reasons beyond the control of the student, was unable to meet the full requirements of the course. An "*I"* must be satisfactorily removed within 12 calendar months; however, at the instructor's discretion, the time may be reduced as specified in the chart below. If an "*I"* is not satisfactorily removed within the time allowed, the "*I"* will be changed to a grade of "*F"*.

Semester during which the grade of *Incomplete* was assigned	Semester by the end of which course requirements must be completed
Fall	The immediately-following spring semester
Spring or Summer	The immediately-following fall semester

W This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the official mid-term date posted on the Gordon State College website at www.gordonstate.edu each semester under Class Schedules and Registration Information except in approved cases of extenuating personal hardship.

V This symbol indicates that a student registered to audit the course.

K This symbol indicates credit earned through an appropriate examination program.

NR This symbol indicates that a grade was not reported by the instructor at the time grades were processed.

WM This symbol indicates that a student was permitted to withdraw without penalty under the Board of Regents policy for military service refunds. The use of this symbol indicates that the student was permitted to withdraw without penalty at any time during the term.

S This symbol indicates satisfactory completion of a course graded on a satisfactory/unsatisfactory basis.

U This symbol indicates unsatisfactory work in a course graded on a satisfactory/unsatisfactory basis.

The following additional symbols may be used with any of the grades or symbols listed in this section:

%	Institutional Learning Support course. Not included in hours earned or academic GPA.
*	Through summer semester 2014, course used to satisfy a Required High School Curriculum (formerly College Preparatory Curriculum) foreign language, natural science, or social science deficiency. Included in hours earned and academic GPA but not applicable to graduation.
$	Effective fall semester 2014, course used to satisfy a Required High School Curriculum (formerly College Preparatory Curriculum) foreign language, natural science, or social science deficiency. Included in hours earned, academic GPA, and applicable to graduation.
%*	Institutional Learning Support course used to satisfy a Required High School Curriculum (formerly College Preparatory Curriculum) English or math deficiency. Not included in hours earned or academic GPA.
#	Academic Renewal (Forgiveness) Policy applied to course. A#, B#, and C# are included in hours earned, but not in academic GPA. D#, F#, and WF# are not included in hours earned or academic GPA.
@	Institutional course. Not included in hours earned or academic GPA.
~	External program grade. Included in hours earned; not included in academic GPA.
T	When preceding a grade, designates transfer credit.

Repeating Courses

Effective fall 2010, a student who repeats a course will have the cumulative Grade Point Average calculated using the grade from the last attempt. The grade of the first and subsequent attempts that are excluded from the GPA will remain on the student's official permanent record.

Maintaining the Standard of Academic Performance

Students are responsible for maintaining the standard of academic performance established by the faculty for each course in which they are enrolled. Professors have a responsibility to (1) advise students of course expectations, (2) state criteria for grades clearly, and (3) make themselves available for conferences with individual students who seek counsel and advice regarding their progress in the course.

Double Credit

No course a student takes will provide credit for more than one academic requirement or elective. **Courses may not be used to satisfy requirements in more than one Area in the Core Curriculum. "**Double credit" is not allowable.

Academic Renewal

The Academic Renewal Policy of the University System of Georgia allows students who have experienced academic difficulty to make a fresh start on the academic grade point average (GPA) after an absence of at least three calendar years (nine semesters). Students seeking Academic Renewal must submit an application for Academic Renewal to the Registrar's Office within one calendar year of enrollment or re-enrollment. Applications for Academic Renewal are available in the Registrar's Office. To qualify for Academic Renewal, students applying for Academic Renewal must demonstrate their readiness to return to college level studies by enrolling or re-enrolling in a minimum of 6 semester hours in courses selected from Areas A–F of the Core Curriculum at Gordon State College and earning a GPA of 2.0 or higher on those hours. A student can be granted Academic Renewal only one time.

If approved for Academic Renewal, an Academic Renewal GPA is begun when the student resumes taking coursework following approval for Academic Renewal. After Academic Renewal is granted, the Academic Renewal GPA is used for determining academic standing and eligibility for graduation. To graduate from Gordon State College, a student must meet the college's residency requirement for graduation after acquiring Academic Renewal. To be eligible for honors at graduation, a student must meet the college's residency requirement for graduation after acquiring Academic Renewal.

All previous courses, including transfer coursework earned before the three year absence, remain on the student's record with Academic Renewal indicated by the # symbol posted with each affected grade. These grades are not calculated in the Academic Renewal GPA. Credit for previously completed coursework is retained for courses with a grade of A#, B#, or C#. Courses with D#, F#, or WF# grades must be repeated at Gordon State College if required for the degree.

Applicability of retained credit to degree requirements will be determined by the degree requirements in effect at the time Academic Renewal status is conferred on the student. Students receiving Academic Renewal are eligible for transient study except for courses with previous grades of D#, F#, or WF#.

Readmitted students must be absent from Gordon State College for at least three calendar years (nine semesters) to be considered for Academic Renewal. Transfer credit will be awarded for eligible coursework completed at other institutions during the three year absence.

Students transferring to Gordon State College may apply for Academic Renewal for coursework completed at a previous institution if they have been absent from that institution for at least three calendar years (nine semesters). Only coursework completed prior to a three year period of absence will be considered for Academic Renewal. The three year period is calculated from the date of enrollment or re-enrollment at Gordon State College. Transfer credit will be awarded for eligible coursework completed at other institutions during the three year period of absence.

All academic standings which occurred in the past remain recorded on the student's permanent record. Students who encounter subsequent academic difficulty and are

suspended after receiving Academic Renewal may be subject to permanent dismissal from Gordon State College.

Receiving Academic Renewal does not supersede the admissions requirements of any program which requires a specific minimum GPA based upon all coursework. Re-entry into any program after receiving Academic Renewal is not automatic.

Receiving Academic Renewal has no effect on eligibility for the HOPE Scholarship program or on financial aid requirements regarding Satisfactory Academic Progress.

Student Bill of Rights

Students have the following rights:

1. to attend classes during their regularly scheduled time without deviation from such time and without penalty if the student cannot attend an instructional hour not institutionally scheduled;

2. to consult with an assigned advisor for a reasonable amount of time each semester;

3. to reasonable transfer of the core curriculum within the University System;

4. to consult with faculty outside of classroom time during regularly scheduled office hours or by appointment;

5. to reasonable access to campus facilities which are required to complete course assignments and objectives;

6. to receive at the beginning of each semester a syllabus for each course which outlines course objectives and requirements and to be informed of any changes in these syllabi;

7. to receive access to any of their records kept by the institution (may be waived by students in certain cases like placement office records); and

8. to be informed of the grade appeal process.

Intellectual Diversity and Student Rights

As stated in the Gordon State College Creed, the Gordon State College community desires that its students develop the capacity for open-minded inquiry and intellectual and academic honesty. To that end, the College protects these prerogatives for its students and student organizations:

1. Students have the right to learn and to inquire. They have the right to examine and discuss questions of interest by orderly means that do not impede the collegial process of learning.
2. Students have the right to take stands on issues and the right to support causes by orderly means that do not disrupt the regular and essential campus operation.
3. Students have the right to expect that their academic work will be evaluated on the basis of academic performance and not on the basis of irrelevant matters such as personality, personal characteristics, degree of political activism, or personal beliefs. At the same time, students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled.
4. Recognized student organizations are allowed to invite any person to address a meeting that the organization is sponsoring for the purpose of hearing that person's ideas. However, the President of the College has

final responsibility for campus events and activities and can either affirm or cancel a speaker's invitation.

5. Individual students and recognized campus organizations have the right to publish and distribute written materials provided that the material is identified by the name of the student or organization and done in accordance with College regulations.

Students with concerns related to protection of these rights in a specific class should initiate conversation with the instructor of the class and, if the concern is not addressed, contact the appropriate Department Head followed by the Dean of the School. If the student is uncomfortable going directly to these persons or if the concern is broader than classroom interactions, the student may contact the Alternative Dispute Resolution Committee or the Vice President for Enrollment Management and Student Affairs.

Grade Appeal Process

It is the responsibility of the student to review final grades posted online by the Registrar's Office at the end of each semester. A student who believes that his or her grade was incorrectly assigned should schedule a conference with the instructor who assigned the grade. If satisfactory results cannot be obtained from such a conference, the student may file a written appeal of the grade using an *Academic Request Form* and submitting it to the academic services assistant of the department or school in which the grade was earned.

Grade appeals should only be concerned with alleged violations of grading policy or procedure. A student concerned about course content or the instructor's judgement should speak with the faculty member's department head (or school dean, if no department head).

All grade appeals must be initiated by midterm of the semester following the posting of the grade. For grades posted in the spring semester, appeals must be submitted by midterm of the following full summer session. Failure of the student to adhere to the time deadline described above will result in forfeiture of all rights to appeal the grade in question. If the deadline cannot be met due to legitimate reasons, the student can appeal to the office of Academic Affairs for an extension.

An electronic version will then be circulated to the appropriate faculty member and the department head, where appropriate, for recommendations. The dean of the school will issue the decision on the grade appeal.

Special Note: An appeal requesting a grade of *W* can only be initiated in relation to an assignment of a grade of *WF*.

Appeals of Academic Request Decisions

A student shall have the right to appeal academic request decisions. Failure of the student to adhere to the time deadlines described below will result in forfeiture of all rights to appeal. If deadlines cannot be met due to legitimate reasons, the student can appeal to the office of Academic Affairs for an extension.

1. The appeal of a decision on an academic request must be based on substantial new evidence or sufficient grounds for good cause. Substantial new evidence constitutes that which was not available during the original review process which has a direct bearing on the decision.

2. On this basis, the student may appeal in writing to the Assistant Vice President for Academic Excellence (AVPAE) and must do so within five working days after the academic request decision has been communicated to the student. The AVPAE will determine the merit of the appeal. If the appeal is determined to have merit, the AVPAE shall consider all relevant information and render a decision.

3. If the student is dissatisfied with the AVPAE's decision, the student may appeal in writing to the Provost and must do so within five working days after the decision of the AVPAE has been communicated to the student. The Provost will determine the merit of the appeal. If the appeal is determined to have merit, the Provost shall consider all relevant information and render a decision.

4. If the student is dissatisfied with the Provost's decision, the student must appeal in writing to the President of the College within five working days after the Provost's decision has been communicated to the student. If the appeal is determined to have merit, the President shall within ten days appoint a committee composed of three members of the faculty of the College or shall use the services of an appropriate existing committee. The committee shall review all facts and make its findings and report thereon to the President.

5. The President shall also be provided with all relevant information pertaining to the appeal.

6. After consideration of the committee's report, the President shall within ten days make a decision which shall be final. There is no further appeal

All grade appeals must be initiated by midterm of the semester following the posting of the grade. For grades posted in the spring semester, appeals must be submitted by midterm of the following full summer session.

Special Note: An appeal requesting a grade of *W* can only be initiated in relation to an assignment of a grade of *WF*.

Academic Dishonesty Policy

When a faculty member becomes aware of an act of academic dishonesty, the faculty member may penalize the act in one or any combination of four ways depending on the faculty member's assessment of the severity of the infraction.

1. Assign a grade of F for the assignment and/or require remedial action by the student.
2. Assign a grade of 0 for the assignment and/or require remedial action by the student.

3. Assign a failing grade in the course.
4. Refer the matter to the Provost.

In addition, after having dealt with the act of academic dishonesty, the faculty member should send a brief memorandum to the Dean of the School identifying the student, the infraction, and the resolution. Academic deans will report egregious cases to the Vice President of Enrollment Management and Student Affairs for placement in student record and potential additional action.

If the student wishes to contest the faculty member's decision, the student may appeal the decision to the Department Head and then the Dean of the School using the *Academic Request* process. When the matter reaches the School Dean by faculty member referral or student appeal, the Dean may ask the Academic Judicial Committee to consider the matter and make a recommendation. As stipulated in the Student Code of Conduct found later in this catalog, the student may appeal the Committee's recommendation to the Associate Vice President of Academic Affairs. When the deliberations are concluded, the Associate Vice President of Academic Affairs Faculty will communicate the decision to both the student and the faculty member.

If the Vice President for Enrollment Management and Student Affairs receives memoranda reporting two different incidents of academic dishonesty by the same student and neither case is overturned by appeal in the Office of Academic Affairs, the student will be summoned to the Enrollment Management and Student Affairs Office for appropriate disciplinary proceedings.

Dean's List

A student in good standing with a semester grade point average of 3.50 (or higher) for 12 or more semester hours of course work will be placed on the Dean's List for that semester. Students enrolled for credit in courses numbered below 1000 are not eligible for the Dean's List.

Dean's Merit List

A student in good standing with a semester grade point average of 3.50 (or higher) for 10 or 11 semester hours of course work will be placed on the Dean's Merit List for that semester. Students enrolled for credit in courses numbered below 1000 are not eligible for the Dean's Merit List.

Graduation with Honors

To graduate with honors, students must meet **all** of the following requirements:

1. earn a minimum cumulative grade point average of 3.50 on all course work attempted at Gordon State;
2. earn a minimum cumulative grade point average of 3.50 when all course work attempted at previous colleges attended **and** at Gordon State is considered; and
3. earn a minimum of 18 semester hours of degree credit at Gordon for an associate degree or a minimum of 30 hours of degree credit at Gordon State for a baccalaureate degree.

If eligible for graduation with honors, a student's particular honors category will be based on a grade point average calculated using credit hours earned at Gordon State only. The honors categories are summarized as follows:

Honors Category	Required Cumulative GPA
Cum Laude	3.50 - 3.79
Magna Cum Laude	3.80 - 3.89
Summa Cum Laude	3.90 - 4.00

Academic Standards of Progress

To remain in good academic standing, all students are required to maintain an acceptable cumulative adjusted grade point average (Institutional GPA). The minimum acceptable cumulative adjusted grade point average (GPA) is based on the number of college level semester hours attempted at Gordon State College. Hours taken at Gordon State College in courses numbered below 1000 (Institutional credits earned in Learning Support courses) are not included in the *Total GPA Hours Attempted at Gordon State College* column of the table below, nor are grades in

these courses included in the *Minimum Institutional Cumulative Adjusted GPA* column. The table below summarizes the relevant information.

Total GPA Hours Attempted at Gordon State College

Minimum Institutional	Cumulative Adjusted GPA
1 - 30	1.80
31 and above	2.00

All students who do not earn an acceptable GPA will be placed on **Academic Probation** at the end of the first semester an unacceptable GPA is earned and must participate in an intervention with the student's advisor. A student placed on **Academic Probation** who does not meet the minimum cumulative adjusted GPA requirement at the end of the subsequent term may continue on **Academic Probation** if the semester GPA for the subsequent term is 1.80 or higher for 1 – 30 attempted hours or 2.00 or higher for 31+ attempted hours.

All students on Academic Probation will be placed on **Academic Suspension** at the end of the subsequent semester if an unacceptable GPA is earned. In addition, all students with a cumulative adjusted GPA below 1.00 will be placed on **Academic Suspension** regardless of prior academic standing. The length of the suspension is as follows:

Suspension	Length
First suspension	One semester (Spring/Fall)
Second suspension	Two semesters (Spring/Fall)
Third suspension	Three semesters (Spring/Fall)
Fourth suspension	Permanent exclusion from the College

Summer semester is not counted toward completion of a suspension period.

The Provost has the discretionary power to suspend any student who is not making satisfactory progress toward graduation, regardless of the categories aforementioned.

Fees and Expenses

The financial and physical functions of the College are administered by the office of the Vice President for Finance and Administration. Failure to fulfill financial obligations will result in denial of registration privileges, transcripts, readmission privileges, and certification of degrees. Delinquent student accounts may be forwarded to a collection agency in accordance with Board of Regents policies and procedures. Students, whose accounts are forwarded to a collection agency, will be responsible for paying any collection fees (up to a maximum of 15%), and any other costs for collection efforts including reasonable attorneys' fees.

Tuition and Fees

Tuition and fees are established by the Board of Regents of the University System of Georgia. Current fee schedules are available on the web at www.gordonstate.edu under Departments, Bursar's Office. Tuition and fees are subject to change at any time without notice.

Refund Schedule

Students may be eligible (in accordance with the refund schedule below) for a refund of tuition and fees paid.

Formal Withdrawal

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%. If the percentage of time completed is greater than 60% of the semester, students withdrawing from the institution are not entitled to a refund of any portion of institutional charges.

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

Refunds for reduction of hours will be granted only for courses dropped during the drop-add period.

Elective Fees

Students that move out of the residence halls before the end of their contracted terms are not eligible for room refunds and are not eligible for refund of the housing application fee.

Meal plan changes to a lower rate must be requested prior to the start of each semester to be eligible for a partial refund. Meal plan refunds will be prorated from the date checked out of housing.

Financial Aid Refunds

Withdrawing financial aid recipients are subject to federal and state refund policies. Please review the Financial Aid area of this catalog for further information on policies and examples.

All refunds will be processed either to a direct deposit account established by the student on the Student Account Center online or a check processed by a third party vendor.

Financial Obligations Owed to the College

Payment of tuition, fees, and housing may not be deferred. All tuition, fees, and housing are due and payable upon registration or payment plan options are available through our third party vendor, Nelnet.

Gordon State College will charge the maximum allowed by state law for a NSF fee, for personal or web checks that have been returned for non-sufficient funds from the bank. The Bursar's Office accepts cash, cashier's checks, or money orders to satisfy the outstanding financial obligation resulting from the non-sufficient funds. Failure to resolve NSF issue may result in classes dropped, holds placed on grades or transcripts, denial of permission to register for future semesters, collection agency involvement, and possibly further disciplinary actions. In addition, personal checks or web checks will no longer be acceptable forms of payment for students, who have presented a non-sufficient funds check to Gordon State College. Students, whose accounts are forwarded to a collection agency, will be responsible for paying any collection fees incurred. The online payment option to Gordon State College will not be permitted for accounts forwarded to a collection agency until the outstanding debt is satisfied.

General Financial Information

Gordon State College reserves the right to alter tuition, fees or other changes and/or the schedule of refunds at the end of any semester without prior notice.

Tuition and fees are payable upon registration and payment is a required part of the College's registration process. Personal checks must be written for the exact amount due the College. Checks should be made payable to Gordon State College. Payments may be made in person in the Bursar's Office in the form of cash, checks, or money orders. Payment cannot be accepted over the telephone.

Payments online may be made in the form of credit cards which is routed through a secure third party vendor, TouchNet PayPath. Please note that a processing fee will be assessed at the end of the transaction. Payment online may be made in the form of a web check. No fee is assessed when this method is used. A web check does follow the same guidelines as a paper check.

Payments may be made using the Nelnet Payment Plan. The Nelnet Payment Plan will finance up to $5,500 of the "Term Amount to Budget by Payment Plan" (tuition, fees, housing, and meal plans) less Financial Aid (grants, loans, and scholarships). The amount of the "Term Amount to Budget by Payment Plan" greater than $5,500 will be required as a down payment upon enrollment into the plan. The down payment, enrollment fee and monthly installments will be determined at the time of enrollment based on the date enrollment occurs. The Nelnet Payment Plan option is available until the official last day of the Drop/Add period for the term. If the student elects to use the Nelnet Payment Plan option and the student's plan is terminated by Nelnet after the enrollment period due to insufficient funds or inaccessible bank account or credit card account, the student will no longer be able to enroll in a payment plan for future terms.

Gordon State College's global consent to do business electronically states the primary method of communication is the student's Gordon Email account. This consent constitutes billing for charges, receipt of 1098-T tax form (unless paper tax document is requested per instructions via Bursar's Office webpage), late payment notices, collections, and other student business related notices.

Students must formally request that all adjustments including schedule changes and financial adjustments, be processed within the current term. The College will not review requests from a student for student account changes that exceed the current term.

Bookstore Information

The Gordon State College Bookstore, located on the lower level of the Student Center, is a college-owned store dedicated to serving the entire Gordon family, including students, faculty, staff, and alumni. We provide students with affordable options for all the materials needed for a successful student experience and promote the Gordon Highlander Spirit with the best selection of Gordon gear. The Bookstore offers a textbook rental program as an option to obtain course materials. Normal business hours are Monday-Thursday, 7:30 a.m. – 6:00 p.m. and Fridays 7:30 a.m. – 12:00 p.m.

Textbook Refund Policy

To receive a full refund:

1. Refunds are given for the **current semester only.**
2. Must present an original Gordon State College Bookstore cash register receipt.
3. Refunds for textbooks and course materials are allowed up to 7 business days from the start of class.
4. Books must be in **absolutely new condition** - no writing, highlighting, earmarks, pages removed, etc. Anything less than this will be refunded at used book price.
5. Digital books/ebooks that have been activated.

Refunds for apparel items are allowed up to 10 business days from the date of purchase. Items must be in original package, original hangtags must still be attached.

Gordon State College Bookstore products may be purchased online. There is no need to stand in line; make your purchase from our e-store and have them shipped directly to your home address. Visit our e-store at: http://bookstore.gordonstate.edu .

Online Refund Policy

To receive a full refund:

1. Refunds are given for the **current semester only**.
2. Refunds for textbooks and course materials are allowed up to 7 business days from the start of purchase.
3. Refunds for apparel items are allowed up to 10 business days from the date of purchase.
4. Items must be received in the original condition, so please pack items securely.
5. New textbooks received with marking or damage will be refunded at the used price.
6. Software or CD returns are accepted only if unopened.
7. Supply kits will ship separately and are not eligible for return.
8. Digital books/ebooks that have been activated are not eligible to be returned for a refund.

Steps to return online orders:

1. Package your items securely so there is no damage or lost items while in transit.
2. It is suggested that a traceable method of shipping such as UPS or insured Parcel Post is used to ship your package. Any postage fee or insurance is the responsibility of the sender.
3. Include your name, 929 number, confirmation web order number, address, and phone number to ensure timely processing.
4. A full refund, less shipping charges, will be issued within 30 days of receipt.
5. Keep your tracking information and shipping receipt until your refund is issued.

Ship returns to:

Gordon State College
Attn: Bookstore
419 College Drive
Barnesville, GA 30204

Book Buy-Back

The bookstore offers a daily textbook buy-back as well as at the end of every semester, during the week of finals. Keep in mind, to obtain the best prices always sell your books at the end of the semester. Specific hours will be posted on campus and on our website. The Bookstore buys books based on choices made by the professors for all courses. If the book is being used for an upcoming semester and the Bookstore has not met its quantity limit, we will purchase the book for

approximately half of the original purchase price, whether it was purchased new or used. All materials contained in the book at original purchase **must accompany the book at buyback** (CD, inserts, etc.). A textbook wholesale company is also used to purchase books from students.

Motor Vehicle Registration

All motor vehicles, including motorcycles, which are to be parked on campus, must be registered with the Gordon State College Department of Public Safety. Online registration is available which would expedite the process. Parking permits are required and may be obtained through Public Safety prior to completion of registration. Parking permits must be properly displayed in the vehicle. Gordon State College students are allowed to park in designated on-campus parking areas only. Vehicles parked off-campus or on private property shall be subject to ticketing and/or towing costs. Current regulations governing the operation of vehicles on campus are available on the web at www.gordonstate.edu under Campus Departments, Public Safety.

Visitor parking spaces are for use of campus visitors only. Unauthorized use of the spaces will subject the vehicle to ticketing and/or towing. Students are never considered visitors.

Intercollegiate Athletics

Gordon State College is an active participant in intercollegiate sports and is a member of the Georgia Collegiate Athletic Association and the National Junior College Athletic Association. Membership in these associations entitles state winners in any sport to go on to regional and national competition.

Gordon State College currently participates in six intercollegiate sports – three for women and three for men. Women's sports include cross country, soccer, and fast-pitch softball while men compete in cross country, basketball, and baseball. The college also offers cheerleading as a club sports team.

Intramural Sports

Gordon State College has a strong intramural sports program, and all students are encouraged to participate in intramural sports. Campus teams compete in basketball, flag football, volleyball, soccer, and softball. Individuals compete in sports such as tennis, racquetball, billiards, and table tennis. For a current listing of intramural sports, please see the Recreation Coordinator. Other sports may be added based on student interest.

Students who participate in any intramural sport or use Gordon State College athletic facilities must sign the required liability waiver forms (See Liability on the next page).

Student Activities

Student activities are a part of the cultural pattern of student life and are designed to complement students' academic pursuits. The Student Activities Program at Gordon State College includes intramural sports, student government, various clubs and organizations, campus publications, theatrical productions, concert series, leisure time activities, and other activities as decided upon by the Campus Activity Board. Activities and events are funded through student activity fees and are free, or provided at a reduced rate, to those students showing a valid Gordon State College identification card.

The Office of Student Activities strives to provide excellent customer service to the Gordon State College community. We accomplish this by always being polite and courteous at our events as well as answering inquiries dealing with student activities in a timely manner. We treat you, the customer, with the utmost respect because we know that if you weren't here, we wouldn't be either.

Student Organizations

A complete listing of official student clubs and organizations is available in the Student Activities Office.

Recreational Facilities

Outdoor tennis and racquetball courts are available for use by students, faculty, and staff. The swimming pool is located between the gymnasium and the Academic Building. The Student Activity and Recreation Center houses a basketball arena with 2118 bleacher seats, a weight room, a cardio room, a game room, a multi-purpose room, food services area and a Student Activity Office Suite. The Athletic Complex provides fields, a walking path, and a ropes course featuring a climbing wall and zip wire.

Liability

Many recreational activities and athletic programs (e.g., trips, dances, swimming parties, sporting events, intramural sports, sightseeing, etc.) involve substantial risk of bodily injury and/or property damage. Specific dangers include but are not limited to hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, heart attack, and heat exhaustion.

Before participating in any extracurricular and/or recreational activities, the following liability waiver documents must be completed and filed with the Director of Student Activities. Before participating in any athletic activity, the following liability waiver documents must be completed and filed with the Athletic Director.

1. *Notice to All Persons Participating in Athletic or Recreation Activities* and
2. *Release, Waiver of Liability and Covenant Not to Sue*

These documents are available in the Student Activities and Recreation Office and must be signed as a package at least annually by all persons who participate in extracurricular, athletic, and/or recreational activities. The signature of each participant must be witnessed as indicated.

Counseling Center

The Counseling Center at Gordon State College provides confidential counseling and support services to all currently enrolled Gordon State students. Services include but are not limited to personal counseling, accessibility services, presentations and workshops. In addition our office provides assistance with college adjustment, stress management, anxiety, and crisis management. Counseling is short-term, solution focused. Referral resources are available for students seeking long term therapy. The Counseling Center maintains a Community Resource List located on the Counseling website. Students seeking psychological, psychiatric, or rehabilitative assistance should review this list.

The Counseling Center on the main campus is located in the Student Center, Room 212. The telephone number is (678)359-5585. Office hours are Monday through Friday from 8:00am-5:00pm. Counseling Services are provided to students attending satellite campuses on an as needed basis. All appointments are coordinated through the Counseling Center on main campus.

Minority Advisement Program

The Minority Advisement Program (MAP) is an achievement-based program designed to facilitate the transition to college for minority students. The primary initiative of the Minority Advisement Program is to foster a more nurturing and inviting environment on campus thereby promoting success and improving the retention, progression, and graduation rate of our diverse student population. The Minority Advisement Program provides academic counseling/referrals, student clubs, speakers, mentoring, and other support services. For more information about the program, please visit the MAP Coordinator's office in the Russell Hall, Room 329 or call 678.359.5384.

Accessibility Services

The Office of Accessibility Services at Gordon State College is committed to working with students with disabilities to assess their needs and to assist with academic accommodations that may be necessary and appropriate due to a disability. The primary goal is to ensure equal access to the college experience for students with disabilities through reasonable accommodation. The Office of Accessibility Services assists in the coordination of appropriate services, based on the student's individual needs. Accessibility Services is located in the Counseling Center (second floor of the Student Center). Students enrolled at any campus should contact (678) 359-5585 for additional information.

A student with a disability seeking academic accommodations should contact Accessibility Services as early as possible to schedule an appointment and register their disability with Accessibility Services. To be considered for academic accommodations the student must provide documentation of the disability from an appropriately licensed professional. Documentation must verify the disability and the functional limitations that substantially limit one or more major life functions. Documentation must meet the standards set by the Board of Regents of the University System of Georgia. The guidelines for disability documentation and specific documentation guidelines may be found at http://www.usg.edu/academic_affairs_handbook/section3/handbook.

The student will be interviewed by a member of the Accessibility Services staff and the documentation will be reviewed. A determination will be made if the student should be approved for academic accommodations based on the documentation provided.

The following are examples of some common disabilities that may qualify an individual for accommodations: learning disabilities, attention deficit/ Hyperactivity disorder, blindness/ low vision, hard of hearing/ deafness, chronic medical conditions, psychological/psychiatric disabilities, motor/mobility impairment, brain injury and other conditions that substantially limit a major life function (seeing, hearing, walking, moving, breathing, learning, etc.).

Accommodations are based on the documentation provided and a student may be eligible for one or more accommodations. Common accommodations include but are not limited to: extended test time, permission to electronically 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 and physical access accommodations.

Once approved for accommodations the student is required to provide Accessibility Services with a copy of their detailed student schedule at the beginning of each semester. The student is responsible for getting the accommodation letters from Accessibility Services and distributing them to their instructor. Students who are eligible to test in the Testing Center should follow Testing Center guidelines to schedule testing there.

Career Services Center

The mission of the Career Services Center is to provide a variety of career services that are designed to:

- Assist students in analyzing interests, aptitude personal traits, desired lifestyles, educational and career goals (career counseling)
- Provide students with sufficient career and employment information so that they may understand the implications of their choice of program/major (career and planning), and
- Assist students in obtaining employment commensurate with their academic preparation, interest, capabilities, career and life goals (placement). The Career Services Center will play a major role in assisting students with their educational and career goals.

Services Provided by CSC:

- Career Interest, Personality and Learning Style Assessments
- Resume Building
- Career Exploration Training & Coaching
- Mock Interview Practice
- Networking Resources and Tools
- Professional Development Workshops & Camps
- Career Fairs
- Employment Leads

It's easy to set up an appointment, contact our Career Services Coordinator:

Tonya Y. Moore, GSC Career Services Coordinator
Phone: 678-359-5719
Email: tmoore@gordonstate.edu
http://www.gordonstate.edu/careerservices/home

Public Safety

The Department of Public Safety is located in Gordon Hall. The Department is responsible for providing a safe and secure educational environment for the Gordon State College community and is comprised of Georgia P.O.S.T. certified Police

Officers. Public Safety Officers provide continual service 24 hours a day, 365 days a year.

Gordon State College Public Safety Officers enforce state laws and conduct criminal and traffic investigations for all offenses occurring on College property. In addition, officers provide crime prevention services and conduct routine patrol. All departmental personnel are authorized to enforce the laws of the State of Georgia, college policy, and parking regulations that occur on the campus and within the boundaries of O.C.G.A. 20-3-72.

Loitering on or around vehicles and parking lots on the Gordon State campus is strictly prohibited. Students are required to be off campus or in their respective residence halls by 12:00 a.m. (midnight). Visitors can be asked to leave at any time by Public Safety personnel or Enrollment Management and Student Affairs staff if they are contributing to a disturbance or violating any College rule or regulation.

The Department of Public Safety is committed to providing professional and courteous service to all members of the College community. Public Safety personnel are available to assist with vehicle jumpstarts, door unlocks, walking escorts, and additional services as needed. Personnel are also present during special functions to help with traffic direction and to facilitate crowd control.

The Gordon State College community is strongly encouraged to report all suspicious or criminal activity whenever observed. All emergencies should be reported directly to the Public Safety Emergency Line at (770) 358-5111 or 5111 by campus phone in order to coordinate the proper emergency response. Non-emergencies should be directed to (678) 359-5101. Emergency call-boxes are located on campus in parking areas and between buildings as an additional means of communication. These phones are marked by a blue pole with the word “EMERGENCY” printed on them in white lettering. Call-boxes report directly to the 24-hour communications center at the Department of Public Safety. These phones should only be used to report criminal activity or to request a Public Safety service.

To contact students for emergency purposes between 8:00 a.m. and 5:00 p.m., call the Student Affairs Office at (678) 359-5056. To contact students for emergency purposes between 5:00 p.m. and 8:00 a.m., call the Department of Public Safety at (770) 358-5111.

Department of Public Safety (Police) Contact Numbers

NON-EMERGENCY	(678) 359-5101
EMERGENCY LINE	(770) 358-5111 Or 5111 by campus phone

Residence Life

On-Campus Application Process

Living in the residence halls at Gordon State College is an integral part of the educational process. Therefore, all students enrolled in twelve (12) or more semester hours at the College are encouraged to live in the residence halls. Students are required to register for 12 or more credit hours when residing on campus. Students are encouraged to maintain 12 or more credit hours for financial aid, graduation, transfer and or insurance purposes.

Students who complete the application process as specified will have their residence hall applications reviewed and processed according to the date they complete all of the steps. All new students living in the residence halls are strongly encouraged to participate in Residence Life Orientation at the beginning of the Fall Semester. These sessions are designed to help students with transition issues regarding on-campus housing.

To apply for on-campus living, students should visit the housing webpage at www.gordonstate.edu/housing for the online application process.

Gordon State College Freshmen Residency Requirement

National Research shows that freshmen who live in the residence halls tend to experience greater academic and personal success during their college career. For this reason, Gordon requires incoming freshmen with Learning Support requirements to live in the residence halls. These freshmen are able to live in any residence hall on campus and must remember that assignments are made on a first come, first served basis.

You are required to live on campus if all of the following apply:

- A first time, full-time freshman with Learning Support requirements (attending college for the first time and registered for 12 or more credit hours)
- Under the age of 21 (prior to July 1)
- Resides outside of the following contiguous counties
    - Butts
    - Lamar
    - Monroe
    - Pike
    - Spalding
    - Upson

Please visit www.gordonstate.edu/housing for more information on the application and/or exemption process. A student who is required to live on campus may apply for an exemption to this policy if the student provides documentation for one of the following conditions: (1) lives with parent/guardian, (2) married, (3) veteran or active duty military, or (4) parent with custody of child.

Student Government Association

All students at Gordon State College can be members of the Student Government Association (SGA). The SGA Council consists of the three major officers of the SGA (i.e., the President, Vice-President, and Secretary-Treasurer), as well as the senators elected by the students. The SGA Constitution is available for review in the Student Activities Office.

Highlander Hall

Currently, Gordon State College offers three (19, 12 and 9) meal plans. Meal plan fees are available online at http://dining.gordonstate.edu/plans.

The **19 Meal Plan** includes three (3) meals per day on Monday through Friday and brunch and dinner on Saturday and Sunday.

The **12 and 9 Meal Plans** offer 12 and 9 meals each week to allow students to choose which meals to eat during the week. All meal plans offer Gordon Dollars redeemable for food in various locations on campus. Resident students may choose from any of the three (3) meal plan options. Students must be properly dressed at all times when in the cafeteria and other eating locations on campus. Shoes and shirts are required by law.

Students are required to carry their own tray, utensils, and all left-over food to the appropriate kitchen window at the conclusion of each meal. This courteous action, other common courtesies, and a moderate noise level are required at all times and will make the dining hall an enjoyable and relaxing place for all.

Each student who lives in campus residence halls is required to pay board for the campus dining hall. Students with special diets must ask a physician to provide complete dietary requirements to the College. Commuting and off-campus students who wish to dine in Highlander Hall may choose to purchase one of the three meal plans, purchase a block plan, or pay the daily rate at the door. Identification cards are checked at every meal, and each student must have the appropriate Gordon State College identification card available when entering the dining hall. Suggestions for improving the dining hall are encouraged. Please direct all suggestions to the appropriate Food Service Committee or to the Dining Services Office.

Campus Safety

General Safety

Any person witnessing or having knowledge of a crime or discovering or being involved in an accident on College property should immediately notify the Department of Public Safety.

Fire Safety

All students shall be required to observe all state fire laws and College fire safety regulations. Any person discovering a fire on or in College property should immediately notify the Department of Public Safety.

Evacuation Procedures

All students should adhere to posted instructions for evacuating the buildings in the event of fire, natural disasters, disruptive actions, or other occurrences.

Vending Machines

Vending machines are located on the second floor of the Student Center, second floor of Russell Hall, second and fourth floors of Instructional Complex, Student Lounge of the Academic Building, Student Activity and Recreation Center and the Residence Halls.

Campus Visitors

The College campus, buildings, and facilities are designated for the use of the students, faculty, and staff of the College. Guests of students, faculty, and staff members are welcome on the campus and are subject to all campus regulations while visiting the College. Such guests are the direct responsibility of those they are visiting, and the hosts can be held responsible for guests' actions.

Other occasional visitors are welcome at Gordon State College and shall be accorded the hospitality of the College.

Habitual loiterers or visitors whose conduct is in any way detrimental to the life and work of the College and individuals who refuse to identify themselves upon the request of a College faculty member, administrator, or Public Safety Officer shall be asked to leave the campus. Persons who refuse to respond to the request or who return to the campus after having been instructed not to do so shall be in violation of state law.

Concessions and Fund Raising

All student organizations must consult with the Office of Advancement, External Relations and Marketing and receive prior written approval along with the Student Activities Office before being involved in any fundraising activities at Gordon State College.

Fundraising projects must be conducted in a lawful manner and in compliance with college regulations. State law prohibits raffles and lotteries except within very specific parameters involving sales promotion activities which are strictly regulated.

Student Health Center

Gordon State College provides a Student Health Center when academic classes are in session. The Student Health Center is staffed by qualified health care professionals and is supported by the student health care fee. Any accident involving bodily injury must be reported immediately to the Department of Public Safety and the Enrollment Management and Student Affairs Office at 678-359-5101 and 678-359-5056, respectively. For any accident considered life threatening, Emergency Medical Service (EMS) may be reached at 911.

Identification Cards

Each student will be issued a photo identification card at no cost when they register for classes at Gordon State College for the first time. This card will serve as a student's identification card, library card, and meal card (if applicable). Student identification cards must be carried at all times and will be used for identification at all student activities, in all recreation facilities (e.g., the gymnasium and the swimming pool), to check out library books, residence hall access and for cafeteria privileges. Replacement identification cards may be purchased in the Bursar's Office, Lambdin Hall 230 or Public Safety, Gordon Hall.

Lost and Found

Students should report any items which are lost or found on campus to the Department of Public Safety (678-359-5101).

Telephones

There are no pay telephones on campus; however, house phones are located in the Athletic Complex, Instructional Complex, Lambdin Hall, and Student Center. Local calls can be made from the house phones at no charge.

Publicity and Advertising

The Student Activities Office

The Student Activities Office is responsible for maintaining 6 **student activity bulletin boards** located in high traffic areas on campus. Bulletin boards are located in the following buildings:

Instructional Complex	(1st floor)	1 board
Student Center	(1st floor)	2 boards
Russell Hall	(1st floor)	1 board
Academic Building	(1st floor)	2 boards

Materials to be posted on a campus bulletin board must be submitted to the Student Activities Office for approval. All approved materials will be posted by the Student Activities Office usually within 24 to 72 hours from the time they are approved. Due to space limitations, posters should be no larger than 11" x 13".

Written materials may be distributed free of charge by College students on campus, either individually or as officials of registered student organizations, pursuant to the following regulations:

1. Distributors are subject to the Code of Student Conduct, local, state, and federal laws.
2. Materials distributed must identify the author or publisher and, when necessary for clarification, a statement disclaiming College sponsorship.
3. Distribution of materials may not take place within College buildings except within the specifically designated areas:
    - Student Center and individually approved building lobbies (materials must not be posted on any entrance doors, glass surfaces or motorized vehicles.)
4. Distributors may not in any way interfere with orderly process of the College. They shall not, for example:
    a) obstruct vehicular, bicycle, pedestrian or other traffic;
    b) obstruct entrances or exits to buildings or driveways;
    c) interfere with educational activities, inside or outside any buildings;
    d) harass passers-by or otherwise disrupt normal activities;
    e) interfere with or preclude a scheduled speaker from being heard;
    f) interfere with scheduled College ceremonies or events;
    g) damage property, including lawns, shrubs, automobiles or trees.
5. Materials must be removed when the event has concluded.
6. This policy does not apply to officially printed materials of the College.
7. Materials must be given to the Director of Student Activities at least one (1) week prior to the date needed to be posted.
8. Materials must be approved by the Student Activities Office and must contain the “official” stamp. The office will assist in the dissemination of all written materials.
9. Unless flyers are promoting a “special” club sponsored event, the size of the flyer should be limited to 8.5" x 11".

Off-Campus Housing Statement

Students living off campus must arrange for their own housing. The College assumes no responsibility for off-campus housing, but does attempt to assist students by helping them become aware of available options in the surrounding area. Students are responsible for notifying the Registrar’s Office of their correct off-campus mailing address.

Student Complaint Policy

Students have the right to lodge a complaint whether academic or non-academic. Students wishing to file a complaint should fill out the "Student Complaint Form" found on the Gordon State College website (see below). The completed form will be reviewed by the Office of Enrollment Management and Student Affairs and assigned to the appropriate department for resolution. The student will receive confirmation of the complaint within ten days. The student will be notified of the resolution within 30 days. Should the student not be satisfied with the resolution they may appeal the decision to the Vice President of the division of the college with oversight of the complaint. The student will be notified in writing within ten days of the decision of the Vice President or designee. The decision of the Vice President will be final.

http://www.gordonstate.edu/student-affairs/resources-and-policies
http://www.gordonstate.edu/mygordon/home
http://www.gordonstate.edu/studentslife/home

Financial Aid

Located in Student Services Center, the Financial Aid Office facilitates the process of identifying, applying for, and securing various forms of financial assistance for students. To contact the Financial Aid Office, call (678) 359-5990, email at finaid@gordonstate.edu, or write:

Financial Aid Office
Gordon State College
419 College Drive
Barnesville, GA 30204

A wide variety of financial aid programs from scholarships, grants, employment, and loans are available to help students with educational costs. Most awards are based on financial need while some are awarded in recognition of merit or achievement. Financial Aid is awarded based on full-time enrollment status (12 hours). Financial Aid packages for students enrolled less than full-time may require adjustments. Eligibility for awards varies with enrollment status.

**Please Note: All information as presented here was current at the time of printing. However, due to the many changes that often occur to the various financial aid programs, students are encouraged to visit the Gordon State College financial aid web page for the most current information. The web site can be accessed at https://www.gordonstate.edu/admissions/financial-aid/index.html.

Determination of Need-Based Awards

Awards based on need are determined by a process called financial need analysis. The analysis is standardized by the U. S. Department of Education (USDE) using a financial formula called Federal Methodology. The Free Application for Federal Student Aid (FAFSA) is the application that is required to begin this process. The electronic FAFSA is the easiest and quickest way to apply. The processing time for USDE is approximately four days. The electronic FAFSA may be accessed at www.fafsa.gov.

The Federal Title IV Code for Gordon State College is 001575. GSC will receive your FAFSA information electronically. Students must reapply annually to qualify each academic year.

Need-Based Award Application Procedures

Need-based awards include grants, employment, loans, and some scholarships. It is advisable to complete the FAFSA early. The FAFSA is available on October 1 for the award year that starts each fall semester. The priority date for receipt of the FAFSA at Gordon State College is May 1 of each year. FAFSAs received by the priority date with all requested documents submitted by the student and reviewed by the Financial Aid Office will be awarded first. New applicants must also apply for admissions through the Office of Admissions for a degree program.

When the FAFSA is analyzed by the U. S. Department of Education, the result is called the Expected Family Contribution (EFC). The EFC is the amount that the family should be able to contribute to the student's cost of attendance (COA). COA is the amount of direct cost (e.g., tuition, fees, room, board, and books) and indirect cost (e.g., transportation and personal expenses). Need-based financial aid is awarded to help the student with need (i.e., COA minus EFC).

Federal Pell Grant

This is a federally funded program that provides need-based grants to undergraduate students without a previous bachelor's degree. The application is the Free Application for Federal Student Aid (FAFSA). Eligibility is based on the Estimated Family Contribution (EFC) and the Cost of Attendance (COA). Students receive their EFC information on the Student Report (SAR) after the submitted FAFSA is processed. Pell Grant is prorated according to enrollment by each term. Students receiving the Federal Pell Grant may also be eligible for other types of financial aid. Students are limited to one full-time award each academic year. Students are also limited to twelve full-time semesters of payment under the Federal Pell Grant program.

Federal Supplemental Education Opportunity Grant

This federally funded program is designed for undergraduate students without a degree with exceptional need seeking their initial degree. A student must have been awarded the Federal Pell Grant in order to receive this grant. Early FAFSA application is encouraged. Priority for these awards is given to those who file by Gordon State's priority filing day, May 1st. You can review the policy at https://www.gordonstate.edu/financial-aid/policies.html

Federal Work Study

The Federal Work Study program is designed to provide employment opportunities for students with financial need. Employment opportunities are available both on-campus and off-campus with the pay not less than the federal minimum hourly wage. Students' work schedules are coordinated by the student and supervisor to accommodate the student's class schedule. The total amount of Federal Work Study awarded is based on the federal funding for the program, the student's financial need, and the amount of aid the student receives from other programs.

Student Loan Awards

Federal Direct Subsidized Loan

The Federal Government guarantees low-interest loans made to qualified students. Students may apply for this loan by completing the Free Application for Federal Student Aid (FAFSA). All loans are provided by the U.S. Department of Education. Students are allowed to select their loan amount up to their award maximums. Eligible freshman may borrow up to $3,500 per year, while sophomores (30+ earned hours) may borrow up to $4,500 per year. Juniors (60+ earned hours) and seniors

(90+ earned hours) may borrow up to $5,500 per year. The student must be enrolled in at least 6 hours each term to receive a Federal Direct Subsidized Loan. The amount of loan eligibility is based on need as determined by the FAFSA and the cost of attendance.

Subsidized indicates that the federal government will pay the loan interest while the student is enrolled in school.

Interest will accrue during the six months following graduation or when the student ceases to be enrolled at least half time for all new Subsidized Loans. The rates are fixed on July 1st of each year and are valid for loans disbursed between July 1st and June 30th of that calendar year. Funds are disbursed to the student through the college in two installments.

Repayment begins six months after the student ceases to be enrolled at least halftime. For the most up to date information on interest rates and loan fees, please visit: https://studentaid.gov/understand-aid/types/loans/interest-rates#rates .

Federal Direct Unsubsidized Loan

This loan is available to dependent students up to $2,000 per year (above the amount of eligibility for the Subsidized Direct Loan). This loan is also available to independent students who choose to borrow above their Subsidized Direct eligibility or for dependent students who are not eligible for a Subsidized Direct Loan. Students borrowing through the Unsubsidized Direct Loan Program are responsible for the interest on the loan.

Funds are disbursed to the student through the college in two installments. The amount of eligibility is based on the dependent or independent status of the student and the student's need. The application procedures and fees are the same as the Subsidized Direct Loan Program. The student must be enrolled in at least 6 hours each term to receive a Federal Direct Unsubsidized Loan. For the most up to date information on interest rates and loan fees, please visit: https://studentaid.gov/understand-aid/types/loans/interest-rates#rates .

Federal Parent Loans for Undergraduate Students

This program is available to parents of dependent students. Parent borrowers may borrow up to the cost of attendance (at Gordon State) minus other aid.

A credit check is required for a PLUS credit approval. If a parent's PLUS loan application is denied, federal regulations allow the student to borrow additional Unsubsidized Direct Loan funds. For the most up to date information on interest rates and loan fees, please visit: https://studentaid.gov/understand-aid/types/loans/interest-rates#rates.

Please Note - for information on other types of financial aid, please visit the financial aid web page on the Gordon State College website at https://www.gordonstate.edu/admissions/financial-aid/index.html.

HOPE Scholarship Programs

The Georgia HOPE Scholarship is a state-funded scholarship program from the Georgia Lottery for Education. Its purpose is to assist Georgia students in attending eligible Georgia postsecondary institutions to increase academic achievement, to keep the best and brightest students in Georgia, and to expand educational opportunities beyond high school to all Georgians.

Qualifications for the HOPE Scholarship

To be eligible for the HOPE Scholarship, you must meet the following requirements:

- Must complete an application – GSFAPPS or FAFSA;
- Must have at least a 3.0 HOPE GPA, which includes all college level coursework attempted since high school and from any institution attended;
- Must have attempted less than 127 hours;
- Must have not reached their HOPE Expiration Date; and
- Must be a final HOPE Scholar if less than 30 attempted hours.

HOPE Scholars

- If you recently graduated from high school, you can only be awarded HOPE Scholarship after Georgia Student Finance Commission (GSFC) has evaluated your high school transcripts. After noting that you are a HOPE Scholar, you may contact our office by email if not awarded HOPE.
- If you are not a HOPE Scholar at the time of high school graduation, you may earn the HOPE Scholarship by achieving a 3.00 HOPE GPA at the 30, 60, or 90 attempted hours. If you have a 3.00 HOPE at one of these benchmarks, please email our office.

HOPE GPA Reviews

All students must maintain a 3.00 HOPE GPA at their 30, 60 and 90 attempted hours and at the end of every spring semester. If you are a part-time student, you will be checked on your third semester of enrollment.

Zell Miller Scholarship

The Zell Miller Scholarship was created in March of 2011 for Georgia's highest performing students. Students' eligibility is determined for the Zell Miller Scholarship by the Georgia Student Finance Commission (GSFC). Students can check their status for the Zell Miller Scholarship, by checking their HOPE GPA on https://www.gafutures.org. Students will only be awarded the Zell Miller Scholarship after GORDON STATE COLLEGE has received confirmation of their status from GSFC.

Applying for the Zell Miller Scholarship

To apply for the Zell Miller Scholarship, students must complete a GSFAPPS or the FAFSA.

To be eligible for the Zell Miller Scholarship, you must meet the following requirements:

- Must complete an application – GSFAPPS or FAFSA;
- Must be confirmed as a Zell Miller Scholar by GSFC;
- Must have at least a 3.3 HOPE GPA, which includes all college level coursework attempted since high school and from any institution attended;
- Must not have reached the Zell Miller Expiration Date; and
- Must have attempted less than 127 hours.

If you believe you should be a Zell Miller Scholar and have confirmed your status with GSFC by checking your HOPE GPA, please email our office.

Zell Miller GPA Reviews

All students must maintain a 3.3 HOPE GPA at their 30, 60 and 90 attempted hours and at the end of every spring semester.

GED Voucher

Georgia residents who have received a GED after June 30, 1993, may receive a $500 one-time voucher through the HOPE program. This voucher can be used for educational expenses at Gordon State College.

Other Scholarships

Many companies, foundations, religious organizations, and clubs offer scholarships to qualified students. Information on these scholarships can be obtained from these organizations as well as the Internet and most large bookstores.

Gordon State College Foundation Scholarships

A limited number of scholarships are awarded yearly by the Gordon State College Foundation. Applications are available online at the following link: https://www.gordonstate.edu/alumni/give-to-gordon/gordon-college-foundation/fnd-scholarships/index.html.

Satisfactory Academic Progress Policy

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the requirements detailed below. These requirements apply to all students as one determinant of eligibility for

financial aid. You can find our SAP policy at
https://www.gordonstate.edu/admissions/financial-aid/policies/index.html

- Your SAP status is based on your entire academic record, at all schools attended (includes all transferrable hours), regardless of whether you received financial aid.
- SAP is calculated each semester after grades have been posted to academic history by the Registrar's Office.
- Students can view their SAP Status at any time via Banner Web. Students who are put on a warning or "Not Making SAP" status are notified via their student email address and mailed a letter via US Mail to their mailing address on record.
- If after the first term of attendance you are not making SAP, you will be put on a Warning status and allowed to keep aid for one term. You continued eligibility will be determined after the next term checkpoint.
- If your SAP status is "Not Making SAP" after the check is performed, you will not qualify for financial aid for the following term.
- If your SAP status is "Not Making SAP" and you cannot mathematically attain SAP requirements following the next term, an appeal will not be permissible. Documented mitigating circumstances may allow continued eligibility on a case-by-case basis and will require an academic plan.

Quantitative and Qualitative Requirements

Quantitative Requirement – The quantitative requirement has two parts:

- A maximum time frame
- A required completion ratio

Maximum time frame (maximum attempted credit hours) – Maximum Time-Frame is measured at the end of each semester in which the student is enrolled. Students are allowed to attempt up to 150% of the credit hours required to complete their degree. For example, if a bachelor degree program requires 120 credit hours, a student may attempt a maximum of 180 (120 x 150%) credit hours before becoming ineligible for federal aid. For an associate degree program required 60 credit hours, a student may attempt a maximum of 90 (60 x 150%) credit hours before becoming ineligible for federal aid. Students who are seeking a second undergraduate degree different from their first degree may be granted additional hours to complete the second degree requirements.

Once you reach the maximum attempted credit hours, you are no longer eligible for financial aid as an undergraduate student. Federal regulations stipulate that the maximum time frame for an undergraduate student cannot exceed 150% of the published length of the academic program.

Completion Ratio – The completion rate is measured at the end of each semester in which the student is enrolled. Students must show measurable progress toward earning a degree by successfully completing 67% of all attempted credit hours including remedial course work and transfer hours accepted for credit by Gordon State College. Grades of A, B, C or D count as the successful completion of a course. The grades of F, W, WF, I, U, IP or V do not count as the successful completion of a course.

The completion rate is calculated by dividing total credit hours earned (successfully completed) by total credit hours attempted (including transfer hours) rounded down to the nearest whole number.

Policy Details

When is SAP determined?

- **Initial Review** – You are considered to be meeting SAP during your first term at Gordon State College.
- **End of Every Semester Review** – Your SAP status is calculated at the end of each semester, after grades are posted to your academic history by the Registrar's Office.

What happens when you do not meet the requirements?

- You are no longer eligible for financial aid – including work study, loans, grants or scholarships. If you're on a Warning Status – you will receive one additional semester of eligibility.
- Because you do not qualify for financial aid, you must pay your tuition and fees by the payment deadline or your registration will be cancelled by the Bursar's Office.

Maximum Time Frame (maximum attempted credit hours) – When you have attempted the maximum credit hours, you are no longer eligible to receive financial aid.

Low Completion Ratio –

- **Warning Status** – The first time you fall short of meeting the required completion ratio, your status is Warning. You remain eligible to receive financial aid while in warning status.

- **"Not Making SAP" Status** – After attending one semester on Warning status, if you do not meet the required completion ration, your status becomes "Not Making SAP" Status. You are no longer eligible to receive financial aid until the required standards are met. You must successfully appeal to regain eligibility.

- **Appeal Status** – After being placed on a "Not Making SAP" Status, AND a student has successfully appealed and financial aid has been reinstated, the student is eligible to receive financial aid. This status is only for one term and quite often will carry conditions and/or stipulations for continued eligibility.

How do you regain eligibility?

SAP Appeal – If extenuating circumstances during a specific term of enrollment prevented you from meeting the requirements, you may file a SAP Appeal.

Academic Circumstances that Affect Your Status:

- Changes in major, double majors or minors – may cause you to reach your maximum attempted hours, and lose your eligibility before earning a degree.
- Incomplete grades, missing grades, failing grades, course withdrawals – all reduce your completion ratio, because they are counted as attempted, but not earned credits. They also count against your maximum attempted hours.
- Repeated courses – count as attempted credit hours each time you register for them. They also count against the allowed maximum. This can also reduce your completion ratio because repeated credits count as earned credits only once. NOTE: The U.S. Department of Education allows only one retake for the Title IV credit.
- Academic Renewal – count against your maximum attempted credits, and also lower your completion ratio because the credits count as attempted but not earned.
- Remedial courses – count as attempted and earned credits and are included in the GPA calculation.
- Late posted grades or grade changes – Once notification is received from the Registrar's Office of grade changes, the SAP status will be recalculated.
- Dismissal and Return – students who are suspended academically or choose not to attend because of "Not Making SAP" will not be automatically eligible for financial aid upon their return. Student must meet both qualitative and quantitative standards of SAP. If below standards, a student must appeal or use means other than financial aid for educational expenses. Absence does not restore eligibility for financial aid. It remains the responsibility of the student to be knowledgeable of their SAP standard when returning to school after dismissal or choosing not to return because of SAP Failure.
- Summer Term Courses – all hours attempted and completed in the summer terms are treated as any other semester hours in determining SAP status. SAP will be checked following the summer term as well.

Policy for Reestablishing Financial Aid Eligibility

In order to regain eligibility for financial aid, a student must meet one of the following criteria:

1. A student may regain eligibility by attending school at his or her own expense until he or she meets the criteria as outlined in the Standards of Satisfactory Academic Progress for students receiving financial aid. The standards are reviewed at the end of each semester. A student cannot reestablish eligibility simply by being out of school for a set amount of time or by paying for a set number of classes out-of-pocket, as outlined in the Federal Student Aid Handbook. This also applies to students who have been suspended from Gordon State College, and are applying for readmission to the college. Students who have been academically suspended must pay all expenses with their own funds for the initial semester in which they return to Gordon State College if they are not

making Satisfactory Academic Progress at the time they are readmitted to Gordon State College.

2. A student may submit the "Satisfactory Academic Progress Appeal" form if he or she is not making Satisfactory Academic Progress, and submitting the completed form along with the appropriate documentation to GSC Verification system https://gordonstate.verifymyfafsa.com/account/Login In order to submit an appeal, a student must have an extenuating circumstances. Appeals submitted without documentation will not be reviewed by the Financial Aid Appeals Committee.

Selective Service Registration

A student must meet federal Selective Service registration requirements prior to the application deadline.

Default and Refund

A student must not be in default on a federal Title IV or State of Georgia educational loan, nor owe a refund on a Title IV or State of Georgia student financial aid program, nor in any other way be in violation of the federal Title IV or State of Georgia Student Aid Regulations. If the student has repaid the defaulted loan or refund in full, he or she is eligible to receive HOPE assistance beginning with the term in which repayment was made in full, but not for previous terms.

Drug-Free Act

A student is ineligible if, in accordance with the Drug-Free Postsecondary Education Act of 1990, he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs. A student is ineligible to receive a HOPE Scholarship from the date of conviction to the completion of the next academic term. Institutions are not required to obtain criminal justice records of HOPE applicants.

Federal Refund Policy

All students receiving financial assistance who formally withdraw or who stop attending classes and receive grades of F, W and/or WF are subject to regulations regarding the return of funds to the aid program.

The refund date is determined by the withdrawal date.

Federal refunds are made in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Parent Plus Loan
4. Pell Grant
5. Supplemental Educational Opportunity Grant (SEOG)
6. Other Title IV Programs

Note: Refunds for students receiving the HOPE scholarship with no federal aid are distributed to the HOPE scholarship program. Students receiving both the HOPE scholarship and federal aid may owe a refund of federal funds and HOPE scholarship funds.

The student must return unearned aid for which he/she is responsible by repaying funds to the applicable aid program(s).

The federal Return of Funds policy uses the following steps:

Step 1 – Determine the Student's Title IV Aid for the term.
Step 2 – Determine the Percentage of the Title IV Aid earned.
Step 3 – Determine the Amount of Title IV Aid earned by the student.
Step 4 – Determine the Total Title IV Aid to be returned.
Step 5 – Determine the Amount of Unearned Title IV Aid due from the School
Step 6 – Determine the Amount of Unearned Title IV Aid due from the Student.

Refund Example: The following example of a refund calculation is based on a commuting student paying $756 in tuition and fees.

The student received $887 in a Pell Grant (Title IV) for the term. The student received no other aid. The student withdrew on the 8th day of a 111-day term.

Step 1 - Amount of Student's Title IV Aid for the term=$887.00

Step 2 - Percentage of Title IV Aid Earned/Unearned:
8 Days Completed/111 Days in Term = 7.2% Earned.

Step 3 - Amount of Title IV Aid Earned by the Student:
$887 X 7.2% = $63.86

Step 4 - Title IV Aid to be returned:
$887.00 - $63.86 = $823.14

Step 5 - Return of Funds by the School:
$756.00 Tuition and Fees X 92.8% Unearned Funds = $701.57
The school returns this to the Pell Grant Program.

Step 6 - Return of Unearned Title IV Aid from the Student:
$823.14 Title IV Aid to be Returned - $701.57 Returned by the School = $121.57.

Amount to be returned to grants is reduced by 50%

$121.57 X 50% = $60.79 – Amount for Student to Return to the Pell Grant Program.

Other Financial Aid Information is available on the Gordon State College web site at http://www.gordonstate.edu/FinancialAid.

The Library

The Dorothy W. Hightower Collaborative Learning Center (CLC) & Library provides appropriate facilities and information resources to support the college's mission and core values to "develop creativity, critical thinking, problem solving, innovation, a global perspective and a commitment to lifelong learning that includes a respect for everyone involved in the process". The library's mission statement and primary functions serve as a guide for the library to serve the curricular needs of students, faculty, and staff, and where possible, the educational needs of the broader community.

Mission

The mission of the Dorothy W. Hightower CLC & Library is to support the teaching, learning, and research needs of the college community by providing a knowledgeable staff, resources, tools, information, learning spaces, and instruction in evaluative and lifelong learning skills.

Vision and Function

The Dorothy W. Hightower Collaborative Learning Center & Library is a welcoming environment offering the encouraging flexible, open, and collaborative learning spaces as well as individual study spaces to meet the needs of the 21st Century student learner. The library provides and maintains a full range of print, non-print, and electronic resources as well as technology and services to support teaching and learning at Gordon State College. Additionally, the library promotes awareness, understanding, and the use of these resources through research skills courses, library orientation classes, individualized instruction, online tutorials, and hands-on research assistance for all Gordon State students including distance education learners (off-site, hybrid, and online). Gordon State College students, faculty, and staff, as well as the surrounding community are invited to use Hightower Collaborative Learning Center & Library to pursue academic and intellectual interests. The primary functions of the library are:

1. To provide physical and electronic access to the necessary informational and instructional resources and technologies which facilitate teaching and nurture learning via logical organization of materials and services, enabling information to be conveniently located, accessed, manipulated, and created.
2. To provide an expert staff, whose value as an informational source equals that of our print and electronic resources, and who are committed to aiding the students, faculty, and staff in the most effective manner.
3. To provide for a growing student body and faculty an attractive yet functional facility which respects the tradition of individual study while simultaneously encouraging the spirit of collaborative engagement, and which allows students, faculty, and staff to achieve their academic and professional goals through research, education, facilitation, presentations, stimulation, and innovation.

Technology and Resources

As the collaborative learning and information center for Gordon State College, the library combines traditional library services with modern educational technology. Resources and services are available for users attending classes at the main campus as well as off campus sites. Users may browse the shelves for more than 103,000 books, including reference tools, or search for specific items using the on-line catalog, which also contains over 400,000 full text electronic books. The library subscribes to more than 650 print and electronic periodicals. Library users have access to 310 databases in GAILILEO (**G**eorgi**A LI**brary **LE**arning **O**nline) includes citations and abstracts, full-text journal and magazine databases, electronic reference tools, other on-line library catalogs, and authoritative Internet resources on numerous subjects. Additionally, the library houses a collection of videos and DVDs for use in the library or for classroom use. Equipment is also available in the library for viewing these materials.

Services

Library orientation and instruction classes are essential to effective library use. Therefore, faculty members are encouraged to schedule an orientation session to help their students use the library's resources and services more successfully. Individual instruction and reference help, as well as research guides, are always available at the Reference and Circulation Desk.

As a member of multiple regional groups of cooperating libraries, the Hightower CLC & Library makes its collection available to other institutions. In return, Gordon State College students have access to the resources of many other college, public, and special libraries, either through GIL Express (a resource-sharing service within the University System of Georgia) or Interlibrary Loan (a national resource lending system).

Students are encouraged to browse the library's collection; to check out books with their valid Gordon State College I.D.; and to read, research, and study while in the library. The Dorothy W. Hightower CLC & Library promotes a positive learning and collaborative environment by providing an assortment of technological resources and study spaces: computers, laptops, microfilm readers, scanners, individual and group study rooms, a Presentation Practice Room, and an Assistive Technology Resource Room. Faculty members are likewise encouraged to survey the library's holdings, recommend resources for acquisition, and utilize the facility for their classes and research. The Hightower CLC & Library connects the Gordon State College community, both on campus and online, to the resources and services that support academic coursework, research, and lifelong learning.

Community Education

Gordon State College is dedicated to serving the community needs of the middle Georgia area. Like other University System of Georgia institutions, Gordon State seeks to provide service beyond the academic offerings through continuing education and community outreach opportunities. High quality, affordable, and accessible learning experiences are provided through the Office of Community Education. These activities endeavor to enrich and improve the quality of life for area residents and our Gordon constituents.

Community Education is housed on Spencer Street and the staff is eager to discuss ways the resources of Gordon State College can be utilized to meet the needs of community groups, cultural organizations, businesses, industries, and individuals. For information about courses and activities, please visit our website at www.gordonstate.edu/community-education, stop by the Office of Community Education, or call 678-359-5123.

Fees

Continuing education courses and community outreach activities are offered each semester by the Office of Community Education. Academic credit is not awarded for continuing education courses. Fees associated with continuing education courses and community outreach activities should be paid upon registration via our website or at the Office of Community Education building on Spencer Street. Fees and refund policies may be found online.

Core Curriculum

Each institution in the University System of Georgia follows a core curriculum established by the Board of Regents. All core curriculum requirements must be completed as part of the Associate of Arts, Associate of Science, Bachelor of Arts and Bachelor of Science degree programs. Students must meet the core requirements (also known as Areas A-E) of the institutions from which they receive their degrees. The benefit of the Core Curriculum is that completing the Core (or any part thereof) at Gordon State College guarantees that it will transfer to a sister institution in the System. The Core Curriculum at Gordon State College consists of 42 hours divided into five parts:

Core Curriculum

- Core Area A: Essential Skills
  - Area A1: Communication Outcomes
  - Area A2: Quantitative Outcomes
- Core Area B: Critical Thinking (Institutional Options)
- Core Area C: Humanities/Fine Arts
- Core Area D: Science, Mathematics and Technology
- Core Area E: Social Science

Students completing Associate degrees must also complete additional requirements outside of the core (Areas F and G).

- Area F: Courses related to the program of study
- Area G: Health and Physical Education

Each Area is described in detail in the pages that follow.

Notes:

1. Please see page 232 for the core curriculum requirements of the Associate of Science in Nursing degree.
2. Equivalent courses with an honors (H) designate will also be accepted to fulfill Area A – F requirements**.**

Area A Essential Skills

Area A(1) Required Courses: 6 hours

ENGL 1101	(3-0-3)
ENGL 1102	(3-0-3)

Area A(2) Choose **one** of the following courses: 3 - 4 hours

MATH 1001	(3-0-3)
MATH 1111	(3-0-3)
MATH 1113	(4-0-4)
MATH 1501	(4-0-4)

Hours Applied to Area A ..... 9 HOURS[4]

Notes:
[1] Any one of the courses, MATH 1001, MATH 1111, MATH 1113, or 1501, will satisfy the Area A(2) mathematics requirement with the following exceptions:

- Students who are science majors must take MATH 1113 or MATH 1501 in Area A(2).
- Students who are middle grades education majors with a focus in mathematics must take MATH 1113 or MATH 1501 in Area A(2).

[2] Advising Notes:

- In addition to science majors who must take MATH 1111 in preparation for taking MATH 1113, MATH 1111 is the course that is recommended for business majors. MATH 1111 is also a good course for students who are undeclared majors but are considering majoring in a quantitative area or students who wish to build on their high school algebra to enhance their abilities in mathematics.
- MATH 1001, Quantitative Skills and Reasoning is less dependent on previous knowledge of algebra than MATH 1111 and is often the choice of students who desire a broad knowledge of mathematics rather than the specific knowledge of algebra and students with weaker algebra backgrounds.

[3] As observed in Note (1) students who have chosen the pathway to a baccalaureate degree in Middle Grades Education with a focus on science must take MATH 1113 (or MATH 1501) in Area A(2). If the student is required to take MATH 1111 to qualify for MATH 1113, MATH 1111 serves as an elective course in their program.

[4] A course taken to satisfy Area A requirements cannot also be used to satisfy a course requirement in another Area.

[5] Students are required to complete Area A early in their college studies.

- If a student has completed 30 semester hours and *has not yet completed Area A(1)*, the student must enroll in a course that makes progress toward completing A(1) in order to take other college courses. In other words, after 30 semester hours, the student must be enrolled in one of the following courses: ENGL 1101, ENGL 1102 (or ENGL 0999 if they still have learning support requirements).

- If a student has completed 30 semester hours and *has not yet completed Area A(2)*, the student must enroll in a course that makes progress toward completing A(2) in order to take any other college courses. In other words, after 30 semester hours, the student must be enrolled in one of the following courses: MATH 1001, MATH 1111, MATH 1113, or MATH 1501 (MATH 0997, or MATH 0999 if the student still has a mathematics learning support requirement).

Area B Institutional Options (Critical Thinking)

FIRE 1000	Freshman Introduction to Reasoning Essentials	2-0-2

And choose one of the following:

COLQ 2991	Colloquium in the Humanities	2-0-2
COLQ 2992	Natural Sciences/Mathematics Colloquium	2-0-2
COLQ 2993	Social Sciences Colloquium	2-0-2
COLQ 2994H	Honors Colloquium	2-0-2

Hours Applied to Area B ……4 HOURS

Area C Humanities/Fine Arts

Choose **one** of the following courses: 3 hours

ARTS 1100	(3-0-3)	HUMN 1501[1]	(3-0-3)
ARTS 1101[1]	(3-0-3)	HUMN 1502[1]	(3-0-3)
ARTS 1102[1]	(3-0-3)	MUSC 1100	(3-0-3)
COMM 1100	(3-0-3)	SPAN 1001	(3-0-3)
COMM 1110	(3-0-3)	SPAN 1002	(3-0-3)
COMM 1500	(3-0-3)	SPAN 1060	(6-0-6)
FREN 1001	(3-0-3)	THEA 1000	(3-0-3)
FREN 1002	(3-0-3)	THEA 1100[1]	(3-0-3)

Choose **one** of the following courses: 3 hours

ENGL 2111[1]	(3-0-3)
ENGL 2112[1]	(3-0-3)
ENGL 2121	(3-0-3)
ENGL 2122	(3-0-3)
ENGL 2131	(3-0-3)
ENGL 2132	(3-0-3)
ENGL 2141	(3-0-3)
ENGL 2142	(3-0-3)
PHIL 2010	(3-0-3)
PHIL 2020	(3-0-3)

Hours Applied to Area C ..... 6 HOURS

Notes:
[1] In general students cannot use a course taken to satisfy requirements in one area to satisfy a requirement in a second area.

Area D Science, Mathematics, and Technology

For the purpose of determining course requirements in Area D, the following transfer programs of study are considered science majors:

- Associate of Science (general)*
- Associate of Science in Chemistry
- Associate of Science in Computer Science
- Associate of Science in Engineering
- Bachelor of Science in Biology and Biology with Secondary Teacher Certification
- Bachelor of Science in Mathematics with Secondary Teacher Certification

*Associate of Science (general) Pathways include:

- Astronomy
- Biological Sciences and Biology
- Human Services
- Mathematics
- Pharmacy – Transfer and
- Physics

Area D Non Science Majors

Choose **one** of the following courses: 4 hours

ASTR 1010K	(3-2-4)	GEOL 1121K	(3-2-4)
BIOL 1107K[2]	(3-2-4)	GEOL 1122K	(3-2-4)
BIOL 1111K[2]	(3-2-4)	ISCI 1121K	(3-3-4)
CHEM 1151K	(3-2-4)	PHYS 1111K	(3-3-4)
CHEM 1211K	(3-3-4)		

Choose **one** of the following courses: 4 hours

ASTR 1010K	(3-2-4)	CHEM 1211K	(3-3-4)
ASTR 1020K	(3-2-4)	CHEM 1212K	(3-3-4)
BIOL 1107K[2]	(3-2-4)	GEOL 1121K	(3-2-4)
BIOL 1108K[3]	(3-2-4)	GEOL 1122K	(3-2-4)
BIOL 1111K[2]	(3-2-4)	ISCI 1121K	(3-3-4)
BIOL 1112K[3]	(3-2-4)	PHYS 1111K	(3-3-4)
CHEM 1151K	(3-2-4)	PHYS 1112K	(3-3-4)
CHEM 1152K	(3-2-4)		

Choose **one** of the following courses: 3 - 4 hours

ASTR 1010K	(3-2-4)	CSCI 1101	(3-0-3)
ASTR 1020K	(3-2-4)	CSCI 2102	(3-0-3)
BIOL 1011	(3-0-3)	GEOL 1121K	(3-2-4)
BIOL 1050	(3-0-3)	GEOL 1122K	(3-2-4)
BIOL 1107K[2]	(3-2-4)	ISCI 1121K	(3-3-4)
BIOL 1108K[3]	(3-2-4)	MATH 1113	(4-0-4)
BIOL 1111K[2]	(3-2-4)	MATH 1401	(3-0-3)
BIOL 1112K[3]	(3-2-4)	MATH 1501	(4-0-4)
CHEM 1151K	(3-2-4)	MATH 1502	(4-0-4)
CHEM 1152K	(3-2-4)	PHSC 1011	(3-0-3)
CHEM 1211K	(3-3-4)	PHYS 1111K	(3-3-4)
CHEM 1212K	(3-3-4)	PHYS 1112K	(3-3-4)
CHEM 2200	(3-0-3)		

Hours Applied to Area D for Non-Science Majors ..... 11 HOURS[1]

Notes:

[1] If students accumulate more than 11 semester hours taking courses that satisfy Area D requirements, they can use one or more excess semester hour in Area F.

[2]If a student takes both BIOL 1111K and BIOL 1107K, only one of these will count toward the Area D science requirement.

[3]If a student takes both BIOL 1112K and BIOL 1108K, only one of these will count toward the Area D science requirement.

Area D Science Majors

Required Courses: 12 hours

CHEM 1211K	(3-3-4)
CHEM 1212K	(3-3-4)
MATH 1501[2,3]	(4-0-4)

Hours Applied to Area D for Science Majors..... 12 HOURS[1]

Notes:
[1] If science majors accumulate more than 11 semester hours taking courses that satisfy Science Area D requirements, they can use one or more excess hours in Area F.

[2]Any MATH course for which MATH 1501 is a prerequisite may be substituted.

[3]Biological Sciences, and Biology majors may substitute MATH 1401 (3-0-3) for MATH 1501 in Area D.

Area D Nursing, Health Information Management

Choose **one** of the following sequences: 8 hours

BIOL 1111K[2] and 1112K[3]	(3-2-4) each
BIOL 1107K[2] and 1108K[3]	(3-2-4) each
CHEM 1l51K and 1152K	(3-2-4) each
CHEM 1211K and 1212K	(3-3-4) each
PHYS 1111K and 1112K	(3-3-4) each
PHYS 2211K and 2212K	(3-3-4) each

Choose **one** of the following courses: 3 - 4 hours[1]

ASTR 1010K	(3-2-4)	CSCI 1101	(3-0-3)
ASTR 1020K	(3-2-4)	CSCI 2102	(3-0-3)
BIOL 1011	(3-0-3)	ISCI 1121K	(3-3-4)
BIOL 1050	(3-0-3)	MATH 1113	(4-0-4)
BIOL 1107K[2]	(3-2-4)	MATH 1401	(3-0-3)
BIOL 1108K[3]	(3-2-4)	MATH 1501	(4-0-4)
BIOL 1111K[2]	(3-2-4)	MATH 1502	(4-0-4)
BIOL 1112K[3]	(3-2-4)	PHSC 1011	(3-0-3)
CHEM 1151K	(3-2-4)	PHYS 1111K	(3-3-4)
CHEM 1152K	(3-2-4)	PHYS 1112K	(3-3-4)
CHEM 1211K	(3-3-4)	PHYS 2211K	(3-3-4)
CHEM 1212K	(3-3-4)	PHYS 2212K	(3-3-4)

Hours Applied to Area D for Health Professions Majors..... 11 HOURS

Notes:
[1] If Health Professions majors accumulate more than 11 semester hours taking courses that satisfy Area D requirements, they can use one or more excess hours in Area F.

[2] If a student takes both BIOL 1111K and BIOL 1107K, only one of these will count toward the Area D science requirement.

[3] If a student takes both BIOL 1112K and BIOL 1108K, only one of these will count toward the Area D science requirement.

Area E Social Sciences

Choose **one** of the following courses: 3 hours

HIST 1121[2]	(3-0-3)
HIST 1122[2]	(3-0-3)

Choose **one** of the following courses: 3 hours

HIST 2111[1, 2]	(3-0-3)
HIST 2112[1, 2]	(3-0-3)

Choose **two** of the following courses: 6 hours

ANTH 1102	(3-0-3)	POLS 1101	(3-0-3)
ECON 2105[2]	(3-0-3)	POLS 2201	(3-0-3)
ECON 2106	(3-0-3)	POLS 2301[2]	(3-0-3)
HIST 1121[2]	(3-0-3)	POLS 2401[2]	(3-0-3)
HIST 1122[2]	(3-0-3)	PSYC 1101	(3-0-3)
HIST 2111	(3-0-3)	SOCI 1101	(3-0-3)
HIST 2112	(3-0-3)		

Hours Applied to Area E..... 12 HOURS

[1] Constitution and history requirement: The State of Georgia requires that any person receiving a degree from a state-supported college must demonstrate knowledge of the history and Constitution of the United States and of Georgia. The US History and Constitution requirements are met by successfully completing HIST 2111 (American History 1) or HIST 2112 (American History 2) at Gordon State College, any USG institution, Georgia Military College, or any accredited Technical College of Georgia. Students transferring to Gordon State from out-of-state or private institutions, including non-USG schools (excluding Georgia Military College), or students who have AP or CLEP US History transfer credit, must either pass the "GA History and the GA Constitution" exam or take HIST 2111 or HIST 2112 at Gordon State College, any USG institution, Georgia Military College, or any accredited Technical College of Georgia to fulfill US legislative requirements.

[2] In general, students cannot use a course taken to satisfy requirements in one area to satisfy a requirement in a second area.

Area F Courses Related to the Program of Study

A student has completed an associate (two-year) degree from Gordon State College when he or she has completed Core Areas A-E and Area G together with an Area F defined by the pathway to the baccalaureate degree that the student is seeking. Should the student desire to complete a baccalaureate (four-year) degree at Gordon State College or elsewhere in the University System of Georgia, the student is required to complete the Area F for the specific major the student seeks.

Hours Applied to Area F ..... 18 HOURS

Area G Institutional Requirements Outside the Core

In addition to Areas A - F, any student completing at least one semester of **full-time** enrollment must complete three credit hours from Group I. Students who complete four or more semesters of **full-time** enrollment must also complete one hour from Group II.

Group I:[1]	Choose **one** of the following lecture courses:	3 hours
	PHED 1001 (3-0-3) PHED 1010 (2-1-3)	
Group II:[2]	Choose from the following:	0 - 1 hour
	Any PHED class except PHED 1001, PHED 1010, and PHED 1040.	

Requirement ..... 0 - 4 HOURS

A course may not be used to satisfy requirements in more than one Area.

Notes:
[1] A maximum of one credit hour of physical education may be waived for military experience documented by a DD214 form. PHED 1001 or PHED 1010 will be required for students who complete at least one semester of full-time enrollment at Gordon State College. *Courses that can be waived, or that are not required for graduation, will not be certified to the U.S. Department of Veterans Affairs for education benefits*.

[2] Students completing the Bachelor of Science in Nursing Degree will satisfy Area G requirements by completing PHED 1010 or any PHED activity course (PHED 1101 – 1551). PHED 1001 and PHED 1040 do not satisfy Area G for the Bachelor of Science in Nursing degree.

Degree Programs

Associate Degree Programs Achievement

Associate degrees are intended for transfer leading to the baccalaureate degree. However, certain associate degrees provide immediate employment opportunities. Students who choose to earn an associate degree do so for various reasons: ease of transferability within the University System of Georgia, lower tuition costs, and increased financial earnings. Communication, problem solving and critical thinking skills are essential components of an associate degree, all of which are necessary for success in any chosen career.

Associate of Arts Degree

The Associate of Arts (A.A.) degree is typically a 2-year degree which provides a foundational liberal arts education. By selecting one of Gordon State College's associate degrees with a major or the general Associate of Arts degree (with additional baccalaureate pathways), students build a foundation in a specific field of study.

1. Associate of Arts (general)*
2. Associate of Arts in Mass Communication
3. Associate of Arts in Music
4. Associate of Arts in Psychology
5. Associate of Arts in Sociology
6. Associate of Arts in Visual Arts
7. Associate of Arts in Foreign Language
8. Associate of Arts in Theater

*Associate of Arts (general) Pathways: English, History, Political Science, and Teacher Education.

Associate of Science Degree

The Associate of Science (A.S.) degree is typically a 2-year degree which provides a liberal arts foundation as well as foundational knowledge in STEM fields such as science, technology, engineering, and mathematics. By selecting one of Gordon State College's associate degrees with a major or the general Associate of Science degree (with additional baccalaureate pathways), students build a foundation in specific fields of study.

1. Associate of Science (general)*
2. Associate of Science in Business Administration
3. Associate of Science in Chemistry
4. Associate of Science in Computer Science
5. Associate of Science in Criminal Justice
6. Associate of Science in Engineering
7. Associate of Science in Information Technology

*Associate of Science (general) Pathways: Astronomy, Biological Sciences and Biology, Health and Physical Education, Health Information Management, Human Services, Mathematics, Nursing – Transfer, Pharmacy – Transfer, and Physics.

Associate of Science in Nursing Degree

The Associate of Science in Nursing (A.S.N.) degree is typically a 3-year program that leads directly to a career in health care. The curriculum trains students as generalists who are capable of providing nursing services in a wide range of health care facilities. Graduates of the A.S.N. program are eligible to take the NCLEX-RN exam required to become a registered nurse.

- ASN Program Requirements

Baccalaureate Program Programs Achievement

Baccalaureate degrees prepare students for the choice of entry into the workforce or enrollment in graduate school. Students who choose baccalaureate programs at Gordon State receive excellent preparation for various master's and doctoral programs along with practical, real-world training so that graduates can gain immediate employment.

Bachelor of Arts Degree

The Bachelor of Arts (B.A.) degree is typically a 4-year degree which provides a foundational education in a specific field of study such as English or History. Graduates have ultimately pursued careers in a wide variety of fields from communication to education or public service.

- English and English with Secondary Teacher Certification
- History and History with Secondary Teacher Certification
- Interdisciplinary Studies

Bachelor of Science Degree

The Bachelor of Science (B.S.) degree is typically a 4-year degree which provides a liberal arts foundation as sell as foundational knowledge in STEM fields such as science, technology, engineering, and mathematics. Students obtaining a Bachelor of Science at Gordon State College will be prepared for fields of pharmaceutical and biotechnology, medical school, physical therapy, environmental biology, and zoology, teaching, social services, management, computer science, nursing and so forth.

- Biology and Biology with Secondary Teacher Certification
- Elementary Education/Special Education
- Health Information Management
- Human Services
- Management & Administration
- Mathematics and Mathematics with Secondary Teacher Certification
- Middle Grades Education
- Nursing

Graduation Requirements

Gordon State College requires students to complete a minimum of 25 percent of the credit hours required for a degree in residence at Gordon State College. Some programs may require a higher percentage for completion of the program as noted in program specific sections of this Catalog.

Associate of Arts, Associate of Science Degrees

To qualify for an Associate of Arts or Associate of Science degree at Gordon State College, the student must satisfy the following requirements:

1. Satisfy the Core Curriculum requirements, Areas A – G, specified in the Academic Catalog. These requirements consist of 64 semester hours of course work.
2. Earn at least 18 hours of degree requirements at Gordon State College. Note: Active duty military personnel follow the SOC residency requirement. See "Military Service Members" section of this catalog for those requirements.
3. Have a minimum cumulative institutional grade point average of 2.0.
4. Satisfy the U. S. and Georgia history and Constitution requirements mandated by the Georgia Legislature.
5. Apply to graduate by the official midterm date of the semester prior to the anticipated semester of graduation. A student who plans to graduate at the end of Spring Semester, for example, is required to complete an application for graduation no later than the midterm of the preceding Fall Semester. The Application for Graduation is available online through the student's Banner Web account. The application is accessed via the Apply to Graduate link in the Student menu in Banner web.

Notes:

1. To graduate with an associate degree, a student must satisfy the requirements for the degree by meeting all of the requirements listed in any one of the Academic Catalogs in effect during the student's period of consecutive enrollment. However, returning students who have had an absence from Gordon State College of three semesters or longer must meet requirements of one of the Academic Catalogs in effect subsequent to their return. If the student had completed any of Areas A-E prior to or during their absence of three or more semesters, they would incur no additional obligations for the completed Areas.
2. Students may graduate and receive a diploma at the end of any semester in which all degree requirements are fulfilled. Formal commencement exercises are held only at the end of fall and spring Semesters.
3. Students who have received Academic Renewal must complete at least 18 semester hours of degree requirements at Gordon State College after acquiring Academic Renewal to be eligible for graduation.
4. Students who have received Academic Renewal must complete at least 18 semester hours of degree requirements at Gordon State College after acquiring Academic Renewal to be eligible for graduation with honors.

Associate of Science in Nursing Degree

Requirements for the Associate of Science in Nursing degree are outlined beginning on page 235 in the Academic Catalog.

Notes:

1. To graduate with an associate degree, a student must satisfy the requirements for the degree by meting all of the requirements listed in any one of the Academic Catalogs in effect during the student's period of consecutive enrollment. However, returning students who have had an absence from Gordon State College of three semesters or longer must meet requirements of one of the Academic Catalogs in effect subsequent to their return.
2. Students may graduate and receive a diploma at the end of any semester in which all degree requirements are fulfilled. Formal commencement exercises are held only at the end of fall and spring semesters.
3. Students who have received Academic Renewal must complete at least 18 semester hours of degree requirements at Gordon State College after acquiring Academic Renewal to be eligible for graduation.
4. Students who have received Academic Renewal must complete at least 18 semester hours of degree requirements at Gordon State College after acquiring Academic Renewal to be eligible for graduation with honors.

Baccalaureate Degrees

To qualify for a baccalaureate degree at Gordon State College, the student must satisfy the following requirements:

1. Satisfy the 64 hours of Core Curriculum requirements, Areas A – F, specified in the Academic Catalog, together with applicable Area G requirements.
2. Complete all courses required for the selected degree and major program. Requirements are specified in the Academic Catalog. Baccalaureate programs require a minimum of 124 earned semester hours (including the 60 hours from Core Areas A – F) together with applicable Area G requirements. More hours may be required for particular programs.
3. Fulfill all additional program requirements for the selected degree and major program. Additional requirements for each baccalaureate degree program are outlined in the Academic Catalog.
4. Earn at least 30 semester hours of credit applicable toward the degree at Gordon State College. In addition, half of the upper level hours required for the degree must be completed at Gordon State College. Note: Active duty military personnel follow the SOC residency requirement. See "Military Service Members" section of this catalog for those requirements.
5. Have a minimum cumulative institutional grade point average of 2.0.
6. Satisfy the U. S. and Georgia history and Constitution requirements mandated by the Georgia Legislature.
7. Apply to graduate by the official midterm date of the semester prior to the anticipated semester of graduation. A student who plans to graduate at the end of Spring Semester, for example, is required to complete an application for graduation no later than the midterm of the preceding Fall

Semester. The Application for Graduation is available online through the student's Banner Web account. The application is accessed via the Apply to Graduate link in the Student menu in Banner Web.

Notes:

1. To graduate with a baccalaureate degree, a student must satisfy the requirements for the degree by meeting all of the requirements listed in any one of the Academic Catalogs in effect during the student's period of consecutive enrollment. However, returning students who have had an absence from Gordon State College of three semesters or longer must meet requirements of one of the Academic Catalogs in effect subsequent to their return. If students have completed the Core Curriculum at a USG institution prior to or during their absence of three or more semesters, they would not have any additional obligations relative to the Core Curriculum beyond those associated with a change of major area. Additionally, if students have completed any of Areas A - E prior to or during their absence of three or more semesters, they would incur no additional obligations for the completed Areas.
2. Students may graduate and receive a diploma at the end of any semester in which all degree requirements are fulfilled. Formal commencement exercises are held at the end of fall and spring semesters.
3. Students who have received Academic Renewal must complete at least 30 semester hours of credit applicable toward the degree and half of the upper level hours required for the degree at Gordon State College after acquiring Academic Renewal to be eligible for graduation.
4. Students who have received Academic Renewal must complete at least 30 semester hours of credit applicable toward the degree and half of the upper level hours required for the degree at Gordon State College after acquiring Academic Renewal to be eligible for graduation with honors.

Program Maps

Gordon State College provides "Program Maps" for each of the degrees offered with specific majors. These maps provide a model for the timely completion of the degree and highlight courses that fall in the specified area of focus, important milestones of a particular degree and courses that complete portions of the Core Curriculum. It is important to note that requirements specified in the Core Curriculum for Areas A-E and G should serve as the main guide for fulfilling those areas of the curriculum. While these maps offer guidance for the completion of a degree, it is important to stay in contact with your assigned advisor, who will offer you additional information and insights about your academic choices.

Bachelor of Arts in English

Major in English

Students who complete the Gordon State College major in English not only gain a rich knowledge of and appreciation for literature past and present, but they also develop critical thinking and communication skills that will serve them well in a variety of vocations. Every English major at Gordon State College will receive the training necessary to become perceptive readers, skilled writers, and independent thinkers. Students who major in English can choose from four tracks. Track 1 leads to a liberal arts degree in English and prepares graduates for a wide array of professional settings requiring highly developed writing and communications skills (such as business, editing, public relations, or electronic media) as well as providing a strong foundation to those students who wish to pursue graduate or professional studies in a variety of disciplines (such as communications and media, technical writing, English, law, or American Studies). Track 2 in the major prepares students in the core content and pedagogical theory necessary to meet Georgia Performance Standards in English/Language Arts and to address test frameworks for the Georgia Assessments for the Certification of Educators. Track 3 in the major provides students with the oral and written communications skills necessary for contributing to the professional workplace. Track 4 in the major introduces students to the four major genres of creative writing to prepare them for work in the narrative arts. A minor in English is available and its description can be found immediately after the description of the major. All tracks within the English program require completion of a foreign language through the 2001 level.

Teaching Certification Program

Track 2 of the major will lead to a certificate to teach in the middle and secondary schools of Georgia. Gordon State College is fully accredited by NCATE and the Professional Standards Commission of Georgia. Students who desire to complete Track 2 and earn teaching credentials in Georgia must apply for admission to the Teacher Education Program ***midway through their sophomore year***. In addition to reading carefully the materials on requirements for admission to this program and the steps involved in applying for admission, the prospective teacher education candidate should contact the School of Education midway through his or her sophomore year. Whenever a semester schedule permits an elective, students seeking secondary certification should take one of EDUC 2110, 2120, and 2130.

The course requirements of the four tracks of the English major follow:

Curriculum

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum. All English majors must complete a Foreign Language sequence through 2001-level; those intending to pursue graduate studies should choose the option of completing the sequence through 2002-level.

Area F for all English Majors

Required Courses:

ENGL 2000 Intro to Literary Studies	3 hours
Any two consecutive foreign language courses	6 hours

Choose one of the following courses: 3 hours

ENGL 2111	(3-0-3)
ENGL 2112	(3-0-3)

Choose two of the following courses: 6 hours

ENGL 2111	(3-0-3)
ENGL 2112	(3-0-3)
ENGL 2121	(3-0-3)
ENGL 2122	(3-0-3)
ENGL 2131	(3-0-3)
ENGL 2132	(3-0-3)

Track 1: Liberal Arts

Required Courses 9 Credit Hours
ENGL 3911 Advanced Composition
ENGL 3912 Advanced Grammar
ENGL 3400 History of English and the American Languages

Choose One 3 Credit Hours
ENGL 4601 Foundational Authors: Chaucer
ENGL 4602 Foundation Authors: Shakespeare
ENGL 4603 Foundational Authors: Milton

Choose Two 6 Credit Hours
ENGL 3210 (Old English and Middle English Literature
ENGL 3220 (Renaissance British Literature
ENGL 3230 (Restoration and Eighteenth-Century British Literature
ENGL 3240 (Nineteenth-Century British Literature
ENGL 3250 (Twentieth-Century and Contemporary British Literature

Choose Two 6 Credit Hours
ENGL 3330 (Early and Colonial American Literature
ENGL 3340 (Romantic and Nineteenth-Century American Literature
ENGL 3350 (Modern and Postmodern American Literature

Choose One 3 Credit Hours
ENGL 4200 Postcolonial Literatures
ENGL 4300 African-American Literature
ENGL 4400 Minority American Literature

Additional Requirements 33 Credit Hours

At least 12 additional semester hours from courses numbered 3000 or above (including additional English courses)
Electives 21 Credit Hours

Total 124 Credit Hours

Track 2: English with Teaching Certification
Required Courses 9 Credit Hours
ENGL 3911 Advanced Composition
ENGL 3912 Advanced Grammar
ENGL 3400 History of English and the American Languages

Choose One 3 Credit Hours
ENGL 4601 Foundational Authors: Chaucer
ENGL 4602 Foundation Authors: Shakespeare
ENGL 4603 Foundational Authors: Milton

Choose Two 6 Credit Hours
ENGL 3210 (Old English and Middle English Literature
ENGL 3220 (Renaissance British Literature
ENGL 3230 (Restoration and Eighteenth-Century British Literature
ENGL 3240 (Nineteenth-Century British Literature
ENGL 3250 (Twentieth-Century and Contemporary British Literature

Choose Two 6 Credit Hours
ENGL 3330 (Early and Colonial American Literature
ENGL 3340 (Romantic and Nineteenth-Century American Literature
ENGL 3350 (Modern and Postmodern American Literature

Choose One 3 Credit Hours
ENGL 4200 Postcolonial Literatures
ENGL 4300 African-American Literature
ENGL 4400 Minority American Literature

Additional Requirements 36 Credit Hours

EDUC 4800 Curriculum and Instruction in Education
EDUC 2110 Investigating Critical and Contemporary Issues in Education
EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts
EDUC 2130 Exploring Learning and Teaching
EDUC 3005 Middle and Secondary Curriculum, Instruction, and Assessment
LART 3006 Reading in the Content Areas
SPED 3105 The Exceptional Learner in the Secondary Classroom
EDUC 3504 Seminar in Secondary School Practicum
EDUC 3505 Secondary Practicum
EDUC 4504 Seminar in Secondary School Teaching
EDUC 4505 Secondary Student Teaching

Total 124 Credit Hours

Track 3: Professional Communication

Required Courses	6 Credit Hours
ENGL 3920 Technical Writing	
ENGL 3930 Writing for New Media	
Required Communication Courses (Choose Two)	6 Credit Hours
COMM 3100 Argument & Persuasion	
COMM 3930 Public Relations	
COMM 3940 Small Group Communication	
COMM 3950 Organizational Communication	
Additional Requirements	21-27 Credit Hours
Any course numbered 3000 level and above	3 Credit Hours
COMM 1110 (if not taken in Areas C or F)	3 Credit Hours
Electives	18 Credit Hours
(BUSA 2105 is recommended if not taken in Area F)	3 Credit Hours
Total	124 Credit Hours

Track 4 Creative Writing

Required Courses (Choose Four)	12 Credit Hours
ENGL 3600 Introduction to Creative Writing	
ENGL 3610 Creative Writing: Fiction	
ENGL 3620 Creative Writing: Nonfiction	
ENGL 3630 Creative Writing: Poetry	
ENGL 3640 Creative Writing: Script Writing	
Additional Requirements	24 Credit Hours
Any course numbered 3000 level and above	3 Credit Hours
Electives	21 Credit Hours
Total	124 Credit Hours

BA ENGLISH - LIBERAL ARTS Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	Hrs	Area
ENGL 1101 Composition I	3	*(≥ C) Area A^*
MATH 1001 Quantitative Skills	3	*(≥ C) Area A*
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B✓*
PHED 1001 Health & Wellness	3	*Area G*
HIST 1121 or 1122 Western Civ.	3	*Area E*
Total Term 1	***14***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A^✓*
COMM 1110 Public Speaking	3	*Area C*
ENGL 2131 or 2132 American Lit	3	*Area F^**
HIST 2111 or 2112 American History	3	*Area E*
SOCI 1101 Intro to Sociology	3	*Area E*
Total Term 2	***15***	
Term 3 SOPHOMORE	**Hrs**	**Area**
ENGL 2111 World Lit 1	3	*Area F*
SPAN 1001 Elem Spanish I	3	*Elective 2*
ENGL 2000 Intro to Literary Studies	3	*Area F*
ENGL 3912 Advanced Grammar	3	*UL Req.*
PSYC 1101 Intro to Psychology	3	*Area E*
PHED 1109 Pacewalking	1	*Area G*
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	**Area**
BIOL 1011 Natural Science	3	*Area D*
SPAN 1002 Elem Spanish II	3	*Elective 2*
ENGL 2121 or 2122 British Lit I or II	3	*Area F*
BUSA 2101 Intro to Info Sys	3	*Elective 2*
ENGL 3911 Advanced Composition	3	*UL Req.*
COLQ 2XXX Colloquium	2	*Area B ✓*
Total Term 4	***17***	
Term 5 JUNIOR	**Hrs**	**Area**
ASTR 1010K Astronomy	4	*Area D2*
SPAN 2001 Intermediate Spanish	3	*Area F*
ENGL 3400 History of English	3	*UL Req.*
ARTS 1101 Art History I	3	*Elective 2*
ENGL 3340 19th Century Am Lit	3	*Req. Elect*
Total Term 5	***16***	
Term 6 JUNIOR	**Hrs**	**Area**

GEOL 1122K Historical Geology	4	*Area D3✓*
SPAN 2002 Intermediate Spanish II	3	*Area F*
ENGL 4601/2/3 Foundational Authors	3	*Req. Elect*
ENGL 3240 19th Century Brit Lit	3	*Req. Elect*
HIST 3300 Europe in Middle Ages	3	*Elective 1*
Total Term 6	***16***	

Term 7 SENIOR	**Hrs**	**Area**
ENGL 3330 Early American Lit	3	*Req. Elect*
HIST 3000 Ancient World	3	*Elective 1*
POLS 2401 Global Issues	3	*Elective 2*
SOCI 3060 Culture & Diversity	3	*Elective 1*
SOCI 1160 Social Problems	3	*Elective 2*
Total Term 7	***15***	

Term 8 SENIOR	**Hrs**	**Area**
ENGL 4300 African American Lit	3	*Req. Elect**
ENGL 3220 English Renaissance Lit	3	*Req. Elect*
HIST 3810 African American Experience	3	*Elective 1*
PHIL 2020 Intro to Ethics	3	*Area C✓*
ARTS 1102 Arts History II	3	*Elective 2*
Total Term 8	***15***	
Total All Terms	***124***	

Elective 1 = Any Subject 3xxx and above (15 credit hours)
Elective 2 = Any Subject 1xxx-4xxx to reach 124 total hours
UL Req. = Upper Level Requirement

BA ENGLISH Secondary Education Track Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	*(≥ C) Area A^*
MATH 1001 Quantitative Skills	3	*(≥ C) Area A*
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B*
HIST 1121/2 Western Civ. I or II	3	*Area E*
BIOL 1111K Intro Biology I	4	*Area D*
Total Term 1	***15***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A^✓*
EDUC 2110 Critical/Contemporary Issues in Ed	3	*Educ. Req. ^*
ENGL 2131/2 American Lit I or II	3	*Area F^ **
HIST 2121/2 American History I or II	3	*Area E*
BIOL 1112K Intro Biology II	4	*Area D*
Total Term 2	***16***	
Term 3 SOPHOMORE	**Hrs**	**Area**
ENGL 2111/2112 World Lit I or II	3	*Area F*
EDUC 2120 Diversity in Education	3	*Educ. Req.*
BIOL 1011 Natural Science	3	*Area D ✓*
PSYC 1101 Intro to Psychology	3	*Area E*
ENGL 2000 Intro to Literary Studies	3	*Area F*
PHED 1109 Pacewalking	1	*Area G ✓*
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	**Area**
ENGL 3400 History of English	3	*Req. Elect*
ENGL 3340 Nineteenth Century Am Lit	3	*Req. Elect*
EDUC 2130 Exploring Learning/Teaching	3	*Educ. Req.**
SPAN 1002 Elementary Spanish II	3	*Area C✓*
ENGL 2121/2 British Lit I or II	3	*Area F*
COLQ 2XXX Colloquium	2	*Area B✓*
Total Term 4	***17***	

Term 5 JUNIOR	Hrs	Area
EDUC 4800 Curriculum & Instruction	3	*Educ. Req.*
SPAN 2001 Intermediate Spanish II	3	*Area F*
ENGL 3912 Advanced Grammar	3	*Req. Elect*
LART 3006 Reading in Content Area	3	*Educ. Req.*
SPED 3105 Exceptional Learner	3	*Educ. Req.*
ENGL 4602 Shakespeare	3	*Req. Elect*
Total Term 5	***18***	

Term 6 JUNIOR	Hrs	Area
POLS 1101 American Government	3	*Area E4*✓
PHED 1001 Health & Wellness	3	*Area G*
ENGL 3210 Old & Middle English	3	*Req. Elect*
EDUC 3005 Curriculum, Instruct, Assessment	3	*Educ. Req.*
ENGL 3350 Modern American Lit	3	*Req. Elect*
Total Term 6	***15***	

Term 7 SENIOR	Hrs	Area
EDUC 3504 Seminar in Secondary School Practicum	1	*Educ. Req.*
EDUC 3505 Secondary Practicum	2	*Educ. Req.*
PHIL 2020 Intro to Ethics	3	*Area C* ✓
COMM 1110 Public Speaking	3	*Area F* ✓
ENGL 3220 Renaissance Lit	3	*Req. Elect*
ENGL 4200 Postcolonial Lit	3	*Req. Elect**
Total Term 7	***15***	

Term 8 SENIOR	Hrs	Area
EDUC 4504 Seminar in Secondary Student Teaching	1	*Educ. Req.*
EDUC 4505 Secondary Student Teaching	11	*Educ. Req.*
Total Term 8	***12***	
Total All Terms	***124***	

BA ENGLISH Professional Communication Track Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	*(≥ C) Area A^*
MATH 1001 Quantitative Skills	3	*(≥ C) Area A*
PHED 1001 Health & Wellness	3	*Area G*
HIST 1121 or 1122 Western Civ.	3	*Area E*
PSYC 1101 Intro to Psychology	3	*Area E*
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B*
Total Term 1	***17***	

Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A✓^*
COMM 1110 Public Speaking	3	*Area C*
ENGL 2131 or 2132 American Lit	3	*Area F^**
HIST 2111 or 2112 American History	3	*Area E*
SOCI 1101 Intro to Sociology	3	*Area E*
COMM 1500 Interpersonal Communication	3	*Elective*
Total Term 2	***18***	

Term 3 SOPHOMORE	**Hrs**	**Area**
ENG 2111 World Lit 1	3	*Area F*
SPAN 1001 Elem Spanish I	3	*Elective*
COLQ 2XXX Colloquium	2	*Area B*
ENGL 2000 Intro to Literary Studies	3	*Area F*
ENGL 3912 Advanced Grammar	3	*UL Req.*
PHED 1109 Pacewalking	1	*Area G*
Total Term 3	***15***	

Term 4 SOPHOMORE	**Hrs**	**Area**
BIOL 1011 Natural Science	3	*Area D*
SPAN 1002 Elem Spanish II	3	*Elective*
ENGL 2121/2 British Lit I or II	3	*Area F*
PSYC 1101 Intro Psychology	3	*Area E✓*
ENGL 3911 Advanced Composition	3	*Prof. Comm. 1*
Total Term 4	***15***	

Term 5 JUNIOR	**Hrs**	**Area**
ASTR 1010K Astronomy	4	*Area D*
SPAN 2001 Intermediate Spanish	3	*Area F*
ENGL 3400 History of English	3	*UL Req.*
ENGL 3930 Writing / New Media	3	*Prof. Comm. 2*
ENGL 3340 19th Century Am Lit	3	*Req. Elect*

Total Term 5	***15***	
Term 6 JUNIOR	**Hrs**	**Area**
GEOL 1122K Historical Geology	4	*Area D✓*
SPAN 2002 Intermediate Spanish II	3	*Area F✓*
ENGL 4601/2/3 Foundational Authors	3	*Req. Elect*
ENGL 3240 19th Century Brit Lit	3	*Req. Elect*
COMM 3950 Organizational Comm.	3	*Prof. Comm. 3*
Total Term 6	***16***	
Term 7 SENIOR	**Hrs**	**Area**
ENGL 3330 Early American Lit	3	*Req. Elect*
ENGL 3920 Technical writing	3	*Prof. Comm. 4*
BUSA 2105 Comm. in Business	3	*Elective 2*
MGMT 3100 Marketing	3	*Elective 1*
ITEC 2220 Web Design	3	*Elective 2*
Total Term 7	***15***	
Term 8 SENIOR	**Hrs**	**Area**
ENGL 4300 African American Lit	3	*Req. Elect**
ENGL 3220 English Renaissance Lit	3	*Req. Elect*
COMM 3930 Public Relations	3	*Prof. Comm. 5*
PSYC 3060 Organizational Psych	3	*Elective 2*
BUSA 2106 Enviro of Business	3	*Elective 2*
Total Term 8	***15***	
Total All Terms	***126***	

UL Req. = Upper Level Requirement

BA ENGLISH Creative Writing Track Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Student Name: ***GCID:*** **929-**

[redacted]

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	*(≥ C) Area A^*
MATH 1001 Quantitative Skills	3	*(≥ C) Area A*
PHED 1001 Health & Wellness	3	*Area G*
HIST 1121 or 1122 Western Civ.	3	*Area E*
PSYC 1101 Intro to Psychology	3	*Area E*
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B*
Total Term 1	***17***	

Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A✓^*
THEA 1100 Theatre Appreciation	3	*Area C^*
ENGL 2131 or 2132 American Lit	3	*Area F^**
HIST 2111 or 2112 American History	3	*Area E*
SOCI 1101 Intro to Sociology	3	*Area E✓*
Total Term 2	***15***	

Term 3 SOPHOMORE	**Hrs**	**Area**
ENG 2111 World Lit 1	3	*Area F*
SPAN 1001 Elem Spanish I	3	*Gen Elective*
BIOL 1011 Natural Science	3	*Area D*
ENGL 2000 Intro to Literary Studies	3	*Area F*
ENGL 3912 Advanced Grammar	3	*UL Req.*
PHED 1109 Pacewalking	1	*Area G✓*
Total Term 3	***16***	

Term 4 SOPHOMORE	**Hrs**	**Area**
COMM 2100 Intro to Mass Communication	3	*Gen Elective*
SPAN 1002 Elem Spanish II	3	*Gen Elective*
ENGL 2121/2 British Lit I or II	3	*Area F*
PHIL 2010 Intro to Philosophy	3	*Area C✓*
ENGL 3911 Advanced Composition	3	*CW1*
COLQ 2XXX Colloquium	2	*Area B✓*
Total Term 4	***17***	

Term 5 JUNIOR	**Hrs**	**Area**
ASTR 1010K Astronomy	4	*Area D*
SPAN 2001 Intermediate Spanish	3	*Area F*
ENGL 3400 History of English	3	*UL Req.*
ENGL 3610 Creative Writing Fiction	3	*CW2*
ENGL 3340 19th Century Am Lit	3	*Req. Elect*
Total Term 5	***16***	
Term 6 JUNIOR	**Hrs**	**Area**
GEOL 1122K Historical Geology	4	*Area D*✓
SPAN 2002 Intermediate Spanish II	3	*Area F*✓
ENGL 4601/2/3 Foundational Authors	3	*Req. Elect*
ENGL 3240 19th Century Brit Lit	3	*Req. Elect*
ENGL 3630 Creative Writing: Poetry	3	*CW3*
Total Term 6	***16***	
Term 7 SENIOR	**Hrs**	**Area**
ENGL 3330 Early American Lit	3	*Req. Elect*
ENGL 3620 Creative Writing: Nonfiction	3	*CW4*
COMM 1500 Interpersonal Communication	3	*Gen Elective*
MGNT 3100 Marketing	3	*Gen Elective*
ITEC 2220 Web Design	3	*Gen Elective*
Total Term 7	***15***	
Term 8 SENIOR	**Hrs**	**Area**
ENGL 4300 African American Lit	3	*Req. Elect**
ENGL 3220 English Renaissance Lit	3	*Req. Elect*
COMM 3930 Public Relations	3	*Gen Elective*
ENGL 3640 CW: Scriptwriting	3	*CW5*
Total Term 8	***12***	
Total All Terms	***124***	

UL Req = Upper Level Requirement

Minor in English

A minor in English can be completed as follows:

Choose One Course:	Hours
ENGL 3911 Advanced Composition, or ENGL 3912 Advanced Grammar	3
Choose Two Courses: Any upper division 3000/4000-level English Courses	6
Choose Three Courses: Students may take any three additional 200-level or upper division 3000/4000-level English courses. No 2000-level course can be counted here and in Area C or F of the core curriculum.	9
Total Credit Hours:	**18**

Bachelor of Arts in History

Major in History

A Bachelor of Arts degree in history will provide the student with a general understanding of the complex factors that influence human behavior. The discipline of history is a central pillar of a liberal arts education playing an essential role in helping students to think critically and in developing their ability to communicate complex ideas. History graduates are expected to be proficient in written and oral communication, conscientious and exacting in research, and thoroughly grounded in the skills of analysis and interpretation. Track 1 graduates have pursued careers in a wide variety of fields from education and archival studies to urban affairs and public service. Moreover, history remains among the premier pre-professional degrees for students intending to study the law or medicine. Track 2 in the major prepares graduates to teach history in middle and high school classrooms of Georgia. A minor in history is available, and its description can be found immediately after the description of the major.

Teaching Certification Program

Track 2 of the major in history will lead to a certificate to teach in the middle and secondary schools of Georgia. NCATE and the PSC have granted full approval for this track. Students who desire to complete Track 2 and earn teaching credentials in Georgia must apply for admission to the Teacher Education Program **midway through their sophomore year**. In addition to reading carefully the materials on requirements for admission to this program and the steps involved in applying for admission, the prospective teacher education candidate should contact the School of Education midway through his or her sophomore year. Whenever a semester schedule permits an elective, students seeking secondary certification should take either EDUC 2110, 2120, or 2130.

Curriculum

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

Track 1

Required History Courses — 6 Credit Hours
HIST 2000 Historical Research and Writing
HIST 4900 Research Seminar in History

Elective History Courses — 21 Credit Hours
3000/4000 level history offerings split 12/9 or 9/12 between American history courses and European/World history courses.

Elective Courses — 33 Credit Hours
15 hours 3000/4000 level
18 hours any level

Total — 120-124 Credit Hours

Track 2

Required History Courses — 18 Credit Hours

HIST 2000 Historical Research and Writing
HIST 3100 Atlantic World
HIST 3200 Asian Civilizations
EDUC 4800 Curriculum and Instruction in Education
HIST 4900 Research Seminar in History

Elective History Courses — 15 Credit Hours

3000/4000 level history offerings split 12/3 or 9/6 between American history courses and European/World history courses.

Required Education Courses — 36 Credit Hours

EDUC 2110 Investigating Critical and Contemporary Issues in Education
EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts
EDUC 2130 Exploring Learning and Teaching
EDUC 3005 Middle and Secondary Curriculum, Instruction, and Assessment
LART 3006 Reading in the Content Areas
SPED 3105 The Exceptional Learner in the Secondary Classroom
EDUC 3504 Seminar in Secondary School Practicum
EDUC 3505 Secondary Practicum
EDUC 4504 Seminar in Secondary School Teaching
EDUC 4505 Secondary Student Teaching

Total — 124 Credit Hours

BA HISTORY Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	(≥ C) Area A
MATH 1001 Quantitative Skills	3	(≥ C) Area A
FIRE 1000 Freshman Intro to Reasoning Essentials	2	Area B
HIST 1121 Western Civ. I	3	Area E^*
BIOL 1111K Intro Biology I	4	Area D
Total Term 1	***15***	
Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	Area A✓
PHED 1001 Health and Wellness	3	Area G
POLS 1101 American Gov't	3	Area E^
HIST 1122 Western Civ. II	3	Area F^*
BIOL 1112K Intro Biology II	4	Area D
Total Term 2	***16***	
Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL 2111 World Lit 1	3	*Area C* ✓
HIST 2000 History Research/Writing	3	*Area F**
HIST 2111 American History I	3	*Area F**
SPAN 1001 Elem Spanish I	3	*Area F*
PHED 1103 Weight Training	1	*Area G*
COMM 1110 Public Speaking	3	Area C
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	***Area***
COLQ 2XXX Colloquium	2	*Area B*
PHSC 1011 Physical Science	3	*Area D* ✓
HIST 2112 American History II	3	*Area E**
SPAN 1002 Elem Spanish II	3	*Area F*
HIST 3200 Asian Civilization	3	*Elective 1*
PHIL 2020 Intro to Ethics	3	*Elective 3*
Total Term 4	***17***	

Term 5 JUNIOR	**Hrs**	***Area***
HIST 3000 Ancient World	3	Elective 1
HIST 3100 Atlantic World	3	Elective 1
ENGL 3911 Advanced Composition	3	Elective 2
POLS 2201 Comp. Politics	3	Area E4 ✓
ARTS 1101 Survey Art History I	3	Elective 3
Total Term 5	***15***	

Term 6 JUNIOR	**Hrs**	***Area***
HIST 3710 Colonial & Rev America	3	Elective 1
HIST 3770 Progressive Era	3	Elective 1
ENGL 3330 Early & Colonial Am Lit	3	Elective 2
PSYC 1101 Intro to Psychology	3	Area F6 ✓
HIST 4100 Modern Russia	3	Elective1
Total Term 6	***15***	

Term 7 SENIOR	**Hrs**	***Area***
HIST 3400 Renaissance & Ref.	3	*Elective 1*
HIST 4850 History Prof. Internship	3	*Elective 1*
COMM 2100 Mass Communication	3	*Elective 3*
POLS 3000 Special Topics Pols	3	*Elective 2*
SOCI 1101 Intro to Sociology	3	*Elective 3*
Total Term 7	***15***	

Term 8 SENIOR	**Hrs**	***Area***
HIST 4900 Research Seminar In History	3	*Capstone**
HIST 3750 American Civil War	3	*Elective 1* ✓
POLS 2401 Global Issues	3	*Elective 3*
PHIL 2010 Intro to Philosophy	3	*Elective 3*
MUSC 1100 Music Appreciation	3	*Elective 3* ✓
Total Term 8	***15***	
Total All Terms	***124***	

Elective1-- HIST 3xxx and above
Elective2--Any Subject 3xxx and above
Elective3--Any Subject 1xxx-4xxx to reach 120 total hours

BA HISTORY--Secondary Education Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1001 Quantitative Skills	3	*Area A*
FIRE 1000 Freshman Intro to Reasoning Essentials	2	*Area B*
HIST 1121 Western Civ. I	3	*Area E^**
BIOL 1111K Intro Biology I	4	*Area D*
Total Term 1	***15***	
Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	*Area A ✓*
EDUC 2110 Critical/Contemporary Issues in Ed	3	*Area F ^**
POLS 2201 State and Local Gov't	3	*Area F*
HIST 1122 Western Civilization II	3	*Area F ^**
BIOL 1112K Intro Biology II	4	*Area D*
Total Term 2	***16***	
Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL 2111 World Lit 1	3	*Area C*
EDUC 2120 Diversity in Education	3	*Area F**
ASTR 1010K Astronomy	4	*Area D✓*
SPAN 1001 Elementary Spanish I	3	*Area C*
HIST 2111 American History I	3	*Area E ✓**
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	***Area***
HIST 2000 Historical Research & Writing	3	*Area F*
HIST 3200 Asian Civilization	3	*Area F **
EDUC 2130 Exploring Learning/Teaching	3	*Area F**
SPAN 1002 Elementary Spanish II	3	*Area C*
HIST 2122 American History II	3	*Area E**
PSYC 1101 Intro Psychology	3	*Area F ✓*
Total Term 4	***18***	

Term 5 JUNIOR	**Hrs**	***Area***
EDUC 3005 Curriculum., Instruct, Assessment	3	*Area F**
HIST 3000 Ancient World	3	*Area F*
HIST 3100 Atlantic World	3	*Area F**
PHED 1001 Health and Wellness	3	*Area G*
LART 3006 Teaching Reading	3	*Area F**
COMM 1110 Public Speaking	3	*Area C* ✓
Total Term 5	***18***	

Term 6 JUNIOR	**Hrs**	***Area***
EDUC 4800 Curriculum and Instruction	3	*Area F*
HIST 3710 Colonial & Rev America	3	*Area F*
PHED 1103 Foundations of Weight Training	1	*Area G* ✓
COLQ 2XXX Colloquium	2	*Area B* ✓
ECON 2106 Principles of Microeconomics	3	*Area F*
SPED 3105 Exceptional Learner	3	*Area F**
Total Term 6	***15***	

Term 7 SENIOR	**Hrs**	***Area***
EDUC 3504 Seminar in Secondary School Practicum	1	*Area F**
EDUC 3505 Secondary Practicum	2	*Area F**
HIST 3400 Renaissance & Ref.	3	*Area F*
HIST 3750 American Civil War	3	*Area F*
HIST 4100 Modern Russia	3	*Area F*
HIST 4900 Research Seminar In History	3	*Area F**
Total Term 7	***15***	

Term 8 SENIOR	**Hrs**	***Area***
EDUC 4504 Seminar in Secondary Student Teaching	1	*Area F**
EDUC 4505 Secondary Student Teaching	11	*Area F**
Total Term 8	***12***	
Total All Terms	***125***	

Minor in History

A minor in history can be completed as follows:

Choose Three Courses:	
Any upper division 3000/4000-level history courses	9
Choose Two Courses:	6
Students may take any two additional 2000-level or upper division 3000/4000-level history courses. No 2000-level course can be counted here and in Area E of the core curriculum.	
Total Credit Hours:	**15**

Bachelor of Arts in Interdisciplinary Studies

The Bachelor of Arts in Integrated Studies at Gordon State College (GSC) will provide students with a unique pathway to an interdisciplinary baccalaureate degree specific to their needs. GSC's BA in Integrated Studies will support the Complete College Georgia (CCG) initiative by offering students a flexible, accessible program that will cater to their specific needs. Many non-degreed central Georgians have completed "some college," usually the result of beginning one or several specific degree programs that were, for any number of reasons during the economic downturn of the previous decade, left unfinished. Often, these collections of disparate courses do not fit into any traditional degree program.

This flexible, four-year degree, that students may customize to their individual needs, will draw primarily from existing courses that will allow the student, in consultation with an academic advisor, to assemble an individualized configuration of coursework based upon his or her personal, professional, and interdisciplinary goals. Students will identify an "Area of Emphasis" for their degree and build a 39-credit collection of related courses while also selecting 18 additional credit in support of that emphasis. The program will also feature a course during the final semester of enrollment that will ask the student to critically reflect upon the whole of their academic journey and to demonstrate in a formal presentation how their assorted Areas of Concentration fit together cohesively to accomplish their personal educational goals and point them towards an identified career field.

Curriculum

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

Required Course	3 Credit Hours
Course approved by Program Coordinator	
Area of Emphasis	39 Credit Hours
Choose a minimum of 8 upper-level courses in area of emphasis	24 Credit Hours
Choose a maximum of 5 lower-level courses in area of emphasis	15 Credit Hours
Area of Support	18 Credit Hours
Choose a minimum of 4 upper-level courses	12 Credit Hours
Choose at least 2 lower-level courses	6 Credit Hours
Total	124 Credit Hours

Interdisciplinary Studies Pre-Approved Tracks

While most students will want to customize their own Area of Emphasis and degree track, GSC has created three pre-approved tracks for the Interdisciplinary Studies major: Public Services, Management, and Professional Communication & Organization. Students interested in graduating with a BA in Interdisciplinary Studies in one of these three pre-approved tracks should follow the course selections provided below.

B.A. in Interdisciplinary Studies: Public Services Track

Required Courses — 9 Credit Hours

- POLS 2201 State and Local Government
- HUSV 3060 Human Services Agencies and Processes
- MGNT 3050 Human Resource Management

Lower-level electives — 12 Credit Hours

Select up to 4 courses.

- BUSA 2101 Business Computer Information Systems
- COMM 1110 Fundamentals of Public Speaking
- CRJU 1100 Introduction to Criminal Justice
- CRJU 2001 Introduction to Law Enforcement
- CRJU 2003 Introduction to Correction
- CRJU 2005 Introduction to Criminal Investigation
- CRJU 2010 Introduction to Criminal Law
- HUSV 2101 Introduction to Human Services
- PHIL 2020 Introduction to Ethics
- POLS 2201 State & Local Government
- PSYC 2103 Introduction to Human Growth and Development
- SOCI 1160 Introduction to Social Problems

Upper-level courses — 18 Credit Hours

Select a minimum of 6 courses,

- COMM 3930 Public Relations
- COMM 3940 Small Group Communication
- COMM 3950 Organizational Communication
- ENGL 3920 Technical Writing
- HUSV 3001 Research Methods in the Social Sciences
- HUSV 3020 Interviewing and Counselling
- HUSV 3080 Social Welfare Policies and Programs
- HUSV 4010 Program Planning, Development, and Evaluation
- HUSV 4030 Legal and Ethical Issues in Human Service
- HUSV 4080 Special Topics in Human Services
- MGNT 3000 Fundamentals of Management
- MGNT 3100 Principles of Marketing
- POLS 3000 Special Topics in Political Science
- PSYC 3020 Interviewing and Counselling
- PSYC 3040 Social Psychology

- PSYC 3060 Organizational Psychology
- SOCI 2045 Poverty

Capstone Course Approved by Program Coordinator 3 Credit Hours

Area of Support 18-21 Credit Hours
- Choose 0-2 lower-level courses in consultation with advisor
- Choose 4-6 upper-level courses in consultation with advisor

Total 60 Credit Hours

B.A. in Interdisciplinary Studies: Management Track

Required courses 9 Credit Hours
- ACCT 2101 Principles of Accounting I
- COMM 1110 Fundamentals of Public Speaking or COMM 1500 Interpersonal Communication
- MGNT 3000 Principles of Management

Lower-level courses 9 Credit Hours
Select up to 3 courses
- ACCT 2102 Principles of Accounting II
- BUSA 1105 Introduction to Business
- BUSA 2101 Introduction to Business Computer Systems
- BUSA 2105 Communicating in the Environment of Business
- BUSA 2106 The Environment of Business
- COMM 2200 Introduction to Intercultural Communication
- ECON 2105 Principles of Macroeconomics
- ECON 2106 Principles of Microeconomics
- PHIL 2020 Introduction to Ethics

Upper-level courses 21 Credit Hours
Select a minimum of 7 courses
- COMM 3100 Argument & Persuasion
- COMM 3940 Small Group Communication
- COMM 3950 Organizational Communication
- ENGL 3920 Technical Writing
- HUSV 4010 Program Planning, Development, and Evaluation
- HUSV 4030 Legal and Ethical Issues in Human Services
- MGNT 3050 Human Resource Management
- MGNT 3100 Marketing Management
- MGNT 3200 Financial Management
- MGNT 3400 Management Information Systems
- MGNT 3500 Entrepreneurship and Small Business Management
- MGNT 3600 Managerial Economics
- MGNT 3700 Personal Financial Planning for Professionals
- PSYC 3040 Social Psychology
- PSYC 3060 Organizational Psychology

- SOCI 3060 Culture and Diversity

Capstone Course Approved by Program Coordinator 3 Credit Hours

Area of Support 18-21 Credit Hours
Choose 0-2 lower-level courses in consultation with advisor
Choose 4-6 upper-level courses in consultation with advisor

Totals 60 Credit Hours

B.A. in Interdisciplinary Studies: Professional Communication & Organization Track

Required courses 6 Credit Hours
COMM 2200 Introduction to Intercultural Communication
ENGL 3920 Technical Writing

Lower-level courses 12 Credit Hours
Select up to 4 courses

- BUSA 2101 Introduction to Business Information Systems
- BUSA 2105 Communicating in the Environment of Business
- COMM 1000 Introduction to Human Communication
- COMM 1110 Fundamentals of Public Speaking
- COMM 1500 Introduction to Interpersonal Communication
- COMM 2100Introduction to Mass Communication
- HIST 2000 Historical Research and Writing
- HIST 2183 Archival Theory and Practice
- ITEC 2215 Introduction for Information Technology
- ITEC 2220 Web Design and Development
- ITEC 2245 Foundations of Database Design
- MATH 1401 Introductory Statistics
- PHIL 2020 Introduction to Ethics
- THEA 1000 Voice and Diction

Upper-level courses 21 Credit Hours
Select a minimum of 7 courses

- COMM 3100 Argument & Persuasion
- COMM 3930 Public Relations
- COMM 3940 Small Group Communication
- COMM 3950 Organizational Communication
- ENGL 3911 Advanced Composition
- ENGL 3912 Advanced Grammar
- ENGL 3930 Writing for New Media
- MGNT 3000 Principles of Management
- MGNT 3400 Management Information Systems
- PSYC 3060 Organizational Psychology
- SOCI 3060 Culture and Diversity

Capstone Course Approved by Program Coordinator 3 Credit Hours

Area of Support 18-21 Credit Hours

Choose 0-2 lower-level courses in consultation with advisor

Choose 4-6 upper-level courses in consultation with advisor

Totals 60 Credit Hours

BA Interdisciplinary Studies - Management Track Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓Core Area Completion

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	*(≥ C) Area A^*
MATH 1111 College Algebra	3	*(≥ C) Area A*
FIRE 1000 Freshman Intro to Reasoning Essentials	2	*Area B*
HIST 1121 or 1122 Western Civ.	3	*Area E*
BIOL 1111K Intro Biology I	4	*Area D*
Total Term 1	***15***	

Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A✓^*
ECON 2105 Prin. of Macroeconomics	3	*Area F*
BUSA 2101 Intro Bus Computer Systems	3	*Area F*
HIST 2111 or 2112 American History	3	*Area E*
BIOL 1112K Intro Biology II	4	*Area D*
Total Term 2	***16***	

Term 3 SOPHOMORE	**Hrs**	**Area**
COMM 1500 Interpersonal Com	3	*Area C*
ACCT 2101 Prin. of Accounting I	3	*Req. Course*
BIOL 1011 Natural Science	3	*Area D✓*
PSYC 1101 Intro to Psychology	3	*Area E 3*
PHED 1010 Phys. Fit for Life	3	*Area G*
PHED 1109 Pacewalking	1	*Area G✓*
Total Term 3	***16***	

Term 4 SOPHOMORE	**Hrs**	**Area**
ACCT 2102 Prin. of Accounting II	3	*LL Elect*
ENGL 2132 American Literature II	3	*Area C✓*
POLS 1101 American Government	3	*Support*
COMM 1110 Public Speaking	3	*Req. Course*
PSYC 2103 Intro Human Growth & Dev	3	*Area F*
COLQ 2XXX Colloquium	2	*Area B✓*
Total Term 4	***17***	

Term 5 JUNIOR	**Hrs**	**Area**
MGNT 3000 Principles of Management	3	*Req. Course*
SPAN 1001 Elementary Spanish I	3	*Area F*
COMM 3950 Organizational. Comm.	3	*UL Elect*
PSYC 3060 Organizational Psych	3	*UL Elect*
SOCI 1101 Intro to Sociology	3	*Area E4✓*
Total Term 5	***15***	

Term 6 JUNIOR	**Hrs**	**Area**
POLS 2201 State & Local Government	3	*Support*
SPAN 1002 Elementary Spanish II	3	*Area F*
ENGL 3920 Technical Writing	3	*UL Elect*
MGNT 3400 Management Info Systems	3	*UL Elect*
SOCI 3060 Culture & Diversity	3	*Support*
Total Term 6	***15***	

Term 7 SENIOR	**Hrs**	**Area**
PSYC 3040 Social Psychology	3	*UL Elect*
PHIL 2020 Intro to Ethics	3	*LL Elect*
BUSA 2105 Comm. in Business	3	*Support*
MGMT 3100 Marketing	3	*UL Elect*
COMM 2200 Intercultural Comm.	3	*LL Elect*
Total Term 7	***15***	

Term 8 SENIOR	**Hrs**	**Area**
MGNT 3050 Human Resources Management	3	*UL Elect*
COMM 3940 Small Group Comm.	3	*UL Elect*
POLS 3000 Special Topics	3	*Support*
MGNT 3200 Financial Management	3	*UL Elect*
Capstone Course Approved by Program Coordinator.	3	*Req. Course*
Total Term 8	***15***	
Total All Terms	***126***	

UL Req = Upper Level Requirement

BA Interdisciplinary Studies Prof. Comm. Track Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:
^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.
* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.
✓Core Area Completion

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	*(≥ C) Area A^*
MATH 1001 Quantitative Skills	3	*(≥ C) Area A*
FIRE 1000 Freshman Intro to Reason Essentials	2	*Area B*
HIST 1121/2 Western Civ. I or II	3	*Area E*
BIOL 1111K Intro Biology I	4	*Area D*
Total Term 1	***15***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A^✓*
COMM 1000 Intro to Human Comm.	3	*Area C*
BIOL 1112K Intro Biology II	4	*Area D*
HIST 2111 or 2112 American History	3	*Area E*
BUSA 2101 Intro Bus Computer Systems	3	*Area F*
Total Term 2	***16***	
Term 3 SOPHOMORE	**Hrs**	**Area**
PSYC 1101 Intro to Psychology	3	*Area E*
SPAN 1001 Elem Spanish I	3	*Area F*
BIOL 1011 Natural Science	3	*Area D✓*
COMM 1110 Public Speaking	3	*LL Elect*
PHED 1001 Health & Wellness	3	*Area G*
PHED 1109 Pacewalking	1	*Area G ✓*
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	**Area**
COMM 1500 Interpersonal Comm.	3	*LL Elect*
SPAN 1002 Elem Spanish II	3	*Area F*
ENGL 3920 Technical Writing	3	*Req. Course*
PHIL 2010 Intro to Philosophy	3	*Area C✓*
MATH 1401 Statistics	3	*LL Elect*
COLQ 2XXX Colloquium	2	*Area B✓*
Total Term 4	***17***	

Term 5 JUNIOR	Hrs	Area
COMM 2200 Intercultural Comm.	3	*Req. Course*
PHIL 2020 Intro to Ethics	3	*Area F*
ENGL 3912 Advanced Grammar	3	*UL Elect*
POLS 2201 State & Local Gov't	3	*Area E✓*
MGNT 3000 Principles of Management	3	*Support*
Total Term 5	***15***	

Term 6 JUNIOR	Hrs	Area
BUSA 2105 Communicating Environment. Bus	3	*Area F*
COMM 3950 Organizational Comm.	3	*UL Elect*
ENGL 3911 Advanced Composition	3	*UL Elect*
MGNT 3400 Management Info Systems	3	*Support*
PSYC 3060 Organizational Psychology	3	*UL Elect*
Total Term 6	***15***	

Term 7 SENIOR	Hrs	Area
ITEC 2220 Web Design	3	*LL Elect*
COMM 3940 Small Group Comm.	3	*UL Elect*
BUSA 2106 Environment of Bus	3	*Support*
MGNT 3100 Marketing	3	*Support*
THEA 1000 Voice & Diction	3	*Area F✓*
Total Term 7	***15***	

Term 8 SENIOR	Hrs	Area
ENGL 3930 Writing for New Media	3	*UL Elect*
ITEC 2245 Database Design	3	*Support*
COMM 3930 Public Relations	3	*UL Elect*
SOCI 3060 Culture & Diversity	3	*Support*
Capstone Course Approved by Program Coordinator	3	*Req. Course*
Total Term 8	***15***	
Total All Terms	***124***	

UL Req. = Upper Level Requirement

BA Interdisciplinary Studies: Public Services Track Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses
^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.
*Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.
✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	*(≥ C) Area A^*
MATH 1001 Quantitative Skills	3	*(≥ C) Area A*
FIRE 1000 Intro Reasoning Essentials	2	*Area B*
HIST 1121/2 Western Civ. I or II	3	*Area E*
BIOL 1111K Intro Biology I	4	*Area D*
Total Term 1	***15***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A^✓*
ECON 2105 Principles. of Macroeconomics	3	*Area F*
BUSA 2101 Intro Bus Computer Systems	3	*Area F*
HIST 2121 American Hist. I	3	*Area E*
BIOL 1112K Intro Biology II	4	*Area D*
Total Term 2	***16***	
Term 3 SOPHOMORE	**Hrs**	**Area**
HIST 2122 American History II	3	*Support*
HUSV 2101 Intro to Human Services	3	*LL Elect*
BIOL 1011 Natural Science	3	*Area D ✓*
PSYC 1101 Intro to Psychology	3	*Area E*
PHED 1010 Physical Fitness for Life	3	*Area G*
PHED 1109 Pacewalking	1	*Area G ✓*
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	**Area**
HUSV 3060 Human Services A&P	3	*Req. Course*
ENGL 2132 American Literature II	3	*Area C*
HIST 2000 Research Methods	3	*Support*
COMM 1110 Public Speaking	3	*Area C✓*
PSYC 2103 Intro Human Growth & Dev	3	*Area F*
COLQ 2XXX Colloquium	2	*Area B✓*
Total Term 4	***17***	

Term 5 JUNIOR	Hrs	Area
MGNT 3000 Management. Fundamentals	3	*UL Elect*
SPAN 1001 Elementary Spanish I	3	*Area F*
COMM 3950 Organizational Comm.	3	*UL Elect*
HUSV 3001 Research Methods	3	*UL Elect*
POLS 1101 American Government	3	*Area E4*✓
Total Term 5	***15***	

Term 6 JUNIOR	Hrs	Area
POLS 2201 State & Local Government	3	*Req. Course*
SPAN 1002 Elementary Spanish II	3	*Area F*
ENGL 3920 Technical Writing	3	*UL Elect*
HUSV 3080 Social Welfare	3	*UL Elect*
HIST 3720 Constitution and Early Repub.	3	*Support*
Total Term 6	***15***	

Term 7 SENIOR	Hrs	Area
HUSV 4030 Legal and Ethical Issues	3	*UL Elect*
PHIL 2020 Intro to Ethics	3	*LL Elect*
ECON 2106 Principles of Microeconomics	3	*Area F* ✓
CRJU 1100 Intro to Criminal Justice	3	*LL Elect*
HIST 3750 American civil War	3	*Support*
Total Term 7	***15***	

Term 8 SENIOR	Hrs	Area
MGNT 3050 Human Resources Management	3	Req. Course
HIST 3760 Reconstruction	3	*Support*
HIST 3800 History of Georgia	3	*Support*
CRJU 2010 Intro to Criminal Law	3	*LL Elect*
Capstone Course Approved by Program Coordinator	3	*Req. Course*
Total Term 8	***15***	
Total All Terms	***124***	

Bachelor of Science in Biology

Major in Biology

The Gordon State College major in biology combines a strong foundation in the physical sciences and a broad knowledge of the biological sciences to ensure that students have the knowledge and intellectual skills to pursue a number of different career and study paths. The major is defined by two tracks. In Track One, General Biology, the student will be prepared to seek employment in a wide range of jobs related to the biological sciences. Further, students completing Track One, who work with their advisors to wisely choose their electives, can pursue graduate studies in biology, or they can pursue professional studies at colleges of medicine, pharmacy, and veterinary sciences. In addition they will have the course work necessary to seek positions in the many graduate programs in allied health areas that prepare practitioners such as physical therapists and physician's assistants.

Presently the state of Georgia is experiencing a shortage of highly qualified teachers to teach biology in high school classrooms. Track Two in the biology major is designed to address this crisis. Track Two of the biology major has been carefully crafted to ensure that Gordon State College graduates in biology will be the needed highly qualified teachers.

Teaching Certification Program

Students who desire to complete Track Two and earn teaching credentials in Georgia must apply for admission to the Teacher Education Program ***by the midpoint of their sophomore year***. In addition to reading carefully the materials on requirements for admission to this program and the steps involved in applying for admission, the prospective teacher education candidate should contact the School of Education midway through his or her sophomore year. Whenever a semester schedule permits an elective, students seeking secondary certification should take one of EDUC 2110, 2120, and 2130.

In addition to the baccalaureate degree, Gordon State College also offers a minor in biology.

Curriculum

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

*When possible, student should complete CHEM 1211 and 1212 in Area D, thus providing an additional 8 semester hours of electives in his or her program.

Track 1

Required Courses — 24 Credit Hours

BIOL 3200K Genetics
BIOL 3300K Cellular and Molecular Biology
BIOL 3500K Ecology
BIOL 4200 Evolution

BIOL 4000 Senior Seminar
Seven additional semester hours in biology courses numbered 3000 and above

Additional Requirements 8 Credit hours
CHEM 2401K Organic Chemistry I
PHYS 1111K (or 2211K)

Electives 36 Credit Hours
Choose from courses numbered 3000 and above from biology and other disciplines
Note: Biology majors are strongly urged to complete as many courses as possible from this list: CHEM 2402K, MATH 1501, MATH 1502, PHYS 1112K

Total 128-132 Credit Hours

Track 2
Required Courses 24 Credit Hours
BIOL 3200K Genetics
BIOL 3300K Cellular and Molecular Biology
BIOL 3500K Ecology
BIOL 4200 Evolution
BIOL 4000 Senior Seminar
Seven additional semester hours in biology courses numbered 3000 and above

Additional Requirements 8 Credit Hours
CHEM 2401K Organic Chemistry I
PHYS 1111K (or 2211K)

Required Education Courses 36 Credit Hours
EDUC 2110 Investigating Critical and Contemporary Issues in Education
EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts
EDUC 2130 Exploring Learning and Teaching
EDUC 3005 Middle and Secondary Curriculum, Instruction, and Assessment
LART 3006 Reading in the Content Areas
SPED 3105 The Exceptional Learner in the Secondary Classroom
EDUC 3504 Seminar in Secondary School Practicum
EDUC 3505 Secondary Practicum
EDUC 4504 Seminar in Secondary School Teaching
EDUC 4505 Secondary Student Teaching
EDUC 4800 Curriculum and Instruction in Education

Total 128-132 Credit Hours

BS BIOLOGY Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1113 Pre-Calculus	4	*(≥ C) Area A^**
BIOL 1107K Principles of Biology I	4	*Area F^**
HIST 1121 or 1122 Western Civ.	3	*Area E*
PHED 1xxx Physical Activity	1	*Area G*
FIRE 1000 Freshman Intro to Reasoning Essentials	2	*Area B*
Total Term 1	***17***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A✓*
BIOL 1108K Principles of Biology II	4	*Area F^**
HIST 2111 or 2112 American History	3	*Area E*
MATH 1501 Calculus I	4	*Area D^**
PHED 1001 Health & Wellness	3	*Area G✓*
Total Term 2	***17***	
Term 3 SOPHOMORE	**Hrs**	**Area**
CHEM 1211K Principles of Chemistry I	4	*Area D**
COLQ 2XXX Colloquium	2	*Area B*
PHYS 1111 Introductory Physics I	4	*UL Core**
ARTS 1100 Art Appreciation	3	*Area C*
POLS 2201 State and Local Government	3	*Area E*
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	**Area**
CHEM 1212K Principles of Chemistry II	4	*Area D✓**
PHYS 1112K Introductory Physics II	4	*UL Elec*
ENGL 2111 World Literature I	3	*Area C✓*
BIOL 2100 Scientific Communications	2	*UL Core*
PSYC 1101 Intro to Psychology	3	*Area E✓*
Total Term 4	***16***	

Term 5 JUNIOR	Hrs	Area
CHEM 2401K Organic Chemistry I	4	*UL Core**
BIOL 3500K Ecology	4	*UL Core*
BIOL 2210K, 2211K, 3340K A&P I/II, Microbiology	4	*UL Elec*
BIOL 3520K/ 3550K Invert Zoology/ Vert. Zoology	4	*UL Core**
Total Term 5	***16***	

Term 6 JUNIOR	Hrs	Area
CHEM 2402K Organic Chemistry II	4	*UL Elec*
BIOL 3200K Genetics	4	*UL Core**
BIOL 4200 Evolution	3	*UL Core**
BIOL 3300K Cellular and Molecular Bio	4	*UL Core**
Total Term 6	***15***	

Term 7 SENIOR	Hrs	Area
BIOL 4460 Immunology	3	*UL Core*
BIOL 4350 or 4750 Comp. Phys. or Prin. of Virology	3	*UL Elec*
BIOL 4700K Developmental Biology	4	*UL Elec**
BIOL 3600K Plant Biology	4	*UL Elec**
BIOL 3100, 4100 or 4900	3	*UL Elec*
Total Term 7	***17***	

Term 8 SENIOR	Hrs	Area
BIOL 4000 Senior Seminar	2	*UL Core*
BIOL 3100/4100/ 4900 Biochem./Phil/Eth Bio, Special Topics	3	*UL Elec*
BIOL 4900/4905/4910 Special Topics, Research, Internship	2-4	*UL Elec*
BIOL 4450K, 4500K, 4600K or 4901K	4	*UL Elec*
Total Term 8	***11-13***	
Total All Terms	***122-124***	

CHEM 2402K, PHYS 1112K, and BIOL 3100 strongly recommended.

BS BIOLOGY -- Secondary Education Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	**AREA**
		(≥ C) Area
ENGL 1101 Composition I	3	*A*
BIOL 1107K Principles of Biology I	4	*Area F^**
HIST 1121 or 1122 Western Civ.	3	*Area E*
PHED 1101 Physical Activity	1	*Area G*
CHEM 1211K Principles of Chemistry I	4	*Area F^**
FIRE 1000 Freshman Intro to Reasoning Essentials	2	*Area B*
Total Term 1	***17***	
Term 2 FRESHMAN	**Hrs**	**AREA**
ENGL 1102 Composition II	3	*Area A*
BIOL 1108K Principles of Biology II	4	*Area F^**
MATH 1113 Pre-Calculus	4	*Area A✓*
PHED 1001/ 1010 Health & Wellness/ Physical Fitness	3	*Area G*
CHEM 1212K Principles of Chemistry II	4	*Area F**
Total Term 2	***18***	
Term 3 SOPHOMORE	**Hrs**	**AREA**
HIST 2111 or 2112 American History	3	*Area E*
COLQ 2XXX Colloquium	2	*Area B✓*
CHEM 2401K Organic Chemistry I	4	*Area F**
COMM 1100 Public Speaking	3	*Area C*
PSYC 1101 or POLS 1101 or SOCI 1101	3	*Area E*
Total Term 3	***15***	
Term 4 SOPHOMORE	**Hrs**	**AREA**
MATH 1501 or 2101 Calculus I or Introductory Statistics	4	*Area D✓*
ANTH 1102 or POLS 1101 Intro to Anth. or Political Sci.	3	*Area E✓*
CHEM 2402K Organic Chemistry II	4	*Area F**
ENGL 2111 or PHIL 2010 World Lit or Intro Philosophy	3	*Area C✓*
EDUC 2110 Critical/Contemp Issues in Ed	3	*Area F*
Total Term 4	***17***	

Term 5 JUNIOR	Hrs	AREA
PHYS 1111K Introductory Physics I	4	*Area D*✓*
BIOL 3300K Cellular and Molecular Biology	4	*Area F**
EDUC 4800 Curriculum & Instruction	3	*Area F**
EDUC 2120 Diversity in Educational Contexts	3	
Total Term 5	***14***	

Term 6 JUNIOR	Hrs	AREA
PHYS 1112K Introductory Physics II	4	*Area D*
BIOL 3200K Genetics	4	*Area F**
EDUC 3500 Professionalism: Field Experience I	3	*Area F*
LART 3006 Intro to the Teaching of Reading	3	*Area F*
Total Term 6	***14***	

Term 7 SENIOR	Hrs	AREA
BIOL 4100 Philosophy & Ethics of Biology	3	*Area F*
BIOL 3500 Ecology	4	*Area F**
EDUC 3505 Secondary Practicum	2	*Area F*
EDUC 3504 Seminar in Secondary School Practicum	1	*Area F*
BIOL 4200 Evolution	3	*Area F*
BIOL 4000 Senior Seminar	2	*Area F*
Total Term 7	***15***	

Term 8 SENIOR	Hrs	AREA
EDUC 4505 Secondary Student Teaching	11	*Area F*
EDUC 4504 Seminar in Secondary School Teaching	1	*Area F*
BIOL 3600K, 4500K, 4600K or 4700K	4	*Area F*
Total Term 8	***16***	
Total All Terms	***125***	

CHEM 2402K, PHYS 1112K, and BIOL 3100K strongly recommended

Minor in Biology

A student may earn a minor in biology by fulfilling, in addition to the general College requirements, the requirements below:

Required: Choose two of the following 9 – 10 credit hours

BIOL 1107K – Principles of Biology I 4 credit hours
BIOL 1108K – Principles of Biology II 4 credit hours
CHEM 1211K – Principles of Chemistry I 4 credit hours
CHEM 1212K – Principles of Chemistry II 4 credit hours

Choose a combination of biology courses numbered 3000 and above to total 9 -10 hours*

Total Hours **17 – 18 hours**

*Only four credit hours of BIOL 4905 – Undergraduate Research will be counted toward the total hours. A minimum of one 3000-level or above laboratory course is required.

Bachelor of Science in Elementary Education, and Secondary Certification Programs

Major in Elementary Education/Special Education

The B.S. in Education program includes upper division level courses in education, mathematics, science, and humanities. Gordon State College students are required to complete 133 semester credit hours to earn a B.S. degree in education - 64 hours of freshman/sophomore-level core courses (Areas A - G) plus 69 hours of junior/senior-level courses. The upper division courses are completed with full-time enrollment in two years with one required summer session. Students are required to complete general education core courses in Areas A through E plus the appropriate education program in Area F prior to admission to the B.S. in Education program. Students may take upper division level courses only after being admitted to the baccalaureate program. Through field experiences and teaching internships, Gordon State teacher candidates in the Associate of Arts and Bachelor of Science programs develop confidence in their chosen career path.

General Requirements and Procedures for Admission

Admission to the Bachelor of Science in Elementary Education Program is granted on a space available basis. Applicants who meet all admission requirements are ranked according to their qualifications and admitted in order of their rank until all available spaces are filled. As such, not all individuals who meet the admission requirements may be admitted. Since the program of study involves working in elementary schools, prospective candidates must also consent to a criminal background check. Once admitted to the program, fingerprinting is required prior to field placement. **Disciplinary action at Gordon State College and any other institution that the student has attended, including the military, may prevent admission.**

Applications to Gordon State College and to the B.S. in Education program are available online. Applications to the B.S. in Education program must be submitted to the School of Education. Prospective students may contact the School of Education for an application packet. Applications must be submitted with qualifying GPA and GACE Program Admissions Assessment (or SAT/ACT/GRE exemption documentation) to be considered. Application materials must be complete for full acceptance.

Admission Requirements

Admission to the B.S. in Elementary Education program is competitive and granted on a space available basis. In order to be considered for admission:

1. Applicants must be admitted to Gordon State College and in good standing with the College.
2. Applicants are projected to complete all of the lower level courses in an Associate of Arts program for Elementary Education, by the end of the summer

semester prior to beginning fall semester, to include an overall last attempt GPA of 2.75 or better.
3. Applicants must have a grade of "C" or higher in all Area A and Area F courses.
4. Applicants must provide proof of a "passing" score on GACE (Program Admissions Assessment) OR provide proof of exemption.
5. Applicants must complete all portions of the "Application for Admission to the Bachelor of Science in Education Program."
6. Students must register with the PSC and create a MyPSC account.
7. Students must complete the Lawful Verification of Presence Form.
8. Students must take the GACE Ethics Assessment.
9. Students must complete all paperwork for the Pre-Service Certification with the PSC.

Students transferring to Gordon State College must meet all criteria for admission to the BSED as outlined above.

Students accepted for admission will be part of a cohort of students enrolled in the program of study throughout the Elementary Education courses, field experiences, and internship. Upon acceptance, students are required to submit proof of professional liability insurance coverage. Currently, candidates are admitted only for full-time study.

Academic Progress and Policies

Teacher candidates must meet the following requirements to progress in the Education Program:

- Maintain an overall GPA at the level required for admission to the student's specific program.
- Complete all upper division professional education courses with at least a grade of "C" in each course. Upper division professional education courses below the grade of "C" may be retaken only once, and no more than 2 upper division professional education courses in total may be retaken. Upper division professional education courses also include all fieldwork and student teaching courses.
- Complete one year of upper division coursework and student teaching internships in full-time residence at Gordon State College.
- Have professional liability insurance throughout the duration of the program.
- Provide evidence of having taken the appropriate GACE Content Assessment for Elementary Education, Middle Grades Education, or Secondary Education prior to student teaching.
- Adhere to the School of Education Honor Code and all other policies of Gordon State College, the School of Education and associated Local Boards of Education.
- Adhere to Georgia Professional Standards Commission Policies on Ethics for Educators as well as the School of Education Honor Code.

Re-entry

A teacher candidate who voluntarily withdraws from the B.S. in Education program must submit a request in writing for readmission to the education program along with a completed education application form at least one semester prior to the semester in which the teacher candidate wishes to attend. A candidate must meet all of the admission/acceptance requirements, including an overall GPA of 2.75 or higher in order to be considered. Re-entry occurs on a space available basis.

Dismissal

Failure to meet either academic or ethical progression requirement(s) may result in dismissal from Teacher Education. Unprofessional conduct, breaches in the Honor Code, unsafe educational practices, or unethical professional practices may result in the student being referred to the School of Education (SOE) Discipline Committee. This committee will hear the evidence against the student and may decide to retain the student with an Action Plan, suspend the student with an Action Plan, or dismiss the student from the program. The Gordon State College catalog and the School of Education Honor Code contain detailed descriptions of student actions liable to require intervention by the SOE Discipline Committee. Candidates who are dismissed from the program for any reason must wait at least one year before making re-application. Admissions requirements in place at the time of this re-application must be met. Additional disciplinary actions may also be taken at the College level by the College Judicial Committee. The Gordon State College Catalog contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of faculty and administration should a candidate commit prohibited behaviors.

EdTPA Portfolio

Each teacher candidate develops an electronic portfolio of documents, artifacts, resources, evaluations, and instructional plans that counts as evidence for successfully meeting the ten conceptual framework standards. Students will prepare the portfolio for submission to edTPA and the School of Education during student-teaching.

Field Experience and Internship

School districts in this region serve as collaborative partners in providing access to programs, students, and mentor teachers. Gordon State College Teacher Candidates must comply with the same policies and procedures of local boards of education that apply to their own full-time teaching faculty. This will also include a current criminal background check and fingerprinting. Additionally, candidates shall comply with codes of dress, conduct, punctuality, and professionalism when they are present on school campuses. Field experiences are planned to enable candidates to participate in a wide variety of activities with all appropriate grade levels, educational settings, diversity of students and staff.

In the semester prior to graduation, candidates will complete full-time student teaching. Decisions regarding placement will be made so as to provide an opportunity for this internship with an age/grade level approximate to the

candidate's area of interest. However, no student teaching will be scheduled in a school that the candidates may have attended or where they have relatives.

Curriculum

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

Required Courses		69 Credit Hours
EDUC 3000	Integrated Applied Arts	
EDUC 3002	Assessment in Early Childhood Education	
EDUC 3003	Classroom Management	
EDUC 3090	Classroom Data Analysis	
EDUC 3200	Instructional Technology and Media	
EDUC 3300	Integrated Social Studies for Early Childhood Education	
EDUC 3500	Professionalism: Field Experience I	
EDUC 3501	Professionalism: Field Experience II	
EDUC 3502	Professionalism: Field Experience III	
EDUC 4001	Early Childhood Methods and Materials	
EDUC 4200	Science in Early Childhood Education	
EDUC 4204	Internship: Early Childhood Education	
EDUC 4404	Internship: Special Education	
LART 3005	Introduction to the Teaching of Reading	
LART 3006	Teaching Reading in the Content Areas	
LART 3007	Analysis & Correction of Reading Problems	
LART 3090	Literature for Children	
MATH 3001	Topics in Algebra for Early Childhood Education	
MATH 3002	Geometry for Teachers	
MATH 3003	Data Analysis, Probability, and Connections	
SPED 3100	Characteristics of Students with Mild Disabilities	
SPED 4000	Educational Assessment of Exceptional Children	
SPED 4200	Ed. Interventions /Students with Mild Disabilities	

BSED ELEMENTARY EDUCATION Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	(≥ C) Area A
MATH 1001 Quantitative Skills	3	(≥ C) Area A
EDUC 2110 Into to Education	3	Area F
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	Area B
BIOL 1111K Intro Biology I	4	Area D
Total Term 1	***15***	

Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	Area A✓
EDUC 2120 Socio-Cultural Perspectives	3	Area F
COMM 1110 Public Speaking	3	Area C
HIST 2111/2112 US History	3	Area E
BIOL 1112K Intro Biology II	4	Area D
Total Term 2	***16***	

Term 3 SOPHOMORE	**Hrs**	**Area**
ENG 2XXX English Literature	3	Area C ✓
EDUC 2130 Exploring Teaching	3	Area F
MATH 2008 Numbers and Operations	3	Area F
ISCI 2001 LIFE/Earth Science	3	Area F
HIST 1121, or 1122 Western Civ.	3	Area E
PHED 1001/1010 Physical Fitness/Health & Wellness	3	Area G✓
Total Term 3	***18***	

Term 4 SOPHOMORE	**Hrs**	**Area**
COLQ 2XXX Colloquium	2	Area B✓
ASTR 1010 Astronomy	4	Area D✓
PSYC 1101 Psychology	3	Area E
ISCI 2002 Physical Science	3	Area F✓
SOCI 1101 Sociology	3	Area D✓
PHED Activity	1	AREA G
Total Term 4	***16***	

After term 4, students should submit an application to the School of Education. The application process and required forms are available on the GSC website at http://www.gordonstate.edu/education/early-childhood-education-admission-procedure-application-forms

Term 5 JUNIOR	Hrs	Area
MATH 3001 Algebra for ELED	3	Junior 1
LART 3005 Intro to Reading	3	Junior 1
SPED 3100 Intro to Special Ed.	3	Junior 1
EDUC 3003 Classroom Mgt.	3	Junior 1
EDUC 3500 Professional Field I	1	Junior 1
Total Term 5	***13***	

Term 6 JUNIOR	Hrs	Area
MATH 3002 Geometry for ELED	3	Junior 2
LART 3090 Children's Literature	3	Junior 2
SPED 4000 Assessment of Exceptional	3	Junior 2
EDUC 3200 Instructional Technology	3	Junior 2
EDUC 3501 Professional Field II	2	Junior 2
Total Term 6	***14***	

Term 7 JUNIOR (SUMMER)	Hrs	Area
EDUC 3002 Assessment in ELED	3	Junior 3
EDUC 3000 Integrated Arts	3	Junior 3
EDUC 3300 Social Studies for ELED	3	Junior 3
EDUC 4200 Science for ELED	3	Junior 3
Total Summer	**12**	

Term 8 SENIOR	Hrs	Area
MATH 3003 Data Analysis	3	Senior I
SPED 4200 Interventions in SPED	3	Senior I
EDUC 4001 Methods & Materials	3	Senior I
LART 3006 Teaching Reading	3	Senior I
LART 3007 Analysis and Correction	3	Senior I
EDUC 3502 Professional Field III	2	Senior I
Total Term 7	***17***	

Term 9 SENIOR	Hrs	Area
EDUC 4204 Internship	6	Senior II
EDUC 4404 Internship	6	Senior II
EDUC 3090 Classroom Data Analysis	1	Senior II
Total Term 8	***13***	
Total All Terms	***133***	

Bachelor of Science in Middle Grades Education

Major in Middle Grades Education Program

Gordon State College's Middle Grades Education Program has been approved by the Georgia Professional Standards Commission (PSC). All candidates for the degree in Middle Grades Education must select one of the following areas of concentration in their program:

a. Literacy (Reading)
b. Mathematics
c. Science

In addition, all candidates for the degree in Middle Grades Education must select a second area of certification from the following:

a. English Language Arts
b. History, Social Studies
c. Literacy, (Reading)
d. Mathematics
e. Science

Courses in the concentration area are developed in conjunction with the content coordinator.

General Requirements and Procedures for Admission to a Middle Grades Education Program

1. Admission to a Middle Grades Program is only open to students who are actively pursuing a baccalaureate degree with a major in Language Arts, Math, Reading, Social Studies or Science at Gordon State College.
2. Applicants are projected to complete all of the lower level courses required as preparation for the Bachelor of Science in Education by the end of the summer semester prior to beginning upper level courses in the fall semester. The overall institutional GPA for the lower level courses completed must be 2.5 or better.
3. Applicants must have a grade of "C" or higher in all Area A and Area F courses. Applicants from non-USG institutions must have a grade of "C" or better in courses comparable to courses found in USG Areas A and F. Non-Gordon students must provide an official transcript.
4. Applicants must provide proof of a passing score on GACE Program Admission Assessment or provide proof of exemption.
5. Applicants must fully complete the "Application for Admission to Teacher Education."
6. Applicants must attach a signed and notarized consent form authorizing a criminal background check and once admitted to the program, agree to fingerprinting.
7. Students must register with the PSC and create a MyPSC account.
8. Students must complete the Lawful Verification of Presence Form.
9. Students must take the GACE Ethics Assessment.
10. Students must complete all paperwork for the Pre-Service Certification with the PSC.

Students transferring to Gordon State College from other schools must meet all criteria for admission to the Secondary Certification Program as outlined. Transfer students not meeting the criteria for admission may be advised to take additional courses to complete the core curriculum in education in order to qualify for admission. Since the curriculum in education is linked to state and national accreditation requirements and mandates, the curriculum is subject to change.

Acceptance

Applicants selected for the Middle Grades Education Program will be notified in writing by the School of Education and will be required to submit proof of professional liability insurance coverage before they are assigned a fieldwork placement.

Admitted Candidates

Teacher candidates are required to complete a minimum of 900 hours of field experience in a variety of school settings/placements in order to meet program requirements for graduation set forth by the USG Board of Regents' Teacher Preparation Principles. All candidates must participate in clinical experience to meet specific course requirements, and all candidates must complete the internship of student teaching, which is available only on a full-time basis. Therefore, candidates must be available for clinical experience during the regular public school day.

Teacher candidates must maintain an overall G.P.A. of 2.5 or better, must attain at least a C in all professional education courses, and must attain an average rating of "proficient" on all fieldwork assessments.

Teacher candidates must adhere to Georgia Professional Standards Commission Policies on Ethics for Educators.

Teacher candidates must successfully complete all requirements for the Bachelor of Science in Education degree in addition to successfully completing the requirements for certification in order to be recommended for a Middle Grades teaching credential.

Field Experience and Internship

School districts in this region serve as collaborative partners in providing access to programs, students, and mentor teachers. Gordon State College Teacher candidates must comply with the same policies and procedures of local boards of education that apply to their own full-time teaching faculty. This includes a current criminal background check and fingerprinting. Additionally, candidates shall comply with codes of dress, conduct, punctuality, and professionalism when they are present on school campuses. Field experiences are planned to enable candidates to participate in a wide variety of activities in different educational settings with diverse students and staff Field placements in EDUC 3506/3507 are made at the upper elementary grades of 4th and 5th grade. The middle school year-long student teaching will take place during EDUC 4502/4503, and EDUC 4506/4507 placements. Candidates are thus assured of field experience at all of the levels for which they will seek

certification. Specific information regarding fieldwork requirements is in the *Field Experience Handbook*.

In the semester prior to graduation, candidates complete full-time student teaching in their area of expertise by registering for the appropriate course at Gordon State College. No student teaching will be scheduled in a school district that the candidates may have attended or where they have relatives.

Teacher Certification

Gordon State College will recommend candidates for certification and final candidates must complete all application requirements for initial certification through the Georgia Professional Standards Commission. This includes passing scores on appropriate GACE content assessments.

Curriculum

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

Required Courses 43 Credit Hours
EDUC 3005 Middle and Secondary Curriculum Instruction & Assessment
EDUC 3506 Middle School Practicum I
EDUC 3507 Seminar in Middle School Practicum
EDUC 3600 Intro to Middle Grades Education and Theory
EDUC 3610 Nature and Needs of the Adolescent Learner
EDUC 4502 Middle School Seminar in Practicum II
EDUC 4503 Middle School Practicum II
EDUC 4506 Middle School Teaching
EDUC 4507 Seminar in Middle School Teaching
EDUC 4600 Classroom Management Middle and Secondary
EDUC 4800 Curriculum and Instruction in Education
LART 3006 Teaching Reading in the Content Areas
LART 3030 Adolescent Literature
SPED 3105 Exceptional Learner in Middle Grades and Secondary

Additional Requirements 21 Credit Hours
Content Area 1 9 Credit Hours
The candidate must select one area of concentration from the following content areas and work directly with their advisor to determine the most appropriate courses to complete this area.

- Literacy (Reading)
- Mathematics
- Science

Content Area 2 12 Credit Hours

The candidate must select a second area of concentration from the following content areas and work directly with their advisor to choose at least 4 upper level courses in that area.

- English Language Arts
- History Social Science,
- Literacy (Reading)
- Mathematics
- Science

Total 124-129 Credit Hours

BS MIDDLE GRADES EDUCATION Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

° indicates requirements for Science and Mathematics

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	(≥ C) Area A
MATH 1001/1111/ 1113° Quan. Skills/Algebra/Precal.	3-4	(≥ C) Area A
EDUC 2110 Into to Education	3	Area F
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	Area B
BIOL 1111K or 1107K° Intro/Principles of Biology I	4	Area D
Total Term 1	***15-16***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	Area A✓
EDUC 2120 Socio-Cultural Perspectives	3	Area F
COMM 1110 Public Speaking	3	Area C
HIST 2111/2112 US History	3	Area E
BIOL 1112K or 1108K° Intro/Principles of Biology II	4	Area D
Total Term 2	***16***	
Term 3 SOPHOMORE	**Hrs**	**Area**
ENG 2XXX English Literature	3	Area C ✓
EDUC 2130 Exploring Teaching	3	Area F
Content Area 1 Elective	3	Area F
Content Area 2 Elective	3	Area F
HIST 1121, or 1122	3	Area E
PHED 1001/1010 Health and Wellness	3	Area G✓
Total Term 3	***18***	
Term 4 SOPHOMORE	**Hrs**	**Area**
COLQ 2XXX Colloquium	2	Area B✓
ASTR 1010K or CHEM 1211K° Astronomy or Chemistry	4	Area D✓
PSYC 1101 Intro to Psychology	3	Area E
Content Area 1 second elective	3	Area F✓
SOCI 1101 Sociology	3	Area D✓
PHED Activity	1	AREA G
Total Term 4	***16***	

After term 4, students should submit an application to the School of Education. The application process and required forms are available on the GSC website at http://www.gordonstate.edu/education/early-childhood-education-admission-procedure-application-forms

Term 5 JUNIOR	Hrs	Area
EDUC 3005 Intro to MS & HS	3	Junior 1
EDUC 3600 Intro to Theory	3	Junior 1
LART 3006 Intro to Reading	3	Junior 1
Content Area 1 elective	3	Junior 1
Content Area 2 elective	3	Junior 1
Content Area 2 elective	3	Junior 1
Total Term 5	***18***	

Term 6 JUNIOR	Hrs	Area
SPED 3105 Intro to Special Ed.	3	Junior 2
EDUC 3610 Adolescent Learner	3	Junior 2
LART 3030 Adolescent Literature	3	Junior 2
EDUC 3506 Middle School Practicum I	2	Junior 2
EDUC 3507 Seminar in Middle School Practicum	1	Junior 2
Content Area 1 elective	3	Junior 2
Content Area 2 elective	3	Junior 2
Total Term 6	***18***	

Term 7 SENIOR	Hrs	Area
EDUC 4600 Assessment in MG	3	Senior I
EDUC 4502 Middle School Seminar in Practicum II	1	Senior I
EDUC 4503 Middle School Practicum II	3	Senior I
EDUC 4800 Curriculum and Instruction	3	Senior I
Content Area 1 elective	3	Senior I
Content Area 2 elective	3	Senior I
Total Term 7	***16***	

Term 8 SENIOR	Hrs	Area
EDUC 4506 Student Teaching	11	Senior II
EDUC 4507 Seminar in Student Teach.	1	Senior II
Total Term 8	***12***	
Total All Terms	***129***	

Secondary Certification Programs

Gordon State College began offering a Bachelor of Science with a major in biology and a major in mathematics in Fall 2010. One track of each of these majors leads to a certificate for teaching in Georgia secondary schools. Gordon State College began offering a Bachelor of Arts degree with a major in English and a major in history in Fall 2011. One track of each of these majors leads to a certificate for teaching in Georgia secondary schools.

All Secondary Education programs at Gordon State are fully accredited by the Professional Standards Commission of Georgia and the National Council on Accreditation of Teacher Education (NCATE). Below you will find the policies that are currently in place for the programs in biology, mathematics, history and English.

Certification programs for those students who wish to be high school teachers are currently offered in Biology, Mathematics, English, and History. Students who wish to seek state teacher certification in any of these content areas should major in the appropriate area in order to attain a baccalaureate degree. Additional classes leading to teacher certification are listed below and may be begun as early as the student's junior year of study.

Additional Course Requirements for Teacher Certification

EDUC 4800: Curriculum and Instruction in Education
EDUC 3005: Middle & Secondary Curriculum, Instruction, and Assessment
SPED 3105: Exceptional Learner in the Middle & Secondary Classroom
LART 3006: Reading in Content Areas
EDUC 3505 & 3504: Secondary Practicum (fieldwork)
EDUC 4505 & 3504: Secondary Internship (student teaching)

In addition, if EDUC 2110 (Educational Issues), EDUC 2120 (Diversity), and EDUC 2130 (Teaching and Learning) were not completed prior to their junior year, these courses must also be completed before higher-level coursework can be begun.

General Requirements and Procedures for Admission to a Secondary Certification Program

1. Admission to a Secondary Certification Program is only open to students who are actively pursuing a baccalaureate degree with a major in biology, mathematics, English or history at Gordon State College.

2. Applicants are projected to complete all of the lower level courses required as preparation for the Bachelor of Science or Bachelor of Arts by the end of the summer semester prior to beginning upper level courses in the fall semester. The overall institutional GPA for the lower level courses completed must be 2.5 or better.
3. Applicants must have a grade of "C" or higher in all Area A and Area F courses. Applicants from non-USG institutions must have a grade of "C" or better in courses comparable to courses found in USG Areas A and F. Non-Gordon students must provide an official transcript.

4. Applicants must provide proof of a passing score on GACE Program Admission Assessment or provide proof of exemption.
5. Applicants must fully complete the "Application for Admission to Teacher Education."
6. Applicants must attach a signed and notarized consent form authorizing a criminal background check, and once admitted to the program, agree to fingerprinting.
7. Students must register with the PSC and create a MyPSC account.
8. Students must complete the Lawful Verification of Presence Form.
9. Students must take the GACE Ethics Assessment.
10. Students must complete all paperwork for the Pre-Service Certification with the PSC.

Students transferring to Gordon State College from other schools must meet all criteria for admission to the Secondary Certification Program as outlined. Transfer students not meeting the criteria for admission may be advised to take additional courses to complete the core curriculum in education in order to qualify for admission. Since the curriculum in education is linked to state and national accreditation requirements and mandates, the curriculum is subject to change.

Acceptance

Applicants selected for the Secondary Certification Program will be notified in writing by the School of Education and will be required to submit proof of professional liability insurance coverage before they are assigned a fieldwork placement.

Admitted Candidates

Teacher candidates are required to complete a minimum of 900 hours of field experience in a variety of school settings/placements in order to meet program requirements for graduation set forth by the USG Board of Regents' Teacher Preparation Principles. All candidates must participate in clinical experiences to meet specific course requirements, and all candidates must complete the internship of student teaching, which is available only on a full-time basis. Therefore, candidates must be available for clinical experiences during the regular public school day.

Teacher candidates must maintain an overall G.P.A. of 2.5 or better, must attain at least a C in all professional education courses, and must attain an average rating of "proficient" on all fieldwork assessments.

Teacher candidates must adhere to Georgia Professional Standards Commission Policies on Ethics for Educators.

Teacher candidates must successfully complete all requirements for the appropriate Bachelor's degree in addition to successfully completing the requirements for certification in order to be recommended for a secondary teaching credential.

Field Experience and Internship

School districts in this region serve as collaborative partners in providing access to programs, students, and mentor teachers. Gordon State College Teacher Candidates must comply with the same policies and procedures of local boards of education that apply to their own full-time teaching faculty. This includes a current criminal background check and fingerprinting. Additionally, candidates shall comply with codes of dress, conduct, punctuality, and professionalism when they are present on school campuses. Field experiences are planned to enable candidates to participate in a wide variety of activities in different educational settings with diverse students and staff. Field placements in EDUC 3505 are made at either the middle school or high school level with EDUC 4505 placements being made in the opposite. Candidates are thus assured of field experience at all of the levels for which they will seek certification. Specific information regarding fieldwork requirements is in the *Field Experience Handbook*.

In the semester prior to graduation, candidates complete full-time student teaching in their area of expertise by registering for the appropriate course at Gordon State College. No student teaching will be scheduled in a school district that the candidates may have attended or where they have relatives.

Teacher Certification

Gordon State College will recommend candidates for certification and final candidates must complete all application requirements for initial certification through the Georgia Professional Standards Commission. This includes passing scores on appropriate GACE content assessments.

Bachelor of Science in Health Information Management

Major in Health Information Management

The mission of Gordon State College's Health Information Management Program (HIM) is to provide students with a quality education, a desire to learn, and the knowledge and skills required by entry-level health information management professionals in health care environments.

The Bachelor of Science with major in Health Information Management degree prepares the student for a professional career as a member of the health care team. The HIM professional is responsible for obtaining statistical information, maintaining the confidentiality of the medical record, and maintaining compliance in all medical code assignments. As a health care professional, the HIM professional is required to adhere to the code of ethics as set for by the American Health Information Management Association.

Admission
To be considered for acceptance into the Health Information Management program, students:

1. are accepted as a student at Gordon State College
2. have completed a minimum of 30 semester credit hours
3. have a minimum overall GPA of 2.5 to be eligible
4. have received credit for BIOL 2210K, 2211K within the last 5 years
5. submit one letter of recommendation (professional reference or faculty reference)
6. interview with HIM program director as deemed necessary

Admission to the health information management program is both competitive and selective. Program admission is per cohort and the program will begin in the Spring Semester each year. Once admitted to the HIM program, the student must achieve a grade of C or higher in each required course in order to advance through the program.

Curriculum

HIM classes are taught in state-of the art facilities by highly qualified professors. The Gordon State College Health Information Management program is designed to prepare the graduate with the skills necessary for work in a variety of settings.

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

Required Courses	51-54 Credit Hours

HIMA 3000 Concepts & Principles of Health Info and Informatics Management
HIMA 3110 Human Resources Administration in Health Sciences
HIMA 3410 Health Data Classification I
HIMA 4070 Health Care Networks, Data Bases and the Electronic Health Record
HIMA 3230 Healthcare Vocabularies and Data Content Management
HIMA 3420 Health Data Classification and Coding Systems II (CPT)
HIMA 3430 Health Data Classification and Coding Systems III (ICD-10)
HIMA 4140 Reimbursement Methodologies
HIMA 3030 Pathophysiology and Essentials of Pharmacology
HIMA 4130 Quality Assessment and Healthcare Statistics
HIMA 4240 Health Care Systems: Analysis and Design
HIMA 4110 Knowledge Management and Research Support
HIMA 4020 Legal and Ethical Issues in Health Care
HIMA 4190 Internship & Seminar
MATH 1401 Statistics (if not taken in Area D)
MGNT 3000 Principles of Management
MGNT 3200 Financial Management

Electives	6-9 Credit Hours

Candidate should work directly with their advisor to determine the most appropriate courses to complete this area.

Total	120-124 Credit Hours

BS HEALTH INFORMATION MANAGEMENT Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Student Name: [redacted] ***GCID:*** **929-** [redacted]

Term 1 FRESHMAN	**Hrs**	Area
ENGL 1101 Composition I	3	(≥ C) Area A
MATH 1111 College Algebra	3	(≥ C) Area A*
BIOL 1111K Intro Biology I	4	Area D
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	Area B
HIST 1121 or 1122 Western Civ. I or II	3	Area E
Total Term 1	***15***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	Area A✓*
BIOL 1112K Intro Biology II	4	Area D
MATH 1401 Introductory Statistics	3	Area D✓^
ECON 2105/2106 Principles of Macroeconomics/Macroeconomics	3	Area E
HUMN 1501 Humanities I	4	Area C
Total Term 2	***17***	
Term 3 SOPHOMORE	**Hrs**	Area
BIOL 2210K Anatomy & Physiology I	4	Area F^
COLQ 2XXX Colloquium	2	Area B✓
COMM 1000, 1100 or 1110	3	*Elective**
ACCT 2101 Principles of Accounting	3	Area F^
ENGL 2XXX English Literature	3	Area C✓
Total Term 3	***15***	
Term 4 SOPHOMORE	**Hrs**	**Area**
BIOL 2211K Anatomy & Physiology II	4	Area F^
HIMA 2000 Medical Terminology	3	Area F^
HIST 2111 or 2112 American History I or II	3	Area E
PHED 1101-1151(Select One) Activity Course	1	Area G
PHED 1001/1010 Physical Fitness/Health & Wellness	3	Area G
POLS 1101 American Government or SOCI 1101 Introduction to Sociology	3	Area E
Total Term 4	***14***	

Term 5 JUNIOR	Hrs	Area
HIMA 3410 Health Data Class & Coding I	3	Junior 1
HIMA 3030 Path & Essentials of Pharmacology	3	Junior 1
HIMA 3000 Concepts & Principles of Health Info & Informatics Management	3	Junior 1
MGNT 3000 Principles of Management	3	Junior 1
MGNT 3100 Principles of Marketing	3	*Elective*
Total Term 5	***15***	

Term 6 JUNIOR	Hrs	Area
MGNT 3200 Financial Mgmt.	3	Junior 2
HIMA 3230 Healthcare Vocabularies & Data Content Mgnt	3	Junior 2
HIMA 3420 Health Data Class &Coding II	3	Junior 2
HIMA 3110 Human Resources Admin Health Sciences	3	Junior 2
CSCI 1101 Introduction to Computers & Computer Programming	3	*Area F* ✓
Total Term 6	***15***	

Term 7 SENIOR	Hrs	Area
HIMA 4130 Quality Assessment & Healthcare Statistics	3	Senior 1
HIMA 4240 Health Care Systems: Analysis & Designs	3	Senior 1
HIMA 4020 Legal &Ethical Issues in Health Care	3	Senior 1
HIMA 3430 Health Data Class & Coding System III	3	Senior 1
BUSA 2105 Comm. in the Environment of Business	3	*Elective*
Total Term 7	***15***	

Term 8 SENIOR	Hrs	Area
HIMA 4070 Health Data Networks, Data Bases & HER	3	Senior 2
HIMA 4140 Reimbursement Methodology	3	Senior 2
HIMA 4110 Knowledge Mgmt. & Research Support	3	Senior 2
HIMA 4190 Internship and Seminar	6	Senior 2
Total Term 8	***15***	
Total All Terms	***121***	

**** one or more hours toward Area F***

Bachelor of Science in Human Services

Major in Human Services

Human Services is a multidisciplinary profession integrating the fields of psychology, sociology, government and administration. Persons who are motivated to work with individuals and families in direct efforts to improve service delivery and to assist members of society in functioning as effectively as possible will find the field of Human Services a rewarding experience. Human service professionals can expect to find employment in a wide variety of settings, including government and private social service agencies, vocational rehabilitation facilities, substance abuse rehabilitation centers, correctional facilities, community mental health centers, child and family services, and residential facilities treating the elderly and intellectually challenged.

Admission Requirements

Students may begin taking upper division courses as soon as the second semester of their sophomore year, providing they have completed the following courses: PSYC 1101, SOCI 1101, and HUSV 2101. As part of the curriculum, students will be required to complete a semester long internship with a human services agency that will require a minimum of 15 hours of work per week. Simultaneous to the internship, students will complete a capstone classroom seminar experience in order to discuss and process their work experience.

Curriculum

Because of the wide diversity of opportunities in the human services field, human services professionals are best prepared by an interdisciplinary faculty delivering an interdisciplinary curriculum. The BS in Human Services curriculum at Gordon State College includes required courses in psychology and sociology and recommended courses in business and communication. Thus this curriculum provides the breadth and depth of knowledge required to succeed in their future endeavors. While graduates of the program will receive excellent preparation for various masters and doctoral programs, the primary emphasis of the curriculum will be to provide practical, real-world training so that graduates can gain immediate employment. The Human Services E-Degree is a degree completion program for learners in a fully online format. The courses will be offered on a more limited rotation over the course of two years to earn a Bachelor of Science in Human Services. All core classes must be taken *in addition* to these online courses. Learners who prefer a different set of courses pursue the degree through the traditional, on-campus method, and work with their advisor.

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

Required Courses — 24 Credit Hours
HUSV 3001 Research Methods in the Social Sciences
HUSV 4030 Legal and Ethical Issues in Human Services

HUSV 4010 Program Planning, Development, & Evaluation
HUSV 4090 Internship and Capstone Experience
PSYC 3020/HUSV 3020 Interviewing and Counseling
PSYC 3040 Social Psychology
PSYC 3050 Abnormal Psychology
SOCI 3060 Culture and Diversity

Upper Level Elective Requirements 15 Credit Hours
Choose courses numbered 3000 and above
(Additional courses from human services, psychology, sociology, communication, management, and business are recommended).
Excess HUSV 4900 hours can be counted as upper level elective hours.
(*HUSV 3341 required if MATH 1401 not taken)

Free Electives 21 Credit Hrs
Choose from any courses numbered 1000, 2000, 3000, or 4000. You are advised to pick courses that will help prepare you for your future career.
Either MATH 1401 (Introductory Statistics) or HUSV 3341 (Applied Statistics) must be taken as a free elective, if not taken to meet requirements of Areas A-F of the Core Curriculum or an Upper Level Elective.

Total 124 Credit Hours

BS HUMAN SERVICES Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A1*
FIRE 1000: Freshmen Intro to Reasoning Essentials*	2	*Area B1*
COMM 1110 or 1500 (recommended) ^	3	*Area C1*
HIST 1121 or 1122 Western Civ.	3	*Area E1*
PSYC 1101 Intro to Psychology ^	3	*Area F1*
PHED Activity	1	*Area G1*
Total Term 1	***15***	***15 Hours***

Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	*Area A2*
MATH 1001 Quantitative Skills	3	***Area A3*** ✓
Area D Lab Science	4	*Area D1*
HIST 2111 or 2112 American History	3	*Area E2*
SOCI 1101 Intro to Sociology ^	3	*Area F2*
Total Term 2	***16***	***31 Hours***

Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL 21XX or PHIL 20XX	3	***Area C2*** ✓
Area D Lab Science	4	*Area D2*
PSYC 2103 Human Growth & Development	3	*Area F3*
HUSV 2101 Intro to Human Services	3	*Area F4*
Area F Elective (BUSA 2106 recommended)	3	*Area F5*
Total Term 3	***16***	***47 Hours***

Term 4 SOPHOMORE	**Hrs**	***Area***
COLQ 299X Colloquium	2	***Area B2*** ✓
Area D Non-Lab Science	3	***Area D3*** ✓
Area E (ECON 2106 recommended)	3	*Area E3*
PHED 1001 or 1010	3	***Area G2*** ✓
PSYC/HUSV 3020 Interviewing & Counseling	3	*UL Core*
PSYC 3040 Social Psychology	3	*UL Core*
Total Term 4	***17***	***64 Hours***

Term 5 JUNIOR	**Hrs**	***Area***
Area F Elective	3	***Area F6*** ✓
PSYC 3050 Abnormal Psychology	3	*UL Core*
HUSV 3341 Applied Statistics	3	*UL Elective*
HUSV 4010 Program Planning, Devel & Eval	3	*Leadership*
Free Elective 1000 level & above	3	*Elective*
Total Term 5	***15***	***79 Hours***

Term 6 JUNIOR	**Hrs**	***Area***
Area E course (POLS 1101 recommended)	3	***Area E4*** ✓
HUSV 3001 Research Methods	3	*UL Core*
Upper Level Elective	3	*UL Elective*
Free Elective 1000 level & above	3	*Elective*
Free Elective 1000 level & above	3	*Elective*
Total Term 6	***15***	***94 Hours***

Term 7 SENIOR	**Hrs**	***Area***
SOCI 3060 Culture & Diversity	3	*UL Core*
HUSV 4030 Legal & Ethical Issues	3	*UL Core*
Psychosocial Application Requirement	3	*Psychosocial*
Upper Level Elective	3	*UL Elective*
Free Elective 1000 level & above	3	*Elective*
Total Term 7	***15***	***109 Hours***

Term 8 SENIOR	**Hrs**	***Area***
HUSV 4900 Internship	3	*UL Core*
HUSV 4901 Capstone*	1	***UL Core*** ✓
Upper Level Elective	3	***UL Elective*** ✓
Free Elective 1000 level & above	3	*Elective*
Free Elective 1000 level & above	3	*Elective*
Free Elective 1000 level & above	3	***Elective*** ✓
Total Term 8	***16***	***125***

UL - Upper Level Course (3000-4000)
UL Core - Required Program Course

Bachelor of Science in Management and Administration

Major in Management and Administration

The Bachelor of Science in Management and Administration at Gordon State College is designed to prepare the student for a career in management. This program focuses on managerial functions, processes, and skills and equips the student to effectively respond to complex organizational challenges. Featuring courses in Managerial Economics, Financial Management, Management Information Systems, Human Resource Management, Entrepreneurship, Managerial Marketing, International Management, and Service Management, the BSMA is designed to prepare the student to guide the new business venture, a major corporation, public service agency, or nonprofit organization through ever-changing cultures and environments.

Admission Requirements

Students may begin taking the BSMA upper division courses as early as the second semester of their sophomore year, providing they have a GPA of 2.0, with a minimum of three (3) hours in a business (BUSA), accounting (ACCT), or economics (ECON) course. Students should also read individual course descriptions for additional prerequisites.

Curriculum

The Bachelor of Science in Management and Administration (BSMA) requires students to complete coursework which integrates a business-oriented core with the liberal arts and sciences. It requires 21 core hours in the key areas of management, finance, marketing, economics, and technology alongside sociology, communication, and human services. Toward the end of their course of studies, students will complete a capstone experience, embodying either an internship or a research project and submit a portfolio. This capstone experience will be developed throughout the junior and senior years, demonstrating the ability to integrate management and public service concepts and practices, including examples of communication skills in diverse areas of written, verbal, and visual communication, and developing self-actualization skills enabling them to maximize their potential in the labor market. The Bachelor of Science in Management and Administration (BSMA) E-Degree is a degree-completion program for learners in a fully online format. MGNT 3000, 3050, 3100, 3200, 3341, 3400, 3500, 3600, 4900, and COMM 3950 will be offered in a rotation over the course of two years to earn a Bachelor of Science in Management & Administration E-Degree. All core classes must be taken *in addition* to these online courses. Learners who prefer a different set of courses pursue the degree through the traditional, on-campus method, and with work their advisor.

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

Required Courses 24 Credit Hours

MGNT 3000 – Principles of Management
MGNT 3100 – Principles of Marketing
MGNT 3200 – Financial Management
MGNT 3341 – Applied Statistics
MGNT 3400 – Management Information Systems
MGNT 3500 – Entrepreneurship and Small Business Management
MGNT 3600 – Managerial Economics

Management and Public Service Electives 15 Credit Hours

Choose 5 courses from the following:

MGNT 3050 – Human Resources Management
MGNT 3700 – Personal Financial Planning for Professionals
MGNT 4080 – Special Topics in Management and Administration
MGNT 4300 - Labor and Industrial Relations
MGNT 4400 – International Economics
MGNT 4500 – International Management
COMM 3100 – Argument and Persuasion
COMM 3940 – Small Group Communication
COMM 3950 – Organizational Communication
HUSV 3001 – Research Methods in the Social Sciences
HUSV 4010 – Program Planning, Development, and Evaluation
HUSV 4030 – Legal and Ethical Issues in Human Services
HUSV 4081 – Special Topics in Human Services Leadership
PSYC 3040 – Social Psychology
SOCI 3060 – Culture and Diversity
SOCI 3090 – Population and Society
ENGL 3920 – Technical Writing
MGNT 4990 – Independent Study in Management and Administration

Capstone Seminar

MGNT 4900 – Senior Seminar (taken in last semester) 3 Credit Hours

Additional Requirements up to 21 Credit Hours

Select up to 21 semester hours of electives from courses numbered 1000 or above. However, students who have not completed the following courses in their Areas A-F of the Core Curriculum must take them here to fulfill the degree requirements: ACCT 2101, 2102; BUSA 2101, 2105, 2106; ECON 2105, 2106

Total 124 Credit Hours

BS MANAGEMENT & ADMINISTRATION Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C)Area A1*
FIRE 1000: Freshmen Intro to Reasoning Essentials*	2	*Area B1*
HIST 1121 or 1122 Western Civ	3	*Area E2*
BUSA 2101 Intro to Bus. Computer Systems ^	3	*Area F1*
BUSA 2106 Environment of Business ^*	3	*Area F2*
PHED Activity	1	*Area G1*
Total Term 1	***15***	***15 Hours***

Term 2 FRESHMAN	**Hrs**	***Area***
MATH 1111 College Algebra	3	*Area A2*
ENGL 1102 Composition II	3	*Area A3* ✓
Area D Lab Science	4	*Area D1*
Area E (PSYC 1101 recommended)	3	*Area E1*
ECON 2105 Macroeconomics ^	3	*Area F3*
Total Term 2	***16***	***31 Hours***

Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL 21XX or PHIL 20XX	3	*Area C1*
Area D Lab Science	4	*Area D2*
HIST 2111 or 2112 American History	3	*Area E2*
ECON 2106 Microeconomics	3	*Area F4*
ACCT 2101 Accounting 1*	3	*Area F5*
Total Term 3	***16***	***47 Hours***

Term 4 SOPHOMORE	**Hrs**	***Area***
COLQ 2XXX Colloquium	2	*Area B2* ✓
Area C course (not ENGL or PHIL)	3	*Area C2* ✓
Non-Lab Science (MATH 2101 recommended)	3	*Area D3* ✓
ACCT 2102 Accounting 2	3	*Area F6* ✓
PHED 1001 or 1010	3	*Area G2* ✓
MGNT 3000	3	*UL Core*
Total Term 4	***17***	***64 Hours***

Term 5 JUNIOR	**Hrs**	***Area***
Area E (POLS 1101 recommended)	3	***Area E4*** ✓
MGNT 3100 Principles of Marketing	3	*UL Core*
MGNT/Public Service Elective	3	*UL Elective*
BUSA 2105 Business Communication	3	*Required*
Free Elective: 1000 or above	3	*Elective*
Total Term 5	***15***	***79 Hours***
Term 6 JUNIOR	**Hrs**	***Area***
MGNT 3200 Financial Management	3	*UL Core*
MGNT 3400 Management Info Systems	3	*UL Core*
MGNT/Public Service Elective	3	*UL Elective*
Free Elective: 1000 or above	3	*Elective*
Free Elective: 1000 or above	3	*Elective*
Total Term 6	***15***	***94 Hours***
Term 7 SENIOR	**Hrs**	***Area***
MGNT 3500 Entrepreneurship & Sm. Bus. Mgnt	3	*UL Core*
MGNT 3341 Applied Statistics	3	*UL Core*
MGNT 3050 Human Resource Mgnt	3	*UL Elective*
MGNT/Public Service Elective	3	*UL Elective*
Free Elective: 1000 or above	3	*Elective*
Total Term 7	***15***	***109 Hours***
Term 8 SENIOR	**Hrs**	***Area***
MGNT 3600 Managerial Economics	3	*UL Core*
MGNT 4900 Senior Seminar *	3	***UL Core*** ✓
MGNT/Public Service Elective	3	***UL Elective*** ✓
Free Elective: 1000 or above	3	*Elective*
Free Elective: 1000 or above	3	***Elective*** ✓
Total Term 8	***15***	***124 Hours***

UL - Upper Level Course (3000-4000)
UL Core - Required Program Courses

Bachelor of Science in Management and Administration: FinTech Track

In addition to the 24 upper level required courses above, students completing the BS in Management and Administration: FinTech Track will be required to complete the following Upper Level elective courses:

Management and Public Service Electives 6 Credit Hours

Choose 2 courses from the following:

MGNT 3050 – Human Resources Management
MGNT 3700 – Personal Financial Planning for Professionals
MGNT 4080 – Special Topics in Management and Administration
MGNT 4400 – International Economics
MGNT 4500 – International Management
COMM 3100 – Argument and Persuasion
COMM 3940 – Small Group Communication
COMM 3950 – Organizational Communication
HUSV 3001 – Research Methods in the Social Sciences
HUSV 4010 – Program Planning, Development, and Evaluation
HUSV 4030 – Legal and Ethical Issues in Human Services
HUSV 4081 – Special Topics in Human Services Leadership
PSYC 3040 – Social Psychology
PSYC 3060 – Organizational Psychology
SOCI 3060 – Culture and Diversity
SOCI 3090 – Population and Society
ENGL 3920 – Technical Writing

Required FinTech Courses 9 Credit Hours

Choose 3 courses from the following:

FTA 4001 – Foundations of FinTech
FTA 4002 – Financial Technologies
FTA 4003 – FinTech and Commercial Banking
FTA 4005 - Introduction to Financial Data Analytics
FTA 4100 - Intro to Information Security for FinTech

Bachelor of Science in Mathematics

Major in Mathematics

The Gordon State College major in mathematics ensures that students have the broad knowledge of mathematics and the intellectual skills necessary to pursue a number of different career and study paths. The major is defined by two tracks. In Track One, Mathematics, the student will be prepared to seek employment in a wide range of jobs that need to be filled with college graduates who have well-developed problem solving and analytical skills. Further, students completing Track One who work with their advisors to wisely choose their electives can pursue graduate studies in mathematics or cognate areas such as statistics, biostatistics, operations research, and actuarial science. In addition, high-performing mathematics majors with appropriate electives are very competitive for positions in law schools and professional schools in medicine and dentistry.

Presently, the state of Georgia is experiencing a shortage of highly qualified teachers to teach mathematics in high school classrooms. Track Two in the mathematics major is designed to address this crisis. Track Two of the mathematics major has been carefully crafted to ensure that Gordon State College graduates in mathematics will be the highly qualified teachers in Georgia's future.

Students who desire to complete Track Two and earn teaching credentials in Georgia must apply for admission to the Teacher Education Program ***by the midway point of their sophomore year***. The prospective teacher education candidate should contact the School of Education *by the midway point of their sophomore year*. Mathematics majors seeking teacher certification should take EDUC 2110, 2120, 2130 as early in their studies as possible.

Gordon State College also offers a minor in mathematics. The description of the minor is found immediately after the description of the major.

Curriculum

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

Required Courses — 15 Credit Hours
MATH 3200 Foundations of Advanced Mathematics
MATH 3502 Differential Equations
MATH 4001 Probability and Statistics
MATH 4900 Senior Seminar
Choose One of: MATH 3401 or 4101

Additional Requirements 45 Credit Hours

9 semester hours of mathematics courses numbered 3000 and above (exclusive of MATH 3001, 3002, 3003, 3100, 4800)

15 additional semester hours from courses numbered 3000 or above (including additional mathematics courses)

Electives 21 Credit Hours

Select up to 21 semester hours of electives from courses numbered 1000 or above.

BS MATHEMATICS Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1113 Pre-Calculus	4	*(≥ C) Area A^**
CHEM 1211K Principles of Chemistry I	4	*Area D^**
HIST 1121 or 1122 Western Civ. I or II	3	*Area E*
FIRE 1000 Freshman Intro to Reasoning Essentials	2	*Area B*
PHED Activity	1	*Area G*
Total Term 1	***17***	
Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	*Area A✓*
MATH 1501 or Honors Calculus I	4	*Area D^**
CHEM 1212K Principles of Chemistry II	4	*Area D✓**
HIST 2111 or 2112 American History I or II	3	*Area E*
MUSC 1100 Music Appreciation	3	*Area C*
Total Term 2	***17***	
Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL 2111 or 2112 World Literature	3	*Area C✓*
MATH 1502 Calculus II	4	*Area F**
PSYC 1101 Introduction to Psychology	3	*Area E*
CSCI 1301 Computer Science I	3	*Area F**
MATH 2201 Introduction to Linear Algebra	3	*Area F**
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	***Area***
MATH 3200 Foundations of Advanced Math	3	*UL Req.**
MATH 3502 Differential Equations	3	*UL Req.**
MATH 2501 Calculus III	4	*Area F**
CSCI 2201 C++ Programming	3	*Area F✓**
COLQ 2XXX Colloquium	2	*Area B✓*
PHED 1010/1001 Health and Wellness/Physical Fitness	3	*Area G✓*
Total Term 4	***18***	

Term 5 JUNIOR	**Hrs**	***Area***
MATH 4001 Probability and Statistics	3	*UL Req.*
MATH 3401 or 4101	3	*UL Req.*
MATH 3301 Foundations of Geometry	3	*UL Req.*
POLS 1101 American Government	3	*Area E✓*
3000 or 4000 Elective	3	*Elective*
Total Term 5	***15***	

Term 6 JUNIOR	**Hrs**	***Area***
MATH 3601, 4300, 4401 or 4501	3	*Elective*
MATH 3601, 4300, 4401 or 4501	3	*Elective*
MATH 3000 or 4000 elective	3	*Elective*
MATH 3000 or 4000 elective	3	*Elective*
1000, 2000, 3000, or 4000 Elective	3	*Elective*
Total Term 6	***15***	

Term 7 SENIOR	**Hrs**	***Area***
MATH 4900	3	*UL Req.*
3000 - 4000 Elective	3	*Elective*
1000, 2000, 3000, or 4000 Elective	3	*Elective*
1000, 2000, 3000, or 4000 Elective	3	*Elective*
1000, 2000, 3000, or 4000 Elective	3	*Elective*
Total Term 7	***15***	

Term 8 SENIOR	**Hrs**	**Area**
3000 - 4000 Elective	3	*Elective*
1000, 2000, 3000, or 4000 Elective	3	*Elective*
1000, 2000, 3000, or 4000 Elective	3	*Elective*
1000, 2000, 3000, or 4000 Elective	3	*Elective*
Total Term 8	***12***	
Total All Terms	***125***	

UL Req. = Upper Level Requirement

BS MATHEMATICS --Secondary Education Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1113 Pre-Calculus	4	*(≥ C) Area A^**
CHEM 1211K Principles of Chemistry I	4	*Area D**
HIST 1121 or 1122 Western Civ. I or II	3	*Area E*
FIRE 1000 Freshman Intro to Reasoning Essentials	2	*Area B*
PHED Activity	1	*Area G*
Total Term 1	***17***	
Term 2 FRESHMAN	**Hrs**	***Area***
EDUC 2110 Critical/Contemp. Issues in Ed	3	*Area F^*
ENGL 1102 Composition II	3	*Area A✓*
CHEM 1212K Principles of Chemistry II	4	*Area D**
MATH 1501 or Honors Calculus I	4	*Area D✓^**
HIST 2111 or 2112 American History I or II	3	*Area E*
Total Term 2	***17***	
Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL 2111 or 2112 World Literature	3	*Area C*
MATH 1502 Calculus II	4	*Area F*
MATH 2201 Introduction to Linear Algebra	3	*Area F*
EDUC 2120 Diversity in Educ.	3	*Area F*
CSCI 1301 Computer Science I	3	*Area F*
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	***Area***
EDUC 2130 Exploring Learning and Teaching	3	*Area F*
MATH 2501 Calculus III	4	*Area F*
MATH 3200 Foundations of Advanced Math	3	*Area F*
MUSC 1100 Music Appreciation	3	*Area C✓*
CSCI 2201 C++ Programming	3	*Area F✓*
PHED 1010 Physical Fitness for Life	3	*Area G✓*
Total Term 4	***16***	

Term 5 JUNIOR	**Hrs**	***Area***
EDUC 3005 Curriculum, Instruction, Assessment	3	*UL Req.*
MATH 4001 Elem Methods and Materials	3	*UL Req.*
MATH 4101 Abstract Algebra	3	*UL Req.*
POLS 1101 American Government	3	*Area E*
MATH 3301 Foundations of Geometry	3	*UL Req.*
Total Term 5	***15***	

Term 6 JUNIOR	**Hrs**	***Area***
COLQ 2XXX Colloquium	2	*Area B* ✓
MATH 3502 Differential Equations	3	*UL Req.*
EDUC 4800 Curriculum and Instruction	3	*UL Req.*
MATH 3601, 4300, 4401 or 4501	3	*UL Req.*
MUSC 1100 Music Appreciation	3	*Area C*
SPED 3105 Exceptional Learner	3	*UL Req.*
Total Term 6	***17***	

Term 7 SENIOR	**Hrs**	***Area***
EDUC 3505 Secondary Practicum	3	*UL Req.*
LART 3006 Reading in Content Area	3	*UL Req.*
MATH 3301 Foundations of Geometry	3	*UL Req.*
PSYC 1101 Introductory to Psychology	3	*Area E* ✓
MATH 4900 Senior Seminar	3	*UL Req.*
Total Term 7	***15***	

Term 8 SENIOR	**Hrs**	***Area***
EDUC 4505 Secondary Student Teaching	11	*UL Req.*
EDUC 4505 Practicum	1	*UL Req.*
Total Term 8	***12***	
Total All Terms	***125***	

UL Req. - Upper Level Requirement

Minor in Mathematics

A student may earn a minor in mathematics by fulfilling, in addition to the general College requirements, the requirements below:

Requirements	Hours
MATH 1502 Calculus II [1]	4
MATH 2201 Introduction to Linear Algebra	3
Three (3) mathematics courses at the 3000 level or higher excluding MATH 3001, MATH 3002, and MATH 3003	9
TOTAL HOURS	16

[1] If MATH 1502 Calculus II is taken in Area D, MATH 2501 Calculus III is required for the minor in Mathematics.

Bachelor of Science in Nursing Pre-licensure Program

Major in Nursing Pre-licensure Program

The Bachelor of Science in Nursing Pre-licensure Program at Gordon State College is designed to prepare students for a rewarding career as registered nurses. Upon successful completion of the program, the unlicensed graduate is eligible to apply for licensure as a registered professional nurse after successfully passing the national licensure exam (NCLEX-RN). The mission of the Gordon State College nursing program is to educate professional nurses who are able to provide competent, quality, and holistic care that meets individual, family and community needs in a rapidly changing healthcare environment. The nursing program prepares the student for the challenges of this evolving environment through classroom, clinical, and simulation experiences.

Applicants to the program must have a formal letter of acceptance from Gordon State College or already be attending the College. Applications to the BSN Pre-Licensure Program will be available online during the designated application period. Information is posted on the website for the School of Nursing and Health Sciences at http://gordonstate.edu/bsn/bachelor-of-science-nursing. Application packets may be hand delivered or mailed to the School of Nursing and Health Sciences at Gordon State College. Applications will not be accepted by email or fax. The application form and materials must be submitted by the deadline as one packet to be considered for admission.

Admission Requirements

Admission to the Bachelor of Science in Nursing Pre-Licensure Program is competitive and granted on a space available basis. In order to be considered for admission, applicants must:

1. Be admitted to Gordon State College prior to the application deadline and submit a formal acceptance letter with the application or be a student of the College already
2. Have an cumulative/overall GPA of at least 2.75
3. Have a minimum cumulative/overall GPA of 3.0 in ALL required science and math courses
4. Complete **all** prerequisite core curriculum course work **with a grade of "C" or higher** by the beginning of the BSN program
5. Completion of Kaplan Admission Test with designated score
6. Submit all required application materials as one packet including a signed and dated application and official copies of all college transcripts and a copy of the academic transcript from Gordon State College
7. Completed NURS 2210K, 2211K, and 2250K within the last 5 years
8. Not failed two (2) or more nursing courses in any nursing program, including a LPN program (A grade of "D" is considered failing in a nursing program)
9. Not failed any nursing course with a grade of "F" in any unsuccessful attempt in a nursing program, including LPN

10. Ability to meet technical standards – See Gordon State College Nursing and Health Sciences Technical Standards, current pp. 212-216 in the catalog

Admission to the Nursing Program is selective and competitive. Applicants are ranked from highest to lowest and the applicants with the strongest credentials will be accepted first. A student must receive a letter of acceptance from the Nursing Program to be admitted for classes. Applicants who are not accepted must reapply during the next application period. The Nursing Program reserves the right to end the application period once enough qualified applications have been received.

Admitted Candidates

All candidates must participate in clinical experiences to meet specific course requirements in the program. Since the program of study involves working in healthcare facilities, prospective candidates must also consent and obtain the following as designated in the Nursing Student Handbook and the Clinical Nurse Manager.

1. Health requirements: (a) health history and physical examination; (b) immunization requirements including measles, rubella, and hepatitis B and any others required by specific clinical facilities; (c) tuberculosis screening; (d) current American Heart Association CPR certification; (e) personal health insurance. Personal health insurance is a requirement of the Board of Regents in Georgia for students in healthcare professions. If students do not have personal health insurance, they will be billed through Gordon State College for the required health insurance; (f) health professions RN liability insurance. This is billed through Gordon State College.
2. A criminal background check and drug screen. The student will be responsible for the expense of the background check and drug screen. If a student is denied a clinical experience at any clinical agency because of findings in the student's criminal background check or drug screen, the clinical requirements for that course cannot be met. The student would then not be able to successfully complete the course; therefore, withdrawal from the program would be required. Gordon State College has no way of knowing or controlling who will be permitted to have clinical experiences in the agencies.

Progression Policy

To progress through the Prelicensure-BSN program, each student must attain a "C" (75%) or higher to pass any nursing course and have satisfactory clinical performance.

For policies on dismissal from the program, re-entry into the program, and academic dishonesty, see the Nursing Department Student Handbook..

Re-Admit Policy

The Re-admit policy is outlined in the BSN Nursing Student Handbook.

GCANS

Students are encouraged to join the Gordon State College Association of Nursing Students (GCANS). Membership provides opportunities for interaction with peers, participation in community service activities, and transition to professional practice.

Student Representatives

Each nursing class will elect representatives who may attend the Student Focus Committee meetings, present the general concerns of their classmates, and participate in discussion of non-confidential topics. Student representatives are not eligible to vote.

Graduation Requirements

1. Completion of the University System of Georgia Core Curriculum (including history and constitution requirements)
2. Successful completion of nursing courses with a minimum grade of 75%
3. Successful completion of 120-124 total semester hours which includes:
    - 64 semester hours USG core curriculum, including four hours from Area G
    - 60 hours of upper division nursing credit

Curriculum

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

Required Courses 60 Credit Hours
NURS 3010 Pathophysiology/Pharmacology for Nursing Practice
NURS 3011 Nursing Assessment in the Promotion of Health and Wellness
NURS 3012 Foundations of Professional Nursing Practice
NURS 3212 Professional Nursing Practice I
NURS 3220 Perspectives in Mental Health Nursing
NURS 3322 Evidence-Based Research in Nursing Practice
NURS 3324 Community Based Nursing
NURS 4412 Professional Nursing Practice II
NURS 4420 Perspectives in Maternal-Child Health Nursing
NURS 4522 Leadership & Management for Nursing Practice
NURS 4512 Professional Nursing Senior Practicum
NURS 4524 Professional Nursing Transition to Practice

Bachelor of Science in Nursing Program Map

This program map provides a model for the timely completion of the degree. Each course fulfills a requirement in the baccalaureate. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choices. This map includes the following courses:

^ Academic focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a four-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN (FALL)	**Hrs**	**Area**
ENGL 1101 English Composition I	3	(≥ C) AREA A
MATH 1111 College Algebra	3	(≥ C) AREA A
BIOL 2210K Anatomy and Physiology I	4	(≥ C) AREA F*^
HUMN 1501 Intro to Humanities	3	(≥ C) AREA C*
FIRE 1000 Freshman Intro to Reasoning Essentials	2	(≥ C) AREA B
Total Term 1	***15***	
Term 2 FRESHMAN (SPRING)	**Hrs**	**Area**
ENGL 1102 English Composition II	3	(≥ C) AREA A✓
MATH 1401 Introductory Statistics	3	(≥ C) AREA F^
BIOL 2211K Anatomy and Physiology II	4	(≥ C) AREA F*^
CHEM 1151K Survey of Chemistry I	4	(≥ C) AREA D*
PHED (activity course)	1	(≥ C) AREA G
Total Term 2	***15***	
Term 3 SOPHOMORE (FALL)	**Hrs**	**Area**
BIOL 2250K Microbiology	4	(≥ C) AREA F*^
CHEM1152K Survey of Chemistry II	4	(≥ C) AREA D*
HIST 2111 or HIST 2112 American History I/II	3	(≥ C) AREA E
PSYC 2103 Intro to Human Growth and Development	3	(≥ C) AREA F^✓
PHED 1001/PHED 1010 Health/Physical Fitness	3	(≥ C) AREA G✓
Total Term 3	***17***	
*****Apply to BSN program at end of Term 3 (Fall semester)******		
Term 4 SOPHOMORE (SPRING)	**Hrs**	**Area**
HIST 1121 or HIST 1122 Western Civilization I/II	3	(≥ C) AREA E
COLQ 2XXX Colloquium	2	(≥ C) AREA B✓
ENGL 2XXX Literature Course	3	(≥ C) AREA C✓
SOCI 1101 Introduction to Sociology	3	(≥ C) AREA E
PSYC 1101 Introduction to Psychology	3	(≥ C) AREA E✓
CSCI 1101 Introduction to Computer Programming	3	(≥ C) AREA D✓
Total Term 4	***17***	

Term 5 JUNIOR (FALL)	Hrs	Area
NURS 3010 Pathophysiology/Pharmacology \	4	(≥ C) *UL Req.*
NURS 3011 Assessment in Promotion of Health and Wellness	3	(≥ C) *UL Req.*
NURS 3012 Foundations of Professional Nursing	6	(≥ C) *UL Req.*
Total Term 5	***13***	
Term 6 JUNIOR (SPRING)	**Hrs**	**Area**
NURS 3212 Professional Nursing Practice I	7	(≥ C) *UL Req.*
NURS 3220 Perspectives in Mental Health Nursing	5	(≥ C) *UL Req.*
Total Term 6	***12***	
Term 7 JUNIOR (SUMMER)	**Hrs**	**Area**
NURS 3322 Evidence-Based Research in Nursing	3	(≥ C) *UL Req.*
NURS 3324 Community Based Nursing	6	(≥ C) *UL Req.*
Total Term 7	***9***	
Term 8 SENIOR (FALL)	**Hrs**	**Area**
NURS 4412 Professional Nursing Practice II	8	(≥ C) *UL Req.*
NURS 4420 Perspectives in Maternal-Child Health	6	(≥ C) *UL Req.*
Total Term 8	***14***	
Term 9 SENIOR (SPRING)	**Hrs**	**Area**
NURS 4512 Professional Nursing Senior Practicum	5	(≥ C) *UL Req.*
NURS 4522 Leadership & Management for Nursing	4	(≥ C) *UL Req.*
NURS 4524 Professional Nursing Transition to Practice	3	(≥ C) *UL Req.*
Total Term 5	***12***	
Total All Terms		***124***

*****All core must be completed prior to admission into the BSN program. Students will be conditionally accepted if they are registered for core that meets the BSN requirements the Summer prior to admission to the program, with the contingency that a 2.75 overall GPA and a 3.0 GPA is required lab sciences and required math is maintained.

Gordon State College-School of Nursing, Health and Natural Sciences Technical Standards (see page 237 - 240)

Nursing Program Accreditation and Approval

The Gordon State College Pre-Licensure BSN Nursing Program has full approval by the Georgia Board of Nursing. The BSN program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Information about approval and/or accreditation may be obtained from the following:

Georgia Board of Nursing
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440
www.sos.ga.gov/index.php/licensing/plb/45

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Bachelor of Science in Nursing RN-BSN Completion Program

Major in Nursing RN-BSN Completion Program

The Bachelor of Science in Nursing RN-BSN Completion Program at Gordon State College is designed for the registered nurse who already has an associate's degree in nursing or a diploma in nursing. This program is designed to provide education as well as career progression for the registered nurse while emphasizing professional development, research, health promotion, community health, and leadership. After admission, students will typically complete the program in three consecutive semesters.

Applications to Gordon State College and to the RN-BSN Completion Program are available on-line during the designated application period. Information is posted on the website for the Department of Nursing at https://www.gordonstate.edu/academics/school-nursing-health-sciences/department-of-nursing/index.html. Detailed submission instructions will be provided on the website and on the application. Applications will not be accepted by email or Fax. The application form and materials must be submitted by the deadline as one packet to be considered for admission.

Admission Requirements

Admission to the Bachelor of Science in Nursing RN-BSN Completion Program is competitive and granted on a space available basis. In order to be considered for admission, applicants must:

1. Be a graduate of an accredited associate degree or diploma program in nursing
2. Be admitted to Gordon State College prior to the RN-BSN nursing application deadline
3. Have an overall GPA of at least 2.5
4. Ideally students should complete **all** prerequisite core curriculum course work **with a grade of "C" or higher** by the beginning of the RN-BSN program. However, a student will be allowed to submit an application with a maximum of 4 hours of CORE outstanding with the understanding that the CORE will be complete by the second semester of the RN-BSN program. Statistics must be completed by the beginning of the second semester due to the required second semester research course.
5. Submission of a recommendation form completed by a professor, instructor and/or employer. This form will be available on the website with the admission application during the application period.
6. Submit all required application materials as one packet including a signed and dated application and copies of all college transcripts and/or, if currently enrolled, a copy of academic summary
7. If the student is an international student whose native language is not English and who did not receive a nursing degree from an accredited U. S. institution, the student must submit scores, not more than two years old, on the Test of English as a Foreign Language (TOEFL). Official TOEFL scores of 550 paper-based, 213 computer-based, or 79 internet-based are required.

Admitted Candidates

All candidates must participate in clinical experiences to meet specific course requirements in the RN-BSN Completion Program. Since the program of studies involves working in healthcare facilities, prospective candidates must also consent and obtain the following prior to enrolling in any clinical nursing courses:

1. A current Georgia Board of Nursing registered nurse license
2. Health requirements: (a) health history and physical examination; (b) immunization requirements including measles, rubella, and hepatitis B and any others required by specific clinical facilities; (c) tuberculosis screening; (d) current American Heart Association CPR for Healthcare Providers' certification; (e) personal health insurance. Personal health insurance is a requirement of the Board of Regents in Georgia for students in healthcare professions. If students do not have personal health insurance, they will be billed through Gordon State College for the required health insurance; (f) health professions RN liability insurance. This is billed through Gordon State College.
3. A criminal background check and drug screen. The student will be responsible for the expense of the background check and drug screen. If a student is denied a clinical experience at any clinical agency because of findings in the student's criminal background check or drug screen, the clinical requirements for that course cannot be met. The student would then not be able to successfully complete the course; therefore, withdrawal from the program would be required. Gordon State College has no way of knowing or controlling who will be permitted to have clinical experiences in the agencies.

Progression Policy

1. If a student has not passed the NCLEX exam and received a Georgia Board of Nursing license by the start of second semester, the student will not be allowed to progress in the BSN Completion (RN-BSN) program under any circumstances. If the student does not present a valid license, he/she must withdraw from the program and will be considered for readmission when the nursing license has been obtained. Credit will be given if the student successfully completed the first semester. Once the student passes the NCLEX, they may reapply to enter the program. Prior to acceptance into any clinical courses, the RN student must perform a detailed health assessment equal to that which they learned in the Health Assessment and Promotion (NURS 3092) course. Following the successful completion of the health assessment, the student will be allowed to register for the second semester courses.
2. To progress through the RN-BSN completion program, each student must attain a "C" (75%) or better to pass any nursing course and have satisfactory clinical performance. A student not obtaining a passing grade of a "C" (75%) in a course may repeat that course at the next available offering. Students may repeat one failed nursing course (less than 75%), but may repeat it only once. The student will be dismissed from the program if there is a second failure of this course or another future course.

For policies on dismissal from the program, re-entry into the program, and academic dishonesty, see the Department of Nursing Student Handbook .

Graduation Requirements

1. Completion of the University System of Georgia Core Curriculum (including history and constitution requirements)
2. Successful completion of all RN-BSN nursing courses with a minimum grade of 75%
3. Successful completion of 123 total semester hours which includes:
    - 61 semester hours USG core curriculum, including one hour from Area G
    - 31 hours of articulation credit from an accredited associate or diploma program in nursing (see RN-BSN Articulation Plan found below)
    - 31 hours specific hours of upper division nursing credit

Georgia RN-BSN Articulation Plan

Gordon State College supports the Georgia RN-BSN Articulation model for entry and progression through the program. The registered nurse articulating to the baccalaureate level will be awarded 31 semester hours accrued from their previous associate or diploma degree. These credits will be held in escrow until the baccalaureate candidate successfully completes 7 semester hours of RN-BSN nursing credit at Gordon State College. Credits held in escrow will then be added to the student's transcript.

Policy for RN student who graduated more than 4 years ago and has not practiced as a Registered Nurse for at least 1000 hours (approximately 6 months) during the past three years:

1. Student must meet the Dean and BSN Department Head prior to the first semester and first day of class for the RN-BSN program.
2. Student must pass an exam consisting of medical-surgical and pediatric content with a 75% or higher accuracy.
3. Student must pass a skills check-off of common nursing skills.
4. Student must pass NURS 3092 with 75% or higher in the first semester of the RN-BSN program.

During the admission process, any RN student who has not graduated from a nursing program in the State of Georgia will have their transcripts reviewed. Nursing courses will be evaluated and must be comparable to the requirements set for students graduating from programs of nursing in the State of Georgia. Gordon State College reserves the right to ask an applicant from an out of state nursing program to satisfy any curricular deficiency prior to acceptance into the RN-BSN program.

Curriculum

All tracks require 42 to 46 semester hours in Areas A-E and G, and 18 credit hours in Area F of the Core Curriculum.

Required Courses 31 Credit Hours
NURS 3992 Professional Nursing Concepts
NURS 3092 Health Assessment and Health Promotion
NURS 3922 Pathophysiology/Pharmacology
NURS 3993 Research and Evidence Based Practice
NURS 3093 Community Health Nursing
NURS 4922 Critical Analysis: Acute and Chronic Illness
NURS 4093 Nursing Leadership and Management
NURS 4994 Synthesis in Professional Nursing

Articulation Credits 31 Credit Hours
These courses are placed on transcript at the beginning of the second semester

- NURS 1910
- NURS 1912
- NURS 2911
- NURS 1 and 2910
- NURS 2912

or equivalent credit hours

Total 120-124 Credit Hours

Associate of Arts in Mass Communication

Students who complete the Gordon State College associate's degree in Mass Communication gain both a foundational liberal arts education and a thorough grounding in the practice, history, and theory of communication sufficient to enable transfer to a baccalaureate degree program or to facilitate entry-level employment opportunities.

Required Courses:		6 hours
COMM 1100†	(3-0-3)	
COMM 1110	(3-0-3)	
Choose **two** of the following courses:		6 hours
COMM 1500	(3-0-3)	
COMM 2100	(3-0-3)	
COMM 2200	(3-0-3)	
Choose any **two** foreign language courses:		6 hours
FREN 1001	(3-0-3)	
FREN 1002	(3-0-3)	
FREN 2001	(3-0-3)	
FREN 2002	(3-0-3)	
SPAN 1001	(3-0-3)	
SPAN 1002	(3-0-3)	
SPAN 2001	(3-0-3)	
SPAN 2002	(3-0-3)	

Hours Applied to Area F ..... 18 HOURS*

† COMM 1100 must be used to satisfy Area F requirements.

Courses may not be used to satisfy requirements in more than one Area.

AA MASS COMMUNICATION Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.

✓Core Area Completion

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1001 Quantitative Skills	3	*Area A*
COMM 1500 Interpersonal Communication	3	*Area C^**
COMM 1100 Human Communication	3	*Area F^**
HIST 1121 or 1122 Western Civ. I or II	3	*Area E*
FIRE 1000 Freshmen Intro. To Reasoning Essentials	2	*Area B*
Total Term 1	***17***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A* ✓
MATH 1401 Intro Statistics	3	*Area D*
HIST 2111 or 2112 American History	3	*Area E*
COMM 1110 Public Speaking	3	*Area F^*
PHED 1001 Health & Wellness	3	*Area G*
Total Term 2	***15***	
Term 3 SOPHOMORE	**Hrs**	**Area**
COLQ 2XXX Colloquium	2	*Area B*
BIOL 1111K Into Biology I	4	*Area D*
PSYC 1101 Intro Psychology	3	*Area E*
SPAN 1001 Elem Spanish I	3	*Area F*
COMM 2100 Mass Communication	3	*Area F*
PHED Activity	1	*Area G*✓
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	**Area**
ENGL 2132 Later American Lit	3	*Area C* ✓
BIOL 1112K Intro Biology II	4	*Area D*✓
POLS 1101 American Government	3	*Area E* ✓
SPAN 1002 Elem Spanish II	3	*Area F*
COMM 2200 Cross-Culture Communication	3	*Area F* ✓
Total Term 4	***16***	
Total All Terms	***64***	

Associate of Arts in Music

Students who complete the Gordon State College associates degree in Music gain both a foundational liberal arts education and a concentration in the history, theory, and production of music in both choral and instrumental settings sufficient to enable transfer to a baccalaureate degree program or entry level opportunities in music directorship or performance.

Required Courses: 12 hours

MUSC 1201	(2-1-2)	MUSC 1101	(0-3-1)
MUSC 1202	(2-1-2)	MUSC 1102	(0-3-1)
MUSC 2201	(2-1-2)	MUSC 2101	(0-3-1)
MUSC 2202	(2-1-2)	MUSC 2102	(0-3-1)

Choose **four** of the following Music Ensembles: 4 hours

MUSC 1611	(3-0-1)
MUSC 1621	(0-2-1)
MUSC 1622	(0-2-1)
MUSC 1623	(0-2-1)
MUSC 1624	(0-2-1)
MUSC 1625	(0-2-1)

Choose **two** Applied Music courses: 2 hours

MUSC (applied) † (1-0-1)
(Applied sequences include Piano, Voice, Organ, Guitar, and Brass/Wood/Percussion)

Hours Applied to Area F ..... 18 HOURS

1. We strongly recommend that all music majors take either class piano or class voice prior to matriculating to a four-year institution.
2. † Although only 2 semesters of applied instruction are required, students are urged to take Applied Music each semester in order to improve their chances of being accepted to a four-year institution.
3. Instrumental music majors are urged to take at least 2 semesters of vocal ensemble and vocal majors 4 semesters of vocal ensemble for the same reasons as stated above.

Audition is required before admittance to the program. See Music Program web page.

Courses may not be used to satisfy requirements in more than one Area.

AA MUSIC Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.

✓Core Area Completion

Term 1 FRESHMAN	Hrs	Area
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1001 Quantitative Skills	3	*Area A*
MUSC 1100 Music Appreciation	3	*Area C^*
MUSC 1101 Aural Skills I	1	*Area F ^**
MUSC 1201 Music Theory I	2	*Area F ^**
MUSC 1611 Vocal Ensemble	1	*Area F ^**
MUSC 1553 Applied Piano	1	*Area F ^**
PHED 1001 Health & Wellness	3	*Area G*
Total Term 1	***17***	

Term 2 FRESHMAN	Hrs	Area
ENGL 1102 Composition II	3	*Area A* ✓
CSCI 1101 Intro to Computers	3	*Area D*
HIST 2111 or 2112 American History	3	*Area E*
PSYC 1101 Intro to Psychology	3	*Area E*
MUSC 1102 Aural Skills II	1	*Area F ^**
MUSC 1202 Music Theory II	2	*Area F ^**
MUSC 1611 Vocal Ensemble	1	*Area F ^**
MUSC 1554 Applied Piano	1	*Area F ^**
Total Term 2	***17***	

Term 3 SOPHOMORE	Hrs	Area
COLQ 2XXX Humanities	2	*Area B*
HIST 1121 or 1122 Western Civ. I or II	3	*Area E*
BIOL 1111K Into Biology I	4	*Area D*
MUSC 2101 Aural Skills III	1	*Area F*
MUSC 2201 Music Theory III	2	*Area F*
MUSC 1611 Vocal Ensemble-see note	1	*Area F*
PHED 1009 Pacewalking	1	*Area G* ✓
Total Term 3	***15***	

Term 4 SOPHOMORE	Hrs	Area
ENGL 2121 Early British Lit	3	*Area C* ✓
ASTR 1010K Astronomy	4	*Area D* ✓
SOCI 1101 Intro to Sociology	3	*Area E* ✓
MUSC 2102 Aural Skills IV	1	*Area F*
MUSC 2202 Music Theory IV	2	*Area F*
MUSC 1611 Vocal Ensemble	1	*Area F**
PHED Activity	1	*Area G*✓
Total Term 4	***15***	
Total All Terms	***64***	

Note: Only two semesters of an ensemble are required for degree, but an additional two semesters are recommended for those intending to pursue baccalaureate degree in Music.

Associate of Arts in Psychology

The Associates of Arts Degree in Psychology provides students with the information needed to understand psychological principles and concepts and how to scientifically approach the study of the mind and behavior. This degree program prepares students to succeed in the Bachelor of Science in Human Services at Gordon State College or any other program leading to a career in psychology.

Required Course: 12 hours

PSYC 1101†	(3-0-3)
PSYC 2101	(3-0-3)
PSYC 2103	(3-0-3)
PSYC 2570	(3-0-3)

Choose **two** of the following courses: 6 hours

ANTH 1102	(3-0-3)
BIOL 1107K or 1111	(3-2-4)
BIOL 1108K or 1112	(3-2-4)
BIOL 2210K	(3-2-4)
BUSA 2101	(3-0-3)
HUSV 2101	(3-0-3) Recommended
MATH 1401	(3-0-3)
PHIL 2010	(3-0-3)
SOCI 1101	(3-0-3) Recommended
SOCI 1160	(3-0-3)
SOCI 2293	(3-0-3)
Any foreign language course(s)	

Hours Applied to Area F ..... 18 HOURS*

† PSYC 1101 must be used to satisfy Area F requirements.

* Students with credit for SPAN 1001 and/or SPAN 1002 cannot receive credit for SPAN 1060.

Students with credit for SPAN 1060 cannot receive credit for SPAN 1001 and/or SPAN 1002.

Courses may not be used to satisfy requirements in more than one Area.

AA PSYCHOLOGY Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1001 Quantitative Skills	3	*Area A*
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B*
COMM 1110 Public Speaking	3	*Area C^*
PSYC 1101 Intro to Psychology	3	*Area F^**
PHED Activity	1	*Area G*
Total Term 1	***15***	
Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	*Area A✓*
BIOL 1111K Intro Biology I	4	*Area D*
POLS 2201 State & Local Government	3	*Area E*
HIST 2111 or 2112 American History	3	*Area E*
PSYC 2101 Psychology of Adjustment	3	*Area F^*
Total Term 2	***16***	
Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL literature or PHIL 2010 or 2020	3	*Area C✓*
BIOL 1112K Intro Biology II	4	*Area D*
PSYC 2570 Applied Psychology	3	*Area F*
PSYC 2103 Human Growth & Development	3	*Area F*
PHED 1010 Physical Fitness for Life	3	*Area G✓*
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	***Area***
COLQ 2XXX Colloquium	2	*Area B✓*
MATH 1401 Statistics	3	*Area D✓*
SOCI 1101 Intro to Sociology	3	*Area E*
HIST 1121 or 1122 Western Civ.	3	*Area E✓*
Area F Elective	3	*Area F*
Area F Elective	3	*Area F ✓*
Total Term 4	***17***	
Total All Terms	***64***	

Associate of Arts in Sociology

The Associates of Arts Degree at Gordon State College in Sociology provides students with the information needed to understand the foundational theories, principles, and concepts of sociology and how to scientifically study social forces, structures, interactions, and diversity of humans in society. This degree program prepares students to succeed in the Bachelor of Science in Human Services at Gordon State College or any other program leading to a career in the fields of sociology, criminal justice, psychology or social work.

Required Courses: 9 hours

SOCI 1101	(3-0-3)
SOCI 1160	(3-0-3)
SOCI 2293	(3-0-3)

Choose one of the following courses: 3 hours

HUSV 2101	(3-0-3)
PSYC 1101	(3-0-3)

Choose **two** of the following courses: 6 hours

ANTH 1102	(3-0-3)
BUSA 2101	(3-0-3)
ECON 2106	(3-0-3)
HUSV 2101	(3-0-3)
MATH 1401	(3-0-3)
PHIL 2010	(3-0-3)
PSYC 1100	(3-0-3)
PSYC 1101	(3-0-3)
PSYC 2570	(3-0-3)
Any foreign language course(s)	

Hours Applied to Area F ..... 18 HOURS

* Students with credit for SPAN 1001 and/or SPAN 1002 cannot receive credit for SPAN 1060. Students with credit for SPAN 1060 cannot receive credit for SPAN 1001 and/or SPAN 1002.

Courses may not be used to satisfy requirements in more than one Area.

AA SOCIOLOGY Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1001 Quantitative Skills	3	*Area A*
FIRE 1000 Freshman Intro to Reasoning Essentials	2	*Area B**
COMM 1110 Public Speaking	3	*Area C^*
SOCI 1101 Intro to Sociology	3	*Area F^**
PHED Activity	1	*Area G*
Total Term 1	***15***	

Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	*Area A*✓
BIOL 1111K Intro Biology I	4	*Area D*
POLS 2201 State & Local Gov't	3	*Area E*
HIST 2111 or 2112 American History	3	*Area E*
SOCI 1160 Intro Social Problems	3	*Area F^*
Total Term 2	***16***	

Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL literature or PHIL 2010 or 2020	3	*Area C* ✓
BIOL 1112K Intro Biology II	4	*Area D*
SOCI 2293 Intro Marriage & Family	3	*Area F*
HUSV 2101 Intro Human Services	3	*Area F*
PHED 1001 or 1010 Health & Well/Phys. Fit for Life	3	*Area G* ✓
Total Term 3	***16***	

Term 4 SOPHOMORE	**Hrs**	***Area***
COLQ 2XXX Colloquium	2	*Area B*✓
MATH 1401 Statistics	3	*Area D*✓
PSYC 1101 Intro to Psychology	3	*Area E*✓
HIST 1121 or 1122 Western Civ.	3	*Area E*
Area F Elective	3	*Area F*
Area F Elective	3	*Area F*✓
Total Term 4	***17***	
Total All Terms	***64***	

Associate of Arts in Visual Arts

Students who complete the Gordon State College associates degree in Visual Arts gain both a foundational liberal arts education and a thorough concentration in the production of visual arts in a number of creative media sufficient to enable transfer to a baccalaureate degree program or entry level opportunities in the broad area of design.

Required Courses: 12 hours

ARTS 1111	(0-6-3)
ARTS 1112	(0-6-3)
ARTS 1113	(0-6-3)
ARTS 1114	(0-6-3)

Choose **two of** the following courses: 6 hours

ARTS 1101	(3-0-3)
ARTS 1102	(3-0-3)
ARTS 2211	(0-6-3)
ARTS 2212	(0-6-3)
ARTS 2214	(0-6-3)
ARTS 2215	(0-6-3)
ARTS 2216	(0-6-3)
ARTS 2221	(0-6-3)

Hours Applied to Area F ..... 18 HOURS

Courses may not be used to satisfy requirements in more than one Area.

AA VISUAL ARTS Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1001 Quantitative Skills	3	*Area A*
HIST 1121 or 1122 Western Civ.	3	*Area E*
ARTS 1111 Drawing I	3	*Area F^*
PHED 1001 Health & Wellness	3	*Area G*
FIRE 1000 Freshman Intro to Reasoning Essentials	2	*Area B*
Total Term 1	***17***	
Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	*Area A✓*
ARTS 1101 or 1102 Art History	3	*Area C^*
BIOL 1011 Natural Sciences	3	*Area D*
HIST 2111 or 2112 American History	3	*Area E*
ARTS 1112 Drawing II	3	*Area F^**
Total Term 2	***15***	
Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL 2111 World Literature	3	*Area C ✓*
BIOL 1111K Intro Biology I	4	*Area D*
PSYC 1101 Intro to Psychology	3	*Area E*
ARTS 1113 2-D Design	3	*Area F*
ARTS 2212 Ceramics	3	*Area F*
PHED 1109 Pacewalking	1	*Area G✓*
Total Term 3	***17***	
Term 4 SOPHOMORE	**Hrs**	***Area***
COLQ 2XXX Colloquium	2	*Area B ✓*
CHEM 1151K Survey of Chemistry	4	*Area D ✓*
SOCI 1101 Intro to Sociology	3	*Area E ✓*
ARTS 1114 3-D Design	3	*Area F*
ARTS 2216 Printmaking	3	*Area F ✓*
Total Term 4	***15***	
Total All Terms	***64***	

Associate of Arts in Foreign Language: Spanish

Students who complete the Gordon State College associate's degree in Foreign Language: Spanish gain both a foundational liberal arts education and a thorough grounding in the language sufficient to enable transfer to a baccalaureate degree program.

Required Courses: 12 hours

SPAN 1001	(3-0-3)
SPAN 1002	(3-0-3)
SPAN 2001	(3-0-3)
SPAN 2002	(3-0-3)

Choose **two** of the following courses: 6 hours

COMM 1110	(3-0-3)	ENGL 2131	(3-0-3)
COMM 1500	(3-0-3)	ENGL 2132	(3-0-3)
COMM 2100	(3-0-3)	FREN 1001	(3-0-3)
COMM 2200	(3-0-3)	FREN 1002	(3-0-3)
ENGL 2111	(3-0-3)	FREN 2001	(3-0-3)
ENGL 2112	(3-0-3)	FREN 2002	(3-0-3)
ENGL 2121	(3-0-3)	SPAN 2201	(3-0-3)
ENGL 2122	(3-0-3)	SPAN 2202	(3-0-3)

Hours Applied to Area F ..... 18 HOURS

*Students with credit for SPAN 1001 and/or SPAN 1002 cannot receive credit for SPAN 1060.
Students with credit for SPAN 1060 cannot receive credit for SPAN 1001 and/or SPAN 1002.

Courses may not be used to satisfy requirements in more than one Area.

AA FOREIGN LANGUAGE

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year
graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
		(≥ C) Area
ENGL 1101 Composition I	3	*A*
MATH 1001 Quantitative Skills	3	*Area A*
HIST 1121 or 1122 Western Civ.	3	*Area E*
SPAN 1001 Elem Spanish I	3	*Area F^*
PHED 1001 Health & Wellness	3	*Area G*
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B*
Total Term 1	***17***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A✓*
COMM 1500 Interpersonal Comm.	3	*Area F^*
HIST 2111 or 2112 American History	3	*Area E*
BIOL 1011 Natural Science	3	*Area D*
SPAN 1002 Elem Spanish II	3	*Area F^**
Total Term 2	***15***	
Term 3 SOPHOMORE	**Hrs**	***Area***
BIOL 1111K Into Biology I	4	*Area D*
HUMN 1501 Humanities I	3	*Area F*
SOCI 1101 Intro Sociology	3	*Area E*
SPAN 2001 Intermediate Span I	3	*Area F*
ENGL 2112 World Lit II	3	*Area C*
PHED 1109 Pacewalking	1	*Area G*
Total Term 3	***17***	
Term 4 SOPHOMORE	**Hrs**	***Area***
PHIL 2010 Intro Philosophy	3	*Area C ✓*
COLQ 2XXX Colloquium	2	*Area B ✓*
BIOL 1112K Intro Biology II	4	*Area D✓*
POLS 2401 Global Issues	3	*Area E ✓*
SPAN 1002 Elem Spanish II	3	*Area F*
Total Term 4	***15***	
Total All Terms	***64***	

Associate of Arts in Theater

Students who complete the Gordon State College associates degree in Theatre gain both a foundational liberal arts education and a thorough grounding in the practice, history, and theory of the theatrical arts sufficient to enable transfer to a baccalaureate degree program or entry level opportunities in the growing stage, film, and entertainment industry.

Required Courses: 9 hours

THEA 1102	(3-0-3)
THEA 2201	(3-0-3)
THEA 2205	(3-0-3)

Choose **one** of the following courses: 3 hours

THEA 2104	(2-2-3)
THEA 2105	(3-0-3)

Choose **two** of the following courses: 6 hours

ARTS 1111	(0-6-3)
ARTS 1112	(0-6-3)
THEA 1000	(3-0-3)
THEA 2103	(2-2-3)
THEA 2104	(3-0-3)
THEA 2105	(3-0-3)
THEA 2202	(3-0-3)

Students may enroll in Theatre Practicum (THEA 1111, 1112, 2111 or 2112) each semester of full-time enrollment as a theatre major.

Hours Applied to Area F ..... 18 HOURS

Courses may not be used to satisfy requirements in more than one Area.

AA THEATRE Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:
^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.
* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.
✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I	3	(≥ C) Area A
MATH 1001 Quantitative Skills	3	*Area A*
THEA 1100 Theatre Appreciation	3	*Area C*
THEA 1102 Stagecraft	3	*Area F^*
PHED 1001 Health & Wellness	3	*Area G*
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B*
Total Term 1	***17***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A*✓
BIOL 1011 Natural Sciences	3	*Area D*
PSYC 1101 Intro to Psychology	3	*Area E*
THEA 1000 Voice & Diction	3	*Area F ^**
THEA 2205 Script Analysis	3	*Area F^*
Total Term 2	***15***	
Term 3 SOPHOMORE	**Hrs**	**Area**
COLQ 2XXX Colloquium	2	*Area B*✓
HIST 1121 or 1122 Western Civ.	3	*Area E*
BIOL 1111K Into Biology I	4	*Area D*
THEA 2201 Acting I	3	*Area F*
THEA 2104 Intro to Scenic Design	3	*Area F*
PHED 1109 Pacewalking	1	*Area G*
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	**Area**
ENGL 2121 Early British Lit	3	*Area C* ✓
BIOL 1112K Intro Biology II	4	*Area D*✓
SOCI 1101 Intro to Sociology	3	*Area E*✓
HIST 2111 or 2112 American History	3	*Area E*
THEA 2202 Acting II	3	*Area F* ✓
Total Term 4	***17***	
Total All Terms	***64***	

Associate of Science in Business Administration

The Associate of Science in Business Administration provides students with the basic understanding of business, accounting, and economic principles that they need to begin work or to move into a bachelor degree program in management and administration, business administration, marketing, accounting, or a host of other specialties. This degree prepares students to succeed in the Bachelor of Science in Management and Administration at Gordon State College and includes core courses accepted by Business Administration degree programs throughout the country.

Required Courses: 15 hours

ACCT 2101	(3-0-3)
ACCT 2102	(3-0-3)
BUSA 2101	(3-0-3)
ECON 2105†	(3-0-3)
ECON 2106†	(3-0-3)

Choose **one** of the following courses: 3 hours

BUSA 1105	(3-0-3)
BUSA 2105	(3-0-3)
BUSA 2106	(3-0-3)

Hours Applied to Area F ..... 18 HOURS

† ECON 2105 and ECON 2106 must be used to satisfy Area F requirements.

Courses may not be used to satisfy requirements in more than one Area.

AS BUSINESS & ADMINISTRATION Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A1*
FIRE 1000 Freshmen Intro. to Reasoning Essentials	2	*Area B1**
BUSA 2101 Intro to Business Computer Systems	3	*Area F1^*
HIST 1121 or 1122 Western Civilization	3	*Area E1*
BUSA 2106 Environment of Business	3	*Area F2^*
PHED Activity	1	*Area G1*
Total Term 1	***15***	

Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	*Area A2*
MATH 1111 College Algebra	3	*Area A3* ✓
Area D Lab Science	4	*Area D1*
Area E (PSYC 1101 Intro to Psychology recommended)	3	*Area E2*
ECON 2105 Macroeconomics	3	*Area F3^*
Total Term 2	***16***	

Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL literature or PHIL 2010 or 2020	3	*Area C1*
Area D Lab Science	4	*Area D2*
HIST 2111 or 2112 American History	3	*Area E2*
ECON 2106 Microeconomics	3	*Area F4*
ACCT 2101 Accounting 1	3	*Area F5**
Total Term 3	***16***	

Term 4 SOPHOMORE	**Hrs**	***Area***
COLQ 2XXX Colloquium	2	*Area B2* ✓
MATH 1401 Statistics	3	*Area D3* ✓*
POLS 1101 American Government	3	*Area E4* ✓
ACCT 2102 Accounting 2	3	*Area F6* ✓
Area C course (not ENGL or PHIL)	3	*Area C2*
PHED 1001 or 1010 Health & Wellness/Physical Fitness	3	*Area G2* ✓
Total Term 4	***17***	
Total All Terms	***64***	

Associate of Science in Chemistry

The Associate of Science in Chemistry will prepare students for an entry-level position as chemical technicians in industrial laboratories or research laboratories. This degree will also allow students to pursue a baccalaureate degree in chemistry.

Required Courses: 12 hours

CHEM 2401K	(3-3-4)
CHEM 2402K	(3-3-4)
CHEM 2300	(3-3-4)

Choose **two** of the following courses: 8 hours

BIOL 1107K*	(3-3-4)
BIOL 1108K*	(3-3-4)
MATH 1502	(4-0-4)
PHYS 1111K†	(3-3-4)
PHYS 1112K†	(3-3-4)

Hours Applied to Area F ..... 18 HOURS

NOTE: Student must take the following courses in Area D 12 hours

CHEM 1211K	(3-3-4)
CHEM 1212K	(3-3-4)
MATH 1501	(4-0-4)
or MATH 1502	(4-0-4)

Note: Most schools prefer a science sequence for transfer students.

Note: Students must work closely with their adviser to determine which sequence or combination is best suited for their career goals.

Courses may not be used to satisfy requirements in more than one Area.

AS CHEMISTRY Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:
^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.
* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.
✓ Core Area Completion

Term 1 FRESHMAN	Hrs	Area
ENGL 1101 Composition I	3	*(≥ C) Area A*
CHEM 1211K Principles of Chemistry I	4	*Area D^**
MATH 1113 Pre-Calculus	4	*(≥ C) Area A*
SOCI 1101 Intro to Sociology	3	*Area E*
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B*
Total Term 1	***16***	
Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II	3	*Area A✓*
CHEM 1212K Principles of Chemistry II	4	*Area D^**
MATH 1501 Calculus I	4	*Area D✓^*
HIST 2111 or 2112 American History	3	*Area E*
PHED 1001 Health & Wellness	3	*Area G*
Total Term 2	***17***	
Term 4 SOPHOMORE	**Hrs**	**Area**
CHEM 2401K Organic Chemistry I	4	*Area F**
PHIL 2010 Intro to Philosophy	3	*Area C*
POLS 2301 Comparative Politics	3	*Area E✓*
BIOL 1107K Principles of Biology I	4	*Area F*
HIST 1121 or 1122 Western Civ. I or II	3	*Area E*
Total Term 3	***17***	
Term 5 SOPHOMORE	**Hrs**	**Area**
CHEM 2402K Organic Chemistry II	4	*Area F*
CHEM 2300K Quant Chemistry Analysis	4	*Area F✓*
COMM 1110 Public Speaking	3	*Area C✓*
PHED Activity	1	*Area G✓*
BIOL 1108K Principles of Biology II	4	*Area F✓*
COLQ 2XXX Colloquium	2	*Area B✓*
Total Term 4	***18***	
Total All Terms	***68***	

Associate of Science in Computer Science

The Associate of Science Degree in Computer Science enables students to gain and apply a knowledge of computing and mathematics, to analyze problems and identify correct computing solutions using current tools, techniques, and skills. Successful students will understand professional, ethical, legal, security, and social issues and responsibilities, and can analyze the impact and need of computing on individuals, organizations, and society.

Required Courses: 9 - 13 hours

CSCI 1301	(3-0-3)
CSCI 1302	(3-0-3)
CSCI 2201	(3-0-3)
MATH 1502†	(4-0-4)

Choose **one** or **two** of the following courses: 3 - 8 hours

CSCI 2102	(3-0-3)
CSCI 2410	(3-0-3)
MATH 1401	(3-0-3)
MATH 2201	(3-0-3)
MATH 2501	(4-0-4)
PHYS 1111K	(3-3-4)
PHYS 1112K	(3-3-4)
PHYS 2211K	(3-3-4)
PHYS 2212K	(3-3-4)

Area A and D excess: 2 hours

Hours Applied to Area F ..... 18 HOURS*

† MATH 1502 is required unless it is used to satisfy Area A or D requirements.

Courses may not be used to satisfy requirements in more than one Area.

AS COMPUTER SCIENCE Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.

✓ Core Area Completion courses

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1113 Pre-Calculus	4	*Area A^**
CHEM 1211K Principles of Chemistry I	4	*Area D**
HIST 1121 or 1122 Western Civ.	3	*Area E*
PHED Activity	1	*Area G*
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B*
Total Term 1	***17***	
Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	*Area A✓*
MATH 1501 Calculus I	4	*Area D^**
CHEM 1212K Principles of Chemistry II	4	*Area D✓**
HIST 2111 or 2112 American History	3	*Area E*
CSCI 1301 Computer Science I	3	*Area F^*
Total Term 2	***17***	
Term 3 SOPHOMORE	**Hrs**	**Area**
ENGL 2111 or 2112 World Literature	3	*Area C*
MUSC 1100 Music Appreciation	3	*Area C✓*
CSCI 1302 Computer Science II	3	*Area F**
MATH 1502 Calculus II	4	*Area F**
PSYC 1101 Introduction to Psychology	3	*Area E*
COLQ 2XXX Colloquium	2	*Area B✓*
Total Term 3	***18***	
Term 4 SOPHOMORE	**Hrs**	**Area**
CSCI 2201 C++ Programming	3	*Area F**
POLS 1101 American Government	3	*Area E✓*
MATH 1401 Introductory Statistics	3	*Area F*
PHED 1001/ 1010 Health & Wellness/Physical Fitness	3	*Area G✓*
PHYS 2211K Principles of Physics I	4	*Area F✓*
Total Term 4	***16***	
Total All Terms	***68***	

Associate of Science in Criminal Justice

The Associate of Science in Criminal Justice degree prepares students to enter into demanding career fields in the essential areas of law enforcement, corrections, criminal law, and investigations. The degree also prepares students to succeed in the Bachelor of Science in Human Services at Gordon State College.

Required Course: 3 hours

CRJU 1100	(3-0-3)

Choose **three** or **four** of the following courses: 9 -12 hours

CRJU 2001	(3-0-3)
CRJU 2003	(3-0-3)
CRJU 2005	(3-0-3)
CRJU 2010	(3-0-3)

Choose **one** or **two** of the following courses: 3 - 6 hours

ACCT 2101	(3-0-3)	MATH 1401	(3-0-3)
ACCT 2102	(3-0-3)	POLS 1101	(3-0-3)
ANTH 1102	(3-0-3)	POLS 2201	(3-0-3)
COMM 1110	(3-0-3)	PSYC 1101	(3-0-3)
ECON 2105	(3-0-3)	SOCI 1101	(3-0-3)
ECON 2106	(3-0-3)	SOCI 1160	(3-0-3)
HIST 2111	(3-0-3)	SOCI 2293	(3-0-3)
HIST 2112	(3-0-3)	Any Spanish language course(s)	
HUSV 2101	(3-0-3)		

Hours Applied to Area F 18 HOURS

* Students with credit for SPAN 1001 and/or SPAN 1002 cannot receive credit for SPAN 1060.

Students with credit for SPAN 1060 cannot receive credit for SPAN 1001 and/or SPAN 1002.

Courses may not be used to satisfy requirements in more than one Area.

AS CRIMINAL JUSTICE Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1001 Quantitative Skills	3	*Area A*
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B**
COMM 1500 Interpersonal Communication	3	*Area C^*
CRJU 1100 Intro Criminal Justice	3	*Area F^**
PHED Activity	1	*Area G*
Total Term 1	***15***	
Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	*Area A* ✓
BIOL 1111K Intro Biology I	4	*Area D*
HIST 1121 or 1122 Western Civ.	3	*Area E*
SOCI 1101 Intro to Sociology	3	*Area E*
CRJU 2001 Intro Law Enforcement	3	*Area F^*
Total Term 2	***16***	
Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL literature or PHIL 2010 or 2020	3	*Area C* ✓
BIOL 1112K Intro Biology II	4	*Area D*
CRJU 2005 Intro Criminal Investigation	3	*Area F*
POLS 2201 State & Local Gov't	3	*Area F*
PHED 1010 Physical Fitness for Life	3	*Area G* ✓
Total Term 3	***16***	
Term 4 SOPHOMORE	**Hrs**	***Area***
COLQ 2XXX Colloquium	2	*Area B*
PHSC 1011 Physical Science	3	*Area D* ✓
PSYC 1101 Intro Psychology	3	*Area E*
HIST 2111 or 2112 American History	3	*Area E* ✓
POLS 1101 American Government	3	*Area E* ✓
HUSV 2101 Intro to Human Services	3	*Area F*
CRJU 2003 Corrections or 2010 Criminal Law	3	*Area F* ✓
Total Term 4	***17***	
Total All Terms	***64***	

Associate of Science in Engineering

The Associate of Science Degree in Engineering with focus on Calculus, Physics and Engineering, prepares students for paraprofessional work at entry level positions. This degree will also prepare students to transfer to schools such as Georgia Tech, Georgia Southern University, Kennesaw State University, Mercer University, University of Georgia or other engineering schools to complete a B.S. in Engineering.

Required Courses: 14 hours

ENGR 1100	(3-0-3)
ENGR 1111	(2-2-3)
PHYS 2211K	(3-3-4)
PHYS 2212K	(3-3-4)

Choose from the following courses: 4 hours

CSCI 1371	(3-0-3)
CSCI 1372	(3-0-3)*
ENGR 2201	(3-0-3)
MATH 2201	(3-0-3)
MATH 2501	(4-0-4)
MATH 3502	(3-0-3)

Hours Applied to Area F ..... 18 HOURS

MATH 1502 is required to satisfy Area D.
*CSCI 1372 is an alternative to CSCI 1371

Courses may not be used to satisfy requirements in more than one Area.

AS ENGINEERING Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A*
MATH 1501 Calculus I	4	*Area A^**
CHEM 1211K Principle of Chemistry I	4	*Area D**
ENGR 1100 Introduction to Engineering	3	*Area F^**
FIRE 1000 Freshmen Intro to Reasoning Essentials	2	*Area B*
PHED Activity	1	*Area G*
Total Term 1	***17***	
Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	*Area A✓*
MATH 1502 Calculus II	4	*Area D**
CHEM 1212K Principles of Chemistry II	4	*Area D✓**
ENGR 1111 Introductory to Engineering Graphics	3	*Area F ^**
HIST 2111 or 2112 American History	3	*Area E*
Total Term 2	***17***	
Term 3 SOPHOMORE	**Hrs**	***Area***
PHYS 2211K Principles of Physics I	4	*Area F**
COMM 1110 Fundamentals of Public Speaking	3	*Area C*
HIST 1121 or 1122 Western Civ.	3	*Area E*
ECON 2105 Principles of Macroeconomics	3	*Area E**
MATH 2501 Calculus III	4	*Area F**
Total Term 3	***17***	
Term 4 SOPHOMORE	**Hrs**	***Area***
PHYS 2212K Principles of Physics II	4	*Area F**
ENGL 2111 or 2112 World Literature	3	*Area C✓*
PHED 1001 or 1010 Health & Wellness/Phys. Fit for Life	3	*Area G✓*
ECON 2106 Principles of Microeconomics	3	*Area E✓*
ENGR 2201 Statics	3	*Area F✓**
COLQ 2XXX Colloquium	2	*Area B✓*
Total Term 4	***18***	
Total All Terms	***69***	

Associate of Science in Information Technology

The Associate of Science Degree at Gordon State College in Information Technology provides students with the information needed to understand the development, maintenance, and use of computer systems, software, and networks for the processing and distribution of data. This degree program prepares students to solve basic information technology problems and identify current and emerging tools to help organizations. Students will acquire the technical skills to qualify for a variety of entry-level IT roles.

Required Courses: 12 hours

BUSA 2101	(3-0-3)
CSCI 1101	(3-0-3)
CSCI 1301	(3-0-3)
ITEC 2215	(3-0-3)

Choose **two** of the following courses: 6 hours

CSCI 1302	(3-0-3)
CSCI 2201	(3-0-3)
ITEC 2220	(3-0-3)
ITEC 2245	(3-0-3)
MATH 1401	(3-0-3)

Hours Applied to Area F ..... 18 HOURS*

† MATH 1001 and MATH 1111 may not be used.

Courses may not be used to satisfy requirements in more than one Area.

AS INFORMATION TECHNOLOGY Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:

^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.

* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.

✓ Core Area Completion

Term 1 FRESHMAN	**Hrs**	***Area***
ENGL 1101 Composition I	3	*(≥ C) Area A1*
MATH 1001 Quantitative Skills	3	*Area A2*
FIRE 1000: Freshmen Intro to Reasoning Essentials*	2	*Area B1*
BUSA 2101 Intro to Bus. Computer systems ^	3	*Area F1*
ITEC 2215 Intro Information Technology ^	3	*Area F2*
PHED Activity	1	*Area G1*
Total Term 1	***15***	***15 hours***

Term 2 FRESHMAN	**Hrs**	***Area***
ENGL 1102 Composition II	3	***Area A3*** ✓
Area D Lab Science	4	*Area D1*
HIST 1111 or 1112 Western Civ	3	*Area E1*
CSCI 1101 Intro Computers Programming ^*	3	*Area F3*
PHED 1001 or 1010 Health & Well/Phys. Fit for Life	3	***Area G2*** ✓
Total Term 2	***16***	***31 hours***

Term 3 SOPHOMORE	**Hrs**	***Area***
ENGL Literature or PHIL 2010 or 2020	3	*Area C1*
Area D Lab Science	4	*Area D2*
PSYC 1101 Intro to Psychology	3	*Area E2*
ITEC 2245/CSCI 2410 Database Design	3	*Area F4*
Area D Non-Lab Science (Math recommended)	3	***Area D3*** ✓
Total Term 3	***16***	***47 hours***

Term 4 SOPHOMORE	**Hrs**	***Area***
COLQ 2XXX Colloquium	2	***Area B2*** ✓
HIST 2111 or 2112 American History	3	*Area E3*
CSCI 1301 Computer Science I*	3	*Area F5*
Social Science Core	3	***Area E4*** ✓
Area C course (not ENGL or PHIL)	3	***Area C2*** ✓
ITEC 2220 Web Design & Development ^	3	***Area F6*** ✓
Total Term 4	***17***	
Total All Terms	***64***	

Associate of Science in Nursing

Admission Requirements

Applicants must have graduated from high school or received a GED. All students must have a completed admissions file in the Gordon State College Office of Admissions and have received an acceptance letter from Gordon State College by the deadline for the application period for which you are applying. **Students must also submit a separate application for the nursing program. Application periods and required paperwork is listed online at** https://www.gordonstate.edu/academics/school-nursing-health-sciences/department-of-nursing/index.html.

To be considered for acceptance into the nursing program, students must have:

1. **Formal** acceptance to Gordon State College
2. Exemption from or completion of all supplemental Math and/or English courses
3. Nursing core classes MUST be completed with a minimum GRADE of C or better. A grade of D in any core class is not accepted by the Nursing department
4. Minimum overall GPA of 2.5 to be eligible **to apply**
5. Completion of the Kaplan Admission Test.
6. **BIOL 2210K, 2211K, and 2250K must all be LESS than 5 years old at the time of admission. NO EXCEPTIONS.**
7. Not failed two (2) or more nursing courses in any unsuccessful attempt at a nursing program, including LPN. A grade of D is considered failing in a nursing program.
8. Not failed any nursing course with a grade of F in any unsuccessful attempt in a nursing program, including LPN.
9. Ability to meet Technical Standards on page 237-240 in academic catalog.
10. Submission of a recommendation form completed by a professor, instructor and/or employer. This form will be available on the website with admission application during the application period.

It is strongly suggested that 75% of the core course requirements be completed prior to applying to the nursing program. Generally, the first year of study is spent on campus taking core course requirements for the nursing curriculum.

Self-managed nursing applications are available ONLINE ONLY during selective periods from the Department of Nursing website at: https://www.gordonstate.edu/academics/school-nursing-health-sciences/department-of-nursing/index.html Application deadlines are posted online.

Admission to the Nursing Program is selective and competitive. Applicants are ranked from highest to lowest and the applicants with the strongest credentials will be accepted first. A student must receive a letter of acceptance from the Nursing Program to be admitted for classes.

Applicants who are not accepted must reapply during the next application period. The Nursing Program reserves the right to end the application period once enough qualified applications have been received.

Re-Admit Policy

Re-admit policy is outlined in the Nursing Department Student Nursing Handbook.

General Degree Requirements

For graduation with an Associate of Science in Nursing (ASN) degree, these requirements must be completed in accordance with the academic regulations stated in this catalog and in the *Gordon State College Nursing Student Handbook*:

1. Complete the prescribed curriculum with a minimum 2.0 grade point average. A minimum grade of "C" (2.0) is required for each core course and for each nursing course in the curriculum. A minimum 2.0 Gordon State and nursing program GPA is needed to graduate.

2. Complete all nursing courses at Gordon State and be registered at the College during the semester that all graduation requirements are satisfied.

3. Complete the Constitution and history requirements described in Area E as required by the State of Georgia.

Nursing Program Accreditation and Approval

The Gordon State College Nursing Program has had full approval by the Georgia Board of Nursing since 1972. The program has had continuing accreditation by the Accreditation Commission for Education in Nursing since 1976.

Information about approval and/or accreditation may be obtained from the following:

Georgia Board of Nursing
237 Coliseum Drive
Macon, Georgia 31217
(478) 207-2440
www.sos.ga.gov/index.php/licensing/plb/45

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Curriculum

Please note that the Core Curriculum for the ASN Degree differs from the other Area A-E and F core requirements for other Associate of Art or Science degrees.

Required High School Curriculum requirements do not apply to students in two-year terminal degree or one-year certificate programs. However, students in these programs who transfer into programs leading to the baccalaureate degree will be required to meet RHSC requirements if they have not completed 30 semester hours.

****BIOL 2210K, 2211K, & 2250K MUST BE LESS THAN 5 YRS. OLD UPON ENTRY INTO THE PROGRAM**

Area	Designation	Course Options	Credits
Area A	Essential Skills: English	ENGL 1101 and ENGL 1102	6
	Essential Skills: Math	MATH 1001 or MATH 1111	3
Area B	Not required core for ASN		
Area C	Arts and Humanities Literature and Philosophy	Choose from ARTS 1100, ARTS 1101, ARTS 1102, COMM 1100, COMM 1110, COMM 1500, FREN 1001, FREN 1002, HUMN 1501, HUMN 1502, MUSC 1100, SPAN 1001, SPAN 1002, SPAN 1060, THEA 1000, THEA 1100, ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2132, PHIL 2010, or PHIL 2020	3
Area D	Lab Science	Choose 1 Lab Science courses (sequence not required): BIOL 1111K or CHEM 1511K *	4
Area E	History	Must choose 1 American History (HIST 2111 or HIST 2112)	3
Area F	Nursing	BIOL 2210K, BIOL 2211K, BIOL 2250K PSYC 2103	
Area G	Not required core for ASN		
		Total Credits	30
		Learning Support:	
	English	ENGL 0999 (co-requisite support for ENGL 1101)	1
	Math	MATH 0997 (co-requisite support for MATH 1001), or MATH 0998 (co-requisite support for MATH 1111)	1
	Other		1

If placement index scores at time of enrollment indicate, student will be placed into co-requisite English or Math Learning Lab sections to facilitate academic progress. Learning Support credits do not fit into core curriculum for degree completion.
* BIOL 1111K or CHEM 1151K only needed for ASN if SAT Math score less than 450 or ACT Math score less than 19

Associate of Science in Nursing Degree Program Map

This program map provides a model for the timely completion of the degree. All of the courses fulfill a requirement in the core curriculum. Stay in contact with your assigned advisor, who will offer you important information and insights about your academic choice. This map includes the following courses:
^ Academic Focus Area: You will take at least three courses in your area of interest within the first year.
* Milestone: Complete these degree-required courses in the semester indicated to stay on a two-year graduation track.
✓ Core Area Completion
The numbers in parentheses indicate the hours per week in lecture and laboratory, and the total credit allocation for that course. For example, if a class is listed as 3-9-6, students meet for **three** (3) hours per week for general lecture and **nine** (9) hours per week in laboratory, seminar, or clinical experience. Students earn **six** (6) credits upon completion of the course.

Term 1 FRESHMAN	**Hrs**	**Area**
ENGL 1101 Composition I (3-0-3)	3	*Area A**
MATH 1001 or MATH 1111 (3-0-3)	3	*Area A*
HIST 2111 or 2112 American History (3-0-3)	3	*Area E* ✓
BIOL 2210K Anatomy and Physiology I (3-2-4)	4	*Area F*
PSYC 2103 Intro to Human Growth & Develop. (3-0-3)	3	*Area F*
Total Term 1	***16***	

Term 2 FRESHMAN	**Hrs**	**Area**
ENGL 1102 Composition II (3-0-3)	3	*Area A* ✓
BIOL 2211K Anatomy & Physiology II (3-2-4)	4	*Area F*
BIOL 2250K Microbiology (3-3-4)	4	*Area F* ^
Elective (3-0-3)	3	Area C**
Total Term 2	***14***	

Term 3 SOPHOMORE	**Hrs**	**Area**
NURS 1905 Foundations in Pharmacology (2-0-2)	2	*Area F*^
NURS 1910 Foundations in Nursing (4-9-7)	7	*Area F*^
Total Term 3	***9***	

Term 4 SOPHOMORE	**Hrs**	**Area**
NURS 1906 Applied Pharmacology (3-0-3)	3	*Area F*^
NURS 1911 Intro to Adult Health Nursing (3-6-5)	5	*Area F*^
NURS 1912 Mental Health Nursing (2-3-3)	3	*Area F*^
Total Term 4	***11***	

Term 5 JUNIOR	Hrs	Area
NURS 2910 Acute Adult Health Nursing (3-6-5)	5	*Area F^*
NURS 2911 Maternal-Child Nursing (4-3-5)	5	*Area F^*
Total Term 5	***10***	

Term 6 JUNIOR	Hrs	Area
NURS 2907 Transition to Prof. Practice (2-0-2)	2	*Area F^*
NURS 2912 Complex Adult Health Nursing (3-15-8)	8	*Area F^*
Total Term 6	***10***	
Total All Terms	***70***	

**Must have a C or higher grade in all courses*
*** See core curriculum for elective choices*

Gordon State College-School of Nursing, Health and Natural Sciences
Technical Standards

All potential and enrolled students in the GSC Nursing Programs must meet intellectual, physical, and social competencies required to provide safe client care.

Source: Southern Council on Collegiate Education for Nursing (1993) and National Council of State Boards of Nursing, Inc.: Guidelines for Using Results of Functional Abilities Studies and Other Resources (1999).

Issue
Critical Thinking Ability/Clinical Judgment
Standard
Critical-thinking ability sufficient for clinical judgment and decision making.
Examples of Activities

1. Use short and long term memory
2. Transfer knowledge from one situation to another
3. Process information, evaluate outcomes, problem- solve and prioritize care
4. Identify cause-effect relationships in clinical situations
5. Exhibit competency in reading, understanding, and performing calculations for computing medication dosages
6. Develop nursing care plans, evaluate the plan of care and revise as appropriate

Issue
Interpersonal Skills
Standard
Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
Examples of Activities

1. Negotiate successful conflict resolution
2. Respect cultural diversity and the right of others
3. Establish rapport with patients and colleagues
4. Maintain therapeutic relationships with patients/colleagues
5. Work effectively in small groups
6. Demonstrate verbal and non-verbal therapeutic communication

Issue
Communication Ability
Standard
Communication abilities sufficient for interaction with others in verbal, written, and electronic form.
Examples of Activities

1. Write and speak English effectively so as to be understood by the general public
2. Explain health conditions, diagnostic and treatment
3. procedures and initiate health teaching based on assessed needs, available resources, age, lifestyle and cultural considerations
4. Interpret and document patient responses to health status through verbal communication, along with nonverbal cues and behaviors

5. Document patient information accurately, completely, and legibly through written, oral, and electronic reports
6. Understand and accurately use medical terminology

Issue
Mobility
Standard
Physical abilities sufficient to move from room to room and maneuver in small spaces and maintain physical tolerance for repetitive movements and demands of the work shift.
Examples of Activities
1. Move within confined spaces
2. Sit or stand and maintain balance
3. Reach above shoulders and below waist
4. Twist, bend, stoop, climb on stool or stairs, and move quickly in response to potential emergencies
5. Push, pull, lift or support up to 50 pounds. Use upper body strength.
6. Administer rescue procedures, i.e. cardiopulmonary resuscitation

Issue
Motor Skills
Standard
Gross and fine motor skills sufficient to provide safe, effective nursing care.
Examples of Activities
1. Grasp small objects with hands
2. Manipulate small objects with fingers (IV tubing, pencil/pen) – Pinch/pick (manipulate a syringe, eyedropper, etc.), twist (turn objects)
3. Perform physical activities necessary to do basic nursing skills such as putting on sterile gloves, donning mask and gown, operating a manual and/or electronic blood pressure cuff and other essential skills
4. Provide or assist patient with activities of daily living
5. Manipulate instruments, supplies, and equipment with speed, dexterity, precision, and adequate eye-hand coordination
6. Perform electronic keyboarding/documentation and/or extensive writing with a pen
7. Calibrate and use equipment (syringes, vials, ampoules, medication packages, manual blood pressure cuff, etc.)
8. Position patients correctly and efficiently

Issue
Hearing Ability
Standard
Auditory ability sufficient to monitor and assess health needs.
Examples of Activities
1. Hear auditory alarms such as monitors, fire alarms, and call bells
2. Ability to discern auscultation sounds and cries for help
3. Ability to accurately take orders over the telephone

Issue
Visual Skills
Standard
Visual ability sufficient for observation and assessment necessary for safe patient care.
Examples of Activities

1. Perform basic nursing skills such as inserting an IV, (cont'd)
2. counting respirations, preparing and administering medications
3. Observe patient's condition and responses to treatment
4. Read small print, gauges, thermometers, measuring cups, syringes, and other equipment
5. Discriminate colors, changes in color, size, and continuity of body parts (skin color changes, color of drainage)
6. Identify, prepare, and administer medications accurately
7. Identify hazards in the environment
8. Visualize written words and information on paper and on a computer screen correctly

Issue
Tactile Ability
Standard
Tactile ability sufficient for physical assessment
Examples of Activities

1. Feel vibrations to detect pulses, etc.
2. Detect temperature
3. Feel differences in sizes and shapes and detect surface characteristics

Issue
Emotional Stability
Standard
Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.
Examples of Activities

1. Establish therapeutic interpersonal boundaries
2. Provide clients with emotional support
3. Adapt to changing environment and stress while maintaining professional conduct and standards
4. Focus attention on task
5. Perform multiple tasks concurrently
6. Handle strong emotions
7. Use appropriate coping strategies

Issue
Professional Behavior
Standard
Respect the nursing profession and behave in a respectful, ethical, and professional manner with others in the class, laboratory, or clinical area.
Examples of Activities
(1) Interact respectfully and appropriately with peers, faculty/facility staff, and patients

(2) Engage in self-evaluation of behaviors and practice performance

(3) Collaborate effectively with patients/families, interdisciplinary teams
(4) Integrate ethical behavior in nursing practice
(5) Incorporate the standards of the profession into behaviors and actions
Respect and adhere to the policies and procedures of the School of Nursing, Health and Natural Sciences and clinical agencies

Clinical Assignments

All clinical agencies will require criminal background checks and drug screens. If a student is denied a clinical experience at one clinical agency because of findings in the student's criminal background check or drug screen, the clinical requirements for that course cannot be met. The student would then not be able to successfully complete the course; therefore, withdrawal from the program would be required. Gordon State College has no way of knowing or controlling who will be permitted to have clinical experiences in the agencies.

Students must comply with obtaining required immunizations, background checks, and drug screens to be eligible to attend clinical. The clinical facilities have specific requirements that the students/program needs to complete prior to the facility allowing the student to accomplish clinical experiences at that facility.

Licensing Examination

Admission to the nursing program and completion of course requirements do not guarantee students the right to take the licensing examination for registered nurses. In order to take the National Council Licensing Examination for Registered Nurses, graduation with an Associate of Science in Nursing degree is required. Students must submit an application for licensure to a state board of nursing.

An applicant who has been indicted or convicted of an offense other than a minor traffic violation, who is under investigation for possible violation of the Nurse Practice Act, or who has been issued a license which has been encumbered (denied, revoked, suspended, surrendered, restricted or placed on probation) by any state board may be permitted to take the licensing examination at the discretion of the Georgia Board of Nursing. The license may not be issued until the matter is resolved to the satisfaction of the Board. If charges are substantiated, the license may be denied or sanctioned despite the applicant's meeting all other criteria for licensure.

GCANS

Students are encouraged to join the Gordon State College Association of Nursing Students (GCANS). Membership provides opportunities for interaction with peers, participation in community service activities, and transition to professional practice.

Student Representatives

Each nursing class will elect representatives who may attend the Student Focus Committee meetings, present the general concerns of their classmates, and participate in discussion of non-confidential topics. Student representatives are not eligible to vote.

LPN to RN Bridge Program

This is a program for LPN's who wish to further their education to become an RN. The classes will begin in the fall semester (August) each year and continue in spring and the following fall. No summer semester nursing courses for this program are provided.

Admission Requirements

To be eligible for admission to the LPN Bridge Program, a student must meet the admission criteria for both Section A and Section B as listed below. **Application deadline for the August class occurs the December prior to the August term start**. Check the nursing website for exact details. Conditional acceptance will be granted before the validation exam and Skills Test will be scheduled. **Final acceptance will occur after successful completion of all three tests.**

Section A

1. **Formal** acceptance letter from Gordon State College.
2. Exemption from or completion of all Learning Support classes.
3. Completion of Nursing Program application.
4. Nursing core classes MUST be completed with a minimum GRADE OF C or better. A grade of D in any core class is not accepted by the Nursing department. Prerequisites for the first semester of the program (NURS 1905 and NURS 1910) and the second semester, NURS 1906, NURS 1911, and NURS 1912, must be completed with a grade of C or better. See nursing curriculum for details.
5. Minimum overall GPA of **2.5** to be eligible to apply.
6. Completion of the Kaplan Admission Test.
7. **BIOL 2210K, 2211K, and 2250K must all be LESS than 5 years old at the time of admission to the program. NO EXCEPTIONS.**
8. Not failed two (2) or more nursing courses in any unsuccessful attempt at a nursing program, including LPN. A grade of D is considered failing in a nursing program.
9. Not failed any nursing course with a grade of F in any unsuccessful attempt in a nursing program, including LPN.
10. Have a minimum of one year of practice as a Licensed Practical Nurse.
11. Hold a current valid Georgia license as a Licensed Practical Nurse.
12. Ability to meet Technical Standards.

Section B

1. Successful completion of validation exam
2. Successful completion of Skills (lab) Test

LPN-RN Program Policies

Any student who was previously in the Gordon State College Nursing Program who was not successful after the first attempt but has subsequently become a LPN and meets the above criteria is eligible to apply for this program. A student who has failed no more than two nursing courses in any pre-licensure RN program can apply (or reapply) to the associate degree nursing program if the student meets all admission criteria as well as the following: applicant has graduated from an LPN program with all nursing courses having a grade of "C" or better, has an active LPN license in Georgia, has completed ALL core courses for the associate degree program, and signs a detailed contract with the Director of Nursing if admitted to the program. The contract will include that the applicant is aware that he/she must have an overall and nursing program GPA of 2.0 by graduation and a statement indicating how he/she will be successful in the program.

Students who successfully complete the validation exam and Skills Test will have those scores leading to validation of Nursing 1910 and 1905 held in escrow until Nursing 1906, 1911, and 1912 have been successfully completed.

If the student withdraws passing from Nursing 1906, 1911, and/or 1912 and remains out for one year or more, the scores for the validation exam and Skills Test are no longer valid.

No one is allowed to attempt the LPN Bridge Program validation testing more than two times. If the student withdraws from the program passing, that student may apply for re-entry one time. If a student has attempted the LPN Bridge Program admission testing twice and has not been successful, that student is not eligible to apply to the regular program or reapply to the LPN Bridge Program.

Any LPN who enters the program through Nursing 1910 and 1905 and is not successful in any nursing class will not be eligible to enter the LPN Bridge Program.

LPN-RN Planned Classes
LPN-RN Classes begin in August ONLY

Semester I – Fall Semester

Nursing 1906	(3-0-3)	3 hours
Nursing 1911	(3-6-5)	5 hours
Nursing 1912	(2-3-3)	3 hours
Total hours		**11 hours**

Semester II – Spring Semester

Nursing 2910	(3-6-5)	5 hours
Nursing 2911	(4-3-5)	5 hours
Total hours		**10 hours**

Semester III – Fall Semester

Nursing 2912	(3-15-8)	8 hours
Nursing 2907	(2-0-2)	2 hours
Total hours		**10 hours**

Degree Total **31 semester hours**

Associate of Arts and Science (general) Pathways

Through the College Transfer Program, students may receive an Associate of Arts Degree or an Associate of Science Degree depending on their program of study (major) as indicated below.

Associate of Arts Degree (General)
Pathways to Baccalaureate Degrees:

- English
- History
- Political Science
- Teacher Education

Associate of Science Degree (General)
Pathways to Baccalaureate Degrees:

- Astronomy
- Biological Sciences and Biology
- Health and Physical Education
- Health Information Management
- Human Services
- Mathematics
- Nursing - Transfer
- Pharmacy – Transfer
- Physics

The following pages list the Area F requirements for the pathways listed above.

Astronomy

Required Courses: 12 - 16 hours

MATH 1502[†, ‡]	(4-0-4)
MATH 2501	(4-0-4)
PHYS 2211K	(3-3-4)
PHYS 2212K	(3-3-4)

Choose from the following courses: 0 - 4 hours

Any ASTR Course
Any 2000-level MATH Course (except MATH 2008)
Any CSCI Course
Any GEOL course
Any PHYS Course
Any CHEM Course

Area A and D excess: 2 hours

Hours Applied to Area F ..... 18 HOURS

[†] MATH 1502 is required unless it is used to satisfy Area A or D requirements.

[‡] Any MATH course for which MATH 1502 is a prerequisite may be substituted.

Courses may not be used to satisfy requirements in more than one Area.

Biological Sciences and Biology

Required Courses: 16 hours

BIOL 1107K	(3-2-4) †
BIOL 1108K	(3-2-4) †
CHEM 1211K	(3-3-4) †
CHEM 1212K	(3-3-4) †

Choose from the following courses: 0 - 9 hours

CHEM 2401K (3-3-4)
CHEM 2402K (3-3-4)
Any 2000-level BIOL Course(s)
Any PHYS Course(s)
Any MATH Course(s)
Any CSCI Course(s)
**Any foreign language course(s)

Area A or D excess: 1 - 2 hours

Hours Applied to Area F ..... 18 HOURS

Note: MATH 1001, MATH 1111, BIOL 1050, BIOL 1111K, BIOL 1112K, and BIOL 1011 may not be used in Area F.

If MATH 1401 is taken in lieu of MATH 1501 for Area D, at least three elective courses must be taken in Area F for a total of 9 credit hours or more. Many institutions require MATH 1501; consult with the intended transfer institution.

† Unless taken in Area D.

** Students with credit for SPAN 1001 and/or SPAN 1002 cannot receive credit for SPAN 1060. Students with credit for SPAN 1060 cannot receive credit for SPAN 1001 and/or SPAN 1002.

Courses may not be used to satisfy requirements in more than one Area.

English

Required Courses:

ENGL 2000		3 hours
Any **two consecutive foreign language courses		6 hours

Choose **one** of the following courses: 3 hours

ENGL 2111	(3-0-3)
ENGL 2112	(3-0-3)

Choose **two** of the following courses: 6 hours

ENGL 2111	(3-0-3)
ENGL 2112	(3-0-3)
ENGL 2121	(3-0-3)
ENGL 2122	(3-0-3)
ENGL 2131	(3-0-3)
ENGL 2132	(3-0-3)

Hours Applied to Area F ..... 18 HOURS

For English majors earning the B.A. degree, all University System colleges require foreign language credit through the intermediate level (two 2000 level courses).

** Students with credit for SPAN 1001 and/or SPAN 1002 cannot receive credit for SPAN 1060. Students with credit for SPAN 1060 cannot receive credit for SPAN 1001 and/or SPAN 1002.

Courses may not be used to satisfy requirements in more than one Area.

Health and Physical Education

Required Courses: 17 hours

BIOL 2210K	(3-2-4)
BIOL 2211K	(3-2-4)
EDUC 2110	(3-0-3)
EDUC 2120	(3-0-3)
EDUC 2130	(3-0-3)

Approved Elective(s) related to Health & Physical Education 1 - 3 hours

Recommended elective

PHED 1040	(3-0-3)

Hours Applied to Area F ..... 18 HOURS

Courses may not be used to satisfy requirements in more than one Area.

Health Information Management

Required Courses: 14 hours

ACCT 2101	(3-0-3)
BIOL 2210K	(3-2-4)
BIOL 2211K	(3-2-4)
HIMA 2000	(3-0-3)

Choose from the following courses: 3 hours

BUSA 2101	(3-0-3)
CSCI 1101	(3-0-3)

One additional semester hour approved by advisor 1 hour

Hours Applied to Area F ..... 18 HOURS

Students must have a B in all Area F courses to seek admission to the BS in HIM program.

Courses may not be used to satisfy requirements in more than one Area.

History

Required Courses†:

Choose **three** of the following courses†: 9 hours

HIST 1121	(3-0-3)
HIST 1122	(3-0-3)
HIST 2000	(3-0-3)
HIST 2111	(3-0-3)
HIST 2112	(3-0-3)

Required Courses‡: 0 - 6 hours

Foreign Language Sequence

Choose from the following courses: 6 - 12 hours

ANTH 1102	(3-0-3)	POLS 2301	(3-0-3)
BUSA 2101	(3-0-3)	POLS 2401	(3-0-3)
ECON 2105	(3-0-3)	PSYC 1101	(3-0-3)
ECON 2106	(3-0-3)	PSYC 2101	(3-0-3)
HIST 2183	(3-0-3)	PSYC 2103	(3-0-3)
MATH 1401	(3-0-3)	SOCI 1101	(3-0-3)
POLS 1101	(3-0-3)	SOCI 1160	(3-0-3)
POLS 2201	(3-0-3)	SOCI 2293	(3-0-3)

Hours Applied to Area F ..... 18 HOURS

† History majors must take the two history courses not taken in Area E and use them in Area F.

‡ History majors must take a Foreign Language Sequence in Area F if they have not already done so in Area C. Students with credit for SPAN 1001 and/or SPAN 1002 cannot receive credit for SPAN 1060. Students with credit for SPAN 1060 cannot receive credit for SPAN 1001 and/or SPAN 1002.

Courses may not be used to satisfy requirements in more than one Area.

Human Services

Required Courses: 3 - 12 hours

HUSV 2101	(3-0-3)
PSYC 1101†	(3-0-3)
PSYC 2103	(3-0-3)
SOCI 1101 or 1160†	(3-0-3)

Choose from the following courses: 6 - 13 hours

Choose 2 to 4 additional courses compatible with a career in human services. Choose from courses with the following prefix: ACCT, BIOL, BUSA, COMM, CRJU, ECON, EDUC, HUSV, PHIL, POLS, PSYC, SOCI, or SPAN. Courses with a different prefix must be approved by the department head.

Hours Applied to Area F ..... 18 HOURS

† PSYC 1101 and SOCI 1101 or 1160 are required in Area F unless used to satisfy Area E.

Courses may not be used to satisfy requirements in more than one Area.

Mathematics

Required Courses: 10 - 14 hours

MATH 1502†	(4-0-4)
MATH 2201	(3-0-3)
MATH 2501	(4-0-4)
CSC1 1301	(3-0-3)

Choose **one** to **two** of the following courses: 3 - 8 hours

CSCI 1302	(3-0-3)
CSCI 2102	(3-0-3)
CSCI 2201	(3-0-3)
CSCI 2410	(3-0-3)
ITEC 2245	(3-0-3)
MATH 1401	(3-0-3)
PHYS 2211K	(3-3-4)
PHYS 2212K	(3-3-4)

Area A and D excess: 1 - 2 hours

Hours Applied to Area F ..... 18 HOURS

NOTES: † MATH 1502 is required unless it is used to satisfy Area A or D requirements.

In order for MATH 1502 to transfer to Georgia Institute of Technology, MATH 2201 must also be taken at Gordon State College.

Courses may not be used to satisfy requirements in more than one Area.

Nursing-Transfer

Required Courses: 12 - 15 hours

BIOL 2210K	(3-2-4)
BIOL 2211K	(3-2-4)
BIOL 2250K	(3-3-4)
MATH 1401†	(3-0-3)

Choose **one** or **two** of the following courses: 3 - 6 hours

PSYC 2101	(3-0-3)
PSYC 2103‡	(3-0-3)
SOCI 1160	(3-0-3)
SOCI 2293	(3-0-3)

Hours Applied to Area F ..... 18 HOURS

† MATH 1401 is required unless it is used to satisfy Area D requirements.
‡ PSYC 2103 is preferred for students planning to complete the Gordon State College RN to BSN Program.

* This curriculum is designed to be transferred to a four-year BSN program. This degree does not satisfy the requirements for Gordon State College's Associate of Science Nursing Program.

Courses may not be used to satisfy requirements in more than one Area.

Pharmacy-Transfer

Required Courses: 19 hours

BIOL 1107K	(3-2-4)
BIOL 1108K	(3-2-4)
CHEM 2401K	(3-3-4)
CHEM 2402K	(3-3-4)
MATH 1401	(3-0-3)

Area A and D excess: 2 hours

Hours Applied to Area F ..... 18 HOURS

NOTES: Students should take COMM 1110 and one of ENGL 2111/2112 or ENGL 2121/2122 for Area C. For acceptance to Mercer University Pharmacy program, PHYS 1111K is required in lieu of MATH 1401. MATH 1401 is still required by UGA and South University. PSYC 1101, BIOL 2210K and BIOL 2211K are required by South University and preferred by Mercer. UGA now requires 3 additional foreign languages.

Students should take POLS 1101 and either ECON 2105 or ECON 2106 in Area E.

Courses may not be used to satisfy requirements in more than one Area.

Physics

Required Courses: 8 - 16 hours

PHYS 2211K	(3-3-4)
PHYS 2212K	(3-3-4)
MATH 1502†	(4-0-4)
MATH 2501†	(4-0-4)

Choose from the following courses: 0 - 8 hours

ASTR 1010K	(3-2-4)
ASTR 1020K	(3-2-4)
CSCI 1301	(3-0-3)
CSCI 1302	(3-0-3)
GEOL 1121K	(3-2-4)
GEOL 1122K	(3-2-4)
MATH 1401	(3-0-3)
MATH 2201	(3-0-3)

Area A and D excess: 2 hours

Hours Applied to Area F ..... 18 HOURS

† MATH 1502 and MATH 2501 are required unless used to satisfy Area A or Area D requirements.

For students transferring to engineering programs the following recommendations are made:

- In Area C, students should take COMM 1110, COMM 1500 or foreign language courses.
- In Area E, students should take ECON 2105 and ECON 2106 to fulfill the two course elective requirement.
- In Area F, students should choose from MATH 2201, CSCI 1301 and CSCI 1302 as elective courses.

Courses may not be used to satisfy requirements in more than one Area.

Political Science

Required Course: 3 hours

POLS 1101	(3-0-3)*

Choose **two** of the following courses: 6 hours

POLS 2201	(3-0-3)*
POLS 2301	(3-0-3)*
POLS 2401	(3-0-3)*

Choose **three** of the following courses: 9 hours

ANTH 1102	(3-0-3)	MATH 1401	(3-0-3)
BUSA 2101	(3-0-3)	PHIL 2010	(3-0-3)
ECON 2105	(3-0-3)	POLS 2401	(3-0-3)
ECON 2106	(3-0-3)	PSYC 1101	(3-0-3)
HIST 1121	(3-0-3)	SOCI 1101	(3-0-3)
HIST 1122	(3-0-3)	SOCI 1160	(3-0-3)
HIST 2111	(3-0-3)	SOCI 2293	(3-0-3)
HIST 2112	(3-0-3)	**Any foreign language course(s)	
MATH 1113	(4-0-4)		

Hours Applied to Area F ..... 18 HOURS

* Courses must be taken in Area F.

** Students with credit for SPAN 1001 and/or SPAN 1002 cannot receive credit for SPAN 1060. Students with credit for SPAN 1060 cannot receive credit for SPAN 1001 and/or SPAN 1002.

Courses may not be used to satisfy requirements in more than one Area.

Teacher Education

Elementary

Required Courses: 18 hours

EDUC 2110	(3-0-3)
EDUC 2120	(3-0-3)
EDUC 2130	(3-0-3)
MATH 2008	(3-0-3)
ISCI 2001	(2-2-3)
ISCI 2002	(2-2-3)

Hours Applied to Area F ..... 18 HOURS

Middle Grades

Required Courses: 9 hours

EDUC 2110	(3-0-3)
EDUC 2120	(3-0-3)
EDUC 2130	(3-0-3)

Options 9 hours

Students who have chosen a pathway in Middle Grades Education should choose nine hours that will support two content areas of focus: math, science, language arts, reading or social studies. Students who have chosen a pathway in Middle Grades Education who choose math as one of their two content areas of focus must take MATH 1113 in Area A.

Hours Applied to Area F ..... 18 HOURS

Secondary†

Students desiring to teach at the high school level should complete the Area F for the discipline they wish to teach. Please consult the individual majors for the appropriate coursework.

Hours Applied to Area F ..... 18 HOURS*

† Students who want to teach secondary math or science must take pre-calculus (Math 1113) in Area A.

* Students may elect to use excess Area F credit hours to complete EDUC 2110, 2120, and 2130. These courses will be required at the institution where the baccalaureate degree is completed.

Courses may not be used to satisfy requirements in more than one Area.

Engineering Studies

Regents' Engineering Pathway

Qualified students seeking a bachelor of engineering degree may begin their college studies at Gordon State College through the Regents' Engineering Pathway (RTP). Upon successful completion of the pre-engineering curriculum, students may transfer to the Georgia Institute of Technology to complete the degree requirements. It is expected that students in this program, like other Georgia Tech graduates, will normally require four to five and one-half years to complete the degree requirements, depending on their pre-college preparation, involvement in extracurricular activities, and engineering major.

There are three different methods for admission to the Regents' Engineering Pathway at Gordon State College.

1. Entering freshman students must have achieved at least:
   a. A combined SAT score of 1090;
   b. Minimum of 440 on the verbal portion of the SAT;
   c. Minimum of 560 on the math portion of the SAT; and
   d. 3.0 high school grade-point average in academic courses.

2. Entering freshman students who do not meet the requirements above may still be admitted to this program, if they have been accepted for admission to an Engineering Program at Georgia Tech (based on high school academic performance). Such students must provide proof of the acceptance to Georgia Tech.

3. Students who do not initially meet the requirements of either of the above methods may join the Regents' Engineering Pathway at the end of their freshman year, if they meet the following requirements:
   a. Completion of Calculus I and Calculus II, with grades of at least "B";
   b. Completion of Principles of Chemistry I and Calculus-Based Physics I, with grades of at least "B"; and
   c. A Gordon State College grade-point average of at least 3.0.

Gordon State College's faculty members have worked closely with Georgia Tech's faculty to assure a curriculum which is well-coordinated with that of Georgia Tech. Specific times each year have been established for students to visit the Georgia Tech campus and meet with representatives of their anticipated major.

Regents' Engineering Pathway students who satisfactorily complete the pre-engineering curriculum and apply for transfer will be accepted to Georgia Tech. However, admission to the most popular majors, as for the other Georgia Tech students, will be based upon overall grade-point average, performance in the required prerequisite courses, and availability of student spaces.

The student who completes the designated RTP program of study, as well as the core curriculum requirements of Gordon State College, will have satisfied the requirements to graduate from Gordon State College with an Associate of Science degree with a focus in physics.

The programs of study for the Regents' Engineering Pathway are listed on the following pages. Because these programs include a concentration of technical courses, as well as calculus and physics courses, the student may decide to devote one or two additional semesters to study at Gordon State College before transferring to Georgia Tech.

Other Engineering Pathway Programs

Enrollment in the Regents' Engineering Pathway is limited to those students who meet the qualifications listed above and desire to go to Georgia Institute of Technology. However, students who do not meet the specific qualifications for RTP may still enroll in the pre-engineering program and take the course that will prepare them to enter the junior year at Georgia Tech or any other university that offers baccalaureate programs in engineering. As with the RTP students, these students should complete the programs which are outlined below:

Engineering Technology Programs

Several institutions in the University System of Georgia offer strong majors in engineering technology. Completing the Gordon State College Area F in pre-engineering will also prepare a student to transfer successfully to these programs.

Engineering Pathway Programs of Study

Students wishing to complete the RTP program (or generic pre-engineering) at Gordon State College and graduate from Gordon State College will complete the following courses while completing the Gordon State core curriculum.

Engineering Major	Mathematics	Science	Engineering
Aerospace, Civil or Mechanical	MATH 1113* MATH 1501* MATH 1502 MATH 2201 MATH 2501 MATH 3502	CHEM 1211K PHYS 2211K PHYS 2212K CSCI 1371	ENGR 1100 ENGR 2201
Chemical		CHEM 1211K CHEM 1212K PHYS 2211K PHYS 2212K CSCI 1372 or 1371	ENGR 1100 ENGR 2201
Computer or Electrical		CHEM 1211K PHYS 2211K PHYS 2212K CSCI 1372	ENGR 1100
Industrial		PHYS 2211K PHYS 2212K CSCI 1372	ENGR 1100

* Student with credit for calculus because of strong scores on the AP calculus tests would not need to take this course.

Gordon State College Honors Program

The Honors Program of Gordon State College provides opportunities for academically talented and intellectually curious students to obtain an enhanced collegiate educational experience. The program encourages a small group of highly engaged students from diverse academic disciplines to participate in an enriched learning environment. Students in the Honors Program take alternate versions of regular classes that not only fulfill core curriculum requirements, but also focus on critical thinking skills, discussion, and individual research. Honors courses are not necessarily "harder" classes, but they are classes that provide students the chance to explore topics in a way that standard courses do not allow. Honors courses allow students to work with the best faculty on campus and facilitate the development of a sense of community with other like-minded students. Outside of the classroom, the Honors Program also provides a broad array of cultural experiences, specialized academic advising and mentoring, and additional opportunities for service learning and self-discovery.

Students in the Honors Program enjoy a number of special privileges:

- Small class sizes in Honors sections and the chance to develop camaraderie with other highly prepared and motivated students.
- Priority registration with the first choice of classes each semester.
- Honors classes created to stimulate and challenge intellectual development.
- Honors housing opportunities for students who desire academically focused living arrangements on campus.
- Special event trips each year to museums, theatres, and festivals.
- Service learning opportunities on campus and in the surrounding community.
- Student honors conferences at colleges and universities in the region.
- Special recognition at graduation, with designation on diploma and regalia.

Requirements for Admission into the Honors Program
For entering freshmen (full-time or part-time students):

- *Minimum 1100 SAT (verbal and math composite) or 24 ACT (composite)
- *Minimum 3.2 GPA in high school college preparatory curriculum or required high school curriculum.
- Application with short essay

For later admission of transfer, full-time, or part-time students:

- Minimum 3.5 GPA in 11 or more hours of college-level courses
- Letter of recommendation from a Gordon State College full-time instructor
- Application with short essay

How Do I Apply?

All new and current students at Gordon State College are encouraged to consider the Honors Program. Applications are welcome on a year-round basis. To apply to the program, please review the application procedures at:
http://www.gordonstate.edu/honors

Honors Application Deadlines

1. *Fall* application deadline: October 10th (for acceptance notification by October 31st)
2. *Spring Priority* application deadline: March 1st (for acceptance notification by April 30th)
3. *Spring Final* application deadline: May 1st (for acceptance notification by May 31st)

What is required to complete the Honors Program?

To earn the distinction of an Honors Program graduate, students must complete a minimum of 11 Honors credits as part of their coursework, one of which must be an Honors Colloquium. There are two ways to earn Honors credit:

Honors Sections
Each semester a minimum of 3 courses are offered as Honors sections. These classes can be found in the Schedule of Classes under Honors. These are Honors versions of core classes. The class size are smaller than regular sections, capped at 15 students. These classes are not designed as "harder" versions of the regular course; the goal is not to simply heap more work on students in Honors sections. Rather, they are intended to provide students with greater opportunities to engage with the course subject, with their professor, and with one another. Students may not self-register for Honors sections. They must contact the Honors Program Coordinator for approval, and upon approval the Coordinator will enroll them in the desired Honors section. It is not necessary to be admitted into the Honors Program in order to take an Honors section. All interested students are invited to inquire. Honors sections count the same for all students as regular sections. For instance, a student who completes ENGL 1102H has fulfilled the 1102 requirement under Area A of the Core. At least one Honors Colloquium will be offered each semester. As with regular Colloquium offerings, these are special topics classes. An Honors Colloquium will fulfill the Area B Colloquium requirement. Honors Colloquium courses are "capstone classes" of the Honors Program, and all Honors Program students are required to complete at least one.

Embedded Courses
A student may earn Honors credit by "embedding" a course. A student must create a "contract" with an instructor of a class for which a student wishes to receive Honors credit. The contract would involve additional work on the part of the student, which might mean completing an extra research assignment, a more complex scientific or mathematical or artistic exploration, a more challenging and complex version of an assignment already on the syllabus, class presentations, a service-learning requirement, or some combination of these. The goal is not to overload the student

and instructor with add-ons, but to provide an Honors-level quality of experience for the "embedded" student in the class. A student who fulfills the terms of a contract will receive Honors credit for that class. As with Honors sections, it is not necessary to be admitted to the Honors Program in order to embed a course for Honors credit. Students wishing to embed a course who are not in the Honors Program should consult the Honors Program Coordinator for approval. Contracts must be completed and approved by the Honors Program Coordinator by the first week of the semester of the class under contract. Contract forms can be found on the Honors Program webpage. Students may embed a maximum of 6 hours of Honors credit to complete the 12-hour requirement. Students may fulfill the requirement by taking 12 hours' worth of Honors sections, or they may embed 6 hours and take 6 hours through Honors sections to complete the requirement, as long as one of the Honors sections is an Honors Colloquium. Students in Baccalaureate Programs at Gordon State College may appeal to the Honors Coordinator to embed 9 hours of Honors credit, but they must complete an Honors Colloquium.

Additional Baccalaureate Requirements

In order to complete the Honors Program at Gordon State College with a baccalaureate degree, students must fulfill the following requirements in the areas of service and scholarship:

1. **Service** – *service* may be defined as either service to the College, to the Honors Program, and/or to the community. The student must devote a minimum of 20 hours of service during his/her membership in the Honors Program and may include:
    a. Serving on the Student Honors Council.
    b. Volunteering to help co-coordinate co-curricular activities of the Honors Program.
    c. Participating in service activities in the community.

2. **Scholarship** - the scholarship requirement may be fulfilled by completing one of the following:
    a. The student would acquire a faculty sponsor, write a research paper, and present this work at the Undergraduate Symposium at Gordon State College.
    b. The student would acquire a faculty sponsor, write a research paper, and present this work at an approved professional/scholarly meeting.
    c. The student would acquire a faculty sponsor, write a research paper, and submit this paper for publication in a professional/scholarly journal.
    d. The student would acquire a faculty sponsor, write a senior thesis, and submit this thesis to a thesis committee in his/her discipline for approval.

GPA Requirement

In order to complete the Honors Program, all students must graduate with a minimum 3.5 GPA.

Students who graduate having completed all of the above requirements that apply to the degree they seek will receive the distinction of the Honors Program seal on their diploma, and they will be recognized as Honors Program Graduates at graduation, and they also will be presented with a medallion at graduation to signify their achievement.

Course Descriptions

Course Description Parts

Each course description listed below includes a four letter course prefix, a four digit course number, the course title, course prerequisites, a credit hour designation, and a brief course description. The prerequisite listing is designed to make students aware of any restrictions that may prevent them from registering for that course.

Laboratory Science Courses

Laboratory science courses are designated in this catalog with the letter K (e.g., Principles of Chemistry I is designated CHEM 1211K).

Unit of Credit

The unit of credit associated with all course work is the semester hour. Each credit course offered by Gordon State College is designated in this catalog by a three digit code to indicate the number of semester hours associated with the course. For example, ENGL 1101 is designated with the code (3-0-3). The first digit (**3**-0-3) indicates the number of semester hours per week the course meets in a lecture; the second digit (3-**0**-3) indicates the number of semester hours per week the course meets in a laboratory or practicum setting; and the third digit (3-0-**3**) indicates the total number of semester hours the course receives.

Special Prerequisite Requirements for Learning Support Students

The prerequisite listings given above apply only to students without Learning Support requirements. Students with Learning Support requirements have additional restrictions placed on them.

ACCOUNTING

ACCT 2101 **Principles of Accounting I**
Credit Hours: (3-0-3)

A study of the underlying theory and application of financial accounting concepts.

ACCT 2102 **Principles of Accounting II**
Prerequisite: ACCT 2101
Credit Hours: (3-0-3)

A study of the underlying theory and application of managerial accounting concepts.

ACCT 2103 **The Accounting Cycle**
Prerequisite: ACCT 2101
Credit Hours: (1-1-1)

A study of the accounting cycle from posting of original journal entries to the preparation of the trial balance, balance sheet, income statement, and statement of retained earnings. A combination of lecture and hands-on applications of computerized accounting systems will be used throughout the course.

ANTHROPOLOGY

ANTH 1102 **Introduction to Anthropology**
Credit Hours: (3-0-3)

A survey of general anthropology, the comparative study of humankind as a whole, including its major subdisciplines: cultural anthropology, archaeology, linguistics, and physical anthropology.

ART

ARTS 1100 **Art Appreciation**
Credit Hours: (3-0-3)

An introduction to the visual arts, including a study of design principles, media, and a brief history of art. *This course is designed for non-art majors.*

ARTS 1101 **Survey of Art History I**
Credit Hours: (3-0-3)

A survey of the global history of the visual arts and architecture from prehistoric times to the Gothic period. This course offers significant comparative study of art and architecture in a global context.

ARTS 1102 **Survey of Art History II**
Credit Hours: (3-0-3)

A survey of the global history of visual arts and architecture from the Renaissance to the 20th Century. This course offers significant comparative study of art and architecture in a global context.

ARTS 1111 **Drawing I**
Credit Hours: (0-6-3)

An introduction to basic drawing skills and techniques emphasizing observational drawings from life.

ARTS 1112 **Drawing II**
Credit Hours: (0-6-3)

An exploration of traditional and contemporary approaches to drawing and drawing media, including sustained studies from life and live models.

ARTS 1113 **Two-Dimensional Design**
Credit Hours: (0-6-3)

A study of the elements and principles of design, including a series of related projects to help explore these concepts.

ARTS 1114 **Three-Dimensional Design**
Credit Hours: (0-6-3)

An exploration of design problems in three-dimensional space, including subtractive sculpture and additive constructions in various media.

ARTS 2211 **Black and White Photography**
Credit Hours: (0-6-3)

An introduction to black and white photographic darkroom techniques and composition, including a history of photography and an introduction to digital technology.

ARTS 2212 **Ceramics**
Credit Hours: (0-6-3)

An introduction to hand building and wheel throwing processes, including an exploration of surface design techniques and various firing methods (including raku).

ARTS 2214 **Painting I**
Prerequisite: ARTS 1111 and ARTS 1113 or consent of instructor.
Credit Hours: (0-6-3)

An introduction to the fundamentals of painting, including sustained studies of the still-life and figure.

ARTS 2215 **Painting II**
Prerequisite: ARTS 2214
Credit Hours: (0-6-3)

A further investigation of painting, with emphasis on individual expression. May be taken by the non-transfer hobby painter with the permission of the instructor.

ARTS 2216 **Printmaking**
Prerequisite: ARTS 1111 and ARTS 1113
Credit Hours: (0-6-3)

An introduction to relief, intaglio, and silk screen printmaking processes.

ARTS 2221 **Digital Photography**
Credit Hours: (0-6-3)

An introduction to historical, technical, and compositional aspects of digital photography.

ASTRONOMY

ASTR 1010K **Astronomy of the Solar System**
Credit Hours: (3-2-4)

Astronomy from early ideas of the cosmos to modern observational techniques. The solar system planets, satellites, and minor bodies. The origin and evolution of the solar system.

ASTR 1020K **Stellar and Galactic Astronomy**
Prerequisite: MATH 1001, MATH 1111 or any higher level MATH course
Credit Hours: (3-2-4)

The study of the sun and stars, their physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the universe.

BIOLOGY

BIOL 1011 **Natural Science**
Credit Hours: (3-0-3)

Topics in biology, environmental science, and medical health.

BIOL 1050 **Introduction to Human Biology**
Credit Hours: (3-0-3)

An introduction to the study of the human body, the human organ systems, and heredity.

BIOL 1107K **Principles of Biology I**
Credit Hours: (3-2-4)

An introduction to elementary principles of biology, including biological chemistry, cell structure, physiology of cells, bioenergetics, Mendelian genetics, molecular genetics, and evolution. This course is intended for Biology majors and select other majors. If a student takes both BIOL 1107 and BIOL 1111, only one of these will count toward the Area D science requirement.

BIOL 1108K **Principles of Biology II**
Prerequisite: BIOL 1107K
Credit Hours: (3-2-4)

A second course in a two-semester sequence covering elementary principles of biology, including biological diversity and classification, structure, reproduction, development, physiology, and ecology. This course is intended for Biology majors and selected other majors. If a student takes both BIOL 1108 and BIOL 1112, only one of these will count toward the Area D science requirement.

BIOL 1108KH **Honors Principles of Biology II**
Prerequisite: Completion of BIOL 1107K with a grade of B or better, along with acceptance into the Honors Program or the permission of the Honors Program Coordinator
Credit Hours: (3-2-4)

A second course in a two-semester sequence covering elementary principles of biology, including biological diversity and classification, structure, reproduction, development, physiology, and ecology. This course is for Honors Biology and other Honors majors. In addition to the regular BIOL 1108 content, this course provides an introduction to peer-reviewed scientific literature and affords additional practice in experimental design, execution, and reporting. If a student takes both BIOL 1112 and BIOL 1108 (or BIOL 1108H), only one of these will count toward the Area D science requirement.

BIOL 1111K **Introductory Biology I**
Prerequisite: Not open to students who are enrolled in BIOL 1107K or who have credit for BIOL 1107K
Credit Hours: (3-2-4)

General topics to be covered include cell structure and function, cell division, plant and animal energy pathways, genetics, and evolution. **This course is intended for non-science majors only.** If a student takes both BIOL 1111K and BIOL 1107K, only one of these will count toward the Area D science requirement.

BIOL 1112K **Introductory Biology II**
Prerequisites: BIOL 1111K or BIOL 1107K; not open to students who have credit for BIOL 1108K
Credit Hours: (3-2-4)

General topics to be covered include diversity of viruses and bacteria, plant and animal classification, structure and function of major plant and animal systems and ecology. **This course is intended for non-science majors only.** If a student takes both BIOL 1112K and BIOL 1108K, only one of these will count toward the Area D science requirement.

BIOL 2100 **Scientific Communications**
Prerequisites: Grade of C or better in each of the following courses: BIOL 1107K, BIOL 1108K or BIOL 1108KH, MATH 1111 or MATH 1113, and ENGL 1101 or ENGL 1101H
Credit Hours: (2-0-2)

An introduction to scientific literature, experimental design, and research methods in the biological sciences. This course will address computer and research skills utilized in the biological sciences and related fields. Topics will include effectively searching scientific literature, evaluating primary research articles, the scientific method and experimental design, collecting and analyzing data, scientific writing skills, bioethics and plagiarism, effective presentation methods, and an overview of the peer review process. This course is designed for freshman and sophomore Biology majors.

BIOL 2210K **Anatomy and Physiology I**
Prerequisite: Completion of a 4-credit hour Area D lab science course with a grade of C or better.
Credit Hours: (3-2-4)

An introduction to elementary principles of the anatomy and physiology of humans, including biological chemistry, cytology, histology, and the integumentary, musculoskeletal, and nervous systems.

BIOL 2211K **Anatomy and Physiology II**
Prerequisite: Grade of C or better in BIOL 2210K
Credit Hours: (3-2-4)

A second course in a two-semester sequence covering elementary principles of the anatomy and physiology of humans. Topics include the cardiovascular, lymphatic, respiratory, endocrine, digestive, excretory, and reproductive systems.

BIOL 2250K **Microbiology for Health Sciences**
Prerequisite: BIOL 1107K or BIOL 2210K
Credit Hours: (3-3-4)

Topics in microbiology, including micro-organisms and immunology with emphasis on pathology.

BIOL 2295K **Special Research Topics**
Prerequisite: BIOL 1107K and/or BIOL 1108K
Credit Hours: (0-3-1)

Faculty guided student research utilizing laboratory, library, or computer resources.

BIOL 3100 **Biochemistry**
Prerequisite: Grade of C or better in CHEM 2401K
Credit Hours: (3-0-3)

Introduction to the principles of biological chemistry. Concepts covered include the structure and function of biomolecules, enzyme kinetics, metabolic processes and bioenergetics.

BIOL 3200K **Genetics**
Prerequisite: Grade of C or better in BIOL 1107K, BIOL 1108K, and CHEM 1211K
Corequisite: CHEM 2401K
Credit Hours: (3-3-4)

Study of the fundamental principles of genetics including classical, molecular, population, and cytogenetics. This course includes the structure, function, regulation, and transmission of hereditary materials in viruses, prokaryotes, and eukaryotes. The laboratory exercises will represent the major methods and techniques used in both classical and molecular genetics.

BIOL 3300K **Cellular and Molecular Biology**
Prerequisite: Grade of C or better in BIOL 1107K, BIOL 1108K, and CHEM 1211K
Credit Hours: (3-3-4)

Introduction to the cellular and molecular basis of biology. Key concepts covered will include function, structure, development, and interaction of cells at the molecular level. The laboratory exercises will represent the major methods and techniques used in modern cellular and molecular biology.

BIOL 3340K **Microbiology**
Prerequisite: Grade of C or better in BIOL 1107K, BIOL 1108K, and CHEM 1211K
Credit Hours: (3-3-4)

A study of prokaryotes, unicellular eukaryotic organisms, and viruses, emphasizing morphology, physiology, control, identification, symbiotic relationships, evolution and practical applications. Immunology is studied as a response of vertebrates to microbial infection. The laboratory emphasizes basic microbiological methods of culture and identification of microorganisms. The role of microbes in the environment and in medicine is also investigated.

BIOL 3500K **Ecology**
Prerequisite: Grade of C or better in BIOL 1107K, BIOL 1108K, and CHEM 1211K
Credit Hours: (3-3-4)

Study of the relationships between the biotic and abiotic at the individual, population, community, and ecosystem levels. Topics include species diversity, population dynamics, organization and classification of communities, and chemical and energy flows in ecosystems. The laboratory exercises will emphasize experimental design, sampling and collection procedures in field studies, and statistical analysis of data. Off-campus field studies may be required.

BIOL 3520K **Invertebrate Zoology**
Prerequisite: Grade of C or better in BIOL 1107K, BIOL 1108K, and CHEM 1211K
Credit Hours: (3-3-4)

Study of invertebrate organisms with emphasis on phylogeny, comparative morphology and physiology, behavior, and ecology. Labs may include field studies, both on-campus and off.

BIOL 3550K **Vertebrate Zoology**
Prerequisite: Grade of C or better in BIOL 1107K, BIOL 1108K, and CHEM 1211K
Credit Hours: (3-3-4)

Study of vertebrate organisms with emphasis on phylogeny, comparative morphology and physiology, behavior, and ecology. Labs may include field studies, both on- and off-campus.

BIOL 3600K **Plant Biology**
Prerequisite: Grade of C or better in BIOL 1107K, BIOL 1108K, and CHEM 1211K
Credit Hours: (3-3-4)

A broad, integrated overview of photosynthetic organisms. Topics include plant evolution and diversity, structure, function, and development, and plant ecology. Discussions include the economic and environmental impact of photosynthetic organisms. Laboratory exercises may include plant growth and development, propagation, and experiments relating to practical applications of plant biology.

BIOL 4000 **Senior Seminar**
Prerequisite: Completion of or concurrent enrollment in BIOL 3200K, BIOL 3300K, BIOL 3500K, and BIOL 4200
Credit Hours: (2-0-2)

A senior capstone integrative experience where students will apply biological theory and knowledge during the discussion and presentation of relevant topics. Demonstrated oral and written competency in the interpretation of scientific literature and research is required.

BIOL 4100 **Philosophy and Ethics of Biology**
Prerequisite: Grade of C or better in BIOL 1107K, BIOL 1108K, and CHEM 1211K
Credit Hours: (3-0-3)

Survey of the major ethical issues relating to biological and medical research and practice, as well as a discourse on the major philosophical issues of the biological sciences. This course will include oral and written discussion of scientific publications.

BIOL 4200 **Evolution**
Corequisite: BIOL 3200K
Credit hours: (3-0-3)

Principles of evolutionary biology, including discussions of natural selection, adaptation, population genetics, speciation, and phylogeny reconstruction. The importance of the theory of evolution in all biological disciplines is emphasized. The applications of evolutionary biology in areas such as conservation biology, medicine, and agriculture are discussed. Critical analysis, discussion, and presentation of relevant literature is required.

BIOL 4350 **Comparative Physiology**
Prerequisite: Grade of C or better in BIOL 3200K, BIOL 3300K, or BIOL 3500K
Credit Hours: (3-0-3)

This course examines homeostatic mechanisms and general physiology of vertebrate animals. Physiological systems are explored using a comparative approach.

BIOL 4450K **Molecular Biology**
Prerequisite: BIOL 3200K
Credit hours: (3-3-4)

Study of macromolecular biochemistry. Emphasis will be on structure, function, and relationships of macromolecules in organisms.

BIOL 4460 **Immunology**
Prerequisite: BIOL 3300K; BIOL 3340K recommended
Credit hours: (3-0-3)

Study of the cells, molecules, and mechanisms of innate and adaptive defense provided against invading microorganisms.

BIOL 4500K **Biotechnology**
Prerequisite: BIOL 3200K
Credit hours: (3-3-4)

Survey of methods and techniques used in modern molecular and organismal biology. Topics include advances in discovery and manipulation of genetic material, regulation of protein expression, and new techniques in population biology, agriculture, and evolutionary processes.

BIOL 4600K **Mammalogy**
Prerequisite: Completion of BIOL 3500K or BIOL 3550K with a grade of "C" or better
Credit hours: (3-3-4)

Study of the classification, phylogeny, natural history, economic importance, and literature of mammals on a

world-wide basis. Laboratory involves identification of mammals in addition to methods of field study, collection, and preservation, with emphasis on species occurring in Georgia. Outdoor field work and one or more overnight field trips are required.

BIOL 4700K **Developmental Biology**
Prerequisite: Grade of C or better in BIOL 3200K or BIOL 3300K
Credit hours: (3-3-4)

Study of molecular, cellular, and anatomical mechanisms involved in the patterning and develoopmental of body axes, tissues, organs, and organ systems during vertebrate embryonic development. Special emphasis will be placed on medical implications of human development, environmental implications on development, and developmental mechanisms of evolutionary change.

BIOL 4750 **Principles of Virology**
Prerequisite: Grade of C or better in BIOL 3300K and BIOL 4200
Credit hours: (3-0-3)

An examination of the principles and applications of virology. Topics covered in this course will include virological methods, virus structure, virus transmission, virus replication, the outcomes of viral infection, classification of viruses, and viral diversity.

BIOL 4900 **Special Topics in Biology**
Prerequisite: BIOL 3200K and three other upper level BIOL courses, excluding BIOL 4905K
Credit Hours: (3-0-3)

Selected special or current topics of interest to faculty and students.

BIOL 4901K **Special Topics in Biology with Lab**
Prerequisite: BIOL 3200K and three other upper level BIOL courses, excluding BIOL 4905K
Credit Hours: (3-2-4)

Selected special or current topics of interest to faculty and students containing a laboratory component. Students may be required to do field work.

BIOL 4905K **Undergraduate Research in Biology**
Prerequisite: Grade of C or better in BIOL 1107K, BIOL 1108K, and CHEM 1211K
Credit Hours: 2-4 credit hours (0-6-2) or (0-9-3) or (0-12-4)

Independent research under the supervision of a faculty mentor. Includes literature review, laboratory project, and presentation of results.

BIOL 4910K **Biology Internship**
Prerequisite: Grade of C or better in BIOL 1107K, BIOL 1108K, and CHEM 1211K and approval of Biology Internship Coordinator and Biology Department Head
Credit Hours: 1-5 credit hours (0-3-1) or (0-6-2) or (0-9-3) or (0-12-4) or (0-15-5)

A supervised work experience program at a previously-approved business, organization, or government entity. This course is intended for junior- or senior-level biology students. May be repeated to total no more than 10 hours of credit.

BUSINESS

BUSA 1011 **Basic Computer Concepts**
Prerequisite: Not open to students with previous college-level computer credit
Credit Hours: (0-2-2)

An introductory computer class focusing on basic technical skills of using the Windows operating system, the Internet, email, and word processing. The class will also cover general computer knowledge about how a system works and computer history.

BUSA 1105 **Introduction to Business**
Credit Hours: (3-0-3)

An integrative study of the functional areas of business, including finance, operations, marketing, and human resources.

BUSA 2101 **Introduction to Business Computer Systems**
Prerequisite: Not open to students who are enrolled in EDUC 2401 or who have credit for EDUC 2401.
Credit Hours: (3-0-3)

A survey of Management Information Systems and the application of computers in business and related areas, including hardware, software, data, procedures, human resources, an operating environment, an electronic spreadsheet, a database management system, a presentation management system, and the Internet.

BUSA 2105 **Communicating in the Environment of Business**
Credit Hours: (3-0-3)

An analysis and practical applications of the external and internal communications of business organizations.

BUSA 2106 **The Environment of Business**
Credit Hours: (3-0-3)

An introduction to the legal, regulatory, political, social, ethical, cultural, environmental, and technological issues which form the context for business, including an overview of the impact of demographic diversity on organization.

BUSA 2120 **Introduction to Programming: Visual Basic**
(Same as CSCI 2102)
Prerequisite: CSCI 1101
Credit Hours: (3-0-3)

An introduction to programming using Visual Basic with emphasis on designing practical applications for Windows, including problem-solving, algorithm development, and Visual Basic syntax for data types, arithmetic and logic operators, control structures, text editors and data file manipulation.

CHEMISTRY

CHEM 1151K **Survey of Chemistry I**
Credit Hours: (3-2-4)

First course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health professions majors (Nursing or Dental Hygiene) and non-science majors. The primary topics covered are measurements, nomenclature, atomic bonding, states of matter, solutions, equilibria, acids, bases, and pH. This course lays the foundation for understanding of biochemical processes. Laboratory exercises supplement the lecture material.

CHEM 1152K **Survey of Chemistry II**
Prerequisite: CHEM 1151K or CHEM 1211K
Credit Hours: (3-2-4)

Second course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health professions majors. Laboratory exercises supplement the lecture material.

Nursing and dental hygiene students planning to pursue a baccalaureate degree may need to enroll in CHEM 1152. This course is also open to non-science majors. Topics to be covered include a study of the classes of the basic functional groups and the reactions of organic molecules, including their common uses and physical and chemical properties. Additionally, carbohydrates, lipids, proteins, and enzymes are introduced.

CHEM 1211K **Principles Chemistry I**
Prerequisite: Eligible to enroll in MATH 1113 or
eCore Prerequisite: MATH 1113 and MAT 116
Credit Hours: (3-3-4)

First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, nomenclature, electronic structure, chemical bonding, molecular geometry, and properties of gases. Laboratory exercises supplement the lecture material.

CHEM 1211H **Honors Principles of Chemistry I**
Prerequisite: Acceptance into Honors Program or permission of the Honors Program Coordinator. Must have completed MATH 1111 with a grade of B or better or be an entering freshman with Math SAT of 500 or better (Math ACT 21 or better).
Credit Hours: (3-3-4)

First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, nomenclature, electronic structure, chemical bonding, molecular geometry, and properties of gases. Laboratory exercises supplement the lecture material. This course provides opportunities for collaboration and leadership designed to stimulate intellectual development and challenge students studying a physical science.

CHEM 1212K **Principles of Chemistry II**
Prerequisite: CHEM 1211K with a C or better or
eCore Prerequisite: CHEM 1211K and MATH 1113
Credit Hours: (3-3-4)

Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include properties of solids and liquids, solutions, chemical kinetics, acid/base reactions, oxidation/reduction reactions, chemical equilibrium, thermodynamics, and electrochemistry. Laboratory exercises supplement the lecture material.

CHEM 1212KH Honors Principles of Chemistry II
Prerequisite: Completion of CHEM 1211KH or acceptance into Honors Program or permission of Honors Program Coordinator
Credit Hours: (3-3-4)

Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include properties of solids and liquids, solutions, chemical kinetics, acid/base reactions, oxidation/reduction reactions, chemical equilibrium, thermodynamics, and electrochemistry. Laboratory exercises supplement the lecture material. This course provides opportunities for collaboration and leadership designed to stimulate intellectual development and challenge students studying a physical science.

CHEM 2200 Science, Technology, and the Modern World
Prerequisite: Completion of any science course with lab (4 credit hours) and MATH 1001 or higher.
Credit Hours: (3-0-3)

This course covers recent advancements in chemisty that have been applied through technology to continually shape and reshape our modern world.

CHEM 2295K Special Research Topics
Prerequisite: CHEM 1211K or CHEM 1151K
Credit Hours: (0-3-1)

Faculty guided student research utilizing laboratory, library, and/or computer resources.

CHEM 2300K Quantitative Chemical Analysis
Prerequisite: CHEM 1211K and CHEM 1212K
Credit Hours: (3-3-4)

The lecture portion of this course will cover topics in quantitative analysis, i.e., statistical evaluation of data, gravimetric, volumetric, and selected instrumental methods, including spectrophotometry and separations.

The laboratory portion of this course will cover selected quantitative analytical chemical topics, including gravimetric and volumetric methods, potentiometry, spectrophotometry, and separations.

CHEM 2401K Organic Chemistry I
Prerequisite: CHEM 1212K
Credit Hours: (3-3-4)

The fundamental principles of organic chemistry, including classification and naming of organic compounds, interpretation of IR, NMR, and mass spectra data for the identification of organic compounds, synthetic methods, theory of organic reactions, and reaction mechanisms.

CHEM 2402K Organic Chemistry II
Prerequisite: CHEM 2401K
Credit Hours: (3-3-4)

A second course in a two-semester sequence covering the fundamental principles of organic chemistry.

COLLOQUIA

COLQ 2991 Colloquium in the Humanities
Prerequisite: ENGL 1102. Additional prerequisites may be added for a particular colloquium with the approval of the Department Head. See schedule.
Credit Hours: (2-0-2)

A colloquium on selected topics in the humanities emphasizing the development of critical thinking skills.

COLQ 2992 Natural Sciences/Mathematics Colloquium
Prerequisite: ENGL 1102. Additional prerequisites may be added for a particular colloquium with the approval of the Department Head. See schedule.
Credit Hours: (2-0-2)

A colloquium on selected topics in the natural sciences, mathematics, computer science, or allied health professions, emphasizing the development of critical thinking skills.

COLQ 2993 **Social Sciences Colloquium**
Prerequisite: ENGL 1102. Additional prerequisites may be added for a particular colloquium with the approval of the Department Head. See schedule.
Credit Hours: (2-0-2)

A colloquium on selected topics in the social sciences and social science methodologies emphasizing the development of critical thinking skills.

COLQ 2994H **Honors Colloquium**
Prerequisite: ENGL 1102. Additional prerequisites may be added for a particular colloquium with the approval of the Department Head. See schedule. Acceptance into Honors Program or permission of the Honors Program Coordinator.
Credit Hours: (2-0-2)

A course intended for students to explore and examine the ideal question of the whole person through writing and discussion of various texts in a seminar format. The course will be interdisciplinary and will emphasize reading, discussion, critical thinking skills and research from different academic disciplines. Students, in their quest for wholeness as persons, can explore their world both locally and globally while realizing their responsibilities as evolving individuals.

COLQ 2995 **Global Perspectives**
Prerequisite: ENGL 1102 and HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

Students will engage in a comparative analysis of political, social, economic, or institutional developments across the globe.

COMMUNICATION

COMM 1100 **Introduction to Human Communication**
Credit Hours: (3-0-3)

A survey of human communication including discussions of intrapersonal, interpersonal, group, public, media, non-verbal, intercultural, and linguistic issues. Various communication performances are required of all students. It includes the development of critical thinking skills through college level writing and the development of research skills. Students are required to become minimally proficient with a range of electronic media including GALILEO, electronic mail, and the World Wide Web.

COMM 1110 **Fundamentals of Public Speaking**
Credit Hours: (3-0-3)

An introduction to the basic principles of public speaking, including informative, persuasive, and commemorative speaking, preparation and presentation of speeches, and critical analysis.

COMM 1500 **Introduction to Interpersonal Communication**
Credit Hours: (3-0-3)

An introduction to communication as it occurs in a two-person context, emphasizing how individuals use verbal and nonverbal communication to improve social and personal relationships.

COMM 2100 **Introduction to Mass Communication**
Credit Hours: (3-0-3)

An introduction to the field of mass communication: students will examine various sectors of the media industry, including television, radio, print media and the internet as well as explore factors that influence mass communication including government regulations, audiences, technological and advances, and other current trends.

COMM 2180 **Special Topics in Communication**
Prerequisite: Completion of or concurrent enrollment in COMM 1100
Credit Hours: (0-3-1)

An independent study of a special topic in the field of Communication under supervision of a Communication faculty member.

COMM 2200 **Introduction to Intercultural Communication**
Credit Hours: (3-0-3)

An examination of how cultural identity shapes communication practices: students in this course will explore how cross-cultural communication on such subjects as politics, sexuality, religion, family and self can lead to confusion or conflict while exploring as well strategies for successful communication with cultures different from our own.

COMM 2280 **Communication Internship**
Prerequisite: Approval of the Department Head prior to registration and enrollment in or completion of ENGL 1102.
Credit Hours: 1 to 3 credit hours (0-6-1) or (0-12-2) or (0-18-3)

Provides practical experience in a professional setting appropriate for a student in communication. Will be under the supervision of a skilled practitioner in their particular area of communication.

COMM 3100 **Argument & Persuasion**
Prerequisite: Grade of C or better in ENGL 1102.
Credit Hours: (3-0-3)

A survey and history of formal argumentation and the theories that dominate the field, with additional emphasis placed upon the rhetorical structure of and developmental strategies for persuading an audience within professional contexts.

COMM 3930 **Public Relations**
Prerequisite: Grade of C or better in ENGL 1102
Credit Hours: 3-0-3)

This course provides an introduction to the field of Public Relations. Students explore the importance of several factors (e.g. research, planning, strategy, media, ethics, law, and communication) in creating and sustaining relations between a variety of organizations and their key publics.

COMM 3940 **Small Group Communication**
Prerequisite: Grade of C or better in ENGL 1102.
Credit Hours: (3-0-3)

Working in small groups requires communication skills in building leadership, performing tasks, resolving conflicts and establishing norms. This course provides a foundation of theory, methods and skills for creating effective small groups and for becoming effective and ethical group members.

COMM 3950 **Organizational Communication**
Prerequisite: Grade of C or better in ENGL 1102.
Credit Hours: (3-0-3)

Contemporary theory and intellectual traditions applied to the study of organizations and the role of organizations in society and cultural practices.

COMPUTER SCIENCE

CSCI 1101 **Introduction to Computers and Computer Programming**
Credit Hours: (3-0-3)

An overview of computers and an introduction to programming introducing the history of computing, number systems, data representation, gates and circuits, computing components, von Neumann architecture, machine language, operating systems, networks, text editors, the Internet, email, file storage, simple data types, program control structures, and logic operators.

CSCI 1301 **Computer Science I**
Prerequisite: Completion of MATH 1113 or higher, or completion of CSCI 1101 with a final grade of 'C' or better in CSCI 1101.
Credit Hours: (3-0-3)

The course includes an overview of computers and programming; problem solving and algorithm development; simple data types; arithmetic and logic operators; selection structures; repetition structures; text files; arrays (one-and-two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent).

CSCI 1302 **Computer Science II**
Prerequisite: CSCI 1301 with a grade of 'C' or better.
Credit Hours: (3-0-3)

The course includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees).

CSCI 1371 **Computing for Engineers**
Prerequisite: MATH 1113
Credit Hours: (3-0-3)

Foundations of computing with an introduction to design and analysis of algorithms and an introduction to design and construction of programs for engineering problem-solving.

CSCI 1372 **Introduction to Computing (Python)**
Prerequisite: MATH 113 or higher
Credit Hours: (3-0-3)

An introduction to computer programming. Students will gain experience and practice in logical thinking and debugging. The course focus is on developing skills and experience in software development and use of software tools. No prior computer science coursework is required. This course uses the Python programming language, whereas CSCI 1371 uses the MATLAB programming language.

CSCI 2102 **Introduction to Programming: Visual Basic**
(Same as BUSA 2120)
Prerequisite: CSCI 1101
Credit Hours: (3-0-3)

An introduction to programming using Visual Basic with emphasis on designing practical applications for Windows, including problem-solving, algorithm development, and Visual Basic syntax for data types, arithmetic and logic operators, control structures, text editors and data file manipulation.

CSCI 2201 **C++ Programming**
Prerequisite: CSCI 1301
Credit Hours: (3-0-3)

A detailed introduction to the concepts of programming logic and algorithms using the C++ Programming Language. Topics include simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, and arrays.

CSCI 2410 **Foundations of Database Design**
Prerequisite: BUSA 2101, ITEC 2215, CSCI 1101, or CSCI 1301
Credit hours: (3-0-3)

This foundational course presents terminology, basic concepts, and applications of database processing including file organization and data structures. The course emphasizes database design using various modeling techniques; database implementation using the relational model, normalization, and SQL. Students will design, create and process a database to demonstrate competency in the course content.

CRIMINAL JUSTICE

CRJU 1100 **Introduction to Criminal Justice**
Credit Hours: (3-0-3)

This course is designed to help students to develop an analytical understanding of the criminal justice system by means of a thorough study of Law Enforcement, Courts, and Corrections. The course begins with a brief review of the U.S. Constitution, emphasizing its role as the basis for American Criminal Justice.

CRJU 2001 **Introduction to Law Enforcement**
Prerequisite: CRJU 1100 or permission of instructor
Credit Hours: (3-0-3)

This course introduces the background and history of law enforcement. Topics include organization, administration, and duties of federal, state, and local law enforcement agencies; history and philosophy of law enforcement; practices and problems in law enforcement; and the emerging concepts in law enforcement.

CRJU 2003 **Introduction to Corrections**
Prerequisite: CRJU 1100 or permission of instructor
Credit Hours: (3-0-3)

This course provides an introduction to the American Correctional System. Topics include the history of corrections, correctional facilities, problems in corrections, probation, parole, pre-release programs, alternative sentencing, rehabilitation, community relations and involvement, legislation, staffing, and employment.

CRJU 2005 **Introduction to Criminal Investigation**
Prerequisite: CRJU 1100 or permission of instructor
Credit Hours: (3-0-3)

This course introduces the historical evolution of the criminal investigation process. Topics include basic investigation concepts, methods of police investigations, note taking and reporting, crime scene focal points, interviewing and interrogations, and Uniform Crime Reporting of major crimes in the United States.

CRJU 2010 **Introduction to Criminal Law**
Prerequisite: CRJU 1100 or permission of instructor
Credit Hours: (3-0-3)

This course is designed to help students to develop an analytical understanding of criminal law by means of a thorough study of the nature and history of criminal law, criminal liability, offenses, and defenses. Emphasis is placed on state criminal laws, but federal criminal laws are introduced.

ECONOMICS

ECON 2105 **Principles of Macroeconomics**
Credit Hours: (3-0-3)

An introduction to the concepts and analysis of economic aggregates and policies.

ECON 2106 **Principles of Microeconomics**
Credit Hours: (3-0-3)

An introduction to the concepts and analysis of the structure and performance of the market economy.

ECON 2106H **Honors Principles of Microeconomics**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

This honors course focuses on the individual behavior of households and firms that maximize their return. The cost and production structure is examined to find out how firms make decisions and maximize profits. The analysis of the structure and performance of the market economy is studied by investigating the four markets, namely perfect competition, monopoly, monopolistic competition and oligopoly. In addition, some analysis will be done with regard to public policy and its impact on society.

EDUCATION

EDUC 2110 **Investigating Critical and Contemporary Issues in Education**
Credit Hours: (3-0-3)
This course is designed for students who are considering becoming P-12 teachers.

This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. Fieldwork required.

EDUC 2120 **Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts**
Credit Hours: (3-0-3)
This course is designed for students who are considering becoming P-12 teachers.

Given the rapidly changing demographics in our state and country, this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. Fieldwork required.

EDUC 2130 **Exploring Learning and Teaching**
Credit Hours: (3-0-3)
Prerequisite: Grade of C or better in either EDUC 2110 or EDUC 2120

Explore key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all students in a variety of educational settings and contexts. Fieldwork required.

EDUC 2401 **Introduction to Instructional Technology**
Prerequisite: Not open to students who are enrolled in BUSA 2101 or who have credit for BUSA 2101.
Credit Hours: (3-0-3)

An introduction to basic instructional design, computer utilization, and selected instructional technologies. Selection and utilization of technology resources will also be addressed.

EDUC 3000 **Integrated Applied Arts: Art, Music, Creative Performance, and Movement**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

This course is designed to give students experiences in selecting and presenting art activities, stories, plays, music and dance activities which enhance and are, in turn, enhanced by other subject areas within a thematic unit framework.

EDUC 3002 **Assessment in Elementary Education**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

A study of appropriate strategies for assessing the learning of young children. Formal assessment strategies, authentic assessment strategies, and teacher-developed strategies are introduced. The role of assessment in accountability within the context of child and school evaluation is examined. Field experience required.

EDUC 3003 **Classroom Management**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

The course will acquaint students with standards and skills for organizing and managing classrooms and behavior for children of diverse developmental levels, abilities, ethnicity, culture, language, and exceptionalities in grades P-5. Field experience required.

EDUC 3005 **Middle and Secondary Curriculum, Instruction and Assessment**
Prerequisite: Admission into a Teacher Certification Program
Credit Hours: (3-0-3)

This course provides a study of general planning, teaching methodologies and strategies, and evaluation strategies for the middle level and secondary classroom. This includes, classroom management, use of educational technology, daily planning and assessment strategies.

EDUC 3090 **Classroom Data Analysis**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (1-0-1)

The course is taught in combination with student teaching in the final semester. Candidates will work with actual data of students they are teaching, including teacher developed assessments and state/national testing data. Content will also include understanding and interpretation of statistics derived from scaled scores in criterion-referenced tests, norm-referenced test data, Georgia's Criterion Referenced Competency Tests and interpretation for meeting Adequate Yearly Progress under the No Child Left Behind Act, and disaggregation of data for sub-groups of the student population.

EDUC 3200 **Instructional Technology and Media**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

An introduction to the wide range of computer-based instructional media materials and equipment available for classroom use. The course focuses on the development of skills needed for effective instructional media production, applications and utilization. Candidates begin production of their on-line portfolios. Course fulfills requirements of the Georgia Technology Standards for Educators.

EDUC 3300 **Integrated Social Studies for Elementary Education**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

This course is a study of the social curriculum for children in grades P-5. Objectives, concepts, content techniques, materials, methods of inquiry, and evaluative procedures for teaching and learning in the primary grades are emphasized. A foundation for the use of the social sciences to support learning and the integration of content across the curriculum will be provided. Field experience required.

EDUC 3500 **Professionalism: Field Experience I**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (1-5-1)

Field experiences facilitate candidates' development as professional educators by providing opportunities for candidates to observe reading and mathematics instruction in schools, tutor students, assist teachers or other school personnel, and participate in education-related community events prior to clinical practice.

EDUC 3501 **Professionalism: Field Experience II**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (1-5-2)

Field experiences and clinical practice provide opportunities for candidates to develop and demonstrate knowledge, skills, and dispositions for helping all students learn. All candidates participate in field experiences or clinical practice that include students with exceptionalities and students from diverse ethnic, racial, gender, and socioeconomic groups.

EDUC 3502 **Professionalism: Field Experience III**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (1-5-2)

Field experiences and clinical practice provide opportunities for candidates to develop and demonstrate knowledge, skills, and dispositions related to curriculum development, assessment and evaluation, and pedagogy including use of technologies appropriate to child development.

EDUC 3504 **Seminar in Secondary School Practicum**
Prerequisite: Must be taken concurrently with EDUC 3505
Credit Hours: (1-0-1)

This course is designed to assist the candidate in preparing materials and artifacts for edTPA.

EDUC 3505 **Secondary Practicum**
Prerequisite: Admission into one of the Secondary Certification Programs
Credit Hours: (0-8-2)

Field experiences facilitate candidates' development as professional educators by providing opportunities for candidates to observe content area instruction in schools, tutor students, assist teachers or other school personnel, and participate in education-related community events prior to clinical practice.

EDUC 3506 **Middle School Practicum I**
Prerequisite: Admission to Middle Grades Education Program, EDUC 3600, and EDUC 3610
Credit Hours: (0-8-2)

Opportunity to observe and participate in classroom activities in a supervised grade 4-8 public school setting.

EDUC 3507 **Seminar in Middle School Practicum**
Prerequisite: Must be taken concurrently with EDUC 3506 Practicum in Middle Grades Education. Must be admitted into the Teacher Education Program for Middle Grades Education
Credit Hours: (1-0-1)

This is a weekly seminar course that candidates in Middle Grades Practicum will take to understand and work with a Gordon State Professor on requirements for edTPA and tiered licensing for Georgia.

EDUC 3600 **Introduction to Middle Grades Education and Theory**
Prerequisite: Admission to Middle Grades Education Program
Credit Hours: (3-0-3)

An examination of contemporary middle school curriculum including current trends, issues, and models. Attention will focus on middle school adolescents, middle school teachers, integrated and interdisciplinary studies, standards based curriculum and multiple assessments. It is recommended that this be the first course in the program sequence.

EDUC 3610 **Nature and Needs of the Adolescent Learner**
Prerequisite: Admission to Middle Grades Education Program
Credit Hours: (3-0-3)

Developmental process from birth through adulthood with an emphasis on adolescents. It is strongly suggested that students take this course as a corequisite with EDUC 3600.

EDUC 4001 **Elementary Methods and Materials**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

This course provides a study of basic techniques involved in the effective guidance of learners in elementary education classrooms and various instructional materials adapted for use at these levels. Extensive daytime observation and

participation in area schools is required. Teacher candidates will work with college supervisors and school mentors in the planning for the final semester's student teaching activities.

EDUC 4200 **Science in Elementary Education**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

This course is designed to develop basic science knowledge, concepts, and skills and incorporate them into learning experiences for young children in grades P-5. The content is drawn from a wide range of science topics. Emphasis is placed on student involvement in science and learning experiences. Field experience required.

EDUC 4204 **Internship in Elementary Education**
Prerequisite: Approval by School of Education and cooperating school partner. Verification of professional liability insurance is required before placement along with updated criminal background check and fingerprinting.
Credit Hours: (0-20-6)

In combination with EDUC 4404, full-time teaching experience under the supervision of a public school cooperating teacher and college supervisor. Student teaching provides the opportunity for candidates to apply their knowledge, skills and dispositions in a variety of settings appropriate to the content and level of their preparation program, to use information technology to support teaching and learning and is sufficiently extensive and intensive for candidates to demonstrate competence in the professional roles for which they are preparing.

EDUC 4404 **Internship Special Education**
Prerequisite: Approval by School of Education and cooperating school partner. Verification of professional liability insurance is required before placement along with updated criminal background check and fingerprinting.
Credit Hours: (0-20-6)

The experience of teaching students with mild disabilities who may be mainstreamed in regular education classes is concurrent with EDUC 4204.

EDUC 4502 **Middle School Seminar in Practicum II**
Prerequisite: Admission to the Middle Grades Education Program
Credit Hours (1-0-1)

Continuing opportunity to observe and discuss events from the classroom activities at the Middle Grades level. This seminar will be an opportunity for the candidates to return to the college classroom and discuss experiences in the K-12 setting. The course is connected with the first half of a full year-long student-teaching experience.

EDUC 4503 **Middle School Practicum II**
Prerequisite: Admission to the Middle Grades Education Program
Credit Hours (0-12-3)

Continuing opportunity to observe and participate in classroom activities at the Middle Grades level. This course is an opportunity for the candidates to observe and participate in classroom instruction and assessment. The course is connected with the seminar portion of the first half of a full year-long student-teaching experience.

EDUC 4504 **Seminar in Secondary Student Teaching**
Prerequisite: Acceptance into Secondary Teacher Education Program
Corequisite: EDUC 4505
Credit Hours: (1-0-1)

Seminar for secondary education teacher candidates while enrolled in student teaching. All requirements for certification and licensure will be reviewed during this seminar.

EDUC 4505 **Secondary Student Teaching**
Prerequisite: Admission into Secondary Certification Program and completion of EDUC 3505, EDUC 3005, LART 3006, and SPED 3105
Credit Hours: (0-40-11)

Full-time teaching experience under the supervision of a public school cooperating teacher and college supervisor. Student teaching provides the opportunity for candidates to apply their knowledge, skills, and dispositions in a variety of settings appropriate to the content and level of their preparation program and to use information technology to support teaching and learning. The classroom experience is sufficiently extensive and intensive for candidates to demonstrate competency in the professional roles for which they are preparing.

EDUC 4506 **Middle School Student Teaching**
Prerequisite: Admission to Middle Grades Education Program, Admission to Student Teaching, EDUC 3506, EDUC 3600, EDUC 3610 and all coursework.
Credit Hours: (0-40-11)

Opportunity to observe and participate in classroom activities in a supervised grade 4-8 public school setting.

EDUC 4507 **Seminar in Middle School Student Teaching**
Prerequisite: Middle School Student Teaching and acceptance into the Middle School Teacher Education Program
Corequisite: EDUC 4506
Credit Hours: (1-0-1)

Seminar for Middle School education teacher candidates while enrolled in student teaching. All requirements for certification and licensure will be reviewed during this seminar.

EDUC 4600 **Classroom Management for Middle and Secondary Education**
Prerequisite: Admission to Middle Grades Education Program, EDUC 3600, EDUC 3610, and EDUC 3506
Credit Hours: (3-0-3)

An overview of classroom management theory and best practices as related to the characteristics of learners and effective pedagogy. Candidates will work on actual data of students they are teaching. Understanding and interpretation of state/national testing data and statistics. AYP, NCLB, TEKS, and TAP will be discussed.

EDUC 4800 **Curriculum and Instruction in Education**
Prerequisite: Admission to Middle Grades or Secondary Education, and EDUC 3005
Credit Hours: (3-0-3)

This course is designed to give students majoring in Middle Grades and Secondary education, the opportunity to model best practices in education and to have experience in teaching in a classroom setting. Candidates will work in the area of specialization according to their degree. Content covered will include English/Language Arts, Mathematics, History/Social Science, Biology/Science, and Reading/Literacy. Candidates will work with the curriculum, the national and state standards, and local area curricular guides to prepare lesson and unit plans of instruction.

EDUC 4901 **Seminar in Improving Student-Teaching for edTPA**
Prerequisite: This is a required course for certification in the State of Georgia for student-teachers that do not pass edTPA
Credit Hours: (1-0-0)

Seminar for student-teachers that do not pass edTPA in order to redo the portion that is not passed and then apply for certification.

EDUC 4990 **Independent Study in Education**
Prerequisite: EDUC 3500 or EDUC 3501. Course may be repeated for a total of six credits
Credit Hours: (3-0-3)

Independent scholarship in the area of teacher education. Student must have permission of the School of Education Dean to proceed with the course. Topics will be developed by the student and approved by the faculty.

EDUC 4991 **Current Topics in Education**
Prerequisite: EDUC 3500 or EDUC 3501. Course may be repeated for a total of six credits
Credit Hours: (3-0-3)

Independent scholarship in the area of developments in education that can/will affect teacher education. Focus can be national or international. Student must have permission of the School of Education Dean to proceed with the course. Topics will be developed by the student and approved by the faculty.

ENGINEERING

ENGR 1100 **Introduction to Engineering**
Prerequisite: Completion of or concurrent enrollment in MATH 1113.
Credit Hours: (3-0-3)

A course that will provide students with an overview of various engineering disciplines to help them make well informed career choices in the profession. Main topics include the nature of the field and career opportunities in civil, chemical, electrical, industrial, mechanical, and other major engineering disciplines. The course will also emphasize the tools of technical communication including: recording, analyzing and presenting data, dimensional analysis, S1 conversion, curve fitting/regression analysis. Statistical tools for quality control, material balance, energy resources, and engineering economics will also be explored. Team work for a project may be required for course completion.

ENGR 1111 **Introduction to Engineering Graphics**
Prerequisite: MATH 1113
Credit Hours: (2-2-3)

This course covers the theory and application of the design process using conventional drafting as well as CAD techniques. Development and interpretation of drawings and specifications for product realization are covered, as are elements of projection theory that enhance the ability to communicate graphically.

ENGR 2201 **Statics**
Prerequisite: PHYS 2211K and completion of or concurrent enrollment in MATH 2501.
Credit Hours: (3-0-3)

A course that will emphasize the principles of Statics (the branch of mechanics that deals with bodies at rest or forces in equilibrium) in two and three dimensions. Internal forces in trusses, frames, machines, and continuous beams will also be covered. Other topics include dry friction, and the calculation of centroids/center of masses of curves, areas and volumes.

ENGLISH

ENGL 1101 **Composition I**
Credit Hours: (3-0-3)

A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition and analysis and including the use of research skills.

ENGL 1101H **Honors Composition I**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition and analysis and including the use of research skills. The course provides opportunities for collaboration, leadership, and effective communication across media through writing projects that relate to one or more elements of the honors program outside the classroom.

ENGL 1102 **Composition II**
Prerequisite: Grade of *C* or better in ENGL 1101
Credit Hours: (3-0-3)
A composition course emphasizing interpretation and evaluation that incorporates a variety of advanced research methods.

ENGL 1102H **Honors Composition II**
Prerequisite: ENGL 1101H with a grade of C or better or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

A composition course emphasizing interpretation and evaluation that incorporates a variety of advanced research methods. The course provides opportunities for collaboration, leadership, and effective communication across media through writing projects that relate to one or more elements of the honors program outside the classroom.

ENGL 2000 **Introduction to Literary Studies**
Prerequisite: Grade of C or better in ENGL 1102
Credit Hours: (3-0-3)

This course will provide students with an introduction to literary theory and analysis, and prepare them for writing literary prose that conforms to established conventions of the disciplines.

ENGL 2111 **World Literature I**
Prerequisite: Grade of C or better in ENGL 1101
Credit Hours: (3-0-3)

A survey of important works of world literature from ancient times to the seventeenth century.

ENGL 2111H **Honors World Literature I**
Prerequisite: Grade of B or better in English 1101 and English 1102 or permission of the Honors Program Coordinator.
Credit Hours: (3-0-3)

A survey of important works of world literature from ancient times to the seventeenth century. Special emphasis is place on translation, both linguistic and cultural.

ENGL 2112 **World Literature II**
Prerequisite: Grade of C or better in ENGL 1101
Credit Hours: (3-0-3)
A survey of important works of world literature from the seventeenth century to the present.

ENGL 2121 **British Literature I**
Prerequisite: Grade of C or better in ENGL 1101
Credit Hours: (3-0-3)

A survey of important works of British literature from the Old English period through the Neoclassical era.

ENGL 2122 **British Literature II**
Prerequisite: Grade of C or better in ENGL 1101
Credit Hours: (3-0-3)

A survey of important works of British literature from the Romantic period to the present.

ENGL 2131 **American Literature I**
Prerequisite: Grade of C or better in ENGL 1101
Credit Hours: (3-0-3)

A survey of American literature from the colonial age to the mid-nineteenth century.

ENGL 2132 **American Literature II**
Prerequisite: Grade of C or better in ENGL 1101
Credit Hours: (3-0-3)

A survey of American literature from the mid-nineteenth century to the present.

ENGL 2141 **African American Literature I**
Prerequisite: Grade of C or better in ENGL 1101
Credit Hours: (3-0-3)

A survey of important works of African American literature
from its beginning to the Harem Renaissance.

ENGL 2142 **African American Literature II**
Prerequisite: Grade of C or better in ENGL 1101
Credit Hours: (3-0-3)

A survey of important works of African American literature
from the Harem Renaissance to contemporary time.

ENGL 2910 **Professional Writing Practicum I**
Prerequisite: Grade of C or better in ENGL 1101
Credit Hours: (1-3-2)

This course will provide students with the skills necessary to manage, provide and edit content for, and publish a student newspaper. ENGL 2910 will be offered each fall and does not need to be taken in sequence with its companion, ENGL 2920.

ENGL 2920 **Professional Writing Practicum II**
Prerequisite: Grade of C or better in ENGL 1101
Credit Hours: (1-3-2)

This course will provide students with the skills necessary to manage, provide and edit content for, and publish a student newspaper. ENGL 2920 will be offered each spring and does not need to be taken in sequence with its companion, ENGL 2910.

ENGL 3210 **Old English and Middle English Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey and study of Old and Middle English Literature.

ENGL 3220 **Renaissance British Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey and study of Renaissance British Literature.

ENGL 3230 **Restoration and Eighteenth-Century British Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey and study of British Literature from the Restoration in 1660 until the end of the eighteenth century.

ENGL 3240 **Nineteenth-Century British Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey and study of British Romantic and Victorian Literature.

ENGL 3250 **Twentieth-Century and Contemporary British Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey and study of British literature in the twentieth and early twenty-first centuries.

ENGL 3330 **Early and Colonial American Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey and study of early and colonial American literature.

ENGL 3340 **Romantic and Nineteenth-Century American Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey and study of Romantic and nineteenth-century American literature.

ENGL 3350 **Modern and Postmodern American Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey and study of twentieth and early twenty-first century American literature.

ENGL 3400 **History of English and the American Languages**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A history of the development of the English language and a sociolinguistic investigation of the dialects of American English.

ENGL 3600 **Creative Writing**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

An introduction to creative writing, with a focus on two or more of the following genres: poetry, fiction, drama, creative non-fiction.

ENGL 3610 **Creative Writing:Fiction**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

An introduction to creative writing, with a focus on fiction

ENGL 3620 **Creative Writing: Nonfiction**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

An introduction to creative writing, with a focus on nonfiction

ENGL 3630 **Creative Writing: Poetry**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

An introduction to creative writing, with a focus on poetry

ENGL 3640 **Creative Writing: Script Writing**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

An introduction to creative writing, with a focus on script writing

ENGL 3911 **Advanced Composition**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: *(3-0-3)*

An advanced compositiion course designed to enhance proficiency in critical thinking, reading, and expository writing.

ENGL 3912 **Advanced Grammar**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: *(3-0-3)*

An advanced course descriptive grammar.

ENGL 3920 **Technical Writing**
Prerequisite: Grade of C or better in ENGL 1102
Credit Hours: (3-0-3)

A study of technical communication practices in professional writing contexts including document analysis, the rhetoric of scientific, technical, and business professions, and the composition of technical reports, manuals, grants, and proposals.

ENGL 3930 **Writing for New Media**
Prerequisite: Grade of C or better in ENGL 1102
Credit Hours: (3-0-3)

A study of the theoretical and social implications of new media, with practical application of strategies for effective writing in multiple print, digital, and mixed media contexts.

ENGL 4200 **Postcolonial Literatures**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey of postcolonial literatures that includes the theoretical perspectives of figures such as Said, Fanon, Spivak, Bhabha, and others.

ENGL 4300 **African-American Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey of the works, movements, and genres of African-American literature.

ENGL 4400 **Minority American Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A survey of the works, movements, and genres of minority American literatures other than African-American, including Latino/Chicano, Native American, and Asian-American.

ENGL 4601 **Foundational Authors: Chaucer**
Prerequisite: Grade of C or better in English 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A close study of the major works of Geoffrey Chaucer.

ENGL 4602 **Foundational Authors: Shakespeare**
Prerequisite: Grade of C or better in English 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A close study of the major dramatic and poetic works of William Shakespeare.

ENGL 4603 **Foundational Authors: Milton**
Prerequisite: Grade of C or better in English 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A close study of the major poetry and prose of John Milton.

ENGL 4810 **English Internship**
Prerequisite: Grade of C or better in ENGL 1102, completion of a 2000-level English or Philosophy course, and permission of instructor
Credit Hours: 1 to 6 credit hours (0-3-1) or (0-6-2) or (0-9-3) or (0-12-4) or (0-15-5) or (0-18-6)

An individually designed, supervised, and previously approved English-related career practicum involving field experience. The course is repeatable for credit.

ENGL 4900 **Special Topics in Literature and Literary Studies**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A close study of a significant topic related to the study of literature and language. Topics will vary, and may include literary theory, studies in film or other new media, journalism, or genre and gender studies.

ENGL 4910 **Special Topics in Rhetoric and Composition**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English or Philosophy course
Credit Hours: (3-0-3)

A close study of a significant topic in rhetoric and composition. Topics will vary and may include new media composition, composition theory, linguistics, creative non-fiction, and technical writing.

FINANCIAL TECHNOLOGIES (FINTECH)

FTA 4001 **Foundations of Fintech**
Prerequisite: MGNT 3200
Credit Hours: (3-0-3)

The financial services industries are changing rapidly with the emergence of financial technology (FinTech). The objective of the course is to provide students with an overview of FinTech and introductions to its applications in financial services, such as commercial and investment banking, digital investing, financial advising, and insurance. Students are expected to develop a broad understanding of the recent FinTech development and its impact on different parts of the financial world. Students will also have hands-on problem solving experiences that can be useful in FinTech applications and innovation. Topics may include but are not limited to: blockchain and cryptocurrencies, smart contracting, payments, digital banking, P2P lending, crowdfunding, roboadvising, and InsurTech.

FTA 4002 **Financial Technologies**
Prerequisite: MGNT 3200 AND MGNT 3400
Credit Hours: (3-0-3)

This course examines the information and communications tools, technologies, and standards integral to consumer, merchant, and enterprise services in the payments and financial service sectors. Explores technology's role in reshaping FinTech businesses. Technologies span messaging, communication networks and gateways, core processing, mobile and online software, and application program interfaces (APIs). Includes the challenges, standards, and techniques associated with securing systems and data.

FTA 4003 **Fintech and Commercial Banking**
Prerequisite: FTA 4001
Credit Hours: (3-0-3)

The FinTech revolution is creating significant disruption to the traditional processes of managing and regulating financial institutions, especially banks. Understanding, assessing and forecasting FinTech's impact on banking is particularly important because proper management and oversight of financial institutions is essential to the efficient operation of the national, as well as global, economy. In this course, students will learn about the principles and practices of commercial bank management, bank regulation, and the tradeoffs between risk and return. Challenges presented by the FinTech revolution, including traditional and emergent competitors as well as demographic, social, and technology forces driving change in the industry, will be integrated throughout the entire course.

FTA 4005 **Introduction to Financial Data Analytics**
Prerequisite: MGNT 3200 AND MGNT 3341
Credit Hours: (3-0-3)

The financial services industries are changing rapidly with the emergence of financial technology (FinTech). The objective of the course is to provide students with an overview of FinTech and introductions to its applications in financial services, such as commercial and investment banking, digital investing, financial advising, and insurance. Students are expected to develop a broad understanding of the recent FinTech development and its impact on different parts of the financial world. Students will also have hands-on problem solving experiences that can be useful in FinTech applications and innovation. Topics may include but are not limited to: blockchain and cryptocurrencies, smart contracting, payments, digital banking, P2P lending, crowdfunding, roboadvising, and InsurTech.

FTA 4100 **Introduction to Information Security for FinTech**
Prerequisite: MGNT 3200 AND MGNT 3400
Credit Hours: (3-0-3)

The purpose of this course is to introduce the student to the rapidly evolving and critical international arenas of Privacy, Information Security, and Critical Infrastructure for FinTech. This course is designed to develop knowledge and skills for security of information and information systems within FinTech organizations. It focuses on concepts and methods associated with security across several systems platforms, including internal and Internet-facing systems. The course utilizes a world view to examine critical infrastructure concepts as well as techniques for assessing risk associated with accidental and intentional breaches of security in a FinTech network. It introduces the associated issues of ethical uses of information and of privacy considerations.

FRESHMAN INTRODUCTION TO REASONING ESSENTIALS

FIRE 1000 **Freshman Introduction to Reasoning Essentials**
Credit Hours: (2-0-2)

A two-credit hour course to stimulate students' academic self-efficacy, depth of intellectual inquiry, and problem-solving skills through research and reflection to achieve a deeper understanding of themselves, their academic purpose, and the campus community.

FREE ENTERPRISE

FENT 1001 **Free Enterprise Seminar**
Credit Hours: (1-0-1)

An introduction to leadership, teamwork, and communication through learning, practicing, and teaching the principles of free enterprise.

FRENCH

FREN 1001 **Elementary French I**
Credit Hours: (3-0-3)

An introduction to listening, speaking, reading, and writing in French and to the culture of French-speaking regions. Students who are determined by the instructor to be fluent in French through previous schoolwork or experience must take FREN 1002.

FREN 1002 **Elementary French II**
Prerequisite: FREN 1001, two years of high school French, or permission of the instructor.
Credit Hours: (3-0-3)

A continuation of FREN 1001, including listening, speaking, reading, and writing in French and further study of the culture of French-speaking regions.

FREN 2001 **Intermediate French I**
Prerequisite: FREN 1002 or permission of the instructor.

Credit Hours: (3-0-3)

An extensive reading of authentic literary works in French, review of troublesome aspects of French syntax, and introduction to composition and literary discussion in French.

FREN 2002 **Intermediate French II**
Prerequisite: French 2001
Credit Hours: (3-0-3)

An extensive reading of authentic literary works in French, review of troublesome aspects of French syntax, and introduction to composition and literary discussion in French.

FVSU GORDON ACCESS PROGRAM

FVSU 0100 **Intro to FVSU**
Credit Hours: (1-0-1)

Only for students enrolled in the FVSU Gordon Access Program. Students gain an understanding of the history, policies and services of the Fort Valley State University. They acquire the college survival skills needed to adjust and survive at the university and the techniques and skills needed to make realistic career choices.

GEOLOGY

GEOL 1121K **Introductory Geoscience I: Physical Geology**
Credit Hours: (3-2-4)

This course covers Earth materials and processes. Topics include an introduction to the fundamental features of the earth's internal and external processes, identification of rocks and minerals, the nature and measurement of geologic time, and the unifying role of the theory of plate tectonics.

GEOL 1122K **Introductory Geoscience II – Historical Geology**
Prerequisite: GEOL 1121K
Credit Hours: (3-2-4)

This course covers geologic time, sedimentary environments, fossils, and Earth history. Topics include an introduction to methods and concepts by which Earth history is interpreted: the geologic time scale; interpretation of the rock record;. interactions of physical, chemical, and biological processes through time.

HEALTH INFORMATION MANAGEMENT

HIMA 2000 **Medical Terminology**
Prerequisite: Student must have completed BIOL 2210K
Credit Hours: (3-0-3)

Introduction to medical terminology, including root words, prefixes, suffixes, and combining forms. The course includes an introduction to pharmacology, including commonly used drugs.

HIMA 3000 **Concepts & Principles of Health Information and Informatics Management**
Prerequisite: Must have completed at least 30 semester hours of college-level work and admission to the Health Information Management Program
Credit Hours: (3-0-3)

This course provides an overview of health informatics and information management and from data management to information integrity. Students will learn to interpret and analyze health data.

HIMA 3030 **Pathophysiology & Essentials of Pharmacology**
Prerequisite: Admission to the Health Information Management Program
Corequisite: HIMA 2000, HIMA 3000
Credit Hours: (3-0-3)

The study of etiology, symptomology, clinical diagnosis, and treatment of diseases with an emphasis on pathogenesis, and the study of drugs and drug therapy related to human diseases

HIMA 3110 **Human Resources Administration in Health Sciences**
Prerequisite: Admission to the Health Information Management Program
Corequisite: HIMA 2000, HIMA 3000, MGNT 3000
Credit Hours: (3-0-3)

Provides an in-depth look at the strategic management in the health care setting, including leadership in the e-health environment, productivity monitoring, change management, and process redesign. Focuses on human resources management, training, communication, and ergonomics.

HIMA 3230 **Healthcare Vocabularies and Data Content Management**
Prerequisite: One of BUSA 2101 or CSCI 1101 and Admission to the Health Information Management Program
Corequisite: HIMA 2000, HIMA 3000
Credit Hours: (3-0-3)

This course provides an in-depth look at healthcare data sets, documentation, healthcare taxonomies, classifications, nomenclatures, and vocabularies required for clinical coding with electronic health records (EHRs). Health record content and documentation standards will be discussed in this course.

HIMA 3410 **Health Data Classification Systems I**
Prerequisite: HIMA 2000, HIMA 3000, HIMA 3030
Credit Hours: (2-2-3)

A study of healthcare taxonomies and nomenclature with a focus on ICD-9-CM and ICD-10-CM. The appropriate assignment of diagnosis codes, procedure codes, morphology codes, and
ICD-O oncology codes. This course provides the student an introduction to Medical Coding and Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of heathcare services.

HIMA 3420 **Health Data Classification & Coding Systems II**
Prerequisite: HIMA 2000, HIMA 3000, HIMA 3410
Credit Hours: (2-2-3)

The study of Current Procedural Terminology and the assignment of HCPCS level I and level II codes to medical procedures and services.

HIMA 3430 **Health Data Classification & Coding Systems III (ICD-10 coding)**
Prerequisite: HIMA 2000, HIMA 3000, HIMA 3410
Credit Hours: (2-2-3)

The study of ICD-10-CM/PCS coding system including supplementary classifications, external causes of injury and poisoning, morbidity, and supplementary classifications.

HIMA 4020 **Medical Legal & Ethical Issues in Health Care**
Prerequisite: HIMA 2000 and HIMA 3000
Corequisite: HIMA 3230
Credit Hours: (3-0-3)

Explores the study of legal principles related to patient records and patient care: confidentiality, release of information, subpoenas for patient records, and security of patient records, HIPAA privacy standards, fraud and abuse, specialized patient records, internal and external reporting, and ethical standards for health information informatics management.

HIMA 4070 **Health Care Networks, Data Bases, and the Electronic Health Record**
Corequisite: HIMA 3000, HIMA 3410
Credit Hours: (3-0-3)

A review of the implementation and evolution of the electronic health record, technology and national initiatives in health information technology. Data infrastructure and data bases will also be a topic of discussion.

HIMA 4110 **Knowledge Management and Research Support**
Prerequisite: HIMA 3000, HIMA 3030, HIMA 3420, MATH 1401
Credit Hours: (3-0-3)

A study of research methods using statistical analysis and research techniques addressing problematic issues in health care. Addresses project management in relation to research.

HIMA 4130 **Quality Assessment & Healthcare Statistics**
Corequisite: HIMA 2000, HIMA 3000, HIMA 3230 MATH 1401
Credit Hours: (3-0-3)

Examines health care data abstract systems and the computation and display of statistical data for health care planning, research, and administrative use. Additional focus on current methodology in quality improvement applications in the healthcare setting and maintaining a culture of excellence.

HIMA 4140 **Reimbursement Methodology**
Prerequisite: HIMA 3230, HIMA 3420
Corequisite: HIMA 3430
Credit Hours: (2-2-3)

Explores the application of coded data and health information in the reimbursement process. Reimbursement management, federal regulations, and optimization issues will be addressed.

HIMA 4190 **Internship and Seminar**
Prerequisite: HIMA 3420, HIMA 4020, MGNT 3000 and student must have a minimum GPA of 2.5 to enroll in HIMA 4190
Credit Hours: (2-10-6)

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The students will also learn professional skills to prepare them for employment in the HIM career field.

HIMA 4240 **Health Care Systems: Analysis & Design**
Prerequisite: MATH 1401, HIMA 3000, HIMA 3230, HIMA 3410
Credit Hours: (3-0-3)

An introduction to health information systems with topics that include system lifecycle, types of systems used, management of healthcare information system resources, and emerging technologies.

HISTORY

HIST 1121 **Western Civilization I**
Credit Hours: (3-0-3)

A study of Western civilization from its ancient near eastern origins to 1648.

HIST 1122 **Western Civilization II**
Credit Hours: (3-0-3)

A study of Western civilization from 1648 to the present.

HIST 1121H **Honors Western Civilization I**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

A study of Western Civilization from its ancient near eastern origin to 1648. Reading and understanding of original documents will form the basis for all class discussions. Interpretation of the documents will provide valuable critical thinking skills.

HIST 1122H **Honors Western Civilization II**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

This course is an honors survey of Western Civilization from 1648 to the present. Reading and understanding of original documents will form the basis for all class discussions. Interpretation of the documents will provide valuable critical thinking skills.

HIST 2000 **Historical Research and Writing**
Prerequisite: ENGL 1101 with a grade of "C" or better.
Credit Hours: (3-0-3)

Note: this is a required course of all baccalaureate
History majors and history majors with Secondary
Teaching Certification.

An introductory course for History majors and other interested students that focuses on reading historical monographs, researching effectively, formulating historical argument, and writing and documenting according to the canons of the discipline.

HIST 2111 **American History I**
Credit Hours: (3-0-3)

A study of the history of the United States from the age of discovery to 1865.

HIST 2112 **American History II**
Credit Hours: (3-0-3)

A study of the history of the United States from 1865 to the present.

HIST 2111H **Honors American History I**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

This course is an honors survey of the history of the United States from the age of discovery to 1865.

HIST 2183 **Archival Theory and Practice**
Prerequisite: Grade of C or better in HIST 1121, HIST 1122, HIST 2111, or HIST 2112
Credit Hours: (3-0-3)

This course is an introduction to the theory, techniques and practices that are utilized in archives development and management.

HIST 3000 **Ancient World**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course examines the Mediterranean World from the end of the Bronze Age through the fall of the Roman Empire.

HIST 3100 **Atlantic World**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course is a study of the Atlantic World System which tied Europe, Africa and the Americas into a web of economic and cultural interdependence.

HIST 3200 **Asian Civilizations**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course is an examination of the major Asian Civilizations from their origins to the present.

HIST 3300 **Europe in the Middle Ages**
Prerequisite: Grade of C or better in HIST 1121
Credit Hours: (3-0-3)

This course covers European history from the fall of the Roman Empire through the Hundred Years' War.

HIST 3400 **The Renaissance and Reformation**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course covers the major political, cultural, economic and religious developments in Europe from roughly 1350 to 1648.

HIST 3710 **Colonial and Revolutionary America**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course surveys American history from initial English settlement to the end of the American Revolution.

HIST 3720 **Constitution and the Early Republic, 1783-1815**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course is a survey of American history from the end of the American Revolution to the end of the War of 1812.

HIST 3750 **The American Civil War**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

A study of the origins, conduct and results of the American Civil War, 1861-1865.

HIST 3760 **Reconstruction and Industrialization, 1865-1896**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course covers the major changes caused by Reconstruction and the industrialization of the country following the Civil War.

HIST 3770 **The Progressive Era and World War I, 1896-1920**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course covers the widespread reform movement, known as Progressivism and America's emergence onto the world stage as a result of World War I.

HIST 3780 **The United States, 1920-Present**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course explores American political, economic, diplomatic and social history from 1920 to the present.

HIST 3790 **History of the American South**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

An exploration of the major themes and issues in Southern history from Jamestown to the present.

HIST 3800 **History of Georgia**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

Examines the social, political, economic, and cultural development of the state of Georgia from the colonial era to the present.

HIST 3810 **The African-American Experience**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course provides a history of the African-American experience from 1619 to the present.

HIST 3820 **African Diaspora**
Prerequisite: Grade of C or better in HIST 2111, HIST 2112, HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course explores the causes and processes of the dispersion of African peoples from their homelands and its global outcomes.

HIST 4000 **Modern Europe 1789 - Present**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course surveys Modern European history from the French Revolution to the present.

HIST 4100 **Modern Russia**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course covers the history of Modern Russia with particular attention given to that period after 1861.

HIST 4300 **Modern Germany**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course surveys Modern German history from Unification to Re-Unification and the present.

HIST 4400 **Modern Britain**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course covers British history from the Glorious Revolution to the present.

HIST 4500 **Latin America**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course considers the political, cultural and economic forces that have shaped the development of Latin America.

HIST 4600 **South Africa**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course is an historical survey of the southern region of Africa from prior to Dutch settlement to the present.

HIST 4700 **Special Topics in World History**
Prerequisite: Grade of C or better in any History core course
Credit Hours: (3-0-3)

This course allows students in the history program to undertake an in-depth study of a special topic in World History. This course may be repeated for credit with different topic.

HIST 4710 **Special Topics in European History**
Prerequisite: Grade of C or better in any History core course
Credit Hours: (3-0-3)

This course allows students in the history program to undertake an in-depth study of a special topic in European History. This course may be repeated for credit with different topic.

HIST 4720 **Special Topics in American History**
Prerequisite: Grade of C or better in any History core course
Credit Hours: (3-0-3)

This course allows students in the history program to undertake an in-depth study of a special topic in American history.

HIST 4850 **History Professional Internship**
Prerequisite: Grade of C or better in any HIST 3000/4000 level course and permission of the instructor
Credit Hours: 1 to 6 credit hours (0-3-1) or (0-6-2) or (0-9-3) or (0-12-4) or (0-15-5) or (0-18-6)

An individually designed, supervised, and previously approved history-related career practicum involving field experience. The course is repeatable for credit.

HIST 4900 **Research Seminar in History**
Prerequisite: Grade of C or better in fifteen hours of 3000/4000 level history courses and permission of the instructor
Credit Hours: (3-0-3)

A course that treats research methodologies in history, historiography, and the historian's craft. Students will complete a major, original research project in American, European, or World history.

HUMANITIES

HUMN 1500 **Introduction to Humanities**
Credit Hours: (3-0-3)

An interdisciplinary course examining cultural thought in art, music, theatre, literature, philosophy and religion from a global perspective.

HUMAN SERVICES

HUSV 2101 **Introduction to Human Services**
Credit Hours: (3-0-3)

An interdisciplinary overview of the field of human services. Special attention will be given to the political, economic, organizational, and social factors currently affecting the field. Students will examine the theoretical frameworks of the field, the day-to-day functions and activities of human services organizations, and their own beliefs, values and skills related to work in human services.

HUSV 3001 **Research Methods in the Social Sciences**
Prerequisite: HUSV 2101 and MATH 1401 or HUSV 3341
Credit Hours: (3-0-3)

Introduction to the fundamentals of qualitative and quantitative research methods as applied in the social and behavioral sciences: formulating a research question, evaluating ethical issues in research, collecting and analyzing data, and developing appropriate presentation of findings.

HUSV 3020 **Interviewing and Counseling**
Prerequisite: PSYC 1101 and HUSV 2101
Credit Hours: (3-0-3)

A course focused on developing knowledge, attitudes, and skills essential to effective interviewing and counseling in a variety of settings including social agencies, education, health care, and business. Emphasis on experimental learning of interviewing skills and strategies.

HUSV 3060 **Human Services Agencies and Processes**
Prerequisite: HUSV 2101
Credit Hours: (3-0-3)

This course will explore the differing characteristics of various types of human service agencies, specifically focusing on the organizational structures and processes within these agencies and impact these have on agency function. It will explore the problems associated with bureaucracies, best practices to use within them, and will investigate the reforms that seek to improve them.

HUSV 3080 **Social Welfare Policies and Programs**
Prerequisite: HUSV 2101 and one of the following: SOCI 1101 or SOCI 1160
Credit Hours: (3-0-3)

This course deals with socio-economic welfare issues and programs such as human capital development, income redistribution, family and child-care support, food stamps, Medicare, and Medicaid. It examines current fiscal policy , social policy, and housing policy.

HUSV 3341 **Applied Statistics**
Prerequisite: Minimum of 45 hours completed including Area A mathematics requirement
Credit Hours: (3-0-3)

This course is an introduction to managerial and administrative decision making utilizing statistical analysis. The emphasis will be on use of basic descriptive statistics, probability, and inferential statistics including estimation and hypothesis testing using contingency tables, analysis of variance, and regression. Specific examples will utilize Microsoft Excel, emphasizing decision making using datasets drawn from both business and nonprofit environments.

HUSV 4010 **Program Planning, Development, and Evaluation**
Prerequisites: HUSV 2101
Credit Hours: (3-0-3)

Study of planning, program development, and evaluations as the basic functions of human services agencies. Students will learn how to analyze social welfare programs and policies by using a variety of quantitative approaches and program models. Emphasis on developing different techniques of program planning and understanding diverse evaluation techniques as they relate to data collection.

HUSV4030 **Legal and Ethical issues in Human Services**
Prerequisite: HUSV 2101 or BUSA 2106
Credit Hours: (3-0-3)

An overview of ethical and legal issues related to provision of human services including examination of ethics statements from national professional organizations related to human services and the helping professions. Issues covered will include cultural diversity, informed consent, confidentiality, equal opportunity, discrimination, responsibility to clients, and collaboration with colleagues.

HUSV 4080 **Special Topics in Human Services**
Prerequisite: HUSV 2101
Credit Hours: (3-0-3)

Provides students with an understanding of some human services phenomenon in greater depth. By treating such topics in breadth, depth, and in context, students will develop a sound understanding of the topic treated.

HUSV 4081 **Special Topics in Human Service Leadership**
Prerequisite: HUSV 2101
Credit Hours: (3-0-3)

Interactive experience designed to provide a grounding in leadership theories and frameworks and to explore a range of leadership tasks and processes. Specific topics will vary.

HUSV 4900 **Human Service Internship**
Prerequisites: Senior status and completion of a Majority of the courses required for the Bachelor of Science in Human Services with a minimum grade of "C" in each.
Credit Hours: 3 to 9 credit hours (0-9-3) or (0-18-6) or (0-27-9)

Supervised internship experience in an approved human services agency, relevant to the student's career aspirations. Students are responsible for securing their own internship placement according to Gordon State College internship guidelines.

HUSV 4901 **Human Service Capstone Seminar**
Prerequisites: Senior status and completion of all required courses with a minimum grade of "C" in each.
Credit Hours: (1-0-1)

This course is the culmination of the human services program, focused on integrating students' education and experience. Through group discussion and analysis of field experiences, students build and expand upon theoretical foundations to improve skills and techniques necessary for effective human services work.

HUSV 4990 **Independent Study in Human Services**
Prerequisites: Requires prior approval of the supervising instructor and the department head.
Credit Hours: 1-3 (0-3-1) or (0-6-2) or (0-9-3)

Independent investigation of a topic through a research project or a program of directed readings. Topics will be developed by the student and the sponsoring faculty member.

INFORMATION TECHNOLOGY

ITEC 2215 **Introduction to Information Technology**
Credit Hours: (3-0-3)

An introduction to the nature and applications of Information Technology (IT). Topics covered include the concepts and terminology of IT, particularly hardware, software, networks, databases, and the Internet. Students also study examples of ways in which the tools of IT are applied in the workplace.

ITEC 2220 **Web Design and Development**
Prerequisite: ITEC 2215, BUSA 2101, or CSCI 1101
Credit: (3-0-3)

This course introduces the student to the languages of Hypertext Markup Language (HTML), Cascading Styles Sheets (CSS), and Extensible Markup Language (XML) for creating web pages that are compliant with current web standards. Students will create, publish, test, and maintain Web pages using HTML, CSS, and XML.

ITEC 2245 **Foundations of Database Design**

Prerequisite: BUSA 2101, ITEC 2215, CSCI 1101, or CSCI 1301
Credit Hours: (3-0-3)

This foundational course presents terminology, basic concepts, and applications of database processing including file organization and data structures. The course emphasizes database design using various modeling techniques; database implementation using the relational model, normalization, and SQL. Students will design, create and process a database to demonstrate competency in the course content.

INTEGRATED SCIENCE

ISCI 1121K **Integrated Science**
Credit Hours: (3-3-4)

An interdisciplinary course integrating principles from biology, chemistry, ecology, geology, and non-science disciplines as related to the interactions of humans and their environment. Emphasis is placed on the study of ecosystems, human population growth, pollution and other environmental issues and important environmental issues and important environmental regulations.

ISCI 2001K **Life/Earth Science for Elementary and Middle Grades Education**
Prerequisite: Elementary and Middle Grades Education Majors Only. Grade of C or better in an Area A math and one Area D lab science or permission of the instructor.
Credit Hours: (2-2-3)

Note: This course is an AREA F requirement for Elementary Education majors only, and is not a substitute for AREA D Science requirements.

A basic understanding, for elementary education majors, of the scientific principles congruent with the categories delineated in the Georgia Performance Standards (GPS) grades Pre-K – 5 and focusing on the themes of characteristics of life, biodiversity/heredity, energy flow, interdependence of life, cell, Earth systems, lithosphere (including formation of the solar system), hydrosphere, and biosphere. This is an activity-based course with no separate lab component.

ISCI 2002K **Physical Science for Elementary and Middle Grades Education**
Prerequisite: Elementary and Middle Grades Education Majors Only. Grade of C or better in an Area A math and one Area D lab science or permission of the instructor.
Credit Hours: (2-2-3)

Note: This course is an AREA F requirement for Elementary Education majors only, and is not a substitute for AREA D Science requirements.

A basic understanding, for elementary education majors, of the scientific principles congruent with the categories delineated in the Georgia Performance Standards (GPS) grades Pre-K – 5 and focusing on the themes of composition, properties, changes and conservation of matter, sources, types, utilization, change and conservation of energy, force in terms of motion, gravity, kinematics, and waves, and electrical, magnetic and gravitational fields. This is an activity-based course with no separate lab component.

INTERDISCIPLINARY STUDIES

INST 4900 **Interdisciplinary Studies Senior Capstone**
Prerequisite: Completion of a minimum of 90 semester hours
and permission of Department Head
Credit Hours: (3-0-3)

This capstone course for the Interdisciplinary Studies degree asks students to demonstrate the integration of the coursework in their degree journey culminating in a rigorous academic research project.

INST 4910 **Interdisciplinary Studies Senior Internship Capstone**
Prerequisite: Completion of a minimum of 90 semester hours
and permission of Department Head
Credit Hours: (1-6-3)

This capstone internship for the Interdisciplinary Studies
degree asks students to demonstrate the integration of the coursework in their degree journey while engaged in a professional internship.

LANGUAGE ARTS

LART 3005 **Introduction to the Teaching of Reading**
Prerequisite: Admission to the Candidacy, Bachelor of Science, Elementary Education, or Middle Grades Education
Credit Hours: (3-0-3)

This course is an intensive study of reading skills in the areas of readiness, vocabulary development, phonics, word recognition, and comprehension. Students will become familiar with research-based practices in methods and curriculum as well as strategies for organizing classrooms to support literacy development in diverse school populations.

LART 3006 **Teaching Reading in the Content Areas**
Prerequisite: Admission to Bachelor of Science in Elementary Education, Middle Grades Education, or a Secondary Education Program
Credit Hours: (3-0-3)

This course is a study of the scope and sequence of skills and methods related to the teaching of comprehension, vocabulary, study skills, and critical reading in the content areas. Strategies for improving content area instruction and developing appreciation and interest in reading are addressed.

LART 3007 **Analysis and Correction of Reading Problems**
Prerequisite: Admission to the Candidacy, Bachelor of Science, Elementary Education, or Middle Grades Education
Credit Hours: (3-0-3)

This course is designed to provide future teachers working with diverse and at-risk school populations with research-based prevention and intervention strategies. Informal reading assessment, remedial strategies for individuals, small and large groups, characteristics and needs of special populations, and research-based preventative practices are addressed.

LART 3030 **Adolescent Literature**
Prerequisite: Admission to Middle Grades Education Program
Credit Hours: (3-0-3)

Investigation of literature and multimedia offerings appropriate for adolescent readers. It is recommended that the candidate take an introductory course to technology prior to taking this class.

LART 3090 **Literature for Children**
Prerequisite: Admission to the Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

This course is designed to address the evaluation and study of books for children and the integration of conventional and creative forms of written expression into elementary school curriculum. This course will focus on the utilization of children's literature and writing to support academic, social, emotional, and cultural awareness and development.

LEARNING SUPPORT

ENGL 0999 **Support for English Composition**
Corequisite: ENGL 1101
Credit Hours: (2-0-2) for institutional use only

This Learning Support course is intended to provide corequisite support for students requiring remediation in reading and or writing while they are enrolled in ENGL 1101 – English Composition I. Topics will parallel those being studied in ENGL 1101 and will include the essential reading and writing skills needed to be successful in ENGL 1101. This course focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. The course also includes introductory use of a variety of research skills.

MATH 0997 **Support for Quantitative Reasoning**
Corequisite: MATH 1001
Credit Hours: (2-0-2) for institutional use only

This Learning Support course is intended to provide corequisite support for students requiring remediation in mathematics while they are enrolled in MATH 1001 – Quantitative Reasoning. Topics will parallel those being studied in MATH 1001 and will include the essential quantitative skills needed to be successful in MATH 1001. Among the topics to be discussed are logic, basic probability, data analysis and modeling from data.

MATH 0999 **Support for College Algebra**
Corequisite: MATH 1111
Credit Hours: (2-0-2) for institutional use only

This Learning Support course is intended to provide corequisite support for students requiring remediation in mathematics while they are enrolled in MATH 1111 – College Algebra. Topics will parallel those being studied in MATH 1111 and will include the essential quantitative skills needed to be successful in MATH 1111. This course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions.

STAR 0098 **Students Taking Academic Responsibility for College Success**
Credit Hours: (1-0-1) for institutional use only

This course is designed to teach strategies for creating success in college and in life through increased self-awareness and enhanced commitment to life-long learning. Topics include personal responsibility; self-motivation; goal-setting; priority management; learning styles; decision-making; engaging the academic community; interpersonal communication; note-taking and other study skills; test-taking strategies; stress reduction strategies; critical thinking; problem-solving; and the power of positive thinking. Readmitted students returning from academic suspension must complete this course. Please note, however, that students returning from Learning Support suspension are NOT required to enroll in STAR 0098.

LIBRARY SCIENCE

LIBR 1001 **Methods of Library Research**
Credit Hours: (1-0-1)

An overview of all aspects of the library with emphasis on the on-line catalog, periodical indices, basic reference books and on-line resources.

MANAGEMENT

MGNT 3000 **Principles of Management**
Prerequisite: 45 credit hours with 3 hours in BUSA, ACCT, or ECON
Credit Hours: (3-0-3)

An introduction to the management functions and processes as applied to organizations and individuals in organizations. The course will focus on both theories and applications of management to practical problems in planning, organizing, leading, and controlling. A survey of the history of management will provide context for current approaches and emerging concepts in both domestic and international organizations.

MGNT 3050 **Human Resource Management**
Prerequisite: 45 hours with 3 hours in BUSA or Permission of Professor.
Credit Hours: (3-0-3)

This course examines the role of managers as human resource professionals. Key management functions of recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity, discrimination, sexual harassment policies, and rising benefit costs are analyzed. The student will be exposed to practical situations, problem solving, and application of laws affecting human resource issues.

MGNT 3100 **Marketing Management: Principles of Marketing**
Prerequisite: 45 credit hours with 3 hours in BUSA, ACCT, or ECON
Credit Hours: (3-0-3)

An introduction to the principles of marketing and the marketing environment with a focus on development of an understanding of ethical planning for marketing and implementing and controlling marketing activities on a local, national, and global scale.

MGNT 3200 **Financial Management**
Prerequisite: 45 credit hours including MATH 1111 and 3 hours in BUSA, ACCT, or ECON
Credit Hours: (3-0-3)

Introduction to managing an organization's financial resources with the aim of achieving its business objectives, emphasis on defining objectives, understanding and evaluating resources, and making financial decisions in an environment of uncertainty.

MGNT 3341 **Applied Statistics**
Prerequisite: Minimum of 45 hours completed including Area A mathematics requirement
Credit Hours: (3-0-3)

This course is an introduction to managerial and administrative decision making utilizing statistical analysis. The emphasis will be on use of basic descriptive statistics, probability, and inferential statistics including estimation and hypothesis testing using contingency tables, analysis of variance, and regression. Specific examples will utilize Microsoft Excel, emphasizing decision making using datasets drawn from both business and nonprofit environments.

MGNT 3400 **Management Information Systems**
Prerequisite: 45 credit hours including BUSA 2101 or CSCI 1101
Credit Hours: (3-0-3)

Introduces students to the study of organizations as systems supported by information processing. Students will learn to distinguish needs for information at different levels in organizations. They will learn to evaluate information system decisions. They will analyze business information problems using formal methods.

MGNT 3500 **Entrepreneurship and Small Business Management**
Prerequisite: 45 credit hours with 3 hours in BUSA, ACCT, or ECON or permission of professor
Credit Hours: (3-0-3)

This course explores fundamentals of entrepreneurship and managing the small business operation, including management, marketing, and finance. The course is intended to prepare students to launch and manage new and existing small businesses with an emphasis on practical application. The course will include case studies, profiles of effective entrepreneurs, market research methods, and business plan development.

MGNT 3600 **Managerial Economics**
Prerequisite: 45 credit hours and ECON 2106
Credit Hours: (3-0-3)

This course will introduce students to how firms make managerial decisions to maximize profits and will equip students to understand the problems faced by a manager as well as how to solve those problems strategically and efficiently. Students will evaluate the theory and application of economic concepts such as cost, production, markets, and pricing decisions undertaken by firms. The course will conduct an analysis of the structure and performance of the market by investigating the four market structures of perfect competition, monopoly, monopolistic competition, and oligopoly. Students will gain a strong understanding of economic concepts and the application of these concepts in the real-world business environment through case-studies.

MGNT 3700 **Personal Financial Planning for Professionals**
Prerequisite: 45 credit hours with grades of C or better in MATH 1001 or above, ACCT 2101, and ECON 2105 or 2106
Credit Hours: (3-0-3)

This course is designed as an introductory course to the Personal Financial Planning profession. In addition to covering an overview of the profession, the course will focus on time value of money, personal financial statement analysis, cash and debt management, housing, and education funding. An overview of other areas of the profession will be provided in order to provide students a comprehensive understanding of the overall personal financial planning process.

MGNT 4080 **Special Topics in Management & Administration**
Prerequisite: 45 credit hours, with 3 of these hours in BUSA, ACCT, or ECON
Credit Hours: (3-0-3)

This course provides for the advanced study of emerging issues or specialized content in areas of management, leadership, finance, entrepreneurship, technology and other topics related to Management & Administration. Course may be repeated when topics are different for a maximum of six credit hours towards graduation.

MGNT 4300 **Labor and Industrial Relations**
Prerequisite: 45 credit hours and ECON 2106 and MGNT 3000
Credit Hours: (3-0-3)

Students in this course will study the operation of the labor market, with an emphasis on workers, productivity, and wages. The role of unions, a brief history of unions, and their impact on earnings also will be analyzed. The focus will be on employment relationships with organizations. Lastly, the course will examine industrial relations and competitiveness in the global market.

MGNT 4400 **International Economics**
Prerequisite: 45 credit hours and ECON 2105
Credit Hours: (3-0-3)

This course will introduce students to basic global economics issues and their applications. Students will gain an understanding of global economics issues and markets such as international trade, trade deficits, exchange rates, capital flows etc.; look at the role of various organizations and international institutions in the global economy; and examine the impact, integration and markets of Latin American countries and countries such as India and China in the world economy.

MGNT 4500 **International Management**
Prerequisite: 45 credit hours and ECON 2105
Credit Hours: (3-0-3)

An introduction t globalization and the cultural, economic, political, and legal environments of international business including an overview of risks, challenges, and opportunities of competing in the global marketplace. This course will introduce students to the theory and applications of international management. The students will advance their understanding of global firms and markets so that they can make managerial decisions and solve problems strategically and efficiently. This course will analyze the structure of multinational businesses and markets.

MGNT 4900 **Management and Administration Senior Seminar**
Prerequisites: Completion of 90 credit hours toward the BSMA degree with grades of C or higher.
Credit Hours: 3 (1.5-6.5-3)

The Senior Seminar provides a forum for carrying out the BSMA degree requirement for either an internship or a research project in a rigorous academic and intellectual framework.

MGNT 4990 **Independent Study in Management & Administration**
Prerequisites: Requires prior approval of the supervising instructor and the department head
Credit Hours: 1 to 3 (0-3-1) or (0-6-2) or (0-9-3)

Independent investigation of a topic through a research project or a program of directed readings. Topics will be developed by the student and the sponsoring faculty member.

MATHEMATICS

MATH 1001 **Quantitative Skills and Reasoning**
Credit Hours: (3-0-3)

This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. *Students must provide a graphing calculator.*

MATH 1111 **College Algebra**
Prerequisite: Exemption from or Completion of Learning Support Mathematics
Credit Hours: (3-0-3)

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.

MATH 1113 **Pre-Calculus**
Prerequisite: Grade of C or better in MATH 1111 or Math SAT score of 500 or Math ACT score of 21 or eCore
Prerequisite: MATH 1101 or MATH 1111
Credit Hours: (4-0-4) or eCore (3-0-3)

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. *Students must provide a graphing calculator.*

MATH 1113H **Honors Pre-Calculus**
Prerequisite: Either MATH 1111 or a strong background in high school mathematics including the equivalent of MATH 1111 and a mathematics SAT score of at least 500 (mathematics ACT score of at least 21), acceptance into the Honors Program or permission of the Honors Program Coordinator.
Credit Hours: (4-0-4)

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. This honors course will also include symbolic logic, mathematical induction, binomial theorem, and sequences. A primary goal of this course is to encourage students to think and to improve their logical and critical thinking abilities. It will also emphasize research which is an important part of this course where the students will apply mathematical ideas in real life problems. Students must provide a graphing calculator.

MATH 1401 **Elementary Statistics**
Prerequisite: MATH 1001, MATH 1111 or any higher level MATH course
Credit Hours: (3-0-3)

This is a non-calculus based introduction to statistics. Course content includes descriptive statistics, probability theory, confidence intervals, hypothesis testing, and other selected statistical topics. Students must provide a graphing calculator.

MATH 1501 **Calculus I**
Prerequisite: Grade of C or better in MATH 1113 or Math SAT score of 600 or Math ACT score of 26
Credit Hours: (4-0-4)

An analysis of functions, limits, continuity, the derivative, antidifferentiation, the definite integral, and applications. *Students must provide a graphing calculator.*

MATH 1502 **Calculus II**
Prerequisite: MATH 1501
Credit Hours: (4-0-4)

An analysis of derivatives and integrals of transcendental and inverse trigonometric functions, techniques of integration, improper integrals, L'Hopital's Rule, infinite series, and conics. *Students must provide a graphing calculator.*

MATH 2008 **Foundations of Numbers and Operations**
Prerequisite: MATH 1001, MATH 1101, MATH 1111, or MATH 1113
Credit Hours: (3-0-3)

An introductory mathematics course for elementary education majors. This course will emphasize the understanding and use of the major concepts of numbers and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics.

MATH 2201 **Introduction to Linear Algebra**
Prerequisite: MATH 1501
Credit Hours: (3-0-3)

A study of linear algebra including systems of linear equations, matrix arithmetic, determinants, vector spaces, Euclidean n-space, inner product spaces, linear independence, bases, linear transformations, and eigenvalues and eigenvectors.

MATH 2501 **Calculus III**
Prerequisite: MATH 1502
Credit Hours: (4-0-4)

An analysis of real-valued functions of several variables, polar coordinates, parametric equations, vectors in two and three dimensions, quadric surfaces, partial derivatives, multiple integrals, line integrals, and Stoke's and Green's theorems.

MATH 3001 **Topics in Algebra for Elementary Education**
Prerequisites: Admission to Candidacy, Bachelor of Science, Elementary Education, and MATH 2008
Credit Hours: (3-0-3)

This course will provide elementary teacher candidates with mathematical foundations in topics which include algebra concepts, mathematical modeling and logical reasoning.

MATH 3002 **Geometry for Teachers**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education and MATH 3001
Credit Hours: (3-0-3)

Topics include plane figures, polygons and tessellations, space figures, symmetric figures, systems of measurement, area and perimeter, volume and surface area, congruence and similarity mappings, and topological mappings.

MATH 3003 **Data Analysis, Probability, and Connections**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education, and successful completion of MATH 3001 and MATH 3002
Credit Hours: (3-0-3)

This is a capstone course for the Elementary Education candidate that teaches data analysis and probability. In addition, there will be opportunities to connect mathematical content to other disciplines as well as to develop instructional methods.

MATH 3200 **Foundations of Advanced Mathematics**
Corequisite: MATH 1502
Credit Hours: (3-0-3)

Elementary logic, set theory, function and relations, and other selected topics from discrete mathematics with emphasis on mathematical proof including induction.

MATH 3301 **Foundations of Geometry**
Corequisite: MATH 3200
Credit Hours: (3-0-3)

Rigorous study of the properties of Euclidean geometry with special attention to incidence and metric properties and introduction to elementary properties of non-Euclidean geometries.

MATH 3401 **Number Theory**
Prerequisite: MATH 3200
Credit Hours: (3-0-3)

Survey of topics from number theory to include divisibility, prime numbers, congruences, linear and nonlinear Diophantine equations, and quadratic residues.

MATH 3502 **Differential Equations**
Prerequisite: MATH 1502
Credit Hours: (3-0-3)

Study of methods for solving differential equations including first-order and higher order differential equations. Includes power series solutions and numerical methods.

MATH 3601 **Combinatorics**
Prerequisite: MATH 1502
Credit Hours: (3-0-3)

Counting principles such as permutations, combinations, derangements; pigeon hole and inclusion/exclusion principles; partitions; generating functions; and recurrence relations.

MATH 4001 **Probability and Statistics**
Prerequisite: MATH 1502
Credit Hours: (3-0-3)

Collection, organization, and description of data, probability, random variables, probability distributions, Central Limit Theorem, sampling, estimation and testing of hypotheses.

MATH 4101 **Abstract Algebra**
Prerequisite: MATH 2201 and MATH 3200
Credit Hours: (3-0-3)

Introduction to algebraic structures: groups, rings, integral domains and fields, including the basic facts of group and ring homomorphisms.

MATH 4300 **Graph Theory**
Prerequisite: MATH 3200
Credit Hours: (3-0-3)

Survey of topics in graph theory including Euler and Hamilton paths, shortest paths, maximum flow, trees, spanning trees and matching and coloring problems.

MATH 4401 **Numerical Analysis**
Prerequisites: MATH 1501, MATH 2201, CSCI 1301
Credit Hours: (3-0-3)

Numerical solution of linear and non-linear equations, interpolation and polynomial approximation, numerical differentiation and integration, numerical solution of differential equations, errors and floating point arithmetic.

MATH 4501 **Introduction to Analysis**
Prerequisites: MATH 2501 and MATH 3200
Credit Hours: (3-0-3)

An introduction to the study of analysis with an emphasis on proving theorems. Topics include the topology of the set of real numbers, sequences, limits, continuity, differentiation, integration, and series.

MATH 4900 **Senior Seminar**
Prerequisite: MATH 3200
Credit Hours: (3-0-3)

Capstone course for mathematics majors with emphasis on mathematical communication.

MATH 4905 **Special Topics in Mathematics**
Prerequisite: Announced with the course
Credit Hours: (3-0-3)

Special topics in mathematics not included in curriculum described in the catalog.

MATH 4906 **Undergraduate Research in Mathematics**
Prerequisite: Announced with the course
Credit Hours: (1-4-3)

Independent research under the supervision of a faculty mentor. Includes literature review, project, and presentation of results.

MUSIC

MUSC 1100 Music Appreciation
Credit Hours: (3-0-3)

An introduction to music history and literature.

MUSC 1101, 1102 Aural Skills I, II
Prerequisite: Sequential completion or consent of instructor. Students must enroll simultaneously in the corresponding Music Theory course (MUSC 1201 and MUSC 1202, respectively).
Credit Hours: (0-3-1) for each course
An aural skills laboratory, including sight singing, dictation, and keyboard skills, to complement Music Theory courses. For music majors and minors.

MUSC 1201, 1202 Music Theory I, II
Prerequisite: Sequential completion or consent of instructor. The student must enroll simultaneously in the corresponding Aural Skills course (MUSC 1101 and MUSC 1102, respectively).
Credit Hours: (2-1-2) for each course

A study of music terminology and rhythmic, melodic, and harmonic materials. For music majors and minors.

MUSC 1551, 1552 Class Piano I, II
Prerequisite: Sequential completion or consent of instructor.
Credit Hours: (1-0-1) for each course

A study of elementary reading and piano techniques.

MUSC 1561, 1562 Class Voice I, II
Prerequisite: Sequential completion or consent of instructor.
Credit Hours: (1-0-1) for each course

A sequence for vocal minors and general college students.

MUSC 1581, 1582 Class Guitar I, II
Prerequisite: Sequential completion or consent of instructor.
Credit Hours: (1-0-1) for each course

A sequence in class guitar, offering instruction in basic chords, note reading, and simple strumming patterns.

MUSC_____ Applied Music
MUSC 1553, 1554, 2553, 2554. Applied Piano.
MUSC 1563, 1564, 2563, 2564. Applied Voice.
MUSC 1573, 1574, 2573, 2574. Applied Organ.
MUSC 1583, 1584, 2583, 2584. Applied Guitar.
MUSC 1593, 1594, 2593, 2594. Applied Brass/Wood/ Percussion

Credit Hours: (1-0-1) for each course

By audition only. If you are not a music major, you must see Dr. Boumpani in Fine Arts 219 before registering for any Applied Music course.

Applied Music is a private lesson. Students taking applied music classes are charged a separate fee in addition to regular tuition and fees for their other classes. Students cannot use these one-credit applied music courses to meet full-time (12-hour) status to receive full financial aid.

MUSC 1601 College Chorus
Credit Hours: (3-0-1)

A study of masterpieces of choral literature. Includes performance (Non-auditioned; open to all students).

MUSC 1611 Vocal Ensemble
Prerequisite: Audition (See instructor for details)
Credit Hours: (3-0-1)

A study of music for chamber chorus. Includes performance.

MUSC 1621 Concert Band
Prerequisite: Consent of instructor
Credit Hours: (0-2-1)

An ensemble for students who are already competent instrumental musicians. This course may be retaken for credit for up to a maximum of four credit hours.

MUSC 1622 Jazz Ensemble
Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (0-2-1)

This course offers students the opportunity to explore the music of American jazz. There is a strong emphasis on improvisation, but it is not required. The ensemble will perform standard jazz songs from composers like Duke Ellington and Chick Corea with an emphasis on proper interpretation based on the stylistic characteristics of the music. This course may be retaken for credit for up to a maximum of four credit hours.

MUSC 1623 Percussion Ensemble
Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (0-2-1)

This music is often more interesting and challenging to the percussionist than most band music. The ensemble will perform music on a diverse array of percussion instruments, including mallet instruments like the marimba and vibraphone, to non-standard instruments like the brake drums and pots and pans. It is strongly recommended that all percussion majors perform in this ensemble. This course may be retaken for credit for up to a maximum of four credit hours.

MUSC 1624 Brass Ensemble
Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (0-2-1)

The brass ensemble provides the opportunity for the trumpet, trombone, tuba, French horn, and euphonium major to explore music written especially for the brass ensemble. Brass ensemble music spans several centuries and covers a wide range of styles and forms. This is also open to non-majors who have an interest in brass performance. It is strongly recommended that all brass majors take this course. This course may be retaken for credit for up to a maximum of four credit hours.

MUSC 1625 Woodwind Ensemble
Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (0-2-1)

The woodwind ensemble provides the opportunity for the flute, oboe, clarinet or saxophone major to explore music written especially for the woodwind ensemble. This is also open to non-majors who have an interest in woodwind performance. It is strongly recommended that all woodwind majors take this course. This course
may be retaken for credit for up to a maximum of four credit hours.

MUSC 2101, 2102 Aural Skills III, IV
Prerequisite: MUSC 1102 and sequential completion or consent of instructor. The student must enroll simultaneously in the corresponding Music Theory course (MUSC 2201 and MUSC 2202, respectively).
Credit Hours: (0-3-1) for each course

An advanced aural skills laboratory to complement Music Theory courses. For music majors.

MUSC 2201, 2202 Music Theory III, IV
Prerequisite: MUSC 1202 and sequential completion or consent of instructor. Students must enroll simultaneously in the corresponding Aural Skills
course (MUSC 1101 and MUSC 1102, respectively).
Credit Hours: (2-1-2) for each course

An advanced study of harmonic materials, form, and analysis. For music majors.

MUSC 2510 Introduction to Music Technology
Credit Hours: (2-1-3)

Students will learn the basics of technology used in many fields of music, including Finale music notation software, Smart Music accompaniment software, Band-in-a-Box multi-use software and Pro Tools digital audio workstation software. Various music sample packages will be used in conjunction with all of the above software. MUSC 2510 cannot be used in Areas A-E or Area F of an associate degree program, but it should transfer to a bachelor's program in music.

MUSC 2511 **Basics of Studio Recording**
Credit Hours: (2-1-3)

This is an introductory class in audio recording technology. It is a prerequisite for any career in the music production field. Topics of discussion will include acoustics and hearing, studio design, the digital audio workstation, multimedia and the Internet, the audio recording process and signal processing. MUSC 2511 cannot be used in Areas A-E or Area F of an associate degree program, but it should transfer to a bachelor's program in music.

MUSC 2559 **Solo Instrumental Recital**
Prerequisite: For music majors with 4 hours of applied music and approval of music faculty
Credit Hours: (1-0-1)

Participation in a public solo recital.

MUSC 2569 **Solo Voice Recital**
Prerequisite: For music majors with 4 hours of applied voice and approval of music faculty
Credit Hours: (1-0-1)

Participation in a public solo recital.

NURSING

NURS 1905 **Foundations in Pharmacology**
Prerequisite: Acceptance into the nursing program
Credit Hours: (2-0-2)

This is the first in a two-course sequence which introduces basic principles of dosage calculation, safe and accurate medication administration, pharmacokinetics, pharmacodynamics, and legal and ethical nursing responsibilities.

NURS 1906 **Applied Pharmacology**
Prerequisite: NURS 1905, Concurrent enrollment in or completion of NURS 1911 and NURS 1912
Credit Hours: (3-0-3)

This is the second in a two-course sequence emphasizing the pharmacotherapeutics of medication administration. The classroom experiences facilitate the application of the nursing process, cultural diversity, critical thinking, health promotion, and safe effective medication administration across the lifespan.

NURS 1910 **Foundations in Nursing**
Prerequisite: Acceptance into the nursing program
Credit Hours: (4-9-7)

An introduction to the art and science of nursing emphasizing the fundamental concepts and skills of care of adult patients' physiologic needs in diverse health care settings. Classroom and clinical experiences emphasize foundational knowledge and competencies that integrate the nursing process, therapeutic and interpersonal skills, cultural diversity, critical thinking, health promotion, and safe effective care.

NURS 1911 **Introduction to Adult Health Nursing**
Prerequisite: NURS 1910, NURS 1905, MATH 1001/1111, BIOL 2210KK, ENGL 1101, and concurrent enrollment in or completion of ENGL 1102, BIOL 2211K, PSYC 2103, NURS 1912, NURS 1906
Credit Hours: (3-6-5)

This is the first of three adult health nursing courses, and it introduces nursing care concepts and competencies for adult patients who have chronic conditions or alterations in physiological functioning. Classroom and clinical experiences emphasize the accumulation of knowledge and competencies that facilitate the application of the nursing process, therapeutic and interpersonal skills, cultural diversity, critical thinking, health promotion, and safe effective care for adults across the lifespan.

NURS 1912 **Mental Health Nursing**
Prerequisite: NURS 1910, NURS 1905, MATH 1001 or MATH 1111, BIOL 2210K, ENGL 1101 and concurrent enrollment in or completion of BIOL 2211K, ENGL 1102, PSYC 2103, NURS 1911 and NURS 1906
Credit Hours: (2-3-3)

This course emphasizes the knowledge and competencies necessary to deliver safe and effective mental health nursing care to patients in a variety of settings across the lifespan. Common mental health disorders are explored utilizing the nursing process. Emphasis is placed on therapeutic nursing interventions, effective communication, interpersonal skills, the enhancement of critical thinking, and exploring evidence-based practices in the classroom and clinical experiences.

NURS 2907 **Transition to Professional Practice**
Prerequisite: Concurrent enrollment in NURS 2912

Course Hours: (2-0-2)

This is a seminar course that facilitates the transition into professional nursing practice by stimulating inquiry and discovery of essential principles required for safe and effective care and management. Emphasis is placed on accountability, delegation, legal/ethical responsibilities, health care economics, informatics, career management, and continuing competence.

NURS 2910 **Acute Adult Health Nursing**
Prerequisite: NURS 1911, NURS 1912, NURS 1906, BIOL 2211K, ENGL 1102, PSYC 2103 and concurrent enrollment in or completion of HIST2111/2112, BIOL 2250, NURS 2911
Course Hours: (3-6-5)

This is the second of three adult health nursing courses, and it integrates nursing care concepts and competencies for adult patients who have acute alterations in physiological functioning or exacerbations of chronic conditions. Classroom and clinical experiences emphasize the application of knowledge and competencies that facilitate the analysis of the nursing process, therapeutic and interpersonal skills, cultural diversity, critical thinking, and safe effective care for adults across the lifespan.

NURS 2911 **Maternal Child Nursing**
Prerequisite: NURS 1911, NURS 1912, NURS 1906, BIOL 2211K, ENGL 1102, PSYC 2103 and concurrent enrollment in or completion of HIST 2111/2112, BIOL 2250K, NURS 2910
Course Hours: (4-3-5)

This course integrates the knowledge and competencies essential to provide patient-centered nursing care to childbearing families and children from infancy through adolescence in diverse health care settings. Emphasis is placed on health promotion, growth and development, and common obstetrical and pediatric disorders utilizing the nursing process, critical thinking, and evidence-based practices in the classroom and clinical experiences.

NURS 2912 **Complex Adult Health Nursing**
Prerequisite: NURS 2910, 2911, BIOL 2250, HIST 2111/2112, and completion or concurrent enrollment in an approved elective
Credit Hours: (3-15-8)

This is the final adult health course, and it facilitates the synthesis of nursing care concepts and competencies for adult patients who have acute/emergent alterations in physiological functioning. Classroom and clinical experiences engage students in the management and analysis of nursing care. Clinical practicum immerses students in the roles of advocator, manager, and collaborator of patient care across the lifespan in diverse health care settings.

NURS 3010 **Pathophysiology/Pharmacology for Nursing Practice**
Prerequisite: Admission to Pre-licensure BSN Program
Credit Hours: (4-0-4)

Students acquire knowledge of pathophysiology and the principles of clinical pharmacology to manage client care. Course content focuses on the physiological responses of the human body to selected conditions and the nursing responsibilities for pharmacological interventions to alterations in health status across the lifespan.

NURS 3011 **Nursing Assessment in the Promotion of Health and Wellness**
Prerequisite: Admission to the Pre-licensure BSN Program
Credit Hours: (2-3-3)

Students acquire and develop the skills necessary for entry level professional nursing practice. Emphasis is placed on the development of assessment techniques to collect data and formulate nursing care to promote, restore, and maintain health across the lifespan. Classroom, simulation, and lab components are utilized in this course.

NURS 3012 **Foundations of Professional Nursing Practice**
Prerequisite: Admission to the Pre-licensure BSN Program
Credit Hours: (4-6-6)

Students are introduced to concepts and skills that are necessary for maintaining professionalism and legal/ethical practice as a baccalaureate prepared nurse. Learning activities in the classroom, simulation lab, and practice settings integrate concepts and competencies for the provision of safe, quality, and effective evidence-based care for the adult client's physiologic needs.

NURS 3092 **Health Assessment and Health Promotion**
Prerequisite: Admission to RN-BSN Program
Credit Hours: (3-2-4)

This course is designed to build on the assessment skills of the RN and has both theory and practicum components. The emphasis of this course will provide students with the skills necessary for promoting health in individuals and families in all

phases of the lifespan. Health promotion activities such as counseling techniques and client teaching will be explored as strategies for disease prevention and health promotion.

NURS 3093 **Community Health Nursing**
Prerequisite: NURS 3092, NURS 3992
Credit Hours: (3-9-6)

This course focuses on community health services with emphasis on professional nursing practices in the promotion of population health. Emphasis will be placed on the nurse's role in improving the health of communities. Through the assessment and analysis of the health status of a chosen population, students will intervene to influence change and promote health. Meeting the nursing care needs of individuals, families, groups and aggregates are addressed within the conceptual framework of the community. This course includes clinical components.

NURS 3212 **Professional Nursing Practice I**
Prerequisite: NURS 3010, 3011, 3012
Credit Hours: (5-6-7)

Students build on prior knowledge to develop analytic, situational, and holistic thinking to plan and manage care that results in high quality outcomes for adult clients who have alterations in functioning. Learning activities in the classroom, simulation lab, and practice settings integrate concepts and competencies for the provision of safe, quality, and effective evidence-based care. Emphasis is on health promotion, maintenance, and restoration in commonly occurring health care issues for adults across the lifespan.

NURS 3220 **Perspectives in Mental Health Nursing**
Prerequisite: NURS 3010, 3011, 3012
Credit Hours: (3-6-5)

Students explore the knowledge and competencies necessary to plan and manage safe, effective nursing care for clients across the lifespan in a variety of mental health settings. Emphasis is placed on the use of therapeutic nursing interventions, effective communication, interpersonal skills, critical thinking, and evidence based practice for mental health disorders in the community, clinical, and simulation lab settings.

NURS 3322 **Evidence-Based Research for Nursing Practice**
Prerequisite: NURS 3212, 3220
Credit Hours: (3-0-3)

Students explore the relationship between nursing research, theory, and practice. Emphasis is placed on understanding, critiquing, interpreting, and utilizing research as a basis for evidence-based nursing practice.

NURS 3324 **Community Based Nursing**
Prerequisite: NURS 3212, 3220
Credit Hours: (3-9-6)

This course focuses on community health services with emphasis on professional nursing practices in the promotion of population health. Emphasis will be placed on the nurse's role in improving the health of communities. Through the assessment and analysis of the health status of a chosen population, students will intervene to influence change and promote health. Meeting the nursing care needs of individuals, families, groups and aggregates are addressed within the conceptual framework of the community. This course includes classroom, simulation labs, and clinical practice components.

NURS 3922 **Pathophysiology/Pharmacology**
Prerequisite: Admission to RN-BSN Program
Credit Hours: (3-0-3)

This course introduces the pathophysiological basis of illness and the basic principles of clinical pharmacology. The focus of this course is on compromises in the body's ability to meet its physiological needs integrated with nursing responsibilities related to pharmacological interventions in response to these compromises.

NURS 3992 **Professional Nursing Concepts**
Prerequisite: Admission to RN-BSN Program
Credit Hours: (3-0-3)

This course is designed to assist in the transition of the student to the role of a BSN prepared professional nurse. It provides an introduction to professional nursing and an overview of the roles and concepts essential to practice. As a foundation for subsequent nursing courses, the following concepts are explored: personal and professional values, culture, communication, nursing roles, and legal and ethical dimensions of nursing practice.

NURS 3993 **Research and Evidence-Based Practice**
Prerequisite: MATH 1401, NURS 3092, NURS 3992
Credit Hours: (3-0-3)

A study of the relationship of nursing research, theory, and practice. Emphasis is placed on understanding quantitative and qualitative approaches to the research process and how to interpret these approaches for evidence-based nursing practice.

NURS 4093 **Nursing Leadership and Management**
Prerequisite: NURS 3992, NURS 3993, NURS 3093
Credit Hours: (3-9-6)

This course focuses on the leadership role of the nurse in professional nursing practice. Emphasis is on concepts relevant to nursing leadership, management, role development, and nursing administration. This course includes clinical components.

NURS 4412 **Professional Nursing Practice II**
Prerequisites: NURS 3322, 3324
Credit Hours: (6-6-8)

Students continue to build on prior knowledge and skills to integrate analytical, situational, and holistic thinking to plan and manage the care of multiple complex, high acuity adult clients. Learning activities in the classroom, simulation lab, and practice settings integrate concepts and competencies for the provision of safe, quality, and effective care. Emphasis is on the achievement of safe, effective, evidence-based management of care for multiple adult clients.

NURS 4420 **Perspectives in Maternal-Child Health Nursing**
Prerequisites: NURS 3322, 3324
Credit Hours: (5-3-6)

Students build on prior knowledge to develop analytic, situational, and holistic thinking to plan and manage care for the childbearing and child rearing families (birth through adolescence) in diverse health care setting. Classroom, simulation lab, and clinical practice settings integrate concepts and competencies for the provision of safe, quality, and effective evidence-based care with an emphasis on health promotion, maintenance, and restoration.

NURS 4512 **Professional Nursing Senior Practicum**
Prerequisites: NURS 4412, 4420
Credit Hours: (0-15-5)

Students engage in a clinical practicum with preceptors, which facilitates the synthesis of prior nursing knowledge, care concepts, competencies, and skills for clients across the lifespan who have varying alterations in functioning. Seminars, simulation labs, and clinical practice settings prepare the student to transition into the role of baccalaureate prepared registered professional nurse.

NURS 4522 **Nursing Leadership and Management**
Prerequisite: NURS 4412, 4420
Credit Hours: (3-3-4)

Students explore and assume the role of the nurse in leadership & management, health team management/collaboration, organizational dynamics, and skills/concepts relating to decision making in the provision of high quality nursing care. Learning activities in the classroom, simulation lab, and clinical practice settings emphasize concepts relevant for transition into the role of baccalaureate prepared registered professional nurse.

NURS 4524 **Professional Nursing Transition to Practice**
Prerequisite: NURS 4412, 4420
Credit Hours: (3-0-3)

Students are guided in formulating their professional identity through the application, synthesis, and evaluation of the principles required for transition into professional practice, such as civility, professionalism, professional standards, and professional development.

NURS 4922 **Critical Analysis: Acute and Chronic Illness**
Prerequisite: NURS 3922
Credit Hours: (3-0-3)

This course focuses on common acute and chronic complex health care problems across the lifespan. A case study approach will be used to examine the relationship between pathophysiological concepts and the nursing process to enhance clinical decision making. Course content may change each semester to allow for discussion related to new or emerging disease/healthcare topics of interest at that time. Students will be encouraged to suggest new or evolving illnesses for inclusion in the course outline.

NURS 4994 **Synthesis in Professional Nursing**
Prerequisite: NURS 3092, NURS 3093, NURS 3992, NURS 3993
Credit Hours: (3-0-3)

This course will be a synthesis of the coursework that has been completed in the RN/BSN program. This course prepares students to implement change through the use of evidence-based practice, conflict resolution, communication, and problem solving. Students will choose a Change Theory to guide them in the development of a proposed project within a healthcare organization.

PHILOSOPHY

PHIL 2010 **Introduction to Philosophy**
Credit Hours: (3-0-3)

An introduction to the study of philosophy through a consideration of the major problems asked in the discussion of philosophy, including metaphysics, epistemology, and the meaning of human existence and axiology. It is not the purpose of this course to provide definitive answers to the questions discussed, but rather to expose one to the various proposed solutions, to discuss the cogency of various proposals, and to allow one to decide, in light of the evidence offered, which proposal or proposals seem most rationally persuasive.

PHIL 2010H **Honors Introduction to Philosophy**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

An introduction to the classic dilemmas in the field of philosophy and how those questions have been answered by philosophers over the ages. Beginning with an analysis and investigation into the value of philosophy, the course will devote time to the study of metaphysics (the study of nature, structure, and origin of reality, of what exists) and epistemology (the study of how and what can we know). Through these approaches, answers to questions involving the divine, the mind, humans need for certainty, issues of free will, identity, and reality will be addressed.

PHIL 2020 **Introduction to Ethics**
Credit Hours: (3-0-3)

Students examine philosophical thought in the area of ethics. The course provides a survey of major theories of ethics, from early Greek to contemporary. The course also addresses the application of ethical theory to contemporary social issues.

PHYSICAL EDUCATION

PHED 1001 **Health and Wellness for Living**
Credit Hours: (3-0-3)

An introduction to the factors affecting individual and community health and wellness. Topics include stress management, mental health, human sexuality, alcohol and substance abuse, consumer health issues, chronic diseases, injury prevention, and end of life issues.

PHED 1010 **Physical Fitness for Life**
Credit Hours: (2-1-3)

An introduction to fitness and health with an emphasis on physical activity, nutrition, weight management, and health related fitness concepts. Students will have the opportunity to assess their physical fitness, nutrition, and activity patterns and to develop a personalized health and fitness program. Students will be required to **participate** in a variety of physical fitness activities.

PHED 1015 **First Aid/CPR Responding to Emergencies**
Credit Hours: (0-2-1)

An introduction to the techniques of emergency first aid, cardiopulmonary resuscitation (adult, child, infant) and automatic external defibrillator. Students will have the opportunity to earn The American Red Cross CPR certification and First Aid certification.

PHED 1040 **Introduction to Physical Education**
Prerequisite: Sophomore standing or permission of the instructor.
Credit Hours: (3-0-3)

An introductory course for physical education majors that explores professional careers, foundations, historical and philosophical principles of physical education, competitive athletics, and the sports industry.

PHED 1101 **Jogging**
Credit Hours: (0-2-1)

An activity class focusing on paced distance running for cardiovascular endurance.

PHED 1103 **Foundations of Weight Training**

Credit Hours: (0-2-1)

An introduction to the development of muscular endurance and strength through the use of free weights and fixed weight machines.

PHED 1104 **Advanced Weight Training**
Prerequisite: PHED 1103 or permission of instructor
Credit Hours: (0-2-1)

A continuation of PHED 1103.

PHED 1109 **Pacewalking**
Credit Hours: (0-2-1)

An activity class focusing on walking for cardiovascular endurance.

PHED 1115 **Tai Chi**
Credit Hours: (0-2-1)

An activity class focusing on the practice, foundation, and philosophy of Tai Chi.

PHED 1152, 1153 **Aerobics I, II**
Credit Hours: (0-2-1)

An activity class focusing on the development of cardiovascular health, muscular endurance, and flexibility through movement patterns set to music.

PHED 1201 **Beginning Tennis**
Credit Hours: (0-2-1)

For beginners only. Each student must provide his/her own racket and one can of new tennis balls.

PHED 1203 **Intermediate Tennis**
Prerequisite: PHED 1201 or permission of instructor
Credit Hours: (0-2-1)

A continuation of PHED 1201.

PHED 1205 **Advanced Tennis**
Prerequisite: PHED 1203 or permission of instructor
Credit Hours: (0-2-1)

A continuation of PHED 1203.

PHED 1207 **Badminton**
Credit Hours: (0-2-1)

A racquet sport involving indoor court activity. Each student must provide his/her own badminton equipment as assigned by the instructor.

PHED 1215 **Beginning Racquetball**
Credit Hours: (0-2-1)

Each student is required to provide protective eyewear, a racquet, and one can of new racquetballs.

PHED 1217 **Advanced Racquetball**
Prerequisite: PHED 1215 or permission of instructor
Credit Hours: (0-2-1)

A continuation of PHED 1215.

PHED 1301 **Soccer**
Credit Hours: (0-2-1)

Indoor or outdoor activity.

PHED 1320 **Basketball**
Credit Hours: (0-2-1)

Indoor basketball activity class. Class time will include exercise, skill development and competition.

PHED 1324 **Softball**
Credit Hours: (0-2-1)

Each student is required to provide a baseball glove.

PHED 1328 **Volleyball**
Credit Hours: (0-2-1)

Indoor activity.

PHED 1330 **Baseball**
Credit Hours: (0-2-1)

Each student is required to provide a baseball glove.

PHED 1402 **Rock Climbing**
Credit Hours: (0-2-1)

Basic instruction in climbing techniques for beginner through intermediate climbers. Emphasis is placed on safety, teamwork, and goal accomplishment. Students
are required to use harness and helmet as they climb and to use rope connections to a belayer.

PHED 1501 **Beginning Swimming**
Prerequisite: For students who can swim less than twelve yards.
Credit Hours: (0-2-1)

An introduction to the proper techniques in treading water, crawl stroke, back crawl, and development of confidence in a water environment.

PHED 1503 **Intermediate Swimming**
Prerequisite: PHED 1501 or permission of instructor
Credit Hours: (0-2-1)

A continuation of PHED 1501.

PHED 1504 **Lifeguard Training**
Prerequisite: PHED 1503, ability to swim 500 yards and tread two minutes, or permission of the instructor.
Credit Hours: (0-2-1)

The American Red Cross Lifeguard Training Program that teaches self-rescue, swimming, assists, escapes, and water accident prevention.

PHED 1510 **Beginning Scuba**
Prerequisite: Student must be able to swim.
Credit Hours: (0-2-1)

A course designed to teach the minimum knowledge and skills necessary to become a certified open water scuba diver.

PHED 1511 **Fitness Swimming**
Prerequisite: PHED 1503 or permission of instructor
Credit Hours: (0-2-1)

An activity class focusing on the principles and practice of distance and interval conditioning workouts.

PHED 1521, 1522 Water Aerobics I, II
Prerequisite: PHED 1501 or permission of instructor
Credit Hours: (0-2-1)

An activity class focusing on the development of cardiovascular health, endurance, and flexibility in an aquatic environment.

PHED 1551 **Water Basketball**
Credit Hours: (0-2-1)
An aquatic basketball activity course designed to improve cardiovascular endurance in a competitive setting.

PHED 1998 **Participation in Varsity Athletics I**

Prerequisite: Must be a member of a Gordon State College Varsity Athletic Team during the first year of athletic practice and competition. Students are not allowed to enroll in PHED 1998 and PHED 1999 concurrently.
Credit Hours: (0-2-1)

This course recognizes the fitness, knowledge, and skill development associated with participation of student-athletes in intercollegiate athletics. This course meets GSC PHED requirement for one credit hour of activity in Area G. Student must be a member of a varsity intercollegiate athletic team. Student-athlete must also be in the first year of athletic competition.

PHED 1999 **Participation in Varsity Athletics II**
Prerequisite: Must be a member of a Gordon State College Varsity Athletic Team during the second year of athletic practice and competition. Students are not allowed to enroll in PHED 1998 and PHED 1999 concurrently.
Credit Hours: (0-2-1)

This course recognizes the fitness, knowledge, and skill development associated with participation of student-athletes in intercollegiate athletics. This course meets GSC PHED requirement for one credit hour of activity in Area G. Student must be a member of a varsity intercollegiate athletic team. Student-athlete must also be in the second year of athletic competition.

PHYSICAL SCIENCE

PHSC 1011 **Physical Science**
Credit Hours: (3-0-3)

An introduction to physical science, including basic chemistry, physics, geology, astronomy, and earth science.

PHYSICS

PHYS 1111K **Introductory Physics I**
Prerequisites: Grade of C or better in MATH 1113, MATH 1501, or MATH 1502
Credit Hours: (3-3-4)

An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used.

PHYS 1112K **Introductory Physics II**
Prerequisite: Grade of C or better in PHYS 1111K
Credit Hours: (3-3-4)

An introductory course which will include material from electromagnetism, optics, and modern physics, Elementary algebra and trigonometry will be used.

PHYS 2211K **Principles of Physics I**
Prerequisite: Grade of C or better in MATH 1501 or MATH 1502
eCore Prerequisite: MATH 1501
Credit Hours: (3-3-4) or eCore (3-1-4)

An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary differential calculus will be used.

PHYS 2212K **Principles of Physics II**
Prerequisite: Grade of C or better in PHYS 2211K, MATH 1502 (may be concurrent with PHYS 2212K)
Credit Hours: (3-3-4)

An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used.

PHYS 2295K **Special Research Topics**
Prerequisite: Permission of Instructor
Credit Hours: (0-3-1)

Faculty guided student research utilizing laboratory, library, and/or computer resources.

POLITICAL SCIENCE

POLS 1101 **American Government**
Credit Hours: (3-0-3)

An introduction to the basic institutions, structure, and processes of the American political system. (Successful completion satisfies the legislative Constitution requirement.)

POLS 1101H **Honors American Government**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

POLS 2201 **State and Local Government**
Credit Hours: (3-0-3)

An examination of the structure, organization and functions of state and local governments. The role of state and local governments in the federal system will be analyzed. Particular attention will be paid to Georgia government.

POLS 2301 **Introduction to Comparative Politics**
Credit Hours: (3-0-3)

A comparative survey of the politics and structure of government in major nation-states.

POLS 2401 **Global Issues**
Credit Hours: (3-0-3)

A study of international relations and politics that explores foreign policies and geopolitical issues.

POLS 3000 **Special Topics in Political Science**
Prerequisite: Grade of "C" or better in HIST 2111 or HIST 2112 or POLS 1101
Credit Hours: (3-0-3)

This course allows students to undertake an in-depth study of political phenomena that occur within the country as well as those that transcend national boundaries.

PSYCHOLOGY

PSYC 1100 **Contemporary Issues in Introductory Psychology**
Credit Hours: (3-0-3)

An introduction to major contemporary issues affecting society from a psychological perspective. Topics include the difference between scientific and "pop" psychology and the ethics, legitimacy, and practical implications of various debatable issues in psychology.

PSYC 1101 **Introduction to Psychology**
Credit Hours: (3-0-3)

A broad survey of the major topics in psychology, including research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal psychology.

PSYC 1101H **Honors Introduction to Psychology**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator.
Credit Hours: (3-0-3)

This course is an honors introduction to psychology which examines psychological science as it applies to modern thought and practice. Students will use the scientific methods of psychology to critically analyze behavior and mental processes in humans and other animals. Students will also apply psychological principles to life experiences across a wide range of contexts.

PSYC 2101 **Introduction to the Psychology of Adjustment**
Credit Hours: (3-0-3)

An introduction to applied psychological theory and research concerning mental health and well-being.

PSYC 2103 **Introduction to Human Growth and Development**
Credit Hours: (3-0-3)

A non-laboratory introduction to human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development.

PSYC 2570 **Introduction to Applied Psychology**
Prerequisite: PSYC 1101
Credit Hours: (3-0-3)

An introduction to the application of psychology to daily life and work. The course focuses on understanding, measuring, changing, and improving the behavior of humans in their various environments, including educational, business workplace and interpersonal relationships.

PSYC 3020 **Interviewing and Counseling**
Prerequisite: PSYC 1101 or SOCI 1101 and HUSV 2101
Credit Hours: (3-0-3)

A course focused on developing knowledge, attitudes, and skills essential to effective interviewing and counseling in a variety of settings including social agencies, education, health care, and business. Emphasis on experimental learning of interviewing skills and strategies.

PSYC 3040 **Social Psychology**
Prerequisite: PSYC 1101
Credit Hours: (3-0-3)

The scientific study of the behavior of individuals in social situations and how behavior and mental processes are affected by other people and groups. Topics covered include the social self, group processes, stereotyping and prejudice, attitudes, conformity, attraction and relationships and helping others.

PSYC 3050 **Fundamentals of Abnormal Psychology**
Prerequisite: PSYC 1101
Credit Hours: (3-0-3)

Abnormal behavior and psychopathy will be explored from different theoretical perspectives as will the historical, social and individual factors that define abnormality. The etiology, classification, diagnosis and treatment of psychological disorders will be studied.

PSYC 3055 **Addictions**
Prerequisite: PSYC 1101 and one of the following: SOCI 1101 or SOCI 1160
Credit Hours: (3-0-3)
The assessment, etiology, diagnosis and treatment of substance abuse disorders and other addictive behaviors. Biological, psychological, and social factors associated with addictions will be studied with attention to their impact on diverse populations and the effects of substance abuse and addictive behaviors on the family and community.

PSYC 3060 **Organizational Psychology**
Prerequisite: PSYC 1101
Credit Hours: (3-0-3)

Study of the application of psychological principles to human behavior in the workplace with focus on how the workplace context of leaders, co-workers, and organizational policies, structure, and culture affect employee attitudes and actions. Topics include motivation, leadership, employee selection and assessment, team development, program design and evaluation, and occupational health.

PSYC 3065 **Family Systems**
Prerequisite: HUSV 2101 and one of the following: PSYC 1101, SOCI 1101 or SOCI 1160
Credit Hours: (3-0-3)

An advanced look at the group dynamics of the family with its own language, roles, rules, and patterns. Focus is on the intersection of family with social institutions and micro, meso, and macro influences on family functioning. The course will include theoretical perspectives, current issues, public policy, and resources available to improve family functioning.

SOCIOLOGY

SOCI 1101 **Introduction to Sociology**
Credit Hours: (3-0-3)

An introduction to the discipline of sociology, including sociological theory, methods, and selected substantive areas.

SOCI 1101H **Honors Introduction to Sociology**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

An honors introduction to sociology which examines social customs, habits, norms, values, and social arrangements. As a social science, sociology is a study of human behavior with a focus upon its external determinants. Topics covered include, but are not limited to, culture, socialization, inequality by gender, race/ethnicity, and social class, population characteristics, and crime, to mention a few.

SOCI 1160 **Introduction to Social Problems**
Credit Hours: (3-0-3)

A theoretical and empirical analysis of selected major social problems confronting American society.

SOCI 2293 **Introduction to Marriage and the Family**
Prerequisite: SOCI 1101
Credit Hours: (3-0-3)

An introduction to the structure, processes, problems and adjustments of contemporary marriage and family life.

SOCI 3045 **Poverty**
Prerequisite: SOCI 1101 or SOCI 1160
Credit Hours: (3-0-3)

Study of the structure of poverty in the United States with focus on the impact of poverty on potential of the individual and the function of the family. Topics will include trends in poverty, theories of poverty, and consequences of poverty for communities and nation.

SOCI 3055 **Addictions**
Prerequisite: PSYC 1101 and one of the following: SOCI 1101 or SOCI 1160
Credit Hours: (3-0-3)

The assessment, etiology, diagnosis and treatment of substance abuse disorders and other addictive behaviors. Biological, psychological, and social factors associated with addictions will be studied with attention to their impact on diverse populations and the effects of substance abuse and addictive behaviors on the family and community.

SOCI 3060 **Culture and Diversity**
Prerequisite: SOCI 1101 or SOCI 1160
Credit Hours: (3-0-3)

Examination of the ways that race, ethnicity, gender, sexual orientation, religion and geography impact individuals' lives. Emphasis will be placed on students increasing their understanding of cultural diversity, enabling them to serve more effectively in the field of human services and other work environments.

SOCI 3065 **Family Systems**
Prerequisite: HUSV 2101 and one of the following: PSYC 1101, SOCI 1101, or SOCI 1160
Credit Hours: (3-0-3)

An advanced look at the group dynamics of the family with its own language, roles, rules, and patterns. Focus is on the intersection of family with social institutions and micro, meso, and macro influences on family functioning. The course will include theoretical perspectives, current issues, public policy, and resources available to improve family functioning.

SOCI 3090 **Population and Society**
Prerequisite: Completion of 45 credit hours and MATH 1001, 1111, 1113, or 1501
Credit Hours: (3-0-3)

An introduction to the theoretical foundations, concepts, methods, data, and applications of Population Studies, which is also as Demography, emphasizing the effect of the basic demographic processes of fertility, mortality, and migration on population size, composition, and distribution.

SPANISH

SPAN 1001 **Elementary Spanish I**
Credit Hours: (3-0-3)

An introduction to listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking regions. Students who are determined by the instructor to be fluent in Spanish through previous schoolwork or experience must take SPAN 1002. Students cannot receive credit for this course and for SPAN 1060.

SPAN 1002 **Elementary Spanish II**
Prerequisite: SPAN 1001, two years of high school
Spanish, or permission of the instructor.
Credit Hours: (3-0-3)

A continuation of SPAN 1001, including listening, speaking, reading and writing in Spanish and further study of the culture of Spanish-speaking regions. Students cannot receive credit for this course and for SPAN 1060.

SPAN 1060 **Accelerated Elementary Spanish**
Credit Hours: (6-0-6)

An accelerated introduction to listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking regions. This course combines SPAN 1001 and 1002 and is open only to non-native speakers of Spanish who completed two

units of a foreign language in high school. Students cannot receive credit for this course and for SPAN 1001 or SPAN 1002. This course may not be used to make up a RHSC deficiency in Foreign Language.

SPAN 2001 **Intermediate Spanish I**
Prerequisite: SPAN 1002 or permission of the instructor.
This course is open to native speakers.
Credit Hours: (3-0-3)

An extensive reading of authentic literary works in Spanish, review of troublesome aspects of Spanish syntax, and introduction to composition and literary discussion in Spanish.

SPAN 2002 **Intermediate Spanish II**
Prerequisite: SPAN 2001
This course is open to native speakers.
Credit Hours: (3-0-3)

An extensive reading of authentic literary works in Spanish, review of troublesome aspects of Spanish syntax, and introduction to composition and literary discussion in Spanish.

SPAN 2201 **Spanish Conversation I**
Prerequisite: SPAN 2001 or permission of the instructor.
Credit Hours: (3-0-3)

Continuations of Intermediate Spanish 2001 and 2002 offered at Enforex Language Schools in Barcelona in Gordon State College's Spanish Immersion Study Abroad program. All instruction is in Spanish, and conversational skills are developed through interaction with students and instructors as well as by traditional teaching methods.

SPAN 2202 **Spanish Conversation II**
Prerequisite: SPAN 2201
Credit Hours: (3-0-3)

Continuations of Intermediate Spanish 2001 and 2002 offered at Enforex Language Schools in Barcelona in Gordon State College's Spanish Immersion Study Abroad program. All instruction is in Spanish, and conversational skills are developed through interaction with students and instructors as well as by traditional teaching methods.

SPECIAL EDUCATION

SPED 3100 **Characteristics of Students with Mild Disabilities**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

A course designed to address the characteristics of students from diverse backgrounds with mild intellectual, emotional/behavioral, and/or learning disabilities. Topics involving legal issues, development of individual education plans, diagnostic and intervention practices, and working with parents are examined in the context of both general education and special education settings.

SPED 3105 **The Exceptional Learner in the Middle School and Secondary Classroom**
Prerequisite: Admission into the Middle School or a Secondary Education Program
Credit Hours: (3-0-3)

This course is a survey of methods and strategies for teaching exceptional students in the general middle school and secondary classrooms. Topics include social skill development, behavior management, and relevant legislation.

SPED 4000 **Educational Assessment of Exceptional Children**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

A course designed to provide a background of formal and informal evaluative procedures for use with children from diverse backgrounds with learning problems. An in-depth diagnostic of a school-aged child is required.

SPED 4200 **Educational Interventions for Students with Mild Disabilities**
Prerequisite: Admission to Candidacy, Bachelor of Science, Elementary Education
Credit Hours: (3-0-3)

A course designed to provide future teachers with practical applications of research-based curriculum and methodology utilized in the teaching of students from diverse populations with mild disabilities in interrelated and inclusionary classroom settings. Effective planning, lesson implementation, and monitoring of student progress in collaborative situations are addressed. Research-based methodologies including direct instruction and cooperative learning are applied in classroom settings.

THEATRE (DRAMA)

THEA 1000 **Voice and Diction**
Credit Hours: (3-0-3)

An introduction to vocal training for production of Standard American Speech with an emphasis on resonance, breath control, vocal relaxation, and posture using the International Phonetic Alphabet and a variety of contemporary approaches to vocal training.

THEA 1100 **Theatre Appreciation**
Credit Hours: (3-0-3)

An introduction to all aspects of the global theatrical experience, including its history, assorted performance traditions in their cultural contexts, analysis of the script, and the role of the audience and the artist.

THEA 1102 **Stagecraft**
Prerequisite: Theatre majors only or permission of the instructor.
Credit Hours: (3-0-3)

An introduction to the technical crafts used for executing theatrical scenic, lighting and sound designs with emphasis on drafting, construction, scene-painting, and electrics for productions.

THEA 1111, 1112 **Theatre Practicum**
Prerequisite: Sequential completion or permission of the instructor
Credit Hours: (0-2-1)

An introductory and intermediate study of the practical aspects of theatre production, including scenery construction, box office and house management, lighting and sound operation, and performance.

THEA 2103 **Introduction to Costume and Makeup**
Prerequisite: Theatre majors only or permission of the instructor
Credit Hours: (2-2-3)

An introduction to the theory and practice of stage costume design and construction techniques, as well as the broad spectrum of makeup styles.

THEA 2104 **Introduction to Scenic Design**
Credit Hours: (3-0-3)

This course will cover design theory, style and process for scenery; hand and computer-aided drafting (CAD), modeling and rendering techniques; history of scenic and architectural design; and script analysis for design.

THEA 2105 **Introduction to Lighting Design**
Credit Hours: (3-0-3)

This course will cover design theory, process, and script analysis for lighting; hand and computer-aided drafting (CAD) techniques; history of lighting design; equipment selection; basic electricity; hang and focus of a light plot; and cueing for theatrical productions.

THEA 2111, 2112 **Advanced Theatre Practicum**
Prerequisite: THEA 1112 or permission of the instructor; sequential completion is required.
Credit Hours: (0-2-1)

An advanced study in the practical aspects of theatre production.

THEA 2201 **Acting**
Prerequisite: Theatre majors only or permission of the instructor.
Credit Hours: (3-0-3)

An examination of the fundamentals of acting, including improvisation, scene study, and monologue work.

THEA 2202 **Acting II**
Prerequisite: Theatre majors only or permission of the instructor.
Credit Hours: (3-0-3)

Analysis of scenes, staging, rehearsal, and performance of scene repertory from modern theatre.

THEA 2205 **Script Analysis**

Prerequisite: Theatre and English majors only or permission of the instructor.
Credit Hours: (3-0-3)

A survey of the development of Western dramatic form and style with a focus on production.

Student Conduct Regulations

Gordon State College believes in a positive approach to student life on campus. Gordon's emphasis is on the idea that college students have the same rights and privileges that are available to all other citizens, that no special rights exist on the campus nor in the name of the College, and that the rights which all citizens enjoy can continue only so long as they do not interfere with the rights of others. Assurance of the continuation of these freedoms is dependent upon all college constituents abiding by the rules and laws, and upon lawfully and peacefully seeking changes in the rules and laws with which they may disagree.

Title IV Legal Notice

Gordon State College recognizes and supports local, state, and federal laws and policies of the Board of Regents, with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs, as well as the Drug-Free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere.

Standards of Conduct

- State of Georgia Statutes declare that it is unlawful for any person less than 21 years of age to possess or consume alcoholic beverages.
- It is unlawful to sell, give, serve, or permit to be served alcoholic beverages to a person less than 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.
- It is unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law.
- To receive federal student aid, a student must not have a drug conviction for an offense that occurred while they were receiving federal student aid (such as grants, loans, or work-study).

Alcohol

Gordon State College expressly prohibits the unauthorized or illegal use, possession, sale or distribution of alcoholic beverages on campus. Student activity funds or state funds may not be used for the purchase of alcoholic beverages. Gordon State College is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws, incorporated into the Gordon State College Alcohol and Drug-Free Campus Policy, will not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the President of Gordon State College.

Drug

Gordon State College prohibits the possession, use, or distribution of drugs and alcohol by students and employees on the Gordon State College campus or as any part of Gordon State College's activities, whether on or off campus. Gordon State College is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws, incorporated into the Gordon State College Alcohol and Drug-Free Campus Policy, will not be condoned on the campus or at any activity held off campus by any constituency.

Student Organization Responsibility for Drug Abuse

Official Code of Georgia Annotated Section 20-3-90 et seq., provides that any student organization functioning at any university system institution which knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or a dangerous drug when such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn, shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt. The organization shall also be prohibited from the use of all property and facilities of the university system institution with which it is affiliated. These disciplinary actions are subject to administrative review and hearing procedures as are provided in the code.

Travel

Students should be aware that they are responsible for abiding by the Drug-Free Campus Policy and that they may be held liable, both civilly and criminally, in the case that they are found in violation. When students travel, they should know that their point of destination is considered an extension of the campus. Violations occurring off campus will be treated the same as if the violations occurred on campus.

All students participating in extra-curricular travel are required to complete the necessary travel forms prior to departure and return them to the Student Activities Office. These forms can be obtained from the Director of Student Activities or online.

Risks Associated with the Alcohol Abuse and Illicit Drug Use

The inappropriate or excessive use of alcohol and other drugs are associated with a variety of personal health risks, and risks to others. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including murder, rape, armed robbery, vandalism, spouse and child abuse, and drunk driving. High doses of alcohol often cause marked impairment in higher mental function, severely altering a person’s ability to learn and remember information and make judgments. Heavy use may cause chronic depression and suicide and is also greatly associated with the abuse of other drugs. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. The use of even small amounts of alcohol by a pregnant woman can damage her fetus.

Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders, and impairment of the central nervous system, all of which can lead to dependence, particularly in person with one or more parents or grandparents who were problem drinkers. At least 15-20 percent of heavy users will eventually become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake by alcoholics is likely to produce withdrawal symptoms,

including severe anxiety, tremors, hallucinations, or convulsions, which can be life threatening.

Use of Illicit Drugs interferes with the brain's ability to take in, sort and synthesize information. They distort perception, which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory. Illicit drugs all have some health-threatening qualities, some more than others. Examples are lung damage for marijuana, central nervous system disorders for cocaine, heroin, and hallucinogens, and liver damage from inhalants. Dependence and addiction are constant threats to users. HIV is widely spread among intravenous drug users. Regular abuse of these substances generally exposes users to criminal elements who may influence users to become involved in criminal activities in addition to their already illegal drug use.

Information on Alcohol and Drugs and Treatment Referral

Gordon State College has no drug and alcohol treatment or rehabilitation programs. A community resource list with options for addiction treatment is available on the Counseling Center webpage including resources in Barnesville and surrounding counties. Programs listed as referral sources should not be interpreted as an endorsement by the College.

Suspension from Public Institution for Convicted Drug Offenders

Georgia law (see O.C.G.A. §20-1-23) mandates that any student of a public educational institution who is convicted 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 institution in which such person is enrolled. The suspension shall be effective as of the date of conviction for the remainder of the term. A convicted student would forfeit any right to any academic credit otherwise earned or earnable for such term. The only exception allowed is in cases where the institution has taken student conduct action for the same offense prior to conviction.

Student Conduct Sanctions for Alcohol/Drug Offenses

Sanctions that may be imposed by Gordon State College for violators of this Policy include the following or any combination thereof: Reprimand; Restrictions; Probation; Suspension; Forced withdrawal or expulsion; Referral; Monetary fine.

Legal Sanctions – Alcohol Offenses

Commons Alcohol Offences	Typical Penalty-First Offense
Possession of or attempt to purchase alcohol by a person under 21 years of age	$300 fine, up to three years of probation, 20 hours of community service, up to 6 months in jail
DUI	1st offense: $750 - $1,000 fine, 40 hours community service, jail 10 days to 12 months (all except 24 hours of jail time may be suspended or probated) Over age 21: driver's license suspended for one year, may get limited driving permit (go to work and school) after DUI school in 120 days Under age 21: license revoked 6-12 months depending on blood alcohol level, no limited driving permit issued
Using a false driver's license, ID, or allowing someone to use your driver's license or ID	$100 - $200 fine, 12 months of probation, up to 12 months in jail
Providing alcohol to a person under age 21	$1,000 fine, 12 months of probation, up to 12 months in jail

Legal Sanctions – Illicit Drug Offenses

Common Drug Offenses Offense	Typical Penalty – First
Purchase/Possession of controlled substance	Felony: $1,000 fine, 2 to 15 years in jail
Trafficking controlled substance (not marijuana)	Felony: $100,000 to $1 million fine, 5 to 15 years in jail
Possession of 1 ounce or less marijuana	Misdemeanor: Fine up to $1,000; 12 months jail
Possession of more than 1 ounce marijuana	Felony: 1 – 10 years jail
Trafficking marijuana	Felony: Fines from $100,000 to $1,000,000; 5 to 15 years jail or probation
Trafficking marijuana to minor	Felony: Fine up to $250,000; 2 to 20 years in jail

Eligibility for Federal Financial Aid

Higher Education Act Amendment (October 1998) Section 484 Section 484, *Student Eligibility*, is amended to authorize the suspension of a student's federal loan eligibility if he or she has been convicted of a drug-related offense. The section states that a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or

work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

Student Ineligibility for Grants, Loans, or Work Assistance
For possession of a controlled substance, ineligibility period is:

- First Conviction - 1 year
- Second Conviction - 2 years
- Third Conviction – Indefinite

For sale of a controlled substance, ineligibility period is:

- First Conviction - 2 years
- Second Conviction - Indefinite

Student Code of Conduct

Students are admitted to Gordon State College with the expectation that they have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward and respect for the regulations and standards of the College, the laws of the community, state, and nation, and the standards of fellow students.

College regulations go into effect at the time a student accepts admission to Gordon State College and continue until the time of graduation or withdrawal. The student assumes an acceptance of the standards and regulations which are stated in this handbook and in other publications of the College. Students should realize that they may be held accountable through the College's disciplinary system when an on-campus or off-campus offense is committed. The College will take necessary and appropriate action to protect the safety and well-being of its community. In such case, the Vice President for Enrollment Management and Student Affairs or official designee may impose the necessary temporary sanctions, pending a hearing unless the student admits responsibility and participates in an informal hearing.

The most current version of the Student Code of Conduct may be found online. In the event of a conflict between the Student Code of Conduct and other College policies, the most current version of the Code governs. Students involved in criminal matters may be sanctioned by the College in addition to any sanctions that may be imposed by a court of law. However, the relationship a student has with the state or federal court system does not alter the student's relationship with the College unless the student is also found responsible for violating College Policy.

A. Classroom Behavior

Discipline in the classroom is vested in the authority of the instructor. Instructors are expected to establish guidelines for their classes and the college will support their enforcement.

B. Academic Dishonesty

Gordon State College recognizes honesty and integrity as being necessary to the academic function of Gordon State College. The following regulations are promulgated in the interest of protecting the equity and validity of Gordon State College's grades and degrees and to assist students in developing standards and attitudes appropriate to intellectual life.

1. No student shall receive or attempt to receive assistance not authorized in the preparation of any laboratory reports, examinations, essays, themes, term papers, computer software, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.
2. No student shall knowingly give, or attempt to give, unauthorized assistance to another in the preparation of any laboratory reports, examinations, essays, themes, term papers, computer software, or

similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

3. Plagiarism is prohibited. It is assumed that the written work submitted for evaluation and credit is the student's own unless appropriately acknowledged. Such acknowledgment should occur whenever one directly quotes another person's actual words, appropriates another's ideas, opinions, or theories even when they are paraphrased, and whenever one borrows facts, statistics, or other illustrative materials unless the information is common knowledge.
4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date or time in any course of study offered by the College, excluding questions and answers from tests previously administered.
5. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, library materials, etc.
6. No student shall falsify any fact presented in any laboratory reports, research, examinations, essays, themes, term papers, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

C. Administrative Summons

Students are expected to respond immediately to an administrative summons.

D. Alcohol

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Federal, state, and local laws pertaining to possession and use of alcoholic beverages and other drugs are enforced on the College campus and in residence halls.

1. The manufacture, distribution, sale, possession, or use of intoxicating substances on campus, or while participating in a College function, or at College approved events off campus is strictly prohibited.
2. Student(s) on or returning to campus who are unable to control himself or herself because of alcohol consumption are in violation of the **Student Code of Conduct**.
3. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.
4. Consumption or possession of alcoholic beverages is not allowed on campus.
5. Alcohol containers are not allowed (full, empty, or decorative). The possession or presence of alcohol containers (full, empty, decorative, etc.) is prohibited in residence hall rooms and on campus and will be

viewed as evidence of possession or consumption of alcoholic beverages regardless of student's age.

This procedure applies to all drugs and their abuse (including alcohol). Exception for Disclosures: The school, at its discretion, may notify parents of a student under 21 (at the time of violation) if the institution has determined that the student violated its alcohol or drug policies.

E. Animals

Animals, except for those needed to assist disabled persons or those required for research or class experiments, are prohibited (unless written permission is obtained from the Vice President for Enrollment Management and Student Affairs or official designee). No animals of any kind may be kept in or about the residence halls.

F. Continuing Duty to Disclose Criminal/Disciplinary Matters

Gordon State College students have a continuing duty to report criminal/disciplinary events that occur after application to the College. The criminal/disciplinary events that must be reported are described below and reports must be made to the Office of the Vice President of Enrollment Management and Student Affairs within 72 hours of the Student's notice of the event. Failure to comply with the requirement may result in sanctions to and including immediate withdrawal from the college.

- Conviction of a crime other than a minor traffic violation
- Criminal charges filed against the student
- Entering a plea of guilty, a plea of no contest, a plea of nolo contendere, and Alford plea, or a plea under any first offender act in response to charges filed against the student
- Disciplinary or academic misconduct charges initiated or sanctions imposed against the student from a high school or former college or university

G. Compliance with College Policy

In addition to the general rights and obligations of College community, each Student is obligated to apprise him/herself of and comply with all College rules, regulations and policies. Students are individually responsible for understanding and exercising their rights, fulfilling their obligations and respecting the rights of others. Lack of knowledge of a College policy will not be accepted as excuse for failure to observe it.

H. Dining Hall Rules and Regulations

Dress Code

All individuals entering the dining hall must wear a shirt and shoes. The cafeteria reserves the right to deny entrance to anyone in attire deemed inappropriate.

Language

Loud, obscene, or profane language will not be permitted in the cafeteria.

Safety

No disruptive behavior will be tolerated (i.e., horseplay, wrestling, food throwing, fighting, etc.).

Identification

To dine in the dining hall you must have your proper encoded student identification and/or a meal card or pay cash at the door.

Smoking

Smoking is not allowed.

Courtesy

Students are responsible for leaving tables clean and taking trays to dish room.

I. Disciplinary Charges

Disciplinary charges against a student or student organization alleging infractions of the rules and regulations of the College may also subject such student or student organization to temporary sanctions by the Vice President for Enrollment Management and Student Affairs or official designee. This may include suspension pending the final disposition of the case if the student's presence or conduct disrupts the academic atmosphere of the school, endangers fellow students, teacher or school officials, or damages property.

J. Disorderly Assembly

1. No student shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion which interferes with the normal operation of the College. This section should not be construed so as to deny any student the rights of peaceful, nondisruptive assembly. Students may seek written permission from the Vice

President for Student Affairs or official designee to assemble for peaceful purposes.

2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of College facilities, or materially interfere with the normal operation of the College.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited. (Any use of sound amplification equipment must be cleared through the Vice President for Enrollment Management and Student Affairs or official designee.)

K. Disorderly Conduct

1. Disorderly or obscene conduct, language, dress or breach of the peace on College property or at any function sponsored or supervised by the College is prohibited.
2. No student shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus. Physical assault, including sexual assault, is prohibited.
3. No student shall intentionally harass another person. Harassment includes but is not limited to threatening, intimidating, verbally abusing, impeding, telephoning, following, or persistently bothering or annoying. Harassment may represent but is not limited to acts based on sex, race, religion, national origin, or disability.
4. No student shall fail to comply with the administrative policies enacted by the College.
5. Conduct on College property or at functions sponsored or supervised by the College, which materially interferes with the normal operation of the College or the requirements of appropriate discipline, is prohibited.
6. No student shall enter or attempt to enter any building, dance, social or athletic event, or any other event sponsored by or supervised by the College or any recognized College organization without credentials for admission, i.e., ticket, I.D. card, invitation, key, etc. At such College functions, a student must present proper credentials to properly identified College faculty and staff upon their request.
7. Conduct, dress, and/or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community are prohibited.
8. No student shall interfere with, give false name to, or fail to cooperate with, any properly identified College faculty, administrative, or staff personnel while these persons are in the performance of their duties.
9. The children of students are not allowed in class. Children (unauthorized) are not conducive to the residence hall environment and are not allowed in the residence halls.
10. In-line skating, roller blading, hover boarding and/or skateboarding is prohibited throughout the college campus.

L. Disregard for Library Property

No student shall take, attempt to take, or keep in their possession items belonging to the library, or items placed in the library for display, reference, etc. Malicious or unwarranted damage, destruction, or defacement of library materials is prohibited.

M. Dress

Students are required to be appropriately dressed while on campus so as not to cause disruption and or disrespect to students, faculty, staff, or guests of Gordon State College. Inappropriate dress may include but not limited to:

1. Showing of undergarments, for both male and female.
2. Clothing with derogatory or lewd messages either in words or pictures.

Failure to adhere to the above dress code policy may result in disciplinary action. (Note specific dress code requirements in food service areas listed elsewhere)

N. Drug - Zero Tolerance

Georgia law prohibits possession of drugs. Federal, state, and local laws pertaining to possession and use of drugs are enforced on the College campus and in residence halls.

1. The manufacture, distribution, sale, possession, or use of marijuana, narcotics, controlled substances, intoxicating substances or dangerous drugs on campus, or while participating in a College function, or at College approved events off campus is strictly prohibited.
2. Student(s) on or returning to campus who are unable to control himself or herself because of drug consumption are in violation of the **Student Code of Conduct**.
3. Consumption or possession of drugs is not allowed on campus. Possession of drug paraphernalia is prohibited on campus.
4. Inappropriate or misuse of prescription drug(s) is a violation of the drug policy.

This procedure applies to all drugs and their abuse (including alcohol).

Exception for Disclosures: The school, at its discretion, may notify parents of a student under 21 (at the time of violation) if the institution has determined that the student violated its alcohol or drug policies.

Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs, shall include the forfeiture of academic credit and the temporary or permanent suspension

or expulsion from the institution. (BOR Policies; Section 406.04).

Withdrawal of Recognition of Student Organizations due to violation of zero tolerance drug rule

The Board of Regents has determined that the use of marijuana, controlled substances, or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state, and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise. (Section 406.01)

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which through its officers, agents, or responsible members knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement or other document between the Board of Regents or the institution and the student organization which relates to the use of the property leased, rented or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VII of the Bylaws).

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs.

Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter.

O. Explosives

No student shall possess, furnish, sell, or use explosives of any kind on College property or at College functions.

P. Falsification/Misrepresentation of College Records

1. No student shall complete any College record dishonestly.
2. No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form, or document used by the College, nor shall any student knowingly use any such altered, counterfeited, or forged record, form, or document.
3. No student shall hinder or mislead or attempt to hinder or mislead a properly identified College official in the performance of his/her duty by providing false or misleading information or by misrepresenting the facts.

Q. Fire Safety

1. No student shall tamper with fire safety equipment.
2. The unauthorized possession, sale, provision, or use of any incendiary device is prohibited.
3. No student shall set or cause to be set any unauthorized fire or fire hazard in or on College property.
4. No student shall make, or cause to be made, a false fire alarm.
5. All occupants of a building must leave the building *immediately* whenever the fire alarm sounds.
6. The possession or use of fireworks on College property or at events sponsored or supervised by the College or any recognized College organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
7. Hot plates, toaster ovens, open elements, or other appliances may not be used in the residence halls.
8. **Smoking is NOT permitted in the residence halls or surrounding areas.**

R. Gambling

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

S. Harassment

Gordon State College prohibits, and will not tolerate, harassment based on sex, race, color, national origin, religion, age, disability, genetic information, veteran status, or any other characteristic protected by applicable law. This procedure applies to all administrators, faculty members, staff, employees, applicants, independent contractors, students, prospective students, visitors, volunteers, and anyone else who visits or has business on the campus of Gordon State College or interacts with employees, students, or other members of the college community. Any person who violates this procedure against harassment will be subject to

appropriate penalties, which may include termination, expulsion, and/or dismissal.

T. Hazing

Hazing is defined as any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization registered by the College. This includes, but is not limited to, beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion from contact with others, or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual.

For the purpose of clarity, any activity described above that is directly or indirectly a condition of initiation or admission into a registered student organization shall be presumed to be a forced activity, the willingness of the individual to participate in such an activity notwithstanding. All students and College-registered student organizations are prohibited from hazing in any form, both on and off campus.

U. Joint Responsibility for Infractions

1. Students who knowingly act in concert to violate College regulations have individual and joint responsibility for such violation; such concerted acts are prohibited.
2. Students are responsible for the conduct of their guests on or in College property and at functions sponsored by the College or any registered College organization.

V. Jurisdiction and Authority

The Student Code of Conduct applies equally to students and student organizations. The College has jurisdiction to hear all matters related to violation of College policy and reserves the right to take appropriate action to protect the safety and well-being of the College community.

The Code applies to all student conduct on or adjacent to College property, at College-sponsored activities and programs including those in remote and international locations, and at student organization activities. The Code also applies to conduct occurring on non-College property and at non-College events when that conduct may threaten the safety of the College community. The Code continues to apply to student conduct while a conduct matter is pending if the student withdraws from school.

W. Misuse of Property

Damage to, destruction of, or removal of any property belonging to the College, to a member of the College community, or to a visitor is prohibited.

X. Noise

The abuse or unauthorized use of sound amplification equipment or other noise (e.g. yelling, banging, etc.) indoors or outdoors is prohibited. (Any use of sound amplification equipment must be cleared through the Vice President for Enrollment Management and Student Affairs or official designee.)

Y. Payment of Fees, Charges, or Fines

Students are required to pay fees, charges, and fines within the specified time.

Z. Relation of College Code to Local, State, and Federal Laws

Students are subject to the rules and regulations of the College and to local, state, and federal laws. Violation of these rules, regulations, or laws is prohibited, and violators may be referred to the College's disciplinary system.

A student in any institution of the University System of Georgia who is charged with or indicted for a felony or crime involving moral turpitude, may be suspended pending the disposition of the criminal charges against the student (BOR 406.02).

AA. Repeated Violations

Repeated violations of published rules or regulations of the College, which cumulatively indicate an inability or unwillingness to conform to the standards of the College for student life, will be grounds for suspension or dismissal.

BB. Residence Halls

Residence halls have their own published regulations, the violation of which could be cause for campus disciplinary action.

1. No unauthorized student/non-student shall enter, attempt to enter, or remain in restricted areas of College residence halls. Unauthorized students living in the residence halls are subject to dismissal.

2. Students shall abide by all policies established by various residence halls for the protection of the privacy, rights, privileges, health, or safety of the community.

CC. Solicitation

The following forms of solicitation, when approved by the Student Activities Office, are permitted:

1. Approved fundraising activities by an organization related to the College (see "Concessions and Fundraising on page 87.)
2. Distribution of information in public areas.

All other solicitation is prohibited as the purpose of the College is to promote the educational versus the commercial atmosphere in the residence halls and on the campus.

DD. Student Identification Cards/Residence Hall Keys

1. Lending, selling, or otherwise transferring a student photo I.D./residence hall key is prohibited.
2. The use of a student photo I.D./residence hall key by anyone other than its original holder is prohibited.
3. Any other fraudulent use is prohibited.
4. Students are required to carry College I.D.'s on their person at all times *and to present identification upon request by any College Official.*

EE. Theft

1. No students shall sell textbooks that are not their own without written permission of the owner.
2. No students shall take, attempt to take, or keep in their possession items of College property or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.

FF. Tobacco Usage

Tobacco usage is prohibited at Gordon State College. In order to ensure a safe, healthy environment, all Gordon State College facilities are tobacco free for all employees, students, and visitors effective June 1, 2011. The use of all tobacco products is prohibited within the boundaries of all College locations, including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or leased by the College. This policy applies to parking lots, walkways, sidewalks, sports venues, State vehicles and private vehicles parked or operated on College property. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos,

electronic cigarettes, pipes, bidis, hookahs, blunts, smokeless or spit tobacco or snuff.

Enforcement of this policy is intended to be educational, but violations may result in monetary fines of $25.00 and/or disciplinary actions as outlined in the Gordon State College Academic Catalog/Student Code of Conduct.

GG. Unauthorized Entry or Use of College Facilities

1. No student/non-student shall make or attempt to make unauthorized entry into any College building, office, or other facility; nor shall any person remain without authorization in any College facility after normal closing hours.
2. No student/non-student shall make or attempt to make unauthorized use of any College facility or service.
3. Unauthorized possession or use of College keys/ identification is prohibited.
4. Students and/or student groups may not make reservations in their name for outside groups or organizations to use College space. (See Facility Reservation Process)
5. Unauthorized students residing in the residence halls are subject to dismissal.
6. No student shall walk or climb any campus wall, fence, gate, etc.

HH. Weapons

Except as expressly provided in O.C.G.A. 16-11-127.1,

1. Beginning on July 1, 2017, House Bill 280 will allow anyone who is properly licensed in the State of Georgia to carry a handgun in a concealed manner on property owned or leased by public colleges and universities, with some exceptions as explained below. It will not allow any other type of gun to be carried around campus; nor will it allow handguns to be carried openly. (House Bill 280 does not apply, however, to institution-sponsored events or excursions away from campus on property not owned or leased by a University System institution.)

   The statute defines *concealed* as "carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others." A license-holder therefore may carry a handgun while it is substantially ("but not necessarily completely") covered by an article of clothing he or she is wearing, or contained within a bag ("of a nondescript nature") he or she is carrying, or in another similar manner that generally keeps it out of the view of others.

   There are a number of exceptions to the new law that limit the places on campus where handguns may be carried. Even license-holders

may not carry a handgun into the following locations on college/university-owned or leased property:

- Buildings and property used for athletic sporting events. This exception includes stadiums, gymnasiums and similar facilities in which intercollegiate games are staged.
- Student housing facilities including residence halls and similar buildings where students live such as fraternity and sorority houses.

- Spaces – including any room, continuous collection of rooms or outdoor facility – that are used for preschool or childcare.
- Rooms and other spaces during the times when they are being used for classes in which high school students are enrolled.
- License-holders who want to carry handguns to class will need to visit the institution's registrar or other designated employee, who after verifying their enrollment status will tell them which of their classes if any, have high school students enrolled. Institutions shall not, however, keep any listing of those who inquire. (Note also that the names of enrolled high school students may not be revealed in accordance with applicable privacy laws.) It is the responsibility of license-holders to seek out this information and make themselves aware of which classrooms fall within this exception.
- Faculty, staff and administrative offices. This exception includes offices and office suites occupied by faculty, staff and administrators but does not include more general public common spaces outside of those areas.
- Rooms during the times when they are being used for disciplinary proceedings of any kind, including those regarding students, faculty or staff. These would include any meetings or hearings that are part of the University System's or the institution's sexual misconduct, student conduct, dispute resolution, grievance, appeals or similar processes.

Under the new law, it is a misdemeanor crime for a license-holder to carry a handgun "in a manner or in a building, property, room, or space in violation of" these provisions. Doing so also may be a violation of the institution's student code of conduct and personnel rules. It will be the responsibility of those license-holders who choose to carry handguns on campus to know the law and to understand where they can go while carrying. Institutions will not provide gun storage facilities or erect signs outside restricted areas.

2. Possession of firearms on College property or at events sponsored or supervised by the College or any recognized College organization is prohibited by anyone under 21 years old.
3. The possession or use of any other offensive weapons is prohibited (i.e., knives, stun guns, nunchakus, bows, clubs, baseball bats, etc.).
4. No reasonable facsimile of a weapon is allowed on campus for safety's sake (i.e. toys, squirt guns, rubber knives, etc.).

Regents' Statement on Disruptive Behavior

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System. The rights, responsibilities, and prohibitions contained in this Statement are incorporated as part of these regulations.

"The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights of freedom of its faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible, disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

"In recent years a new serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use of display or verbal or written obscenities involving indecent or disorderly conduct.

"These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that for intellectual debate and persuasion which are at the very heart of education.

"The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

"Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. The essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or electoral process.

"For these reasons and in order to respond directly and specifically to this new problem the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who

clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or help on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

"The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

"The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of American Colleges in January, 1968, and by the Executive Committees of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education" (Minutes, 1968-69, pp. 166, 169).

Disciplinary Procedures

Reports of Student Misconduct

When a student is reported with violation of conduct regulations, the disposition of the student's case shall be conducted according to the College's due process requirements, in keeping with the procedures outlined below.

1. Complains to the appropriate department and/or person(s) 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 has been made.

   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.

   Where appropriate, complainants may file a law enforcement report along with an institutional report.

   a. Confidentiality: Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institutions should consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. The institution should 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.

   b. Retaliation: Anyone 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. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should 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.

   c. False Complaints: Individuals 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 the institution's policy.

   d. Amnesty: Individuals should be encouraged to come forward and to report student misconduct notwithstanding their choice to consume alcohol or to

use drugs. Information reported in good faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in a disciplinary proceeding and will not be voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Not all matters covered under this policy will necessarily involve alleged victims; however, where they are involved, it should be noted that a complainant will not always be the alleged victim but instead may be a third-party witness. The institution may also respond to issues raised by third-party complaints (such as referrals by police) or discovered by staff or through its own investigations.

2. The student shall be notified by the Enrollment Management and Student Affairs Office of the accusation of a violation and will be asked to come to the Enrollment Management and Student Affairs Office for a conference to discuss the complaint.

3. At the above mentioned conference, the student shall be advised of the following options and asked to indicate a preference.

    a. The student may, in writing, admit to the alleged violation, waive all further hearings, and request that the College take appropriate action. In which case, the Vice President for Enrollment Management and Student Affairs or Conduct Officer or official designee will take appropriate action.

    b. The student may, in writing, deny the alleged violations in which case the institution shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct should be addressed when such acts occur on institution property or at institution-sponsored or affiliate events, or otherwise violate the institution's student conduct policies at non-institution sponsored events. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply.

        Access to Advisors: 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.

Training: The institution's individual(s) tasked with investigating allegations of student misconduct shall not be responsible for training student conduct panel/board members or appellate body members.

Initial Evaluation of Student Conduct Reports: Regardless of how an institution becomes aware of misconduct, it shall ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person, the institution shall 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 should be dismissed. Otherwise, a prompt, thorough, and impartial investigation and review shall be conducted into each complaint received to determine whether charges against the respondent should be brought.

Throughout any investigation and resolution proceedings, a respondent shall receive notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent during the investigation and resolution process, without an adverse inference resulting. If the respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result, and may be resolved against the respondent. Further, unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

When the potential sanctions for the alleged misconduct may involve a 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:

1. The respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file. Where applicable, a copy shall also be provided to the alleged victim via the same means.

2. 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.

3. 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 should 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.

4. 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 should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.

5. 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 should 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).

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

7. The final investigative report should 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.

c. The Judicial Committee will make a recommendation to the Vice President for Enrollment Management and Student Affairs. The Vice President for Enrollment Management and Student Affairs will consider the Judicial Committee's recommendation and take appropriate action. The Vice President for Enrollment Management and Student Affairs or official designee may, for good cause, refer any case to the Judicial Committee.

4. Students shall be notified in writing of final decision.

Interim Suspensions

Interim suspensions – that is, suspensions while the investigation and adjudication process are proceeding – should only occur where necessary to maintain safety, and should be limited to those situations where the respondent poses a serious and

immediate danger or threat to persons or property. In making such an assessment, the institution should 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.

While firmly committed to the concept of due process, the College recognizes the fact that the student may be accused of on-campus or off-campus offenses which, by their nature, would present a clear and present danger of serious physical or mental harm to the students or to another member of the College community or to the College property. In such cases, the Vice President for Enrollment Management and Student Affairs or official designee may impose the necessary temporary sanctions, pending a hearing if requested by the student.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension shall take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

The Student Judicial Committee

The purpose of the Student Judicial Committee shall be to hear all disciplinary appeals and recommend disciplinary sanctions to the Vice President for Enrollment Management and Student Affairs in cases of non-academic violations of College policies or regulations.

1. The Student Judicial Committee shall consist of one faculty member, one staff member, and 3 students chosen by the Student Government Association.

2. The faculty member shall act as Chair. The Office of the Vice President for Enrollment Management and Student Affairs shall be responsible for providing to the Student Judicial Committee a member of its staff to perform recording functions.

The Student Judicial Committee shall hear non-academic cases involving alleged violations of the Student Code of Conduct which shall be referred by the Vice President for Enrollment Management and Student Affairs or official designee.

Hearing

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 an informal process or otherwise provided a written waiver of rights to these procedures. Further, unrelated charges and/or cases shall be heard separately unless the respondent voluntarily consents to the charges/cases being heard jointly.

Where the respondent indicates that he or she contests the charges, and once the investigative report has been finalized and copies provided to the respondent and alleged victim (where applicable) the case shall be set for hearing; however, the alleged victim (where applicable) and respondent may have the option of selecting mediation as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Enrollment Management and Student Affairs, or his/her designee.

Where a case is not resolved through mediation, the respondent shall have the option of having the charges heard either by an administrator (hearing officer) or a student conduct panel. 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 or alternative method, if necessary. Additionally, the following standards will apply to any such hearing:

1. The respondent shall have the right to present witnesses and evidence to the hearing officer or panel, as well as ask questions to any witnesses. At the determination of the hearing officer or panel, this questioning may take place through the submission of written questions to the panel or hearing officer for consideration; however, the parties' advisors may still actively advise and assist in drafting those questions. The hearing officer or panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled 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.

2. Where the hearing officer or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location. In doing so, the hearing officer or panel 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. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.

3. Formal civil rules of evidence do not apply to the investigatory or resolution process.

4. The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.

5. Institutions should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings.

6. Following a hearing, both the respondent and alleged victim (where applicable) shall be provided a written decision via institution email of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing.

7. Disciplinary Procedures at Gordon State College are local administrative hearings and will not be bound by strict rules and legal evidence. It may receive any evidence deemed by the Chair of the Judicial Committee or the Vice President for Enrollment Management and Student Affairs or official designee to be of probative value in determining the issues involved. Every effort shall be made to obtain the most reliable evidence available. All questions as to the admissibility of evidence or other legal matters shall be decided by the Chair of the Judicial Committee or the Vice President for Enrollment Management and Student Affairs or official designee. This is a local administrative hearing and the College official(s) may exclude any person who interferes materially with the hearing.

8. 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 setting forth the basis for the challenge. The designee may not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual reasonably should 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.

Possible Sanctions

In determining the severity of sanctions or corrective actions the following should be considered: 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. The student conduct panel or hearing officer will determine sanctions and issue notice of the same, as outlined above.

The broad range of sanctions includes: expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties (*e.g.*, change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (*e.g.*, holding transcripts,

delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Code of Conduct. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

1. **Expulsion** – Permanent, forced withdrawal from the College constitutes the maximum disciplinary penalty. Although expulsion may be imposed on the first offense, it is usually administered after other methods of discipline have been exhausted. Expulsion from the College is indicated on the student's transcript, and he/she may not re-enter or visit the College.

2. **Disciplinary Suspension** – Forced withdrawal from the College for a specified time. Suspension is for a period of not less than one full semester. During any period of suspension or withdrawal associated with disciplinary reasons, a student may not visit the campus for reasons other than clarification of academic or behavior record. No transfer credit from another institution which is earned, while the student is under suspension from Gordon State College, will be accepted for credit toward a degree at Gordon State College.

3. **Disciplinary Probation** – Notice to the student that any further disciplinary violation may result in suspension or expulsion without appeal. Disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, or restitution.

4. **Restrictions** – Exclusion from participating in:
    a. Social activities
    b. Identification card privileges (cafeteria, library, Student Activity and Recreation center, etc.)
    c. Parking areas

5. **Reprimand**
    a. **Oral Reprimand** – an oral disapproval issue to the student.
    b. **Letter Reprimand** – a written statement of disapproval to the student.

6. **Restitution** – Reimbursement for damages to or misappropriation of property, this may take the form of appropriate service or other compensation.

7. **Discretionary Sanctions** – Work assignments, service to the College, counseling, alcohol evaluation, or other related discretionary assignments.

8. **Forced Withdrawal** – From the academic course within which the offense occurred without credit for course.

9. **Change in Grade** – Initiated by the instructor for the course in which an academic irregularity occurred.

10. **Housing Penalties** – (a) Expulsion from Gordon State College housing; (b) Suspension from housing; (c) Housing relocation; (d) Residence Hall restrictions; (e) Other.

Appeals

Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided to the respondent. The alleged offender shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts 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; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing question were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information. Appeals may be made by the alleged offender for the above reasons in any case where sanctions are issued- even those in which such sanctions are held "in abeyance," such as probationary suspension or expulsion.
The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision.

The appeal should be made to the Vice President for Enrollment Management and Student Affairs or his/her designee. The appeal shall be a review of the record only, and no new meeting with the respondent or any alleged victim will be held. The Vice President, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction lesser severity; remand the case back to the decision-maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The Vice President for official designee shall then issue a decision in writing to the respondent within a reasonable time period.

The decision of the Vice President or his/her designee may be appealed in writing within five(5) business days (as determined by the date of the decision letter) to the President of the institution solely on the four grounds set forth above.

The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of lesser severity, remand the case back to the decision maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be issued in writing to the respondent within a reasonable time period. The President's decision shall be the final decision of the institution.

Should the respondent wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

Residential Students

When an on-campus residential student is charged with a violation of the Student Conduct Code which involves breach of residence hall regulations in or around the residence halls (refer to The Guide to Highlander Living), the case shall be referred to the Office of Housing and Residence Life for appropriate action. The case will be investigated, processed, and a final disposition given by the appropriate official within the Office of Housing and Residence Life. In cases where breach of residence hall rules and regulations are involved, the disposition of the student's case shall be conducted according to the College's due process requirements, in keeping with the procedures outlined below.

1. All complaints of alleged violation(s) by resident students shall be made to the Office of Housing and Residence Life. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and the individual(s) known to be involved.

2. All parties involved will meet the Coordinator of Community Living and Conduct to discuss the case and present their evidence.

3. After investigating and reviewing all facts presented, the Coordinator of Community Living and Conduct will take the appropriate action via an Administrative Hearing.

4. Students have the right to appeal the administrative hearing decision made by the Coordinator of Community Living and Conduct to the Director of Housing and Residence Life. A student may appeal on grounds that evidence was not sufficient to find him/her guilty, new evidence not available at the time of the Administrative Hearing, bias, or disproportionate sanctions for the offense. Appeals must be submitted in writing within three (3) days of receiving the decision of the Administrative Hearing to the Director of Housing and Residence Life or official designee. The Director of Housing and Residence Life or official designee shall review the case, and all related documents, and shall render a decision to the student within three (3) working days. Students shall be notified in writing of final decisions. The decision of the Director of Housing and Residence Life or official designee is final.

This **Guide** is prepared for the instruction and convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence or conflict with the Bylaws and Policies of the Board of Regents, The Board's policies shall prevail. The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate changes in College policies and other regulations at any time such changes are considered to be desirable or necessary. Questions concerning these items of information should be directed to the Director of Housing and Residence Life or official designee. Please note that residents are responsible for all information in the Gordon State College Academic College.

Academic Judicial Committee

The purpose of the Academic Judicial Committee shall be to determine whether a student has violated **academic** College policies or regulations and to recommend appropriate discipline when deemed necessary.

1. The Academic Judicial Committee shall consist of four faculty members and three regularly enrolled students chosen from a pool of students selected by the Student Government Association to represent a cross section of the student body.

2. The members of the Academic Judicial Committee shall select one of the faculty members to act as Chair. The Office of the Provost shall be responsible for providing to the Academic Judicial Committee a member of its staff to perform recording functions.

3. The Academic Judicial Committee shall hear cases involving alleged academic violations of the Student Code of Conduct which shall be referred by the Provost or official designee.

4. Preliminary investigations of charges against a student shall be made by the Provost or by the official designee. Cases are referred to the Academic Judicial Committee through its chairperson. The chairperson shall set the time and place for a hearing and shall notify other members and from that point all summoning of defendant(s) and witnesses shall be done by the office of the Provost.

5. Decisions of the Academic Judicial Committee shall be by majority vote.

6. Any member of the Academic Judicial Committee shall disqualify himself/herself if his/her personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or the institution. Any member of the Academic Judicial Committee may be removed for challenge by cause by a vote of the remaining members of the committee present. In the event of a challenge to the Chair, the Faculty Senate Chair shall rule on the challenge.

7. All hearings of the Academic Judicial Committee will be closed. Only committee members, representatives from the Academic Affairs Office, the accused student(s), and the advisor to the accused may attend. Attorneys are not allowed.

8. The Academic Judicial Committee shall make a tape recording and/or summary record of the proceedings.

9. The Academic Judicial Committee shall provide a brief written summary of each case to the Provost and to the student involved.

Students have the right to appeal the decision of the Academic Judicial Committee. Appeals must be submitted within three (3) days of receiving the decision of the Committee to the Provost or official designee. A student may appeal on grounds that evidence was not sufficient to find him/her guilty, new evidence, committee bias, or disproportionate sanctions for the offense. The Provost or official designee shall

review the case, and all related documents, and shall render a decision to the student within three (3) working days.

Alma Mater

Remember him, our namesake strong
Who braved the fight at Gettysburg
Remember too the many ones
Who studied here our nation's work
Our history runs deep and long
Through three centuries we've served the young

Sing praise to Gordon College
Our gateway into knowledge
Our path from base uncertainty
To honor, courage, loyalty

Remember now our own desires
That brought us to these humble halls
Remember always we aspire
To answer truth and beauty's calls
We've seen one hundred sixty years
Of triumph over ignorant fears

Sing praise to Gordon College
Our gateway into knowledge
Our path from base uncertainty
To honor, courage, loyalty

Lyrics by Edward J. Whitelock
Music by Stephen J. Mulder

Status and Membership

Gordon State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Gordon State College.

The Gordon State College Nursing Program has had full approval by the Georgia Board of Nursing since 1972. The program has had full, continuing accreditation by the Accreditation Commission for Education in Nursing (ACEN) since 1976. Information about approval and/or accreditation may be obtained from the following agencies:

Georgia Board of Nursing
237 Coliseum Drive
Macon, GA 31217
http://sos.ga.gov/index.php/licensing/plb/45
478.207.2440

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE
Suite 850
Atlanta, GA 30326
http://www.acenursing.org/
404.975.5000

Gordon State College began offering a Bachelor of Science in Early Childhood/ Special Education in 2006. The name of the program was changed in 2017 to Elementary/Special Education. Certification programs for high school teachers are offered in Biology, Mathematics, English and History. Information about approval and/or accreditation may be obtained from the following agencies:

National Council for Accreditation of Teacher Education (NCATE)
2010 Massachusetts Avenue, NW Suite 500
Washington, DC 20036-1018
http://www.caepnet.org
202.466.7496

Georgia Professional Standards Commission
Two Peachtree Street NE #6000
Atlanta, GA 30303
www.gapsc.com
404.232.2500

Board of Regents of
The University System of Georgia

(Adopted December 13, 1967)
(Revised December 13, 1972)

1. Name: The official name of the Board of Regents under its constitution charter is "BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA."

2. Charter: The charter of the corporation consists of the original charter of the Trustees of the University of Georgia embodied in the Act of the General Assembly of the State of Georgia approved January 27, 1785; Article 6, Sections 45 through 77 of the Reorganization Act of the State of Georgia, Georgia Laws of 1931, and all other laws of the State of Georgia applicable to the Board of Regents.

3. Seal: The official seal of the Board of Regents shall have inscribed thereon the words "BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA," the year 1785 and the word "SEAL."

4. Institutions of the University: The University System of Georgia shall consist of the following institutions and such other institutions as may be established by the Regents from time to time:

University System Institution	Location
Abraham Baldwin Agricultural College	Tifton
Albany State University	Albany
Atlanta Metropolitan State College	Atlanta
Augusta University	Augusta
Clayton State University	Morrow
College of Coastal Georgia	Brunswick
Columbus State University	Columbus
Dalton State College	Dalton
East Georgia State College	Swainsboro
Fort Valley State University	Fort Valley
Georgia College & State University	Milledgeville
Georgia Gwinnett College	Lawrenceville
Georgia Highlands College	Rome
Georgia Institute of Technology	Atlanta
Georgia Southern University	Statesboro
Georgia Southwestern State University	Americus
Georgia State University	Atlanta
Gordon State College	Barnesville
Kennesaw State University	Kennesaw
Middle Georgia State University	Macon
Savannah State University	Savannah
South Georgia State College	Douglas
University of Georgia	Athens
University of North Georgia	Dahlonega

University of West Georgia ..... Carrollton
Valdosta State University ..... Valdosta

A 19-member constitutional Board of Regents governs the University System of Georgia, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years.

Gordon State College Administration

Office of the President
Dr. Kirk A. Nooks, President

- **Human Resources**
- **Office of Advancement, External Relations and Marketing**
  - Alumni Relations
  - Career Services
  - Development
  - Marketing
  - Public Information
- **Office of Academic Affairs**
  - Assistant Vice President of Academic Excellence
    - Collaborative Learning Center and Library
    - Student Success Center
  - Assistant Vice President for Innovative Education and Strategic Initiatives
    - Community Education
  - School of Business, Liberal Arts, and Social Sciences
    - Department of Business, History and Social Sciences
    - Department of Humanities and Fine and Performing Arts
  - School of Education, Mathematics, and Applied Sciences
    - Department of Mathematics, Computer Science and Engineering
  - School of Nursing, Health and Natural Sciences
    - Department of Natural Sciences
    - Department of Nursing
    - Department of Health Information Management and Allied Health
  - Institutional Research and Effectiveness
- **Office of Finance and Administration**
  - Budgets and Auxiliary Operations
    - Bookstore
    - Dining Services
  - Bursar's Office
  - Facilities
  - Information Technology
  - Office of the Controller
  - Public Safety
  - Purchasing
- **Office of Enrollment Management and Student Affairs**
  - Admissions Office
  - Financial Aid
  - Registrar's Office
  - Athletics/Campus Recreation
  - Counseling and Accessibility Services
  - Residence Life
  - Student Activities

Gordon State College Faculty

For a complete listing of Gordon State College Faculty, please visit the website at www.gordonstate.edu/faculty/

Thomas A. Aiello, Department Head of the Department of Business, History, and Social Science and Professor of History
B.A., Colorado State University; M.A., Ph.D., University of Texas at Arlington

Bernard A. Anderson, Associate Professor of Mathematics
B.A., Yale; Ph.D., University of California Berkeley

James Awbrey, Associate Professor of Sociology
B.A., M.A., Texas Tech University; Ph.D., University of Georgia

Richard L. Baskin, Professor of English
B.A., M.A., University of North Texas; Ph.D., University of Tennessee, Knoxville

Kris A. Beck, Professor of Political Science
B.A., University of Chicago; M.A., Ph.D., University of Iowa

Pamela T. Bell, Professor of Education
B.A., M.Ed., Georgia College and State University; Ed.S., Argosy University, Sarasota

Solomon Betanga, Lecturer of Mathematics
B.S., University of Buea, Cameroon; M.A.T., Mercer University; M.S., University of West Georgia; Ed.S., Liberty University

Samantha H. Bishop, Director of Nursing and Professor of Nursing
B.S.N., M.S.N., Medical College of Georgia

C. Peter Boltz, Professor of Speech
B.A., M.A., University of South Carolina; Ph.D., University of Utah

Neil M. Boumpani, Associate Professor of Music
B.A., M.A., College of New Jersey; Ph.D., University of North Carolina, Greensboro

Mark A. Brinkman, Professor of Biology
B.S., Sioux Falls College; M.S., Ph.D., South Dakota State University

Heather E. Brooker, Assistant Professor of Nursing
MSN, BSN, Jacksonville University

Darren K. Broome, Professor of Spanish
B.B.A., University of Georgia; M.A., Florida State University; Ph.D., University of Alabama

Alan N. Burstein, Professor of Business
B.A., Yale University; M.B.A., University of Chicago; Ph.D., University of Pennsylvania

Rictor (Ric) L. Calhoun, Assistant Vice President for Innovative Education and Strategic Initiatives, and Professor of Business
B.A., M.B.A., Ed.D., University of Georgia

Valerie J. Calhoun, Student Success Advisor/Lecturer
B.F.A, M.M., University of Georgia

Scott Campbell, Associate Professor of Business

B.A., University of Montevallo; M.B.A., Ph.D., Auburn University

H. Bruce Capers, Associate Professor of Health & Physical Education
B.S., Berry College; M.Ed., Valdosta State University

W. Brent Carper, Lecturer of Accounting
B.B.A., University of Cincinnati; M.B.A., Memphis State University; Ph.D., University of Alabama

Candace Carroll, Lecturer of Mathematics
B.S., University of West Georgia; M.A.T., Clayton State University

Kelly D. Carter, Lecturer of Engineering
B.S., Georgia Institute of Technology; M.S., Mercer University

Justin X. Carteret, Lecturer of Music
B.A., B.S., M.A.T, University of North Carolina; D.M.A., University of South Carolina

Winsome R. Chang, Associate Professor of Nursing
B.S.N., M.S.N., South University

Erik K. Clabaugh, Limited Term Assistant Professor of Communication
B.A., Oglethorpe University; M.A., Georgia State University

Geoff F. Clement, Professor of Mathematics
B.S., Emory University; M.Ed., Ed.D., Georgia State University

Caroline Collins, Lecturer of English
B.A., Quincy College; M.F.A., Ph.D., University of Arkansas

Melanie Crooms, Lecturer of Health Information Management
M.S., TroyUniversity; RHIA

Ms. Angiah Davis, Director of Library Services & Assist. Prof. of Library Science
B.A., West Georgia State University
M.S., Florida State University

R. Douglas Davis, Professor of English
B.A., Colgate University; M.A., Temple University; Ph.D., Carnegie Mellon University

Mr. Sanford Dennis, Student Success Advisor/Lecturer
B.S., Ball State University
M.B.A., Fontbonne University

Robert C. Detamore, Lecturer of Art
B.A., Georgia State University; M.A., University of Georgia

Amanda L. J. Duffus, Associate Professor of Biology
B.Sc., Queen's University, Ontario; M. Sc., Trent University; Ph.D., Queen Mary University of London

Beverly Eskridge, Circulation, Media, and Reserves-Librarian and Associate Professor of Library Science
B.S., M.S.L.S., University of Tennessee

Lisa C. Ferguson, Assistant Professor of Theatre
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