Gordon College

A State College in the
University System of Georgia

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2009 – 2010 Academic Catalog

This catalog is prepared for the convenience of the students, faculty, and staff of Gordon 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 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 Vice President for Academic Affairs and Dean of the Faculty. 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 College website (www.gdn.edu) for the latest catalog updates.

Gordon College, in compliance with federal law, does not discriminate on the basis of race, color, national origin, disability, sex, religion, 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 College should contact the Americans with Disabilities Act Officer, 419 College Drive, Barnesville, Georgia 30204.

It is the policy of Gordon College to provide reasonable accommodations for qualified disabled individuals who are employees, students, or applicants for employment at Gordon 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.

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THE MISSION OF GORDON COLLEGE

Gordon College joined the University System of Georgia in 1972 as an associate level institution with a distinctive legacy of excellence in scholarship and service. From its founding in 1852, Gordon has grown and changed, not only in response to, but also in anticipation of, the educational needs of its community. Gordon's scope of influence now extends beyond the surrounding areas to include the rapidly growing suburban areas south of Atlanta, east of Columbus, and north of Macon. A community in flux, this area of Georgia is rich in diversity and reflects extremes in economic and population growth which demand a mission that includes focused two-year professional offerings, the traditional pre-baccalaureate curricula, and baccalaureate offerings targeting needs of the area. Gordon College fully serves the community by providing educational and cultural opportunities both within and beyond this area. The mission of Gordon College, therefore, is to:

1. prepare students for transfer into and success in baccalaureate and professional degree programs through the college transfer program;

2. prepare students for entry into and success in specific occupations and careers especially demanded by the surrounding community through appropriate Associate and Baccalaureate programs;

3. strengthen the academic skills of students otherwise unprepared for entry-level college work through the Learning Support program; and

4. serve the community by providing opportunities for life-long learning and professional development through community service programs.

Gordon College is dedicated to providing a superior climate of learning through excellence in instruction, attention to students' needs, and cooperation with other agencies to enhance Gordon's own resources. The College further commits itself to assembling a faculty with excellent credentials that is dedicated to teaching, service and active in the pursuit of scholarship.

In addition, Gordon College offers student services and extracurricular activities which bolster the academic offerings of the College and extend the superior climate of learning from the classroom into every

facet of campus life. Residence halls enable the College to attract talented students from the state, nation, and world, further diversifying and enhancing the student body.

The College aspires to reflect the complexity of its community by attracting and retaining a diverse student body, faculty, and staff; by offering classes at sites and at times to meet the needs of both traditional and non-traditional students; and by anticipating and offering programs and services which will prepare its students for a rapidly changing world. Gordon College distinguishes itself by offering strong programs in general education, the fine arts, and health care education, and by providing exciting cultural events for the area.

Gordon College shares with the other two-year colleges of the University System of Georgia the following core characteristics or purposes:

1. a supportive campus climate, necessary services, and leadership and development opportunities to educate the whole person and meet the needs of students, faculty, and staff;

2. cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;

3. technology to advance educational purposes, including instructional technology, student support services, and distance education;

4. collaborative relationships with other System institutions, state agencies, local schools and technical institutes, and business and industry, sharing physical, human, informational, and other resources to expand and enhance programs and services available to the citizens of Georgia;

5. a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;

6. a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;

7. a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to ensure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical institute programs;

8. a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the College's scope of influence; and

9. a commitment to scholarship and creative work to enhance instructional effectiveness and meet local needs

The Gordon 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 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 College website (www.gdn.edu) for the latest catalog updates.

GENERAL POLICIES

Definition - Student

A **student** is defined as anyone that has officially been accepted to Gordon 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.

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.

Sexual Harassment Policy

Policy Statement on Sexual Harassment

Sexual harassment of employees or students of Gordon College is prohibited and shall subject the offender to dismissal or other sanctions after due process.

Sexual harassment most often occurs when a person with authority over another exploits that authority for sexual purposes. However, this policy also applies to sexual harassment directed against others of the same status in the College, i.e. student against student, faculty against faculty, staff against staff.

Consenting romantic or sexual relationships between faculty and students or between a supervisor and an employee may fall within this policy if a power differential exists in the relationship and a charge of sexual harassment is subsequently filed. Such romantic or sexual relationships are officially discouraged by Gordon College. Faculty, staff, and students who engage in such relationships are hereby notified that they

will not be able to have a charge of sexual harassment against them dismissed by pleading mutual consent.

Definition of Sexual Harassment

Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;

2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or

3. such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Examples of Sexual Harassment

The following examples of sexual harassment are for illustrative purpose only. They are not intended to represent an exhaustive list.

1. Unwanted teasing, jokes, remarks, or questions of sexual nature.
2. Unwanted pressure for dates.
3. Unwanted letters or phone calls of a sexual nature.
4. Unwanted sexually suggestive looks or gestures.
5. Unwanted deliberate touching, leaning over, cornering, or pinching.
6. Unwanted pressure for sexual favors.
7. Actual or attempted rape or sexual assault.

Academic Freedom

Academic freedom is essential if the College is to achieve its purpose. However, academic freedom is not a license for sexual harassment. Sexual harassment destroys academic freedom. No person has the right to intimidate, exploit, or coerce another under the guise of academic freedom. This statement of policy is designed to preserve academic

freedom by protecting the College community against sexual harassment while preserving the rights of all members of that community.

Procedures for Handling Complaints of Sexual Harassment

Complaints Against Faculty

Complaints of sexual harassment against faculty shall be directed in writing to the Chair of the Division to which the faculty member is assigned. If the complaint is against the Chair, the complaint shall be directed to the Vice President for Academic Affairs and Dean of the Faculty. That person shall investigate to determine if the complaint is valid and shall consult with the Affirmative Action Officer as necessary in the investigation. The Division Chair or Vice President for Academic Affairs and Dean of the Faculty may dismiss the complaint if it is unwarranted. The complainant may appeal this decision in writing within five (5) days of receiving the decision to the Vice President for Academic Affairs and Dean of the Faculty, or if the Dean has already heard the complaint, to the President.

The President may refer the complaint to the Grievance Committee of the College or another existing committee of the College or an *ad hoc* committee appointed to hear the complaint. The hearing committee shall follow the timetable and procedures published in the "Grievance Procedures."

Complaints Against Staff

Complaints of sexual harassment against staff shall be directed in writing to the supervisor to whom the staff member reports. If the complaint is directed against the supervisor, it shall be directed to the Vice President for Business Affairs. That person shall investigate to determine if the complaint is valid and shall consult with the Affirmative Action Officer as necessary in the investigation. The supervisor or the Vice President for Business Affairs may dismiss the complaint if it is unwarranted. The complainant may appeal this decision in writing within five (5) days of receiving the decision to the Vice President for Business Affairs, or if the Vice President for Business Affairs has already heard the complaint, to the President.

The President may refer the complaint to the Grievance Committee of the College or another existing committee or an *ad hoc* committee

appointed to hear the complaint. The hearing committee shall follow the timetable and procedures published in the "Grievance Procedures."

Complaints Against Students

Complaints of sexual harassment against students shall be directed in writing to the Vice President for Student Affairs. The Vice President for Student Affairs will dispose of the complaint according to the disciplinary procedures published in this catalog.

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 College.

Miscellaneous Student Complaints

Please follow the same complaint procedure outlined in **Procedures for Handling Complaints of Sexual Harassment**.

Americans With Disabilities Act (ADA)

It is the policy of Gordon College to provide reasonable accommodations for qualified disabled individuals who are employees of, students of, or applicants for employment to Gordon 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 College should contact Disability Services.

Persons requiring accommodations for employment opportunities should contact the ADA Officer in Human Resources.

Non-Discrimination, Equal Employment Opportunity and Affirmative Action Policies

It continues to be the policy of Gordon College to implement affirmative equal opportunity to all employees, students, and applicants for employment or admission without regard to race, creed, color, sex, national origin, religion, age, veteran status, or disability. Affirmative action shall be taken to ensure fulfillment of this policy. This includes but is not limited to the following personnel actions: recruiting, enrollment and education 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, and fringe benefits.

In compliance with federal regulations, Gordon 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. For all employees, applicants for employment, and students with physical and/or mental limitations, Gordon College will provide reasonable accommodations for otherwise qualified employees, applicants, and students.

Responsibility for ensuring compliance and continued affirmative implementation of the policy is assigned to the Affirmative Action Officer.

A copy of the Gordon College Affirmative Action Policy is available for inspection in the Library, the Business Office, the office of the Affirmative Action Officer, and the office of the President.

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

9. All systems belonging to Gordon 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 College e-mail account which should be checked on a regular basis. Gordon College considers these e-mail accounts to be an official means of communicating college information to the students.

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

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 gordoncollege.admissions@gdn.edu, or write:

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

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

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

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 College. Please call 678-359-5326 for more information.

All required application materials should be submitted at least twenty (20) days prior to the beginning of the semester for which admission is sought. Applications received less than 20 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, http://www.gdn.edu/forms/admissions/LateAppAgreement.pdf. Please

refer to the Gordon College website for specific information on the late Application Agreement.

Applicants to the Associate of Science in Nursing, the LPN Bridge Program, or the Bachelor of Science in Nursing program are required to submit an application to Gordon 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 Division of Nursing and Health Sciences. The application for junior-level admission to the Early Childhood Education program requires a separate application process as well. The application for the Early Childhood Education Program is available through the Division of Education.

State Residency Requirements

The definition of an in-state resident for the purpose of attending Gordon 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 College or refer to the Board of Regents website at http://www.usg.edu/student_affairs/faq/residency/.

Written Correspondence with the College

All written correspondence from a student to any office of Gordon College must include the student's name, student Gordon 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 $20 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.

Admission Requirements

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) special students, (8) non-degree students, (9) joint enrollment and early admission, (10) non-traditional students, (11) former (re-admitted) students, and (12) international students.

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

Most applications 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. For specific test score standards, or other requirements, call the Office of Admissions or refer to the Gordon College website www.gdn.edu.

National SAT Scores

All SAT score standards stated in this catalog are re-centered scores which came into existence in April 1995. Students with SAT scores prior to April 1995 should contact the Office of Admissions for equivalent score values.

COMPASS – Placement Testing

The college placement exam, COMPASS, is a computerized placement exam that tests Reading, Writing, and Math skills. The verbal section of COMPASS tests reading and writing skills and is required for students with a college preparatory or tech/prep curriculum deficiency in English and for students' scores below 430 on the verbal section of the SAT or below 17 on the English section of the ACT.

The mathematics section of COMPASS tests algebra and geometry skills and is required for students with a college preparatory or tech/prep curriculum deficiency in mathematics and for students scoring below 400 on the mathematics section of the SAT or below 17 on the

mathematics section of the ACT. Calculators, provided by the college, may be used on the mathematics section of COMPASS.

Performance on the COMPASS determines placement into Learning Support and college-credit classes. See page 43 for more information.

The COMPASS exam is not timed. It is offered by appointment and at no cost to applicants. For more information, call the Office of Admissions at (678) 359-5021. A re-testing fee of $20 applies.

Applicant Categories:

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. $20 application fee,

3. Official final high school transcript showing the *date of graduation* and *type of diploma* received,
4. Immunization record(s), and

5. Test scores – SAT, ACT or COMPASS placement exam may be required.

Acceptance Consideration:

It is a common practice for high school seniors to apply to Gordon 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.

Upon final acceptance to Gordon College, all students are required to attend a New Student Orientation prior to registration for classes. Refer to the Gordon College website, www.gdn.edu for more information about the New Student Orientation (NSO) schedule.

Addressing University System of Georgia College-Preparatory Curriculum (CPC) and Technology/Career Preparatory Program (Tech/Prep) policies as they pertain to Beginning Freshmen at Gordon College:

All beginning (traditional) freshmen are held to the following University System of Georgia Pilot Admissions Policy, which requires a high school diploma or GED of all students, with no exceptions. It also requires a 2.0 minimum academic grade point average for students who graduate from a high school college prep curriculum, and a 2.2 minimum academic grade point average for those graduating from a tech/prep curriculum. 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 16-unit college preparatory curriculum or the 13 unit tech/prep curriculum will be required for students in programs leading to a baccalaureate degree.

The University System of Georgia's CPC and Tech/Prep requirements apply to all students described in the categories listed below who enroll in 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. CPC and/or Tech/Prep 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 College Preparatory or Tech/Prep requirements.

3. Students enrolled in career associate degree programs are exempted from CPC requirements. However, students in these programs who transfer into programs leading to the baccalaureate degree will be required to meet CPC 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 College Preparatory Curriculum (CPC) and Technology/Career Preparatory Program (Tech/Prep):

College Preparatory Curriculum (CPC)

Subject Area	Units Required	Standard Courses
English	4	4 levels/units
Foreign Language	2	2 units of the same language
Math	4	Algebra I Algebra II Geometry Pre-Calculus or higher level math
Science	3	Physical Science 1 lab science course from the life sciences 1 lab science course from the physical sciences
Social Science	3	American History World History ½ year of American Government ½ year of Economics
Total:	16	

Technology/Career Preparatory Program (Tech/Prep)

Subject Area	Units Required	Standard Courses
English	4	4 levels/units
Foreign Language	0	No requirement
Math	3	3 levels/units
Science	3	Physical Science 1 lab science course from the life sciences 1 lab science course from the physical sciences
Social Science	3	American History World History ½ year of American Government ½ year of Economics
Total:	13	

Frequently Asked Questions:

Can ESOL (English as a Second Language) classes be counted towards fulfilling the required CPC English requirement?

If the high school identifies the ESOL course(s) as College Prep English, the course(s) can be used to satisfy part or the entire English CPC or Tech/Prep requirement. Verification will be made by Gordon College with the high school before a final decision is made.

Why are CPC requirements so important, and how can any CPC deficiencies be made up at Gordon College?

The 16 minimum CPC requirements compose the traditional freshman student's GPA. The University System policy is very specific as to how CPC deficiencies are decided. Applicants who have not completed College Prep or Tech/Prep requirements will be required to take college-level course work to satisfy deficiencies in their high school work.

Although courses used to satisfy these CPC and TC deficiencies do not apply toward graduation, the grades earned in these courses are computed in the semester and cumulative grade point average. A grade of C or higher must be earned in courses used to satisfy deficiencies. Specifically, as it pertains to the 16 CPC or 13 Tech/Prep high school requirements, deficiencies are addressed as follows:

English

Student must take the verbal section of the COMPASS placement exam (free, un-timed). The verbal section includes English and Reading. Students scoring below 78 on the Reading segment must enroll in and successfully exit Learning Support Reading, while students scoring below 65 on the English segment must enroll in and successfully exit Learning Support English in order to make up any CPC or TC English deficiency, *regardless of SAT or ACT scores*.

Foreign Language

Student must complete one (1) foreign language course with a grade of C or higher to make up a CPC deficiency.

Mathematics

Student must take the mathematics section of the COMPASS placement exam (free, un-timed). The mathematics section includes basic Algebraic problems. Applicants who score below 42 on the mathematics exam must enroll in and successfully exit the Learning Support Mathematics, *regardless of SAT or ACT scores*, in order to make up any CPC or Tech/Prep mathematics deficiencies.

Science

Student must complete one (1) laboratory science course listed in Area D of the Gordon College Academic Catalog with a grade of C or higher.

Social Science

Student must complete one (1) course listed in Area E of the Gordon College Academic Catalog with a grade of C or higher.

How does having a CPC deficiency impact a student's class registration?

Any Gordon College student who has a confirmed CPC or Tech/Prep deficiency upon final acceptance to the college must register for courses that satisfy CPC or Tech/Prep deficiencies during the first and each subsequent semester of enrollment until all deficiencies are satisfied. Students who earn 20 hours of college-level credit and have not satisfied all CPC or Tech/Prep 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 College student is assigned an academic adviser who assists the student in setting up a class schedule that fulfills completion of CPC or Tech/Prep deficiencies. The Adviser will be assigned at the beginning of the school term.

For more information about the COMPASS exam, please call the Office of Admissions at 678-359-5021.

I have a GED. Do I need to submit an official high school transcript?

Submission of an official, high school transcript will permit the Admissions Office to provide the student with credit for any coursework completed in high school.

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 2250 is required for admittance. A student receiving a GED cannot be admitted to the College to any term before his or her high school class' 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. Official GED Scores,
2. Immunization Record(s),
3. COMPASS Scores, and
4. Official Transcripts showing all work completed in High School.

Home-Schooled Applicants

As of 2001, the Board of Regent's policy regarding home-schooled applicants is as follows:

"To enhance access into the University System, home-schooled students or students graduating from non-accredited high schools now will be able to submit their SAT I test total score (math and verbal) and a portfolio of work demonstrating coverage of the CPC subjects. To determine eligibility for admission, admission representatives will assess whether the student's SAT score is at or above the previous year's fall semester SAT average score of the first-time freshmen admitted to that institution. The student's portfolio will be assessed to determine whether or not the applicant has completed the equivalent of each area of the CPC (College Preparatory Curriculum). The University System of Georgia added an option for home-schooled students by providing University System institutions with additional flexibility in assessing the academic qualifications and potential of prospective students. These steps will help us expand access and move forward in creating a more educated Georgia."

Fall Semester 2002 SAT I average for traditional beginning freshman: 885

In addition, 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:

- Regionally 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 SACS accreditation. Admission to any University System of Georgia college or university will not be negatively impacted should SACS 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 SACS accredited schools in the state).

SAT II Subject Tests as equivalent validation of College Preparatory Curriculum Completion:

Mathematics:	500 SAT II IC or 570 SAT II Math IIC
English:	520 SAT II English Writing test and 530 on SAT II Literature test
Science:	520 on SAT II Biology test and 540 on SAT Chemistry test or 590 on SAT II Physics test
Social Science:	560 on SAT II American History and Social Studies test and 540 on SAT II World History.
Foreign Language:	To show equivalence with two years of high school study of a single foreign language, students will be required to demonstrate proficiency in both oral and written components.

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 2250. Home-school applicants who present GED scores will

be required to take the COMPASS placement exam. The GED applicant who enters the college under the traditional freshman category must complete the 16 CPC 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 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 requirements, and those make-up courses do not count toward degree requirements, thereby extending the time frame for completion of the two-year degree.

Portfolio Assessment for Home-Schooled Students

Student portfolios may be submitted to demonstrate completion of each area of the CPC (College Preparatory Curriculum). Portfolios may not be required for home-school students graduating from a nationally accredited agency. These portfolios should include the following information for each course taken.

- Course descriptions (usually provided by the publisher)
- List of assignments
- Work samples and grades
- List of educational resources (textbooks and other materials)

Transfer Students

Applicants are considered transfer students if they have enrolled in at least one other college or university prior to applying to Gordon 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,
2. Final, Official Transcripts from all Colleges and Technical Schools/Colleges Attended,
3. Immunization Record(s), and
4. 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 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 College Admissions Committee. Applicants with fewer than 30 transferable credit hours from other institutions are required to meet the admissions requirements of beginning freshmen.

For more information or to request a packet of application materials, contact the Office of Admissions at (678) 359-5021.

Limitations on Transfer Credit

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

1. Only credit earned in regionally accredited collegiate institutions may be transferred to Gordon College.

2. Courses in which a grade of *D* was earned will be transferred only if non-transfer Gordon College students are allowed to use a grade of *D* toward degree credit for that course.

3. No more than 42 semester hours of combined transfer credit from all sources will be accepted toward an Associate Degree.

4. Credit is not awarded for passing the General Education Development Test (GED).

5. If approved by the Admissions Committee, students transferring to Gordon College after having been suspended or placed on probation by their former institution shall *enter on academic probation and shall be subject to Gordon College's academic standards*.

6. Students transferring to Gordon 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*.

7. 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) requirements not satisfied in high school or at the previous institution. *Transferring to Gordon will not relieve students from CPC requirements.* (See pages 17-20 for additional information regarding College Preparatory 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 College. Transient students typically attend Gordon 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,
2. Letter of Transient Permission, and
3. Immunization Record(s).

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

For more information or to request a packet of application materials, contact the Office of Admissions at (678) 359-5021.

Auditors

Auditors are in an applicant category specifically designed for students who wish to enroll in a course or courses at Gordon 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,

2. Official High School transcript and/or official college transcript *or*
3. Official GED score sheet, *and*
4. Immunization Record(s).

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.

Special Students

Applicants are considered *special 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 special students can earn. Special students must submit the following documents/information *before* a final admissions decision can be made:

1. Application for Admission,
2. Official Transcript from the Institution which Awarded the Highest Degree, and
3. Immunization Record(s).

Special students will be admitted as non-degree students without a limitation on the number of credit hours they can earn. Special students who decide to pursue a degree at Gordon 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,
2. Immunization Record(s), and
3. Official High School and/or College Transcripts.

For more information or to request a packet of application materials, contact the Office of Admissions at (678) 359-5021.

Gordon College Accel Program for High School Students

In accordance with the Board of Regents Academic Affairs handbook, section 3.01 (c)(6), 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 two organized programs: (1) a joint enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit; and (2) 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 both the 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 I score of 970, combined Verbal and Mathematics sections, or ACT Composite of 20. **In order to earn dual credit for Senior English, Math, and/or final high school unit of Social Studies, the minimum SAT score is a 530 Verbal; 530 Math or the ACT test score equivalent.**

2. Minimum cumulative high school grade point average of 3.00 or higher in courses taken from the required 16 CPC (College Preparatory Curriculum) units.

3. Exemption of all LS (Learning Support) requirements for early admission.

4. Written consent of parent or guardian (if the student is a minor).

5. Completion of the University System of Georgia CPC requirements with the following exceptions:

Students with SAT I Verbal scores of at least 530 Verbal or ACT English scores of 23 who have not completed the final unit of high school English and/or social studies may be permitted to fulfill these high school requirements with the appropriate college courses taken through the joint enrollment or early admissions program.

Students with SAT I Mathematics scores of at least 530 or ACT Mathematics scores of at least 22 who have not completed the final unit of mathematics may be permitted to fulfill those high school requirements with the appropriate college courses taken through the joint enrollment or early admissions program.

Generally, these students will have completed their CPC math requirement before their senior year and will be prepared to take pre-calculus or a higher-level math course. Students should be aware that, while College Algebra or Statistics may be taken through Joint Enrollment/Accel, these courses will not apply toward a college degree in science, engineering, computer science, and many other fields. High School advanced algebra/trig taken in high school should provide better preparation for majors requiring calculus and should be taken no later than the 11th grade.

With the exception of the final units of high school English, social studies and/or mathematics taken by students with qualifying SAT or ACT scores, a college course may not be used to fulfill the University System of Georgia's CPC requirements. Students who have not completed the 13 CPC requirements beyond these three exceptions may be admitted through the joint enrollment program if they are enrolled in the necessary high school courses and are scheduled to complete the requirements by the end of the senior year.

Documentation required for the Accel Program includes:

1. Application to Gordon College ($20 application fee),

2. Official high school transcript with a College Preparatory GPA of 3.00 or higher,

3. SAT or ACT scores as specified above,

4. Completed/signed *Accel Program* application,

5. Completed Certificate of Immunization.

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. Applicants scoring below 430 on the verbal section of the SAT or below 17 on the English section of the ACT are required to take the verbal section of the college placement exam, COMPASS. Students scoring below 400 on the mathematics section of the SAT or below 17 on the mathematics section of the ACT are required to take the mathematics section of COMPASS. Students who do not submit SAT or ACT scores will be required to take both the verbal and mathematics sections of COMPASS. COMPASS scores will be used to determine Learning Support requirements.

For more information or to request a packet of application materials, contact the Office of Admissions at (678) 359-5021.

Gordon College Requirements for Admission of International Students

1. Application for admission to Gordon College ($20 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 College.

IMPORTANT:

All documents must be provided in English language translation.

Gordon 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 College is 5256.

   Gordon College Admissions Standards:

   Minimum SAT I scores for admission to Gordon College:
   330 Verbal 310 Math

   Regular SAT I scores for admission to Gordon College:
   430 Verbal 400 Math

   Minimum ACT scores for admission to Gordon College:
   12 English 14 Math
   Regular ACT scores for admission to Gordon College:
   17 English 17 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.com

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 ($19,850 US dollars *minimum*) to cover all expenses involved in attending Gordon 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.gdn.edu/admissions/requirements/international.asp.

6. Gordon 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.gdn.edu/athletics.

7. **IMPORTANT: The applicant must provide all necessary documentation of current status with the US Bureau of Citizenship and Immigration Services (BCIS, formerly INS). This documentation includes, but is not limited to:**

    - **Copy of VISA**
    - **Resident Alien Registration Card (front and back)**
    - **Passport**
    - **Green Card**
    - **Copy of current I-20 form (if transferring from US college/university).**

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 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 NOTICE:

International students holding an F-1 student visa are required to have health insurance coverage while attending Gordon College. Health insurance coverage is available through the University System of Georgia's partnership with the insurance company, Pearce & Pearce. Full details and information on the cost of coverage are available in the Gordon College Business Office or at www.gdn.edu/studentlife/healthcenter/insurance.asp.

International applicants who wish to live in a residence hall should submit a **"Gordon College Residence Hall Contract"** with the $250 security deposit and $50 non-refundable housing application fee ($300 total due) at the earliest convenience. Please keep in mind that our residence halls fill up very early, so applicants are encouraged to apply for a room before May 1 for Fall Semester and October 1 for Spring Semester.

Current schedules for tuition, fees, residence halls, and meals are available on the web at: http://www.gdn.edu/departments/businessoffice/Tuition/index.asp.

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

Gordon College accepts VISA/MasterCard and American Express for payment.

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 College has international students representing 38 different countries.

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

English as a Second Language (ESL)

Gordon College offers ESL sections of Learning Support classes. Consult the course descriptions in this catalog and course offerings in the Schedule of Classes.

STUDENT RECORDS

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, (4) providing academic transcripts and enrollment verifications (5) assisting students with Veteran Benefits administered by the Veterans Administration (VA), and (6) re-admitting former students to the College after an absence of one or more semesters (excluding Summer Semester). 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 College
419 College Drive
Barnesville, GA 30204

Include the student's name, Gordon 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, Division Chair, or other appropriate official, 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 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 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 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 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

Credit by Examination

Gordon 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 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 College, the minimum scores required for credit, and the amount of credit awarded for each examination are listed below. Contact the Registrar's Office at 678-359-5022 if additional information is needed.

ADVANCED PLACEMENT TEST	MINIMUM SCORE FOR AWARDING CREDIT	GORDON COURSE CREDIT	SEMESTER HOURS CREDIT
Art	3	ARTS 1101	3
	5	ARTS 1101 & 1102	6
Art (Drawing)*	4	ARTS 1111	3
Art (2-D Design)*	4	ARTS 1113	3
Art (3-D Design)*	4	ARTS 1114	3
Biology	3	BIOL 1107	4
	4	BIOL 1107 & 1108	8
Chemistry	3	CHEM 1211	4
	4	CHEM 1211 & 1212	8
Computer Science	3	CSCI 1301	3
English – Language & Composition	3	ENGL 1101	3
or Literature & Composition	5	ENGL 1101 & 1102	6
French	3	FREN 1001 & 1002	6
	4	FREN 1001, 1002 & 2001	9
History, American	3	HIST 2111 or 2112	3
	5	HIST 2111 & 2112	6
History, European	3	HIST 1122	3
History, World	3	HIST 1121	3

ADVANCED PLACEMENT TEST	MINIMUM SCORE FOR AWARDING CREDIT	GORDON COURSE CREDIT	SEMESTER HOURS CREDIT
Mathematics Test AB	4	MATH 1501	4
Test BC	3	MATH 1501	4
	5	MATH 1501 & 1502**	8
Macroeconomics	3	ECON 2105	3
Microeconomics	3	ECON 2106	3
Music***	3	MUSC 1201	3
Music ****	3	MUSC 1101	1
Physics Test B	3	PHYS 1111	4
	5	PHYS 1111 & 1112	8
Test C (Mech)	3	PHYS 1111	4
Test C (Mech & E&M)	3	PHYS 1111 & 1112	8
Political Science	3	POLS 1101	3
Psychology, Intro to	3	PSYC 1101	3
Spanish	3	SPAN 1001 & 1002	6
	4	SPAN 1001, 1002, & 2001	9
Statistics	3	MATH 2101	3

*Advanced placement in Drawing 1, 2-D Design and 3-D Design may be obtained by portfolio submission of from 5 – 10 pieces of the student's best quality work to the instructor of the class for which AP credit is desired. The portfolio will be scored from 1-5 in quality, comparable to a letter grading system of A, B, C, D, F, by the instructor of the course. A student with a score of 4 or 5 will be granted AP credit in the designated course.

**A score of 5 will place a student directly into MATH 2501.

***A score of 3 will place a student directly into MUSC 1202.

****A score of 3 will place a student directly into MUSC 1102.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Gordon 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 College, the minimum scores required for credit and the amount of credit awarded for each examination are listed below. Contact the Registrar's Office at 678-359-5022 if additional information is needed.

SUBJECT EXAMINATION	MINIMUM SCORE FOR AWARDING CREDIT	GORDON COURSE CREDIT	SEMESTER HOURS CREDIT
Accounting, Introductory	50	ACCT 2101	3
American Government	50	POLS 1101	3
American History I	55	HIST 2111	3
American History II	55	HIST 2112	3
Biology, General	46	BIOL 1107	4
	55	BIOL 1107 & 1108	8
Chemistry, General	50	CHEM 1211	4
	55	CHEM 1211 & 1212	8
College Mathematics	50	MATH 1001	3
College Algebra	50	MATH 1111	3
Pre-Calculus	50	MATH 1113	4
College French	41	FREN 1001	3
	50	FREN 1001 & 1002	6
	66	FREN 1001, 1002, 2001 & 2002	12
English	50	ENGL 1101	3
Human Growth & Dev.	50	PSYC 2103	3
Introduction to Business Computer Systems	52	BUSA 2101	3
Macroeconomics, Intro.	50	ECON 2105	3
Microeconomics, Intro.	50	ECON 2106	3
Psychology, General	50	PSYC 1101	3
Sociology, Introductory	50	SOCI 1101	3
College Spanish	41	SPAN 1001	3
	50	SPAN 1001 & 1002	6
	66	SPAN 1001, 1002, 2001 & 2002	12
Western Civilization I	50	HIST 1121	3
Western Civilization II	50	HIST 1122	3

International Baccalaureate Diplomas and Certificates

Students who have participated in International Baccalaureate Programs in their high schools are welcomed at Gordon 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.

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 have not attended Gordon College for one or more semesters (exclusive of Summer Semester) must file an application for readmission with the Registrar's Office at least twenty (20) days prior to the beginning of the semester for which readmission is sought. Students applying for readmission who have attended other colleges and/or universities since their most recent enrollment at Gordon must submit an official transcript from each college or university attended to the Registrar's Office *before* a readmission decision can be made. Applications for readmission are available in the Registrar's Office.

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

For more information or to request an application for readmission, contact the Registrar's Office.

Request for Transient Study

Gordon 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 College Registrar's Office (available in the Registrar's Office or at http://www.gdn.edu/forms/registrar/TransientPermission.pdf). Students who are eligible for the HOPE Scholarship must also complete the Transient Request for HOPE Scholarship form available at http://www.gdn.edu/FinancialAid/finaidforms.asp. 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 College or be readmitted to Gordon 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 College. It is the student's responsibility to have an official transcript of the transient courses sent to the Gordon College Registrar's Office after the courses are completed.

Transcripts

Gordon 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 College identification number, most recent semester of attendance, other names used while in attendance at Gordon, 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 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 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 Veteran Benefits are responsible for paying fees directly to the College and meeting payment deadlines applicable to all students. Payment of Veteran 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 fall or spring semester, two consecutive weeks in a full session summer semester, or one week in a half session summer semester, 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 Veteran 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 Veteran Benefits should be directed to the VA Certifying Official in the Registrar's Office.

LEARNING SUPPORT PROGRAM
ENGLISH, READING, AND MATH

Mission Statement

The mission of the Learning Support program is to provide special assistance to students who have deficiencies in the areas of reading, mathematics, and/or English. The goal of Learning Support is to assist students in achieving entry-level college proficiencies.

A student's Learning Support requirements are determined on the basis of SAT/ACT scores, college preparatory curriculum deficiencies, and/or college placement exams scores.

The college placement exam, COMPASS, is a computerized placement exam that tests reading, writing, and math skills.

Placement Exams

The verbal section of the COMPASS tests reading and writing skills and is required for students with college preparatory curriculum deficiency in English and for students who do not have a SAT verbal score of 430 or higher or an English ACT score of 17 or higher, depending on the test the student has chosen to determine COMPASS placement exam requirements.

The mathematics section of COMPASS tests algebra skills and is required for students with a college preparatory curriculum deficiency in mathematics and for students who do not have a SAT math score of 400 or higher or a Math ACT score of 17 or higher, depending on the test the student has chosen to determine COMPASS placement exam requirements.

Students scoring below 78 on the reading portion of the COMPASS must enroll in and successfully exit Learning Support Reading by passing the course(s) and scoring 78 or above on the reading portion of the COMPASS.

Students scoring below 65 on the English portion of the COMPASS must enroll in and successfully exit Learning Support English by passing the course(s) and scoring 65 or above on the English portion of the COMPASS.

Students scoring below 42 on the math portion of the COMPASS must enroll in and successfully exit Learning Support Math by passing the course(s) and scoring 42 or above on the math portion of the COMPASS.

Students who transfer with an ASSET reading score below 41, ASSET English score below 43 and ASSET math score below 45 must enroll in and successfully exit Learning Support by passing the course(s) and scoring 78 or above on the reading section of the COMPASS, 65 or above on the English section of the COMPASS and 42 or above on the math section of the COMPASS.

Students who transfer with a CPE reading score below 77, CPE English score below 76 and CPE math score below 81 must enroll in and successfully exit Learning Support by passing the course(s) and scoring 78 or above on the reading section of the COMPASS, 65 or above on the English section of the COMPASS and 42 or above on the math section of the COMPASS.

Students for whom English is a second language (ESL) may enroll in ESL English and reading. **Students scoring below 92 on the reading portion of the COMPASS/ESL placement test must enroll in and successfully exit Learning Support ESL reading by passing the course and scoring 78 or above on the reading portion of the COMPASS. Students scoring below 88 on the English portion of the COMPASS/ESL placement test must enroll in and successfully exit Learning Support ESL English by passing the course and scoring 65 or above on the English portion of the COMPASS.**

COMPASS Exit Test

Learning Support students who have met the class expectations will be eligible for the COMPASS exit tests, given at the end of each semester.

The Learning Support English student may exit the Learning Support program by earning a minimum grade of "C" in ENGL 0099. The student must also pass 3 in-class essay writings, must pass the writing sample exit test and score 65 or better on the exit COMPASS test. The student must receive 3 passing essay grades in order to be eligible for the writing sample exit (which, in turn, must be passed in order to be eligible for the COMPASS exit test). For the writing sample exit, the student must write a 4 or 5 paragraph essay, focusing on criteria such as addressing the topic and staying on the topic, proper development of introduction, body, and conclusion paragraphs, and correct grammar

usage. Exit sample graders include the learning support faculty and the English department.

The Learning Support reading student may exit the Learning Support program by earning a minimum grade of "C" in READ 0099 and must score a minimum of 78 on the exit COMPASS test.

The Learning Support math student may exit the Learning Support program by earning a minimum grade of "C" in MATH 0098 or MATH 0099 and must score a minimum of 42 on the exit COMPASS test.

Credit

Credit earned in Learning Support courses is strictly institutional. While it is counted toward the number of credit hours for which a student is enrolled in any semester, it does not count in a student's grade point average and does not count toward graduation.

Note: A complete list of "COURSES APPROVED FOR STUDENTS IN LEARNING SUPPORT" may be found immediately after the "COURSE DESCRIPTIONS" section of this catalog.

Policies

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

- **Required Enrollment:**
  - During each semester of enrollment, a student must first register for all required Learning Support courses before registering for other courses. This policy also applies to part-time students.
  - A student who is required to take Learning Support courses may not register as a non-degree student in an effort to defer taking required Learning Support courses.
  - Students with three Learning Support requirements must enroll in the Gordon College First Year Experience course.
  - Because all Learning Support courses are offered Fall and Spring semesters on the Barnesville campus in the daytime and evening, students who may prefer to 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.
  - A student who is required to take Learning Support courses in an area (English, reading or mathematics) may not register as an auditor in any such course in that area.

- **20-Hour Rule:** Students who accumulate 20 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 20 additional hours of college level credit.
- **Withdrawal:** Students with Learning Support requirements who are concurrently enrolled in Learning Support courses which meet their requirements and in college-level credit courses may not withdraw from a required Learning Support course unless they also withdraw from all college-level credit courses.
- **Overloads:** Learning Support students may not register for more than 18 semester hours in any given semester. Overloads will not be approved.

If you have questions concerning these policies, see your Academic Adviser.

ACADEMIC INFORMATION

College Year

The college year is comprised of three academic semesters, Fall Semester, Spring Semester, and Summer Semester. Each semester is approximately fifteen weeks in length. Students may enter at the beginning of any semester.

Unit of Credit

The unit of credit associated with all course work is the semester hour, representing the equivalent of 50 minutes of class time. Each credit course offered by Gordon 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 Biology I is designated BIOL 1107K).

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 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 semester without written approval from the adviser and the Division Chair.

In general, a student must have been at Gordon 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. To request an overload, students must complete a *Student Petition*. Learning Support students may not register for more than 18 semester hours in any given semester. Overloads will not be approved.

Academic Advisement

Upon entering the College, each student is assigned a faculty adviser 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 offers both daytime and evening classes. Daytime classes typically meet two days a week (Tuesday and Thursday) or three days a week (Monday, Wednesday, and Friday). Evening classes meet twice a week (Monday and Wednesday or Tuesday and Thursday) or once a week (Monday, Tuesday, Wednesday or Thursday). Prior to the beginning of each semester, a *Schedule of Classes* showing course offerings for that semester will be made available to students.

Registration

Registration procedures are published each semester in the *Schedule of Classes*. 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 published each semester in the *Schedule of Classes.* If a student cannot register during the official registration period, late registration will be permitted during the official late registration period published in the *Schedule of Classes*. 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 published each semester in the *Schedule of Classes*.

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 published in the *Schedule of Classes* and receive a grade of *W* for the course(s). To drop courses, a student must submit an appropriately completed *Schedule Change Form* or an appropriately completed *Student Withdrawal Form* if the student is completely withdrawing from the College to the Registrar's Office. 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**, p. 57, p. 231).

Courses dropped or withdrawal from all courses after the official mid-term date published in the *Schedule of Classes* will automatically be assigned a grade of *WF* unless the student files a *Student Petition Form* requesting special consideration for personal hardship. If the petition is successful, the student will be assigned a grade of *W* rather than a grade of *WF*. Such petitions for personal hardship should be filed before the end of the semester to be considered and, in no circumstances will be considered when filed past midterm of the following semester. *Student Petition Forms* are available in the offices of the Registrar or the Vice President for Academic Affairs.

Student Withdrawal Forms and petitions to change grades for any semester will not be processed after the last day of classes for that semester.

A student who stops attending a course without appropriately processing a *Schedule Change Form* or a *Student Withdrawal Form* will receive a grade of *WF* in the course.

Student Withdrawal

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

1. obtain all required signatures,

2. obtain clearance from the Financial Aid Office,

3. obtain clearance from the Student Affairs Office (if the student lives in a campus residence hall),

4. obtain clearance from the Library, and

5. leave the completed *Student Withdrawal Form* in 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 published each semester in the *Schedule of Classes.* Students have the responsibility of completing the withdrawal process as stated above. Questions should be directed to the Registrar's Office.

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.

Class Attendance

Class attendance is expected of all students enrolled at Gordon 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 College does not specify an official campus-wide attendance standard. 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 Registrar's 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 Vice President for Academic Affairs and Dean of the Faculty; 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 ninth calendar day of each 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.

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	Failing
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 or in courses transferred to Gordon are **not** included in the computation of a student's grade point average.

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 Vice President for Academic Affairs and Dean of the Faculty, 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. If an *I* is not satisfactorily removed after two semesters of enrollment at Gordon College, it will be changed to the grade of *F*.

IP In courses numbered below 1000, the symbol *IP* may be used to indicate progress, but not completion. In such a case, the student must register for and pay fees for the course until it has been completed with a grade of a *C* (or better) and a passing grade on the COMPASS exit test or until the student is no longer eligible to register for the course.

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 published in the *Schedule of Classes* except in approved cases of extenuating personal hardship (See Grade Appeal Process on page 50).

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.

Graduation Grade Point Average

To graduate from Gordon College, a student must complete the requirements of a degree program with a minimum cumulative grade point average of 2.0. For the purpose of graduation, however, only the courses required by the program of study are used to calculate the grade point average. (Students enrolled in the Associate of Science in Nursing Program should refer to page 153 for a description of the grade point average requirements pertaining to them.) Most institutions of the University System of Georgia include grades for all courses attempted when computing an acceptable grade point average for admitting transfer students.

Repeating Courses

Courses may be repeated; however, a record of all courses attempted will remain on a student's permanent record, and all grades received for repeated courses will be used in computing the grade point average.

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. **"**Double credit" is not allowable.

Academic Renewal

The Academic Renewal Policy of the University System of Georgia allows degree-seeking students who have experienced academic difficulty to make a fresh start after an absence from Gordon College of at least five calendar years. Students who wish to seek Academic Renewal should submit a written request for Academic Renewal to the Registrar's Office at least six weeks prior to the semester in which the student intends to begin taking classes under the Academic Renewal

Policy. Students who do not request Academic Renewal status prior to re-enrollment may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first. A student can be granted Academic Renewal status only one time. A detailed description of the requirements and provisions of the Academic Renewal Policy is available in the Registrar's Office

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 adviser 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 College Creed, the Gordon 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 Division Chair followed by the Vice President for Academic Affairs. 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 Student Affairs.

Rights and Grade Appeal Process

Any student who feels that his or her rights have been violated should schedule a conference with the instructor involved to discuss the situation. If satisfactory results cannot be obtained from such a conference, the student may file a written appeal by completing a *Student Petition Form* and submitting it to the Division Chair, who will review the appeal, consult the instructor on the matter, and forward the petition to the Vice President for Academic Affairs for a final decision. (If the Division Chair is the instructor, the Petition Form may be submitted directly to the Vice President for Academic Affairs.) *Student Petition Forms* are available in the Division offices. If the

instructor will be unavailable for an extended period (for example, during summer or winter break), assuming reasonable attempts have been made to contact that instructor, then the Division Chair will forward the petition to the Vice President for Academic Affairs with a copy of the petition to the instructor. A written copy of the decision will be made available in the office of the Vice President for Academic Affairs not later than 30 days after the filing of the appeal. All grade appeals must be initiated within one semester of the posting of the grade, except in extenuating cases of personal hardship that prevent the student from initiating the appeal within the one semester period. An appeal requesting a grade of "W" can only be initiated in relation to a grade of "WF."

At the discretion of the Vice President for Academic Affairs, the petitioning student may, in addition to following the procedure outlined above, be granted a formal hearing before the Academic Judicial Committee.

Academic Dishonesty Policy

Any act of academic dishonesty by a student may result in a grade of *F* or zero for the relevant assignment. An act of academic dishonesty may also result in one or more of the following consequences:

1. a failing grade for the course;

2. charges filed against a student for violation of the Student Code of Conduct as described in this catalog; and/or

3. other measures as deemed appropriate by the instructor.

ACADEMIC STANDARDS

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;

2. earn a minimum cumulative grade point average of 3.50 when all course work attempted at previous colleges attended **and** at Gordon is considered; and

3. earn a minimum of 18 semester hours of degree credit at Gordon.

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 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 grade point average. The minimum acceptable cumulative grade point average (GPA) is based on the number of college level semester hours attempted. Hours taken at Gordon College in courses numbered below 1000 (Institutional credits earned in Learning Support courses) are not included in the *Total GPA Hours Attempted* column of the table below, nor are grades in these courses included in the *Minimum Cumulative GPA* column. The table below summarizes the relevant information.

Total GPA Hours Attempted	**Minimum Cumulative GPA**
1 – 15	1.40
16 – 30	1.60
31 – 45	1.80
46 – 59	1.90
60	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 on **Academic Suspension** at the end of the subsequent semester if an unacceptable GPA is earned. A student placed on **Academic Probation** who does not meet the minimum cumulative GPA requirement at the end of the subsequent term may continue on **Academic Probation** if his semester GPA for the subsequent term is 2.00 or higher.

However, a full-time student making all *F's* or *WF's* in any given semester will automatically be placed on **Academic Suspension**. All students, including students classified as Learning Support, who transfer to Gordon College will be governed by these same standards. For transfer students, the *Total GPA Hours Attempted* column of the table refers only to the sum of hours taken at Gordon College.

The Vice President for Academic Affairs and Dean of the Faculty has the discretionary power to suspend any student who is not making satisfactory progress toward graduation, regardless of the categories aforementioned.

The duration of an academic suspension is as follows:

First suspension .....One semester
Second suspension .....Two semesters
Third suspension .....Three semesters
Fourth suspension .....Permanent exclusion from the College

Students who wish to return to Gordon College after being placed on academic suspension must apply for readmission to the College. If granted, readmission will be on a probationary basis.

Students may appeal an academic suspension by completing a *Student Petition* and submitting it to the Registrar's Office.

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.
- Students who fail to exit the first level of the two-level Learning Support English, Reading or Math sequence after two attempts will be placed on Learning Support suspension for a period of three years without the right of appeal.
- Students who pass the first level of the two-level Learning Support English, Reading, or Math sequence but who fail to exit Learning Support English, Reading, or Math after three cumulative attempts may, if they are eligible, appeal for one additional attempt before being suspended.
- To be eligible to appeal, a student must have reached the limit of three attempts in only one Learning Support area. This appeal must be initiated by the end of the current semester by filing a Learning Support petition. If the petition is approved, the student will be given one additional semester.
- Failure to exit the Learning Support program after the fourth attempt will result in the student being placed on Learning Support suspension for a period of three years, and the student will not be allowed to take classes in any college or university in the University System of Georgia.
- Students who have accumulated 20 semester hours or more of college level credit will be allowed to take only the required Learning Support classes. No other classes may be taken.

Students who have been suspended from the University System and who wish to re-enter Learning Support programs to complete requirements may be retested with the COMPASS (in any unsatisfied area) after a period of three years, if they have not taken any college courses in the University System during that time. The student will be bound by the most current set of COMPASS scores.

Students readmitted under this provision will not be allowed any more than three additional attempts in any Learning Support area before they are initially suspended.

Students who have not been suspended and who wish to re-enter the Learning Support program to complete requirements may be retested with the COMPASS (in any unsatisfied area) if they have not taken any college courses in the University System for a period of three years. The student will be bound by the most current set of COMPASS scores. Students readmitted under this provision will not be allowed any more than three additional attempts in any Learning Support area before they are initially suspended.

Students who elect to retake COMPASS, will be bound by the most current set of COMPASS scores. Students readmitted under this provision will not be allowed more than three additional attempts in any Learning Support area before they are initially suspended.

Changing Majors

A student who wishes to change his or her program of study or major must notify the Registrar's Office in writing. 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.

Regents' Testing Program

Gordon College requires that all students pass the Regents' Test before receiving a degree from the College. The test, which evaluates basic reading and writing skills, is administered each semester in a place and at a time announced in that semester's *Schedule of Classes* and on the college web site. Beginning fall term 2008, entering freshmen who do not have learning support requirements in Reading or English must take the Regents' Test in their first semester of enrollment. Any student who

fails to take the Regents' Test at the scheduled time may be administratively withdrawn from the College.

A student with an SAT-I Verbal score of at least 510 or ACT Reading score of at least 23 is considered to have passed the reading section when he/she enrolls to take the Regents' Test; scores must be from a national (not institutional) administration from the SAT or ACT. The student will then take only the essay section. See the Chair of the Division of Humanities for more information.

Students with College Board Advanced Placement (AP) English scores of at least 3, SAT II English Writing scores of at least 650, or International Baccalaureate (IB) higher-level English scores of at least 4 are considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test. These students will then take only the reading section. See the Chair of the Division of Humanities for more information.

Any student who has completed 45 credit hours or more and who has not taken and passed the Regents' Test must enroll in RGTR 0198 and RGTE 0199 each semester until passing the test. Students who fail the Regents' Test twice are required to complete the necessary Regents' Test Skills class/es before retaking the test. Any student who fails the essay section may file an appeal with the Chair of Humanities if the essay received one passing score.

A student whose native language is not English should register for the section(s) of the Regents' Test designated "for Non-Native Speakers of English" when registering for classes.

Any student requiring ADA accommodations for the Regents' Test must bring a copy of the accommodations memo (see ADA Coordinator) to the Office of the Division of Humanities at least two weeks prior to the test. The memo must be submitted each semester that a student takes the test.

A student holding a baccalaureate degree (or a more advanced degree) from a regionally accredited institution of higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution.

The Regents' Test is a requirement for an Associate of Applied Science degree (AAS) and an Associate of Science degree (AS) in an allied health area.

Application for Graduation

Any student who plans to graduate from Gordon College is required to complete an application for graduation. Graduation applications are available in the Registrar's Office and are reviewed by the Registrar to insure that all requirements for graduation are or will be satisfied at the anticipated date of graduation.

Students must file graduation applications no later than the official mid-term 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 mid-term date of the previous Fall Semester.

Although students may graduate at the end of any semester in which all degree requirements are fulfilled, formal commencement exercises are held only at the end of Spring Semester. In the event that a student does not complete degree requirements by the end of the anticipated semester of graduation and therefore does not graduate, a new application for graduation must be completed.

To graduate a student must satisfy the requirements for a degree by meeting all of the requirements listed in any one of the catalogs in effect during the period of enrollment in the College.

FEES AND EXPENSES

The financial and physical functions of the College are administered by the office of the Vice President for Business Affairs. 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 compliance with Board of Regents policies and procedures. Students whose accounts are forwarded to a collection agency will be responsible for paying any collection fees incurred.

Tuition and Fees

Tuition and fees are established by the Board of Regents of the University System of Georgia. Current fee schedules will be available on the web at www.gdn.edu under Campus Departments, Business Office.

Refund Schedule

A student who officially withdraws from the College after registration is entitled to a refund of matriculation and tuition fees as follows:

1. Tuition and Mandatory Fees

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%.

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

A refund of all 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.

2. Elective Fees

Students that move out of the residence halls before the end of their contracted terms are not eligible for room refunds. However, meal plan refunds will be prorated from the date of check out.

Meal plan changes to a lower rate must be requested prior to the start of each semester to be eligible for a partial refund.

3. Financial Aid Refunds

Financial Aid recipients who withdraw are subject to federal and state refund policies. See the Financial Aid area of this catalog for policies and an example.

Financial Obligations Owed to the College

Payment of tuition, fees, room, and board may not be deferred. All fees are due and payable upon registration.

Students who are delinquent in payment because of a non-sufficient funds check to Gordon College must bring cash, credit card, or a cashier's check to the Business Office immediately to satisfy their outstanding financial obligation. Failure to do so may result in removal from school, holds on grades or transcripts, denial of permission to register for future semesters, collection agency involvement and possibly further disciplinary actions. In addition, personal checks will no longer be acceptable forms of payment for students who have presented a non-sufficient funds check to Gordon College. Students whose accounts are forwarded to a collection agency will be responsible for paying any collection fees incurred.

General Financial Information

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

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 payable to Gordon College.

Bookstore Information

Academic materials and supplies may be purchased at the Gordon College Bookstore. The Gordon College Bookstore is located on the lower level of the Student Center. In addition to textbooks and course materials, a selection of reference titles, study aids, and a variety of Gordon College imprinted products, including Gordon T-shirts, bumper stickers, hats, license plates and other gift items are available. Normal business hours are Monday-Thursday, 7:30 a.m. – 6:00 p.m. and Fridays 7:30 a.m. – 12:00 p.m. However, the store has extended hours at the beginning of each semester. Please check our website for these dates and times.

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

Textbook Refund Policy

To receive a full refund:

1. You must present a valid cash register receipt.
2. 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.
3. Refunds are given for the **current semester only**. Refunds for Fall and Spring Semesters are allowed up to 10 business days from the start of the semester. Refunds for Summer Semester are allowed up to 5 business days from the start of the semester.
4. **Absolutely no refunds without a Gordon College Bookstore receipt!**

Book Buy-Back

The bookstore holds a textbook buy-back at the end of every semester, during the week of finals. 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 College Department of Public Safety. Parking permits are required and may be obtained through Public Safety prior to completion of registration. Parking permits must be displayed in the lower left-hand corner of the rear window of the vehicle. Gordon 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.gdn.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. Students driving a replacement vehicle can obtain a temporary permit from Public Safety. Permits are issued for up to two weeks and are free of charge.

Intercollegiate Athletics

Gordon College is an active participant in intercollegiate sports and is a member of the Georgia Junior College 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 College currently participates in ten intercollegiate sports – five for women and five for men. Women's sports include cross country, soccer, golf, tennis and fast-pitch softball while men compete in cross country, soccer, golf, basketball, and baseball. The college also offers club sports teams in wresting and women's basketball along with women's and men's swimming.

Intramural Sports

Gordon 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 intramural website: www.gdn.edu/studentlife/recreation/calendar.asp. Other sports may be added based on student interest.

Students who participate in any intramural sport or use Gordon 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 College includes intercollegiate athletics, 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 College identification card.

The Office of Student Activities strives to provide excellent customer service to the Gordon College community. We accomplish this by always being polite and courteous at our events as well as answering inquires 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 active student clubs and organizations is available in the Student Activities Office.

Recreational Facilities

Outdoor tennis and basketball courts are available for use by students, faculty, and staff. The swimming pool is located between the gymnasium and the Academic Building. The Alumni Memorial Hall Gymnasium houses a basketball court, a weight room, and dressing facilities. The Student Center Lounge on the second floor of the Student Center houses ping-pong tables, regulation pool tables, a television, and vending machines. An ATM machine is located on the first floor of the Student Center.

The Athletic Complex provides fields, racquetball courts, 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 Recreation. 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 College provides a number of services to Gordon students, including but not limited to, adjustment counseling, career counseling, Disability Services, and workshops to assist students in successfully transitioning to college life. The Counseling Center is located in the Student Center. The telephone number is (678) 359-5585 and hours of operation are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Brochures and information on skill development and health-related issues and disorders are available, free of charge, in the Counseling Center.

The Counseling Center follows the guidelines on confidentiality set by the American Counseling Association. As per the ACA Code of Ethics, an exception to this policy occurs when students are in imminent danger of harming themselves or others.

The Counseling Center at Gordon College maintains contact with various community mental health resources and arranges referrals where appropriate (e.g., in cases of alcohol or drug abuse, significant mental health issues, etc.).

Gordon College in no way attempts to serve as a rehabilitation center, nor does it have the facilities or trained personnel to become one. Students who need psychological, psychiatric, or rehabilitative assistance should seek guidance from the College's counselor in locating such assistance off campus.

Adjustment Counseling

Adjustment counseling is a process used to help individuals adjust to academic and social pressures, understand themselves better, handle their problems more effectively, resolve internal and external conflicts, increase their self esteem, and gain more satisfaction from life.

Career Planning

Career planning is an integral part of the Counseling Center. Career counseling is available to students by appointment. The Center also provides career-related resources and services including: Career Counseling, resume development, mock interviewing, and interest testing.

Minority Advisement Program

The Minority Advisement Program strives to enhance the academic welfare of minority students at Gordon College. Its goals include the promotion of academic success, development of human potential, the creation of an environment that fosters the success and retention of minority students, and the creation of an environment of harmony among all races. Students in need of assistance or that are interested in participating in this program as a mentor should contact Mrs. Michele Perry-Stewart, MAP Coordinator, (Student Success Center, Room 241) for more information.

Disability Services

The Office of Disability Services 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 their disability. The primary goal is to ensure equal access to the college experience for students with disabilities through reasonable accommodation. The Office of Disability Services assists in the coordination of appropriate services, based on the student's individual needs. The Office of Disability Services will also provide consultation for all potential students with disabilities who anticipate enrollment at Gordon College. Disability Services is located in the Counseling Center (second floor of the Student Center). The contact telephone number is (678) 359-5585.

Procedure for Obtaining Accommodations:

Learning Disabilities:

1. The student must request accommodations in writing, signed by the student and addressed to the ADA Coordinator of Gordon College.

2. The student must provide documentation of the disability in a timely manner, in accordance with the Policies and Criteria of the University System of Georgia. Documentation must be within three years of the request for accommodation.

3. The student must provide a release of information to Gordon College for any information that is to be examined by the Regents Center for Learning Disabilities.

Physical Disabilities:

The student must provide:

1. a letter of request of accommodation signed by the student and addressed to the ADA Coordinator.

2. a letter documenting disability, listing functional limitations, and recommending appropriate accommodations from the treating physician(s).

3. a signed release waiver that will allow discussion between the treating physician(s) and the ADA Coordinator in regard to the specific request.

4. copies of all medical reports related to the specific request.

Once the student's documentation file is complete, it shall be the student's responsibility to provide the ADA Coordinator with a copy of the student's academic schedule at the beginning of each semester. It is the student's responsibility to pick up academic accommodation memos and present them to the faculty members.

See p. 61 for information concerning the Regents' Test and necessary accommodations.

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 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 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 college policy as well as parking regulations.

Loitering on or around vehicles and parking lots on the Gordon campus is strictly prohibited. Students are required to be off campus or in their respective residence halls by 1:00 a.m. Visitors can be asked to leave at any time by Public Safety personnel or 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 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	(678) 359-5111 Or 5111 by campus phone

Residence Life

Living in the residence halls at Gordon College is an integral part of the educational process. Therefore, all students enrolled in 12 or more semester hours at the College are encouraged to live in the residence halls.

To apply to live in the residence halls, students must

1. have been formally accepted for admission to the College,
2. review the *Guide to Residence Hall Living,*
3. submit a completed *Residence Hall Contract,*
4. submit a $300 deposit ($50 non-refundable processing fee/$250 damage deposit) to the Business Office, and
5. submit a completed/notarized lease agreement if desiring Gordon Commons and/or Gordon Village (apartment-style housing).

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

Student Government Association

All students at Gordon College are 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 and/or Student Affairs Office.

Dining Hall

Currently, Gordon College offers four meal plans. Meal plan fees are available on the web at:
http:www.gdn.edu/departments/businessoffice/Tuition/index.asp.
The **19 Meal Plan** includes three (3) meals per day on Monday through Friday and brunch and dinner on Saturday and Sunday. The 15, 10, and

8 Meal Plans offer 15, 10, and 8 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 Café a la Cart, located in the lobby of the Instructional Complex, Village Green, located on the first floor of Gordon Village, and Grounds, located next to the Bookstore. Gordon Dollars may also be redeemed in the Café for extra meals. Only Gordon Commons residents are eligible for the 8 Meal Plan. Students must be properly dressed at all times when in the cafeteria. 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 may eat in the dining hall by paying prevailing rates. Identification cards are checked at every meal, and each student must have the appropriate Gordon 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 General Manager.

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 in the Student Center Lounge on the second floor of the Student Center, second floor of Russell Hall, second and fourth floors of Instructional Complex, north stairwell of the Academic Building, 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 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

Student organizations approved by and registered with Gordon College may engage in fund raising activities to sell products or services or to collect donations. Prior written approval for such activities must be obtained from the Student Activities Office.

Fund raising 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.

Employment

The Counseling Center coordinates postings for off-campus, temporary, part-time or full-time employment opportunities, as well as information concerning work-study and student assistant positions. Students employed through the work-study and/or student assistant programs are subject to Georgia's Drug Testing Policy. A job board listing current community positions is located on the second floor of the Student Center. In addition, student assistant and federal work study job opportunities can be found online under the Student Employment heading of the Gordon College website.

Health Services

Gordon College provides a part-time Health Clinic when academic classes are in session. The Health Clinic is staffed by qualified health care professionals and is covered by the student health care fee. Any accident involving bodily injury must be reported immediately to the Department of Public Safety and the 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 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 Student ID Office in the Student Center, Room 206B.

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, Gym, Instructional Complex, Lambdin

Hall, and Student Center. Local calls can be made from the house phones at no charge.

Publicity and Advertising

- ***The Gordon Press***

  The College newspaper reports monthly on Gordon news and activities. Published by student editors and staff, the paper is funded by student activity fees and available at no cost to students, faculty, and staff at various locations on campus. Students interested in serving as editors, writers, or photographers of *The Gordon Press* may contact faculty sponsor Dr. Peter Boltz at 402 Spencer Street, Office 2.

- **The Student Activities Office**

  The Student Activities Office is responsible for maintaining 25 **student activity bulletin boards** located in high traffic areas on campus. Bulletin boards are located in the following buildings:

Instructional Complex	(1st floor)	2 boards
Student Center	(1st floor)	2 boards
Student Center	(2nd floor)	8 boards
Smith Hall	(1st floor)	2 boards
Tunnel		4 boards
Russell Hall	(1st floor)	1 board
Academic Building	(1st floor)	3 boards
Academic Building	(2nd floor)	3 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 15" x 20".

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″.
10. All club/organization materials that are placed on the bulletin boards must contain the Gordon College logo along with the phrase "Paid for by your Activity Fees".

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.

FINANCIAL AID

Located in Room 224 of Lambdin Hall, 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 or write:

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

Students may apply for a variety of grants and loans through the Financial Aid Office. Some of the more common forms of financial assistance are briefly described below. Please contact the Financial Aid Office for more information on the aid programs available to students.

- **The HOPE Scholarship**

  Due to frequent changes to the HOPE Scholarship program, students are encouraged to visit the following website to obtain the most current information on HOPE policies and procedures:

  www.gacollege411.org

Satisfactory Academic Progress

A student must maintain satisfactory academic progress in a course of study in accordance with the standards and practices used for federal Title IV programs by the postsecondary institution at which the student is enrolled. To determine student eligibility, the institution must apply the same satisfactory progress policy as used for federal Title IV programs.

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.

- **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 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 College Foundation Scholarships**

  A limited number of scholarships are awarded yearly by the Gordon College Foundation. Applications are available in the Admissions Office and the Office of the Vice President for Advancement.

- **Federal Pell Grant**

  The Federal Pell Grant is available to undergraduate U.S. citizens (or eligible non-citizens) who demonstrate financial need as

determined by a Congressional formula. The total amount of the grant is determined by the cost of attendance, expected family contribution, and enrollment status.

- **Federal Supplemental Educational Opportunity Grant**

  The Federal Supplemental Opportunity Grant (FSEOG) is available to undergraduate students who show exceptional financial need. Federal funding for this grant is limited.

- **Federal Subsidized Stafford Loan**

  The Federal Subsidized Stafford Loan is a long-term, low interest loan that is available to undergraduate and graduate students. For new borrowers the loan is guaranteed at a fixed interest rate. 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. Eligibility for this loan is based on financial need, academic level, and prior indebtedness as determined by a Gordon College Financial Aid Counselor. The federal government subsidizes the interest before the loan repayment period.

- **Federal Unsubsidized Stafford Loan**

  The Federal Unsubsidized Stafford Loan is not based on financial need. For new borrowers the loan is guaranteed at a fixed interest rate. 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. The borrower is responsible for the interest for the life of the loan, as the federal government does not subsidize it.

- **Service Cancelable Loan**

  Nursing students may apply for a service cancelable loan. To apply, a student must (1) be a Georgia resident, (2) be enrolled in an applicable Nursing Program and (3) have an acceptable grade point average. A student who has received one (or more) of these loans may cancel the loan obligation by working as a full-time Registered Nurse for one year for each year funds were borrowed. Employment must be with a qualifying agency in the state of Georgia. Funding for this loan is limited.

- **Federal Parent Loans for Undergraduate Students**

  The federal government sponsors Federal Parent Loans for Undergraduate Students (FPLUS) for families needing additional loan assistance. FPLUS funding is limited to the parents of dependent students. Financial need is not required.

- **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.

Please Note - for information on other types of financial aid, please visit the financial aid web page on the Gordon College website.

Financial Aid Application Procedure

To apply for grants, loans, or part-time employment opportunities, students must complete the appropriate Free Application for Federal Student Aid (FAFSA). Students wishing to receive only a HOPE scholarship may apply for this by completing the GSFAPPS application. Both the FAFSA and GSFAPPS application may be completed on line at www.fafsa.ed.gov (FAFSA) or www.gacollege411.org (GSFAPPS). If you fill out the FAFSA, you are not required to complete a separate HOPE application, as the FAFSA will fulfill this requirement. Students must also complete other forms or applications as required by the Gordon College Financial Aid Office.

Financial Aid Application Deadlines

You may apply for financial aid for the following fall semester beginning in January of each year. It is extremely important that you begin the application process as early as possible to ensure that you meet applicable deadlines as established by the Financial Aid Office. In order to be guaranteed that a student's financial aid is in place at the beginning of the appropriate semester, the Financial Aid Office must have a complete and accurate file on record by the following deadlines:

Fall Semester – May 1

Spring Semester – October 1

Summer Semester – April 1

Nursing and Teacher Education students will be notified of applicable deadlines concerning the service-cancelable loan program.

Financial Aid Policy

- For financial aid purposes, students enrolled in 12 or more semester hours are classified as enrolled *full-time*; students enrolled in 9-11 semester hours are classified as enrolled *three-quarter time*; students enrolled in 6-8 semester hours are classified as enrolled *half-time*; students enrolled in 1-5 semester hours are classified as enrolled *less than half time*. Some grant programs and all loans require a minimum of half-time enrollment.

- Financial aid is limited to course work required for the declared major as stated in this catalog. Financial aid is not available for audit courses.

- Only the first 30 semester hours of Learning Support course work attempted will be considered in determining aid eligibility.

- Students cannot use one-credit applied music courses to meet full-time (12-hour) status to receive full financial aid.

- Provisionally admitted students are not eligible for financial assistance. Transient students should contact their home institution to coordinate their financial aid with Gordon College. A student cannot receive federal financial aid at more than one school during the same enrollment period. Gordon College does not accept or issue consortium agreements for federal financial aid.

- Any financial assistance a student expects to receive from any outside source must be reported to the Financial Aid Office. This includes scholarships, grants, loans, and veteran's benefits. The receipt of additional aid may result in the reduction or cancellation of existing financial aid awards.

- The Financial Aid Office uses the student's permanent home address that is on record with the Registrar's Office for all correspondence.

- Students who pre-register for classes should note the payment deadline provided with their registration materials.

- To receive financial aid, a student must: (1) be enrolled at the College, (2) maintain satisfactory academic progress according to the standards of the College; (3) not owe a refund on any grant or be in default on any educational loan; (4) not have borrowed in excess of the loan limits under the Title IV programs at any institution.

- Students receiving financial aid who find it necessary to withdraw from the College or drop below 6 hours must notify the Financial Aid Office of this action. Refund and repayment policies for financial aid recipients established by the U.S. Department of Education, Georgia Student Finance Commission and Gordon College will apply.

Satisfactory Academic Progress

The Gordon College Satisfactory Academic Progress Policy is available on the Financial Aid web page at the following link: http://www.gdn.edu/FinancialAid/policies.asp.

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 summer 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-out-pocket, as outlined in the Federal Student Aid Handbook. This also applies to students who have been suspended from Gordon College, and are applying for readmission to the college.

2. A student may appeal his or her SAP status by completing the appropriate financial aid appeal form, and submitting the

completed form along with the appropriate documentation to the Gordon College Financial Aid Office. In order to submit an appeal, a student must have circumstances that fall into the following categories:

a. Death in the family
b. Family or personal illness that resulted in the student having to withdraw from school.
c. Loss of employment that resulted in the student having to withdraw from school.
d. Loss of transportation that resulted in student having to withdraw from school.
e. Other extenuating circumstances that can be documented. These appeals will be accepted at the discretion of the Financial Aid Appeals Committee.

Appeals submitted without documentation will not be reviewed by the Financial Aid Appeals Committee. Such appeals will be returned to the student.

Federal Refund Policy

*Please Note: This information is subject to change due to pending federal regulations.

All students receiving financial assistance who formally withdraw or who stop attending classes and receive grades of 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 Stafford Loan
2. Subsidized Stafford Loan
3. Parent Plus Loan
4. Pell Grant
5. Academic Competitiveness Grant
6. Supplemental Educational Opportunity Grant (SEOG)
7. 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 College web site at www.gdn.edu.

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 Veteran Benefits are responsible for paying fees directly to the College and meeting payment deadlines applicable to all students. Payment of Veteran 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 fall or spring semester, two consecutive weeks in a full session summer semester, or one week in a half session summer semester, 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 Veteran 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 Veteran Benefits should be directed to the VA Certifying Official in the Registrar's Office.

THE LIBRARY

Mission

Hightower Library provides and maintains a full range of technology, resources, and services to support teaching and learning at Gordon College. Additionally, the library promotes awareness, understanding, and use of these resources through research skills courses, library orientation classes, individualized instruction, and reference. Gordon College students, faculty, and staff, as well as the surrounding community, are invited to use Hightower Library to pursue academic and intellectual interests.

Technology and Resources

As the learning resources center for Gordon College, the library combines traditional library services with modern educational technology. Users may browse the shelves for more than 101,383 books, including valuable reference tools, or search for specific items using GIL, the on-line catalog, which also contains over 27,474 full text electronic books. The library subscribes to more than 3904 print and electronic periodicals. Patrons have access, in GAILILEO to 18,957 online serials with over 2000 of these full text. In addition to books and periodicals, the library houses a growing collection of audiovisual materials (from videos and audiocassettes to computer diskettes and DVDs) for use in the library or for classroom use. Equipment for viewing these materials is also available in the library.

GALILEO (Georgia's statewide library information system) connects users to full-text journal and magazine databases, electronic reference tools, other on-line library catalogs, and authoritative Internet resources. GALILEO, articles, internet documents, and word-processed papers may be printed on the library's laser printer.

Services

Library orientation and instruction is essential to effective library use. Therefore, instructors 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 Desk and the Circulation Desk.

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

Students are encouraged to browse the library's collection; to check out books with their valid Gordon College I.D.; and to read, research, and study while in the library. Hightower Library promotes a positive learning environment by providing an assortment of work spaces: computer stations, individual study carrels, group study rooms, and an Adaptive Technology lab. Faculty are likewise encouraged to survey the library's holdings, recommend resources for acquisition, and utilize the facility for their classes and research. Hightower Library connects the Gordon College community, both on campus and without, to the resources and services that support academic coursework, research, and lifelong learning.

COMMUNITY EDUCATION

Gordon College is dedicated to serving the community needs of the middle Georgia area. Like other University System of Georgia institutions, Gordon 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.

Community Education is housed on Spencer Street and the staff is eager to discuss ways the resources of Gordon College can be utilized to meet the needs of community groups, cultural organizations, businesses, industries, and individuals. For information about courses and activities, please 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 at the Office of Community Education building on Spencer Street. Fees and refund policies may be found in brochures published by that office.

ACADEMIC DIVISIONS OF THE COLLEGE

The academic affairs of the College are divided among five academic divisions -- (1) the Division of Business and Social Science, (2) the Division of Education, (3) the Division of Humanities, (4) the Division of Mathematics and Natural Sciences, and (5) the Division of Nursing and Health Sciences. Each Division includes faculty members assigned to teach the courses offered by the Division, and each is supervised by a Division Chair. The academic Divisions of the College and the programs of study offered through them are summarized below.

Business and Social Science Division

Transfer Programs

Business Administration
Criminal Justice
History
Information Systems
Political Science
Psychology
Social Work
Sociology

Education Division

Transfer Programs

Teacher Education

Bachelor's Degree Programs

Bachelor of Science in Early Childhood Education

Humanities Division

Transfer Programs

Art
Communication
English
Foreign Language
General Studies
Music
Theatre (Drama)

Learning Support Programs

Learning Support English
Learning Support Reading

Mathematics and Natural Sciences Division

Transfer Programs

Agricultural and Environmental Sciences
Astronomy
Biological Sciences and Biology
Chemistry
Computer Science
Forestry
Mathematics
Physical Science
Physics
Pre-Dental Hygiene
Pre-Medical Technology
Pre-Occupational Therapy
Pre-Pharmacy
Pre- Physical Therapy
Pre-Physician Assistant
Pre-Respiratory Therapy

Learning Support Programs

Learning Support Mathematics

Nursing and Health Sciences Division

Transfer Programs

Diagnostic Medical Sonography
Health and Physical Education
Health Information Management
Nuclear Medicine Technology
Nursing
Radiologic Technology

Career Associate Programs

Associate of Science in Nursing

The Gordon College Initiative for Academic Literacy in the First Year

In its general sense, "academic literacy" is defined as *the necessary skills, practices, and attitudes for successfully engaging oneself within the academic community and ensuring continued academic progress within a college or university setting.* At Gordon College, we identify the successful demonstration of academic skills, practices and attitudes as including:

- A working knowledge of the policies and procedures of the college
- An ability to locate and utilize Gordon College resources to their fullest extent
- An appreciation of the college's history and continued mission
- A willingness to interact with a diverse faculty, staff, and student body
- An understanding of the interconnectedness of knowledge and learning
- A positive, engaged attitude towards active learning
- An awareness of the unique and specific expectations of college
- A mature and respectful classroom presence
- An overall sense of connectedness to the Gordon College community

The strengthening of academic literacy at Gordon College should enable students to better navigate their way through the complete college experience, providing them with knowledge of the culture of academia, an understanding of its behavioral and technical requirements, the skills for success within the academic environment, and a sense of belonging to a community of educated individuals capable of making the best decisions for themselves and the larger culture of our state and country.

As part of our commitment to strengthening the potential for students to succeed at this institution and beyond, Gordon College has developed a number of programs intended to enhance academic literacy skills. These include:

Learning Communities: This is a group of linked classes gathering a common group of students in order to facilitate cooperative learning and an appreciation of the interconnections among the assorted academic divisions comprising the core curriculum.

A First-Year Experience Course: This course is designed to acquaint first-year students with the Gordon College campus, its resources and procedures, and with the practices and expectations of the larger academic community in order to better prepare students for college success and passage into their professional lives.

The Live and Learn Residential Community: This is a Learning Community comprised of resident students living in close proximity to each other, designed to enhance the sharing of common experiences and fostering of lasting communal bonds.

SPECIAL ACADEMIC PROGRAMS

ENGINEERING STUDIES

Regents Engineering Transfer Program

Qualified students seeking a bachelor of engineering degree may begin their college studies at Gordon College through the Regents Engineering Transfer Program (RETP). 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 Transfer Program at Gordon 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 Transfer Program 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 College grade-point average of at least 3.0.

Gordon 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 Transfer Program 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 RETP program of study, as well as the core curriculum requirements of Gordon College, will have satisfied the requirements to graduate from Gordon College with an Associate of Science degree with an area of concentration in physics.

The programs of study for the Regents Engineering Transfer Program 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 College before transferring to Georgia Tech.

Other Engineering Transfer Programs

Enrollment in the Regents Engineering Transfer Program 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 RETP 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 RETP 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 College Area F in pre-engineering will also prepare a student to transfer successfully to these programs.

Engineering Transfer Programs of Study

Students wishing to complete the RETP program (or generic pre-engineering) at Gordon College and graduate from Gordon College will

complete the following courses while completing the Gordon core curriculum.

Engineering Major	Mathematics	Science	Engineering
Aerospace, Civil or Mechanical	MATH 1113* MATH 1501* MATH 1502 MATH 2201 MATH 2501 MATH 2502	CHEM 1211 PHYS 2211 PHYS 2212 CSC1 1301	ENGR 1100 ENGR 2201
Chemical		CHEM 1211 CHEM 1212 PHYS 2211 PHYS 2212 CSCI 1301	ENGR 1100 ENGR 2201
Computer or Electrical		CHEM 1211 PHYS 2211 PHYS 2212 CSCI 1301 CSCI 1302	ENGR 1100
Industrial		PHYS 2211 PHYS 2212 CSCI 1301	ENGR 1100

* Student with credit for calculus because of strong scores on the AP calculus tests would not need to take this course.

GORDON COLLEGE HONORS PROGRAM

The Honors Program of Gordon College is designed to provide 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 engage 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 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 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
- *Minimum 3.2 GPA in high school college preparatory curriculum, as calculated by the Georgia Student Finance

Commission. (Not required for home-schooled students, who will be admitted with a probationary period of one semester.).
- Application with short essay (see application form for essay topic)

*Higher than the minimum is expected in at least one element: the SAT/ACT or the GPA. Home-schooled students must have an SAT/ACT score higher than the minimum to be considered.

For later admission of transfer, full-time, or part-time students:
- Minimum 3.5 GPA in 12 or more hours of college-level courses
- Letter of recommendation from a Gordon College full-time instructor (or other appropriate full-time instructor if a transfer student)
- Application with short essay (see application form for essay topic)

How Do I Apply?

Once a student has applied for admission to Gordon College and has been provisionally accepted, the student may apply for the Honors Program by

1. Obtaining an application online at *http://www.gdn.edu/forms/admissions/honorsapplication.pdf* or from the Admissions Office.
2. Submitting a complete application to:

Admissions
Honors Program
Gordon College
419 College Drive
Barnesville, GA 30204

Honors Application Deadlines:

1. *Priority* application deadline: March 1st (for acceptance notification by April 30th)
2. *Final* application deadline: May 1st (for acceptance notification by May 31st)

* Additional/late applications may be fielded on a space-available basis. Students accepted into the program will receive a letter of acceptance. *New students who are accepted into the program must attend the mid-June New Student Orientation (see acceptance letter for date)*. A separate advising and registration session for Honors students will be held on that day.

Contact Information

For additional information about the Honors Program, contact the Coordinator by email: honors@gdn.edu or by writing to:

Honors Program
Gordon College
419 College Drive
Barnesville, GA 30204

View complete Honors Program components and requirements at: **http://www.gdn.edu/honors**

THE COLLEGE TRANSFER PROGRAM

Gordon College offers Associate of Arts and Associate of Science degrees through the college transfer program. This program is designed to allow students to complete the first two years of course work leading to a baccalaureate degree. Following the completion of this course work at Gordon, students receive the Associate of Arts or Associate of Science degree. After graduation from Gordon, the program allows students to transfer their course work to another University System institution, continue their studies for an additional two years, and receive the baccalaureate degree.

Gordon transfer programs comply with the Core Curriculum of the University System of Georgia. Under the guidelines of the Core Curriculum, a student who completes the approved Core at Gordon College or any particular Area within the Core may transfer this course work to any other two-year college, senior college, or university within the University System without loss of credit.

Although transfer of credit within the University System is not problematic, students are advised to complete the Associate Degree before transferring. A grade of *D* in ENGL 1101 or ENGL 1102 may not be acceptable for transfer credit by all institutions.

The programs of study or majors available in the transfer program are listed in the section of this catalog entitled, *Transfer Programs of Study*, and the Core Curriculum requirements for these programs of study follow the *Transfer Programs of Study* section.

General Degree Requirements

For graduation with an Associate of Arts or Associate of Science degree, the requirements listed below must be completed in accordance with academic regulations stated in this catalog.

1. Satisfy the Core Curriculum course requirements specified in Areas A - G (below) with a minimum grade point average of 2.0 on these courses. These requirements consist of 60-64 semester hours of course work. A student who changes his or her major may have to complete additional hours of course work beyond 60-64 semester hours.

2. Complete a minimum of 18 hours of degree requirements at Gordon College.

3. Complete the Regents' Testing Program.

4. Complete the Constitution and history requirements specified in Area E as required by the State of Georgia.

To determine specific degree requirements for any given major, refer to the course requirements specified in Areas A - G.

For the purpose of determining course requirements in Area D, the following transfer programs of study are considered science majors: Astronomy, Agricultural and Environmental Sciences, Biological Sciences and Biology, Chemistry, Computer Science, Forestry, Mathematics, Physical Science, Physics, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy, and Pre-Respiratory Therapy. All other transfer programs of study are considered non-science majors.

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

TRANSFER PROGRAMS OF STUDY

Through the College Transfer Program, students may receive an Associate of Arts Degree or an Associate of Science Degree depending on their major field of study as indicated below.

ASSOCIATE OF ARTS DEGREE

Art
Communication
English
Foreign Language
General Studies
History
Music
Political Science
Psychology
Social Work
Sociology
Teacher Education
Theatre (Drama)

ASSOCIATE OF SCIENCE DEGREE

Agricultural and Environmental Sciences
Astronomy
Biological Sciences
Business Administration
Chemistry
Computer Science
Criminal Justice
Diagnostic Medical Sonography
Forestry
Health and Physical Education
Health Information Management
Information Systems
Mathematics
Nuclear Medicine Technology
Nursing
Physics
Pre-Dental Hygiene
Pre-Medical Technology
Pre-Occupational Therapy
Pre-Pharmacy
Pre-Physical Therapy
Pre-Physician Assistant
Pre-Respiratory Therapy
Radiologic Technology

CORE CURRICULUM

Note: Equivalent Honors courses will also be accepted to fulfill Area A – F requirements

AREA A ESSENTIAL SKILLS

Required Courses: 6 hours

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

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

MATH 1001 (3-0-3) or MATH 1111 (3-0-3) †
MATH 1113‡ (4-0-4)

Hours Applied to Area A ..... 9 HOURS*

† MATH 1001 is the recommended course for non-science majors. MATH 1111 or any higher level MATH course may be substituted. For Business and Information Systems majors, MATH 1111 or any higher level MATH course is recommended. MATH 1001 and MATH 1111 may only be used in Area A (Essential Skills) and Area B (Institutional Options).

†,‡ MATH 1113 is required for Teacher Education majors who want to teach Secondary Math or Science and Middle Grades majors who choose Math as one of their two content concentrations.

‡ MATH 1113 is the standard course for science majors. To complete degree requirements in two years, science majors must take a 4 credit hour MATH class in Area A. Any MATH course for which MATH 1113 is a prerequisite may be substituted.

* Non-science majors may use excess Area A credit hours to satisfy Area B requirements. Science majors may use excess credit hours from MATH 1113, MATH 1501, and MAT 1502 to satisfy Area F requirements.

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

AREA B INSTITUTIONAL OPTIONS

Choose a minimum of **four credit hours** from the following:

Students are encouraged to take a two hour colloquium to satisfy part of the Area B requirement and may complete Area B by taking any college-level course numbered above 1000 except for physical education activity courses.

COLQ 2991	Humanities Colloquium	(2-0-2)
COLQ 2992	Natural Science and Math Colloquium	(2-0-2)
COLQ 2993	Social Science Colloquium	(2-0-2)
COLQ 2994H	Honors Colloquium	(2-0-2)

Hours Applied to Area B ..... 4 HOURS

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

AREA C HUMANITIES/FINE ARTS

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

ARTS 1100	(3-0-3)
ARTS 1101	(3-0-3)
ARTS 1102	(3-0-3)
COMM 1100	(3-0-3)
COMM 1110	(3-0-3)
COMM 1500	(3-0-3)
FREN 1001	(3-0-3)
FREN 1002	(3-0-3)
HUMA 1500	(3-0-3)
MUSC 1100	(3-0-3)
SPAN 1001	(3-0-3)
SPAN 1002	(3-0-3)
SPAN 1060	(6-0-6)
THEA 1000	(3-0-3)
THEA 1100	(3-0-3)

Choose **one** of the following courses: 3 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)
PHIL 2010	(3-0-3)
PHIL 2020	(3-0-3)

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

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

AREA D SCIENCE, MATHEMATICS, AND TECHNOLOGY

NON-SCIENCE MAJORS†

For the purpose of determining course requirements in Area D, the following transfer programs of study are considered science majors: Astronomy, Agricultural and Environmental Sciences, Biological Sciences and Biology, Chemistry, Computer Science, Forestry, Mathematics, Physical Science, Physics, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy, and Pre-Respiratory Therapy. Students pursuing these majors should refer to the Area D requirements for science majors. All other majors are considered non-science majors and are subject to the Area D requirements listed below.

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

ASTR 1010K (3-2-4)
BIOL 1107K** (3-2-4)
BIOL 1111K** (3-2-4)
BIOL 2225K (3-2-4)
BIOL 2235K (3-2-4)
CHEM 1151K (3-2-4)
CHEM 1211K (3-3-4)
ISCI 1121K (3-3-4)
PHYS 1111K (3-3-4)

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

ASTR 1010K (3-2-4)
ASTR 1020K (3-2-4)
BIOL 1107K** (3-2-4)
BIOL 1108K** (3-2-4)
BIOL 1111K** (3-2-4)
BIOL 1112K** (3-2-4)
BIOL 2225K (3-2-4)
BIOL 2235K (3-2-4)
CHEM 1151K (3-2-4)
CHEM 1152K (3-2-4)
CHEM 1211K (3-3-4)
CHEM 1212K (3-3-4)
ISCI 1121K (3-3-4)
PHYS 1111K (3-3-4)
PHYS 1112K (3-3-4)

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

ASTR 1010K	(3-2-4)
ASTR 1020K	(3-2-4)
BIOL 1011	(3-0-3)
BIOL 1107K**	(3-2-4)
BIOL 1108K**	(3-2-4)
BIOL 1111K**	(3-2-4)
BIOL 1112K**	(3-2-4)
BIOL 2225K	(3-2-4)
BIOL 2235K	(3-2-4)
CHEM 1151K	(3-2-4)
CHEM 1152K	(3-2-4)
CHEM 1211K	(3-3-4)
CHEM 1212K	(3-3-4)
CSCI 1101	(3-0-3)
CSCI 2102	(3-0-3)
ISCI 1121K	(3-3-4)
MATH 1113	(4-0-4)
MATH 1401	(3-0-3)
MATH 1501	(4-0-4)
MATH 1502	(4-0-4)
MATH 2101	(3-0-3)
PHSC 1011	(3-0-3)
PHYS 1111K	(3-3-4)
PHYS 1112K	(3-3-4)

Hours Applied to Area D for Non-Science Majors.....11 HOURS*

* Non-science majors may use excess Area D credit hours to satisfy Area B requirements.

**If a student takes both BIOL 1111K and BIOL 1107K, only one of these will count toward the Area D science requirement. The other may be used in Area B.

**If a student takes both BIOL 1112K and BIOL 1108K, only one of these will count toward the Area D science requirement. The other may be used in Area B.

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

AREA D SCIENCE, MATHEMATICS, AND TECHNOLOGY

SCIENCE MAJORS

For the purpose of determining course requirements in Area D, the following transfer programs of study are considered science majors: Astronomy, Agricultural and Environmental Sciences, Biological Sciences and Biology†, Chemistry, Computer Science, Forestry†, Mathematics, Physical Science, Physics, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy, and Pre-Respiratory Therapy. All other transfer programs of study are considered non-science majors.

Required courses: 12 hours

CHEM 1211K (3-3-4)
CHEM 1212K (3-3-4)
MATH 1501† (4-0-4)

Hours Applied to Area D for Science Majors .....11 HOURS*

†Any MATH course for which MATH 1501 is a prerequisite may be substituted. Biological Sciences and Biology, and Forestry majors may substitute MATH 2101 for MATH 1501 in Area D.

†Respiratory Therapy, Occupational Therapy and Physical Therapy majors must take and substitute MATH 2101 (3-0-3) for Math 1501 in Area D.

* Science majors may use excess Area D credit hours to satisfy Area F requirements.

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

AREA E SOCIAL SCIENCES†

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

HIST 1121	(3-0-3)
HIST 1122	(3-0-3)

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

HIST 2111	(3-0-3) †
HIST 2112	(3-0-3) †

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

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

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

†Constitution and history requirement: The State of Georgia requires that any person receiving a degree from a state-supported college must demonstrate a knowledge of the history and Constitution of the United States and of Georgia. The history and Constitution requirement may be met by successfully completing HIST 2111 or HIST 2112. Students transferring from out-of-state or private institutions to Gordon who have had American history must pass a special examination on the history and Constitution of Georgia.

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

AREA F COURSES RELATED TO THE PROGRAM OF STUDY

Requirements for individual majors in the college transfer program are listed in the *Area F Requirements* section of this catalog. Although 18 credit hours is the minimum requirement for Area F, certain majors require credit hours in excess of 18. For these majors, excess Area F credit hours may be used to satisfy Area B requirements.

Minimum Requirement ..... 18 HOURS

AREA G INSTITUTIONAL REQUIREMENTS OUTSIDE THE CORE

In addition to Areas A - F, students are required to complete an average of one credit hour of physical education for each semester of full-time enrollment up to four credit hours. Students completing at least one semester of **full-time** enrollment must complete three credit hours from Group I.

Group I: Choose **one** of the following lecture courses: 3 hours

PHED 1001 (3-0-3)
PHED 1010 (2-1-3)

Group II: Choose from the following: 0 - 1 hour

Any PHED class except PHED 1001, PHED 1010, and PHED 1040.

Requirement ..... 0 - 4 HOURS

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 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.

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

AREA F REQUIREMENTS

AGRICULTURAL AND ENVIRONMENTAL SCIENCES

Required Courses: 16 hours

BIOL 1107K	(3-2-4)
BIOL 1108K	(3-2-4)
CHEM 2401K	(3-3-4)
MATH 1502[†]	(4-0-4)

Area A and D excess: 2 hours

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

[†] 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.

ART

Required Courses: 12 hours

ARTS 1111	(3-0-3)
ARTS 1112	(3-0-3)
ARTS 1113	(3-0-3)
ARTS 1114	(3-0-3)

Choose from the following courses: 6 hours

ARTS 1101	(3-0-3)
ARTS 1102	(3-0-3)
ARTS 2211	(3-0-3)
ARTS 2212	(3-0-3)
ARTS 2214	(3-0-3)
ARTS 2215	(3-0-3)
ARTS 2216	(3-0-3)

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

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

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 MATH Course**
Any CSCI 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.

**MATH 1001 and MATH 1111 may not be used.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

BIOLOGICAL SCIENCES AND BIOLOGY

Required Courses: 8 hours

BIOL 1107K (3-2-4)
BIOL 1108K (3-2-4)

Choose **two** or **three** of the following courses: 8 - 12 hours

CHEM 2401K (3-3-4)
CHEM 2402K (3-3-4)

Any 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 1111K, BIOL 1112K, and BIOL 1011 may not be used in Area F.

If MATH 2101 is taken in lieu of MATH 1501 for Area D, at least three courses must be taken in Area F for a total of 10 credit hours or more. Most medical schools require MATH 1501. Some veterinary schools also require MATH 1501; however, the University of Georgia does not.

*Students may use excess Area F credit hours to satisfy Area B 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.

BUSINESS ADMINISTRATION

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.

CHEMISTRY

Required Courses: 8 hours

CHEM 2401K (3-3-4)
CHEM 2402K (3-3-4)

Choose **two** of the following courses: 8 hours

BIOL 1107K* (3-2-4)
BIOL 1108K* (3-2-4)
MATH 1502 (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

NOTES: Frequently check the requirements of the 4-year schools of your choice via the Internet access: www.usg.edu All System institutions' web sites can be accessed through this portal.

Georgia Tech requires MATH 2201 – Linear Algebra in addition to MATH 1501 and MATH 1502. All schools require MATH 1502.

Many 4-year institutions require one course in either world, British, or American literature in Area C.

Many 4-year institutions require POLS 1101 in Area E.

*Some 4-year institutions recommend one year of Biology; where Physics is taken in the Junior year

† Only a few 4-year institutions accept non-calculus based Physics, PHYS 1111K and PHYS 1112K. Most institutions require PHYS 2211K and PHYS 2212K.

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

COMMUNICATION

Required Courses: 3 hours

COMM 1100† (3-0-3)

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

COMM 1110 (3-0-3)
COMM 1500 (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)
SPAN 2201 (3-0-3)
SPAN 2202 (3-0-3)

Choose **two** of the following courses:

ARTS 1100	(3-0-3)	MUSC 1100	(3-0-3)
ARTS 1101	(3-0-3)	PHIL 2010	(3-0-3)
ARTS 1102	(3-0-3)	PHIL 2020	(3-0-3)
ECON 2105	(3-0-3)	POLS 1101	(3-0-3)
ECON 2106	(3-0-3)	POLS 2201	(3-0-3)
ENGL 2111	(3-0-3)	POLS 2301	(3-0-3)
ENGL 2112	(3-0-3)	POLS 2401	(3-0-3)
ENGL 2121	(3-0-3)	PSYC 1101	(3-0-3)
ENGL 2122	(3-0-3)	PSYC 2165	(3-0-3)
ENGL 2131	(3-0-3)	PSYC 2570	(3-0-3)
ENGL 2132	(3-0-3)	SOCI 1101	(3-0-3)
HIST 1121	(3-0-3)	SOCI 1160	(3-0-3)
HIST 1122	(3-0-3)	THEA 1000	(3-0-3)
HIST 2111	(3-0-3)	THEA 1100	(3-0-3)
HIST 2112	(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.

COMPUTER SCIENCE

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)
MATH 2101	(3-0-3)
MATH 2201	(3-0-3)
MATH 2501	(4-0-4)
MATH 2502	(3-0-3)
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.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

CRIMINAL JUSTICE

Required Course: 3 hours

CRJU 1100 (3-0-3)

Choose **one** or **two** of the following courses: 3 - 6 hours

CRJU 2001 (3-0-3)
CRJU 2003 (3-0-3)
CRJU 2005 (3-0-3)
CRJU 2010 (3-0-3)

Choose **three** or **four** of the following courses: 9 - 12 hours

ACCT 2101 (3-0-3)
ACCT 2102 (3-0-3)
ANTH 1102 (3-0-3)
BUSA 2101 (3-0-3)
COMM 1110 (3-0-3)
ECON 2105 (3-0-3)
ECON 2106 (3-0-3)
HIST 2111 (3-0-3)
HIST 2112 (3-0-3)
MATH 2101 (3-0-3)
POLS 1101 (3-0-3)
POLS 2201 (3-0-3)
PSYC 1101 (3-0-3)
PSYC 2165 (3-0-3)
SOCI 1101 (3-0-3)
SOCI 1160 (3-0-3)
SOCI 2293 (3-0-3)
*SPAN 1001 (3-0-3)
*SPAN 1002 (3-0-3)
*SPAN 1060 (6-0-6)
SPAN 2201 (3-0-3)
SPAN 2202 (3-0-3)

Hours Applied to Area F.....18 HOURS
Courses may not be used to satisfy requirements in more than one Area.

*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.

DIAGNOSTIC MEDICAL SONOGRAPHY

Required Courses: 8 - 19 hours

BIOL 2210K (3-3-4)
BIOL 2211K (3-3-4)
MATH 1113† (4-0-4)
MATH 2101† (3-0-3)
PHYS 1111K† (3-3-4)

Choose from the following courses: 0 - 10 hours

BUSA 2101 (3-0-3)
COMM 1110 (3-0-3)
EDUC 2001 (3-0-3)

Any MATH Course(s) ‡
Any BIOL Course(s)
Any CHEM Course(s)
Any CSCI Course(s)
Any BUSA Course(s)

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

† MATH 1113 is required unless it is used to satisfy Area A or D requirements.
MATH 2101 is required unless it is used to satisfy Area A or D requirements.
PHYS 1111K is required unless it is used to satisfy Area D requirements.

‡ MATH 1001 and MATH 1111 may not be used.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

This is a transfer major only to a senior college for a Bachelor of Science Degree in Diagnostic Medical Sonography. Gordon College provides the academic core classes only. The clinical component is completed at the transfer program.

ENGLISH

Required Courses: 6 hours

*Any **two** foreign language courses

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)

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

ARTS 1100 (3-0-3)
ARTS 1101 (3-0-3)
ARTS 1102 (3-0-3)
COMM 1110 (3-0-3)
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)
HUMA 1500 (3-0-3)
MUSC 1100 (3-0-3)
PHIL 2010 (3-0-3)
PHIL 2020 (3-0-3)
THEA 1100 (3-0-3)
THEA 2205 (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.

FOREIGN LANGUAGE

Required Courses: 6 - 12 hours

* Choose **two** to **four** foreign language courses, including at least one course at the intermediate level.

Choose **two** to **four** of the following courses: 6 - 12 hours

ANTH 1102	(3-0-3)
ARTS 1100	(3-0-3)
ARTS 1101	(3-0-3)
ARTS 1102	(3-0-3)
COMM 1110	(3-0-3)
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)
FREN 1001	(3-0-3)
FREN 1002	(3-0-3)
FREN 2001	(3-0-3)
FREN 2002	(3-0-3)
HUMA 1500	(3-0-3)
MUSC 1100	(3-0-3)
PHIL 2010	(3-0-3)
PHIL 2020	(3-0-3)
SPAN 1001	(3-0-3)
SPAN 1002	(3-0-3)
SPAN 1060	(6-0-6)
SPAN 2201	(3-0-3)
SPAN 2202	(3-0-3)
THEA 1000	(3-0-3)
THEA 1100	(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.

FORESTRY

Required Courses: 8 - 14 hours

BIOL 1107K	(3-2-4)
BIOL 1108K	(3-2-4)
COMM 1110†	(3-0-3)
MATH 2101†	(3-0-3)

Choose **one** to **three** of the following courses: 4 - 12 hours

BIOL 2225K	(3-2-4)
BIOL 2235K	(3-2-4)
CHEM 2401K	(3-3-4)
PHYS 1111K	(3-3-4)
PHYS 2211K	(3-3-4)

Area A or D excess: 1 - 2 hours

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

† COMM 1110 is required unless it is used to satisfy Area C requirements.
MATH 2101 is required unless it is used to satisfy Area A or D requirements.

* Students may use excess Area F credit hours to satisfy Area B requirements.

This program has been evaluated for transfer to the University of Georgia.

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

GENERAL STUDIES

Choose **two** courses from each of the following Areas[†]: 18 - 20 hours

**Area C
Area D
Area E

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

[†] Students are encouraged to select courses which best match their career objectives.

* Students may use excess Area F credit hours to satisfy Area B 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.

HEALTH AND PHYSICAL EDUCATION

Teacher Education
Required Courses: 6 hours

EDUC 2110 (3-0-3)
EDUC 2120 (3-0-3)

or

Exercise Science
Required Courses: 6 hours

PHED 1010 (2-1-3)
COMM 1110 (3-0-3)

For both Teacher Education and Exercise Science
Required Courses: 14 hours

BIOL 2210K (3-3-4)
BIOL 2211K (3-3-4)
PHED 1040 (3-0-3)
PSYC 2103 (3-0-3)

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

* Students may use excess Area F credit hours to satisfy Area B requirements.

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	(3-3-4)
BIOL 2211K	(3-3-4)
BUSA 2101	(3-0-3)

Choose **one** or **two** of the following courses: 4 - 6 hours

Any BIOL Course(s)
Any CSCI Course(s)
Any ACCT Course(s)
Any Area E Course(s)

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

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

HISTORY

Required Courses[†]: 6 hours

HIST 1121	(3-0-3)
HIST 1122	(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)
BUSA 2101	(3-0-3)
ECON 2105	(3-0-3)
ECON 2106	(3-0-3)
MATH 2101	(3-0-3)
POLS 1101	(3-0-3)
POLS 2201	(3-0-3)
POLS 2301	(3-0-3)
POLS 2401	(3-0-3)
PSYC 1101	(3-0-3)
PSYC 2101	(3-0-3)
PSYC 2103	(3-0-3)
SOCI 1101	(3-0-3)
SOCI 1160	(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 Areas C and/or B. 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.

INFORMATION SYSTEMS

Required Courses: 6 hours

ACCT 2101 (3-0-3)
ACCT 2102 (3-0-3)

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

BUSA 2120 (3-0-3)
CSCI 1101 (3-0-3)
CSCI 1301 (3-0-3)
CSCI 1302 (3-0-3)
CSCI 2102 (3-0-3)
CSCI 2201 (3-0-3)

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

BUSA 2101 (3-0-3)
BUSA 2120 (3-0-3)
CSCI 1101 (3-0-3)
CSCI 1301 (3-0-3)
CSCI 1302 (3-0-3)
CSCI 2102 (3-0-3)
CSCI 2201 (3-0-3)
MATH course†

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

† MATH 1001 and MATH 1111 may not be used.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

MATHEMATICS

Required Courses: 7 - 11 hours

MATH 1502†	(4-0-4)
MATH 2201	(3-0-3)
MATH 2501	(4-0-4)

Choose **two** to **three** of the following courses: 6 - 11 hours

CSCI 1301	(3-0-3)
CSCI 1302	(3-0-3)
CSCI 2102	(3-0-3)
CSCI 2201	(3-0-3)
MATH 2101	(3-0-3)
MATH 2502	(3-0-3)
PHYS 2211K	(3-3-4)
PHYS 2212K	(3-3-4)

Area A and D excess: 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 College.

*Students may use excess Area F credit hours to satisfy Area B requirements.

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

MUSIC

Required Courses: 20 hours

MUSC 1101	(0-3-1)
MUSC 1102	(0-3-1)
MUSC 1201	(3-0-3)
MUSC 1202	(3-0-3)
MUSC 2101	(0-3-1)
MUSC 2102	(0-3-1)
MUSC 2201	(3-0-3)
MUSC 2202	(3-0-3)
MUSC (applied) †	4 hours

Choose **two** of the following courses: 2 hours

MUSC 1551	(1-0-1)
MUSC 1552	(1-0-1)
MUSC 1553	(1-0-1)
MUSC 1554	(1-0-1)

Additional Requirement: 0 - 8 hours

MUSC 1601	(4-0-2)

Students must enroll in College Chorus (MUSC 1601) each semester of full-time enrollment as a music major. ‡

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

† Audition is required before admittance to the program. See Music Program web page.

† Music majors are required to take four Applied Music courses in **one** of the following four areas: Piano, Voice, Organ, or Guitar. Students should consult a Music adviser before choosing Applied Music courses.

‡ Piano majors must also complete four hours of Applied Piano (MUSC 1553, MUSC 1554, MUSC 2553, MUSC 2554) and two hours from the following: MUSC 1573 and MUSC 2559.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

NUCLEAR MEDICINE TECHNOLOGY

Required Courses: 8 – 19 hours

BIOL 2210K	(3-3-4)
BIOL 2211K	(3-3-4)
MATH 1113†	(4-0-4)
MATH 2101†	(3-0-3)
PHYS 1111K†	(3-3-4)

Choose from the following courses: 0 - 10 hours

BUSA 2101	(3-0-3)
COMM 1110	(3-0-3)
EDUC 2110	(3-0-3)

Any MATH Course‡
Any BIOL Course
Any CHEM Course
Any PHYS Course
Any CSCI Course
Any BUSA Course

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

† MATH 1113 is required unless it is used to satisfy Area A or D requirements.
MATH 2101 is required unless it is used to satisfy Area A or D requirements.
PHYS 1111 is required unless it is used to satisfy Area D or B requirements.

‡ MATH 1001 and MATH 1111 may not be used.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

This is a transfer major only to a senior college for a Bachelor of Science Degree in Nuclear Medicine Technology. Gordon College provides the academic core classes only. The clinical component is completed at the transfer program.

NURSING

Required Courses: 12 - 15 hours

BIOL 2210K	(3-3-4)
BIOL 2211K	(3-3-4)
BIOL 2250K	(3-3-4)
MATH 2101†	(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 2101 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.

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)
MATH 2101	(3-0-3)
MATH 2201	(3-0-3)
MATH 2502	(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.

*Students may use excess Area F credit hours to satisfy Area B requirements.

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

POLITICAL SCIENCE

Required Course: 9 hours

POLS 1101	(3-0-3)*
POLS 2201	(3-0-3)*
POLS 2301	(3-0-3)*

Choose **three** of the following courses: 9 hours

ANTH 1102	(3-0-3)
BUSA 2101	(3-0-3)
ECON 2105	(3-0-3)
ECON 2106	(3-0-3)
HIST 1121	(3-0-3)
HIST 1122	(3-0-3)
HIST 2111	(3-0-3)
HIST 2112	(3-0-3)
MATH 1113	(4-0-4)
MATH 2101	(3-0-3)
PHIL 2010	(3-0-3)
POLS 2401	(3-0-3)
PSYC 1101	(3-0-3)
SOCI 1101	(3-0-3)
SOCI 1160	(3-0-3)
SOCI 2293	(3-0-3)

**Any foreign language course(s)

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.

PRE-DENTAL HYGIENE

Required Courses: 8 - 17 hours

BIOL 2210K	(3-3-4)
BIOL 2211K	(3-3-4)
COMM 1110†	(3-0-3)
PSYC 1101†	(3-0-3)
SOCI 1101†	(3-0-3)

Choose **one** to **four** of the following courses: 3 – 13 hours

BIOL 2250K**	(3-3-4)
CSCI 1301	(3-0-3)
CSCI 1302	(3-0-3)
ECON 2105	(3-0-3)
ECON 2106	(3-0-3)
MATH 2101**	(3-0-3)
PSYC 2165	(3-0-3)

Hours Applied to Area F……18 HOURS*

NOTES: † COMM 1110 is required unless it is used to satisfy Area C requirements.
SOCI 1101 is required unless it is used to satisfy Area E requirements.
PSYC 1101 is required unless it is used to satisfy Area E requirements.

** For acceptance to Clayton College and State University Dental Hygiene Program, BIOL 2250K (Area F), CHEM 1151K (Area D), CHEM 1152K (Area D), and MATH 2101 (Area D) are required.

*Students may use excess Area F credit hours to satisfy Area B requirements.

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

PRE-ENGINEERING

Required Courses: 4 - 8 hours

PHYS 2211K	(3-3-4)
MATH 1502†	(4-0-4)

Choose from the following courses: 8 - 12 hours

CSCI 1301	(3-0-3)
CSCI 1302	(3-0-3)
ENGR 1100	(3-0-3)
ENGR 2201	(3-0-3)
MATH 2201	(3-0-3)
MATH 2501	(4-0-4)
MATH 2502	(3-0-3)
PHYS 2212K	(3-3-4)

Area A and D excess: 2 hours

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

† MATH 1502 is required unless used to satisfy Area D.

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

PRE-MEDICAL TECHNOLOGY

Required Courses: 4 - 16 hours

BIOL 1107K† (3-2-4)
CHEM 1211K† (3-3-4)
CHEM 1212K† (3-3-4)
CHEM 2401K (3-3-4)

Choose **one** to **four** of the following courses: 3 - 15 hours

BIOL 2210K (3-3-4)
BIOL 2211K (3-3-4)
BIOL 2250K (3-3-4)
MATH 2101 (3-0-3)

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

† BIOL 1107K is required unless it is used to satisfy Area D requirements.
CHEM 1211K is required unless it is used to satisfy Area D requirements.
CHEM 1212K is required unless it is used to satisfy Area D requirements.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

PRE-OCCUPATIONAL THERAPY

Required Courses: 11 - 17 hours

BIOL 2210K	(3-3-4)
PHYS 1111K	(3-3-4)
PSYC 1101†	(3-0-3)
PSYC 2165	(3-0-3)
SOCI 1101†	(3-0-3)

Choose from the following courses: 0 - 6 hours

COMM 1110	(3-0-3)
PSYC 2103	(3-0-3)

Area A and D excess: 2 hours

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

† PSYC 1101 and SOCI 1101 are required unless they are used to satisfy Area B or Area E requirements.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

PRE-PHARMACY

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 2101	(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 2101. Math 2101 is still required by UGA and South University. PSYC 1101, BIOL 2210 and BIOL 2211 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.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

PRE-PHYSICAL THERAPY

Required Courses: 18 hours

BIOL 2210K	(3-3-4)
BIOL 2211K	(3-3-4)
PHYS 1111K	(3-3-4)
PHYS 1112K	(3-3-4)
PSYC 1101[†]	(3-0-3)

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

[†] PSYC 1101 must be used to satisfy Area F requirements.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

The entry-level degree for physical therapists is currently a master's degree.

PRE-PHYSICIAN ASSISTANT

Required Courses: 8 - 16 hours

BIOL 2250K	(3-3-4)
CHEM 1211K†	(3-3-4)
CHEM 1212K†	(3-3-4)
CHEM 2401K	(3-3-4)

Choose **one** to **three** of the following courses: 4 - 12 hours

BIOL 2210K	(3-3-4)
BIOL 2211K	(3-3-4)
PHYS 1111K	(3-3-4)
PHYS 1112K	(3-3-4)

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

† CHEM 1211K is required unless it is used to satisfy Area D requirements.
CHEM 1212K is required unless it is used to satisfy Area D requirements.

* Students may use excess Area F credit hours to satisfy Area B requirements.

The required degree for admission into the Physician Assistant Program is a Bachelor's Degree at the Medical College of Georgia and most other colleges and universities.

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

PRE-RESPIRATORY THERAPY

Required Courses: 19 hours

BIOL 2210K	(3-3-4)
BIOL 2211K	(3-3-4)
BIOL 2250K	(3-3-4)
PHYS 1111K	(3-3-4)
PSYC 1101	(3-0-3)

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

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

PSYCHOLOGY

Required Course: 3 hours

PSYC 1101† (3-0-3)

Choose **two to three** of the following courses: 6 - 9 hours

PSYC 1100 (3-0-3)
PSYC 2101 (3-0-3)
PSYC 2103 (3-0-3)
PSYC 2165 (3-0-3)
PSYC 2570 (3-0-3)

Choose **two to three** of the following courses: 6 - 12 hours

ANTH 1102 (3-0-3)
BIOL 1107K (3-2-4)
BIOL 1108K (3-2-4)
BIOL 2210K (3-3-4)
BUSA 2101 (3-0-3)
ECON 2105 (3-0-3)
ECON 2106 (3-0-3)
HIST 1121 (3-0-3)
HIST 1122 (3-0-3)
HIST 2111 (3-0-3)
HIST 2112 (3-0-3)
MATH 1113 (4-0-4)
MATH 1501 (4-0-4)
MATH 2101 (3-0-3)
PHIL 2010 (3-0-3)
SOCI 1101 (3-0-3)
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 may use excess Area F credit hours to satisfy Area B 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.

RADIOLOGIC TECHNOLOGY

Required Courses: 8 - 19 hours

BIOL 2210K	(3-3-4)
BIOL 2211K	(3-3-4)
MATH 1113†	(4-0-4)
MATH 2101†	(3-0-3)
PHYS 1111K†	(3-3-4)

Choose from the following courses: 0 - 10 hours

BUSA 2101	(3-0-3)
COMM 1110	(3-0-3)
EDUC 2110	(3-0-3)

Any MATH Course‡
Any CHEM Course
Any BIOL Course
Any ASTR Course
Any PHYS Course
Any CSCI Course
Any BUSA Course

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

† MATH 1113 is required unless it is used to satisfy Area A or D requirements.
MATH 2101 is required unless it is used to satisfy Area A or D requirements.
PHYS 1111K is required unless it is used to satisfy Area D requirements.

‡ MATH 1001 and MATH 1111 may not be used.

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

This is a transfer major only to a senior college for a Bachelor of Science Degree in Radiologic Sciences. Gordon College provides the academic core classes only. The clinical component is completed at the transfer program.

SOCIAL WORK

Choose **six** of the following courses: 18 hours

ANTH 1102	(3-0-3)
BUSA 2101	(3-0-3)
CRJU 1100	(3-0-3)
ECON 2105	(3-0-3)
ECON 2106	(3-0-3)
MATH 2101	(3-0-3)
PSYC 1100	(3-0-3)
PSYC 1101	(3-0-3)
PSYC 2101	(3-0-3)
PSYC 2103	(3-0-3)
PSYC 2165	(3-0-3)
PSYC 2570	(3-0-3)
SOCI 1101	(3-0-3)
SOCI 1160	(3-0-3)
SOCI 2293	(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.

SOCIOLOGY

Required Courses: 3 hours

SOCI 1101* (3-0-3)

Choose **five** of the following courses: 15 hours

ANTH 1102 (3-0-3)
BUSA 2101 (3-0-3)
ECON 2105 (3-0-3)
ECON 2106 (3-0-3)
HIST 1121 (3-0-3)
HIST 1122 (3-0-3)
HIST 2111 (3-0-3)
HIST 2112 (3-0-3)
MATH 2101 (3-0-3)
PHIL 2010 (3-0-3)
POLS 1101 (3-0-3)
POLS 2201 (3-0-3)
POLS 2301 (3-0-3)
POLS 2401 (3-0-3)
PSYC 1100 (3-0-3)
PSYC 1101 (3-0-3)
PSYC 2165 (3-0-3)
PSYC 2570 (3-0-3)
SOCI 1160 (3-0-3)
SOCI 2293 (3-0-3)

** Any foreign language course(s)

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

* SOCI 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.

TEACHER EDUCATION

Early Childhood *(Effective incoming Freshmen Class 2007-08)*

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

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

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Middle Grades

Required Courses: 9 hours

EDUC 2110	(3-0-3)
EDUC 2120	(3-0-3)
EDUC 2130	(3-0-3)

Options 9 hours

Middle grades majors should choose nine hours that will support two content concentrations: math, science, language arts, or social studies. Optionally, these courses may include EDUC 2401. Middle grades majors who choose math as one of their two content concentrations must take MATH 1113 in Area A.

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

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

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TEACHER EDUCATION (continued)

Secondary[†]

Required Courses: 9 hours

EDUC 2110	(3-0-3)
EDUC 2120	(3-0-3)
EDUC 2130	(3-0-3)

Options 9 hours

Secondary majors should choose nine hours to support their subject area. Optionally, these courses may include EDUC 2401.

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 use excess Area F credit hours to satisfy Area B requirements.

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

THEATRE

Required Courses: 12 hours

THEA 1000	(3-0-3)
THEA 1102	(2-2-3)
THEA 2201	(3-0-3)
THEA 2205	(3-0-3)

Choose **two** to **three** of the following courses: 6 - 8 hours

ARTS 1111	(3-0-3)
ARTS 1113	(3-0-3)
COMM 1110	(3-0-3)
MUSC 1601	(4-0-2)
THEA 2102	(3-0-3)
THEA 2103	(2-2-3)
THEA 2202	(3-0-3)

Additional Requirement: 0 – 4 hours

Students must 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*

* Students may use excess Area F credit hours to satisfy Area B requirements.

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

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 College Office of Admissions and have received a letter of final acceptance from Gordon College to be considered for admission to the nursing program. **Students must also submit a separate application for the nursing program.**

To be considered for acceptance into the nursing program, students must have:

1. a final acceptance to Gordon College;

2. an exemption from or completion of all Learning Support course work;

3. a completed Nursing Program application form;

4. a minimum grade of 2.00 ("C") on each core course required for the nursing curriculum; and

5. a minimum overall grade point average of 2.00 on all course work attempted.

6. completed Test of Essential Academic Skills (TEAS).

It is strongly suggested that all core course requirements be completed prior to entering 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 from the Division of Nursing and Health Sciences. Application deadline for the Generic Program is February 1, preceding the Fall term to which you are seeking admission and September 7, preceding the Spring term to which you are seeking admission.

Admission to the Nursing Program is selective and competitive. Applicants with the strongest credentials will be accepted first. Others will be accepted on a space available basis. A student must receive a letter of acceptance from the Nursing Program to be admitted for classes.

Applicants failing two (2) or more nursing courses in any nursing program will not be considered for the Generic Nursing Program or the LPN Accelerated Class.

A Gordon student may attempt the Gordon College Nursing Program no more than a total of two times if eligible. A generic student who fails a nursing course can return one time after completing the readmission process as described in the Nursing Student Handbook. Any student failing the last nursing course, NURS 2904, will be required to audit NURS 2903 and repeat NURS 2904. Any student who fails a nursing course and subsequently completes an LPN program is eligible to apply to the LPN accelerated program.

First time in the program nursing students who withdraw passing from nursing courses may apply to return to the Nursing Program one time.

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 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.

2. Complete all nursing courses at Gordon 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.

4. Complete the Regents' Testing Program requirements described in this catalog. The Regents' Testing requirements must be completed prior to entering the last semester of the nursing program.

Nursing Program Accreditation and Approval

The Gordon College Nursing Program has had full approval by the Georgia Board of Nursing since 1972. The program has had full, continuing accreditation by the National League of 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) 207-1640

National League for Nursing Accrediting Commission
61 Broadway, 33rd Floor, New York, New York 10006
(212) 363-5555

CORE CURRICULUM

Course	Prerequisites	Course Title
MATH 1001 or MATH 1111	Exemption from or completion of Learning Support Mathematics	Quantitative Skills and Reasoning or College Algebra
BIOL 2210K	None	Anatomy & Physiology - Part I
BIOL 2211K	BIOL 2210K	Anatomy & Physiology - Part II
BIOL 2250K	BIOL 2210K	Microbiology
ENGL 1101	Exemption from or completion of Learning Support English and Reading	English Composition I
ENGL 1102	ENGL 1101	English Composition II
PSYC 2103	none	Human Growth & Development
HIST 2111/2112	none	American History – part I or part II
Approved Humanities Elective	[varies]	Art Appreciation, Survey of Art History I or II, World Literature, British Literature, American Literature, Introduction to the Humanities, Music Appreciation, Introduction to Philosophy, Introduction to Ethics or Theatre Appreciation
Regents' Test		Regents' Test

College Preparatory 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 CPC requirements if they have not completed 30 semester hours.

NURSING CURRICULUM

Course	Prerequisites	Course Title
NURS 1901	Acceptance to nursing program	Introduction to Professional Nursing Practice
NURS 1921	Acceptance to nursing program	Introduction to Pharmacology
NURS 1902	NURS 1901, NURS 1921, MATH 1001 or MATH 1111, BIOL 2210K, ENGL 1101 and concurrent enrollment in or completion of, BIOL 2211K, ENGL 1102, and PSYC 2103 *	Primary Prevention in the Nursing Care of Individuals, Families, and Groups
NURS 1922	Concurrent enrollment in NURS 1902	Pharmacology and Nursing
NURS 2903	NURS 1902, NURS 1922, BIOL 2211K, ENGL 1102, PSYC 2103	Secondary Prevention in the Nursing Care of Individuals, Families, and Groups
NURS 2991	Concurrent enrollment in NURS 2903	Gerontological Nursing
NURS 2904	HIST 2111 or HIST 2112, NURS 2903, BIOL 2250K, NURS 2991, successful completion of the Regents' Test and concurrent enrollment in or completion of an approved elective *	Tertiary Prevention and Synthesis of Care Across the Lifespan
NURS 2992	NURS 2991, concurrent enrollment in NURS 2904	Nursing Issues and Trends

*** Students must complete all courses in the nursing curriculum and the core curriculum with a grade of *C* or better. Students must maintain an overall grade point average of 2.00 to remain in the program.**

NURSING SCHEMA

Year One

Semester 1

Introduction to Nursing	(3-9-6)	6 hours
Introduction to Pharmacology	(2-0-2)	2 hours
Total hours:		**8 hours**

Semester 2

Primary Prevention	(4-12-8)	8 hours
Pharmacology and Nursing	(2-3-3)	3 hours
Total hours:		**11 hours**

Year Two

Semester 3

Secondary Prevention	(4-12-8)	8 hours
Gerontological Nursing	(2-0-2)	2 hours
Total hours:		**10 hours**

Semester 4

Tertiary Prevention	(3-18-9)	9 hours
Nursing Issues and Trends	(2-0-2)	2 hours
Total hours:		**11 hours**

The numbers in the second column indicate the hours per week in lecture and laboratory, and the total credit allocation for that course. For example, Nursing I 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.

Beginning Fall Semester, 2007, Biology 2210, 2211, and 2250 can be no more than 5 years old upon entry into the Nursing Program.

GORDON COLLEGE – DIVISION OF NURSING AND HEALTH SCIENCES TECHNICAL STANDARDS

All potential and enrolled students in the Division of Nursing and Health Sciences 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).

Issues	Standard	Examples of Activities
Critical Thinking Ability	Critical-thinking ability sufficient for clinical judgment.	Transfer knowledge from one situation to another. Process information, evaluate outcomes, problem solve and prioritize. Use long and short term memory, identify cause-effect relationships. Plan activities for others. Synthesize knowledge and skills. Sequence information.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Negotiate interpersonal conflict. Respect cultural diversity in clients. Establish rapport with clients and coworkers.
Communication Ability	Communication abilities sufficient for interaction with others in verbal and written form.	Explain health conditions, diagnostic and treatment procedures and initiate health teaching. Interpret and document client responses to health status. Convey information through written and oral reports.
Mobility	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.	Move within confined spaces. Sit or stand and maintain balance. Reach above shoulders and below waist. Twist, bend, stoop, climb on stool or stairs, and move quickly in response to potential emergencies. Push, pull, lift or support 25 pounds. Use upper body strength. Squeeze with hands and fingers.

GORDON COLLEGE – DIVISION OF NURSING AND HEALTH SCIENCES TECHNICAL STANDARDS CONTINUED

Issues	Standard	Examples of Activities
Motor Skills	Gross and fine motor skills sufficient to provide safe, effective nursing care.	Grasp small objects with hands. Manipulate small objects with fingers. Write with a pen. Type on a computer keyboard. Calibrate and use equipment; position clients.
Hearing Ability	Auditory ability sufficient to monitor and assess health needs.	Hear normal and faint voices. Hear faint body sounds such as blood pressure, heart beat, etc. Hear in situations when not able to read lips. Hear auditory alarms such as monitors, fire alarms, and call bells.
Visual Skills	Visual ability sufficient for observation and assessment necessary in nursing care.	Visualize objects from 20 inches to 20 feet away. Use depth perception and peripheral vision. Distinguish colors and color intensity. Read and understand written documents.
Tactile Ability	Tactile ability sufficient for physical assessment.	Feel vibrations to detect pulses, etc. Detect temperature. Feel differences in sizes and shapes and detect surface characteristics.
Emotional Stability	Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	Establish therapeutic interpersonal boundaries. Provide clients with emotional support. Adapt to changing environment and stress. Deal with the unexpected. Focus attention on task. Perform multiple tasks concurrently. Handle strong emotions.

Clinical Assignments

All clinical agencies will require criminal background checks and drug screens. Students must comply to be eligible to attend clinical.

If a student is denied a clinical experience at any clinical agencies 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 College has no way of knowing or controlling who will be permitted to have clinical experiences in the agencies.

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 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 nursing faculty 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 Accelerated Class

This is a fast paced class for LPN's who wish to further their education to become an RN. The classes will begin in the spring semester (January) each year and continue for three consecutive semesters, completing at the end of fall semester (December).

To be eligible for admission to the LPN Accelerated Class, a student must meet the admission criteria for both Section A and Section B as listed below. Section B is required for final acceptance.

Section A

1. Final acceptance to Gordon College
2. Exemption from or completion of all Learning Support classes
3. Completion of Nursing Program application
4. Minimum grade of 2.0 (C) in each core course required in the nursing curriculum
5. Minimum overall GPA of 2.0 on all work attempted to be considered
6. Completion of all core curriculum required by the Nursing Program upon entry into nursing classes
7. Have a minimum of one year of practice as a Licensed Practical Nurse
8. Hold a current valid Georgia license as a Licensed Practical Nurse
9. Have completed Test of Essential Academic Skills (TEAS).

Section B

1. Successful completion of Admission Test
2. Successful completion of Dosage Calculation Test
3. Successful completion of Skills (lab) Test

Application deadline for the January class is September 7th. Conditional acceptance will be granted before the Admissions Tests, Dosage Calculation Test, and Skills Test will be scheduled. Final acceptance will occur after successful completion of all three tests.

Students who apply to both the Generic and LPN Accelerated Classes can only accept a seat in one of them. The other seat will be relinquished.

Any student who was previously in the Gordon College Nursing Program who was not successful in one nursing class after the first attempt but has subsequently become a LPN and meets the above criteria is eligible to apply for this class.

Students who successfully complete the Admissions Tests, Dosage Calculation Test, and Skills Test will have those scores leading to validation of Nursing 1901 and 1921 held in escrow until Nursing 1902 and 1922 have been successfully completed.

If the student withdraws passing from Nursing 1902 and 1922, the scores for the Admission Tests, Dosage Calculation Test and Skills Test are no longer valid.

No one is allowed to attempt the LPN Accelerated Class admission testing more than two times. Each take of the admission testing (dosage calculation, validation, and skills test) will count as one entry into the program. If the student withdraws from the program passing, that student may apply for re-entry one time. If a student has attempted the LPN Accelerated 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 Accelerated Class.

Any LPN who enters the program through Nursing 1901 and 1921 and is <u>not</u> successful in any nursing class will not be eligible to enter the LPN Accelerated Class.

LPN to RN Accelerated Class
Planned Classes

January Class

Semester I – Spring Semester		
Nursing 1902	(4-12-8)	8 hours
Nursing 1922	(2-3-3)	3 hours
Total hours		**11 hours**
Semester II – Summer Semester		
Nursing 2903	(4-12-8)	8 hours
Nursing 2991	(2-0-2)	2 hours
Total hours		**10 hours**
Semester III – Fall Semester		
Nursing 2904	(3-18-9)	9 hours
Nursing 2992	(2-0-2)	2 hours
Total hours		**11 hours**

BACHELOR OF SCIENCE IN EARLY CHILDHOOD EDUCATION

Preparing the next generation of teachers is the mission of the new Division of Teacher Education. As the population in this region grows along with an increasing number of veteran teachers approaching retirement, there will be strong demand for qualified teacher candidates.

In 2006, Gordon College was approved by the Board of Regents of the University System of Georgia to expand its undergraduate Associate of Arts education major and offer a new Bachelor of Science in Early Childhood Education. This degree represents the first four-year degree offered under Gordon College's new status as a four-year state college. With the Fall 2007 semester, this first cohort of junior level students will begin their final two years of study, and will graduate with certification in early childhood and special education general curriculum (P-5).

Mentor teachers and administrators in neighboring school districts play important roles as partners in this preparation of the next generation of teachers. Through field experiences and teaching internships, Gordon teacher candidates in the Associate of Arts and Bachelor of Science programs develop confidence in their chosen career path. They also learn what it means to "touch the future" in the lives of these school children, and the satisfaction of making the kind of difference that could last a lifetime

Gordon College's BS in Early Childhood Education program meets all Developmental Approval Review Standards of the Georgia Professional Standards Commission and National Council for Accreditation of Teacher Education

GENERAL REQUIREMENTS AND PROCEDURES FOR ADMISSION TO THE BACHELOR OF SCIENCE IN EDUCATION PROGRAM

Admission to the Bachelor of Science in Education Program is granted on a space available basis. Applications that meet all admission requirements will be ranked according to their qualifications and admitted in order of their rank, starting with the most qualified, until all available spaces are filled. As such, not all individuals who meet the admission requirements may be admitted. Since the program of studies 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 College and any other institution that the student has attended, including the military may prevent admission.

The B.S. in Education program includes upper division level courses in education, mathematics, science, and humanities. Gordon College students are required to complete 134 semester credit hours to earn a B.S. degree in education - 64 hours of freshman/sophomore-level core courses plus 70 hours of junior/senior-level courses. The upper division courses can be 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 after being admitted to the baccalaureate program.

Applications to Gordon 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 Teacher Education Division. Prospective students may contact the Division for an application packet. Applications must be submitted with qualifying GPA and PRAXIS I/GACE Basic Skills 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 Education program is competitive and granted on a space available basis. In order to be considered for admission, applicants must:

1. The applicant must be admitted to Gordon 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 Early Childhood Education, by the end of the spring semester prior to beginning fall semester, to include an overall last attempt GPA of 2.75 or better.

3. Applicants should have already successfully completed the Regents' Test.

4. Applicants must have a grade of "C" or higher in all Area A and Area F courses aligned with or specified by University System of Georgia institutions. Non-Gordon Students must provide an official transcript. (Transfer students from non University System of Georgia schools will have one semester to provide proof of passing the Regents' Test).

5. Applicants must provide proof of a "passing" score on PRAXIS I or GACE (Basic Skills Assessment) OR provide proof of exemption. This requirement may be met by one of the following:

   - Pass Praxis I with a minimum composite score of 526.
   - Pass GACE (Basic Skills Assessment).
   - Exempt because SAT scores meet the minimum composite requirement of 1000 (Math and Verbal sections combined).
   - Exempt because ACT scores meet the minimum composite requirement of 43 (English and Mathematics combined).
   - Exempt because GRE scores meet the minimum composite requirement of 1030 (Verbal and Quantitative combined)

6. Applicants must complete the "Application for Admission to the Bachelor of Science in Education Program."

7. Applicants must attach a signed and notarized consent form authorizing a criminal background check. Attach to this application a signed and notarized consent form authorizing a criminal background check and agree to fingerprinting. (Once admitted to the program, fingerprinting is required prior to field placement.)

8. Applicants must submit three (3) professional recommendations using provided forms. Applicants should complete their portion of the professional recommendation form and give to an employer, someone familiar with their academic ability, or someone familiar with their ability to work with children. Professional recommendations may not come from personal friends, relatives, or social acquaintances.

9. Qualified applicants may be asked to schedule an interview. Students transferring to Gordon College from other schools must meet all criteria for admission to the B.S. in Education 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 who meet all admission requirements will be reviewed and ranked according to their qualifications by the Teacher Education Division faculty. Applicants who meet all admission requirements will be ranked according to their qualifications and admitted in order of their rank, starting with the most qualified, until all available spaces are filled. Review of completed applications will begin on March 1. The Division reserves the right to ask for an interview with prospective candidates. The applicant must appear for the interview if requested.

Applicants selected for the B.S. in Education program will be notified in writing by the Teacher Education Division. Due to the number of applicants and the limited number of spaces, applicants must submit the "Intent to Enroll" in the B.S. in Education program form by the designated date to secure their placement.

Students accepted for admission will be part of a cohort of students enrolled in the program of study throughout the early childhood education courses, field experiences, and internship. Upon acceptance, students are referred to as "teacher candidates" and are required to submit proof of professional liability insurance coverage.

Admitted Candidates

Currently candidates are admitted only for full-time study. 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 will be required to verify that they are available for clinical experiences during the regular public school day.

Academic Progress and Policies

Teacher candidates must meet the following requirements to progress in the Education Program:

- maintain an overall GPA of 2.50 or higher,
- complete all professional education courses with at least a grade of "C" in each course, and proficiency on related assessments,
- students who have failed two education courses will not be admitted to or allowed to continue in the Education Program,
- have professional liability insurance throughout the duration of the program,

- provide evidence of having taken the appropriate GACE Content Assessment for Early Childhood Education prior to student teaching. A passing score is required to pass student teaching.
- adhere to all policies of Gordon College, the Teacher Education Division, and associated Local Boards of Education,
- adhere to Georgia Professional Standards Commission Policies on Ethics for Educators.

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.

Note: Teacher Preparation programs must meet current federal and state accreditation requirements and the Georgia Professional Standards Commission licensure requirements. Teacher candidates who re-enter the program may be subject to curriculum changes.

Dismissal

Failure to meet progression requirement(s) will result in dismissal from Teacher Education. Unprofessional conduct, unsafe educational practices, or unethical professional practices will result in dismissal from Teacher Education. The Gordon College teacher candidate is responsible for fulfilling academic responsibilities in an honest and forthright manner. The Gordon College Student Handbook 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. In addition, academic dishonesty or misconduct may result in dismissal from the education program.

OVERALL GOALS OF THE DEGREE PROGRAM

Program Goals

Gordon's Teacher Education Baccalaureate Degree Program will…

- ❖ prepare effective teachers by providing pre-service students with a knowledge base of student and subject-appropriate methodologies, techniques, strategies, and technology appropriate for facilitating learning. Such instruction will enable all students, including the exceptional and culturally diverse, to become engaged and active learners.
- ❖ prepare effective teachers by providing pre-service students with opportunities to demonstrate competency and effectiveness as a teacher through a sequentially planned series of field experiences culminating with a student teaching experience.

Conceptual Framework Standards

The successful candidate….

1. demonstrates an accurate understanding of elementary curriculum within the contexts of central concepts, tools of inquiry, structures and engagement of learners
2. demonstrates knowledge of educational foundations within the contexts of law, philosophy, psychology, sociology, and technology.
3. demonstrates knowledge of learning theory within the contexts of child development, family and parent dynamics, human exceptionalities and diversity.
4. is an advocate for the success of all children in their care and provides nurturing guidance appropriate to their development.
5. demonstrates simplicity in articulation of the curriculum based upon understanding the complexity of learner needs and the systemic nature of assessment, planning, and accommodations in teaching strategies.
6. demonstrates an effective utilization of technology and curricular resources in the implementation of learning plans.
7. models expectations held for students in his/her communication, demeanor, commitment to personal growth, and sense of empathy.
8. collaborates with parents, other educators, and members of the community to improve the learning process for all students.
9. utilizes analysis of the individual student's assessment to make adjustments in teaching to improve performance.
10. encourages students to take responsibility for their learning and provides multiple opportunities for them to develop proficiency.

Schedule of Coursework (Junior/Senior Level)

MATH 3100	Number Systems for Teachers (through 2008-09)
MATH 3001	Topics in Algebra for Early Childhood Education (beginning 2009)
LART 3005	Introduction to Reading
SPED 3100	Characteristics of Students with Mild Disabilities
EDUC 3003	Classroom Management
EDUC 3500	Professionalism: Field Experience I
MATH 3002	Geometry for Teachers
LART 3090	Literature for Children
SPED 4000	Educational Assessment of Exceptional Children
EDUC 3200	Instructional Technology and Media
EDUC 3501	Professionalism: Field Experience II
LART 3007	Analysis & Correction of Reading Problems
EDUC 3002	Assessment in Early Childhood Ed
ARTS 3000	Integrated and Applied Arts
EDUC 3300	Integrated Social Studies
MATH 3003	Data Analysis, Probability, and Connections
SPED 4200	Ed. Interventions /Students with Mild Disabilities
EDUC 4200	Science in Early Childhood Education
EDUC 4001	Early Childhood Methods Materials
EDUC 3502	Professionalism: Field Experience III
EDUC 4204	Internship: Early Childhood Ed.
EDUC 4404	Internship: Special Education
LART 3006	Teaching Reading in the Content Areas
EDUC 3090	Classroom Data Analysis

See the Course Descriptions section of this catalog for detailed information about these courses.

Portfolio

Each teacher candidate shall develop an electronic portfolio of documents, artifacts, resources, evaluations, and instructional plans that will count as evidence for successfully meeting the ten conceptual framework standards. These standards shall be aligned with the Georgia Professional Standards Commission's *Georgia 2000 Standards* and the National Council for the Accreditation of Teacher Education. Each course of study and field experience will include opportunities for candidates to demonstrate understanding of learners, mastery of content, pedagogical processes, and dispositions of professionals who are accountable for their growth and development. Directions and criteria

for developing the portfolio will be provided through orientation at the beginning of the program.

Field Experience and Internship

School districts in this region serve as collaborative partners in providing access to programs, students, and mentor teachers. Gordon 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 will be planned to enable candidates to participate in a wide variety of activities with all appropriate grade levels, educational settings, diversity of students and staff. Gordon College faculty and field experience supervisors will work with school faculty to plan and schedule these opportunities. Candidates will be responsible for arranging their own transportation for these in-school visits, which will usually be scheduled in the mornings during the semesters prior to the teaching internship. Specific information regarding these tasks will be found in the *Field Experience Handbook*. Evaluation of tasks assigned to teacher candidates will include those from collaborating school partners.

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.

Teacher Certification

Gordon 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.

COURSE DESCRIPTIONS

The unit of credit associated with all course work is the semester hour, representing the equivalent of 50 minutes of class time. Each credit course offered by Gordon 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 Biology I is designated BIOL 1107K).

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.

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. For a complete listing of courses that may be taken concurrently with Learning Support courses, see pages 228-229 of this catalog.

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 history of the visual arts and architecture from prehistoric times to the Gothic period.

ARTS 1102 Survey of Art History II
Credit Hours: (3-0-3)

A survey of the history of visual arts and architecture from the Renaissance to the 20th Century.

ARTS 1111 Drawing I
Credit Hours: (3-0-3)

An introduction to basic drawing skills and techniques emphasizing observational drawings from life.

ARTS 1112 Drawing II
Credit Hours: (3-0-3)

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: (3-0-3)

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: (3-0-3)

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: (3-0-3)

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: (3-0-3)

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: (3-0-3)

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: (3-0-3)

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: (3-0-3)

An introduction to relief, intaglio, and silk screen printmaking processes.

ARTS 3000 **Integrated Applied Arts: Art, Music, Creative Performance, and Movement**
Prerequisite: Admission to Candidacy, Bachelor of Science, Early Childhood 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.

ASTRONOMY

ASTR 1010K **Astronomy of the Solar System**
Prerequisite: MATH 1001, MATH 1111 or any higher level MATH course
Credit Hours: (3-2-4)

Astronomy from early ideas of the cosmos to modern observational techniques.

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 1107K **Principles of Biology I**
Credit Hours: (3-2-4)

An introduction to elementary principles of biology, including cell structure, physiology of cells, bioenergetics, Mendelian genetics, molecular genetics and evolution, biological structure, classification, reproduction, development, physiology, and ecology. **This course is intended for Biology majors and selected other majors**. If a student takes both BIOL 1107K and BIOL 1111K, only one of these will count toward the Area D science requirement. The other may be used in Area B.

BIOL 1108K Principles of Biology II
Prerequisite: BIOL 1107K or consent of instructor *and* exemption from or completion of all Learning Support courses.
Credit Hours: (3-2-4)

A second course in a two-semester sequence covering elementary principles of biology. **This course is intended for Biology majors and selected other majors**. If a student takes both BIOL 1108K and BIOL 1112K, only one of these will count toward the Area D science requirement. The other may be used in Area B.

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. The other may be used in Area B.

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. The other may be used in Area B.

BIOL 2210K **Anatomy and Physiology I**
Credit Hours: (3-3-4)

An introduction to elementary principles of anatomy and physiology, including human histology, cytology, physiology of human systems (with emphasis on pathology), protein synthesis, and cellular respiration.

BIOL 2211K **Anatomy and Physiology II**
Prerequisite: BIOL 2210K
Credit Hours: (3-3-4)

A second course in a two-semester sequence covering elementary principles of anatomy and physiology.

BIOL 2225K **General Botany**
Prerequisite: BIOL 1108K or consent of instructor
Credit Hours: (3-2-4)

An introduction to the anatomy and physiology of vascular plants and their relationship to environment; major phyla including heredity, variation and evolution of vascular plants and identification.

BIOL 2235K **General Zoology**
Prerequisite: BIOL 1108K or consent of instructor
Credit Hours: (3-2-4)

An introduction to invertebrate and vertebrate zoological topics, including the structure, function, taxonomy, natural history, and interrelations of groups.

BIOL 2250K **Microbiology**
Prerequisite: BIOL 1107K or BIOL 2210K
Credit Hours: (3-3-4)

Topics in microbiology, including micro-organisms and immunology with emphasis on pathology.

BIOL 2295 **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.

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)

An introduction to elementary principles of general, organic, and biochemistry, including elements and compounds, chemical equations, nomenclature, and molecular geometry.

CHEM 1152K **Survey of Chemistry II**
Prerequisite: CHEM 1151K or CHEM 1211K
Credit Hours: (3-2-4)

A second course in a two-semester sequence covering elementary principles of general, organic, and biochemistry.

CHEM 1211K **Principles of Chemistry I**
Credit Hours: (3-3-4)

The fundamental principles and applications of chemistry, including the composition of matter, stoichiometry, periodic relations, and nomenclature.

CHEM 1212K Principles of Chemistry II
Prerequisite: CHEM 1211K
Credit Hours: (3-3-4)

A second course in a two-semester sequence covering the fundamental principles and applications of chemistry.

CHEM 2295 Special Research Topics
Prerequisite: CHEM 1211 or CHEM 1151
Credit Hours: (0-3-1)

Faculty guided student research utilizing laboratory, library, and/or computer resources.

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: See current schedule book.
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: See current schedule book.
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: See current schedule book.
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
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. The student in their quest for wholeness as a person, can explore their world both locally and globally while realizing their responsibilities as evolving individuals.

COMMUNICATION (SPEECH)

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.

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 or current enrollment in MATH 1113 and completion of CSCI 1101 with a final grade of 'C' or better in CSCI 1101. Student must be a declared Computer Science major or have permission from the instructor.
Credit Hours: (3-0-3)

An overview of computers and an introduction to programming, including problem solving and algorithm development, simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays, procedural abstractions and software design, and modular programming.

CSCI 1302 **Computer Science II**
Prerequisite: CSCI 1301 with a grade of 'C' or better.
Credit Hours: (3-0-3)

An overview of abstract data types, multidimensional arrays and records, strings, searching and sorting, introductory algorithm analysis, recursion, classes, inheritance, polymorphism, pointers and linked lists, stacks, queues, and software engineering concepts.

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.

CRIMINAL JUSTICE

CRJU 1100 **Introduction to Criminal Justice**
Credit Hours: (3-0-3)

An introduction to the philosophical and cultural origins of the American criminal justice system.

CRJU 2001 **Introduction to Law Enforcement**
Prerequisite: CRJU 1100 or permission of instructor
Credit Hours: (3-0-3)

An introduction to the development of the police system in the United States.

CRJU 2003 **Introduction to Corrections**
Prerequisite: CRJU 1100 or permission of instructor
Credit Hours: (3-0-3)

An introduction to corrections as a component of the administration of the justice system.

CRJU 2005 **Introduction to Criminal Investigation**
Prerequisite: CRJU 1100 or permission of instructor
Credit Hours: (3-0-3)

An introduction to the procedures of criminal investigation.

CRJU 2010 **Introduction to Criminal Law**
Prerequisite: CRJU 1100 or permission of instructor
Credit Hours: (3-0-3)

An introduction to the development of criminal law with emphasis on the Georgia penal code.

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.

EDUCATION

EDUC 2110 Investigating Critical and Contemporary Issues in Education
Credit Hours: (3-0-3)

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.

EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts
Credit Hours: (3-0-3)

Given the rapidly changing demographics in our state and country this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development and pedagogy.

EDUC 2130 Exploring Learning and Teaching
Credit Hours: (3-0-3)

Explore key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all students in a variety of educational settings and contexts.

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 3002 **Assessment in Early Childhood Education**
Prerequisite: Admission to Candidacy, Bachelor of Science, Early Childhood 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, Early Childhood 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 3090 **Classroom Data Analysis**
Prerequisite: Admission to Candidacy, Bachelor of Science, Early Childhood 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, Early Childhood 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 Early Childhood Education

Prerequisite: Admission to Candidacy, Bachelor of Science, Early Childhood 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, Early Childhood Education
Credit Hours: (1-5-3)

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, Early Childhood Education
Credit Hours: (1-5-3)

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, Early Childhood Education
Credit Hours: (1-5-3)

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 4001 Early Childhood Methods and Materials
Prerequisite: Admission to Candidacy, Bachelor of Science, Early Childhood Education
Credit Hours: (3-0-3)

This course provides a study of basic techniques involved in the effective guidance of learners in early childhood classrooms and various instructional materials adapted for use at these levels. Extensive daytime observation and participation in area schools is required.

EDUC 4200 Science in Early Childhood Education
Prerequisite: Admission to Candidacy, Bachelor of Science, Early Childhood 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 Student Teaching in the Early Childhood Grades (Early Child Education)

Prerequisite: Approval by Teacher Education Division and cooperating school partner. Verification of professional liability insurance is required before placement along with updated criminal background check and fingerprinting.
Credit Hours: (0-20-4)

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 Student Teaching in the Early Childhood Grades (Special Education)

Prerequisite: Approval by Teacher Education Division and cooperating school partner. Verification of professional liability insurance is required before placement along with updated criminal background check and fingerprinting.
Credit Hours: (0-20-4)

The experience of teaching students with mild disabilities who may be mainstreamed in regular education classes is concurrent with EDUC 4204.

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 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 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 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.

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, 2002 Intermediate French I, II
Prerequisite for FREN 2001: FREN 1002 or permission of the instructor.
Prerequisite for FREN 2002: FREN 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.

HISTORY

HIST 1121, 1122 Western Civilization I, II
Credit Hours: (3-0-3) for each course

A study of Western civilization from its ancient near eastern origins to 1650 and from 1650 to the present.

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 culture, society, and politics from 1648 to the present. Major themes include the "West" in the world, revolutions (political, religious, and scientific) and their legacies, continuing debates about "civilization," human nature, the origins of political authority and the social order, national identity, and the place of violence in history.

HIST 2111, 2112 American History I, II
Credit Hours: (3-0-3) for each course

A study of the history of the United States from the age of discovery to 1865 and from 1865 to the present. The history and Constitution requirement may be met by successfully completing History 2111 *or* 2112.

HUMANITIES

HUMA 1500 Introduction to the Humanities
Credit Hours: (3-0-3)

An interdisciplinary course examining Western cultural thought and achievement in art, music, theatre, literature, philosophy, and religion.

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 2001 Life/Earth Science for Early Childhood Education
Prerequisite: Early Childhood Education Major Only. Completion of Area A math and one Area D lab

science with a grade of "C" or better, or permission of the instructor.

Note: This course is an AREA F requirement for Early Childhood Education majors only, and is not a substitute for AREA D Science requirements.
Credit Hours: (2-2-3)

A basic understanding, for early childhood 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 2002 **Physical Science for Early Childhood Education**
Prerequisite: Early Childhood Education Major Only. Completion of Area A math and one Area D lab science with a grade of "C" or better, or permission of the instructor.
Note: This course is an AREA F requirement for Early Childhood Education majors only, and is not a substitute for AREA D Science requirements.
Credit Hours: (2-2-3)

A basic understanding, for early childhood 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.

LANGUAGE ARTS

LART 3005 Introduction to the Teaching of Reading
Prerequisite: Admission to the Candidacy, Bachelor of Science, Early Childhood 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 the Candidacy, Bachelor of Science, Early Childhood Education
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, Early Childhood 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 3090 Literature for Children
Prerequisite: Admission to the Candidacy, Bachelor of Science, Early Childhood 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 0090 ESL Learning Support English
Prerequisite: This course is for non-native speakers of English only.
Credit Hours: (4-0-4) for institutional use only

A study of the basics of grammar, paragraphs, and essays to prepare students to complete English 1101 successfully. Students may exit the course by earning a minimum grade of "C" and scoring 65 or better on the exit COMPASS test.

ENGL 0097 Basic English
Credit Hours: (4-0-4) for institutional use only

A basic composition course which introduces the study of the essay through paragraph development and effective sentence construction. The course will also emphasize grammar. Students may exit the course by earning a minimum grade of "C", passing 3 extemporaneous in-class paragraphs, passing the paragraph exit test, and passing a comprehensive grammar final exam.

ENGL 0099 Intermediate English
Prerequisite: ENGL 0097 or COMPASS English score of 45-64.
Credit Hours: (4-0-4) for institutional use only

A pre-English 1101 composition course which emphasizes the expansion of the paragraph into the essay. Emphasis will be given to grammar and usage within composition. Students may exit the course by earning a minimum grade of "C", passing 3 in-class

essay writings, passing the writing sample exit test, and scoring 65 or better on the exit COMPASS test.

GFYE 0098 Gordon College First-Year Experience
Credit Hours: (3-0-3) for institutional use only

An introduction to college life and responsibilities emphasizing the development of academic literacy skills in order to assist first-semester freshmen in the successful transition from high school to college. *This course is required of all students entering Gordon College with three Learning Support Requirements.*

MATH 0097 Beginning Algebra
Credit Hours: (4-0-4) for institutional use only

A course designed to help students learn the basic algebra necessary for college level mathematics. Topics include the set of real numbers, algebraic expressions, functions, linear equations, and inequalities, linear equations in two variables, exponents, polynomials and problem solving. Students may exit the course by earning a minimum grade of "C".

MATH 0098 Algebra
Prerequisite: COMPASS math scores of 31 – 41.
Credit Hours: (4-0-4) for institutional use only

A study of algebra, including the set of real numbers, solving linear equations and inequalities, graphs and functions, polynomials and factoring, rational expressions and functions, radicals, the basic concept of complex numbers, quadratic equations, and systems of equations. Students may exit the course by earning a minimum grade of "C" and scoring 42 or better on the exit COMPASS test.

MATH 0099 Intermediate Algebra
Prerequisite: MATH 0097 or a grade of IP in MATH 0098.
Credit Hours: (4-0-4) for institutional use only

A course designed to help students learn the basic algebra necessary for college level mathematics. This

course will cover material involving polynomials, quadratic equations, rational expressions and equations, functions, inequalities, radical expressions and equations, and the basic concept of complex numbers. Students may exit the course by earning a minimum grade of "C" and scoring 42 or better on the exit COMPASS test.

READ 0090 ESL Learning Support Reading
Prerequisite: This course is for non-native speakers of English only.
Credit Hours: (4-0-4) for institutional use only

A development of reading skills necessary for success in college-level courses, emphasizing vocabulary, literal and inferential comprehension, analysis, efficiency, and reading rate. Students may exit the course by earning a minimum grade of a "C" and scoring 78 or better on the exit COMPASS test.

READ 0097 Basic Reading
Credit Hours: (4-0-4) for institutional use only
A course designed to provide remediation for students lacking basic reading skills that prevent them from comprehending and applying information found in college level textbooks and reading material. The course focus will be on vocabulary development and remediation of identified weakness in literal, inferential, and analysis reading skills. Students may exit the course by earning a minimum grade of "C".

READ 0099 Intermediate Reading
Prerequisite: READ 0097 or COMPASS Reading score of 65-77.
Credit Hours: (4-0-4) for institutional use only

A course designed to develop the basic reading skills for application to college-level texts and reading material. It will emphasize inferential, interpretive and critical reading skills with introduction of literary techniques and other inferential skills essential for success in credit-bearing composition and literature courses. Other topics will include vocabulary development strategies, oral communication, and study skills. Students may exit the course by earning a

minimum grade of "C" and scoring 78 or better on the exit COMPASS test.

RGTE 0199 Regents' Writing Skills
Credit Hours: (3-0-3)

The Regents' Writing Skills course is intended to ensure that all graduates of USG institutions possess certain minimum skills in writing. Students learn to evaluate their own writing strengths and weaknesses and work on improving their writing skills so that they are able to write an essay meeting the Regents' criteria.

RGTR 0198 Regents' Reading Skills
Credit Hours: (3-0-3)

The Regents' Reading Skills course is intended to ensure that all graduates of USG institutions possess certain minimum skills in reading comprehension. Students work on improving their comprehension of material drawn from a variety of subject areas (social science, natural science and humanities) with various modes of discourse (exposition, narration and argumentation). Critical thinking and the following four major aspects of reading are emphasized: vocabulary in context, inferential and literal comprehension, and analysis.

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.

MATHEMATICS

MATH 1001 Quantitative Skills and Reasoning
Credit Hours: (3-0-3)

An introduction to quantitative skills and reasoning using set theory, logic, descriptive statistics, elementary probability, and modeling of real-world data and phenomena. *Students must provide a graphing calculator.*

MATH 1111 College Algebra
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: MATH 1111 or Math SAT score of 460 or Math ACT score of 19 or permission of the instructor
Credit Hours: (4-0-4)

An intensive study of algebraic and transcendental functions accompanied by analytic geometry to prepare students for calculus. *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)

An intensive study of algebraic and transcendental functions accompanied by analytic geometry to prepare students for calculus. 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 Survey of Calculus
Prerequisite: MATH 1001, MATH 1111 or any higher level MATH course
Credit Hours: (3-0-3)

A survey of calculus using graphical, numerical, symbolic and verbal techniques to study rates of change, differentiation, integration, and their applications, especially to the managerial sciences. *Students must provide a graphing calculator.*

MATH 1501 Calculus I
Prerequisite: MATH 1113
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 early childhood 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 2101 Introductory Statistics
Prerequisite: MATH 1001, MATH 1111 or any higher level MATH course
Credit Hours: (3-0-3)

An introduction to non-calculus based statistics, including descriptive statistics, probability, distributions, hypothesis testing, estimation and sample size, correlation, simple regression, and chi-square and F-tests. *Students must provide a graphing calculator.*

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 2502 Elementary Differential Equations
Prerequisite: MATH 1502
Credit Hours: (3-0-3)

The study of methods for obtaining solutions to elementary differential equations including first-order and higher-order differential equations. Power series solutions to and numerical methods for solving differential equations. Applications of differential equations will also be discussed. *Students must provide a graphing calculator.*

MATH 3001 Topics in Algebra for Early Childhood Education
Prerequisites: Admission to Candidacy, Bachelor of Science, Early Childhood Education, and MATH 2008
Credit Hours: (3-0-3)

This course will provide early childhood 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, Early Childhood Education and MATH 2008
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, Early Childhood Education, and successful completion of MATH 3001 and MATH 3002
Credit Hours: (3-0-3)

This is a capstone course for the early childhood 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 3100 Number Systems for Teachers
Prerequisite: Admission to Candidacy, Bachelor of Science, Early Childhood Education
Credit Hours: (3-0-3)

This is a mathematics course for early childhood 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.

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: (3-0-3) 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 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: (3-0-1)

An ensemble for students who are already competent instrumental musicians.

MUSC 1622 Jazz Ensemble

Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (3-0-1)

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.

MUSC 1623 Percussion Ensemble

Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (3-0-1)

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.

MUSC 1624 Brass Ensemble

Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (3-0-1)

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.

MUSC 1625 Woodwind Ensemble

Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (3-0-1)

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.

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: (3-0-3) for each course

An advanced study of harmonic materials, form, and analysis. For music majors.

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.

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. Wallace in Fine Arts 211 or Dr. Boumpani in FA 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.

NURSING

NURS 1901 **Introduction to Professional Nursing Practice**
Prerequisite: Acceptance to the nursing program
Credit Hours: (3-9-6)

An introduction to nursing as a discipline and profession emphasizing the role of the nurse as a provider of care to clients across the life span.

NURS 1902 **Primary Prevention in the Nursing Care of Individuals, Families, and Groups**
Prerequisite: NURS 1901, NURS 1921, MATH 1001 or MATH 1111, BIOL 2210K, ENGL 1101 and concurrent enrollment in or previous completion of with a grade of "C" or better in BIOL 2211K, ENGL 1102, and PSYC 2103
Credit Hours: (4-12-8)

A course focusing on mental health and family issues across the life span and across various settings preparing students to utilize the nursing process in the provision of care to promote health and well-being in individuals, families, and groups within the community.

NURS 1921 **Introduction to Pharmacology**
Prerequisite: Acceptance to the nursing program
Credit Hours: (2-0-2)

An introduction to basic principles of dosage calculation, medication administration, medication's effects on the body, the legal and ethical controls of medications, and nursing responsibilities. The dosage calculation exam will be included in this course.

NURS 1922 **Pharmacology and Nursing**
Prerequisites: Concurrent enrollment in NURS 1902
Credit Hours: (2-3-3)

The second in a two-course sequence emphasizing the classifications and effects of medications and the nurse's responsibilities as related to preparation,

administration, and client teaching required for those medications.

NURS 2903 **Secondary Prevention in the Nursing Care of Individuals, Families and Groups**
Prerequisites: NURS 1902, NURS 1922, BIOL 2211K, ENGL 1102, PSYC 2103.
Credit Hours: (4-12-8)

A course preparing students to utilize the nursing process in the management and provision of care to clients across the life span.

NURS 2904 **Tertiary Prevention and Synthesis of Care Across the Lifespan**
Prerequisites: NURS 2903, BIOL 2250K, HIST 2111 or HIST 2112, NURS 2991, successful completion of the Regents' Test and concurrent enrollment in or previous completion of, with the grade of "C" or better, an elective approved by the nursing adviser
Credit Hours: (3-18-9)

A course preparing students to synthesize and integrate classroom and clinical experiences from previous courses and in health promotion and illness prevention.

NURS 2991 **Gerontological Nursing**
Prerequisites: Concurrent enrollment in NURS 2903
Credit Hours: (2-0-2)

An introduction to gerontology focusing on demographics, attitudes, theories of aging, growth and development, normal physiological and psychosocial functioning as related to the older adult, common health problems, ethical and legal issues, socioeconomics, and health care.

NURS 2992 **Nursing Issues and Trends**
Prerequisites: Concurrent enrollment in NURS 2904
Credit Hours: (2-0-2)

An investigation of current issues in nursing, including nursing informatics, accountability and delegation,

legal and ethical responsibilities, health care economics, and career management.
**For continuing students, Nursing Issues and Trends will be offered in the 2007-2008 academic year as a (3-0-3) credit hour course. For new students, it will become a (2-0-2) in the Spring of 2009 in order to facilitate the schema outlined in the Nursing Schema and Accelerated LPN to RN class sections of this catalog.

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 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 1111 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 1120 Basketball
Credit Hours: (0-2-1)

Indoor basketball activity class. Class time will include exercise, skill development and competition.

PHED 1121, 1122 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 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 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 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 1515 **Tai Chi**
Credit Hours: (0-2-1)

An activity class focusing on the practice, foundation, and philosophy of Tai Chi.

PHED 1551 **Water Basketball**
Credit Hours: **(0-2-1)**

An aquatic basketball activity course designed to Improve cardiovascular endurance in a competitive setting.

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**
Prerequisite: MATH 1113 or any higher level MATH course
Credit Hours: (3-3-4)

An introduction to algebra/trigonometry-based physics, including kinematics, dynamics, forces, momentum, work and energy, rotational motion, equilibrium, wave motion, electrostatics, electric potential and energy, electric currents and circuits, electromagnetic induction and waves, geometrical optics, optical instruments, and physical (wave) optics.

PHYS 1112K **Introductory Physics II**
Prerequisite: PHYS 1111K
Credit Hours: (3-3-4)

A second course in a two-semester sequence covering elementary principles of algebra/trigonometry-based physics.

PHYS 2211K Principles of Physics I
Prerequisite: MATH 1501
Credit Hours: (3-3-4)

An introduction to elementary principles of calculus-based physics, including kinematics, dynamics, forces, momentum, work and energy, rotational motion, equilibrium, oscillatory motion, wave motion, electrostatics, electric potential and energy, electric currents and circuits, Gauss's Law, Faraday's Law, electromagnetic induction and waves, geometric optics, optical instruments, and physical (wave) optics.

PHYS 2212K Principles of Physics II
Prerequisite: PHYS 2211K, MATH 1502 (may be concurrent with PHYS 2212K)
Credit Hours: (3-3-4)

A second course in a two-semester sequence covering elementary principles of calculus based physics.

PHYS 2295 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 2201 **State and Local Government**
Prerequisite: POLS 1101
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.

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 2165 Introduction to Abnormal Psychology
Prerequisite: PSYC 1101
Credit Hours: (3-0-3)

An introductory survey of abnormal behavior and clinical psychology from a variety of psychological disorders and their psychotherapeutic treatments, including the application of psychoanalytical, behavioral, social, cognitive, and biological theories.

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.

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 1160 **Introduction to Social Problems**
Prerequisite: SOCI 1101
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.

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 CPC deficiency in Foreign Language.

SPAN 2001, 2002 Intermediate Spanish I, II

Prerequisite for SPAN 2001: SPAN 1002 or permission of the instructor.
Prerequisite for SPAN 2002: 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, 2202 Spanish Conversation I, II

Prerequisite for SPAN 2201: SPAN 2001 or permission of the instructor.
Prerequisite for SPAN 2202: SPAN 2201
Credit Hours: (3-0-3)

Continuations of Intermediate Spanish 2001 and 2002 offered at Enforex Language Schools in Barcelona in Gordon 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, Early Childhood 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 4000 **Educational Assessment of Exceptional Children**
Prerequisite: Admission to Candidacy, Bachelor of Science, Early Childhood 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, Early Childhood 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**
Prerequisite: This course is designed for non-theatre majors.
Credit Hours: (3-0-3)

An introduction to all aspects of the theatrical experience, including an analysis of the script, the actual performance, and the role of the audience and the artist.

THEA 1102 **Stagecraft**
Prerequisite: Theatre majors only or permission of the instructor.
Credit Hours: (2-2-3)

An introduction to all the technical crafts of the theatre, including the technical workings of scenery, lighting, costumes, properties, sound, and make-up. Assignments to Gordon Theatre production crews.

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 2102 **Introduction to Theatrical Design**
Prerequisite: Theatre majors only or permission of the instructor.
Credit Hours: (3-0-3)

The study of elements and principles of design and how they may be used in scenery, lighting and costuming. The development of free-hand and mechanical drawing skills.

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 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.

COURSES APPROVED FOR STUDENTS IN LEARNING SUPPORT

***Caution: Some music courses require permission from instructor. Refer to Schedule of Classes Booklet.**
**** Do NOT register student for this class.**
+ Only for students for whom English is a second language (ESL); placement through Admissions. READ 0090 and ENGL 0090 are ESL.

Students with three learning support requirements must enroll in the GFYE (Gordon First Year Experience) class in their first semester. If a Learning Support student wants to register for a Colloquium class, they must receive permission from the instructor. Only an Academic Aide or Division Chair will be able to register the student for that class.

READING ONLY	**ENGLISH AND READING**	**READING AND MATH**	**ENGLISH READING & MATH**
ARTS (All)	ARTS (All)	ARTS (All)	ARTS (All)
BIOL 1011	BIOL 1011	BIOL 1011	BIOL 1011
BUSA All **except:**	BUSA All **except:**	BUSA All **except:**	BUSA All **except:**
BUSA 2105 **	**BUSA 2105 ****	**BUSA 2105 ****	**BUSA 2105 ****
BUSA 2120 **	**BUSA 2120 ****	**BUSA 2120 ****	**BUSA 2120 ****
COMM (All)	COMM (All)	COMM (All)	COMM (All)
CRJU (All)	CRJU (All)	CRJU (All)	CRJU (All)
EDUC 2401	EDUC 2401	EDUC 2401	EDUC 2401
FENT 1001	ENGL 0097	FENT 1001	ENGL 0090+
LIBR 1001	ENGL 0099	LIBR 1001	ENGL 0097
MATH (All)	ENGL 0090+	MATH 0097	ENGL 0099
MUSC (All) *****	FENT 1001	MATH 0098	FENT 1001
PHED (All)	LIBR 1001	MATH 0099	GFYE 0098
READ 0097	MATH (All)	MUSC (All) *****	LIBR 1001
READ 0099	MUSC (All) *****	PHED (All)	MATH 0097
READ 0090+	PHED (All)	READ 0090+	MATH 0098
THEA All **except:**	READ 0090+	READ 0097	MATH 0099
THEA 1000 **	READ 0097	READ 0099	MUSC (All)*****
THEA 1102**	READ 0099	THEA All **except:**	PHED (All)
THEA 2205**	THEA All **except:**	**THEA 1000 ****	READ 0090+
	THEA 1000 **	**THEA 1102****	READ 0097
	THEA 1102**	**THEA 2205****	READ 0099
	THEA 2205**		THEA All **except:**
			THEA 1000 **
			THEA 1102**
Revised March 4, 2009			**THEA 2205****

COURSES APPROVED FOR STUDENTS IN LEARNING SUPPORT

***Caution: Some music courses require permission from instructor. Refer to Schedule of Classes Booklet.**
**** Do NOT register student for this class.**
+ Only for students for whom English is a second language (ESL); placement through Admissions. READ 0090 and ENGL 0090 are ESL.

Students with three learning support requirements must enroll in the GFYE (Gordon First Year Experience) class in their first semester. If a Learning Support student wants to register for a Colloquium class, they must receive permission from the instructor. Only an Academic Aide or Division Chair will be able to register the student for that class.

MATH ONLY	ENGLISH ONLY	ENGLISH AND MATH
ANTH 1102	ANTH 1102	ANTH 1102
ARTS (All)	ACCT (All)	ARTS (All)
BIOL 1011	ARTS (All)	BIOL 1011
BIOL 1111K	BIOL 1011	BIOL 1111K
BIOL 1112K	BIOL 1111K	BIOL 1112K
BIOL 2210K	BIOL 1112K	BIOL 2210K
BIOL 2211K	BIOL 2210K	BIOL 2211K
BIOL 2225K	BIOL 2211K	BIOL 2225K
BIOL 2235K	BIOL 2225K	BUSA All **except:**
BUSA ALL **except:**	BUSA All **except:**	**BUSA 2105 ****
BUSA 2120 **	**BUSA 2105 ****	**BUSA 2120 ****
COMM (All)	COMM (All)	COMM (All)
CRJU (All)	CRJU (All)	CRJU (All)
EDUC (All)	CSCI (All)	EDUC 2401
ENGL (All)	ECON (All)	ENGL 0090+
FENT 1001	EDUC 2401	ENGL 0097
FREN (All)	ENGL 0090+	ENGL 0099
HIST (All)	ENGL 0097	FENT 1001
HUMA 1501	ENGL 0099	HUMA 1501
HUMA 1502	FENT 1001	HUMA 1502
LIBR 1001	HUMA 1501	LIBR 1001
MATH 0097	HUMA 1502	MATH 0097
MATH 0098	LIBR 1001	MATH 0098
MATH 0099	MATH (All)	MATH 0099
MUSC (All) *****	MUSC (All) *****	MUSC (All) *****
PHED (All)	PHED (All)	PHED (All)
PHIL 2010	POLS 1101	POLS 1101
PHIL 2020	POLS 2201	POLS 2201
POLS (All)	PSYC 1100	PSYC 1100
PSYC (All)	PSYC 1101	PSYC 1101
SOCI (All)	SOCI (All)	SOCI (All)
SPAN (All)	THEA (All) **except**	THEA (All) **except**
THEA (All)	**THEA 1102****	**THEA 1102****
	THEA 2205**	**THEA 2205****

STUDENT CONDUCT REGULATIONS

Gordon 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.

STUDENT CODE OF CONDUCT

Students are admitted to Gordon 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 matriculates and continue until the time of graduation or withdrawal. By the act of registration, 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, which by its 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 College property. In such case, the Vice President for Student Affairs or official designee may impose the necessary temporary sanctions, pending a hearing.

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 College recognizes honesty and integrity as being necessary to the academic function of Gordon College. The following regulations are promulgated in the interest of protecting the equity and validity of Gordon 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 and Drug Policy

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 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 alcohol or drug 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 and/or drugs is not allowed in residents' rooms.

5. Alcohol containers are not allowed (full, empty, 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 policy applies to all drugs and their abuse (including alcohol).

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

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.

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 Student Affairs or official designee). No animals of any kind (except fish) may be kept in or about the residence halls.

F. Dining Hall Rules and Regulations

Dress Code

All individuals entering the dining hall must wear 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.

G. 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 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.

H. 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 Student Affairs or official designee.)

I. 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 faculty, staff, and 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, and/or skateboarding is prohibited throughout the college campus.

J. 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.

K. Dress

Students are required to be appropriately dressed at campus functions so as not to cause disruption. (Note specific dress code requirements in food service areas listed elsewhere.)

L. Explosives

No student shall possess, furnish, sell, or use explosives of any kind on College property or at College functions.

M. 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.

N. 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 of hall entrances whereby non-smokers would have to pass through the smoke to enter the building**

O. Gambling

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

P. 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.

Q. 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.

R. 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.

S. 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 Student Affairs or official designee.)

T. Payment of Fees, Charges, or Fines

Students are required to pay fees, charges, and fines within the specified time.

U. 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).

V. 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.

W. 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.

X. Solicitation

The following forms of solicitation, when approved by the Student Affairs Office, are permitted:

1. Fund raising activities by an organization related to the College; and
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.

Y. Student Identification Cards

1. Lending, selling, or otherwise transferring a student photo I.D. is prohibited.

2. The use of a student photo I.D. 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.*

Z. 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.

AA. Tobacco Usage

Tobacco usage is prohibited at Gordon College except in the following designated areas:

1. The arbor to the south of Smith Hall,
2. The arcade area between Smith and Russell Hall,
3. The back entrance of the Academic building,
4. Rear loading dock at Facilities, and
5. Rear loading dock of the Fine Arts building.

Cigars, pipes, smokeless tobacco, loose leaf tobacco, and rolling papers are prohibited on campus including the designated areas.

Residence Hall students are only allowed to smoke in the designated residence hall smoking areas:

1. the designated area behind Melton Hall,
2. the designated area on the College Drive side of Guillebeau Hall, and
3. the designated area between Gordon Commons (A,B,C) and Gordon Village.

BB. 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.

CC. Weapons

1. Possession of firearms on College property or at events sponsored or supervised by the College or any recognized College organization is prohibited.

2. The possession or use of any other offensive weapons is prohibited (i.e., knives, stun guns, nunchakus, bows, clubs, baseball bats, etc.).

3. 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

Campus Wide

When a student is charged 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. All complaints of alleged violation by students shall be made in writing to the Student Affairs Office. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and the individual(s) known to be involved.

2. The student shall be notified by the Student Affairs Office of the accusation of a violation and will be asked to come to the 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 or deny the alleged violation, waive all further hearings, and request that the College take appropriate action. In which case, the Vice President for Student Affairs or official designee will take appropriate action.

    b. A formal hearing before the Judicial Committee, in which case the Judicial Committee will make a recommendation to the Vice President for Student Affairs. The Vice President for Student Affairs will consider the Judicial Committee's recommendation and take appropriate action. The Vice President for 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.

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 Residence Hall Living*), the case shall be referred to the Office of Residence Life for appropriate action. The case will be investigated, processed, and a final disposition given by the appropriate official within the Office of 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 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. The resident student shall be notified by the Office of Residence Life of the accusation of a violation and will be asked to come to the Office of Residence Life 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. An **Informal Hearing** before the Director of Residence Life or official designee in which case the Director of Residence Life or official designee will take the appropriate action. If the resident student chooses an Informal Hearing, they assume responsibility for the alleged violation(s) and waive their right to appeal. The Director of Residence Life or official designee may, for good cause, refer any case to the Vice President for Student Affairs for campus wide disciplinary procedures.
    b. A **Formal Hearing** before the Residence Hall Council, in which case the Residence Hall Council will take appropriate action. The purpose of the Residence Hall Council of Gordon College shall be to determine whether a student has violated Residence Hall policies, and to recommend appropriate sanctions to the Director of Residence Life or official designee.
4. Students shall be notified in writing of final decisions.

Students have the right to appeal the decision of the Residence Hall Council. Appeals must be submitted within three (3) days of receiving the decision of the Residence Hall Council to the Vice President for Student Affairs 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 Vice President for Student Affairs or official designee shall review the case, and all related documents, and shall render a decision to the student within three (3) working days.

The Vice President for Student Affairs or official designee's decision in residence life disciplinary matters is final.

Disciplinary Procedures

Disciplinary Procedures at Gordon 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 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 Student Affairs or official designee. This is a local administrative hearing and the College official(s) may exclude any person who may be reasonably expected to or actually does interfere materially with the hearing.

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 College property. In such cases, the Vice President for Student Affairs or official designee may impose the necessary temporary sanctions, pending a hearing if requested by the student.

Further, the Vice President for Student Affairs or official designee shall have power to impose such temporary sanctions, pending a hearing, when a student or student group engages in conduct which presents a clear and present danger to the freedoms and rights of other members of the College community in any manner whatsoever, or which may otherwise materially and substantially interfere with the requirements of appropriate discipline in the operation of the College.

THE JUDICIAL COMMITTEE(S)

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 Vice President of Academic Affairs 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 Vice President of Academic Affairs or official designee.

4. Preliminary investigations of charges against a student shall be made by the Vice President of Academic Affairs 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 Vice President of Academic Affairs.

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 Vice President of Academic Affairs 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs or official designee shall review the case, and all related documents, and shall render a decision to the student within three (3) working days.

Student Judicial Committee: The purpose of the Student Judicial Committee shall be to recommend disciplinary sanctions to the Vice President for Student Affairs in cases of non-academic violations of College policies or regulations.

1. The Student Judicial Committee shall consist of six regularly enrolled students chosen from a pool of twelve students selected by the Student Government Association to represent a cross section of the student body; and one faculty member selected by the Student Government Association from the Faculty Senate Judicial Committee.

2. The faculty member shall act as Chair. The Office of the Vice President for Student Affairs shall be responsible for providing to the Student Judicial Committee a member of its staff to perform recording functions.

3. 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 Student Affairs or official designee.

4. Preliminary investigations of charges against a student shall be made by the Vice President for Student Affairs or by the official designee. Cases are referred to the Student 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 Vice President for Student Affairs.

5. Decisions of the Student Judicial Committee shall be by majority vote.

6. Any member of the Student 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 Student Judicial Committee may be removed for challenge by cause by a vote of the remaining members of the committee present. If anyone is removed for cause, Student Government Association will select another member from the pool.

7. All hearings of the Student Judicial Committee will be closed. Only committee members, representatives from the Student Affairs Office, the accused student(s), and the advisor to the accused may attend. Attorneys are not allowed.

8. The Student Judicial Committee shall make a tape recording and/or summary record of the proceedings.

9. The Student Judicial Committee shall provide a brief written summary of each case to the Vice President for Student Affairs and to the student involved.

Within three (3) days of receiving the recommendation of the Committee, the Vice President for Student Affairs or official designee will notify the student of the final decision. The student can appeal in writing to the President within five (5) days of the notification of the decision of the Vice President for Student Affairs. The appeal must be based on substantial new evidence or sufficient grounds for good cause.

Due Process

Students have the right of due process when accused of any violation of College regulations or rules of conduct. This right includes the following:

1. The right to a hearing within a reasonable amount of time.

2. The right to adequate notification of the time and place scheduled for a hearing.

3. The right to adequate notification of the specific alleged violation(s).

4. The right to be present at the hearing without academic action resulting from class absence.

5. The right to have a currently enrolled student or a non-participating faculty advisor present. Attorneys are not allowed.

6. The right to produce evidence, call and cross-examine witnesses, raise questions as to the procedure, or to remain silent.

7. The right of access to a written summary or tape-recording of the Judicial Committee proceedings which will be made available at the student's request.

8. The right to attend classes and to have access to College facilities until the hearing process is completed. Exceptions are made when the student's presence or conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, or damages property. In such cases, the Vice President for Student Affairs or official designee may impose protective measures including suspension pending a hearing at the earliest possible time.

Disciplinary Measures

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 College, will be accepted for credit toward a degree at Gordon College.

3. **Disciplinary Probation**-Notice to the student that any further disciplinary violation may result in suspension or expulsion. 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, etc.)
   c. Parking areas

5. **Reprimand**
   a. **Oral Reprimand**-an oral disapproval issued 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 Withdrawa**l-From the academic course within which the offense occurred without credit for the 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 College housing; (b) Suspension from housing; (c) Housing relocation; (d) Residence Hall restrictions; (e) Other.

Interim Suspension

1. The Vice President for Student Affairs or official designee may suspend a student for an interim period pending a judicial hearing or psychiatric evaluation.

2. The interim suspension may become immediately effective without prior notice whenever there is evidence that the continued presence of the respondent student on the College campus poses a substantial threat to themselves or to others or to the stability and continuance of normal College functions.

3. A student suspended on an interim basis shall be given an opportunity to admit in writing and request Gordon College take action or request a formal hearing.

4. In cases where there is an appeal following a hearing concerning interim suspension, the respondent student's appeal shall be directed to the President.

5. A student suspended on an interim basis may not withdraw from the College before the conclusion of his/her judicial case without clearance from the Student Affairs Office.

Appeals

With such exceptions as outlined in "Residential Students" a student shall have the right to appeal to the President of the College.

1. The appeal must be based on substantial new evidence or sufficient grounds for good cause. Substantial new evidence constitutes that which was not available at the original hearing and which has a direct bearing on the verdict.

2. The person aggrieved must appeal in writing to the President of the College within five days after notification of the decision of the Vice President for Student Affairs. The President shall within five days appoint a committee composed of three members of the faculty of the College or shall utilize the services of an appropriate existing committee. The committee shall review all facts and make its findings and report thereon to the President.

3. The President shall also be given a record of the proceedings that occurred in the original hearing.

4. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.

5. When the President of the College has rendered a decision in writing on any appeal, the student will be considered to have exhausted remedies on the local level.

6. Should the aggrieved person be dissatisfied with the decision of the President, the student shall have the right to appeal to the Board of Regents except in cases regarding student residency, student grades, and traffic citations. An appeal shall be submitted in writing to the Board's Senior Vice Chancellor or designee within a period of twenty days following the decision of the President. It shall state the decision complained of and the redress desired. A hearing before the Board (or a Committee of or appointed by the Board) is not a matter of right but is within the sound discretion of the Board. The decision of the Board shall be final and binding for all purposes.

ALMA MATER

Remember him, our namesake strong
Who braved the fight at Gettysburg
Remember too the many sons
Who studied here our nation's work
Our history runs deep and long
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 fifty 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 College is a two-year college of the University System of Georgia. Credits earned at the College are accepted by all other institutions of the University System.

Gordon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate Degrees and the Bachelor of Science in Education. The College has been approved for federal and state financial aid programs.

The Nursing Program is accredited by the National League for Nursing Accrediting Commission and approved by the Georgia Board of Nursing.

Information about approval and/or accreditation may be obtained from the following:

Georgia Board of Nursing
237 Coliseum Drive
Macon, Georgia 31217
(478) 207-1640

National League for Nursing Accrediting Commission
61 Broadway
33rd Floor
New York, New York 10006
(212) 363-5555

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
Armstrong Atlantic State University	Savannah
Atlanta Metropolitan College	Atlanta
Augusta State University	Augusta
Bainbridge College	Bainbridge
Clayton State University	Morrow
College of Coastal Georgia	Brunswick
Columbus State University	Columbus
Dalton State College	Dalton

University System Institution	Location
Darton College	Albany
East Georgia College	Swainsboro
Fort Valley State University	Fort Valley
Gainesville State College	Gainesville
Georgia College & State University	Milledgeville
Georgia Gwinnett College	Lawrenceville
Georgia Highlands College	Rome
Georgia Institute of Technology	Atlanta
Georgia Perimeter College	Decatur
Georgia Southern University	Statesboro
Georgia Southwestern State University	Americus
Georgia State University	Atlanta
Gordon College	Barnesville
Kennesaw State University	Kennesaw
Macon State College	Macon
Medical College of Georgia	Augusta
Middle Georgia College	Cochran
North Georgia College & State University	Dahlonega
Savannah State University	Savannah
South Georgia College	Douglas
Southern Polytechnic State University	Marietta
University of Georgia	Athens
University of West Georgia	Carrollton
Valdosta State University	Valdosta
Waycross College	Waycross

An 18-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 COLLEGE ADMINISTRATION

Office of the President

Lawrence V. Weill, B.S., M.A., Ph.D.
President of the College

Office of Institutional Advancement

Rhonda Toon, B.A., M.Ed.
Vice President of Institutional Advancement

Community Education

Patti Lowery, B.A.
Program Coordinator

Alumni Relations

Lynn Yates, A.A.
Program Coordinator

Foundation Relations

Lana Wingerson, B.A., M.A.
Development Specialist

Institutional Research

Kelly McMurray, B.S., M.S.
Director of Institutional Research

Public Information

Tamara Boatwright, B.A.

Office of Academic Affairs

Ed R. Wheeler, B.A., Ph.D.
Vice President for Academic Affairs
and Dean of the Faculty

Division of Business and Social Science
Alan Burstein, B.A., M.B.A., Ph.D.
Chair, Business and Social Science

Division of Education
Sheryl L. O'Sullivan, B.S., M.S., Ed.D.
Chair, Education

Division of Humanities
Richard L. Baskin, B.A., M.A., Ph.D.
Chair, Humanities

Division of Mathematics and Natural Sciences
Allan A. Gahr, B.S., M.A., M.S., Ph.D.
Chair, Mathematics and Natural Sciences

Division of Nursing and Health Sciences
Joan S. Cranford, B.S.N., M.S.N.
Chair, Nursing and Health Sciences

Library
Nancy Anderson, B.S., M.Ed.
Head Librarian

Minority Advisement
Michele Perry-Stewart, B.A., M.A.

Student Success Center
Peter J. Higgins, B.A., M.A.
Director

Office of Business Affairs

George J. Turner, B.A., M.B.A.
Vice President for Business Affairs

Lee Fruitticher, B.S., M.B.A.
Associate Vice President for Business Affairs

Comptroller
Janet A. Pharo, B.S., C.P.A.
Comptroller

Human Resources
Peggy Warren
Director of Human Resources

Computer Services
Jeff Hayes, B.A.
Director of Computer Services

Business Services
Leigh Anderson, B.S.
Director of Business Services

Purchasing
Cindy McCard
Buyer

Auxiliary Services

Bookstore
Connie Wade, A.S.
Manager

Dining Services
Kiki Senel
General Manager

Facilities
Richard Vereen
Director of Facilities

Public Safety
S. Shawn Douglas, B.S.
Director of Public Safety

Word Processing
Sue Gilpin, A.A.
Word Processing Supervisor

Office of Student Affairs

Dennis R. Chamberlain, B.S., M.Ed., Ed.S., Ed.D.
Vice President for Student Affairs

Admissions Office
Nathan Bell, B.S.
Interim Director of Admissions

Financial Aid
Larry Mitcham, B.B.A., M.B.A.
Director of Financial Aid

Registrar's Office
Janet Barras, B.A.
Registrar

Athletics/Campus Recreation
Todd Davis, B.S., M.S.
Athletic Director

Counseling
Kristina Henderson, B.S., M.A.
Director of Counseling/ADA

Residence Halls
Tonya Coleman, B.S., M.P.A.
Director of Residence Life

Student Activities
Sharon Lloyd, B.S.
Director of Student Activities

GORDON COLLEGE FACULTY

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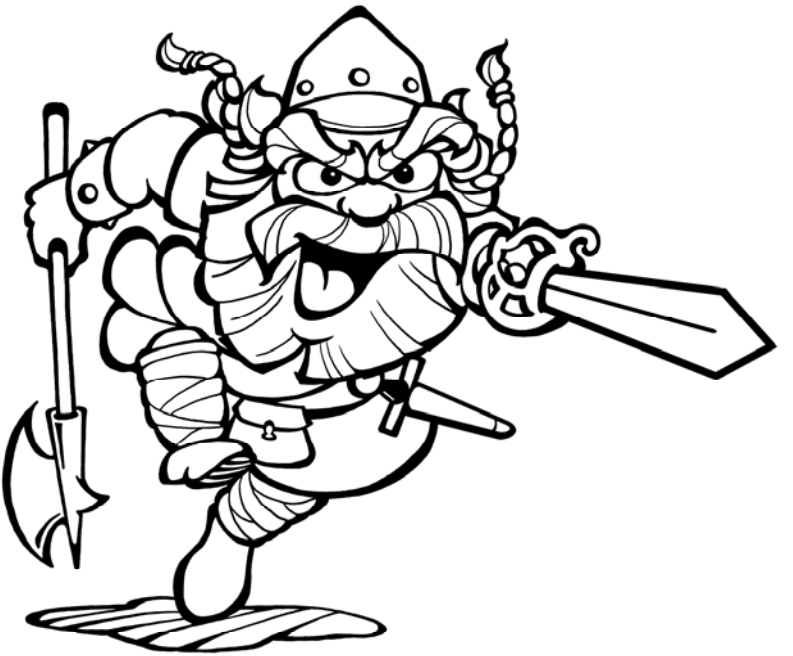
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