Gordon State College

A State College in the University System of Georgia

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2014 – 2015 Academic Catalog

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

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

While the provisions of this catalog ordinarily will be applied as stated, Gordon State College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the office of the Provost. It is especially important that students note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular degree programs. Students should view the Gordon State College website (www.gordonstate.edu) for the latest catalog updates.

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

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

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

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THE MISSION OF GORDON STATE COLLEGE

Mission Statement

To provide an exceptional education through innovative teaching and engaged learning for the benefit of the world in which we live.
Gordon State College will strive:

- To ensure affordable, supportive access to high quality post-secondary education.
- To develop creativity, critical thinking, problem solving, innovation, a global perspective and a commitment to lifelong learning that includes a respect for everyone involved in the process.
- To maintain a commitment to engaged faculty-student interaction through intimate classroom experiences, innovative and effective teaching strategies, excellent advising and mentorship programs, and effective student support services.
- To serve the broader community and region by developing academic programs and producing leaders equipped to contribute positively to middle Georgia, the United States, and the world.
- To remember and celebrate the heritage of the College and its graduates.
- To provide a beautiful and vibrant center of learning and scholarship as the touchstone of a diverse, connected community.

Core Values

Gordon State College LEARNS:

- **Life-long scholarship** – To develop habits of the mind: creativity, critical thinking, problem solving, innovation, a global perspective and a commitment to lifelong learning that includes a respect for everyone involved in the process.
- **Engagement** – To maintain a commitment to engaged faculty-student interaction through intimate classroom experiences, innovative and effective teaching strategies, excellent advising and mentorship programs, and effective student support services.
- **Accessibility** – To ensure affordable, supportive access to high quality post-secondary education.

- **Respect** – To respect and celebrate the diversity, heritage, and history of the College and its graduates.
- **Nurture** – To nurture a beautiful and vibrant center of learning and scholarship as the touchstone of a diverse, connected community.
- **Service** – To serve the broader community and region by developing academic programs and producing leaders equipped to contribute to middle Georgia, the United States and the world.

Vision Statement

Gordon State College…
where students flourish!

The Gordon State College Creed

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

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

STATEMENT OF MUTUAL RESPONSIBILITY

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

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

Student Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, specific types of consumer information are available to prospective students and all enrolled students on the College's Student Consumer Information web page, at http://www.gordonstate.edu/FinancialAid/consumer_info.asp. This web page contains a brief description of important information about GSC academic programs, financial assistance, graduation rates, athletic participation, campus security, student rights and responsibilities, study abroad, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Specific information about programs and services is available from the College departments specified on the web page. Printed copies of the information may be requested from the specific College department.

GENERAL POLICIES

Definition - Student

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

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.

Policy Statement on Discrimination

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

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

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

act in a responsible and professional manner to maintain an environment free from discrimination.

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

Policy Statement on Harassment

Gordon State College prohibits, and will not tolerate, harassment based on sex, race, color, national origin, religion, age, disability, genetic information, veteran status, or any other characteristic protected by applicable law.

This policy applies to all administrators, faculty members, staff, employees, applicants, independent contractors, students, prospective students, visitors, volunteers, and anyone else who visits or has business on the campus of Gordon State College or interacts with employees, students, or other members of the college community. Any person who violates this policy against harassment will be subject to appropriate penalties, which may include termination, expulsion, and/or dismissal.

Definitions:

1. The term harassment, intimidation, and bullying shall mean any intentionally written message or other visual communication, verbal communication or physical act, gesture or omission, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of the following:
    a. Physically, emotionally or mentally harming a student, faculty, staff member, volunteer, patron or a member of such person's immediate family, or damaging the student, faculty, staff member, volunteer, or patron's property or that of the immediate family such persons; or
    b. Being so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
    c. Subjecting any student, faculty, staff member, volunteer, or patron to unwanted or illegal pornographic material; or
    d. Portraying any student, faculty or staff member in a state of nudity, engaging in sexual acts, or in such a state of near nudity as to subject such person to shame and embarrassment;

2. Gossip: rumor or talk of a personal, sensational, intimate or non-factual nature which may be trivial, untruthful, a time-waster, etc., and may cause discord to the detriment of morale; negative communications outside the presence of the subject of the communication.

3. The term cyber-bullying shall mean any harassment, intimidation or bullying, as defined above when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, email messages, text messages, social networking sites, internet based video sites, and posting of blogs.

4. Attempts – the taking of substantial steps toward engaging in harassment, intimidation, non-factual gossiping or slandering, bullying and cyber-bullying activity shall be regarded for purposes of this policy in the same way as if the actor had been successful in completing the harassment, intimidation, bullying or cyber- bullying activity.

5. Solicitation - the solicitation of another person to engage in harassment, intimidation, non-factual gossiping or slandering, bullying and cyber-bullying activity shall be regarded for purposes of this policy in the same way as if the actor had been successful in him or herself completing the harassment, intimidation, bullying or cyber bullying activity.

6. Conspiracy – conspiring with two or more others to engage in harassment, intimidation, non-factual gossiping or slandering, bullying and cyber-bullying activity shall be regarded for purposes of this policy in the same way as if the actor has been successful in him or herself completing the harassment, intimidation, bullying or cyber bullying activity.

7. Aggressor – the individual who engages in the harassment, intimidation, non-factual gossiping or slandering, bullying and cyber-bullying activity of a student.

8. Retaliation- when an aggressor harasses, intimidates, non- factual gossips or slanders, bullies, or cyber bullies an individual who has reported incidents of such.

Conduct that may rise to the level of the harassment, intimidation, non-factual gossiping or slandering, bullying and cyber-bullying activity may take many forms, including, but not limited to:

- Unwelcome sexual advances or request for sexual favors

- Any conduct that threatens or insinuates that submission to or reflection of sexual advances will influence any aspect of employment
- Conduct that interferes with a student's ability to participate in or benefit from an educational program
- Conduct that creates an intimidating, hostile or offensive environment
- Other sexual harassing behavior including, but not limited to, comments about an individual's body, sexually degrading words to describe an individual, off-color jokes or language, innuendoes, and materials that are sexually suggestive
- Slurs
- Rumors
- Jokes
- Innuendoes
- Demeaning comments
- Drawings cartoons
- Non-factual rumors or gossip
- Pranks
- Physical attacks or threats

Or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images, which can negatively impact the moral and productivity of a department.

Procedure

Gordon State College is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from the harassment, intimidation, non-factual gossiping or slandering, bullying and cyber-bullying.

This policy is not intended to prohibit expression of religious, philosophical, or political views provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of the harassment, intimidation, non-factual gossiping or slandering, bullying and cyber-bullying may still be prohibited by other policies or building, classroom, or program rules.

Students seeking additional information concerning the Sexual Harassment Policy at Gordon State College are encouraged to contact the Title IX Coordinator or the Department of Counseling and Accessibility Services.

Reporting Harassment
Anyone who experiences harassment from another student, employee, a visitor to the campus or any such persons who may have knowledge of sexual harassment is urged to report the incident to College officials.

1. The Department of Human Resources will investigate all allegations of hostile workplace harassment.
2. The Title IX Coordinator will investigate all allegations of sexual harassment.

Retaliation for reporting sexual harassment or assisting in the investigation of a complaint will not be tolerated. The College will make every effort to keep all information provided in the course of the investigation confidential. The College may take disciplinary action up to and including termination or suspension against any employee or student violating this policy, interfering with the implementation of this policy, or providing false information during the investigation of a complaint.

Title IX Compliance

Gordon State College has established its Non-Discrimination and Anti-Harassment Policy in accordance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Acts of 1964, and other applicable law.

Title IX expressly prohibits sex discrimination (including sexual harassment and sexual violence) with respect to education programs and activities (including admissions), and with respect to employment at this educational institution. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. Title IX provides that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

Title IX prohibits discrimination in any university program including athletics, admissions, academic programs, extracurricular activities, employment, financial aid, housing, and student services. Every member of the Gordon community – students, faculty, staff, and administrators – is expected to comply with Title IX and to practice respectful, ethical, and equitable treatment of others regardless of their sex.

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

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

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

What should I do if I feel I have been the victim of sexual misconduct?

Your health, safety, and well-being are the College's primary concern. If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week, from:

- Police (Gordon State College Public Safety, 678-359-5111; Lamar County or Barnesville City: 911)
- Southern Crescent Sexual Assault Center (24 Hour Crisis Line: (770) 477-2177; Phone: (770) 603-4045; E-Mail: support@scsac.org)

During business hours (8:00 a.m. to 5:00 p.m., Monday through Friday), you also are strongly urged to contact the following designated coordinators as soon as reasonably possible to report any sexual misconduct you believe may have occurred.

Title IX Coordinators at Gordon State College

Gordon State College has designated the following employees to oversee compliance efforts under Title IX and to investigate any complaint of discrimination based on sex.

Title IX Coordinator

Mrs. Tonya Johnson

Director of Human Resources
Address: Office of Human Resources
419 College Drive
Barnesville, GA 30204
Phone: (678) 359-5011
Email: tonyaj@gordonstate.edu

Deputy Title IX Coordinators

Ms. Gratasha Banks
Assistant Director of Residence Life
Address: Office of Residence Life
419 College Drive
Barnesville, GA 30204
Phone: (678) 359-5420
Email: gratashab@gordonstate.edu

Mr. Todd Davis
Athletic Director
Address: Athletic Department
419 College Drive
Barnesville, GA 30204
Phone: (678) 359-5061
Email: toddd@gordonstate.edu

Additional Information

Title IX is a Federal civil rights law and is enforced by the Office for Civil Rights (OCR). Inquiries concerning the application of Title IX or questions regarding OCR's policies, please contact the OCR enforcement office:

The OCR office for Georgia is located at:	**OCR National Headquarters is located at:**
Atlanta Office of Civil Rights U.S. Department of Education 61 Forsyth St. S.W., Suite 19t10 Atlanta, GA 30303-8927 Telephone: 404-974-9406 FAX: 404-974-9471 TDD: 877-521-2172 Email: OCR.Atlanta@ed.gov	U.S. Deapartment of Education Office of Civil Rights Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Aveenue, SW Washington DC 20202-1100 Telephone: 800-4121-3481 FAX: 800-421-3481 TDD: 877-521-2172 Email: OCR@ed.gov

Anyone with questions regarding this policy should contact the Director of Human Resources at Gordon State College, Department of Human Resources, 419 College Drive, Barnesville, Georgia 30204, (678) 359-5011.

President's Statement on Sexual Harassment

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

Americans With Disabilities Act (ADA)

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

Students requiring special services or an accommodation in order to participate in any of the classes, programs, or activities of Gordon State College should contact Accessibility Services.

Persons requiring accommodations for employment opportunities should contact the Director of Human Resources.

To review the full Gordon State College ADA Statement and Accommodation Request Process Policy, please visit: http://www2.gordonstate.edu/images/uploads/human-resources/Gordon_State_College_ADA_Statement_and_Accommodation_Request_Process.pdf

Equal Employment Opportunity

Equal Employment Opportunity has been, and will continue to be the fundamental principle of Gordon State College. It is the policy of Gordon State College to provide equal opportunity to all employees, students and applicants for employment or admissions without regard to race, creed,

color, sex, national origin, religion, age, veteran status, genetic information, disability or any other characteristic protected by law.

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

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

- Recruiting, enrollment and educational practice
- Hiring, placement, upgrading, transfer or promotion
- Treatment during employment
- Recruitment, advertising or solicitation for employment
- Rates of pay or other forms of compensation
- Selection for training
- Layoff or termination
- Fringe benefits

Voting Privileges

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

Computer and Electronic Equipment Usage Policy

Policy Statement

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

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

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

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

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

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

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

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

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

9. All systems belonging to Gordon State College are subject to monitoring. The College reserves the right to enter and review all

computer databases and electronic transmissions, including but not limited to, computer, electronic, and telephone systems.

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

Official Method of College Communication

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

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

Gordon State College Free Speech Zone

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

1. Persons or organizations may engage in scheduled speech activities in the following Free Speech Zone location: the amphitheater between 8:00 AM and 9:00 PM, Monday through Friday except when the area has been reserved by a College affiliated department or student organization. Maps indicating this area are available in the Community Education Office 678-359-5126.

2. Plans for speaking activities in other campus areas and times must be scheduled by the Community Education Office at least 72 hours in advance of the event.

3. The purpose of the Free speech Zone is to provide a forum for planned events.

4. This policy does not limit or prohibit the right of members of the College or community to exercise their right to free speech anywhere on campus as long as in doing so they do not in any way disrupt or otherwise interfere with the primary purpose of the College, which is teaching and learning.

ADMISSIONS

Office of Admissions

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

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

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

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

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

Regulations Governing the Admission of Students

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

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

All required application materials should be submitted at least fifteen (15) business days prior to the beginning of the semester for which admission is sought. Applications received less than 15 business days prior to the beginning of the semester will be processed as time permits. Those applications will be subject to the terms of the Late Application

Agreement, www.gordonstate.edu/forms/admissions/LateAppAgreement.pdf. Please refer to the Gordon State College website for specific information on the late Application Agreement.

Applications to Special Programs

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

- Associate of Science in Nursing, LPN Bridge, and Bachelor of Science in Nursing Programs: Submit an application to Gordon State College as well as an application to the nursing program. The application for admission to the College is available in the Office of Admissions. The application to the nursing program is available through the School of Nursing and Health Sciences.
- BSED in Early Childhood Education: A separate application is required prior to the junior year of studies. The application for the Early Childhood Education Program is available through the School of Education.
- Bachelor of Science in Biology or Mathematics with Secondary Certification: Students seeking a B.S. in biology or math submit the standard Gordon State College application. However, if they choose the track leading to secondary certification, in addition to declaring a major in biology or mathematics, students must apply for admission to the Teacher Education Program through the School of Education prior to junior year of studies. See page 138 of this catalog.
- Bachelor of Arts in History or English with Secondary Certification: Students seeking a BA in History or English submit the standard Gordon State College application. However, if they choose the track leading to secondary certification, prior to junior year of studies, in addition to declaring a major in history or English, students must apply for admission to the Teacher Education Program through the School of Education. See page 138 of this catalog.

State Residency Requirements

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

Verification of Lawful Presence

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

Locations

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

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

- Gordon State at UGA in Griffin
- Henry County Academy for Advanced Studies in McDonough
- LaFayette Educational Center in Fayetteville
- Monroe County Education Center in Forsyth

Students can complete 50 percent of the credits required for an Associate of Arts or Associate of Science degree in McDonough.

For specific course offerings and locations, go to www.gordonstate.edu/schedule/index.asp.

Written Correspondence with the College

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

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

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.

Institutional SAT

Students may wish to take the SAT at Gordon State College. The test is offered all year and may be used for traditional freshman, Accel or Move On When Ready admission. Test scores are only good for Gordon State College and will not be sent to other colleges. Students will only take the Critical Reading and Math portions of the SAT. Testing dates and information may be found online at http://www2.gordonstate.edu/testingcenter.

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 Required High School Curriculum deficiency in English and for students scoring 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 skills and is required for students with a college preparatory, tech/prep or Required High School Curriculum deficiency in mathematics and for students scoring below 430 on the mathematics section of the SAT or below 18 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 53 for more information.

The COMPASS exam is not timed. It is offered throughout the week in the Gordon State Testing Center (Student Center 234) at no cost to Gordon State applicants. For more information, including the COMPASS testing schedule, please call the Testing Center Coordinator at (678) 359-5139 or check the Testing Center website at http://www2.gordonstate.edu/testingcenter. A re-testing fee of $20 does apply.

Students who do not test out of at least one area of learning support will not be eligible for admission to Gordon State College.

In addition to testing out of one area of Learning Support, students required to take the COMPASS test must make the following minimums in each area:

Reading – 62
English – 32
Math – 20

Applicant Types

Candidates seeking admission to the College are required to submit certain documents and/or information to the Office of Admissions *before* a final admissions decision can be made. The specific documents and/or information required by the College depend on the category of application being submitted. Presently, the College accepts applications for admission in the following categories: (1) beginning freshmen, (2) GED students, (3) home school students, (4) transfer students, (5) transient students, (6) auditors, (7) post-baccalaureate students, (8) non-degree students, (9) Accel students, (10) Move On When Ready students, (11) non-traditional students, (12) international students and (13) former students seeking re-admission.

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

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

(1) Beginning Freshmen

Applicants are considered the *beginning (traditional) freshmen category* if they (1) have graduated from high school within five years of the beginning of the semester for which admission is sought and (2) have never enrolled in college (Gordon or any other college).

Beginning freshmen are required to submit the following documents/information to the Office of Admissions *before* a final admissions decision can be made:

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

Acceptance Consideration

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

Upon final acceptance to Gordon State College, all students are required to attend a New Student Orientation prior to registration for classes. Refer to the Gordon State College website, www.gordonstate.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 State College for students who graduate from high school prior to May 2012:

In 2012, the University System of Georgia changed the format for college preparatory requirements for high schools. For students graduating from high school prior to May 2012 the College-Preparatory Curriculum (CPC) and Technology/Career Preparatory Program (Tech/Prep) policies are used

to determine curriculum completion and deficiency. For students graduating from high school May 2012 or later, the Required High School Curriculum (RHSC) policies are used to determine curriculum completion and deficiency.

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

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

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

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

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

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

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

Required High School Curriculum (RHSC)

Subject Area	Units Required	Standard Courses
English	4	4 levels/units
Foreign Language	2	2 units of the same language
Math	4	Algebra I Algebra II Geometry Pre-Calculus or higher level Math
Science	4	Physical Science 1 lab science course in biology 1 lab science course from the life sciences 1 lab science course from the physical sciences
Social Science	3	American History World History ½ year of American Government ½ year of Economics
Total:	17	

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	4	Physical Science 1 lab science course in biology 1 lab science course from the life sciences 1 lab science course from the physical sciences
Social Science	3	American History World History 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 RHSC 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 RHSC requirement. Verification will be made by Gordon State College with the high school before a final decision is made.

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

The 17 minimum RHSC requirements compose the traditional freshman student's GPA. The University System policy is very specific as to how RHSC deficiencies are decided. Applicants who have not completed the Required High School Curriculum will be required to take college-level course work to satisfy deficiencies in their high school work. Although courses used to satisfy these RHSC 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 17 RHSC requirements, deficiencies are addressed as follows:

English

Student must take the verbal section of the COMPASS placement exam, which is free and untimed. The verbal section includes English and Reading. A student scoring below 78 on the Reading segment must enroll in and successfully exit Learning Support Reading, while a student scoring below 65 on the English segment must enroll in and successfully exit Learning Support English (writing) in order to make up any RHSC English deficiency, *regardless of SAT or ACT scores*.

Effective fall 2014, Learning Support reading and English requirements will be satisfied through enrollment in Learning Support English program courses.

Foreign Language

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

Mathematics

Student must take the mathematics section of the COMPASS placement exam, which is free and untimed. The mathematics section includes basic algebraic problems. A student who scores below 42 on the mathematics exam must enroll in and successfully exit Learning Support Mathematics in order to make up any RHSC mathematics deficiency, *regardless of SAT or ACT scores*.

Science

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

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

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

For more information about the COMPASS exam, please call the Testing Center at 678-359-5138.

(2) 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's date of graduation. GED applicants are required to submit the following documents and/or information to the Office of Admissions *before* a final admissions decision can be made:

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

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.

(3) 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 or RHSC 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) or RHSC (Required High School 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 2010 SAT I average CR + M for traditional beginning freshman: 1017

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 or Required High School 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 or 17 RHSC requirements that all traditional beginning freshman applicants are required to provide. In many cases, the applicant successfully exits out of Learning Support English (writing), 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 or 17 RHSC 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) or RHSC (Required High School 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)

(4) Transfer Students

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

1. Application for Admission - $30 fee,

2. Final, Official Transcripts from all Colleges and Technical Schools/Colleges Attended,
3. Immunization Record(s), 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 State College, a transfer student with 30 or more transferable credit hours must be eligible to return to the most recent college or university attended or have approval from the Gordon State College Admissions Committee. Applicants with fewer than 30 transferable credit hours from other institutions are required to meet the admissions requirements of beginning freshmen.

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 State College must be aware that the transfer of credit is subject to the limitations listed below:

1. Gordon State College awards transfer credit for all degree level course work earned through any college or university accredited by a regional accrediting association. In addition Gordon State College reserves the right to accept or refuse on a case by case basis transfer credit for any degree level course work earned through a non-regionally accredited institution.
2. Courses transferred from technical colleges in Georgia, accredited by the Commission on Colleges of the Southern Association of College and Schools (COC) may be viewed at: http://www.gordonstate.edu/admissions/typesofstudents/transfer.asp.
3. Courses in which a grade of *D* was earned will be transferred only if non-transfer Gordon State College students are allowed to use a grade of *D* toward degree credit for that course.
4. No more than 42 semester hours of combined transfer credit from all sources will be accepted toward an Associate Degree.

5. Credit is not awarded for passing the General Education Development Test (GED).
6. If approved by the Admissions Committee, students transferring to Gordon State College after having been suspended, dismissed, expelled, excluded or placed on probation by their former institution shall *enter on academic probation and shall be subject to Gordon State College's academic standards*.
7. Students transferring to Gordon State College from other University System schools will be required to complete all Learning Support areas that they have not exited. *Transferring to Gordon will not relieve students from Learning Support requirements placed on them by another University System institution*.
8. Transfer students completing high school within five years of the beginning of the semester for which admission is sought will be required to complete College Preparatory Curriculum (CPC) or Required High School Curriculum (RHSC) requirements not satisfied in high school or at the previous institution. *Transferring to Gordon State will not relieve students from CPC or RHSC requirements.* (See page 17 for additional information regarding College Preparatory Curriculum and Required High School Curriculum.)

(5) Transient Students

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

1. Application for Admission - $30 fee,
2. Letter of Transient Permission, 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 State College. The Dean or Registrar of the applicant's home institution typically furnishes the Letter of Transient Permission.

The student, in accordance with established College policies, may request transcripts of course work attempted at Gordon State College. **Transcripts will not be automatically forwarded to the student's home institution.**

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

(6) Auditors

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

1. Application for Admission - $30 fee,
2. Official High School transcript and/or official college transcript *or*
3. Official GED score sheet, *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.

(7) Post-Baccalaureate Students

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

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

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

(8) Non-Degree Students

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

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

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

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

(9) Gordon State 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.

All mandatory fees, with the exception of the technology fee ($52), are waived for Accel students. Additionally, if an Accel student is taking a science course with a laboratory component, the student will be responsible for a $30 lab fee.

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 430 Verbal; 430 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 17 RHSC (Required High School 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 RHSC requirements with the following exceptions:

Students with SAT I Verbal scores of at least 430 Verbal or ACT English scores of 17 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 430 or ACT Mathematics scores of at least 18 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.

Students should be aware that, while College Algebra or Statistics may be taken through Accel, these courses will not apply toward a college degree in science, engineering, computer science, and many other fields. 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, science 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 RHSC requirements. Students who have not completed the 14 RHSC 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 State College ($30 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 online Accel application at www.gacollege411.org,
5. Completed Certificate of Immunization.

(10) Gordon State College Move On When Ready Program for High School Students

HB 149, "The Move on When Ready Act," permits 11th and 12th grade students to leave their assigned high schools and attend postsecondary institutions full-time to earn course credit that will apply towards high school graduation and college. The "Move on When Ready Act," is intended as another option (not a replacement) for 11th and 12th graders, in addition to other regular dual enrollment programs, residential programs, early college, career academies, and charter schools. MOWR program is only available to students entering the 11th or 12th grade and who spent the prior year (2 consecutive semesters) in attendance at a Georgia public high school.

Gordon State College Admission Criteria for MOWR

- (530) Critical Reading and (530) Math on the SAT-1
- (24) English and (22) Math on the ACT
  and
- A minimum High School academic GPA of 3.5

Application/Document Deadlines

Fall - July 1
Spring - November 1

Gordon State College Admissions Homepage

www.gordonstate.edu/admissions

Academic Advising

Gordon State College will provide select advising for MOWR students. Students must be enrolled in a minimum of 12 credit hours as of the last day of the drop/add period. **Postsecondary institutions are under no obligation to offer courses that will ensure a student participating in MOWR will complete high school graduation requirements on time.**

Dr. David Janssen is the MOWR program advisor and students should be encouraged to contact him if they need assistance in course selection or wish to withdraw from classes after the drop/add period.

Students may register for more than 12 hours and may also register for courses not on the Accel course list available at http://www.gsfc.org/main/publishing/pdf/2005/accel_courses.pdf.

Fee Payment

Tuition and mandatory fees will be paid by Georgia Department of Education. All other charges will be the responsibility of the student and payment will be required by the published fee payment deadline. The cost of books and supplies will be the student's responsibility.

Other Program Requirements

- Students must have permission of parents, high school counselor, and principal.
- Students participating in MOWR will not be allowed to live on campus.
- Students participating in MOWR will be allowed to participate in all co-curricular activities except for intercollegiate athletics.

Documentation required for the Move on When Ready Program includes:

1. Application to Gordon State College ($30 application fee).
2. Official high school transcript with a College Preparatory GPA of 3.50 or higher.
3. SAT or ACT scores as specified above.
4. Completed Certificate of Immunization.

(11) 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 430 on the mathematics section of the SAT or below 18 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.

(12) Gordon State College Requirements for Admission of International Students

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

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

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

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

IMPORTANT:

All documents must be provided in English language translation.

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

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

   Gordon State College Admissions Standards:

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

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

   Minimum ACT scores for admission to Gordon State College:
   12 English 14 Math

   Regular ACT scores for admission to Gordon State College:
   17 English 18 Math

   Information on the ***TOEFL*** may be obtained by writing or calling:
   Educational Testing Service, P O Box 592, Princeton, NJ 08540
   Telephone number: 609-951-1100
   www.toefl.org

   Information on the ***SAT I*** may be obtained by writing or calling:
   College Board ATP, P O Box 592, Princeton, NJ 08541
   Telephone number: 609-951-1100
   www.collegeboard.com

   Information on the *ACT* test may be obtained by writing or calling:
   ACT National Office, P O Box 168, Iowa City, IA 52243-0168
   Telephone number: 319-337-1000

www.act.org

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

6. Gordon State College, in general, does not offer any financial assistance for citizens of other countries. However, some international applicants do receive athletic scholarships to cover partial expenses. Athletic scholarship eligibility information may be obtained by contacting the Athletic Office at (678) 359-5061 or www.gordonstate.edu/athletics.

7. **IMPORTANT: The applicant must provide all necessary documentation of current status with the U.S. Citizenship and Immigration Services (USCIS). This documentation includes, but is not limited to:**
    - **Copy of VISA**
    - **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 State College will be issued the I-20 form for entry into the United States. Prior to registration for classes, international applicants may have to take the COMPASS (Collegiate Placement Exam) if they have not graduated from a US high school. This exam is free, un-timed, and computerized. It consists of three (3) parts: English, Reading, and Math. The COMPASS exam results are used for determining the applicant's entry level into the college and are used in advisement.

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

IMPORTANT NOTICES:

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

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

International applicants who wish to live in a residence hall should submit a **"Gordon State College Residence Hall 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.gordonstate.edu/departments/businessoffice/Tuition/index.asp.

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

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

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

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

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

(13) Former Gordon State College Students Seeking Re-Admission

Former Gordon State College students seeking re-admission must apply through the Registrar's Office. Please see page 45 for more information.

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 State College
419 College Drive
Barnesville, GA 30204

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

Confidentiality of Records and Rights of Individual Privacy

Notification of Student Rights Under FERPA

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

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

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

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

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

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

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

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

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

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

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

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

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

- In the case of a health or safety emergency.

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

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

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

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

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

Credit by Examination

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

Advanced Placement

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

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

The AP examinations recognized by Gordon State College, the minimum scores required for credit, and the amount of credit awarded for each examination 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 STATE 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	4	BIOL 1107	4
	5	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
Mathematics Test AB	4	MATH 1501	4

ADVANCED PLACEMENT TEST	MINIMUM SCORE FOR AWARDING CREDIT	GORDON STATE COURSE CREDIT	SEMESTER HOURS CREDIT
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 State College recognizes the College Level Examination Program (CLEP) of the College Board and awards credit for the examinations listed according to the following regulations.

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

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

SUBJECT EXAMINATION	MINIMUM SCORE FOR AWARDING CREDIT	SEMESTER CREDITS AWARDED	GORDON STATE COLLEGE COURSE CREDIT
Composition and Literature Tests			
American Literature	50	6 credits	ENGL 2131, 2132
Analyzing and Interpreting Literature	50	6 credits	2000-level elective credit
College Composition	50	6 credits	ENGL 1101, 1102
College Composition Modular - supplemental essay not required.	50	3 credits	ENGL 1101
English Literature	50	6 credits	ENGL 2121, 2122
Humanities	50	6 credits	HUMN 1501, 1502
Foreign Languages			
French Language, Level 1	50	6 credits	FREN 1001, 1002
French Language, Level 2	59	12 credits	FREN, 1001, 1002, 2001, 2002
German Language, Level 1	50	6 credits	1000 level elective credit
German Language, Level 2	60	12 credits	2000 level elective credit
Spanish Language, Level 1	50	6 credits	SPAN 1001, 1002
Spanish Language, Level 2	63	12 credits	SPAN 1001, 1002, 2001, 2002
History and Social Sciences			
American Government	50	3 credits	POLS 1101
Human Growth & Dev.	50	3 credits	PSYC 2103
Intro to Educational Psychology	50	3 credits	2000-level elective in social science
Prin. of Macroeconomics	50	3 credits	ECON 2105
Prin. of Microeconomics	50	3 credits	ECON 2106

Introductory Psychology	50	3 credits	PSYC 1101
Introductory Sociology	50	3 credits	SOCI 1101
Social Sciences and History	50	6 credits	2000-level elective in social sciences
US History I: Early Colonization to 1877	50	3 credits	HIST 2111
US History II: 1865 to the Present	50	3 credits	HIST 2112
Western Civilization I: Ancient Near East to 1648	50	3 credits	HIST 1121
Western Civilization II: 1648 to the Present	50	3 credits	HIST 1122
Science and Mathematics			
Biology	50	6 credits	BIOL 1107 and 2 credits 2000-level elective science
Calculus	50	3 credits	1000-level elective credit in mathematics
Chemistry	50	6 credits	CHEM 1211 and 2 credits 1000-level elective in science
College Algebra	50	3 credits	MATH 1111
College Mathematics	50	6 credits	MATH 1001 and 3 credits 1000-level elective in math
Natural Sciences	50	6 credits	1000-level elective in science
Pre-calculus	50	3 credits	1000-level elective in mathematics
Business			
Information Systems and Computer Applications	50	3 credits	BUSA 2101
Introductory Business Law	50	3 credits	2000-level elective credit
Financial Accounting	50	3 credits	ACCT 2101
Principles of Management	50	3 credits	2000-level elective credit
Principles of Marketing	50	3 credits	2000-level elective credit

DSST (Dantes Testing Program)

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

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

International Baccalaureate Diplomas and Certificates

Students who have participated in International Baccalaureate Programs in their high schools are welcomed at Gordon State College. In many circumstances, the college is able to award college credit for exemplary performance in IB courses.
If the student did not earn an International Baccalaureate Diploma but did earn a certificate in one or more *higher level* International Baccalaureate (IB) courses with a score of 4 or better, course credit is awarded by the academic divisions when it is judged that the IB course is equivalent to a course at Gordon State.

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

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

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

Readmission of Former Students

Students who have not attended Gordon State College for one or more semesters (exclusive of Summer Semester) must file an application for readmission with the Registrar's Office at least fifteen (15) business 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 State 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, and at http://www.gordonstate.edu/forms/registrar/app_readmission.pdf.

To qualify for readmission to Gordon State College, a former student must be eligible to return to the most recent college or university attended, or

have approval from the Gordon State College Admissions Committee. If approved by the Admissions Committee, students readmitted to Gordon State College after having been placed on academic suspension, or probation by their former institution shall enter on academic probation and shall be subject to Gordon State College's academic standards.

A former student with one or more Learning Support requirements must make the following minimum scores on the COMPASS tests to qualify for readmission:

English	32
Reading	62
Math	20

In addition, a student must test out of at least one area. Exit scores are as follows:

English	65
Reading	78
Math	42

A student who does not make minimum scores in all 3 areas and who does not exit from at least one area will not be readmitted.

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

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

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

Request for Transient Study

Gordon State College students who wish to attend another college on a temporary basis must request a Letter of Transient Permission by submitting a request form to the Gordon State College Registrar's Office (available in the Registrar's Office or at http://www.gordonstate.edu/forms/registrar/TransientPermission.pdf). Students who are eligible for the HOPE Scholarship must also complete the Request to Use Federal and/or HOPE Scholarship Funds as a Transient Student form, available at http://www.gordonstate.edu/FinancialAid/index.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 State College or be readmitted to Gordon State for the term of transient study to receive transient permission. Students who are on Academic Suspension or Learning Support Suspension are not eligible for transient study. Students approved for Academic Renewal are not eligible for transient study. Currently enrolled students who receive transient permission before the end of the term will be reviewed after the term has ended for appropriate academic standing. Transient permission will be revoked for students placed on Academic Suspension or Learning Support Suspension at the end of the term.

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

Transcripts

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

Verification of Enrollment

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

Veterans' Benefits

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

Students who are eligible for 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 full fall or spring term, two consecutive weeks in a full session summer term, or one week in a summer alternate or half term, the College is responsible for reporting the student to the VA. Failure to attend classes on a regular basis will result in reduction or loss of benefits for the semester.

Students receiving 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.

Military Service Members

Residency Requirements

A SOC (Service Members Opportunity) Consortium institution limits academic residency requirements for active duty service members to no more than 25 percent of the undergraduate degree program; recognizes all credit course work offered by the institution as applicable in satisfying academic residency requirements; and allows service members to satisfy

academic residency requirements with courses taken from the institution at any time during their program of study, specially avoiding any 'final year' or 'final semester' residency requirement, subject to stated requirements in specific courses such as majors.

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

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

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

See "Graduation Requirements" for additional details.

Credit Learning From Military Experience

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

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

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

ADULT LEARNER CREDIT FOR EXPERIENCE-BASED LEARNING

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

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

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

Prior Learning Assessment

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

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

However, campus-based exams will not be permitted for courses for which the student has previously taken an examination for credit or was previously enrolled at Gordon State College.

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

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

Ten Standards for the Assessment of Learning

Academic:

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

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

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

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

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

Administrative:

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

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

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

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

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

LEARNING SUPPORT PROGRAM
ENGLISH (WRITING), 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 (writing). 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, Required High School Curriculum deficiencies, and/or college placement exam scores.

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

Placement Exams

The verbal section of the COMPASS tests reading and English (writing) skills and is required for students with a Required High School 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 the COMPASS tests algebra skills and is required for students with a Required High School Curriculum deficiency in mathematics and for students who do not have a SAT math score of 430 or higher or a Math ACT score of 18 or higher depending on the test the student has chosen to determine COMPASS placement exam requirements.

The minimum COMPASS scores for admission and readmission are English (writing) - 32, reading - 62, and math (algebra) - 20.

Students who test into all three areas of Learning Support (English, reading, and math) are not eligible for admission.

Students who score below the minimum COMPASS scores in any area are not eligible for admission.

Students scoring below 78 on the reading portion of the COMPASS must enroll in and successfully exit Learning Support Reading by passing required coursework as follows: Students scoring from 62-67 must first

enroll in and pass ENGL 0099, then, in the following semester, enroll in ENGL 0098 course with ENGL 1101 co-requisite pair. Students scoring from 68-77 may begin in the ENGL 0098 / ENGL 1101 co-requisite. Successful completion of ENGL 0098 and/or ENGL 1101 will fulfill Learning Support Reading requirement.

Students scoring below 65 on the English (writing) portion of the COMPASS must enroll in and successfully exit Learning Support English (writing) by passing required coursework as follows: Students scoring from 32-43 must first enroll in and pass ENGL 0099, then, in the following semester, enroll in ENGL 0099 course with ENGL 1101 co-requisite. Students scoring from 44-64 may begin in the ENGL 0098 / ENGL 1101 co-requisite pair. Successful completion of ENGL 0098 and/or ENGL 1101 will fulfill Learning Support English requirement.

Students whose COMPASS scores place them as requiring both Reading and English assistance will be required to begin their coursework with ENGL 0099.

Students scoring below 42 on the math portion of the COMPASS must enroll in and successfully exit Learning Support Math by passing required coursework as follows: Students scoring from 20-30 must first enroll in and pass a stand-alone 3-credit Learning Support class (MATH 0097 or MATH 0099), then, in the following semester enroll in a co-requisite college-level math course with a learning support lab (MATH 0998 / MATH 1001 or MATH 0999 / MATH 1111). Students scoring from 31- 41 may begin in the college-level math with support lab co-requisite pair. Successful completion of the learning support lab and/or the college-level math course will fulfill Learning Support Math requirement.

Note on math selection: Students intending to major in science, technology, medicine, business or other fields requiring advanced or theoretical mathematical skills should take the College Algebra co-requisite support pair (MATH 0999/1111); students majoring in fields where practical mathematical skills are sufficient should take the Quantitative Skills co-requisite pair (MATH 0998/1001).

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.

- 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 Learning Support requirements must enroll in the Gordon State College First Year Experience course.
- Since Learning Support math courses are offered Fall and Spring semesters on the Barnesville campus in the daytime and evening, students who take off-campus courses only are **not** exempt from taking required Learning Support courses, even if these courses are not available at an off-campus location. Evening students needing English or reading may defer one semester if the course is not offered.
- Each Learning Support course is taught on-campus in the evening at least once each academic year.
- 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.
- **30-Hour Rule:** Students who accumulate 30 semester hours or more of college credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until all requirements have been successfully completed. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take Learning Support courses for their current degree objectives may earn up to 30 additional hours of college level credit.
- **Withdrawal:** Students enrolled in both Learning Support and credit courses may not withdraw from Learning Support courses, including GFYE 0097 and STAR 0098, unless they also withdraw from college-credit courses. There is an exception. The student who remains in at least one Learning Support course may also remain in a one-credit-hour physical education activity course and/or a one-credit-hour music performance course
- **Overloads:** Learning Support students may not register for more than 18 semester hours in any given semester. Overloads will not be approved.

Standards of Progress

- Learning Support attempts are cumulative within the University System of Georgia.
- Students required to take ENGL 0099 and/or MATH 0097 or MATH 0099 will be given two attempts to pass each course before being placed on Learning Support suspension for a period of one year without the right of appeal.
- Students required to take ENGL 0099 and/or MATH 0097 or MATH 0099 who pass that course but who fail to complete their Learning Support requirements after three cumulative attempts will be placed on Learning Support suspension for one year without the right of appeal.

Students who have accumulated 30 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.

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

ACADEMIC INFORMATION

College Year

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

Unit of Credit

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 State College is designated in this catalog by a three digit code to indicate the number of semester hours associated with the course. For example, ENGL 1101 is designated with the code (3-0-3). The first digit (**3**-0-3) indicates the number of semester hours per week the course meets in a lecture; the second digit (3-**0**-3) indicates the number of semester hours per week the course meets in a laboratory or practicum setting; and the third digit (3-0-**3**) indicates the total number of semester hours the course receives. Laboratory science courses, except biology, are designated **in this catalog** with the letter K (e.g., Principles of Chemistry I is designated CHEM 1211K). Laboratory sections for biology courses are designated **in course schedules** with the letter L (e.g., Principles of Biology I Lab is designated as BIOL 1107L **in course schedules**).

Class Load

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

The standard class load for full-time students is 16 hours per semester, which includes one course in physical education. Most transfer programs of study require students to complete 64 semester hours of course work. Therefore, students must complete an average of 16 semester hours of course work per semester to complete degree requirements in two years. Students may not register for more than 18 semester hours in any given Fall or Spring semester without written approval from their advisor and the Department Head or School Dean. The maximum number of hours a

student may take for the summer is 11 hours. Students who need to take more than 11 hours must have written approval from the academic advisor and the advisor's Department Head or Dean.

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

Academic Advisement

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

Class Schedule

Gordon State offers both daytime and evening classes. Daytime classes typically meet two days a week (Tuesday and Thursday), three days a week (Monday, Wednesday, and Friday) or four days a week (Monday, Tuesday, Wednesday, and Thursday). 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, Class Schedules and Registration Information showing course offerings for that semester will be made available to students on the Gordon State College website at www.gordonstate.edu.

Registration

Registration procedures are posted on the Gordon State College website at www.gordonstate.edu each semester under Class Schedules and Registration Information. Students have the responsibility to see that they do not have conflicting classes and to report to the courses and sections indicated on their schedule forms.

Late Registration

Late registration procedures are posted on the Gordon State College website at www.gordonstate.edu each semester under Class Schedules and

Registration Information. If a student cannot register during the official registration period, late registration will be permitted during the official late registration period posted under Class Schedules and Registration Information. Although students may be allowed to register for classes during late registration after classes have already begun, they should be aware that missing classes may negatively impact their ability to complete all course requirements successfully.

Change of Schedule—Drop-Add

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

Dropping Courses

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

Following the drop-add period, a student may drop a course or withdraw from all courses by the mid-term date posted on the Gordon State College website at www.gordonstate.edu each semester under Class Schedules and Registration Information and receive a grade of *W* for the course(s). To drop courses, a student must submit an appropriately completed *Schedule Change Form* to the Registrar's Office. To withdraw from all classes, submit an appropriately completed *Student Withdrawal Form*. The *W* is not computed in the student's grade point average, but it will appear on the official student record. A student may not exercise this right to drop a course or withdraw from all courses to avoid sanction for academic dishonesty (also see **Academic Dishonesty Policy**, pages 68 and 323).

Students who withdraw from part of their schedule after midterm will automatically receive a *WF* in each class. If the student has experienced a personal hardship or crisis *that occurred after midterm* and the student had a reasonable chance of passing the course at the time of the hardship, the student may file a *Student Petition Form* and supply documentation that confirms the hardship or crisis. If the petition is successful, the student will be assigned a grade of *W* rather than the *WF*. Such petitions for a hardship/crisis withdrawal should be processed before the end of the

semester and in no circumstance will be considered when filed after midterm of the following semester. Petitions for spring semester hardship/crisis withdrawals must be filed by midterm of the following full summer session. Petitions for a hardship/crisis withdrawal cannot be filed for a course if the student has taken the final examination in the course. *Student Petition Forms* are available on-line at the web page of the Office of the Registrar and are available in that office and academic offices.

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

Student Withdrawal

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

Students must withdraw by the close of the official drop-add period to remove courses from the academic record and to receive a full refund of tuition and fees. Dates for the official drop-add period are posted on the Gordon State College website at www.gordonstate.edu each semester under Class Schedules and Registration Information. Following the drop-add period, a student may withdraw from all courses by the mid-term date posted under Class Schedules and Registration Information and receive a grade of *W* for the courses. W's are not computed in the student's grade point average, but will appear on the official student record. A student may not exercise this right to withdraw from all courses to avoid sanction for academic dishonesty (also see **Academic Dishonesty Policy**, pages 68 and 323).

Students who withdraw from their entire schedule after midterm will automatically receive a *WF* in each class. If the student has experienced a personal hardship or crisis *that occurred after midterm*, and the student had a reasonable chance of passing the course at the time of the hardship, the student may file a *Student Petition Form* and supply documentation that confirms the hardship or crisis. If the petition is successful, the student will be assigned a grade of *W* rather than the *WF*. Such petitions for a hardship/crisis withdrawal should be processed before the end of the semester. Petitions will be considered when filed before midterm of the following semester. Petitions for spring semester hardship/crisis withdrawals must be filed by midterm of the following full summer session. Petitions for a hardship/crisis withdrawal cannot be filed for a course if the student has taken the final examination in the course. *Student*

Petition Forms are available on-line at the web page of the Office of the Registrar and are available in that office and academic offices.

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

Class Attendance

Class attendance is expected of all students enrolled at Gordon State College. Being prepared for class in advance and participating on a regular basis is a vitally important ingredient for academic success. Research continually shows that poor attendance and/or limited participation usually results in low grades. However, because the delivery mode, content, assignments, and other particulars for each class section vary so widely, Gordon State College does not specify an official campus-wide attendance standard. 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 Provost; however, final approval for class absences remains with the individual instructor.

Enrollment Verification

Every semester, faculty will provide electronic verification of class attendance for each student on each official class roll following procedures outlined by the Registrar. Class rolls become official at the close of the drop-add period each semester. Faculty enrollment verification is due on the tenth calendar day of fall and spring semesters and as announced for

summer semester. ***Students reported as never attending a class by this date will be removed from the official class roll.***

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

Final Examinations

All instructors are expected to give a final exam in each of their courses. The final examination schedule must be followed as published. Any change from the schedule must be approved by the Provost. All students are expected to take the final examination.

Grading System and Grade Point Average

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

Letter Grade	Numerical Grade Equivalent	Description
A	4.0	Excellent
B	3.0	Good
C	2.0	Satisfactory
D	1.0	Passing
F	0.0	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 State are **not** included in the computation of a student's grade point average. Effective Fall 2010, a student who repeats a course will have the cumulative Grade Point Average calculated using the grade from the last attempt. The grade of the first and subsequent attempts that are excluded from the GPA will remain on the student's official permanent record.

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 Associate Vice President for Academic Affairs, this symbol indicates that a student was making satisfactory progress but, for non-academic reasons beyond the control of the student, was unable to meet the full requirements of the course. An *I* must be satisfactorily removed within 12 calendar months; however, at the instructor's discretion, the time may be reduced as specified in the chart below. If an *I* is not satisfactorily removed within the time allowed, the *I* will be changed to a grade of *F*.

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

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).

W This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the official mid-term date posted on the Gordon State College website at www.gordonstate.edu each semester under Class Schedules and Registration Information except in approved cases of extenuating personal hardship (See Grade Appeal Process on page 68).

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.

Repeating Courses

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

Maintaining the Standard of Academic Performance

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

Double Credit

No course a student takes will provide credit for more than one academic requirement or elective. **Courses may not be used to satisfy requirements in more than one Area in the Core Curriculum. "**Double credit" is not allowable (see page 103 for an exception to this policy related to the U.S. Perspectives Learning Goal and the Global Perspectives Learning Goal).

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 on the academic grade point average (GPA) after an absence from Gordon State College of at least five calendar years. Students who wish to seek Academic Renewal must submit an application for Academic Renewal to the Registrar's Office within three semesters of re-enrollment or within one calendar year, whichever comes first. Applications for Academic Renewal are available in the Registrar's Office. Students who have been suspended from Gordon State College and who have attended another University System of Georgia institution during the suspension period are not eligible for Academic Renewal.

For students approved for Academic Renewal, an Academic Renewal GPA is calculated using only coursework taken since re-enrollment after a five year or longer absence from Gordon State College. After Academic Renewal is granted, the Academic Renewal GPA is used for determining academic standing and eligibility for graduation from the term of re-enrollment forward. To graduate from Gordon State, a student must meet Gordon State's residency requirement for graduation after acquiring Academic Renewal. To be eligible for honors at graduation, at least 50% of coursework toward the degree must be completed at Gordon State after acquiring Academic Renewal.

All previous courses, including transfer coursework earned before the five year absence from Gordon State, remain on the student's record with Academic Renewal indicated by the # symbol posted with each affected grade. Credit for previously completed coursework is retained for courses with a grade of A#, B#, or C#. Courses with D#, F#, or WF# grades must be repeated at Gordon State if required for the degree. Further, all remaining courses for the current degree objective must be completed at Gordon State. Students who receive Academic Renewal are not eligible for transient study.

Students who have attended another school during the five year absence from Gordon State have two options regarding Academic Renewal and transfer credit:

1. Receive transfer credit for all applicable courses taken during the absence from Gordon State and forfeit Academic Renewal.

   OR

2. Forfeit transfer credit and apply for Academic Renewal. If Academic Renewal is approved, no transfer credit will be granted for coursework completed during the five year absence from Gordon State.

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

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

All academic standings which occurred in the past remain recorded on the student's permanent record. Students who encounter subsequent academic difficulty and are suspended after receiving Academic Renewal may be subject to permanent dismissal from Gordon State College.

A student can be granted Academic Renewal only one time.

Student Bill of Rights

Students have the following rights:

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

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

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

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

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

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

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

8. to be informed of the grade appeal process.

Intellectual Diversity and Student Rights

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

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

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

Grade Appeal Process

A student who believes that his or her grade was incorrectly assigned should schedule a conference with the instructor who assigned the grade. If satisfactory results cannot be obtained from such a conference, the student may file a written appeal of the grade using a *Student Petition Form* and submitting it to the administrative assistant of the department or school in which the grade was earned.

An electronic version will then be circulated to the appropriate faculty member and the department head, where appropriate, for recommendations. The final decision will be issued by the dean of the school.

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

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

Academic Dishonesty Policy

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

1. Assign a grade of F for the assignment and/or require remedial action by the student.
2. Assign a grade of 0 for the assignment and/or require remedial action by the student.
3. Assign a failing grade in the course.
4. Refer the matter to the Provost.

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

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

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

Dean's List

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

Dean's Merit List

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

Graduation With Honors

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

1. earn a minimum cumulative grade point average of 3.50 on all course work attempted at Gordon State;

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

3. earn a minimum of 18 semester hours of degree credit at Gordon for an associate degree or a minimum of 30 hours of degree credit at Gordon State for a baccalaureate degree.

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

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

Academic Standards of Progress

To remain in good academic standing, all students are required to maintain an acceptable cumulative 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 State 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 State College will be governed by these same standards. For transfer students, the *Total GPA Hours Attempted* column of the table refers to the sum of GPA hours attempted at Gordon State College plus GPA hours attempted at transfer institutions.

The Provost 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 State College after being placed on academic suspension must apply for readmission to the College. If granted, readmission will be on a probationary basis. As part of the readmission process, readmitted students will be required to have a conference with personnel in the Student Success Center and take the one semester hour course, STAR 0098, in their first semester of attendance after an academic suspension.

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 required to take ENGL 0099 and/or MATH 0097 or MATH 0099 will be given two attempts to pass each course before being placed on Learning Support suspension for a period of one year without the right of appeal.
- Students required take ENGL 0099 and/or MATH 0097 or MATH 0099 who pass that course but who fail to complete their Learning Support requirements after three cumulative attempts will be placed on Learning Support suspension for one year without the right of appeal.
- Students who have accumulated 30 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 one year, 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 who do not exempt on the retest may be considered for readmission. If an individual evaluation indicates that the student has a reasonable chance of success, the student may be readmitted for up to two additional attempts for Learning Support English (writing) or Learning Support reading and three additional attempts for Learning Support math. Students readmitted under this provision are subject to the 30 hour limit on college-level coursework and may not take credit work if they had earned 30 credit hours during their previous period(s) of enrollment.

Students who have not been suspended and who wish to re-enter the Learning Support program to complete requirements may 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 one year. The student will be bound by the most current set of COMPASS scores. Students readmitted under this provision will be allowed two additional attempts in Learning Support English (writing) or Learning Support reading and three additional attempts in Learning Support math.

Changing Majors

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

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 **which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses including reasonable attorneys' fees the College incurs in such collection efforts**.

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.gordonstate.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.

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

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, whether paper or web, to Gordon State College will be charged a NSF fee charge of $25. The student must bring cash, a cashier's check, or a money order 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, paper or web, will no longer be acceptable forms of payment for students who have presented a non-sufficient funds check to Gordon State College. Students, whose accounts are forwarded to a collection agency, will be responsible for paying any collection fees incurred. Holds will be placed on the student's account. Online payment option to Gordon State will not be permitted for accounts forwarded to a college agency until the debt is satisfied.

Gordon State College utilizes third party vendors such as collection agencies, Nelnet, etc. to work on its behalf that may use automated dialing technology or manual dialing to the number provided by the student.

General Financial Information

Gordon State 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 State College.

Payment may be made in person in the Business Office in the form of cash, check or money order. Payment cannot be accepted over the telephone.

Payment online may be made in the form of credit cards which is routed through a secure third party vendor, Touchnet PayPath. A processing fee will be assessed at the end of the transaction.

Payment online may be made in the form of a web check. No fee is assessed when this method is used. A web check does follow the same guidelines as a paper check.

Payment may be made using the Nelnet Payment Plan. The Nelnet Payment Plan will finance up to $5500 of the "Term Amount to Budget by Payment Plan" [total charges (tuition, fees, housing, and meal) less Financial Aid (grants, loans, and scholarships) and any cash payments]. The amount of the "Term Amount to Budget by Payment Plan" greater than $5500 will be required at the time of the down payment upon enrollment into the plan. The down payment, enrollment fee and monthly installments will be determined at the time of enrollment based on the date enrollment occurs. The Nelnet Payment Plan option is available until the official last day of the Drop/Add period for the term. If the student elects to use the Nelnet Payment Plan option and the student's plan is terminated by Nelnet after the enrollment period due to insufficient funds or inaccessible bank account or credit card account, the student will no longer be able to enroll in a payment plan for future terms.

Gordon State College's global consent to do business electronically states the primary method of communication is the student's Gordon Email

account. This consent constitutes billing for charges, receipt of 1098-T tax form unless written request for paper form per instructions via Business Office webpage, late payment notices, collections, and other student business related notices to be electronic.

Bookstore Information

Academic materials and supplies may be purchased at the Gordon State College Bookstore. The Gordon State 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 State College imprinted products, including Gordon T-shirts, bumper stickers, hats, license plates and other gift items are available. The Bookstore offers a textbook rental program as an option to obtain course materials. Normal business hours are Monday-Thursday, 7:30 a.m. – 6:00 p.m. and Fridays 7:30 a.m. – 12:00 p.m. However, the store has extended hours at the beginning of each semester. Please check our website for these dates and times.

Gordon State 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.gordonstate.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 all semesters are allowed up to 7 business days from the start of class.
4. **Absolutely no refunds without a Gordon State 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 State College Department of Public Safety. Online registration is available which would expedite the process. Parking permits are required and may be obtained through Public Safety prior to completion of registration. Parking permits must be properly displayed in the vehicle. Gordon State College students are allowed to park in designated on-campus parking areas only. Vehicles parked off-campus or on private property shall be subject to ticketing and/or towing costs. Current regulations governing the operation of vehicles on campus are available on the web at www.gordonstate.edu under Campus Departments, Public Safety.

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

Intercollegiate Athletics

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

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

Intramural Sports

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

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

Student Activities

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

The Office of Student Activities strives to provide excellent customer service to the Gordon State College community. We accomplish this by always being polite and courteous at our events as well as answering

inquiries dealing with student activities in a timely manner. We treat you, the customer, with the utmost respect because we know that if you weren't here, we wouldn't be either.

Student Organizations

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

Recreational Facilities

Outdoor tennis and racquetball courts are available for use by students, faculty, and staff. The swimming pool is located between the gymnasium and the Academic Building. The Alumni Memorial Hall Gymnasium houses a basketball court, a weight room, and dressing facilities. The Student Center Game Room, located on the first floor of the Student Center, houses a ping pong table, regulation pool tables, 2 televisions, an air hockey and foosball table, and arcade machine. The Athletic Complex provides fields, a walking path, and a ropes course featuring a climbing wall and zip wire.

Liability

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

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

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

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

Counseling Center

The Counseling Center at Gordon State College provides confidential counseling and support services to all currently enrolled Gordon State students. Services include but are not limited to personal counseling, accessibility services, presentations and workshops. In addition our office provides assistance with college adjustment, stress management, anxiety, and crisis management.

Counseling is short-term, solution focused. Referral resources are available for students seeking long term therapy. The Counseling Center maintains a Community Resource List located on the Counseling website. Students seeking psychological, psychiatric, or rehabilitative assistance should review this list.

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

Minority Advisement Program

The Minority Advisement Program (MAP) is an achievement-based program designed to facilitate the transition to college for minority students. The primary initiative of the Minority Advisement Program is to foster a more nurturing and inviting environment on campus thereby promoting success and improving the retention, progression, and graduation rate of our diverse student population. The Minority Advisement Program provides academic counseling/referrals, student clubs, speakers, mentoring, and other support services. For more information about the program, please visit the MAP Office in the Student Center, Room 202 or call 678.359.5096.

Accessibility Services

The Office of Accessibility Services at Gordon State College is committed to working with students with disabilities to assess their needs and to assist with academic accommodations that may be necessary and appropriate due to a disability. The primary goal is to ensure equal access to the college experience for students with disabilities through reasonable accommodation. The Office of Accessibility Services assists in the coordination of appropriate services, based on the student's individual

needs. Accessibility Services is located in the Counseling Center (second floor of the Student Center). Students enrolled at any campus should contact (678) 359-5585 for additional information.

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

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

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

Accommodations are based on the documentation provided and a student may be eligible for one or more accommodations. Common accommodations include but are not limited to: extended test time, permission to electronically record lectures, distraction-reduced testing environment, sign language interpreter services, alternate text formats for textbooks and other printed course materials, use of computers with assistive technology for testing, housing modifications, captioning services, assistive listening devices, volunteer note-takers, priority registration and physical access accommodations.

Once approved for accommodations the student is required to provide Accessibility Services with a copy of their detailed student schedule at the beginning of each semester. The student is responsible for getting the accommodation letters from Accessibility Services and distributing them to

their instructor. Students who are eligible to test in the Testing Center should follow Testing Center guidelines to schedule testing there.

Career Services Center

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

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

Services Provided by CSC:

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

It's easy to set up an appointment, contact our Career Services Coordinator:
Tonya Y. Moore, GSC Career Services Coordinator
Phone: 678-359-5719
Email: tmoore@gordonstate.edu
http://www2.gordonstate.edu/careerservices

Public Safety

The Department of Public Safety is located in Gordon Hall. The Department is responsible for providing a safe and secure educational environment for the Gordon State College community and is comprised of Georgia P.O.S.T. certified Police Officers. Public Safety Officers provide continual service 24 hours a day, 365 days a year.

Gordon State College Public Safety Officers enforce state laws and conduct criminal and traffic investigations for all offenses occurring on

College property. In addition, officers provide crime prevention services and conduct routine patrol. All departmental personnel are authorized to enforce college policy as well as parking regulations.

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

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

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

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

DEPARTMENT OF PUBLIC SAFETY (POLICE) CONTACT NUMBERS

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

Residence Life

Gordon State College Freshmen Residency Requirement

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

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

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

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

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

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

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

Student Government Association

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

Highlander Hall

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

The **19 Meal Plan** includes three (3) meals per day on Monday through Friday and brunch and dinner on Saturday and Sunday. The 12 and 9 Meal Plans offer 12 and 9 meals each week to allow students to choose which meals to eat during the week. All meal plans offer Gordon Dollars redeemable for food in Café a la Cart (located in the lobby of the Instructional Complex), World of Wings (WOW - located on the first floor of Gordon Village), and Grounds (located next to the Bookstore). Resident students may choose from any of the three (3) meal plan options. Students must be properly dressed at all times when in the cafeteria. Shoes and shirts are required by law.

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

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

Food Service Committee or to the Dining General Manager at gretchen.favors@sodexo.com.

Campus Safety

General Safety

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

Fire Safety

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

Evacuation Procedures

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

Vending Machines

Vending machines are located on the second of the Student Center, second floor of Russell Hall, second and fourth floors of Instructional Complex, Student Lounge 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 State College and shall be accorded the hospitality of the College.

Habitual loiterers or visitors whose conduct is in any way detrimental to the life and work of the College and individuals who refuse to identify themselves upon the request of a College faculty member, administrator, or

Public Safety Officer shall be asked to leave the campus. Persons who refuse to respond to the request or who return to the campus after having been instructed not to do so shall be in violation of state law.

Concessions and Fund Raising

Student organizations approved by and registered with Gordon State 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.

Student Health Center

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

Identification Cards

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

Lost and Found

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

Telephones

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

Publicity and Advertising

- ***The Claymore***

  The college newspaper reports monthly on Gordon State 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.

- **The Student Activities Office**

  The Student Activities Office is responsible for maintaining 9 **student activity bulletin boards** located in high traffic areas on campus. Bulletin boards are located in the following buildings:

Instructional Complex	(1st floor)	1 board
Student Center	(1st floor)	2 boards
Tunnel		3 boards
Russell Hall	(1st floor)	1 board
Academic Building	(1st floor)	2 boards

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

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

1. Distributors are subject to the Code of Student Conduct, local, state, and federal laws.
2. Materials distributed must identify the author or publisher and, when necessary for clarification, a statement disclaiming College sponsorship.

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

Off-Campus Housing Statement

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

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 State 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.

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

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

Due to recent changes in federal legislation, please visit the following link for current information on Gordon State College's Satisfactory Academic Progress Policy: http://www.gordonstate.edu/FinancialAid/policies.asp#SAP

Repeated Coursework

Circumstances where enrollment status is not affected by retaking a course:

(1) A student may retake a course that he or she previously failed.
(2) A student may only receive financial aid for a total of two attempts if he or she retakes a course for which a passing grade was received, even if the Institution requires a higher grade for the course. For

example, a student takes English 1101 twice and earns a D for both attempts. The student could no longer receive financial aid for English 1101 even though Gordon State College requires the student to earn a grade of C or better in English 1101.

(3) A student may retake a course multiple times if the Institution requires it be repeated more than once for degree purposes, with one exception: If a student is required to take the same class four times in order to earn a degree, the student could take that course a total of five times (assuming the student passed the course each of the previous four attempts and the course in question does not require a minimum grade). If a student chose to retake the course for a sixth time, it would not count in the student's enrollment status.

Circumstances where enrollment status is affected by retaking a course:

(1) A student can only retake a course once if he or she earned a passing grade in a previous attempt. If a student chooses to take the course for a third time in order to try and improve his or her grade in that particular course, the third attempt will not be counted in his or her enrollment status for financial aid purposes. This could adversely affect the financial aid the student is eligible for during the term in which this occurs.

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 State College.

Other Scholarships

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

Gordon State College Foundation Scholarships

A limited number of scholarships are awarded yearly by the Gordon State College Foundation. Applications are available online at the following link: http://www.gordonstate.edu/fndscholarships/

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 Direct Subsidized Loan

The Federal Direct Subsidized 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 State

College Financial Aid Counselor. The federal government subsidizes the interest before the loan repayment period.

Federal Direct Unsubsidized Loan

The Federal Direct Unsubsidized 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.

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 State College website at http://www.gordonstate.edu/FinancialAid.

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 complete the GSFAPPS at www.gacollege411.org. The FAFSA may be completed on line at www.fafsa.ed.gov (FAFSA). The link for the FAFSA can also be found on the Gordon State College Financial Aid web page at: http://www.gordonstate.edu/FinancialAid. Students must also complete

other forms or applications as required by the Gordon State 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

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. Hope-eligible transient students should contact their home institution to coordinate their financial aid with Gordon State College. A student cannot receive federal financial aid at more than one school during the same enrollment period. Gordon State 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 email as the primary means of communication with students.

- 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 State College will apply.

Policy for Reestablishing Financial Aid Eligibility

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

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

they are readmitted to Gordon State College.

2. A student may submit the "Satisfactory Academic Progress Evaluation" form if he or she is not making Satisfactory Academic Progress. This form is used to determine if a student is eligible to complete a financial aid appeal. If the student is notified that he or she is eligible to complete a financial aid appeal, then the student would complete item 3 listed below.

3. 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 State 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

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

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

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

The federal Return of Funds policy uses the following steps:

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

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

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

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

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

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

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

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

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

Amount to be returned to grants is reduced by 50%

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

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

Veterans Benefits

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

Students who are eligible for Veterans Benefits are responsible for paying fees directly to the College and meeting payment deadlines applicable to all students. Payment of Veterans Benefits normally begins 30 to 45 days after the College certifies the student's enrollment for the semester.

Attendance is strictly enforced for students receiving Veterans Benefits. Upon being absent from a class three consecutive weeks in a 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 Veterans Benefits who withdraw from the College or reduce academic course loads are required by the Veterans Administration to report such action promptly to the Certifying Official in the Registrar's Office.

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

THE LIBRARY

Mission

Hightower Library provides and maintains a full range of technology, resources, and services to support the mission of Gordon State College. Additionally, the library promotes awareness, understanding, and use of these resources through research skills courses, library orientation classes, individualized instruction, online tutorials, and reference. Gordon State 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 academic center for Gordon State College, the library combines traditional library services with modern educational technology. Users may browse the shelves for more than 108,334 books, including valuable reference tools. They may search for specific items using GIL-Find, the on-line catalog, which also contains over 32,723 full text electronic books. The library subscribes to more than 43,556 print and electronic periodicals. Patrons have access, in GAILILEO to 104,737 online serials and core academic journals with over 55,537 of these full text as well as an additional 16931 electronic books. In addition to books and periodicals, the library houses a collection of videos and DVDs for use in the library or for classroom use. Equipment is available in the library for viewing these materials.

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

As a member of multiple regional groups of cooperating libraries, Hightower Library makes its collection available to other institutions. In return, Gordon State College students have access to the resources of many other college, public, and special libraries, either through GIL Express (a resource-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 State 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 Assistive 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 State College community, both on campus and online, to the resources and services that support academic coursework, research, and lifelong learning.

COMMUNITY EDUCATION

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

Community Education is housed on Spencer Street and the staff is eager to discuss ways the resources of Gordon State College can be utilized to meet the needs of community groups, cultural organizations, businesses, industries, and individuals. For information about courses and activities, please 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.

CORE CURRICULUM

Each student who graduates with an Associate of Arts degree, an Associate of Science degree (other than nursing) or a baccalaureate degree from Gordon State College (or any other University System of Georgia institution) must complete the Core Curriculum. The benefit of the Core Curriculum is that completing the Core (or any part thereof) at Gordon State College guarantees that it will transfer to a sister institution in the System. The Core Curriculum at Gordon State College consists of seven parts:

Core Area A: Essential Skills
Core Area B: Critical Thinking (Institutional Options)
Core Area C: Humanities/Fine Arts
Core Area D: Science, Mathematics and Technology
Core Area E: Social Science
Core Area F: Courses related to the major
Core Area G: Health and Physical Education

Each of these areas is described in detail in the pages that follow.

In addition, as students complete Areas A – E, they should also address three other learning goals: U.S. Perspectives, Global Perspectives, and Critical Thinking. At Gordon State College, students can address these goals in the following ways:

U.S. Perspectives Learning Goal

Students will automatically address this goal while completing the required course in United States history included in Area E.

Global Perspectives Learning Goal

Students will address this goal by completing two steps:

Step 1: Complete the required course in history of Western Civilization in Area E

Step 2: Complete at least one of the following courses in Areas A – F: ARTS 1101, ARTS 1102, COLQ 2995, ECON 2105, ENGL 2111, ENGL 2112, HUMN 1501, HUMN 1502, POLS 2301, POLS 2401, THEA 1100. (Note: If a student fails to take one of these courses as they complete Areas A-F, the student will need to take the course as an elective).

Critical Thinking Learning Goal

Students will automatically address this goal by completing the colloquium required in Area B.

Notes:

1. Please see page 159 for the core curriculum requirements of the Associate of Science in Nursing degree.
2. Equivalent courses with an honors (H) designate will also be accepted to fulfill Area A – F requirements**.**

AREA A ESSENTIAL SKILLS

Area A(1) Required Courses: 6 hours

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

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

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

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

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

- Students who are science majors (as defined on page 111) must take MATH 1113 or MATH 1501 in Area A(2).
- Students who are middle grades education majors with concentration in mathematics must take MATH 1113 or MATH 1501 in Area A(2).

[2] Advising Notes:

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

[3] As observed in Note (1) students who major in a science or in middle grades education with a mathematics concentration must take MATH 1113 (or MATH 1501) in Area A(2). If the student is required to take MATH 1111 to qualify for MATH 1113, MATH 1111 serves as an elective course in their program.

[4] A course taken to satisfy Area A requirements cannot also be used to satisfy a course requirement in another Area, but if a student accumulates more than 9 semester hours taking courses that satisfy Area A requirements, the student can use 1 excess semester hour in Area B.

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

- If a student has completed 30 semester hours and *has not yet completed Area A(1),* the student must enroll in a course that makes progress toward completing A(1) in order to take other college courses. In other words, after 30 semester hours, the student must be enrolled in one of the following courses: ENGL 1101, ENGL 1102 (or READ 99 and/or ENGL 99 if they still have learning support requirements)

- If a student has completed 30 semester hours and *has not yet completed Area A(2),* the student must enroll in a course that makes progress toward completing A(2) in order to take any other college courses. In other words, after 30 semester hours, the student must be enrolled in one of the following courses: MATH 1001, MATH 1111, MATH 1113, or MATH 1501 (or MATH 0099 if the student still has a mathematics learning support requirement)

AREA B INSTITUTIONAL OPTIONS

Core Area B: Critical Thinking (Institutional Options)

Choose one of:

COLQ 2991	Humanities Colloquium	(3-0-3)
COLQ 2992	Natural Science and Mathematics Colloquium	(3-0-3)
COLQ 2993	Social Science Colloquium	(3-0-3)
COLQ 2994H	Honors Colloquium	(3-0-3)
COLQ 2995	Global Perspectives Colloquium[1]	(3-0-3)

One additional semester hour from excess hours from courses in Areas A-E.

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

Notes:
[1] In general, students cannot use a course taken to satisfy requirements in one area to satisfy a requirement in a second area. However, students who take COLQ 2995 to satisfy the Area B requirement can also use this course to satisfy one of the two requirements in the Global Perspectives Learning Goal requirement.

AREA C HUMANITIES/FINE ARTS

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

ARTS 1100	(3-0-3)
ARTS 1101[1]	(3-0-3)
ARTS 1102[1]	(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)
HUMN 1501[1]	(3-0-3)
HUMN 1502[1]	(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[1]	(3-0-3)

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

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

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

Notes:
[1] In general, students cannot use a course taken to satisfy requirements in one area to satisfy a requirement in a second area. However, students who take one of ARTS 1101, ARTS 1102, ENGL 2111, ENGL 2112, HUMN 1501, HUMN 1502, and THEA 1100 to satisfy the Area C requirement can also use this course as one of the two courses in the Global Perspectives Learning Goal requirement.

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, Biological Sciences and Biology, Chemistry, Computer Science, Environmental Resource Science, Forestry, Mathematics, Physics, Pre-Engineering, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, and Pre-Respiratory Therapy. Students pursuing these majors should refer to the Area D requirements for science majors. The following programs of study are Health Professions majors: Nursing, Pre-Dental Hygiene, Pre-Medical Technology, and Pre-Radiologic Sciences. Students pursuing these majors should refer to the Area D requirements for Health Professions. 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 1107[2]	(3-2-4)
BIOL 1111[2]	(3-2-4)
BIOL 2225	(3-2-4)
BIOL 2235	(3-2-4)
CHEM 1151K	(3-2-4)
CHEM 1211K	(3-3-4)
GEOL 1121K	(3-2-4)
GEOL 1122K	(3-2-4)
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 1107[2]	(3-2-4)
BIOL 1108[3]	(3-2-4)
BIOL 1111[2]	(3-2-4)
BIOL 1112[2]	(3-2-4)
BIOL 2225	(3-2-4)
BIOL 2235	(3-2-4)
CHEM 1151K	(3-2-4)
CHEM 1152K	(3-2-4)
CHEM 1211K	(3-3-4)
CHEM 1212K	(3-3-4)
GEOL 1121K	(3-2-4)

GEOL 1122K (3-2-4)
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 1050 (3-0-3)
BIOL 1107[2] (3-2-4)
BIOL 1108[3] (3-2-4)
BIOL 1111[2] (3-2-4)
BIOL 1112[3] (3-2-4)
BIOL 2225 (3-2-4)
BIOL 2235 (3-2-4)
CHEM 1151K (3-2-4)
CHEM 1152K (3-2-4)
CHEM 1211K (3-3-4)
CHEM 1212K (3-3-4)
CHEM 2200 (3-0-3)
CSCI 1101 (3-0-3)
CSCI 2102 (3-0-3)
GEOL 1121K (3-2-4)
GEOL 1122K (3-2-4)
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[1]

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

[2]If a student takes both BIOL 1111 and BIOL 1107, only one of these will count toward the Area D science requirement. One semester hour of credit from the other course can be applied to Area B.

[3]If a student takes both BIOL 1112 and BIOL 1108, only one of these will count toward the Area D science requirement. One semester hour of credit from the other course can be applied to Area B.

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, Biological Sciences and Biology, Chemistry, Computer Science, Environmental Resource Science, Forestry, Mathematics, Physics, Pre-Engineering, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, and Pre-Respiratory Therapy.

Required courses: 12 hours

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

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

Notes:

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

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

[3] Biological Sciences, Biology, Environmental Resource Science, and Forestry majors may substitute MATH 2101 (3-0-3) for MATH 1501 in Area D.

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

AREA D SCIENCE, MATHEMATICS, AND TECHNOLOGY (HEALTH PROFESSIONS)

For the purpose of determining course requirements in Area D, the following transfer programs of study are considered Health Professions majors: Nursing, Pre-Dental Hygiene, Pre-Medical Technology, and Pre-Radiologic Sciences.

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

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

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

ASTR 1010K	(3-2-4)
ASTR 1020K	(3-2-4)
BIOL 1011	(3-0-3)
BIOL 1050	(3-0-3)
BIOL 1107[3]	(3-2-4)
BIOL 1108[4]	(3-2-4)
BIOL 1111[3]	(3-2-4)
BIOL 1112[4]	(3-2-4)
BIOL 2225	(3-2-4)
BIOL 2235	(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)

PHYS 2211K (3-3-4)
PHYS 2212K (3-3-4)

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

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

[2] Advising Note: Pre-Radiologic Sciences majors with intent to pursue Nuclear Medicine Technology should take CHEM 1151 and CHEM 1152.

[3] If a student takes both BIOL 1111 and BIOL 1107, only one of these will count toward the Area D science requirement. One semester hour of credit from the other course can be applied to Area B.

[4] If a student takes both BIOL 1112 and BIOL 1108, only one of these will count toward the Area D science requirement. One semester hour of credit from the other course can be applied to Area B.

AREA E SOCIAL SCIENCES

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

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

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

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

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

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

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

[1] Constitution and history requirement: The State of Georgia requires that any person receiving a degree from a state-supported college must demonstrate knowledge of the history and Constitution of the United States and of Georgia. The 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 State who have had American history must pass a special examination on the history and Constitution of Georgia.

[2] In general, students cannot use a course taken to satisfy requirements in one area to satisfy a requirement in a second area. However, when students take one of HIST 2111 or 2112 to satisfy the Area E requirement, they are simultaneously satisfying the U.S. Perspectives Learning Goal. When students take one of HIST 1121 or 1122 they are simultaneously satisfying Step 1 of the Global Perspectives Learning Goal. Similarly, when they take POLS 2301, 2401 or ECON 2105 to satisfy the Area E requirement, they are simultaneously satisfying Step 2 of the Global Perspectives Learning Goal. (See page 103 for description of how one completes the Global Perspectives Learning Goal.)

AREA F COURSES RELATED TO THE PROGRAM OF STUDY

A student has completed an associate (two-year) degree from Gordon State College when he or she has completed Core Areas A-E and Area G together with an Area F defined by the concentration that the student is seeking. Should the student desire to complete a baccalaureate (four-year) degree at Gordon State College or elsewhere in the University System of Georgia, the student is required to complete the Area F for the specific major the student seeks. Complete descriptions of Area F concentrations offered at Gordon State College are found beginning on page 170.

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

AREA G INSTITUTIONAL REQUIREMENTS OUTSIDE THE CORE

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

Group I:[1] Choose **one** of the following lecture courses: 3 hours

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

Group II:[2] Choose from the following: 0 - 1 hour

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

Requirement .....0 - 4 HOURS

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

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

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

DEGREE PROGRAMS

The academic programming at Gordon State College is undergoing rapid growth. In academic year 2014-2015, we are offering four bachelor degrees with eight distinct majors, an associate of science degree in nursing, an associate of arts transfer degree with more than ten areas of concentration and an associate of science transfer degree with more than twenty areas of concentration. During your years of study at Gordon State, you may wish to check the current catalog to determine if other opportunities have become available.

Four-Year Baccalaureate Degrees

Bachelor of Arts:

- English (with track for students seeking certification to teach at the secondary level)
- History (with track for students seeking certification to teach at the secondary level)

Bachelor of Science:

- Biology (with track for students seeking certification to teach at the secondary level)
- Health Services and Informatics Administration
- Human Services
- Mathematics (with track for students seeking certification to teach at the secondary level)
- Nursing (RN-BSN Completion Program)

Bachelor of Science in Education:

- Early Childhood Education/Special Education

Associate of Science Degree in Nursing

Associate of Arts Degree

Areas of concentration:

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

Associate of Science Degree

Areas of Concentration:

- Astronomy
- Biological Sciences and Biology
- Business Administration
- Chemistry
- Computer Science
- Criminal Justice
- Environmental Resource Science
- Forestry
- Health and Physical Education
- Health Services and Informatics Administration
- Human Services
- Information Technology
- Mathematics
- Nursing
- Physics
- Pre-Dental Hygiene
- Pre-Engineering
- Pre-Medical Technology
- Pre-Occupational Therapy
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Physician Assistant
- Pre-Radiologic Sciences
- Pre-Respiratory Therapy

GRADUATION REQUIREMENTS

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

Baccalaureate Degrees

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

1. Satisfy the 60 hours of Core Curriculum requirements, Areas A – F, specified in the Academic Catalog, together with applicable Area G requirements.
2. Complete all courses required for the selected degree and major program. Requirements are specified in the Academic Catalog. Baccalaureate programs require a minimum of 120 earned semester hours (including the 60 hours from Core Areas A – F) together with applicable Area G requirements. More hours may be required for particular programs.
3. Fulfill all additional program requirements for the selected degree and major program. Additional requirements for each baccalaureate degree program are outlined in the Academic Catalog.
4. Earn at least 30 semester hours of credit applicable toward the degree at Gordon State College. In addition, half of the upper level hours required for the degree must be completed at Gordon State College. Note: Active duty military personnel follow the SOC residency requirement. See "Military Service Members" section of this catalog for those requirements.
5. Have a minimum cumulative institutional grade point average of 2.0.
6. Satisfy the U. S. and Georgia history and Constitution requirements mandated by the Georgia Legislature.
7. Apply to graduate by the official midterm date of the semester prior to the anticipated semester of graduation. A student who plans to graduate at the end of Spring Semester, for example, is required to complete an application for graduation no later than the midterm of the preceding Fall Semester. The Application for Graduation is available online through the student's Banner Web account. The application is accessed via the Apply to Graduate link in the Student menu in Banner Web.

Notes:

1. To graduate with a baccalaureate degree, a student must satisfy the requirements for the degree by meeting all of the requirements listed in any one of the Academic Catalogs in effect during the student's period of consecutive enrollment. However, returning students who have had an absence from Gordon State College of three semesters or longer must meet requirements of one of the Academic Catalogs in effect subsequent to their return. If students have completed the Core Curriculum at a USG institution prior to or during their absence of three or more semesters, they would not have any additional obligations relative to the Core Curriculum beyond those associated with a change of major area. Additionally, if students have completed any of Areas A - E prior to or during their absence of three or more semesters, they would incur no additional obligations for the completed Areas beyond the necessity of completing the Critical Thinking Learning Goal and the Global Perspectives Learning Goal.
2. Students may graduate and receive a diploma at the end of any semester in which all degree requirements are fulfilled. Formal commencement exercises are held at the end of Fall and Spring Semesters.
3. Students who have received Academic Renewal must complete at least 30 semester hours of credit applicable toward the degree and half of the upper level hours required for the degree at Gordon State College after acquiring Academic Renewal to be eligible for graduation.
4. Requirements for graduation with honors are outlined on page 70 of the Academic Catalog. Students who have received Academic Renewal must complete at least 50% of course work required for the degree at Gordon State College after acquiring Academic Renewal to be eligible for graduation with honors.

Associate of Arts, Associate of Science Degrees

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

1. Satisfy the Core Curriculum requirements, Areas A – G, specified in the Academic Catalog. These requirements consist of 60-64 semester hours of course work.
2. Earn at least 18 hours of degree requirements at Gordon State College. Note: Active duty military personnel follow the SOC residency requirement. See "Military Service Members" section of this catalog for those requirements.
3. Have a minimum cumulative institutional grade point average of 2.0.

4. Satisfy the U. S. and Georgia history and Constitution requirements mandated by the Georgia Legislature.
5. Apply to graduate by the official midterm date of the semester prior to the anticipated semester of graduation. A student who plans to graduate at the end of Spring Semester, for example, is required to complete an application for graduation no later than the midterm of the preceding Fall Semester. The Application for Graduation is available online through the student's Banner Web account. The application is accessed via the Apply to Graduate link in the Student menu in Banner web.

Notes:

1. To graduate with an associate degree, a student must satisfy the requirements for the degree by meeting all of the requirements listed in any one of the Academic Catalogs in effect during the student's period of consecutive enrollment. However, returning students who have had an absence from Gordon State College of three semesters or longer must meet requirements of one of the Academic Catalogs in effect subsequent to their return. If the student had completed any of Areas A-E prior to or during their absence of three or more semesters, they would incur no additional obligations for the completed Areas beyond the necessity of completing the Critical Thinking Learning Goal and the Global Perspectives Learning Goal.
2. Students may graduate and receive a diploma at the end of any semester in which all degree requirements are fulfilled. Formal commencement exercises are held only at the end of Fall and Spring Semesters.
3. Students who have received Academic Renewal must complete at least 18 semester hours of degree requirements at Gordon State College after acquiring Academic Renewal to be eligible for graduation.
4. Requirements for graduation with honors are outlined on page 70 of the Academic Catalog. Students who have received Academic Renewal must complete at least 50% of course work required for the degree at Gordon State College after acquiring Academic Renewal to be eligible for graduation with honors.

Associate of Science in Nursing Degree

Requirements for the Associate of Science in Nursing degree are outlined beginning on page 151 in the Academic Catalog.

Notes:

1. To graduate with an associate degree, a student must satisfy the requirements for the degree by meeting all of the requirements listed in any one of the Academic Catalogs in effect during the student's period of consecutive enrollment. However, returning students who have had an absence from Gordon State College of three semesters or longer must meet requirements of one of the Academic Catalogs in effect subsequent to their return.
2. Students may graduate and receive a diploma at the end of any semester in which all degree requirements are fulfilled. Formal commencement exercises are held only at the end of Fall and Spring Semesters.
3. Students who have received Academic Renewal must complete at least 18 semester hours of degree requirements at Gordon State College after acquiring Academic Renewal to be eligible for graduation.
4. Requirements for graduation with honors are outlined on page 70 of the Academic Catalog. Students who have received Academic Renewal must complete at least 50% of course work required for the degree at Gordon State College after acquiring Academic Renewal to be eligible for graduation with honors.

BACHELOR OF ARTS IN ENGLISH

Major in English

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

Teaching Certification Program

Track 2 of the major will lead to a certificate to teach in the middle and secondary schools of Georgia. Gordon State College is fully accredited by NCATE and the Professional Standards Commission of Georgia. Students who desire to complete Track 2 and earn teaching credentials in Georgia must apply for admission to the Teacher Education Program *midway through their sophomore year*. On page 138 of this catalog are found the requirements for admission to this program and the steps involved in applying for admission. In addition to reading carefully the materials on pages 137-140, the prospective teacher education candidate should contact the School of Education midway through his or her sophomore year. Whenever a semester schedule permits an elective, students seeking secondary certification should take one of EDUC 2110, 2120, and 2130.

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

Curriculum for B.A. in English	
Area A - E & G Courses	*42 - 46 semester hours*
Area F	1. Two consecutive foreign language courses beyond 1002 (6 - 9 hrs.) 2. One of the following: ENGL 2111 or ENGL 2112 (3 hrs.) 3. Two of the following: ENGL 2111, 2112, 2121, 2122, 2131, or 2132 (6 hrs.) 4. Electives: For students who are not attempting to complete a double major or an additional area of concentration, elective hours should come from ARTS, COMM, ENGL, HUMN, PHIL or THEA. (0-3 hrs.) *18 semester hours*
Common English Requirements	<u>Requirements:</u> One of: ENGL 4601 Foundational Authors: Chaucer (3 hrs.), or ENGL 4602 Foundation Authors: Shakespeare (3 hrs.), or ENGL 4603 Foundational Authors: Milton (3 hrs.), and ENGL 3910 Advanced Grammar and Composition (3 hrs.), and ENGL 3400 History of English and the American Languages (3 hrs.) <u>Group 1 (must choose two):</u> ENGL 3210 (Old English and Middle English Literature, 3 hrs.), ENGL 3220 (Renaissance British Literature, 3 hrs.), ENGL 3230 (Restoration and Eighteenth-Century British Literature, 3 hrs.), ENGL 3240 (Nineteenth-Century British Literature, 3 hrs.), or ENGL 3250 (Twentieth-Century and Contemporary British Literature, 3 hrs.) <u>Group 2 (must choose two):</u> ENGL 3330 (Early and Colonial American Literature, 3 hrs.), ENGL 3340 (Romantic and Nineteenth-Century American Literature, 3 hrs.), or ENGL 3350 (Modern and Postmodern American Literature, 3 hrs.) <u>Group 3 (must choose one):</u> ENGL 4200 Postcolonial Literatures (3 hrs.), ENGL 4300 African-American Literature (3 hrs.), or ENGL 4400 Minority American Literature (3 hrs.) *24 semester hours*

	Track 1: English	Track 2: English with Teaching Certification
Other English Requirements	*0 semester hours*	ENGL 4800 Curriculum and Methods in English/Language Arts Education (3 hrs.) *3 semester hours*
Other Requirements	At least 15 additional semester hours from courses numbered 3000 or above (including additional English courses) *15 semester hours*	EDUC 2110 (3 hrs.) EDUC 2120 (3 hrs.) EDUC 2130 (3 hrs.) EDUC 3005 Secondary Curriculum, Instruction, and Assessment (3 hrs.) LART 3006 Reading in the Content Areas (3 hrs.) SPED 3105 The Exceptional Learner in the Secondary Classroom (3 hrs.) EDUC 3505 Secondary Practicum I (3 hrs.) EDUC 4505 Secondary Student Teaching (12 hrs.) *33 semester hours*
Electives	*21 semester hours*	*0 semester hours*
Totals	120 - 124 hours	120 - 124 hours

Track 3: Professional Communication

Required English Courses	ENGL 3920 Technical Writing ENGL 3930 Writing for New Media *6 credit hours*
Required Communication Courses	Choose Two: COMM 3100 Argument & Persuasion COMM 3940 Small Group Communication COMM 3950 Organizational Communication *6 credit hours*
Additional Requirements:	Any course numbered 3000 level and above COMM 1110 if not taken in Areas C or F. *3 - 6 credit hours*
Electives:	BUSA 2105 Recommended if not taken in Area F *18 to 21 credit hours*
Totals:	*120 - 124 hours*

Minor in English

A minor in English can be completed as follows:

Required Course:	Hours:
ENGL 3910 Advanced Grammar and Composition	3
Choose Two Courses:	
Any upper division 3000/4000-level English Courses	6
Choose Three Courses:	
Students may take any three additional 200-level or upper division 3000/4000-level English courses. No 2000-level course can be counted here and in Area C or F of the core curriculum.	9
Total Credit Hours:	**18**

BACHELOR OF ARTS IN HISTORY

Major in History

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

Teaching Certification Program

Track 2 of the major in history will lead to a certificate to teach in the middle and secondary schools of Georgia. The Professional Standards Commission has granted developmental approval for this track. Students who desire to complete Track 2 and earn teaching credentials in Georgia must apply for admission to the Teacher Education Program midway through their sophomore year. On page 138 of this catalog are found the requirements for admission to this program and the steps involved in applying for admission. In addition to reading carefully the materials on pages 137-140, the prospective teacher education candidate should contact the School of Education midway through his or her sophomore year. Whenever a semester schedule permits an elective, students seeking secondary certification should take one of EDUC 2110, 2120, 2130.

The course requirements of the two tracks of the history major follow:

Curriculum for B.A. in History	
Core Area A - E and G Courses	42 - 46 Semester Hours
Area F	1. HIST 1121, 1122, 2111, 2112* (6 hrs.) 2. Two semesters of foreign language** (6 hrs. in the same language) 3. Two - three courses chosen from ANTH 1102; BUSA 2101; HIST 2000; HIST 2183; MATH 2101; PSYC 1101, 2101, 2103; any ECON, POLS, or SOCI; (6-9 hrs.) * Two of these courses will be taken in Area E ** One of these two courses may have been taken in Area C
	18 semester hours

Track 1: History	**Track 2: History with Teaching Certification**
Required History Courses: One research seminar (3 hrs.) HIST 4900 Research Seminar in History	Required History Courses: HIST 3100 Atlantic World (3 hrs.) HIST 3200 Asian Civilizations (3 hrs.) HIST 4800 Curriculum and Instruction in Social Science Education (3 hrs.) HIST 4900 Research Seminar in History
Elective History Courses: 21 hours of 3000/4000 level history offerings split 12/9 or 9/12 between American history courses and European/World history courses. Elective Courses: 15 hours 3000/4000 level 21 hours any level	Elective History Courses: 15 hours of 3000/4000 level history offerings split 12/3 or 9/6 between American history courses and European/World history courses. Required Education Courses: EDUC 2110 (3 hrs.) EDUC 2120 (3 hrs.) EDUC 2130 (3 hrs.) EDUC 3005 Middle and Secondary Curriculum, Instruction and Assessment (3 hrs.) LART 3006 Reading in the Content Areas (3 hrs.) SPED 3105 The Exceptional Learner in the Secondary Classroom (3 hrs.) EDUC 3505 Secondary Practicum (3 hrs.) EDUC 4505 Secondary Student Teaching (12 hrs.)
Total: 120 - 124 hours	Total: 120 - 124 hours

Upper Level American History Courses:

HIST 3710 Colonial & Revolutionary America (3 hrs.)
HIST 3720 Constitution and Early Republic, 1783-1815 (3 hrs.)
HIST 3730 Jacksonian America, 1815-1848 (3 hrs.)
HIST 3750 The American Civil War (3 hrs.)
HIST 3760 Reconstruction and Industrialization, 1865-1896 (3 hrs.)
HIST 3770 The Progressive Era and World War I, 1896-1920 (3 hrs.)

HIST 3780 The United States, 1920-Present (3 hrs.)
HIST 3790 History of the American South (3 hrs.)
HIST 3800 History of Georgia (3 hrs.)
HIST 3810 The African-American Experience (3 hrs.)
HIST 3820 African Diaspora (fulfills European or American emphasis) (3 hrs.)
HIST 4720 Special Topics in American History (3 hrs.)
HIST 4800 Curriculum and Instruction in Social Science Education (3 hrs.)

Upper Level European/World History Courses:
HIST 3000 Ancient World (3 hrs.)
HIST 3100 Atlantic World (fulfills European or American emphasis) (3 hrs.)
HIST 3200 Asian Civilizations (3 hrs.)
HIST 3300 Europe in the Middle Ages (3 hrs.)
HIST 3400 The Renaissance & Reformation (3 hrs.)
HIST 4000 Modern Europe, 1789-Present (3 hrs.)
HIST 4100 Modern Russia (3 hrs.)
HIST 4200 Modern France (3 hrs.)
HIST 4300 Modern Germany (3 hrs.)
HIST 4400 Modern Britain (3 hrs.)
HIST 4500 Latin America (3 hrs.)
HIST 4600 South Africa (3 hrs.)
HIST 4700 Special Topics in World History (3 hrs.)
HIST 4710 Special Topics in European History (3 hrs.)
HIST 4900 Research Seminar in History (3 hrs.)

Minor in History

A minor in history can be completed as follows:

Choose Three Courses:	Hours
Any upper division 3000/4000-level history courses	9 hrs.

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

Total Credit Hours: 15 hrs.

BACHELOR OF SCIENCE IN BIOLOGY

Major in Biology

The Gordon State College major in biology combines a strong foundation in the physical sciences and a broad knowledge of the biological sciences to ensure that students have the knowledge and intellectual skills to pursue a number of different career and study paths. The major is defined by two tracks. In Track One, General Biology, the student will be prepared to seek employment in a wide range of jobs related to the biological sciences. Further, students completing Track One, who work with their advisors to wisely choose their electives, can pursue graduate studies in biology, or they can pursue professional studies at colleges of medicine, pharmacy, and veterinary sciences. In addition they will have the course work necessary to seek positions in the many graduate programs in allied health areas that prepare practitioners such as physical therapists and physician's assistants.

Presently the state of Georgia is experiencing a shortage of highly qualified teachers to teach biology in high school classrooms. Track Two in the biology major is designed to address this crisis. Track Two of the biology major has been carefully crafted to ensure that Gordon State College graduates in biology will be the needed highly qualified teachers.

Teaching Certification Program

Students who desire to complete Track Two and earn teaching credentials in Georgia must apply for admission to the Teacher Education Program *by the midpoint of their sophomore year*. On page 138 of this catalog are found the requirements for admission to this program and the steps involved in applying for admission. In addition to reading carefully the materials on pages 137-140, the prospective teacher education candidate should contact the School of Education no later than the midpoint of his or her sophomore year. Whenever a semester schedule permits an elective, students seeking secondary certification should take one of EDUC 2110, 2120, and 2130.

In addition to the baccalaureate degree, Gordon State College also offers a minor in biology.

The course requirements of the two tracks of the biology major follow:

Curriculum for Bachelor of Science in Biology		
Area A	MATH 1113 Precalculus	
Area D	MATH 2101 Statistics Two laboratory science courses*	
Area F	BIOL 1107 BIOL 1108 CHEM 1211K CHEM 1212K Electives 2 semester hours	
Areas A – F and G	60 - 64 semester hours	
	Track 1: Biology	**Track 2: Biology with Teaching Certification**
Biology Common Requirements	BIOL 3200 Genetics BIOL 3300 Cellular and Molecular Biology BIOL 3500 Ecology BIOL 4200 Evolution BIOL 4000 Senior Seminar Seven additional semester hours in biology courses numbered 3000 and above but not including BIOL 4800 (24 semester hours)	BIOL 3200 Genetics BIOL 3300 Cellular and Molecular Biology BIOL 3500 Ecology BIOL 4200 Evolution BIOL 4000 Senior Seminar Seven additional semester hours in biology courses numbered 3000 and above but not including BIOL 4800 (24 semester hours)
Additional Requirements	CHEM 2401K Organic Chemistry I PHYS 1111K (or 2211K) 15 additional hours from courses numbered 3000 and above from biology and other disciplines	CHEM 2401K Organic Chemistry I PHYS 1111K (or 2211K) BIOL 4800 Curriculum and Instruction in Science Education EDUC 2110 EDUC 2120 EDUC 2130 EDUC 3005 Secondary Curriculum, Instruction, and Assessment LART 3006 Reading in the Content Area

Curriculum for Bachelor of Science in Biology continued		
	(23 semester hours)	SPED 3105 The Exceptional Learner in the Secondary Classroom EDUC 3505 Secondary Practicum EDUC 4505 Secondary Student Teaching (44 semester hours)
Electives	(13 semester hours) Note: Biology majors are strongly urged to complete as many courses as possible from this list: CHEM 2402K, MATH 1501, MATH 1502, PHYS 1112K	
Totals	120 - 124 semester hours	128 - 132 semester hours

*When possible, student should complete CHEM 1211 and 1212 in Area D, thus providing an additional 8 semester hours of electives in his or her program.

Minor in Biology

A student may earn a minor in biology by fulfilling, in addition to the general College requirements, the requirements below:

Required: Choose two of the following

BIOL 1107/1107L Principles of Biology I	4 credit hours
BIOL 1108/1108L Principles of Biology II	4 credit hours
CHEM 1211K – Principles of Chemistry I	4 credit hours
CHEM 1212K – Principles of Chemistry II	4 credit hours

Choose a combination of biology courses numbered 3000 and above to total 9 -10 hours*

9 – 10 credit hours

Total Hours **17 – 18 hours**

*Only four credit hours of BIOL 4905 – Undergraduate Research will be counted toward the total hours. A minimum of one 3000-level or above laboratory course is required.

BACHELOR OF SCIENCE IN EARLY CHILDHOOD EDUCATION AND SECONDARY CERTIFICATION PROGRAMS

BSED in Early Childhood Education/Special Education

The B.S. in Education program includes upper division level courses in education, mathematics, science, and humanities. Gordon State College students are required to complete 137 semester credit hours to earn a B.S. degree in education - 60-64 hours of freshman/sophomore-level core courses (Areas A - G) plus 73 hours of junior/senior-level courses. The upper division courses are completed with full-time enrollment in two years with one required summer session. Students are required to complete general education core courses in Areas A through E plus the appropriate education program in Area F prior to admission to the B.S. in Education program. Students may take upper division level courses only after being admitted to the baccalaureate program. Through field experiences and teaching internships, Gordon State teacher candidates in the Associate of Arts and Bachelor of Science programs develop confidence in their chosen career path.

General Requirements and Procedures for Admission

Admission to the Bachelor of Science in Education Program is granted on a space available basis. Applicants who meet all admission requirements are ranked according to their qualifications and admitted in order of their rank until all available spaces are filled. As such, not all individuals who meet the admission requirements may be admitted. Since the program of study involves working in elementary schools, prospective candidates must also consent to a criminal background check. Once admitted to the program, fingerprinting is required prior to field placement. Disciplinary action at Gordon State College and any other institution that the student has attended, including the military, may prevent admission.

Applications to Gordon State College and to the B.S. in Education program are available online. Applications to the B.S. in Education program must be submitted to the School of Education. Prospective students may contact the School of Education for an application packet. Applications must be submitted with qualifying GPA and GACE 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:

1. Applicants must be admitted to Gordon State College and in good standing with the College.

2. Applicants are projected to complete all of the lower level courses in an Associate of Arts program for Early Childhood Education, by the end of the summer semester prior to beginning fall semester, to include an overall last attempt GPA of 2.75 or better.

3. Applicants must have a grade of "C" or higher in all Area A and Area F courses.

4. Applicants must provide proof of a "passing" score on GACE (Basic Skills Assessment) OR provide proof of exemption.

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

Students transferring to Gordon State College must meet all criteria for admission to the BSED as outlined above.

Students accepted for admission will be part of a cohort of students enrolled in the program of study throughout the early childhood education courses, field experiences, and internship. Upon acceptance, students are required to submit proof of professional liability insurance coverage. Currently, candidates are admitted only for full-time study.

Academic Progress and Policies

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

- maintain an overall GPA 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,
- complete one year of upper division coursework and student teaching internships in full-time residence at Gordon State College,
- have professional liability insurance throughout the duration of the program,
- provide evidence of having taken the appropriate GACE Content Assessment for Early Childhood Education prior to student teaching.

- adhere to all policies of Gordon State 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.

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 State College teacher candidate is responsible for fulfilling academic responsibilities in an honest and forthright manner. The Gordon State College Catalog contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of faculty and administration should a candidate commit prohibited behaviors. In addition, academic dishonesty or misconduct may result in dismissal from the education program.

Schedule of Coursework
(Junior/Senior Level)

MATH 3001	Topics in Algebra for Early Childhood Education
LART 3005	Introduction to the Teaching of 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
EDUC 3002	Assessment in Early Childhood Education

ARTS 3000	Integrated Applied Arts
EDUC 3300	Integrated Social Studies for Early Childhood Education
EDUC 4200	Science in Early Childhood Education
MATH 3003	Data Analysis, Probability, and Connections
SPED 4200	Ed. Interventions /Students with Mild Disabilities
EDUC 4001	Early Childhood Methods and Materials
LART 3007	Analysis & Correction of Reading Problems
LART 3006	Teaching Reading in the Content Areas
EDUC 3502	Professionalism: Field Experience III
EDUC 4204	Internship: Early Childhood Education
EDUC 4404	Internship: Special Education
EDUC 3090	Classroom Data Analysis

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

Portfolio

Each teacher candidate develops an electronic portfolio of documents, artifacts, resources, evaluations, and instructional plans that counts as evidence for successfully meeting the ten conceptual framework standards.

Field Experience and Internship

School districts in this region serve as collaborative partners in providing access to programs, students, and mentor teachers. Gordon State College Teacher Candidates must comply with the same policies and procedures of local boards of education that apply to their own full-time teaching faculty. This will also include a current criminal background check and fingerprinting. Additionally, candidates shall comply with codes of dress, conduct, punctuality, and professionalism when they are present on school campuses. Field experiences are planned to enable candidates to participate in a wide variety of activities with all appropriate grade levels, educational settings, diversity of students and staff.

In the semester prior to graduation, candidates will complete full-time student teaching. Decisions regarding placement will be made so as to provide an opportunity for this internship with an age/grade level approximate to the candidate's area of interest. However, no student teaching will be scheduled in a school that the candidates may have attended or where they have relatives.

Secondary Certification Programs

Gordon State College began offering a Bachelor of Science with a major in biology and a major in mathematics in Fall 2010. One track of each of these majors leads to a certificate for teaching in Georgia secondary schools. Gordon State College began offering a Bachelor of Arts degree with a major in English and a major in history in Fall 2011. One track of each of these majors leads to a certificate for teaching in Georgia secondary schools.

All Secondary Education programs at Gordon State are fully accredited by the Professional Standards Commission of Georgia and the National Council on Accreditation of Teacher Education (NCATE). Below you will find the policies that are currently in place for the programs in biology, mathematics, history and English.

Certification programs for those students who wish to be high school teachers are currently offered in Biology, Mathematics, English, and History. Students who wish to seek state teacher certification in any of these content areas should major in the appropriate area in order to attain a baccalaureate degree. Additional classes leading to teacher certification are listed below and may be begun as early as the student's junior year of study.

Additional Course Requirements for Teacher Certification

BIOL 4800, MATH 4800, ENGL 4800, or HIST 4800: Content-Specific Pedagogy
EDUC 3005: Secondary Curriculum, Instruction, and Assessment
SPED 3105: Exceptional Learner in the Secondary Classroom
LART 3006: Reading in Content Areas
EDUC 3505: Secondary Practicum (fieldwork)
EDUC 4505: Secondary Internship (student teaching)

In addition, if EDUC 2110 (Educational Issues), EDUC 2120 (Diversity), and EDUC 2130 (Teaching and Learning) were not completed prior to their junior year, these courses must also be completed before higher-level coursework can be begun.

General Requirements and Procedures for Admission to a Secondary Certification Program

1. Admission to a Secondary Certification Program is only open to students who are actively pursuing a baccalaureate degree with a major in biology, mathematics, English or history at Gordon State College.

2. Applicants are projected to complete all of the lower level courses required as preparation for the Bachelor of Science or Bachelor of Arts by the end of the summer semester prior to beginning upper level courses in the fall semester. The overall institutional GPA for the lower level courses completed must be 2.5 or better.

3. Applicants must have a grade of "C" or higher in all Area A and Area F courses. Applicants from non-USG institutions must have a grade of "C" or better in courses comparable to courses found in USG Areas A and F. Non-Gordon students must provide an official transcript.

4. Applicants must provide proof of a passing score on GACE I or provide proof of exemption.

5. Applicants must fully complete the "Application for Admission to Teacher Education."

6. Applicants must attach a signed and notarized consent form authorizing a criminal background check, and once admitted to the program, agree to fingerprinting.

Students transferring to Gordon State College from other schools must meet all criteria for admission to the Secondary Certification Program as outlined. Transfer students not meeting the criteria for admission may be advised to take additional courses to complete the core curriculum in education in order to qualify for admission. Since the curriculum in education is linked to state and national accreditation requirements and mandates, the curriculum is subject to change.

Acceptance

Applicants selected for the Secondary Certification Program will be notified in writing by the School of Education and will be required to submit proof of professional liability insurance coverage before they are assigned a fieldwork placement.

Admitted Candidates

Teacher candidates are required to complete a minimum of 900 hours of field experience in a variety of school settings/placements in order to meet program requirements for graduation set forth by the USG Board of Regents' Teacher Preparation Principles. All candidates must participate in clinical experiences to meet specific course requirements, and all candidates must complete the internship of student teaching, which is available only on a full-time basis. Therefore, candidates must be available for clinical experiences during the regular public school day.

Teacher candidates must maintain an overall G.P.A. of 2.5 or better, must attain at least a C in all professional education courses, and must attain an average rating of "proficient" on all fieldwork assessments.

Teacher candidates must adhere to Georgia Professional Standards Commission Policies on Ethics for Educators.

Teacher candidates must successfully complete all requirements for the appropriate Bachelor's degree in addition to successfully completing the requirements for certification in order to be recommended for a secondary teaching credential.

Field Experience and Internship

School districts in this region serve as collaborative partners in providing access to programs, students, and mentor teachers. Gordon State College Teacher Candidates must comply with the same policies and procedures of local boards of education that apply to their own full-time teaching faculty. This includes a current criminal background check and fingerprinting. Additionally, candidates shall comply with codes of dress, conduct, punctuality, and professionalism when they are present on school campuses. Field experiences are planned to enable candidates to participate in a wide variety of activities in different educational settings with diverse students and staff. Field placements in EDUC 3505 are made at either the middle school or high school level with EDUC 4505 placements being made in the opposite. Candidates are thus assured of field experience at all of the levels for which they will seek certification. Specific information regarding fieldwork requirements is in the *Field Experience Handbook*.

In the semester prior to graduation, candidates complete full-time student teaching in their area of expertise by registering for the appropriate course at Gordon State College. No student teaching will be scheduled in a school district that the candidates may have attended or where they have relatives.

Teacher Certification

Gordon State College will recommend candidates for certification and final candidates must complete all application requirements for initial certification through the Georgia Professional Standards Commission. This includes passing scores on appropriate GACE content assessments.

BACHELOR OF SCIENCE MAJOR IN HEALTH SERVICES AND INFORMATICS ADMINISTRATION

Program Overview

The mission of Gordon State College's Health Services and Informatics Administration program (HSIA) is to provide students with a quality education, a desire to learn, and the knowledge and skills required by entry-level health information informatics management professionals in health care environments.

Bachelor of Science in Health Services and Informatics Administration

The Bachelor of Science with major in Health Services and Informatics Administration degree prepares the student for a professional career as a member of the health care team. The HSIA professional is responsible for obtaining statistical information, maintaining the confidentiality of the medical record, and maintaining compliance in all medical code assignments. As a health care professional, the HSIA professional is required to adhere to the code of ethics as set for by the American Health Information Management Association.

Curriculum

HSIA classes are taught in state-of the art facilities by highly qualified professors. The Gordon State College Health Services and Informatics Administration program is designed to prepare the graduate with the skills necessary for work in a variety of settings.

Bachelor of Science in Health Services and Informatics Administration	
Areas A-E and G	42-46 semester hours
Area F	ACCT 2101 Accounting I BIOL 2210 Anatomy and Physiology I BIOL 2211 Anatomy and Physiology II HSIA 2000 Medical Terminology One of the following: BUSA 2101 Introduction to Business Computer Systems CSCI 1101 Intro. to Computers and Computer Programming One additional semester hour approved by advisor.
Major Requirements	MATH 2101 Statistics (if not taken in Area D) BUSA 3000 Principles of Management BUSA 3100 Principles of Marketing BUSA 3200 Financial Management HSIA 3000 Introduction to Health Care Systems and the Health Information and Informatics Professional HSIA 3110 Human Resources Administration in Health Sciences HSIA 4070 Health Care Networks, Data Bases and the Electronic Health Record HSIA 3230 Health Data Content and Structure HSIA 3420 Health Data Classification and Coding Systems II (CPT) HSIA 3430 Health Data Classification and Coding Systems III (ICD-10) HSIA 3999 Topics in Health Informatics HSIA 4140 Reimbursement Methodologies HSIA 3030 Pathophysiology and Essentials of Pharmacology HSIA 4130 Quality Assessment and Healthcare Statistics HSIA 4240 Health Care Systems: Analysis and Design HSIA 4110 Knowledge Management and Research Support HSIA 4020 Legal and Ethical Issues in Health Care HSIA 4190 Internship & Seminar (51-54 semester hours)
Electives	6-9 semester hours
Total	120 - 124 semester hours including completion of Core Areas A – F and G

Admission

To be considered for acceptance into the Health Services and Informatics Administration program, students:

1. must be accepted as a student at Gordon State College.

2. must have completed a minimum of 30 semester credit hours.

3. must have a minimum overall GPA of 2.5 to be eligible and have grades of at least B in all area F courses

4. must have received credit for BIOL 2210K, 2211K within the last 5 years

5. must submit one letter of recommendation (professional reference or faculty reference)

6. must interview with HSIA program director

Admission to the health services and informatics program is both competitive and selective. Program admission is per cohort and the program will begin in the Spring Semester each year.

Once admitted to the HSIA program, student must achieve a grade of C or higher in each required course in order to advance through the program.

BACHELOR OF SCIENCE IN HUMAN SERVICES

Major in Human Services

Human Services is a multidisciplinary profession integrating the fields of psychology, sociology, government and administration. Persons who are motivated to work with individuals and families in direct efforts to improve service delivery and to assist members of society in functioning as effectively as possible will find the field of Human Services a rewarding experience. Human service professionals can expect to find employment in a wide variety of settings, including government and private social service agencies, vocational rehabilitation facilities, substance abuse rehabilitation centers, correctional facilities, community mental health centers, child and family services, and residential facilities treating the elderly and intellectually challenged.

Curriculum

Because of the wide diversity of opportunities in the human services field, human services professionals are best prepared by an interdisciplinary faculty delivering an interdisciplinary curriculum. The BS in Human Services curriculum at Gordon State College includes required courses in psychology and sociology and recommended courses in business and communication. Thus this curriculum provides the breadth and depth of knowledge required to succeed in their future endeavors. While graduates of the program will receive excellent preparation for various masters and doctoral programs, the primary emphasis of the curriculum will be to provide practical, real-world training so that graduates can gain immediate employment.

Students may begin taking upper division courses as soon as the second semester of their sophomore year, providing they have completed the following courses: PSYC 1101, SOCI 1101, and HUSV 2101. As part of the curriculum, students will be required to complete a semester long internship with a human services agency that will require a minimum of 15 hours of work per week. Simultaneous to the internship, students will complete a capstone classroom seminar experience in order to discuss and process their work experience.

The course requirements of the Human Services major follow:

Curriculum for B.S. in Human Services

Core Areas A - G (*42-46 semester hours)*	(42 semester hours in USG Core Curriculum - together with the courses required in Gordon Area G)
Area F *(18 semester hours)*	PSYC 1101 (3 semester hours) SOCI 1101 (3 semester hours) PSYC 2103 (3 semester hours) HUSV 2101 (3 semester hours) <u>6-12 semester hours chosen from:</u> POLS 1101 American Government (3 semester hours POLS 2201 State and Local Government (3 semester hours) MATH 2101 Introductory Statistics (3 semester hours) ECON 2106 Principles of Microeconomics (3 semester hours) BUSA 2106 The Environment of Business (3 semester hours)
Requirements *(10 semester hours)*	HUSV 3001 Research Methods in the Social Sciences (3 semester hours) HUSV 4030 Legal and Ethical Issues in Human Services (3 semester hours) HUSV 4900 Human Service Internship (3 semester hours) HUSV 4901 Human Service Capstone Seminar (1 semester hour)
Psychology and Sociology Requirements *(12 semester hours)*	PSYC 3020/HUSV 3020 Interviewing and Counseling (3 semester hours) PSYC 3040 Social Psychology (3 semester hours) *****PSYC 3050 Abnormal Psychology (3 semester hours) *****SOCI 3060 Culture and Diversity (3 semester hours)
Leadership Requirements	<u>3 semester hours from the following</u>: PSYC 3060 Organizational Psychology (3 semester hours) HUSV 3060 Human Service Agencies and Processes (3 semester hours) HUSV 4010 Program Planning, Development & Evaluation (3 semester hours) HUSV 4081 Special Topics in Human Service Leadership (3 semester hours) (cont'd)

(3 semester hours)	COMM 3950 Organizational Communication (3 semester hours) BUSA 3000 Fundamentals of Management (3 semester hours) BUSA 3100 Principles of Marketing (3 semester hours)
Psychosocial Applications Requirements *(3 semester hours)*	3 semester hours from the following: PSYC 3055/SOCI 3055 Addictions (3 semester hours) PSYC 3065/SOCI 3065 Family Systems (3 semester hours) SOCI 3045 Poverty (3 semester hours) HUSV 3080 Social Welfare Policies and Programs (3 semester hours) HUSV 4080 Special Topics in Human Services (3 semester hours)
Upper Level Electives *(11 semester hours)*	11 additional semester hours of courses numbered 3000 and above (including additional courses from human services, psychology, sociology, communication, and business)
Electives *(6-21 semester hours)*	**6 to 21 semester hours of courses numbered 1000 and above.**
Other requirements for major *(0-15 semester hours)*	These courses must be taken as electives if not taken to meet requirements of Areas A-F of the Core Curriculum: POLS 1101 American Government (3 semester hours POLS 2201 State and Local Government (3 semester hours) MATH 2101 Introductory Statistics (3 semester hours) ECON 2106 Principles of Microeconomics (3 semester hours) BUSA 2106 The Environment of Business (3 semester hours)
Total	120 -124 semester hours

BACHELOR OF SCIENCE IN MATHMATICS

Major in Mathematics

The Gordon State College major in mathematics ensures that students have the broad knowledge of mathematics and the intellectual skills necessary to pursue a number of different career and study paths. The major is defined by two tracks. In Track One, Mathematics, the student will be prepared to seek employment in a wide range of jobs that need to be filled with college graduates who have well-developed problem solving and analytical skills. Further, students completing Track One who work with their advisors to wisely choose their electives can pursue graduate studies in mathematics or cognate areas such as statistics, biostatistics, operations research, and actuarial science. In addition, high-performing mathematics majors with appropriate electives are very competitive for positions in law schools and professional schools in medicine and dentistry.

Presently, the state of Georgia is experiencing a shortage of highly qualified teachers to teach mathematics in high school classrooms. Track Two in the mathematics major is designed to address this crisis. Track Two of the mathematics major has been carefully crafted to ensure that Gordon State College graduates in mathematics will be the highly qualified teachers in Georgia's future.

Students who desire to complete Track Two and earn teaching credentials in Georgia must apply for admission to the Teacher Education Program *by the midway point of their sophomore year*. On page 138 of this catalog are found the requirements for admission to this program and the steps involved in applying for admission. In addition to reading carefully the materials on pages 137-140, the prospective teacher education candidate should contact the School of Education *by the midway point of their sophomore year*. Mathematics majors seeking teacher certification should take EDUC 2110, 2120, 2130 as early in their studies as possible.

Gordon State College also offers a minor in mathematics. The description of the minor is found immediately after the description of the major.

The course requirements of the two tracks of the mathematics major follow:

Curriculum for Bachelor of Science in Mathematics		
Area A	MATH 1113 Pre-Calculus	
Area D	MATH 1501 Calculus I	
Area F	MATH 1502 Calculus II MATH 2201 Linear Algebra MATH 2501 Calculus III CSCI 1301 Computer Science I Choose one or two of the following courses: CSCI 1302 CSCI 2102 CSCI 2201 CSCI 2410 MATH 2101 PHYS 2211 PHYS 2212 Area A and/or D excess: 1 - 2 semester hours	
Areas A – F and G	60 - 64 semester hours	
	Track 1: Mathematics	**Track 2: Mathematics with Teaching Certification**
Mathematics Requirements	MATH 3200 Foundations of Advanced Mathematics MATH 3502 Differential Equations MATH 4001 Probability and Statistics One of: MATH 3201, 3401, 4101 (one of three theoretical courses emphasizing mathematics reasoning) MATH 4900 Senior Seminar: Analysis (15 semester hours)	MATH 3200 Foundations of Advanced Mathematics MATH 3502 Differential Equations MATH 4001 Probability and Statistics MATH 3301 Foundations of Geometry MATH 4101 Abstract Algebra MATH 4800 Curriculum and Instruction in Mathematics Education MATH 4900 Senior Seminar: Analysis (21 semester hours)

Other Mathematics Requirements	9 additional semester hours of mathematics courses numbered 3000 and above exclusive of MATH 3001, 3002, 3003, 3100, 4800 (9 semester hours)	6 additional semester hours of mathematics courses numbered 3000 and above exclusive of MATH 3001, 3002, 3003, 3100 (6 semester hours)
Other Requirements	At least 15 additional semester hours from courses numbered 3000 or above (including additional mathematics courses) (15 semester hours)	EDUC 2110 EDUC 2120 EDUC 2130 EDUC 3005 Secondary Curriculum, Instruction, and Assessment LART 3006 Reading in the Content Areas SPED 3105 The Exceptional Learner in the Secondary Classroom EDUC 3505 Secondary Practicum EDUC 4505 Secondary Student Teaching (33 semester hours)
Electives	21 semester hours	
Totals	120 - 124 hours	120 - 124 hours

Upper Level Mathematics Courses:
MATH 3200 Foundations of Advanced Mathematics (3 hrs.)
MATH 3201 Advanced Linear Algebra (3 hrs.)
MATH 3301 Foundations of Geometry (3 hrs.)
MATH 3401 Number Theory (3 hrs.)
MATH 3502 Differential Equations (3 hrs.)
MATH 3601 Combinatorics (3 hrs.)
MATH 4001 Probability and Statistics (3 hrs.)
MATH 4101 Abstract Algebra (3 hrs.)
MATH 4300 Graph Theory (3 hrs.)
MATH 4401 Numerical Analysis (3 hrs.)
MATH 4800 Curriculum and Instruction in Mathematics Education (3 hrs.)
MATH 4900 Senior Seminar: Analysis (3 hrs.)
MATH 4905 Special Topics in Mathematics (3 hrs.)
MATH 4906 Undergraduate Research in Mathematics (3 hrs.)

Minor in Mathematics

A student may earn a minor in mathematics by fulfilling, in addition to the general College requirements, the requirements below:

Requirements	Hours
MATH 1502 Calculus II [1]	4
MATH 2201 Introduction to Linear Algebra	3
Three (3) mathematics courses at the 3000 level or higher excluding MATH 3001, MATH 3002, MATH 3003, and MATH 4800	9
TOTAL HOURS	16

[1] If MATH 1502 Calculus II is taken in Area D, MATH 2501 Calculus III is required for the minor in Mathematics.

BACHELOR OF SCIENCE IN NURSING RN-BSN COMPLETION PROGRAM

The Bachelor of Science in Nursing RN-BSN Completion Program at Gordon State College is designed for the registered nurse who already has an associate's degree in nursing or a diploma in nursing. This program is designed to provide education as well as career progression for the registered nurse while emphasizing professional development, research, health promotion, community health, and leadership. After admission, students will typically complete the program in three consecutive semesters: a summer semester and a following Fall and Spring semester.

Applications to Gordon State College and to the RN-BSN Completion Program are available on-line. The application period is posted on the website for the School of Nursing and Health Sciences at http://www.gordonstate.edu/BSN/admissions.asp. Application packets may be hand delivered or mailed to the School of Nursing and Health Sciences at Gordon State College. Applications will not be accepted by email or Fax. The application form and materials must be submitted by the deadline as one packet to be considered for admission.

Admission Requirements

Admission to the Bachelor of Science in Nursing RN-BSN Completion Program is competitive and granted on a space available basis. In order to be considered for admission, applicants must:

1. Be a graduate of an accredited associate degree or diploma program in nursing
2. Be admitted to Gordon State College prior to the RN-BSN nursing application deadline
3. Have an overall GPA of 2.5
4. Completion of **all** prerequisite core curriculum course work **with a grade of "C" or higher** by the beginning of the RN-BSN program
5. Submit all required application materials as one packet including a signed and dated application and copies of all college transcripts or if currently enrolled, a copy of academic summary
6. If the student is an international student whose native language is not English and who did not receive a nursing degree from an accredited U. S. institution, the student must submit scores, not more than two years old, on the Test of English as a Foreign Language (TOEFL). Official TOEFL scores of 550 paper-based, 213 computer-based, or 79 internet-based are required.

Admitted Candidates

All candidates must participate in clinical experiences to meet specific course requirements in the RN-BSN Completion Program. Therefore, candidates will be required to verify that they are available for clinical experiences during the Fall and Spring semesters. Since the program of studies involves working in healthcare facilities, prospective candidates must also consent and obtain the following prior to enrolling in any clinical nursing courses:

1. A current Georgia Board of Nursing registered nurse license
2. Health requirements: (a) health history and physical examination; (b) immunization requirements including measles, rubella, and hepatitis B and as may be required by clinical facilities; (c) tuberculosis screening; (d) current American Heart Association CPR for Healthcare Providers' certification; (e) personal health insurance. Personal health insurance is a requirement of the Board of Regents in Georgia for students in healthcare professions. If a student does not have personal health insurance, they will be billed through Gordon State College; (f) health professions RN liability insurance. This is billed through Gordon State College.
3. A criminal background check and drug screen. The student will be responsible for the expense of the background check and drug screen. If a student is denied a clinical experience at any clinical 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 State College has no way of knowing or controlling who will be permitted to have clinical experiences in the agencies.

Progression Policy

1. If a student has not passed the NCLEX exam and received a Georgia Board of Nursing license by the start of classes each Fall semester, the student will not be allowed to enroll in any Fall semester RN-BSN classes under any circumstances. If the student does not present a valid Georgia Registered Nurse license, he/she must withdraw from the program. Once the student passes the NCLEX and obtains a valid Georgia Board of Nursing license, they may reapply for consideration to enter the following Fall semester. Prior to acceptance into any Fall semester clinical courses, the RN student must perform a detailed health assessment equal to that which they learned the previous summer in the Health Assessment and Promotion course. Following the successful completion of the health assessment in the laboratory

setting, the student will be allowed to register for the Fall semester course with a clinical component.

2. To progress through the RN-BSN completion program each student must attain a "C" (75%) or better to pass any nursing course and have satisfactory clinical performance. A student not obtaining a passing grade of a "C" (75%) in a course may repeat that course at the next available offering. Students may repeat one failed nursing course (less than 75%), but may repeat it only once. The student will be dismissed from the program if there is a second failure of this course or another future course.

For policies on dismissal from the program, re-entry into the program, and academic dishonesty, see the student handbook for the RN-BSN program.

Graduation Requirements

1. Completion of the University System of Georgia Core Curriculum (including history and constitution requirements)
2. Successful completion of all RN-BSN nursing courses including the Senior Capstone project with a minimum grade of 75%
3. Successful completion of 123 total semester hours which includes:
    - 61 semester hours USG core curriculum, including one hour from Area G
    - 31 hours of articulation credit from an accredited associate or diploma program in nursing (see RN-BSN Articulation Plan found below)
    - 31 hours specific hours of upper division nursing credit

Georgia RN-BSN Articulation Plan

Gordon State College supports the Georgia RN-BSN Articulation model for entry and progression through the program. The registered nurse articulating to the baccalaureate level will be awarded 31 semester hours accrued from their previous associate or diploma degree. These credits will be held in escrow until the baccalaureate candidate successfully completes 7 semester hours of RN-BSN nursing credit at Gordon State College. Credits held in escrow will then be added to the student's transcript.

During the admission process, any RN student who has not graduated from a nursing program in the State of Georgia will have their transcripts reviewed. Nursing courses will be evaluated and must be comparable to the requirements set for students graduating from programs of nursing in the State of Georgia. Gordon State College reserves the right to ask an

applicant from an out of state nursing program to satisfy any curricular deficiency prior to acceptance into the RN-BSN program.

How Graduation Credits Are Earned

Type	Credit Hrs.	Comments
Completion of the Core Curriculum at a USG institution	61 Semester Hours	From Gordon State College or transferred courses (includes 1 hour PHED activity course)
Articulation Credits	31 Semester Hours These courses will be counted up to 31 total semester hours	Placed on transcript at the beginning of the second semester Credit hours awarded for: • NURS 1901 or 1910 • NURS 1903 or 1912 • NURS 1904 or 2911 • NURS 2903 or 1911 and 2910 • NURS 2904 or 2912 or equivalent credit hours
RN-BSN Major Required Courses	31 Semester	**NURS 3992** Professional Nursing Concepts **NURS 3092** Health Assessment and Health Promotion **NURS 3922** Pathophysiology/ Pharmacology **NURS 3993** Research and Evidence Based Practice **NURS 3093** Community Health Nursing **NURS 4922** Critical Analysis: Acute and Chronic Illness **NURS 4093** Nursing Leadership and Management **NURS 4994** Synthesis in Professional Nursing
	123 Semester Hours	

RN-BSN Nursing Schema

Summer Courses and credit hours	Fall Courses and credit hours	Spring Courses and credit hours	
NURS 3092 Health Assessment and Health Promotion (3-2-4)	NURS 3922 Pathophysiology/ Pharmacology (3-0-3)	NURS 4922 Critical Analysis: Acute and Chronic Illness (3-0-3)	
NURS 3992 Professional Nursing Concepts (3-0-3)	NURS 3993 Research and Evidence-Based Practice (3-0-3)	NURS 4093 Nursing Leadership and Management with clinical (3-9-6)	
	NURS 3093 Community Health with clinical (3-9-6)	NURS 4994 Synthesis in Professional Nursing (3-0-3)	
TOTAL=7	**TOTAL=12**	**TOTAL=12**	**TOTAL=31**

ASSOCIATE OF SCIENCE IN NURSING

Admission Requirements

Applicants must have graduated from high school or received a GED. All students must have a completed admissions file in the Gordon State College Office of Admissions and have received an acceptance letter from Gordon State College by the deadline of the application period for which you are applying. **Students must also submit a separate application for the nursing program. Application periods and required paperwork is listed online at www.gordonstate.edu/nursing.**

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

1. **Formal** acceptance to Gordon State College
2. Exemption from or completion of all Learning Support classes
3. Nursing core classes MUST be completed with a minimum GRADE of C or better. Grades of D are not accepted by the Nursing department
4. Minimum overall GPA of 2.5 to be eligible **to apply**
5. Completion of the Critical Thinking Entrance Assessment. Minimum score of 70% must be achieved. See Nursing website for detailed information.
6. **BIOL 2210, 2211, and 2250 must all be LESS than 5 years old at the time of admission. NO EXCEPTIONS.**
7. Not failed two (2) or more nursing courses in any nursing program, including LPN. A grade of D is considered failing in a nursing program; and
8. Certified Nursing Assistant (CNA) training is strongly encouraged by the School of Nursing and Health Sciences. Extra consideration will be given to applicants with a CNA. Once admitted, those students who have completed a CNA or other health related certifications will be allowed to test out of selected skills via a skills validation check-off.
9. Ability to meet Technical Standards

It is strongly suggested that 75% of the core course requirements be completed prior to applying to the nursing program. Generally, the first year of study is spent on campus taking core course requirements for the nursing curriculum.

Self-managed nursing applications are available ONLINE ONLY during selective periods from the School of Nursing and Health Sciences website at www.gordonstate.edu/nursing. Application deadlines are posted online. **Admission to the Nursing Program is selective and competitive.**

Applicants are ranked from highest to lowest and the applicants with the strongest credentials will be accepted first. A student must receive a letter of acceptance from the Nursing Program to be admitted for classes. **There is NO WAITING LIST for the Nursing Program.** Applicants who are not accepted must reapply during the next application period. The Nursing Program reserves the right to end the application period once enough qualified applications have been received.

Re-Admit Policy

A Gordon student may attempt the Gordon State College Nursing Program no more than a total of **two times** if eligible. A **pre-licensure** student, **other than those students in the first semester of the nursing program**, who fails a nursing course may return **one time** after completing the readmission process as described in the *Nursing Student Handbook*. **Readmission is not guaranteed. First semester nursing students who do not pass either or both of the nursing courses will not be allowed to return to the program. All** Gordon State nursing students who withdraw passing from nursing courses may apply to return to the Nursing Program **one time. Readmission is not guaranteed. First semester students must wait ONE ACADEMIC YEAR to apply to re-enter the program** by completing an application to the nursing program during the application period for the semester they are seeking to be readmitted (i.e., if the student left the program in the Fall semester, an application must be submitted during the application period for the next Fall semester). These students must meet the admission criteria of the application period for which they are seeking admission.

General Degree Requirements

For graduation with an Associate of Science in Nursing (ASN) degree, these requirements must be completed in accordance with the academic regulations stated in this catalog and in the *Gordon State College Nursing Student Handbook*:

1. Complete the prescribed curriculum with a minimum 2.0 grade point average. A minimum grade of "C" (2.0) is required for each core course and for each nursing course in the curriculum.
2. Complete all nursing courses at Gordon State and be registered at the College during the semester that all graduation requirements are satisfied.
3. Complete the Constitution and history requirements described in Area E as required by the State of Georgia.

Nursing Program Accreditation and Approval

The Gordon State College Nursing Program has had full approval by the Georgia Board of Nursing since 1972. The program has had full, continuing accreditation by the Accreditation Commission for Education in Nursing since 1976.

Information about approval and/or accreditation may be obtained from the following:

Georgia Board of Nursing
237 Coliseum Drive
Macon, Georgia 31217
(478) 207-1640
www.sos.ga.gov/plb/rn/

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acen.org

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 2210**	One of the following courses: BIOL 1111, BIOL 1107, CHEM 1151K or CHEM 1211K with the grade of C or better, or SAT Math score of 450 or higher or ACT Math score of 19 or higher	Anatomy & Physiology - Part I
BIOL 2211**	BIOL 2210	Anatomy & Physiology - Part II
BIOL 2250**	BIOL 2210	Microbiology for Health Sciences
ENGL 1101	Exemption from or completion of Learning Support English (writing) and Reading	English Composition I
ENGL 1102	ENGL 1101	English Composition II
PSYC 2103	Exemption from or completion of Learning Support English (writing) and Reading	Human Growth & Development
HIST 2111/2112	Exemption from or completion of Learning Support English (writing) and Reading	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, Humanities I or II, Music Appreciation, Introduction to Philosophy, Introduction to Ethics or Theatre Appreciation

Required High School Curriculum requirements do not apply to students in two-year terminal degree or one-year certificate programs. However, students in these programs who transfer into programs leading to the baccalaureate degree will be required to meet RHSC requirements if they have not completed 30 semester hours.

****BIOL 2210, 2211, & 2250 MUST BE LESS THAN 5 YRS. OLD UPON ENTRY INTO THE PROGRAM**

NURSING CURRICULUM

Course	Prerequisites	Course Title
NURS 1910	Acceptance to nursing program	Foundations in Nursing
NURS 1905	Acceptance to nursing program	Foundations in Pharmacology
NURS 1903 -or- NURS 1912 (Spring 2015)	NURS 1901 or NURS 1921 or NURS 1906, 1910 (Spring 2015) and 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 Mental Health Nursing -or- Mental Health Nursing
NURS 1904 -or- NURS 1911 (Spring 2015)	NURS 1901, NURS 1921, or NURS 1906, NURS 1910 (Spring 2015), and 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 Maternal-Newborn Nursing -or- Introduction to Adult Health Nursing
NURS 1922 -or- NURS 1906 (Spring 2015)	Concurrent enrollment in NURS 1903, NURS 1904 -or- Concurrent enrollment in NURS 1911, NURS 1912 (Spring 2015)	Pharmacology and Nursing -or- Applied Pharmacology
NURS 2903	NURS 1903 and NURS 1904, NURS 1922, BIOL 2211, 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 2250, NURS 2991	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 and meet graduation requirements.**

NURSING SCHEMA

Year One

Semester 1

Foundations in Nursing	(4-9-7)	7 hours
Foundations in Pharmacology	(2-0-2)	2 hours
Total hours:		**9 hours**

Semester 2

Primary Prevention in Mental Health	(2-6-4)	4 hours
-or-		
Mental Health Nursing	(2-3-3)	3 hours
Primary Prevention in Maternal-Newborn	(2-6-4)	4 hours
-or-		
Introduction to Adult Health Care	(3-6-5)	5 hours
Pharmacology and Nursing	(2-3-3)	3 hours
-or-		
Applied Pharmacology	(3-0-3)	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**
Total hours for degree:		**40 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, if a class is listed as 3-9-6, students meet for **three** (3) hours per week for general lecture and **nine** (9) hours per week in laboratory, seminar, or clinical experience. Students earn **six** (6) credits upon completion of the course.

GORDON STATE COLLEGE – SCHOOL OF NURSING AND HEALTH SCIENCES TECHNICAL STANDARDS

All potential and enrolled students in the School 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 STATE COLLEGE – SCHOOL 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. See page 152, Admitted Candidates, for details.

If a student is denied a clinical experience at one clinical agency because of findings in the student's criminal background check or drug screen, the clinical requirements for that course cannot be met. The student would then not be able to successfully complete the course; therefore, withdrawal from the program would be required. Gordon State College has no way of knowing or controlling who will be permitted to have clinical experiences in the agencies.

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.

GSCANS

Students are encouraged to join the Gordon State College Association of Nursing Students (GSCANS). Membership provides opportunities for interaction with peers, participation in community service activities, and transition to professional practice.

Student Representatives

Each nursing class will elect representatives who may attend the Student Focus Committee meetings, present the general concerns of their

classmates, and participate in discussion of non-confidential topics. Student representatives are not eligible to vote.

LPN to RN Bridge Program

This is a program for LPN's who wish to further their education to become an RN. The classes will begin in the spring semester (January) each year and continue in Fall and the following Spring. No summer semester exists.

Admission Requirements

To be eligible for admission to the LPN Bridge Program, a student must meet the admission criteria for both Section A and Section B as listed below. **Application deadline for the January class occurs the summer prior to the January term start**. Check the nursing website for exact details: **www.gordonstate.edu/nursing.** Conditional acceptance will be granted before the ATI LPN STEP Test, Dosage Calculation Test, and Skills Test will be scheduled. **Final acceptance will occur after successful completion of all three tests.**

Section A

1. **Formal** acceptance letter from Gordon State College by July 30.
2. Exemption from or completion of all Learning Support classes.
3. Completion of Nursing Program application.
4. Nursing core classes MUST be completed with a minimum GRADE OF C or better. Grades of D are not accepted by the Nursing department. Prerequisites for NURS 1906, NURS 1911, and NURS 1912 must be completed with a grade of C or better. See nursing curriculum for details.
5. Minimum overall GPA of **2.5** to be eligible to apply.
6. Completion of the Critical Thinking Entrance Assessment. Minimum score of 70% must be achieved. See nursing website for detailed information.
7. **BIOL 2210, 2211, and 2250 must all be LESS than 5 years old at the time of admission to the program. NO EXCEPTIONS.**
8. Have a minimum of one year of practice as a Licensed Practical Nurse.
9. Hold a current valid Georgia license as a Licensed Practical Nurse.
10. Ability to meet Technical Standards.

Section B

1. Successful completion of ATI LPN STEP test
2. Successful completion of Dosage Calculation Test

3. Successful completion of Skills (lab) Test

LPN-RN Program Policies

Students who apply to both the ASN and LPN Bridge Program can only accept a seat in one of them. The other seat will be relinquished.

Any student who was previously in the Gordon State College Nursing Program who was not successful after the first attempt but has subsequently become a LPN and meets the above criteria is eligible to apply for this program. A student who has failed no more than two nursing courses in any prelicensure RN program can apply (or reapply) to the associate degree nursing program if the student meets all admission criteria as well as the following: applicant has graduated from an LPN program with all nursing courses having a grade of "C" or better, has an active LPN license, has completed ALL core courses for the associate degree program, and will sign a detailed contract with the Dean of the School of Nursing if admitted to the program. The contract will include that the applicant is aware that he/she must have an overall and nursing program GPA of 2.0 by graduation and a statement indicating how he/she will be successful in the program.

Students who successfully complete the ATI LPN STEP Test, Dosage Calculation Test, and Skills Test will have those scores leading to validation of Nursing 1910 and 1905 held in escrow until Nursing 1906, 1911, and 1912 have been successfully completed.

If the student withdraws passing from Nursing 1906, 1911, and/or 1912 and remains out for one year or more, the scores for the ATI LPN STEP Test, Dosage Calculation Test, and Skills Test are no longer valid.

No one is allowed to attempt the LPN Bridge Program validation testing more than two times. If the student withdraws from the program passing, that student may apply for re-entry one time. If a student has attempted the LPN Bridge Program admission testing twice and has not been successful, that student is not eligible to apply to the regular program or reapply to the LPN Bridge Program.

Any LPN who enters the program through Nursing 1901 and 1921 or 1910 and 1905 and is not successful in any nursing class will not be eligible to enter the LPN Bridge Program.

LPN-RN Planned Classes
LPN-RN Classes begin in January ONLY

Semester I – Spring Semester

Nursing 1906	(3-0-3)	3 hours
Nursing 1911	(3-6-5)	5 hours
Nursing 1912	(2-3-3)	3 hours
Total hours		**11 hours**

Semester II – Fall Semester

Nursing 2910	(3-6-5)	5 hours
Nursing 2911	(4-3-5)	5 hours
Total hours		**10 hours**

Semester III – Spring Semester

Nursing 2912	(3-15-8)	8 hours
Nursing 2907	(2-0-2)	2 hours
Total hours		**10 hours**

Degree Total **31 semester hours**

TRANSFER PROGRAMS OF STUDY LEADING TO ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES

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

ASSOCIATE OF ARTS DEGREE

Areas of Concentration:

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

ASSOCIATE OF SCIENCE DEGREE

Areas of Concentration:

Astronomy
Biological Sciences and Biology
Business Administration
Chemistry
Computer Science
Criminal Justice
Environmental Resource Science
Forestry
Health and Physical Education
Health Services and Informatics Administration
Human Services
Information Technology
Mathematics
Nursing
Physics
Pre-Dental Hygiene
Pre-Engineering
Pre-Medical Technology
Pre-Occupational Therapy
Pre-Pharmacy
Pre-Physical Therapy
Pre-Physician Assistant
Pre-Radiologic Sciences
Pre-Respiratory Therapy

AREA F REQUIREMENTS

ART

Required Courses: 12 hours

ARTS 1111	(0-6-3)
ARTS 1112	(0-6-3)
ARTS 1113	(0-6-3)
ARTS 1114	(0-6-3)

Choose from the following courses: 6 hours

ARTS 1101	(3-0-3)
ARTS 1102	(3-0-3)
ARTS 2211	(0-6-3)
ARTS 2212	(0-6-3)
ARTS 2214	(0-6-3)
ARTS 2215	(0-6-3)
ARTS 2216	(0-6-3)

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 2000-level MATH Course except MATH 2008
Any CSCI Course
Any GEOL course
Any PHYS Course
Any CHEM Course

Area A and D excess: 2 hours

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

[†] MATH 1502 is required unless it is used to satisfy Area A or D requirements.

[‡] Any MATH course for which MATH 1502 is a prerequisite may be substituted.

* Students may use one (1) 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: 16 hours

BIOL 1107 (3-2-4) †
BIOL 1108 (3-2-4) †
CHEM 1211K (3-3-4) †
CHEM 1212K (3-3-4) †

Choose from the following courses: 0 - 9 hours

CHEM 2401K (3-3-4)
CHEM 2402K (3-3-4)
Any 2000-level BIOL Course(s)
Any PHYS Course(s)
Any MATH Course(s)
Any CSCI Course(s)
**Any foreign language course(s)

Area A or D excess: 1 - 2 hours

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

Note: MATH 1001, MATH 1111, BIOL 1050, BIOL 1111, BIOL 1112, 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 elective courses must be taken in Area F for a total of 9 credit hours or more. Many institutions require MATH 1501; consult with the intended transfer institution.

† Unless taken in Area D.

* Students may use one (1) excess Area F credit hour 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 1107* (3-2-4)
BIOL 1108* (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)	HIST 2112	(3-0-3)
ARTS 1101	(3-0-3)	MUSC 1100	(3-0-3)
ARTS 1102	(3-0-3)	PHIL 2010	(3-0-3)
BUSA 2105	(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 2570	(3-0-3)
ENGL 2131	(3-0-3)	SOCI 1101	(3-0-3)
ENGL 2132	(3-0-3)	SOCI 1160	(3-0-3)
HIST 1121	(3-0-3)	THEA 1000	(3-0-3)
HIST 1122	(3-0-3)	THEA 1100	(3-0-3)
HIST 2111	(3-0-3)		

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

* Students may use one (1) excess Area F credit hour to satisfy Area B requirements.

† 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)
CSCI 2410	(3-0-3)
MATH 2101	(3-0-3)
MATH 2201	(3-0-3)
MATH 2501	(4-0-4)
PHYS 2211K	(3-3-4)
PHYS 2212K	(3-3-4)

Area A and D excess: 2 hours

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

[†] MATH 1502 is required unless it is used to satisfy Area A or D requirements.

* Students may use one (1) excess Area F credit hour 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)
HUSV 2101 (3-0-3)
MATH 2101 (3-0-3)
POLS 1101 (3-0-3)
POLS 2201 (3-0-3)
PSYC 1101 (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

* Students with credit for SPAN 1001 and/or SPAN 1002 cannot receive credit for SPAN 1060.

Students with credit for SPAN 1060 cannot receive credit for SPAN 1001 and/or SPAN 1002.

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

ENGLISH

Required Courses: 6 hours

Any **two consecutive 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)
BUSA 2105 (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)
HUMN 1501 (3-0-3)
HUMN 1502 (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 may use one (1) excess Area F credit hour 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.

ENVIRONMENTAL RESOURCE SCIENCE

Required Courses: 12 hours

BIOL 1107 (3-2-4)
BIOL 1108 (3-2-4)
CHEM 2401 (3-3-4)

Choose Six Hours: 6 hours

CHEM 2402K (3-3-4)
CSCI 1101 (3-0-3)
ECON 2106 (3-0-3)
MATH 1502 (4-0-4)
MATH 2101 (3-0-3)
PHYS 1111K (3-3-4)
PHYS 1112K (3-3-4)

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

* Students may use one (1) excess Area F credit hour to satisfy Area B requirements.

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)
HUMN 1501	(3-0-3)
HUMN 1502	(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 1107	(3-2-4)
BIOL 1108	(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 2225	(3-2-4)
BIOL 2235	(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 one (1) excess Area F credit hour 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 **six** courses (1000- and 2000-level), totaling a minimum 18 credit hours from each of the following Areas[†]: 18-20 hours

**Area C	3 to 9 hours
Area E	3 to 9 hours
Area D	0 to 8 hours
Any courses from Areas B-F	0 to 9 hours

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

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

* **Upon approval by the Registrar**, students may use one (1) excess Area F credit hour 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

Required Courses: 17 hours

BIOL 2210	(3-3-4)
BIOL 2211	(3-3-4)
EDUC 2110	(3-0-3)
EDUC 2120	(3-0-3)
EDUC 2130	(3-0-3)

Approved Elective(s) related to Health & Physical Education 1 - 3 hours

Recommended elective

PHED 1040	(3-0-3)

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

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

HEALTH SERVICES AND INFORMATICS ADMINISTRATION

Required Courses: 14 hours

ACCT 2101	(3-0-3)
BIOL 2210	(3-3-4)
BIOL 2211	(3-3-4)
HSIA 2000	(3-0-3)

Choose from the following courses: 3 hours

BUSA 2101	(3-0-3)
CSCI 1101	(3-0-3)

One additional semester hour approved by advisor 1 hour

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

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)
HIST 2000	(3-0-3)
HIST 2183	(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*

* Students may use one (1) excess Area F credit hour to satisfy Area B requirements.

† 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.

HUMAN SERVICES

Required Courses: 3 - 12 hours

HUSV 2101	(3-0-3)
PSYC 1101[†]	(3-0-3)
PSYC 2103	(3-0-3)
SOCI 1101[†]	(3-0-3)

Choose from the following courses: 6 - 15 hours

BUSA 2106	(3-0-3)
ECON 2106	(3-0-3)
MATH 2101	(3-0-3)
POLS 1101	(3-0-3)
POLS 2201	(3-0-3)

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

[†] PSYC 1101 and SOCI 1101 are required in Area F unless used to satisfy Area E.

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

INFORMATION TECHNOLOGY

Required Courses: 12 hours

BUSA 2101	(3-0-3)
CSCI 1101	(3-0-3)
CSCI 1301	(3-0-3)
ITEC 2215	(3-0-3)

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

CSCI 1302	(3-0-3)
CSCI 2201	(3-0-3)
ITEC 2245	(3-0-3)
MATH 2101	(3-0-3)

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

† MATH 1001 and MATH 1111 may not be used.

* Students may use one (1) excess Area F credit hour to satisfy Area B requirements.

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

MATHEMATICS

Required Courses: 10 - 14 hours

MATH 1502†	(4-0-4)
MATH 2201	(3-0-3)
MATH 2501	(4-0-4)
CSC1 1301	(3-0-3)

Choose **one** to **two** of the following courses: 3 - 8 hours

CSCI 1302	(3-0-3)
CSCI 2102	(3-0-3)
CSCI 2201	(3-0-3)
CSCI 2410	(3-0-3)
ITEC 2245	(3-0-3)
MATH 2101	(3-0-3)
PHYS 2211K	(3-3-4)
PHYS 2212K	(3-3-4)

Area A and D excess: 1 - 2 hours

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

NOTES: † MATH 1502 is required unless it is used to satisfy Area A or D requirements.

In order for MATH 1502 to transfer to Georgia Institute of Technology, MATH 2201 must also be taken at Gordon State College.

* Students may use one (1) excess Area F credit hour to satisfy Area B requirements.

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

MUSIC

Required Courses: 12 hours

MUSC 1201	(2-1-2)
MUSC 1202	(2-1-2)
MUSC 2201	(2-1-2)
MUSC 2202	(2-1-2)
MUSC 1101	(0-3-1)
MUSC 1102	(0-3-1)
MUSC 2101	(0-3-1)
MUSC 2102	(0-3-1)

Additional Requirement: 4 hours

Large Ensemble - each semester (3-0-1)
Vocal/Guitar/Piano majors take Chorus (MUSC 1601)
Instrumental Majors take Band (MUSC 1621)

Additional Requirement:

MUSC (applied) † (1-0-1) 2 hours

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

1. We strongly recommend that all music majors take either class piano or class voice prior to matriculating to a four-year institution.
2. † Although only 2 semesters of applied instruction are required, students are urged to take Applied Music each semester in order to improve their chances of being accepted to a four-year institution.
3. Instrumental music majors are urged to take at least 2 semesters of vocal ensemble and vocal majors 4 semesters of vocal ensemble for the same reasons as stated above.

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

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

NURSING (Transfer Only*)

Required Courses: 12 - 15 hours

BIOL 2210	(3-3-4)
BIOL 2211	(3-3-4)
BIOL 2250	(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.
‡ PSYC 2103 is preferred for students planning to complete the Gordon State College RN to BSN Program.

* This curriculum is designed to be transferred to a four-year BSN program. This degree does not satisfy the requirements for Gordon State College's Associate of Science Nursing Program.

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

PHYSICS

Required Courses: 8 - 16 hours

PHYS 2211K	(3-3-4)
PHYS 2212K	(3-3-4)
MATH 1502†	(4-0-4)
MATH 2501†	(4-0-4)

Choose from the following courses: 0 - 8 hours

ASTR 1010K	(3-2-4)
ASTR 1020K	(3-2-4)
CSCI 1301	(3-0-3)
CSCI 1302	(3-0-3)
GEOL 1121K	(3-2-4)
GEOL 1122K	(3-2-4)
MATH 2101	(3-0-3)
MATH 2201	(3-0-3)

Area A and D excess: 2 hours

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

† MATH 1502 and MATH 2501 are required unless used to satisfy Area A or Area D requirements.

For students transferring to engineering programs the following recommendations are made:

In Area C, students should take COMM 1110, COMM 1500 or foreign language courses.

In Area E, students should take ECON 2105 and ECON 2106 to fulfill the two course elective requirement.

In Area F, students should choose from MATH 2201, CSCI 1301 and CSCI 1302 as elective courses.

* Students may use one (1) excess Area F credit hour 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 2210	(3-3-4)
BIOL 2211	(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 2250**	(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)

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 2250 (Area F), CHEM 1151K (Area D), CHEM 1152K (Area D), and MATH 2101 (Area D) are required.

* Students may use one (1) excess Area F credit hour 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)
CSCI 1371	(3-0-3)
ENGR 1100	(3-0-3)
ENGR 1111	(2-2-3)
ENGR 2201	(3-0-3)
GEOL 1121K	(3-2-4)
GEOL 1122K	(3-2-4)
MATH 2201	(3-0-3)
MATH 2501	(4-0-4)
PHYS 2212K	(3-3-4)

Area A and D excess: 2 hours

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

[†] MATH 1502 is required unless 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 1107†	(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 2210	(3-3-4)
BIOL 2211	(3-3-4)
BIOL 2250	(3-3-4)
MATH 2101	(3-0-3)

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

† BIOL 1107 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 one (1) excess Area F credit hour 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 2210	(3-3-4)
PHYS 1111K	(3-3-4)
PSYC 1101†	(3-0-3)
HSIA 2000	(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 excess: 1 hour

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

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

NOTE: Acceptance into a Master's of Science in Occupational Therapy program requires at least 90 semester hours of coursework. Students are strongly encouraged to take as many as possible of the following courses as part of their core curriculum or as supplemental courses: any PHIL course, BIOL 2211, COMM 1110 (if not taken to fulfill Area C or F), PSYC 2103 (if not taken to fulfill Area F), PSYC 3050.

* Students may use one (1) excess Area F credit hour 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 1107	(3-2-4)
BIOL 1108	(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 one (1) excess Area F credit hour 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 2210	(3-3-4)
BIOL 2211	(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. Many institutions also require a sociology, cultural anthropology, abnormal psychology, AND/OR human growth and development course(s). Consult with the transfer institution for specific requirements.

* Students may use one (1) excess Area F credit hour to satisfy Area B requirements.

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

All physical therapy programs in Georgia are Doctoral programs (DPT), as are most nationwide.

PRE-PHYSICIAN ASSISTANT

Required Courses: 8 - 16 hours

BIOL 2250	(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 2210	(3-3-4)
BIOL 2211	(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 one (1) excess Area F credit hour 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-RADIOLOGIC SCIENCES

The sub-disciplines of Diagnostic Medical Sonography, Nuclear Medicine Technology, and Radiologic Technology ALL follow the guidance below with one **Exception**: Nuclear Medicine Technology **requires** CHEM 1151/1152 sequence in Area D.

Required Courses: 8 - 19 hours

BIOL 2210	(3-3-4)
BIOL 2211	(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 1000- or 2000-level MATH Courses[‡]
Any CHEM Course
Any 1000- or 2000-level BIOL Courses
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 one (1) excess Area F credit hour 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 State College provides the academic core classes only. The clinical component is completed at the transfer program.

PRE-RESPIRATORY THERAPY

Required Courses: 19 hours

BIOL 2210	(3-3-4)
BIOL 2211	(3-3-4)
BIOL 2250	(3-3-4)
PHYS 1111K	(3-3-4)
PSYC 2103	(3-0-3)

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

* Students may use one (1) excess Area F credit hour 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 2570 (3-0-3)

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

ANTH 1102 (3-0-3)
BIOL 1107 (3-2-4)
BIOL 1108 (3-2-4)
BIOL 2210 (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)
HUSV 2101 (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 one (1) excess Area F credit hour 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.

SOCIAL WORK

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)
CRJU 1100 (3-0-3)
ECON 2105 (3-0-3)
ECON 2106 (3-0-3)
HUSV 2101 (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 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

* Students are strongly encouraged to consult early with their advisor to select their After F courses based upon the requirements of the school and program to which they intend to transfer. For example, multiple schools within the USG have upper-division courses with PSYC 1101 and BIOL 2210 as prerequisites, as well as 3 semesters of a foreign language for program admission.

* 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)
HUSV 2101 (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 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

* Students may use one (1) excess Area F credit hour 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.

TEACHER EDUCATION

Early Childhood

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.

****

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, reading or social studies. 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

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

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TEACHER EDUCATION (continued)

Secondary[†]

Students desiring to teach at the high school level should complete the Area F for the discipline they wish to teach. Please consult the individual majors for the appropriate coursework.

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

[†] Students who want to teach secondary math or science must take pre-calculus (Math 1113) in Area A.

* Students may elect to use excess Area F credit hours to complete EDUC 2110, 2120, and 2130. These courses will be required at the institution where the baccalaureate degree is completed.

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

THEATRE

Required Courses: 9 hours

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

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

THEA 2104	(2-2-3)
THEA 2105	(3-0-3)

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

ARTS 1111	(0-6-3)
ARTS 1113	(0-6-3)
COMM 1110	(3-0-3)
MUSC 1601	(3-0-1)*
THEA 1000	(3-0-3)
THEA 2103	(2-2-3)
THEA 2104	(3-0-3)
THEA 2105	(3-0-3)
THEA 2202	(3-0-3)

Additional Coursework: 0 – 4 hours

Students may enroll in Theatre Practicum (THEA 1111, 1112, 2111 or 2112) each semester of full-time enrollment as a theatre major.

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

* MUSC 1601 may be taken multiple times with credits applied to Area F.

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

SPECIAL ACADEMIC PROGRAMS

ENGINEERING STUDIES

Regents Engineering Transfer Program

Qualified students seeking a bachelor of engineering degree may begin their college studies at Gordon State 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 State College.

1. Entering freshman students must have achieved at least:
   a. A combined SAT score of 1090;
   b. Minimum of 440 on the verbal portion of the SAT;
   c. Minimum of 560 on the math portion of the SAT; and
   d. 3.0 high school grade-point average in academic courses.

2. Entering freshman students who do not meet the requirements above may still be admitted to this program, if they have been accepted for admission to an Engineering Program at Georgia Tech (based on high school academic performance). Such students must provide proof of the acceptance to Georgia Tech.

3. Students who do not initially meet the requirements of either of the above methods may join the Regents Engineering 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 State College grade-point average of at least 3.0.

Gordon State College's faculty members have worked closely with Georgia Tech's faculty to assure a curriculum which is well-coordinated with that of Georgia Tech. Specific times each year have been established

for students to visit the Georgia Tech campus and meet with representatives of their anticipated major.

Regents Engineering 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 State College, will have satisfied the requirements to graduate from Gordon State 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 State 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 State 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 State College and graduate from Gordon State College will complete the following courses while completing the Gordon State core curriculum.

Engineering Major	Mathematics	Science	Engineering
Aerospace, Civil or Mechanical	MATH 1113* MATH 1501* MATH 1502 MATH 2201 MATH 2501 MATH 3502	CHEM 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 STATE COLLEGE HONORS PROGRAM

The Honors Program of Gordon State College provides opportunities for academically talented and intellectually curious students to obtain an enhanced collegiate educational experience. The program encourages a small group of highly engaged students from diverse academic disciplines to participate in an enriched learning environment. Students in the Honors Program take alternate versions of regular classes that not only fulfill core curriculum requirements, but also focus on critical thinking skills, discussion, and individual research. Honors courses are not necessarily "harder" classes, but they are classes that provide students the chance to explore topics in a way that standard courses do not allow. Honors courses allow students to work with the best faculty on campus and facilitate the development of a sense of community with other like-minded students. Outside of the classroom, the Honors Program also provides a broad array of cultural experiences, specialized academic advising and mentoring, and additional opportunities for service learning and self-discovery.

Students in the Honors Program enjoy a number of special privileges:

- Small class sizes in Honors sections and the chance to develop camaraderie with other highly prepared and motivated students.
- Priority registration with the first choice of classes each semester.
- Honors classes created to stimulate and challenge intellectual development.
- Honors housing opportunities for students who desire academically focused living arrangements on campus.
- Special event trips each year to museums, theatres, and festivals.
- Service learning opportunities on campus and in the surrounding community.
- Student honors conferences at colleges and universities in the region.
- Special recognition at graduation, with designation on diploma and regalia.

Requirements for Admission into the Honors Program

For entering Freshmen (full-time or part-time students):

- *Minimum 1100 SAT (verbal and math composite) or 24 ACT (composite)
- *Minimum 3.2 GPA in high school college preparatory curriculum or required high school curriculum.
- Application with short essay

For later admission of transfer, full-time, or part-time students:

- Minimum 3.5 GPA in 12 or more hours of college-level courses
- Letter of recommendation from a Gordon State College full-time instructor
- Application with short essay

How Do I Apply?

All new and current students at Gordon State College are encouraged to consider the Honors Program. Applications are welcome on a year-round basis. To apply to the program, please review the application procedures at:

http://www.gordonstate.edu/honors

Honors Application Deadlines:

1. *Fall* application deadline: October 10th (for acceptance notification by October 31st)
2. *Spring Priority* application deadline: March 1st (for acceptance notification by April 30th)
3. *Spring Final* application deadline: May 1st (for acceptance notification by May 31st)

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 State 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 State 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 State College community

The strengthening of academic literacy at Gordon State 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 State 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 State 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.

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 State College is designated in this catalog by a three digit code to indicate the number of semester hours associated with the course. For example, ENGL 1101 is designated with the code (3-0-3). The first digit (**3**-0-3) indicates the number of semester hours per week the course meets in a lecture; the second digit (3-**0**-3) indicates the number of semester hours per week the course meets in a laboratory or practicum setting; and the third digit (3-0-**3**) indicates the total number of semester hours the course receives.

Laboratory science courses, except biology, are designated **in this catalog** with the letter K (e.g., Principles of Chemistry I is designated CHEM 1211K). Laboratory sections for biology courses are designated **in course schedules** with the letter L (e.g., Principles of Biology I Lab is designated as BIOL 1107L **in course schedules**).

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 page 315 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 global history of the visual arts and architecture from prehistoric times to the Gothic period. This course offers significant comparative study of art and architecture in a global context.

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

A survey of the global history of visual arts and architecture from the Renaissance to the 20th Century. This course offers significant comparative study of art and architecture in a global context.

ARTS 1111 Drawing I
Credit Hours: (0-6-3)

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

ARTS 1112 Drawing II
Credit Hours: (0-6-3)

An exploration of traditional and contemporary approaches to drawing and drawing media, including sustained studies from life and live models.

ARTS 1113 Two-Dimensional Design
Credit Hours: (0-6-3)

A study of the elements and principles of design, including a series of related projects to help explore these concepts.

ARTS 1114 Three-Dimensional Design
Credit Hours: (0-6-3)

An exploration of design problems in three-dimensional space, including subtractive sculpture and additive constructions in various media.

ARTS 2211 Black and White Photography
Credit Hours: (0-6-3)

An introduction to black and white photographic darkroom techniques and composition, including a history of photography and an introduction to digital technology.

ARTS 2212 Ceramics
Credit Hours: (0-6-3)

An introduction to hand building and wheel throwing processes, including an exploration of surface design techniques and various firing methods (including raku).

ARTS 2214 Painting I
Prerequisite: ARTS 1111 and ARTS 1113 or consent of instructor.
Credit Hours: (0-6-3)

An introduction to the fundamentals of painting, including sustained studies of the still-life and figure.

ARTS 2215 Painting II
Prerequisite: ARTS 2214
Credit Hours: (0-6-3)

A further investigation of painting, with emphasis on individual expression. May be taken by the non-transfer hobby painter with the permission of the instructor.

ARTS 2216 Printmaking
Prerequisite: ARTS 1111 and ARTS 1113
Credit Hours: (0-6-3)

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

ARTS 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**
Credit Hours: (3-2-4)

Astronomy from early ideas of the cosmos to modern observational techniques. The solar system planets, satellites, and minor bodies. The origin and evolution of the solar system.

ASTR 1020K **Stellar and Galactic Astronomy**
Prerequisite: MATH 1001, MATH 1111 or any higher level MATH course
Credit Hours: (3-2-4)

The study of the sun and stars, their physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the universe.

BIOLOGY

Laboratory science courses, except biology, are designated **in this catalog** with the letter K (e.g., Principles of Chemistry I is designated CHEM 1211K). Laboratory sections for biology courses are designated **in course schedules** with the letter L (e.g., Principles of Biology I Lab is designated as BIOL 1107L **in course schedules**).

BIOL 1011 **Natural Science**
Credit Hours: (3-0-3)

Topics in biology, environmental science, and medical health.

BIOL 1050 Introduction to Human Biology
Credit Hours: (3-0-3)

An introduction to the study of the human body, the human organ systems, and heredity.

BIOL 1107 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 select other majors**. If a student takes both BIOL 1107 and BIOL 1111, only one of these will count toward the Area D science requirement.

BIOL 1108 Principles of Biology II
Prerequisite: BIOL 1107
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 1108 and BIOL 1112, only one of these will count toward the Area D science requirement.

BIOL 1111 Introductory Biology I
Prerequisite: Not open to students who are enrolled in BIOL 1107 or who have credit for BIOL 1107
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 1111 and BIOL 1107, only one of these will count toward the Area D science requirement. The other may be used in Area B.

BIOL 1112 **Introductory Biology II**
Prerequisites: BIOL 1111 or BIOL 1107; Not open to students who have credit for BIOL 1108
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 1112 and BIOL 1108, only one of these will count toward the Area D science requirement. The other may be used in Area B.

BIOL 2210 **Anatomy and Physiology I**
Prerequisite: One of the following courses: BIOL 1111, BIOL 1107, CHEM 1151K, or CHEM 1211K with the grade of C or better, or SAT Math score of 450 or higher or ACT Math score of 19 or higher.
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 2211 **Anatomy and Physiology II**
Prerequisite: BIOL 2210
Credit Hours: (3-3-4)

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

BIOL 2225 **General Botany**
Prerequisite: BIOL 1108 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 2235 **General Zoology**
Prerequisite: BIOL 1108 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 2250 **Microbiology for Health Sciences**
Prerequisite: BIOL 1107 or BIOL 2210
Credit Hours: (3-3-4)

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

BIOL 2295 **Special Research Topics**
Prerequisite: BIOL 1107 and/or BIOL 1108
Credit Hours: (0-3-1)

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

BIOL 3100 **Biochemistry**
Prerequisite: CHEM 2401K
Credit Hours: (3-0-3)

Introduction to the principles of biological chemistry. Concepts covered include the structure and function of biomolecules, enzyme kinetics, metabolic processes and bioenergetics.

BIOL 3200 **Genetics**
Prerequisite: Grade of C or better in BIOL 1107, BIOL 1108, and CHEM 1211K
Corequisite: CHEM 2401K
Credit Hours: (3-3-4)

Study of the fundamental principles of genetics including classical, molecular, population, and cytogenetics. This course includes the structure, function, regulation, and transmission of hereditary materials in viruses, prokaryotes, and eukaryotes. The laboratory exercises will represent the major methods and techniques used in both classical and molecular genetics.

BIOL 3300 **Cellular and Molecular Biology**
Prerequisite: Grade of C or better in BIOL 1107, BIOL 1108, and CHEM 1211K

Credit Hours: (3-3-4)

Introduction to the cellular and molecular basis of biology. Key concepts covered will include function, structure, development, and interaction of cells at the molecular level. The laboratory exercises will represent the major methods and techniques used in modern cellular and molecular biology.

BIOL 3340 Microbiology
Prerequisite: Grade of C or better in BIOL 1107, BIOL 1108, and CHEM 1211K
Credit Hours: (3-3-4)

A study of prokaryotes, unicellular eukaryotic organisms, and viruses, emphasizing morphology, physiology, control, identification, symbiotic relationships, evolution and practical applications. Immunology is studied as a response of vertebrates to microbial infection. The laboratory emphasizes basic microbiological methods of culture and identification of microorganisms. The role of microbes in the environment and in medicine is also investigated.

BIOL 3500 Ecology
Prerequisite: Grade of C or better in BIOL 1107, BIOL 1108, and CHEM 1211K
Credit Hours: (3-3-4)

Study of the relationships between the biotic and abiotic at the individual, population, community, and ecosystem levels. Topics include species diversity, population dynamics, organization and classification of communities, and chemical and energy flows in ecosystems. The laboratory exercises will emphasize experimental design, sampling and collection procedures in field studies, and statistical analysis of data. Off-campus field studies may be required.

BIOL 3520 Invertebrate Zoology
Prerequisite: Grade of C or better in BIOL 1107, BIOL 1108, and CHEM 1211K
Credit Hours: (3-3-4)

Study of invertebrate organisms with emphasis on phylogeny, comparative morphology and physiology, behavior, and ecology. Labs may include field studies, both on-campus and off.

BIOL 3550 Vertebrate Zoology
Prerequisite: Grade of C or better in BIOL 1107, BIOL 1108, and CHEM 1211K
Credit Hours: (3-3-4)

Study of vertebrate organisms with emphasis on phylogeny, comparative morphology and physiology, behavior, and ecology. Labs may include field studies, both on- and off-campus.

BIOL 3600 Plant Biology
Prerequisite: Grade of C or better in BIOL 1107, BIOL 1108, and CHEM 1211K
Credit Hours: (3-3-4)

A broad, integrated overview of photosynthetic organisms. Topics include plant evolution and diversity, structure, function, and development, and plant ecology. Discussions include the economic and environmental impact of photosynthetic organisms. Laboratory exercises may include plant growth and development, propagation, and experiments relating to practical applications of plant biology.

BIOL 4000 Senior Seminar
Prerequisite: Completion of or concurrent enrollment in BIOL 3200, BIOL 3300, BIOL 3500, and BIOL 4200
Credit Hours: (2-0-2)

A senior capstone integrative experience where students will apply biological theory and knowledge during the discussion and presentation of relevant topics. Demonstrated oral and written competency in the interpretation of scientific literature and research is required.

BIOL 4100 Philosophy and Ethics of Biology
Prerequisite: Grade of C or better in BIOL 1107, BIOL 1108, and CHEM 1211K

Credit Hours: (3-0-3)

Survey of the major ethical issues relating to biological and medical research and practice, as well as a discourse on the major philosophical issues of the biological sciences. This course will include oral and written discussion of scientific publications.

BIOL 4200 Evolution
Corequisite: BIOL 3200
Credit hours: (3-0-3)

Principles of evolutionary biology, including discussions of natural selection, adaptation, population genetics, speciation, and phylogeny reconstruction. The importance of the theory of evolution in all biological disciplines is emphasized. The applications of evolutionary biology in areas such as conservation biology, medicine, and agriculture are discussed. Critical analysis, discussion, and presentation of relevant literature is required.

BIOL 4350 Comparative Physiology
Prerequisite: Grade of C or better in BIOL 3200, BIOL 3300, or BIOL 3500
Credit Hours: (3-0-3)

This course examines homeostatic mechanisms and general physiology of vertebrate animals. Physiological systems are explored using a comparative approach.

BIOL 4450 Molecular Biology
Prerequisite: BIOL 3200
Credit hours: (3-3-4)

Study of macromolecular biochemistry. Emphasis will be on structure, function, and relationships of macromolecules in organisms.

BIOL 4460 Immunology
Prerequisite: BIOL 3300; BIOL 3340 recommended
Credit hours: (3-0-3)

Study of the cells, molecules, and mechanisms of innate and adaptive defense provided against invading microorganisms.

BIOL 4500 **Biotechnology**
Prerequisite: BIOL 3200
Credit hours: (3-3-4)

Survey of methods and techniques used in modern molecular and organismal biology. Topics include advances in discovery and manipulation of genetic material, regulation of protein expression, and new techniques in population biology, agriculture, and evolutionary processes.

BIOL 4600 **Mammalogy**
Prerequisite: Completion of BIOL 3500 or BIOL 3550 with a grade of "C" or better
Credit hours: (3-3-4)

Study of the classification, phylogeny, natural history, economic importance, and literature of mammals on a world-wide basis. Laboratory involves identification of mammals in addition to methods of field study, collection, and preservation, with emphasis on species occurring in Georgia. Outdoor field work and one or more overnight field trips are required.

BIOL 4800 **Curriculum and Instruction in Science Education**
Prerequisite: Admission to Candidacy in Teacher Education Program
Corequisite: EDUC 3005
Credit hours: (3-0-3)

This course is designed to develop basic science knowledge, concepts, and skills and incorporate them into learning experiences for middle and secondary students. Planning, teaching, evaluation and organization skills, including laboratory skills, are applied to the teaching of science at the middle and secondary level. Fieldwork component required.

BIOL 4900 **Special Topics in Biology**
Prerequisite: BIOL 3200 and three other upper level BIOL courses, excluding BIOL 4905
Credit Hours: (3-0-3)

Selected special or current topics of interest to faculty and students.

BIOL 4901 **Special Topics in Biology with Lab**
Prerequisite: BIOL 3200 and three other upper level BIOL courses, excluding BIOL 4905
Credit Hours: (3-2-4)

Selected special or current topics of interest to faculty and students containing a laboratory component. Students may be required to do field work.

BIOL 4905 **Undergraduate Research in Biology**
Prerequisite: Grade of C or better in BIOL 1107, BIOL 1108, and CHEM 1211K
Credit Hours: 2-4 credit hours (0-6-2) or (0-9-3) or (0-12-4)

Independent research under the supervision of a faculty mentor. Includes literature review, laboratory project, and presentation of results.

BIOL 4910 **Biology Internship**
Prerequisite: Grade of C or better in BIOL 1107, BIOL 1108, and CHEM 1211K and approval of Biology Internship Coordinator and Biology Department Head
Credit Hours: 1-5 credit hours (0-3-1) or (0-6-2) or (0-9-3) or (0-12-4) or (0-15-5)

A supervised work experience program at a previously-approved business, organization, or government entity. This course is intended for junior- or senior-level biology students. May be repeated to total no more than 10 hours of credit.

BUSINESS

BUSA 1011 **Basic Computer Concepts**
Prerequisite: Not open to students with previous college-level computer credit
Credit Hours: (0-2-2)

An introductory computer class focusing on basic technical skills of using the Windows operating system, the Internet, email, and word processing. The class will also cover general computer knowledge about how a system works and computer history.

BUSA 1105 **Introduction to Business**
Credit Hours: (3-0-3)

An integrative study of the functional areas of business, including finance, operations, marketing, and human resources.

BUSA 2101 **Introduction to Business Computer Systems**
Prerequisite: Not open to students who are enrolled in EDUC 2401 or who have credit for EDUC 2401.
Credit Hours: (3-0-3)

A survey of Management Information Systems and the application of computers in business and related areas, including hardware, software, data, procedures, human resources, an operating environment, an electronic spreadsheet, a database management system, a presentation management system, and the Internet.

BUSA 2105 **Communicating in the Environment of Business**
Credit Hours: (3-0-3)

An analysis and practical applications of the external and internal communications of business organizations.

BUSA 2106 **The Environment of Business**
Credit Hours: (3-0-3)

An introduction to the legal, regulatory, political, social, ethical, cultural, environmental, and technological issues which form the context for business, including an

overview of the impact of demographic diversity on organization.

BUSA 2120 **Introduction to Programming: Visual Basic** (Same as CSCI 2102)
Prerequisite: CSCI 1101
Credit Hours: (3-0-3)

An introduction to programming using Visual Basic with emphasis on designing practical applications for Windows, including problem-solving, algorithm development, and Visual Basic syntax for data types, arithmetic and logic operators, control structures, text editors and data file manipulation.

BUSA 3000 **Principles of Management**
Prerequisite: 45 hours with 3 hours in BUSA, ACCT, or ECON
Credit Hours: (3-0-3)

An introduction to the management functions and processes as applied to organizations and individuals in organizations. The course will focus on both theories and applications of management to practical problems in planning, organizing, leading, and controlling. A survey of the history of management will provide context for current approaches and emerging concepts in both domestic and international organizations.

BUSA 3100 **Principles of Marketing**
Prerequisite: 45 hours with 3 hours in BUSA, ACCT, or ECON
Credit Hours: (3-0-3)

An introduction to the principles of marketing and the marketing environment with a focus on development of an understanding of ethical planning for marketing and implementing, and controlling marketing activities on a local, national, and global scale.

BUSA 3200 **Financial Management**
Prerequisite: 45 hours including MATH 1111 and 3 hours in BUSA, ACCT, or ECON or Permission of Professor

Credit Hours: (3-0-3)

Introduction to managing an organization's financial resources with the aim of achieving its business objectives, emphasis on defining objectives, understanding and evaluating resources, and making financial decisions in an environment of uncertainty.

CHEMISTRY

CHEM 1151K Survey of Chemistry I
Credit Hours: (3-2-4)

First course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health professions majors (Nursing or Dental Hygiene) and non-science majors. The primary topics covered are measurements, nomenclature, atomic bonding, states of matter, solutions, equilibria, acids, bases, and pH. This course lays the foundation for understanding of biochemical processes. Laboratory exercises supplement the lecture material.

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

Second course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health professions majors. Laboratory exercises supplement the lecture material.

Nursing and dental hygiene students planning to pursue a baccalaureate degree may need to enroll in CHEM 1152. This course is also open to non-science majors. Topics to be covered include a study of the classes of the basic functional groups and the reactions of organic molecules, including their common uses and physical and chemical properties. Additionally, carbohydrates, lipids, proteins, and enzymes are introduced.

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

First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, nomenclature, electronic structure, chemical bonding, molecular geometry, and properties of gases. Laboratory exercises supplement the lecture material.

CHEM 1211KH Honors Principles of Chemistry I
Prerequisite: Acceptance into Honors Program or permission of the Honors Program Coordinator. Must have completed MATH 1111 with a grade of B or better or be an entering freshman with Math SAT of 500 or better (Math ACT 21 or better).
Credit Hours: (3-3-4)

First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, nomenclature, electronic structure, chemical bonding, molecular geometry, and properties of gases. Laboratory exercises supplement the lecture material. This course provides opportunities for collaboration and leadership designed to stimulate intellectual development and challenge students studying a physical science.

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

Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include properties of solids and liquids, solutions, chemical kinetics, acid/base reactions, oxidation/reduction reactions, chemical equilibrium, thermodynamics, and electrochemistry. Laboratory exercises supplement the lecture material.

CHEM 1212KH Honors Principles of Chemistry II

Prerequisite: Completion of CHEM 1211KH or acceptance into Honors Program or permission of Honors Program Coordinator
Credit Hours: (3-3-4)

Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include properties of solids and liquids, solutions, chemical kinetics, acid/base reactions, oxidation/reduction reactions, chemical equilibrium, thermodynamics, and electrochemistry. Laboratory exercises supplement the lecture material. This course provides opportunities for collaboration and leadership designed to stimulate intellectual development and challenge students studying a physical science.

CHEM 2200 Science, Technology, and the Modern World

Prerequisite: Completion of any science course with lab (4 credit hours) and MATH 1001 or higher.
Credit Hours: (3-0-3)
This course covers recent advancements in chemisty that have been applied through technology to continually shape and reshape our modern world.

CHEM 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: ENGL 1102. Additional prerequisites may be added for a particular colloquium with the approval of the Department Head. See current schedule.
Credit Hours: (3-0-3)

A colloquium on selected topics in the humanities emphasizing the development of critical thinking skills.

COLQ 2992 Natural Sciences/Mathematics Colloquium
Prerequisite: ENGL 1102. Additional prerequisites may be added for a particular colloquium with the approval of the Department Head. See current schedule.
Credit Hours: (3-0-3)

A colloquium on selected topics in the natural sciences, mathematics, computer science, or allied health professions, emphasizing the development of critical thinking skills.

COLQ 2993 Social Sciences Colloquium
Prerequisite: ENGL 1102. Additional prerequisites may be added for a particular colloquium with the approval of the Department Head. See current schedule.
Credit Hours: (3-0-3)

A colloquium on selected topics in the social sciences and social science methodologies emphasizing the development of critical thinking skills.

COLQ 2994H Honors Colloquium
Prerequisite: ENGL 1102. Additional rerequisites may be added for a particular colloquium with the approval of the Department Head. See current schedule. Acceptance into Honors Program or permission of the Honors Program Coordinator.
Credit Hours: (3-0-3)

A course intended for students to explore and examine the ideal question of the whole person through writing and discussion of various texts in a seminar format. The course will be interdisciplinary and will emphasize reading, discussion, critical thinking skills and research from different academic disciplines. Students, in their quest for wholeness as persons, can explore their world both locally and globally while realizing their responsibilities as evolving individuals.

COLQ 2995 Global Perspectives
Prerequisite: ENGL 1102 and HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

Students will engage in a comparative analysis of political, social, economic, or institutional developments across the globe.

COMMUNICATION (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.

COMM 2280 Communication Internship
Prerequisite: Approval of the Department Head prior to registration and enrollment in or completion of ENGL 1102.
Credit Hours: 1 to 3 credit hours (0-6-1) or (0-12-2) or (0-18-3)

Provides practical experience in a professional setting appropriate for a student in communication. Will be under the supervision of a skilled practitioner in their particular area of communication.

COMM 3100 Argument & Persuasion
Prerequisite: Grade of C or better in ENGL 1102 and COMM 1110 and completion of a 2000 level English course.
Credit Hours: (3-0-3)

A survey and history of formal argumentation and the theories that dominate the field, with additional emphasis placed upon the rhetorical structure of and developmental strategies for persuading an audience within professional contexts.

COMM 3940 Small Group Communication
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000 level English Course.
Credit Hours: (3-0-3)

Working in small groups requires communication skills in building leadership, performing tasks, resolving conflicts and establishing norms. This course provides a foundation of theory, methods and skills for creating effective small groups and for becoming effective and ethical group members.

COMM 3950 Organizational Communication
Prerequisite: Grade of C or better in both ENGL 1102 and completion of a 2000 level English course.
Credit Hours: (3-0-3)

Contemporary theory and intellectual traditions applied to the study of organizations and the role of organizations in society and cultural practices.

COMPUTER SCIENCE

CSCI 1101 Introduction to Computers and Computer Programming
Credit Hours: (3-0-3)

An overview of computers and an introduction to programming introducing the history of computing, number systems, data representation, gates and circuits, computing components, von Neumann architecture, machine language, operating systems, networks, text editors, the Internet, email, file storage, simple data types, program control structures, and logic operators.

CSCI 1301 Computer Science I
Prerequisite: Completion of MATH 1113 or higher, or completion of CSCI 1101 with a final grade of 'C' or better in CSCI 1101.
Credit Hours: (3-0-3)

The course includes an overview of computers and programming; problem solving and algorithm development; simple data types; arithmetic and logic operators; selection structures; repetition structures; text files; arrays (one-and-two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent).

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

The course includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees).

CSCI 1371 **Computing for Engineers**
Prerequisite: MATH 1113
Credit Hours: (3-0-3)

Foundations of computing with an introduction to design and analysis of algorithms and an introduction to design and construction of programs for engineering problem-solving.

CSCI 2102 **Introduction to Programming: Visual Basic** (Same as BUSA 2120)
Prerequisite: CSCI 1101
Credit Hours: (3-0-3)

An introduction to programming using Visual Basic with emphasis on designing practical applications for Windows, including problem-solving, algorithm development, and Visual Basic syntax for data types, arithmetic and logic operators, control structures, text editors and data file manipulation.

CSCI 2201 **C++ Programming**
Prerequisite: CSCI 1301
Credit Hours: (3-0-3)

A detailed introduction to the concepts of programming logic and algorithms using the C++ Programming Language. Topics include simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, and arrays.

CSCI 2410 **Foundations of Database Design**

Prerequisite: BUSA 2101, ITEC 2215, or CSCI 1101
Credit hours: (3-0-3)

This foundational course presents terminology, basic concepts, and applications of database processing including file organization and data structures. The course emphasizes database design using various modeling techniques; database implementation using the relational model, normalization, and SQL. Students will design, create and process a database to demonstrate competency in the course content.

CRIMINAL JUSTICE

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

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.

ECON 2106H Honors Principles of Microeconomics
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

This honors course focuses on the individual behavior of households and firms that maximize their return. The cost and production structure is examined to find out how firms make decisions and maximize profits. The analysis of the structure and performance of the market economy is studied by investigating the four markets, namely perfect competition, monopoly, monopolistic competition and oligopoly. In addition, some analysis will be done with regard to public policy and its impact on society.

EDUCATION

EDUC 2110 Investigating Critical and Contemporary Issues in Education
Credit Hours: (3-0-3)
This course is designed for students who are considering becoming P-12 teachers.

This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. Fieldwork required.

EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts

Credit Hours: (3-0-3)

This course is designed for students who are considering becoming P-12 teachers.

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

EDUC 2130 Exploring Learning and Teaching

Credit Hours: (3-0-3)

Prerequisite: Grade of C or better in either EDUC 2110 or EDUC 2120

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

EDUC 2401 **Introduction to Instructional Technology**
Prerequisite: Not open to students who are enrolled in BUSA 2101 or who have credit for BUSA 2101.
Credit Hours: (3-0-3)

An introduction to basic instructional design, computer utilization, and selected instructional technologies. Selection and utilization of technology resources will also be addressed.

EDUC 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 3005 **Secondary Curriculum, Instruction and Assessment**
Prerequisite: Admission into Secondary Certification Program
Credit Hours: (3-0-3)

This course provides a study of general planning, teaching, and evaluating strategies for the secondary classroom, including classroom management techniques and the use of educational technology. Fieldwork component 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 3505 **Secondary Practicum**
Prerequisite: Admission into Secondary Certification Program
Credit Hours: (0-8-3)

Field experiences facilitate candidates' development as professional educators by providing opportunities for candidates to observe content area instruction in schools, tutor students, assist teachers or other school personnel,

and participate in education-related community events prior to clinical practice.

EDUC 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. Teacher candidates will work with college supervisors and school mentors in the planning for the final semester's student teaching activities.

EDUC 4200 Science in 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 Internship in 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: (0-20-6)

In combination with EDUC 4404, full-time teaching experience under the supervision of a public school cooperating teacher and college supervisor. Student teaching provides the opportunity for candidates to apply their knowledge, skills and dispositions in a variety of settings appropriate to the content and level of their preparation program, to use information technology to

support teaching and learning and is sufficiently extensive and intensive for candidates to demonstrate competence in the professional roles for which they are preparing.

EDUC 4404 Internship Special Education
Prerequisite: Approval by 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: (0-20-6)

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

EDUC 4505 Secondary Student Teaching
Prerequisite: Admission into Secondary Certification Program and completion of EDUC 3505, EDUC 3005, LART 3006, and SPED 3105
Credit Hours: (0-40-12)

Full-time teaching experience under the supervision of a public school cooperating teacher and college supervisor. Student teaching provides the opportunity for candidates to apply their knowledge, skills, and dispositions in a variety of settings appropriate to the content and level of their preparation program and to use information technology to support teaching and learning. The classroom experience is sufficiently extensive and intensive for candidates to demonstrate competency in the professional roles for which they are preparing.

EDUC 4990 Independent Study in Education
Prerequisite: EDUC 3500 or EDUC 3501. Course may be repeated for a total of six credits
Credit Hours: (3-0-3)

Independent scholarship in the area of teacher education. Student must have permission of the School of Education Dean to proceed with the course. Topics will be developed by the student and approved by the faculty.

EDUC 4991 Current Topics in Education

Prerequisite: EDUC 3500 or EDUC 3501. Course may be repeated for a total of six credits
Credit Hours: (3-0-3)

Independent scholarship in the area of developments in education that can/will affect teacher education. Focus can be national or international. Student must have permission of the School of Education Dean to proceed with the course. Topics will be developed by the student and approved by the faculty.

ENGINEERING

ENGR 1100 Introduction to Engineering
Prerequisite: Completion of or concurrent enrollment in MATH 1113.
Credit Hours: (3-0-3)

A course that will provide students with an overview of various engineering disciplines to help them make well informed career choices in the profession. Main topics include the nature of the field and career opportunities in civil, chemical, electrical, industrial, mechanical, and other major engineering disciplines. The course will also emphasize the tools of technical communication including: recording, analyzing and presenting data, dimensional analysis, S1 conversion, curve fitting/regression analysis. Statistical tools for quality control, material balance, energy resources, and engineering economics will also be explored. Team work for a project may be required for course completion.

ENGR 1111 Introduction to Engineering Graphics
Prerequisite: MATH 1113
Credit Hours: (2-2-3)

This course covers the theory and application of the design process using conventional drafting as well as CAD techniques. Development and interpretation of drawings and specifications for product realization are covered, as are elements of projection theory that enhance the ability to communicate graphically.

ENGR 2201 Statics
Prerequisite: PHYS 2211K and completion of or concurrent enrollment in MATH 2501.
Credit Hours: (3-0-3)

A course that will emphasize the principles of Statics (the branch of mechanics that deals with bodies at rest or forces in equilibrium) in two and three dimensions. Internal forces in trusses, frames, machines, and continuous beams will also be covered. Other topics include dry friction, and the calculation of centroids/center of masses of curves, areas and volumes.

ENGLISH

ENGL 1101 Composition I
Credit Hours: (3-0-3)

A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition and analysis and including the use of research skills.

ENGL 1101H Honors Composition I
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition and analysis and including the use of research skills. The course provides opportunities for collaboration, leadership, and effective communication across media through writing projects that relate to one or more elements of the honors program outside the classroom.

ENGL 1102 Composition II
Prerequisite: Grade of *C* or better in ENGL 1101
Credit Hours: (3-0-3)

A composition course emphasizing interpretation and evaluation that incorporates a variety of advanced research methods.

ENGL 1102H Honors Composition II
Prerequisite: ENGL 1101H with a grade of C or better or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

A composition course emphasizing interpretation and evaluation that incorporates a variety of advanced research methods. The course provides opportunities for collaboration, leadership, and effective communication across media through writing projects that relate to one or more elements of the honors program outside the classroom.

ENGL 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.

ENGL 3210 **Old English and Middle English Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey and study of Old and Middle English Literature.

ENGL 3220 **Renaissance British Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey and study of Renaissance British Literature.

ENGL 3230 **Restoration and Eighteenth-Century British Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey and study of British Literature from the Restoration in 1660 until the end of the eighteenth century.

ENGL 3240 **Nineteenth-Century British Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey and study of British Romantic and Victorian Literature.

ENGL 3250 **Twentieth-Century and Contemporary British Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey and study of British literature in the twentieth and early twenty-first centuries.

ENGL 3330 **Early and Colonial American Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey and study of early and colonial American literature.

ENGL 3340 **Romantic and Nineteenth-Century American Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey and study of Romantic and nineteenth-century American literature.

ENGL 3350 **Modern and Postmodern American Literature**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey and study of twentieth and early twenty-first century American literature.

ENGL 3400 **History of English and the American Languages**
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A history of the development of the English language and a sociolinguistic investigation of the dialects of American English.

ENGL 3600 Creative Writing
Prerequisite: Grade of C or better in ENGLISH 1102 and Completion of a 2000-Level English course
Credit Hours: (3-0-3)

An introduction to creative writing, with a focus on two or more of the following genres: poetry, fiction, drama, creative non-fiction.

ENGL 3910 Advanced Grammar and Composition
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

An advanced grammar and composition course.

ENGL 3920 Technical Writing
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A study of technical communication practices in professional writing contexts including document analysis, the rhetoric of the scientific and technical professions, and the composition of technical reports, manuals, and articles.

ENGL 3930 Writing for New Media
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A study of the theoretical and social implications of new media, with practical application of strategies for effective writing in multiple print, digital, and mixed media contexts.

ENGL 4200 Postcolonial Literatures
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey of postcolonial literatures that includes the theoretical perspectives of figures such as Said, Fanon, Spivak, Bhabha, and others.

ENGL 4300 African-American Literature
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey of the works, movements, and genres of African-American literature.

ENGL 4400 Minority American Literature
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A survey of the works, movements, and genres of minority American literatures other than African-American, including Latino/Chicano, Native American, and Asian-American.

ENGL 4601 Foundational Authors: Chaucer
Prerequisite: Grade of C or better in English 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A close study of the major works of Geoffrey Chaucer.

ENGL 4602 Foundational Authors: Shakespeare
Prerequisite: Grade of C or better in English 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A close study of the major dramatic and poetic works of William Shakespeare.

ENGL 4603 Foundational Authors: Milton
Prerequisite: Grade of C or better in English 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A close study of the major poetry and prose of John Milton.

ENGL 4800 Curriculum and Methods in English/Language Arts Education
Prerequisite: Grade of C or better in ENGL 1102, completion of a 2000-level English course, Admission to Candidacy in Teacher Education Program
Corequisite: EDUC 3005
Credit Hours: (3-0-3)

Studies the planning, teaching, evaluation, and organization of teaching English/Language Arts at middle and secondary level. The course integrates knowledge of the subject area with a field work skills component.

ENGL 4810 English Internship
Prerequisite: Grade of C or better in ENGL 1102, completion of a 2000-level English course, and permission of instructor
Credit Hours: 1 to 6 credit hours (0-3-1) or (0-6-2) or (0-9-3) or (0-12-4) or (0-15-5) or (0-18-6)

An individually designed, supervised, and previously approved English-related career practicum involving field experience. The course is repeatable for credit.

ENGL 4900 Special Topics in Literature and Literary Studies
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A close study of a significant topic related to the study of literature and language. Topics will vary, and may include literary theory, studies in film or other new media, journalism, or genre and gender studies.

ENGL 4910 Special Topics in Rhetoric and Composition
Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
Credit Hours: (3-0-3)

A close study of a significant topic in rhetoric and composition. Topics will vary and may include new media composition, composition theory, linguistics, creative non-fiction, and technical writing.

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.

GEOLOGY

GEOL 1121K Introductory Geoscience I: Physical Geology
Credit Hours: (3-2-4)

This course covers Earth materials and processes. Topics include an introduction to the fundamental features of the earth's internal and external processes, identification of rocks and minerals, the nature and measurement of geologic time, and the unifying role of the theory of plate tectonics.

GEOL 1122K Introductory Geoscience II – Historical Geology
Credit Hours: (3-2-4)
This course covers geologic time, sedimentary environments, fossils, and Earth history. Topics include an introduction to methods and concepts by which Earth history is interpreted: the geologic time scale; interpretation of the rock record;. interactions of physical, chemical, and biological processes through time.

HEALTH SERVICES AND INFORMATICS ADMINISTRATION

HSIA 2000 Medical Terminology
Prerequisite: Student must have completed BIOL 2210
Credit Hours: (3-0-3)

Introduction to medical terminology, including root words, prefixes, suffixes, and combining forms. The course includes an introduction to pharmacology, including commonly used drugs.

HSIA 3000 Introduction to Health Care Systems and the Health Information and Informatics Professional
Prerequisite: Must have completed at least 30 semester hours of college-level work
Credit Hours: (3-0-3)

A study of the U.S healthcare system emphasizing critical issues being faced and the multidisciplinary nature of those issues. An introduction to Health Information Informatics Management and the role of the professional in healthcare delivery is also explored.

HSIA 3030 **Pathophysiology & Essentials of Pharmacology**
Prerequisite: Admission to the Health Services and Informatics Administration Program
Corequisite: HSIA 2000, HSIA 3000
Credit Hours: (3-0-3)

The study of etiology, symptomology, clinical diagnosis, and treatment of diseases with an emphasis on pathogenesis, and the study of drugs and drug therapy related to human diseases

HSIA 3110 **Human Resources Administration in Health Sciences**
Prerequisite: Admission to the Health Services and Informatics Administration Program
Corequisite: HSIA 2000, HSIA 3000, BUSA 3000
Credit Hours: (3-0-3)

Provides an in-depth look at the strategic management in the health care setting, including leadership in the e-health environment, productivity monitoring, change management, and process redesign. Focuses on human resources management, training, communication, and ergonomics.

HSIA 3230 **Health Data Content and Structure**
Prerequisite: One of BUSA 2101 or CSCI 1101 and Admission to the Health Services and Informatics Administration Program
Corequisite: HSIA 2000, HSIA 3000
Credit Hours: (3-0-3)

Provides an in-depth look at healthcare data sets including the uniform ambulatory care data set, uniform hospital discharge data set, and health care standards. Explores paper-based, hybrid, and electronic health records as well as secondary data sources, and maintenance standards.

HSIA 3420 **Health Data Classification & Coding Systems II**
Prerequisite: HSIA 2000, HSIA 3000
Credit Hours: (2-2-3)

The study of Current Procedural Terminology and the assignment of HCPCS level I and level II codes to medical procedures and services.

HSIA 3430 **Health Data Classification & Coding Systems III (ICD-10 coding)**
Prerequisite: HSIA 2000, HSIA 3000
Credit Hours: (2-2-3)

The study of ICD-10-CM/PCS coding system including supplementary classifications, external causes of injury and poisoning, morbidity, and supplementary classifications.

HSIA 3998 **Independent Study in Health informatics**
Prerequisite: CSCI 2410 or ITEC 2245
Credit Hours: (1-0-1)

Independent study in the area of health informatics. Student must have permission of the Health Services & Informatics Administration program director to proceed with the course. Topics will be developed by the student and approved by the faculty.

HSIA 3999 **Topics in Health Informatics**
Prerequisite: BUSA 2101 or CSCI 1101, HSIA 3000
Credit Hours: (3-0-3)

Attend and complete work in CSCI 2410/ITEC 2245 with additional HSIA projects assigned.

HSIA 4020 **Medical Legal & Ethical Issues in Health Care**
Prerequisite: HSIA 2000 and HSIA 3000
Corequisite: HSIA 3230
Credit Hours: (3-0-3)

Explores the study of legal principles related to patient records and patient care: confidentiality, release of information, subpoenas for patient records, and security of patient records, HIPAA privacy standards, fraud and abuse, specialized patient records, internal and external reporting, and ethical standards for health information informatics management.

HSIA 4070 **Health Care Networks, Data Bases, and the Electronic Health Record**
Corequisite: HSIA 3000
Credit Hours: (3-0-3)

A review of the implementation and evolution of the electronic health record, technology and national initiatives in health information technology. Data infrastructure and data bases will also be a topic of discussion.

HSIA 4110 **Knowledge Management and Research Support**
Prerequisite: HSIA 3000, HSIA 3030, HSIA 3420, MATH 2101
Credit Hours: (3-0-3)

A study of research methods using statistical analysis and research techniques addressing problematic issues in health care. Addresses project management in relation to research.

HSIA 4130 **Quality Assessment & Healthcare Statistics**
Corequisite: HSIA 2000, HSIA 3000, HSIA 3230 MATH 2101
Credit Hours: (3-0-3)

Examines health care data abstract systems and the computation and display of statistical data for health care planning, research, and administrative use. Additional focus on current methodology in quality improvement applications in the healthcare setting and maintaining a culture of excellence.

HSIA 4140 **Reimbursement Methodology**
Prerequisite: HSIA 3230, HSIA 3420
Corequisite: HSIA 3430
Credit Hours: (2-2-3)

Explores the application of coded data and health information in the reimbursement process. Reimbursement management, federal regulations, and optimization issues will be addressed.

HSIA 4190 **Internship and Seminar**
Prerequisite: HSIA 3420, HSIA 4020, BUSA 3000 and student must have a minimum GPA of 2.5 to enroll in HSIA 4190
Credit Hours: (1-10-3)

Supervised learning experience in a health care facility with emphasis on computer applications, privacy and security of patient record, administration and management, health record analysis, and CPT and ICD coding.

HSIA 4240 **Health Care Systems: Analysis & Design**
Prerequisite: MATH 2101, HSIA 3000, HSIA 3230
Credit Hours: (3-0-3)

An introduction to health information systems with topics that include system lifecycle, types of systems used, management of healthcare information system resources, and emerging technologies.

HISTORY

HIST 1121, 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 Civilization from 1648 to the present.

HIST 2000 **Historical Research and Writing**
Prerequisite: ENGL 1101 with a grade of "C" or better.
Credit Hours: (3-0-3)

An introductory course for History majors and other interested students that focuses on reading historical

monographs, researching effectively, formulating historical argument, and writing and documenting according to the canons of the discipline.

HIST 2111, 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.

HIST 2111H Honors American History I
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

This course is an honors survey of the history of the United States from the age of discovery to 1865.

HIST 2183 Archival Theory and Practice
Prerequisite: Grade of C or better in HIST 1121, HIST 1122, HIST 2111, or HIST 2112
Credit Hours: (3-0-3)

This course is an introduction to the theory, techniques and practices that are utilized in archives development and management.

HIST 3000 Ancient World
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course examines the Mediterranean World from the end of the Bronze Age through the Fall of the Roman Empire.

HIST 3100 Atlantic World
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course is a study of the Atlantic World System which tied Europe, Africa and the Americas into a web of economic and cultural interdependence.

HIST 3200 **Asian Civilizations**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course is an examination of the major Asian Civilizations from their origins to the present.

HIST 3300 **Europe in the Middle Ages**
Prerequisite: Grade of C or better in HIST 1121
Credit Hours: (3-0-3)

This course covers European history from the Fall of the Roman Empire through the Hundred Years War.

HIST 3400 **The Renaissance and Reformation**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course covers the major political, cultural, economic and religious developments in Europe from roughly 1350 to 1648.

HIST 3710 **Colonial and Revolutionary America**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course surveys American history from initial English settlement to the end of the American Revolution.

HIST 3720 **Constitution and the Early Republic, 1783-1815**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course is a survey of American history from the end of the American Revolution to the end of the War of 1812.

HIST 3730 **Jacksonian America 1815-1848**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112

Credit Hours: (3-0-3)

This course surveys American history from 1815 to 1848.

HIST 3750 **The American Civil War**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

A study of the origins, conduct and results of the American Civil War, 1861-1865.

HIST 3760 **Reconstruction and Industrialization, 1865-1896**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course covers the major changes caused by Reconstruction and the industrialization of the country following the Civil War.

HIST 3770 **The Progressive Era and World War I, 1896-1920**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course covers the widespread reform movement, known as Progressivism and America's emergence onto the world stage as a result of World War I.

HIST 3780 **The United States, 1920-Present**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course explores American political, economic, diplomatic and social history from 1920 to the present.

HIST 3790 **History of the American South**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

An exploration of the major themes and issues in Southern history from Jamestown to the present.

HIST 3800 **History of Georgia**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

Examines the social, political, economic, and cultural development of the state of Georgia from the colonial era to the present.

HIST 3810 **The African-American Experience**
Prerequisite: Grade of C or better in HIST 2111 or HIST 2112
Credit Hours: (3-0-3)

This course provides a history of the African American experience from 1619 to the present.

HIST 3820 **African Diaspora**
Prerequisite: Grade of C or better in HIST 2111, HIST 2112, HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course explores the causes and processes of the dispersion of African peoples from their homelands and its global outcomes.

HIST 4000 **Modern Europe 1789 - Present**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course surveys Modern European history from the French Revolution to the present.

HIST 4100 **Modern Russia**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course covers the history of Modern Russia with particular attention given to that period after 1861.

HIST 4200 **Modern France**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course surveys French history from the Age of Absolutism to the present.

HIST 4300 **Modern Germany**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course surveys Modern German history from Unification to Re-Unification and the present.

HIST 4400 **Modern Britain**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course covers British history from the Glorious Revolution to the present.

HIST 4500 **Latin America**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course considers the political, cultural and economic forces that have shaped the development of Latin America.

HIST 4600 **South Africa**
Prerequisite: Grade of C or better in HIST 1121 or HIST 1122
Credit Hours: (3-0-3)

This course is an historical survey of the southern region of Africa from prior to Dutch settlement to the present.

HIST 4700 **Special Topics in World History**
Prerequisite: Grade of C or better in any History core course

Credit Hours: (3-0-3)

This course allows students in the history program to undertake an in-depth study of a special topic in World History.

HIST 4710 **Special Topics in European History**
Prerequisite: Grade of C or better in any History core course
Credit Hours: (3-0-3)

This course allows students in the history program to undertake an in-depth study of a special topic in European History.

HIST 4720 **Special Topics in American History**
Prerequisite: Grade of C or better in any History core course
Credit Hours: (3-0-3)

This course allows students in the history program to undertake an in-depth study of a special topic in American history.

HIST 4800 **Curriculum and Instruction in Social Science Education**
Prerequisite: Grade of C or better in HIST 1121, HIST 1122, HIST 2111, or HIST 2112 and Admission to Candidacy in Teacher Education Program
Corequisite: EDUC 3005
Credit Hours: (3-0-3)

This course aims to develop the planning, organizational, teaching and evaluation skills necessary for middle and secondary history instruction.

HIST 4850 **History Professional Internship**
Prerequisite: Grade of C or better in any HIST 3000/4000 level course and permission of the instructor
Credit Hours: 1 to 6 credit hours (0-3-1) or (0-6-2) or (0-9-3) or (0-12-4) or (0-15-5) or (0-18-6)

An individually designed, supervised, and previously approved history-related career practicum involving field experience. The course is repeatable for credit.

HIST 4900 **Research Seminar in History**
Prerequisite: Grade of C or better in fifteen hours of 3000/4000 level history courses and permission of the instructor
Credit Hours: (3-0-3)

A course that treats research methodologies in history, historiography, and the historian's craft. Students will complete a major, original research project in American, European, or World history.

HUMAN SERVICES

HUSV 2101 **Introduction to Human Services**
Credit Hours: (3-0-3)

An interdisciplinary overview of the field of human services. Special attention will be given to the political, economic, organizational, and social factors currently affecting the field. Students will examine the theoretical frameworks of the field, the day-to-day functions and activities of human services organizations, and their own beliefs, values and skills related to work in human services.

HUSV 3001 **Research Methods in the Social Sciences**
Prerequisite: HUSV 2101, MATH 2101
Credit Hours: (3-0-3)

Introduction to the fundamentals of qualitative and quantitative research methods as applied in the social and behavioral sciences: formulating a research question, evaluating ethical issues in research, collecting and analyzing data, and developing appropriate presentation of findings.

HUSV 3020 **Interviewing and Counseling**
Prerequisite: PSYC 1101 or SOCI 1101 and HUSV 2101
Credit Hours: (3-0-3)

A course focused on developing knowledge, attitudes, and skills essential to effective interviewing and counseling in a variety of settings including social agencies, education, health care, and business. Emphasis on experimental learning of interviewing skills and strategies.

HUSV 3060 Human Services Agencies and Processes
Prerequisite: HUSV 2101
Credit Hours: (3-0-3)

This course will explore the differing characteristics of various types of human service agencies, specifically focusing on the organizational structures and processes within these agencies and impact these have on agency function. It will explore the problems associated with bureaucracies, best practices to use within them, and will investigate the reforms that seek to improve them.

HUSV 3080 Social Welfare Policies and Programs
Prerequisite: SOCI 1101, HUSV 2101
Credit Hours: (3-0-3)

This course deals with socio-economic welfare issues and programs such as human capital development, income redistribution, family and child-care support, food stamps, Medicare, and Medicaid. It examines current fiscal policy , social policy, and housing policy.

HUSV 4010 Program Planning, Development, and Evaluation
Pre-requisites: HUSV 2101
Credit Hours: (3-0-3)

Study of planning, program development, and evaluations as the basic functions of human services agencies. Students will learn how to analyze social welfare programs and policies by using a variety of quantitative approaches and program models. Emphasis on developing different techniques of program planning and understanding diverse evaluation techniques as they relate to data collection.

HUSV4030 Legal and Ethical issues in Human Services
Prerequisite: HUSV 2101

Credit Hours: (3-0-3)

An overview of ethical and legal issues related to provision of human services including examination of ethics statements from national professional organizations related to human services and the helping professions. Issues covered will include cultural diversity, informed consent, confidentiality, equal opportunity, discrimination, responsibility to clients, and collaboration with colleagues.

HUSV 4080 **Special Topics in Human Services**
Prerequisite: HUSV 2101
Credit Hours: (3-0-3)

Provides students with an understanding of some human services phenomenon in greater depth. By treating such topics in breadth, depth, and in context, students will develop a sound understanding of the topic treated.

HUSV 4081 **Special Topics in Human Service Leadership**
Prerequisite: HUSV 2101
Credit Hours: (3-0-3)

Interactive experience designed to provide a grounding in leadership theories and frameworks and to explore a range of leadership tasks and processes. Specific topics will vary.

HUSV 4900 **Human Service Internship**
Pre-requisites: Senior status and completion of all required courses with a minimum grade of "C" in each.
Co-requisite: HUSV 4901
Credit Hours: (0-15-3)

Supervised internship experience in an approved human services agency. Students work minimum of fifteen hours per week in an agency or service organization relevant to career aspirations. Students are responsible for securing their own internship placement according to Gordon State College internship guidelines.

HUSV 4901 **Human Service Capstone Seminar**
Pre-requisites: Senior status and completion of all required courses with a minimum grade of "C" in each.
Co-requisite: HUSV 4900
Credit Hours: (1-0-1)

This course is the culmination of the human services program, focused on integrating students' education and experience. Through group discussion and analysis of field experiences, students build and expand upon theoretical foundations to improve skills and techniques necessary for effective human services work.

HUMANITIES

HUMN 1501 **Humanities I**
Credit Hours: (3-0-3)

An interdisciplinary course examining Western cultural thought and achievement in art, architecture, music, theatre, literature, philosophy, and religion, designed to develop the student's understanding of the evolution of culture in the Western and non-Western world; the course will highlight cross-cultural ideas, ethics, arts, values, and means of human expression in the historical period from the beginnings of civilization to the Renaissance.

HUMN 1502 **Humanities II**
Credit Hours: (3-0-3)

An interdisciplinary course examining Western cultural thought and achievement in art, architecture, music, theatre, literature, philosophy, and religion, designed to develop the student's understanding of the evolution of culture in the Western and non-Western world; the course will highlight cross-cultural ideas, ethics, arts, values, and means of human expression in the historical period from the Renaissance to the twenty-first century.

INFORMATION TECHNOLOGY

ITEC 2215 **Introduction to Information Technology**
Prerequisite: BUSA 2101 or CSCI 1101
Credit Hours: (3-0-3)

An introduction to the nature and applications of Information Technology (IT). Topics covered include the concepts and terminology of IT, particularly hardware, software, networks, databases, and the Internet. Students also study examples of ways in which the tools of IT are applied in the workplace.

ITEC 2245 **Foundations of Database Design**
Prerequisite: BUSA 2101, ITEC 2215, or CSCI 1101
Credit Hours: (3-0-3)

This foundational course presents terminology, basic concepts, and applications of database processing including file organization and data structures. The course emphasizes database design using various modeling techniques; database implementation using the relational model, normalization, and SQL. Students will design, create and process a database to demonstrate competency in the course content.

INTEGRATED SCIENCE

ISCI 1121K **Integrated Science**
Credit Hours: (3-3-4)

An interdisciplinary course integrating principles from biology, chemistry, ecology, geology, and non-science disciplines as related to the interactions of humans and their environment. Emphasis is placed on the study of ecosystems, human population growth, pollution and other environmental issues and important environmental issues and important environmental regulations.

ISCI 2001 **Life/Earth Science for Early Childhood Education**
Prerequisite: Early Childhood Education Major Only. Grade of C or better in an Area A math and one Area D lab science 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. Grade of C or better in an Area A math and one Area D lab science 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 Bachelor of Science in Early Childhood Education or Secondary Teaching Certification Program
Credit Hours: (3-0-3)

This course is a study of the scope and sequence of skills and methods related to the teaching of comprehension, vocabulary, study skills, and critical reading in the content areas. Strategies for improving content area instruction and developing appreciation and interest in reading are addressed.

LART 3007 Analysis and Correction of Reading Problems
Prerequisite: Admission to the Candidacy, Bachelor of Science, 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 0098 **Support for English Composition**
Prerequisite: English COMPASS placement score from 44 to 64 or Reading COMPASS placement score from 68 to 77, or completion of ENGL 0099.
Credit Hours: (0-2-1) for institutional use only

A lab-based tutoring course designed to provide just in time remediation for students—strengthening their English composition skills through interactive instruction and guided tasks—in tandem with enrollment in ENGL 1101.

ENGL 0099 **Pre-College Composition**
Prerequisite: English COMPASS placement score from 32 to 43 or Reading COMPASS placement score of 62 to 67, or both English COMPASS score below 65 and Reading COMPASS score below 78.
Credit Hours: (3-0-3) for institutional use only

This course is designed to help students develop and strengthen both the reading and composition skills that are needed to enter English 1101. The course includes assignments in the language-based processes of reading, writing, and discussion, as well as critical thinking. It stresses application of the rules and conventions of standard written English and of the skills in identifying a writer's purpose, tone, and pattern of organization, while providing extensive practice in writing a variety of types of compositions.

GFYE 0097 **Gordon College First-Year Experience**
Credit Hours: (1-0-1) for institutional use only

A required course for all students entering Gordon State College with one or two Learning Support requirements (Math, English (writing), and Reading) and optional for all other students. An introduction to college life and responsibilities meant to assist first-year students in making a successful transition into college. The course

emphasizes the programmatic development of academic literacy (improving study, time management, and interpersonal communication skills), enhancing awareness of college resources and policies, encouraging participation in the college community, and addressing college-related attitudes and practices. Students who are required to take the course must pass with a "C" or better, and they must repeat the course each semester of enrollment until they achieve a "C" or better.

MATH 0097 Beginning Algebra
Prerequisite: COMPASS entrance score of 20-30.
Credit Hours: (3-0-3) for institutional use only

A course designed to help students learn basic algebra and other topics necessary for Quantitative Skills and Reasoning. It is a study of elementary algebra, which will include real number sets, set operations, linear, quadratic and exponential functions and their graphs, and introductory probability and statistics.

MATH 0099 Intermediate Algebra
Prerequisite: COMPASS entrance score of 20-30.
Credit Hours: (3-0-3) for institutional use only

A course designed to help students learn basic algebra topics to prepare them for college algebra. It is a study of elementary algebra, which will include the set of real numbers, linear sentences, linear functions and their graphs, and operations and factoring with polynomials.

MATH 0998 Algebra Assistance/Quantitative Skills and Reasoning
Prerequisite: MATH 0097 or COMPASS entrance score of 31-41
Corequisite: MATH 1001
Credit Hours: (0-2-1) for institutional use only

A course designed to help the student simultaneously address learning support mathematics requirement and complete an Area A mathematics course, MATH 1001. Covers polynomial, rational, and radical expressions and sentences, linear and quadratic functions, exponential and logarithmic functions, and statistical reasoning.

MATH 0999 **Algebra Assistance/College Algebra**
Prerequisite: MATH 0099 or COMPASS entrance score of 31-41
Corequisite: MATH 1111
Credit Hours: (0-2-1) for institutional use only

A course designed to help the student simultaneously address learning support mathematics requirement and complete an Area A mathematics course, MATH 1111. Covers polynomial, rational, and radical expressions and sentences, polynomial functions and their graphs, and simultaneous systems of equations.

STAR 0098 **Students Taking Academic Responsibility for College Success**
Credit Hours: (1-0-1) for institutional use only

This course is designed to teach strategies for creating success in college and in life through increased self-awareness and enhanced commitment to life-long learning. Topics include personal responsibility; self-motivation; goal-setting; priority management; learning styles; decision-making; engaging the academic community; interpersonal communication; note-taking and other study skills; test-taking strategies; stress reduction strategies; critical thinking; problem-solving; and the power of positive thinking. Readmitted students returning from academic suspension must complete this course. Please note, however, that students returning from Learning Support suspension are NOT required to enroll in STAR 0098.

LIBRARY SCIENCE

LIBR 1001 **Methods of Library Research**
Credit Hours: (1-0-1)

An overview of all aspects of the library with emphasis on the on-line catalog, periodical indices, basic reference books and on-line resources.

MATHEMATICS

MATH 1001 Quantitative Skills and Reasoning
Credit Hours: (3-0-3)

This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. *Students must provide a graphing calculator.*

MATH 1111 College Algebra
Credit Hours: (3-0-3)

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.

MATH 1113 Pre-Calculus
Prerequisite: Grade of C or better in MATH 1111 or Math SAT score of 500 or Math ACT score of 21
Credit Hours: (4-0-4)

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. *Students must provide a graphing calculator.*

MATH 1113H Honors Pre-Calculus
Prerequisite: Either MATH 1111 or a strong background in high school mathematics including the equivalent of MATH 1111 and a mathematics SAT score of at least 500 (mathematics ACT score of at least 21), acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (4-0-4)

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an

intensive study of algebraic and transcendental functions accompanied by analytic geometry. This honors course will also include symbolic logic, mathematical induction, binomial theorem, and sequences. A primary goal of this course is to encourage students to think and to improve their logical and critical thinking abilities. It will also emphasize research which is an important part of this course where the students will apply mathematical ideas in real life problems. *Students must provide a graphing calculator.*

MATH 1401 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: Grade of C or better in MATH 1113 or Math SAT score of 600 or Math ACT score of 26
Credit Hours: (4-0-4)

An analysis of functions, limits, continuity, the derivative, antidifferentiation, the definite integral, and applications. *Students must provide a graphing calculator.*

MATH 1502 Calculus II
Prerequisite: MATH 1501
Credit Hours: (4-0-4)

An analysis of derivatives and integrals of transcendental and inverse trigonometric functions, techniques of integration, improper integrals, L'Hopital's Rule, infinite series, and conics. *Students must provide a graphing calculator.*

MATH 2008 Foundations of Numbers and Operations
Prerequisite: MATH 1001, MATH 1101, MATH 1111, or MATH 1113

Credit Hours: (3-0-3)

An introductory mathematics course for 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 2201 and MATH 1501
Credit Hours: (3-0-3)

A study of linear algebra including systems of linear equations, matrix arithmetic, determinants, vector spaces, Euclidean n-space, inner product spaces, linear independence, bases, linear transformations, and eigenvalues and eigenvectors.

MATH 2501 Calculus III
Prerequisite: MATH 1502
Credit Hours: (4-0-4)

An analysis of real-valued functions of several variables, polar coordinates, parametric equations, vectors in two and three dimensions, quadric surfaces, partial derivatives, multiple integrals, line integrals, and Stoke's and Green's theorems.

MATH 3001 Topics in Algebra for 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 3001
Credit Hours: (3-0-3)

Topics include plane figures, polygons and tessellations, space figures, symmetric figures, systems of measurement, area and perimeter, volume and surface area, congruence and similarity mappings, and topological mappings.

MATH 3003 Data Analysis, Probability, and Connections
Prerequisite: Admission to Candidacy, Bachelor of Science, 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 3200 Foundations of Advanced Mathematics
Corequisite: MATH 1502
Credit Hours: (3-0-3)

Elementary logic, set theory, function and relations, and other selected topics from discrete mathematics with emphasis on mathematical proof including induction.

MATH 3201 Advanced Linear Algebra
Prerequisite: MATH 2201, MATH 3200
Credit Hours: (3-0-3)

Advanced study of abstract vector spaces, linear transformations, eigenvectors and eigenvalues, diagonalization, inner product spaces, and real quadratic forms.

MATH 3301 Foundations of Geometry
Corequisite: MATH 3200
Credit Hours: (3-0-3)

Rigorous study of the properties of Euclidean geometry with special attention to incidence and metric properties and introduction to elementary properties of non-Euclidean geometries.

MATH 3401 Number Theory
Prerequisite: MATH 3200
Credit Hours: (3-0-3)

Survey of topics from number theory to include divisibility, prime numbers, congruences, linear and nonlinear Diophantine equations, and quadratic residues.

MATH 3502 Differential Equations
Prerequisite: MATH 1502
Credit Hours: (3-0-3)

Study of methods for solving differential equations including first-order and higher order differential equations. Includes power series solutions and numerical methods.

MATH 3601 Combinatorics
Prerequisite: MATH 1502
Credit Hours: (3-0-3)

Counting principles such as permutations, combinations, derangements; pigeon hole and inclusion/exclusion principles; partitions; generating functions; and recurrence relations.

MATH 4001 Probability and Statistics
Prerequisite: MATH 1502
Credit Hours: (3-0-3)

Collection, organization, and description of data, probability, random variables, probability distributions, Central Limit Theorem, sampling, estimation and testing of hypotheses.

MATH 4101 Abstract Algebra
Prerequisite: MATH 2201 and MATH 3200
Credit Hours: (3-0-3)

Introduction to algebraic structures: groups, rings, integral domains and fields, including the basic facts of group and ring homomorphisms.

MATH 4300 Graph Theory
Prerequisite: MATH 3200
Credit Hours: (3-0-3)

Survey of topics in graph theory including Euler and Hamilton paths, shortest paths, maximum flow, trees, spanning trees and matching and coloring problems.

MATH 4401 Numerical Analysis
Prerequisites: MATH 1501, MATH 2201, CSCI 1301
Credit Hours: (3-0-3)

Numerical solution of linear and non-linear equations, interpolation and polynomial approximation, numerical differentiation and integration, numerical solution of differential equations, errors and floating point arithmetic.

MATH 4800 Curriculum and Instruction in Mathematics Education
Prerequisite: Admission to candidacy in Teacher Education Program
Corequisite: EDUC 3005 and a 3000-level mathematics course
Credit Hours: (3-0-3)

Planning, teaching, evaluation, and organization, applied to the teaching of mathematics at the middle and secondary level including analysis of trends. Course integrates knowledge of mathematics with skills in teaching. Fieldwork component required.

MATH 4900 Senior Seminar: Analysis
Prerequisite: MATH 3200
Credit Hours: (3-0-3)

Capstone course for mathematics majors with emphasis on mathematical communication. The mathematical

content of the course is introductory analysis: the real number system, limits, sequences, a study of the consequences of continuity and differentiability.

MATH 4905 Special Topics in Mathematics
Prerequisite: Announced with the course
Credit Hours: (3-0-3)

Special topics in mathematics not included in curriculum described in the catalog.

MATH 4906 Undergraduate Research in Mathematics
Prerequisite: Announced with the course
Credit Hours: (1-4-3)

Independent research under the supervision of a faculty mentor. Includes literature review, project, and presentation of results.

MUSIC

MUSC 1100 Music Appreciation
Credit Hours: (3-0-3)

An introduction to music history and literature.

MUSC 1101, 1102 Aural Skills I, II
Prerequisite: Sequential completion or consent of instructor. Students must enroll simultaneously in the corresponding Music Theory course (MUSC 1201 and MUSC 1202, respectively).
Credit Hours: (0-3-1) for each course

An aural skills laboratory, including sight singing, dictation, and keyboard skills, to complement Music Theory courses. For music majors and minors.

MUSC 1201, 1202 Music Theory I, II
Prerequisite: Sequential completion or consent of instructor. The student must enroll simultaneously in the corresponding Aural Skills course (MUSC 1101 and MUSC 1102, respectively).
Credit Hours: (2-1-2) for each course

A study of music terminology and rhythmic, melodic, and harmonic materials. For music majors and minors.

MUSC 1551, 1552 Class Piano I, II

Prerequisite: Sequential completion or consent of instructor.
Credit Hours: (1-0-1) for each course

A study of elementary reading and piano techniques.

MUSC 1561, 1562 Class Voice I, II

Prerequisite: Sequential completion or consent of instructor.
Credit Hours: (1-0-1) for each course

A sequence for vocal minors and general college students.

MUSC 1581, 1582 Class Guitar I, II

Prerequisite: Sequential completion or consent of instructor.
Credit Hours: (1-0-1) for each course

A sequence in class guitar, offering instruction in basic chords, note reading, and simple strumming patterns.

MUSC 1601 College Chorus

Credit Hours: (3-0-1)

A study of masterpieces of choral literature. Includes performance (Non-auditioned; open to all students).

MUSC 1611 Vocal Ensemble

Prerequisite: Audition (See instructor for details)
Credit Hours: (3-0-1)

A study of music for chamber chorus. Includes performance.

MUSC 1621 Concert Band

Prerequisite: Consent of instructor
Credit Hours: (0-2-1)

An ensemble for students who are already competent instrumental musicians. This course may be retaken for credit for up to a maximum of four credit hours.

MUSC 1622 Jazz Ensemble
Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (0-2-1)

This course offers students the opportunity to explore the music of American jazz. There is a strong emphasis on improvisation, but it is not required. The ensemble will perform standard jazz songs from composers like Duke Ellington and Chick Corea with an emphasis on proper interpretation based on the stylistic characteristics of the music. This course may be retaken for credit for up to a maximum of four credit hours.

MUSC 1623 Percussion Ensemble
Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (0-2-1)

This music is often more interesting and challenging to the percussionist than most band music. The ensemble will perform music on a diverse array of percussion instruments, including mallet instruments like the marimba and vibraphone, to non-standard instruments like the brake drums and pots and pans. It is strongly recommended that all percussion majors perform in this ensemble. This course may be retaken for credit for up to a maximum of four credit hours.

MUSC 1624 Brass Ensemble
Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (0-2-1)

The brass ensemble provides the opportunity for the trumpet, trombone, tuba, French horn, and euphonium major to explore music written especially for the brass ensemble. Brass ensemble music spans several centuries and covers a wide range of styles and forms. This is also open to non-majors who have an interest in brass performance. It is strongly recommended that all brass

majors take this course. This course may be retaken for credit for up to a maximum of four credit hours.

MUSC 1625 Woodwind Ensemble
Prerequisite: Previous instrumental experience and consent of instructor.
Credit Hours: (0-2-1)

The woodwind ensemble provides the opportunity for the flute, oboe, clarinet or saxophone major to explore music written especially for the woodwind ensemble. This is also open to non-majors who have an interest in woodwind performance. It is strongly recommended that all woodwind majors take this course. This course may be retaken for credit for up to a maximum of four credit hours.

MUSC 2101, 2102 Aural Skills III, IV
Prerequisite: MUSC 1102 and sequential completion or consent of instructor. The student must enroll simultaneously in the corresponding Music Theory course (MUSC 2201 and MUSC 2202, respectively).
Credit Hours: (0-3-1) for each course

An advanced aural skills laboratory to complement Music Theory courses. For music majors.

MUSC 2201, 2202 Music Theory III, IV
Prerequisite: MUSC 1202 and sequential completion or consent of instructor. Students must enroll simultaneously in the corresponding Aural Skills course (MUSC 1101 and MUSC 1102, respectively).
Credit Hours: (2-1-2) for each course
An advanced study of harmonic materials, form, and analysis. For music majors.

MUSC 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 Fine Arts 219 before registering for any Applied Music course.

Applied Music is a private lesson. Students taking applied music classes are charged a separate fee in addition to regular tuition and fees for their other classes. Students cannot use these one-credit applied music courses to meet full-time (12-hour) status to receive full financial aid.

NURSING

NURS 1903 **Primary Prevention in Psychiatric/Mental Health Nursing**
Prerequisite: MATH 1001 or MATH 1111, BIOL 2210, ENGL 1101 and concurrent enrollment in or previous completion of with a grade of "C" or better in BIOL 2211, ENGL 1102, PSYC 2103, NURS 1904, and NURS 1922.
Credit Hours: (2-6-4)

This course is concerned with the knowledge and competencies necessary to deliver therapeutic psychiatric/mental health nursing care to clients in a

variety of settings across the lifespan. Common psychiatric disorders are explored utilizing the nursing process. Classroom and clinical experiences are integrated toward primary prevention and activities promoting mental health. Emphasis is placed on therapeutic nursing interventions, effective communication, interpersonal skills, the enhancement of critical thinking, and exploring evidence based practices.

NOTE: The last time this course will be taught is Spring 2015.***

NURS 1904 **Primary Prevention in Maternal-Newborn Nursing**
Prerequisite: MATH 1001 or MATH 1111, BIOL 2210, ENGL 1101 and concurrent enrollment in or previous completion of with a grade of "C" or better in BIOL 2211, ENGL 1102, PSYC 2103, NURS 1903, and NURS 1922.
Credit Hours: (2-6-4)

This course focuses on the application of the nursing process in the promotion of health and the prevention/management of illness in the child-bearing and child-rearing context of family development with an emphasis on the art of caring. Students practice the nursing process with a focus on illness prevention, health promotion across the lifespan, and culture. Students will apply critical-thinking skills supported by evidence based practice in evaluating health care services to meet the needs of childbearing women, children, and their families. Active learning strategies are threaded throughout the course in the classroom, seminars, clinical simulation, and in supervised clinical in a variety of health care facilities.

NOTE: The last time this course will be taught is Spring 2015.

NURS 1905 **Foundations in Pharmacology**
Prerequisite: Acceptance into the nursing program
Credit Hours: (2-0-2)

This is the first in a two-course sequence which introduces basic principles of dosage calculation, safe and accurate medication administration,

pharmacokinetics, pharmacodynamics, and legal and ethical nursing responsibilities.

NURS 1906 Applied Pharmacology
Prerequisite: NURS 1905, Concurrent enrollment in or completion of NURS 1911 and NURS 1912
Credit Hours: (3-0-3)

This is the second in a two-course sequence emphasizing the pharmacotherapeutics of medication administration. The classroom experiences facilitate the application of the nursing process, cultural diversity, critical thinking, health promotion, and safe effective medication administration across the lifespan. NOTE: The first time this course will be taught is Spring 2015.

NURS 1910 Foundations in Nursing
Prerequisite: Acceptance into the nursing program
Credit Hours: (4-9-7)

An introduction to the art and science of nursing emphasizing the fundamental concepts and skills of care of adult patients' physiologic needs in diverse health care settings. Classroom and clinical experiences emphasize foundational knowledge and competencies that integrate the nursing process, therapeutic and interpersonal skills, cultural diversity, critical thinking, health promotion, and safe effective care.

NURS 1911 Introduction to Adult Health Nursing
Prerequisite: NURS 1910, NURS 1905, MATH 1001/1111, BIOL 2210K, ENGL 1101, and concurrent enrollment in or completion of ENGL 1102, BIOL 2211, PSYC 2103, NURS 1912, NURS 1906
Credit Hours: (3-6-5)

This is the first of three adult health nursing courses, and it introduces nursing care concepts and competencies for adult patients who have chronic conditions or alterations in physiological functioning. Classroom and clinical experiences emphasize the accumulation of knowledge and competencies that facilitate the application of the nursing process,

therapeutic and interpersonal skills, cultural diversity, critical thinking, health promotion, and safe effective care for adults across the lifespan.
NOTE: The first time this course will be taught is Spring 2015.

NURS 1912 **Mental Health Nursing**
Prerequisite: NURS 1910, NURS 1905, MATH 1001 or MATH 1111, BIOL 2210, ENGL 1101 and concurrent enrollment in or completion of BIOL 2211, ENGL 1102, PSYC 2103, NURS 1911 and NURS 1906
Credit Hours: (2-3-3)

This course emphasizes the knowledge and competencies necessary to deliver safe and effective mental health nursing care to patients in a variety of settings across the lifespan. Common mental health disorders are explored utilizing the nursing process. Emphasis is placed on therapeutic nursing interventions, effective communication, interpersonal skills, the enhancement of critical thinking, and exploring evidence-based practices in the classroom and clinical experiences.
NOTE: The first time this course will be taught is Spring 2015.

NURS 1922 **Pharmacology and Nursing**
Prerequisites: Concurrent enrollment in or completion of NURS 1903 and NURS 1904
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.
NOTE: The last time this course will be taught is Spring 2015.

NURS 2903 **Secondary Prevention in the Nursing Care of Individuals, Families and Groups**
Prerequisites: NURS 1903, NURS 1904, NURS 1922, BIOL 2211, 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 lifespan.

NURS 2904 **Tertiary Prevention and Synthesis of Care Across the Lifespan**
Prerequisites: NURS 2903, BIOL 2250, HIST 2111 or HIST 2112, NURS 2991, and concurrent enrollment in or previous completion of, with the grade of "C" or better, an approved elective.
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 2907 **Transition to Professional Practice**
Prerequisite: Concurrent enrollment in NURS 2912
Course Hours: (2-0-2)

This is a seminar course that facilitates the transition into professional nursing practice by stimulating inquiry and discovery of essential principles required for safe and effective care and management. Emphasis is placed on accountability, delegation, legal/ethical responsibilities, health care economics, informatics, career management, and continuing competence. NOTE: The first time this course will be taught is Spring 2016.

NURS 2910 **Acute Adult Health Nursing**
Prerequisite: NURS 1911, NURS 1912, NURS 1906, BIOL 2211, ENGL 1102, PSYC 2103 and concurrent enrollment in or completion of HIST2211/2112, BIOL 2250, NURS 2911
Course Hours: (3-6-5)

This is the second of three adult health nursing courses, and it integrates nursing care concepts and competencies for adult patients who have acute alterations in physiological functioning or exacerbations of chronic conditions. Classroom and clinical experiences emphasize the application of knowledge and competencies that facilitate the analysis of the nursing process, therapeutic and interpersonal

skills, cultural diversity, critical thinking, and safe effective care for adults across the lifespan.
NOTE: The first time this course will be taught is Fall 2015.

NURS 2911 **Maternal Child Nursing**
Prerequisite: NURS 1911, NURS 1912, NURS 1906, BIOL 2211, ENGL 1102, PSYC 2103 and concurrent enrollment in or completion of HIST 2211/2112, BIOL 2250K, NURS 2910
Course Hours: (4-3-5)

This course integrates the knowledge and competencies essential to provide patient-centered nursing care to childbearing families and children from infancy through adolescence in diverse health care settings. Emphasis is placed on health promotion, growth and development, and common obstetrical and pediatric disorders utilizing the nursing process, critical thinking, and evidence-based practices in the classroom and clinical experiences.
NOTE: The first time this course will be taught is Fall 2015.

NURS 2912 **Complex Adult Health Nursing**
Prerequisite: NURS 2910, 2911, BIOL 2250, HIST 2111/2112, and completion or concurrent enrollment in an approved elective
Credit Hours: (3-15-8)

This is the final adult health course, and it facilitates the synthesis of nursing care concepts and competencies for adult patients who have acute/emergent alterations in physiological functioning. Classroom and clinical experiences engage students in the management and analysis of nursing care. Clinical practicum immerses students in the roles of advocator, manager, and collaborator of patient care across the lifespan in diverse health care settings.
Note: The first time this course will be taught is Spring 2016.

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.
NOTE: The last time this course will be taught is Fall 2015.

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.
NOTE: The last time this course will be taught is Spring 2016.

NURS 3092 Health Assessment and Health Promotion
Prerequisite: Admission to RN-BSN Program
Credit Hours: (3-2-4)

This course is designed to build on the assessment skills of the RN and has both theory and practicum components. The emphasis of this course will provide students with the skills necessary for promoting health in individuals and families in all phases of the lifespan. Health promotion activities such as counseling techniques and client teaching will be explored as strategies for disease prevention and health promotion.

NURS 3093 Community Health Nursing
Prerequisite: NURS 3092, NURS 3992
Credit Hours: (3-9-6)

This course focuses on community health services with emphasis on professional nursing practices in the promotion of population health. Emphasis will be placed on the nurse's role in improving the health of communities. Through the assessment and analysis of the health status of a chosen population, students will

intervene to influence change and promote health. Meeting the nursing care needs of individuals, families, groups and aggregates are addressed within the conceptual framework of the community. This course includes classroom and clinical components.

NURS 3922 **Pathophysiology/Pharmacology**
Prerequisite: NURS 3092, NURS 3992
Credit Hours: (3-0-3)

This course introduces the pathophysiological basis of illness and the basic principles of clinical pharmacology. The focus of this course is on compromises in the body's ability to meet its physiological needs integrated with nursing responsibilities related to pharmacological interventions in response to these compromises.

NURS 3992 **Professional Nursing Concepts**
Prerequisite: Admission to RN-BSN Program
Credit Hours: (3-0-3)

This course is designed to assist in the transition of the student to the role of a BSN prepared professional nurse. It provides an introduction to professional nursing and an overview of the roles and concepts essential to practice. As a foundation for subsequent nursing courses, the following concepts are explored: personal and professional values, culture, communication, nursing roles, and legal and ethical dimensions of nursing practice.

NURS 3993 **Research and Evidence-Based Practice**
Prerequisite: MATH 2101, NURS 3092, NURS 3992
Credit Hours: (3-0-3)
A study of the relationship of nursing research, theory, and practice. Emphasis is placed on understanding quantitative and qualitative approaches to the research process and how to interpret these approaches for evidence-based nursing practice.

NURS 4093 **Nursing Leadership and Management**
Prerequisite: NURS 3992, NURS 3993, NURS 3093
Credit Hours: (3-9-6)

This course focuses on the leadership role of the nurse in professional nursing practice. Emphasis is on concepts relevant to nursing leadership, management, role development, and nursing administration. This course includes classroom and clinical experience.

NURS 4922 **Critical Analysis: Acute and Chronic Illness**
Prerequisite: NURS 3922
Credit Hours: (3-0-3)

This course focuses on common acute and chronic complex health care problems across the lifespan. A case study approach will be used to examine the relationship between pathophysiological concepts and the nursing process to enhance clinical decision making. Course content may change each semester to allow for discussion related to new or emerging disease/healthcare topics of interest at that time. Students will be encouraged to suggest new or evolving illnesses for inclusion in the course outline.

NURS 4994 **Synthesis in Professional Nursing**
Prerequisite: NURS 3092, NURS 3093, NURS 3992, NURS 3993
Credit Hours: (3-0-3)

This course will be a synthesis of the coursework that has been completed in the RN/BSN program. This course prepares students to implement change through the use of evidence-based practice, conflict resolution, communication, and problem solving. Students will choose a Change Theory to guide them in the development of a proposed project within a healthcare organization.

PHILOSOPHY

PHIL 2010 **Introduction to Philosophy**
Credit Hours: (3-0-3)

An introduction to the study of philosophy through a consideration of the major problems asked in the discussion of philosophy, including metaphysics,

epistemology, and the meaning of human existence and axiology. It is not the purpose of this course to provide definitive answers to the questions discussed, but rather to expose one to the various proposed solutions, to discuss the cogency of various proposals, and to allow one to decide, in light of the evidence offered, which proposal or proposals seem most rationally persuasive.

PHIL 2010H **Honors Introduction to Philosophy**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

An introduction to the classic dilemmas in the field of philosophy and how those questions have been answered by philosophers over the ages. Beginning with an analysis and investigation into the value of philosophy, the course will devote time to the study of metaphysics (the study of nature, structure, and origin of reality, of what exists) and epistemology (the study of how and what can we know). Through these approaches, answers to questions involving the divine, the mind, humans need for certainty, issues of free will, identity, and reality will be addressed.

PHIL 2020 **Introduction to Ethics**
Credit Hours: (3-0-3)

Students examine philosophical thought in the area of ethics. The course provides a survey of major theories of ethics, from early Greek to contemporary. The course also addresses the application of ethical theory to contemporary social issues.

PHYSICAL EDUCATION

PHED 1001 **Health and Wellness for Living**
Credit Hours: (3-0-3)

An introduction to the factors affecting individual and community health and wellness. Topics include stress management, mental health, human sexuality, alcohol

and substance abuse, consumer health issues, chronic diseases, injury prevention, and end of life issues.

PHED 1010 Physical Fitness for Life
Credit Hours: (2-1-3)

An introduction to fitness and health with an emphasis on physical activity, nutrition, weight management, and health related fitness concepts. Students will have the opportunity to assess their physical fitness, nutrition, and activity patterns and to develop a personalized health and fitness program. Students will be required to **participate** in a variety of physical fitness activities.

PHED 1015 First Aid/CPR Responding to Emergencies
Credit Hours: (0-2-1)

An introduction to the techniques of emergency first aid, cardiopulmonary resuscitation (adult, child, infant) and automatic external defibrillator. Students will have the opportunity to earn The American Red Cross CPR certification and First Aid certification.

PHED 1040 Introduction to Physical Education
Prerequisite: Sophomore standing or permission of the instructor.
Credit Hours: (3-0-3)

An introductory course for physical education majors that explores professional careers, foundations, historical and philosophical principles of physical education, competitive athletics, and the sports industry.

PHED 1101 Jogging
Credit Hours: (0-2-1)

An activity class focusing on paced distance running for cardiovascular endurance.

PHED 1103 Foundations of Weight Training
Credit Hours: (0-2-1)

An introduction to the development of muscular endurance and strength through the use of free weights and fixed weight machines.

PHED 1104 **Advanced Weight Training**
Prerequisite: PHED 1103 or permission of instructor
Credit Hours: (0-2-1)

A continuation of PHED 1103.

PHED 1109 **Pacewalking**
Credit Hours: (0-2-1)

An activity class focusing on walking for cardiovascular endurance.

PHED 1115 Tai Chi
Credit Hours: (0-2-1)

An activity class focusing on the practice, foundation, and philosophy of Tai Chi.

PHED 1152, 1153 Aerobics I, II
Credit Hours: (0-2-1)

An activity class focusing on the development of cardiovascular health, muscular endurance, and flexibility through movement patterns set to music.

PHED 1201 Beginning Tennis
Credit Hours: (0-2-1)

For beginners only. Each student must provide his/her own racket and one can of new tennis balls.

PHED 1203 Intermediate Tennis
Prerequisite: PHED 1201 or permission of instructor
Credit Hours: (0-2-1)

A continuation of PHED 1201.

PHED 1205 Advanced Tennis
Prerequisite: PHED 1203 or permission of instructor
Credit Hours: (0-2-1)

A continuation of PHED 1203.

PHED 1207 Badminton
Credit Hours: (0-2-1)

A racquet sport involving indoor court activity. Each student must provide his/her own badminton equipment as assigned by the instructor.

PHED 1215 Beginning Racquetball
Credit Hours: (0-2-1)

Each student is required to provide protective eyewear, a racquet, and one can of new racquetballs.

PHED 1217 **Advanced Racquetball**
Prerequisite: PHED 1215 or permission of instructor
Credit Hours: (0-2-1)

A continuation of PHED 1215.

PHED 1301 **Soccer**
Credit Hours: (0-2-1)
Indoor or outdoor activity.

PHED 1320 **Basketball**
Credit Hours: (0-2-1)

Indoor basketball activity class. Class time will include exercise, skill development and competition.

PHED 1324 **Softball**
Credit Hours: (0-2-1)

Each student is required to provide a baseball glove.

PHED 1328 **Volleyball**
Credit Hours: (0-2-1)

Indoor activity.

PHED 1330 **Baseball**
Credit Hours: (0-2-1)

Each student is required to provide a baseball glove.

PHED 1402 **Rock Climbing**
Credit Hours: (0-2-1)

Basic instruction in climbing techniques for beginner through intermediate climbers. Emphasis is placed on safety, teamwork, and goal accomplishment. Students are required to use harness and helmet as they climb and to use rope connections to a belayer.

PHED 1501 **Beginning Swimming**
Prerequisite: For students who can swim less than twelve yards.
Credit Hours: (0-2-1)

An introduction to the proper techniques in treading water, crawl stroke, back crawl, and development of confidence in a water environment.

PHED 1503 Intermediate Swimming
Prerequisite: PHED 1501 or permission of instructor
Credit Hours: (0-2-1)

A continuation of PHED 1501.

PHED 1504 Lifeguard Training
Prerequisite: PHED 1503, ability to swim 500 yards and tread two minutes, or permission of the instructor.
Credit Hours: (0-2-1)

The American Red Cross Lifeguard Training Program that teaches self-rescue, swimming, assists, escapes, and water accident prevention.

PHED 1510 Beginning Scuba
Prerequisite: Student must be able to swim.
Credit Hours: (0-2-1)

A course designed to teach the minimum knowledge and skills necessary to become a certified open water scuba diver.

PHED 1511 Fitness Swimming
Prerequisite: PHED 1503 or permission of instructor
Credit Hours: (0-2-1)

An activity class focusing on the principles and practice of distance and interval conditioning workouts.

PHED 1521, 1522 Water Aerobics I, II
Prerequisite: PHED 1501 or permission of instructor
Credit Hours: (0-2-1)

An activity class focusing on the development of cardiovascular health, endurance, and flexibility in an aquatic environment.

PHED 1551 Water Basketball
Credit Hours: (0-2-1)

An aquatic basketball activity course designed to improve cardiovascular endurance in a competitive setting.

PHED 1998 **Participation in Varsity Athletics I**
Prerequisite: Must be a member of a Gordon State College Varsity Athletic Team during the first year of athletic practice and competition. Students are not allowed to enroll in PHED 1998 and PHED 1999 concurrently.
Credit Hours: (0-2-1)

This course recognizes the fitness, knowledge, and skill development associated with participation of student-athletes in intercollegiate athletics. This course meets GSC PHED requirement for one credit hour of activity in Area G. Student must be a member of a varsity intercollegiate athletic team. Student-athlete must also be in the first year of athletic competition.

PHED 1999 **Participation in Varsity Athletics II**
Prerequisite: Must be a member of a Gordon State College Varsity Athletic Team during the second year of athletic practice and competition. Students are not allowed to enroll in PHED 1998 and PHED 1999 concurrently.
Credit Hours: (0-2-1)

This course recognizes the fitness, knowledge, and skill development associated with participation of student-athletes in intercollegiate athletics. This course meets GSC PHED requirement for one credit hour of activity in Area G. Student must be a member of a varsity intercollegiate athletic team. Student-athlete must also be in the second year of athletic competition.

PHYSICAL SCIENCE

PHSC 1011 **Physical Science**
Credit Hours: (3-0-3)

An introduction to physical science, including basic chemistry, physics, geology, astronomy, and earth science.

PHYSICS

PHYS 1111K Introductory Physics I
Prerequisites: Grade of C or better in MATH 1113, MATH 1501, or MATH 1502
Credit Hours: (3-3-4)

An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used.

PHYS 1112K Introductory Physics II
Prerequisite: Grade of C or better in PHYS 1111K
Credit Hours: (3-3-4)

An introductory course which will include material from electromagnetism, optics, and modern physics, Elementary algebra and trigonometry will be used.

PHYS 2211K Principles of Physics I
Prerequisite: Grade of C or better in MATH 1501 or MATH 1502
Credit Hours: (3-3-4)

An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary differential calculus will be used.

PHYS 2212K Principles of Physics II
Prerequisite: Grade of C or better in PHYS 2211K, MATH 1502 (may be concurrent with PHYS 2212K)
Credit Hours: (3-3-4)

An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used.

PHYS 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.

POLS 3000 **Special Topics in Political Science**
Prerequisite: Grade of "C" or better in HIST 2111 or HIST 2112 or POLS 1101
Credit Hours: (3-0-3)

This course allows students to undertake an in-depth study of political phenomena that occur within the country as well as those that transcend national boundaries.

PSYCHOLOGY

PSYC 1100 Contemporary Issues in Introductory Psychology
Credit Hours: (3-0-3)
An introduction to major contemporary issues affecting society from a psychological perspective. Topics include the difference between scientific and "pop" psychology and the ethics, legitimacy, and practical implications of various debatable issues in psychology.

PSYC 1101 Introduction to Psychology
Credit Hours: (3-0-3)

A broad survey of the major topics in psychology, including research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal psychology.

PSYC 1101H Honors Introduction to Psychology
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator.
Credit Hours: (3-0-3)

This course is an honors introduction to psychology which examines psychological science as it applies to modern thought and practice. Students will use the scientific methods of psychology to critically analyze behavior and mental processes in humans and other animals. Students will also apply psychological principles to life experiences across a wide range of contexts.

PSYC 2101 Introduction to the Psychology of Adjustment
Credit Hours: (3-0-3)

An introduction to applied psychological theory and research concerning mental health and well-being.

PSYC 2103 **Introduction to Human Growth and Development**
Credit Hours: (3-0-3)

A non-laboratory introduction to human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development.

PSYC 2570 **Introduction to Applied Psychology**
Prerequisite: PSYC 1101
Credit Hours: (3-0-3)

An introduction to the application of psychology to daily life and work. The course focuses on understanding, measuring, changing, and improving the behavior of humans in their various environments, including educational, business workplace and interpersonal relationships.

PSYC 3020 **Interviewing and Counseling**
Prerequisite: PSYC 1101 or SOCI 1101 and HUSV 2101
Credit Hours: (3-0-3)

A course focused on developing knowledge, attitudes, and skills essential to effective interviewing and counseling in a variety of settings including social agencies, education, health care, and business. Emphasis on experimental learning of interviewing skills and strategies.

PSYC 3040 **Social Psychology**
Prerequisite: PSYC 1101
Credit Hours: (3-0-3)

The scientific study of the behavior of individuals in social situations and how behavior and mental processes are affected by other people and groups. Topics covered include the social self, group processes, stereotyping and prejudice, attitudes, conformity, attraction and relationships and helping others.

PSYC 3050 **Fundamentals of Abnormal Psychology**
Prerequisite: PSYC 1101
Credit Hours: (3-0-3)

Abnormal behavior and psychopathy will be explored from different theoretical perspectives as will the historical, social and individual factors that define abnormality. The etiology, classification, diagnosis and treatment of psychological disorders will be studied.

PSYC 3055 Addictions
Prerequisite: PSYC 1101, SOCI 1101
Credit Hours: (3-0-3)

The assessment, etiology, diagnosis and treatment of substance abuse disorders and other addictive behaviors. Biological, psycological, and social factors associated with addictions will be studied with attention to their impact on diverse populations and the effects of substance abuse and addictive behaviors on the family and community.

PSYC 3060 Organizational Psychology
Prerequisite: PSYC 1101
Credit Hours: (3-0-3)

Study of the application of psychological principles to human behavior in the workplace with focus on how the workplace context of leaders, co-workers, and organizational policies, structure, and culture affect employee attitudes and actions. Topics include motivation, leadership, employee selection and assessment, team development, program design and evaluation, and occupational health.

PSYC 3065 Family Systems
Prerequisite: PSYC 1101 or SOCI 1101, HUSV 2101
Credit Hours: (3-0-3)

An advanced look at the group dynamics of the family with its own language, roles, rules, and patterns. Focus is on the intersection of family with social institutions and micro, meso, and macro influences on family functioning. The course will include theoretical perspectives, current issues, public policy, and resources available to improve family functioning.

SOCIOLOGY

SOCI 1101 **Introduction to Sociology**
Credit Hours: (3-0-3)

An introduction to the discipline of sociology, including sociological theory, methods, and selected substantive areas.

SOCI 1101H **Honors Introduction to Sociology**
Prerequisite: Acceptance into the Honors Program or permission of the Honors Program Coordinator
Credit Hours: (3-0-3)

An honors introduction to sociology which examines social customs, habits, norms, values, and social arrangements. As a social science, sociology is a study of human behavior with a focus upon its external determinants. Topics covered include, but are not limited to, culture, socialization, inequality by gender, race/ethnicity, and social class, population characteristics, and crime, to mention a few.

SOCI 1160 **Introduction to Social Problems**
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.

SOCI 3045 **Poverty**
Prerequisite: SOCI 1101
Credit Hours: (3-0-3)

Study of the structure of poverty in the United States with focus on the impact of poverty on potential of the individual and the function of the family. Topics will

include trends in poverty, theories of poverty, and consequences of poverty for communities and nation.

SOCI 3055 **Addictions**
Prerequisite: PSYC 1101, SOCI 1101
Credit Hours: (3-0-3)

The assessment, etiology, diagnosis and treatment of substance abuse disorders and other addictive behaviors. Biological, psychological, and social factors associated with addictions will be studied with attention to their impact on diverse populations and the effects of substance abuse and addictive behaviors on the family and community.

SOCI 3060 **Culture and Diversity**
Prerequisite: SOCI 1101
Credit Hours: (3-0-3)

Examination of the ways that race, ethnicity, gender, sexual orientation, religion and geography impact individuals' lives. Emphasis will be placed on students increasing their understanding of cultural diversity, enabling them to serve more effectively in the field of human services and other work environments.

SOCI 3065 **Family Systems**
Prerequisite: PSYC 1101 or SOCI 1101, HUSV 2101
Credit Hours: (3-0-3)

An advanced look at the group dynamics of the family with its own language, roles, rules, and patterns. Focus is on the intersection of family with social institutions and micro, meso, and macro influences on family functioning. The course will include theoretical perspectives, current issues, public policy, and resources available to improve family functioning.

SPANISH

SPAN 1001 **Elementary Spanish I**
Credit Hours: (3-0-3)

An introduction to listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking regions. Students who are determined by the instructor to be fluent in Spanish through previous schoolwork or experience must take SPAN 1002. Students cannot receive credit for this course and for SPAN 1060.

SPAN 1002 Elementary Spanish II
Prerequisite: SPAN 1001, two years of high school Spanish, or permission of the instructor.
Credit Hours: (3-0-3)

A continuation of SPAN 1001, including listening, speaking, reading and writing in Spanish and further study of the culture of Spanish-speaking regions. Students cannot receive credit for this course and for SPAN 1060.

SPAN 1060 Accelerated Elementary Spanish
Credit Hours: (6-0-6)

An accelerated introduction to listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking regions. This course combines SPAN 1001 and 1002 and is open only to non-native speakers of Spanish who completed two units of a foreign language in high school. Students cannot receive credit for this course and for SPAN 1001 or SPAN 1002. This course may not be used to make up a RHSC deficiency in Foreign Language.

SPAN 2001, 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 State College's Spanish Immersion Study Abroad program. All instruction is in Spanish, and conversational skills are developed through interaction with students and instructors as well as by traditional teaching methods.

SPECIAL EDUCATION

SPED 3100 Characteristics of Students with Mild Disabilities

Prerequisite: Admission to Candidacy, Bachelor of Science, 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 3105 The Exceptional Learner in the Secondary Classroom

Prerequisite: Admission into Secondary Certification Program
Credit Hours: (3-0-3)

This course is a survey of methods and strategies for teaching exceptional students in the general secondary classroom. Topics include social skill development, behavior management, and relevant legislation. Fieldwork component required.

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**
Credit Hours: (3-0-3)

An introduction to all aspects of the global theatrical experience, including its history, assorted performance traditions in their cultural contexts, analysis of the script, and the role of the audience and the artist.

THEA 1102 **Stagecraft**
Prerequisite: Theatre majors only or permission of the instructor.
Credit Hours: (3-0-3)

An introduction to the technical crafts used for executing theatrical scenic, lighting and sound designs with emphasis on drafting, construction, scene-painting, and electrics for productions.

THEA 1111, 1112 **Theatre Practicum**
Prerequisite: Sequential completion or permission of the instructor
Credit Hours: (0-2-1)

An introductory and intermediate study of the practical aspects of theatre production, including scenery construction, box office and house management, lighting and sound operation, and performance.

THEA 2103 **Introduction to Costume and Makeup**
Prerequisite: Theatre majors only or permission of the instructor
Credit Hours: (2-2-3)

An introduction to the theory and practice of stage costume design and construction techniques, as well as the broad spectrum of makeup styles.

THEA 2104 **Introduction to Scenic Design**
Credit Hours: (3-0-3)

This course will cover design theory, style and process for scenery; hand and computer-aided drafting (CAD), modeling and rendering techniques; history of scenic and architectural design; and script analysis for design.

THEA 2105 **Introduction to Lighting Design**
Credit Hours: (3-0-3)

This course will cover design theory, process, and script analysis for lighting; hand and computer-aided drafting (CAD) techniques; history of lighting design; equipment

selection; basic electricity; hang and focus of a light plot; and cueing for theatrical productions.

THEA 2111, 2112 **Advanced Theatre Practicum**
Prerequisite: THEA 1112 or permission of the instructor; sequential completion is required.
Credit Hours: (0-2-1)

An advanced study in the practical aspects of theatre production.

THEA 2201 **Acting**
Prerequisite: Theatre majors only or permission of the instructor.
Credit Hours: (3-0-3)

An examination of the fundamentals of acting, including improvisation, scene study, and monologue work.

THEA 2202 **Acting II**
Prerequisite: Theatre majors only or permission of the instructor.
Credit Hours: (3-0-3)

Analysis of scenes, staging, rehearsal, and performance of scene repertory from modern theatre.

THEA 2205 **Script Analysis**
Prerequisite: Theatre and English majors only or permission of the instructor.
Credit Hours: (3-0-3)

A survey of the development of Western dramatic form and style with a focus on production.

COURSES APPROVED FOR STUDENTS IN LEARNING SUPPORT

***Caution: Some music courses require permission from instructor. Refer to Class Schedules and Registration Information posted on the Gordon State College website at www.gordonstate.edu.**

Full-time students enrolled in Learning Support courses must enroll in the GFYE (Gordon First Year Experience) class in their first semester.

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

READING ONLY	ENGLISH AND READING	READING AND MATH
ARTS (All below 3000 level)	ARTS (All below 3000 level)	ARTS (All below 3000 level)
BIOL 1011	BIOL 1011	BIOL 1011
BIOL 1050	BIOL 1050	BIOL 1050
BUSA 1105	BUSA 1105	BUSA 1105
BUSA 2101	BUSA 2101	BUSA 2101
BUSA 2106	BUSA 2106	BUSA 2106
COMM 1500	COMM 1500	COMM 1500
CRJU (All)	CRJU (All)	CRJU (All)
EDUC 2401	EDUC 2401	EDUC 2401
ENGL 0098	ENGL 0098	ENGL 0098
ENGL 0099	ENGL 0099	ENGL 0099
GFYE 0097	GFYE 0097	GFYE 0097
MATH (All below 3000 level)	MATH (All below 3000 level)	MATH 0097
MUSC (All) *****	MUSC (All) *****	MATH 0099
PHED (All)	PHED (All)	MATH 0998
		MATH 0999
		MUSC (All) *****
		PHED (All)

Courses Approved for Student in Learning Support

(continued)

MATH ONLY	ENGLISH ONLY	ENGLISH AND MATH
ANTH 1102	ACCT (All)	ANTH 1102
ARTS (All below 3000 level)	ANTH 1102	ARTS (All below 3000 level)
BIOL 1011	ARTS (All below 3000 level)	BIOL 1011
BIOL 1050	BIOL 1011	BIOL 1050
BIOL 1111	BIOL 1050	BIOL 1111
BIOL 1112	BIOL 1111	BIOL 1112
BIOL 2210	BIOL 1112	BIOL 2210
BIOL 2211	BIOL 2210	BIOL 2211
BIOL 2225	BIOL 2211	BIOL 2225
BIOL 2235	BIOL 2225	BUSA 1105
BUSA 1105	BUSA 1105	BUSA 2101
BUSA 2101	BUSA 2101	BUSA 2106
BUSA 2105	BUSA 2106	COMM 1500
BUSA 2106	BUSA 2120	CRJU (All)
COMM 1110	COMM 1500	EDUC 2401
COMM 1500	CRJU (All)	ENGL 0098
CRJU (All)	CSCI (All)	ENGL 0099
EDUC (All below 3000 level)	ECON (All)	GEOL (All)
ENGL (All below 3000 level)	EDUC 2401	GFYE 0097
FRENCH (All)	ENGL 0098	HUMN (All)
GEOL (All)	ENGL 0099	MATH 0097
GFYE 0097	GEOL (All)	MATH 0099
HIST 1121, 1122	GFYE 0097	MATH 0998
HIST 2111, 2112	HUMN (All)	MATH 0999
HIST 2183	MATH (All below 3000 level)	MUSC (All) *
HSIA 2000	MUSC (All) *	PHED (All)
HUMN (All)	PHED (All)	POLS 1101
HUSV 2101	POLS 1101	POLS 2201
LIBR 1001	POLS 2201	PSYC 1100
MATH 0097	PSYC 1100	PSYC 1101
MATH 0099	PSYC 1101	SOCI (All below 3000 level)
MATH 0998	SOCI (All below 3000 level)	THEA 1000
MATH 0999	THEA 1000	THEA 1100
MUSC (All) *	THEA 1100	
PHED (All)		
PHIL 2010		
PHIL 2020		
POLS (All)		
PSYC (All below 3000 level)		
SOCI (All below 3000 level)		
SPAN (All)		
THEA 1000		
THEA 1100		

REV: 3/19/2014

STUDENT CONDUCT REGULATIONS

Gordon State College believes in a positive approach to student life on campus. Gordon's emphasis is on the idea that college students have the same rights and privileges that are available to all other citizens, that no special rights exist on the campus nor in the name of the College, and that the rights which all citizens enjoy can continue only so long as they do not interfere with the rights of others. Assurance of the continuation of these freedoms is dependent upon all college constituents abiding by the rules and laws, and upon lawfully and peacefully seeking changes in the rules and laws with which they may disagree.

TITLE IV LEGAL NOTICE

Gordon State College recognizes and supports local, state, and federal laws and policies of the Board of Regents, with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs, as well as the Drug-Free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere.

Standards of Conduct

- State of Georgia Statutes declare that it is unlawful for any person less than 21 years of age to possess or consume alcoholic beverages.
- It is unlawful to sell, give, serve, or permit to be served alcoholic beverages to a person less than 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.
- It is unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law.
- To receive federal student aid, a student must not have a drug conviction for an offense that occurred while they were receiving federal student aid (such as grants, loans, or work-study).

Alcohol Policy

Gordon State College expressly prohibits the unauthorized or illegal use, possession, sale or distribution of alcoholic beverages on campus. Student activity funds or state funds may not be used for the purchase of alcoholic beverages. Gordon State College is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws, incorporated into the Gordon State College Alcohol and Drug-Free Campus Policy, will not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the President of Gordon State College.

Drug Policy

Gordon State College prohibits the possession, use, or distribution of drugs and alcohol by students and employees on the Gordon State College

campus or as any part of Gordon State College's activities, whether on or off campus. Gordon State College is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws, incorporated into the Gordon State College Alcohol and Drug-Free Campus Policy, will not be condoned on the campus or at any activity held off campus by any constituency.

Student Organization Responsibility for Drug Abuse

Official Code of Georgia Annotated Section 20-3-90 et seq., provides that any student organization functioning at any university system institution which knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or a dangerous drug when such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn, shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt. The organization shall also be prohibited from the use of all property and facilities of the university system institution with which it is affiliated. These disciplinary actions are subject to administrative review and hearing procedures as are provided in the code.

Travel Policy

Students should be aware that they are responsible for abiding by the Drug-Free Campus Policy and that they may be held liable, both civilly and criminally, in the case that they are found in violation. When students travel, they should know that their point of destination is considered an extension of the campus. Violations occurring off campus will be treated the same as if the violations occurred on campus.

All students participating in extra-curricular travel are required to complete the necessary travel forms prior to departure and return them to the Student Activities Office. These forms can be obtained from the Director of Student Activities or online.

Risks Associated with the Alcohol Abuse and Illicit Drug Use

The inappropriate or excessive use of alcohol and other drugs are associated with a variety of personal health risks, and risks to others. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including murder, rape, armed

robbery, vandalism, spouse and child abuse, and drunk driving. High doses of alcohol often cause marked impairment in higher mental function, severely altering a person's ability to learn and remember information and make judgments. Heavy use may cause chronic depression and suicide and is also greatly associated with the abuse of other drugs. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. The use of even small amounts of alcohol by a pregnant woman can damage her fetus.

Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders, and impairment of the central nervous system, all of which can lead to dependence, particularly in person with one or more parents or grandparents who were problem drinkers. At least 15-20 percent of heavy users will eventually become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake by alcoholics is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, or convulsions, which can be life threatening.

Use of Illicit Drugs interferes with the brain's ability to take in, sort and synthesize information. They distort perception, which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory. Illicit drugs all have some health-threatening qualities, some more than others. Examples are lung damage for marijuana, central nervous system disorders for cocaine, heroin, and hallucinogens, and liver damage from inhalants. Dependence and addiction are constant threats to users. HIV is widely spread among intravenous drug users. Regular abuse of these substances generally exposes users to criminal elements who may influence users to become involved in criminal activities in addition to their already illegal drug use.

Information on Alcohol and Drugs and Treatment Referral

Gordon State College has no drug and alcohol treatment or rehabilitation programs. A community resource list with options for addiction treatment is available on the Counseling Center webpage including resources in Barnesville and surrounding counties. Programs listed as referral sources should not be interpreted as an endorsement by the College.

Suspension from Public Institution for Convicted Drug Offenders

Georgia law (see O.C.G.A. §20-1-23) mandates that any student of a public educational institution who is convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a

controlled substance, or a dangerous drug, shall, as of the date of conviction, be suspended from the public institution in which such person is enrolled. The suspension shall be effective as of the date of conviction for the remainder of the term. A convicted student would forfeit any right to any academic credit otherwise earned or earnable for such term. The only exception allowed is in cases where the institution has taken student conduct action for the same offense prior to conviction.

Student Conduct Sanctions for Alcohol/Drug Offenses

Sanctions that may be imposed by Gordon State College for violators of this Policy include the following or any combination thereof: Reprimand; Restrictions; Probation; Suspension; Forced withdrawal or expulsion; Referral; Monetary fine.

Legal Sanctions – Alcohol Offenses

Common Alcohol Offenses	Typical Penalty – First Offense
Possession of or attempt to purchase alcohol by a person under 21 years of age	$300 fine, up to three years probation, 20 hours of community service, up to 6 months in jail
DUI	1st offense: $750 - $1,000 fine, 40 hours community service, jail 10 days to 12 months (all except 24 hours of jail time may be suspended or probated) Over age 21: driver's license suspended for one year, may get limited driving permit (go to work and school) after DUI school in 120 days Under age 21: license revoked 6-12 months depending on blood alcohol level, no limited driving permit issued
Using a false driver's license, ID, or allowing someone to use your driver's license or ID	$100 - $200 fine, 12 months probation, up to 12 months in jail
Providing alcohol to a person under age 21	$1,000 fine, 12 months probation, up to 12 months in jail

Legal Sanctions – Illicit Drug Offenses

Common Drug Offenses Offense	Typical Penalty – First
Purchase/Possession of controlled substance	Felony: $1,000 fine, 2 to 15 years in jail
Trafficking controlled substance (not marijuana)	Felony: $100,000 to $1 million fine, 5 to 15 years in jail
Possession of 1 ounce or less marijuana	Misdemeanor: Fine up to $1,000; 12 months jail
Possession of more than 1 ounce marijuana	Felony: 1 – 10 years jail
Trafficking marijuana	Felony: Fines from $100,000 to $1,000,000; 5 to 15 years jail or probation
Trafficking marijuana to minor	Felony: Fine up to $250,000; 2 to 20 years in jail

Eligibility For Federal Financial Aid

Higher Education Act Amendment (October 1998) Section 484 Section 484, *Student Eligibility*, is amended to authorize the suspension of a student's federal loan eligibility if he or she has been convicted of a drug-related offense. The section states that a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

Student Ineligibility for Grants, Loans, or Work Assistance

For possession of a controlled substance, ineligibility period is:	For sale of a controlled substance, ineligibility period is:
First Conviction - 1 year	First Conviction - 2 years
Second Conviction - 2 years	Second Conviction - Indefinite
Third Conviction - Indefinite	

STUDENT CODE OF CONDUCT

Students are admitted to Gordon State College with the expectation that they have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward and respect for the regulations and standards of the College, the laws of the community, state, and nation, and the standards of fellow students.

College regulations go into effect at the time a student 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 State College recognizes honesty and integrity as being necessary to the academic function of Gordon State College. The following regulations are promulgated in the interest of protecting the equity and validity of Gordon State College's grades and degrees and to assist students in developing standards and attitudes appropriate to intellectual life.

1. No student shall receive or attempt to receive assistance not authorized in the preparation of any laboratory reports, examinations, essays, themes, term papers, computer software, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

2. No student shall knowingly give, or attempt to give, unauthorized assistance to another in the preparation of any laboratory reports, examinations, essays, themes, term papers, computer software, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

3. Plagiarism is prohibited. It is assumed that the written work submitted for evaluation and credit is the student's own unless appropriately acknowledged. Such acknowledgment should occur whenever one directly quotes another person's actual words, appropriates another's ideas, opinions, or theories even when they are paraphrased, and whenever one borrows facts, statistics, or other illustrative materials unless the information is common knowledge.

4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date or time in any course of study offered by the College, excluding questions and answers from tests previously administered.

5. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, library materials, etc.

6. No student shall falsify any fact presented in any laboratory reports, research, examinations, essays, themes, term papers, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

C. Administrative Summons

Students are expected to respond immediately to an administrative summons.

D. Alcohol 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 intoxicating substances on campus, or while participating in a College function, or at College approved events off campus is strictly prohibited.

2. Student(s) on or returning to campus who are unable to control himself or herself because of alcohol consumption are in violation of the **Student Code of Conduct**.

3. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.

4. Consumption or possession of alcoholic beverages is not allowed on campus.

5. Alcohol containers are not allowed (full, empty, or decorative). The possession or presence of alcohol containers (full, empty, decorative, etc.) is prohibited in residence hall rooms and on campus and will be viewed as evidence of possession or consumption of alcoholic beverages regardless of student's age.

This policy applies to all drugs and their abuse (including alcohol). Exception for Disclosures: The school, at its discretion, may notify parents of a student under 21 (at the time of violation) if the institution has determined that the student violated its alcohol or drug policies.

For Standards of Conduct, College and Legal Sanctions and information on Alcohol and Drugs and Treatment referral please see Gordon State College Counseling Center web page http://www.gordonstate.edu/studentlife/counseling.asp.

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 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 a shirt and shoes. The cafeteria reserves the right to deny entrance to anyone in attire deemed inappropriate.

Language

Loud, obscene, or profane language will not be permitted in the cafeteria.

Safety

No disruptive behavior will be tolerated (i.e., horseplay, wrestling, food throwing, fighting, etc.).

Identification

To dine in the dining hall you must have your proper encoded student identification and/or a meal card or pay cash at the door.

Smoking

Smoking is not allowed.

Courtesy

Students are responsible for leaving tables clean and taking trays to dish room.

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 and as established by the Supreme Court are prohibited.

8. No student shall interfere with, give false name to, or fail to cooperate with, any properly identified College faculty, administrative, or staff personnel while these persons are in the performance of their duties.

9. The children of students are not allowed in class. Children (unauthorized) are not conducive to the residence hall environment and are not allowed in the residence halls.

10. In-line skating, roller blading, 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 while on campus so as not to cause disruption and or disrespect to students, faculty, staff, or guests of Gordon State College. Inappropriate dress may include but is not limited to:

1. Showing of undergarments for both male and female.
2. Clothing with derogatory or lewd messages in either words or pictures.

Failure to adhere to the above dress code policy may result in disciplinary action. (Note specific dress code requirements in food service areas listed elsewhere.)

L. Drug Policy - Zero Tolerance

Georgia law prohibits possession of drugs. Federal, state, and local laws pertaining to possession and use of drugs are enforced on the College campus and in residence halls.

1. The manufacture, distribution, sale, possession, or use of marijuana, narcotics, controlled substances, intoxicating substances or dangerous drugs on campus, or while participating in a College function, or at College approved events off campus is strictly prohibited.

2. Student(s) on or returning to campus who are unable to control himself or herself because of drug consumption are in violation of the **Student Code of Conduct**.

3. Consumption or possession of drugs is not allowed on campus. Possession of drug paraphernalia is prohibited on campus.

4. Inappropriate or misuse of prescription drug(s) is a violation of the drug policy.

This policy applies to all drugs and their abuse (including alcohol). Exception for Disclosures: The school, at its discretion, may notify parents of a student under 21 (at the time of violation) if the institution has determined that the student violated its alcohol or drug policies.

Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs, shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. (BOR Policies; Section 406.04).

For Standards of Conduct, College and Legal Sanctions and information on Alcohol and Drugs and Treatment referral please see Gordon State College Counseling Center web page http://www.gdn.edu/studentlife/counseling.asp.

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.

M. Explosives

No student shall possess, furnish, sell, or use explosives of any kind on College property or at College functions.

N. 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.

O. 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.**

P. Gambling

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

Q. 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.

R. 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.

S. 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.

T. 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.)

U. Payment of Fees, Charges, or Fines

Students are required to pay fees, charges, and fines within the specified time.

V. 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).

W. 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.

X. 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.

Y. Solicitation

The following forms of solicitation, when approved by the Student Activities 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.

Z. Student Identification Cards/Residence Hall Keys

1. Lending, selling, or otherwise transferring a student photo I.D./residence hall key is prohibited.

2. The use of a student photo I.D./residence hall key by anyone other than its original holder is prohibited.

3. Any other fraudulent use is prohibited.

4. Students are required to carry College I.D.'s on their person at all times *and to present identification upon request by any College Official.*

AA. 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.

BB. Tobacco Usage

Tobacco usage is prohibited at Gordon State College. In order to ensure a safe, healthy environment, all Gordon State College facilities are tobacco free for all employees, students, and visitors effective June 1, 2011. The use of all tobacco products is

prohibited within the boundaries of all College locations, including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or leased by the College. This policy applies to parking lots, walkways, sidewalks, sports venues, State vehicles and private vehicles parked or operated on College property. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, blunts, smokeless or spit tobacco or snuff.

Enforcement of this policy is intended to be educational, but violations may result in monetary fines of $25.00 and/or disciplinary actions as outlined in the Gordon State College Academic Catalog/Student Code of Conduct.

Students are not to congregate or loiter within 100 feet of campus. Students should not trespass on private property or block the sidewalk.

CC. 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.

DD. Weapons

Except as expressly provided in O.C.G.A. 16-11-127.1,

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.).

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. The student may, in writing, appeal the disciplinary sanctions within 5 days to the Vice President for Student Affairs Office. The appeal shall state the nature of the appeal and the grounds for appeal. The information should be relevant to the case.

    c. 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 Highlander Living*), the case shall be referred to the Office of Residence Life/Student Housing for appropriate action. The case will be investigated, processed, and a final disposition given by the appropriate official within the Office of Residence Life/Student Housing. 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/Student Housing. 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 State 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 State College are local administrative hearings and will not be bound by strict rules and legal evidence. It may receive any evidence deemed by the Chair of the Judicial Committee or the Vice President for 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 Provost shall be responsible for providing to the Academic Judicial Committee a member of its staff to perform recording functions.

3. The Academic Judicial Committee shall hear cases involving alleged academic violations of the Student Code of Conduct which shall be referred by the Provost or official designee.

4. Preliminary investigations of charges against a student shall be made by the Provost or by the official designee. Cases are referred to the Academic Judicial Committee through its chairperson. The chairperson shall set the time and place for a hearing and shall notify other members and from that point all summoning of defendant(s) and witnesses shall be done by the office of the Provost.

5. Decisions of the Academic Judicial Committee shall be by majority vote.

6. Any member of the Academic Judicial Committee shall disqualify himself/herself if his/her personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or the institution. Any member of the Academic Judicial Committee may be removed for challenge by cause by a vote of the remaining members of the committee present. In the event of a challenge to the Chair, the Faculty Senate Chair shall rule on the challenge.

7. All hearings of the Academic Judicial Committee will be closed. Only committee members, representatives from the Academic Affairs Office, the accused student(s), and the advisor to the accused may attend. Attorneys are not allowed.

8. The Academic Judicial Committee shall make a tape recording and/or summary record of the proceedings.

9. The Academic Judicial Committee shall provide a brief written summary of each case to the Provost and to the student involved.

Students have the right to appeal the decision of the Academic Judicial Committee. Appeals must be submitted within three (3) days of receiving the decision of the Committee to the Provost or official designee. A student may appeal on grounds that evidence was not sufficient to find him/her guilty, new evidence, committee bias, or disproportionate sanctions for the offense. The Provost or official designee shall review the case, and all related documents, and shall render a decision to the student within three (3) working days.

Student Judicial Committee

The purpose of the Student Judicial Committee shall be to hear all disciplinary appeals and recommend disciplinary sanctions to the Vice President for Student Affairs in cases of non-academic violations of College policies or regulations.

1. The Student Judicial Committee shall consist of one faculty member, one staff member, and 3 students chosen by the Student Government Association.

2. The faculty member shall act as Chair. The Office of the Vice President for 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. The Vice President for Student Affairs Office will set the time and place for a hearing and shall notify all members, defendants and witnesses.

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 and/or family members are not allowed.

8. The Student Judicial Committee shall make a recording and/or summary record of the proceedings.

9. A recorded summary will be kept in the office of the Vice President for Student Affairs.

10. 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 and family members 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 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 State College, will be accepted for credit toward a degree at Gordon State College.

3. **Disciplinary Probation** - Notice to the student that any further disciplinary violation may result in suspension or expulsion without appeal. Disciplinary probation might also include one or more of the

following: the setting of restriction, the issuing of a reprimand, or restitution.

4. **Restrictions** - Exclusion from participating in:
   a. Social activities
   b. Identification card privileges (cafeteria, library, 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 State 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. The student has the right to appeal this suspension within 5 days of receiving notice of suspension.
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 State College take action or request a formal hearing.

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 will determine the merit of the appeal. If the appeal is determined to have merit, 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.

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 State College is a state college of the University System of Georgia. Credits earned at the College are accepted by all other institutions of the University System.

Gordon State 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 associate degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing 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

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE
Suite 850
Atlanta, GA 30326
(404) 975-5000

The Teacher Education program at Gordon State College is nationally accredited by the National Council for Accreditation of Teacher Education (NCATE) and in the State of Georgia by the Professional Standards Commission (PSC). All baccalaureate graduates who fulfill all requirements are recommended for a Clear-Renewable professional license in the State of Georgia.

Information about approval or accreditation may be obtained from the following:

National Council for Accreditation of Teaching Education
2010 Massachusetts Avenue, NW Suite 500
Washington, D.C. 20036
(202)466-7496

Professional Standards Commission
Two Peachtree Street
5th Floor
Atlanta, GA 30303
(404)232-2680

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 State College	Atlanta
Bainbridge State College	Bainbridge
Clayton State University	Morrow
College of Coastal Georgia	Brunswick
Columbus State University	Columbus
Dalton State College	Dalton
Darton State College	Albany
East Georgia State College	Swainsboro

University System Institution	Location
Fort Valley State University	Fort Valley
Georgia College & State University	Milledgeville
Georgia Gwinnett College	Lawrenceville
Georgia Highlands College	Rome
Georgia Institute of Technology	Atlanta
Georgia Perimeter College	Decatur
Georgia Regents University	Augusta
Georgia Southern University	Statesboro
Georgia Southwestern State University	Americus
Georgia State University	Atlanta
Gordon State College	Barnesville
Kennesaw State University	Kennesaw
Middle Georgia State College	Macon
Savannah State University	Savannah
South Georgia State College	Douglas
Southern Polytechnic State University	Marietta
University of Georgia	Athens
University of North Georgia	Dahlonega
University of West Georgia	Carrollton
Valdosta State University	Valdosta

A 19-member constitutional Board of Regents governs the University System of Georgia, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years.

GORDON STATE COLLEGE ADMINISTRATION

Office of the President

O. Maxie Burns, B.I.E., M.B.I.S, Ph.D.
President of the College

Office of Institutional Advancement
Rhonda Toon, B.A., M.Ed.
Vice President of Institutional Advancement

Alumni Relations
Natalie Rischbieter, B.A.
Alumni Affairs & Annual Fund Coordinator

Community Education
Debbie Christian
Program Coordinator

Development
Frank N. "Skipper" Burns, B.S.
Development Officer

Public Information
Tamara Boatwright, B.A.

Office of Academic Affairs

Margaret H. Venable, B.A., M.S., Ph.D.
Provost and Vice President for Academic Affairs

Richard L. Baskin, B.A., M.A., Ph.D.
Associate Vice President for Academic Affairs

School of Arts and Sciences
Edward J. Whitelock, B.A., M.A., Ph.D.
Interim Dean of the School of Arts and Sciences

School of Education
Michael P. Mahan, B.S., M.A., Ed.D.
Dean of the School of Education

School of Nursing and Health Sciences
Carol Anne Purvis, B.S.N., M.Ed., M.S.N., Ed.D
Dean of the School of Nursing and Health Sciences

Department of Biology
TBA
Department Head of the Department of Biology

Department of Business and Public Service
C. Jeffery Knighton, B.S., M.S., Ph.D.
Department Head of the Department of Business and Public Service

Department of History and Political Science
Thomas A. Aiello, B.A., M.A., Ph.D.
Department Head of the Department of History

Department of Humanities
Stephen A. Raynie, B.A., M.A.T., Ph.D.
Interim Department Head of the Department of Humanities

Department of Mathematics and Physical Science
TBA
Department Head of the Department of Mathematics and Physical Science

Institutional Effectiveness
Teresa A. Betkowski, B.A., M.Ed.

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Director of Student Success, Advising & Testing

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Vice President for Business Affairs

Comptroller
Clint Chastain, B.B.A.
Comptroller

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Director of Human Resources

Computer Services
Jeff Hayes, B.A.
Director of Computer Services

Business Services
Sharon Ellis, B.B.A.
Director of Business Services

Purchasing
Cindy McCard, A.S.
Buyer

Auxiliary Services
Bookstore
Connie Wade, A.S.
Manager

Dining Services
Gretchen Favors
General Manager

Facilities
Richard Vereen
Director of Facilities

Public Safety
Jeff Mason, M.P.A.
Director of Public Safety

Office of Student Affairs

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Admissions Office
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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
Laura M. Bowen, B.S. Ed., LMFT
Director of Counseling/Disability Services

Residence Life
Tonya Coleman, B.S., B.S.Ed., M.P.A.
Director of Residence Life

Student Activities
Sharon Lloyd, B.S.
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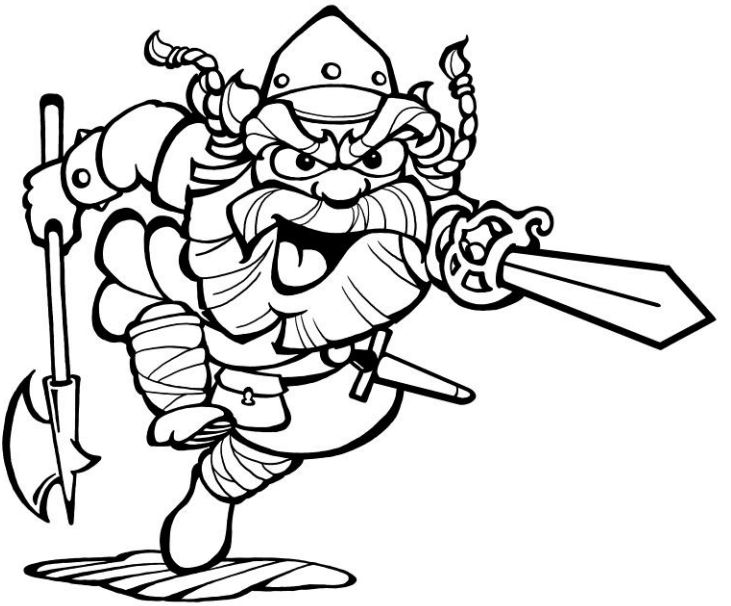
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