# Gordon State College

**A State College in the**
**University System of Georgia**

**419 College Drive**
**Barnesville, Georgia 30204**

**Phone: 678-359-5021**
**Toll Free: 1-800-282-6504**

**Gordon State College Website**
**www.gordonstate.edu**

## 2016– 2017 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.

## 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, faculty employees, staff employees, 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 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**

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

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

## Title IX Coordinators at Gordon State College

Inquiries concerning the application of Title IX may be referred to:

### Title IX Coordinator

Laura M. Bowen
Assistant Vice President Human Resources
Address: Office of Human Resources
419 College Drive
Barnesville, GA 30204
Phone: (678) 359-5011
Email: laurab@gordonstate.edu

### Chief Deputy Title IX Coordinator

Ms. Sherri Gooch
Human Resource Analyst
Address: Office of Human Resources
419 College Drive
Barnesville, GA 30204
Phone: (678) 359-5011
Email:sherrig@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

Mrs. Lynn Ray
Public Safety Officer
Address: Public Safety Department
419 College Drive
Barnesville, GA 30204
Phone: (678) 359-5101
Email: lynnr@gordonstate.edu

Mr. Gary Sharpe
Athletic Director and Student Conduct Officer
Address: Athletic Department
419 College Drive
Barnesville, GA 30204
Phone: (678) 359-5061
Email: garys@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<br>U.S. Department of Education<br>61 Forsyth St. S.W., Suite 19T10<br>Atlanta, GA 30303-8927<br><br>Telephone: 404-974-9406<br>FAX: 404-974-9471<br>TDD: 877-521-2172<br>Email: OCR.Atlanta@ed.gov | U.S. Department of Education<br>Office of Civil Rights<br>Lyndon Baines Johnson Department of Education Bldg.<br>400 Maryland Avenue, SW<br>Washington DC 20202-1100<br><br>Telephone: 800-4121-3481<br>FAX: 800-421-3481<br>TDD: 877-521-2172<br>Email: OCR@ed.gov |

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

**What is Title IX?**

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

## Reporting 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:

- Gordon 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 one of the designated coordinators as soon as reasonably possible to report any sexual misconduct you believe may have occurred.

## Requirements for Reporting Possible Title IX Issues

Any member of the Gordon State College community who becomes aware of possible sexual harassment or sexual assault of a student should promptly contact the Title IX coordinator, the Chief Deputy or a Deputy Coordinator to discuss the matter.

In particular, Gordon State College faculty members, supervisors, student affairs staff and anyone else employed by Gordon who has supervisory, administrative, and instructional or advising responsibilities must notify the Title IX coordinator, Chief Deputy Coordinator or a Deputy Coordinator immediately about matters of possible sexual harassment or sexual assault.

## Additional Resources

**Haven House**
770.954.9229
(24-hour crisis line)
www.henryhavenhouse.org
Serves Henry, Butts, Lamar,
and Jasper counties.

**Ahimsa House**
www.ahimsahouse.org

**Christian Women's Center**
www.cwcga.org

**Promise Place**
770.460.1604
(24-hour crisis line)
http://promiseplace.org

**National Domestic**
Violence Hotline
1.800.799.SAFE
http://thehotline.org

**National Dating**
Abuse Helpline
1.866.331.9474
www.loveisrespect.org

**Love is Louder**
www.loveislouder.com

**No More: Together We Can End**
Domestic Violence and
Sexual Assault
http://nomore.org

## 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 Assistant Vice President of Human Resources.

To review the full Gordon State College ADA Statement and Accommodation Request Process Policy, please visit: http://www.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.

# Admissions

## Office of Admissions

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

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

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

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

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

## Regulations Governing the Admission of Students

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

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

All required application materials should be submitted at least fifteen (15) business days prior to the beginning of the semester for which

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

## Applications to Special Programs

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

- Associate of Science in Nursing, LPN Bridge, and Bachelor of Science in Nursing Programs: Submit an application to Gordon State College as well as an application to the nursing program. The application for admission to the College is available in the Office of Admissions. The application to the nursing program is available through the School of Nursing and Health Sciences.
- BSED in Early Childhood Education, and Middle Grades Education: A separate application is required prior to the junior year of studies. The application for the Early Childhood Education Program and the Middle Grades Education Program is available through the School of Education.
- Bachelor of Science in Biology or Mathematics with Secondary Certification: Students seeking a B.S. in biology or math submit the standard Gordon State College application. However, if they choose the track leading to secondary certification, in addition to declaring a major in biology or mathematics, students must apply for admission to the Teacher Education Program through the School of Education prior to junior year of studies. See page 169 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 169 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 two off-site locations. They are:

- Gordon State at UGA in Griffin
- Gordon State at McDonough

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 http://www.gordonstate.edu/schedule/class-schedules-and-registration-information.

## 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 freshmen and 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://www.gordonstate.edu/testingcenter/home.

### ACCUPLACER – Placement Testing

Beginning August 15, 2016 Gordon State College will only accept ACCUPLACER for Learning Support testing. ACCUPLACER was selected by the University System of Georgia as the standard test for learning support placement.

It is a computerized placement exam that tests a student's Reading, Writing and Math skills. The Verbal sections of ACCUPLACER, 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 ACCUPLACER 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.

Performance on the ACCUPLACER determines placement into Learning Support and college-credit classes. See page 66 for more information.

The ACCUPLACER exam is not timed. It is offered throughout the week in the Gordon State Testing Center (Student Center 234) at no cost to Gordon State applicants. For more information, including the ACCUPLACER testing schedule, please call the Testing Center Coordinator at (678) 359-5138 or check the Testing Center website at http://www.gordonstate.edu/testingcenter/home. A re-testing fee of $20 does apply.

**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 67 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) 359-5138 or check the Testing Center website at http://www.gordonstate.edu/testingcenter/home. 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 or ACCUPLACER tests must make the following minimums in each area:**

| **COMPASS** | **ACCUPLACER** |
|---|---|
| **Reading – 62** | **Reading – 46** |
| **English – 32** | **Writing – 3** |
| **Math – 20** | **Math – 32** |

## 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) Move On When Ready Students, (10) non-traditional students, (11) international students and (12) former students seeking re-admission.

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

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

### Beginning Freshmen

Applicants are considered the *beginning (traditional) freshmen category* if they (1) have graduated from high school within five years of the

beginning of the semester for which admission is sought and (2) have never enrolled in college (Gordon or any other college).
Beginning freshmen are required to submit the following documents/information to the Office of Admissions *before* a final admissions decision can be made:

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

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

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

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

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

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

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

**Required High School Curriculum (RHSC)**

| **Subject Area** | **Units Required** | **Standard Courses** |
|---|---|---|
| English | 4 | 4 levels/units |
| Foreign Language | 2 | 2 units of the same language |
| Math | 4 | Algebra I or Math I<br>Algebra II or Math II<br>Geometry or Math III<br>Pre-Calculus or higher level Math |
| Science | 4 | Physical Science<br>1 lab science course in biology<br>1 lab science course from the life sciences<br>1 lab science course from the physical sciences |
| Social Science | 3 | American History<br>World History<br><br>One additional unit of social science |
| 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<br>1 lab science course in biology<br>1 lab science course from the life sciences<br>1 lab science course from the physical sciences |
| Social Science | 3 | American History<br>World History<br>½ year of American Government<br>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 high school academic GPA. The University System policy is very specific as to how RHSC deficiencies are decided. Applicants who have not completed the Required High School Curriculum must satisfy deficiencies within their first 30 degree-level credit hours at Gordon State College.

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

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

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

3. Demonstrate subject matter proficiency through appropriate college courses. A student may address RHSC deficiencies after enrollment at Gordon State College by passing a three credit collegiate course in the area of the deficiency at Gordon State College or any regionally accredited college or university within the first 30 college credit hours.

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

Effective Fall 2014, collegiate courses used to satisfy RHSC deficiencies will be applied toward graduation and will be computed in the semester and cumulative grade point average. Students who completed collegiate courses to satisfy RHSC or

CPC deficiencies prior to Fall 2014 may petition to have those courses applied toward graduation. Contact the Registrar's Office at 678-359-5022 for information on the petition process.

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

**For more information about the COMPASS exam, please call the Testing Center at 678-359-5139.**

**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 for any term before his or her high school class's date of graduation. GED applicants are required to submit the following documents and/or information to the Office of Admissions *before* a final admissions decision can be made:

1. Application for admission - $30 fee
2. Official GED Scores,
3. Immunization Record(s),
4. 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 Required High School

Curriculum (RHSC) credit for any coursework completed in high school.

**Home-Schooled Applicants**

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

"To enhance access into the University System, home-schooled students or students graduating from non-accredited high schools now will be able to submit their SAT I test total score (math and verbal) and a portfolio of work demonstrating coverage of the CPC 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 2014 SAT I average for Critical Reading was 444 and for Math was 428 for traditional beginning freshmen.**

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:**

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

The University System of Georgia is dedicated to providing access to college to the students of Georgia and offers its support to the students of school systems in jeopardy of losing 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 (reading and writing) and Math, thereby making up 8 CPC deficiencies automatically. However, those applicants who do not test out of learning support classes must take extra courses that make-up/validate the 16 CPC or 17 RHSC requirements, thereby extending the time frame for completion of the two-year degree.

**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)

**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 (SACSCOC) may be viewed at: http://www.gordonstate.edu/pdf/TechColTransEquiv.pdf.
3. Courses in which a grade of *D* was earned will be transferred only if non-transfer Gordon State College students are allowed to use a grade of *D* toward degree credit for that course.
4. No more than 42 semester hours of combined transfer credit from all sources will be accepted toward an Associate Degree.

5. Credit is not awarded for passing the General Education Development Test (GED).
6. If approved by the Admissions Committee, students transferring to Gordon State College after having been suspended, dismissed, expelled, excluded or placed on probation by their former institution shall *enter on academic probation and shall be subject to Gordon State College's academic standards*.
7. Students transferring to Gordon State College from other University System schools will be required to complete all Learning Support areas that they have not exited. *Transferring to Gordon will not relieve students from Learning Support requirements placed on them by another University System institution*.
8. Transfer students completing high school within five years of the beginning of the semester for which admission is sought will be required to complete College Preparatory Curriculum (CPC) or Required High School Curriculum (RHSC) requirements not satisfied in high school or at the previous institution. *Transferring to Gordon State will not relieve students from CPC or RHSC requirements.* (See page 31 for additional information regarding College Preparatory Curriculum and Required High School Curriculum.)

**Transient Students**

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

1. Application for Admission - $30 fee,
2. Letter of Transient Permission, 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.

**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.

**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.

**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.

**Gordon State College Move On When Ready Program for High School Students**

In accordance with the Board of Regents Academic Affairs handbook, section 3.6.2, the University System of Georgia recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of three organized programs: (1) Move On When Ready (MOWR) a dual enrollment program in which the student, while continuing his/her enrollment in high school, enrolls in courses for both high school and college credit; (2) a joint enrollment program in which a student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit; and (3) an early admission program in which the student enrolls as a full-time college student following completion of the junior year in high school. The minimum admission standards for the dual enrollment, joint enrollment and early

admission programs have been developed to allow certain advanced students to receive both high school and college credit for some courses.

**Admission Standards**

1. Minimum SAT I score of 430 Critical Reading and 430 Math or Minimum ACT score of 17 English and 18 Math.
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 Learning Support requirements.
4. Written consent of parent or guardian (if the student is a minor).
5. Evidence in the transcript that the student is on track towards completion of RHSC requirements and high school graduation.

Students should be aware that, while College Algebra or Statistics may be taken through MOWR, 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.

Documentation required for the MOWR 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 MOWR application at https://www.gacollege411.org/,
5. Completed Certificate of Immunization.

**Non-Traditional Students**

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

1. Graduated from high school at least five years before the beginning of the semester for which admission is sought or have been part of a high school class that *would have graduated* at least five years before the beginning of the semester for which admission is sought,
2. A high school diploma from an accredited or approved high school or a GED,

3. Earned fewer than 30 transferable semester credit hours, and
4. Not attended college within five years of the beginning of the semester for which admission is sought or must be in good standing at the last college attended if admitted to that college as a non-traditional student.

Applicants applying as non-traditional students who have taken the SAT or ACT may submit their test scores to the College. Applicants scoring below 430 on the verbal section of the SAT or below 17 on the English section of the ACT are required to take the verbal section of the college placement exam, COMPASS. Students scoring below 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.

**Gordon State College ACCESS Institute**

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

- All students must earn at least a C in all courses during the first term.
- All students who remain in the program after the first term must take a set of prescribed classes together (i.e., remain in a cohort) for at least one additional semester.
- All students agree to meet regularly with academic coaches, advisors, and tutors appointed by the college and to follow their guidelines and recommendations.

ACCESS Institute students remain subject to all other applicable college policies. Admission to one of the ACCESS Institutes, furthermore, is contingent upon the execution of a contract specifying additional conditions.

First-term students in the Fall Institute or Summer Institute will normally be enrolled in ENGL 0989 (the learning support English

course), a learning support Math course (MATH 0987 or 0989), a PE activity course, and GFYE 0097 (the Gordon State College first-year experience course). Second-term students will normally be enrolled in ENGL 1101 with a support lab, a college-level Math course with a support lab, a college-level elective, and STAR 0988, a specially designed course to improve student success.

Dr. Stephen Raynie is the ACCESS Institute Coordinator. Interested applicants can contact him at 678-359-5282 or the Office of Admissions at 678-359-5021.

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

**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/international-students.

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

7. **IMPORTANT: The applicant must provide all necessary documentation of current status with the U.S. Citizenship and Immigration Services (USCIS). This documentation includes, but is not limited to:**
    - **Copy of VISA**
    - **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 Bursar's Office or at: https://studentcenter.uhcsr.com/gordonstate.

International applicants who wish to live in a residence hall should submit a **"Gordon State College Residence Hall 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/bursars-office/tuition-fees-and-payment-information1.

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

Gordon State College accepts Visa, MasterCard, American Express, and Discover for payment as well as web check.
Any debt not paid by a student in a timely manner may be turned over to a collection agency or pursued through the courts. The student is responsible for payment of any collection or legal fees incurred as a result.

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

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

**Former Gordon State College Students Seeking Re-Admission**

Former Gordon State College students seeking re-admission must apply through the Registrar's Office. Please see page 59 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 can be found at http://www.gordonstate.edu/admissions/advanced-placement-ap. Contact the Registrar's Office at 678-359-5022 if additional information is needed.

## College Level Examination Program (CLEP)

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

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

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

**DSST (Dantes Testing Program)**

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

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

**International Baccalaureate Diplomas and Certificates**

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

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

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

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

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

## Readmission of Former Students

Students who 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. Applications for readmission are available in the Registrar's Office, and at http://www.gordonstate.edu/forms/registrar/app_readmission.pdf.

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

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

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

If absent for one year (three semesters) or longer, a former student with unmet Learning Support requirements must retake the COMPASS placement exam (before August 13, 2016) or the ACCUPLACER placement exam (after August 13, 2016) for the unmet area(s).

The minimum COMPASS scores for readmission are English (writing) 32, reading 62, and math (algebra) 20. The minimum ACCUPLACER scores for readmission are English (writing) 3, reading 46, and math 32.

A student who scores below the minimum COMPASS or ACCUPLACER scores in any area is not eligible for readmission. A student whose test scores place him into all three areas of Learning Support (English, reading, and math) is not eligible for readmission.

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/forms/finaid/FedFundsTransient.pdf. Students are responsible for applying for admission to the school they wish to attend on a transient basis.

Students must be currently enrolled at Gordon State College or be readmitted to Gordon State for the term of transient study to receive

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

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

## Transcripts

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

## Verification of Enrollment

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

## Veterans Benefits

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

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

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

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

## Military Service Members

### Residency Requirements

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

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

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

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

See "Graduation Requirements" for additional details.

**Credit Learning From Military Experience**

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

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

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

## Adult Learner Credit for Experience-Based Learning

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

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

Some adult learners will have acquired college-level knowledge and insight through work experiences or through educational experiences and courses that did not carry college credit. The process of validating these experiences and assigning college credit to them is called Prior Learning Assessment (PLA). At Gordon State College, a student can seek Prior Learning Assessment by using national examinations, by examination connected to specific Gordon courses, by assigning of credit for formal courses and tests connected to the workplace and validated by the American Council on Education (ACE), and by portfolio evaluation. If a student seeks Prior Learning Assessment, he or she should contact the Adult Learning Coordinator, 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 learning support program contributes to the Gordon State College mission by providing supportive access to high quality post-secondary education through improvement of foundational skills.

## Program Goal

The Gordon State College learning support program prepares students to be successful in entry-level collegiate course work in math and English.

## Program Outcome

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

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 (before August 13, 2016) or ACCUPLACER (after August 13, 2016), is a computerized placement exam that tests reading, English (writing), and math skills.

### Placement Exams

The verbal section of the COMPASS or ACCUPLACER 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.

The mathematics section of the COMPASS or ACCUPLACER 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.

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

ACCUPLACER scores for admission and readmission are English (writing) 3, reading 46, and math 32.

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 or ACCUPLACER scores in any area are not eligible for admission.

Please refer to the table below for Learning Support Placement in English, reading, and math.

| COMPASS | | ACCUPLACER | COURSES |
|---|---|---|---|
| Reading COMPASS 62-73<br>AND<br>English COMPASS 32-59 | | Reading ACCUPLACER 46-60<br>AND<br>WritePlacer 4 | ENGL 0989 |
| Reading COMPASS 62-65 | | Reading ACCUPLACER 46-49 | ENGL 0989 |
| Reading COMPASS 66-73 | | Reading ACCUPLACER 50-60 | ENGL 0999 / ENGL 1101 |
| English COMPASS 32-39 | | English WritePlacer 3 | ENGL 0989 |
| English COMPASS 40-59 | | English WriterPlacer 4 | ENGL 0999 / ENGL 1101 |
| Intended non-STEM Majors | Math COMPASS 20-24 | Math ACCUPLACER 32-41 | MATH 0987 |
| | Math COMPASS 25-46 | Math ACCUPLACER 42-66 | MATH 0997 / MATH 1001 |
| Intended STEM Majors | Math COMPASS 20-24 | Math ACCUPLACER 32-41 | MATH 0989 |
| | Math COMPASS 25-46 | Math ACCUPLACER 67-78 | MATH 0999 / MATH 1111 |

Students scoring above 61 and below 74 on the reading portion of the COMPASS or above 45 and below 61 on the reading portion of the ACCUPLACER must enroll in and successfully exit Learning Support Reading by passing required coursework as follows: Students with COMPASS scores from 62-65 or ACCUPLACER scores from 46-49 must first enroll in and pass ENGL0989, and then, in the following semester, enroll in ENGL 0999 / ENGL 1101 corequisite pair. Students with COMPASS reading scores from 68-73 or ACCUPLACER reading scores from 50-60 may begin in the ENGL 0999 / ENGL 1101 corequisite. Successful completion of ENGL 1101 with a grade of C or higher will fulfill the Learning Support Reading requirement.

Students scoring above 31 and below 60 on the English (writing) portion of the COMPASS or 3 or 4 on the WritePlacer must enroll in and successfully exit Learning Support English (writing) by passing required coursework as follows: Students scoring from 32-39 on the COMPASS

or 3 on the WritePlacer (5 on COMPASS eWrite) must first enroll in and pass ENGL0989, and then, in the following semester, enroll in ENGL 0999 /ENGL 1101 corequisite. Students scoring from 40-59 on the COMPASS or a 4 on the WritePlacer (7 on COMPASS eWrite) may begin in the ENGL 0999 / ENGL 1101 corequisite pair. Successful completion of ENGL 1101 with a grade of C or higher will fulfill Learning Support English requirement.

Students whose COMPASS or ACCUPLACER scores place them as requiring both Reading and English (writing) assistance will be required to begin their coursework with ENGL0989.

Students scoring above 19 and below 47 on the math portion of the COMPASS or above 31 and below 79 on the math portion of the ACCUPLACER must enroll in and successfully exit Learning Support Math by passing required coursework as follows: Students with COMPASS scores from 20-24 or ACCUPLACER scores from 32-41 must first enroll in and pass a stand-alone 3-credit Learning Support class (MATH 0987 or MATH 0989), and then, in the following semester, enroll in a corequisite college-level math course with a learning support lab (MATH 0997 / MATH 1001) or MATH 0999 / MATH 1111. Students scoring from 26-46 on the COMPASS or 42-66 on the ACCUPLACER may begin in MATH 0997 / MATH 1001. Successful completion of the college-level math course with a grade of D or higher 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 corequisite support pair (MATH 0999/1111); students majoring in fields where practical mathematical skills are sufficient should take the Quantitative Reasoning corequisite pair (MATH 0997/1001).

Students who have successfully completed the Foundations-level course (MATH 0989 for the Algebra-Calculus Pathway (MATH 1111) and switch to the Non-Algebra pathway (MATH 1001) will not require additional remediation and may enroll in the gateway non-college algebra mathematics course (MATH 1001) with corequisite remediation. Students who have successfully completed the Foundations level course (MATH 0987) for the non-STEM path and switch to the Algebra-Calculus pathway course (MATH 1111) with mandatory corequisite support will be required to take the Foundations course

(MATH 0989) leading to College Algebra with the corequisite pair, unless both of the following conditions are met:

1. The students achieve grades of A or B in MATH 0987.
2. The students pass the College Algebra Pretest with at least a grade of 70. This test will be administered in the Gordon State College Testing Center.

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

**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.

**Policies**

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

- During each semester of enrollment, students must first register for all required Learning Support courses before registering for other courses. This policy also applies to part-time students.
- Students who are required to take Learning Support courses may not register as non-degree students in an effort to defer taking required Learning Support courses.
- Students with Learning Support requirements must enroll in the Gordon State College First Year Experience course (GFYE 0097) and may not withdraw from the 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 may defer one semester, if the course is not offered.
- Students who are required to take Learning Support courses in English, or mathematics may not register as auditors in any such course in that area.
- **30-Hour Rule:** Students who accumulate 30 semester hours or more of college credit and have not successfully completed required Learning Support courses may enroll only in Learning Support

courses until all requirements have been successfully completed. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take Learning Support courses for their current degree objectives may earn up to 30 additional hours of college level credit.

- **Overloads:** Learning Support students may not register for more than 18 semester hours in any given semester. Overloads will not be approved.

Learning Support attempts are cumulative within the University System of Georgia.

Also, see “Learning Support Standards of Progress.”

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

Gordon State College (GSC) adheres to accepted policies and procedures for determining the credit hours awarded for courses and the credit hours required to complete degree programs. As a unit of the Board of Regents of the University System of Georgia (BOR), GSC adheres to the BOR definition of semester hours, which stipulates that, "A minimum of 750 minutes of instruction or equivalent is required for each semester credit hour." [Board of Regents of the University System of Georgia (BOR) Policy Manual Section 3.4.1] Each credit course offered by Gordon State College is designated in this catalog by a three digit code to indicate the number of semester hours associated with the course. For example, ENGL 1101 is designated with the code (3-0-3). The first digit (**3**-0-3) indicates the number of semester hours per week the course meets in a lecture; the second digit (3-**0**-3) indicates the number of semester hours per week the course meets in a laboratory or practicum setting; and the third digit (3-0-**3**) indicates the total number of semester hours the course receives. Laboratory science courses, 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 an advisor who will assist the student in selecting classes appropriate to that student's program of study. **Students are responsible, however, for knowing and fulfilling the graduation requirements of the College and the requirements within their programs of study.**

## Class Schedule

Gordon State offers both daytime and evening classes. 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 865 and 369).

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 86 and 369).

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. Nonetheless, students who are absent with the approval of the Office of Academic Affairs will be permitted to earn credit for work missed during their absences. In addition, with the prior approval of the Academic Affairs office, dual enrollment students who are absent will also be permitted earn credit for work missed during their absences Approval of such activities will be granted by the Academic Affairs Office and posted online at http://www.gordonstate.edu/absences. Such excused absences are

reserved for situations in which students are representing their school or the college. All students are responsible for contacting instructors prior to all excused absences in order to arrange to make up any missed work.

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

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

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

SEE ENROLLMENT VERIFICATION SECTION BELOW FOR ADDITIONAL INFORMATION.

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

The instructor will notify the 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 or alternative assessment in each of their courses unless exceptions are approved by the Department Head and Dean on an individual or program basis. The final examination schedule must be followed as published. Any change from the schedule must be approved by the Associate Vice-President for Academic Affairs. All students are expected to take the final examination.

## Grading System and Grade Point Average

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

| Letter Grade | Numerical Grade Equivalent | Description |
|---|---|---|
| *A* | 4.0 | Excellent |
| *B* | 3.0 | Good |

| | | |
|---|---|---|
| *C* | 2.0 | Satisfactory |
| *D* | 1.0 | Passing |
| *F* | 0.0 | Course completed with failing grade |
| *WF* | 0.0 | Withdrawn Failing |

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

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

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

| **Letter Grade** | **Numerical Equivalent** | **Credit Hours** | | | **Quality Points** |
|---|---|---|---|---|---|
| A | 4.0 | 3 | (4.0) x (3) | = | 12 |
| B | 3.0 | 3 | (3.0) x (3) | = | 9 |
| C | 2.0 | 4 | (2.0) x (4) | = | 8 |
| Total Credit Hours: | | 10 | Total Quality Points = | | 29 |

**Grade Point Average = 29 ÷ 10 = 2.9**

The cumulative grade point average is computed by dividing the total number of credit hours in all courses attempted in which a grade of *A*, *B*, *C*, *D*, *F*, or *WF* has been received into the number of quality points earned on those hours. Grades earned in courses numbered below 1000 are **not** included in the computation of a student's grade point average. Effective Fall 2010, a student who repeats a course will have the cumulative grade point average calculated using the grade from the last attempt. The grade of the first and subsequent attempts that are excluded from the GPA will remain on the student's official permanent record. When adjustments are made to the cumulative grade point average based on repeated courses and Academic Renewal, the result is considered a cumulative adjusted grade point average. (See Academic Renewal section for details on this policy.)

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

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

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

*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 86).

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

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

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

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

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

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

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

% Institutional Learning Support course. Not included in hours earned or academic GPA.

* Through summer semester 2014, course used to satisfy a Required High School Curriculum (formerly College Preparatory Curriculum) foreign language, natural science, or social science deficiency. Included in hours earned and academic GPA but not applicable to graduation.

$ Effective fall semester 2014, course used to satisfy a Required High School Curriculum (formerly College Preparatory Curriculum) foreign language, natural science, or social science deficiency. Included in hours earned, academic GPA, and applicable to graduation.

%* Institutional Learning Support course used to satisfy a Required High School Curriculum (formerly College Preparatory Curriculum) English or math deficiency. Not included in hours earned or academic GPA.

# Academic Renewal (Forgiveness) Policy applied to course. A#, B#, and C# are included in hours earned, but not in academic GPA. D#, F#, and WF# are not included in hours earned or academic GPA.

@ Institutional course. Not included in hours earned or academic GPA.

~ External program grade. Included in hours earned; not included in academic GPA.

T When preceding a grade, designates transfer credit.

## Repeating Courses

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

## Maintaining the Standard of Academic Performance

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

## Double Credit

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

## Academic Renewal

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

If approved for Academic Renewal, an Academic Renewal GPA is begun when the student resumes taking coursework following approval

for Academic Renewal. After Academic Renewal is granted, the Academic Renewal GPA is used for determining academic standing and eligibility for graduation. To graduate from Gordon State College, a student must meet the college's residency requirement for graduation after acquiring Academic Renewal. To be eligible for honors at graduation, a student must meet the college's residency requirement for graduation after acquiring Academic Renewal.

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

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

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

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

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

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

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

**Student Bill of Rights**

Students have the following rights:

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

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

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

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

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

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

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

8. to be informed of the grade appeal process.

## Intellectual Diversity and Student Rights

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

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

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

## Grade Appeal Process

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

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

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

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

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

## Appeals of Academic Student Petition Decisions

A student shall have the right to appeal to the Provost or designee (hereafter referred to simply as "Provost") and to the President of the College. Failure of the student to adhere to the time deadlines described below will result in forfeiture of all rights to appeal. If deadlines cannot be met due to legitimate reasons, the student can appeal to the office of Academic Affairs for an extension.

1. The appeal of a decision on an academic petition must be based on substantial new evidence or sufficient grounds for good cause.

Substantial new evidence constitutes that which was not available during the original review process which has a direct bearing on the decision.

2. On this basis, the student may appeal in writing to the Provost and must do so within five working days after the petition decision has been communicated to the student. The Provost will determine the merit of the appeal. If the appeal is determined to have merit, the Provost shall consider all relevant information and render a decision.

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

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

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

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

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

## Academic Dishonesty Policy

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

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

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

In addition, after having dealt with the act of academic dishonesty, the faculty member should send a brief memorandum to the Dean of the School identifying the student, the infraction, and the resolution. Academic deans will report egregious cases to the Vice President of 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 adjusted grade point average. The minimum acceptable cumulative adjusted grade point average (GPA) is based on the number of college level semester hours attempted at Gordon State College. Hours taken at Gordon State College in courses numbered below 1000 (Institutional credits earned in Learning Support courses) are not included in the *Total GPA Hours Attempted at Gordon State College* column of the table below, nor are grades in these courses included in the *Minimum Cumulative Adjusted GPA* column. The table below summarizes the relevant information.

| **Total GPA Hours Attempted at Gordon State College** | **Minimum Cumulative Adjusted GPA** |
|---|---|
| 1 – 30 | 1.80 |
| 31 and above | 2.00 |

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

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

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

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

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

## 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 enroll in Learning Support Foundations courses (ENGL 0989, MATH 0987, and/or MATH 0989) 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.
- Foundations-level courses completed with passing grades will not count against "attempts."
- During each semester of enrollment, a student must first register for all required Learning Support courses before being allowed to register for other courses. This policy also applies to part-time students.
- Students who have been suspended without completing Learning Support requirements may complete their Learning Support requirements and additional collegiate-level work at SACSCOC-accredited TCSG institutions during the year of suspension.
- **30-Hour Rule**: Students who accumulate 30 semester hours or more of college credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until all requirements have been successfully completed. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take Learning Support courses for their current degree objectives may earn up to 30 additional hours of college level credit.

Students who have been suspended from the University System and who wish to re-enter Learning Support Program to complete requirements may be retested with the College's approved placement test (in any unsatisfied area) after a period of one year, provided no college courses in the University System have been taken during that time. The student will be bound by the most current set of placement scores and the current Learning Support guidelines. Students who do not exempt following retesting may be considered for readmission under the current Learning Support guidelines. 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 College's approved placement test (in any unsatisfied area) if they have not taken any college courses in the University System for a period of one year. Students will be bound by the most current set of placement scores and the current Learning Support guidelines.

## Changing Pathways/Majors

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

# Fees and Expenses

The financial and physical functions of the College are administered by the office of the Vice President for Finance and Administration. Failure to fulfill financial obligations will result in denial of registration privileges, transcripts, readmission privileges, and certification of degrees. Delinquent student accounts may be forwarded to a collection agency in accordance with Board of Regents policies and procedures. Students, whose accounts are forwarded to a collection agency, will be responsible for paying any collection fees (up to a maximum of 33%), and any other costs for collection efforts including reasonable attorneys' fees.

## Tuition and Fees

Tuition and fees are established by the Board of Regents of the University System of Georgia. Current fee schedules are available on the web at www.gordonstate.edu under Departments, Bursar's Office.

## Refund Schedule

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

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

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

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

**2. Elective Fees**

Students that move out of the residence halls before the end of their contracted terms are not eligible for room refunds and dorm deposits are forfeited.

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

**3. Financial Aid Refunds**

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

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

## Financial Obligations Owed to the College

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

Gordon State College will charge a NSF fee of $25, for personal or web checks that have been returned for non-sufficient funds from the bank. The Bursar's Office accepts cash, cashier's checks, or money orders to satisfy the outstanding financial obligation resulting from the non-sufficient funds. Failure to resolve NSF issue may result in classes dropped, holds placed on grades or transcripts, denial of permission to register for future semesters, collection agency involvement, and possibly further disciplinary actions. In addition, personal checks or web checks will no longer be acceptable forms of payment for students, who

have presented a non-sufficient funds check to Gordon State College. Students, whose accounts are forwarded to a collection agency, will be responsible for paying any collection fees incurred. The online payment option to Gordon State College will not be permitted for accounts forwarded to a collection agency until the outstanding debt is satisfied.

## General Financial Information

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

Tuition and fees are payable upon registration and payment is a required part of the College's registration process. Personal checks must be written for the exact amount due the College. Checks should be made payable to Gordon State College. Payments may be made in person in the Bursar's Office in the form of cash, checks, or money orders. Payment cannot be accepted over the telephone.
Payments online may be made in the form of credit cards which is routed through a secure third party vendor, TouchNet PayPath. Please note that a processing fee will be assessed at the end of the transaction. Payment online may be made in the form of a web check. No fee is assessed when this method is used. A web check does follow the same guidelines as a paper check.

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

Gordon State College's global consent to do business electronically states the primary method of communication is the student's Gordon Email account. This consent constitutes billing for charges, receipt of 1098-T tax form (unless paper tax document is requested per

instructions via Bursar's Office webpage), late payment notices, collections, and other student business related notices.

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

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

## Motor Vehicle Registration

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

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

## Intercollegiate Athletics

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

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

## Intramural Sports

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

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

## Student Activities

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

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

## Student Organizations

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

## Recreational Facilities

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

## Liability

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

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

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

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

## Counseling Center

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

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

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

## Minority Advisement Program

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

**Public Safety**

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

Gordon State College Public Safety Officers enforce state laws and conduct criminal and traffic investigations for all offenses occurring on College property. In addition, officers provide crime prevention services and conduct routine patrol. All departmental personnel are authorized to enforce 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 @ 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 Gordon Grind (located in the lobby of the Instructional Complex), The Spot (located on the first floor of Gordon Village), Grounds (located next to the Bookstore), Sandella's and The Grille (located in the Student Activity and Recreation Center). Resident students may choose from any of the three (3) meal plan options. Students must be properly dressed at all times when in the cafeteria and other eating locations on campus. Shoes and shirts are required by law.

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

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

## Campus Safety

### General Safety

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

### Fire Safety

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

### Evacuation Procedures

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

## Vending Machines

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

## Campus Visitors

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

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

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

## Concessions and Fund Raising

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, 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 6 **student activity bulletin boards** located in high traffic areas on campus. Bulletin boards are located in the following buildings:

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

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

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

1. Distributors are subject to the Code of Student Conduct, local, state, and federal laws.
2. Materials distributed must identify the author or publisher and, when necessary for clarification, a statement disclaiming College sponsorship.
3. Distribution of materials may not take place within College buildings except within the specifically designated areas:
   - Student Center and individually approved building lobbies (materials must not be posted on any entrance doors, glass surfaces or motorized vehicles.)
4. Distributors may not in any way interfere with orderly process of the College. They shall not, for example:

a) obstruct vehicular, bicycle, pedestrian or other traffic;
b) obstruct entrances or exits to buildings or driveways;
c) interfere with educational activities, inside or outside any buildings;
d) harass passers-by or otherwise disrupt normal activities;
e) interfere with or preclude a scheduled speaker from being heard;
f) interfere with scheduled College ceremonies or events;
g) damage property, including lawns, shrubs, automobiles or trees.

5. Materials must be removed when the event has concluded.
6. This policy does not apply to officially printed materials of the College.
7. Materials must be given to the Director of Student Activities at least one (1) week prior to the date needed to be posted.
8. Materials must be approved by the Student Activities Office and must contain the "official" stamp. The office will assist in the dissemination of all written materials.
9. Unless flyers are promoting a "special" club sponsored event, the size of the flyer should be limited to 8.5" x 11".

**Off-Campus Housing Statement**

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

**Student Complaint Policy**

Students have the right to lodge a complaint whether academic or non-academic.

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

decision of the Vice President or designee. The decision of the Vice President will be final.

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

# Financial Aid

Located in 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, email at finaid@gordonstate.edu, or write:

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

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

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

## Determination of Need-Based Awards

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

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

## Need-Based Award Application Procedures

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

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

## Federal Pell Grant

This is a federally funded program that provides need-based grants to undergraduate students without a previous bachelor's degree. The application is the Free Application for Federal Student Aid (FAFSA). Eligibility is based on the Estimated Family Contribution (EFC) and the Cost of Attendance (COA). Students receive their EFC information on the Student Report (SAR) after the submitted FAFSA is processed. The EFC range for Federal Pell Grant eligibility is 0 to 5234. The awards range from a maximum of $5815 (0 EFC) per year to a minimum of $598 (5234 EFC) per year for full-time enrollment. Pell Grant is prorated according to enrollment by each term. Students receiving the Federal Pell Grant may also be eligible for other types of financial aid. Students are limited to one full-time award each academic year. Students are also limited to twelve full-time semesters of payment under the Federal Pell Grant program.

## Federal Supplemental Education Opportunity Grant

This federally funded program is designed for undergraduate students without a degree with exceptional need seeking their initial degree. A student must have been awarded the Federal Pell Grant in order to receive this grant. Early FAFSA application is encouraged. Priority for

these awards is given to those who file by Gordon State's priority filing day, May 1st. You can review the policy at http://www.gordonstate.edu/FinancialAid/policies#

## Federal Work Study

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

## Student Loan Awards

## Federal Direct Subsidized Loan

The Federal Government guarantees low-interest loans made to qualified students. Students may apply for this loan by completing the Free Application for Federal Student Aid (FAFSA). All loans are provided by the U.S. Department of Education. Students are allowed to select their loan amount up to their award maximums. Eligible freshman may borrow up to $3,500 per year, while sophomores (30+ earned hours) may borrow up to $4,500 per year. Juniors (60+ earned hours) and seniors (90+ earned hours) may borrow up to $5,500 per year. The student must be enrolled in at least 6 hours each term to receive a Federal Direct Subsidized Loan. The amount of loan eligibility is based on need as determined by the FAFSA and the cost of attendance.

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

Interest will accrue during the six months following graduation or when the student ceases to be enrolled at least half time for all new Subsidized Loans. The rates are fixed on July 1st of each year and are valid for loans disbursed between July 1st and June 30th of that calendar year. Funds are disbursed to the student through the college in two installments. Repayment begins six months after the student ceases to be enrolled at least halftime. Students are allowed 10 years to repay the loan. For the

most up to date information on interest rates and loan fees, please visit: www.studentaid.ed.gov/types/loans/interest-rates.

### Federal Direct Unsubsidized Loan

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

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

### Federal Parent Loans for Undergraduate Students

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

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

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

### HOPE Scholarship Programs

The Georgia HOPE Scholarship is a state-funded scholarship program from the Georgia Lottery for Education. Its purpose is to assist Georgia students in attending eligible Georgia postsecondary institutions to

increase academic achievement, to keep the best and brightest students in Georgia, and to expand educational opportunities beyond high school to all Georgians.

## Qualifications for the HOPE Scholarship

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

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

## HOPE Scholars

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

## HOPE GPA Reviews

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

## Zell Miller Scholarship

The Zell Miller Scholarship was created in March of 2011 for Georgia's highest performing students. Students eligibility is determined for the Zell Miller Scholarship by the Georgia Student Finance Commission (GSFC). Students can check their status for the Zell Miller Scholarship,

by checking their HOPE GPA on www.GAcollege411.org. Students will only be awarded the Zell Miller Scholarship after GORDON STATE COLLEGE has received confirmation of their status from GSFC.

## Applying for the Zell Miller Scholarship

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

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

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

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

## Zell Miller GPA Reviews

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

## GED Voucher

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

## Other Scholarships

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

## Gordon State College Foundation Scholarships

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

## Satisfactory Academic Policy

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the requirements detailed below. These requirements apply to all students as one determinant of eligibility for financial aid. You can find our SAP policy at http://www.gordonstate.edu/FinancialAid/policies#

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

## Quantitative and Qualitative Requirements

**Quantitative Requirement** – The quantitative requirement has two parts:

- A maximum time frame

- A required completion ratio

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

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

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

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

**Policy Details**

**When is SAP determined?**

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

**What happens when you do not meet the requirements?**

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

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

**Low Completion Ratio** – There are two statuses for low completion ratio before your eligibility for financial aid is cancelled. Warning status is only allowed for one term.

- **Warning Status** – The first time you fall short of meeting the required completion ratio, your status is Warning. You remain eligible to receive financial aid while in warning status.
- **"Not Making SAP" Status** – After attending one semester on Warning status, if you do not meet the required completion ration, your status becomes "Not Making SAP" Status. You are no longer eligible to receive financial aid until the required standards are met. You must successfully appeal to regain eligibility.
- **Appeal Status** – After being placed on a "Not Making SAP" Status, AND a student has successfully appealed and financial aid has been reinstated, the student is eligible to receive financial aid. This status is only for one term and quite often will carry conditions and/or stipulations for continued eligibility.

**How do you regain eligibility?**

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

**Academic Circumstances that Affect Your Status:**

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

## Policy for Reestablishing Financial Aid Eligibility

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

1. A student may regain eligibility by attending school at his or her own expense until he or she meets the criteria as outlined in the Standards of Satisfactory Academic Progress for students receiving financial aid. The standards are reviewed at the end of each semester. A student cannot reestablish eligibility simply by being out of school for a set amount of time or by paying for a set number of classes out-of-pocket, as outlined in the Federal Student Aid Handbook. This also applies to students who have been suspended from Gordon State College, and are applying for readmission to the college. Students who have been academically suspended must pay all expenses with their own funds for the initial semester in which they return to Gordon State College if they are not making Satisfactory Academic Progress at the time they are readmitted to Gordon State College.
2. A student may submit the "Satisfactory Academic Progress Appeal" form if he or she is not making Satisfactory Academic Progress, and submitting the completed form along with the appropriate documentation to the Gordon State College Financial Aid Office. In order to submit an appeal, a student must have an extenuating circumstances. Appeals submitted without documentation will not be reviewed by the Financial Aid Appeals Committee.

## Selective Service Registration

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

## Default and Refund

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

## Drug-Free Act

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

## Federal Refund Policy

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

The refund date is determined by the withdrawal date.

Federal refunds are made in the following order:

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

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

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

The federal Return of Funds policy uses the following steps:

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

Step 6 – Determine the Amount of Unearned Title IV Aid Due from the Student.

Refund Example: The following example of a refund calculation is based on a commuting student paying $756 in tuition and fees. The student received $887 in a Pell Grant (Title IV) for the term. The student received no other aid. The student withdrew on the 8th day of a 111-day term.

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

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

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

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

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

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

Amount to be returned to grants is reduced by 50%

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

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

## 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

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

## Vision and Function

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

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

education, facilitation, presentations, stimulation, and innovation.

## Technology and Resources

As the collaborative learning and information center for Gordon State College, the library combines traditional library services with modern educational technology. Resources and services are available for users attending classes at the main campus as well as off campus sites. Users may browse the shelves for more than 103,423 books, including reference tools, or search for specific items using the on-line catalog, which also contains over 36,000 full text electronic books. The library subscribes to more than 650 print and electronic periodicals. Library users have access to 325 databases in GAILILEO (GeorgiA LIbrary LEarning Online) includes citations and abstracts, full-text journal and magazine databases, electronic reference tools, other on-line library catalogs, and authoritative Internet resources on numerous subjects. Additionally, the library houses a collection of videos and DVDs for use in the library or for classroom use. Equipment is also available in the library for viewing these materials.

## Services

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

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

Students are encouraged to browse the library's collection; to check out books with their valid Gordon State College I.D.; and to read, research, and study while in the library. The Dorothy W. Hightower Collaborative Learning Center & Library promotes a positive learning and collaborative environment by providing an assortment of study spaces:

computers, individual and, group study rooms, a Presentation Practice Room, and an Assistive Technology Resource Room. Faculty members are likewise encouraged to survey the library's holdings, recommend resources for acquisition, and utilize the facility for their classes and research. The Hightower CLC & Library connects the Gordon State College community, both on campus and online, to the resources and services that support academic coursework, research, and lifelong learning.

# Community Education

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

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

Core Curriculum

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

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

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

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

**Notes:**

1. Please see page 197 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 137) must take MATH 1113 or MATH 1501 in Area A(2).
- Students who are middle grades education majors with a focus in mathematics must take MATH 1113 or MATH 1501 in Area A(2).

[2] Advising Notes:

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

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

[4] A course taken to satisfy Area A requirements cannot also be used to satisfy a course requirement in another Area, 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 ENGL 0989 or ENGL 0999 if they still have learning support requirements).

- If a student has completed 30 semester hours and *has not yet completed Area A(2),* the student must enroll in a course that makes progress toward completing A(2) in order to take any other college courses. In other words, after 30 semester hours, the student must be enrolled in one of the following courses: MATH 1001, MATH 1111, MATH 1113, or MATH 1501 (or MATH 0987, MATH 0989, MATH 0997, or MATH 0999 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.

## 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.

## 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, Mathematics, Physics, Engineering-Transfer, and Pharmacy-Transfer. Students pursuing these majors should refer to the Area D requirements for science majors. The following program of study are Health Professions majors: Nursing. Students pursuing this major 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) |
| 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) |
| 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) |
| 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, Mathematics, Physics, Engineering-Transfer, and Pharmacy-Transfer.

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, and Biology majors may 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 program of study are considered Health Professions major: Nursing.

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) |
| 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] 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 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 2201 | (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.

### Area F Courses Related to the Program of Study

A student has completed an associate (two-year) degree from Gordon State College when he or she has completed Core Areas A-E and Area G together with an Area F defined by the pathway to the baccalaureate degree that the student is seeking. Should the student desire to complete a baccalaureate (four-year) degree at Gordon State College or elsewhere in the University System of Georgia, the student is required to complete the Area F for the specific major the student seeks. Complete descriptions of Area F pathways offered at Gordon State College are found beginning on page 210.

## 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 ten distinct majors, an associate of science degree in nursing, an associate of arts transfer degree with more than ten pathways to baccalaureate degrees and an associate of science transfer degree with more than twenty pathways to baccalaureate degrees. 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 Information Management
- Human Services
- Management and Administration
- 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**

*Pathways to Baccalaureate Degrees:*

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

**Associate of Science Degree**

*Pathways to Baccalaureate Degrees:*

- Astronomy
- Biological Sciences and Biology
- Business Administration
- Chemistry
- Computer Science
- Criminal Justice
- Engineering-Transfer
- Health and Physical Education
- Health Information Management
- Human Services
- Information Technology
- Mathematics
- Nursing
- Pharmacy-Transfer
- Physics

# 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.
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 89 of the Academic Catalog. Students who have received Academic Renewal must complete at least 30 semester hours of credit applicable toward the degree and half of the upper level hours required for the degree at Gordon State College after acquiring Academic Renewal to be eligible for graduation with honors.

**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.
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 89 of the Academic Catalog. Students who have received Academic Renewal must complete at least 18 semester hours of degree requirements at Gordon State College after acquiring Academic Renewal to be eligible for graduation with honors.

## Associate of Science in Nursing Degree

Requirements for the Associate of Science in Nursing degree are outlined beginning on page 189 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 89 of the Academic Catalog. Students who have received Academic Renewal must complete at least 18 semester hours of degree requirements at Gordon State College after acquiring Academic Renewal to be eligible for graduation with honors.

# 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 169 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 143-145, 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.)<br>2. One of the following: ENGL 2111 or ENGL 2112 (3 hrs.)<br>3. Two of the following: ENGL 2111, 2112, 2121, 2122, 2131, or 2132 (6 hrs.)<br>4. Electives: For students who are not attempting to complete a double major or an additional pathway to baccalaureate degree, elective hours should come from ARTS, COMM, ENGL, HUMN, PHIL or THEA. (0-3 hrs.)<br>*18 semester hours* |
| Common English Requirements | <u>Requirements:</u><br>One of:<br>ENGL 4601 Foundational Authors: Chaucer (3 hrs.), or<br>ENGL 4602 Foundation Authors: Shakespeare (3 hrs.), or<br>ENGL 4603 Foundational Authors: Milton (3 hrs.),<br>and<br>ENGL 3912 Advanced Grammar (3 hrs.), and<br>ENGL 3400 History of English and the American Languages (3 hrs.)<br><br><u>Group 1 (must choose two):</u><br>ENGL 3210 (Old English and Middle English Literature, 3 hrs.),<br>ENGL 3220 (Renaissance British Literature, 3 hrs.),<br>ENGL 3230 (Restoration and Eighteenth-Century British Literature, 3 hrs.),<br>ENGL 3240 (Nineteenth-Century British Literature, 3 hrs.), or<br>ENGL 3250 (Twentieth-Century and Contemporary British Literature, 3 hrs.)<br><br><u>Group 2 (must choose two):</u><br>ENGL 3330 (Early and Colonial American Literature, 3 hrs.),<br>ENGL 3340 (Romantic and Nineteenth-Century American Literature, 3 hrs.), or<br>ENGL 3350 (Modern and Postmodern American Literature, 3 hrs.)<br><br><u>Group 3 (must choose one):</u><br>ENGL 4200 Postcolonial Literatures (3 hrs.),<br>ENGL 4300 African-American Literature (3 hrs.), or<br>ENGL 4400 Minority American Literature (3 hrs.)<br>*24 semester hours* |

| | **Track 1: English** | **Track 2: English with Teaching Certification** |
|---|---|---|
| Other English Requirements | ENGL 3911 Advanced Composition (3 hrs.)<br><br>*3 semester hours* | ENGL 4800 Curriculum and Methods in English/Language Arts Education (3 hrs.)<br>*3 semester hours* |
| Other Requirements | At least 12 additional semester hours from courses numbered 3000 or above (including additional English courses)<br><br>*12 semester hours* | EDUC 2110 (3 hrs.)<br>EDUC 2120 (3 hrs.)<br>EDUC 2130 (3 hrs.)<br>EDUC 3005 Middle and Secondary Curriculum, Instruction, and Assessment (3 hrs.)<br>LART 3006 Reading in the Content Areas (3 hrs.)<br>SPED 3105 The Exceptional Learner in the Secondary Classroom (3 hrs.)<br>EDUC 3505 & EDUC 3504 Secondary Practicum I (3 hrs.)<br>EDUC 4505 & EDUC 4504 Secondary Student Teaching (12 hrs.)<br>*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<br>ENGL 3930 Writing for New Media<br>*6 credit hours* |
| Required Communication Courses | Choose Two:<br>COMM 3100 Argument & Persuasion<br>COMM 3930 Public Relations<br>COMM 3940 Small Group Communication<br>COMM 3950 Organizational Communication<br>*6 credit hours* |
| Additional Requirements: | Any course numbered 3000 level and above<br>COMM 1110 if not taken in Areas C or F.<br>*3 - 6 credit hours* |
| Electives: | BUSA 2105 Recommended if not taken in Area F<br>*18 to 21 credit hours* |
| Totals: | *120 - 124 hours* |

**Minor in English**

**A minor in English can be completed as follows:**

| Choose One Course: | Hours: |
|---|---|
| ENGL 3911 Advanced Composition, or<br>ENGL 3912 Advanced Grammar | 3 |
| Choose Two Courses:<br>Any upper division 3000/4000-level English Courses | 6 |
| Choose Three Courses:<br>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 158 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 143-145, 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.)<br>2. Two semesters of foreign language** (6 hrs. in the same language)<br>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.)<br>4. HIST 2000 (0-3 hrs.) A requirement for all BA History/BA History with Secondary Teaching Certification majors<br>* Two of these courses will be taken in Area E<br>** One of these two courses may have been taken in Area C |
| | 18 semester hours |

**Track 1: History**

Required History Courses:
One research seminar (3 hrs.)
HIST 2000 Historical Research and Writing
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
18 hours any level

**Total: 120 - 124 hours**

**Track 2: History with Teaching Certification**

Required History Courses:
HIST 2000 Historical Research and Writing
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:
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 & EDUC 3504 Secondary Practicum (3 hrs.)
EDUC 4505 & EDUC 4504 Secondary Student Teaching (12 hrs.)

**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 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 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 158 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 143-145, 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**

In addition to the courses for the baccalaureate degree, students must complete Areas A-G of the core curriculum. The biology program of study is recommended. Other programs of study are acceptable. Students must, however, complete the following courses either as part of, or in addition to, the core curriculum for their program of study.

MATH 1113 Precalculus
MATH 2101 or MATH 1501
BIOL 1107
BIOL 1108
CHEM 1211K
CHEM 1212K

| | **Track 1: Biology** | **Track 2: Biology with Teaching Certification** |
|---|---|---|
| Biology Common Requirements | BIOL 3200 Genetics<br>BIOL 3300 Cellular and Molecular Biology<br>BIOL 3500 Ecology<br>BIOL 4200 Evolution<br>BIOL 4000 Senior Seminar<br>Seven additional semester hours in biology courses numbered 3000 and above but not including BIOL 4800<br>(24 semester hours) | BIOL 3200 Genetics<br>BIOL 3300 Cellular and Molecular Biology<br>BIOL 3500 Ecology<br>BIOL 4200 Evolution<br>BIOL 4000 Senior Seminar<br>Seven additional semester hours in biology courses numbered 3000 and above but not including BIOL 4800<br>(24 semester hours) |
| Additional Requirements | CHEM 2401K Organic Chemistry I<br>PHYS 1111K (or 2211K)<br>15 additional hours from courses numbered 3000 and above from biology and other disciplines | CHEM 2401K Organic Chemistry I<br>PHYS 1111K (or 2211K)<br>BIOL 4800 Curriculum and Instruction in Science Education<br>EDUC 2110<br>EDUC 2120<br>EDUC 2130<br>EDUC 3005 Middle and 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<br>EDUC 3504 Seminar in Secondary Practicum<br>EDUC 3505 Secondary Practicum<br>EDUC 4504 Seminar in Student Teaching<br>EDUC 4505 Secondary Student Teaching<br><br>(44 semester hours) |
| Electives | (13 semester hours)<br>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, Middle Grades 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 133 semester credit hours to earn a B.S. degree in education - 64 hours of freshman/sophomore-level core courses (Areas A - G) plus 69 hours of junior/senior-level courses. The upper division courses are completed with full-time enrollment in two years with one required summer session. Students are required to complete general education core courses in Areas A through E plus the appropriate education program in Area F prior to admission to the B.S. in Education program. Students may take upper division level courses only after being admitted to the baccalaureate program. Through field experiences and teaching internships, Gordon State teacher candidates in the Associate of Arts and Bachelor of Science programs develop confidence in their chosen career path.

## General Requirements and Procedures for Admission

Admission to the Bachelor of Science in 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 (Program Admissions Assessment) OR provide proof of exemption.

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

6. Students must register with the PSC and create a MyPSC account.

7. Students must complete the Lawful Verification of Presence Form.

8. Students must take the GACE Ethics Assessment.

9. Students must complete all paperwork for the Pre-Service Certification with the PSC.

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

Students accepted for admission will be part of a cohort of students enrolled in the program of study throughout the 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 at the level required for admission to the student's specific program.
- complete all upper division professional education courses with at least a grade of "C" in each course. Upper division professional education courses below the grade of "C" may be retaken only once, and no more than 2 upper division professional education courses in total may be retaken. Upper division professional education courses also include all fieldwork and student teaching courses.
- complete one year of upper division coursework and student teaching internships in full-time residence at Gordon State College.
- have professional liability insurance throughout the duration of the program.
- provide evidence of having taken the appropriate GACE Content Assessment for Early Childhood Education prior to student teaching.
- adhere to the School of Education Honor Code and all other 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 as well as the School of Education Honor Code.

**Re-entry**

A teacher candidate who voluntarily withdraws from the B.S. in Education program must submit a request in writing for readmission to the education program along with a completed education application form at least one semester prior to the semester in which the teacher candidate wishes to attend. A candidate must meet all of the admission/acceptance requirements, including an overall GPA of 2.75 or higher in order to be considered. Re-entry occurs on a space available basis.

**Dismissal**

Failure to meet either academic or ethical progression requirement(s) may result in dismissal from Teacher Education. Unprofessional conduct, breaches in the Honor Code, unsafe educational practices, or unethical professional practices may result in the student being referred to the School of Education (SOE) Discipline Committee. This committee will hear the evidence against the student and may decide to

retain the student with an Action Plan, suspend the student with an Action Plan, or dismiss the student from the program. The Gordon State College catalog and the School of Education Honor Code contain detailed descriptions of student actions liable to require intervention by the SOE Discipline Committee. Candidates who are dismissed from the program for any reason must wait at least one year before making re-application. Admissions requirements in place at the time of this re-application must be met. Additional disciplinary actions may also be taken at the College level by the College Judicial Committee. The Gordon State College Catalog contains a full description of these rights and responsibilities and the disciplinary procedures that will guide the action of faculty and administration should a candidate commit prohibited behaviors.

**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
EDUC 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. Students will prepare the portfolio for submission to edTPA and the School of Education during student-teaching.

**Field Experience and Internship**

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

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

**Middle Grades Education Program:**

Gordon State College has been approved for a developmental program in Middle Grades education. Candidates will be admitted into the program upon approval by the Georgia Professional Standards Commission (PSC). All candidates for the degree in Middle Grades Education must select one of the following areas of concentration in their program:

a. Literacy (Reading)
b. Mathematics
c. Science

In addition, all candidates for the degree in Middle Grades Education must select a second area of certification from the following:

a. English Language Arts
b. History, Social Studies
c. Literacy, (Reading)
d. Mathematics
e. Science

The approved program is as follows:

EDUC 2110, 2120, and 2130 are required for admission into Middle Grades Education. Once admitted into the program the courses are as follows:
EDUC 3005 Middle and Secondary Curriculum Instruction & Assessment
EDUC 3600 Intro to Middle Grades Education and Theory
EDUC 3610 Nature and Needs of the Adolescent Learner
EDUC 4600 Classroom Management Middle and Secondary
LART 3006 Literature in the Content Areas
LART 3030 Adolescent Literature
SPED 3105 Exceptional Learner in Middle Grades and Secondary
EDUC 3506 & 3507 Practicum and Seminar in Middle Grades
EDUC 4506 & 4507 Student Teaching & Seminar in Middle Grades

Two Content methodology courses are selected based on the content areas selected:
ENGL 4800, BIOL 4800, HIST 4800, MATH 4800 or LART 4800

The candidate must select one area of concentration from the following content areas:
Literacy (Reading), Mathematics and Science

The candidate must select a second area of concentration from the following content areas:
English Language Arts, History Social Science, Literacy (Reading), Mathematics, or Science

Courses in the concentration area are developed in conjunction with the content coordinator.

**General Requirements and Procedures for Admission to a Middle Grades Education Program**

1. Admission to a Middle Grades Program is only open to students who are actively pursuing a baccalaureate degree with a major in Language Arts, Math, Reading, Social Studies or Science at Gordon State College.

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

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

4. Applicants must provide proof of a passing score on GACE Program Admission Assessment or provide proof of exemption.

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

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

7. Students must register with the PSC and create a MyPSC account.

8. Students must complete the Lawful Verification of Presence Form.

9. Students must take the GACE Ethics Assessment.

10. Students must complete all paperwork for the Pre-Service Certification with the PSC.

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

**Acceptance**

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

**Admitted Candidates**

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

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

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

Teacher candidates must successfully complete all requirements for the Bachelor's of Science in Education degree in addition to successfully completing the requirements for certification in order to be recommended for a Middle Grades teaching credential.

**Field Experience and Internship**

School districts in this region serve as collaborative partners in providing access to programs, students, and mentor teachers. Gordon State College Teacher candidates must comply with the same policies

and procedures of local boards of education that apply to their own full-time teaching faculty. This includes a current criminal background check and fingerprinting. Additionally, candidates shall comply with codes of dress, conduct, punctuality, and professionalism when they are present on school campuses. Field experiences are planned to enable candidates to participate in a wide variety of activities in different educational settings with diverse students and staff Field placements in EDUC 3506/3507 are made at either the middle school or high school level with EDUC 4506/4507 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.

**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: Middle & Secondary Curriculum, Instruction, and Assessment
SPED 3105: Exceptional Learner in the Middle & Secondary Classroom
LART 3006: Reading in Content Areas
EDUC 3505 & 3504: Secondary Practicum (fieldwork)
EDUC 4505 & 3504: Secondary Internship (student teaching)

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

**General Requirements and Procedures for Admission to a Secondary Certification Program**

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

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

3. Applicants must have a grade of "C" or higher in all Area A and Area F courses. Applicants from non-USG institutions must have a grade of "C" or better in courses comparable to courses found in

USG Areas A and F. Non-Gordon students must provide an official transcript.

4. Applicants must provide proof of a passing score on GACE Program Admission Assessment or provide proof of exemption.

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

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

7. Students must register with the PSC and create a MyPSC account.

8. Students must complete the Lawful Verification of Presence Form.

9. Students must take the GACE Ethics Assessment.

10. Students must complete all paperwork for the Pre-Service Certification with the PSC.

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

**Acceptance**

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

**Admitted Candidates**

Teacher candidates are required to complete a minimum of 900 hours of field experience in a variety of school settings/placements in order to meet program requirements for graduation set forth by the USG Board of Regents' Teacher Preparation Principles. All candidates must

participate in clinical experiences to meet specific course requirements, and all candidates must complete the internship of student teaching, which is available only on a full-time basis. Therefore, candidates must be available for clinical experiences during the regular public school day.

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

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

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

**Field Experience and Internship**

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

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

**Teacher Certification**

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

# Bachelor of Science in Health Information Management

## Program Overview

The mission of Gordon State College's Health Information Management Program (HIM) is to provide students with a quality education, a desire to learn, and the knowledge and skills required by entry-level health information management professionals in health care environments.

## Bachelor of Science in Health Information Management

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

## Curriculum

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

| **Bachelor of Science in Health Information Management** | |
|---|---|
| **Areas A-E and G** | 42-46 semester hours |
| **Area F** | ACCT 2101 Accounting I<br>BIOL 2210 Anatomy and Physiology I<br>BIOL 2211 Anatomy and Physiology II<br>HSIA 2000 Medical Terminology<br>One of the following: BUSA 2101 Introduction to Business Computer Systems<br>CSCI 1101 Intro. to Computers and Computer Programming<br>One additional semester hour approved by advisor. |
| **Major Requirements** | MATH 2101 Statistics (if not taken in Area D)<br>BUSA 3000 Principles of Management<br>BUSA 3200 Financial Management<br>HSIA 3000 Introduction to Health Care Systems and the Health Information and Informatics Professional<br>HSIA 3110 Human Resources Administration in Health Sciences<br>HSIA 3410 Health Data Classification I<br>HSIA 4070 Health Care Networks, Data Bases and the Electronic Health Record<br>HSIA 3230 Health Data Content and Structure<br>HSIA 3420 Health Data Classification and Coding Systems II (CPT)<br>HSIA 3430 Health Data Classification and Coding Systems III (ICD-10)<br>HSIA 4140 Reimbursement Methodologies<br>HSIA 3030 Pathophysiology and Essentials of Pharmacology<br>HSIA 4130 Quality Assessment and Healthcare Statistics<br>HSIA 4240 Health Care Systems: Analysis and Design<br>HSIA 4110 Knowledge Management and Research Support<br>HSIA 4020 Legal and Ethical Issues in Health Care<br>HSIA 4190 Internship & Seminar<br><br>(51-54 semester hours) |
| **Electives** | 6-9 semester hours as outlined by advisor |
| **Total** | 120 - 124 semester hours including completion of Core Areas A – F and G |

**Admission**

To be considered for acceptance into the Health Information Management 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 HIM program director

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

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

# 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 semester hours) |
| **Area F**<br><br>*(18 semester hours)* | HUSV 2101<br>PSYC 1101<br>PSYC 2103<br>SOCI 1101<br>6-12 semester hours chosen from:<br>Choose 2 to 4 additional courses compatible with a career in human services. Choose from courses with the following prefix: PSYC, SOCI, HUSV, BUSA, POLS, ECON, COMM, EDUC, PHIL, CRJU, SPAN, ACCT, OR BIOL. |
| **Human Services Requirements**<br><br>*(10 semester hours)* | HUSV 3001 Research Methods in the Social Sciences<br>HUSV 4030 Legal and Ethical Issues in Human Services<br>HUSV 4900 Human Service Internship<br>HUSV 4901 Human Service Capstone Seminar<br>(3 – 9 semester hours: Only 3 semester hours count here, excess HUSV 4900 hours can be counted as upper level elective hours.) |
| **Psychology and Sociology Requirements**<br><br>*(12 semester hours)* | PSYC 3020/HUSV 3020 Interviewing and Counseling<br>PSYC 3040 Social Psychology<br>PSYC 3050 Abnormal Psychology<br>SOCI 3060 Culture and Diversity |
| **Leadership Requirements**<br><br>*(3 semester hours)* | 3 semester hours from the following:<br>PSYC 3060 Organizational Psychology<br>HUSV 3060 Human Service Agencies and Processes<br>HUSV 4010 Program Planning, Development & Evaluation<br>HUSV 4081 Special Topics in Human Service Leadership<br>COMM 3950 Organizational Communication<br>MGNT 3000 Fundamentals of Management<br>MGNT 3100 Principles of Marketing |

| | |
|---|---|
| **Psychosocial Applications Requirements**<br><br>*(3 semester hours)* | 3 semester hours from the following:<br>PSYC 3055/SOCI 3055 Addictions<br>PSYC 3065/SOCI 3065 Family Systems<br>SOCI 3045 Poverty<br>SOCI 3090 Population and Society<br><br>HUSV 3080 Social Welfare Policies and Programs<br>HUSV 4080 Special Topics in Human Services |
| **Upper Level Electives**<br><br>*(11 semester hours)* | 11 additional semester hours of courses numbered 3000 and above (including additional courses from human services, psychology, sociology, communication, management, and business). Excess HUSV 4900 hours can be counted as upper level elective hours. |
| **Electives**<br>*(6-21 semester hours)* | **6 to 21 semester hours of courses numbered 1000 and above. (MATH 2101 or HUSV 3341, and POLS 2201 must be taken as electives if not taken to meet requirements of Areas A-F.)** |
| **Total** | 120 -124 semester hours |

# Bachelor of Science in Human Services Degree Completion Program: Weekend College

## 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 developmentally changed. (See *Bachelor of Science in Human Services* in this catalog for a detailed description of the degree program and curriculum or visit http://www.gordonstate.edu/humanservices/weekend-college.)

## Weekend College

Students who need flexible scheduling to accommodate the unique needs of adult learners may earn a B.S. degree in Human Services in Weekend College.

- Students attend classes as a cohort – a group of adults with similar interests and occupations. Cohorts begin their studies at two entry points during the academic year: Fall Semester and Spring Semester.
- Students meet one weekend per month at Gordon State College's McDonough Campus in Henry County. The remaining coursework is completed online. Additional meetings may be scheduled at the McDonough Campus for orientations and final examinations.
- Students are encouraged to take two classes at a time with the cohort for a total of four classes in a semester. Each course lasts approximately eight weeks. Currently, candidates are admitted for full-time study only: 12 credits per semester.

**General Requirements and Procedures for Admission**

Admission to Weekend College is granted on a space-available basis. Applicants who meet admission requirements are ranked according to number of completed semester credit hours (earned at Gordon State or transferable from another accredited institution). Candidates who have earned an associate's degree or 45 to 60 hours of transferable college credit will receive priority. Students who lack an associate degree must complete the Gordon State College core curriculum online or at one of the Gordon State campuses (http://www.gordonstate.edu/catalog/core-curriculum).

**Admission Requirements**

In order to be considered for admission:

1. Applicants must be admitted to Gordon State College and be in good standing with the College.
2. Applicants have been graduated from high school five or more years prior to application
3. Applicants have successfully completed ENGL 1101 and MATH 1001 or MATH 1111 with a grade of "C" or better.
4. Applicants must complete all portions of the "Application for Admission to the Bachelor of Science in Human Services – Weekend College Program."

**Individualized Component**

Some adult learners have acquired college-level knowledge and insight through work experiences or through educational experiences and courses that did not carry college credit. Weekend College students may initiate the process of assessing these experiences for possible college credit by contacting the Prior Learning Assessment (PLA) coordinator. A maximum of 24 hours of college credit may be earned through national examinations, college departmental examinations, formal courses and tests connected to the workplace and validated by the American Council on Education (ACE), and by portfolio evaluation. Students who do not qualify for prior learning credits take elective courses that are appropriate to their major and specific career path in Human Services.

**Internship in the Field**

All adult learners in Weekend College will complete an internship to complete their degree program in Human Services. Students decide the number of credit hours they wish to earn and work between 112 and 337 hours in an agency or service organization relevant to career aspirations. (See catalog and http://www.gordonstate.edu/humanservices/human-services-internship for details.) All internships must be supervised by a supervisor of record in the field. During their internships, students comply with the same policies and procedures of agencies at which they complete their field experience; requirements may include a criminal background check, and adherence to codes of dress and conduct. The internship and concurrent capstone seminar, the culmination of the human services program, are focused on integrating students' education and experience.

# Bachelor of Science in Management and Administration

## Major in Management and Administration

The Bachelor of Science in Management and Administration at Gordon State College is designed to prepare the student for a career in management. This program focuses on managerial functions, processes, and skills and equips the student to effectively respond to complex organizational challenges. Featuring courses in Managerial Economics, Financial Management, Management Information Systems, Human Resource Management, Entrepreneurship, Managerial Marketing, International Management, and Service Management, the BSMA is designed to prepare the student to guide the new business venture, a major corporation, public service agency, or nonprofit organization through ever-changing cultures and environments.

## Curriculum

The Bachelor of Science in Management and Administration (BSMA) requires students to complete coursework which will uniquely integrate a business oriented core with the liberal arts and sciences. Specifically, our program will require a core of 21 hours in the key areas of management, finance, marketing, economics, and technology alongside sociology, communication, and human services. Toward the end of their course of studies, students will complete a capstone experience, embodying either an internship or a research project and submit a portfolio. This capstone experience will be developed throughout the junior and senior years, demonstrating the ability to integrate management and public service concepts and practices, including examples of communication skills in diverse areas of written, verbal, and visual communication, and developing self-actualization skills enabling them to maximize their potential in the labor market.

## Admission Requirements

Students may begin taking the BSMA upper division courses as early as the second semester of their sophomore year, providing they have a GPA of 2.0, with a minimum of three (3) hours in a business (BUSA), accounting (ACCT), or economics (ECON) course. Students should also read individual course descriptions for additional prerequisites.

**Bachelor of Science in Management Administration**

| | |
|---|---|
| **Areas A – E and G** | (42-46 semester hours) |
| **Area F**<br><br>*(18 semester hours)* | ACCT 2101 – Principles of Accounting I (Financial Accounting)<br>ACCT 2102 – Principles of Accounting II (Managerial Accounting)<br>ECON 2105 – Principles of Macroeconomics<br>ECON 2106 – Principles of Microeconomics<br>BUSA 2101 – Introduction to Business Computer Systems<br>**One of the following:**<br>BUSA 1105 – Intro to Business<br>BUSA 2105 – Communicating in the Environment of Business<br>BUSA 2106 – Environment of Business |
| **Major Requirements**<br><br>*(21 semester hours)* | MGNT 3000 – Principles of Management<br>MGNT 3100 – Principles of Marketing<br>MGNT 3200 – Financial Management<br>MGNT 3341 – Applied Statistics<br>MGNT 3400 – Management Information Systems<br>MGNT 3500 – Entrepreneurship and Small Business Management<br>MGNT 3600 – Managerial Economics |
| **Management & Public Service Electives**<br><br>*(15 semester hours)* | MGNT 3050 – Human Resources Management<br>MGNT 3700 – Personal Financial Planning for Professionals<br>MGNT 4400 – International Economics<br>MGNT 4500 – International Management<br>COMM 3100 – Argument and Persuasion<br>COMM 3940 – Small Group Communication<br>COMM 3950 – Organizational Communication<br>HUSV 3001 – Research Methods in the Social Sciences<br>HUSV 4010 – Program Planning, Development, and Evaluation<br>HUSV 4030 – Legal and Ethical Issues in Human Services<br>HUSV 4081 – Special Topics in Human Services Leadership<br>PSYC 3040 – Social Psychology<br>PSYC 3060 – Organizational Psychology<br>SOCI 3060 – Culture and Diversity |

| | |
|---|---|
| | SOCI 3090 – Population and Society<br>ENGL 3920 – Technical Writing |
| **Capstone Seminar** *(3 semester hours)* | MGNT 4900 – Senior Seminar |
| **Free Elective** *(21 semester hours of courses numbered 1000 or above)* | The courses below must be taken as free electives if not taken to meet requirements of Areas A-F of the Core Curriculum:<br>ACCT 2101, 2102 – Principles of Accounting I & II<br>BUSA 2101 – Introduction to Computer Information Systems<br>BUSA 2105 – Communicating in the Environment of Business<br>BUSA 2106 – Environment of Business<br>ECON 2105, 2106 – Principles of Macro and Micro Economics |
| **Total** | 120 -124 semester hours |

# Bachelor of Science in Mathematics

## Major in Mathematics

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

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

Students who desire to complete Track Two and earn teaching credentials in Georgia must apply for admission to the Teacher Education Program *by the midway point of their sophomore year*. On page 158 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 143-145, 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<br>MATH 2201 Linear Algebra<br>MATH 2501 Calculus III<br>CSCI 1301 Computer Science I<br>Choose one or two of the following courses:<br>CSCI 1302<br>CSCI 2102<br>CSCI 2201<br>CSCI 2410<br>MATH 2101<br>PHYS 2211<br>PHYS 2212<br>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<br>MATH 3502 Differential Equations<br>MATH 4001 Probability and Statistics<br>One of: MATH 3401, 4101<br>MATH 4900 Senior Seminar<br><br>(15 semester hours) | MATH 3200 Foundations of Advanced Mathematics<br>MATH 3502 Differential Equations<br>MATH 4001 Probability and Statistics<br>MATH 3301 Foundations of Geometry<br>MATH 4101 Abstract Algebra<br>MATH 4800 Curriculum and Instruction in Mathematics Education<br>MATH 4900 Senior Seminar<br><br>(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<br><br>(9 semester hours) | 6 additional semester hours of mathematics courses numbered 3000 and above exclusive of MATH 3001, 3002, 3003, 3100<br><br>(6 semester hours) |
| **Other Requirements** | At least 15 additional semester hours from courses numbered 3000 or above (including additional mathematics courses)<br><br>(15 semester hours) | EDUC 2110<br>EDUC 2120<br>EDUC 2130<br>EDUC 3005 Middle & Secondary Curriculum, Instruction, and Assessment<br>LART 3006 Reading in the Content Areas<br>SPED 3105 The Exceptional Learner in the Middle and Secondary Classroom<br>EDUC 3505 & 3506 Secondary Practicum<br>EDUC 4505 & 4506 Secondary Student Teaching<br><br>(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 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 4501 Introduction to Analysis (3 hrs.)

MATH 4800 Curriculum and Instruction in Mathematics Education (3 hrs.)
MATH 4900 Senior Seminar (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 during the designated application period. Information is posted on the website for the School of Nursing and Health Sciences at http://www.gordonstate.edu/bsn/home. 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 at least 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 and/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 any others required by specific clinical facilities; (c) tuberculosis screening; (d) current American Heart Association CPR for Healthcare Providers' certification; (e) personal health insurance. Personal health insurance is a requirement of the Board of Regents in Georgia for students in healthcare professions. If students do not have personal health insurance, they will be billed through Gordon State College for the required health insurance; (f) health professions RN liability insurance. This is billed through Gordon State College.
3. A criminal background check and drug screen. The student will be responsible for the expense of the background check and drug screen. If a student is denied a clinical experience at any clinical agency because of findings in the student's criminal background check or drug screen, the clinical requirements for that course cannot be met. The student would then not be able to successfully complete the course; therefore, withdrawal from the program would be required. Gordon State College has no way of knowing or controlling who will be permitted to have clinical experiences in the agencies.

**Progression Policy**

1. If a student has not passed the NCLEX exam and received a Georgia Board of Nursing license by the start of classes each Fall semester, the student will not be allowed to enroll in 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. Any student seeking readmission must submit the readmission form to

the RN-BSN Coordinator at least one semester prior to the semester in which the student seeks to return. The student must met all of the admission/acceptance requirements, including an overall GPA of at least 2.5. Readmission will occur on a space available basis. Prior to acceptance into any Fall semester clinical courses, the RN student must perform a detailed health assessment equal to that performed 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 with a minimum grade of 75%
3. Successful completion of 123 total semester hours which includes:
    - 61 semester hours USG core curriculum, including one hour from Area G
    - 31 hours of articulation credit from an accredited associate or diploma program in nursing (see RN-BSN Articulation Plan found below)
    - 31 hours specific hours of upper division nursing credit

**Georgia RN-BSN Articulation Plan**

Gordon State College supports the Georgia RN-BSN Articulation model for entry and progression through the program. The registered nurse articulating to the baccalaureate level will be awarded 31 semester hours accrued from their previous associate or diploma degree. These credits

will be held in escrow until the baccalaureate candidate successfully completes 7 semester hours of RN-BSN nursing credit at Gordon State College. Credits held in escrow will then be added to the student's transcript.

Policy for RN student who graduated more than 4 years ago and has not practiced as a Registered Nurse for at least 1000 hours (approximately 6 months) during the past three years:

1. Student must meet the Dean and RN-BSN Coordinator prior to the first semester and first day of class for the RN-BSN program.
2. Student must pass an exam consisting of medical-surgical and pediatric content with a 75% or higher accuracy.
3. Student must pass a skills check-off of common nursing skills.
4. Student must pass NURS 3092 with 75% or higher in the first summer semester of the RN-BSN program.

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

**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<br>These courses will be Counted up to 31 total semester hours | Placed on transcript at the beginning of the second semester<br>Credit hours awarded for:<br>• NURS 1901 or 1910<br>• NURS 1903 or 1912<br>• NURS 1904 or 2911<br>• NURS 2903 or 1911 and 2910<br>• NURS 2904 or 2912<br>or equivalent credit hours |

| | | |
|---|---|---|
| RN-BSN Major Required Courses | 31 Semester | **NURS 3992** Professional Nursing Concepts<br>**NURS 3092** Health Assessment and Health Promotion<br>**NURS 3922** Pathophysiology/ Pharmacology<br>**NURS 3993** Research and Evidence Based Practice<br>**NURS 3093** Community Health Nursing<br>**NURS 4922** Critical Analysis: Acute and Chronic Illness<br>**NURS 4093** Nursing Leadership and Management<br>**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/home.

**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. A grade of D in any core class is not accepted by the Nursing department
4. Minimum overall GPA of 2.5 to be eligible **to apply**
5. Completion of the Kaplan Admission Test.
6. **BIOL 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 unsuccessful attempt at a nursing program, including LPN. A grade of D is considered failing in a nursing program.
8. Not failed any nursing course with a grade of F in any unsuccessful attempt in a nursing program, including LPN.
9. Certified Nursing Assistant (CNA) training is strongly encouraged by the School of Nursing and Health Sciences. 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.
10. 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/nhs/home. 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**

Re-admit policy is outlined in the Student Nursing Handbook.

**General Degree Requirements**

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

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

**Nursing Program Accreditation and Approval**

The Gordon State College Nursing Program has had full approval by the Georgia Board of Nursing since 1972. The program has had 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) 207-2440
www.sos.ga.gov/index.php/licensing/plb/45

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

**Core Curriculum**

| Course | Prerequisites | Course Title |
|---|---|---|
| **MATH 1001 or *MATH 1111 which is preferred** | | 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** | | English Composition I |
| **ENGL 1102** | ENGL 1101 | English Composition II |
| **PSYC 2103** | | Human Growth & Development |
| **HIST 2111/2112** | | 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 1912** | NURS 1905, 1910 and MATH 1001 or MATH 1111, BIOL 2210K, ENGL 1101 and concurrent enrollment in or completion of BIOL 2211K, ENGL 1102 and PSYC 2103* | Mental Health Nursing |
| **NURS 1911** | NURS 1905, NURS 1910 and MATH 1001 or MATH 1111, BIOL 2210K, ENGL 1101 and concurrent enrollment in or completion of BIOL 2211K, ENGL 1102 and PSYC 2103* | Introduction to Adult Health Nursing |
| **NURS 1906** | Concurrent enrollment in NURS 1911, NURS 1912 | Applied Pharmacology |
| **NURS 2910** | NURS 1911 and NURS 1912, NURS 1906, BIOL 2211K, ENGL 1102, PSYC 2103 and concurrent enrollment or completion of BIOL 2250 and HIST 2111/2112 | Acute Adult Health Nursing |
| **NURS 2911** | Concurrent enrollment in NURS 2910 | Maternal-Child Nursing |
| **NUR 2912** | HIST 2111 or HIST 2112, NURS 2910, NURS 2911, BIOL 2250<br>Pre- or Corequisite elective | Complex Adult Health Nursing |
| **NURS 2907** | Concurrent enrollment in NURS 2912 | Transition to Professional Practice |

*** 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 and an overall nursing course GPA 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** | | |
|---|---|---|
| Mental Health Nursing | (2-3-3) | 3 hours |
| Introduction to Adult Health Care | (3-6-5) | 5 hours |
| Applied Pharmacology | (3-0-3) | 3 hours |
| **Total hours:** | | **11 hours** |

### Year Two

| **Semester 3** | | |
|---|---|---|
| Acute Adult Health Nursing | (3-6-5) | 5 hours |
| Maternal-Child Nursing | (4-3-5) | 5 hours |
| **Total hours:** | | **10 hours** |

| **Semester 4** | | |
|---|---|---|
| Complex Adult Health (Spring 2016) | (3-15-8) | 8 hours |
| Transition to Professional Nursing Practice (Spring 2016) | (2-0-2) | 2 hours |
| **Total hours:** | | **10 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/Clinical Judgment** | Critical-thinking ability sufficient for clinical judgment and decision making. | (1) Use short and long term memory<br>(2) Transfer knowledge from one situation to another<br>(3) Process information, evaluate outcomes, problem- solve and prioritize care<br>(4) Identify cause-effect relationships in clinical situations<br>(5) Exhibit competency in reading, understanding, and performing calculations for computing medication dosages<br>(6) Develop nursing care plans, evaluate the plan of care and revise as appropriate |
| **Interpersonal Skills** | Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. | (1) Negotiate successful conflict resolution<br>(2) Respect cultural diversity and the right of others<br>(3) Establish rapport with patients and colleagues<br>(4) Maintain therapeutic relationships with patients/colleagues<br>(5) Work effectively in small groups<br>(6) Demonstrate verbal and non-verbal therapeutic communication |

| GORDON STATE COLLEGE – SCHOOL OF NURSING AND HEALTH SCIENCES TECHNICAL STANDARDS (CONTINUED) | | |
|---|---|---|
| **Issues** | **Standard** | **Examples of Activities** |
| **Communication Ability** | Communication abilities sufficient for interaction with others in verbal, written, and electronic form. | (1) Write and speak English effectively so as to be understood by the general public<br>(2) Explain health conditions, diagnostic and treatment procedures and initiate health teaching based on assessed needs, available resources, age, lifestyle and cultural considerations<br>(3) Interpret and document patient responses to health status through verbal communication, along with nonverbal cues and behaviors<br>(4) Document patient information accurately, completely, and legibly through written, oral, and electronic reports<br>(5) Understand and accurately use medical terminology |
| **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. | (1) Move within confined spaces<br>(2) Sit or stand and maintain balance<br>(3) Reach above shoulders and below waist<br>(4) Twist, bend, stoop, climb on stool or stairs, and move quickly in response to potential emergencies<br>(5) Push, pull, lift or support up to 50 pounds. Use upper body strength.<br>(6) Administer rescue procedures, i.e. cardiopulmonary resuscitation |

| 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. | (1) Grasp small objects with hands<br>(2) Manipulate small objects with fingers (IV tubing, pencil/pen) – Pinch/pick (manipulate a syringe, eyedropper, etc), twist (turn objects)<br>(3) Perform physical activities necessary to do basic nursing skills such as putting on sterile gloves, donning mask and gown, operating a manual and/or electronic blood pressure cuff and other essential skills<br>(4) Provide or assist patient with activities of daily living<br>(5) Manipulate instruments, supplies, and equipment with speed, dexterity, precision, and adequate eye-hand coordination<br>(6) Perform electronic keyboarding/documentation and/or extensive writing with a pen<br>(7) Calibrate and use equipment (syringes, vials, ampoules, medication packages, manual blood pressure cuff, etc.)<br>(8) Position patients correctly and efficiently |

| GORDON STATE COLLEGE – SCHOOL OF NURSING AND HEALTH SCIENCES TECHNICAL STANDARDS (CONTINUED) | | |
|---|---|---|
| **Issues** | **Standard** | **Examples of Activities** |
| **Hearing Ability** | Auditory ability sufficient to monitor and assess health needs. | (1) Hear auditory alarms such as monitors, fire alarms, and call bells<br>(2) Ability to discern auscultation sounds and cries for help<br>(3) Ability to accurately take orders over the telephone |
| **Visual Skills** | Visual ability sufficient for observation and assessment necessary for safe patient care. | (1) Perform basic nursing skills such as inserting an IV, (cont'd)<br>counting respirations, preparing and administering medications<br>(2) Observe patient's condition and responses to treatment<br>(3) Read small print, gauges, thermometers, measuring cups, syringes, and other equipment<br>(4) Discriminate colors, changes in color, size, and continuity of body parts (skin color changes, color of drainage)<br>(5) Identify, prepare, and administer medications accurately<br>(6) Identify hazards in the environment<br>(7) Visualize written words and information on paper and on a computer screen correctly |
| **Tactile Ability** | Tactile ability sufficient for physical assessment. | (1) Feel vibrations to detect pulses, etc.<br>(2) Detect temperature<br>(3) Feel differences in sizes and shapes and detect surface characteristics |

| GORDON STATE COLLEGE – SCHOOL OF NURSING AND HEALTH SCIENCES TECHNICAL STANDARDS (CONTINUED) | | |
|---|---|---|
| **Issues** | **Standard** | **Examples of Activities** |
| **Emotional Stability** | Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. | (1) Establish therapeutic interpersonal boundaries<br>(2) Provide clients with emotional support<br>(3) Adapt to changing environment and stress while maintaining professional conduct and standards<br>(4) Focus attention on task<br>(5) Perform multiple tasks concurrently<br>(6) Handle strong emotions<br>(7) Use appropriate coping strategies |
| **Professional Behavior** | Respect the nursing profession and behave in a respectful, ethical, and professional manner with others in the class, laboratory, or clinical area. | (1) Interact respectfully and appropriately with peers, faculty/facility staff, and patients<br>(2) Engage in self-evaluation of behaviors and practice performance<br>(3) Collaborate effectively with patients/families, interdisciplinary teams<br>(4) Integrate ethical behavior in nursing practice<br>(5) Incorporate the standards of the profession into behaviors and actions<br>(6) Respect and adhere to the policies and procedures of the School of Nursing and Health Sciences and clinical agencies |

## Clinical Assignments

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

If a student is denied a clinical experience at 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/home. Conditional acceptance will be granted before the validation exam, 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. A grade of D in any core class is 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 Kaplan Admission Test.
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. Not failed two (2) or more nursing courses in any unsuccessful attempt at a nursing program, including LPN. A grade of D is considered failing in a nursing program.
9. Not failed any nursing course with a grade of F in any unsuccessful attempt in a nursing program, including LPN.
10. Have a minimum of one year of practice as a Licensed Practical Nurse.
11. Hold a current valid Georgia license as a Licensed Practical Nurse.
12. Ability to meet Technical Standards.

**Section B**

1. Successful completion of validation exam
2. Successful completion of 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 in Georgia, 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 validation exam, 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 validation exam, 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 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**

*Pathways to Baccalaureate Degrees:*

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

**ASSOCIATE OF SCIENCE DEGREE**

*Pathways to Baccalaureate Degrees:*

Astronomy
Biological Sciences and Biology
Business Administration
Chemistry
Computer Science
Criminal Justice
Engineering-Transfer
Health and Physical Education
Health Information Management
Human Services
Information Technology
Mathematics
Nursing
Pharmacy-Transfer
Physics

## 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 at least **two** of the following courses: 6-8 hours

| | | | |
|---|---|---|---|
| ARTS 1100 | (3-0-3) | HIST 1122 | (3-0-3) |
| ARTS 1101 | (3-0-3) | HIST 2111 | (3-0-3) |
| ARTS 1102 | (3-0-3) | HIST 2112 | (3-0-3) |
| BUSA 2105 | (3-0-3) | MUSC 1100 | (3-0-3) |
| COMM 2180 | (0-3-1) | PHIL 2010 | (3-0-3) |
| COMM 2280 | (0-6-1) (0-12-2) (0-18-3) | | |
| ECON 2105 | (3-0-3) | PHIL 2020 | (3-0-3) |
| ECON 2106 | (3-0-3) | POLS 1101 | (3-0-3) |
| ENGL 2111 | (3-0-3) | POLS 2201 | (3-0-3) |
| ENGL 2112 | (3-0-3) | POLS 2301 | (3-0-3) |
| ENGL 2121 | (3-0-3) | POLS 2401 | (3-0-3) |
| ENGL 2122 | (3-0-3) | PSYC 1101 | (3-0-3) |
| ENGL 2131 | (3-0-3) | PSYC2570 | (3-0-3) |
| ENGL 2132 | (3-0-3) | SOCI 1101 | (3-0-3) |
| ENGL 2910 | (1-3-2) | SOCI 1160 | (3-0-3) |
| ENGL 2920 | (1-3-2) | THEA 1000 | (3-0-3) |
| HIST 1121 | (3-0-3) | THEA 1100 | (3-0-3) |

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

* Students may use one (1) excess Area F credit hour from any 1000 or 2000 - level foreign language course 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.**

## ENGINEERING - TRANSFER

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.**

## 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 a minimum of **one** of the following courses: 3-4 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)
ENGL 2910 (1-3-2)
ENGL 2920 (1-3-2)
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 from any 2000-level literature course 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.**

## 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.**

## 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 | (3-2-4) |
| BIOL 2211 | (3-2-4) |
| EDUC 2110 | (3-0-3) |
| EDUC 2120 | (3-0-3) |
| EDUC 2130 | (3-0-3) |

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

Recommended elective

| | |
|---|---|
| PHED 1040 | (3-0-3) |

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

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

## HEALTH INFORMATION MANAGEMENT

Required Courses: 14 hours

| | |
|---|---|
| ACCT 2101 | (3-0-3) |
| BIOL 2210 | (3-2-4) |
| BIOL 2211 | (3-2-4) |
| 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**

Students must have a B in all Area F courses to seek admission to the BS in HIM program.

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

## HISTORY

Required Courses[†]: 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 - 13 hours

Choose 2 to 4 additional courses compatible with a career in human services. Choose from courses with the following prefix: PSYC, SOCI, HUSV, BUSA, POLS, ECON, COMM, EDUC, PHIL, CRJU, SPAN, ACCT, or BIOL. Courses with a different prefix must be approved by the department head.

**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 2220 | (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 (BSN or RN to BSN intended only*)

Required Courses: 12 - 15 hours

| | |
|---|---|
| BIOL 2210 | (3-2-4) |
| BIOL 2211 | (3-2-4) |
| 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.**

## PHARMACY - TRANSFER

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.**

## 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)*

Choose **two** of the following courses:

POLS 2201 (3-0-3)*
POLS 2301 (3-0-3)*
POLS 2401 (3-0-3)*

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

ANTH 1102 (3-0-3)
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.**

## 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)
BIOL1107 or 1111(3-2-4)
BIOL1108 or 1112(3-2-4)
BIOL 2210 (3-2-4)
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

Students who have chosen a pathway in Middle Grades Education should choose nine hours that will support two content areas of focus: math, science, language arts, reading or social studies. Student who have chosen a pathway in Middle Grades Education who choose math as one of their two content areas of focus must take MATH 1113 in Area A.

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

**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.**

## ENGINEERING STUDIES

### Regents' Engineering Pathway

Qualified students seeking a bachelor of engineering degree may begin their college studies at Gordon State College through the Regents' Engineering Pathway (RTP). Upon successful completion of the pre-engineering curriculum, students may transfer to the Georgia Institute of Technology to complete the degree requirements. It is expected that students in this program, like other Georgia Tech graduates, will normally require four to five and one-half years to complete the degree requirements, depending on their pre-college preparation, involvement in extracurricular activities, and engineering major.

There are three different methods for admission to the Regents' Engineering Pathway at Gordon State College.

1. Entering freshman students must have achieved at least:
   a. A combined SAT score of 1090;
   b. Minimum of 440 on the verbal portion of the SAT;
   c. Minimum of 560 on the math portion of the SAT; and
   d. 3.0 high school grade-point average in academic courses.

2. Entering freshman students who do not meet the requirements above may still be admitted to this program, if they have been accepted for admission to an Engineering Program at Georgia Tech (based on high school academic performance). Such students must provide proof of the acceptance to Georgia Tech.

3. Students who do not initially meet the requirements of either of the above methods may join the Regents' Engineering Pathway at the end of their freshman year, if they meet the following requirements:
   a. Completion of Calculus I and Calculus II, with grades of at least "B";
   b. Completion of Principles of Chemistry I and Calculus-Based Physics I, with grades of at least "B"; and
   c. A Gordon State College grade-point average of at least 3.0.

Gordon State College's faculty members have worked closely with Georgia Tech's faculty to assure a curriculum which is well-coordinated with that of Georgia Tech. Specific times each year have been

established for students to visit the Georgia Tech campus and meet with representatives of their anticipated major.

Regents' Engineering Pathway students who satisfactorily complete the pre-engineering curriculum and apply for transfer will be accepted to Georgia Tech. However, admission to the most popular majors, as for the other Georgia Tech students, will be based upon overall grade-point average, performance in the required prerequisite courses, and availability of student spaces.

The student who completes the designated RTP program of study, as well as the core curriculum requirements of Gordon State College, will have satisfied the requirements to graduate from Gordon State College with an Associate of Science degree with a focus in physics.

The programs of study for the Regents' Engineering Pathway are listed on the following pages. Because these programs include a concentration of technical courses, as well as calculus and physics courses, the student may decide to devote one or two additional semesters to study at Gordon State College before transferring to Georgia Tech.

**Other Engineering Pathway Programs**

Enrollment in the Regents' Engineering Pathway is limited to those students who meet the qualifications listed above and desire to go to Georgia Institute of Technology. However, students who do not meet the specific qualifications for RTP may still enroll in the pre-engineering program and take the course that will prepare them to enter the junior year at Georgia Tech or any other university that offers baccalaureate programs in engineering. As with the RTP students, these students should complete the programs which are outlined below:

**Engineering Technology Programs**

Several institutions in the University System of Georgia offer strong majors in engineering technology. Completing the Gordon State College Area F in pre-engineering will also prepare a student to transfer successfully to these programs.

**Engineering Pathway Programs of Study**

Students wishing to complete the RTP program (or generic pre-engineering) at Gordon State College and graduate from Gordon State College will complete the following courses while completing the Gordon State core curriculum.

| Engineering Major | Mathematics | Science | Engineering |
|---|---|---|---|
| Aerospace, Civil or Mechanical | MATH 1113*<br>MATH 1501*<br>MATH 1502<br>MATH 2201<br>MATH 2501<br>MATH 3502 | CHEM 1211<br>PHYS 2211<br>PHYS 2212<br>CSC1 1301 | ENGR 1100<br>ENGR 2201 |
| Chemical | | CHEM 1211<br>CHEM 1212<br>PHYS 2211<br>PHYS 2212<br>CSCI 1301 | ENGR 1100<br>ENGR 2201 |
| Computer or Electrical | | CHEM 1211<br>PHYS 2211<br>PHYS 2212<br>CSCI 1301<br>CSCI 1302 | ENGR 1100 |
| Industrial | | PHYS 2211<br>PHYS 2212<br>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)

**What is Required to Complete the Honors Program?**

To earn the distinction of an Honors Program graduate, students must complete a minimum of 12 Honors credits as part of their coursework, one of which must be an Honors Colloquium. There are two ways to earn Honors credit:

1. **Honors Sections**

Each semester a minimum of 3 courses are offered as Honors sections. These classes can be found in the Schedule of Classes under Honors. These are Honors versions of core classes. The class size are smaller than regular sections, capped at 15 students. These classes are not designed as "harder" versions of the regular course; the goal is not to simply heap more work on students in Honors sections. Rather, they are intended to provide students with greater opportunities to engage with

the course subject, with their professor, and with one another. Students may not self-register for Honors sections. They must contact the Honors Program Coordinator for approval, and upon approval the Coordinator will enroll them in the desired Honors section. It is not necessary to be admitted into the Honors Program in order to take an Honors section. All interested students are invited to inquire. Honors sections count the same for all students as regular sections. For instance, a student who completes ENGL 1102H has fulfilled the 1102 requirement under Area A of the Core. At least one Honors Colloquium will be offered each semester. As with regular Colloquium offerings, these are special topics classes. An Honors Colloquium will fulfill the Area B Colloquium requirement. Honors Colloquium courses are "capstone classes" of the Honors Program, and all Honors Program students are required to complete at least one.

2. **Embedded Courses**

A student may earn Honors credit by "embedding" a course. A student must create a "contract" with an instructor of a class for which a student wishes to receive Honors credit. The contract would involve additional work on the part of the student, which might mean completing an extra research assignment, a more complex scientific or mathematical or artistic exploration, a more challenging and complex version of an assignment already on the syllabus, class presentations, a service-learning requirement, or some combination of these. The goal is not to overload the student and instructor with add-ons, but to provide an Honors-level quality of experience for the "embedded" student in the class. A student who fulfills the terms of a contract will receive Honors credit for that class. As with Honors sections, it is not necessary to be admitted to the Honors Program in order to embed a course for Honors credit. Students wishing to embed a course who are not in the Honors Program should consult the Honors Program Coordinator for approval. Contracts must be completed and approved by the Honors Program Coordinator by the first week of the semester of the class under contract. Contract forms can be found on the Honors Program webpage. Students may embed a maximum of 6 hours of Honors credit to complete the 12-hour requirement. Students may fulfill the requirement by taking 12 hours' worth of Honors sections, or they may embed 6 hours and take 6 hours through Honors sections to complete the requirement, as long as one of the Honors sections is an Honors Colloquium. Students in Baccalaureate Programs at Gordon State College may appeal to the Honors Coordinator to embed 9 hours of Honors credit, but they must complete an Honors Colloquium.

**Additional Baccalaureate Requirements:**

In order to complete the Honors Program at Gordon State College with a baccalaureate degree, students must fulfill the following requirements in the areas of service and scholarship:

1. **Service** – *service* may be defined as either service to the College, to the Honors Program, and/or to the community. The student must devote a minimum of 20 hours of service during his/her membership in the Honors Program and may include:
   a. Serving on the Student Honors Council.
   b. Volunteering to help co-coordinate co-curricular activities of the Honors Program.
   c. Participating in service activities in the community.

2. **Scholarship** - the scholarship requirement may be fulfilled by completing one of the following:
   a. The student would acquire a faculty sponsor, write a research paper, and present this work at the Undergraduate Symposium at Gordon State College.
   b. The student would acquire a faculty sponsor, write a research paper, and present this work at an approved professional/scholarly meeting.
   c. The student would acquire a faculty sponsor, write a research paper, and submit this paper for publication in a professional/scholarly journal.
   d. The student would acquire a faculty sponsor, write a senior thesis, and submit this thesis to a thesis committee in his/her discipline for approval.

**GPA Requirement**

In order to complete the Honors Program, all students must graduate with a minimum 3.5 GPA.

Students who graduate having completed all of the above requirements that apply to the degree they seek will receive the distinction of the Honors Program seal on their diploma, and they will be recognized as Honors Program Graduates at graduation, and they also will be presented with a medallion at graduation to signify their achievement.

## 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 359 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 2221** **Digital Photography**
*Credit Hours*: (0-6-3)

An introduction to historical, technical, and compositional aspects of digital photography.

## ASTRONOMY

**ASTR 1010K** **Astronomy of the Solar System**
*Credit Hours*: (3-2-4)

Astronomy from early ideas of the cosmos to modern observational techniques. The solar system planets, satellites, and minor bodies. The origin and evolution of the solar system.

**ASTR 1020K** **Stellar and Galactic Astronomy**
*Prerequisite*: MATH 1001, MATH 1111 or any higher level MATH course
*Credit Hours*: (3-2-4)

The study of the sun and stars, their physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the universe.

## BIOLOGY

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 1108H Honors Principles of Biology II**
*Prerequisite:* Completion of BIOL 1107 with a grade of B or better, along with acceptance into the Honors Program or the permission of the Honors Program Coordinator
*Credit Hours*: (4-3-1)

A second course in a two-semester sequence covering elementary principles of biology. This course is specific for Honors Biology and other Honors majors. In addition to the regular BIOL 1108 content, this course provides an introduction to peer-reviewed scientific literature and affords additional practice in experimental design, execution, and reporting. If a student takes both BIOL 1112 and BIOL 1108 (or

BIOL 1108H), only one of these will count toward the Area D science requirement.

**BIOL 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 111 1, 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*: (3-2-4)

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*: Grade of C or better in BIOL 2210
*Credit Hours*: (3-2-4)

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

**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*: Grade of C or better in CHEM 2401K
*Credit Hours*: (3-0-3)

Introduction to the principles of biological chemistry. Concepts covered include the structure and function of biomolecules, enzyme kinetics, metabolic processes and bioenergetics.

**BIOL 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 4700 Developmental Biology**
*Prerequisite*: Grade of C or better in BIOL 3200 or BIOL 3300
*Credit hours*: (3-3-4)

Study of molecular, cellular, and anatomical mechanisms involved in the patterning and developmental of body axes, tissues, organs, and organ systems during vertebrate embryonic development. Special emphasis will be placed on medical implications of human development, environmental implications on development, and developmental mechanisms of evolutionary change.

**BIOL 4750 Principles of Virology**
*Prerequisite*: Grade of C or better in BIOL 3300 and BIOL 4200
*Credit hours*: (3-0-3)

An examination of the principles and applications of virology. Topics covered in this course will include virological methods, virus structure, virus transmission, virus replication, the outcomes of viral infection, classification of viruses, and viral diversity.

**BIOL 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.

## CHEMISTRY

**CHEM 1151K Survey of Chemistry I**
*Credit Hours*: (3-2-4)

First course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health professions majors (Nursing or Dental Hygiene) and non-science majors. The primary topics covered are measurements, nomenclature, atomic bonding, states of matter, solutions, equilibria, acids, bases, and pH. This course lays the foundation for understanding of biochemical processes. Laboratory exercises supplement the lecture material.

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

Second course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health professions majors. Laboratory exercises supplement the lecture material.

Nursing and dental hygiene students planning to pursue a baccalaureate degree may need to enroll in CHEM 1152. This course is also open to non-science majors. Topics to be covered include a study of the classes of the basic functional groups and the reactions of organic molecules, including their common uses and physical and chemical properties. Additionally, carbohydrates, lipids, proteins, and enzymes are introduced.

**CHEM 1211K Principles Chemistry I**
*Prerequisite*: Eligible to enroll in MATH 1113
*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 with a C or better or eCore Prerequisite: CHEM 1211 and MATH 1113
*Credit Hours*: (3-3-4)

Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include properties of solids and liquids, solutions, chemical kinetics, acid/base reactions, oxidation/reduction reactions, chemical equilibrium,

thermodynamics, and electrochemistry. Laboratory exercises supplement the lecture material.

**CHEM 1212KH Honors Principles of Chemistry II**
*Prerequisite*: Completion of CHEM 1211KH or acceptance into Honors Program or permission of Honors Program Coordinator
*Credit Hours*: (3-3-4)

Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include properties of solids and liquids, solutions, chemical kinetics, acid/base reactions, oxidation/reduction reactions, chemical equilibrium, thermodynamics, and electrochemistry. Laboratory exercises supplement the lecture material. This course provides opportunities for collaboration and leadership designed to stimulate intellectual development and challenge students studying a physical science.

**CHEM 2200 Science, Technology, and the Modern World**
*Prerequisite*: Completion of any science course with lab (4 credit hours) and MATH 1001 or higher.
*Credit Hours:* (3-0-3)

This course covers recent advancements in chemisty that have been applied through technology to continually shape and reshape our modern world.

**CHEM 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 2900 Fine & Performing Arts Colloquium**
*Prerequisite*: Completion of 45 credits
*Credit Hours*: (1-0-1)

A critical examination of the topic of creativity in the visual and performing arts, this course will encourage reflection upon students' own previous creative work while at Gordon State College.

**COLQ 2991 Colloquium in the Humanities**
*Prerequisite:* ENGL 1102. Additional prerequisites may be added for a particular colloquium with the approval of the Department Head. See schedule.
*Credit Hours*: (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 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 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 prerequisites may be added for a particular colloquium with the approval of the Department Head. See schedule. Acceptance into Honors Program or permission of the Honors Program Coordinator.
*Credit Hours:* (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 2180 Special Topics in Communication**
*Prerequisite:* Completion of or concurrent enrollment in COMM 1100
*Credit Hours:* (0-3-1)

An independent study of a special topic in the field of Communication under supervision of a Communication faculty member.

**COMM 2280 Communication Internship**
*Prerequisite*: Approval of the Department Head prior to registration and enrollment in or completion of ENGL 1102.
*Credit Hours*: 1 to 3 credit hours (0-6-1) or (0-12-2) or (0-18-3)

Provides practical experience in a professional setting appropriate for a student in communication. Will be under the supervision of a skilled practitioner in their particular area of communication.

**COMM 3100 Argument & Persuasion**
*Prerequisite:* Grade of C or better in ENGL 1102.
*Credit Hours*: (3-0-3)

A survey and history of formal argumentation and the theories that dominate the field, with additional emphasis placed upon the rhetorical structure of and developmental strategies for persuading an audience within professional contexts.

**COMM 3930 Public Relations**
*Prerequisite*: Grade of C or better in ENGL 1102
*Credit Hours*: 3-0-3)

This course provides an introduction t6o the field of Public Relations. Student explore the importance of several factors (e.g. research, planning, strategy, media, ethics, law, and communication) in creating and sustaining relations between a variety of organizations and their key publics.

**COMM 3940 Small Group Communication**
*Prerequisite:* Grade of C or better in ENGL 1102.
*Credit Hours*: (3-0-3)

Working in small groups requires communication skills in building leadership, performing tasks, resolving conflicts and establishing norms. This course provides a foundation of theory, methods and skills for creating effective small groups and for becoming effective and ethical group members.

**COMM 3950 Organizational Communication**
*Prerequisite:* Grade of C or better in ENGL 1102.
*Credit Hours*: (3-0-3)

Contemporary theory and intellectual traditions applied to the study of organizations and the role of organizations in society and cultural practices.

## COMPUTER SCIENCE

**CSCI 1101 Introduction to Computers and Computer Programming**
*Credit Hours*: (3-0-3)

An overview of computers and an introduction to programming introducing the history of computing, number systems, data representation, gates and circuits, computing components, von Neumann architecture, machine language, operating systems, networks, text editors, the Internet, email, file storage, simple data types, program control structures, and logic operators.

**CSCI 1301 Computer Science I**
*Prerequisite*: Completion of MATH 1113 or higher, or completion of CSCI 1101 with a final grade of 'C' or better in CSCI 1101.
*Credit Hours*: (3-0-3)

The course includes an overview of computers and programming; problem solving and algorithm development; simple data types; arithmetic and logic operators; selection structures; repetition structures; text files; arrays (one-and-two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent).

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

The course includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software

engineering concepts; dynamic data structures (stacks, queues, trees).

**CSCI 1371** **Computing for Engineers**
*Prerequisite*: MATH 1113
*Credit Hours:* (3-0-3)

Foundations of computing with an introduction to design and analysis of algorithms and an introduction to design and construction of programs for engineering problem-solving.

**CSCI 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 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.

**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** **Middle and Secondary Curriculum, Instruction and Assessment**
*Prerequisite*: Admission into a Teacher Certification Program
*Credit Hours*: (3-0-3)

This course provides a study of general planning, teaching methodologies and strategies, and evaluation strategies for the middle level and secondary classroom. This includes, classroom management, use of educational technology, daily planning and assessment strategies.

**EDUC 3090 Classroom Data Analysis**

*Prerequisite*: Admission to Candidacy, Bachelor of Science, 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*: (1-5-1)

Field experiences facilitate candidates' development as professional educators by providing opportunities for candidates to observe reading and mathematics instruction in schools, tutor students, assist teachers or other school personnel, and participate in education-related community events prior to clinical practice.

**EDUC 3501** **Professionalism: Field Experience II**
*Prerequisite*: Admission to Candidacy, Bachelor of Science, Early Childhood Education
*Credit Hours*: (1-5-2)

Field experiences and clinical practice provide opportunities for candidates to develop and demonstrate knowledge, skills, and dispositions for helping all students learn. All candidates participate in field experiences or clinical practice that include students with exceptionalities and students from diverse ethnic, racial, gender, and socioeconomic groups.

**EDUC 3502** **Professionalism: Field Experience III**
*Prerequisite*: Admission to Candidacy, Bachelor of Science, Early Childhood Education
*Credit Hours*: (1-5-2)

Field experiences and clinical practice provide opportunities for candidates to develop and

demonstrate knowledge, skills, and dispositions related to curriculum development, assessment and evaluation, and pedagogy including use of technologies appropriate to child development.

**EDUC 3504** **Seminar in Secondary School Practicum**
*Prerequisite*: Must be taken concurrently with EDUC 3505
*Credit Hours*: (1-0-1)

This course is designed to assist the candidate in preparing materials and artifacts for edTPA.

**EDUC 3505** **Secondary Practicum**
*Prerequisite*: Admission into one of the Secondary Certification Programs
*Credit Hours*: (0-8-2)

Field experiences facilitate candidates' development as professional educators by providing opportunities for candidates to observe content area instruction in schools, tutor students, assist teachers or other school personnel, and participate in education-related community events prior to clinical practice.

**EDUC 3506** **Middle School Practicum I**
*Prerequisite:* Admission to Middle Grades Education Program, EDUC 3600, and EDUC 3610
*Credit Hours*: (0-8-2)

Opportunity to observe and participate in classroom activities in a supervised grade 4-8 public school setting.

**EDUC 3507** **Seminar in Middle School Practicum**
*Prerequisite*: Must be taken concurrently with EDUC 3506 Practicum in Middle Grades Education. Must be admitted into the Teacher Education Program for Middle Grades Education
*Credit Hours*: (1-0-1)

This is a weekly seminar course that candidates in Middle Grades Practicum will take to understand and

work with a Gordon State Professor on requirements for edTPA and tiered licensing for Georgia.

**EDUC 3600 Introduction to Middle Grades Education and Theory**
*Prerequisite:* Admission to Middle Grades Education Program
*Credit Hours*: (3-0-3)

An examination of contemporary middle school curriculum including current trends, issues, and models. Attention will focus on middle school adolescents, middle school teachers, integrated and interdisciplinary studies, standards based curriculum and multiple assessments. It is recommended that this be the first course in the program sequence.

**EDUC 3610 Nature and Needs of the Adolescent Learner**
*Prerequisite*: Admission to Middle Grades Education Program
*Credit Hours*: (3-0-3)

Developmental process from birth through adulthood with an emphasis on adolescents. It is strongly suggested that students take this course as a corequisite with EDUC 3600.

**EDUC 4001 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 4504 Seminar in Secondary Student Teaching**
*Prerequisite:* Acceptance into Secondary Teacher Education Program
*Corequisite:* EDUC 4505
*Credit Hours:* (1-0-1)

Seminar for secondary education teacher candidates while enrolled in student teaching. All requirements for certification and licensure will be reviewed during this seminar.

**EDUC 4505 Secondary Student Teaching**
*Prerequisite*: Admission into Secondary Certification Program and completion of EDUC 3505, EDUC 3005, LART 3006, and SPED 3105
*Credit Hours*: (0-40-11)

Full-time teaching experience under the supervision of a public school cooperating teacher and college supervisor. Student teaching provides the opportunity for candidates to apply their knowledge, skills, and dispositions in a variety of settings appropriate to the content and level of their preparation program and to use information technology to support teaching and learning. The classroom experience is sufficiently extensive and intensive for candidates to demonstrate competency in the professional roles for which they are preparing.

**EDUC 4506 Middle School Student Teaching**
*Prerequisite:* Admission to Middle Grades Education Program, Admission to Student Teaching, EDUC 3506, EDUC 3600, EDUC 3610 and all coursework.
*Credit Hours:* (0-40-11)

Opportunity to observe and participate in classroom activities in a supervised grade 4-8 public school setting.

**EDUC 4507 Seminar in Middle School Student Teaching**
*Prerequisite:* Middle School Student Teaching and acceptance into the Middle School Teacher Education Program

*Corequisite:* EDUC 4506
*Credit Hours: (1-0-1)*

Seminar for Middle School education teacher candidates while enrolled in student teaching. All requirements for certification and licensure will be reviewed during this seminar.

**EDUC 4600 Assessment in Middle and Secondary Education**
*Prerequisite*: Admission to Middle Grades Education Program, EDUC 3600, EDUC 3610, and EDUC 3506
*Credit Hours*: (3-0-3)

An overview of classroom management theory and best practices as related to the characteristics of learners and effective pedagogy.

**EDUC 4901 Seminar in Improving Student-Teaching for edTPA**
*Prerequisite*: This is a required course for certification in the State of Georgia for student-teachers that do not pass edTPA
*Credit Hours*: (1-0-0)

Seminar for student-teachers that do not pass edTPA in order to redo the portion that is not passed and then apply for certification.

**EDUC 4990 Independent Study in Education**
*Prerequisite*: EDUC 3500 or EDUC 3501. Course may be repeated for a total of six credits
*Credit Hours*: (3-0-3)

Independent scholarship in the area of teacher education. Student must have permission of the School of Education Dean to proceed with the course. Topics will be developed by the student and approved by the faculty.

**EDUC 4991 Current Topics in Education**
*Prerequisite*: EDUC 3500 or EDUC 3501. Course may be repeated for a total of six credits
*Credit Hours*: (3-0-3)

Independent scholarship in the area of developments in education that can/will affect teacher education. Focus can be national or international. Student must have permission of the School of Education Dean to proceed with the course. Topics will be developed by the student and approved by the faculty.

## ENGINEERING

**ENGR 1100 Introduction to Engineering**
*Prerequisite*: Completion of or concurrent enrollment in MATH 1113.
*Credit Hours:* (3-0-3)

A course that will provide students with an overview of various engineering disciplines to help them make well informed career choices in the profession. Main topics include the nature of the field and career opportunities in civil, chemical, electrical, industrial, mechanical, and other major engineering disciplines. The course will also emphasize the tools of technical communication including: recording, analyzing and presenting data, dimensional analysis, S1 conversion, curve fitting/regression analysis. Statistical tools for quality control, material balance, energy resources, and engineering economics will also be explored. Team work for a project may be required for course completion.

**ENGR 1111 Introduction to Engineering Graphics**
*Prerequisite*: MATH 1113
*Credit Hours:* (2-2-3)

This course covers the theory and application of the design process using conventional drafting as well as CAD techniques. Development and interpretation of drawings and specifications for product realization are covered, as are elements of projection theory that enhance the ability to communicate graphically.

**ENGR 2201 Statics**
*Prerequisite:* PHYS 2211K and completion of or concurrent enrollment in MATH 2501.

*Credit Hours:* (3-0-3)

A course that will emphasize the principles of Statics (the branch of mechanics that deals with bodies at rest or forces in equilibrium) in two and three dimensions. Internal forces in trusses, frames, machines, and continuous beams will also be covered. Other topics include dry friction, and the calculation of centroids/center of masses of curves, areas and volumes.

## ENGLISH

**ENGL 1101 Composition I**
*Credit Hours*: (3-0-3)

A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition and analysis and including the use of research skills.

**ENGL 1101H Honors Composition I**
*Prerequisite*: Acceptance into the Honors Program or permission of the Honors Program Coordinator
*Credit Hours*: (3-0-3)

A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition and analysis and including the use of research skills. The course provides opportunities for collaboration, leadership, and effective communication across media through writing projects that relate to one or more elements of the honors program outside the classroom.

**ENGL 1102 Composition II**
*Prerequisite*: Grade of *C* or better in ENGL 1101
*Credit Hours*: (3-0-3)
A composition course emphasizing interpretation and evaluation that incorporates a variety of advanced research methods.

**ENGL 1102H Honors Composition II**
*Prerequisite*: ENGL 1101H with a grade of C or better or permission of the Honors Program Coordinator
*Credit Hours*: (3-0-3)

A composition course emphasizing interpretation and evaluation that incorporates a variety of advanced research methods. The course provides opportunities for collaboration, leadership, and effective communication across media through writing projects that relate to one or more elements of the honors program outside the classroom.

**ENGL 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 2910 Professional Writing Practicum I**
*Prerequisite:* Grade of C or better in ENGL 1101
*Credit Hours:* (1-3-2)

This course will provide students with the skills necessary to manage, provide and edit content for, and publish a student newspaper. ENGL 2910 will be offered each fall and does not need to be taken in sequence with its companion, ENGL 2920.

**ENGL 2920 Professional Writing Practicum II**
*Prerequisite:* Grade of C or better in ENGL 1101
*Credit Hours:* (1-3-2)

This course will provide students with the skills necessary to manage, provide and edit content for, and publish a student newspaper. ENGL 2920 will be offered each spring and does not need to be taken in sequence with its companion, ENGL 2910.

**ENGL 3210 Old English and Middle English Literature**
*Prerequisite*: Grade of C or better in ENGL 1102 and completion of a 2000-level English 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 3911 Advanced Composition**
*Prerequisite*: Grade of C or better in ENGOL 1102 and completion of a 2000-level English course
*Credit Hours*: *(3-0-3)*

An advanced compositiion course designed to enhance proficiency in critical thinking, reading, and expository writing.

**ENGL 3912 Advanced Grammar**
*Prerequisite*: Grade of C or better in ENGL 1102 and completion of a 2000-level English course
*Credit Hours*: *(3-0-3)*

An advanced course descriptive grammar.

**ENGL 3920 Technical Writing**
*Prerequisite*: Grade of C or better in ENGL 1102
*Credit Hours*: (3-0-3)

A study of technical communication practices in professional writing contexts including document analysis, the rhetoric of scientific, technical, and business professions, and the composition of technical reports, manuals, grants, and proposals.

**ENGL 3930 Writing for New Media**
*Prerequisite*: Grade of C or better in ENGL 1102
*Credit Hours*: (3-0-3)

A study of the theoretical and social implications of new media, with practical application of strategies for effective writing in multiple print, digital, and mixed media contexts.

**ENGL 4200 Postcolonial Literatures**
*Prerequisite*: Grade of C or better in ENGL 1102 and completion of a 2000-level English 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 Intermediate French I**
*Prerequisite:* FREN 1002 or permission of the instructor.

*Credit Hours:* (3-0-3)

An extensive reading of authentic literary works in French, review of troublesome aspects of French syntax, and introduction to composition and literary discussion in French.

**FREN 2002 Intermediate French II**
*Prerequisite*: French 2001
*Credit Hours*: (3-0-3)

An extensive reading of authentic literary works in French, review of troublesome aspects of French syntax, and introduction to composition and literary discussion in French.

## 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 INFORMATION MANAGEMENT

**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 and admission to the Health Information Management Program
*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 Information Management 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 Information Management Program
*Corequisite:* HSIA 2000, HSIA 3000, MGNT 3000
*Credit Hours*: (3-0-3)

Provides an in-depth look at the strategic management in the health care setting, including leadership in the e-health environment, productivity monitoring, change management, and process redesign. Focuses on human resources management, training, communication, and ergonomics.

**HSIA 3230 Health Data Content and Structure**
*Prerequisite:* One of BUSA 2101 or CSCI 1101 and Admission to the Health Information Management 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, HSIA 3410
*Credit Hours*: (2-2-3)

The study of Current Procedural Terminology and the assignment of HCPCS level I and level II codes to medical procedures and services.

**HSIA 3430** **Health Data Classification & Coding Systems III (ICD-10 coding)**
*Prerequisite:* HSIA 2000, HSIA 3000, HSIA 3410
*Credit Hours:* (2-2-3)

The study of ICD-10-CM/PCS coding system including supplementary classifications, external causes of injury and poisoning, morbidity, and supplementary classifications.

**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. Students must have permission of the Health Information Management 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 2401/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, HSIA 3410
*Credit Hours*: (3-0-3)

A review of the implementation and evolution of the electronic health record, technology and national initiatives in health information technology. Data infrastructure and data bases will also be a topic of discussion.

**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, MGNT 3000 and student must have a minimum GPA of 2.5 to enroll in HSIA 4190
*Credit Hours:* (2-10-6)

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The students will also learn professional skills to prepare them for employment in the HIM career field.

**HSIA 4240** **Health Care Systems: Analysis & Design**
*Prerequisite:* MATH 2101, HSIA 3000, HSIA 3230, HSIA 3410
*Credit Hours*: (3-0-3)

An introduction to health information systems with topics that include system lifecycle, types of systems used, management of healthcare information system resources, and emerging technologies.

## HISTORY

**HIST 1121** **Western Civilization I**
*Credit Hours*: (3-0-3)

A study of Western civilization from its ancient near eastern origins to 1648.

**HIST 1122** **Western Civilization II**
*Credit Hours*: (3-0-3)

A study of Western civilization from 1648 to the present.

**HIST 1121H** **Honors Western Civilization I**
*Prerequisite:* Acceptance into the Honors Program or permission of the Honors Program Coordinator

*Credit Hours: (3-0-3)*

A study of Western Civilization from its ancient near eastern origin to 1648. Reading and understanding of original documents will form the basis for all class discussions. Interpretation of the documents will provide valuable critical thinking skills.

**HIST 1122H** **Honors Western Civilization II**
*Prerequisite*: Acceptance into the Honors Program or permission of the Honors Program Coordinator
*Credit Hours*: (3-0-3)

This course is an honors survey of Western Civilization from 1648 to the present. Reading and understanding of original documents will form the basis for all class discussions. Interpretation of the documents will provide valuable critical thinking skills.

**HIST 2000** **Historical Research and Writing**
*Prerequisite:* ENGL 1101 with a grade of "C" or better.
*Credit Hours:* (3-0-3)

Note: this is a required course of all baccalaureate History majors and history majors with Secondary Teaching Certification.

An introductory course for History majors and other interested students that focuses on reading historical monographs, researching effectively, formulating historical argument, and writing and documenting according to the canons of the discipline.

**HIST 2111** **American History I**
*Credit Hours*: (3-0-3)

A study of the history of the United States from the age of discovery to 1865.

**HIST 2112** **American History II**
*Credit Hours*: (3-0-3)

A study of the history of the United States from 1865 to the present.

**HIST 2111H** **Honors American History I**
*Prerequisite*: Acceptance into the Honors Program or permission of the Honors Program Coordinator
*Credit Hours*: (3-0-3)

This course is an honors survey of the history of the United States from the age of discovery to 1865.

**HIST 2183** **Archival Theory and Practice**
*Prerequisite:* Grade of C or better in HIST 1121, HIST 1122, HIST 2111, or HIST 2112
*Credit Hours*: (3-0-3)

This course is an introduction to the theory, techniques and practices that are utilized in archives development and management.

**HIST 3000** **Ancient World**
*Prerequisite:* Grade of C or better in HIST 1121 or HIST 1122
*Credit Hours*: (3-0-3)

This course examines the Mediterranean World from the end of the Bronze Age through the Fall of the Roman Empire.

**HIST 3100** **Atlantic World**
*Prerequisite*: Grade of C or better in HIST 1121 or HIST 1122
*Credit Hours*: (3-0-3)

This course is a study of the Atlantic World System which tied Europe, Africa and the Americas into a web of economic and cultural interdependence.

**HIST 3200** **Asian Civilizations**
*Prerequisite*: Grade of C or better in HIST 1121 or HIST 1122
*Credit Hours*: (3-0-3)

This course is an examination of the major Asian Civilizations from their origins to the present.

**HIST 3300 Europe in the Middle Ages**
*Prerequisite*: Grade of C or better in HIST 1121
*Credit Hours:* (3-0-3)

This course covers European history from the Fall of the Roman Empire through the Hundred Years' War.

**HIST 3400The Renaissance and Reformation**
*Prerequisite:* Grade of C or better in HIST 1121 or HIST 1122
*Credit Hours*: (3-0-3)

This course covers the major political, cultural, economic and religious developments in Europe from roughly 1350 to 1648.

**HIST 3710 Colonial and Revolutionary America**
*Prerequisite:* Grade of C or better in HIST 2111 or HIST 2112
*Credit Hours:* (3-0-3)

This course surveys American history from initial English settlement to the end of the American Revolution.

**HIST 3720 Constitution and the Early Republic, 1783-1815**
*Prerequisite*: Grade of C or better in HIST 2111 or HIST 2112
*Credit Hours*: (3-0-3)

This course is a survey of American history from the end of the American Revolution to the end of the War of 1812.

**HIST 3750 The American Civil War**
*Prerequisite*: Grade of C or better in HIST 2111 or HIST 2112
*Credit Hours*: (3-0-3)

A study of the origins, conduct and results of the American Civil War, 1861-1865.

**HIST 3760** **Reconstruction and Industrialization, 1865-1896**
*Prerequisite*: Grade of C or better in HIST 2111 or HIST 2112
*Credit Hours*: (3-0-3)

This course covers the major changes caused by Reconstruction and the industrialization of the country following the Civil War.

**HIST 3770** **The Progressive Era and World War I, 1896-1920**
*Prerequisite:* Grade of C or better in HIST 2111 or HIST 2112
*Credit Hours*: (3-0-3)

This course covers the widespread reform movement, known as Progressivism and America's emergence onto the world stage as a result of World War I.

**HIST 3780** **The United States, 1920-Present**
*Prerequisite:* Grade of C or better in HIST 2111 or HIST 2112
*Credit Hours*: (3-0-3)

This course explores American political, economic, diplomatic and social history from 1920 to the present.

**HIST 3790** **History of the American South**
*Prerequisite*: Grade of C or better in HIST 2111 or HIST 2112
*Credit Hours*: (3-0-3)

An exploration of the major themes and issues in Southern history from Jamestown to the present.

**HIST 3800** **History of Georgia**
*Prerequisite*: Grade of C or better in HIST 2111 or HIST 2112
*Credit Hours*: (3-0-3)

Examines the social, political, economic, and cultural development of the state of Georgia from the colonial era to the present.

**HIST 3810** **The African-American Experience**
*Prerequisite*: Grade of C or better in HIST 2111 or HIST 2112
*Credit Hours*: (3-0-3)

This course provides a history of the African-American experience from 1619 to the present.

**HIST 3820** **African Diaspora**
*Prerequisite*: Grade of C or better in HIST 2111, HIST 2112, HIST 1121 or HIST 1122
*Credit Hours*: (3-0-3)

This course explores the causes and processes of the dispersion of African peoples from their homelands and its global outcomes.

**HIST 4000** **Modern Europe 1789 - Present**
*Prerequisite:* Grade of C or better in HIST 1121 or HIST 1122
*Credit Hours:* (3-0-3)

This course surveys Modern European history from the French Revolution to the present.

**HIST 4100** **Modern Russia**
*Prerequisite*: Grade of C or better in HIST 1121 or HIST 1122
*Credit Hours*: (3-0-3)

This course covers the history of Modern Russia with particular attention given to that period after 1861.

**HIST 4300** **Modern Germany**
*Prerequisite:* Grade of C or better in HIST 1121 or HIST 1122
*Credit Hours:* (3-0-3)

This course surveys Modern German history from Unification to Re-Unification and the present.

**HIST 4400** **Modern Britain**

*Prerequisite:* Grade of C or better in HIST 1121 or HIST 1122
*Credit Hours:* (3-0-3)

This course covers British history from the Glorious Revolution to the present.

**HIST 4500** **Latin America**
*Prerequisite:* Grade of C or better in HIST 1121 or HIST 1122
*Credit Hours:* (3-0-3)

This course considers the political, cultural and economic forces that have shaped the development of Latin America.

**HIST 4600** **South Africa**
*Prerequisite:* Grade of C or better in HIST 1121 or HIST 1122
*Credit Hours:* (3-0-3)

This course is an historical survey of the southern region of Africa from prior to Dutch settlement to the present.

**HIST 4700** **Special Topics in World History**
*Prerequisite:* Grade of C or better in any History core course
*Credit Hours:* (3-0-3)

This course allows students in the history program to undertake an in-depth study of a special topic in World History.

**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.

## 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.

## HUMAN SERVICES

**HUSV 2101 Introduction to Human Services**
*Credit Hours*: (3-0-3)

An interdisciplinary overview of the field of human services. Special attention will be given to the political, economic, organizational, and social factors currently affecting the field. Students will examine the theoretical frameworks of the field, the day-to-day functions and activities of human services organizations, and their own beliefs, values and skills related to work in human services.

**HUSV 3001** **Research Methods in the Social Sciences**
*Prerequisite:* HUSV 2101 and MATH 2101 or HUSV 3341
*Credit Hours*: (3-0-3)

Introduction to the fundamentals of qualitative and quantitative research methods as applied in the social and behavioral sciences: formulating a research question, evaluating ethical issues in research, collecting and analyzing data, and developing appropriate presentation of findings.

**HUSV 3020** **Interviewing and Counseling**
*Prerequisite*: PSYC 1101 and HUSV 2101
*Credit Hours*: (3-0-3)

A course focused on developing knowledge, attitudes, and skills essential to effective interviewing and counseling in a variety of settings including social agencies, education, health care, and business. Emphasis on experimental learning of interviewing skills and strategies.

**HUSV 3060** **Human Services Agencies and Processes**
*Prerequisite:* HUSV 2101
*Credit Hours*: (3-0-3)

This course will explore the differing characteristics of various types of human service agencies, specifically focusing on the organizational structures and processes within these agencies and impact these have on agency function. It will explore the problems associated with bureaucracies, best practices to use within them, and will investigate the reforms that seek to improve them.

**HUSV 3080** **Social Welfare Policies and Programs**
*Prerequisite:* 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 3341** **Applied Statistics**
*Prerequisite*: Minimum of 45 hours completed including Area A mathematics requirement
*Credit Hours*: (3-0-3)

This course is an introduction to managerial and administrative decision making utilizing statistical analysis. The emphasis will be on use of basic descriptive statistics, probability, and inferential statistics including estimation and hypothesis testing using contingency tables, analysis of variance, and regression. Specific examples will utilize Microsoft Excel, emphasizing decision making using datasets drawn from both business and nonprofit environments.

**HUSV 4010** **Program Planning, Development, and Evaluation**
*Prerequisites:* HUSV 2101
*Credit Hours*: (3-0-3)

Study of planning, program development, and evaluations as the basic functions of human services agencies. Students will learn how to analyze social welfare programs and policies by using a variety of quantitative approaches and program models. Emphasis on developing different techniques of program planning and understanding diverse evaluation techniques as they relate to data collection.

**HUSV4030** **Legal and Ethical issues in Human Services**
*Prerequisite:* HUSV 2101 or BUSA 2106
*Credit Hours*: (3-0-3)

An overview of ethical and legal issues related to provision of human services including examination of ethics statements from national professional organizations related to human services and the helping professions. Issues covered will include cultural diversity, informed consent, confidentiality, equal opportunity, discrimination, responsibility to clients, and collaboration with colleagues.

**HUSV 4080** **Special Topics in Human Services**
*Prerequisite:* HUSV 2101
*Credit Hours*: (3-0-3)

Provides students with an understanding of some human services phenomenon in greater depth. By treating such topics in breadth, depth, and in context, students will develop a sound understanding of the topic treated.

**HUSV 4081** **Special Topics in Human Service Leadership**
*Prerequisite:* HUSV 2101
*Credit Hours*: (3-0-3)

Interactive experience designed to provide a grounding in leadership theories and frameworks and to explore a range of leadership tasks and processes. Specific topics will vary.

**HUSV 4900** **Human Service Internship**
*Prerequisites:* Senior status and completion of a Majority of the courses required for the Bachelor of Science in Human Services with a minimum grade of "C" in each.
*Credit Hours:* 3 to 9 credit hours (0-9-3) or (0-18-6) or (0-27-9)

Supervised internship experience in an approved human services agency, relevant to the student's career aspirations. Students are responsible for securing their own internship placement according to Gordon State College internship guidelines.

**HUSV 4901** **Human Service Capstone Seminar**
*Prerequisites:* Senior status and completion of all required courses with a minimum grade of "C" in each.
*Credit Hours*: (1-0-1)

This course is the culmination of the human services program, focused on integrating students' education and experience. Through group discussion and analysis

of field experiences, students build and expand upon theoretical foundations to improve skills and techniques necessary for effective human services work.

**HUSV 4990** **Independent Study in Human Services**
*Prerequisites*: Requires prior approval of the supervising instructor and the department head.
*Credit Hours*: 1-3 (0-3-1) or (0-6-2) or (0-9-3)

Independent investigation of a topic through a research project or a program of directed readings. Topics will be developed by the student and the sponsoring faculty member.

## INFORMATION TECHNOLOGY

**ITEC 2215** **Introduction to Information Technology**
*Credit Hours*: (3-0-3)

An introduction to the nature and applications of Information Technology (IT). Topics covered include the concepts and terminology of IT, particularly hardware, software, networks, databases, and the Internet. Students also study examples of ways in which the tools of IT are applied in the workplace.

**ITEC 2220** **Web Design and Development**
*Prerequisite:* ITEC 2215, BUSA 2101, or CSCI 1101
*Credit*: (3-0-3)

This course introduces the student to the languages of Hypertext Markup Language (HTML), Cascading Styles Sheets (CSS), and Extensible Markup Language (XML) for creating web pages that are compliant with current web standards. Students will create, publish, test, and maintain Web pages using HTML, CSS, and XML.

**ITEC 2245** **Foundations of Database Design**
*Prerequisite:* BUSA 2101, ITEC 2215, 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, and Middle Grades Education**
*Prerequisite:* Early Childhood Education, and Middle Grades Education Majors Only. Grade of C or better in an Area A math and one Area D lab science or permission of the instructor.
*Credit Hours*: (2-2-3)

Note: This course is an AREA F requirement for Early Childhood Education majors only, and is not a substitute for AREA D Science requirements.

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, and Middle Grades Education**
*Prerequisite*: Early Childhood and Middle Grades Education Majors Only. Grade of C or better in an Area A math and one Area D lab science or permission of the instructor.
*Credit Hours*: (2-2-3)

Note: This course is an AREA F requirement for Early Childhood Education majors only, and is not a substitute for AREA D Science requirements.

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, or Middle Grades Education
*Credit Hours*: (3-0-3)

This course is an intensive study of reading skills in the areas of readiness, vocabulary development, phonics, word recognition, and comprehension. Students will become familiar with research-based practices in methods and curriculum as well as strategies for organizing classrooms to support literacy development in diverse school populations.

**LART 3006** **Teaching Reading in the Content Areas**
*Prerequisite:* Admission to Bachelor of Science in Early Childhood Education, Middle Grades Education, or a Secondary Education Program

*Credit Hours*: (3-0-3)

This course is a study of the scope and sequence of skills and methods related to the teaching of comprehension, vocabulary, study skills, and critical reading in the content areas. Strategies for improving content area instruction and developing appreciation and interest in reading are addressed.

**LART 3007** **Analysis and Correction of Reading Problems**
*Prerequisite:* Admission to the Candidacy, Bachelor of Science, Early Childhood Education, or Middle Grades Education
*Credit Hours*: (3-0-3)

This course is designed to provide future teachers working with diverse and at-risk school populations with research-based prevention and intervention strategies. Informal reading assessment, remedial strategies for individuals, small and large groups, characteristics and needs of special populations, and research-based preventative practices are addressed.

**LART 3030** **Adolescent Literature**
*Prerequisite:* Admission to Middle Grades Education Program
*Credit Hours*: (3-0-3)

Investigation of literature and multimedia offerings appropriate for adolescent readers. It is recommended that the candidate take an introductory course to technology prior to taking this class.

**LART 3090** **Literature for Children**
*Prerequisite:* Admission to the Candidacy, Bachelor of Science, 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.

**LART 4800** **Curriculum and Instruction in Reading Education**
*Prerequisite*: Admission to Middle Grades Education Program
*Credit Hours*: (3-0-3)

This course is designed to prepare middle grades teachers to work in the area of literacy, especially in the area of reading instruction. Planning, teaching, evaluation, and organizational skills including reading skills are applied to the teaching of reading at the 4-12 grade level.

## LEARNING SUPPORT

**ENGL0989** **Foundations for English 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 is a reading-based course where students read and analyze prose texts in a variety of non-fiction genres and write in response to them, preparing themfor the kinds of reading and writing tasks most common in their introductory college-level courses.

**ENGL 0999** **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 0989.
*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.

**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 0987 Foundations for Quantitative Reasoning**
*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 0989 Foundations for College 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 0997** **Support for Quantitative Reasoning**
*Prerequisite:* MATH 0987, MATH 0989, 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** **Support for College Algebra**
*Prerequisite:* A or B in MATH 0987 AND pass College Algebra Pretest with a score of 70 or better, or successful completion of MATH 0989, 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.

## MANAGEMENT

**MGNT 3000 Principles of Management**
*Prerequisite:* 45 credit hours with 3 hours in BUSA, ACCT, or ECON
*Credit Hours*: (3-0-3)

An introduction to the management functions and processes as applied to organizations and individuals in organizations. The course will focus on both theories and applications of management to practical problems in planning, organizing, leading, and controlling. A survey of the history of management will provide context for current approaches and emerging concepts in both domestic and international organizations.

**MGNT 3050 Human Resource Management**
*Prerequisite*: 45 hours with 3 hours in BUSA or Permission of Professor.
*Credit Hours*: (3-0-3)

This course examines the role of managers as human resource professionals. Key management functions of recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity, discrimination, sexual harassment policies, and rising benefit costs are analyzed. The student will

be exposed to practical situations, problem solving, and application of laws affecting human resource issues.

**MGNT 3100 Marketing Management: Principles of Marketing**
*Prerequisite*: 45 credit hours with 3 hours in BUSA, ACCT, or ECON
*Credit Hours*: (3-0-3)

An introduction to the principles of marketing and the marketing environment with a focus on development of an understanding of ethical planning for marketing and implementing and controlling marketing activities on a local, national, and global scale.

**MGNT 3200 Financial Management**
*Prerequisite*: 45 credit hours including MATH 1111 and 3 hours in BUSA, ACCT, or ECON
*Credit Hours*: (3-0-3)

Introduction to managing an organization's financial resources with the aim of achieving its business objectives, emphasis on defining objectives, understanding and evaluating resources, and making financial decisions in an environment of uncertainty.

**MGNT 3341 Applied Statistics**
*Prerequisite*: Minimum of 45 hours completed including Area A mathematics requirement
*Credit Hours*: (3-0-3)

This course is an introduction to managerial and administrative decision making utilizing statistical analysis. The emphasis will be on use of basic descriptive statistics, probability, and inferential statistics including estimation and hypothesis testing using contingency tables, analysis of variance, and regression. Specific examples will utilize Microsoft Excel, emphasizing decision making using datasets drawn from both business and nonprofit environments.

**MGNT 3400 Management Information Systems**
*Prerequisite*: 45 credit hours including BUSA 2101 or CSCI 1101

*Credit Hours*: (3-0-3)

Introduces students to the study of organizations as systems supported by information processing. Students will learn to distinguish needs for information at different levels in organizations. They will learn to evaluate information system decisions. They will analyze business information problems using formal methods.

**MGNT 3500 Entrepreneurship and Small Business Management**
*Prerequisite*: 45 credit hours with 3 hours in BUSA, ACCT, or ECON or permission of professor
*Credit Hours*: (3-0-3)

This course explores fundamentals of entrepreneurship and managing the small business operation, including management, marketing, and finance. The course is intended to prepare students to launch and manage new and existing small businesses with an emphasis on practical application. The course will include case studies, profiles of effective entrepreneurs, market research methods, and business plan development.

**MGNT 3600 Managerial Economics**
*Prerequisite*: 45 credit hours and ECON 2106
*Credit Hours*: (3-0-3)

This course will introduce students to how firms make managerial decisions to maximize profits and will equip students to understand the problems faced by a manager as well as how to solve those problems strategically and efficiently. Students will evaluate the theory and application of economic concepts such as cost, production, markets, and pricing decisions undertaken by firms. The course will conduct an analysis of the structure and performance of the market by investigating the four market structures of perfect competition, monopoly, monopolistic competition, and oligopoly. Students will gain a strong understanding of economic concepts and the application of these concepts in the real-world business environment through case-studies.

**MGNT 3700 Personal Financial Planning for Professionals**
*Prerequisite*: 45 credit hours with grades of C or better in MATH 1001 or above, ACCT 2101, and ECON 2105 or 2106
*Credit Hours*: (3-0-3)

This course is designed as an introductory course to the Personal Financial Planning profession. In addition to covering an overview of the profession, the course will focus on time value of money, personal financial statement analysis, cash and debt management, housing, and education funding. An overview of other areas of the profession will be provided in order to provide students a comprehensive understanding of the overall personal financial planning process.

**MGNT 4400 International Economics**
*Prerequisite*: 45 credit hours and ECON 2105
*Credit Hours*: (3-0-3)

This course will introduce students to basic global economics issues and their applications. Students will gain an understanding of global economics issues and markets such as international trade, trade deficits, exchange rates, capital flows etc; look at the role of various organizations and international institutions in the global economy; and examine the impact, integration and markets of Latin American countries and countries such as India and China in the world economy.

**MGNT 4500 International Management**
*Prerequisite*: 45 credit hours and ECON 2105
*Credit Hours*: (3-0-3)

An introduction t globalization and the cultural, economic, political, and legal environments of international business including an overview of risks, challenges, and opportunities of competing in the global marketplace. This course will introduce students to the theory and applications of international management. The students will advance their understanding of global firms and markets so that they

can make managerial decisions and solve problems strategically and efficiently. This course will analyze the structure of multinational businesses and markets.

**MGNT 4900 Management and Administration Senior Seminar**
*Prerequisites*: Completion of 90 credit hours toward the BSMA degree with grades of C or higher.
*Credit Hours*: 3 (1.5-6.5-3)

The Senior Seminar provides a forum for carrying out the BSMA degree requirement for either an internship or a research project in a rigorous academic and intellectual framework.

**MGNT 4990 Independent Study in Management & Administration**
*Prerequisites*: Requires prior approval of the supervising instructor and the department head
*Credit Hours*: 1 to 3 (0-3-1) or (0-6-2) or (0-9-3)

Independent investigation of a topic through a research project or a program of directed readings. Topics will be developed by the student and the sponsoring faculty member.

## MATHEMATICS

**MATH 1001 Quantitative Skills and Reasoning**
*Credit Hours*: (3-0-3)

This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. *Students must provide a graphing calculator.*

**MATH 1111 College Algebra**
*Prerequisite*: Exemption from or Completion of Learning Support Mathematics
*Credit Hours*: (3-0-3)

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.

**MATH 1113 Pre-Calculus**
*Prerequisite*: Grade of C or better in MATH 1111 or Math SAT score of 500 or Math ACT score of 21 or eCore Prerequisite: MATH 1101 or MATH 1111
*Credit Hours*: (4-0-4) or eCore (3-0-3)

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. *Students must provide a graphing calculator.*

**MATH 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 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 3301 Foundations of Geometry**
*Corequisite:* MATH 3200
*Credit Hours*: (3-0-3)

Rigorous study of the properties of Euclidean geometry with special attention to incidence and metric properties and introduction to elementary properties of non-Euclidean geometries.

**MATH 3401 Number Theory**
*Prerequisite*: MATH 3200
*Credit Hours*: (3-0-3)

Survey of topics from number theory to include divisibility, prime numbers, congruences, linear and nonlinear Diophantine equations, and quadratic residues.

**MATH 3502 Differential Equations**
*Prerequisite*: MATH 1502
*Credit Hours*: (3-0-3)

Study of methods for solving differential equations including first-order and higher order differential equations. Includes power series solutions and numerical methods.

**MATH 3601 Combinatorics**
*Prerequisite*: MATH 1502
*Credit Hours*: (3-0-3)

Counting principles such as permutations, combinations, derangements; pigeon hole and inclusion/exclusion principles; partitions; generating functions; and recurrence relations.

**MATH 4001 Probability and Statistics**
*Prerequisite*: MATH 1502
*Credit Hours*: (3-0-3)

Collection, organization, and description of data, probability, random variables, probability distributions,

Central Limit Theorem, sampling, estimation and testing of hypotheses.

**MATH 4101 Abstract Algebra**
*Prerequisite:* MATH 2201 and MATH 3200
*Credit Hours:* (3-0-3)

Introduction to algebraic structures: groups, rings, integral domains and fields, including the basic facts of group and ring homomorphisms.

**MATH 4300 Graph Theory**
*Prerequisite*: MATH 3200
*Credit Hours*: (3-0-3)

Survey of topics in graph theory including Euler and Hamilton paths, shortest paths, maximum flow, trees, spanning trees and matching and coloring problems.

**MATH 4401 Numerical Analysis**
*Prerequisites:* MATH 1501, MATH 2201, CSCI 1301
*Credit Hours:* (3-0-3)

Numerical solution of linear and non-linear equations, interpolation and polynomial approximation, numerical differentiation and integration, numerical solution of differential equations, errors and floating point arithmetic.

**MATH 4501 Introduction to Analysis**
*Prerequisites*: MATH 2501 and MATH 3200
*Credit Hours*: (3-0-3)

An introduction to the study of analysis with an emphasis on proving theorems. Topics include the topology of the set of real numbers, sequences, limits, continuity, differentiation, integration, and series.

**MATH 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**
*Prerequisite*: MATH 3200
*Credit Hours*: (3-0-3)

Capstone course for mathematics majors with emphasis on mathematical communication.

**MATH 4905 Special Topics in Mathematics**
*Prerequisite*: Announced with the course
*Credit Hours*: (3-0-3)

Special topics in mathematics not included in curriculum described in the catalog.

**MATH 4906 Undergraduate Research in Mathematics**
*Prerequisite*: Announced with the course
*Credit Hours*: (1-4-3)

Independent research under the supervision of a faculty mentor. Includes literature review, project, and presentation of results.

## MUSIC

**MUSC 1100 Music Appreciation**
*Credit Hours*: (3-0-3)

An introduction to music history and literature.

**MUSC 1101, 1102 Aural Skills I, II**
*Prerequisite*: Sequential completion or consent of instructor. Students must enroll simultaneously in the corresponding Music Theory course (MUSC 1201 and MUSC 1202, respectively).
*Credit Hours*: (0-3-1) for each course

An aural skills laboratory, including sight singing, dictation, and keyboard skills, to complement Music Theory courses. For music majors and minors.

**MUSC 1201, 1202 Music Theory I, II**

*Prerequisite*: Sequential completion or consent of instructor. The student must enroll simultaneously in the corresponding Aural Skills course (MUSC 1101 and MUSC 1102, respectively).
*Credit Hours*: (2-1-2) for each course

A study of music terminology and rhythmic, melodic, and harmonic materials. For music majors and minors.

**MUSC 1551, 1552 Class Piano I, II**

*Prerequisite*: Sequential completion or consent of instructor.
*Credit Hours*: (1-0-1) for each course

A study of elementary reading and piano techniques.

**MUSC 1561, 1562 Class Voice I, II**

*Prerequisite*: Sequential completion or consent of instructor.
*Credit Hours*: (1-0-1) for each course

A sequence for vocal minors and general college students.

**MUSC 1581, 1582 Class Guitar I, II**

*Prerequisite*: Sequential completion or consent of instructor.
*Credit Hours*: (1-0-1) for each course

A sequence in class guitar, offering instruction in basic chords, note reading, and simple strumming patterns.

**MUSC_____ Applied Music**

**MUSC** 1553, 1554, 2553, 2554. Applied Piano.
**MUSC** 1563, 1564, 2563, 2564. Applied Voice.
**MUSC** 1573, 1574, 2573, 2574. Applied Organ.
**MUSC** 1583, 1584, 2583, 2584. Applied Guitar.

**MUSC** 1593, 1594, 2593, 2594. Applied Brass/Wood/ Percussion

*Credit Hours*: (1-0-1) for each course

*By audition only. If you are not a music major, you must see Dr. Boumpani in Fine Arts 219 before registering for any Applied Music course.*

Applied Music is a private lesson. Students taking applied music classes are charged a separate fee in addition to regular tuition and fees for their other classes. Students cannot use these one-credit applied music courses to meet full-time (12-hour) status to receive full financial aid.

**MUSC 1601** **College Chorus**
*Credit Hours*: (3-0-1)

A study of masterpieces of choral literature. Includes performance (Non-auditioned; open to all students).

**MUSC 1611** **Vocal Ensemble**
*Prerequisite*: Audition (See instructor for details)
Credit Hours: (3-0-1)

A study of music for chamber chorus. Includes performance.

**MUSC 1621** **Concert Band**
*Prerequisite*: Consent of instructor
*Credit Hours*: (0-2-1)

An ensemble for students who are already competent instrumental musicians. This course may be retaken for credit for up to a maximum of four credit hours.

**MUSC 1622** **Jazz Ensemble**
*Prerequisite*: Previous instrumental experience and consent of instructor.
*Credit Hours*: (0-2-1)

This course offers students the opportunity to explore the music of American jazz. There is a strong emphasis on improvisation, but it is not required. The ensemble will perform standard jazz songs from composers like Duke Ellington and Chick Corea with an emphasis on proper interpretation based on the stylistic characteristics of the music. This course may be retaken for credit for up to a maximum of four credit hours.

**MUSC 1623 Percussion Ensemble**
*Prerequisite*: Previous instrumental experience and consent of instructor.
*Credit Hours*: (0-2-1)

This music is often more interesting and challenging to the percussionist than most band music. The ensemble will perform music on a diverse array of percussion instruments, including mallet instruments like the marimba and vibraphone, to non-standard instruments like the brake drums and pots and pans. It is strongly recommended that all percussion majors perform in this ensemble. This course may be retaken for credit for up to a maximum of four credit hours.

**MUSC 1624 Brass Ensemble**
*Prerequisite*: Previous instrumental experience and consent of instructor.
*Credit Hours*: (0-2-1)

The brass ensemble provides the opportunity for the trumpet, trombone, tuba, French horn, and euphonium major to explore music written especially for the brass ensemble. Brass ensemble music spans several centuries and covers a wide range of styles and forms. This is also open to non-majors who have an interest in brass performance. It is strongly recommended that all brass majors take this course. This course may be retaken for credit for up to a maximum of four credit hours.

**MUSC 1625 Woodwind Ensemble**
*Prerequisite*: Previous instrumental experience and consent of instructor.
*Credit Hours*: (0-2-1)

The woodwind ensemble provides the opportunity for the flute, oboe, clarinet or saxophone major to explore music written especially for the woodwind ensemble. This is also open to non-majors who have an interest in woodwind performance. It is strongly recommended that all woodwind majors take this course. This course may be retaken for credit for up to a maximum of four credit hours.

**MUSC 2101, 2102 Aural Skills III, IV**
*Prerequisite*: MUSC 1102 and sequential completion or consent of instructor. The student must enroll simultaneously in the corresponding Music Theory course (MUSC 2201 and MUSC 2202, respectively).
*Credit Hours*: (0-3-1) for each course

An advanced aural skills laboratory to complement Music Theory courses. For music majors.

**MUSC 2201, 2202 Music Theory III, IV**
*Prerequisite*: MUSC 1202 and sequential completion or consent of instructor. Students must enroll simultaneously in the corresponding Aural Skills course (MUSC 1101 and MUSC 1102, respectively).
*Credit Hours*: (2-1-2) for each course

An advanced study of harmonic materials, form, and analysis. For music majors.

**MUSC 2510 Introduction to Music Technology**
*Prerequisite:* MUSC 1101 and MUSC 1201
*Credit Hours: (2-1-3)*

Students will learn the basics of technology used in many fields of music, including Finale music notation software, Smart Music accompaniment software, Band-in-a-Box multi-use software and Pro Tools digital audio workstation software. Various music

sample packages will be used in conjunction with all of the above software. MUSC 2510 cannot be used in Areas A-E or Area F of an associate degree program, but it should transfer to a bachelor's program in music.

**MUSIC 2511** **Basics of Studio Recording**
*Prerequisite:* MUSC 1101 and MUSC 1201
*Credit Hours: (2-1-3)*

This is an introductory class in audio recording technology. It is a prerequisite for any career in the music production field. Topics of discussion will include acoustics and hearing, studio design, the digital audio workstation, multimedia and the Internet, the audio recording process and signal processing. MUSC 2511 cannot be used in Areas A-E or Area F of an associate degree program, but it should transfer to a bachelor's program in music.

**MUSC 2559** **Solo Instrumental Recital**
*Prerequisite*: For music majors with 4 hours of applied music and approval of music faculty
*Credit Hours*: (1-0-1)

Participation in a public solo recital.

**MUSC 2569** **Solo Voice Recital**
*Prerequisite*: For music majors with 4 hours of applied voice and approval of music faculty
*Credit Hours*: (1-0-1)

Participation in a public solo recital.

## NURSING

**NURS 1905** **Foundations in Pharmacology**
*Prerequisite:* Acceptance into the nursing program
*Credit Hours:* (2-0-2)

This is the first in a two-course sequence which introduces basic principles of dosage calculation, safe and accurate medication administration,

pharmacokinetics, pharmacodynamics, and legal and ethical nursing responsibilities.

**NURS 1906 Applied Pharmacology**
*Prerequisite:* NURS 1905, Concurrent enrollment in or completion of NURS 1911 and NURS 1912
*Credit Hours:* (3-0-3)

This is the second in a two-course sequence emphasizing the pharmacotherapeutics of medication administration. The classroom experiences facilitate the application of the nursing process, cultural diversity, critical thinking, health promotion, and safe effective medication administration across the lifespan.

**NURS 1910 Foundations in Nursing**
*Prerequisite:* Acceptance into the nursing program
*Credit Hours:* (4-9-7)

An introduction to the art and science of nursing emphasizing the fundamental concepts and skills of care of adult patients' physiologic needs in diverse health care settings. Classroom and clinical experiences emphasize foundational knowledge and competencies that integrate the nursing process, therapeutic and interpersonal skills, cultural diversity, critical thinking, health promotion, and safe effective care.

**NURS 1911 Introduction to Adult Health Nursing**
*Prerequisite:* NURS 1910, NURS 1905, MATH 1001/1111, BIOL 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.

**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.

**NURS 2905** **Guided Self-Study in Medical – Surgical Nursing**
*Prerequisite*: All ASN core, first through the third semester of NURS courses
*Credit Hours*: (1-0-1)

This one-credit-hour course is intended to assist ASN students who need an additional NURS hour to graduate in synthesizing information gathered in previous nursing courses and applying this knowledge to selected case studies. The grade for this course will be Satisfactory/Unsatisfactory.

**NURS 2907** **Transition to Professional Practice**
*Prerequisite:* Concurrent enrollment in NURS 2912
*Course Hours:* (2-0-2)

This is a seminar course that facilitates the transition into professional nursing practice by stimulating inquiry and discovery of essential principles required for safe and effective care and management. Emphasis

is placed on accountability, delegation, legal/ethical responsibilities, health care economics, informatics, career management, and continuing competence.

**NURS 2910** **Acute Adult Health Nursing**
*Prerequisite:* NURS 1911, NURS 1912, NURS 1906, BIOL 2211, ENGL 1102, PSYC 2103 and concurrent enrollment in or completion of HIST2111/2112, BIOL 2250, NURS 2911
*Course Hours:* (3-6-5)

This is the second of three adult health nursing courses, and it integrates nursing care concepts and competencies for adult patients who have acute alterations in physiological functioning or exacerbations of chronic conditions. Classroom and clinical experiences emphasize the application of knowledge and competencies that facilitate the analysis of the nursing process, therapeutic and interpersonal skills, cultural diversity, critical thinking, and safe effective care for adults across the lifespan.

**NURS 2911** **Maternal Child Nursing**
*Prerequisite:* NURS 1911, NURS 1912, NURS 1906, BIOL 2211, ENGL 1102, PSYC 2103 and concurrent enrollment in or completion of HIST 2111/2112, BIOL 2250K, NURS 2910
*Course Hours:* (4-3-5)

This course integrates the knowledge and competencies essential to provide patient-centered nursing care to childbearing families and children from infancy through adolescence in diverse health care settings. Emphasis is placed on health promotion, growth and development, and common obstetrical and pediatric disorders utilizing the nursing process, critical thinking, and evidence-based practices in the classroom and clinical experiences.

**NURS 2912** **Complex Adult Health Nursing**
*Prerequisite:* NURS 2910, 2911, BIOL 2250, HIST 2111/2112, and completion or concurrent enrollment in an approved elective

*Credit Hours:* (3-15-8)

This is the final adult health course, and it facilitates the synthesis of nursing care concepts and competencies for adult patients who have acute/emergent alterations in physiological functioning. Classroom and clinical experiences engage students in the management and analysis of nursing care. Clinical practicum immerses students in the roles of advocator, manager, and collaborator of patient care across the lifespan in diverse health care settings.

**NURS 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 1301Soccer**
*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 1101H** **Honors American Government**
*Prerequisite*: Acceptance into the Honors Program or permission of the Honors Program Coordinator
*Credit Hours*: (3-0-3)

**POLS 2201** **State and Local Government**
*Credit Hours:* (3-0-3)

An examination of the structure, organization and functions of state and local governments. The role of state and local governments in the federal system will be analyzed. Particular attention will be paid to Georgia government.

**POLS 2301** **Introduction to Comparative Politics**
*Credit Hours*: (3-0-3)

A comparative survey of the politics and structure of government in major nation-states.

**POLS 2401** **Global Issues**
*Credit Hours*: (3-0-3)

A study of international relations and politics that explores foreign policies and geopolitical issues.

**POLS 3000** **Special Topics in Political Science**
*Prerequisite:* Grade of "C" or better in HIST 2111 or HIST 2112 or POLS 1101
*Credit Hours:* (3-0-3)

This course allows students to undertake an in-depth study of political phenomena that occur within the country as well as those that transcend national boundaries.

## PSYCHOLOGY

**PSYC 1100** **Contemporary Issues in Introductory Psychology**
*Credit Hours*: (3-0-3)

An introduction to major contemporary issues affecting society from a psychological perspective. Topics

include the difference between scientific and "pop" psychology and the ethics, legitimacy, and practical implications of various debatable issues in psychology.

**PSYC 1101 Introduction to Psychology**
*Credit Hours*: (3-0-3)

A broad survey of the major topics in psychology, including research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal psychology.

**PSYC 1101H Honors Introduction to Psychology**
*Prerequisite:* Acceptance into the Honors Program or permission of the Honors Program Coordinator.
*Credit Hours*: (3-0-3)

This course is an honors introduction to psychology which examines psychological science as it applies to modern thought and practice. Students will use the scientific methods of psychology to critically analyze behavior and mental processes in humans and other animals. Students will also apply psychological principles to life experiences across a wide range of contexts.

**PSYC 2101 Introduction to the Psychology of Adjustment**
*Credit Hours*: (3-0-3)

An introduction to applied psychological theory and research concerning mental health and well-being.

**PSYC 2103 Introduction to Human Growth and Development**
*Credit Hours*: (3-0-3)

A non-laboratory introduction to human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development.

**PSYC 2570 Introduction to Applied Psychology**
*Prerequisite*: PSYC 1101
*Credit Hours*: (3-0-3)

An introduction to the application of psychology to daily life and work. The course focuses on understanding, measuring, changing, and improving the behavior of humans in their various environments, including educational, business workplace and interpersonal relationships.

**PSYC 3020** **Interviewing and Counseling**
*Prerequisite*: PSYC 1101 or SOCI 1101 and HUSV 2101
*Credit Hours*: (3-0-3)

A course focused on developing knowledge, attitudes, and skills essential to effective interviewing and counseling in a variety of settings including social agencies, education, health care, and business. Emphasis on experimental learning of interviewing skills and strategies.

**PSYC 3040** **Social Psychology**
*Prerequisite:* PSYC 1101
*Credit Hours*: (3-0-3)

The scientific study of the behavior of individuals in social situations and how behavior and mental processes are affected by other people and groups. Topics covered include the social self, group processes, stereotyping and prejudice, attitudes, conformity, attraction and relationships and helping others.

**PSYC 3050** **Fundamentals of Abnormal Psychology**
*Prerequisite:* PSYC 1101
*Credit Hours*: (3-0-3)

Abnormal behavior and psychopathy will be explored from different theoretical perspectives as will the historical, social and individual factors that define abnormality. The etiology, classification, diagnosis and treatment of psychological disorders will be studied.

**PSYC 3055** **Addictions**
*Prerequisite:* PSYC 1101, 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.

**SOCI 3090** **Population and Society**
*Prerequisite*: Completion of 45 credit hours and MATH 1001, 1111, 1113, or 1501
*Credit Hours*: (3-0-3)

An introduction to the theoretical foundations, concepts, methods, data, and applications of Population Studies, which is also as Demography, emphasizing the effect of the basic demographic processes of fertility, mortality, and migration on population size, composition, and distribution.

## SPANISH

**SPAN 1001** **Elementary Spanish I**
*Credit Hours*: (3-0-3)

An introduction to listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking regions. Students who are determined by the instructor to be fluent in Spanish through previous schoolwork or experience must take SPAN 1002. Students cannot receive credit for this course and for SPAN 1060.

**SPAN 1002** **Elementary Spanish II**
*Prerequisite*: SPAN 1001, two years of high school Spanish, or permission of the instructor.
*Credit Hours*: (3-0-3)

A continuation of SPAN 1001, including listening, speaking, reading and writing in Spanish and further study of the culture of Spanish-speaking regions. Students cannot receive credit for this course and for SPAN 1060.

**SPAN 1060** **Accelerated Elementary Spanish**
*Credit Hours*: (6-0-6)

An accelerated introduction to listening, speaking, reading, and writing in Spanish and to the culture of Spanish-speaking regions. This course combines SPAN 1001 and 1002 and is open only to non-native speakers of Spanish who completed two units of a foreign language in high school. Students cannot receive credit for this course and for SPAN 1001 or SPAN 1002. This course may not be used to make up a RHSC deficiency in Foreign Language.

**SPAN 2001** **Intermediate Spanish I**
*Prerequisite*: SPAN 1002 or permission of the instructor.
This course is open to native speakers.
*Credit Hours*: (3-0-3)

An extensive reading of authentic literary works in Spanish, review of troublesome aspects of Spanish syntax, and introduction to composition and literary discussion in Spanish.

**SPAN 2002 Intermediate Spanish II**
*Prerequisite:* SPAN 2001
This course is open to native speakers.
*Credit Hours*: (3-0-3)

An extensive reading of authentic literary works in Spanish, review of troublesome aspects of Spanish syntax, and introduction to composition and literary discussion in Spanish.

**SPAN 2201 Spanish Conversation I**
*Prerequisite*: SPAN 2001 or permission of the instructor.
*Credit Hours*: (3-0-3)

Continuations of Intermediate Spanish 2001 and 2002 offered at Enforex Language Schools in Barcelona in Gordon State College's Spanish Immersion Study Abroad program. All instruction is in Spanish, and conversational skills are developed through interaction with students and instructors as well as by traditional teaching methods.

**SPAN 2202 Spanish Conversation II**
*Prerequisite*: SPAN 2201
*Credit Hours*: (3-0-3)

Continuations of Intermediate Spanish 2001 and 2002 offered at Enforex Language Schools in Barcelona in Gordon State College's Spanish Immersion Study Abroad program. All instruction is in Spanish, and conversational skills are developed through interaction with students and instructors as well as by traditional teaching methods.

## SPECIAL EDUCATION

**SPED 3100 Characteristics of Students with Mild Disabilities**

*Prerequisite:* Admission to Candidacy, Bachelor of Science, 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 Middle School and Secondary Classroom**
*Prerequisite:* Admission into the Middle School or a Secondary Education Program
*Credit Hours*: (3-0-3)

This course is a survey of methods and strategies for teaching exceptional students in the general middle school and secondary classrooms. Topics include social skill development, behavior management, and relevant legislation.

**SPED 4000 Educational Assessment of Exceptional Children**
*Prerequisite:* Admission to Candidacy, Bachelor of Science, 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 – Fall Term 2016

***Caution: Some music courses require permission from instructor. Students enrolled in Learning Support courses must enroll in the GFYE (Gordon First Year Experience) course in their first semester.**

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

| **ENGL 0989** | **ENGL 0989 AND MATH 0987, 0989, 0997 OR 0999** | **MATH 0987, 0989, 0997 OR 0999** |
|---|---|---|
| ARTS (All below 3000 level)<br>BIOL 1101<br>BIOL 1050<br>BUSA 1105<br>BUSA 2101<br>BUSA 2106<br>COMM 1500<br>CRJU (All)<br>EDUC 2401<br>ENGL 0989<br>GFYE 0097<br>MATH (All below 3000 level)<br>MUSC (All except 2510 or 2511)*<br>PHED (All)<br>THEA (All except 1100 and 2205) | ARTS (All below 3000 level)<br>BIOL 1011<br>BIOL 1050<br>BUSA 1105<br>BUSA 2101<br>BUSA 2106<br>COMM 1500<br>CRJU (All)<br>EDUC 2401<br>ENGL 0989<br>GFYE 0097<br>MATH 0987<br>MATH 0989<br>MATH 0997<br>MATH 0999<br>MUSC (All except 2510 or 2511)*<br>PHED (All)<br>THEA (All except 1100, 1101 and 2205) | ANTH 1102<br>ARTS (All below 3000 level)<br>BIOL 1011<br>BIOL 1050<br>BIOL 1111<br>BIOL 1112<br>BIOL 2210<br>BIOL 2211<br>BUSA 1105<br>BUSA 2101<br>BUSA 2106<br>COMM 1110<br>COMM 1500<br>CRJU (All)<br>EDUC (All below 3000 level)<br>ENGL (All below 3000 level)<br>FRENCH (All)<br>GEOL (All)<br>GFYE 0097<br>HIST 1121H<br>HIST 1121, 1122<br>HIST 2111, 2112<br>HIST 2183<br>HSIA 2000<br>HUMN (All)<br>HUSV 2101<br>ITEC 2215<br>LIBR 1001<br>MATH 0987<br>MATH 0989<br>MATH 0997<br>MATH 0999<br>MUSC (All except 2510 or 2511)*<br>PHED (All)<br>PHIL 2010<br>PHIL 2020<br>POLS (All)<br>PSYC (All below 3000 level)<br>SOCI (All below 3000 level)<br>SPAN (All)<br>THEA (All) |

## Courses Approved for Students in Learning Support

(continued)

| **ENGL 0999** | **ENGL 0999 AND MATH 0987, 0989, 0997 OR 0999** |
|---|---|
| ACCT (All) | ANTH 1102 |
| ANTH 1102 | ARTS (All below 3000 level) |
| ARTS (All below 3000 level) | BIOL 1011 |
| BIOL 1011 | BIOL 1050 |
| BIOL 1050 | BIOL 1111 |
| BIOL 1111 | BIOL 1112 |
| BIOL 1112 | BIOL 2210 |
| BIOL 2210 | BIOL 2211 |
| BIOL 2211 | BUSA 1105 |
| BUSA 1105 | BUSA 2101 |
| BUSA 2101 | BUSA 2106 |
| BUSA 2106 | COMM 1500 |
| BUSA 2120 | CRJU (All) |
| COMM 1500 | EDUC 2110 |
| CRJU (All) | EDUC 2120 |
| CSCI (All) | EDUC 2401 |
| ECON (All) | ENGL 0999 |
| EDUC 2110 | GEOL (All) |
| EDUC 2120 | GFYE 0097 |
| EDUC 2401 | HUMN (All) |
| ENGL 0999 | ITEC 2215 |
| GEOL (All) | MATH 0987 |
| GFYE 0097 | MATH 0989 |
| HUMN (All) | MATH 0997 |
| ITEC 2215 | MATH 0999 |
| MATH (All below 3000 level) | MUSC (All except 2510 or 2511)* |
| MUSC (All except 2510 or 2511)* | PHED (All) |
| PHED (All) | POLS 1101 |
| POLS 1101 | PSYC 1100 |
| PSYC 1100 | PSYC 1101 |
| PSYC 1101 | PSYC 2101 |
| PSYC 2101 | SOCI (All below 3000 level) |
| SOCI (All below 3000 level) | THEA (All except 2205) |
| THEA (All except 2205) | |
| | **REV: 3/22/2016** |

# Criteria for Determining Learning Support Status
# Effective Fall Semester 2016

| COMPASS PLACEMENT TEST REQUIRED IF… | | |
|---|---|---|
| **SAT** | **ACT** | **Required High School Curriculum deficiency in English or Mathematics** |
| **ENGLISH Below 430V** | **ENGLISH Below 17E** | |
| **READING Below 430V** | **READING Below 17E** | |
| **MATH Below 430M** | **MATH Below 18M** | |

**Phone Number: 678-359-**

| | |
|---|---|
| **Provost & Vice President of Academic Affairs** | **5018** |
| **Biology & Physical Sciences** | **5824** |
| **Business & Public Service** | **5194** |
| **Education** | **5468** |
| **Fine & Performing Arts** | **5047** |
| **History & Political Science** | **5125** |
| **Humanities** | **5047** |
| **Mathematics & Computer Science** | **5826** |
| **Nursing & Health Sciences** | **5197** |
| **Admissions** | **5021** |
| **Business Office** | **5010** |
| **Counseling** | **5585** |
| **Financial Aid** | **5990** |
| **Learning Support** | **5282** |
| **Registrar** | **5022** |

| COMPASS | | ACCUPLACER | COURSES |
|---|---|---|---|
| **Reading COMPASS 62-77 AND English COMPASS 32-64** | | **Reading ACCUPLACER 46-67 AND WritePlacer 3** | **ENGL 0989** |
| **Reading COMPASS 62-67** | | **Reading ACCUPLACER 46-52** | **ENGL 0989** |
| **Reading COMPASS 68-77** | | **Reading ACCUPLACER 53-67** | **ENGL 0999 / ENGL 1101** |
| **English COMPASS 32-43** | | **English WritePlacer 3** | **ENGL 0989** |
| **English COMPASS 44-64** | | **English WriterPlacer 4** | **ENGL 0999 / ENGL 1101** |
| **Intended non-STEM Majors** | **Math COMPASS 20-30** | **Math ACCUPLACER 32-56** | **MATH 0987** |
| | **Math COMPASS 31-41** | **Math ACCUPLACER 57-72** | **MATH 0997 / MATH 1001** |
| **Intended STEM Majors** | **Math COMPASS 20-30** | **Math ACCUPLACER 32-56** | **MATH 0989** |
| | **Math COMPASS 31-41** | **Math ACCUPLACER 57-72** | **MATH 0999 / MATH 1111** |

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

# Student Conduct Regulations

Gordon State College believes in a positive approach to student life on campus. Gordon's emphasis is on the idea that college students have the same rights and privileges that are available to all other citizens, that no special rights exist on the campus nor in the name of the College, and that the rights which all citizens enjoy can continue only so long as they do not interfere with the rights of others. Assurance of the continuation of these freedoms is dependent upon all college constituents abiding by the rules and laws, and upon lawfully and peacefully seeking changes in the rules and laws with which they may disagree.

# Title IV Legal Notice

Gordon State College recognizes and supports local, state, and federal laws and policies of the Board of Regents, with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs, as well as the Drug-Free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere.

**Standards of Conduct**

- State of Georgia Statutes declare that it is unlawful for any person less than 21 years of age to possess or consume alcoholic beverages.
- It is unlawful to sell, give, serve, or permit to be served alcoholic beverages to a person less than 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.
- It is unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law.
- To receive federal student aid, a student must not have a drug conviction for an offense that occurred while they were receiving federal student aid (such as grants, loans, or work-study).

**Alcohol**

Gordon State College expressly prohibits the unauthorized or illegal use, possession, sale or distribution of alcoholic beverages on campus. Student activity funds or state funds may not be used for the purchase of alcoholic beverages. Gordon State College is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws, incorporated into the Gordon State College Alcohol and Drug-Free Campus Policy, will not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the President of Gordon State College.

## Drug

Gordon State College prohibits the possession, use, or distribution of drugs and alcohol by students and employees on the Gordon State College campus or as any part of Gordon State College's activities, whether on or off campus. Gordon State College is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws, incorporated into the Gordon State College Alcohol and Drug-Free Campus Policy, will not be condoned on the campus or at any activity held off campus by any constituency.

## Student Organization Responsibility for Drug Abuse

Official Code of Georgia Annotated Section 20-3-90 et seq., provides that any student organization functioning at any university system institution which knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or a dangerous drug when such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn, shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt. The organization shall also be prohibited from the use of all property and facilities of the university system institution with which it is affiliated. These disciplinary actions are subject to administrative review and hearing procedures as are provided in the code.

## Travel

Students should be aware that they are responsible for abiding by the Drug-Free Campus Policy and that they may be held liable, both civilly and criminally, in the case that they are found in violation. When students travel, they should know that their point of destination is considered an extension of the campus. Violations occurring off campus will be treated the same as if the violations occurred on campus.

All students participating in extra-curricular travel are required to complete the necessary travel forms prior to departure and return them to the Student Activities Office. These forms can be obtained from the Director of Student Activities or online.

**Risks Associated with the Alcohol Abuse and Illicit Drug Use**

The inappropriate or excessive use of alcohol and other drugs are associated with a variety of personal health risks, and risks to others. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including murder, rape, armed robbery, vandalism, spouse and child abuse, and drunk driving. High doses of alcohol often cause marked impairment in higher mental function, severely altering a person's ability to learn and remember information and make judgments. Heavy use may cause chronic depression and suicide and is also greatly associated with the abuse of other drugs. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. The use of even small amounts of alcohol by a pregnant woman can damage her fetus.

Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders, and impairment of the central nervous system, all of which can lead to dependence, particularly in person with one or more parents or grandparents who were problem drinkers. At least 15-20 percent of heavy users will eventually become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake by alcoholics is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, or convulsions, which can be life threatening.

Use of Illicit Drugs interferes with the brain's ability to take in, sort and synthesize information. They distort perception, which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory. Illicit drugs all have some health-threatening qualities, some more than others. Examples are lung damage for marijuana, central nervous system disorders for cocaine, heroin, and hallucinogens, and liver damage from inhalants. Dependence and addiction are constant threats to users. HIV is widely spread among intravenous drug users. Regular abuse of these substances generally exposes users to criminal elements who may influence users to become involved in criminal activities in addition to their already illegal drug use.

**Information on Alcohol and Drugs and Treatment Referral**

Gordon State College has no drug and alcohol treatment or rehabilitation programs. A community resource list with options for addiction treatment is available on the Counseling Center webpage including resources in Barnesville and surrounding counties. Programs listed as referral sources should not be interpreted as an endorsement by the College.

**Suspension from Public Institution for Convicted Drug Offenders**

Georgia law (see O.C.G.A. §20-1-23) mandates that any student of a public educational institution who is convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug, shall, as of the date of conviction, be suspended from the public institution in which such person is enrolled. The suspension shall be effective as of the date of conviction for the remainder of the term. A convicted student would forfeit any right to any academic credit otherwise earned or earnable for such term. The only exception allowed is in cases where the institution has taken student conduct action for the same offense prior to conviction.

**Student Conduct Sanctions for Alcohol/Drug Offenses**

Sanctions that may be imposed by Gordon State College for violators of this Policy include the following or any combination thereof: Reprimand; Restrictions; Probation; Suspension; Forced withdrawal or expulsion; Referral; Monetary fine.

**Legal Sanctions – Alcohol Offenses**

| 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)<br>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<br>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 accepts admission to Gordon State College and continue until the time of graduation or withdrawal. The student assumes an acceptance of the standards and regulations which are stated in this handbook and in other publications of the College. Students should realize that they may be held accountable through the College's disciplinary system when an on-campus or off-campus offense is committed. The College will take necessary and appropriate action to protect the safety and well-being of its community. In such case, the Vice President for Student Affairs or official designee may impose the necessary temporary sanctions, pending a hearing unless the student admits responsibility and participates in an informal hearing.

The most current version of the Student Code of Conduct may be found online. In the event of a conflict between the Student Code of Conduct and other College policies, the most current version of the Code governs. Students involved in criminal matters may be sanctioned by the College in addition to any sanctions that may be imposed by a court of law. However, the relationship a student has with the state or federal court system does not alter the student's relationship with the College unless the student is also found responsible for violating College Policy.

## A. Classroom Behavior

Discipline in the classroom is vested in the authority of the instructor. Instructors are expected to establish guidelines for their classes and the college will support their enforcement.

## B. Academic Dishonesty

Gordon State College recognizes honesty and integrity as being necessary to the academic function of Gordon State College. The following regulations are promulgated in the interest of protecting the equity and validity of Gordon State College's

grades and degrees and to assist students in developing standards and attitudes appropriate to intellectual life.

1. No student shall receive or attempt to receive assistance not authorized in the preparation of any laboratory reports, examinations, essays, themes, term papers, computer software, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.
2. No student shall knowingly give, or attempt to give, unauthorized assistance to another in the preparation of any laboratory reports, examinations, essays, themes, term papers, computer software, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.
3. Plagiarism is prohibited. It is assumed that the written work submitted for evaluation and credit is the student's own unless appropriately acknowledged. Such acknowledgment should occur whenever one directly quotes another person's actual words, appropriates another's ideas, opinions, or theories even when they are paraphrased, and whenever one borrows facts, statistics, or other illustrative materials unless the information is common knowledge.
4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date or time in any course of study offered by the College, excluding questions and answers from tests previously administered.
5. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, library materials, etc.
6. No student shall falsify any fact presented in any laboratory reports, research, examinations, essays, themes, term papers, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

## C. Administrative Summons

Students are expected to respond immediately to an administrative summons.

## D. Alcohol

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Federal, state, and local laws pertaining to possession and use of alcoholic beverages and other drugs are enforced on the College campus and in residence halls.

1. The manufacture, distribution, sale, possession, or use of intoxicating substances on campus, or while participating in a College function, or at College approved events off campus is strictly prohibited.
2. Student(s) on or returning to campus who are unable to control himself or herself because of alcohol consumption are in violation of the **Student Code of Conduct**.
3. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.
4. Consumption or possession of alcoholic beverages is not allowed on campus.
5. Alcohol containers are not allowed (full, empty, or decorative). The possession or presence of alcohol containers (full, empty, decorative, etc.) is prohibited in residence hall rooms and on campus and will be viewed as evidence of possession or consumption of alcoholic beverages regardless of student's age.

**This procedure applies to all drugs and their abuse (including alcohol). Exception for Disclosures:** The school, at its discretion, may notify parents of a student under 21 (at the time of violation) if the institution has determined that the student violated its alcohol or drug policies.

## E. Animals

Animals, except for those needed to assist disabled persons or those required for research or class experiments, are prohibited (unless written permission is obtained from the Vice President for Student Affairs or official designee). No animals of any kind may be kept in or about the residence halls.

## F. Continuing Duty to Disclose Criminal/Disciplinary Matters

Gordon State College students have a continuing duty to report criminal/disciplinary events that occur after application to the College. The criminal/disciplinary events that must be reported are described below and reports must be made to the Office of the Vice President of Student Affairs within 72 hours of the Student's notice of the event. Failure to comply with the requirement may result in sanctions to and including immediate withdrawal from the college.

- Conviction of a crime other than a minor traffic violation
- Criminal charges filed against the student
- Entering a plea of guilty, a plea of no contest, a plea of nolo contendere, and Alford plea, or a plea under any first offender act in response to charges filed against the student
- Disciplinary or academic misconduct charges initiated or sanctions imposed against the student from a high school or former college or university

## G. Compliance with College Policy

In addition to the general rights and obligations of College community, each Student is obligated to apprise him/herself of and comply with all College rules, regulations and policies. Students are individually responsible for understanding and exercising their rights, fulfilling their obligations and respecting the rights of others. Lack of knowledge of a College policy will not be accepted as excuse for failure to observe it.

## H. Dining Hall Rules and Regulations

### Dress Code

All individuals entering the dining hall must wear a shirt and shoes. The cafeteria reserves the right to deny entrance to anyone in attire deemed inappropriate.

**Language**

Loud, obscene, or profane language will not be permitted in the cafeteria.

**Safety**

No disruptive behavior will be tolerated (i.e., horseplay, wrestling, food throwing, fighting, etc.).

**Identification**

To dine in the dining hall you must have your proper encoded student identification and/or a meal card or pay cash at the door.

**Smoking**

Smoking is not allowed.

**Courtesy**

Students are responsible for leaving tables clean and taking trays to dish room.

## I. Disciplinary Charges

Disciplinary charges against a student or student organization alleging infractions of the rules and regulations of the College may also subject such student or student organization to temporary sanctions by the Vice President for Student Affairs or official designee. This may include suspension pending the final disposition of the case if the student's presence or conduct disrupts the academic atmosphere of the school, endangers fellow students, teacher or school officials, or damages property.

## J. Disorderly Assembly

1. No student shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion which interferes with the normal operation of the College. This section should not be construed so as to deny any student the rights of peaceful, nondisruptive assembly. Students

may seek written permission from the Vice President for Student Affairs or official designee to assemble for peaceful purposes.

2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of College facilities, or materially interfere with the normal operation of the College.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited. (Any use of sound amplification equipment must be cleared through the Vice President for Student Affairs or official designee.)

## K. Disorderly Conduct

1. Disorderly or obscene conduct, language, dress or breach of the peace on College property or at any function sponsored or supervised by the College is prohibited.
2. No student shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus. Physical assault, including sexual assault, is prohibited.
3. No student shall intentionally harass another person. Harassment includes but is not limited to threatening, intimidating, verbally abusing, impeding, telephoning, following, or persistently bothering or annoying. Harassment may represent but is not limited to acts based on sex, race, religion, national origin, or disability.
4. No student shall fail to comply with the administrative policies enacted by the College.
5. Conduct on College property or at functions sponsored or supervised by the College, which materially interferes with the normal operation of the College or the requirements of appropriate discipline, is prohibited.
6. No student shall enter or attempt to enter any building, dance, social or athletic event, or any other event sponsored by or supervised by the College or any recognized College organization without credentials for admission, i.e., ticket, I.D. card, invitation, key, etc. At such College functions, a student must present proper credentials to properly identified College faculty and staff upon their request.
7. Conduct, dress, and/or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community are prohibited.

8. No student shall interfere with, give false name to, or fail to cooperate with, any properly identified College faculty, administrative, or staff personnel while these persons are in the performance of their duties.
9. The children of students are not allowed in class. Children (unauthorized) are not conducive to the residence hall environment and are not allowed in the residence halls.
10. In-line skating, roller blading, hover boarding and/or skateboarding is prohibited throughout the college campus.

## L. Disregard for Library Property

No student shall take, attempt to take, or keep in their possession items belonging to the library, or items placed in the library for display, reference, etc. Malicious or unwarranted damage, destruction, or defacement of library materials is prohibited.

## M. Dress

Students are required to be appropriately dressed while on campus so as not to cause disruption and or disrespect to students, faculty, staff, or guests of Gordon State College. Inappropriate dress may include but not limited to:

1. Showing of undergarments, for both male and female.
2. Clothing with derogatory or lewd messages either in words or pictures.

Failure to adhere to the above dress code policy may result in disciplinary action. (Note specific dress code requirements in food service areas listed elsewhere)

## N. Drug - Zero Tolerance

Georgia law prohibits possession of drugs. Federal, state, and local laws pertaining to possession and use of drugs are enforced on the College campus and in residence halls.

1. The manufacture, distribution, sale, possession, or use of marijuana, narcotics, controlled substances, intoxicating substances or dangerous drugs on campus, or while participating in a College function, or at College approved events off campus is strictly prohibited.

2. Student(s) on or returning to campus who are unable to control himself or herself because of drug consumption are in violation of the **Student Code of Conduct**.
3. Consumption or possession of drugs is not allowed on campus. Possession of drug paraphernalia is prohibited on campus.
4. Inappropriate or misuse of prescription drug(s) is a violation of the drug policy.

**This procedure applies to all drugs and their abuse (including alcohol). Exception for Disclosures:** The school, at its discretion, may notify parents of a student under 21 (at the time of violation) if the institution has determined that the student violated its alcohol or drug policies.

Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs, shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. (BOR Policies; Section 406.04).

**Withdrawal of Recognition of Student Organizations due to violation of zero tolerance drug rule**

The Board of Regents has determined that the use of marijuana, controlled substances, or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state, and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise. (Section 406.01)

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which through its officers, agents, or responsible members knowingly permits, authorizes or condones the manufacture, sale, distribution,

possession, serving, consumption or use of marijuana, controlled substances or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement or other document between the Board of Regents or the institution and the student organization which relates to the use of the property leased, rented or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VII of the Bylaws).

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs.

Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter.

## O. Explosives

No student shall possess, furnish, sell, or use explosives of any kind on College property or at College functions.

## P. Falsification/Misrepresentation of College Records

1. No student shall complete any College record dishonestly.
2. No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form, or document used by the College, nor shall any student knowingly use any such altered, counterfeited, or forged record, form, or document.
3. No student shall hinder or mislead or attempt to hinder or mislead a properly identified College official in the performance of his/her duty by providing false or misleading information or by misrepresenting the facts.

## Q. Fire Safety

1. No student shall tamper with fire safety equipment.
2. The unauthorized possession, sale, provision, or use of any incendiary device is prohibited.
3. No student shall set or cause to be set any unauthorized fire or fire hazard in or on College property.
4. No student shall make, or cause to be made, a false fire alarm.
5. All occupants of a building must leave the building *immediately* whenever the fire alarm sounds.
6. The possession or use of fireworks on College property or at events sponsored or supervised by the College or any recognized College organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
7. Hot plates, toaster ovens, open elements, or other appliances may not be used in the residence halls.
8. **Smoking is NOT permitted in the residence halls or surrounding areas.**

## R. Free Speech

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 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 indicting 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 is to provide a forum for planned events.

4. This policy does not limit or prohibit thee 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.

## S. Gambling

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

## T. Harassment

Gordon State College prohibits, and will not tolerate, harassment based on sex, race, color, national origin, religion, age, disability, genetic information, veteran status, or any other characteristic protected by applicable law. This procedure applies to all administrators, faculty members, staff, employees, applicants, independent contractors, students, prospective students, visitors, volunteers, and anyone else who visits or has business on the campus of Gordon State College or interacts with employees, students, or other members of the college community. Any person who violates this procedure against harassment will be subject to appropriate penalties, which may include termination, expulsion, and/or dismissal.

## U. 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.

## V. 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.

## W. Jurisdiction and Authority

The Student Code of Conduct applies equally to students and student organizations. The College has jurisdiction to hear all matters related to violation of College policy and reserves the right to take appropriate action to protect the safety and well-being of the College community.

The Code applies to all student conduct on or adjacent to College property, at College-sponsored activities and programs including those in remote and international locations, and at student organization activities. The Code also applies to conduct occurring on non-College property and at non-College events when that conduct may threaten the safety of the College community. The Code continues to apply to student conduct while a conduct matter is pending if the student withdraws from school.

## X. 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.

## Y. 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.)

## Z. Payment of Fees, Charges, or Fines

Students are required to pay fees, charges, and fines within the specified time.

## AA. 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).

## BB. 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.

## CC. 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.

## DD. 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.

## EE. 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.*

## FF. 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.

## GG. 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.

## HH. 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.

## II. 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, nunchakus, bows, clubs, baseball bats, etc.).
3. No reasonable facsimile of a weapon is allowed on campus for safety's sake (i.e. toys, squirt guns, rubber knives, etc.).

## Regents' Statement on Disruptive Behavior

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System. The rights, responsibilities, and prohibitions contained in this Statement are incorporated as part of these regulations.

"The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights of freedom of its faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible, disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

"In recent years a new serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use of display or verbal or written obscenities involving indecent or disorderly conduct.

"These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that for intellectual debate and persuasion which are at the very heart of education.

"The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the

preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

"Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. The essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or electoral process.

"For these reasons and in order to respond directly and specifically to this new problem the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or help on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

"The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

"The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of American Colleges in January, 1968, and by the Executive Committees of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education" (Minutes, 1968-69, pp. 166, 169).

# Disciplinary Procedures

## Reports of Student Misconduct

When a student is reported with violation of conduct regulations, the disposition of the student's case shall be conducted according to the College's due process requirements, in keeping with the procedures outlined below.

1. Complains to the appropriate department and/or person(s) should include as much information as possible- such as: (1) the type of misconduct alleged; (2) the name and contact information of the respondent; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal has been made.

   Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

   Where appropriate, complainants may file a law enforcement report along with an institutional report.

   a. Confidentiality: Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institutions should consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. The institution should inform the requesting party that the institution generally cannot guarantee confidentiality. Further, honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.

   b. Retaliation: Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or

cooperating in, or otherwise being associated with an investigation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action, pursuant to the institution's policy.

c. False Complaints: Individuals who intentionally give false statements to an institution official, or who submit false complaints or accusations, including during a hearing, in violation of policy shall be subject to disciplinary action pursuant to the institution's policy.

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

   Not all matters covered under this policy will necessarily involve alleged victims; however, where they are involved, it should be noted that a complainant will not always be the alleged victim but instead may be a third-party witness. The institution may also respond to issues raised by third-party complaints (such as referrals by police) or discovered by staff or through its own investigations.

2. The student shall be notified by the 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 to 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 Conduct Officer or official designee will take appropriate action.

b. The student may, in writing, deny the alleged violations in which case the institution shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct should be addressed when such acts occur on institution property or at institution-sponsored or affiliate events, or otherwise violate the institution's student conduct policies at non-institution sponsored events. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply.

Access to Advisors: The respondent and alleged victim (where applicable), as parties to these proceedings. Shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The institution shall not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members.

Training: The institution's individual(s) tasked with investigating allegations of student misconduct shall not be responsible for training student conduct panel/board members or appellate body members.

Initial Evaluation of Student Conduct Reports: Regardless of how an institution becomes aware of misconduct, it shall ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person, the institution shall review the complaint to determine whether the allegation(s) describes conduct in violation of the institution's policies and/or code

of conduct. If the reported conduct would not be a violation of the institution's policies and/or code of conduct then the report should be dismissed. Otherwise, a prompt, thorough, and impartial investigation and review shall be conducted into each complaint received to determine whether charges against the respondent should be brought.

Throughout any investigation and resolution proceedings, a respondent shall receive notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent during the investigation and resolution process, without an adverse inference resulting. If the respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result, and may be resolved against the respondent. Further, unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

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

1. The respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file. Where applicable, a copy shall also be provided to the alleged victim via the same means.

2. Upon receipt of the written notice, the respondent shall be given at least three (3) business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. A non-response will be considered a general denial of the alleged misconduct.

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

4. The investigation shall be summarized in writing in an initial investigation report and provided to the respondent and the alleged victim (where applicable) in person or via email. This summary should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.

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

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

7. The final investigative report should be provided to the student misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy shall also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to

otherwise influence the proceedings outside of providing testimony during the hearing.

c. The Judicial Committee will make a recommendation to the Vice President for 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.

**Interim Suspensions**

Interim suspensions – that is, suspensions while the investigation and adjudication process are proceeding – should only occur where necessary to maintain safety, and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

While firmly committed to the concept of due process, the College recognizes the fact that the student may be accused of on-campus or off-campus offenses which, by their nature, would present a clear and present danger of serious physical or mental harm to the students or to another member of the College community or to the College property. In such cases, the Vice President for Student Affairs or official designee may impose the necessary temporary sanctions, pending a hearing if requested by the student.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension shall take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

## The Student Judicial Committee

The purpose of the Student Judicial Committee shall be to hear all disciplinary appeals and recommend disciplinary sanctions to the Vice President for 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.

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.

## Hearing

In no case shall a hearing to resolve charge(s) of student misconduct take place before the Investigative report has been finalized or before the respondent has had an opportunity to respond in writing, unless the respondent has chosen to go through an informal process or otherwise provided a written waiver of rights to these procedures. Further, unrelated charges and/or cases shall be heard separately unless the respondent voluntarily consents to the charges/cases being heard jointly.

Where the respondent indicates that he or she contests the charges, and once the investigative report has been finalized and copies provided to the respondent and alleged victim (where applicable) the case shall be set for hearing; however, the alleged victim (where applicable) and respondent may have the option of selecting mediation as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs, or his/her designee.

Where a case is not resolved through mediation, the respondent shall have the option of having the charges heard either by an administrator (hearing officer) or a student conduct panel. Notice of the date, time,

and location of the hearing, shall be provided to the respondent and alleged victim (where applicable) at least five (5) business days prior to the hearing. Notice shall be provided via institution email or alternative method, if necessary. Additionally, the following standards will apply to any such hearing:

3. The respondent shall have the right to present witnesses and evidence to the hearing officer or panel, as well as ask questions to any witnesses. At the determination of the hearing officer or panel, this questioning may take place through the submission of written questions to the panel or hearing officer for consideration; however, the parties' advisors may still actively advise and assist in drafting those questions. The hearing officer or panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the hearing officer or panel shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.

4. Where the hearing officer or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location. In doing so, the hearing officer or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.

5. Formal civil rules of evidence do not apply to the investigatory or resolution process.

6. The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.

7. Institutions should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings.

8. Following a hearing, both the respondent and alleged victim (where applicable) shall be provided a written decision via institution email of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing.

9. 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 interferes materially with the hearing.

10. Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The designee may not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

**Possible Sanctions**

In determining the severity of sanctions or corrective actions the following should be considered: The frequency, severity, and/or nature of the offense, history of past conduct, an offender's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests. The student conduct panel or hearing officer will determine sanctions and issue notice of the same, as outlined above.

The broad range of sanctions includes: expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties (*e.g.*, change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (*e.g.*, holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Code of Conduct. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

1. **Expulsion** – Permanent, forced withdrawal from the College constitutes the maximum disciplinary penalty. Although expulsion may be imposed on the first offense, it is usually administered after other methods of discipline have been exhausted. Expulsion from the College is indicated on the student's transcript, and he/she may not re-enter or visit the College.

2. **Disciplinary Suspension** – Forced withdrawal from the College for a specified time. Suspension is for a period of not less than one full semester. During any period of suspension or withdrawal associated with disciplinary reasons, a student may not visit the campus for reasons other than clarification of academic or behavior record. No transfer credit from another institution which is earned, while the student is under suspension from Gordon State College, will be accepted for credit toward a degree at Gordon State College.

3. **Disciplinary Probation** – Notice to the student that any further disciplinary violation may result in suspension or expulsion without appeal. Disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, or restitution.

4. **Restrictions** – Exclusion from participating in:

a. Social activities
b. Identification card privileges (cafeteria, library, Student Activity and Recreation center, etc.)
c. Parking areas

5. **Reprimand**
   a. **Oral Reprimand** – an oral disapproval issue to the student.
   b. **Letter Reprimand** – a written statement of disapproval to the student.

6. **Restitution** – Reimbursement for damages to or misappropriation of property, this may take the form of appropriate service or other compensation.

7. **Discretionary Sanctions** – Work assignments, service to the College, counseling, alcohol evaluation, or other related discretionary assignments.

8. **Forced Withdrawal** – From the academic course within which the offense occurred without credit for course.

9. **Change in Grade** – Initiated by the instructor for the course in which an academic irregularity occurred.

10. **Housing Penalties** – (a) Expulsion from Gordon State College housing; (b) Suspension from housing; (c) Housing relocation; (d) Residence Hall restrictions; (e) Other.

## Appeals

Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided to the respondent. The alleged offender shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing question were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information. Appeals may be made by the alleged offender for the above reasons in

any case where sanctions are issued- even those in which such sanctions are held "in abeyance," such as probationary suspension or expulsion.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision.

The appeal should be made to the Vice President for Student Affairs or his/her designee. The appeal shall be a review of the record only, and no new meeting with the respondent or any alleged victim will be held. The Vice President, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction lesser severity; remand the case back to the decision-maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The Vice President for official designee shall then issue a decision in writing to the respondent within a reasonable time period.

The decision of the Vice President or his/her designee may be appealed in writing within five(5) business days (as determined by the date of the decision letter) to the President of the institution solely on the four grounds set forth above.

The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of lesser severity, remand the case back to the decision maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be issued in writing to the respondent within a reasonable time period. The President's decision shall be the final decision of the institution.

Should the respondent wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

**Residential Students**

When an on-campus residential student is charged with a violation of the Student Conduct Code which involves breach of residence hall regulations in or around the residence halls (refer to The Guide to Highlander Living), the case shall be referred to the Office of 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.

## Academic Judicial Committee

The purpose of the Academic Judicial Committee shall be to determine whether a student has violated **academic** College policies or regulations and to recommend appropriate discipline when deemed necessary.

1. The Academic Judicial Committee shall consist of four faculty members and three regularly enrolled students chosen from a pool of students selected by the Student Government Association to represent a cross section of the student body.

2. The members of the Academic Judicial Committee shall select one of the faculty members to act as Chair. The Office of the Provost shall be responsible for providing to the Academic Judicial Committee a member of its staff to perform recording functions.

3. The Academic Judicial Committee shall hear cases involving alleged academic violations of the Student Code of Conduct which shall be referred by the Provost or official designee.

4. Preliminary investigations of charges against a student shall be made by the Provost or by the official designee. Cases are referred to the Academic Judicial Committee through its chairperson. The chairperson shall set the time and place for a hearing and shall notify other members and from that point all summoning of defendant(s) and witnesses shall be done by the office of the Provost.

5. Decisions of the Academic Judicial Committee shall be by majority vote.

6. Any member of the Academic Judicial Committee shall disqualify himself/herself if his/her personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or the institution. Any member of the Academic Judicial Committee may be removed for challenge by cause by a vote of the remaining members of the committee present. In the event of a challenge to the Chair, the Faculty Senate Chair shall rule on the challenge.

7. All hearings of the Academic Judicial Committee will be closed. Only committee members, representatives from the Academic Affairs Office, the accused student(s), and the advisor to the accused may attend. Attorneys are not allowed.

8. The Academic Judicial Committee shall make a tape recording and/or summary record of the proceedings.

9. The Academic Judicial Committee shall provide a brief written summary of each case to the Provost and to the student involved.

Students have the right to appeal the decision of the Academic Judicial Committee. Appeals must be submitted within three (3) days of receiving the decision of the Committee to the Provost or official designee. A student may appeal on grounds that evidence was not sufficient to find him/her guilty, new evidence, committee bias, or disproportionate sanctions for the offense. The Provost or official designee shall review the case, and all related documents, and shall render a decision to the student within three (3) working days.

## Alma Mater

Remember him, our namesake strong
Who braved the fight at Gettysburg
Remember too the many 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 accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate of Arts and Science degrees, Associate of Science in Nursing, and to award baccalaureate degrees in Early Childhood Education/Special Education, Biology, Mathematics, English, History, Human Services, Health Information Management, Management & Administration, and Nursing. The College has been approved for federal and state financial aid programs. Information about approval and/or accreditation may be obtained from the following:

- **Southern Association of Colleges and Schools Commission on Colleges**
  1866 Southern Lane
  Decatur, GA 30033
  4043679.4500
  www.sacscoc.org

The Gordon State College Nursing Program has had full approval by the Georgia Board of Nursing since 1972. The program has had full, continuing accreditation by the Accreditation Commission for Education in Nursing (ACEN) since 1976. Information about approval and/or accreditation may be obtained from the following:

Agencies

- **Georgia Board of Nursing**
  237 Coliseum Drive
  Macon, GA 31217
  http://sos.ga.gov/index.php/licensing/plb/45
  478.207.2440

- **Accreditation Commission for Education in Nursing (ACEN)**
  3343 Peachtree Road NE
  Suite 850
  Atlanta, GA 30326
  http://www.acenursing.org/
  404.975.5000

Gordon State College began offering a Bachelor of Science in Early Childhood/Special Education in 2006. Certification programs for high school teachers are offered in Biology, Mathematics, English and History. Information about approval and/or accreditation may be obtained from the following:

Agencies

- **National Council for Accreditation of Teacher Education (NCATE)**
  2010 Massachusetts Avenue, NW Suite 500
  Washington, DC 20036-1018
  http://www.caepnet.org
  202.466.7496

- **Georgia Professional Standards Commission**
  Two Peachtree Street NE #6000
  Atlanta, GA 30303
  www.gapsc.com
  404.232.2500

# Board of Regents
# of
# The University System of Georgia

(Adopted December 13, 1967)
(Revised December 13, 1972)

1. Name: The official name of the Board of Regents under its constitution charter is "BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA."

2. Charter: The charter of the corporation consists of the original charter of the Trustees of the University of Georgia embodied in the Act of the General Assembly of the State of Georgia approved January 27, 1785; Article 6, Sections 45 through 77 of the Reorganization Act of the State of Georgia, Georgia Laws of 1931, and all other laws of the State of Georgia applicable to the Board of Regents.

3. Seal: The official seal of the Board of Regents shall have inscribed thereon the words "BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA," the year 1785 and the word "SEAL."

4. Institutions of the University: The University System of Georgia shall consist of the following institutions and such other institutions as may be established by the Regents from time to time:

| **University System Institution** | **Location** |
|---|---|
| Abraham Baldwin Agricultural College | Tifton |
| Albany State University | Albany |
| Armstrong State University | Savannah |
| Atlanta Metropolitan State College | Atlanta |
| August University | Augusta |
| 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 Southern University | Statesboro |
| Georgia Southwestern State University | Americus |
| Georgia State University | Atlanta |
| Gordon State College | Barnesville |
| Kennesaw State University | Kennesaw |
| Middle Georgia State University | Macon |
| Savannah State University | Savannah |
| South Georgia State College | Douglas |
| University of Georgia | Athens |
| University of North Georgia | Dahlonega |
| University of West Georgia | Carrollton |
| Valdosta State University | Valdosta |

A 19-member constitutional Board of Regents governs the University System of Georgia, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years.

# Gordon State College Administration

## Office of the President

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
TBA
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**

C. Jeffery Knighton, B.S., 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**
Dr. Susan F. Finazzo, B.A., M.S., Ph.D.
Interim Dean of 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 and Physical Sciences**
Mustapha A. Durojaiye, B.A., M.S., Ph.D.
Department Head of the Department of Biology and Physical Sciences

**Department of Business and Public Service**
Barry Kicklighter, Ph.D., LPC
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**
Edward J. Whitelock, B.A., M.A., Ph.D.
Department Head of the Department of Humanities

**Department of Mathematics and Physical Science**
Nolan B. McMurray, Jr., B.S., M.Ed., Ph.D.
Department Head of the Department of Mathematics and Computer Science

**Institutional Effectiveness**
Teresa A. Betkowski, B.A., M.Ed.
Assistant Vice President

**Institutional Research**
L. Britt Lifsey, B.I.E., M.S.
Director of Institutional Research

**Library**
Sonya S. Gaither, B.S., M.S.L.S., Ed.D.
Director of Library Service & Professor of Library Science

**Minority Advisement**
Michele Perry-Stewart, B.A., M.A.
Associate Professor of English

**Student Success Center**
Peter J. Higgins, B.A., M.A.
Director of Student Success, Advising & Testing

**Office of Business Affairs**

Kristen B. Albritton, B.A., M.S.
Vice President for Finance and Administration

**Comptroller**
Walter Green, B.S., M.B.A.
Assistant Vice President for Finance and Administration and Comptroller

**Human Resources**
Laura M. Bowen, B.S., Ed., LMFT
Assistant Vice President of Human Resources

**Information Technology**
Jeff Hayes, B.A.
Director of Information Technology

**Business Services**
Kenneth Hutto, B.S.
Bursar

**Purchasing**
Cindy McCard, A.S.
Buyer

**Budgets and Auxiliary Operations**
Justin M. White, B.S., M.B.A.
Director of Budgets and Auxiliary Operations

**Auxiliary Services**

**Bookstore**
Connie Wade, A.S.
Manager

**Dining Services**
Connie Prezioso
Interim General Manager

**Facilities**
Richard Vereen
Director of Facilities

**Public Safety**

Jeff Mason, M.P.A.
Director of Public Safety

**Office of Student Affairs**

Dennis R. Chamberlain, B.S., M.Ed., Ed.S., Ed.D.
Vice President for Student Affairs

**Admissions Office**
Ben Ferguson, A.B.A., B.B.A., M.B.A.
Director of Admissions

**Financial Aid**
Jody DeFore, B.A.
Director of Financial Aid

**Registrar's Office**
Janet Barras, B.A.
Registrar

**Athletics/Campus Recreation**
Gary Sharpe, B.A., M.S.
Director of Athletics and Student Conduct Officer

**Counseling**
Alicia Dorton, B.S., M.S., LPC, CRC
Director of Counseling and Accessibility Services

**Residence Life**
Tonya Coleman, B.S., B.S.Ed., M.P.A.
Director of Residence Life

**Student Activities**
Sharon Lloyd, B.S.
Director of Student Activities

## Gordon State College Faculty

**Stephen Agyare,**
Lecturer of Health Information Management
B.S., Macon State College; MA, University of Alabama

**Thomas A. Aiello,**
Department Head of the Department of History and Political Science and Professor of History
B.A., Colorado State University; M.A., Ph.D., University of Texas at Arlington

**Bernard A. Anderson,**
Associate Professor of Mathematics
B.A., Yale; Ph.D., University of California Berkeley

**James Awbrey,**
Assistant Professor of Sociology
B.A., M.A., Texas Tech University; Ph.D., University of Georgia

**John P. Barnard,**
Associate Professor of Instructional Technology
B.S., Regents College; M.Ed., Ph.D., Arizona State University

**Richard L. Baskin,**
Associate Vice President for Academic Affairs and
Professor of English
B.A., M.A., University of North Texas; Ph.D., University of Tennessee, Knoxville

**Kris A. Beck,**
Associate Professor of Political Science
B.A., University of Chicago; M.A., Ph.D., University of Iowa

**Pamela T. Bell,**
Associate Professor of Education
B.A., M.Ed., Georgia College and State University; Ed.S., Argosy University, Sarasota

**Michael J. Bender,**
Associate Professor of Biology
B.B.A., University of Georgia; M.S., Georgia College and State University; Ph.D., University of Georgia

**Solomon A. Betanga,**
Assistant Professor of Mathematics
B.S., University of Buea, Cameroon; M.A.T., Mercer University; M.S., University of West Georgia; Ed.S., Liberty University

**Teresa Ann Betkowski,**
Assistant Vice President for Institutional Effectiveness, SACSCOC Liaison, and Professor of Mathematics
B.A., Jersey City State College; M.Ed., William Paterson College

**Rovina T. Billingslea,**
Associate Professor of Nursing
B.S., Wright State University; M.S.N., University of South Alabama

**Samantha H. Bishop,**
Associate Professor of Nursing
B.S.N., M.S.N., Medical College of Georgia

**Charles M. Bobo,**
Associate Professor of Nursing
B.A., University of Florida; M.B.A., M.S.N., Florida Atlantic University; J.D., Georgia State University

**C. Peter Boltz,**
Professor of Speech
B.A., M.A., University of South Carolina; Ph.D., University of Utah

**Neil M. Boumpani,**
Associate Professor of Music
B.A., M.A., The College of New Jersey; Ph.D., University of North Carolina, Greensboro

**Mark A. Brinkman,**
Professor of Biology
B.S., Sioux Falls College; M.S., Ph.D., South Dakota State University

**Heather E. Brooker,**
Assistant Professor of Nursing
MSN, BSN, Jacksonville University

**Darren K. Broome,**
Professor of Spanish
B.B.A., University of Georgia; M.A., Florida State University; Ph.D., University of Alabama

**Theresa K. Buchanan,**
Associate Professor of Nursing
B.S.N., M.S.N., Medical College of Georgia; D.N.P., Georgia College and State University

**Alan N. Burstein,**
Professor of Business
B.A., Yale University; M.B.A., University of Chicago; Ph.D., University of Pennsylvania

**Donald C. Butts,**
Professor of History
A.B., Davidson College; M.A., Ph.D., Duke University

**Susan W. Byars,**
Assistant Professor of Mathematics
A.B., Tift College; M.Ed., Georgia Southern College; Ed.S., West Georgia College

**Rictor (Ric) L. Calhoun,**
Professor of Business
B.A., M.B.A., Ed.D., University of Georgia

**H. Bruce Capers,**
Assistant Professor of Health & Physical Education
B.S., Berry College; M.Ed., Valdosta State University

**W. Brent Carper,**
Lecturer of Accounting
B.B.A., University of Cincinnati; M.B.A., Memphis State University; Ph.D., University of Alabama

**Cindy M. Casebeer,**
Associate Professor of Education
B.A., University of South Carolina; M.A., University of West Florida; Ph.D., University of Alabama

**Winsome R. Chang,**
Assistant Professor of Nursing
B.S.N., M.S.N., South University

**Geoff F. Clement,**
Associate Professor of Mathematics
B.S., Emory University; M.Ed., Georgia State University

**Penny Cliff,**
Assistant Professor of History
B.A., Mercer University; M.A., Georgia College & State University

**Gary P. Cox,**
Professor of History
A.B.J., University of Georgia; M.A., Ph.D., University of Virginia

**Cassandra L. Dansby,**
Assistant Professor of Nursing
B.A., Talladega College; B.S.N., Clayton State University, M.S.N., Brenau University

**Chad L. Davies,**
Professor of Physics
B.S., Southern Oregon State College; Ph.D., University of Florida

**Adam Davis,**
Assistant Professor of Biology
B.S., Lock Haven University of Pennsylvania; M.S., West Chester University; Ph.D., East Carolina University

**R. Douglas Davis,**
Professor of English
B.A., Colgate University; M.A., Temple University; Ph.D., Carnegie Mellon University

**Kathy E. Davis,**
Associate Professor of Nursing
B.S.N., Clayton College and State University;
M.S.N., Kennesaw State University; Ph.D., Georgia State University

**Robert Detamore,**
Assistant Professor of Art
B.A., Georgia State University; M.F.A., University of Georgia

**Amanda L. J. Duffus,**
Associate Professor of Biology
B.Sc., Queen's University, Ontario; M. Sc., Trent University; Ph.D., Queen Mary University of London

**Mustapha A. Durojaiye,**
Department Head of the Department of Biology and Physical Sciences and Professor of Biology
B.A., The Catholic University of America; M.S., Ph.D., Clark Atlanta University

**Beverly Eskridge,**
Circulation and Audio Visual Librarian and Associate Professor of Library Science
B.S., M.S.L.S., University of Tennessee

**Lisa C. Ferguson,**
Assistant Professor of Theatre
B.S., Ball State University; M.F.A., University of Georgia

**Maria Cristina Fermin-Ennis,**
Professor of Chemistry
B.S., Ateno De Manila University; Ph.D., Wesleyan University

**Susan F. Finazzo,**
Interim Dean of the School of Arts and Sciences and Associate Professor of Biology
B.A., University of Delaware; M.S., Pennsylvania State University; Ph.D., University of Florida

**Christy H. Flatt,**
Associate Professor of Sociology
B.A., Midwestern State University; M.A., Texas Tech University; Ph.D., Mississippi State University

**Allen G. Fuller,**
Professor of Mathematics
B.S., M.S., Ph.D., Emory University

**Sonya S. Gaither**
Director of Library Service and Professor of Library Science
B.S., LaGrange College; M.S.L.S., Clark-Atlanta University; Ed.D., Georgia Southern University

**John C. George,**
Interim Department Head of the Department of Mathematics and Computer Science and Associate Professor of Mathematics
B.A., Texas Tech University; M.S., Ph.D., University of Illinois, Urbana

**Susan G. Glenn,**
Professor of Computer Science
B.F.A., University of Georgia; M.S., Southern Polytechnic University; Ph.D., University of Georgia

**Becky S. Godlasky,**
Assistant Professor of English
B.A., Taylor University; M.A., University of West Florida; Ph.D., Florida State University

**Adria Y. Goldman,**
Assistant Professor of Communication
B.A., Longwood University; M.A., Virginia Polytechnic Institute & State University; Ph.D., Howard University

**Henry A. Gore,**
Associate Professor of Mathematics
B.A., Morehouse College; M.A., Ph.D., University of Michigan

**Cortney M. Grubbs,**
Assistant Professor English
B.A., University of Central Florida; M.F.A., Ph.D., University of Florida

**Karen A. Guffey,**
Professor of Spanish
B.A., Bob Jones University; M.A., University of Georgia; Ph.D., University of Kentucky

**Melissa A. Harrison,**
Assistant Professor of Nursing
B.S.N., Georgia College & State University; M.S.N., University of West Georgia

**Gregory D. Hartman,**
Professor of Biology
B.S., M.S., University of Cincinnati; Ph.D., University of New Mexico

**Allyson C. Hattermann,**
Associate Professor of Physical Education
B.S., Eureka College; M.S., The University of Mississippi

**Melinda D. Hawley,**
Associate Professor of Human Services
A.B.J., M.A., M.S.W., Ph.D., University of Georgia

**Diane B. Hayden,**
Assistant Professor of Mathematics
B.A., M.S., Samford University; M.A.S., Georgia State University

**Anna Dunlap Higgins-Harrell,**
Professor of English
B.A., University of North Carolina at Greensboro; M.A., Appalachian State University; Ph.D., University of Tennessee

**Peter J. Higgins,**
Director of Student Success, Advising & Testing and Instructor of English
B.A., M.A., Memphis State University

**Jason G. Horn,**
Professor of English
B.A., Fort Lewis College; Ph.D., University of Colorado

**Anissa K. Howard,**
Assistant Professor of Psychology & Human Services
M.Ed., University of Georgia

**Linda L. Hyde,**
Professor of Biology
B.A., University of Delaware; Ph.D., North Carolina State University

**James S. Hynes,**
Assistant Professor of English
B.A., University of Georgia; M.A., Georgia State University

**Robert P. Ivey,**
Lecturer of English
B.A., Georgia College & State University; M.A., Georgia State University M.F.A., Sarah Lawrence College

**Annette J. Jackson,**
Associate Professor of Nursing
B.S.N., Georgia Baptist College of Nursing at Mercer University;
M.S.N., University of Phoenix; D.N.S., Kennesaw State University

**David A. Janssen,**
Professor of English
B.A., M.A., Portland State University; Ph.D., University of Georgia

**Phillip Y.P. Jen,**
Associate Professor of Biology
B.A., B.S., University of North Carolina, Charlotte; M.A., Ph.D.,
Chinese University of Hong Kong

**Beike Jia,**
Associate Professor of Chemistry
B.S., Beijing Normal University; M.A., Ph.D., Rice University

**Brenda E. Johnson,**
Professor of Business
B.A., M.S., Mercer University; Ph.D., Regent University

**Erica R. Johnson,**
Assistant Professor of History
B.A., University of Central Oklahoma; M.A., University of Texas,
Arlington; Ph.D., Florida State University

**Prathibha V. Joshi,**
Professor of Economics
B.A., M.A., University of Bombay, India; M.A., University of Akron;
Ph.D., Middle Tennessee State University

**Satyajit Karmakar,**
Professor of Mathematics
B.S., University of Burdwan, India; M.S., Bhagalpur University, India;
M.S., University of Colorado; Ph.D., University of Wisconsin

**Jacquelyn Key,**
Assistant Professor of Nursing
B.S., Georgia State University; M.S.N., Brenau University

**Barry L. Kicklighter,**
Department Head of the Department of Business and Public Service and Professor of Psychology
B.A., Harding University; M.A., Northeast Louisiana University; Ph.D., University of Louisiana

**Mark D. King,**
Professor of English
B.S., Towson University; M.A., DePaul University; Ph.D., Louisiana State University

**Joyce Klaus,**
Assistant Professor of Biology
B.A., College of Charleston; Ph.D., University of Central Florida

**C. Jeffery Knighton,**
Provost & VP for Academic Affairs and Professor of Psychology
B.S., M.S., Georgia Southwestern State University; Ph.D., Auburn University

**Cathy Lee,**
Associate Professor of Biology
B.S., Korea University; M.S., Ph.D., University of Tennessee

**Michael P. Mahan,**
Dean of the School of Education and Professor of Education
B.S., M.A., Ed.D., Ball State University

**Wendy L. Martin,**
Assistant Professor of Nursing
B.S.N., Medical College of Georgia; M.S.N., University of West Georgia

**Joseph A. Mayo,**
Professor of Psychology
B.A., Bloomsburg University; M.A., Ed.D., West Virginia University

**Erik McCarthy,**
Assistant Professor of English
B.A., M.A., University of Missouri; Ph.D., University of Kansas

**Travis J. McClanahan,**
Assistant Professor of Physical Education
B.S., M.A., Tennessee Technological University

**Rebecca A. Morgan,**
Associate Professor of Nursing
B.S.N., M.S.N., University of Memphis

**JoAnne Murray-Nobles,**
Assistant Professor of Nursing
B.S., Georgia College & State University; M.P.H., Ft Valley State University; Ph.D., University of Phoenix

**Gary A. Norman,**
Lecturer of Economics
B.B.A., Georgia State University; MBA, Butler University

**Masoud Nourizadeh,**
Professor of Art
B.F.A., M.A., Arkansas State University; M.F.A., University of Mississippi; Ph.D., Ohio University

**Sheryl L. O'Sullivan,**
Professor of Education
B.S., Ball State University; M.S., Southern Illinois University; Ed. D., Ball State University

**Andrew S. Osborne,**
Associate Professor of Chemistry
B.S., Ph.D., University of Georgia

**Nikita D. Patterson,**
Assistant Professor of Mathematics
B.S., Spelman College; B.CH.E., Georgia Institute of Technology; M.A., Clark Atlanta University; Ph.D., North Carolina State University

**Anthony M. Pearson,**
Associate Professor of Theatre
B.A., Mercer University; M.F.A., University of Georgia

**Caesar Perkowski,**
Associate Professor of English
B.A., Brigham Young University; M.A., Ph.D., University of Gdansk

**Michele D. Perry-Stewart,**
Associate Professor of English
B.A., M.A., Albany State University

**Elizabeth A. Pollock,**
Assistant Professor of Education
B.S., Mercer University; M.E.D., Georgia College & State University; Ed.D., Georgia Southern University

**Stephen R. Powers,**
Associate Professor of English
B.A., University of Wisconsin, Oshkosh; M.A., Ph.D., University of Wisconsin, Milwaukee

**Carol Anne Purvis,**
Dean of the School of Nursing and Health Sciences and Professor of Nursing
B.S.N., Incarnate Word College; M.Ed., Boston University; M.S.N., University of Texas Health Science Center; Ed.D., University of Georgia

**Beth Pye,**
Reference Librarian and Associate Professor of Library Science
B.A., University of Georgia; M.L.N., Emory University

**Christina M. Quinn,**
Professor of Nursing
M.S., Texas Woman's University; D.N.S., Louisiana State University

**Stephen A. Raynie,**
Professor of English
B.A., University of Illinois; M.A., University of Missouri; M.A.T., Georgia College and State University; Ph.D., Louisiana State University

**Jeremy M. Richards,**
Associate Professor of History
B.A., North Georgia College and State University; M.A., University of West Georgia; Ph.D., University of South Carolina

**Jim Rickerson,**
Technical Services Librarian and Assistant Professor of Library Science
B.F.A., University of Washington; M.L.I.S., Louisiana State University

**Jeffery J. Rogers,**
Professor of History
B.A., University of Georgia; M.A., Ph.D., University of South Carolina

**Sarah E. Rosario,**
Assistant Professor of Biology
B.S., Florida State University; M.P.H., University of South Florida; Ph.D., University of Central Florida

**Lynn L. Rumfelt,**
Associate Professor of Biology
B.S., Florida International University; Ph.D., University of Miami

**Brenda J. Rutherford,**
Serials/ILL/Reference Librarian and Assistant Professor of Library Science
B.A., Auburn University; M.L.M., Georgia State University; M. Div., Southern Baptist Theological Seminary

**LaRonda M. Sanders-Senu,**
Associate Professor of English
B.A., Winthrop University; M.A., North Carolina State University

**Richard W. Schmude, Jr.,**
Professor of Chemistry
B.A., M.S., Ph.D., Texas A & M University

**Melvin L. Seale,**
Assistant Professor of Health Information Management
B.S., DeVry University; M.A.T., Marygrove College

**Gwendolyn H. Sharpe,**
Assistant Professor of Mathematics
B.A., Tift College; M.Ed., Ed.S., Columbus State College

**Christy B. Skinner,**
Assistant Professor of Nursing
B.S.N., Brenau College; M.S.N., Georgia College and State University

**Kalisha H. Smith,**
Assistant Professor of Psychology & Human Services
B.A., Dillard University; M.S., Ph.D., University of Georgia

**Theresa R. Stanley,**
Professor of Biology
B.S., University of California; M.S., Ph.D., University of Illinois

**Patricia M. Stewart,**
Associate Professor of Nursing
B.A., University of South Florida; B.S.N., University of North Florida; M.S., Georgia State University

**Pamela M. Terry,**
Associate Professor of Psychology
A.B., M.S., Ph.D., University of Georgia

**Jenna L. Thrasher-Sneathen,**
Lecturer of Philosophy
B.S., Frostburg State University; M.A., West Chester University

**Wesley C. Venus,**
Associate Professor of English
B.A., M.A., Mississippi State University; Ph.D., University of Georgia

**Trisha J. Walker,**
Lecturer of Biology
B.S., North Georgia College & State University; M.S., Georgia College & State University

**Brian M. Webb,**
Assistant Professor of Political Science
B.A., M.A., Ph.D., Georgia State University

**Marchell (Mickie) R. Weldon,**
Assistant Professor of Mathematics
B.A., Florida State University; M.Ed., West Georgia College

**J. Jeffery White,**
Associate Professor of Physical Education
B.S. Southwest Missouri State University; M.Ed., Georgia College and State University

**Kimberly J. White-Fredette,**
Assistant Professor of Education
B.A., M.Ed., Boston College; Ed.S., Mercer University; Ph.D., Georgia State University

**Edward J. Whitelock,**
Department Head of the Department of Humanities and Professor of English
B.A., M.A., Millersville University; Ph.D., Indiana University of PA

**Rhonda V. Wilcox,**
Professor of English
B.A., University of North Carolina at Greensboro; M.A., Ph.D., Duke University

**Mary B. Williams**,
Associate Professor of Nursing
B.S.N., State University of West Georgia; M.S., Georgia State University

**Franklin Williamson,**
Assistant Professor of History
B.A., University of Georgia; M.A., Ph.D., University of North Carolina – Chapel Hill

**Frank W. Winters,**
Associate Professor of History
B.A., University of Buffalo; M.A., Ph.D., Texas A & M University

**Marguerite E. Wright,**
Professor of Nursing
B.S.N., Rutgers University; M.S.N., Boston College

**Amy E. Yarbrough,**
Assistant Professor of Nursing
B.S.N., Georgia Baptist College of Nursing, Mercer; M.S.N., University of Cincinnati

**Marwan Zabdawi,**
Professor of Mathematics
B.S., M.S., Michigan State University; M.S., Ph.D., The University of Toledo

## Gordon State College Emeritus Faculty

**Nancy D. Anderson,**
Professor Emerita of Library Science
B.S., Brenau University; M.Ed., University of Georgia

**Sandra Blythe,**
Assistant Professor Emerita of English
B.S., Georgia College & State University; M.A., Hood College

**Mike Borders,**
Professor Emeritus of Education
B.S.Ed., Georgia Southern University; M.Ed., Ed.S., Georgia State University; Ed.D., Nova University

**Patsy H. Brown,**
Professor Emerita of Nursing
B.S.N., Georgia College; M.S.N., Georgia State University

**William H. Day,**
Professor Emeritus of English
B.A., Randolph-Macon College; M.A., Washington State University; Ph.D., University of South Carolina

**Susan G. Ellzey,**
Professor Emerita of English
M.A.T., Jacksonville University; Ph.D. Florida State University

**Rosemary K. Evans,**
Professor Emerita of Library Science
B.S., Tift College; M.L.Ed., Ed.S., University of Georgia

**Luanne M. Fowler,**
Professor Emerita of Psychology
B.S.H.E., M.A., Ph.D., University of Georgia

**Gloria M. Henderson,**
Professor Emerita of English
B.A., Hendrix College; M.A., Vanderbilt University; Ph.D., Georgia State University

**Susan K. Hendricks,**
Associate Professor Emerita of English
B.A., M.Ed., Columbus College

**Daniel J. Jackson, Jr.,**
Professor Emeritus of Chemistry
B.S., Canisius College; Ph.D., Georgia Institute of Technology

**Joscelyn A. Jarrett,**
Professor Emeritus of Mathematics
B.A. Fourah Bay College; M.S., University of Toronto;
Ph.D., University of Iowa

**E. Hutchinson (Hutch) Johnson,**
Professor Emeritus of History
B.A., M.A., Florida State University; Ph.D., Auburn University

**Mary Alice Money,**
Professor Emerita of English
B.S., M.A., University of Tennessee; Ph.D., University of Texas at Austin

**N. DeWitt Moore, Jr.,**
Professor Emeritus of Mathematics
B.S. Ed., M.Ed., George Southern College; Ed.D., University of Georgia

**Rhonda R. Morgan,**
Professor Emerita of Business
B.S., Columbus College; M.Ed., Ed.S., West Georgia College; Ed.D., University of Georgia

**Laura B. Patton**
Professor Emerita of Nursing
B.S.N., Florida A&M University, M.N., Emory University

**James O. Richards,**
Professor Emeritus of History, Deceased
B.A., Georgetown University; M.A., Ph.D., University of Illinois

**Jacqueline H. Ruff,**
Professor Emerita of Mathematics
B.S. Ed., University of Georgia; M.Ed., Columbus College

**Evelyn M. Schliecker,**
Professor Emerita of Psychology
B.A., M.A., Ph.D., Concordia University

**Mary Jean Simmons,**
Professor Emerita of Music, Deceased
M.M.E., Ed.D., University of Georgia

**Lynnette S. Smyth,**
Professor Emerita of Economics, Deceased
B.A., University of Tennessee; M.A., University of Missouri; M.A., Ph.D., Rutgers University

**Lettie L. Stallings,**
Professor Emerita of Mathematics
B.S., University of Georgia; M.A., Louisiana State University

**E. Marvin Thomas,**
Professor Emeritus of History
B.A., Auburn University; M.A., University of Georgia; Ph.D., Auburn University

**Mary L. Wilson,**
Professor Emerita of Biology
B.S., M.S., Samford University; Ph.D.,
Auburn University

***A***


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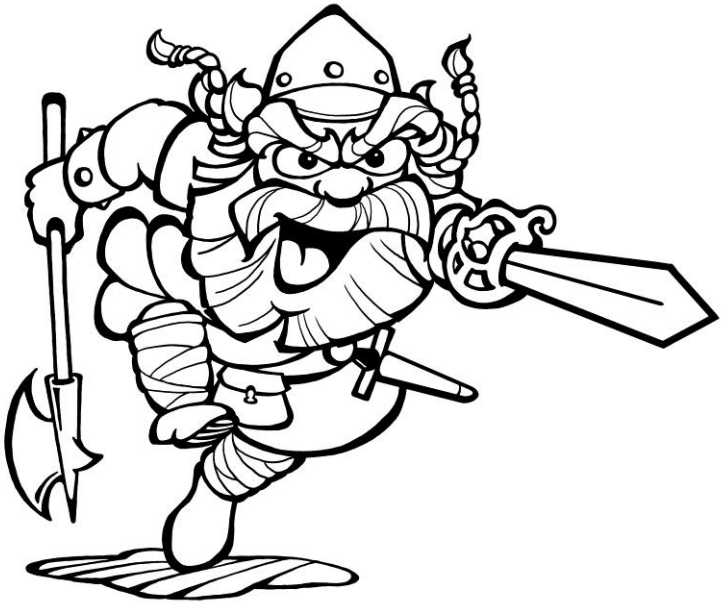
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