



**ALBAALBANY STATE**

**UNIVERSITY**

2011-2012 UNDERGRADUATE CATALOG



ALBANY STATE UNIVERSITY

Albany State University is an integral part of the University System of GA (USG) governed by the USG Board OF Regents as mandated by the State of Georgia. Albany State University recruits, admits and provides services, financial aid and instruction to all students with- out regard to race, religion, sex, disability or national origin. The University is an affirmative action, equal opportunity employer in all applicants for faculty, staff and student employment positions are considered without regard to race, religion, sex, disability or national origin. 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 provisions of this catalog will ordinarily be applied as stated, Albany State University reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. It is especially important that each student note that it is his/her responsibility to keep him/her apprised of current graduation requirements for his/her particular degree program.

Albany State University is an affirmative action, equal opportunity educational institution.

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For Information on Admissions call

(229)430-4646; 1-800-822-RAMS(Georgia only) or

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TABLE OF CONTENTS

Mission, History & PROFILE 4

History 6

Profile 7

Accreditation 7

Undergraduate And Graduate Studies 7

The James Pendergrast Memorial Library 7

The Albany State University Alumni Association 7

Fall 2011 Academic Calendar 8

Spring 2012 Academic Calendar 9



# MISSION, HISTORY

# & PROFILE

**CONTENTS**

Mission, History & PROFILE 4

History 6

Profile 7

Accreditation 7

Undergraduate And Graduate Studies 7

The James Pendergrast Memorial Library 7

The Albany State University Alumni Association 7

Fall 2011 Academic Calendar 8

Spring 2012 Academic Calendar 9

MISSION STATEMENT

Albany State University, an historically black institution in Southwest Georgia, has been a catalyst for change in the region from its inception as the Albany Bible and Manual Training Institute to its designation as a university. Founded in 1903 to educate African American youths, the University proudly continues to fulfill its historic mission while also serving the educational needs of an increasingly diverse student population.

A progressive institution, Albany State University seeks to foster the growth and development of the region, state and nation through teaching, research, creative expression and public service. Through its collaborative efforts, the University responds to the needs of all its constituents and offers educational programs and service to improve the quality of life in Southwest Georgia.

The primary mission of Albany State University is to educate students to become outstanding contributors to society. Offering Bachelor’s, Master’s and Education Specialist degrees and a variety of non-degree educational programs, the University emphasizes the liberal arts as the foundation for all learning by exposing students to the humanities, fine arts, social sciences and the sciences. Global learning is fostered through a broad-based curriculum, diverse University activities and the expanding use of technology.

A leader in teacher education, nursing, criminal justice, business, public administration and the sciences, Albany State provides a comprehensive educational experience with quality instruction as the hallmark of all its academic programs. The University embraces the concept of “students first” as a core institutional value and is committed to “education on a personal level.” The University advocates the total development of students, especially the underserved, and provides a wholesome academic environment in which students can study, learn and develop through their interaction with fellow students, faculty, staff, administrators, visiting scholars and community leaders. Consistent with the core mission of the University System of Georgia, Albany State University exhibits the following characteristics:

* A supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty and staff;
* Cultural, ethnic, racial, and gender diversity in the faculty, staff and student body, supported by practices and programs that embody the ideals of an open, democratic and global society;
* Technology to advance educational purposes, including instructional technology, student support services and distance education;
* Collaborative relationships with other system Institutions, state agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services to the citizens of Georgia.
* With other state universities in the University System of Georgia, Albany State University shares:
* A commitment to excellence and responsiveness within a scope of influence defined by the needs of an area of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
* A commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and college-prepared student body, promotes high levels of student achievement, offers academic assistance, and provides developmental studies programs for a limited student cohort;
* A high quality general education program supporting a variety of disciplinary, interdisciplinary, and professional academic programming at the baccalaureate level, with selected Master’s and Education Specialist degrees, and selected Associate degree programs based on area need and/or inter-institutional collaborations;
* Improving the quality of life of African-American males via the educational, research, intervention and service programs coordinated through the Center for the African-American Male.
* A commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the University’s scope of influence;
* A commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits, and a commitment to applied research in selected areas of institutional strength and area need. While Albany State University shares much in common with other state universities, it is dedicated to preparing leaders for underserved populations and is committed to the following distinctive purposes:
* Providing quality educational experiences for underserved populations in the region, state and nation;
* Promoting and preserving the historical and culturally distinctive traditions which define African American culture;
* Offering of a comprehensive array of programs in health care services, community development, human disabilities, cultural enhancement, business and economic development, international trade and entrepreneurship;
* Graduating marketable students not only through technologically advanced academic programs but also through undergraduate research, studies abroad, internships, service learning and developmental pre-professional experiences;
* Improving the quality of life of African-American males via the educational, research, intervention and service programs coordinated through the Center for the African-American Male.

## HISTORY

Albany State University, established originally as the Albany Bible and Manual Training Institute and supported by private and religious organizations, was founded in 1903 by Joseph Winthrop Holley. The Institute provided religious and manual training for African American youths of Southwest Georgia. The mission was to train teachers to teach basic academic skills and to train in the trades and industries, with special emphasis on domestic science and art. The Institute remained a privately supported Institution until 1917.

In 1917, the Institute became a state-supported, two-year college with a Board of Trustees, and its name was changed to Georgia Normal and Agricultural College. Offering only a limited program in agriculture, the College viewed as its primary purpose the training of elementary teachers. In 1932, the Board of Regents was established, and the college became a part of the newly established University System of Georgia.

In order to meet the changing needs of society, the mission of the College was expanded in 1943, and the College was granted four-year status and authorized to confer the bachelor’s degree in elementary education and home economics. At this time, the College assumed the name Albany State College. Six years later, the program of the College was again expanded to include offerings in the arts and sciences, with majors in the humanities and social studies.

Beginning in 1954, secondary-level programs were developed for teacher preparation in science, health and physical education, business, music, mathematics and natural sciences. The College continued to experience growth and development and was authorized in 1961 to offer a four-year degree program in nursing.

Always striving to address the educational needs of the time, the graduate program, a cooperative effort with Georgia State University, was added to the curriculum during the fall of 1972. Under this program, master’s degrees were offered in business education, mathematics education, elementary education, English education, health and physical education, music education and science education (biology, chemistry and physics). In the spring of 1975, a master’s degree in business administration, through Valdosta State College, was added to the graduate program.

During the decade of the ’70s, the number of faculty earning the doctorate degree increased by more than fifty percent, and in September 1981, the College began offering a graduate program designed and delivered solely by faculty and staff of Albany State College. Master’s degrees in business administration and education were offered. Since then criminal justice, nursing and public administration have been added.

Albany State College was granted university status in July 1996, and the name of the Institution was changed to Albany State University. Dur- ing this impressive growth and development, the University has been guided by the following presidents:

|  |  |
| --- | --- |
| **Joseph Winthrop Holley, D.D., LL.D.** (1903-1943)  **Aaron Brown, Ph.D., LL.D., Ed.D.** (1943-1953)  **William H. Dennis, LL.D.** (1953-1965)  **Thomas Miller Jenkins, J.D., LL.D.** (1965-1969) | **Charles L. Hayes, Ed.D.** (1969-1980)  **Billy C. Black, Ph.D.** (1980-1996)  **Portia Holmes Shields, Ph.D.** (1996-2005)  **Everette J. Freeman, Ed.D., M.A., B.A.,** (2005 – Present) |

## PROFILE

## ACCREDITATION

Albany State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award Bachelor’s, Master’s and Education Specialist degrees. Albany State University is also accredited by the National Council for Accreditation of Teacher Education, the Georgia Professional Standards Commission, the Association of Collegiate Business Schools and Programs, the National League for Nursing, the Georgia Board of Nursing, and Council on Social Work Education. Individual colleges and departments also hold memberships in the regional and national professional organizations associated with the respective discipline.

## UNDERGRADUATE AND GRADUATE STUDIES

The ASU Undergraduate Curriculum includes studies in various disciplines through the college of Arts and Humanities, the College of Business, the College of Education and the College of Science & Health Professions. The University offers graduate studies leading to the Master of Education degree (M.Ed.), Master of Business Administration degree (M.B.A.), the Masters of Science in Criminal Justice degree (M.S.), the Master of Public Administration degree (M.P.A.), the Master of Science degree in Nursing (M.S.N.) and the Specialist degree in Educational Administration (Ed.S.).

## THE JAMES PENDERGRAST MEMORIAL LIBRARY

The James Pendergrast Memorial Library is a modern, 73,000 square foot facility, which opened in 1994, and seats more than 900. It features Galileo Labs, study areas, a large lecture room, the Office of OIIT, NASA/SEMMA Lab and the Curriculum Resource Center are all housed in the Library. The six million dollar building houses more than 199,196 volumes and subscriptions to 268 periodicals. The library collection includes print and electronic journals, monographs, microfiche collection, including the ERIC DOCUMENT collection on microfiche. The library has an automated library system called ExLibris/Voyager which includes cataloging, circulation, serials, acquisitions and a public catalog module. Special collections include books by and about African Americans, Black Literature and books written by Dr. Joseph Winthrop Holley, founder of the University.

The library maintains an extensive microfiche collection, including the Full ERIC DOCUMENT collection on microfiche. The library has an automated library system called Voyager which includes cataloging, circulation, serials, acquisitions and a public catalog. Special collections include Black Literature, and books written by Dr. Joseph Winthrop Holley, founder of the University.

The James Pendergrast Memorial Library supports Albany State University’s academic programs. It supports the achievement of the goals as stated in the mission of the University through providing information resources, instructional materials, and access to research. It aids Albany State University in serving a regional role in Southwest Georgia in the area of library resources. The Library’s on-line public catalog GIL (Galileo Interconnected Libraries) also referred to as the RAMCAT is available from any remote site to all who have internet connection. The location is <http://gil.asurams.edu>. GIL also offers remote access to other libraries in the University System of Georgia.

The library has a strong virtual collection that includes Galileo which is a collection of many databases indexing thousands of periodicals and scholarly journals. Over 2,000 journals titles are full-text. Other resources include EBSCO Host, Interlibrary Loan and GIL Express which provides online borrowing of books for universal borrowing between other institutions in the University System of Georgia.

THE ALBANY STATE UNIVERSITY ALUMNI ASSOCIATION

The Alumni Association of Albany State University is a composite group of graduates and former students as well as friends of the University who are associate members. The organization exists to support and promote the interests of the University. The Alumni Association is organized on a local, state, regional and national basis. It has a resident office and a full-time Director of Alumni Affairs/Executive Secretary who

**Office of Academic Services and Registrar**

## Fall 2011 Academic Calendar

|  |  |
| --- | --- |
| June 1 | Deadline to apply for Admission and Readmission for Fall Semester |
| August 3-5 | Faculty and Staff Institute |
| August 6 | Residence Halls open for new students (First-time Freshmen/Transfer) 7:00 a.m. - 5:00 p.m. |
| August 8 | Compass Testing, 8:00 a.m. - 5:00 p.m. |
| August 9 | New Student Orientation for students and parents begins at 8:00 a.m.—Noon.  Academic advisement & registration for new students & transfers (August new student orientation participants only) 1:00 p.m. –5:00 p.m.  Freshman induction begins at 7:00 p.m. |
| August 9-14 | Welcome Week for New Residential Students |
| August 10 | New Student Registration (8:00 a.m. - 5:00 p.m.) |
| August 11-12 | Registration continues for all students (on campus and on web) |
| August 12-13 | Residence Halls check-in 10:00 a.m. -10:00 p.m. for returning students. (Students that have failed to reserve late check-in and have not checked in by August 13 will be deemed no-shows and are subject to losing their room assignment). |
| August 15 | Classes begin for Full Term and A Term Online; Faculty begin ongoing Attendance Verification Process |
| August 15-17 | Drop/add for Full Term and A Term Online classes. Classes cannot be added after August 17. No refund will be made for classes voluntarily dropped after August 17. (This does not apply to withdrawals from school). |
| August 18 | Fee payment deadline (by 4:00 p.m.) for registered classes |
|  | Faculty Attendance Verification Deadline for Full session and A Term classes |
| September 5 | Labor Day Holiday |
| September 6 | Traditional Classes resume |
| September 14-15 | Graduation Fair - 10:00 a.m.- 4:00 p.m. Reese Student Union |
| September 15 | Graduation Clearance deadline. Deadline to apply for graduation and pay graduation fee for Fall Semester. |
|  | Last Day to drop A Term Online Classes with a grade of "W" |
| October 3 | Classes end for A Term Online |
| October 4 | Grades due in Banner for A Term Online Classes by 3:00 p.m. Classes Begin for B Term Online. Faculty Attendance Verification begins for B Term classes |
| October 4-5 | Mid-term examinations Full Session |
| October 7 | Faculty Attendance Verification Deadline for B Term classes |
|  | Mid-term grades for all students due in Banner by 3:00 p.m. |
| October 12 | Last day to drop a course and withdraw from school with a grade of "W" by 5:00 p.m. for Full Term Classes |
|  |  |
| October 23-29 | Homecoming Week --  **(Homecoming - October 29)** |
| October 26 | Last day to Drop B Term Online Classes with a grade of "W" |
| November 7-11 | Advisement for Spring Semester |
| November 14-18 | Registration for Spring Semester |
| November 1 | Deadline to apply for Admission and Readmission for Spring Semester |
| November 15 | Deadline to apply for Degree Audit |
|  | Deadline to remove "I" and "IP" grades before automatic "F" |
| November 23-25 | Thanksgiving Holidays |
| November 28 | Traditional Classes resume |
| December 2 | Classes end |
| December 3,5, 6, & 7 | **FINAL EXAMINATIONS FOR END OF TERM FOR ALL STUDENTS** |
| December 8 | Residence hall check-out (late check-out begins at 3:00 p.m.); prior approval required for late check out or improper check out fee charged (fines begin after 3:00 p.m. without prior approval). |
| December 9 | **END OF TERM GRADES DUE IN BANNER BY 3:00 P.M. FOR ALL STUDENTS** |
| December 10 | Commencement 9:45 a.m. Albany James H. Gray Civic Center |
| December 16 | Deadline to file Repeat Policy Application for courses repeated Fall Semester. Any forms submitted after the deadline will not be processed. |
| **See page** [Error! Bookmark not defined.](#wfPolicy) **of the undergraduate catalogue (on web) for "WF" policy after the 16 credit hour limit.** | |
| Albany State University reserves the right to make changes to the Academic Calendar when necessary. | |

**Office of Academic Services and Registrar**

## Spring 2012 Academic Calendar

|  |  |
| --- | --- |
| November 1 | Deadline to Apply for Admission and Readmission |
| January 4 | Residence Hall check-in; New Students (Freshmen and Transfer) 8:00 a.m.-NOON. COMPASS Testing 8:00 a.m. - NOON. New Student Check-in is available 8:00 a.m. - 1:00 p.m., ACAD Lobby. New Student Orientation (1:00 p.m. - 5:00 p.m.) Acad Auditorium. |
| January 5 | Academic Advisement and Registration for New Students Only, 8:00 a.m. - Noon; Academic Advisement and Registration for returning students 1:00 p.m. - 5:00 p.m. |
| January 5-6 | Residence Hall check-in Returning Students 10:00 a.m. - 10:00 p.m. (Students that have failed to reserve late check-in and have not checked in by January 6 will be deemed no-shows and are subject to losing their room assignment). |
| January 6 | Registration continues for all students (on campus and on web) |
|  | Classes begin for Full Term and A Term Online; Faculty begin on-going Attendance Verification Process |
| January 11-12 | Drop/add for Full Term, A Term and B Term Online classes. Classes cannot be added after January 12. No refund will be made for classes voluntarily dropped after January 12. This does not apply to withdrawals from school. |
| January 13 | Fee payment deadline (by 4:00 p.m.) registered classes |
|  | Faculty Attendance Verification Deadline for Full term and A Term Online Classes |
| January 16 | Dr. Martin Luther King Jr. Convocation |
|  | Dr. Martin Luther King Jr. Holiday observed |
| January 17 | Traditional classes resume |
| February 2 | Last day to drop & withdraw from school with a grade of "W" by 5:00 p.m. for A Term Online Classes |
| February 16-17 | Mid Term Examinations Full Term Classes |
| February 20 | Mid Term Grades due in Banner by 3:00 p.m. for Full Term Classes |
| February 22-23 | Graduation Fair 10:00 a.m. - 4:00 p.m. - Reese Student Union |
| February 23 | Graduation Clearance deadline. Deadline to apply for graduation and pay graduation fee for Spring Semester. |
|  | Last day to drop a course and withdraw from school with a grade of "W" by 5:00 p.m. for Full Term Classes |
| March 1 | Classes end for A Term Online |
| March 2 | Classes Begin for B Term Online. Faculty Attendance Verification begin for B Term Online Classes |
| March 5 | Grades due in Banner for A Term Online Classes by 3:00 p.m. |
| March 9 | Faculty Attendance Verification Deadline for B Term Classes |
| March 10-18 | Spring Break |
| March 19 | Traditional classes resume |
| March 23 | Honors Day Convocation |
| April 2 | Deadline to Apply for Admission and Readmission for Summer Semester |
|  | Last day to drop & withdraw from school with a grade of "W" by 5:00 p.m. for B Term Online Classes |
| April 6 | Founder's Day |
|  | Deadline to remove "I" & "IP" grades before automatic "F" |
| April 9-13 | Advisement for Summer and Fall Semesters |
| April 16-20 | Registration for Summer and Fall Semesters |
| April 27 | Classes end |
| April 28, 30, May 1, 2 | **FINAL EXAMINATIONS FOR END OF TERM FOR ALL STUDENTS** |
| May 3 | Residence hall check-out (late check-out begins at 3:00 p.m.); prior approval required for late check out or improper check out fee charged (fines begin after 3:00 p.m. without prior approval). |
| May 4 | **END OF TERM GRADES DUE IN BANNER BY 3:00 P.M. FOR ALL STUDENTS** |
| May 5 | Commencement 9:45 a.m., Albany James H. Gray Civic Center |
| May 11 | Deadline to file Repeat Policy Application for courses repeated Spring Semester. Any forms submitted after the deadline will not be processed. |
| July 2 | Deadline to Apply for Degree Audit for Spring Semester 2013 |
| November 30 | Deadline to Apply for Degree Audit for Summer Semester 2013 |
| **See page 43 of the undergraduate catalogue (on web) for "WF" policy after 16 credit hour limit.** | | | |
| Albany State University reserves the right to make changes to the Academic Calendar when necessary. | | | |
| NOTE: (Spring Break for Online is at discretion of professor) | | | |



# ADMISSIONS

**CONTENTS**

**Admissions** 10

General Requirements 11

Freshman Admissions 11

Sat Requirements 11

Minimum Admission Requirements 11

College Preparatory Curriculum (CPC) 11

Areas Of Deficiency Alternatives 12

English 12

Mathematics 12

Science 12

Social Science 12

Foreign Language 12

Home School Graduates Or Graduates Of Non-Accredited High Schools 12

Transfer Students 12

Transient Students 13

International Students 13

Advanced Placement For Freshmen 13

Joint Enrollment Program/Accel 13

Admissions 14

Senior Citizens Amendment 23 14

Special Students 14

Applicants From A Non-Accredited College 14

Readmits 14

Auditors 14

Move On When Ready 14

ADMISSIONS INFORMATION

The admissions policy of Albany State University is designed to admit those applicants who show a reasonable probability for success in completing requirements for a degree. In considering the applicant, the Office of Enrollment Services will review the previous academic record, entrance examination scores and grade-point average.

All applicants must present the required credentials for review and evaluation. Acceptance or denial of admission is determined by the Director of Enrollment Services subject to the right of appeal to the Committee on Admissions and Academic Evaluation. An applicant who is unable to enroll during the semester he/she is accepted must notify the Office of Recruitment and Admissions if he/she wishes to enter the University at a later date.

An application for admission is considered when the completed application and all requested credentials have been received by the University.

## GENERAL REQUIREMENTS

An applicant must submit the following credentials by May 1 for Fall Semester, November 15 for Spring Semester, April 1 for Summer Semester.

A completed official application form with a $20 non-refundable application fee The Application for Admission must be submitted online. It is available at http://[www.asurams.edu](http://www.asurams.edu/).

A Certificate of Immunization and Pre-Medical Entrance form prior to enrollment. Albany State will forward to accepted applicants an immunization and medical form to be completed immediately upon receipt.

## FRESHMAN ADMISSIONS

An official high school transcript of the previous academic work should be mailed by the high school counselor or principal directly to the University. The official high school transcript should indicate all courses taken and certify the date of graduation with a diploma from a regionally accredited high school. All applicants for admission to the first year class as regular students are required to take the College Board SAT Reasoning Test OR the ACT (American College Testing) assessment test to be admitted to Albany State University. Albany State University’s SAT School Code is 5004; ACT School Code is 0782.

Students who have been out of high school at least five years or whose high school class graduated at least five years ago, and hold a high school diploma from a regionally accredited high school, or satisfactorily completed the GED, and have earned fewer than 30 transferable semester credit hours are not required to take the SAT or ACT; however, these students must take the College Placement Examination and complete any Developmental Studies/Learning Support requirements. A student must meet the following minimum requirements.

## SAT REQUIREMENTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **CPC Unit** | **\*SAT Verbal** | **\*SAT Math** | **\*Minimum** |  |
|  | **Requirements** | **Score** | **Score** | **HSGPA** | **Index** |
| 2011 | 16 | 430 | 400 | 2.22 | 1940 | |
| 2012 | 17 | 430 | 400 | *2.22* | 1940 |

## MINIMUM ADMISSION REQUIREMENTS

***\*Students must have two of the four (SAT Verbal/ACT English, SAT Math/ACT Math, HSGPA, Freshman Index) plus the College Preparatory Curriculum unit requirements to be accepted\*Freshman Index =***  ***FI = 500 x (HSGPA) + SAT Verbal/Critical Reading + SAT I Math (OR) FI = 500 x (HSGPA) + (ACT Composite x 42) + 88***

## COLLEGE PREPARATORY CURRICULUM (CPC)

Students who score the following minimum entrance examination scores may be exempted from taking the College Placement Examination if they meet the requirements of the College Preparatory Curriculum.

**SAT Requirements ACT Requirements**

Verbal 430 English 17

**Math** 400 Math 17

Students graduating from high school in 1988 or later must meet the requirements of the College Preparatory Curriculum (CPC). Students lacking required courses in any of the five areas must make up the deficiencies according to established guidelines. College courses taken to satisfy deficiencies will not apply toward core or degree requirements, but will be calculated in the cumulative grade point average. The following high school courses are minimum requirements for admission as a freshman. In June 1995, the Board of Regents adopted the Admissions Policy Direction to ensure that students who enter the University System of Georgia are prepared to succeed.

Applicants to Albany State University must have the following number of high school credits to be enrolled without restrictions:

|  |  |  |  |
| --- | --- | --- | --- |
| **Courses (Units)** | **Graduates in 2011 and earlier Instructional Emphasis** | **Courses (Units)** | **Graduates in 2012 and later Instructions Emphasis** |
| English (4) | Grammar and Usage  Literature (American and World)  Advanced Composition Skills | English (4) | Grammar and Usage  Literature (American and World)  Advanced Composition Skills |
| Math (4) | Algebra 1, Algebra 2, Geometry and an additional high level mathematics course | Math (4) | Algebra 1, Algebra 2, Geometry and an additional high level mathematics course  OR Math I, Math II, Math III and an additional mathematics course |
| Science (3) | At least two lab sciences from Biology, Chemistry, Physics or related areas of Science | Science (4) | Biology I, Physical Science or Physics, Chemistry I or Earth systems, Environmental Science or an advanced placement science |
| Social Science(3) | American History  World History  Economics and Government | Social Science(3) | American History  World History  Economics and Government |
| Foreign Language(2) | Two courses in one language emphasizing speaking, listening, reading and writing | Foreign Language(2) | Two courses in one language emphasizing speaking, listening, reading and writing |

## AREAS OF DEFICIENCY ALTERNATIVES

## ENGLISH

The student must pass the Reading and English portions of the College Placement Exam (CPE) or complete the Developmental Studies/Learning Support English and Reading courses.

## MATHEMATICS

The student must pass the Math portion of the College Placement Exam" or complete the Developmental Studies/Learning Support Mathematics courses.

## SCIENCE

The student must complete one four-hour course, either BIOL 1111K, PHYS 1001K or CHEM 1151K, with a grade of “C” or better. (Hours earned will not satisfy any of the 10-hour lab science requirements in core D of the core curriculum; however, the course taken can be used to satisfy the “sequence” requirement.) The student can earn equivalent credit through CLEP or transfer.

## SOCIAL SCIENCE

The student must complete one three-hour history or economics course, either HIST 1111, HIST 1112, HIST 2111, HIST 2112 (non history majors) or ECON 2105 , ECON 2106 (non business majors) with a grade of “C” or better or earn equivalent credit through CLEP, or transfer.

## FOREIGN LANGUAGE

The student must complete one three-hour introductory/elementary foreign language course (FREN 1101, GERM 1121 or SPAN 1131) with a grade of “C” or better. All College Prepatory Curriculum deficiencies must be made up before the student has earned 30 semester hours of college level credit. The earned hours used to satisfy deficiencies cannot be used to satisfy degree requirements. Transfer students satisfying the CPC requirements elsewhere in the University System will be recognized as having met those requirements at Albany State upon admission and evaluation of transcripts

## Home School Graduates or Graduates of Non-Accredited high Schools

Graduates of Home School programs or Non-accredited high schools may satisfy admissions requirements using SAT scores and satisfactory documentation of equivalent competence in each of the areas at the college-preparatory level. Applicants who achieve designated scores on each of the following SAT II Subject Tests in an area will be considered to have demonstrated equivalent competence and do not need to submit additional documentation in that area: English Writing, Literature, Math IC or Math IIC, American History & Social Studies, World History, Biology, and one of the following: Chemistry or Physics.

## TRANSFER STUDENTS

Applicants who have attended other institutions can apply for admission with advanced standing, provided they are academically eligible to re- turn to the college or university last attended and have 30 or more transferable college credits. Students transferring from other colleges must send official transcripts of all previous college work to the Office of Enrollment Services at Albany State University. Students with fewer than 30 transferable college credits will be required to meet the Freshman Admissions standards for Albany State University.

The applicants’ eligibility for admission will be based on previous academic performance. The Institution reserves the right to require high school transcripts and ACT or SAT scores for transfer students; it also reserves the right not to accept the credits of an institution, regardless of its accreditation status, when the University determines that the course content is not equivalent to the course content at Albany State University.

Students must report all courses completed at other institutions. Failure to report previous college attendance is sufficient cause for cancellation of registration and credits earned at Albany State University. A maximum of 90 academic semester hours from an accredited senior college may be applied to the program in which an applicant desires enrollment, provided that grades earned are “C” or better. Applicants who have completed the core requirements in a transfer program in another unit of the University System will receive full transfer credit for all core courses. A maximum of 30 semester hours in any combination of independent study, extension and/or credit by examination earned at other accredited institutions can be accepted toward graduation.

Albany State University will accept as transferred credit “D” grades earned in core curriculum courses; no freshman English courses with grades less than “C” will be accepted as transfer credit. All transfer applicants accepted for admissions will be provided a copy of their transcript evaluation , which includes the work accepted from the college(s) previously attended. This evaluation must be presented upon registration to the students’ advisors. Unofficial transcripts cannot be evaluated. Applicants who have NOT completed at least 30 semester hours of transferable college credits should complete all the requirements for freshman admissions. Students who have not completed Developmental Studies requirements at another System institution shall be admitted only in accordance with the Developmental Studies guidelines. Applicants transfer ring from an institution or program that did not require the College Preparatory Curriculum may be subject to College Preparatory Curriculum requirements.

## TRANSIENT STUDENTS

Students who are regularly enrolled in other institutions may be allowed temporary matriculation at Albany State University. Transient admission is ordinarily limited to one semester. Transient students must submit official applications for admission and letters of approval from the Registrar of the institution in which they are enrolled certifying that they are currently eligible to return to the parent institution, and that they have been granted permission to enroll at Albany State University for a specified period of time. The University requires that the letter of approval from the Registrar include a list of courses that the student should take while enrolled at Albany State University.

## INTERNATIONAL STUDENTS

International students must meet the following regular admission requirements:

* Complete an official application for admission.
* Have an official United States evaluation completed for all NON-USA secondary schools attended and for examinations taken. Applicants must have the equivalent of a U.S. high school college preparatory diploma.
* Test scores providing evidence of English language proficiency. If English is not the official language of the applicant’s home country, then the applicant must take the Test of English as a Foreign Language (TOEFL). Minimum scores for the TOEFL are 523 on the paper test or 193 on the computer test or 69 on the internet based test. The school’s destination code is 5004.
* Scores on the SAT from the College Board or scores on the ACT from the American College Testing Program.
* Scores from the College Placement Examination of the University System of Georgia.
* Must present evidence of adequate financial resources for the entire period the student will attend Albany State University (complete the Albany State University Certificate of Finances form).

## ADVANCED PLACEMENT FOR FRESHMEN

Albany State University grants advanced placement with credit for beginning freshmen who have achieved a score of three (3) or higher on Advanced Placement Tests. Three semester hours of credit may be given in one or more areas in which the tests are administered

## JOINT ENROLLMENT PROGRAM/ACCEL

The Joint Enrollment Program at Albany State University offers academically superior high school juniors or seniors an opportunity to enroll for college credit prior to the completion of their high school program of study provided they reside in close proximity to permit class attendance at the University and his/her high school during the same period of time. Students entering through the joint enrollment program must have completed the University System Of Georgia College Preparatory Curriculum requirements with the following exceptions: Students with SAT verbal scores of at least 530 or ACT English scores of at least 24 who have not completed the final unit of high school English and/or social science may be permitted to fulfill these high school requirements with the appropriate college courses taken through the joint enrollment program. Students who have not completed the College Preparatory Curriculum requirements may be admitted through the joint enrollment program if they are enrolled in the necessary high school courses and scheduled to complete the requirements by the end of their senior year. Students enrolled in public secondary institutions may be eligible for tuition reimbursement under the Post Secondary Option (PSO) program and should contact their high school counselor for information.

Procedures for applying for enrollment in the Joint Enrollment Program are listed below:

* Complete an official application form.
* Have SAT scores or ACT scores mailed to the Office of Admissions. A minimum SAT composite score of 970, with at least 430 minimum on verbal and at least 400 minimum on math, or a minimum ACT composite score of 21, with at least 18 minimum on verbal and at least 16 minimum on math.
* Submit a completed joint enrollment application and advisement form.

## ADMISSIONS

## SENIOR CITIZENS AMENDMENT 23

Citizens of the state of Georgia who are 62 years of age or older are eligible to enroll on a “space available” basis without payment of tuition and fees, except for supplies, laboratory, shop or special fees. To be eligible senior citizens should:

* Meet all requirements for admission, including high school transcript.
* Satisfy all Developmental Studies requirements, where applicable.
* Present a birth certificate at the time of admission to prove age at the time of registration.
* Meet all system and institutional requirements such as GRE, etc., if seeking a degree.

All academic records will be maintained for course work completed by senior citizens.

## SPECIAL STUDENTS

University students who desire to take undergraduate courses for career purposes are classified as special students. These students should complete the following admission procedures:

* Submit an application for admission with a $20 application fee.
* Submit a copy of degree or college transcripts certifying graduation from a program at a senior level institution.

## APPLICANTS FROM A NON-ACCREDITED COLLEGE

Students may be admitted conditionally from colleges that have been approved by the corresponding State Board of Education but not by the regional accrediting association. The work completed at the non-accredited college must be validated before the student is classified or the credits are fully accepted.

To validate the work done at the non-accredited institution, students must complete one year of satisfactory work in residence at Albany State Uni- versity. In most cases, students will be required to complete the English, science and professional courses in residence. Should students fail to maintain an average of “C” or better while in residence, the University will not accept the work completed at the non-accredited institution. If students maintain a “C” average or better during the first year of enrollment, they should contact the Records Office to insure credit validation.

## READMITS

Students who have previously attended Albany State University and have not been in attendance for a semester or more are required to file an application for readmission in the Office of the Registrar, by the deadline dates listed on the academic calendar for admission. Students must reenter the same academic department in which they were last enrolled until the change of major is approved.

## AUDITORS

Students who desire to register as “auditors” are required to submit the following items:

* An application for admission with a nonrefundable $20 application fee.
* An official high school transcript showing date of graduation or the General Education Development (GED) Examination.

“Auditors” must pay the regular fees for enrollment and shall be prohibited from receiving credit at a later time for courses for which they were registered as “auditors.” Faculty members may attend classes offered by other faculty members of Albany State University without registering as auditors. Auditors do not receive credit, but receive a grade of V (see grading system).

## MOVE ON WHEN READY

Move On When Ready is a dual enrollment program for students who want to attend Albany State University to complete the graduation requirements for high school and earn college credit simultaneously. Students may complete their junior and/or senior year of high school in MOWR program. Students must meet the following criteria: Have a minimum SAT Score of 970 with at least a 430 minimum on the Critical Reading section and at least a 400 minimum on the Math section or have an ACT composite score of 21 with at least an 18 on the English section and at least a 16 on the Math section; have been a Georgia resident since the October FTE count of the prior school year. Students wanting to enroll in Albany State University through the Move on When Ready program must meet with their high school counselor to ensure that completed ASU courses will satisfy high school graduation requirements.

Procedures for applying for enrollment in the Joint Enrollment Program are listed below:

* Complete an official ASU application form with the non-refundable application fee of $20.
* Submit official test scores to the Office of Enrollment services.

Students must self-identify as a MOWR applicant when applying.



# FINANCIAL INFORMATION

**CONTENTS**

**Financial Information** 15

Financial Aid Application Procedures 16

Annual Application Deadline Dates 16

Satisfactory Academic Progress (SAP) 16

Qualitative Measurement 16

Quantitative Measurement 17

Definition Of Hours Attempted And Completed 17

Maximum Time Frame: Definition Of Hours Attempted 17

Transient Courses 17

Second Degrees, Double Majors, And Minors 17

Completed Program Of Study But No Degree Earned 17

Unofficial Withdrawal (Grades Of “F” In All Courses) 18

Reinstatement Of Financial Aid 18

Appeals Process 18

Sources Of Financial Aid 19

Scholarships 19

The Presidential Scholarship 19

The Albany State University Foundation Scholarship 19

James H. Porter Academic Scholarships 19

Georgia’s Hope Scholarship (Helping Outstanding Pupils Educationally) 19

The Hope Promise Scholarship Program 20

Thurgood Marshall Scholarships 20

Albany State University National Alumni Association Scholarships 20

Marie H. Dixon Scholarship 20

Albany State University Athletic Scholarships 20

Albany State University Music Scholarship 20

The Gates Millennium Scholars Program 20

Law Enforcement Personnel Dependents Grant 20

Georgia Public Safety Memorial Grant 20

Robert C. Byrd Scholarship Program 20

Ty Cobb Scholarship 21

Alice Minor Stubbs Hawthorne Scholarship 21

External Scholarships 21

Grants 21

Federal Supplemental Educational Opportunity Grant (SEOG) 21

Federal Teach Grant 21

Employment 21

Federal Work-Study Program 21

Loan Programs 22

Federal Direct Subsidized Loan 22

Federal Direct Unsubsidized Loan 22

Federal Direct Plus Loan (Undergraduates And Graduates) 22

Federal Direct Grad Plus Loan (Graduates) 22

Federal Perkins Loan (Formerly NDSL) 22

Veterans Assistance Programs 22

Refund Policy For Financial Aid Recipients 22

Return Of Title Iv Funds 22

Withdrawal Date 23

Official Withdrawals 23

Unofficial Withdrawals 23

Repayment Obligations 23

Procedures For Return Of Title Iv Funds (R2T4) 23

Financial Information 24

Student Fee Schedule 24

Definition Of Full-Time Student 24

Citizens Of Georgia 62 And Older 24

Audit (Non-Credit) Fee 24

Payment Of Fees And Charges 24

General Refunds 24

Room And Board Refunds 25

Boarding Student Fees 25

FINANCIAL AID INFORMATION

It is the Mission of the Albany State University Office of Financial aid to provide financial assistance to students and parents for the purpose of financing their education. The Office of Financial Aid Office will serve its customers (actual and potential) by providing proper customer service, adequate consumer information and also by providing adequate financial aid packages to meet their financial needs, based on their individual eligibility, to meet there cost of attendance (direct and indirect). Albany State University provides financial assistance for promising students who, without such help, would be unable to attend. The University, however, believes that the principal responsibility for financing an education lies with students and their families. Most financial aid programs are based on the financial needs of students. Need is the difference between the cost of education at Albany State University and the amount applicants and their families are expected to contribute toward the cost of education.

## FINANCIAL AID APPLICATION PROCEDURES

Students desiring financial aid should complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. Students are urged to complete the FAFSA [online](http://fafsa.ed.gov) at http://fafsa.ed.go[v](http://fafsa.ed.gov). The Albany State University School Code is 001544.

# Annual Application Deadline Dates

|  |  |
| --- | --- |
| **April 15, 2011** | Priority FAFSA Processing Deadline |
| **June 1, 2011** | FAFSA Processing Deadline for the Fall Semester |
| **June 30, 2011** | Verification Document Deadline Date |

The Office of Financial Aid will be processing completed applications for the academic year as soon as Federal regulations are received and the Board of Regents determines tuition rates for the academic year. A student must be accepted for enrollment (new students and readmits) before he/she can be awarded.

Application processing can take six weeks or longer during peak processing periods. Although the priority deadline is April 15 of each year, application that are not competed by the following deadlines may be processed by the beginning of that semester Fall semester, June 15; spring semester, November 15; summer semester, April 15. If you have not completed the application process (this included providing additional documentations as requested by the Office of Financial Aid) by the dates given above, you should be prepared to pay all educational costs assessed on your fee statement.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Federal regulations require that all students receiving any form of financial assistance make and maintain satisfactory academic progress (SAP) toward the completion of their degrees, within a reasonable period of time, in order to remain eligible to receive assistance. Students are evaluated on the basis of GPA (Grade Point Average), credit hour completion, and maximum time frame. Students are considered to be making satisfactory academic progress if they meet the two standards of measurement (Qualitative and Quantitative). Failure to maintain SAP will result in the loss of all federal and state aid, including:

* Federal Pell Grant
* Federal Supplemental Education Opportunity Grant (FSEOG)
* Federal Work Study
* Federal Stafford Loans (Subsidized and Unsubsidized)
* Federal Plus Loans
* Federal Perkins Loans
* Federal Teach Grant
* State of Georgia Financial Aid Programs including the Georgia HOPE Scholarship Programs
* Other Grant and/or Scholarship programs which require Satisfactory Academic Progress verification.

Satisfactory Academic Progress will be reviewed based on cumulative academic history. Qualitative and Quantitative measurement will be evaluated at the end of Spring Semester to determine eligibility for the next academic year.

In order to be eligible for federal financial aid funding or the Georgia HOPE Scholarship, a student must be making “Good” Satisfactory Academic Progress (SAP). Four (4) standards are used to measure Satisfactory Academic Progress:

**QUALITATIVE MEASUREMENT**

Evaluation of Grade Point Average (GPA rule)

Undergraduate students must maintain a 2.0 or above cumulative grade point average. Graduate students must maintain a 3.0 or above cumulative grade point average. Renewal and Repeat classes are included in the GPA calculation for financial aid purposes.

**QUANTITATIVE MEASUREMENT**

Completion Percentage (67% rule)

1. Students must, as a minimum, complete at least 67% (or 2/3) of the courses they attempt toward a program of study. Please NOTE: Satisfactory grades are A, B, C, D, or S. All remedial courses (Learning Support) past the first 30 hours and Academic Renewal classes are included in this calculation.

Maximum Timeframe (150% rule)

1. Students must complete their program of study within the allowable timeframe. The maximum number of hours allowed is 150% of the number of semester hours required to earn a degree. For example at Albany State University, the average degree requires 120 hours for completion and the average graduate degree requires 60 hours for completion; therefore students may not receive financial aid after they have attempted 190 semester hours (undergraduate), 90 hours for Second Undergraduate, and 90 semester hours (graduate). The first 30 semester hours of Learning Support courses combined are not counted in the maximum number of hours. Academic Renewal and Transfer credits are counted in the maximum number of hours.

**Students who change majors or degree programs may reach their eligibility limits for receiving financial aid before obtaining a degree. Students who elect to change majors or degree programs should do so early to avoid jeopardizing eligibility for financial aid.**

Maximum Learning Support (Max Remediation rule)

1. Students cannot receive financial aid for more than 30 semester hours of remedial coursework (Learning Support courses). If these courses must be taken beyond 30 semester hours, students must enroll at their own expense. If an appeal is granted through the appeal process, then the student may receive financial aid to cover the cost of the remedial classes

## DEFINITION OF HOURS ATTEMPTED AND COMPLETED

Hours counted as attempted include:

* All ASU courses for which the student receives any of the following grades: A, B, C, D, S, F, I and U
* All ASU courses marked as W, WF, and IP
* All ASU hours forgiven under the Academic Renewal Policy and Grade Replacement Policy as approved by the Office of Academic Services and Registrar.

Hours not counted as attempted include:

* All ASU courses designated as Audit

Hours successfully completed include:

* All ASU courses for which the student receives a passing grade: A, B, C, D and S

Hours unsuccessfully completed include:

* All ASU courses for which the student receives any of the following grades: F, I or U
* All ASU courses marked as W, WF or IP

## MAXIMUM TIME FRAME: DEFINITION OF HOURS ATTEMPTED

Hours counted as attempted include:

* All ASU courses for which the student receives any of the following grades: A, B, C, D, S, F, I and U
* All ASU courses marked as W, WF, and IP
* All ASU hours forgiven under the Academic Renewal Policy and Grade Replacement Policy as approved by the Office of Academic Services and Registrar.
* All credits accepted for transfer from another institution

## TRANSIENT COURSES

Approved Transient courses are considered to be courses attempted at Albany State University and are monitored for Satisfactory Academic Progress accordingly.

## SECOND DEGREES, DOUBLE MAJORS, AND MINORS

There are no adjustments to Qualitative or Quantitative measurements for students seeking second degrees double majors and or minors.

**COMPLETED PROGRAM OF STUDY BUT NO DEGREE EARNED**

A student who completes the academic requirements for a program, but does not have a degree is not eligible for further Federal Title IV aid for that program.

The Office of Academic Services and Registrar, after approving the audit, will determine if the student has completed all course requirements for degree. This includes courses for double major or minor. After your audit for degree has been completed, you will be identified as a potential graduate. If you fail to meet graduation requirements, you may no longer be eligible to receive financial aid funds.

* Students who did not have the required GPA to earn their degree will not be eligible to receive financial aid funding, through the Office of Financial Aid, for the next semester of enrollment
* Students who did not pass any required exam (comprehensive exam, Praxis, etc.) will not be eligible to receive financial aid funding, through the Office of Financial Aid, for the next semester of enrollment.

Students who are not eligible to receive financial aid funding through the Office of Financial Aid, for the next semester enrollment will have to pay out of pocket.

## UNOFFICIAL WITHDRAWAL (GRADES OF “F” IN ALL COURSES)

Students who earn a grade of “F” in all courses at the end of a semester are defined as Unofficially Withdrawn from the university by the Federal Department of Education.

## REINSTATEMENT OF FINANCIAL AID

Students may apply for reinstatement of financial aid by achieving one of the following:

* Accomplishing a successful appeal through the process described below
* Enrolling at your own expense until you are making “Good” Satisfactory Academic Progress towards a degree.

## APPEALS PROCESS

An appeals process is available for students who have extenuating circumstances that account for their lack of academic progress. Appeals must be made in writing to the Financial Aid Appeals Committee. Students must submit the Financial Aid Appeals Petition form along with supporting documents to indicate the specific reason(s) for failure to make satisfactory progress. The committee will review the petition and supporting documents, as well as past performance and past academic record. Students will be notified in writing of the committee’s decision. Students that are academically eligible for enrollment and are approved for financial aid through an appeal remain eligible until the next evaluation period. Please make sure that you include all documentation you think will be necessary with your appeal petition as both approvals and denials are final.

* Students whose appeal has been approved by the Financial Aid Appeals Committee will be evaluated for Satisfactory Academic Progress at the end of semester of enrollment until the minimum standards for Qualitative and Quantitative measurement are met.
* Beginning with the Fall 2011 semester, students are allowed to submit a maximum of five (5) Financial Aid Appeal Petitions.
* Students whose appeal has been approved are not meeting minimum Qualitative and or Quantitative measurements, and thus may not be eligible for certain grant or scholarship programs, such as those offered by the State of Georgia.
* Your appeal cannot be granted if mathematically, you cannot meet the minimum graduation requirements for your degree within the maximum timeframe allowed. Students in this situation will not qualify for Federal financial aid funds and thus will have to pay tuition cost at their own expense.
* If you are readmitting (completed Readmission Application) back into the university, your Appeal Petition cannot be acted upon until you have been approved for readmission back into the university by your Academic Department

The Financial Aid Appeals Committee will review all students whose Satisfactory Academic Progress did not improve after the 1 term of enrollment and determine if the student will be approved for financial aid eligibility for the subsequent term, denied financial aid eligibility for the subsequent term, or have to provide additional documentation by appealing for the subsequent semester. A student may be required to provide an academic success plan as developed Albany State University Academic Advising Office or your departmental academic advisor.

Depending on information provided in your appeal, the Office of Financial Aid may forward your information to the Albany State University Office of Counseling and Testing for evaluation.

## SOURCES OF FINANCIAL AID

## SCHOLARSHIPS

## THE PRESIDENTIAL SCHOLARSHIP

The Albany State University Foundation recognizes Presidential Scholars each academic year, granting an award which may be up to the student’s cost of attendance. A Presidential Scholar must rank in the upper five percent of his/her graduating high school class and must have a competitive SAT/ACT score. In addition to SAT/ACT requirements, valedictorians and salutatorians will be considered. Additionally, applicants will need three letters of recommendation and a 500 word essay. The Application deadline is April 20th of each year. The student who wishes to apply for the Presidential Scholarship should contact the Velma Fudge Grant Honors Program, Office of the President or the Office of Financial Aid. Please visit the Financial Aid Website at http://[www.asurams.ed](http://www.asurams.edu)u for application procedures.

## THE ALBANY STATE UNIVERSITY FOUNDATION SCHOLARSHIP

The Albany State University Foundation will recognize Foundation Scholars each academic year, granting an award which may be up to $2000 per year. An Albany State University Foundation Scholar must have a competitive SAT/ACT score which should be no less than 1000 SAT or 22 Composite ACT and a 3.5 grade point average. The student who wishes to apply for the Albany State University Foundation Scholarship should contact the Velma Fudge Grant Honors Program, Office of the President or the Office of Financial Aid. Please visit the Financial Aid Website at http://[www.asurams.ed](http://www.asurams.edu)u for application procedures.

## JAMES H. PORTER ACADEMIC SCHOLARSHIPS

Porter Academic Scholarships are made possible through a trust fund created by James H. Porter and authorized by the Board of Regents of the University System of Georgia. The scholarships are provided as an incentive to attract academically talented students to the University. Priority will be given to prior recipients for renewal.

AWARD CRITERIA

Minimum eligibility requirements to receive the James H. Porter Academic Scholarship include:

* Must be a georgia resident
* Must be a full-time students (graduate or undergraduate)
* Undergraduate students
  + Students with no previous college credit (freshman) must have an SAT (critical reading and mathematics) 1000 or higher and a high school GPA in academic subjects of 3.0 or better
  + Students with prior college experience must have a college GPA of 3.3 or better
* Graduate Students
  + Must have a minimum undergraduate GPA of 3.3 or higher
  + Must have a minimum score:
    - 1,100 (verbal and quantitative) or higher on the GRE or;
    - 500 or higher on the GMAT and;
    - Meet program admission test score requirements
* Awards are limited to four years (undergraduate) and/or two years (graduate)
* Renewal awards
  + Must maintain a 3.0 GPA or higher
  + Renewal is not automatic and is dependent on available funding.
  + Students are expected to re-apply every year.

Determination of Award Amounts

The determination of the Scholarship award amounts are based on available funding.

Scholarship awards for the James H. Porter Academic Scholarship are from $1000 - $5000 annually.

## GEORGIA’S HOPE SCHOLARSHIP (HELPING OUTSTANDING PUPILS EDUCATIONALLY)

If you are a Georgia resident enrolling in a degree program at a Georgia public college, university, or technical college, you may be eligible for the HOPE Scholarship. The Georgia HOPE Scholarship's award covers 90% of the prior year matriculation (tuition) cost. The HOPE Scholarship no long provides funding for mandatory fees nor does it provides a book allowance.

The HOPE Scholarship Program is funded through the Georgia Lottery. The program will assist entering freshmen graduating from a Georgia high school, with a "B" average in a college preparatory curriculum. The scholarship provides assistance, which includes tuition, mandatory fees and a book allowance up to $150 per semester.

Students who are not academically eligible for a HOPE Scholarship immediately after high school graduation may be eligible for a HOPE Scholarship after attempting 30, 60 or 90 hours of study, or students who lost HOPE due to not maintaining a 3.0 grade-point average may be

eligible to regain HOPE after attempting 60 or 90 hours of study. Eligibility under both categories can be considered by completing the HOPE Evaluation Request Form. The assistance from the scholarship is the same as that of a freshman receiving HOPE. For more information on HOPE Scholarship go to: [http://www.gacollege411.org.](http://www.gacollege411.org/)

## THE HOPE PROMISE SCHOLARSHIP PROGRAM

This program will provide forgivable loans of $3,000 per year to students who commit to teach in a Georgia public school and have a cumulative 3.0 or higher grade average after their sophomore year in college. For more information on HOPE Promise Scholarship go to: [http://www.gacollege411.org.](http://www.gacollege411.org)

## THURGOOD MARSHALL SCHOLARSHIPS

The Thurgood Marshall Scholarship is awarded to entering freshman enrolled in full-time study pursuing a bachelor’s degree. The recipient must have attained a score of 1,100 minimum on the SAT and a score of 24 minimum on the ACT, and a grade point average of 3.0. Additionally, the recipient must be recommended by his/her high school and demonstrate commitment to academic excellence and community service.

## ALBANY STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION SCHOLARSHIPS

The Albany State University National Alumni Association awards scholarship annually to undergraduate students. For more information, you can contact the Albany State University National Alumni Association at 229-430-3982. Scholarships include:

* The Marie H. Dixon (see below)
* National Slumni Association Directors Scholarship
* Pre Alumni Associatio Scholarship

## MARIE H. DIXON SCHOLARSHIP

The Marie H. Dixon Scholarship is presented by the Albany State University Alumni Association to perpetuate the memory of its president emeritus. This award is made to one eligible student who is either enrolled at Albany State University or intends to enroll at the institution.

The ASU Alumni Association grants one $1,000 scholarship annually. The recipient must meet the following requirements:

* A minimum 2.5 grade-point average.
* Exhibit outstanding leadership abilities through specific activities and events.
* Demonstrate a financial need.

For more information or to apply, contact the office of Alumni Affairs at (229) 430-4658.

## ALBANY STATE UNIVERSITY ATHLETIC SCHOLARSHIPS

The Director of Intercollegiate Athletics should be contacted for information.

## ALBANY STATE UNIVERSITY MUSIC SCHOLARSHIP

Interested students should contact the Chairperson of the Department of Fine Arts.

## The Gates Millennium Scholars Program

The Gates Millennium Scholars Program (GMS), funded by a grant from the Bill & Melinda Gates Foundation, was established in 1999 to provide outstanding African America, American Indian/Alaska Native, Asian Pacific Islander American, and Hispanic American students with an opportunity to complete and undergraduate college education

To apply, visit <http://www.gmsp.org>.

## LAW ENFORCEMENT PERSONNEL DEPENDENTS GRANT

This grant in the amount of $2,000 per academic year is awarded to eligible Georgia residents who are dependent children of Georgia law enforcement officers, prison guards or firemen who are permanently disabled or were killed in the line of duty. Students who qualify should con- tact the FAO. For more information go to: [http://www.gacollege411.org.](http://www.gacollege411.org/)

## GEORGIA PUBLIC SAFETY MEMORIAL GRANT

The son or daughter of any Georgia public safety officer who was killed or is permanently disabled in the line of duty is eligible for this grant. The program, which is funded by the Georgia Lottery for Education, covers the Cost of Attendance at a Georgia public post-secondary institution, minus other gift aid received, including the Law Enforcement Personnel Dependents Grant. For more information on Georgia Public Safety Memorial Grant go to: [http://www.gacollege411.org.](http://www.gacollege411.org)

## ROBERT C. BYRD SCHOLARSHIP PROGRAM

This scholarship program is available to students who demonstrate outstanding academic achievement. The purpose of the program is to promote student excellence and achievement and to recognize exceptionally able student who show promise of continued excellence. The

recipient receives a stipend of $1,500 for the academic year. For more information on the Robert C. Byrd Scholarship go to: [http://www.gacollege411.org.](http://www.gacollege411.org)

## TY COBB SCHOLARSHIP

This scholarship is awarded annually to sophomores, juniors and seniors. Recipients must be a Georgia resident, demonstrate financial need, and possess a 3.0 grade-point average or better. Applications can be obtained by writing: Ty Cobb Foundation, P.O. Box 725, Forest Park, GA 30051.

## ALICE MINOR STUBBS HAWTHORNE SCHOLARSHIP

This scholarship was established in memory of Mrs. Hawthorne to inspire youths to beat the odds and obtain a college education. The scholarship covers tuition and fees at Albany State University. The recipient must meet the following requirements:

• Be enrolled in the ASU College of Business

• Major in marketing or management

• Maintain a grade-point average of 2.5 or better

• Entering junior or senior status

## EXTERNAL SCHOLARSHIPS

Numerous Scholarships are available through external sources such as local churches, clubs, professional organizations, private foundations and civic groups. High school students should also check with their high school libraries and guidance counselors. The FAO posts on a continuous basis through ASU-INFO (e-mail) scholarship announcements that are received in the FAO. The World Wide Web is a great and helpful resource when searching for scholarships, and many provide free information. Listed below are some reputable scholarship Web sites.

|  |  |  |
| --- | --- | --- |
| [www.fastweb.com](http://www.fastweb.com) [www.gacollege411.org](http://www.gacollege411.org) [www.studentaid.ed.gov](http://www.studentaid.ed.gov) [www.dl.ed.gov](http://www.dl.ed.gov) | [www.dlenote.ed.gov](http://www.dlenote.ed.gov) [www.collegeispossible.org](http://www.collegeispossible.org) [www.collegeboard.org](http://www.collegeboard.org) | [www.freschinfo.com](http://www.freschinfo.com) [www.collegenet.com](http://www.collegenet.com) [www.scholarships.com](http://www.scholarships.com) |

## GRANTS

FEDERAL PELL GRANT

The fund makes financial assistance available to eligible students attending approved post-high school institutions. Eligibility and actual amount of aid are determined by the Office of Education. This is a need-based program for undergraduates with no repayment required. Completion of the Free Application for Federal Student Aid (FAFSA) is required. For more information on the Federal Pell Grant go to: <http://www.fafsa.ed.gov> and <http://www.pin.ed.gov>

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Supplemental Educational Opportunity Grant Program is for students with exceptional financial need who, without the grant, would be un- able to continue their education. This is a federally-funded grant program for undergraduate students who have not earned a bachelor's degree. To be eligible, a student must be enrolled at least half-time. The maximum award for an academic year is $4,000; however, because of limited funds, awards generally do not exceed $1,000 per academic year. This award is based on need with no repayment required.

## Federal TEACH Grant

Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. If, after reading all of the information on this fact sheet, you are interested in learning more about the TEACH Grant Program, you should contact the financial aid office at the college where you will be enrolled.

**Iraq and Afghanistan Service Grant**

A student who is not eligible for a Pell Grant but whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant.

Additional Student Eligibility Requirements

* - Be under 24 years old or
* - Enrolled in college at least part-time at the time of the parent’s or guardian’s death.

The grant award is equal to the amount of a maximum Pell Grant for the award year – not to exceed the cost of attendance for that award year.

## EMPLOYMENT

## FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study Program provides jobs for students who need financial aid and who must earn a part of their educational expenses. Students must be enrolled at least half-time. In arranging a job and determining how many hours per week a student may work under this program, the student's financial need, class schedule and academic progress will be taken into account. This program is based on need.

## LOAN PROGRAMS

## FEDERAL DIRECT SUBSIDIZED LOAN

These loans are for students who demonstrate financial need. The federal government is the lender. The institution administers the program. The interest rates are variable and adjusted each year. The interest rate will never be greater than 8.25 percent. Subsidized means the federal government pays the interest of these loans while the student is in school on at least a half-time basis. A loan fee of 3% is deducted from each disbursement. The federal government retains this amount as an origination fee, which reduces the cost of supporting low-interest loans. Payment begins six months after the student leaves college. Free Application for Federal Student Aid (FAFSA) form is required.

## FEDERAL DIRECT UNSUBSIDIZED LOAN

The unsubsidized loan is not based on financial need. The government does not pay the interest on these loans. It has the same terms and conditions as the subsidized loan. Free Application for Federal Student Aid (FAFSA) form is required.

## FEDERAL DIRECT PLUS LOAN (UNDERGRADUATES AND GRADUATES)

Federal PLUS loans are for parents with good credit histories who want to borrow to help pay for their dependent students' education. The first payment on a PLUS Loan is due within 60 days after the final loan disbursement. The interest rates are variable and adjusted each year. The interest rate is capped at 9%. A loan fee of 4% is deducted from each disbursement. Free Application for Federal Student Aid (FAFSA) form is required.

## FEDERAL Direct GRAD PLUS LOAN (GRADUATES)

Graduate and professional degree students can borrow a Direct GRAD PLUS Loan to help cover education expenses. The terms and conditions applicable to the Direct PLU Loan for undergraduate students. These terms and conditions include:

* A determination that you (the applicant) do not have an adverse credit history and
* A fixed interest rate of 7.9% for Direct PLUS Loans.

Unlike parent PLUS applicants, you (the student applicant) are required to complete the Free Application for Federal Student Aid (FAFSA). In addition, before you can receive a PLUS Loan, your school must have determined your minimum eligibility for Direct Subsidized and Unsubsidized Stafford Loans.

## FEDERAL PERKINS LOAN (FORMERLY NDSL)

Funds are provided to the University for the purpose of making low-interest, long-term loans available to students who demonstrate need. Loans are available to both graduate and undergraduate students. Repayment of a Perkins Loan begins nine months after the student leaves college, graduates or drops below half-time. The interest rate is 5%. Free Application for Federal Student Aid (FAFSA) form is required.

## VETERANS ASSISTANCE PROGRAMS

Veterans, active duty personnel, and eligible dependents are encouraged to take full advantage of benefits available through the Veterans Administration. Those students eligible for benefits should apply for Admissions to the University and complete the Admissions process. An application for VA Education Benefits should be completed prior to entering the institution. The Veteran or other eligible persons are advised to have money available to cover the first semester's tuition and fees at the time of enrollment. Albany State University does not participate in advanced payment with the VA. Interested persons should contact the Veterans Affairs component of the Registrar's Office for information and assistance pertaining to eligibility and application for Veterans Educational Benefits at (229) 430-4638.

## REFUND POLICY FOR FINANCIAL AID RECIPIENTS

## RETURN OF TITLE IV FUNDS

As cited in section 484B of the Higher Reauthorization Act of 1998 (1965) and section 668.22 of the Federal Register, students who receive Title IV grant or loan funds and withdraw from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined for the amount of time class was attended, and if necessary, return the calculated unearned portion, to the Department of Education. You may also be subject to Albany State University’s Satisfactory Academic Progress guidelines.

**Title IV grants and loans include:**

|  |  |
| --- | --- |
| 1. Pell Grant | 6. Subsidized Stafford Loan |
| 2. Academic Competitiveness Grant | 7. Perkins Loan |
| 3. National SMART Grant | 8. Parent Plus (Graduate Student) |
| 4. Supplemental Education Opportunity Grant | 9. Parent Plus Loan (Parent) |
| 5. Unsubsidized Stafford Loan |  |

The Return of Title IV Funds (Return) regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned Title IV aid a student has earned as of the date of the student ceased attendance based on the amount of time the student spent in attendance. The calculation of Title IV funds earned by the student has no relations to the student’s incurred institutional charges.

## WITHDRAWAL DATE

## OFFICIAL WITHDRAWALS

For official withdrawals, the date you withdraw from classes is the date of record for Return of Title IV Funds calculations, unless your intent to withdraw on an alternate date is documented. If you are not going to continue to attend school, you will need to complete an official withdrawal through the Registrar’s Office as soon as you decide to leave.

## UNOFFICIAL WITHDRAWALS

In the case of an unofficial withdrawal where the student did not complete the semester, and took no action to officially withdraw from the university through the Registrar’s Office; the university will determine the withdrawal date.

**Federal Regulations mandate that Albany State University must calculate earned and unearned portions of financial aid if necessary and return those funds to the student or the Department of Education whether the student “Officially” withdrew or “Unofficially” withdrew from the University.**

## REPAYMENT OBLIGATIONS

**If you do not attend classes, you will have to repay all financial aid funds received.** If you do not attend classes, you have not established eligibility for the financial aid that you received therefore all financial aid funds MUST be repaid within 30 days.

**If you attend classes, the University will calculate your repayment based on federal regulations.** The repayment calculation is based on the time you attended classes for that semester. This calculation, based on the withdrawal date, determines the type and amount of financial aid you received. The calculation also identifies the financial aid earned for the semester and the amount the University and you must return to the Department of Education.

## PROCEDURES FOR RETURN OF TITLE IV FUNDS (R2T4)

If the total amount of Title IV grant and/or loan funds that the student earned is less than the amount received by the student, the difference between these amounts must be returned to the Title IV program (Department of Education) in the following order of priority (not to exceed the amount originally disbursed):

|  |  |
| --- | --- |
| 1. Unsubsidized Stafford Loan | 6. Pell Grant |
| 2. Subsidized Stafford Loan | 7. Academic Competitiveness Grant |
| 3. Perkins Loan | 8. National SMART Grant |
| 4. Parent Plus (Graduate Student) | 9. Supplemental Education Opportunity Grant |
| 5. Parent Plus Loan (Parent) |  |

The institution and the student share the responsibility for returning Title IV funds. The institution returns the “unearned” Title IV funds that have been paid to the school to cover the student’s institutional charges received from Title IV grant and/or loan programs. The student is responsible to repay any unpaid institutional charges resulting from the Return of Title IV Funds Calculation.

The school must return Title IV funds due to the Department of Education no later than 30 days after the date the school determines the student withdrew. Due to the time necessary to research the last date of enrollment for students who unofficially withdraw from the university (must investigate by contacting all professors). In cases involving unofficially withdrawn students, they maybe be notified of the unearned portion well after the withdrawal took place.

If the student owes funds back to the Department of Education, the university will advise the student within 30 days of determining that the student withdrew: The student has 45 days from the date of notification from the university to take action on the overpayment. If the student’s portion of unearned Title IV funds includes a federal grant, the student has to pay no more than 50% of the initial Pell award that the student is responsible for returning.

PLEASE NOTE: Students who completely withdraw from the University will be subject to Financial Aid Satisfactory Academic Progress (SAP) Guidelines. Please visit the SAP guidelines that refer to Minimum Percentage of Credit Hours Completion at www.asurams.edu.

## 

## FINANCIAL INFORMATION

Albany State University receives the major portion of its operating funds through appropriations from the State of Georgia. This arrangement enables the University to offer high quality educational programs to its students at a minimal cost. The fiscal year for the University consists of three semesters–summer, fall and spring–and student fees are assessed on this basis. Fees are charged in accordance with the regulations and schedules set forth in this section, the basis of which is a 12 semester hour minimum load. Since fees are due and payable as an integral part of registration, students must pay all assessed fees during the process.

## STUDENT FEE SCHEDULE

The University reserves the right to change, without previous notice, its fees, charges, rules and regulations at the beginning of any semester; however, this right will be exercised cautiously. It is the student’s responsibility to know the fees which are in effect each semester for which he/she enrolls.

## DEFINITION OF FULL-TIME STUDENT

A student with an academic schedule of 12 or more semester hours is considered a full-time student. A student with less than 12 semester hours is considered a part-time student. With this status, a student pays all semester fees, in full, except the tuition, which is paid on a per-semester hour basis. The fee per semester hour is as follows:

|  |  |  |
| --- | --- | --- |
|  | Undergraduate | Graduate |
| In-state Tuition | $143.00 | $170.00 |
| Out-of State Tuition | $530.00 | $678.00 |

|  |  |  |
| --- | --- | --- |
| **Other Fees and Charges** | Undergraduate | Graduate |
| Graduation Fee | $30.00 | $40.00 |
| Applied Courses | $ 100.00 | $ 100.00 |
| Books and Supplies–estimate per semester | $ 500.00 | $ 500.00 |
| Laboratory Fees (For noted courses) | $ 25.00 | $ 25.00 |
| Late Fee | $ 50.00 | $ 50.00 |
| Re-instatement Fee | $150..00 | $150.00 |

• Graduation fees are only payable during the student’s senior year.

• Books and supply purchases are handled directly through the campus bookstore.

• Late fee is charged when one fails to complete the registration process by the date noted on the academic calendar.

## CITIZENS OF GEORGIA 62 AND OLDER

Georgians 62 years of age and older are eligible to enroll as undergraduate or graduate students on a “space available” basis without paying most of the normal fees or tuition. For complete eligibility requirements and application information, contact the Admissions Office.

## AUDIT (NON-CREDIT) FEE

Fees for attending class on an audit or non-credit basis are calculated on the same schedule as regular academic fees.

## PAYMENT OF FEES AND CHARGES

ALL FEES AND CHARGES ARE PAYABLE AT THE TIME OF REGISTRATION. Fees to the University are to be paid by Cash, Money Order, Certified Check, Cashier’s Check, Traveler’s Check, Visa or MasterCard–ONLY. Remittance should be made payable to Albany State University and addressed to the Office of Fiscal Affairs. Remittance should be for the EXACT AMOUNT of the fees due per semester. When fees are sent by mail, the full name and the social security number of the student for whom payment is intended should be provided. Personal checks (subject to approval). COUNTER CHECKS ARE NOT ACCEPTED.

## GENERAL REFUNDS

In accordance with the refund policy of the Board of Regents, refunds will be made on institutional charges and other mandatory fees upon a student’s total withdrawal from the institution. The refund amount for a student withdrawing from the institution shall be based on a prorate 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 will include the weekends, but will exclude scheduled breaks of five or more days in which a student was on an approved leave of absence.

A student is only eligible to retain the percentage of Title IV aid disbursed that is equal to the percentage of the enrollment period completed by the student. The unearned Title IV aid must be returned to the appropriate federal aid program(s). Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any proportion of institutional charges and no Title IV aid needs to be returned. When one withdraws prior to the first day of class, he/she is entitled to a 100% refund. A refund of all tuition and other mandatory fees shall be made in the event of death of a student at any time during the academic year.

The student is responsible for returning the unearned Title IV Program assistance for which the school is not required to return. The amount to be returned is the net amount disbursed from each source in the same order required by the school (Unsubsidized FFEL/Direct Stafford Loan, Subsidized FFEL/Direct Stafford Loan, Perkins Loan, FFEL/Direct PLUS, Pell Grant, FSEOG and other Title IV programs) less the portion re- turned to the respective source(s) by the school. Loan proceeds are returned in accordance with the terms of the promissory note, while only 50 percent of the grant assistance (Pell Grant and/or FSEOG) is the responsibility of the student to pay. The grant overpayment must be paid or payment arrangements should be made up to 45 days after being sent notification from the school or following the date the school was required to notify the student. Failure to act will result in the reporting of the overpayment to the Department of Education, where it will be referred for collection and loss of eligibility for Title IV funds until overpayment is paid in full.

Any student who wishes to withdraw from the University must secure a withdrawal form from the Registrar’s Office, complete it and have it approved by the Registrar, Director of Financial Operations, Vice President for Student Affairs and Director of Financial Aid. The student must file a copy in each office and will then be eligible for a refund of fees in accordance with the above policy.

## ROOM AND BOARD REFUNDS

Refunds for room and board will be made on a pro-rata basis. The student will be charged for each day of the semester for which he/she remains in the dormitory and uses the dining hall and laundry services. Any student who wishes to withdraw from the dormitory must secure a Housing Release Contract Form from their respective resident hall director. The completed form and key to the dormitory room must be submitted to the resident hall director and the identification card must be returned to the RamCard Office prior to the issuance of a refund.

## BOARDING STUDENT FEES

Students from outside of the Albany area are expected to live on the campus. The following rates include room rental, meals, tuition, technology, health, activity, athletics and laundry fees for in-state undergraduate students enrolled for 12 or more hours.

**Double Occupancy Triple Occupancy Quad Occupancy Apartment Occupancy**

Andrews, Wiley and Gibson Halls $3,755.00

North, South and East Halls $3,922.00

Andrews Hall(Limited number of rooms) $3,057.00

4 Bedroom Suite $4,342.00

4 Bedroom Apartment $3,925.00

Students who do not have accommodations in the residence halls may secure their meals in the University dining hall by purchasing the board plan or making deposits to a pre-paid RamBucks Account. The board plan costs $950.00 per semester. The deposits made to the RamBucks Account may vary, yet the credited funds can be used at the various campus dining locations.





# ENROLLMENT

# MANAGEMENT & STUDENT AFFAIRS

**CONTENTS**

**Enrollment Management & Student Affairs** 27

Student Affairs 28

Mission Statement 28

Counseling And Student Disability Services (CSDS) 28

Counseling Services 28

Disability Services 28

Regents Center For Learning Disorders (RCLD) 28

Disability Student Services 28

Provisions For Learning Disabilities And Physically Impaired Students 28

Definition Of Disability 28

General Documentation Guidelines 29

Learning Disabilities 29

The James C. Reese Student Union 34

Campus Organizations 34

The Center For The African American Male (CAAM) 34

Academic Information 35

Required Attendance Regulations: Class Attendance 35

Statement Of Disruptive And Obstructive Behavior 35

Career Services 35

The Right To Share In Policy Making 35

Degree Requirements 35

Application For Degree 36

Commencement 36

Regents’ Test 36

Matriculation Time For Degree 36

Credit Load 36

## STUDENT AFFAIRS

Student Affairs exists to create a culture of vibrant student learning through involvement. Our teams of student development educators facilitate the growth and development of students as referenced in the mission statement below.

## mission statement

Our mission is to develop students who are responsible, empowered and who graduate prepared to respond to the challenges of leadership and service. In order to foster this mission, Student Affairs will partner with other university divisions to provide progressive, innovative, “student-centered” programs and services while fostering the “students first” philosophy.

## Counseling AND STUDENT DISABILITY SERVICES (CSDS)

## Counseling Services

The primary function of the Counseling Services is to support students in their total development by providing services and programs which optimize their intellectual, emotional, and social academic well-being. Professional staff provides confidential psychological counseling and consultation services to currently enrolled ASU students. The department offers brief individual and couples therapy. Additional services offered through include group sessions, marital and family therapy, crisis intervention, consultation, outreach, presentations, workshops and referrals. All records kept by the professional counseling staff in the Counseling Center and the Division Student Affairs shall remain CONFIDENTIAL INFORMATION and will be disclosed to a third party only with the student’s written permission.

Counseling Services also sponsors the BACCHUS and GAMMA Peer Education Network, a student organization that provides peer education related to alcohol and drug prevention. Special programs are scheduled throughout the year but particularly during Homecoming Week, Nation Collegiate Alcohol Awareness Week and Safe Spring Week to promote healthy decision making regarding alcohol and drugs.

## Disability Services

The Student Disability Services Program (SDSP) at Albany State University is committed to the equal opportunity and equal access to all academic programs, services and activities of students who qualify and who have met admissions criteria. The SDSP seeks to ensure the University makes “reasonable accommodations and adjustments” that will permit physically and learning disabled students to fulfill their academic requirements and to assure that disabled students are not effectively excluded from programs because of the absence of auxiliary aids and support systems. Any student interested in having an evaluation must contact the University Disability Coordinator for information concerning the availability of these services.

Albany State University’s policy regarding students with learning and physical disabilities complies with the University System of Georgia Board of Regents policies and all related Federal legislation. Students who have documented disabilities, who have met all of the admissions criteria and are otherwise qualified, should voluntarily register with the Office of Student Disability Services and the Coordinator. Accommodations which enabled students to pursue their educational goals will be evaluated and provided.

## Regents Center for Learning Disorders (RCLD)

The Regents Center for Learning Disorders (RCLD) at Georgia Southern University is one of three centers in Georgia established by the Board of Regents to provide assessment, resource, and research related to students with learning disorders. The Center services students form GSU and twelve additional institutions in the southern areas of the state. Students with a history and/or those perceived as having learning disabilities, ADHD, or psychological disabilities may be referred by the enrolling institution’s disability service provider for a comprehensive assessment, feedback on appropriated academic accommodations ad recommendations for optimal educational achievement. Disability service providers may consult with the Center regarding disability documentation and assessments performed by other professionals.

## Disability Student Services

Any student interested in having an evaluation must contact the Disability Services Coordinator for information concerning the availability of these services. The Disability Services Coordinator will also make available the criteria for identifying specific learning disabilities, ADHD, and/or accepting outside evaluations (assessments completed by an agency other than one of the three Centers).

Any student interested in having an evaluation must contact the Disability Services Coordinator for information concerning the availability of these services. The Disability Services Coordinator will also make available the criteria for identifying specific learning disabilities, ADHD, and/or accepting outside evaluations (assessments completed by an agency other than one of the three Centers).

## Provisions for Learning Disabilities and Physically Impaired Students

Albany State University’s policy regarding students with learning and physical disabilities complies with the University System of Georgia Board of Regents policies and all related Federal legislation. Students who have documented disabilities, who have met all of the admissions criteria and are otherwise qualified, should voluntarily register with the university Disability Services Coordinator. Albany State University provides accommodations which enable disabled students to pursue their educational goals.

## Definition of Disability

An individual must demonstrate that his/her condition meets the definition of a disability under the Rehabilitation Act, 1973 and/or the Americans with Disabilities Act (ADA), 1990, and it’s Amendment (2009). The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

Substantially limits, under ADA, refers to significant restrictions as to the condition, manner, or duration under which an individual can perform a particular major life activity as compared to most people.

Whether a condition is substantially limiting to support an accommodation request is a decision made by qualified professional(s) based upon multiple sources of information.

A clinical diagnosis is not synonymous with a disability. The specific symptoms that are present should be stated in the documentation. Evidence that these symptoms are associated with substantial impairment in a major life activity is required for provision of accommodations. A detailed description of current substantial limitation in the academic environment is essential to identify appropriate academic accommodations, auxiliary aids, and services. Specific requests for accommodations need to be linked to the student's current functional limitations, and the rationale for each recommendation clearly stated.

## GENERAL DOCUMENTATION GUIDELINES

All institutions are required to have written policies and procedures for review of documentation submitted by students with disabilities. Decision-making for the provision of institutional-level accommodation is provided by the Office of Disability Services (ODS) or a designated office at an individual college or university.

Secondary education eligibility reports, Individualized Educational Plans, Summary of Progress reports, or previous provision of special education services may not be sufficient documentation for college-level accommodations.

Documentation should provide a diagnostic statement identifying the disability, describe the diagnostic criteria and methodology used to diagnose the condition, and detail the progression of the condition if its impact on the student's functioning is expected to change over time.

Documentation should provide an adequate representation of the student's current functional abilities. In most situations, documentation should be within three years of the student's application for services. Professional judgment, however, must be used in accepting older documentation of conditions that are permanent or non-varying, or in requiring more recent documentation for conditions for which the functional impact may change over time.

Documentation must include the names, signatures, titles, and license numbers of the appropriate evaluators, as well as the dates of testing and contact information. Evaluators must be licensed professionals whose training and licensure status is consistent with expertise in the disability for which they provide documentation.

## Learning Disabilities

Learning disabilities is a general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical skills. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with learning disabilities but do not, by themselves, constitute a learning disability. Although learning disabilities may occur concomitantly with other disabilities (e.g., sensory impairment, mental retardation, serious emotional disturbance), or with extrinsic influences (such as cultural differences, insufficient or inappropriate instruction), they are not the result of those conditions or influences. (National Joint Committee on Learning Disabilities, Learning Disabilities: Issues on Definition, January, 1990.)

Specific documentation guidelines for Learning Disabilities include the following:

* General documentation guidelines listed in Appendix D.
* Clear and specific identification of a learning disability must be stated. For example, the terms "Learning styles" or "Learning differences" are not synonymous with a learning disability.
* Documentation of a developmental and educational history consistent with a learning disability.

Since the manifestations of a learning disability may change over the period of childhood and adolescence, documentation must reflect either data collected within the past three years or after the age of 18.

Information gained from standardized assessment instruments is one essential piece of the methodology used to diagnose learning disabilities. Therefore, documentation of learning disabilities must include standardized measures of academic achievement and cognitive processing abilities that have age-appropriate normative data for high school/college students or older adult non-traditional students. All standardized measures must be represented by standard scores and percentile ranks based on published norms.

Documentation of a functional limitation(s) in one or more of the following areas of academic achievement:

* Reading (decoding, fluency, and comprehension)
* Mathematics (calculations, math fluency, and applied reasoning)
* Written Language (spelling, fluency, and written expression)

Documentation of relative strength(s) in academic achievement in order to establish the presence of a significant discrepancy between academic domains. The presence of a significant discrepancy will typically require a difference of one standard deviation between scores. However, qualified professionals may use other widely accepted metrics for documenting a significant difference between two scores (e.g., standard error of measurement).

Documentation that alternative explanations for the academic limitation(s) have been considered and ruled out (e.g., low cognitive ability, lack of adequate instruction, emotional factors such as anxiety or depression).

Documentation of a pattern of cognitive processing weaknesses and strengths that is associated in a meaningful way with the identified area(s) of academic limitation.

Both processing weaknesses and processing strengths must be identified and must represent a significant discrepancy between cognitive domains. The presence of a significant discrepancy will typically require a difference of one standard deviation between scores. However, qualified professionals may document a significant difference between two scores using other widely accepted metrics (e.g., standard error of measurement).

Processing weaknesses and strengths must be evident on multiple measures and not based on a single discrepant score on an individual test or subtest. Cognitive Processing Skills (selection dependent upon case) include the following:

* Attention
* Executive Functions
* Fluency/Automaticity
* Memory/Learning
* Oral Language
* Phonological/Orthographic Processing
* Visual-Motor
* Visual-Perceptual/Visual-Spatial

Documentation that alternative explanations for the cognitive limitation(s) have been considered and ruled out (e.g., low cognitive ability, lack of adequate instruction, emotional factors such as anxiety or depression).

These guidelines are intended to guide the review of documentation and cannot substitute for the expertise and clinical judgment of a qualified professional. Failure to fully meet each of the above criteria does not automatically preclude a diagnosis of learning disabilities. In some circumstances, this diagnosis may be justified, based on an expert's integration of a student's history, test performance, and current functioning.

## Attention-Deficit/Hyperactivity Disorder (AD/HD)

AD/HD is a persistent pattern of inattention and/or hyperactivity-impulsivity that is more frequently displayed and more severe than is typically observed in individuals at a comparable level of development. The manifestations of AD/HD result in functional impairment in at least two settings (e.g., academic, occupational, social). The diagnosis of AD/HD is based on the following specific criteria included in the current version of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association.

Specific documentation guidelines for AD/HD include the following:

* General documentation guidelines listed in Appendix D.
* Diagnosis and corresponding code from the most recent DSM must be included.

Assessment of the following diagnostic criteria is required and evaluation results must be included in the documentation:

Developmental history of either inattention and/or hyperactivity-impulsivity symptoms during childhood. The specific symptoms that were present in childhood should be stated in the documentation. Corroboration of childhood symptoms should be included, and may need to be gathered from a variety of possible data sources (e.g., parent/guardian report, school records, past evaluations). Evidence that these symptoms were associated with some functional impairment in home and/or school settings also must be included.

Current symptoms of either inattention and/or hyperactivity-impulsivity must be present. The specific symptoms that are present should be stated in the documentation. Self-reported current symptoms should be corroborated by an independent informant who has been able to observe the student's recent functioning with adequate regularity to provide this type of information. Evidence that these symptoms are associated with functional impairment in academic, occupational, and/or social settings also must be included.

The frequency/severity of both childhood and current AD/HD symptoms should be documented by comparison to individuals at a similar level of development. Documentation must include the results of standardized rating scales that provide comparison to age-based normative data.

## Pervasive Developmental Disorders

Pervasive developmental disorders are characterized by severe and pervasive impairment in several areas of development including reciprocal social interaction skills, communication skills, or the presence of stereotyped behavior, interests, and activities. Several different disorders fall within this category including Asperger's Disorder and Autistic Disorder.

## Asperger's Disorder

Asperger's Disorder is a pervasive developmental disorder characterized by qualitative impairment in social interactions and the presence of repetitive and stereotyped behaviors, interests, and activities.

Specific documentation guidelines for Asperger's Disorder include the following:

* Diagnosis and corresponding code from the most recent DSM.

Assessment of the following diagnostic criteria is required and evaluation results must be included:

* Developmental history that includes evidence of Asperger's Disorder symptoms in childhood and documents the absence of clinically- significant general delay in early cognitive or language development.
* Documentation of current qualitative impairment in social interaction.
* Documentation of current restricted, repetitive, and stereotyped patterns of behavior, interests, and activities.

Assessment of broad cognitive ability and language function using standardized assessment measures with age-appropriate norms.

## Autistic Disorder

Autistic Disorder is a pervasive developmental disorder characterized by qualitative impairment in social interactions, qualitative impairment in communication affecting both verbal and nonverbal communication skills, and the presence of repetitive and stereotyped behaviors, interests, and activities.

Specific documentation guidelines for Autistic Disorder include the following:

* General documentation guidelines listed in Appendix D.
* Diagnosis and corresponding code from the most recent DSM.

Assessment of the following diagnostic criteria is required and evaluation results must be included in the documentation:

* Developmental history that includes evidence of Autistic Disorder symptoms in childhood.
* Documentation of current qualitative impairment in social interaction.
* Documentation of current qualitative impairment in communication
* Documentation of current restricted, repetitive, and stereotyped patterns of behavior, interests, and activities

Assessment of broad cognitive ability and language function using standardized assessment measures with age-appropriate norms

## Acquired Brain Injury (ABI)

Brain injury can result from external trauma, such as a closed head or an object penetration injury, or internal trauma, such as a cerebral vascular accident or tumor. ABI can cause physical, cognitive, emotional, social, and vocational changes that can affect an individual for a short period of time or permanently. Depending on the location and extent of the injury, symptoms can vary widely. Understanding functional changes after an injury and resulting implications for education are more important than only knowing the cause or type of injury.

Specific documentation guidelines for ABI include the following:

* General documentation guidelines listed in Appendix D.
* Documentation of date of occurrence/diagnosis and the nature of the neurological illness or traumatic event that resulted in brain injury.

Depending upon the functional domains impacted by the injury, assessments of cognitive and academic deficits and strengths, psychosocial-emotional functioning, and/or motor/sensory abilities relevant to academic functioning may be essential components of documentation of the impact of an acquired brain injury for an individual student.

Impairments following an acquired brain injury may change rapidly in the weeks and months after the injury, and a more stable picture of residual weaknesses may not be apparent for 1-2 years after an injury. More recent documentation may be necessary to adequately assess the student's current accommodation needs.

Cognitive and academic processing weaknesses and strengths must be evident on multiple measures and not based on a single discrepant score:

Academic Achievement:

* Reading (decoding, fluency, and comprehension)
* Mathematics (calculations, math fluency, applied reasoning)
* Written Language (spelling, fluency, written expression)

Cognitive Processing Skills

* Attention
* Executive Functions
* Fluency/Automaticity
* Memory/Learning
* Oral Language
* Phonological/Orthographic Processing
* Visual-Motor
* Visual-Perceptual/Visual-Spatial

## Psychological Disorders

Some individuals experience significant disruptions in mood, thinking, and behavioral regulation that are secondary to a psychological disorder. Many different psychological disorders can interfere with cognitive, emotional, and social functioning and may negatively impact a student's ability to function in an academic environment. The symptoms and associated impairment may be either chronic or episodic. Test anxiety by itself is not considered a psychological disorder. Complete descriptions and diagnostic criteria for psychological disorders are available in the current version of the DSM.

Specific documentation guidelines for psychological disorders include the following:

* General documentation guidelines listed in Appendix D.
* DSM diagnosis and corresponding DSM code.
* Description of the history, current symptoms, and severity of the disorder.
* Description of the expected progression or stability of the disorder.
* Description of the current functional limitations impacting academic performance resulting from the disorder.

## Sensory Disorders

## DEAF AND HARD OF HEARING

Individuals who are deaf or hard of hearing experience a reduction in sensitivity to sound. Amplification may not assist the individual in interpreting auditory stimuli. Individuals who are deaf or hard of hearing from birth may experience lags in the development of speech and most often have language-based deficiencies.

Specific documentation requirements for hearing disorders include the following:

* General documentation guidelines listed in Appendix D.
* Description of the history, current symptoms, and severity of the disorder.
* Description of the expected progression or stability of the disorder.
* Description of the current functional limitations impacting academic performance resulting from the disorder.

## VISUAL DISORDERS

Visual impairments are disorders in the function of the eyes that cannot be adequately corrected by medical or surgical intervention, therapy, or conventional eyewear. Individuals with visual disorders may not have any usable vision or the vision may be extremely limited (light, color or shadow perception only).

Specific documentation requirements for visual disorders include the following:

* General documentation guidelines listed in Appendix D.
* Description of the history, current symptoms, and severity of the disorder.
* Description of the expected progression or stability of the disorder.
* Description of the current functional limitations impacting academic performance resulting from the disorder.

## MOBILITY DISORDERS

Mobility impairments refer to conditions that limit a person's coordination or ability to move. Some mobility impairments are congenital while others are the result of illness or physical injury. The functional abilities and limitations resulting from the impairment will vary from individual to individual.

Specific documentation requirements for mobility disorders include the following:

* General documentation guidelines listed in Appendix D.
* Description of the history, current symptoms, and severity of the disorder.
* Description of the expected progression or stability of the disorder.
* Description of the current functional limitations impacting academic performance resulting from the disorder.

## SYSTEMIC DISORDERS

Systemic disabilities are conditions affecting one or more of the body's systems, including the respiratory, immunological, neurological, circulatory, or digestive systems. Systemic disabilities are often unstable therefore, the need for and type of reasonable accommodations may change over time.

Specific documentation requirements for systemic disorders include the following:

* General documentation guidelines listed in Appendix D.
* Description of the history, current symptoms, and severity of the disorder.
* Description of the expected progression or stability of the disorder.
* Description of the current functional limitations impacting academic performance resulting from the disorder.

**OTHER DISABILITIES**

Disabilities as defined by the ADA that are not covered by the guidelines described above may be eligible for accommodations to USG policies.

**Disabled Student Services**

Albany State University complies with the Rehabilitation Act of 1973 (Section 504) and The Americans with Disabilities Act of 1990 (Title II). Students with special needs, accommodations and/or questions relating to either of 504/ADA should contact the Disability Services Coordinator.

**Religious Life**

Albany State University recognizes the need for spiritual guidance in the lives of its students and endeavors to give such guidance through non-denominational religious activities. One of the highlights of annual campus activities is the observance of Religious Emphasis Week. At this time ministers and spiritual consultants from various churches and organizations are invited to participate.

**University Police and Parking Regulations**

Albany State University Police provide 24 hours a day protection to faculty, staff, students, visitors. ASU Police employs State of Georgia certified police officers with full arresting powers to facilitate safety, maintain orderly conduct of University business and provide parking facilities in support of this function within the limits of available space. . The police department’s website provides important information you should know if planning to attend or visit ASU campus. Additional information will be provided during orientation or you may contact ASU Police at (229) 430-4711. We are located on campus directly across from the ACAD/Administration Building.

**Student Government Association (sga)**

The purpose of SGS is to serve and represent the student body; to serve and work toward the betterment of the University; to provide sound, democratic self-government; encourage cooperation among students, faculty, administration, and community; and to promote school spirit and loyalty to Albany State University.

**Student Activities advisory board (saab)**

The purpose of SAAB is to enlighten the student body through the implementation of co-curricular and extracurricular activities on the campus of Albany State University. Considering that SAAB is a separate entity from SGA, this organization is able to provide direct service to students in the form of quality programming. The SAAB staff is hospitable at events and promotes school spirit and collaboration among students, faculty, staff and the local community.

**Student Life & Activities**

The purpose of the Office of Student Life & Activities is to enhance student learning and the quality of campus life, to assist in the retention of students, to foster personal development, to promote an environment in which cultural diversity is valued and respected, and to improve the overall educational experience of students. The staff is responsible for providing assistance and resources in all aspects of program planning to student organizations, as well as campus departments.

Our mission is to provide both personal and professional customer service that transcends the Albany State University community by promoting student recruitment, retention, and holistic learning through the establishment of a safe, secure and inclusive environment, where students are free to express themselves and engage in co-curricular activities that encourage student leadership, ongoing development and total wellness in order to matriculate, graduate and successfully progress in to a competitive workforce that will challenge them to utilize and maximize their full potential. This is accomplished through the promotion of student governance, cultural, intellectual, social, recreational, and leadership activities outside the classroom. The Office of Student Activities recognizes that its mission is accomplished through the close interaction of students, faculty, and staff working together to meet the extracurricular and co-curricular needs of the students attending Albany State University.

The Office of Student Life & Activities offers a number of programs and services to fulfill its mission. For example, the department is responsible for University Programming, Community Service Projects, Intramural Sports and Open Recreation, Greek Life, Judicial Affairs, Ombudsman functions, Student Leadership Development Programs, Student Government Association, Student Clubs and Organizations, Recreational Services, use of Sanford Hall Gymnasium, use of J.C. Reese Student Union Building, use of the new Student Center and use of ASU Grounds. The department also approves flyers, posters, handouts, and the like for distribution and posting on campus.

The Office of Student Life & Activities is also responsible for advising the following groups: Student Activities Advisory Board, Miss Albany State University & Royal Court, Mr. Royal Gentleman & Royal Gentlemen, ASU Pan-Hellenic Council, Paraprofessionals Promoting Peerfection Organization and the Student Government Association.

Events such as ASU by Candlelight, President’s Council Student Leader Dinners, Coronation, Homecoming, Miss ASU Pageant, Mr. Royal Gentleman Competition and the Student Government Association Elections are just a few other activities the Office of Student Activities sponsors.

## The James C. Reese Student Union

The J.C. Reese Student Union and the new Student Center are gathering places for campus, creating a sense of community among students, faculty, staff, alumni and friends of Albany State University.

They both serve as campus “Living Rooms” for all students and for student life and activities. They have as objectives the fulfillment of cultural, educational, developmental, and recreational desires of all students of Albany State University. The student union and new student center are also designed to provide a clean, comfortable, holistic and safe environment for both formal and informal events, as well as quality services, for the University and the ASU community.

Various programs and activities are planned and supervised by the Office of Student Life & Activities to broaden the experiences of each student.

The facilities and services of the Union/Student Center are for students to make full use. They include conference and meeting rooms, ball rooms, lounges, Recreational Centers, the ASU Bookstore, a Post Office, the RAM Card Office, Laundry Services, Chick-fil-A, Einstein Brothers Bagels, ATM (Bank of America), Higher One Card System, and information/customer service desk and vending machines. Offices include Student Government Association, Student Activities Advisory Board, Counseling and Disability Services, Student Life/Judicial Affairs, Recreation & Intramural Sports, Student Activities and the Vice President of Student Affairs. Normal hours of operation are form 8:00 a.m. – 5:00 p.m. on Monday – Friday. However, hours are subject to change due to student needs. There is also an on-campus Subway located in Hall 4 and Pizza Hut in Hall 6.

## Campus Organizations

The University recognizes the role, which organized activities serve in enlarging the educational experiences of the members of the University community. Intellectual and personal growth takes place in student organizations, which have effective leaders and effective members. Students are encouraged to participate in programs provided by these organizations and the staff of the University serves to assist student organizations in programs. As a result, the University has adopted criteria for the approval of student organizations.

The Office of Student Activities shall review and act on all requests for such approval. Criteria for this approval and procedures to be followed in seeking approval are included in the Manual for Clubs and Organizations, published by the Office of Student Activities.

Organizations duly recognized under these policies and procedures enjoy certain privileges:

* A meeting place assigned in available University facilities.
* Appropriate and available facilities for social functions assigned to an organization in accordance with University policies.
* The privilege of participation in specified activities and programs is accorded an organization… (i.e. Homecoming Activities in accordance with University policies).

Concomitantly, approved organizations, as agencies within the University community, are responsible for conforming to University regulations and procedures as contained in the Student Survival Guide and the Student Handbook. Suggestions for revision should be brought to the attention of the Office of Student Life & Activities. There are various registered clubs and organizations on campus (affiliated with our office), including several Honor Organizations, Service Greek-letter Fraternities and Sororities, Social Greek-letter Fraternities and Sororities, General Interest & Departmental Organizations, Academic Organizations, International Organizations, Leadership Organizations, and Religious Organizations. These organizations have applied for and met all the qualifications to actively operate on campus. Meaningful involvement in such out-of-class experiences is likely to provide opportunities for the development of self-governance, leadership, decision-making, team building and planning skills.

Membership in these organizations is open to students in good standing, who meet the common-interest objectives of the organization and their own internal criteria and standards. The majority of these organizations should contact the advisor. Guidelines are also outlined for students wishing to establish their own student club or organization.

## The Center for the African American Male (CAAM)

The center for the African- American male (CAAM) at Albany State University is dedicated to developing African-American men to be leaders in the community, the state of Georgia and the nation. Within the framework of applied culturally sensitive research, the center fulfills its commitment to improving the image, as well as the quality of lives of African-American families by addressing the developmental needs, interests and talents of male collegiate students and youth.

Through special programs and mentorship training the Center strives to improve the “total man” academically, spiritually and socially. CAAM participants give back to the community by mentoring, tutoring and otherwise contributing to Albany State University, the city of Albany and the Southwest Georgia region. Continually nurtured and supported in positive ways, participants of The Center for the African American male will become successful leaders and contributors to a more just society.

## 

## ACADEMIC INFORMATION

## REQUIRED ATTENDANCE REGULATIONS: CLASS ATTENDANCE

Class attendance at Albany State University is compulsory. Students’ grades are based on daily class participation and performance. Teachers will not administer examinations and quizzes to students who have been absent from class for reasons other than official business of the University, sickness, or emergencies such as death in immediate family, jury duty, court summons, etc. When students are absent for emergency reasons, the number of excused absences permitted should not exceed the number of credit hours awarded for the course except for the most extreme avoidable emergencies (e.g., death of family members, jury duty, etc.). The instructor will officially certify all excused absences.

## STATEMENT OF DISRUPTIVE AND OBSTRUCTIVE BEHAVIOR

The Board of Regents of the University System of Georgia reaffirms the 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 and 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 or irresponsible disruptive and obstructive actions by students and faculty which destroy academic freedom and the institutional structures through which the University 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 for the use of, or display of, 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 of intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this 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.

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 held 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.

## CAREER SERVICES

The overall mission of the Office of Career Services is to create and maintain an educational environment which complements, enhances and supports the broader academic mission of Albany State University. It is of utmost importance to recognize and address the uniqueness and diversity of our students and alumni and to address proactively their career development and job search needs. This will be accomplished by providing professional advisement and the most up-to-date guidance resources available. The staff seeks to assist students and alumni with choosing career interest, gaining related work experience, and providing guidance in their full-time professional job search through three distinct areas:

* + Self-Assessment: Career advisement and testing.
  + Experiential Learning Opportunities: Shadowing and mentoring experiences, internships and cooperative education.
* Professional Employment Services: On-campus recruitment, job fairs, jobs listings, internet resources, resume referrals and job search readiness workshops. Services also include graduate and professional school visitations, a career resource library and computer-based programs.

## THE RIGHT TO SHARE IN POLICY MAKING

The Albany State University students have a collective right to an appropriate voice in the making of institutional policy generally affecting their social or academic affairs; however, this right is subject to the supervening responsibility of the institution to assure adequate protection for essential interests and policies of the institution. This collective right is recognized by the inclusion of student representation with full voting privileges on all standing institutional committees. To the extent that students are foreclosed from sharing in the making of particular decisions, or kinds of decisions, the institutional policy or interest deemed to require the foreclosure will be explicitly stated. Students will always share in the formulation of standards of student conduct. The status of the University as a fully accredited member of the Southern Association of Colleges and Schools requires that caution be exercised in retaining any student who falls below the accepted academic standards. Students are reviewed each year to determine their academic status. Students are notified of extended probation and suspensions.

## 

## DEGREE REQUIREMENTS

A candidate for the Baccalaureate degree from Albany State University must satisfy the following requirements:

1. Complete a prescribed curriculum.
2. Complete a minimum of 120 semester hours with a grade point average of at least 2.00 (C-average) or the departmental requirement.
3. Complete a year in residence with a minimum of 30 semester hours.
4. Take an Exit Examination or major area examination.

## APPLICATION FOR DEGREE

A Degree Application Card should be filed when students have thirty (30) hours or less to complete for graduation. The application may be secured from the Office of Academic Services and Registrar. On this application students must indicate intended date of graduation. Students who fail to graduate as indi- cated should complete another form.

Students who complete all requirements for a degree at the close of the summer, fall or spring semester will be given a statement, upon request, certifying requirements have been completed. Credits may be certified to the State Department of Education in order that the certificates to teach may be issued at any time during the school term. Degrees will be awarded pursuant to graduation.

## COMMENCEMENT

Commencement is a part of the academic process. Therefore, students are required to be present to receive their degrees. Graduating in absentia, when students cannot attend, requires approval of an acceptable excuse from the Vice President for Academic Affairs. Requests to graduate in absentia should be sent to the Office for Academic Affairs.

## REGENTS’ TEST

Effective Summer 2011, students at Albany State University do not have to take the Regents’ Test, upon their successful completion of ENGL 1101 and ENGL 1102. Students exiting Learning Support and Freshmen with marginal SAT verbal scores of 430-480 or ACT English scores of 17-20 have been determined to need additional reading and writing lab enrichment activities to prepare them for the challenging core courses they have ahead of them. In order to ensure their academic success, these students are encouraged to take an elective reading/writing and critical thinking course, ENGL 1125–a 3-hour institutional credit course –which will offer needed additional academic support for our freshmen to get off to an exceptional good start in their academic careers.  Students who fail to successfully exit ENGL 1101 will be required to take ENGL 1101E, a more comprehensive follow-up course.  An ENGL 1101 exit exam is required of all enrolled students.

## MATRICULATION TIME FOR DEGREE

The normal time required to complete degree requirements is four academic years when the student carries a full load, 15 to 16 semesters, and no remedial courses. The maximum time allotted for completing degree requirements is six academic years or 12 semesters. Beyond this period, approval must be obtained on a term-by-term basis from the Vice President for Academic Affairs. Students changing programs will be required to meet the requirements of the department to which the change is being made and must follow the course of study indicated by that department.

## CREDIT LOAD

The normal credit load is from 15 to 16 semester hours. Students desiring to carry more than a normal load must have the approval of their advisor, department chairperson and dean of the respective school. Permission to carry 17 or 18 hours will require a 3.0 or above cumulative grade point average. Permission to carry more than 18 hours will require a 3.0 or above cumulative average and a 3.0 semester GPA during the last semester of residence. A graduating senior can carry an overload with a 2.5 cumulative GPA one semester (only) during the senior year. In special cases, students may be permitted to carry more than 20 hours per term provided permission is granted by the Vice President for Academic Affairs. No student will be allowed to carry more than 23 hours during any one semester.



## ACADEMIC AFFAIRS

## REQUIREMENTS/

## REGULATIONS & SUPPORT SERVICES

**CONTENTS**

**Academic Affairs Requirements/Regulations & Support Services** 37

Academic Advisement 38

Grading System 38

Graduation/Degree Audit 39

Honors And Awards 39

Academic Status Policy 39

Stages Of Progress With Minimum GPA Required 40

Good Standing 40

Academic Probation 40

Academic Transition Policy 40

Academic Suspension 41

Academic Dismissal 41

Right Of Appeal 41

Readmission After Suspension Policy 41

Execution Of The Repeat Policy 41

Residence Classification 41

Legal Residency Requirements (Regents’ Rules) 42

Registration And Schedule Changes 42

Auditing Courses For Noncredit 43

Withdrawal From University 43

Transcripts 43

Academic Classification 43

Academic Renewal Policies And Procedures 45

Policies 45

Procedures 45

Repeat Policy Statement 45

Transient Status 45

Veterans Assistance Program 45

Buckley Amendment 46

Grade Point Average 46

Policy: Visitors In University Classrooms 46

State Of Georgia Legislative Requirements 46

Second Degrees 46

Procedure For Applying To Take College Level Examination Program (CLEP): 46

ACADEMIC SUPPORT SERVICES

## ACADEMIC ADVISEMENT

Academic advisement is available to each student at Albany State University. An advisor will assist each student in planning a program of study in keeping with the student’s educational-vocational objectives. Advisors aid the student in selecting academic subjects, in interpreting University regulations and requirements, and in meeting these requirements in correct sequence. Advisors maintain a record of the student’s academic progress on a semester basis.

The student is responsible for consulting the advisor on all aspects of his/her educational program. No student is expected to register for a course which has not been approved by the advisor or departmental chairperson. Each student should visit his/her advisor for conferences and program evaluation on a regular basis.

## GRADING SYSTEM

Final grades are submitted at the end of the semester to the Office of Academic Services and Registrar, and these are made a part of a student’s permanent record. Copies of final grades are sent to the students, available in Banner for departmental chairpersons, and released to the parents and guardians upon approved request. The official grades with their meanings and quality points follow:

"A" EXCELLENT: Four quality points are allowed for each semester credit hour.

"B" GOOD: Three quality points are allowed for each semester credit hour.

"C" SATISFACTORY: Two quality points are allowed for each semester credit hour

"D" LOWEST PASSING GRADE: One quality point is allowed for each semester credit hour.

"F" FAILURE: This mark indicates poor scholastic work or failure to officially withdraw from the course. In such cases, students must take the required courses at the next opportunity. Students may repeat an elective course if desired. No quality points are allowed.

"I" This symbol indicates that a student has completed the major portion of the requirements for a given course, but for reasons beyond expected control, such as illness or family emergency, could not complete the course requirements. Normally, incomplete grades must be removed by the end of the first semester following the awarding of the incomplete. If an "Incomplete" is not satisfactorily removed after two semesters of matriculation, the symbol "I" will be changed to "F". To remove an “Incomplete”, the student must secure a permit from the Office of Academic Services and Registrar and submit it to the instructor. The instructor will execute a Request to Remove an Incomplete form and submit it to the Office of the Vice President of Academic Affairs for approval.

“IP” The “IP” symbol indicates that credit has not been given in courses that require a continuation of work beyond the semester for which the student signed up for the course. The use of this symbol is approved for dissertation and thesis hours and project courses. Students may enroll in and take courses in which the “IP” symbol is awarded for up to three successive terms. With the exception of Learning Support courses, this symbol cannot be used for other courses. If the student has not completed the course(s) after successive terms, the student must request and be granted approval to re-enroll in the course(s) by the Department Chair, Dean and Vice President for Academic Affairs. This symbol cannot be substituted for an “I” (incomplete).

“W” This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midpoint of the total grading period.

“WF” This symbol indicates withdrawal with penalty.

“S” This symbol indicates that credit has been given for completion of the degree requirements for work other than academic course work. Use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, proficiency requirements in graduate programs courses. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval and requested by the Vice President for Academic Affairs.

“U” This symbol indicates unsatisfactory performance in a student’s attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval by the Vice President of Academic Affairs.

“V” This symbol indicates that a student was given permission to audit a course. The student may not transfer from audit to credit status or vice versa during the semester.

“K” This symbol indicates that a student was given credit for a course via a credit by examination program approved by the respective institutions (CLEP, AP, Proficiency, etc.).

“NR” This symbol indicates no grade reported by the instructor.

## GRADUATION/DEGREE AUDIT

1. The graduation/degree application process is initiated by the student.

2. The completed application is to be submitted to the Office of Academic Services and Registrar when a student has the following hours remaining to satisfy graduation requirements: 50 hours-Bachelors, 20-Masters or 16 hours-Specialist.

3. In order for the degree audit application to be valid, the student must have the required cumulative grade point average for their academic major.

4. Each student should update name and/or address with the Office of Academic Services and Registrar.

5. The student will receive his degree audit check sheet in the mail. The department chairperson prepares the degree audit check sheet. If the student has any questions, contact the department chairperson as soon as possible. He/she should not wait until their expected semester of graduation to resolve any outstanding problems.

6. Students must have the required cumulative grade point average prior to the beginning of the semester in which he is scheduled to graduate.

7. Each student must attend the commencement exercise or request in writing permission to graduate in absentia from the Vice President for Academic Affairs.

## HONORS AND AWARDS

To be eligible for the Dean’s List, a student must maintain a “B” average and must have carried a credit load of at least 12 semester hours. Academic achievement may be recognized by election to membership into Alpha Kappa Mu National Honor Society and/or one of the discipline honor societies during the junior or senior year. To graduate with honors, a student must have a cumulative grade point average of 3.5 or higher based on the 4.0 system, must have been in residence at Albany State University, and must have completed a minimum of 60 semester hours. The average will be based on all college work completed. The notation of honors is made on the commencement program, the student’s permanent record and transcripts as follows:

|  |  |  |
| --- | --- | --- |
|  | **Baccalaureate Degree** |  |
| Summa Cum Laude | 3.90 – 4.00 |  |
| Magna Cum Laude | 3.75 – 3.89 |  |
| Cum Laude | 3.50 – 3.74 |  |

\* For exclusion information regarding Graduation with Honors’ requirements, please contact the Office of Academic Services and Registrar.

## ACADEMIC STATUS POLICY

Albany State University seeks to maintain quality degree programs that enable all students to graduate in a timely manner and to compete successfully in their chosen discipline. To ensure this high priority goal, the University requires its students to make reasonable academic progress. Albany State University requires a minimum grade point average of 2.00 (C average) for graduation, although some majors may require a higher average. If a student is to make and maintain satisfactory progress toward graduation, he must adhere to certain standards. Three primary factors affect a student’s academic status: a) the cumulative grade point average (CGPA); the number of semester hours earned; and the number of semesters completed.

A student whose cumulative GPA falls below 2.00 exhibits academic deficiencies and appropriate action is required. Academic probation serves as the initial notice that the student’s performance is not currently meeting the minimum grade point average required for graduation. Probation is designed to achieve three goals: 1) to make clear to all concerned the inadequacy of a student’s performance; 2) to provide occasion for necessary counseling; and 3) to give students whose success is in doubt an additional opportunity to demonstrate performance.

The retention of students, who demonstrate, even with proactive academic advisement and other institutional support, a lack of ability, industry, maturity, and/or preparation, would be inconsistent with the mission and vision of Albany State University. Students with continuous unsatisfactory academic progress will be placed on academic suspension, and ultimately such unsatisfactory academic progress could lead to dismissal from the University. Suspension is imposed as a strong indication that the student being suspended should withdraw from the University, at least for a time (one or two semesters) to reassess the appropriateness of a college career, or to make necessary fundamental adjustments in attitudes, behavior, or other circumstances impeding satisfactory academic progress.

## STAGES OF PROGRESS WITH MINIMUM GPA REQUIRED

A student’s academic progress is determined by the cumulative GPA earned from the semester hours attempted at Albany State University. Transfer credits are not included in computing grade-point averages. For the purpose of assessing the student’s academic progress, each student’s transcript will be evaluated at the end of the Spring and Fall Semesters. Any student whose cumulative grade point average is less than 2.00 will be placed on probation the first semester after the cumulative GPA drops below 2.00. After the initial semester of academic probation, the academic sanctions in the chart below will apply.

|  |  |  |
| --- | --- | --- |
| Semester Hours Earned | Cumulative GPA | Academic Sanction |
| 1-30 | 1.50-1.99  < 1.50 | Probation  Suspension |
| 31-60 | 1.75-1.99  < 1.75 | Probation  Suspension |
| 61-90 | 1.90-1.99  < 1.90 | Probation  Suspension |
| > 90 | 1.90- 1.99  < 1.99 | Probation (with Semester GPA >= 2.00)  Suspension (with Semester GPA < 2.00) |

## GOOD STANDING

A student is considered in Good Standing with the University as long as his/her Institutional cumulative GPA is at least 2.00. A student may be in good standing with an Institutional cumulative GPA of 2.00 but may be required to have a higher GPA for progression in a major or for graduation as determined by the major department.

## ACADEMIC PROBATION

A student will be placed on academic probation at the end of any semester in which the Institutional cumulative grade point average falls below 2.00. A student who is placed on academic probation must meet with an academic advisor in the Advisement Center and his/her academic advisor in his or her academic department prior to registration and is restricted to registering for no more than four (4) courses, not to exceed 13 semester-hours. In addition, a student on probation, especially those on probation for the first time will be required to develop an academic success plan. A student will remain on probation until the cumulative GPA is 2.00.

A minimum of 12 hours must be completed by part-time students by the end of the first two semesters. They will be expected to complete one- half of the credit hours designated under each academic year. A student who fails to meet the minimum standards will be placed on academic probation. He may be considered making satisfactory progress if he completes at least six hours, with a minimum grade point average of 2.0 for the semester. If the student does not meet the minimum standards after the additional semester, he may be suspended for one semester. If a student elects to change his major or course of study after completing 76 semester hours, the institution will reconsider the student’s adherence to the maximum time frame and reevaluate, on an individual basis, for an additional year on the maximum time frame. Only one major course of study change will be considered for increasing the maximum time frame.

## ACADEMIC TRANSITION POLICY

Students with cumulative GPA below the minimum CGPA required for admission to their chosen academic major

Numerous academic majors at ASU have cumulative GPA requirements **above** the 2.0 that is required to maintain a “good academic standing” status at the University. The following policy shall apply to those students whose cumulative grade point averages are below the minimum CGPA required for admission into their chosen academic majors:

A. Students who have earned less than 60 semester-hours and whose cumulative GPA’s do not meet the minimum required by their chosen academic majors will be required to meet with their advisors to develop academic success plans which may require change of majors. These students will:

* no longer be classified as a major in the area for which they no longer qualify
* not be able to take upper division (3000 and 4000 level) courses in the major
* no longer be able to apply for an audit

B. Students who have achieved 60 hours or more and whose cumulative GPA’s do not meet the minimum CGPA required by their academic majors will be required to meet with their advisors to develop academic success plans which will likely require the students to change their majors.

The chair will evaluate the student’s academic record to determine, among other things, if the possibility exists for the student to bring the cumulative GPA up to the minimum required. From this session the students will be given one of the following options:

* Probationary status (this classification comes with limitations on the courses students may take – No upper-level courses!). Only students with cumulative GPA’s close enough to the minimum requirement (1 or 2 tenths of a point) and who have additional core courses to take will be allowed this status.
* Requirement to change to another major. Chairs will assist the student with this process.

*The purpose of this policy is to assist the student to either achieve acceptance into his or her preferred major or to help the student transfer out into a more suitable major. Students cannot be left in transition indefinitely.*

## ACADEMIC SUSPENSION

A student while on academic probation will be suspended if the Institutional cumulative GPA falls below the minimum required GPA specified in the table above. A first suspension will be for one semester. A second suspension will be for two consecutive academic semesters. Only fall and spring semesters are considered as suspension semesters. At the end of the Spring Semester, students who are suspended from the University in the Fall Semester are not allowed to attend classes in the Summer Term preceding the Fall Semester of suspension.

Learning Support Status. To preclude having two standards (one for Learning Support students and another for new students), the same standards above will apply for all students. Both new students and students exiting Learning Support courses will be tracked using the standards described above beginning with their first semester entering the University or their first semester exiting Learning Support.

## ACADEMIC DISMISSAL

For a student whose cumulative GPA falls below the minimum required GPA specified in the table above and who has previously had two academic suspensions, the third suspension will result in the student being academically dismissed from the University for a minimum period of five (5) years.

## RIGHT OF APPEAL

Decisions on academic suspension are final and not subject to appeal.

## READMISSION AFTER SUSPENSION POLICY

Students who previously attended ASU and have not been in attendance for a semester or more are required to file an application for readmission in the Office of Enrollment Services by the deadline dates listed on the calendar for admission. Students must re-enter the same academic department in which they were last enrolled. If a **change of major** is desired or required, the student must remain in the department of the initial major until the change of major is approved.

If readmitted after suspension, the student will be admitted provisionally, will be on academic probation, and must attain and continue to maintain the minimum required cumulative GPA. A student may be required to enroll in specific courses, limit the number of hours that can be taken and/or participate in structural academic support programs.

The student must first consult with an academic advisor or department chair, in collaboration with the Academic Advisement Center, to develop a concrete plan for academic success. A completed readmission form along with the approved academic success plan signed by the student and the advisor or Chair must be submitted to the Office of Enrollment Services by the established university deadline prior to registration for the semester in which the student plans to return.

* Provisional admission will require that the student:
  + achieve a minimum of 2.0 GPA in the semester enrolled.
  + completion of the academic intervention(s) prescribed in the academic success plan provided by their advisor and the Academic Advisement Center.
  + limit course load to a maximum of 13 hours while on probation
* The student will remain under the supervision of the Academic Advisement Center until able to meet the GPA requirements for intended major.
* The next level of suspension will result if the above conditions are not met based on hours and cumulative GPA at semester end.

## EXECUTION OF THE REPEAT POLICY

* Repeat policy –time limit for application – Within one year, two semesters of enrollment, after a grade of “D” or “F” is received in a course, the student must register for and complete the course. Upon completion of the repeated course, if a grade of “C” or better is earned, the student must submit the repeat policy form to replace the failure grade by the deadline in the following semester (which will be the same deadline date as that for removal of an incomplete).
* A student may repeat a course a maximum of two (2) times for the purposes of executing the repeat policy.
* After the third attempt of a course the repeat policy is null and void.

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If the process for execution of the repeat policy is automated, the statement would read: Upon completion of the repeated course, if a grade of “C” or better is earned, the course grade will be replaced for the last “D” or “F” earned for the course.

## RESIDENCE CLASSIFICATION

Residence status is not changed automatically, and the burden of proof rests with the student to provide documentation that he or she qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia. To insure timely completion of required processing, a student/applicant requesting a change in residence classification for a specific semester should file the “Petition for Georgia Residence Classification” and all supporting documentation not later than three weeks (20 working days) prior to registration.

Decisions prior to registration cannot be guaranteed when petitions and all supporting documentation are received after the specified deadline. If the petition is denied and the student wishes to petition for a later semester, a new Petition for Georgia Residence Classification must be submitted for that semester. A petition to be reclassified as a resident of Georgia can be obtained from the Office of Academic Services and Registrar. Supporting documents and petition should be returned by July 1 for fall semester, November 15 for spring semester and May1 for summer semester. Legal residents of Georgia, as well as certain categories of nonresidents, may be enrolled upon payment of resident fees in accordance with the following Regents’ rules:

## LEGAL RESIDENCY REQUIREMENTS (REGENTS’ RULES)

1. (a) If a person is 18 years or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately before the date of registration. (b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.

2. If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.

3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of 12 consecutive months on the payment of in-state tuition. After the expiration of the 12-month period, the student may continue his or her registration only upon the payment of fees at the out of state rate.

4. In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment and then only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.

5. Aliens shall be classified as nonresident students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in state tuition as a citizen of the United States.

6. Waivers: An institution may waive out-of-state tuition for: (a) nonresident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration; (b) international students, selected by the institutional president or his or her authorized representative, provided that the number of such waivers in effect does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall semester immediately preceding the semester for which the out-of-state tuition is to be waived; (c) full-time employees of the University System, their spouses and their dependent children; (d) medical and dental residents and medical and dental interns at the Medical College of Georgia. (e) full-time teachers in the public schools of Georgia or in the programs of the State Board of Technical and Adult Education, and their dependent children. Teachers employed full time on military bases in Georgia shall also qualify for this waiver; (f) career consular officers and their dependents who are citizens of the foreign nation which their consular officer represents, and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States; (g) military personnel and their dependents stationed in Georgia and on active duty unless such military personnel are assigned as students to system institutions for educational purposes. (h) selected graduate students at university-level institutions. (i) students who are legal residents of out-of-state counties bordering on Georgia counties in which an institution of the University System is located and who are enrolled in said institution.

A student who is classified as a resident of Georgia must notify the Office of Academic Services and Registrar immediately of any change in residence status. If it is determined that the student has misrepresented or omitted facts which result in classification or reclassification as a resident student, retroactive charges for non-resident fees will be made by the Fiscal Affairs officer. PLEASE NOTE: In order to avoid delay and inconvenience upon arrival for registration, prospective students should seek clarification of all questions concerning residence status at the time of admission. Questions for clarification should be addressed to The Office of Academic Services and Registrar, Albany State University, Albany, Georgia 31705.

## REGISTRATION AND SCHEDULE CHANGES

Course registration offered by the University is under the direct supervision of the Vice President for Academic Affairs. Complete instructions for registration are available on the web each term. The registration process is vital to the organization and structuring of the student’s program. The student is expected to participate in the process and check the courses for which he registers in an attentive and responsible manner. Any student adding a course to his schedule without authorized permission from his/her advisor or departmental chairperson in which he/she is majoring may lose credit for the course added.

Dates for regular registration, late registration, and schedule changes can be obtained from the academic calendar available on the web .. A late fee may be charged to late registrants. A student’s enrollment status is determined by the credit load he/she has paid for on the last day of registration. The student is responsible for attending the class(es) for which he/she officially registers.

## AUDITING COURSES FOR NONCREDIT

Students may register to audit a course with the permission of the instructor. Audited courses will not be counted as a part of the normal course load, and a grade of “V” will be awarded. Instructors may establish special conditions for students who audit their courses. Students must pay for audited courses at the same rate as regular courses. Students who wish to audit a course(s) must register as auditors and are not permitted to change from audit to credit or from credit to audit after the last day for late registration. A form to audit a course and instructions for processing the form must be obtained from the Office of Academic Services and Registrar prior to registration.

## WITHDRAWAL FROM UNIVERSITY

Students matriculating at the University will be limited to a maximum of 16 semester hours of course withdrawal (drops) during the completion of their undergraduate degrees.

• Students who make changes to their schedules during the add/drop registration period will not be affected.

• Withdrawal hours associated with classes that are dropped due to documented extenuating circumstances will not be included in the 16 hour total.

• Students will receive a “WF” for course withdrawals identified after the 16 hour limit has been reached. There are financial and G.P.A. conditions associated with the “WF”.

• “W” grades will be awarded to students who withdraw from classes prior to the end of the schedule change deadline and to those students who are authorized to withdraw due to extenuating circumstances.

Students who find it necessary to withdraw from Albany State University must secure and complete withdrawal forms from the Office of Academic Services and Registrar and have them signed by the Vice-President for Student Affairs, the Vice-President for Fiscal Affairs, the Director of Financial Aid. The student is responsible for submitting one copy of the properly signed form to each of the above listed offices and for retaining a copy of the form for personal records. The Office of Academic Services and Registrar notifies instructors of a student’s official withdrawal after the University has received a properly signed form. Students entitled to a fee refund will receive a check from the Office of Fiscal Affairs.

## TRANSCRIPTS

The Office of Academic Services and Registrar maintains the academic records of students and issues transcripts of credits for any student who has fulfilled all financial obligations to Albany State University. The official transcript will be issued to any institution, organization or agency if a written request is made by the student. Three to five working days should be allowed for processing of transcripts. The transcript fee is $3.00. Transcripts from other colleges and high schools are not provided to the student. The student must contact the previous college or high school for those transcripts. All transcript requests must be made in writing. Students can receive unofficial copies of the transcript. Official transcripts with the seal of the institution must be sent directly to the institution or agency using them. In special cases, unofficial transcripts can be transmitted via telecopier/FAX at an additional cost of $10.

## ACADEMIC CLASSIFICATION

Students at Albany State University are classified at the beginning of each term based on the following earned hours:

Freshmen 0-29

Sophomores 30-59

Juniors 60-89

Seniors 90 & above

Special– College graduates who are not studying toward another undergraduate degree are classified as special students.

**P**

HARDSHIP WITHDRAWAL POLICY

**HARDSHIP WITHDRAWAL**

Students may be granted hardship withdrawals when non-academic emergency situations occur which prevent them from completing their coursework (e.g., severe medical problems, traumatic events and/or circumstances beyond their control that cause them to miss numerous classes). **The hardship withdrawal should be requested prior to the end of the semester in which the hardship occurred.** Hardship withdrawals are subject to the following restrictions:

* Hardship withdrawals can only be requested **after the official withdrawal/drop period (after midterms) and until the last class day of the course**. A student wanting to withdraw before mid-term must follow the regular withdrawal procedure.
* As a general rule, students are not eligible for hardship withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio).
* Only in exceptional cases, fully supported by documentation, will a hardship withdrawal be permitted within a **thirty (30) calendarday period after grades have been submitted**. **NO requests for hardship withdrawals will be considered after thirty (30) calendar days following the submission of final grades.**
* Requests for hardship withdrawal must apply to all courses taken during the semester in question.

Students withdrawing from classes should be aware that a reduction in their course load may negatively impact other aspects of their academic life. Students considering withdrawals should contact these offices to discuss any potential impact:

* Student Financial Aid (Financial Aid/229-430-4650)
* Athletic Eligibility (229-430-4754)
* Health insurance (contact your personal health care provider)
* University housing (Housing & Residence Life/229-430-4741)
* Use of University resources and access to University facilities (Student Activities/229-430-4739)
* Immigration status for International students/F-1 Visa (International Student Advisor/229-430-4721)

Veterans Educational Benefits (Academic Services and Registrar’s Office/229-430-4639)

**HARDSHIP WITHDRAWAL PROCESS**

**OVERVIEW:**

Hardship withdrawals may be granted to students who experience non-academic emergencies which interfere with or prevent the completion of their coursework. Typically, hardships (non-academic emergencies) tend to fall into one of three categories: medical, personal, and financial. The majority of hardship requests which are approved are medical in nature. The Albany State University (ASU) Academic Services and Registrar’s Office (Registrar’s Office) will only grant hardship withdrawals that have been fully documented and verified. The hardship withdrawal process is not the appropriate venue to resolve or petition academic matters (e.g. grade challenges). Nor is the hardship withdrawal process an alternative means to drop classes after the mid-point, to remove unwanted grades, or attempt to prevent expected academic/financial aid actions (warning, probation, exclusion, etc.). Hardship withdrawals will be strictly enforced as a means to address extenuating circumstances beyond the control of the student.

**PERSONAL STATEMENT OF HARDSHIP:**

In addition to completing a hardship withdrawal form, the student must prepare a typed personal statement of hardship that is signed and dated by the student. The statement of hardship is a narrative, in the student’s personal voice, to explain and convey the non-academic emergency to the ASU Registrar’s Office. It is essential that accurate details are given about the circumstances surrounding the hardship, including date(s) of the emergency, and an account of how the situation specifically prevented the completion of the coursework. In addition, **official documentation must be provided that supports and is consistent with the statement of hardship.**

**HARDSHIP WITHDRAWAL DOCUMENTATION REQUIREMENTS:**

**Medical (e.g., physical or psychological emergencies):**

Type-written correspondence on office letterhead from a physician, psychologist, psychiatrist, or any licensed healthcare professional should be submitted as part of your documentation. The letter should include the dates during which medical/therapeutic care was provided, a statement of how the illness/condition interfered with the completion of the coursework, and the name/title/phone number of the office representative who can verify the authenticity of the letter. Notes on prescription pads, appointment slips, and/or medical consultation forms are not acceptable in lieu of a doctor's letter.

**PERSONAL (e.g., death in the family, family crisis, etc.):**

All family emergencies require official and/or notarized forms, documents, or correspondence from a state agency, governmental entity, or reputable business. A family crisis must be one caused by a catastrophic event, i.e., natural disaster, etc. Death of an immediate family member (parent, sibling, spouse, child and/or legal guardian) requires a death certificate and/or obituary with the name/date of the publication and documentation of the relationship between the student and the deceased.

**FINANCIAL (e.g., loss of sole-supporting job, head of household challenges, mandatory job changes):**

Financial emergencies require the student's employer or supervisor to document the mandatory change(s), the date of the change, and the organizational representative who can verify the circumstances of the job change, preferably a human resource professional.

**HARDSHIP WITHDRAWAL PROCESS:**

All hardship withdrawal requests are submitted to the ASU Registrar’s Office. It is the responsibility of the student to initiate and follow through with all steps in the withdrawal procedure. Incomplete applications will not be considered. Students should use the following checklist to ensure that their application is complete:

**Checklist for Hardship Withdrawal Application:**

\_\_ Application for Hardship Status

\_\_ Personal Statement of Hardship

\_\_ Official Supporting Documentation

The ASU Registrar is not authorized to grant exceptions to the policy. The review panel will consist of no more than five members, including the Registrar, who shall serve as the Chair, and who shall appoint a Dean, a Departmental Chair, a faculty member and a staff member from Academic Affairs. When deemed appropriate, the review panel may invite campus professionals who are qualified to speak on the issues for which the withdrawal is sought (i.e., financial, medical, etc.) to provide additional information. **The Hardship Withdrawal Review Panel will maintain strict confidentiality regarding the hardship request.** A unanimous decision by the panel is needed to grant a hardship withdrawal. Denial of the hardship withdrawal by the review panel is subject to review by the Vice President for Academic Affairs, and ultimately the University President.

## ACADEMIC RENEWAL POLICIES AND PROCEDURES

## POLICIES

University System of Georgia undergraduate students who have been readmitted or reinstated after a period of absence of five (5) calendar years or longer are eligible for academic renewal. Academic renewal for the student signals the initiation of oa new grade point average to be used for determining academic standing. This provision allows University System of Georgia degree-seeking students who earlier experienced academic difficulty (probation, continued probation, suspension, GPA below 2.00) to make a fresh start and have one final opportunity to earn a bachelor’s degree.

Former Developmental Studies students may apply for Academic Renewal only if they successfully completed all developmental Studies requirements prior to the beginning of the five-year absence.

The granting of Academic Renewal does not supersede institutional financial aid policies governing Satisfactory Academic Progress and does not supersede the admissions requirements of certain programs (e.g., teacher education) that require a specific minimum grade point average based on all coursework. Re-entry into any academic program is not automatic.

## PROCEDURES

Students who wish to apply for Academic Renewal must submit an Application for Academic Renewal. The application may be submitted at the time of readmissions, but no later than the end of three semesters or re-enrollment or one calendar year following re-enrollment, whichever comes first. The Renewal GPA begins with the semester following re-enrollment.

Academic credit for previously completed coursework – including transfer credit – will be retained only for courses in which grades of A,B, C, S or K have been earned. Courses with D or F grades must be repeated if they are required in the student’s degree program. Retained grades are not calculated in the Academic Renewal GPA, but are counted in the Academic Renewal Hours Earned.

To earn a degree, a student must meet the institution’s residency requirements after acquiring academic renewal status. At least 50% of work toward a degree must be completed after the granting of Academic Renewal status for a student to be eligible for honors at graduation.

**Note:** Please refer to the Board of Regents, Academic Affairs Handbook, Section 3.16 for additional information on Policies and Procedures.

## REPEAT POLICY STATEMENT

The University provides an opportunity for students to repeat courses in which “D” or “F” grades are earned. The following stipulations apply:

1. Effective for all undergraduate students enrolled Fall Quarter, 1997 or after, only the first passing grade will be used to compute the GPA.

2. The first passing grade earned above “D” will be reflected in the cumulative GPA, in lieu of the immediate prior grade.

3. Grade(s) earned in any subsequent repeat of the same course will not be counted.

4. For potential graduates the form must be submitted to the Office of Academic Services and Registrar by the deadline date posted in the Graduation Planning Guide. Any forms submitted after the deadline will not be processed.

5. In applying the criteria for determination of honors and other awards, all grades will be used in the calculations.

6. The Repeat Policy pertains only to courses taken at the attending university (Albany State University).

7. See departmental chairperson for additional information.

## TRANSIENT STATUS

Students enrolled in the University as candidates for degrees should not take courses at other colleges without first obtaining written permission from departmental chairpersons and approval of the Vice-President for Academic Affairs. Graduating seniors will not be permitted to take courses at another institution as transient students during the semester in which they are to graduate. The University reserves the right to refuse transient credit when this procedure has not been followed. In no cases will a student be permitted to take a course, through correspondence or as a transient, if he/she has failed the course or received a deficient grade while in residence at the University. A maximum of 30 credit hours on a semester system of correspondence and/or transient courses will be accepted toward the requirements for any degree

## VETERANS ASSISTANCE PROGRAM

Veterans, active duty personnel, and eligible dependents are entitled to certain benefits available through the Department of Veteran Affairs (DVA). Those students eligible for benefits should apply for admission to the University and complete the admission process. An application for DVA Educational Benefits should be completed prior to entering the institution. Students receiving DVA Education Benefits may be certified for a total of 36 non-degree credit hours in Developmental Studies without loss of entitlement if academic progress is satisfactory. Twelve hours only in each of the basic skills may be certified. Veterans experiencing academic difficulty may be eligible for additional benefits to help defray the costs of tutoring services. Veterans or other eligible persons are advised to have money available to cover the tuition and fees for the semester at the time of enrollment. Albany State University does not participate in advance payment with the Veterans Administration. Based on proof of military service, eligible veterans may be granted credit for physical education activity courses required for graduation.

## BUCKLEY AMENDMENT

Albany State University is in full compliance with the Family Educational Rights and Privacy Act of 1974, U.S. Public Law 93-380. This Act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Copies of this policy are on file in the Office of Academic Services and Registrar, and are made available at registration.

## GRADE POINT AVERAGE

The grade point average is the ratio of quality points earned to the number of credit hours attempted. The grade point will be calculated for each student at the end of each semester and will be printed on the grade report as follows:

1. The term grade point average is the number of grade points earned for the term divided by the number of credit hours attempted for that term.

2. The cumulative grade point average is the number of all grade points earned divided by the total number of hours attempted.

3. Incomplete “I” grades are not calculated in the grade point average until the “I” is removed.

## POLICY: VISITORS IN UNIVERSITY CLASSROOMS

Albany State University (herein after called the University) seeks to provide a wholesome learning environment that is professional and free from distraction. Therefore, the University allows only persons who are enrolled, invited or authorized to its classrooms or other services. Time spent attending to a personal visitor, especially a child, distracts from the learning environment. University classrooms are not a substitute for day care centers, and personal liability issues regarding children and other unauthorized visitors do not allow the University to permit unauthorized visitors or children in classrooms. This restriction on children and other persons does not apply to attendance at public University functions, as family members are always welcome at public activities on campus, such as graduation or nurse pinning ceremonies.

## STATE OF GEORGIA LEGISLATIVE REQUIREMENTS

An act of the General Assembly of the State of Georgia requires that all candidates for degrees possess and demonstrate a reasonable mastery of United States history, Georgia history, United States Constitution and Georgia Constitution. These requirements can be met at Albany State University by taking and passing POLS 1101 American Government. Transfer credits from out-of-state institutions may not satisfy the requirements of the State of Georgia Act. An exemption test is offered to transfer students whose courses did not include Georgia History and Georgia Constitution. Information about the exemption test can be obtained by contacting the chairperson of the Department of History, Political Science and Public Administration.

## SECOND DEGREES

Students who want to obtain a second degree may use credits from the first degree when the courses from the first degree can be appropriately applied. A student should inform the Office of Academic Services and Registrar if he/she is pursuing a second degree. Students seeking an additional degree should apply for admission and have official transcripts from each institution sent to the Director of Enrollment Services . A person who already has a degree from Albany State should complete an application for readmission and inform the Office of Academic Services and Registrar of the intent to obtain the second degree.

## PROCEDURE FOR APPLYING TO TAKE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP):

1. Obtain a request to take Credit by Examination from the Office of Academic Services and Registrar or Testing Center .

2. Confer with academic advisor about the CLEP test(s) you want to take

3. Complete a request to take Credit by Examination and have it signed by advisor and departmental chairperson.

4. Take signed form to the Office of the Office of Academic Services and Registrar for approval.

5. Take copy of approved request and obtain an application and registration form for the CLEP in the Testing Center. Be sure to place the Albany State University code, 5004, in the space where scores are to be sent.

NOTE: Allow four to six weeks after test(s) for results to be processed. You should receive an evaluation sheet indicating whether you have passed the test(s). If you have not received CLEP evaluation in 14 days after you receive your results, please contact the Office of Academic Services and Registrar. Credit by Examination is available to all students who wish to validate knowledge for which they have acquired college level proficiency through independent study or other life experiences and to students who were not granted transfer credit for course work completed elsewhere. The following is a list of the courses approved for CLEP credit:

**54**

**Course Prefix Course No. Credit Hours CLEP Test**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACCT | 2101 | Principles of Accounting I | 3 | Introductory Accounting |
| ACCT | 2102 | Principles of Accounting II | 3 | Introductory Accounting |
| BIOL\* | 1111K | Introduction to Biological Sci | 4 | General Biology |
| BIOL\* | 1112K | Introduction to Biological Sci | 4 | General Biology |
| CHEM | 1211K | General Chemistry I | 4 | General Chemistry |
| CHEM | 1212K | General Chemistry II | 4 | General Chemistry |
| CCSI | 1101 | Introduction to Computers | 3 | Computers and Data Processing |
| ECON | 2105 | Principles of Macroeconomics | 3 | Introductory Macroeconomics |
| ECON | 2106 | Principles of Microeconomics | 3 | Introductory Microeconomics |
| EDUC | 2205 | Human Growth & Development | 3 | Human Growth & Development |
| EDUC | 3306 | Education Psychology | 3 | Educational Psychology |
| ENGL | 1101 | English Composition I | 3 | College Composition I |
| ENGL | 1102 | English Composition II | 3 | Freshman English |
| ENGL | 2111 | World Literature I | 3 | Analysis & Interpretation of Lit. |
| ENGL | 2112 | World Literature II | 3 | Analysis & Interpretation of Lit. |
| ENGL | 2131 | American Literature I | 3 | American Literature |
| ENGL | 2132 | American Literature II | 3 | American Literature |
| ENGL | 2298 | English Literature | 3 | English Literature |
| HIST | 1111 | Survey of World History I | 3 | Western Civilization |
| HIST | 1112 | Survey of World History II | 3 | Western Civilization |
| HIST | 2111 | Survey of American History I | 3 | American History |
| HIST | 2112 | Survey of American History II | 3 | American History |
| FREN | 1101 | Elementary French | 3 | College French |
| FREN | 1102 | Elementary French | 3 | College French |
| FREN | 1103 | Elementary French | 3 | College French |
| GRMN | 1121 | Elementary German | 3 | College German |
| GRMN | 1122 | Elementary German | 3 | College German |
| GRMN | 1123 | Elementary German | 3 | College German |
| SPAN | 1131 | Elementary Spanish | 3 | College Spanish |
| SPAN | 1132 | Elementary Spanish | 3 | College Spanish |
| SPAN | 1133 | Elementary Spanish | 3 | College Spanish |
| BISE | 2010 | Fund of Computer Applications | 3 | Computer and Data Processing |
| MGMT | 3105 | Legal Environment of Business | 3 | Introductory Business Law |
| MGMT | 4110 | Organizational Behavior | 3 | Introduction to Management |
| MKTG | 3120 | Principles of Marketing | 3 | Introductory Marketing |
| MATH | 1111 | College Algebra | 3 | College Algebra/Trigonometry |
| MATH | 1113 | Pre-calculus w/Trigonometry | 3 | Trigonometry |
| MATH\*\* | 1211 | Calculus I | 4 | Calculus w/Elementary Function |
| MATH\*\* | 2211 | Calculus II | 4 | Calculus w/Elementary Function |
| POLS\*\*\* | 1101 | U.S. & Georgia Government | 3 | American Government |
| PSYC | 1101 | General Psychology | 3 | General Psychology |
| SOCI | 2011 | Principles of Sociology | 3 | Introductory Sociology |

Credit will be awarded based on the minimum scale score recommended for passing by the American Council on Education.

\*Approved for non science majors.

\*\*If a student has passed MATH 1211 or 2211 and takes this test, he will only receive four credit hours.

\*\*\*Student must also pass the U.S. and GA History and Constitution Examination.



## SPECIAL PROGRAMS

**CONTENTS**

**Special Programs** 48

The Honors Program 49

Admission 49

Retention 49

Outreach Programs 49

SDU Credit 49

Non-Credit Courses 49

Cooperative Education 50

Off-Campus Programs 50

Department Of Military Science Army ROTC Program 50

Two-Year Program 50

Scholarship Program 51

Departmental Mission 51

Requirements For ROTC 52

B. Military Science Curriculum 52

Freshman Year 52

Fall 52

Spring 52

Center For Excellence In Teaching, Learning And Advising 52

Faculty And Staff Development 53

Academic Advisement 53

Learning Support Services 53

Learning Support Courses 53

Learning Support Suspension 53

Other Services 53

The Weekend University 53

## THE HONORS PROGRAM

The Honors Program at Albany State University is designed to provide superior students with opportunities to maximize their intellectual potential and to provide them with higher degrees of challenge and competition. To this end, the Honors Program offers students the opportunity to receive individualized instruction, thereby interacting with top faculty members; to enroll in small, enriched classes; to pursue areas of interest through independent projects and research; and to participate with others of similar abilities.

## ADMISSION

The Honors Program seeks to recruit academically talented students whose records and performance reflect an ardent desire for an in-depth and enriched educational experience. While standards to measure such an individual may be arbitrary, a freshman applicant ordinarily should (1) have an aggregate minimum SAT score of 1000, (2) rank in the top 5% of his or her high school graduating class, (3) exhibit potential for leadership and academic excellence, and (4) demonstrate an ability to read with comprehension and to utilize communication skills (oral and written) effectively.

## RETENTION

A candidate’s admittance to the Honors Program does not necessarily mean that the student will remain in the program. Yearly, the Honors Program Advisory and Planning Committee reviews the progress made by each student and determines whether the student should continue in the pro- gram. A student accepted in the Honors Program may exit the program under one of these conditions:

1. Graduation with Honors Program Merit Scholar designation: Those students who complete all college requirements for graduation, who fulfill Honors Program course requirements and who have an overall grade point average of 3.0 or above will graduate with Honors Program Merit Scholar designation. (Existing graduation honors based solely on grade-point average will continue and run parallel to the Honors Program).

2. Voluntary transfer into the regular degree program: Some students may elect not to qualify for Honors Program Merit Scholar and choose only portions of the Honors curriculum to satisfy standard graduation requirements.

3. Mandatory transfer into the regular degree program: Upon a review of a candidate’s performance by the Honors Program Advisory and Planning Committee, a student may be dropped from the program if his or her grade point average falls below 3.0. A student whose grade point average falls below 3.0 will be counseled and informed that he or she will be dropped from the program if he or she fails to achieve a semester grade point average of 3.0 the following semester. A student should seek to maintain a grade point average of 3.0 or above at all times.

## OUTREACH PROGRAMS

Outreach Programs at Albany State University provide lifelong learning and educational services to the citizens of Southwest Georgia who need nontraditional programming and systems of delivery. The various programs are classified as non-credit Category I Continuing Education Units, (CEUs) or Category II for conferences, independent study, and pre-college programs. The curricula provide sound educational programs, which give the participant general as well as specialized education. The non-credit category includes courses for career development, personal enrichment, special conferences, workshops, lectures, institutes, and consultant services for a variety of professional and community needs. Independent study may be arranged at the high school and University levels through distance learning such as GSAMS, satellite, and/or web based instruction. All programs are planned for citizens who have varied backgrounds, different levels of maturity and limited time to further their education.

## SDU CREDIT

Individual “Staff Development Units” for school system employees and other educational agencies may be awarded contingent upon the PRIOR APPROVAL of the appropriate certifying agent for the respective educational agency.

## NON-CREDIT COURSES

Non-credit courses are offered in the following areas:

The Arts Computers English Language Foreign Languages

Health Issues

Professional Development

Teleconferences Women’s Issues Youth Courses Just Plain Fun!

## COOPERATIVE EDUCATION

The Cooperative Education Program is designed to complement a student’s formal education with a series of paid, productive work experience in a field related to a student’s career or educational goals. The cooperative segments can begin during the sophomore year and continue during the junior and senior years.

The program enables students to prepare realistically for meaningful careers by allowing them to relate classroom theory to practical application on the job. While students are engaged in productive employment, they will have the chance to observe skilled professionals at work in their fields of specialty–an opportunity which will help them decide whether their vocational aspirations show promise of long range personal satisfaction.

The Co-op Program at Albany State University is open to all students in all areas of professional interests and preparation. The requirements for admission into the Co-op Program are as follows:

1. Successful completion of thirty (30) semester hours of academic credit with a 2.5 grade point average or better out of a possible 4.0.

2. Successful completion of a series of interviews with the Director/Coordinator of Cooperative Education.

A transfer student must meet both the above requirements and must have completed at least twelve (12) semester hours of academic work at Albany State University with a 2.5 grade point average or better out of a possible 4.0.

## OFF-CAMPUS PROGRAMS

Off-Campus Programs are coordinated by the Office of Academic Affairs and are thereby governed by all policies of Academic Affairs. For the purpose of off-campus instruction, the Vice-President for Academic Affairs is assisted by a coordinator who, in this capacity, works with deans and chairpersons of academic units to assist them with assessing the educational offerings at sites within the University’s service area.

For efficiency, the University has identified off-campus program sites that are dispersed throughout its geographical area. All off-campus programs or courses are offered at on site or through Video IP Conferencing.

Off-campus sites are currently located at Bainbridge, Fort Valley, Waycross and Tifton. An Instructional Center Liaison serves each off-campus site where there is a need.

## DEPARTMENT OF MILITARY SCIENCE ARMY ROTC PROGRAM

Reserve Officer’s Training Corps

Albany State University offers courses in Basic and Advanced Military Science. The basic courses, taken during the freshman and sophomore years, are designed to teach principles and techniques of leadership and to develop in each student an understanding of the role of the Army in the defense of the United States.

The purpose of the advanced course, taken during the junior and senior years, is to educate selected students in a balanced course of officer training, both theoretical and practical, which will qualify them to perform the duties of a commissioned officer in the Army of the United States. Upon receiving the Bachelor’s degree each student who successfully completes the advanced course will be commissioned as a second lieutenant in one of the career branches in the United States Army.

While participating in the advanced course, each student is paid $200 per month for the academic school year, not to exceed 10 months for each of the two years. Additionally, during the summer between the junior and senior years, while the student attends the Advanced ROTC Summer Camp, he/she will receive approximately one-half of a second lieutenant’s pay for the five-week period. Optional activities include participating in Ranger Challenge, Drill Team, Color Guard, Pershing Rifles Military Fraternity, planned weekly Field Training Exercises (FTXs), and a host of fund-raising activities throughout the school year.

## TWO-YEAR PROGRAM

For those students who were unable, or did not elect, to enroll in the basic course and who desire to pursue a commission, the Army has developed a two-year program. The requirements of the basic course can be met by attending a six-week course. Veterans who wish to pursue a commission may enter the advanced program with evidence of satisfactory prior service, appropriate academic standing and approval of the Professor of Military Science. Students with at least two to four years of JROTC desiring to pursue a commission and enter the advanced course, must provide a cadet performance report from their instructor, be academically aligned as a junior and approved by the Professor of Military Science.

## SCHOLARSHIP PROGRAM

The Army ROTC Scholarship Program offers financial assistance to outstanding young men and women. Each scholarship pays tuition, books, labs and other associated fees, plus a subsistence allowance of $2,000 per year ($200 per month). All scholarships provide the same benefits unless otherwise noted. Any recipient of a scholarship must fulfill an active duty or reserve duty (Army Reserve, or Army National Guard) service obligation upon completion of required academic ROTC courses. Please see the Professor of Military Science for more details. Army ROTC offers a variety of scholarships. They are:

• Four-year National open to all qualified high school students accepted to any four-year college/ university with an ROTC program.

• The four-year scholarship pays full tuition, fees, laboratory fees and provides a book slip of $500 for the school year (divided into $250 each semester). The University also provides a room and board tuition incentive for all four-year ROTC recipients (Four-Year National, Four- Year Green to Gold and Four-Year HBCU winners.)

• Four-year Historically Black College/University (HBCU) open to all qualified high school students who are accepted to any HBCU with an ROTC program.

• Four-year Green to Gold open to Army veterans attending college after a completed enlistment in the Regular Army.

The minimum requirements for these scholarships are: U.S. citizenship, be at least 17 years old by October the year of the award and no older than 27 at graduation (waiver up to 31 for up to 4 years of prior service), high school graduate or equivalent, 920 SAT/19 ACT, and pass a military physical exam and an Army fitness exam. DEADLINES: Early Decision Cycle application by 15 July, SAT/ACT by November, and winners announced by December. Regular Decision Cycle application by 15 November, SAT/ACT by November, and winners announced by March the following year.

• Three-year Campus Based open to all full-time students regardless of whether they are currently enrolled in ROTC. Those winners not currently enrolled must agree to compress freshman (MILS 1110, 1120) and sophomore (MILS 2210, 2220) classes or be able to receive placement credit (i.e., JROTC or veterans). The application deadline is 15 April and the winners are announced in May each year. Qualifications-920 SAT or 19 ACT, 2.5 GPA, minimum of 27 semester hours, have three full academic years remaining, pass a physical exam and pass the Army Physical Fitness (APFT) with 50 points in each event.

• Two-year Campus Based open to all full-time students but compression of classes is not allowed. Non-enrolled winners must be veteran, have taken at least three or four years of JROTC, or agree to attend a six-week basic camp (not Basic Training or Boot Camp) at Fort Knox, Kentucky. Travel to and from camp, free meals, and lodging are provided at no expense to the student. The student also receives approximately $700 for attending the camp. Qualifications 2.0 GPA, a minimum of 60 semester hours, have two full academic years remaining, pass a physical exam, pass the APFT and complete Basic Camp.

• Two-year On Campus same as the three-year except compression is not allowed. Non-enrolled winners must either be veterans or agree to attend a six-week basic camp at Fort Knox, Kentucky (travel) to and from camp and free meals and lodging provided, plus approximately $767 stipend). Qualifications 2.0 GPA and two years left to complete degree requirements.

• Two-year Basic Camp special scholarship offered to basic camp graduates not already scholarship winners. Qualifications 2.5 GPA.

• Professor of Military Science (PMS) Two-Year Incentive special scholarship awarded by the PMS to any qualified student.

## DEPARTMENTAL MISSION

The mission of the ROTC program is to instruct and train the ROTC cadet so that each graduate shall have the qualities and attributes essential to a progressive and continuing career as an officer in one of the branches in the United States Army. Inherent to this mission are the objectives:

1. Mental to provide a collegiate education in a mutually agreed discipline leading to a Bachelor’s degree.

2. Moral to develop in the cadet a high sense of duty and the attributes of character, with emphasis on integrity, discipline and motivation essential to the profession of arms.

3. Physical to develop in the cadet those physical attributes essential to a career as an officer in the United States Army.

4. Military to provide a broad military education rather than individual proficiency in the technical duties of junior officers. Such proficiency is of necessity, a gradual development, the responsibility for which evolves in the graduates themselves and upon the commands and schools to which they are assigned after being commissioned.

\*Any student who successfully completes military science courses (MILS 1110, 1120, 2210 OR 2220) with a “C” or better can substitute 1 unit of Physical Education toward graduation credit.

## REQUIREMENTS FOR ROTC

**A. GENERAL**

1. Character be of good moral character as evidenced by record in home, community and at the institution where enrolled.

2. Citizenship be a citizen of the United States as described by AR 145-1.

3. Age be at least 17 years of age for enrollment in the advanced course. Male applicants under 18 years of age and female applicants who are under legal age established by their state of legal residence require parental consent. The maximum age is 30 at the time of appointment (waiverable up to 34 for non-scholarship applicants). Scholarship applicants, minimum age is 17 by 1 October of the year of enrollment and the maximum age is 27 on 30 June of the commissioning year (waiverable up to 31 for up to 4 years of prior service).

4. Medical be physically fit as defined by AR 145-1 and AR 40-501

|  |  |  |
| --- | --- | --- |
| B. MILITARY SCIENCE CURRICULUMFreshman Year | Fall | Spring |
| MILS 1110 Introduction to ROTC | 1 | 1 |
| MILS 1120 Introduction to Military Leadership |  | 1 |
| **Sophomore**  MILS 2210 Basic Military Land Navigation and First Aid  MILS 2220 Basic Military Skills and Tactics | **Fall**  2 | **Spring**  2 |
| **Junior Year**  MILS 3310 Advanced Leadership and Military Tactics  MILS 3320 Advanced Leadership and Military Tactics II | **Fall**  3 | **Spring**  3 |

**Senior Year Fall Spring**

MILS 4410 Leadership Challenge and Goal Setting 3

MILS 4420 Transition to Lieutenant 3

Freshman courses may be taken in any order. Sophomore courses may be taken in any order but should not be started before MILS 1110 and MILS 1120 have been completed. All courses have a required Leadership Lab which meets once a week for two hours for all enrolled students.

|  |  |  |
| --- | --- | --- |
| **Suggested Course of Study**  **Freshman Year** | **Fall** | **Spring** |
| MILS 1111 Leadership and Personal Development  MILS 1121 Introduction to Tactical Leadership | 1 | 1 |
| **Sophomore**  MILS 2211 Innovative Team Leadership  MILS 2221 Foundations of Tactical Leadership | **Fall**  2 | **Spring**  2 |
| **Junior Year**  MILS 3311 Adaptive Team Leadership  MILS 3321 Leadership in Changing Environments | **Fall**  3 | **Spring**  3 |
| **Senior Year**  MILS 4411 Developing Adaptive Leaders  MILS 4421 Leadership in a Complex World | **Fall**  3 | **Spring**  3 |

## CENTER FOR EXCELLENCE IN TEACHING, LEARNING AND ADVISING

The mission of the Center for Excellence in Teaching, Learning and Advising (CETLA) is to foster excellence in scholarship and learning at the university. The CETLA promotes successful teaching and learning through providing student comprehensive support systems to help students be- come more proficient learners by providing opportunities for the faculty to build capacity to become effective instructors. The primary focus of the Center is to foster high levels of academic achievement of students from their initial matriculation to graduation

The Center for Excellence in Teaching, Learning and Advising provides services to students, faculty and staff through five major components: Faculty Development, Academic Advisement and Learning Support.

## FACULTY AND STAFF DEVELOPMENT

CETLA sponsors a variety of faculty development activities most of which are designed to enhance the level of effective teaching at the University. Workshops and seminars strengthen faculty skills in teaching, advising, research and service. CETLA also supports faculty members’ preparation for promotion, tenure, post-tenure review and developing a five-year professional plan. In addition to faculty activities, a number of services are offered for the ASU staff who lend their assistance to the total support of the educational efforts of the university and the Center.

## ACADEMIC ADVISEMENT

The Advisement Center, which operates under the organizational umbrella of CETLA, is an interdependent arm of the academic advising system of the University. This Center’s goal is to give effective, convenient academic support in the form of advisement, registration assistance and limited tutorial services to freshmen and sophomore students in a friendly and patient manner. Staff members assist students in planning programs of study and with locating the right academic resources on campus. Students who are undecided about their majors, non-traditional students and students who experience academic difficulties receive the academic advisement appropriate for their unique situations.

## LEARNING SUPPORT SERVICES

The university provides learning support services to assist students in improving and enhancing skill development in reading, English and mathematics. Learning support services are designed for students whose test results indicate need for additional training to remedy deficiencies in reading, English and mathematics.

Students who do not meet the University’s established admission requirements, as reflected by Scholastic Aptitude Test (SAT) or American College Testing (ACT) scores, are required to take the Compass Test to determine proficiency in reading, English and mathematics. Students will be required to take Learning Support courses (non-credit) to remove the identified deficiencies in any of the three subjects listed earlier, as indicated by the Compass Test.

Students must take the required Learning Support courses during the first semester of enrollment at the university and must continue taking these courses each semester of enrollment until all requirements have been met. Learning Support students may not accumulate more than 30 hours of academic credit before completing all Learning Support requirements; if they do, they will not be allowed to take further credit courses until all Learning Support requirements are met.

Students enrolled in Learning Support courses and college credit courses may not drop or withdraw from Learning Support courses and remain in college credit courses. The student’s academic advisor must advise and approve the schedule of a student who is withdrawing from or dropping a course(s).

## LEARNING SUPPORT COURSES

The following non-degree credit courses are offered in Learning Support:

• ENGL 0099 Basic English

• MATH 0097 Basic Math • MATH 0099 Basic Math

• READ 0099 Developmental Reading

## LEARNING SUPPORT SUSPENSION

A student must satisfy academic deficiencies within a specified time frame established by the Board of Regents. A student who has not completed requirements for exiting a Learning Support area (English, reading, or mathematics) after two semesters in English, two semesters in reading or three semesters in math, will be suspended. That student may not be considered for readmission within one year of the suspension. With these new policies, there are no appeals allowed for Learning Support suspensions.

## OTHER SERVICES

In collaboration with other departments at the university, the CETLA offers support tutorials for students in various content areas. In addition to content area tutorials, workshops and training sessions will be provided to support the general population in various subjects needed. The CETLA supports faculty development needs in collaboration with the Educational Technology Training Center (ETTC) and in conjunction with various departmental programs at the University.

## THE WEEKEND UNIVERSITY

Realizing the need to offer a curriculum for a non-traditional student population, Albany State University has developed the Weekend University (WEU). WEU provides non-traditional students an opportunity to get a college degree by completing core curriculum requirements through a series of weekend courses.

The University defines its target audience as non-traditional students who have been out of high school at least five years or whose high school class graduated at least five years ago. Other criteria defining the non-traditional student include those holding a high school diploma from an accredited or approved high school as specified in the University System of Georgia Board of Regents Policy; Section 402.0101 or having satisfactorily completed the GED, having earned fewer than 30 transferable semester credit hours and having not attended college within the past five years (or in good standing at the last college attended if admitted to the college as a non-traditional student).

Albany State University recognizes that students’ needs today cannot be met with yesterday's responses. We cannot ignore the disparities that exist between age groups, particularly those 25 and older. Just adding a weekend program without adequate support services will continue to adversely impact institutions that do not consider the specific needs of students who enroll in these programs.

Albany State University provides the same high quality services extended to day students. This does not mean that each area has to be fully staffed, but if the need arises, the services will be available. WEU students pay the same tuition and fees paid by day students and they deserve the same services.

Health Services Financial Aid Security Academic Records Computer Access Advisement Counseling Tutorial Assistance



CORE CURRICULUM

**CONTENTS**

**Core Curriculum** 55

Area A1: Communication Skills'" 56

Area A2: Quantitative Skills (Select One, As Required) 56

Area B: Institutional Options 56

Area C: Humanities, Fine Arts And Ethics 56

Area D: Natural Science, Math & Tech 10-11 Hours 56

Area E: Social Sciences (12 Hours) 57

Area F: Courses Related To The Major 57

Core Curriculum Guiding Principles: 57

Core Curriculum Student Learning Outcomes Fall 2011 57

ALBANY STATE UNIVERSITY ALBANY, GA 31705

Core Curriculum

Fall 2011

**Area A1: Communication Skills'" 6 hours**

ENOL 1101 -English Composition or 3hours

HONR 1111 -Honors Humanities I (Honors Students only) 3 hours

ENGL 1102 -English Composition II or 3 hours

ENGL 1102 -English Composition II or 3 hours

HONR 1112 -Honors Humanities II (Honors Students only) 3 hours

\*Minimum grade of "C" required in each course

**Area A2: Quantitative Skills *(Select one, as required) 3 hours***

MATH 1101 -Mathematical Modeling 3 hours

MATH 1111 -College Algebra 3 hours

MATH 1113 -Pre-Ca1culus\* 3 hours

MATH 1211 Calculus 1\*\* 3 hours

\*Required for majors in Mathematics, Computer Science, Chemistry, Biology

\*\*Required for pre-engineering majors

**Area B: Institutional Options 5 hours**

COMM 1100 -Public Speaking 3 hours

HIST 1002 -Introduction to African Diaspora 2 hours

**Area C: Humanities, Fine Arts and Ethics 6 hours**

ENGL 2111 -World Literature I or 3 hours

HONR 2111 -Honors Humanities III (Honors Students only) 3 hours

**Electives (Select One):**

ARAP 1100 -Art Appreciation 3 hours

ENOL 2112 -World Literature II 3 hours

MUSC 1100 -Music Appreciation 3 hours

FREN 2201 -Intermediate French 3 hours

GERM 2221 -Intermediate German 3 hours

SPAN 2231 -Intermediate Spanish 3 hours

HONR 2112 -Honors Humanities IV (Honors Students only) 3 hours

**Area D: Natural Science, Math & Tech 10-11 hours**

**OPTION I -Non-Science Majors (Select any two courses):**

BIOL 1111 K -Intro to Biological Science 4 hours

BIOL 1112K -Intro to Biological Science 4 hours

BIOL 1114K -Survey of Biotechnology 3 hours

BIOL 1115K -Intro to Environmental Biology 3 hours

CHEM 1151 K -Survey of Chemistry I 4 hours

CHEM 1152K -Survey of Chemistry II 4 hours

PHYS 1001 K -Physical Science I 4 hours

**Area D: Natural Science, Math & Tech (OPTION I -Non-Science Majors) Continued**

PHYS 1002K -Physical Science II 4 hours

PHYS 1020 -Survey of Modem Sc. & Tech. 3 hours

**Electives (Select One):**

CSCI 1003 -Intro to Technology 2 hours

SSCI 2402 -Microcomputers in Soc. Sciences 3 hours

MATH 1201 -Survey of Calculus 3 hours

MATH 2411 -Basic Statistics 3 hours

CSCI 1101 -Intro to Computers 3 hours

PHYS 2100 -Computer Applications 3 hours

MATH 1113 -Pre-Calculus 3 hours

**Area D: Natural Science, Math & Tech OPTION II -Science Majors (Select Two):**

CHEM 1211 K -General Chemistry I 4 hours

CHEM 1212K -General Chemistry II 4 hours

PHYS 1111K -Introductory Physics I 4 hours

PHYS 1112K -Introductory Physics II 4 hours

PHYS 2221 K -Principles of Physics I 4 hours

PHYS 2222K -Principles of Physics II 4 hours

**Electives (Select One):**

MATH 1113 -Pre-Calculus 3 hours

MATH 1211 -Calculus I 4 hours

MATH 2212 -Calculus II 4 hours

PHYS 2100 -Computer Applications 3 hours

**Area E: Social Sciences (12 hours)**

POLS 1101 -U.S. & Georgia Government or 3 hours

HONR 1161 -Honors American Govt. (Honors Students only) 3 hours

**Electives (Select at least one History course and any two other courses):**

ECON 2105 -Principles of Macroeconomics 3 hours

ECON 2106 -Principles of Microeconomics 3 hours

ECON 2201 -Survey of Economics 3 hours

GEOG 1101 -Intro to Human Geography 3 hours

HIST 1111 -Survey of World History I 3 hours

HIST 1112 -Survey of World History II 3 hours

HIST 2111 -Survey of American History I 3 hours

HIST 2112 -Survey of American History II 3 hours

HIST 2113 -Minorities in America 3 hours

HONR 1151 -Honors World History I 3 hours

HONR 1152 -Honors World History II 3 hours

PHIL 2101 -Intro to Philosophy 3 hours

POLS 2101 -Intro to Political Science 3 hours

POLS 2102 -Intro to Law 3 hours

PSYC 1101 -General Psychology 3 hours

SOCI 2011 -Principles of Sociology 3 hours

SOCI 2031 -Introduction to Anthropology 3 hours

**Area F: Courses Related to the Major 17-18 hours\***

\*Students who have completed 10 hours in Area D are required to complete 18 hours in Area F while students who have completed 11 hours in Area D are required to complete 17 hours in Area F.

**Core Curriculum Total Semester Hours 60**

**Critical Thinking (CT) Requirement -Student must complete:**

1. ENGL 1101 -English Composition I or HONR 1111 -Honors Humanities I
2. ENGL 1102 -English Composition II or HONR 1112 -Honors Humanities II

**US Perspectives (US) Requirement -Student must complete:**

1. POLS 1101 -US & Georgia Government or HONR 1161 -Honors American Govt.
2. HIST 1111 -Survey of World History l or HIST 1112 -Survey of World History II

**Global Perspectives (GL) Requirement -Student must complete at least one course:**

1. ENGL 2111 -World Literature or HONR 2111 -Honors Humanities III
2. ARAP 1100 -Art Appreciation
3. MUSC 1100 -Music Appreciation

**Core Curriculum Guiding Principles:**

1. Effective Fall Semester, 2011, students who have earned 30 hours but have not completed Area Al or A2 must enroll in the next course necessary to make progress toward completing Area Al or A2 in every semester in which they take classes. For students with Learning Support requirements in reading or writing, taking the required Learning Support course(s) will count as making progress toward completing Area Al or A2.
2. USG BOR Transfer Rules will apply, per USG Academic Affairs Handbook 2.4.9 at: http://www.usg.edu/academic affairs handbooklsection2lhandbook/2.4 core curriculum/#p2.4.9 transfer rules

CORE CURRICULUM STUDENT LEARNING OUTCOMES FALL 2011

**Area AI: Communication Skills -Learning Outcome**

Students will demonstrate the ability to communicate clearly and effectively, including use of standard conventions of grammar and usage, logical thinking in organization and development, understanding and comprehension of rhetorical patterns and styles and conduct of research with appropriate documentation.

**Area A2: Quantitative Skills -Learning Outcome**

Students will demonstrate the ability to express and apply mathematical information, concepts, and thoughts in verbal, numeric, graphic and symbolic forms while solving a variety of problems.

**Area B: Institutional Options -Learning Outcome**

Students will demonstrate critical thinking, problem solving, and the understanding of ethics, including the ability to analyze, evaluate and provide appropriate rationale and support for conclusions and decisions.

**Area C: Humanities/Fine Arts/Ethics -Learning Outcome**

Students will demonstrate fundamental knowledge of literature, art or music from around the world and throughout history, and will demonstrate the ability to analyze and critique such works from a cultural as well as informed personal perspective.

**Area D: Natural Science, Math & Tech -Learning Outcomes**

Students, upon taking at least one science course with laboratory, will demonstrate understanding of the physical universe, the changing nature of science, and the scientific method. Students who take mathematical or technology information will understand the concepts of verbal, numerical, graphical and symbolic forms.

**Area E: Social Sciences -Learning Outcomes**

Students will demonstrate the ability to describe how historical, political, and social relationships develop, persist or change. Students will also demonstrate the ability to think and write critically about human behavior, social relationships, and diversity within the context of a complex world.

**Critical Thinking -Learning Outcome**

Students will demonstrate problem-solving competencies and the ability to analyze and evaluate information to provide appropriate support for conclusions.

**US Perspectives -Learning Outcome**

Students will demonstrate the ability to describe and discuss how historical, political, and social, relationships develop, persist or change throughout the history of the US.

**Global Perspectives -Learning Outcome**

Students will demonstrate fundamental knowledge of literature, art, or music from around the world and throughout history, and will demonstrate the ability to analyze and critique such works from a cultural as well as informed personal perspective. Students will demonstrate the ability to describe how historical, political, and social relationships develop, persist or change. Students will also demonstrate the ability to think and write critically about human behavior, social relationships, and diversity within the context of a complex world.



# COLLEGE OF ARTS & HUMANITIES

The College of Arts and Humanities includes the Department of Behavioral Sciences, Department of English, Modern Languages and Mass Communications, Department of Fine Arts, Department of History and Political Science, the unit of MPA Program and the unit of Social Work.

Through the cooperation of several departments, the College of Arts and Humanities also offers training in the area of pre-law.

CONTENTS

College Of Arts & Humanities 59

Department Of Behavioral Sciences 59

Bachelor Of Arts Degree In Psychology 61

Bachelor Of Arts Degree In Sociology 63

Department Of English, Modern Languages And Mass Communication 65

Bachelor Of Arts Degree In English 65

Bachelor Of Arts Degrees In Modern Languages (Spanish) 68

Bachelor Of Arts Degree In Mass Communication 69

Department Of Fine Arts 72

Bachelor Of Arts Degree In Art 73

Bachelor Of Arts Degree In Music 74

Bachelor Of Music Education Degree 76

Bachelor Of Arts Degree In Speech And Theatre: Speech Concentration 78

Department Of History, Political Science 81

Bachelor Of Arts Degree In History 82

Bachelor Of Arts Degree In Political Science 84

Minor In International Affairs 85

Pre-Law Program 86

Social Work Academic Program 86

Bachelor Of Arts Degree In Social Work (Bsw) 87

## DEPARTMENT OF BEHAVIORAL SCIENCES

The Department of Behavioral Sciences offers degrees in psychology and sociology.

**PSYCHOLOGY**

The major in Psychology provides courses that lead to a Bachelor of Arts degree in psychology. The student who majors in psychology gains a fundamental understanding of the principles of human thought, emotion and behavior programs. In addition to the program’s emphasis on psychological factors and human learning, biological and social determinants of human behavior are also emphasized as well as research methods. This broad based training prepares students to understand, evaluate and influence their own behavior as well as the behavior of others. Because psychology is relevant to numerous fields, job opportunities for psychology majors are diverse and include employment in such areas as business and industry, educational settings, mental health agencies and hospitals, governmental agencies (including the military and law enforcement), etc. Students who plan to become professional psychologists or mental health practitioners will be prepared to continue their education in order to obtain a graduate degree in one of the more than 50 areas of specialization within psychology. The Psychology program is a member of the Council of Undergraduate Programs in Psychology. Departments with undergraduate programs in psychology, in institutions accredited for such purposes by their regional accrediting association, are eligible for membership on the council.

The major in Psychology requires:

1. Completion of a minimum of 120 semester hours with a cumulative grade-point average of at least 2.0.
2. Completion of all major courses with grades of “C” or above.
3. Completion of all required examinations: Psychology test of the Graduate Records Examination (GRE), or the Major Field Area Test and a departmental exit examination.

**SOCIOLOGY**

The major in Sociology provides courses that lead to a Bachelor of Arts degree in sociology. The sociology program offers a variety of courses designed to enhance the knowledge of socio-cultural environments, human social behavior and social groups. In contrast to psychology, which focuses on individual behavior, sociology examines human behavior at the group level. Sociologists attempt to explain how and why society changes over time, and how and why societies differ from one another. The program of study in sociology provides students with adequate competencies for successful graduate study in sociology, other related behavior sciences, gerontology and religion. The degree provides some employment options at the bachelor’s level and by carefully selecting sociology and allied electives, students can enhance their employment

possibilities. Sociology majors can also pursue a dual degree with either psychology or social work as the second major.

The major in Sociology requires:

1. Completion of 120 semester hours with a cumulative grade-point average of at least 2.0.

2. Completion of all major courses with grades of ”C” or above.

3. Completion of all required examinations: Sociology Test of the Graduate Records Examination (GRE), or the Major Field Area Test and a departmental examination.

**MINORS IN PSYCHOLOGY AND SOCIOLOGY**

The Department of Behavioral Sciences also offers minors in psychology and sociology. A minor program requires eighteen (18) semester hours in upper level prescribed courses along with elective courses. The department offers minors in psychology and sociology to enhance employment opportunities and/or preparation for graduate school. Each of the minors requires eighteen (18) semester hours of lower and upper level courses.

**MINOR IN PSYCHOLOGY**

Psychology 18 hours

**MINOR IN SOCIOLOGY**

Anthropology 18 hours

Gerontology 18 hours

Sociology 18 hours

Urban Studies 18 hours

## BACHELOR OF ARTS DEGREE IN PSYCHOLOGY

**Area F - Courses Related to Major (18 hrs) Credit Hrs.**

1000-2000 level Grade “C” or better

|  |  |  |  |
| --- | --- | --- | --- |
| PSYC | 1101 | General Psychology | 3 |
| PSYC | 2203 | Professions of Psychology | 3 |
| PSYC | 2295 | Psychology of Adjustment | 3 |
| PSYC | 2270 | Psychology of Ethics | 3 |

**Area F Choice (Select 6 hours)** Grade of “C” or Better

|  |  |  |  |
| --- | --- | --- | --- |
| SOCI | 2601 | Urban Social Problems | 3 |
| ECON | 2201 | Survey of Economics | 3 |
| SSCI | 2402 | Microcomputers in the Social Sciences | 3 |
| MDLG |  | Foreign Language (Option) | 3 |
| PSYC | 1001 | Study Management | 3 |
| PSYC | 4400 | Applied Health Psychology | 3 |

(Required Major Courses 15 Hours) Grade of “C” or better

PSYC 4300 Behavioral Statistics 3

PSYC 4304 Behavioral Research 3

PSYC 4305 Experimental Psychology 3

PSYC 4465 History and Systems (req.) 3

PSYC 4499 Psychological Seminar 3

**Major Electives (3000-4000 level) 27 Hours**

Supportive Courses

Any advisor-approved courses in the area of sociology, criminal justice, economics,

political science, social work, allied health sciences and education. A grade of “C” or better is required. 6

General Electives 8

**Total Hours Required 123 Hours**

**PROGRAM OF STUDY FOR THE BACHELOR OF ARTS DEGREE IN PSYCHOLOGY**

123 Semester Hours

|  |  |  |  |
| --- | --- | --- | --- |
| **Freshman Year**  ENGL 1101 | Composition I | **Fall**  3 | **Spring** |
| ENGL 1102 | Composition II |  | 3 |
| PSYC 1101 | General Psychology | 3 |  |
| MATH 1111 | College Algebra or |  |  |
| MATH 1101 | Math Modeling | 3 |  |
| COMM 1100 | Fundamental of Public Speaking |  |  |
| ASU 1200 | Freshman Seminar & Service to Leadership | 3 |  |
| HIST 1002 | Intro. to the African Diaspora | 3 | 2 |
| PEDH (1001 - 1007) | (any courses available) |  | 2 |
| Area D Option |  |  | 3 |
| MUSC 1100 | Music Appreciation |  | 3 |
| SOCI 2031 | Intro. to Anthropology |  | 3 |
| HEDP 1001 | Intro. to Wellness | 1 |  |
| **Total** |  | **(16 hours)** | **(16 hours)** |
| **Sophomore Year** |  |  |  |
| ENGL 2111 | World Literature I | 3 |  |
| PHYS 1111K | Intro. to Biology |  |  |
| or PHYS 1001K | Physical Science | 4 |  |
| SSCI 2402 | Microcomputers In the Social Sciences | 3 |  |
| PSYC 2295 | Psychology of Adjustment | 3 |  |
| Area D Science |  |  | 3-4 |
| ECON 2105 | Principles of Macro Econ. | 3 |  |
| HIST 1111 | Survey of World History I (required) |  | 3 |
| SOCI 2011 | Principles of Sociology (Required) |  | 3 |
| POLS 2101 | Intro. to Political Science 3 |  |  |
| PSYC 2203  **Total** | The Profession of Psychology | **(16 hours)** | 3  **(15-16 hours)** |
| **Junior Year** |  |  |  |
| PSYC 2290 | Foundations of Learning and Motivation | 3 |  |
| PSYC 2270 | Psychology of Ethics | 3 |  |
| SOCI 2601 | Urban Social Problems | 3 |  |
| PSYC Elective |  | 3 |  |
| MDLG | Foreign Language (Option) | 3 |  |
| PSYC 2275 | Interviewing Strategies |  | 3 |
| PSYC 4300 | Behavioral Statistics |  | 3 |
| PSYC Electives |  |  | 9 |
| **Total** |  | **(15 hours)** | **(15 hours)** |
| **Senior Year** |  |  |  |
| PSYC 4304 | Behavioral Research | 3 |  |
| PSYC 4305 | Experimental Psyc. |  | 3 |
| PSYC 4499 | Psychological Seminar | 3 |  |
| PSYC 4470 | Practicum in Psychology | 3 |  |
| Psychology Electives |  | 6 |  |
| PSYC 4465 | History and Systems (Req.) |  | 3 |
| PSYC Electives |  |  | 9 |
| **Total** |  | **(15 hours)** | **(15 hours)** |

## BACHELOR OF ARTS DEGREE IN SOCIOLOGY

Area F Courses Related to the Major (**18 hours)**

Grade of “C” or better 1000-2000 level

|  |  |  |  |
| --- | --- | --- | --- |
| SOCI | 2011 | Principles of Sociology | 3 |
| SOCI | 2601 | Urban Social Problems | 3 |
| SOCI | 2031 | Introduction to Anthropology | 3 |
| PSYC | 2203 | The Profession of Psychology | 3 |

Area F - Choices (Select 6 hours) Grade of “C” or better

SSCI 2402 Microcomputers in the Social Sciences 3

ECON 2201 Survey of Economics 3

POLS 2102 Introduction to Law 3

POLS 2101 Introduction to Political Science 3

MDLG Foreign Language (Choice of Language) 3

(Required Major Courses 15 hours) Grade of “C” or better

SOCI 4300 Behavioral Statistics 3

SOCI 4304 Behavioral Research 3

SOCI 4451 Social Theory 3

SOCI 4454 Sociology Seminar 3

SOCI 3321 Population Problems 3

Major Electives (3000-4000 Level)

**Total (27 hours)**

Supportive Courses

Any advisor-approved courses in the area of sociology, criminal justice, economics, political science, social work,

allied health sciences and education. A grade of “C” or better is required. 6

General Electives 8

**Total Hours Required** **(123 hours)**

**PROGRAM OF STUDY FOR THE BACHELOR OF ARTS DEGREE IN SOCIOLOGY**

123 Semester Hours (Minimum)

**Freshman Year Fall Spring**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGL | 1101 | English Composition I | 3 |  |
| COMM | 1101 | Fundamental of Public Speaking | 3 |
| ASU | 1200 | Freshman Seminar & Service to Leadership | 3 |
| HIST | 1002 | Intro. to the African Diaspora |  | 2 |
| BIOL | 1111K | Intro to Biological Sciences\* | 4 |  |
| HIST | 1111 | Survey of World History I | 3 |  |
| ENGL | 1102 | English Composition II |  | 3 |
| MATH | 1111 | College Algebra or |  |  |
| MATH | 1101 | Math Modeling |  | 3 |
| CSCI | 1101 | Intro. to Computers |  | 3 |
| HIST | 1112 | Survey of World History II |  | 3 |
| PSYC | 1101 | General Psychology |  | 3 |
| **Total** |  |  | **(16 hours)** | **(17 hours)** |

**Sophomore Year**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SOCI | | 2011 | | Principles of Sociology (Required) | | 3 | |  |
| ENGL | | 2111 | | World Literature I | | 3 | |
| PSYC | | 2203 | | Professions of Psychology | | 3 | |
| SSCI | | 2402 | | Microcomputers in the Social Science | | 3 | |
| PEDH (1001 - 1007) (any course available) 3 | | | | | | | |
| SOCI | | 260 | | Social Problems | |  | | 3 |
| SOCI | | 2031 | | Introduction to Anthro. | |  | | 3 |
| ECON | | 2201 | | Survey of Economics | |  | | 3 |
| POLS | | 2101 | | Introduction to Pol. Sci. | |  | | 3 |
| BIOL  **Total** | | 1112K | | Intro. to Biological Sciences II/Area D-Science | | **(15 hours)** | | 3-4  **(15-16 hours)** |
| **Junior Year** | |  | | | | | | | | | | |
| SOCI | | 4300 | | Behavioral Stats. | | 3 | |  | | |
| SOCI | | 3317 | | The Culture of Africa | | 3 | |  | | |
| SOCI | | 3329 | | Community Mental Health | | 3 | |  | | |
| Electives | |  | |  | | 6 | |  | | |
| SOCI | | 4304 | | Behavioral Research | |  | | 3 | | |
| SOCI | | 3321 | | Population | |  | | 3 | | |
| SOCI | | 3311 | | The Family | |  | | 3 | | |
| SOCI | | 3380 | | The Black Church | |  | | 3 | | |
| Electives | |  | |  | |  | | 3 | | |
| **Total** | |  | |  | | **(15 hours)** | | **(15 hours)** | | |
| **Senior Year** | |  | |  | |  | |  | | | |
| SOCI | | 4451 | | Social Theory | | 3 | |  | | | |
| SOCI | | 4454 | | Sociology Seminar | | 3 | |  | | | |
| SOCI | | 3371 | | Juvenile Delinquency | | 3 | |  | | | |
| SOCI | | 4454 | | Sociology Seminar | | 3 | |  | | | |
| Electives | |  | |  | | 3 | |  | | | |
| SOCI | | 3360 | | Urban Sociology | |  | | 3 | | | |
| PSYC | | 4464 | | Social Psychology | |  | | 3 | | | |
| Electives | |  | |  | |  | | 9 | | | |
| **Total** | |  | |  | | **(15 hours)** | | **(15 hours)** | | | |



## 

## DEPARTMENT OF ENGLISH, MODERN

## LANGUAGES AND MASS COMMUNICATION

The Department of English and Modern Languages offers Bachelor of Arts degrees in English, Mass Communication, and Spanish. Additionally, it provides courses for the General Education program of the University and offers minors in English, Journalism, and Spanish. Completion of an approved minor requires a minimum of 18 hours in designated 2200, 3300 and 4400 level courses in a discipline. The Department also provides graduate English courses for the Master of Education degree in English Education.

The Bachelor of Arts degree in English is designed primarily for individuals interested in pursuing graduate study in English or one of the many career options available, i.e. journalism, law, government service, public relations and technical or freelance writing. Included in the course of study is major emphasis on both English and American literature, language, and the theory and practice of composition. Students in the program also have access to a variety of paid and non-paid internships, both locally and nationally, which serve to enhance their preparation for employment.

The Bachelor of Arts degree in Spanish prepares students for careers in education, business, or government.

The Bachelor of Arts degree in Mass Communication prepares students for productive careers and advanced study in Mass Communication and related fields. The degree offers two concentrations – Print Journalism and Electronic Media (Radio and TV) - which are also designed to acquaint students with state-of-the-art technologies in Mass Communication and expand their career opportunities in a variety of traditional and emerging professions. Additionally, students matriculating in the program will complete required internships through university collaborations and partnerships with media agencies, business and industry.

## BACHELOR OF ARTS DEGREE IN ENGLISH

**Major Field Courses Prerequisites Credit Hrs.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGL 2112 | World Literature II | ENGL 2111 |  | 3 |
| ENGL 2298 | Survey of English Literature I | ENGL 2406 |  | 3 |
| ENGL 2299 | Survey of English Literature II | ENGL 2298 |  | 3 |
| ENGL 2406 | Literary Forms | ENGL 2111 |  | 3 |

Choice of 6 hours from the following, to be selected in sequence:

|  |  |  |  |
| --- | --- | --- | --- |
| FREN 2 2001 | Intermediate French I | FREN 1002 | 3 |
| FREN 2 2002 | Intermediate French II | FREN 2001 | 3 |
| GRMN 2001 | Intermediate German I | GRMN 1002 | 3 |
| GRMN 2001 | Intermediate German II | GRMN 2001 | 3 |
| SPAN 2001 | Intermediate Spanish I | SPAN 1002 | 3 |
| SPAN - 2001 | Intermediate Spanish II | SPAN 2001 | 3  **Subtotal 18 hours** |

## 

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Requirements** |  |  |  |
| Required Courses (26 Hours) |  |  |  |
| ENGL 3311 | American Literature I | ENGL 2406 | 3 |
| ENGL 3312 | American Literature II | ENGL 3311 | 3 |
| ENGL 3613 | The Modern Novel | ENGL 2406 | 3 |
| ENGL 3790 | African American Literature I | ENGL 2406 | 3 |
| ENGL 3791 | African American Literature II | ENGL 2406 | 3 |
| ENGL 4304 | History of the English Language | ENGL 2229 | 3 |
| ENGL 4600 | Shakespeare | ENGL 2406 | 3 |
| ENGL 4908 | Literary Criticism | ENGL 2406 | 3 |
|  |  |  | 3 |
|  |  |  | 3 |
| ENGL 4651 | British 19th Century |  | 3 |
| ENGL 4995 | Senior Seminar I |  | 1 |
| ENGL 4996 | Senior Seminar II |  | 1  **Subtotal 29 hours** |

**Elective Courses (at least 23 hours)**

|  |  |  |  |
| --- | --- | --- | --- |
| ENGL 2105 | Creative Writing | ENGL 1101,1102 | 3 |
| ENGL 2204 | Advanced Composition | ENGL 1101,1102 | 3 |
| ENGL 2425 | The Short Story | ENGL 2406 | 3 |
| ENGL 2550 | Poetry | ENGL 2406 | 3 |
| ENGL 3106 | Technical Writing | ENGL 2204 | 3 |
| ENGL 3305 | Modern Grammar | ENGL 1101,1102 | 3 |
| ENGL 3603 | Development of the Novel | ENGL 2406 | 3 |
| ENGL 3707 | Chaucer | ENGL 2298 | 3 |
| ENGL 3708 | The American Novel | ENGL 2406 | 3 |
| ENGL 3799 | Special Topics in African American Lit. | ENGL 2406 | 3 |
| ENGL 3825 | Caribbean Literature | ENGL 2406 | 3 |
| ENGL 3845 | African Literature | ENGL 2406 | 3 |
| ENGL 3998 | Undergraduate Research | ENGL 2406 | 2 |
| ENGL 4611 | British Renaissance & Reformation | ENGL 2298,2299 | 3 |
| ENGL 4631 | Restoration & 18th Century Literature | ENGL 2298,2299 | 3 |
| ENGL 4632 | Eighteenth Century Literature | ENGL 2298,2299 | 3 |
| ENGL 4950 | Introduction to Women’s Literature |  | 3 |
| ENGL 4955 | Modern Drama | ENGL 2406 | 3 |
| ENGL 4980 | Internship | ENGL 2406 | 3 |
| ENGL 4990 | Special Topics | ENGL 2406 | 3 |
| ENGL 3204 | Rhetoric and Advanced Writing | ENGL 2406 | **Subtotal (23 hours)** |

Free Elective s (at least 9 Hours)

**TOTAL HOURS FOR THE CORE CURRICULUM- 62**

**TOTAL HOURS FOR THE MAJOR FIELD**

**(REQUIRED HOURS 29)**

(ELECTIVE HOURS 23)

(FREE ELECTIVES 9)

**TOTAL HOURS FOR THE ENGLISH MAJOR 125**

**PROGRAM OF STUDY FOR THE BACHELOR OF ARTS DEGREE IN ENGLISH**

**Total (17/18 hours) Total (18 hours)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Freshman Year**  ENGL 1101 | **Fall 2008**  English Composition I | 3 | ENGL 1102 | **Spring 2009**  English Comp. II | 3 |
| MATH 1101 | Math Modeling | 3 | CSCI 1101 | Introduction to Computers | 3 |
| BIOL 1111K | Introduction to Biological |  | BIOL 1112K | Introduction to Biological |  |
|  | Sciences I | 4 |  | Sciences II | 4 |
| ASU 1200 | Freshman Seminar |  | HIST 1002 | Introduction to African |  |
|  | & Service to Leadership | 3 |  | Diaspora | 2 |
| PEDH Option |  | 1 | COMM 1100 | Fundamentals of Public Speaking | 3 |
| Area C Option |  | 3 | PEDH Option |  | 1 |
| **Total** |  | **(17 hours)** | **Total** |  | **(16 hours)** |
| **Sophomore Year** | **Fall 2009** |  |  | **Spring 2010** |  |
| PEDH Option |  | 1 | Area E Option |  | 3 |
| POLS 1101 | U.S. & Georgia Govt. | 3 | Area E Option |  | 3 |
| Foreign Language Option 3 Foreign Language Option 3 | | | | | |
| \*\*ENGL 2111 | World Literature I | 3 | \*\*\*ENGL 2112 | World Literature II | 3 |
| \*\*\*ENGL 2406 | Literary Forms | 3 | \*\*\*ENGL 2299 | English Literature II | 3 |
| \*\*\*ENGL 2298 | English Literature I | 3 | ENGL 2000 Option |  | 3 |
| ENGL 2204 | Advanced Composition |  |  |  |  |
| **Total** |  | **(16 hours)** | **Total** |  | **(18 hours)** |
| **Junior Year** | **Fall 2010** |  |  | **Spring 2011** |  |
| Free Elective |  | 3 | Free Elective |  | 3 |
| ENGL 3311 | American Literature I | 3 | ENGL 3312 | American Literature II | 3 |
| ENGL 3790 | African American Lit. I | 3 | ENGL 3791 | African American Lit. II | 3 |
| ENGL 3613 | The Modern Novel | 3 | ENGL 4908 | Literary Criticism | 3 |
| English Options |  | 5/6 | English Options |  | 6 |
| ENGL 2105 | Creative Writing |  | ENGL 2425 | Short Story |  |
| ENGL 2550 | Poetry |  | ENGL 3305 | Modern Grammar |  |
| ENGL 3106 | Technical Writing |  | ENGL 3707 | Chaucer |  |
| ENGL 3998 | Undergraduate Research |  | ENGL 4631 | Restoration & 18th Century |  |
| ENGL 4610 | Sixteenth Century |  | ENGL 4995 | Modern Drama |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Senior Year** | **Fall 2011** |  |  | **Spring 2012** |  |
| Area F Option |  | 3 | Area E Option |  | 3 |
| ENGL 4995 | Senior Seminar I | 1 | ENGL 4600 | Shakespeare | 3 |
| ENGL 4304 | Hist. of English Lang. | 3 | ENGL 4996 | Senior Seminar II | 1 |
| English Options |  | 8/9 | English Options |  | 9 |
| ENGL 3603 | Development |  | ENGL 3825 | Caribbean Literature |  |
| ENGL 4651 | British 19th Century |  | ENGL 3708 | American Novel |  |
| ENGL 3845 | African Literature |  |  |  |  |
| ENGL 4641 | Romantic Literature |  | ENGL 3305 | Modern Grammar |  |
| ENGL 4950 | Intro. to Women’s Lit. |  | **Total** |  | **(16 hours)** |
| ENGL 3998 | Undergraduate Research |  |  |  | **T** |
| **Total** |  | **15/16 hours** |  |  |  |

TOTAL HOURS FOR THE CORE CURRICULUM . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ……**61 hours**

TOTAL HOURS FOR THE MAJOR PROGRAM (52 IN ENGLISH/9 FREE ELECTIVES) . . . . . . . . . . . . . . . . . . . . . . ……. **61 hours**

**TOTAL HOURS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . …….122 hours**

\*Institutional Credit Only

\*\*Area C

\*\*\*Area F

## BACHELOR OF ARTS DEGREES IN MODERN LANGUAGES (SPANISH)

|  |  |  |
| --- | --- | --- |
| **Courses**  SPAN 1001 or 1002 | **Titles**  Elementary Spanish I or II | **Credit Hrs.**  3 |
| SPAN 2001 | Intermediate Spanish I | 3 |
| SPAN 2002 | Intermediate Spanish II | 3 |
| ENGL 2112 | World Literature II | 3 |
| SPAN 2120 | Spanish Conversation I | 3 |
| SPAN 2220 | Hispanic Culture | 3  **Subtotal (18 hours)** |

**Major requirements (22 Hours)**

|  |  |  |
| --- | --- | --- |
| SPAN 3001 | Survey of Spanish Literature I | 3 |
| SPAN 3002 | Survey of Spanish Literature II | 3 |
| SPAN 3110 | Spanish Phonetics | 3 |
| SPAN 3120 | Spanish Conversation II | 3 |
| SPAN 3420 | Advanced Grammar and Composition | 3 |
| SPAN 4001 | Survey of Spanish American Literature I | 3 |
| SPAN 4002 | Survey of Spanish American Literature II | 3 |
| SPAN 4990 | Research Topic | 1  **Subtotal (22 hours)** |

**Major Electives-Literature (12 hours)**

Select any four of the following Courses

|  |  |  |
| --- | --- | --- |
| SPAN 4550 | Cont. Spanish & Spanish American Novel | 3 |
| SPAN 4563 | Spanish Nineteenth & Twentieth Cent. Narr. Fiction | 3 |
| SPAN 4565 | Spanish Am. Nineteenth & Twentieth Cent. Narr. Fiction | 3 |
| SPAN 4773 | Spanish & Spanish American Poetry | 3 |
| SPAN 4883 | Golden Age | 3 |
| SPAN 4885 | Nineteenth Century Drama | 3  **Total Required for Graduation (122 hours)** |

**PROGRAM OF STUDY FOR THE BACHELOR OF ARTS DEGREE IN SPANISH**

123 Semester Hours

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Freshman Year**  ENGL 1101 | **Fall**  English Composition I | 3 | **Spring**  ENGL 1102 | English Composition II | 3 |
| SPAN 2111 | Intermediate Spanish I | 3 | SPAN 2112 | Intermediate Spanish II | 3 |
| MATH 1111 | College Algebra | 3 | ASU 1200 | Fresh. Sem. & Serv. to Lead. | 3 |
| COMM 1100 | Fund. of Public Speaking | 3 | AREA C Choice |  | 3 |
| BIOL 1111K | Intro. to Biological Science | s 4 | BIOL 1112K | Intro. to Biological Sciences | 4 |
| PEDH Course |  | 1 | HIST 1002 | Intro. to African Diasp. | 2 |
| **Total** |  | **(17 hours)** |  |  | **(18 hours)** |
| **Sophomore Year** |  |  |  |  |  |
| ENGL 2111 | World Literature I | 3 | ENGL 2112 | World Literature II | 3 |
| HIST 1111 | Survey of World History I | 3 | HIST 1112 | Survey of World History II | 3 |
| PSYC 1101 | General Psychology | 3 | SPAN 3001 | Survey of Spanish Lit. I | 3 |
| PEDH Course |  | 1 | CSCI 1101 | Introduction to Computers | 3 |
| SPAN 3110 | Spanish Phonetics | 3 | AREA C Choice |  | 3 |
| Electives |  | 2 |  |  |  |
| **Total** |  | **(15 hours)** |  |  | **(15 hours)** |

**Junior Year Fall Spring**

SOCI 2002 Principles of Sociology 3 SPAN 3120 Spanish Conversation II 3

SPAN 3420 Advanced Grammar and 3 SPAN 3001 Survey of Spanish 3

Composition Literature I

SPAN 3002 Survey of Spanish Lit. II 3 Spanish Elective 3

SPAN 4001 Survey of AREA E Choice 3

Spanish-Am. Lit. II 3 PEDH Course 1

PEDH Course 1

**Total (13 hours) Total (13 hours)**

**Senior Year**

SPAN 3338 Spanish Drama 3 SPAN 3339 Spanish Poetry 3

SPAN 4430 Spanish Lit. I 3 SPAN 4431 Spanish Literature II 3

SPAN 4432 Spanish-American Lit. 3 SPAN 4433 Spanish Lit. III 3

SPAN Electives 4 SPAN 4990 Research Topic 1

SPAN 4411 Senior Seminar I 1 Electives 2

SPAN 4434 20th Cent. Span. Fict. 3 MDL 2260 Intro. to Descriptive Linguistics 3

**Total (17 hours) (15 hours)**

## BACHELOR OF ARTS DEGREE IN MASS COMMUNICATION

**PRINT JOURNALISM CONCENTRATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Field Courses** |  | **Prerequisites** | **Credit Hrs.** |
| Area F (18 hours) Hrs. |  |  |  |
| MACO 2000 | Basic News Writing/Reporting | ENGL 1101,1102 | 3 |
| MACO 2001 | Survey of Media and Society | ENGL 1101, 1102 | 3 |
| MACO 2202 | Advanced News writing/Reporting |  | 3 |
| ECON 2106 | Microeconomics |  | 3 |

**Modern Languages (6 hours)**

1000 Level Course SPAN, FREN, GRMN YORU ARAB 6

Select 3 hours from the following:

ARAP I 100 Art Appreciation 3

MUSC 1100 Music Appreciation 3

FIAR 1100 Introduction to Fine Arts 3

**Total (18 hours)**

**Major Requirements 42 hours**

MACO 2203 Writing for Radio/TV/Film 3

MACO 3310 Mass Comm. Research Methods 3

MACO 3301 News Editing 1 3

MACO 3302 News Editing 11 3

MACO 3303 Photojournalism 3

MACO 3320 History of Journalism 3

MACO 3340 Interpretative Reporting 3

MACO 3351 Feature Writing 3

MACO 3360 Newspaper Production 3

MACO 3330 Editorial and Critical Writing 3

POLS 3601 State and Local Government 3

MACO 4222 Philosophy & Ethics of Mass Comm. 3

MACO 4412 Communication Law 3

MACO 4498 Internship 3

**Total (42 hours)**

**Cognate Courses 30 hours**

ECON 2105 Macroeconomics 3

ECON 2106 Microeconomics 3

HIST 2113 Minorities in America 3

GEOG 1101 Intro to Human Geography 3

SOCI 2011 Principles of Sociology 3

MACO 3207 Principles, Practices and Theory-MACO 2000, 2001 3

MACO 3351 Feature Writing-MACO 2001, 3301 3

MACO 4222 Philosophy-and Ethics of Mass Communication-MACO 2001, 2202 3

HIST 3404 Diplomatic History of the United States 3

POLS 3815 Municipal Government 3

**Total (30 hours)**

**Mass Communication Elective (15 hours)**

|  |  |  |  |
| --- | --- | --- | --- |
| MACO 3208 | Intro to Radio/TV/Film | MACO 2203 | 3 |
| MACO 3228 | Media Advertising and Sales | MACO 2202 or 2203 | 3 |
| MACO 3331 | International Journalism | MACO 2001, 2202 or 2203 | 3 |
| MACO 3334 | Broadcast Journalism and Editing | MACO 3208 3 |  |
| MACO 4490 | Media Seminar |  | 3 |
| MACO 4494-J | Directed Study |  | 3 |

**Total (15 hours)**

**ELECTRONIC MEDIA CONCENTRATION (RADIO&TV)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Field Courses** |  | **Prerequisites** | **Credit Hrs.** |
| **Area F CORE (18 hours)** |  |  |  |
| MACO 2000 | Basic News Writing/Reporting | ENGL I101,1102 | 3 |
| MACO 2001 | Survey of Media and Society | ENGL 110 1, 1102 | 3 |
| ACCT 2103 | Accounting for Non-Majors |  | 3 |
| MACO 2203 | Writing for Radio/TV/Film |  | 3 |

**Modern Languages (6 hours)**

1001 or 1002 Level Language Courses 6

**Total (18 hours)**

**Major Requirements (38 hours)**

|  |  |  |  |
| --- | --- | --- | --- |
| MKTG 3136 | Promotion and Advertising |  | 3 |
| MKTG 3120 | Principles of Marketing |  | 3 |
| MACO 3310 | Mass Communication Research |  |  |
|  | Methods | MACO 2000, 2001 | 3 |
| MACO 3206 | History and Criticism of Film |  | 3 |
| MACO 3348 | Fundamentals of Radio Production | MACO 3208 | 3 |
| MACO 3349 | Fundamentals of Television Production | MACO 3208 | 3 |
| MACO 4412 | Communication Law | MACO 2001, 2202 or 2203 | 3 |
| MACO 4222 | Philosophy and Ethics of |  |  |
|  | Mass Communication | MACO 2001, 2202 | 3 |
| MACO 4475 | Radio Prog. and Prod. I |  | 3 |
| MACO 4477 | Advanced TV Prod. I |  | 3 |
| MACO 4498 | Internship |  | 3 |
| POLS 3601 | State and Local Government |  | 3 |
| **Total** |  |  | **(38 hours)** |
| **Cognate Courses (30 hours)** |  |  |  |
| HIST 2112 | Survey of American History |  | 3 |
| HIST 2113 | Minorities in America |  | 3 |
| SOCI 2011 | Principles of Sociology |  | 3 |
| MKTG 3120 | Principles of Marketing |  | 3 |
| MKTG 3136 | Promotion and Advertising |  | 3 |
| ACCT 2103 | Accounting for Non-Majors |  | 3 |
| POLS 3815 | Municipal Government |  | 3 |
| HIST 3404 | Diplomatic History of the United States |  | 3 |
| MACO 4474 | Radio Programming and Production I |  | 3 |
| MACO 2001, 3334 |  |  | 3 |
| MACO 4477 | Advanced Television Production |  |  |
|  | and Directing I | MACO 2001, 3334 | 3 |
| **Total** |  |  | **(30 hours)** |
| **Mass Communication Electives (19 Hours )** | | | |
| MACO 3205 | African American Images in the Media | MACO 2203 | 3 |
| MACO 3210 | Public Opinion and Propaganda |  |  |
| MACO 2202 or 2203 |  |  | 3 |
| MACO 3327 | History and Development of |  |  |
|  | Radio and TV | MACO 3208 | 3 |
| MACO 3334 | Broadcast Journalism and Editing |  | 3 |

MACO 4476 Radio Programming and Production 11 MACO 2001, 3348 3

MACO 4478 Advanced Television Production and Directing 11 MACO 2001, 3349 3

MACO 4479 Cinematography I MACO 2001, 3206 3

MACO 4480 Cinematography 11 MACO 2001, 3206 3

MACO 4490 Media Seminar 3

MACO 4494-E Directed Study 3

**Total (19 hours)**

**PROGRAM OF STUDY FOR THE ELECTRONIC MEDIA CONC. (RADIO&TV)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Freshman Year** | **Fall** | **Spring** |  | |
| ENGL 1101 | English Composition 1 3 | ENGL 1102 | English Composition | 3 |
| MATH 1111 | College Algebra 3 | HIST 1002 | Intro. African Diaspora | 2 |
| ASU 1200 | Fresh. Sem. & Serv. to Lead. 3 | BIOL 1112K | Intro to Biological Science | 4 |
| POLS 1101 | U.S. & Georgia Government 3 | CSCI 1101 | Intro to Computers | 3 |
| COMM 1100 | Fund. of Public Speaking 3 |  | PEDH or HEDP | 1 |
| BIOL 1111K | Intro to Biological Science 4 |  |  |  |
| **Total** | **(16 hours)** | **Total** |  | **(16 hours)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sophomore Year Fall** |  | **Spring** |  | |
| ENGL 2111 World Literature 1 | 3 | 1002 | Level Language Course | 3 |
| 1000 Level Language Course | 3 | ACCT 2103 | Accounting for Non-Majors | 3 |
| PEDH or HEDP Course | 1 | MACO 2203 | Writing for Radio/TV/Film | 3 |
| MACO 2000 Basic News Writing/Reporting | 3 | MACO 3310 | Mass Comm. Resch. Meth. | 3 |
| MACO 2001 Survey of Media & Society | 3 | PEDH or HEDP |  | 1 |
| HIST 1111 World History 1 | 3 | ARAP/MUSC/FIAR Course | | 3 |
| **Total** | **(16 hours)** | Total | | **(16 hours)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Junior Year** | **Fall** |  | **Spring** |  | |
| MKTG 3120 | Principles of Marketing | 3 | MACO 3348 | Fund. of TV Production | 3 |
| POLS 3601 | State & Local Gov’t. | 3 | MKTG 3136 | Promotion & Advertising | 3 |
| MACO 3206 | Hist. & Criticism of Film | 3 | MACO Elective |  | 3 |
| MACO 3349 | Fund. of Radio Production | 4 | HIST 2113 | Minorities in America | 3 |
| SOCI 2011 | Principles of Sociology | 3 | MACO or Free Elective | | 3 |
| **Total** |  | **(16 hours)** | **Total** | | **(15 hours)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Senior Year** | **Fall** |  | **Spring** |  | |
| MACO 4412 | Communication Law | 3 | MACO 4222 | Philosophy and Ethics | 3 |
| MACO 4474 | Radio Programming & |  | MACO 4477 | Advanced TV Production I | 3 |
|  | Mass Communication |  |  | Production and Directing I | 3 |
|  | Production | 1 | MACO Elective |  | 3 |
| MACO or Free | Elective | 3 | MACO 4498 | Internship (E) | 3 |
| MACO Elective | | 3 | MACO or Free Elective | | 4 |
| Total | | **(15 hours)** | **Total** | | **(16 hours)** |

## 

## DEPARTMENT OF FINE ARTS

The Department of Fine Arts offers degrees in three major specialty areas: Art, Music, and Speech/Theatre. The Department also provides non- major courses in art, music, speech and theatre in support of the liberal arts curriculum requirements of the University.

**BACHELOR OF ARTS DEGREE**

The Bachelor of Arts degree in Art offers concentrations in drawing, painting, sculpture, graphics and crafts. The program provides the student with broad technical knowledge and professional skills through varied instruction in the disciplines. It is further reinforced by arranged interaction with professional artists through residencies, seminars, and student apprenticeships/internships, and by liberal subjects promoting identification of purpose and social awareness–necessary adjuncts to the development of the creative artist. Potential Art majors seeking admittance into the discipline must submit a portfolio of previous work for review and approval before major status can be granted. Additionally, for acceptance into and graduation from the discipline, each student must have, and thereafter maintain a cumulative grade point average of 2.25 or better. All majors must earn a minimum grade of C in each art course. Majors must complete the departmental exit examination and a senior exhibit.`

The Bachelor of Arts degree in Music offers applied concentrations in voice, piano, wind instruments, and percussion. The program also offers courses in music theory, ear-training, counterpoint, form and analysis, music history, and literature with emphasis on performance, leading to further study at the graduate or professional level. Participation in performance organizations relative to the student’s area of applied specialty is also required. Music majors may enter the discipline either at the freshman or transfer level. It is important for entering freshman music majors to identify themselves before or upon registration, as there are music division entrance requirements. It is important that potential music majors immediately become enrolled in the proper sequential theory and applied classes which begin at the freshman level. Transfer students will enter at a stage commensurate with their level of proficiency and prior instruction. For acceptance into major vocal or instrumental applied courses students must have had prior instruction and demonstrate requisite proficiency via an audition before the music faculty. A second juried audition prior to acceptance into junior level applied courses is also required, and a final Senior Recital must be presented in order to graduate. Additionally, for acceptance into and graduation from the discipline, each student must have and maintain a cumulative grade point average of 2.25 or better. All majors must earn a minimum grade of C in each music course. Majors must take the Departmental Exit Exam.

The Bachelor of Arts degree in Speech and Theatre offers two concentrations for which students may receive degree specialization: Speech Concentration and Theatre Concentration. Students with specific objectives (law, radio and television, announcing or politics) may consult with faculty for advice on a program of study which would best serve their career ambitions. The program is designed to provide maximum flexibility in meeting the varied interests and career objectives of its students. Each of the concentrations has specific requirements, i.e., dramatic performances, qualifying examinations, oral presentations, etc.; however, students in both concentrations are required to have a grade point average of 2.25 or better to enter and exit the Bachelor of Arts program in Speech and Theatre. A grade of C or better is required in all major courses. Majors must also complete the Departmental Exit Examination.

**BACHELOR OF MUSIC EDUCATION**

The music education program will offer study leading to the Bachelor of Music Education degree with applied concentrations in one of the following categories: voice, piano, woodwind, brass and percussion instruments. Degree requirements will be completed primarily in the music area of the Department of Fine Arts, however, the teaching certification will be earned through the College of Education. Curriculum components of the program of study are (1) Area A-E - University Core Courses, (2) Area F - Courses Related to the Major, (3) Area G - Major Requirements; and (4) Area H - Professional Education Courses. In order to be admitted to the Music Education Program, students must first meet all college admittance requirements. Additionally, students must audition on a major instrument or voice for acceptance into the program, and must meet the requirements of the College of Education for admission to the Teacher Education Program.

The non-course requirements include:

* 1. A 2.5 GPA
  2. Passing the GACE I Exam (for full admittance into the Teacher Education Program and to be able to student teach).
  3. Passing of GACE II (required for graduation).
  4. Beginning School Experience (two-week internship at one of the public schools during the first two weeks of school).
  5. Student membership in the College Music Educators National Conference (CMENC), and the National Education Association (NEA) or the Professional Association of Georgia Educators (PAGE).

## BACHELOR OF ARTS DEGREE IN ART

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Field Courses**  ARST 1001 | Design I | **Prerequisites** | **Credit Hrs.**  3 |
| ARST 2002 | Design II | ARST 1001 | 3 |
| ARST 1031 | Drawing I |  | 3 |
| ARST 2032 | Drawing II | ARST 1031 | 3 |
| ARST 2101 | Sculpture I | ARST 2002 | 3 |
| ARST 2051 | Painting I | ARST 2032 | 3  **Total (18 hours)** |
| **Major Requirements** |  |  |  |
| ARAP 1100 | Art Appreciation |  | 3 |
| ARST 3102 | Sculpture II | ARST 2101 | 3 |
| ARST 3052 | Painting II | ARST 2051 | 3 |
| ARST 3081 | Ceramics I |  | 3 |
| ARST 3201 | Graphics I | ARST 2032 | 3 |
| ARST 3202 | Graphics II | ARST 3201 | 3 |
| ARHA 3401 | Ancient Art History | ARAP 1100 | 3 |
| ARHA 3402 | Renaissance Art History | ARHA 3401 | 3 |
| ARHA 4403 | Modern Art History | ARHA 3402 | 3 |
| ARST 4065 | Spec. Problems in Painting | ARHA 3052 | 3 |
| ARST 4066 | Spec. Problems in Sculpture | ARST 3102 | 3 |
| ARST 4601 | Seminar I Senior |  | 3 |
| ARST 4602 | Seminar II Senior |  | 3  **Total (39 hours)** |

**Major Electives (choose from the following) 18 Hrs.**

|  |  |  |  |
| --- | --- | --- | --- |
| ARST 3081 | Ceramics I | ARST 3082 Ceramics II | 3 |
| ARHA 4406 | Afro-American Art | ARAP 1100 Art Appreciation | 3 |
| ARST 3501 | Textile Design | ARST 2002 Design II | 3 |
| ARST 3007 | Craft Design | ARST 2002 Design II | 3 |
| ARST 4201 | Water Color | ARST 2032 Drawing II | 3 |
| ARST 4067 | Special Problems in Graphics | ARST 3202 Graphic II | 3 |
| ARST 4068 | Special Problems in Drawing | ARST 2032 Drawing II | 3 |
| ARHA 4069 | Special Problems in ARHA | Art History Modern Art History | 3 |
| ARST 4070 | Special Problems in Ceramics | ARST | 3 |
| Ceramics 11 |  |  | 3 |
| ARST 4071 | Special Problems in Design | ARST 2002 Design II | 3 |
| ARST 4072 | Techniques and Materials | ARST 2002 Design II | 3 |
|  |  |  | **Total (18 hours)** |

**PROGRAM OF STUDY FOR THE BACHELOR OF ARTS DEGREE IN ART**

**(123 SEMESTER HOURS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Freshman Year** |  | **Fall** | **Spring** |
| ENGL 1101, 1102 | Eng. Comp. I & II | 3 | 3 |
| PEDH |  | 1 | 1 |
| COMM 1100 | Fund. of Public Speaking | 3 |  |
| ARST 1100 | Art Appreciation | 3 |  |
| BIOL 1111K | Intro. to Biological Sciences |  | 4 |
| ASU 1200 | Freshman Seminar & |  |  |
|  | Service to Leadership | 3 |  |
| HIST 1002 | Intro. to the African Diaspora |  | 2 |
| ARST 1001, 2002 | Design I & II | 3 | 3 |
| POLS 1101 | U.S. & GA. Govt. |  | 3 |
| **Total** |  | **(16 hours)** | **(16 hours)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sophomore Year**  ENGL 2111 | World Literature | **Fall**  3 | **Spring** |
| CSCI 1003 | Intro. to Technology | 3 | 2 |
| BIOL 1112K | Intro. to Biological Sciences | 4 |  |
| ARST 1031, 2032 | Drawing I & II | 3 | 3 |
| ARST 2101, 3102 | Sculpture I & II | 3 | 3 |
| PEDH 1003, 1004 | Rec. Skills I & II |  | 1 |
| ARHA 3401 | Ancient Art History |  | 3 |
| MUSC 1100 | Music Appreciation |  | 3 |
| **Total** |  | **(16 hours)** | **(15 hours)** |
| **Junior Year** |  |  |  |
| ARST 2051, 3052 | Paintings I & II | 3 | 3 |
| ARST 3201, 3202 | Graphics I & II | 3 | 3 |
| ARHA 3402 | Renaissance Art History | 3 |  |
| ARHA 4403 | Modern Art History |  | 3 |
| ARST 4072 | Special Probs. In Technique and Materials | 3 |  |
| ARST 4066 | Special Probs. in Sculpture |  | 3 |
| ARST 4068 | Special Probs. in Drawing |  | 3 |
| HIST 2113 | Minorities in America | 3 |  |
| **Total** |  | **(15 hours)** | **(15 hours)** |
| **Senior Year** |  |  |  |
| ARST 4601, 4602 | Seminar I & II | 3 | 3 |
| ARST 3081, 3082 | Ceramics I & II | 3 | 3 |
| ARST 3007 | Craft Design | 3 |  |
| ARST 4065 | Special Problems in Painting | 3 |  |
| ARST 4067 | Special Probs. in Graphics |  | 3 |
| ARHA 4069 | Special Probs. in Art History |  | 3 |
| HIST 1111,1112 | Survey of World History I & II | 3 | 3 |
| **Total** |  | **(15 hours)** | **(15 hours)** |

## BACHELOR OF ARTS DEGREE IN MUSIC

**Major Field Courses Prerequisites Credit Hrs.**

|  |  |  |  |
| --- | --- | --- | --- |
| MUSC 1021, 1022 | Elementary Harmony & Musicianship |  | 6 |
| MUSC 1021L,1022L | Ear Training Lab |  | 2 |
| MUSC\* | Applied Lessons (Freshman Level) |  | 2 |
| MUSC\* | Applied Lessons (Sophomore Level) |  | 2 |
| MUSC | Secondary Applied (Voice, Keyboard, etc.) |  | 2 |
| MUSC | Performance Organizations (Band, Choir, etc.) |  | 4  **Subtotal (18 hours)** |
| **Major Requirements** |  |  |  |
| MUSC 2021, 2022 | Music Theory | MUSC 1022 | 6 |
| MUSC 2021L | Ear Training | MUSC 1022L | 2 |
| MUSC\* 2022L | Secondary Applied Lessons (Sophomore Level) |  | 2 |
| MUSC 3021 | Counterpoint | MUSC 2022 | 3 |
| MUSC 3022 | Form and Analysis I |  | 3 |
| MUSC 1133 | Intro to Music Lit. |  | 3 |
| MUSC\*\* | Applied Lessons (Junior Level) |  | 4 |
| MUSC | Performance Organizations |  | 2 |
| MUSC 3000 | Junior Recital (optional) |  | (1) |
| MUSC 3133, 3134 | Music History and Literature |  | 6 |
| MUSC\*\* | Applied Lessons (Senior Level) |  | 4 |
| MUSC 2000 | Music Seminars |  | 2 |
| MUSC\*\*\* | Instrumental or Vocal Methods |  | 3 |
| MUSC 4000 | Senior Recital |  | 1 |
|  |  |  | **Subtotal 41 (42)hours** |

*\*Applied lessons for music majors at the freshman and sophomore levels receive one (1) semester hour credit.*

*\*\* Applied Lessons at the junior and senior levels receive two (2) semester hours credit.*

*\*\*\*Voice majors take MUSC 3171 and 3172, piano majors take MUSC 4050, and instrumental majors take all of the following: MUSC 3230, 3050, 3600, 3700.*

**Major Electives**

Foreign Languages (two semesters) 6

Major Electives\* 10

**Subtotal (16 hours)**

*\*Major electives include the following courses: MUSC 1111, 1112, 4220, 4230, 2024, 3025, 3026,4130*

**PROGRAM OF STUDY FOR THE BACHELOR OF ARTS DEGREE IN MUSIC**

**(123 SEMESTER HOURS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Freshman Year** |  | **Fall** | **Spring** |
| ENGL 1101, 1102 | English Comp. I & II | 3 | 3 |
| MATH 1101 | College Algebra | 3 |  |
| CSCI 1101 | Intro. to Computers | 3 |  |
| MUSC 1021, 1022 | Music Theory | 3 | 3 |
| MUSC 1021L, 1022L | Ear Training | 1 | 1 |
| Applied Major Instrument |  | 1 | 1 |
| Secondary Applied (Keyboard, etc.) | | 1 | 1 |
| Performance Organization | | 1 | 1 |
| (Band, Choir, etc) | |  |  |
| ASU 1200 | Freshman Seminar & Service to Leaders |  | 3 |
| PEDH 1001-10 | Recreational Skills |  | 1 |
| HIST 1002 | Intro. to the African Diaspora |  | 2 |
| **Total Hours** |  | **(16 hours)** | **(16 hours)** |

**Sophomore Year**

BIOL 1111K, 1112K (or Physical Science)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Intro. to Biological Sciences | 4 | 4 |
| ENGL 2111 | World Literature I | 3 |  |
| MUSC 2000 | Music Seminar | 1 |  |
| MUSC 2021, 2022 | Inter. Harmony & Musicianship | 3 | 3 |
| MUSC 2021L, 2022L | Ear Training Lab | 1 | 1 |
| Applied Major Instrument |  | 1 | 1 |
| Secondary Applied (Keyboard, etc.) | | 1 | 1 |
| Performance Organization | | 1 | 1 |
| PEDH 1001-10 | Recreational Activity |  | 1 |
| MUSC 1133 | Intro. to Music Literature |  | 3 |
| **Total Hours** |  | **(15 hours)** | **(15 hours)** |
| **Junior Year** |  |  |  |
| (Area E) POLS 1101 | US & GA Gov. |  | 3 |
| ARAP 1100 | Art Appreciation | 3 |  |
| Foreign Language |  | 3 | 3 |
| MUSC 3133,3134 | Music History and Lit. | 3 | 3 |
| MUSC 3021 | Counterpoint | 3 |  |
| MUSC 3022 | Form & Analysis I |  | 3 |
| Applied Major Instrument |  | 2 | 2 |
| Performing Organization |  | 1 | 1 |
| Instrumental Methods |  | 1 | 1 |
| **Total Hours** |  | **(16 hours)** | **(16 hours)** |
| **Senior Year** |  |  |  |
| ECON 2105 | Principles of Economy | 3 |  |
| HIST 1111,1112 | World History I and II | 3 | 3 |
| **Major Electives** |  | 5 | 5 |
| COMM 1100 | Analytical Discussions |  | 3 |
| Applied Major Instrument |  | 2 | 2 |
| HEDP 1001 | Intro. to Wellness | 1 |  |
| Instrumental Methods |  | 1 |  |
| MUSC 4000 | Senior Recital |  | 1 |
| **Total Hours** |  | **(15 hours)** | **(14 hours)** |

## BACHELOR OF MUSIC EDUCATION DEGREE

**Major Field Courses Prerequisites Credit Hrs.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MUSC 1021 | Music Theory I |  | | | 3 |
| MUSC 1022 | Music Theory II |  | | | 3 |
| MUSC 1021L | Ear Training I |  | | | 1 |
| MUSC 1022L | Ear Training II |  | | | 1 |
| MUSC 1123 | World Music |  | | | 2 |
| MUSC\* | Applied Lessons (Freshman Level) |  | | | 2 |
| MUSC\* | Applied Lessons (Sophomore Level) |  | | | 2 |
| MUSC\* | Secondary Applied (Piano, Voice, Etc.) |  | | | 2 |
| MUSC\* | Performance Organizations |  | | | 2  **Subtotal (18 hours)** |
| **Major Requirements** |  | |  |  | |
| MUSC 2021 | Music Theory | | MUSC 1022 | 3 | |
| MUSC 2022 | Music Theory | | MUSC 2021 | 3 | |
| MUSC 2021L | Ear Training | | MUSC 1022L | 1 | |
| MUSC 2022L | Ear Training | | MUSC 2021L | 1 | |
| MUSC\* | Secondary Applied (Soph.) | |  | 2 | |
| MUSC 2280 | Computer Generated Music | |  | 2 | |
| MUSC 3022 | Form and Analysis | | MUSC 3021 | 3 | |
| MUSC\* | Junior Level Applied Lessons (\*\*Ed) | |  | 2 | |
| MUSC\* | Performance Organizations | |  | 4 | |
| MUSC\* | Senior Level Applied Lessons (Ed.) | |  | 1 | |
| MUSC 3133 | Music History and Literature I | |  | 3 | |
| MUSC 3134 | Music History and Literature II | |  | 3 | |
| MUSC 4220 or 4230 | Conducting | |  | 3 | |
| MUSC\* | Voice, Piano or Instrumental Methods | |  | 5 | |
| MUSC 2010 | Intro. to Music Education | |  | 1 | |
| MUSC 4000 | Senior Recital | |  | 1 | |
| MUSC 4436 | Elementary Music Methods | |  | 3 | |
| MUSC 4439 | Secondary Band Choral | |  | 3  **Subtotal (44 hours)** | |

**Professional Education Courses**

|  |  |  |
| --- | --- | --- |
| EDUC 2110 | Investing Critical & Contemporary Issues in Education | 3 |
| EDUC 2120 | Exploring Socio/Cultural Perspectives on Diversity in the Edu. Context | 3 |
| EDUC 2130 | Exploring Teaching and Learning | 3 |
| SPED 3230 | Contemporary Perspective of the Exceptional Student | 3 |
| EDUC 4430 | Prep for Teaching | 2 |
| EDUC 4461 | Student Teaching | 14  **Subtotal (28 hours)** |

**PROGRAM OF STUDY FOR THE BACHELOR OF MUSIC EDUCATION DEGREE**

135 Semester Hours

Music Education is a minimum four and a half year program. In order to finish in four years several semesters of overload credits must be taken.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Freshman Year**  First Semester |  |  | Second Semester |  | |
| **Courses** | **Titles** | **Hours** | **Courses** | **Titles** | **Hours** |
| ENGL 1101 | English Composition I | 3 | ENGL 1102 | English Composition II | 3 |
| MATH 1111 | College Algebra | 3 | CSCI 1003 | Intro. to Technology | 2 |
| MUSC 1021 | Music Theory | 3 | MUSC 1022 | Music Theory | 3 |
| MUSC 1021L | Ear Training | 1 | MUSC 1022L | Ear Training | 1 |
| *\*Applied Major Voice or Instrument* | | 1 | *\*Applied Major Instrument* | | 1 |
| *Secondary Applied (Keyboard, etc.)* | | 1 | *Secondary Applied (Keyboard, etc.)* | | 1 |
| *Performance Organization (Band, Choir)* | | 1 | *Performance Organization* | | 1 |
| ASU 1200 Freshman Seminar | | 3 | PEDH 1001-10 Recreational Skills | | 1 |
|  | |  | HIST 1002 African Diaspora | | 2 |
|  | |  | MUSC 1123 World Music | | 2 |
| **Subtotal** |  | **(16 hrs)** | **Subtotal** |  | **(17 hrs)** |
| **Sophomore Year** |  |  |  |  |  |
| First Semester  **Courses** | **Titles** | **Hours** | Second Semester  **Courses** | **Titles** | **Hours** |
| BIOL 1111 | Introduction | 4 | BIOL 1112 | Introduction | 4 |
| ENGL 2111 | World Literature | 3 | HIST 1111 | World History I | 3 |
| MUSC 2280 | Comp. Gen. Music | 2 | MUSC 1100 | Music Appreciation | 3 |
| MUSC 2021 | Music Theory | 3 | MUSC 2022 | Music Theory | 3 |
| MUSC 2021L | Ear Training | 1 | MUSC 2022L | Ear Training | 1 |
| MUSC 2010 | Intro. to Music Ed. | 1 | HEDP 1001 | Intro. Wellness | 1 |
| *\*Applied Major Voice or Instrumental* | | 1 | *\*Applied Major Instrument 1* | |  |
| *Secondary Applied (Keyboard, etc.)* | | 1 | *Secondary Applied (Keyboard, etc.)* | | 1 |
| *Performance Organization (Band, Choir)* | | 1 | *Performance Organization* | | 1 |
| **Subtotal** | | **(17 hrs)** | **Subtotal** | | **(18 hrs)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Junior Year** |  | | | | | |
| First Semester |  |  | Second Semester |  | |  | |
| **Courses** | **Titles** | **Hours** | **Courses** | **Titles** | | **Hours** | |
| HIST 1111 | World History II | 3 | EDUC 4436 | Elementary Music methods | | 3 | |
| MUSC 3133 | Music History I | 3 | MUSC 3134 | Music History II | | 3 | |
| EDUC2110 | . Invst/Crit/Comtemp Issued in Educ Crit | 3 | EDUC 2130 | Exploring Teaching & Learning. | | 3 | |
| SPED3230 | Cont/Perspective/Exceptonal tduents Study | 3 | MUSC 3022 | Form and Analysis | 3 | |
| COMM 1100 Public Speaking 3 | | | EDUC 2120 Expl/Soci/Cul Perspective Div in Educ Cnt/ 3 | | | |
| \*\*Applied Lessons (Ed. Majors receive 1 credit) 1 | | | MUSC Gen. Music Methods Course | | 1 | |
| Performance Organization 1 | | | Performance Organization | | 1 | |
| MUSC 3171 Vocal Methods 1 | | | \*Applied Lessons | | 1 | |
| MUSC Methods Course 1 | | | PEDH 1001-10 Recreational Act. | | 1 | |
| **Subtotal (19 hrs)** | | | **Subtotal** | | **(19 hrs)** | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Senior Year** | |  | | | | | | | |
| First Semester | |  |  | Second Semester | |  | |  | |
| **Courses** | | **Titles** | **Hours** | **Courses** | | **Titles** | | **Hours** | |
| ECON 2105 | | Principles of Economics | 3 | | EDUC 4461 | Student Teaching | (12 hrs) | |
| MUSC 4220 or 4230 | | Conducting | 3 | | **Subtotal**  **(12 hrs)** | | | |
| EDUC 4437 | | Secondary Music Methods | 3 | |
| MUSC | | Methods Course | 1 | |
| MUSC | | Methods Course | 1 | |
| \*\*Applied Major | Voice or Instrument | | 1 | |
| EDUC 4400 | Prep for Teaching | | 2 | |
| POLS 1101 | US & GA Gov’t. | | 3 | |
| MUSC 4000 | Senior Recital | | 1 | |
| **Subtotal** | | | **(18 hrs)** | |

*\*Applied lessons for music majors at the freshman and sophomore level receive one (1) semester hour credit.*

*\*\*Applied lessons for music education majors at the sophomore and junior level receive one (1) semester hour credit. Students must be accepted into the music program prior to his or her junior year via an audition.*

## BACHELOR OF ARTS DEGREE IN SPEECH AND THEATRE: SPEECH CONCENTRATION

**Courses Titles Credit Hrs.**

COMM 2020 Voice and Diction 3

COMM 2030 Oral Interpretation 3

THEA 2040 Acting I 3

COMM 2060 Public Speaking 3

COMM 2150 Studies in Rhetoric 3

COMM 2200 Principles of Discussion and 3

Group Dynamics

**Major Requirements**

COMM 2400-2470 Speech Performance 7

**Arts & Humanities**

THEA 2900-2970 Production & Performance 4

COMM 3100 Black Rhetoric 3

COMM 3150 Introduction to Forensics 3

COMM 3200 Phonetics 3

COMM 3340 Speech for the Elem./Middle Grades Teacher 3

COMM 4000 Intercultural Communication 3

COMM 4010 Organizational Communication 3

COMM 4070 Intro. to Speech Disorders 3

COMM 4100 Fundamentals of Parliamentary Procedure 2

COMM 4110 Comm. Research Methods 3

COMM 4200 Argumentation and Debate 3

**Subtotal (37 hours)**

**Major Electives (20 hours)**

**Total Required for Graduation (123 hours)**

**PROGRAM OF STUDY FOR BACHELOR OF ARTS DEGREE IN SPEECH AND THEATRE: SPEECH CONCENTRATION**

123 Semester Hours

|  |  |  |  |
| --- | --- | --- | --- |
| **Freshman Year**  ENGL 1101,1102 | Eng. Comp I & I | **Fall**  3 | **Spring**  3 |
| MATH 1111 | College Algebra | 3 |  |
| COMM 1100 | Fundamental of Public Speaking | 3 |  |
| ASU 1200 | Fresh. Sem. & Serv. to Lead. | 3 |  |
| ARAP 1100 or MUSC 1100 |  | 3 |  |
| HIST 1002 | Intro. to African Diasp. |  | 2 |
| PEDH | Activities |  | 1 |
| Science/Math/Tech |  |  | 4 |
| CSCI 1101 or MATH 2411 |  |  | 3 |
| Social Sci./History I |  |  | 3 |
| **Total Hours** |  | **(15 hrs)** | **(16 hrs)** |
| **Sophomore Year** |  |  |  |
| ENGL 2111 | World Literature | 3 |  |
| HEDP 1001 | Activities | 1 | 1 |
| Science/Math/Tech |  | 4 |  |
| POLS 1101 or HONR 1161 |  | 3 |  |
| COMM 2020 | Voice & Diction | 3 |  |
| COMM 2400, 2410 | Speech & Performance | 1 | 1 |
| PSYC 1101 |  |  | 3 |
| Foreign Language |  |  | 3 |
| COMM 2030 | Oral Interpretation |  | 3 |
| COMM 2060 | Public Speaking |  | 3 |
| COMM 2410 | Speech Performance |  | 1 |
| THEA 2900  **Total Hours** | Production & Performance 1 | **(15 hrs)** | **(16 hrs)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Junior Year**  SOCI 2011 | Princ. Of Sociology | 3 |  |
| Foreign Language |  | 3 |
| THEA 2040 | Acting I | 3 |
| COMM 2200 | Princ Group Dynamic | 3 |
| COMM 2420 & 2430 | Speech Performance | 1 | 1 |
| Electives |  |  | 6 |
| COMM 2150 | Studies in Rhetoric | 3 |  |
| COMM 3100 | Black Rhetoric |  | 3 |
| COMM 3150 | Intro to Forensics |  | 3 |
| THEA 2901 | Production and Performance |  | 1 |
| **Total Hours** |  | **(16 hrs)** | **(14 hrs)** |
| **Senior Year** |  |  |  |
| COMM 2440, 2450 & 2460 | Speech Performance | 1 | 2 |
| COMM 3200 | Phonetics | 3 |  |
| COMM 3340 | Speech for Elem/Mgr. Teach | 3 |  |
| COMM 4070 | Intro to Spch Disorders | 3 |  |
| COMM 4100 | Fundamentals of Proc |  | 3 |
| COMM 4200 | Argument & Debate |  | 3 |
| COMM 4000 | Intercultural Comm | 3 |  |
| COMM 4010 | Organization Comm | 3 |  |
| COMM 4110 | Comm Research Meth |  | 3 |
| THEA 2903 | Prod & Perf |  | 1 |
| **Total Hours** |  | **(16 hrs)** | **(15 hrs)** |

**BACHELOR OF ARTS DEGREE IN SPEECH AND THEATRE: THEATRE CONCENTRATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Courses**  COMM 2020 | | **Titles**  Voice and Diction | **Credit Hrs.**  3 | |
| COMM 2030 | | Oral Interpretation | 3 | |
| THEA 2040 | | Acting I | 3 | |
| THEA 2041 | | Acting I Laboratory | 3 | |
| THEA 2530 | | History of Theatre I | 3 | |
| THEA 2900 | | Production and Performance | 1 | |
| THEA 2901 | | Production and Performance | 1 | |
| THEA 2902 | | Production and Performance | 1  **Subtotal (18 hours)** | |
| **Major Requirements** |  | | |  |
| THEA 2070 | Make-up for Stage and Screen | | | 2 |
| THEA 2531 | History of Theatre II | | | 3 |
| THEA 2640 | Directing I | | | 3 |
| THEA 2903 | Production and Performance | | | 1 |
| THEA 2904 | Production and Performance | | | 1 |
| THEA 2905 | Production and Performance | | | 1 |
| THEA 2906 | Production and Performance | | | 1 |
| THEA 2907 | Production and Performance | | | 1 |
| THEA 3030 | Theatre Management | | | 3 |
| THEA 3040 | Acting II | | | 3 |
| THEA 3041 | Acting II Laboratory | | | 2 |
| THEA 3530 | Modern Drama | | | 3 |
| THEA 3600 | Black Drama | | | 3 |
| THEA 3640 | Directing II | | | 3 |
| THEA 4760 | Seminar in Theatre | | | 3  **Subtotal (33 hours)** |

**General Electives**

Courses related to the major or other area(s) of interest (24 hours)

Total Required for Graduation (123 hours)

**PROGRAM OF STUDY FOR THE BACHELOR OF ARTS DEGREE IN SPEECH AND THEATRE: THEATRE CONCENTRATION**

123 Semester Hours Minimum

|  |  |  |  |
| --- | --- | --- | --- |
| **Freshman Year**  ENGL 1101, 1102 | Eng. Comp. I & II | **Fall**  3 | **Spring**  3 |
| MATH 1111 | College Algebra | 3 |  |
| HIST 1111 | Survey of World History I | 3 |  |
| COMM 1110 | Analytic Discussion of Global Issues | 3 |  |
| MUSC 1100 | Music Appreciation |  | 3 |
| CSCI 1101 | Introduction to Computers |  | 3 |
| ASU 1200 | Fresh. Sem. & Serv. to Leadership | 3 |  |
| HIST 1002 | Intro to the African Diaspora |  | 2 |
| POLS 1101 | U.S. and Georgia Government |  | 3 |
| PEDH | Physical Education Activities |  | 1 |
| THEA 2900,2901,2902 | Production and Performance | 1 | 1 |
| **Total Hours** |  | **(16 hrs)** | **(16 hrs)** |
| **Sophomore Year** |  |  |  |
| ENGL 2111 | World Literature I | 3 |  |
| BIOL 1111K, 1112K | Intro. to Biology | 4 | 4 |
| HIST 1112 | Survey of World History II |  | 3 |
| PEDH 1001-07 | Physical Education |  | 1 |
| THEA 2070 | Makeup for Stage & Screen |  | 3 |
| THEA 2040, 2041 | Acting I, Acting I Lab | 3 | 2 |
| THEA 2530, 2531 | History of Theatre I and II | 3 | 3 |
| Elective |  |  |  |
| THEA 1020 | (Theatre & Culture Recommended) | 3 |  |
| **Total Hours** |  | **(16 hrs)** | **(16 hrs)** |
| **Junior Year** |  |  |  |
| PEDH 1001-07 | Physical Education Activities | 1 | 1 |
| COMM 2020 | Voice & Diction | 3 |  |
| COMM 2030 | Oral Interpretation |  | 3 |
| THEA 2640, 3640 | Directing I and II | 3 | 3 |
| THEA 3530, 3600 | Modern Drama, Black Drama | 3 | 3 |
| THEA 3040, 3041 | Acting II, Acting II Lab | 3 | 2 |
| PSYC 1101 | General Psychology | 3 |  |
| THEA 2903,2904,2905 | Production & Performance |  | 3 |
| **Total Hours** |  | **(16 hrs)** | **(15 hrs)** |
| **Senior Year** |  |  |  |
| THEA 3030 | Theatre Management |  | 3 |
| THEA 3540, 3541 | Advanced Acting III, Acting III Lab | 3 | 2 |
| THEA 2906,2907 | Production & Performance | 2 | 2 |
| THEA 4760 | Seminar in Theatre |  | 3 |
| Electives |  |  | 4 |
| **Total Hours** |  | **(14 hrs)** | **(14 hrs)** |

## 

## DEPARTMENT OF HISTORY, POLITICAL SCIENCE

The Department of History, Political Science offers three majors at the baccalaureate level, one in the area of history, one in the area of political science, and one as a double major in history and political science. The major in history is designed to pre- pare researchers for graduate work, government service or industry. A student who majors in history must complete a minimum of 54 semester hour courses beginning at the 2000 level.

Course Requirements for the Bachelor of Arts in History

1. Complete a maximum of 124 semester hours with a cumulative grade point average of 2.25 or higher. The last 30 hours must be completed at Albany State University.

2. During the freshman and sophomore years, the student must complete Core Areas A-E.

3. History major requirements -complete the-following:

a. HIST 1111, 1112,2111 and 2112

b. HIST 3301, 3302, 4301 and 4302

c. Three American History courses at the 3000-4000 levels d. Three European History courses at the 3000-4000 levels

e. Three Non-Western History courses at the 3000-4000 levels f. Three professional electives at the 3000-4000 levels

g. Complete up to ten (10) hours of general electives

h. Maintain a “C” or higher for all classes taken in Areas F and H of the History Check sheet

i. Complete the 123-124 hours for the major with a GPA of at least 2.25

j. Complete ACAT subject area test

k. Complete last 30 semester hours at Albany State

**COURSE REQUIREMENTS FOR THE BACHELOR OF ARTS IN POLITICAL SCIENCE**

The major in political science encompasses an investigation of governmental institutions and political behavior at all levels from the local to the international. The political science major will take courses in American Government, Comparative Government, Constitutional Law, Political Theory, Research Methodology and International Relations. The political science major is suitable for students with career interests in teaching, law, state and local government, urban planning, federal bureaucracy, and journalism. The political science major must complete 54 semester hour courses beginning at the 2000 level.

1. Complete a maximum of 123-124 semester hours with a cumulative grade point average of 2.25 or higher. The last 30 hours must be completed at Albany State University.

2. During the freshman and sophomore years, the student must complete Core Areas A-E.

3. Political Science major requirements -complete the following:

a. Complete POLS 2101 and SSCI 2402

b. Complete POLS 4371, 4372 and 4401

c. Complete the following -POLS 3511 or 4512 and choose an additional six semester hours from International Relations/Comparative Government POLS 4512, 4513, 4514, 4515, 4816, 4817 and 4824.

d. Complete POLS 3601 and choose six additional semester hours from American National/State/Local Government

e. Complete POLS 3701 and choose six hours from Constitutional Law. Complete nine hours of professional political science electives from POLS 3705, 3708, 4515, 4818 and 4619 (or any other electives under areas F, G or H that are not used to satisfy electives in those areas

f. Complete up to ten (10) hours of general electives.

g. Maintain a “C” or higher for all classes taken in Areas F and H of the Political Science Check sheet

h. Complete the 123-124 hours for the major with a GPA of at least 2.25

i. Complete ACAT subject area test

j. Complete last 30 semester hours at Albany State

**MINOR PROGRAMS**

Minor programs are offered in History, Political Science, Pre-Law, International Affairs, Public Administration, and African/African-American Studies. Each minor program consists of 18 semester hours beyond the core requirements. The programs prepare students for professional careers and advanced study in History, Political Science, Law, and Public and Private Sector Administration. Internship experiences in Political Science and Public Administration are available.

## 

## BACHELOR OF ARTS DEGREE IN HISTORY

**Courses Titles Credit Hrs.**

**Area E Social Science 12 hrs.**

POLS 1101 U.S. & Georgia Government or 3 hrs.

HONR 1161 Honors U.S. & Georgia Government

**Electives: Select 9 hours from 3 different areas with at least 3 hours from an “historical” perspective.**

|  |  |  |  |
| --- | --- | --- | --- |
| ECON | 2105 | Principles of Macroeconomics | |
| ECON | 2106 | | Principles of Microeconomics | |
| ECON | 2201 | | Survey of Economics | |
| GEOG | 1101 | | Intro. to Human Geography | |
| HIST | 1111 | | Survey of World History I | |
| HIST | 1112 | | Survey of World History II | |
| HIST | 2113 | | Minorities in America | |
| HONR | 1151 | | Honors Survey of World History I | |
| HIST | 2115 | | African American History | |
| HONR | 1152 | | Honors Survey of World History II | |
| PHIL | 2101 | | Intro. to Philosophy | |
| POLS | 2101 | | Intro. to Political Science | |
| POLS | 2102 | | Intro. to Law | |
| PSYC | 1101 | | General Psychology | |
| SOCI | 2011 | | Principles of Sociology | |
| SOCI | 2031 | | Intro. to Anthropology | |

**Area F (History) 18 Hrs.**

Foreign Language Sequence 6 hours

HIST 2111 Survey of American History I 3 hours

HIST 2112 Survey of American History II 3 hours

SSCI 2402 Micro-Computers in the SSCI 3 hours

2000 Level Courses (Select one) 3 hours

|  |  |  |
| --- | --- | --- |
| ECON | 2105 | Principles of Macroeconomics |
| ECON | 2106 | Principles of Microeconomics |
| ECON | 2201 | Survey of Economics |
| PHIL | 2101 | Intro. to Philosophy |
| POLS | 2101 | Intro. to Political Science |
| SOCI | 2011 | Principles of Sociology |
| SOCI | 2031 | Intro. to Anthropology |

**PROFESSIONAL COURSES 48 HOURS**

**A. General 12 Hrs.**

|  |  |  |
| --- | --- | --- |
| HIST | 3301 | Historical Methods I |
| HIST | 3302 | Historical Methods II |
| HIST | 4301 | Senior Seminar I |
| HIST | 4302 | Senior Seminar II |

**B. American History (Select 3 courses) 9 Hrs.**

|  |  |  |
| --- | --- | --- |
| HIST | 3403 | History of Georgia |
| HIST | 3404 | Diplomatic History of the U.S. |
| HIST | 3405 | Civil War and Reconstruction |
| HIST | 4402 | Directed Readings in American History |
| HIST | 4403 | The Afro-American in American Thought |
| HIST | 4404 | The History of the South |
| HIST | 4405 | Contemporary American, 1945 to Present |
| HIST | 4408 | The Civil Rights Era |

**C. European History (Select 3 courses) 9 Hrs.**

HIST 3406 Directed Readings in European History

HIST 3510 Classical History

HIST 3511 Modern Europe I

HIST 3512 Modern Europe II

HIST 3514 English History I

|  |  |  |
| --- | --- | --- |
| HIST | 3515 | English History II |
| HIST | 3516 | Social and Intellectual History of Modern Europe |
| HIST | 3518 | The European Middle Ages |
| HIST | 3519 | European Renaissance, Reformation and Reconnaissance |
| HIST | 3630 | Spanish History |

**D. Non-Western History (Select 3 courses) 9 Hrs.**

|  |  |  |
| --- | --- | --- |
| HIST | 3206 | Slavery in Ancient and Modern Worlds |
| HIST | 3408 | Directed Readings in Non-Western History |
| HIST | 3631 | History of Latin America |
| HIST | 3632 | History of Russia |
| HIST | 3633 | The Revolution of Modern History |
| HIST | 4611 | Studies in African History |
| HIST | 4612 | Studies in African Diaspora |
| HIST | 4613 | East Asian History |
| HIST | 4614 | Race and Politics in the US & the Caribbean |
| HIST | 4814 | Women and Politics Cross-Culturally |
| HIST | 4815 | History of Global Terrorism |

**E. History Electives 3000-4000 level 9 Hrs.**

(Select 3 courses)

**General Electives Up to 10 Hrs.**

**PROGRAM OF STUDY FOR THE BACHELOR OF ARTS DEGREE IN HISTORY**

124 Semester Hours

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Freshman Year** | **Fall** | |  | **Spring** |  | | | |
| ENGL 1101 | Eng. Comp. I | | 3 | ENGL 1102 | Eng. Comp. II | | | 3 |
| MATH 1111 | College Algebra | | 3 | Area B Elective |  | | | 2 |
| ASU 120 | Freshman Seminar & | |  |  |  | | |  |
|  | Service to Leadership | | 3 | COMM 1100 | Fundamental of Public Speaking | | | 3 |
| Electives |  | | 1 | PEDH Elective |  | | | 1 |
| HIST 1002 | Intro. African. Dias. | | 2 | Science Elective |  | | | 4 |
| Science Elective |  | | 4 | Humanities & Fine Arts Elective | | | | 3 |
| **Total** |  | | **(16 hrs)** |  | | | | **(16 hrs)** |
| **Sophomore Year** |  | |  |  | | | |  |
| ENGL 2111 | World Lit. I | | 3 | Social Science Area E. Elec. | | | | 3 |
| Fine Arts Elective |  | | 3 | Social Science Area E. Elec. | | | | 3 |
| POLS 1101 | U.S. & GA Government | | 3 | SSCI 2402 Microcomputers in Soc. Sci. | | | | 3 |
| MATH Elective | | | 3 | American History Elec. | | | | 3 |
| Social Science Elective | | | 3 | European History Elec. | | | | 3 |
| Elec. Area D (Technology) | | | 2 | PEDH Elective | | | | 1 |
| **Total** | | | **(17 hrs)** |  | | | | **(16 hrs)** |
| **Junior Year** | |  | | | | | | |
| Foreign Language | |  | 3 | Foreign Language | |  | 3 | |
| HIST 2111 | | Survey Am. Hist. I | 3 | HIST 2112 | | Survey. Am. Hist. II | 3 | |
| Social Science Elective 3 HIST 3302 Hist. Meth. II 3 | | | | | | | | |
| HIST 3301 Hist. Meth. I | | | 3 | Non-Western Hist. Elec. | | | 3 | |
| American History Elective | | | 3 | European Hist. Elec. or POLS 4513 | | | 3 | |
| **Total** | | | **(15 hrs)** |  | | | **(15 hrs)** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Senior Year** |  | | | |
| HIST 4301 Senior Seminar I | 3 | HIST 4302 Senior Seminar II | 3 |
| American History Elective | 3 | Non-Western Hist. Elec. | 3 |
| European History Elective | 3 | History Elec. (3000-4000) | 3 |
| Non-Western History Elec. | 3 | General Elective | 3 |
| History Elec. (3000-4000) | 3 | General Elective | 3 |
| **Total** | **(15 hrs)** |  | **(15 hrs)** |
|  | | | | |

## BACHELOR OF ARTS DEGREE IN POLITICAL SCIENCE

123-124 Semester Hours

**Area F (Political Science) 18 Hrs.**

**A. 2000 Level Courses (select two) 6 Hrs.**

|  |  |  |
| --- | --- | --- |
| HIST | 2111 | Survey of American History I |
| HIST | 2112 | Survey of American History II |
| HIST | 2115 | African American History |
| ECON | 2105 | Principles of Macroeconomics |
| ECON | 2106 | Principles of Microeconomics |
| ECON | 2201 | Survey of Economics |
| HIST | 2115 | African American History |
| PHIL | 2101 | Intro. to Philosophy |
| POLS | 2102 | Intro to Law |
| SOCI | 2011 | Principles of Sociology |
| SOCI | 2031 | Intro. to Anthropology |

**B. Foreign Language Sequence 6 Hrs.**

SSCI 2402 Microcomputers in the SSCI 3 Hrs.

C. POLS 2101 Intro. to Political Science 3 Hrs.

**PROFESSIONAL COURSES 48 HOURS**

**A. General: 9 Hrs.**

|  |  |  |  |
| --- | --- | --- | --- |
| POLS | 4371 | Research Methods I | (3 hrs.) |
| POLS | 4372 | Research Methods II | (3 hrs.) |
| POLS | 4401 | History of Political Thought | (3 hrs.) |

**B. International Relations and Comparative Government 9 Hrs.**

|  |  |  |  |
| --- | --- | --- | --- |
| POLS | 3511 | Comparative Government | |
| POLS | 4514 | International Relations | |
| Choose an additional 6 hours from any of the following: | | |
| POLS | 4513 | Issues in Global Politics | |
| POLS | 4512 | Politics and Institutions in Developing Countries | |
| POLS | 4515 | International Organizations | |
| POLS | 4816 | Model United Nations | |
| POLS | 4817 | Politics of Globalization | |
| POLS | 4824 | Political Economy of Africa and the Caribbean | |

**C. American National/State/Local Government 9 Hrs.**

(3 hours each)

POLS 3601 State and Local Government

Choose 6 hours from any American Government elective at the 3000-4000 level. These electives may include any of the following (3 hours each):

|  |  |  |
| --- | --- | --- |
| POLS | 3611 | Urban Politics |
| POLS | 3612 | African-American Politics |
| POLS | 3813 | Public Administration |
| POLS | 3614 | The Presidency |
| POLS | 3815 | Municipal Government |
| POLS | 3616 | Political Parties and Pressure Groups |
| POLS | 3617 | The Legislative Process |
| POLS | 3618 | Elections and Electoral Behavior |
| POLS | 4814 | Theory and Practice of Public Administration |
| POLS | 4818 | Public Administration Internship |

**D. Constitutional Law 9 Hrs.**

POLS 3701 Judicial Process (3 hrs.)

Choose 6 hours from any of the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| POLS | 3702 | | American Constitutional History | |
| POLS | | 3703 | | Constitutional Law I | |
| POLS | | 3704 | | Constitutional Law II | |

**E. Professional Electives (3 hours each) 9 Hrs.**

POLS 3609 American Foreign Policy

POLS 3705 Trial Advocacy

POLS 3708 Civil Rights and Minorities

POLS 4515 International Organizations

POLS 4818 Public Administration Internship (3 hours) or

POLS 4619 Legislative Internship (6 hours)

C, or D that are not used to satisfy electives in those areas

**General Electives Up to 10 Hrs.**

**PROGRAM OF STUDY FOR THE BACHELOR OF ARTS DEGREE IN POLITICAL SCIENCE**

124 Semester Hours

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Freshman Year**  ENGL 1101 | **Fall**  Eng. Comp. I | 3 | **Spring**  ENGL 1102 | Eng. Comp. II | **Credit Hrs.**  3 |
| MATH 1111 | College Algebra | 3 | Area B Elective |  | 2 |
| ASU 1200 | Freshman Seminar | 3 | COMM 1100 | Fundamental of Public Speaking | 3 |
| PEDH Elective |  | 1 |  |  |  |
| HIST 1002 | Intro. African. Dias. | 2 | Science Elec. |  | 4 |
| Science Elective |  | 4 | POLS 1101 | U.S. and GA Government | 3 |
| **Total** |  | **(15 hrs)** |  |  | **(16 hrs)** |
| **Sophomore Year** |  |  |  |  |  |
| ENGL 2111 World Lit. I | | 3 | Social Science Elec. | | 3 |
| Fine Arts Elective | | 3 | Social Science Elec. | | 3 |
| POLS 2101 Intro. to Pol. Sci. | | 3 | Foreign Language Sequence | | 6 |
| MATH Elective (Area A) | | 3 | PEDH | | 1 |
| Social Science Elective | | 3 | POLS Amer. Government Elec. 3 | |  |
| **Total** | | **(15 hrs)** |  | | **(16 hrs)** |
| **Junior Year** | |  |  | |  |
| Social Science Elective (Area E) | | 3 | POLS 3511 or POLS 4512 | | 3 |
| POLS 3601 St./Local Government | | 3 | POLS 4401 Hist. Pol. Thought | | 3 |
| Social Science Elective (Area F) | | 3 | POLS Const. Law Elective | | 3 |
| POLS 4371 Research Methods I | | 3 | POLS Inter./Comp. Government. | | 3 |
| POLS 3701 Judicial Process | | 3 | POLS Elective (3000-4000) | | 3 |
| PEDH Elective | | 1 |  | |  |
| **Total** | | **(15 hrs)** |  | | **(16 hrs)** |
| **Senior Year** | |  |  | |  |
| POLS 4372 Research Methods II | | 3 | POLS Elec. (3000-4000) | | 6 |
| POLS Amer. Government Elective | | 3 | General Elective | | 10 |
| POLS Inter./Comp. Government Elec. | | 3 |  | |  |
| POLS Const. Law Elec. | | 3 |  | |  |
| POLS Elective (3000-4000) | | 3 |  | |  |
| **Total** | | **(15 hrs)** |  | | **(16 hrs)** |

## MINOR IN INTERNATIONAL AFFAIRS

The International Affairs concentration requires 18 semester hours (6 courses). The student must complete the following required courses:

POLS 3511 Comparative Government

POLS 4514 International Relations

POLS 4819 International Political Economy

POLS 4820 Area Studies (Africa, Caribbean, Eastern Europe & Latin America)

POLS 4821 International Internship/Seminar

POLS 4822 Politics & Culture of Developing World

Requirements: Students majoring in Political Science with a concentration in International Affairs must complete courses in American Government, Introduction to Political Science, Comparative Government, Constitutional Law, Political Theory, and Research Methods I and II.

## PRE-LAW PROGRAM

The Department of History, Political Science, and Public Administration has an excellent Pre-Law Program that is grounded in the tradition of a sound liberal arts education. Our Pre-Law advisors are experienced in guiding students in course selection and providing pertinent information about law schools of the Law Admission Council. There is a non-credit tutorial program that offers instruction in preparing for the Law School Admission Test (LSAT). The LSAT preparation course utilizes lectures, discussions and in-class exercises of past questions. Participation is open to all students.

The requirements for entrance to law school can be satisfied in one of several majors. Two, three or four years in a B.A. or B.S. degree can comprise the pre-law program.

Interested students should select a degree program and electives that will help them to attain the following objectives:

1. Fluency in written and spoken English;

2. The ability to read difficult material with rapidity and comprehension;

3. A solid background in American history and government;

4. A broad basic education in social and cultural areas;

5. A fundamental understanding of business, including basic account procedures; and

6. The ability to reason logically.

## SOCIAL WORK ACADEMIC PROGRAM

**(Accredited by the Council of Social Work Education, 2003)**

The Social Work core course requirements at the Junior and Senior levels lead to the Bachelor of Social Work (B.S.W) degree. As of February, 2003 the Social Work Program was awarded accreditation as a professional program by the Council on Social Work Education. The primary purpose of the B.S.W. Program is to prepare students from a generalist perspective as an entry level practitioner with a knowledge base and skills which include, but is not limited to, practice in social work and social welfare, maximizing human development and dignity, social justice and equality for diverse populations.

The curriculum comprises of a liberal arts base, combined with professional courses, skills and ethics. Preparation for a career as a generalist practitioner in Social Work is augmented by a supervised field practicum. Students with interest in child welfare can complete an internship with the Department of Family and Children Services. Students completing an internship with the Department of family and Children Services will receive a Child Welfare Certificate in conjunction with being a recipient of the Title IV-E Scholarship.

The major in Social Work requires:

1. Completion of 123 semester hours with a cumulative grade point of at least 2.5
2. Completion of all major courses with grades of “B” or above
3. Completion of the ACAT examination

**CHILD WELFARE CERTIFICATE PROGRAM: (TITLE IV-E)**

Students who are admitted to the Social Work Program can apply for the Title IV-E Scholarship. The student must have a G.P.A. of 2.5. Three Social Work electives are required in conjunction with an internship with the Department of Family and Children Services. Interested student should contact the Social Work Program Director or the Title IV-E Coordinator.

The three required electives courses:

SOWK 3275: Forensic Interviewing

SOWK 3291: Family and Child Welfare

SOWK 3383: Social Work with Families

**DUAL MAJORS**

A Dual Major in Social Work is available for students interested in combining several areas of studies with the permission from the Chair of the particular area of study from which the student is pursuing a dual major. Students interested in a dual major must complete the required field practicum in Social Work. Completion of a dual major requires additional semester hours beyond the first degree. Once arrangements for a dual major have been cleared with the Chair of the Department, the student must have their Social Work curriculum cleared with the Social Work Director.

## BACHELOR OF ARTS DEGREE IN SOCIAL WORK (BSW)

|  |  |  |  |
| --- | --- | --- | --- |
| **SSCI** | **2402** | **Microcomputers 3 or MATH 2411 Basic Statistics I (removed)** | 3 |
| PSYC | 1101 | General Psychology | 3 |
| SOCI | 2011 | Principles of Sociology | 3 |
| ECON | 2105 | Principles of Economics or | 3 |
| SOCI | 2601 | Urban Social Problems | 3 |
| S0WK | 1385 | Careers in Social Work | 3 |
| **CSCI** | **1003** | **Intro to Technology** | **3** |
| MATH | 2411 | Basic Statistics | 3 |

**(REQUIRED MAJOR COURSES-51 HOURS)**

SOWK 2211 Social Policy I 3

SOWK 2310 Self Awareness 3

SOWK 2412 Introduction to Social Work 3

SOWK 3211 Social Policy II 3

SOWK 3381 Human Behavior and the Social Environ I 3

SOWK 3382 Human Behavior and the Social Environ II 3

SOWK 3441 Social Work Practice I 3

SOWK 3442 Social Work Practice II

SOWK 3443 Interviewing and Recording 3

SOWK 3444 Research Methods in Social Work 3

SOWK 4304 Research Measurements in Social Work Pract. 3

SOWK 4441 Social Work Practice III 3

SOWK 4470 Field Integrative Seminar 3

SOWK 4472 Field Practicum 12

**Major Electives (3000-4000 Level) (27 hrs)**

Supportive Courses

Any advisor-approved courses in the area of sociology, criminal justice, economics, political science,

social work, allied health sciences and education. A grade of “D” or better is required. 6

Social Work/General Electives 9

Total Hours Required (**123 hrs)**

**PROGRAM OF STUDY FOR THE BACHELOR OFSOCIAL WORK (BSW)**

123 Semester Hours (Minimum)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Freshman Year** | | | **Fall** | **Spring** |
| **HEDP (1000-1007)** | | |  | **1** |
| ENGL | 1101 | English Composition I | 3 |  |
| MATH | 1111 | College Algebra or MATH 1101 | 3 |  |
| BIOL | 1111K | Intro. to Biological Sciences | 4 |  |
| AREA C Option 3 | | | | |
| ASU | 1200 | Freshman Seminar & Service to Leadership | 3 |  |
| HIST | 1002 | Intro. to the African Diaspora |  | 2 |
| ENGL | 1102 | Composition II |  | 3 |
| COMM | 1100 | Fundamental of Public Speaking |  | 3 |
| POLS | 1101 | U.S. Government |  | 3 |
| BIOL | 1112K | Intro. to Biological Sciences II |  | 4 |
| **TOTAL** |  |  | **(16 hrs)** | **(16 hrs)** |

**Sophomore Year**

**AREA D Option**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGL | 2111 | World Literature I | 3 |  |
| MATH | 2411 | Basic Statistics | 3 |
| HIST | 1111 | Survey of World History | 3 |
| SOCI | 2011 | Principles of Sociology | 3 |
| PSYC | 1101 | General Psychology | 3 |
| HEDP | 1001 | Introduction to Wellness | 1 |
| ECON |  | any course |  | 3 |
| SOWK | 1385 | Careers in Social Work |  | 3 |
| SOCI | 2601 | Urban Social Problems |  | 3 |
| HIST | 1112 | World History II |  | 3 |
| HEDP | (1001-1007) Any | Courses Available |  | 1 |
| **TOTAL** |  |  | **(15-16 hours)** | **(16 hours)** |

**Junior Year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SOWK | 3381 | Human Behavior & Social Environment I | 3 |  |
| SOWK | 2411 | Introduction to Social Work | 3 |
| SOWK | 2211 | Social Policy I | 3 |
| SOWK | 3441 | Social Work Practice I | 3 |
| SOWK | 2310 | Self Awareness | 3 |
| SOWK | 3382 | Human Behavior & Social Environment II |  | 3 |
| SOWK | 3442 | Social Work Practice II |  | 3 |
| SOWK | 3343 | Interview and Recording |  | 3 |
| SOWK | 3444 | Social Work Research Methods |  | 3 |
| SOWK | 3211 | Social Policy II |  | 3 |
| **TOTAL** |  |  | **(15 hours)** | **(15 hours)** |

**Senior Year**

|  |  |  |  |
| --- | --- | --- | --- |
| SOWK 4441 | Social Work Practice III | 3 |  |
| SOWK 4304 | Measurement in Social Work Practice | 3 |
| Social Work Electives |  | 6 |
| Free Electives |  | 3 |
| SOWK 4470 | Seminar |  | 3 |
| SOWK 4472 | Field Instruction |  | 12 |
| **TOTAL** |  | **(15 hours)** | **(15 hours)** |



# COLLEGE OF BUSINESS

CONTENTS

College Of Business 89

Internship Program (Work-Based Paradigm) 89

Weekend College 89

Two-Plus-Two Program 89

Department Of Business 90

Administration 90

Bachelor Of Science Degree In Management (Business Management Concentration) 90

Bachelor Of Science Degree In Management (Health Care Administration Concentration) 92

Bachelor Of Applied Science In Technology Management 93

Department Of Accounting, Business Information Systems

And Marketing 95

Bachelor Of Science Degree In Accounting 96

Bachelor Of Science Degree In Business Information Systems 97

Bachelor Of Science Degree In Marketing 99

Bachelor Of Science Degree In Logistics 100

## COLLEGE OF BUSINESS

The College of Business includes two departments: (1) Business Administration and (2) Accounting, Business Information Systems, Marketing and Supply Chain and Logistics Management.

The mission of the College of Business is to create a learning community in which all who want a quality business education can gain the measurable skills and competencies demanded by global employers, required for self-employment or admission to graduate school. The college serves the educational needs of an increasingly diverse student population. The college offers undergraduate degrees in accounting, business information systems, management, supply chain and logistics management, technology management, and marketing, as well as a concentration area in health care management. A graduate degree in Business Administration (MBA) is also offered (see ASU Graduate Catalog for details).

The undergraduate and graduate curricula developed by the College of Business meet the highest academic standards in preparing graduates for positions of responsibility in our global, highly competitive economy. The instructional approach of the business faculty is to engage students in “learning by doing” - encouraging open discussion and dialogue and other experiential work, including learning teams preparing case analyses and students using technology to enhance their critical thinking skills.

The college’s core values include integrity and trust, continuous improvement, and professionalism. The vision of the college is to become one of the preeminent business colleges in the University System of Georgia and throughout the Southeastern United States.

The following baccalaureate programs are offered by College of Business at Albany State University:

1. Bachelor of Science in Accounting (SACS and ACBSP accredited)

2. Bachelor of Science in Business Information Systems (SACS and ACBSP accredited)

3. Bachelor of Science in Management (SACS and ACBSP accredited)

4. Bachelor of Science in Management (Healthcare Administration)

5. Bachelor of Applied Science in Technology Management

6. Bachelor of Science in Marketing (SACS and ACBSP accredited)

7. Bachelor of Science in Supply Chain and Logistics Management (SACS accredited)

The College of Business is housed in Peace Hall, a modern two-story building with spacious and attractive classrooms, a large lecture room, computer labs, a state-of-the-art Geographic Information System (GIS) Logistics Lab, student and faculty lounges, conference room, and administrative and faculty offices. The overall setting is highly conducive to learning, leadership and character-molding activities.

## INTERNSHIP PROGRAM (WORK-BASED PARADIGM)

The College of Business actively supports the Work-Based Paradigm (WBP) of the University by involving students in the WBP major components: shadowing, mentoring, interning and cooperative education. Internships normally consist of students working full or part time for a semester at a cooperating firm. Internships may be for pay, volunteer and/or for course credit. Business students are expected to complete internship experiences in their major area of study before graduation. The college offers three formal courses for internship credit: BUSA 3100 (3hrs), BUSA 4100 (3hrs) and MGHC 4110 (4hrs). Cooperative Education assignments are normally at out-of-state locations, although a   
limited number of COOP assignments are available in the Albany area. Students may earn University credit for cooperative education courses while on assignments.

## WEEKEND COLLEGE

All degrees in the college of business can be earned either during regular work hours, in evening classes or online. Weekend classes are scheduled when enrollment demands are sufficient.

## TWO-PLUS-TWO PROGRAM

The College of Business has several articulation agreements which allow students with associate degrees to transfer easily to Albany State University. These agreements include technology management, accounting, information systems, marketing and management. Normally, students transfer no more than 60 semester hours and complete at least 60 semester hours at Albany State University.

**ON-LINE DEGREE PROGRAMS**

The college offers two formal degree programs online: the BS Degree in Business Information Systems and the Bachelor of Applied Science Degree in Technology Management. In addition, the logistics courses are offered online, as well as all Area F and Area G courses.

## DEPARTMENT OF BUSINESS

## ADMINISTRATION

The Department of Business Administration offers the Bachelor of Science degree in Management with concentrations in either Business Management or Healthcare Administration. The Department also offers the Bachelor of Applied Science in Technology Management.

The Management Degree program in the Department of Business Administration nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP), and by the Southern Association of Colleges and Schools (SACS).

The mission of the management program is to enable students to develop analytical skills, reflective thinking, logical reasoning, and a sound understanding of the quantitative techniques and computer applications used in decision-making processes. Career options may include industrial and service management, financial analysis, quality control management, and first level supervision in industry, business and government. Many of our majors are interested in entrepreneurship and small business management.

The Healthcare Administration area of concentration is structured as a four-year generic program to provide specialty training for the entering freshman or transfer student. The 2 ± 2 program is designed to permit students to continue their education beyond the associate degree level with full credit. Healthcare graduates have experienced an employer-based practicum and are prepared for entry level management and supervisory practice in the healthcare industry.

The Bachelor of Applied Science degree in Technology Management is designed to prepare students who have successfully completed the Associate of Applied Technology (AAT) degree from SACS-COC accredited institutions to earn Bachelor of Applied Science (BAS) degree in Technology Management. The Online BAS in Technology Management offers all coursework online and is available for location-bound students who cannot take advantage of the traditional in-class instructions to earn a BAS degree in Technology Management. Through a combination of business management and business information systems courses, the BAS curriculum provides a solid grounding in the skills needed to manage human and technology resources in today’s global and dynamic business and industry settings. Career opportunities in Technology Management include industrial and service management, technology security specialist, quality control management, business/management information systems specialist, and other related fields.

The Department of Business Administration faculty is also committed to serving the economic and organizational needs of the business community in Albany and Southwest Georgia.

REQUIREMENTS FOR A BACHELOR OF SCIENCE DEGREE IN MANAGEMENT

1. The student must complete a minimum of 124 semester hours with a cumulative grade point average of 2.25 in the overall program, and a grade of “C” or above in all business (Areas F, G, and H) courses.

2. The student must have a cumulative grade point average of 2.25 or higher to be admitted to the program.

3. The student must complete 30 hours of business courses beyond Area F requirements plus an additional 27 hours of management concentration courses (Area H).

4. The student must complete the Major Field Achievement Test (MFAT) as a part of course requirements for MGMT 4199, Business Policy, which is taken the graduating senior semester.

## BACHELOR OF SCIENCE DEGREE IN MANAGEMENT (BUSINESS MANAGEMENT CONCENTRATION)

Courses Titles Prerequisites Credit Hrs.

Area F: Program of Study Related Courses

ACCT 2101 Principles of Accounting I MATH 1111 3

ACCT 2102 Principles of Accounting II ACCT 2101 3

BISE 2010 Fundamentals of Computer Applications 3

BISE 2040 Communication for Management ENGL 1102 3

ECON 2105 Principles of Macroeconomics 3

ECON 2106 Principles of Microeconomics 3

Subtotal (18 hours)

Area G: Business Major Required Courses

BUSA 4105 International Business ECON 2105/ECON 2106, MGT 3105 3

ECON 3205 Economic and Business Statistics ECON 2105 /ECON 2106 3

FINC 3105 Foundations of Financial Management ACCT 2101 3

MGMT 3105 Legal Environment of Business 3

MGMT 3106 Management Science and Operation Mgmt. ECON 3205 3

MGMT 4110 Organizational Behavior MGMT 3105 3

MGMT 4125 Human Resource Management MGMT 3105 3

MGMT 4205 Management Information Systems BISE 2010 3

MGMT 4199 Business Policy 3

MKTG 3120 Principles of Marketing ECON 2106 3

Subtotal (30 hours)

Area H: Management Majors Required Courses

BUSA 3100 Business Internship I 3

ECON 3145 Money, Banking and Foreign Exchange ECON 2106 3

MGMT 4126 Organizational Learning MGMT 4110 3

MGMT 4127 Small Business Management MGMT 4110, FINC 3105 3

MGMT 4206 Database Management Systems BISE 2010 3

MGMT 4207 System Analysis and Design MGMT 4206, BISE 2010 3

Area H Non-Business Electives 9

Subtotal (27 hours)

PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE

IN MANAGEMENT (BUSINESS MANAGEMENT CONCENTRATION)

124 Semester Hours

|  |  |
| --- | --- |
| **Freshman Year (Fall)**  ASU 1200 Freshman Seminar & Service to Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 Mathematical Modeling or College Algebra 3  Area D Science, Math, Technology 4  Area D Select One 3  **Subtotal (16 hrs)** | **Freshman Year (Spring)**  ENGL 1102 English Composition II 3  COMM 1100 Analytical Discussion of Global Issues 3  HIST 1002 Intro to the African Diaspora 2  Area C Humanities/Fine Arts ENGL 2111 3  Area D Science, Math, Technology 4  Above Core Option 1  **Subtotal (16 hrs)** |
| **Sophomore Year (Fall)**  Above Core Option 1  POLS 1101 U. S. & Georgia Government or  HONR 1161 Honors U.S. & Georgia Government 3  Area E Option: Social Science 3  ACCT 2101 Principles of Accounting I 3  ECON 2106 Principles of Microeconomics 3  Area C Humanities/Fine Arts – Select One 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring)**  Above Core Option 1  Area E Option: Social Science 3  BISE 2040 Communication for Management 3  ACCT 2102 Principles of Accounting II 3  ECON 2105 Principles of Macroeconomics 3  BISE 2010 Fundamentals of Computer Applications 3  **Subtotal (16 hrs)** |
| **Junior Year (Fall)**  FINC 3105 Foundations of Financial Management 3  MGMT 3105 Legal Environment of Business 3  MGMT 4125 Human Resource Management 3  Area E Option: Social Science 3  MKTG 3120 Principles of Marketing *3*  **Subtotal (15 hrs)** | **Junior Year (Spring)**  BUSA 4105 International Business 3  ECON 3205 Economics/Business Statistics 3  MGMT 3106 Mgmt Science/Operations Mgmt 3  MGMT 4110 Organizational Behavior 3  MGMT 4205 Management Information Systems 3    **Subtotal (15 hrs)** |
| **Senior Year (Fall)**  ECON 3145 Money and Banking 3  MGMT 4127 Small Business Management 3  MGMT 4206 Database Management Systems 3  Area H Elective Non-Business 3  Area H Elective Non-Business 3  **Subtotal (15** hrs**)** | **Senior Year (Spring)**  BUSA 3100 Business Internship I 3  MGMT 4126 Organizational Learning 3  MGMT 4207 Systems Analysis and Design 3  MGMT 4199 Business Policy 3  Area H Elective Non-Business 3  **Subtotal (15 hrs)** |

REQUIREMENTS FOR A BACHELOR OF SCIENCE DEGREE IN MANAGEMENT (HEALTH CARE ADMINISTRATION CONCENTRATION)

1. The student must complete a minimum of 124 semester hours with a cumulative grade point average of 2.25 in overall program, and a grade of “C” or above in all business courses.

2. The student must have a cumulative grade point average of 2.25 or higher to be admitted to the program.

3. The student must complete 27 hours of business courses beyond Area F requirements plus an additional 30 hours of healthcare management concentration courses.

4. The student must complete the MFT during the student’s graduating senior semester..

## BACHELOR OF SCIENCE DEGREE IN MANAGEMENT (HEALTH CARE ADMINISTRATION CONCENTRATION)

Courses Titles Prerequisites Prerequisite Credit Hrs.

Area F: Program of Study Related Courses

ACCT 2101 Principles of Accounting I MATH 1111 3

ACCT 2102 Principles of Accounting II ACCT 2101 3

BISE 2010 Fundamentals of Computer Applications 3

BISE 2040 Communication for Management ENGL 1102 3

ECON 2105 Principles of Macroeconomics 3

ECON 2106 Principles of Microeconomics 3

Subtotal (18 hours)

Area G: Business Major Required Courses

MGHC 2220 Medical Terminology 3

MGHC 3110 Introduction to Health Care Org. 3

MGHC 3120 Ethical/Legal Issues in Health Care 3

MGHC 3220 Research in Health/Biostatistics 3

MGHC 3310 Chronic Disease 3

MGHC 3411 Quality Mgt in Health Care 3

MGHC 3420 Economics of Health Care ECON 2106 3

MGHC 4211 Health Care Admin Practicum I 3

MGHC 4410 Financial Mgt in Health Care ACCT 2102 3

MGHC 4420 Insurance for Health Care 3

Subtotal (30 hours)

Area H: Health Care Admin Majors Required Courses

MGMT 4125 Human Resource Management MGMT 3105 3

MGMT 4127 Small Business Management ECON 2106 3

MGMT 4205 Management Information Systems BISE 2010 3

MKTG 3120 Principles of Marketing ECON 2106 3

BUSA 4105 International Business ECON 2105/ECON 2106, MGMT 3105 3

Area H Electives Approved non-business, 2000 level and higher 12

Subtotal (27 hours)

PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN MANAGEMENT (HEALTH CARE CONCENTRATION)

124 Semester Hours

|  |  |
| --- | --- |
| Freshman Year (Fall)  ASU 1200 Freshman Seminar & Service to Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 Mathematical Modeling or College Algebra 3  Area D Option Science/Math/Technology 4  Area D Select One 3  Subtotal (16 hrs) | **Freshman Year (Spring)**  ENGL 1102 English Composition I 3  COMM 1100 Analytical Discussion of Global Issues 3  HIST 1002 Intro to the African Diaspora 2  Area C Option: Humanities ENGL 2111 3  Area D Options: Science/Math/Technology 4  Above Core Option 1  **Subtotal (16 hrs)** |
| Sophomore Year (Fall)  Above Core Option 1  Area C Humanities/Fine Arts - Select One 3  Area E Option Social Science 3  ACCT 2101 Principles of Accounting I 3  COMM2040 Communication for Management 3  ECON 2106 Principles of Microeconomics 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring)**  Above Core Option 1  POLS 1101 U.S. & Georgia Government or 3  HONR 1161 3  Area E Option Social Science 3  ACCT 2102 Principles of Accounting II 3  ECON 2105 Principles of Macroeconomics 3  BISE 2010 Fundamentals of Computer Applications 3  **Subtotal ( 16 hrs)** |
| Junior Year (Fall Semester)  MGHC 3110 Introduction Health Care Organizations 3  MGHC 2220 Medical Terminology 2  MGHC 3120 Ethical/Legal Issues 3  MGHC 3420 Economics of Health Care 3  ACCT 2102 Principles of Accounting II 3  Area E Elective 3  **Subtotal ( 17 hrs)** | **Junior Year (Spring Semester)**  ELEC Electives 3  MGHC 3220 Research in Health/Biostatistics 3  MGHC 3411 Quality Management in Health Care 3  MKTG 3120 Principles of Marketing 3  **Subtotal (12 hrs)** |
| Senior Year (Fall Semester)  BUSA 4105 International Business 3  MGMT 4125 Human Resource Management 3  MGMT 4205 Management Information System 3  MGHC 3310 Chronic Disease 3  ELEC Electives 3  Subtotal ( 15 hrs) | Senior Year (Spring Semester)  MGHC 4211 Healthcare Administration Prac 4  MGHC 4421 Insurance for Healthcare 3  MGMT 4127 Small Business Management 3  ELE C Electives 3  Subtotal (13 hrs) |

REQUIREMENTS FOR A BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT

1. The student must earn an Associate of Applied Science (AAS degree in Technology or Associate of Applied Technology (AAT) from a SACS accredited institution.

2. The student must complete 30 semester hours of business majors required courses beyond Area F courses plus additional 36 semester hours of technology management courses that include up to 27 semester hours of transfer coursework in technology and a grade of “C” or above in each course in Areas F, G, and H.

3. The student must complete a minimum of 123 semester hours with a minimum cumulative grade point average of 2.25 in overall program.

4. The student must complete the Major Field Achievement Test (MFAT) as a part of course requirements of MGMT 4199.

## BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT

Courses Prerequisites Credit Hrs.

\*Area F: Program of Study Related Courses (Bridge Courses\*)

ACCT 2100 Survey of Accounting Math 1111 3

BISE 2010 Fundamental of Computer Applications 3

BISE 2040 Communication of Management ENGL 1102 3

ECON 2201 Survey of Economics 3

Subtotal (12 hrs)

Area G: Business Majors Required Courses

BUSA 4105 International Business ECON 2105/ECON 2106, MGMT 3105 3

ECON 3205 Economics and Business Statistics ECON 2105/ ECON 2106 3

FINC 3105 Foundations of Financial Management ACCT 2101 3

MGMT 3105 Legal Environment of Business 3

MGMT 3106 Management Science and Operations Mgmt ECON 3205 3

MGMT 4110 Organizational Behavior MGMT 3105 3

MGMT 4205 Management Information Systems BISE 2010 3

MGMT 4199 Business Policy 3

MKTG 3120 Principles of Marketing ECON 2106 3

**Subtotal (30 hrs)**

Area H: Technology Management Majors Required

MGMT 4126 Organizational Learning MGMT 4110 3

MGMT 4127 Small Business Management MGMT 4110, FINC 3105 3

Associate of Applied Science (AAS) in Technology or Associate of Applied Technology (AAT) Transfer Coursework.

Subtotal (36 hrs)

Student may complete either the Bridged Curriculum or Area F Curriculum in Business Administration.

\*Area F: Program of Study Related Courses (May be taken in lieu of Bridge Courses)

ACCT 2101 Principles of Accounting I 3

ACCT 2102 Principles of Accounting II 3

BISE 2010 Fundamentals of Computer Applications 3

BISE 2040 Communication for Management 3

ECON 2105 Principles of Macroeconomics 3

ECON 2206 Principles of Microeconomics 3

Subtotal (12 hrs)

PROGRAM OF STUDY FOR THE BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT

123 Semester Hours

|  |  |
| --- | --- |
| Freshman Year (Fall Semester)  ENGL 1101 English Composition I 3  MATH 1111 Mathematical Modeling or College Algebra 3  Area D Science, Math, Technology 4  Area D Select One 3  Subtotal (13 hrs) | Freshman Year (Spring Semester)  ENGL 1102 English Composition II 3  COMM 1100 Public Speaking 3  HIST 1002 Intro. to the African Diaspora 2  Area C Humanities/Fine Arts ENGL 2111 3  Area D Science, Math, Technology 4  **Subtotal (15 hrs)** |
| **Sophomore Year (Fall Semester)**  BISE 2040 Communications for Management 3  ECON 2201 Survey of Economics 3  Area C Humanities/Fine Arts - Select One 3  Area E Options Social Science 3  **Subtotal**  (12 hrs) | **Sophomore Year (Spring Semester)**  POLS 1101 U.S. & Georgia Government or  HONR 1161 Honors U.S. & Georgia Government 3  Area E Options Social Science 3  ACCT 2100 Survey of Accounting 3  BISE 2010 Fundamentals of Computer Applications 3  **Subtotal (12 hrs)** |
| Junior Year (Fall Semester)  ECON 3205 Economics/Business Statistics 3  MGMT 3105 Legal Environment of Business 3  MGMT 4110 Organizational Behavior 3  MGMT 4205 Management Information Systems 3  MKTG 3120 Principles of Marketing 3  Subtotal (15 hrs) | Junior Year (Spring Semester)  BUSA 4105 International Business 3  FINC 3105 Foundations of Financial Management 3  MGMT 3106 Mgt. Science/Operations Mgt. 3  MGMT 4125 Human Resource Management 3  Area E Options: Social Science 3  Subtotal (**15 hrs)** |
| Senior Year (Fall Semester)  MGMT 4127 Small Business Management 3  **Subtotal (3+ hrs)** | Senior Year (Spring Semester)  MGMT 4111 Seminar in Org. Theory/Behavior OR  MGMT 4030 Quality Management Systems 3  MGMT 4126 Organizational Learning 3  MGMT 4199 Business Policy 3  Subtotal (9+ hrs) |

**AAS/AAT Applied Credits\* (Up to 27 hrs.)**

## DEPARTMENT OF ACCOUNTING, BUSINESS INFORMATION SYSTEMS

## AND MARKETING

The Accounting, Business Information Systems and Marketing Department offers undergraduate courses for the student who plans to enter   
the business world in an administrative capacity. The programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

The program of study in Accounting, Business Information Systems and Marketing leads to a Bachelor of Science degree in Accounting, Business Information Systems, or Marketing. Internships are available for students to apply what has been learned in the classroom to real- world situations. To be admitted to programs in Accounting, Business Information Systems, and Marketing as a major, the student must have a cumulative grade point average of 2.25 or higher.

The accounting program is designed to prepare accountants for the world of work. Students are given the opportunity to gain a wide variety of needed skills. Courses in the program build a rich knowledge of accounting theory and practice on both public and private levels. Students are also introduced and taught to use and interact with contemporary technology. Developing critical thinking and communications skills is also emphasized in the program. Additionally, students are encouraged to sit for certification examinations at the completion of the program.

The business information systems program integrates information technology, people and business. The program provides professional preparation for persons who are interested in coordinating, facilitating and expediting functions of the office in business, industrial and governmental organizations. Focus is on the development of computer operation skills for text processing, human-computer interaction, technical and professional personnel, office environment management, processing of unstructured tasks, and the utilization of small systems. Interpersonal communication and organizational understanding are important skills that are developed. Career options are available in database administration, telecommunications, data communications, and management of business and office information.

The marketing program is designed to provide the student with opportunities to acquire the skills, concepts and knowledge needed to assume responsible positions in marketing. Skills in problem solving, decision making, and applying the principles of economics, psychology and sociology to consumer behavior are developed for future marketing professionals and marketing leaders. Career options are available in selling, purchasing, advertising, promotion, physical distribution, industrial marketing, customer service, marketing research, consumer service and many other specialties.

REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN ACCOUNTING

1. The student must have a cumulative grade point average of 2.25 or higher to be admitted to the program.
2. The student must complete 30 hours of business courses beyond Area F requirements plus an additional 27 hours of accounting concentration.
3. The student must complete a minimum of 124 semester hours with a cumulative grade point average of 2.25 in overall program, and a grade of “C” or above in all business courses.
4. The student must complete the Major Field Achievement Test (MFAT) as a part of course requirements for MGMT 4199

REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN BUSINESS INFORMATION SYSTEMS

* 1. The student must have a cumulative grade point average of 2.25 or higher to be admitted to the program.
  2. The student must complete 30 hours of business courses beyond Area F requirements plus an additional 30 hours of information systems concentration.
  3. The student must complete a minimum of 124 semester hours with a cumulative grade point average of 2.25 in overall program and a grade of “C” or above in all business courses.

The student must complete the Major Field Achievement Test (MFAT) as a part of a course requirement for MGMT 4199.

REQUIREMENTS FOR A BACHELOR OF SCIENCE DEGREE IN MARKETING

* + - 1. The student must complete a minimum of 124 semester hours with a cumulative grade point average of 2.25 in overall program and a grade of “C” or above in all business courses.
      2. The student must have a cumulative grade point average of 2.25 or higher to be admitted to the program.
      3. The student must complete 30 hours of business courses beyond Area F requirements plus an additional 30 hours of marketing concentration.
      4. The student must complete the Major Field Achievement Test (MFT) as a part of course requirements for MGMT 4199.

REQUIREMENTS FOR A BACHELOR OF SCIENCE DEGREE IN LOGISTICS

1. The student must complete a minimum of 124 semester hours with a cumulative grade point average of 2.25 in overall program and a grade of “C” or above in all business courses.
2. The student must have a cumulative grade point average of 2.25 or higher to be admitted to the program.
3. The student must complete 30 hours of business courses beyond Area F requirements plus an additional 30 hours of marketing concentration.
4. The student must complete the Major Field Achievement Test (MFT) as a part of course requirements for MGMT 4199.

## BACHELOR OF SCIENCE DEGREE IN ACCOUNTING

Courses Titles Prerequisites Credit

Area F: Program of Study Related Courses Hrs

ACCT 2101 Principles of Accounting I MATH 1111 3

ACCT 2102 Principles of Accounting II ACCT 2101 3

BISE 2010 Fundamentals of Computer Applications 3

BISE 2040 Communication for Management ENGL 1102 3

ECON 2105 Principles of Macroeconomics 3

ECON 2106 Principles of Microeconomics 3

Subtotal (18 hours)

Area G: Business Majors Required Courses

BUSA 4105 International Business ECON 2105/ECON 2106, MGMT 3105 3

ECON 3205 Economics and Business Statistics ECON 2105/ECON2106 3

FINC 3105 Foundations of Financial Management ACCT 2101 3

MGMT 3105 Legal Environment of Business 3

MGMT 3106 Management Science and Operations Mgmt ECON 3205 3

MGMT 4110 Organizational Behavior MGMT 3105 3

MGMT 4125 Human Resource Management MGMT 3105 3

MGMT 4205 Management Information Systems BISE 2010 3

MGMT 4199 Business Policy 3

MKTG 3120 Principles of Marketing ECON 2106 3

Subtotal (30 hours)

Area H: Accounting Majors Required Courses

ACCT 3101 Intermediate Accounting I ACCT 2102 3

ACCT 3102 Intermediate Accounting II ACCT 3101, FINC 3105 3

ACCT 3103 Intermediate Accounting III ACCT 3102 3

ACCT 4101 Cost Accounting I ACCT 2102 3

ACCT 4111 Auditing I ACCT 3102 3

ACCT 4121 Tax Accounting I ACCT 2102 3

ACCT 4205 Accounting Information Systems ACCT 2102, BISE 2010 3

BUSA 3100 Business Internship 3

Elective \*\* 3

Subtotal (27 hours)

\*\* Approved Foreign Language or at least 2000 level course in any non-business course, including BUSA 4100 (Business Internship II).

PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN ACCOUNTING

124 Semester Hours

|  |  |
| --- | --- |
| **Freshman Year (Fall)**  ASU 1200 Freshman Seminar & Service to Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 Mathematical Modeling or College Algebra 3  Area D Science, Math, Technology 4  Area D Select One 3  **Subtotal (16 hrs)** | **Freshman Year (Spring)**  ENGL 1102 English Composition II 3  COMM 1100 Analytical Discussion of Global Issues 3  HIST 1002 Intro to the African Diaspora 2  Area C Humanities/Fine Arts ENGL 2111 3  Area D Science, Math, Technology 4  Above Core Option 1  **Subtotal (16 hrs)** |
| **Sophomore Year (Fall)**  Above Core Option 1  BISE 2010 Fundamentals of Computer Applications 3  Area E Option: Social Science 3  ACCT 2101 Principles of Accounting I 3  ECON 2105 Principles of Macroeconomics 3  Area C Humanities/Fine Arts – Select One 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring)**  Above Core Option 1  Area E Option: Social Science 3  BISE 2040 Communication for Management 3  ACCT 2102 Principles of Accounting II 3  ECON 2106 Principles of Microeconomics 3  POLS 1101 U. S. & Georgia Government or  HONR 1161 Honors U.S. & Georgia Government 3  **Subtotal (16 hrs)** |
| Junior Year (Fall Semester)  MKTG 3120 Principles of Marketing 3  FINC 3105 Foundations of Financial Management 3  MGMT 3105 Legal Environment of Business 3  ACCT 3101 Intermediate Accounting I 3  Area E Options: Social Science 3  **Subtotal (15 hrs)** | Junior Year (Spring Semester)  MGMT 4205 Management Information Systems 3  ECON 3205 Economics and Business Statistics 3  MGMT 3106 Mgmt. Science and Operations Mgmt 3  MGMT 4125 Human Resource Management 3  ACCT 3102 Intermediate Accounting II 3  **Subtotal ( 15 hrs)** |
| Senior Year (Fall Semester)  BUSA 3100 Business Internship I 3  ACCT 3103 Intermediate Accounting III 3  BUSA 4105 International Business 3  ACCT 4101 Cost Accounting I 3  ACCT 4121 Tax Accounting I 3  Subtotal (15 hrs) | Senior Year (Spring Semester)  MGMT 4110 Organizational Behavior 3  ACCT 4111 Auditing I 3  ACCT 4205 Accounting Information Systems 3  Area H: Elective Non-Bus. Elect. (See Check sheet for Courses) 3  MGMT 4199 Business Policy 3  **Subtotal (15 hrs)** |

## BACHELOR OF SCIENCE DEGREE IN BUSINESS INFORMATION SYSTEMS

Courses Title Prerequisites Credit

Area F: Program of Study Related Courses Hours

ACCT 2101 Principles of Accounting I MATH 1111 3

ACCT 2102 Principles of Accounting II ACCT 2101 3

BISE 2010 Fundamentals of Computer Applications 3

BISE 2040 Communication for Management ENGL 1102 3

ECON 2105 Principles of Macroeconomics 3

ECON 2106 Principles of Microeconomics 3

Subtotal (18 hours)

Area G: Business Majors Required Courses

BUSA 4105 International Business ECON 2105/ECON 2106, MGMT 3105 3

ECON 3205 Economics and Business Statistics ECON 2105/ECON 2106 3

FINC 3105 Foundations of Financial Management ACCT 2101 3

MGMT 3105 Legal Environment of Business 3

MGMT 3106 Management Science and Operations Mgmt ECON 3205 3

MGMT 4110 Organizational Behavior MGMT 3105 3

MGMT 4125 Human Resource Management MGMT 3105 3

MGMT 4205 Management Information Systems BISE 2010 3

MGMT 4199 Business Policy 3

MKTG 3120 Principles of Marketing ECON 2106 3

Subtotal (30 hours)

Area H: Business Information Systems Majors Required Courses

BISE 3090 Information Systems Framework 3

BISE 3100 Information Resource Mgmt. BISE 3090 3

BISE 3330 Human-Computer Interaction 3

BISE 3350 Telecommunications Management BISE 2010 3

BISE 4206 Database Mgmt Systems# BISE 2010 3

BISE 4207 Systems Analysis & Design# BISE 2010, MGMT 4205 3

BUSA 3100 Business Internship I 3

Elective\* 3

Elective\*\* 3

Subtotal (27 hours)

\* Any 3000 to 4000 level Business course, including BUSA 4100.

\*\* Approved foreign language or at least 2000 level course in any non-business course, including Computer Science.

# Cross-listed under Management

INFORMATION SYSTEMS ELECTIVE OPTIONS

BISE 3210 Desktop Publishing & Multi-media 3

BISE 3300 Human-computer Interactions 3

BISE 4210 Decision Support Systems 3

BISE 4220 Special Topics and Research in Information Systems 3

BISE 4250 Information Systems Certifications 3

BISE 4260 E-Commerce 3

PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN BUSINESS INFORMATION SYSTEMS

124 Semester Hours

|  |  |
| --- | --- |
| **Freshman Year (Fall)**  ASU 1200 Freshman Seminar & Service to Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 Mathematical Modeling or College Algebra 3  Area D Science, Math, Technology 4  Area D Select One 3  **Subtotal (16 hrs)** | **Freshman Year (Spring)**  ENGL 1102 English Composition II 3  COMM 1100 Analytical Discussion of Global Issues 3  HIST 1002 Intro to the African Diaspora 2  Area C Humanities/Fine Arts ENGL 2111 3  Area D Science, Math, Technology 4  Above Core Option 1  **Subtotal (16 hrs)** |
| **Sophomore Year (Fall)**  Above Core Option 1  BISE 2010 Fundamentals of Computer Applications 3  Area E Option: Social Science 3  ACCT 2101 Principles of Accounting I 3  ECON 2105 Principles of Macroeconomics 3  Area C Humanities/Fine Arts – Select One 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring)**  Above Core Option 1  Area E Option: Social Science 3  BISE 2040 Communications for Management 3  ACCT 2102 Principles of Accounting II 3  ECON 2106 Principles of Microeconomics 3  POLS 1101 U. S. & Georgia Government or  HONR 1161 Honors U.S. & Georgia Government 3  **Subtotal (16 hrs)** |
| Junior Year (Fall Semester)  MKTG 3120 Principles of Marketing 3  FINC 3105 Foundations of Financial Management 3  MGMT 3105 Legal Environment of Business 3  BUSA 4105 International Business 3  Area E: Options 3  **Subtotal (15 hrs)** | **Junior Year (Spring Semester)**  MGMT 4205 Management Information Systems 3  BUSA 3100 Business Internship I 3  ECON 3205 Economic and Business Statistics 3  MGMT 3106 Management Science/Operations Mgt 3  MGMT 4125 Human Resource Mgt. 3  **Subtotal (15 hrs)** |
| Senior Year (Fall Semester)  BISE 3090 Information Systems Framework 3  BISE 3100 Information Resource Management 3  BISE 3330 Human Computer Interaction 3  BISE 4206 Database Management Systems 3  Area H: ELECTIVE Non-Bus. Elective (See Check sheet for Courses)3  Subtotal (15 hrs) | Senior Year (Spring Semester)  MGMT 4110 Organizational Behavior 3  MGMT 4199 Business Policy 3  BISE 4207 Systems Analysis & Design 3  BISE 3350 Telecommunications Management 3  Area H: ELECTIVE Bus. Elective (3000/4000 Bus. Course) 3  **Subtotal (15 hrs)** |

## BACHELOR OF SCIENCE DEGREE IN MARKETING

Courses Titles Prerequisites Credit

Area F: Program of Study Related Courses Hours

ACCT 2101 Principles of Accounting I MATH 1111 3

ACCT 2102 Principles of Accounting II ACCT 2101 3

BISE 2010 Fundamentals of Computer Applications 3

BISE 2040 Communication for Management ENGL 1102 3

ECON 2105 Principles of Macroeconomics 3

ECON 2106 Principles of Microeconomics 3

Subtotal (18 hours)

Area G: Business Majors Required Courses

BUSA 4105 International Business ECON 2105/ECON 2106, MGMT 3105 3

ECON 3205 Economics and Business Statistics ECON 2105/ECON 2106 3

FINC 3105 Foundations of Financial Management ACCT 2101 3

MGMT 3105 Legal Environment of Business 3

MGMT 3106 Management Science and Operations Mgmt ECON 3205 3

MGMT 4110 Organizational Behavior MGMT 3105 3

MGMT 4125 Human Resource Management MGMT 3105 3

MGMT 4205 Management Information Systems BISE 2010 3

MGMT 4199 Business Policy 3

MKTG 3120 Principles of Marketing ECON 2106 3

Subtotal (30 hours)

Area H: Marketing Major Required Courses

MKTG 3130 Consumer Behavior MKTG 3120 3

MKTG 3132 Fundamentals of Selling 3

MKTG 3134 Marketing Research MKTG 3120 3

MKTG 3136 Promotion and Advertising MKTG 3120 3

MKTG 4140 Retail Management MKTG 3120 3

MKTG 4170 Marketing Management MKTG 3120 3

MKTG 4180 Marketing Information Systems MKTG 3120 3

BUSA 3100 Business Internship I 3

Electives\* 3

Subtotal (27 hours)

\*Any 3000/4000 level business courses, including BUSA 4100.

\*\*Approved foreign language or at least 2000 level course in any non-business course, including Computer Science.

PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN MARKETING

124 Semester Hours

|  |  |
| --- | --- |
| **Freshman Year (Fall)**  ASU 1200 Freshman Seminar & Service to Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 Mathematical Modeling or College Algebra 3  Area D Science, Math, Technology 4  Area D Select One 3  **Subtotal (16 hrs)** | **Freshman Year (Spring)**  ENGL 1102 English Composition II 3  COMM 1100 Analytical Discussion of Global Issues 3  HIST 1002 Intro to the African Diaspora 2  Area C Humanities/Fine Arts ENGL 2111 3  Area D Science, Math, Technology 4  Above Core Option 1  **Subtotal (16 hrs)** |
| **Sophomore Year (Fall)**  Above Core Option 1  BISE 2010 Fundamentals of Computer Applications 3  Area E Option: Social Science 3  ACCT 2101 Principles of Accounting I 3  ECON 2105 Principles of Macroeconomics 3  Area C Humanities/Fine Arts – Select One 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring)**  Above Core Option 1  Area E Option: Social Science 3  BISE 2040 Communications for Management 3  ACCT 2102 Principles of Accounting II 3  ECON 2106 Principles of Microeconomics 3  POLS 1101 U. S. & Georgia Government or  HONR 1161 Honors U.S. & Georgia Government 3  **Subtotal (16 hrs)** |
| Junior Year (Fall Semester)  MKTG 3120 Principles of Marketing 3  FINC 3105 Foundations of Financial Management 3  MGMT 3105 Legal Environment of Business 3  Area E Options: Social Science 3  MGMT 4110 Organizational Behavior 3  **Subtotal (15 hrs)** | **Junior Year (Spring Semester)**  BUSA 3100 Business Internship I 3  MGMT 4205 Management Information Systems 3  ECON 3205 Economics and Business Statistics 3  MKTG 3130 Consumer Behavior 3  MGMT 3106 Management Science and Operations Mgmt 3  **Subtotal (15 hours)** |
| Senior Year (Fall Semester)  MKTG 3136 Promotion and Advertising 3  MKTG 3132 Fundamental of Selling 3  BUSA 4105 International Business 3  Area H: ELECTIVE Non-Bus. Elect. (See Check sheet for  Courses) 3  MGMT 4199 Business Policy 3  Subtotal (15 hrs) | Senior Year (Spring Semester)  BUSA 3100 Business Internship I 3  MKTG 3132 Fundamental of Selling 3  MKTG 4140 Retail Management 3  MGMT 4199 Business Policy 3  MKTG 4180 Marketing Information Systems 3  **Subtotal (15 hours)** |
|  |  |

## BACHELOR OF SCIENCE DEGREE IN LOGISTICS

Courses Titles Prerequisites Credit

Area F: Program of Study Related Courses Hours

ACCT 2101 Principles of Accounting I MATH 1111 3

ACCT 2102 Principles of Accounting II ACCT 2101 3

BISE 2010 Fundamentals of Computer Applications 3

BISE 2040 Communication for Management ENGL 1102 3

ECON 2105 Principles of Macroeconomics 3

ECON 2106 Principles of Microeconomics 3

Subtotal (18 hours)

Area G: Business Majors Required Courses

BUSA 4105 International Business ECON 2105/ECON 2106, MGMT 3105 3

ECON 3205 Economics and Business Statistics ECON 2105/ECON 2106 3

FINC 3105 Foundations of Financial Management ACCT 2101 3

MGMT 3105 Legal Environment of Business 3

MGMT 3106 Management Science and Operations Mgmt ECON 3205 3

MGMT 4110 Organizational Behavior MGMT 3105 3

MGMT 4125 Human Resource Management MGMT 3105 3

MGMT 4205 Management Information Systems BISE 2010 3

MGMT 4199 Business Policy Senior Standing 3

MKTG 3120 Principles of Marketing ECON 2106 3

Subtotal (30 hours)

Area H: Logistics Management Majors Required Courses

LOGM 3220 Contemporary Logistics ECON 3205 3

LOGM 3230 Logistics Security MGMT 3105 3

LOGM 4210 Transportation Management ECON 3205 3

LOGM 4220 Supply Chain Management Senior Standing 3

LOGM 4225 Warehousing LOGM 3220 3

LOGM 4230 Logistics Information Systems BISE 2010; MKTG 3120 3

LOGM 4270 Global Logistics Senior Standing 3

BUSA 3100 Business Internship I 3

BUSA 4100 Business Internship II 3

**Subtotal (30 hours)**

**PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE** IN LOGISTICS

124 Semester Hours

|  |  |
| --- | --- |
| **Freshman Year (Fall Semester)**  ASU 1200 Freshman Seminar & Service to Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 Mathematical Modeling or College Algebra 3  Area D Science, Math, Technology 4  Area E Option 3  **Subtotal (16 hrs)** | **Freshman Year (Spring Semester)**  ENGL 1102 English Composition II 3  COMM 1100 Analytical Discussion of Global Issues 3  Area C Humanities/Fine Arts 3  Area D Science, Math, Technology 4  MATH 1201 Survey of Calculus 3  **Subtotal (16 hrs) 16** |
| **Sophomore Year (Fall Semester)**  Above Core Option 1  ACCT 2101 Principles of Accounting I 3  ECON 2105 Principles of Macroeconomics 3  BISE 2010 Fundamentals of Computer Applications 3  ENGL 2111 World Literature 3  Area E Options Social Science 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring Semester)**  Above Core Option 1  HIST 1002 Intro. To African Diaspora 2  POLD 1101 U.S. & Georgia Government 3  ACCT 2102 Principles of Accounting II 3  Area E Options Social Science 3  ECON 2106 Principles of Microeconomics 3  **Subtotal (15 hrs)** |
| **Junior Year (Fall Semester)**  ECON 3205 Economics and Business Statistics 3  Above Core Option 1  MGMT 3105 Legal Environment of Business 3  LOGM 3220 Contemporary Logistics 3  LOGM 3230 Logistics Security 3  MGMT 4205 Management Information Systems 3  **Subtotal (16 hrs)** | **Junior Year (Spring Semester)**  BISE 2040 Communications for Management 3  MKTG 3120 Principles of Marketing 3  FINC 3205 Foundations of Financial Management 3  MGMT 3106 Mgmt. Science and Operations Mgmt. 3  BUSA 3100 Business Internship I \* 3  **Subtotal (15 hrs)** |
| **Senior Year (Fall Semester)**  MGMT 4110 Organizational Behavior 3  LOGM 4210 Transportation Management 3  LOGM 4225 Warehousing 3  BUSA 4100 Business Internship II\*\* 3  MGMT 4205 Management Information Systems 3  **Subtotal (15 hrs)** | **Senior Year (Spring Semester)**  BUSA 4105 International Business 3  LOGM 4220 Supply Chain Management 3  LOGM 4230 Logistics Information Systems 3  LOGM 4270 Global Logistics 3  MGMT 4125 Human Resource Management 3  **Subtotal (15 hrs)** |

# part2EducationP1.jpgCOLLEGE OF

**Education**

**Business**

# EDUCATION

CONTENTS

[MISSION, HISTORY 6](#_Toc298682024)

[& PROFILE 6](#_Toc298682025)

[HISTORY 10](#_Toc298682026)

[PROFILE 11](#_Toc298682027)

[ACCREDITATION 11](#_Toc298682028)

[UNDERGRADUATE AND GRADUATE STUDIES 11](#_Toc298682029)

[THE JAMES PENDERGRAST MEMORIAL LIBRARY 11](#_Toc298682030)

[THE ALBANY STATE UNIVERSITY ALUMNI ASSOCIATION 11](#_Toc298682031)

[Fall 2011 Academic Calendar 12](#_Toc298682032)

[Spring 2012 Academic Calendar 13](#_Toc298682033)

[ADMISSIONS 14](#_Toc298682034)

[GENERAL REQUIREMENTS 16](#_Toc298682035)

[FRESHMAN ADMISSIONS 16](#_Toc298682036)

[SAT REQUIREMENTS 16](#_Toc298682037)

[MINIMUM ADMISSION REQUIREMENTS 16](#_Toc298682038)

[COLLEGE PREPARATORY CURRICULUM (CPC) 16](#_Toc298682039)

[AREAS OF DEFICIENCY ALTERNATIVES 17](#_Toc298682040)

[ENGLISH 17](#_Toc298682041)

[MATHEMATICS 17](#_Toc298682042)

[SCIENCE 17](#_Toc298682043)

[SOCIAL SCIENCE 17](#_Toc298682044)

[FOREIGN LANGUAGE 17](#_Toc298682045)

[Home School Graduates or Graduates of Non-Accredited high Schools 17](#_Toc298682046)

[TRANSFER STUDENTS 17](#_Toc298682047)

[TRANSIENT STUDENTS 18](#_Toc298682048)

[INTERNATIONAL STUDENTS 18](#_Toc298682049)

[ADVANCED PLACEMENT FOR FRESHMEN 18](#_Toc298682050)

[JOINT ENROLLMENT PROGRAM/ACCEL 18](#_Toc298682051)

[ADMISSIONS 19](#_Toc298682052)

[SENIOR CITIZENS AMENDMENT 23 19](#_Toc298682053)

[SPECIAL STUDENTS 19](#_Toc298682054)

[APPLICANTS FROM A NON-ACCREDITED COLLEGE 19](#_Toc298682055)

[READMITS 19](#_Toc298682056)

[AUDITORS 19](#_Toc298682057)

[MOVE ON WHEN READY 19](#_Toc298682058)

[FINANCIAL INFORMATION 20](#_Toc298682059)

[FINANCIAL AID APPLICATION PROCEDURES 22](#_Toc298682060)

[Annual Application Deadline Dates 22](#_Toc298682061)

[**SATISFACTORY ACADEMIC PROGRESS (SAP)** 22](#_Toc298682062)

[**QUALITATIVE MEASUREMENT** 22](#_Toc298682063)

[**QUANTITATIVE MEASUREMENT** 23](#_Toc298682064)

[DEFINITION OF HOURS ATTEMPTED AND COMPLETED 23](#_Toc298682065)

[MAXIMUM TIME FRAME: DEFINITION OF HOURS ATTEMPTED 23](#_Toc298682066)

[TRANSIENT COURSES 23](#_Toc298682067)

[SECOND DEGREES, DOUBLE MAJORS, AND MINORS 23](#_Toc298682068)

[**COMPLETED PROGRAM OF STUDY BUT NO DEGREE EARNED** 23](#_Toc298682069)

[UNOFFICIAL WITHDRAWAL (GRADES OF “F” IN ALL COURSES) 24](#_Toc298682070)

[REINSTATEMENT OF FINANCIAL AID 24](#_Toc298682071)

[APPEALS PROCESS 24](#_Toc298682072)

[SOURCES OF FINANCIAL AID 25](#_Toc298682073)

[SCHOLARSHIPS 25](#_Toc298682074)

[THE PRESIDENTIAL SCHOLARSHIP 25](#_Toc298682075)

[THE ALBANY STATE UNIVERSITY FOUNDATION SCHOLARSHIP 25](#_Toc298682076)

[JAMES H. PORTER ACADEMIC SCHOLARSHIPS 25](#_Toc298682077)

[GEORGIA’S HOPE SCHOLARSHIP (HELPING OUTSTANDING PUPILS EDUCATIONALLY) 25](#_Toc298682078)

[THE HOPE PROMISE SCHOLARSHIP PROGRAM 26](#_Toc298682079)

[THURGOOD MARSHALL SCHOLARSHIPS 26](#_Toc298682080)

[ALBANY STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION SCHOLARSHIPS 26](#_Toc298682081)

[MARIE H. DIXON SCHOLARSHIP 26](#_Toc298682082)

[ALBANY STATE UNIVERSITY ATHLETIC SCHOLARSHIPS 26](#_Toc298682083)

[ALBANY STATE UNIVERSITY MUSIC SCHOLARSHIP 26](#_Toc298682084)

[The Gates Millennium Scholars Program 26](#_Toc298682085)

[LAW ENFORCEMENT PERSONNEL DEPENDENTS GRANT 26](#_Toc298682086)

[GEORGIA PUBLIC SAFETY MEMORIAL GRANT 26](#_Toc298682087)

[ROBERT C. BYRD SCHOLARSHIP PROGRAM 26](#_Toc298682088)

[TY COBB SCHOLARSHIP 27](#_Toc298682089)

[ALICE MINOR STUBBS HAWTHORNE SCHOLARSHIP 27](#_Toc298682090)

[EXTERNAL SCHOLARSHIPS 27](#_Toc298682091)

[GRANTS 27](#_Toc298682092)

[FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) 27](#_Toc298682093)

[Federal TEACH Grant 27](#_Toc298682094)

[EMPLOYMENT 27](#_Toc298682095)

[FEDERAL WORK-STUDY PROGRAM 27](#_Toc298682096)

[LOAN PROGRAMS 28](#_Toc298682097)

[FEDERAL DIRECT SUBSIDIZED LOAN 28](#_Toc298682098)

[FEDERAL DIRECT UNSUBSIDIZED LOAN 28](#_Toc298682099)

[FEDERAL DIRECT PLUS LOAN (UNDERGRADUATES AND GRADUATES) 28](#_Toc298682100)

[FEDERAL Direct GRAD PLUS LOAN (GRADUATES) 28](#_Toc298682101)

[FEDERAL PERKINS LOAN (FORMERLY NDSL) 28](#_Toc298682102)

[VETERANS ASSISTANCE PROGRAMS 28](#_Toc298682103)

[REFUND POLICY FOR FINANCIAL AID RECIPIENTS 28](#_Toc298682104)

[RETURN OF TITLE IV FUNDS 28](#_Toc298682105)

[WITHDRAWAL DATE 29](#_Toc298682106)

[OFFICIAL WITHDRAWALS 29](#_Toc298682107)

[UNOFFICIAL WITHDRAWALS 29](#_Toc298682108)

[REPAYMENT OBLIGATIONS 29](#_Toc298682109)

[PROCEDURES FOR RETURN OF TITLE IV FUNDS (R2T4) 29](#_Toc298682110)

[FINANCIAL INFORMATION 30](#_Toc298682111)

[STUDENT FEE SCHEDULE 30](#_Toc298682112)

[DEFINITION OF FULL-TIME STUDENT 30](#_Toc298682113)

[CITIZENS OF GEORGIA 62 AND OLDER 30](#_Toc298682114)

[AUDIT (NON-CREDIT) FEE 30](#_Toc298682115)

[PAYMENT OF FEES AND CHARGES 30](#_Toc298682116)

[GENERAL REFUNDS 30](#_Toc298682117)

[ROOM AND BOARD REFUNDS 31](#_Toc298682118)

[BOARDING STUDENT FEES 31](#_Toc298682119)

[ENROLLMENT 33](#_Toc298682120)

[MANAGEMENT & STUDENT AFFAIRS 33](#_Toc298682121)

[STUDENT AFFAIRS 35](#_Toc298682122)

[mission statement 35](#_Toc298682123)

[Counseling AND STUDENT DISABILITY SERVICES (CSDS) 35](#_Toc298682124)

[Counseling Services 35](#_Toc298682125)

[Disability Services 35](#_Toc298682126)

[Regents Center for Learning Disorders (RCLD) 35](#_Toc298682127)

[Disability Student Services 35](#_Toc298682128)

[Provisions for Learning Disabilities and Physically Impaired Students 35](#_Toc298682129)

[Definition of Disability 35](#_Toc298682130)

[GENERAL DOCUMENTATION GUIDELINES 36](#_Toc298682131)

[Learning Disabilities 36](#_Toc298682132)

[Attention-Deficit/Hyperactivity Disorder (AD/HD) 37](#_Toc298682133)

[Pervasive Developmental Disorders 37](#_Toc298682134)

[Asperger's Disorder 37](#_Toc298682135)

[Autistic Disorder 38](#_Toc298682136)

[Acquired Brain Injury (ABI) 38](#_Toc298682137)

[Psychological Disorders 39](#_Toc298682138)

[Sensory Disorders 39](#_Toc298682139)

[DEAF AND HARD OF HEARING 39](#_Toc298682140)

[VISUAL DISORDERS 39](#_Toc298682141)

[MOBILITY DISORDERS 39](#_Toc298682142)

[SYSTEMIC DISORDERS 40](#_Toc298682143)

[The James C. Reese Student Union 41](#_Toc298682144)

[Campus Organizations 41](#_Toc298682145)

[The Center for the African American Male (CAAM) 41](#_Toc298682146)

[ACADEMIC INFORMATION 42](#_Toc298682147)

[REQUIRED ATTENDANCE REGULATIONS: CLASS ATTENDANCE 42](#_Toc298682148)

[STATEMENT OF DISRUPTIVE AND OBSTRUCTIVE BEHAVIOR 42](#_Toc298682149)

[CAREER SERVICES 42](#_Toc298682150)

[THE RIGHT TO SHARE IN POLICY MAKING 42](#_Toc298682151)

[DEGREE REQUIREMENTS 43](#_Toc298682152)

[APPLICATION FOR DEGREE 43](#_Toc298682153)

[COMMENCEMENT 43](#_Toc298682154)

[REGENTS’ TEST 43](#_Toc298682155)

[MATRICULATION TIME FOR DEGREE 43](#_Toc298682156)

[CREDIT LOAD 43](#_Toc298682157)

[ACADEMIC AFFAIRS 45](#_Toc298682158)

[REQUIREMENTS/ 45](#_Toc298682159)

[REGULATIONS & SUPPORT SERVICES 45](#_Toc298682160)

[ACADEMIC ADVISEMENT 47](#_Toc298682161)

[GRADING SYSTEM 47](#_Toc298682162)

[GRADUATION/DEGREE AUDIT 48](#_Toc298682163)

[HONORS AND AWARDS 48](#_Toc298682164)

[ACADEMIC STATUS POLICY 48](#_Toc298682165)

[STAGES OF PROGRESS WITH MINIMUM GPA REQUIRED 49](#_Toc298682166)

[GOOD STANDING 49](#_Toc298682167)

[ACADEMIC PROBATION 49](#_Toc298682168)

[ACADEMIC TRANSITION POLICY 49](#_Toc298682169)

[ACADEMIC SUSPENSION 50](#_Toc298682170)

[ACADEMIC DISMISSAL 50](#_Toc298682171)

[RIGHT OF APPEAL 50](#_Toc298682172)

[READMISSION AFTER SUSPENSION POLICY 50](#_Toc298682173)

[EXECUTION OF THE REPEAT POLICY 50](#_Toc298682174)

[RESIDENCE CLASSIFICATION 50](#_Toc298682175)

[LEGAL RESIDENCY REQUIREMENTS (REGENTS’ RULES) 51](#_Toc298682176)

[REGISTRATION AND SCHEDULE CHANGES 51](#_Toc298682177)

[AUDITING COURSES FOR NONCREDIT 52](#_Toc298682178)

[WITHDRAWAL FROM UNIVERSITY 52](#_Toc298682179)

[TRANSCRIPTS 52](#_Toc298682180)

[ACADEMIC CLASSIFICATION 52](#_Toc298682181)

[ACADEMIC RENEWAL POLICIES AND PROCEDURES 54](#_Toc298682182)

[POLICIES 54](#_Toc298682183)

[PROCEDURES 54](#_Toc298682184)

[REPEAT POLICY STATEMENT 54](#_Toc298682185)

[TRANSIENT STATUS 54](#_Toc298682186)

[VETERANS ASSISTANCE PROGRAM 54](#_Toc298682187)

[BUCKLEY AMENDMENT 54](#_Toc298682188)

[GRADE POINT AVERAGE 55](#_Toc298682189)

[POLICY: VISITORS IN UNIVERSITY CLASSROOMS 55](#_Toc298682190)

[STATE OF GEORGIA LEGISLATIVE REQUIREMENTS 55](#_Toc298682191)

[SECOND DEGREES 55](#_Toc298682192)

[PROCEDURE FOR APPLYING TO TAKE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP): 55](#_Toc298682193)

[SPECIAL PROGRAMS 58](#_Toc298682194)

[THE HONORS PROGRAM 60](#_Toc298682195)

[ADMISSION 60](#_Toc298682196)

[RETENTION 60](#_Toc298682197)

[OUTREACH PROGRAMS 60](#_Toc298682198)

[SDU CREDIT 60](#_Toc298682199)

[NON-CREDIT COURSES 60](#_Toc298682200)

[COOPERATIVE EDUCATION 61](#_Toc298682201)

[OFF-CAMPUS PROGRAMS 61](#_Toc298682202)

[DEPARTMENT OF MILITARY SCIENCE ARMY ROTC PROGRAM 61](#_Toc298682203)

[TWO-YEAR PROGRAM 61](#_Toc298682204)

[SCHOLARSHIP PROGRAM 62](#_Toc298682205)

[DEPARTMENTAL MISSION 62](#_Toc298682206)

[REQUIREMENTS FOR ROTC 63](#_Toc298682207)

[B. MILITARY SCIENCE CURRICULUM 63](#_Toc298682208)

[Freshman Year 63](#_Toc298682209)

[Fall 63](#_Toc298682210)

[Spring 63](#_Toc298682211)

[CENTER FOR EXCELLENCE IN TEACHING, LEARNING AND ADVISING 63](#_Toc298682212)

[FACULTY AND STAFF DEVELOPMENT 64](#_Toc298682213)

[ACADEMIC ADVISEMENT 64](#_Toc298682214)

[LEARNING SUPPORT SERVICES 64](#_Toc298682215)

[LEARNING SUPPORT COURSES 64](#_Toc298682216)

[LEARNING SUPPORT SUSPENSION 64](#_Toc298682217)

[OTHER SERVICES 65](#_Toc298682218)

[THE WEEKEND UNIVERSITY 65](#_Toc298682219)

[**Area A1: Communication Skills'"**  **6 hours** 68](#_Toc298682220)

[**Area A2: Quantitative Skills *(Select one, as required)*** ***3 hours*** 68](#_Toc298682221)

[**Area B: Institutional Options**  **5 hours** 68](#_Toc298682222)

[**Area C: Humanities, Fine Arts and Ethics**  **6 hours** 68](#_Toc298682223)

[**Area D: Natural Science, Math & Tech 10-11 hours** 68](#_Toc298682224)

[**Area E: Social Sciences (12 hours)** 69](#_Toc298682225)

[**Area F: Courses Related to the Major**  **17-18 hours\*** 69](#_Toc298682226)

[**Core Curriculum Guiding Principles:** 69](#_Toc298682227)

[CORE CURRICULUM STUDENT LEARNING OUTCOMES FALL 2011 69](#_Toc298682228)

[COLLEGE OF ARTS & HUMANITIES 71](#_Toc298682229)

[DEPARTMENT OF BEHAVIORAL SCIENCES 73](#_Toc298682230)

[BACHELOR OF ARTS DEGREE IN PSYCHOLOGY 74](#_Toc298682231)

[BACHELOR OF ARTS DEGREE IN SOCIOLOGY 76](#_Toc298682232)

[DEPARTMENT OF ENGLISH, MODERN 78](#_Toc298682233)

[LANGUAGES AND MASS COMMUNICATION 78](#_Toc298682234)

[BACHELOR OF ARTS DEGREE IN ENGLISH 78](#_Toc298682235)

[BACHELOR OF ARTS DEGREES IN MODERN LANGUAGES (SPANISH) 81](#_Toc298682236)

[BACHELOR OF ARTS DEGREE IN MASS COMMUNICATION 82](#_Toc298682237)

[DEPARTMENT OF FINE ARTS 86](#_Toc298682238)

[BACHELOR OF ARTS DEGREE IN ART 87](#_Toc298682239)

[BACHELOR OF ARTS DEGREE IN MUSIC 88](#_Toc298682240)

[BACHELOR OF MUSIC EDUCATION DEGREE 90](#_Toc298682241)

[BACHELOR OF ARTS DEGREE IN SPEECH AND THEATRE: SPEECH CONCENTRATION 92](#_Toc298682242)

[DEPARTMENT OF HISTORY, POLITICAL SCIENCE 95](#_Toc298682243)

[BACHELOR OF ARTS DEGREE IN HISTORY 96](#_Toc298682244)

[BACHELOR OF ARTS DEGREE IN POLITICAL SCIENCE 98](#_Toc298682245)

[MINOR IN INTERNATIONAL AFFAIRS 99](#_Toc298682246)

[PRE-LAW PROGRAM 100](#_Toc298682247)

[SOCIAL WORK ACADEMIC PROGRAM 100](#_Toc298682248)

[BACHELOR OF ARTS DEGREE IN SOCIAL WORK (BSW) 101](#_Toc298682249)

[COLLEGE OF BUSINESS 103](#_Toc298682250)

[COLLEGE OF BUSINESS 104](#_Toc298682251)

[INTERNSHIP PROGRAM (WORK-BASED PARADIGM) 104](#_Toc298682252)

[WEEKEND COLLEGE 104](#_Toc298682253)

[TWO-PLUS-TWO PROGRAM 104](#_Toc298682254)

[DEPARTMENT OF BUSINESS 105](#_Toc298682255)

[ADMINISTRATION 105](#_Toc298682256)

[BACHELOR OF SCIENCE DEGREE IN MANAGEMENT (BUSINESS MANAGEMENT CONCENTRATION) 105](#_Toc298682257)

[BACHELOR OF SCIENCE DEGREE IN MANAGEMENT (HEALTH CARE ADMINISTRATION CONCENTRATION) 107](#_Toc298682258)

[BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT 108](#_Toc298682259)

[DEPARTMENT OF ACCOUNTING, BUSINESS INFORMATION SYSTEMS 110](#_Toc298682260)

[AND MARKETING 110](#_Toc298682261)

[BACHELOR OF SCIENCE DEGREE IN ACCOUNTING 111](#_Toc298682262)

[BACHELOR OF SCIENCE DEGREE IN BUSINESS INFORMATION SYSTEMS 112](#_Toc298682263)

[BACHELOR OF SCIENCE DEGREE IN MARKETING 114](#_Toc298682264)

[BACHELOR OF SCIENCE DEGREE IN LOGISTICS 115](#_Toc298682265)

[COLLEGE OF 117](#_Toc298682266)

[EDUCATION 117](#_Toc298682267)

[COLLEGE OF EDUCATION 120](#_Toc298682268)

[COLLEGE OF EDUCATION’S CONCEPTUAL FRAMEWORK 120](#_Toc298682269)

[DEPARTMENT OF TEACHER EDUCATION 121](#_Toc298682270)

[ACCREDITATION 121](#_Toc298682271)

[CERTIFICATION 121](#_Toc298682272)

[TEACHER EDUCATION GOVERNANCE AND CURRICULA 121](#_Toc298682273)

[BACHELOR OF SCIENCE IN EARLY CHILDHOOD EDUCATION 121](#_Toc298682274)

[BACHELOR OF SCIENCE IN SPECIAL EDUCATION ADAPTED CURRICULUM P-12 125](#_Toc298682275)

[OFFICE OF ADMISSION TO THE PROFESSIONAL EDUCATION UNIT/TEACHER EDUCATION 126](#_Toc298682276)

[APPLICATION FOR ADMISSIONS TO THE PROFESSIONAL EDUCATION UNIT/TEACHER EDUCATION 126](#_Toc298682277)

[REQUIREMENTS FOR ADMISSION TO THE PROFESSIONAL EDUCATION UNIT/TEACHER EDUCATION 126](#_Toc298682278)

[MINOR IN EDUCATION 128](#_Toc298682279)

[DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND RECREATION 130](#_Toc298682280)

[BACHELOR OF SCIENCE DEGREE IN HEALTH AND PHYSICAL EDUCATION (TEACHING) 130](#_Toc298682281)

[PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN HEALTH AND PHYSICAL EDUCATION-TEACHER EDUCATION 131](#_Toc298682282)

[Students cannot take 3000-4000 level courses in ECEC, EDUC, and SPED until admission to Teacher Education requirements have been met. 131](#_Toc298682283)

[BACHELOR OF SCIENCE DEGREE IN HEALTH, PHYSICAL EDUCATION AND RECREATION 131](#_Toc298682284)

[PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN HEALTH, PHYSICAL EDUCATION AND RECREATION-NON TEACHING 132](#_Toc298682285)

[ENDORSEMENT IN DRIVER EDUCATION 133](#_Toc298682286)

## 

## COLLEGE OF EDUCATION

## COLLEGE OF EDUCATION’S CONCEPTUAL FRAMEWORK

The College of Education prepares candidates to be educators who possess the knowledge, skills and dispositions of their profession and the ability to use that knowledge in a way that will positively impact schools and the larger community. Faculty in the College of Education are guided in this purpose by the mission and core values of Albany State University; the College of Education; the general education requirements of the University; the standards of the University System of Georgia, Georgia Professional Standards Commission (GaPSC), the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE).

The Conceptual Framework which guides the work of our faculty, staff and our candidates reflects the vision that graduates of Albany State University’s College of Education will be: 1) Reflective Transformative Practitioners, 2) Culturally-Responsive Practitioners, and 3) Technologically Competent Practitioners.

The College of Education in collaboration with the Colleges of Arts and Humanities and Sciences and Health Professions (known as the Professional Education Unit-P.E.U.) are committed to the belief that the preparation of its candidates is a shared responsibility with the P-12 public schools. Together with P-12 partners, in a continuous performance-based learning environment, the P.E.U. has adopted a vision of: teaching for continuous learning and performance-based preparation for all professional educators. As such, the P.E.U. operates from the premise of teaching for continuous learning and performance based preparation for preparing its candidates as reflective, technologically competent and culturally responsive practitioners who are skilled professional educators (i.e., teachers and other school personnel) to meet the needs of all P-12 learners. To achieve this, the P.E.U. faculty nurtures these core values which under-gird the curricula, instructions and professional development/dispositions of all candidates. Hence, these core values and their related processes/indicators are the cornerstones for preparing candidates who are capable of positively impacting the achievement of all P-12 learners.

The Leadership Team coordinates the policies, operations and development of Teacher Education programs. The following programs are offered:

|  |  |  |
| --- | --- | --- |
| **Major/Teaching Area**  Early Childhood Education  Health and Physical Education  Middle Grades Education  Music Education  Science Education  Special Education – Adapted Curriculum | **Teaching Grades**  P-5  P-12  4-8  9-12  6-12  P-12 | **Degree**  Bachelor of Science Bachelor of Science Bachelor of Science Bachelor of Science Bachelor of Science Bachelor of Science |
| **Major/Non-Teaching Area** Health, Physical Education and Recreation |  | **Degree**  Bachelor of Science |

## DEPARTMENT OF TEACHER EDUCATION

The Department of Teacher Education offers the Bachelor of Science degree in Early Childhood Education, Middle Grades Education and Special Education. (Please see the Graduate Catalog for information about the graduate degrees offered). Each degree program is approved and leads to Level-4 Teacher Certification by the Georgia Professional Standards Commission.

A Minor in Education is offered to select students who are not Education Majors. Eighteen semester hours of designated study is required. All students who are seeking initial Level T-4 Certification must apply for Admission to the Professional Education Unit/Teacher Education and are governed by all of the general Teacher Education policies as stated here under the section titled College of Education.

## ACCREDITATION

Teacher Education programs are accredited by the Georgia Professional Standards Commission and the National Council for the Accreditation of Teacher Education. Albany State University is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Bachelor’s, Master’s and Education Specialist degrees.

## CERTIFICATION

All Teacher Education programs are approved by the Georgia Professional Standards Commission. Upon completing an approved program and with the recommendation of the College of Education, graduates receive State of Georgia Level-4 certification as teachers, the basic credential for teaching in the public school in Georgia. Please note that the approved programs are designed to meet Georgia certification, and that certification requirements of the State of Georgia do change, producing changes in the requirements of the approved programs. Students must comply with all changes for degree requirements if the changes impact certification. All Teacher Education students who plan to teach should file applications for Teacher Certification during Student Teaching.

## TEACHER EDUCATION GOVERNANCE AND CURRICULA

The College of Education is the University’s Teacher Education Unit. All Teacher Education Programs of all departments of Albany State University are governed by the policies listed in this section. The Dean of the College for Education is the Official Certification Officer for Teacher Education, with the aid of the College of Education Leadership Team.

## BACHELOR OF SCIENCE IN EARLY CHILDHOOD EDUCATION

**Courses Titles Credit Hrs.**

**AREA F: Program of Study (Foundations) 18 hrs**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| EDUC | 2110 | Invst Crit/Contemp Issues in Edu | 3 |
| EDUC | 2120 | Explore Soci/Cultural Perspectives Div in Education Cnt | 3 |
| EDUC | 2130 | Exploring Teaching & Learning | 3 |
| ISCI | 2001 | Life/Earth Science | 3 |
| ISCI | 2002 | Physical Science | 3 |
| MATH | 2008 | Foundations of Numbers & Operations. | 3 |
| EDUC | 2199 | Orientation to Teacher Education | 0 |
|  |  |  |  |

**AREA G: Professional Program (27 hrs)**

|  |  |  |  |
| --- | --- | --- | --- |
| EDUC | 3370 | Classroom Management | 3 |
| ECEC | 3319 | Quantitative Skills | 3 |
| ECEC | 3200 | Curriculum in ECE | 3 |
| ECEC | 3354 | Science for Young Child | 3 |
| ECEC | 4400 | Soc Studies/Cultural. Diversity | 3 |
| ECEC | 4420 | Preschool Education | 3 |
| EDUC | 3378 | Creative/Effect Tech |  |
|  |  | Performance-Based Learning | 3 |
| EDUC | 4450 | Measurement/Evaluation | 3 |
| SPED | 3230 | Contemporary Perspectives of Exceptional Students | 3 |

**Concentration Areas**

**Reading (12 hrs )**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ECEC | 3322 | | Children's Reading, Literature/Lang | | 3 |
| \*ECEC | 3355 | | Developmental Reading | | 3 |
| \*ECEC | 4423 | | Corrective Reading | | 3 |
| \*ECEC | 4500 | | Remedial Read: A Practicum | | 3 |
| **Mathematics**  MATH | 3000 | | Numbers and Applications | | **(9 hrs)**  3 |
| MATH | 3001 | | Math Concepts/Technology | | 3 |
| MATH | 3112 | | Discrete Mathematics | | 3 |
| **AREA H: Teaching Experience (14 hours)** | | | | | |
| EDUC | 4400 | | Prep for Teachers | | 2 |
| ECEC | 4460 | | Student Teaching | | 12 |
| **Electives**  EDUC  EDUC  EDUC | 2500  2501  2502 | | Mastery Learning Reading  Mastery Learning Mathematics  Mastery Learning Writing | | 1  1  1 |
| \*Courses must be taken | | in sequence | |

PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN EARLY CHILDHOOD EDUCATION

|  |  |
| --- | --- |
| **Freshman Year (Fall)**  ASU 1200 Freshman Seminar & Service/Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 College Algebra 3  Area D Science, Math, Technology 4  POLS 1101 U. S. & Georgia Government or  HONR 1161 Honors U.S. & Georgia Government 3  **Subtotal (16 hrs)** | **Freshman Year (Spring)**  ENGL 1102 English Composition II 3  Area E Option: Social Science (History) 3  COMM 1100 Analytical Discussion of Global Issues 3  HIST 1002 Intro to the African Diaspora 2  Area D Science, Math, Technology 4  Above Core Option 1  **Subtotal (16 hrs)** |
| **Sophomore Year (Fall)**  Above Core Option 1  MATH 1113 Pre-calculus 3 3  Area E Option: Social Science 3  EDUC 2110 Invst Crit/Contemp Issues in Edu 3  Area C Humanities/Fine Arts ENGL 2111 3  ISCI 2001 Life/Earth Science 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring)**  Above Core Option 1  Area E Option: Social Science 3  Area C Humanities/Fine Arts ENGL 2111 3  ISCI 2002 Physical Science 3  MATH 2008 Foundations of Numbers & Operations. 3  EDUC 2120 Exp Soci/Cultural Persp Div in Educ 3  EDUC 2199 Orientation to Teacher Education 0  **Subtotal (16 hrs)** |
| **Junior Year (Fall)**  EDUC 2130 Exploring Teaching & Learning 3  ECEC 3200 Curriculum in ECE 3  ECEC 3322 Children's Reading, Literature/Lang 3  ECEC 3355 Developmental Reading 3  ECEC 4400 Soc Studies/Cultural. Diversity 3  SPED 3230 Contemporary Perspectives 3  **Subtotal (18 hrs)** | **Junior Year (Spring)**  ECEC 4420 Preschool Education 3  MATH 3000 Numbers and Applications 3  ECEC 4423 Corrective Reading 3  ECEC 4500 Remedial Read: A Practicum 3  ECEC 3319 Quantitative Skills 3  EDUC 3378 Creative/Effect Tech 3  **Subtotal (18 hrs)** |
| **Senior Year (Fall)**  EDUC 3370 Classroom Management 3  EDUC 4400 Prep for Teachers 2  ECEC 3354 Science for Young Child 3  MATH 3001 Math Concepts/Technology 3  EDUC 4450 Measurement/Evaluation 3  MATH 3112 Discrete Mathematics 3  **Subtotal (17 hrs)** | **Senior Year (Spring)**  ECEC 4460 Student Teaching 12  **Subtotal (12 hrs)** |

**BACHELOR OF SCIENCE IN MIDDLE GRADES EDUCATION (MGED 4-8)**

**Courses Titles Credit Hrs.**

**AREA F: Program of Study Related (18 hrs)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EDUC | | 2110 | Invst Crit/Contemp Issues in Edu | 3 |
| EDUC | | 2120 | Explore Soci/Cul Prespec Div in Edu Cnt | 3 |
| EDUC | | 2130 | Exploring Teaching & Learning | 3 |
| EDUC | | 2199 | Orientation to Teacher Education | 0 |
|  |  | |  |  |

**Select three electives for your areas of concentration**

|  |  |  |  |
| --- | --- | --- | --- |
| ENGL | 2105 | Creative Writing (LA Concentration) | 3 |
| ENGL 2204 POLS | 2204 | Advanced Composition (LA Concentration) | 3 |
| POLS | 2101 | Intro to Political Science (SS Concentration) | 3 |
| HIST | 2113 | Minorities in America (SS Concentration) | 3 |
| HIST | 2115 | African American History (SS Concentration) | 3 |
| CHEM | 2310 | Scientific Mathematics (S Concentration) | 3 |
| MATH | 2411 | Basic Statistics (MATH Concentration) | 3 |
| MATH | 2008 | Foundations of Numbers & Operations (M&S concentration) | 3 |

**AREA G: Methods/Curriculum/Content (21 hours)**

|  |  |  |  |
| --- | --- | --- | --- |
| EDUC | 3378 | Creative/Effect Tech/Performance-Based Learning | 3 |
| EDUC | 3370 | Classroom Management | 3 |
| EDUC | 3306 | Educational Psychology | 3 |
| SPED | 3230 | Contemporary Perspectives of Except Students | 3 |
| EDUC | 4450 | Measurement and Evaluation | 3 |
| MGED | 3315 | Curriculum Needs for MGED | 3 |
| MGED | 4439 | Reading and Writing in MGED | 3 |

**Must Select Two Concentration Areas**

**Languages Arts (15 Hours)**

|  |  |  |  |
| --- | --- | --- | --- |
| MGED | 4423 | Language Arts for MGED | 3 |
| MGED | 3326 | Preadolescent Literature | 3 |
| ENGL | 3204 | Rhetoric and Writing | 3 |
| ENGL | 3305 | Modern Grammar | 3 |
| ENGL | 3106 | Technical Writing | 3 |

**Mathematics (15 Hours)**

MGED 3314 Mathematics for MGED 3

MATH 3000 Numbers & their Applications 3

MATH 3001 Mathematical Concepts Using Technology 3

(Pre-requisite MATH 1113)

MATH 3112 Discrete Mathematics 3

MATH 3213 Modern Geometry 3

**Social Science (15 Hours)**

MGED 4422 Social Studies in the MGED 3

GEOG 3101 Principles of Geography 3

ECON 4705 Economic History of US 3

HIST 3403 History of Georgia 3

POLS 4513 Issues in Global Politics 3

**Science (15 Hours)**

MGED 4434 Science in the MGED 3

BIOL 3109 Advanced Concepts in Biological Science 4

PHYS 3001 Advanced Concepts in Physics 4

PHYS 3002 Advanced Earth & Space Science 4

**AREA H: Teaching Experience (14 hours)**

EDUC 4400 Prep for Teaching 2

MGED 4461 Student Teaching 12

**Electives**

EDUC 2500 Mastery Learning Seminar 1

EDUC 2501 Mastery Learning Mathematics 1

EDUC 2502 Mastery Learning Writing 1

PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN MIDDLE GRADES EDUCATION

|  |  |
| --- | --- |
| **Freshman Year (Fall)**  ASU 1200 Freshman Seminar & Service/Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 College Algebra 3  Area D Science, Math, Technology 4  POLS 1101 U. S. & Georgia Government or  HONR 1161 Honors U.S. & Georgia Government 3  **Subtotal (16 hrs)** | **Freshman Year (Spring)**  ENGL 1102 English Composition II 3  Area E Option: Social Science (History) 3  COMM 1100 Analytical Discussion of Global Issues 3  HIST 1002 Intro to the African Diaspora 2  Area D Science, Math, Technology 4  Above Core Option 1  **Subtotal (16 hrs)** |
| **Sophomore Year (Fall)**  Above Core Option 1  MATH 1113 Pre-calculus 3 3  Area E Option: Social Science 3  EDUC 2110 Invst Crit/Contemp Issues in Edu 3  Area C Humanities/Fine Arts ENGL 2111 3  Area F Concentration Elective 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring)**  Above Core Option 1  Area E Option: Social Science 3  Area C Humanities/Fine Arts ENGL 2111 3  Area F Concentration Elective 3  EDUC 2120 Exp Soci/Cultural Persp Div in Educ 3  EDUC 2199 Orientation to Teacher Education 0  **Subtotal (16 hrs)** |
| **Junior Year (Fall)**  EDUC 2130 Exploring Teaching & Learning 3  MGED 3315 Curriculum Needs for MGED 3  Primary Concentration Course 3  Primary Concentration Course 3  Secondary Concentration Course 3  SPED 3230 Contemporary Perspectives 3  **Subtotal (18 hrs)** | **Junior Year (Spring)**  MGED 4439 Reading and Writing in MGED 3  Secondary Concentration Course 3  Secondary Concentration Course 3  Primary Concentration Course 3  Primary Concentration Course 3  EDUC 3306 Educational Psychology 3  **Subtotal (18 hrs)** |
| **Senior Year (Fall)**  EDUC 3370 Classroom Management 3  EDUC 4400 Prep for Teachers 2  Secondary Concentration Course 3  Secondary Concentration Course 3  EDUC 4450 Measurement/Evaluation 3  Primary Concentration Course 3  **Subtotal (17 hrs)** | **Senior Year (Spring)**  MGED 4461 Student Teaching 12  **Subtotal (12 hrs)** |

## BACHELOR OF SCIENCE IN SPECIAL EDUCATION ADAPTED CURRICULUM P-12

**Courses Titles**

|  |  |  |  |
| --- | --- | --- | --- |
| **AREA F:** | **Program of Study (Foundations)** | | **(18 hrs)** |
| EDUC | 2110 | Invst Crit/Contemp Issues in Edu | 3 |
| EDUC | 2120 | Explore Soci/Cul Prespec Div in Edu Cnt | 3 |
| EDUC | 2130 | Exploring Teaching & Learning | 3 |
| ISCI | 2001 | Life/Earth Science | 3 |
| ISCI | 2002 | Physical Science | 3 |
| MATH | 2008 | Foundations of Numbers & Operations | 3 |
| EDUC | 2199 | Orientation to Teacher Education | 0 |

**AREA G: Professional Courses (45 Hrs)**

|  |  |  |  |
| --- | --- | --- | --- |
| EDUC | 3370 | Classroom Management | 3 |
| SPED | 3300 | Development and Characteristics of Children with Disabilities | 3 |
| SPED | 3310 | Instructional Methods/Materials for Children with Disabilities | 3 |
| SPED | 4400 | Learning Environment and Behavior Management | 3 |
| SPED | 3340 | Curriculum, Transitions and Instructional Planning | 3 |
| EDUC | 4450 | Measurement and Evaluation | 3 |
| SPED | 3230 | Contemporary Perspectives of Exceptional Students | 3 |
| MGED | 3315 | Curriculum Needs for MGED | 3 |

**Concentration Areas**

**Reading (12 hours)**

|  |  |  |  |
| --- | --- | --- | --- |
| ECEC | 3322 | Children’s Reading, Literature/Lang | 3 |
| \*ECEC | 3355 | Developmental Reading | 3 |
| \*ECEC | 4423 | Corrective Reading | 3 |
| \*ECEC | 4500 | Remedial Read: A Practicum | 3 |
| **Mathematics**  MATH | 3000 | Numbers and Applications | **(9 hrs)**  3 |
| MATH | 3001 | Math Concepts/Technology | 3 |
| MATH | 3112 | Discrete Mathematics | 3 |

|  |  |  |  |
| --- | --- | --- | --- |
| **AREA H: Teaching Experience (14 Hours)** | | | |
| EDUC | 4400 | Prep for Student Teaching | 2 |
| SPED | 4460 | Student Teaching the Disabled | 6 |
| SPED | 4470 | Student Teaching in Inclusive Environments | 6 |
| **ELECTIVE**  EDUC  EDUC  EDUC | 2500  2501  2502 | Mastery Learning Reading  Mastery Learning Mathematics  Mastery Learning Writing | 1  1  1 |

PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN SPECIAL EDUCATION ADAPTED CURRICULUM

|  |  |
| --- | --- |
| **Freshman Year (Fall)**  ASU 1200 Freshman Seminar & Service/Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 College Algebra 3  Area D Science, Math, Technology 4  POLS 1101 U. S. & Georgia Government or  HONR 1161 Honors U.S. & Georgia Government 3  **Subtotal (16 hrs)** | **Freshman Year (Spring)**  ENGL 1102 English Composition II 3  Area E Option: Social Science (History) 3  COMM 1100 Analytical Discussion of Global Issues 3  HIST 1002 Intro to the African Diaspora 2  Area D Science, Math, Technology 4  Above Core Option 1  **Subtotal (16 hrs)** |
| **Sophomore Year (Fall)**  Above Core Option 1  MATH 1113 Pre-calculus 3  Area E Option: Social Science 3  EDUC 2110 Invst Crit/Contemp Issues in Edu 3  Area C Humanities/Fine Arts  ENGL 2111 3  ISCI 2001 Life/Earth Science 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring)**  Above Core Option 1  Area E Option: Social Science 3  Area C Humanities/Fine Arts ENGL 2111 3  ISCI 2002 Physical Science 3  MATH 2008 Foundations of Numbers & Operations. 3  EDUC 2120 Exp Soci/Cultural Persp Div in Educ 3  EDUC 2199 Orientation to Teacher Education 0  **Subtotal (16 hrs)** |
| **Junior Year (Fall)**  EDUC 2130 Exploring Teaching & Learning 3  ECEC 3200 Curriculum in ECE 3  ECEC 3322 Children's Reading, Literature/Lang 3  ECEC 3355 Developmental Reading 3  SPED 3300 Devt/Charac of Children with Dis 3  SPED 3310 Meth/Mat for Children with Dis 3  **Subtotal (18 hrs)** | **Junior Year (Spring)**  ECEC 3319 Quantitative Skills 3  SPED 3340 Curr, Tran and Instructional Planning 3  SPED 4400 Learning Env/Behavior Management 3  ECEC 4423 Corrective Reading 3  ECEC 4500 Remedial Read: A Practicum 3  MATH 3000 Numbers and Applications 3  **Subtotal (18 hrs)** |
| **Senior Year (Fall)**  EDUC 3370 Classroom Management 3  EDUC 4400 Prep for Teachers 2  SPED 3230 Contemp Persp of Exceptional Students 3  MATH 3001 Math Concepts/Technology 3  EDUC 4450 Measurement/Evaluation 3  MATH 3112 Discrete Mathematics 3  **Subtotal (17 hrs)** | **Senior Year (Spring)**  SPED 4460 Student Teaching the Disabled 6  SPED 4470 Student Teaching in Inc Env 6  **Subtotal (12 hrs)** |

## OFFICE OF ADMISSION TO THE PROFESSIONAL EDUCATION UNIT/TEACHER EDUCATION

Formal admission to the study of Teacher Education is a mandatory requirement. All students pursuing initial Teacher Certification must be admitted to the Professional Education Unit/Teacher Education. This includes students who are pursuing bachelor degrees via an approved Teacher Education Program, and post-baccalaureate students who are seeking initial or additional Level-4 certification as teachers. Students are not eligible to take 3000 and 4000 level Education courses or Student Teach until admitted to the Professional Education Unit/Teacher Education. Students enrolling in 3000 and 4000 level Education courses without having met the admissions requirements to the Professional Education Unit/Teacher Education, will be administratively withdrawn from class(es). Additionally, all education majors and candidates are required to successfully pass a criminal background check.

## APPLICATION FOR ADMISSIONS TO THE PROFESSIONAL EDUCATION UNIT/TEACHER EDUCATION

An Application for Admission to the Professional Education Unit will be obtained from the College of Education, and completed with the Academic Advisor for processing and submission. Students are encouraged to register for GACE –Basic Skills Examination while in enrolled in EDUC 2110: Invest. Crit./Contemp. Issues in Education. Transfer students who have completed an Introduction to Education course at a previous institution, should apply for Admission to the Professional Education Unit/Teacher Education their first semester of enrollment.

## REQUIREMENTS FOR ADMISSION TO THE PROFESSIONAL EDUCATION UNIT/TEACHER EDUCATION

The College of Education is a professional college. Therefore, formal action must be taken by the College for students desiring entry into the study of Teacher Education. The following criteria must be met to gain unconditional Admission to the Professional Education Unit/Teacher Education. Teacher Education candidates are expected to model the highest standards mandated by the Professional Standards Commission’s Code of Ethics at all times.

1. Completion of a minimum of 36 semester hours from areas A, B, C, D and E of the Core and a cumulative grade point average of 2.5 or above.
2. Completion of EDUC 2110, ENGL 1101 and 1102 and MATH 1111 (or equivalent) with grades of “C” or above.
3. Proficiency in oral communications as demonstrated in EDUC 2110, EDUC 2120, EDUC 2130.
4. An acceptable history of professional dispositions and criminal background.
5. Completion of EDUC 2199 Orientation to Teacher Education.
6. Satisfactory completion of unique requirements of the specific program applied to and approval by the corresponding program coordinator. This may include specific achievement tests or physical performance requirements.

Admissions to the Professional Education Unit/Teacher Education is a pre-requisite to enrollment in professional Teacher Education courses at the 3000 or 4000 level. Students who do not meet the requirements for admission will not be approved for enrollment in such courses. Students enrolling in 3000 and 4000 level Education courses without having met the admissions requirements to the Professional Education Unit/Teacher Education, will be administratively withdrawn from class(es).

**Transition Status:** Transfer students are granted a waiver for one semester ONLY to fulfill all requirements for admission to Teacher Education.

**GUIDELINES FOR GACE – BASIC SKILLS EXAMINATION TESTING PROGRAM**

The College of Education has established the following guidelines regarding GACE Basic Skills examination:

1. Students must successfully pass or exempt the GACE Basic Skills Examination before formal admission to the Professional Education Unit.
2. Students should register for and take the GACE Basic Examination while enrolled in EDUC 2110.
3. Students have not successfully passed or exempted the GACE Basic Skills assessments should register for the Mastery Learning elective(s) to receive intensive GACE Basic Skills preparation in targeted areas of weakness.
4. The students have the responsibility of reporting in writing their GACE scores to their Academic Advisor.

**ADVISEMENT ACTIVITIES**

The faculty and staff in the Department of Teacher Education provide the following advisement support services and activities to students who intend to major in Teacher Education.

**Instruction and Guidance**

Assist students with course selection required for admission to Teacher Education, Core requirements, and professional-level courses according to Catalog and Program of Study Check Sheets.

**Student Orientation**

Advise COE students that they are required to attend a mandatory student orientation each year with the Department Chairperson and Advisors to share important information and address students’ concerns. These meetings keep students current on program and certification information.

**Early Experience**

Advise students who are interested in education to participate in early experiences where they have opportunities to work with children in a supervised setting.

**Transfer Students**

Advise transfer students as to the appropriate actions needed to gain unconditional admission to the Teacher Education Program.

**Professional Development Workshops**

Advise students to attend professional development workshops when provided.

**FIELD AND CLINICAL EXPERIENCES**

All professional education courses in the department of Teacher Education require authentic field experiences. Candidates are expected to engage in experiences with diverse candidates across a variety of grade levels as specified by their intended program of study.

The following senior year experiences are required of all baccalaureate Teacher Education students.

**BEGINNING OF SCHOOL EXPERIENCE**

All students are required to spend two weeks in a public school to observe/participate at the beginning of the school year. Students must apply for the Beginning School Experience during the spring semester prior to the academic year they are scheduled to student teach, whether Student Teaching in the fall or the spring. They must complete this non-paid volunteer experience as a staff member in a public school setting. Approval and arrangements for the Beginning School Experience are made with the public school by the Director of Clinical Experiences. Service for one year as a paraprofessional may substitute for the Beginning School Experience.

**STUDENT TEACHING**

Student Teaching is the capstone experience of the entry level baccalaureate programs and is conducted in select public schools. Students are advised against taking additional classes while doing their Student Teaching. Students must apply for admission to Student Teaching by at- tending the Pre-Student Teaching Seminar in the preceding semester. – (EDUC 4400 - Prep for Teaching)

**The Student Teacher must comply with the participating school’s dress code.**

**ADMISSION REQUIREMENTS FOR STUDENT TEACHING**

For all Teacher Education programs, Admissions to Student Teaching requires that the student:

* Be fully admitted to the Professional Education Unit/Teacher Education and is in good standing (G.P.A. of 2.5 or better).
* Has completed the required specialty area (teaching content) and professional courses.
* Has applied for Admission to Student Teaching by attending the Pre-Student Teaching seminar the preceding semester.
* Is covered by Professional Liability Insurance. (Inexpensive insurance coverage is usually acquired through Professional Association Membership and proof of medical insurance).
* Has passed the GACE Basic Skills examination.
* Has completed EDUC 2199 Orientation to Teacher Education.
* Has completed Clinical Experience (30 hours) prior to Student Teaching (EDUC 4400 Prep for Teaching).

**INTERNSHIP AND PRACTICUM COURSES**

All internship and practicum courses taken in lieu of Student Teaching are governed by Student Teaching policies and all Student Teaching requirements are applicable to these courses.

\*Students who have not been formally admitted to the Professional Education Unit/Teacher Education will not be permitted to enroll in the

Clinical Experience.

## MINOR IN EDUCATION

Requirements for Admission to the Minor:

* Completion of core courses with no less than a grade of “C” in English 1101, 1102.
* Grade point average of 2.50 or better.
* Successful completion of the GACE Basic Skills Test.
* Student must be admitted to the Professional Education Unit/Teacher Education.



## 

## DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND RECREATION

The curriculum of the Health, Physical Education, and Recreation (HPER) department is designed to meet and exceed state and national accreditation standards and to prepare students for their professional field of choice. At Albany State University, the HPER department offers two Bachelor of Science degrees: Bachelor of Science degree in Health and Physical Education-Teacher Education certification and a Bachelor of Science degree in Health, Physical Education, and Recreation. All students seeking initial Level-4 certification for the Bachelor of Science in Health and Physical Education (teaching) must apply for admission to Teacher Education and must meet all requirements set forth by the College of Education. (*Please refer to the appropriate section in Teacher Education*.) In addition, an endorsement in driver education is also offered.

The mission of the HPER department is to arm our students and stake-holders with the knowledge, skills and ability needed to enhance the health and welfare of society through the acquisition of knowledge, the significance of discovery, and the value of communication that leads to perpetual participation in physical and recreational endeavors. As an academic unit focusing on a multi-disciplinary approach to the study of health and human performance, the intent of the HPER department is to inspire a passion for continuous learning, to endorse healthy behaviors, and to indoctrinate our students to become fully certified leaders and valued members of society. The vision of the HPER department is to be acclaimed for distinction in academic instruction, innovative in scholarship, and renowned for highly prepared graduates.

## BACHELOR OF SCIENCE DEGREE IN HEALTH AND PHYSICAL EDUCATION (TEACHING)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AREA F:** | | **Program of Study Related Courses** | | | | | | | |
| EDUC | | 2110 | | Invst Crit/Contemp Issues in Edu | 3 | | |
| EDUC | | 2120 | | Explore Soci/Cul Perspec Div in Edu Cnt | 3 | | |
| EDUC | | 2199 | | Orientation to Teacher Education | 0 | | |
| EDUC | | 2130 | | Exploring Teaching & Learning | 3 | | |
| PEDH | | 1007 | | Aquatics | 1 | | |
| BIOL | | 2411K | | Anatomy & Physiology I | 4 | | |
| BIOL | | 2412K | | Anatomy & Physiology II | 4 | | |
| Total | |  | |  | (18 hours) | | |
|  | | | | | |  | |
|  | |  |  | | |  | |
| **AREA G:** | | **Physical Education** | | | |  | |
| PEDH | | 1000-2000\* | Skills Courses | | | 6 | |
| PEDH | | 2213 | Intro to HPER | | | 3 | |
| PEDH\* | | 3384 | Adapted Physical Education & Diversity in the Classroom | | | 3 | |
| PEDH | | 3394 | Psychology of Coaching | | | 3 | |
| PEDH | | 4460 | Kinesiology | | | 3 | |
| PEDH | | 4470 | Physiology of Exercise | | | 3 | |
| PEDH | | 4480 | Major Seminar & Practice | | | 1 | |
| PEDH | | 4482 | Tests and Measurements | | | 3 | |
| Total | |  |  | | | **(25 hours)** | |
| \* Guided Physical Education Activity Courses | | | | | |  | |

**AREA H: Health Education Courses**

|  |  |  |  |
| --- | --- | --- | --- |
| HEDP | 1001 | Intro to Wellness | 1 |
| HEDP | 2250 | Drug Education | 2 |
| HEDP | 2267 | First Aid and Safety | 2 |
| HEDP | 3660 | Current Issues in Health | 3 |
| **Total** |  |  | **(8 hours)** |

**AREA I:** **Education Courses**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| EDUC | 3306 | Educational Psychology | 3 |
| EDUC | 3350 | Public School Health | 3 |
| ECEC | 3352 | Health & Physical Education for Young Children | 3 |
| EDUC | 3363 | Methods & Materials Secondary PE | 3 |
| EDUC | 4400 | Prep for Teaching | 2 |
| EDUC | 4412 | Student Teaching | 12 |
| SPED | 3230 | Cont Perspec Except Students | 3 |
| **Total** |  |  | **(32 hours)** |

**\*\*\*Beginning School Experience must be met prior to Student Teaching**

**Total required for graduation 126**

## PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN HEALTH AND PHYSICAL EDUCATION-TEACHER EDUCATION

|  |  |
| --- | --- |
| **Freshman Year (Fall)**  ASU 1200 Freshman Seminar & Service/Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 College Algebra 3  AREA C ARAP 1100 or MUSC 1100 3  HIST 1002 Intro to African Diaspora 2  HEDP 1001 Intro to Wellness 1  PEDH 1001 Team Sports 1  **Subtotal (16 hrs)** | **Freshman Year (Spring)**  ENGL 1102 English Composition II 3  COMM 1100 Fundamentals of Public Speaking 3  BIOL 1111 Intro to Biology I 4  CSCI 1101 Intro to Computers 3  POSL 1101 U.S. & Georgia Government 3  **Subtotal (16 hrs)** |
| **Sophomore Year (Fall)**  ENGL 2111 World Literature I 3  BIOL 1112 Intro to Biology II 4 3  HIST 1111 Survey of World History I 3  PSYC 1101 General Psychology 3  PEDH 2213 Introduction to HPER 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring)**  SOCI 2011 Principles of Sociology 3  EDUC 2110 Investigating C & C Issues in Education 3  EDUC 2120 Exploring Socio Cult/Perspec Div 3  HEDP 2250 Intro to Drug Education 2  BIOL 2411 Human Anatomy & Physiology I 4  PEDH 1007 Aquatics 1  EDUC 2199 Orientation to Teacher Education 0  **Subtotal (16 hrs)** |
| **Junior Year (Fall)**  EDUC 2130 Exploring Teaching & Learning 3  BIOL 2412 Human Anatomy & Physiology II 4  HEDP 2267 First Aid and Safety 2  PEDH 3384 Adapted PE & Diverse/Classroom 3  PEDH 3394 Psychology of Coaching 3  HEDP 3660 Current Issues in Health 3  **Subtotal (18 hrs)** | **Junior Year (Spring)**  PEDH 4460 Kinesiology 3  EDUC 3350 Public School Health \*\* 3  PEDH 4480 Major Seminar & Practicum 1  PEDH 4482 Test & Measurements/Software 3  SPED 3230 Cont Perspec Except Students \*\* 3  PEDH 1002 Fitness 1  PEDH 1003 Recreation Skills I 1  PEDH 1010 Yoga 1  **Subtotal (16 hrs)** |
| **Senior Year (Fall)**  PEDH 4470 Physiology of Exercises 3  EDUC 4400 Prep for Teachers \*\* 2  ECEC 3352 M/M in Early Childhood PE \*\* 3  EDUC 3306 Educational Psychology \*\* 3  EDUC 3363 M/M in Secondary PE \*\* 3  PEDH 1004 Recreational Skills II 1  PEDH 1005 Lifetime Skills I 1  **Subtotal (16 hrs)** | **Senior Year (Spring)**  EDUC 4412 Student Teaching \*\* 12  **Subtotal (12 hrs)** |

## Students cannot take 3000-4000 level courses in ECEC, EDUC, and SPED until admission to Teacher Education requirements have been met.

GACE I

2.5 GPA

EDUC 2110 Investigating C & C Issues in Education

GACE II is required for graduation

## 

## BACHELOR OF SCIENCE DEGREE IN HEALTH, PHYSICAL EDUCATION AND RECREATION

**Major Requirements**

**AREA F: Program of Study Related Courses**

|  |  |  |  |
| --- | --- | --- | --- |
| EDUC | 2110 | Invst. Crit/Contemp Issues in Education | 3 |
| EDUC | 2120 | Explore Soci/Cul Perspec Div in Edu Cnt | 3 |
|  |  |  |  |
| EDUC | 2130 | Exploring Teaching & Learning | 3 |
| \*\*PEDH | 1007 | Aquatics | 1 |
| BIOL | 2411K | Anatomy & Physiology I | 4 |
| BIOL | 2412K | Anatomy & Physiology II | 4 |
| Total |  |  | **(18 hours)** |

**AREA G: Physical Education Theory Courses**

PEDH 1000-2000\* Skills Courses 7

PEDH 2213 Intro to HPER 3

PEDH\* 3384 Adapted Phys Ed & Diversity in the Classroom 3

PEDH 3394 Psychology of Coaching 3

PEDH 4460 Kinesiology 3

PEDH 4470 Physiology of Exercise 3

PEDH 4482 Tests & Measurements 3

**Total (25 hours)**

\*Guided Physical Education activity courses.

**AREA H: Health Education**

|  |  |  |  |
| --- | --- | --- | --- |
| HEDP | 1001 | Intro to Wellness | 1 |
| HEDP | 2250 | Drug Education | 2 |
| HEDP | 2267 | First Aid and Safety Education | 2 |
| EDUC | 3350 | Public School Health | 3 |
| HEDP | 3660 | Current Issues in Health | 3 |
| **Subtotal** |  |  | **(11 hours)** |
|  |  |  |  |

**AREA I: Recreation Courses**

|  |  |  |  |
| --- | --- | --- | --- |
| RECD | 2075 | Outdoor Recreation | 3 |
| RECD | 3045 | Recreation Facility/Equipment and Design | 3 |
| RECD | 4002 | Recreation for Special Population | 3 |
| RECD | 4090 | Administration and Supervision of Recreation | 3 |
| RECD | 4095 | Recreation Practicum | 3 |
| **Subtotal** |  |  | **(15 hours)** |
| **Electives** |  |  | **(5 hours)** |
| PEDH | 2214 | Games of Low Organization | 2 |
| PEDH | 2272 | Fund Coaching Football/Soccer | 2 |
| PEDH | 2276 | Fund Coaching Basketball/Volleyball | 3 |

**Total required for graduation 120 hours**

## PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN HEALTH, PHYSICAL EDUCATION AND RECREATION-NON TEACHING

|  |  |
| --- | --- |
| **Freshman Year (Fall)**  ASU 1200 Freshman Seminar & Service/Leadership 3  ENGL 1101 English Composition I 3  MATH 1111 College Algebra 3  AREA C ARAP 1100 or MUSC 1100 3  HIST 1002 Intro to African Diaspora 2  HEDP 1001 Intro to Wellness 1  **Subtotal (15 hrs)** | **Freshman Year (Spring)**  ENGL 1102 English Composition II 3  COMM 1100 Fundamentals of Public Speaking 3  BIOL 1111 Intro to Biology I 4  CSCI 1101 Intro to Computers 3  POSL 1101 U.S. & Georgia Government 3  **Subtotal 16** |
| **Sophomore Year (Fall)**  ENGL 2111 World Literature I 3  BIOL 1112 Intro to Biology II 4 3  HIST 1111 Survey of World History I 3  PSYC 1101 General Psychology 3  PEDH 2213 Introduction to HPER 3  **Subtotal (16 hrs)** | **Sophomore Year (Spring)**  SOCI 2011 Principles of Sociology 3  EDUC 2110 Investigating C & C Issues in Education 3  EDUC 2120 Exploring Socio Cult/Perspec Div 3  HEDP 2250 Intro to Drug Education 2  BIOL 2411 Human Anatomy & Physiology I 4  PEDH 1007 Aquatics 1  **Subtotal 16** |
| **Junior Year (Fall)**  EDUC 2130 Exploring Teaching & Learning 3  BIOL 2412 Human Anatomy & Physiology II 4  PEDH 3384 Adapted PE & Diverse/Classroom 3  PEDH 3394 Psychology of Coaching 3  HEDP 3660 Current Issues in Health 3  **Subtotal (16 hrs)** | **Junior Year (Spring)**  PEDH 4460 Kinesiology 3  EDUC 3350 Public School Health 3  PEDH 2276 Fund Coaching Bsktball/Volball 3  HEDP 2267 First Aid and Safety 2  PEDH 1002 Fitness 1  PEDH 1003 Recreation Skills I 1  PEDH 1001 Team Sports 1  **Subtotal 14** |
| **Senior Year (Fall)**  PEDH 4470 Physiology of Exercises 3  RECD 3045 Rec. Fac. & Equip. and Design 3  RECD 4002 Recreation for Special Population 3  PEDH 1004 Recreational Skills II 1  PEDH 1005 Lifetime Skills I 1  PEDH 1010 Yoga 1  PEDH 2272 Fund Coaching Football/Soccer 2  **Subtotal (14 hrs)** | **Senior Year (Spring)**  PEDH 4482 Tests & Measurements/Software 3  RECD 2075 Outdoor Recreation 3  RECD 4090 Admin. & Supervision of Rec 3  RECD 4095 Recreation Practicum 3  PEDH 1006 Lifetime Skills II 1  **Subtotal 13** |

## ENDORSEMENT IN DRIVER EDUCATION

Candidates holding initial or higher certification are eligible for an endorsement in driver education by Georgia Professional Standards

Commission.

|  |  |  |  |
| --- | --- | --- | --- |
| DEDP | 4468 | Driver and Traffic Safety Education | 3 |
| DEDP | 4469 | Teaching of Driver Safety | 3 |
| DEDP | 4470 | Multiple Car Facility | 3 |