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The Office of Graduate Studies Academic Catalog 2023-2024

Office of Graduate Studies Academic Catalog of MGA

History of the Office of Graduate Studies

In the spring of 2015, the Board of Regents of the University System of Georgia approved the mission change for Middle Georgia State College, which would allow it to begin offering select master's degrees in the 2015-2016 academic year. With its new mission, the name of the recently consolidated institution changed on July 1, 2015, to Middle Georgia State University. Consequently, in June 2015, the Office of Graduate Studies was established at the Warner Robins Campus as the institution's headquarters for all issues of graduate programming, admissions, and planning. Offered by the Department of Information Technology, the first degree approved was the Master of Science in Information Technology with specialized areas of study that include digital forensics, health informatics, and software development. The second degree was the Master of Science in Nursing in Adult/Gerontology Acute Care. As a position newly created and funded by the 2015-2016 FY budget, the Dean of Graduate Studies was assigned to administer graduate programs.

Dr. Loretta Clayton, Dean of Graduate Studies

Office of Graduate Studies
Academic Services Building, 221
100 University Boulevard
Warner Robins, GA 31093
Phone: 1-478-929-6865
Fax: 1-478-929-6714
Email: loretta.clayton@mga.edu

Mr. Drew McIntosh, Coordinator of Graduate Admissions

Office of Graduate Studies
Suite 217, Academic Services Building
100 University Boulevard
Warner Robins, GA 31093
Phone: 1-478-929-6865
Fax: 1-478-929-6714
Email: drew.mcintosh@mga.edu

Mission

The mission of the Office of Graduate Studies is to develop and offer graduate degrees suitable for working adults that address the needs of the region and anticipate a growing knowledge economy.

Philosophy

Graduate education at Middle Georgia State University represents one of the highest values an institution can promote for its students and the region. Founded on the belief that its citizens develop better and more fulfilling lives by furthering their education at the graduate level, graduate education will encourage a culture of knowledge and life-long learning, the values and practices of problem solving, the discipline of applied research, the goals of personal and professional development, and a broad participation in a knowledge economy. At its inception, faculty and students will collaborate to create a graduate studies culture marked by scholarship and academic excellence, individual integrity, service to the community, and intellectual reinvention.

Accreditation

Middle Georgia State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctoral degrees. Questions about the accreditation of Middle Georgia State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Master of Science in Nursing program at Middle Georgia State University is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Master of Science in Nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program at: <http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Master of Science in Occupational Therapy Bridge Program at MGA has been granted Candidancy status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)
6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
ACOTE c/o AOTA: (301) 652-AOTA
www.acoteonline.org

Knowledge of the Catalog

It is the responsibility of all Middle Georgia State University students to read, understand, and observe the rules and regulations of the University as published in the Academic Catalog and in other official announcements. The University reserves the right to change at any time any regulations and requirements as necessitated by the University or by the University System of Georgia. Unless otherwise determined by the Graduate Studies Catalog, graduate students shall follow the same policies applied to all students in the most recent Catalog and the most updated version of the Student Handbook. [Notice 1]

Non-discrimination Policy

Middle Georgia State University is an Affirmative Action/Equal Educational and Employment Opportunity institution. Factors of race, national origin, color, sex, age, religion, or disability are not considered in the admission or treatment of students or in employment, in accordance with Federal and State laws and regulations. It is the intent of the institution to comply with Title VII of the Civil Rights Act of 1964 and subsequent executive orders as well as Title IX and Section 504 of the Rehabilitation Act of 1973. For questions and issues concerning equal opportunity and compliance, please contact:

1. Nondiscrimination of Students, Employees, and Applicants (issues of discrimination generally)

Middle Georgia State University
100 University Parkway
Macon, Georgia 31206
nondiscrimination@mga.edu

2. Complaints of Sex or Gender Discrimination (including allegations of sexual harassment or sexual misconduct)

Director of Diversity, Inclusion & Equity/Title IX Coordinator
Jenia Bacote
Middle Georgia State University
(478) 471-3627
titleix@mga.edu

Sexual Harassment and Misconduct

For a newly updated policy on Sexual Harassment and Misconduct, see section 4.1.6.26 in: <http://policies.mga.edu/>
Effective July 1, 2016

Freedom of Expression

For a newly developed policy on Freedom of Expression, see section 6.4 in <http://policies.mga.edu/>
Effective July 25, 2021

Accessibility Services

Accessibility Services coordinates and provides a variety of services for students with documented physical and learning disabilities. The aim of this service is to ensure that students with accessibility issues have equal access to all academic and student programs offered at Middle Georgia State University. Services may include:

- Access and orientation to campus
- Adaptations for exams such as extended time

- Assistance in obtaining textbooks and course materials in alternate format (large print, alternative testing, access to electronic texts, etc.)
- Assistive technology software and AT lab
- Accessibility to on-line classes and resources
- Coordination of academic accommodations with Middle Georgia State University faculty

Accessibility Services shares an office with Counseling Services, located on the 2nd floor of the Student Life Center on the Macon Campus (478) 471-2985, in Georgia Hall on the Cochran Campus (478) 934-3023, and is available by appointment on the Dublin, Eastman, and Warner Robins Campuses. For more information, visit the Web site at: <http://www.mga.edu/accessibility-services>.

Academic Rights and Responsibilities

Middle Georgia State University is committed to intellectual pluralism and academic freedom. The university recognizes that there are rights and responsibilities that exist concomitant with the academic freedoms underpinning the professional work of its faculty.

Accordingly, Middle Georgia State University operates under the principles of the American Association of University Professors (AAUP) articulated in the 1940 Statement of Principles on Academic Freedom and Tenure (with 1970 Interpretive Comments), which can be found here on the AAUP website: <http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>.

Admissions and Notice on Calendars

All applicants, returning students, current students, prospective graduates, and any others should refer to the University site for the most up-to-date calendar for application, payment, registration, drop-add, start of classes, midterm, finals, holidays, and any other important dates for the academic and business calendars. See: <https://www.mga.edu/academics/calendars/index.php>

Notice on Calendar

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Contact for Admissions

Mr. Drew McIntosh
 Graduate Admissions
 Academic Services Building Suite 217
 100 University Boulevard
 Warner Robins, Georgia 31093
 Phone: (478) 929-6865
 FAX: (478) 929-6714
graduateadmissions@mga.edu

General Admissions Requirements for Graduate Study

1. A bachelor's degree from an institutionally accredited college or university.
2. Evidence of aptitude for success in graduate-level studies.
3. Completion of all program admissions requirements.
4. For residents of Georgia, Documentation of Lawful Residence.

Special Admissions Requirements For Graduate Study

Permission of the program dean if an applicant seeks entry into 5000-level classes as a senior or permission of the program dean for other students who have completed a bachelor's degree from an institutionally accredited college or university and who want to take a limited number of classes, normally not to exceed 9 hours.

Note: Students allowed to take classes under Special Admissions may not apply for a graduate assistantship. With permission of the program dean, any course(s) taken under Special Admissions and passed with at least a "B" may subsequently be applied for credit toward program requirements; in such cases the student must first be accepted into the program, and no more than five years shall have passed since the course(s) were taken.

General Admissions Requirements for Graduate Certificate Applicants

1. A bachelor's degree from an institutionally accredited college or university.
2. 2.5 overall GPA.
3. Letter of interest.

***Note: General Admissions Requirements for Graduate Certificate Applicants do not apply for admission to the Post-Master's Certificate program in Adult Gerontology Acute Care Nurse Practitioner. See specific admission requirements for the Nursing Post-Master's Certificate in that section of the catalog.*

Special Admissions Requirements for Graduate Certificate Applicants

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Notice on Admission Guidelines

Applicants should note that they are ultimately responsible for understanding and following all current admissions guidelines, which sometimes change to remain current and in compliance with University System of Georgia policies, Middle Georgia State University policies, individual program policies, or State and Federal regulations. Prospective students are urged to communicate directly with the Office of Graduate Studies if they have questions, to read their university-generated emails, and to follow those guidelines or directives.

Program Admission Requirements Master of Arts in Teacher Education with Initial Teacher Certification (MAT)

Admission into the MAT Program is competitive and granted on a space available basis. We may not have the enrollment capacity to accept all eligible applicants. Therefore, meeting the minimum GPA and GACE scores does not guarantee admission.

Students must:

1. Be admitted to Middle Georgia State University (MGA) in good academic standing with a cumulative GPA of 2.75 or higher on all courses to include transfer, transient, or taken as a part of a prior degree. Students who have not met all requirements for admission but have a cumulative GPA between 2.5-2.74 may submit a letter of appeal as part of their application. Disciplinary action at MGA and/or any other institution that the student has attended or while in the military may prevent admission.
2. Submit an official transcript indicating the awarding of a bachelor's degree in one of the accepted content areas from an accredited college or university approved by the GaPSC.
3. Submit a complete graduate program admission packet to the Office of Graduate Studies. Prospective applicants can access the admission packet from the Office of Graduate Studies website or by contacting the Office of Graduate Studies. Rolling admission is utilized; check with the department's website for priority deadlines.
4. Provide passing scores at the Professional Level (250 or above) on all GACE content area assessment for your prospective area of certification.
5. Provide proof of completion of the Georgia Educator Ethics Exit Assessment (350G).
6. Provide biographical statement including professional goals.
7. Provide two professional recommendations.
8. Complete a Pre-Service Certificate packet. The Teacher Education Program will request a Pre-Service Certificate from the GaPSC for the prospective student. The decision to issue the Pre-Service Certificate resides solely with the GaPSC.
9. The prospective student will be notified in writing by the Teacher Education Program of his or her acceptance and will be referred to as a "graduate intern."
10. Upon acceptance, provide a clear criminal background check.
11. Be available during regular public school day hours for practicum and clinical.
12. Upon acceptance, graduate interns must present proof of having liability insurance and a LiveText account.
13. Graduate interns must sign their program of study and contract agreement. Graduate interns are required to follow the program of study as prepared by the Teacher Education Program. Deviations from the program of study without prior consent from the Graduate Program Coordinator or Chair of the Department of Teacher Education and Social Work will result in dismissal from the Teacher Education Program.
14. If a graduate intern cannot obtain a GaPSC Pre-Service Certificate, acceptance into this program will be revoked.

MAT Academic Progress and Completion

Graduate interns must meet the following requirements to remain in the MAT program:

1. Maintain an overall cumulative GPA of 3.0 or greater in all courses in the major.
2. Earn a grade no lower than a "B" in all MGA graduate level education program courses.

3. Retake only one graduate level course where a grade of “C”, “D” or “F” was earned. Students will not be allowed to progress into subsequent courses.
4. Pass all program key assessments with an 80% mastery.
5. Graduate interns must meet end of semester Program Checkpoints to progress to the next semester.
6. Maintain professional liability insurance, a LiveText account and hold a valid Pre-Service Certificate for the duration of the program.
7. Provide evidence of attempting the Georgia Educator Ethics Exit Assessment (360G) prior to progression into Clinical & Seminar (EDUC 5006).
8. Provide evidence of successfully completing all key assessments prior to the end of the semester while enrolled in Clinical & Seminar (EDUC 5006).
9. Complete residency requirements for MGA.
10. Adhere to all policies and codes of personal and professional conduct, which originate with the School of Education and Behavioral Sciences, MGA, the GaPSC and associated schools/school districts.
11. Graduate interns cannot transfer between cohorts and must complete the program course sequence to which they were initially admitted. In case of extenuating circumstances, graduate interns may petition the Department Chair of Teacher Education and Social Work for consideration of transfer to a different cohort. Transfer requests will be considered on a case by case basis.

NOTE: Should a graduate intern complete all program requirements and the EPP determines that a candidate needs to increase competence in any area – knowledge, pedagogy, or dispositions – the EPP can request the completion of additional work before the graduate intern will be declared a program completer.

Certification Requirements (MAT)

Graduate interns are recommended for certification by the Teacher Education Program after successful completion of the degree program and earning passing scores on the following:

1. Provide evidence of successfully completing all program requirements

AND

2. Provide evidence of successfully completing the Georgia Educator Ethics Exit Assessment - 360G.

Upon receipt of successful completion of these certification requirements and the MGA Official Transcript with the degree awarded, the Department of Teacher Education and Social Work will recommend the graduate intern to the GaPSC for certification. The decision to issue the Certificate of Eligibility resides solely with the Georgia Professional Standards Commission

MAT Dismissal Policy

Failure to meet progression requirements will result in dismissal from the Teacher Education Graduate Program. A graduate intern may also be dismissed from the Teacher Education Graduate Program for disciplinary reasons. Behavioral concerns can/would be addressed through the Office of Student Affairs at MGA. In addition, students may be dismissed from the Teacher Education Graduate Program for inappropriate behaviors as outlined in the Teacher Education Program Graduate Student Handbook. Behaviors that are grounds for removal from clinical experiences include, but are not limited to: confidentiality breaches, harassment, absenteeism or tardiness, malpractice/negligence, failure to follow Teacher Education Program or clinical site policies and procedures, failure to fulfill responsibilities, or other activities that the supervisor deems unsafe or inappropriate. Ongoing patterns of unsafe/unprofessional behavior may be grounds for dismissal from the Teacher Education Program.

Code of Ethics Violations (MAT)

Pre-Service Certificate holders are GaPSC certified individuals, and they are expected to uphold the Code of Ethics for Georgia Educators. Both Educator Preparation Providers (EPPs) and schools/school districts are equally responsible for reporting suspected violations of the Code of Ethics to GaPSC. All educators are mandated reporters and are required to report alleged misconduct. For the educator, failure to report could result in a sanction of the educator’s certificate, and for an EPP, failure to report could adversely impact the EPP’s approval status. (See: <https://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>)

MAT Re-Entry Policy

Students who meet all present criteria for readmission to the Teacher Education Graduate Program must submit a completed readmission application, a criminal background check, and a letter of intent by the application deadline. Prior to readmission, a student must hold a valid Pre-Service Certificate. Readmission occurs on a space available basis.

Program Admission Requirements Master of Arts in Technical and Professional Writing (MATPW)

All students must meet the General Admissions Requirements for Graduate Study of the Office of Graduate Studies (see General Admissions for Graduate Study in the Office of Graduate Studies Academic Catalog.) Those requirements are currently:

1. A bachelor's degree from an institutionally accredited college or university.
2. Evidence of aptitude for success in graduate-level studies.
3. Completion of all program admissions requirements.
4. For residents of Georgia, Documentation of Lawful Residence.

In addition to the above Office of Graduate Studies requirements, students must meet the following admission criteria for the MA in Technical and Professional Writing:

- 2.75 undergraduate GPA or better; or successful completion of Middle Georgia State University's Graduate Certificate in Technical Writing and Digital Communication
- Letter of application that states the applicant's interest in and goals for the program

Program Admission Requirements Master of Arts in Public Relations

All students applying for the Master of Arts in Public Relations program must meet the General Admissions Requirements for Graduate Study of the Office of Graduate Studies. (See General Admissions for Graduate Study in the Office of Graduate Studies Academic Catalog.) Those requirements are currently:

1. A bachelor's degree from an institutionally accredited college or university.
2. Evidence of aptitude for success in graduate-level studies.
3. Completion of all program admissions requirements.
4. For residents of Georgia, Documentation of Lawful Residence.

In addition to the above Office of Graduate Studies requirements, students applying for the Master of Arts in Public Relations program must meet the following admission criteria and supply the following materials:

1. Preferred 2.75 GPA undergraduate GPA or better, or successful completion of at least 6 hours in Middle Georgia State University's Graduate Certificate in Strategic Business Communications.
2. Letter of application that states the applicant's interest in and goals for the program.
3. Current résumé.

Program Admissions Requirements Master of Business in Professional Leadership

All students must meet the General Admissions Requirements for Graduate Study of the Office of Graduate Studies. (See General Admissions for Graduate Study in the Office of Graduate Studies Academic Catalog.) Those requirements are currently:

1. A bachelor's degree from an institutionally accredited college or university.
2. Evidence of aptitude for success in graduate-level studies.
3. Completion of all program admissions requirements.
4. For residents of Georgia, Documentation of Lawful Residence.

In addition to the above Office of Graduate Studies requirements, students must meet the following admission criteria for the MB in Professional Leadership:

1. Preferred minimum GPA of 2.75.*
2. Letter of application that states the applicant's interest in the program.
3. Professional résumé highlighting work experience.

Note: Interested applicants who do not meet the preferred minimum GPA may take a standardized test such as the GRE or GMAT to further strengthen their application.

Additionally, significant weight is placed on the résumé when making a decision about an applicant with a lower than preferred GPA to account for experience beyond the classroom.

Program Admissions Requirements Masters of Science in Information Technology (MSIT)

Full Acceptance Requirements for the MSIT

Full Acceptance to the program requires applicants to have earned a bachelor's degree in IT, MIS, CS, or a closely related field (e.g., instructional technology, computer-based technology, or computer education) from an accredited college or university with a GPA of at least 2.75 OR a 2.5 GPA with significant work experience (as judged by the School of Information Technology) in Information Technology as documented by a résumé and other appropriate documents.

Acceptance for Students with Bachelor's Degree outside IT field for the MSIT

Students who have earned a bachelor's degree outside of the IT field may be required to take the following undergraduate courses prior to being fully accepted to the program:

- ITEC 3155 Systems Analysis and Design
- ITEC 3235 Human Computer Interaction

In addition to the two courses listed above, students interested in the Software Development concentration without an IT related bachelor's degree or programming background may be required to take:

- ITEC 2260 Intro to Computer Programming
- ITEC 2270 Application Development
- ITEC 4264 Data Structures and Algorithm Analysis
- ITEC 4261 Intro to JAVA Programming

In addition to the two courses listed above, students interested in the Health Informatics concentration without an IT or Health Administration related bachelor's degree should take:

- HLSA 3310 American Health Care System

In addition to the two courses listed above, students interested in the Data Science concentration without an IT or MATH related bachelor's degree should take:

- ITEC 2270 Application Development
- Appropriate undergraduate level STATISTICS course

In addition to the two courses listed above, Cybersecurity & Forensics concentration students without an IT related bachelor's degree are required to complete Foundations of Cybersecurity, a non-credit departmental course and assessment with learning materials used by MGA to earn the National Center of Academic Excellence designation. The course will not appear on the student's transcript, but successful completion is required to earn the Center of Academic Excellence designation (which will appear on the transcript). Students should also take:

- ITEC 4200 Foundations of Information Assurance

Admissions Materials for the MSIT

- 1) **Official transcripts** from all undergraduate and graduate institutes are required.
- 2) **A statement of purpose** must supply a statement of the applicant's career goals, citing how the MSIT would assist him or her in achieving those goals.
- 3) **A current résumé** must include education, work experience, awards, and any other applicable information.
- 4) **Two letters of recommendation** must be current and from the applicant's former professors and supervisors.

****No GRE is required for acceptance to the MSIT program.****

Priority Acceptance to the Program (MSIT)

Applicant satisfying all required criteria with at least three or more years of experience in an IT environment will be given priority admission.

Acceptance with Academic Requirements (MSIT)

Acceptance with Academic Requirements may be awarded to students who have not satisfied all of the criteria, but who have given evidence that they may succeed in the degree program. A “B” grade or better in the first three courses is required before a student can be converted to Full Acceptance Status. [See provisional admission status (p. 14)]

PAS with Academic Requirement (Masters of Science in Information Technology Program)

Acceptance with Academic Requirements may be awarded to students who have not satisfied all of the criteria, but who have given evidence that they may succeed in the degree program. A grade of “B” or better must be earned in the first three classes.

Program Admissions Requirements Doctor of Science In Information Technology

Application Materials

- **Application for admission**
- Statement of Purpose: a written statement of the applicant's professional goals and commitment to completing the degree requirements.*
- Two letters of recommendation from individuals familiar with the student's academic and technical abilities.
- An M.S. degree in a discipline related (or closely related) to Information Technology (e.g., Information Systems, Cybersecurity, Computer Science, etc.) conferred by an institutionally accredited institution.
- A grade point average of 3.0 or greater (on a scale of 4.0) on all graduate coursework.
- Two years of relevant work experience.
- Current résumé.
- Transcripts from all colleges and universities attended.
- An interview may be required at the discretion of the Admissions Committee.
- No GRE is required for application.

*Note: In a doctoral program, writing skills are of the utmost importance. Therefore, we urge all applicants to spend considerable time composing a thoughtful and detailed Statement of Purpose of about 500 words.

Program Admission Requirements Master of Science in Management (MSM)

All students must meet the General Admissions Requirements for Graduate Study of the Office of Graduate Studies (see General Admissions for Graduate Study in the Office of Graduate Studies Academic Catalog.) Those requirements are currently:

1. A bachelor's degree from an institutionally accredited college or university.
2. Evidence of aptitude for success in graduate-level studies.
3. Completion of all program admissions requirements.
4. For residents of Georgia, Documentation of Lawful Residence.

In addition to the above Office of Graduate Studies requirements, students must meet admission criteria for the MSM program established by the School of Business. The Graduate Admissions Committee, composed of select faculty who teach in the MSM program, review applications and admit students each semester.

Previous Education

A bachelor's degree from an institutionally accredited institution is required for admission to the MSM. The undergraduate degree does not have to be in a business discipline.

Work experience

Application material must include a resume with detailed descriptions of past work experience. Factors such as length of service, level of responsibility, and number of individuals supervised will be factored into the admissions decision.

Statement of career goals

Applicants must submit a statement of their career goals describing how the MSM would assist them in achieving those goals.

Grade point average (GPA) and Graduate Management Aptitude Test (GMAT) scores

To be considered for Regular Admission Status (RAS) to the MSM program, students must meet one of the following requirements:

- A bachelor's degree from Middle Georgia State University (in any major) and a GPA of 2.70 or higher (on a 4.0 scale)
- A bachelor's degree from an institutionally accredited institution and a GPA of 3.0 or higher (on a 4.0 scale)
- A bachelor's degree from an institutionally accredited institution, a GPA of 2.50 or higher (on a 4.0 scale), and either two year's of appropriate work experience or a minimum GMAT score of at least 400. Note: Students who have taken the GRE may submit these scores in lieu of taking the GMAT. GRE scores will be converted to a GMAT equivalent.

Program Admissions Requirements Master of Science in Nursing - Adult/Gerontology Acute Care Nurse Practitioner (MSN)

1. One (1) year experience as Registered Nurse with adult population (preferred).
2. Unrestricted license as a Registered Nurse in the State of Georgia.

3. Bachelor of Science in Nursing from either a Commission on Collegiate Nursing Education (CCNE) or Accreditation Commission for Education in Nursing (ACEN) accredited program.
4. Overall undergraduate GPA of 3.0.
5. Grade of “C” or better in an undergraduate statistics course.
6. Grade of “C” or better in a 3000- or 4000-level physical/health assessment course.
7. Not eligible for admission if applicant has earned a grade of “C,” “D,” “F,” or “WF” in any two or more graduate nursing courses.

Additional Required Materials (MSN - Adult/Gerontology Acute Care Nurse Practitioner)

1. Criminal Background Check
2. Urine Drug Screen
3. Résumé
4. Statement of personal and professional goals
5. Three letters of recommendation attesting to aptitude for graduate study
6. Meet Southern Regional Education Board Council (SREB) on Collegiate Education Nursing Practice Standards/Essential Abilities
7. Interview*
8. Essay – All applicants must write an APA document discussing the role of an AGACNP professional in the health care environment and how this specialty impacts health care and health care outcomes on the day of their scheduled interview. Document is limited to no more than 800 words.
9. Proof of professional malpractice liability insurance.

*Further instructions on the Interview are part of the application form.

MSN Course Failure Policy

A student who fails with a C, D, or F in two graduate nursing courses will be dismissed from the program and will not be eligible for re-entry into the MSN program.

Program Admission Requirements Master of Science in Occupational Therapy (MSOT)

Applicants to the MSOT Bridge Program must submit a portfolio including all of the following:

1. Complete official MGA Graduate Application
2. Minimum GPA of 3.0 or above (overall GPA and in prerequisite courses)
3. All prerequisite courses completed with a grade of C or higher
4. Minimum of 84 semester equivalent credits (includes courses from OTA degree and prerequisite courses) from an institution that is accredited by a USDE recognized accrediting agency; 43 of these hours must be OTA courses
5. Proof of a minimum of 1-year full-time experience working as a licensed COTA (or a minimum of 1,500 hours working as a fully licensed COTA)
6. Current résumé or curriculum vitae
7. Statement of professional goals (professional philosophy/educational desires; 300 - 500 words)
8. Two Letters of Recommendation (professional and/or academic)
9. Copy of current U.S. professional occupational therapy assistant license and NBCOT certification*
10. Background check
11. Official transcripts from all colleges and universities
12. An interview may be required at the discretion of the Admissions Committee

*Licensure and certification indicate successful completion of the NBCOT Certification Exam for Occupational Therapy Assistants.

Regular Admissions Status for Study in Graduate Programs (RAS)

Fully accepted to the program having met all General Admissions Requirements for Graduate Studies and all other requirements or materials for a particular program. Materials must be received by 11:59 p.m. on the priority admissions deadline.

[Admissions deadlines are maintained and updated via the Graduate Studies page.]

Provisional Admissions Status for Study in Graduate Programs (PAS)

As of July 1, 2022, graduate students are no longer admitted under a Provisional Status policy. They are either admitted or denied admission. Deans have broad discretion on whether to admit a graduate student. If very limited conditions apply, the admission letters shall identify an exact timeline or credit-hour limit for conditions to be met, usually no longer than the end of the first semester or the completion of 9 (nine) credit hours. If these conditions are not met, then a registration hold is placed on the student record, and students will have one semester to complete the conditions; during this time period they may not register for graduate-level classes. If students do not complete those requirements by the end of the next semester, then they must re-apply to the program to activate their record. Re-admission in such cases is not guaranteed. The Graduate Program Coordinator is responsible for keeping up with this process. If for some reason the program does not track an admitted student with this timeline requirement identified in the admission letter, and the student then completes the curriculum, the student must be allowed to graduate.

Immunization Requirements

The Board of Regents of the University System of Georgia requires all students attending Middle Georgia State University to submit acceptable proof of immunization against the following: MMR (measles, mumps, rubella) 1 & 2, Tetanus-Diphtheria (Td booster in the last 10 years or primary series with DtaP, DTP or Td), and Varicella (either history of chicken pox, positive Varicella antibody, or two doses of vaccine given at least 1 month apart if immunized after age 13) before being allowed to register for classes. It is important that all shots be given after the first birthday. For students born before January 1, 1957, only proof of immunization against tetanus is required. All applicants per USG policy are required to submit proof of immunization prior to attending classes. Certain applicants applying for online only programs may select the distance learning exemption, but applicants for the MS in Nursing, the MS in Occupational Therapy, and the MA in Teaching will be required to submit a completed immunization form.

Background Check Policy Related to Admission

Applicants to Middle Georgia State University are required to answer accurately on the GA411 application for admission and on any paper applications questions related to prior or pending charges and convictions. An affirmative answer to the questions does not automatically mean an admissions denial but it does require further review before a decision will be made.

Applicants who mark “yes” to any of the criminal questions will undergo further review through the following methods:

- A completed background questionnaire will be required to be returned to the Office of Admissions.
- A signature is required on the questionnaire form, allowing the University to perform a background check and investigation. For out of state arrests or convictions, applicants will be required to pay for a national background check. (Specific information on how to proceed with a national background check will be sent to the applicant in a letter.)
- Upon receipt of the background check, the Assistant Vice President for Admissions and/or the Associate Vice President of Student Affairs will review the report and determine whether an admission decision can proceed forward or whether an interview with the Assessment and Care Team (ACT) Committee is required.
- The committee will consist of representatives from Campus Police, Residence Life, Counseling Services and the Student Affairs office.
- Once a decision concerning admission is made, the Assistant Vice President for Admissions is notified.
- The applicant will be notified of final decision by letter.
- The decision of the Assessment and Care Team Committee will be final. Applicants may reapply after one year and are strongly encouraged to consider other educational opportunities, to think about more specific life lessons learned, and/or more specific educational/career goals.

Admissions decisions are contingent upon the results of criminal history information provided by the applicant or obtained during a background investigation. Applicants that demonstrate a history of criminal activity or behavior will be considered based on the nature, number and gravity of crimes for which the applicant was convicted and the amount of time that has passed since the conviction. Applicants that fail to report criminal history information may be removed from further consideration in the admissions process. All statements made in admissions applications must be true and complete. Discrepancies, misstatements, omissions, and/or falsifications may be cause for denial. If an applicant is admitted and it is later determined that the information provided during the admissions process was not factual or complete, the applicant may face student conduct charges.

Students Enrolled at Other Institutions/ Transient Admissions Status (TAS)

Upon completion of the Online Graduate Admissions Form and by approval of the Dean of the school that houses the program, a student may register for 3 hours if enrolled in another graduate program; as such that student shall be labeled **Transient Admissions Status (TAS)**. At the time of registration, such students shall additionally provide evidence from their home institution that they are in good standing with at least a 3.0 GPA. Materials must be received by 11:59 p.m. on the late admissions deadline.

Transfer Credit

Each program may approve 0-9 hours of transfer credit upon approval of the dean of the school that houses the program or by his or her designee. To apply for transfer credit, students should use the Middle Georgia State University Course Substitution Form available on the MGA website.

Residency Rule

Students shall take their last 15 hours of credit in residence (defined as enrolled in MGA classes) unless a Graduate Studies Transient Permission Form is approved for no more than 9 hours by the Dean of the school that houses the program and as submitted to the Registrar's Office prior to registering for those courses taken as a transient; such courses shall be from a fully accredited institution. As such that student shall be labeled **Transient Admissions Status (TAS)**.

Readmission

Former students in academic good standing who have attended Middle Georgia State University within a 12-month period and who have not attended any other institution in the interim are not required to reapply. Former students in academic good standing who have not been in attendance for 12 months or more must reapply through the Office of Graduate Studies. Students who have attended another college or university since last attending Middle Georgia State University must furnish official transcripts from each institution attended and contact the Office of Graduate Studies to update their record.

Former students will be evaluated for readmission based on the current admission standards and be evaluated for graduation from the catalog in effect at the time of readmission.

International Applicant Admissions Requirements

Definition of an International Student:

1. You are not a U.S. Citizen or Permanent Resident and are currently in the United States on an F-1 student Visa.
2. You will require an F-1 visa to enter and study in the United States.
3. You are currently in the United States on some other class of visa. A copy of your visa from your passport must be submitted.

Middle Georgia State's Office of Graduate Studies welcomes applicants from other countries. International applicants interested in our graduate programs should complete the steps listed below.

Please note MGA offers degree programs online.* International Students who wish to pursue an online degree while remaining in their own country should follow steps 1-5 and notify the Office of Graduate Admissions that you wish to be a distance learner studying in your own country.

1. Complete the Graduate Studies Application
2. \$40 application fee paid online
3. Get official transcripts of all non-U.S. colleges attended evaluated by an official U.S. Credential Evaluation Service. The results should be sent to the Office of Graduate Admissions directly from the evaluator. International applicants must have the equivalent of an U.S. Bachelor's Degree. A course-by-course and grade point average (GPA) evaluation is required for college/university records. World Education Services is our preferred credential evaluator and they can be reached at 212-966-6311 or www.wes.org.
4. Request that all U.S. colleges/universities that you have attended or are attending, send your official academic transcript to the Graduate Admissions Office.
5. Submit required documents for program of interest to the Graduate Admissions Office.
6. Applicants whose native language is not English must provide evidence of English language proficiency. Request that your official Test of English as a Foreign Language (TOEFL) scores be sent to the Graduate Admissions Office. For additional information regarding the TOEFL, please visit www.ets.org

Exceptions to the English (TOEFL) Requirement: Applicants holding a bachelor's degree from an institutionally accredited U.S. college or university.

7. Submit an affidavit of financial support, a **letter from your family or sponsor** stating they will pay for your education, and **certified bank records showing three months of transactions with a balance of at least \$25,000 per year** available to you for your educational and living expenses in the United States. Please be advised that Middle Georgia State does not offer a financial aid program for International Students.

Once all required documents have been received, the completed application packet will be forwarded to the respective department for review. If you are currently attending another college or university in the U.S. and wish to transfer to Middle Georgia State, please contact the Office of Graduate Admissions.

International students are required to submit proof of immunization for certain communicable diseases. Immunization certification must be submitted on the form supplied by the college. Health insurance is mandatory for international students.

Where to Send Select Documents

Required documents, other than official transcripts, test scores, and credential evaluation reports, may be imaged and emailed to graduateadmissions@mga.edu, faxed to 478.471.2469, or mailed to Graduate Admissions, 100 University Parkway, CSS 220, Macon, GA 31206 USA, 1.877.238.8664 (phone).

*MGA does not offer student visas for fully online programs.

Senior Citizen Admission (Persons Sixty-two Years of Age or Older)

Eligible persons (62 years of age or older) may audit or enroll in a course for resident credit on a space available basis without payment of fees except for application fees, supply fees, laboratory fees, and applied course fees. Applicants must provide evidence of immunization by completing the Immunization form provided by the Office of Graduate Admissions. To be eligible for admission and enrollment as a senior citizen, persons must:

1. Meet all requirements for admission as outlined elsewhere in this catalog.
2. Be a legal resident of the State of Georgia.
3. Be 62 years of age or older at the time of registration. (A birth certificate or other comparable written documentation of age must be submitted with the application for admission.)

Admission of Veterans

Veterans' Affairs

Middle Georgia State University is approved for the educational training of the following eligible persons:

1. Pre-approved veterans with service-connected disabilities.
2. Students with VA educational eligibility under the Montgomery/ GI Bill (Active Duty and Selected Reserve), the Post- 9/11 Veterans Education Assistance Act of 2008 (New GI Bill), and the Reserve Educational Assistance Act (REAP).
3. Certain eligible spouses and dependents of veterans who are totally and permanently disabled as a result of military service, those who died while in the military, or those whose death resulted from a military-connected disability.

Veterans and other eligible persons interested in obtaining educational benefits must meet all applicable requirements for admission as outlined in this catalog; moreover, students who are certified to receive VA educational benefits will be governed by the same academic policies, rules, and regulations as stated in the Middle Georgia State University Catalog, and in the Middle Georgia State University Student Handbook. The Veterans' Certification Office provides the following services:

1. Certifying persons for the receipt of VA educational benefits.
2. Monitoring registration and withdrawal and academic progress with reporting as required to the Veterans' Administration.

Students who attend the University under the Montgomery GI Bill, REAP, and the New GI Bill are required to pay University tuition and fees as regular students since VA benefits are paid directly to recipients according to law. Students are certified according to VA rules separately for each term or mini-term as full time, 3/4 time, etc., depending on the length of the term and the hours taken. For more information, contact the Registrar's Office on the Macon Campus at (478) 757-2681 or the Registrar's Office on the Cochran campus at (478) 934-6406.

Vocational Rehabilitation Applicants

Vocational Rehabilitation Students who have fees paid by the Georgia Department of Human Resources, Division of Vocational Rehabilitation, must request the Office of the Registrar to send copies of their grades to the Vocational Rehabilitation Office each semester. The University Bursar's Office must be in receipt of written authorization from the Vocational Rehabilitation Office prior to students' registration each semester.

Before Applying to a Graduate Program

1. Admission to Graduate Studies differs from undergraduate admission as admission decisions at the graduate level are made by the individual academic departments and requirements vary by program. Review the Program Checklist for all required materials.
2. Before you submit your application, scan unofficial transcripts, etc., and be prepared to upload files to the Office of Graduate Admissions through the online application on the Office of Graduate Studies website.
3. Request Official Transcripts at least a month before the deadline, which must be received either as a sealed document or accessed by the Office of Graduate Admissions through a secure access code. Official transcripts should be sent to the Office of Graduate Admissions.
4. The Letters of Recommendation are typed letters from academic or professional sources. Be sure to notify references that they will be asked to write a letter for you, and give them at least three weeks to complete the letter. Letters must be signed and then faxed, mailed, or scanned to the Office of Graduate Admissions by the reference.

How to Apply

1. Read all the information above in the Before Applying to a Graduate Program section.
2. Go to the Middle Georgia State University site at: <http://www.mga.edu>.
3. Go to Academics and select Graduate Studies.
4. You may also go straight to the Graduate Studies webpage at: <https://www.mga.edu/graduate-studies/apply.php>
5. Check Admissions Deadlines for application!
6. Go to Apply Now on the navigation bar on the right.
7. Review program specific requirements.
8. Select the purple Apply Now box. You will be redirected to the online application.
9. After applying, you can monitor your admissions status online by selecting Check My Status under the Resources tab on the Graduate Studies webpage.
10. Remember you may always call the Graduate Admissions Specialist at (478) 929-6865 for any information about applying to graduate programs at MGA or to track your application.

Student Email

Upon acceptance by the University and when assigned a 983##### student i.d. number, students must create an email account which they are responsible for accessing and through which the University disseminates all official notices and information. See the following site for instructions: <https://www.mga.edu/technology/services/email.php>

SWORDS (Student Web Organized Records and Data Systems) Accounts

Upon acceptance by the University and when assigned a 983##### student i.d. number, students must create a SWORDS account to access registration, grades, class schedules, transcripts, financial aid status, account balances, and much more. See the following site for instructions: <https://www.mga.edu/technology/services/banner.php>

Registering for Classes

During the published registration period on the academic calendar students may register online via their SWORDS account.

1. How to check your registration status
 - a. Go to www.mga.edu
 - b. Click on SWORDS
 - c. Enter your username (student id or SS#) and password
 - d. Click on the student tab
 - e. Click Registration
 - f. Click registration status
2. How to register for classes
 - a. Go to www.mga.edu
 - b. Click on SWORDS

- c. Enter your username (student id or SS#) and password
- d. Click on the student tab
- e. Click registration
- f. Click Select Term
- g. Choose Registration Term and click submit
- h. Click on Add or Drop Classes
- i. Type CRNs into Add Classes Worksheet
- j. Click on Submit Changes
- k. Verify Course Schedule by viewing student detail schedule

NOTE: You may not register for a class unless you meet prerequisite requirements.

3. How to view your student detail schedule

- a. Go to www.mga.edu
- b. Click on SWORDS
- c. Enter your username (student i.d. or S.S.#) and password
- d. Click on the student tab
- e. Click Registration
- f. Click Student Detail Schedule

4. How to drop a class

- a. Go to www.mga.edu
- b. Click on SWORDS
- c. Enter your username (student i.d. or S.S.#) and password
- d. Click on the student tab
- e. Click registration
- f. Click Select Term
- g. Choose Registration Term
- h. Click on Add or Drop Classes
- i. On the add classes worksheet locate the **action** column
- j. Select **dropped on web** from the drop-down menu next to the class you wish to drop
- k. Click submit changes
- l. Verify that the change is accurate and completed before logging out of SWORDS.

Brightspace/D2L/Student Learning/Course Delivery Platform

Brightspace (formerly D2L) is the Learning Management System of Middle Georgia State University. It's a relatively easy way to create a course web site. A Brightspace course site allows "anytime, anywhere" access to syllabi, readings, multi-media files, electronic drop boxes, online quizzes, communication, grading, student progress reports, etc. See the following site for instructions: <https://www.mga.edu/d2l/index.php>

Educational Support

Academic Advising

Academic advising is provided by the School and program that houses a degree. Each program will have a designated program advisor, and advising hours and locations will be posted electronically on online course platforms; on the information page of the Graduate Studies Office; and on the information page of the School that houses the program. Except for part-time instructors, all full-time faculty will be trained in advising and shall be assigned advisees under the direction of the Dean and/or the Graduate Program Coordinator. Faculty will be available for advising at certain hours during early, regular, and late registration. All full-time faculty will make themselves available for advising by appointment, which may be conducted in-person, by phone, or by Skype or similar programs.

Technical Support

Technical support is provided by the Office of Technology Resources and its Help Desk, which is headquartered in Campus Support Services, 100 University Boulevard, Macon, GA 31206 or at helpdesk@mga.edu. Students may call (478) 471-2023 in Macon; (478) 934-3319 or (478) 934-3039 in Cochran. Technical Support offices are located at TAC in the Macon Campus Library; in Jackson Hall on the Cochran Campus; in L7 in the Library of the Dublin Campus; in room 1147 in the Terry L. Coleman Center for Aviation and Technology on the Eastman Campus; or room 118 Thomas Hall in Warner Robins, (478) 929-6730. D2L/Brightspace help is provided through the above offices or through the D2L/Brightspace link on its homepage at: <https://www.mga.edu/d2l/help.php>

Student Fees and Financial Policies

Bursar's Office Website for Current Tuition and Fee Amounts:

<https://www.mga.edu/bursar/tuition-fees/graduate-tuition-fees.php>

Tuition and fee* payments may be made at physical campus locations *by cash, check or money order only*. No credit cards are accepted for tuition at the campus locations.

*Excluding the graduate studies application fee, which must be made through the link on the Admissions page.

Payments may be made online by logging into the SWORDS account on the MGA website. Online payment options are as follows:

- Credit Cards – a 2.9% convenience fee will be added for using a credit card. VISA, Mastercard, Discover, and American Express will be accepted for online payment.
- HigherOne One Account – no convenience fee will be added when using your HigherOne One Account.
- E-check (electronic check) – no convenience fee will be added when paying by e-check, but you will need your bank routing number and your account number.

Important Note: *Payments for miscellaneous fines or fees (library fines, parking fines, graduation applications, etc.) can still be made at the Macon, Cochran, Dublin, Eastman and Warner Robins campus payment locations with a credit card (MasterCard, Discover, American Express or VISA will be accepted and no convenience fee will be added), as well as with a check or cash. Cash, check or money order only will be accepted at the Robins Resident Center.*

A student attending classes who has not completed registration with the Bursar's Office through payment of tuition and fees will be held liable for the total due plus any service fees assessed, applicable collection costs, court costs, and legal fees associated with collection efforts. A "hold" will be placed on the record of any student who has a financial obligation to the University and will remain on the student's record until the obligation is settled. This "hold" prevents a student from registering for additional classes, from graduating, and from obtaining grades and transcripts.

Persons who have checks returned by a bank for any reason must promptly settle that obligation with the University, along with a \$30 returned item fee that is assessed. Failure to do so will be considered nonpayment of tuition and fees. The University reserves the right to void a student's registration for nonpayment of tuition and fees at any time during the academic term. The University also reserves the right to place students on "cash only" status for writing checks that are not honored by a bank.

It is the responsibility of all MGA students to be informed of, and to observe all regulations and procedures regarding the payment of tuition and fees and the entitlement of refunds. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that he/she was not informed of the regulation by an advisor or other authority. Verbal misinformation is not grounds for waiver of a regulation. All questions concerning tuition and fees and refunds should be directed to the Bursar's Office.

Payment of Tuition and Fees

Payment deadlines are listed on the University's website under the Bursar's Office webpage. Registration is not complete until all tuition and fees have been paid. All tuition, fees, and other charges are subject to change at the end of any semester.

Tuition Rates

Payment deadlines are listed on the University's website under the Bursar's Office webpage. Registration is not complete until all tuition and fees have been paid. All tuition, fees, and other charges are subject to change at the end of any semester.

For updated graduation tuition and all fees, please see:

<https://www.mga.edu/bursar/tuition-fees/graduate-tuition-fees.php>

Fees

In addition to tuition, Middle Georgia State University imposes certain fees. The University assesses mandatory fees each semester to students who are registered for one or more credit hours. MGA's mandatory fees include the following fees: activity fee, athletic fee, health fee, parking fee, recreation and wellness fee, special institution fee, and technology fee.

The activity fee is assessed per credit hour and is capped at 15 hours. Prorated amounts for the athletic fees are assessed for enrollment below 5 credit hours – the full athletic fee is assessed for 5 to 15 hours. The recreation and wellness fee is assessed by campus (Macon and Warner Robins only).

All fees are tentative and subject to change according to Board of Regents policy.

Current fee amounts are listed on the University's website under the Bursar's Office page. See: <https://www.mga.edu/bursar/index.php>.

For graduate students taking classes on one of the five campuses, all fees charged to undergraduate students would apply. For students taking only online graduate courses, the following fees apply:

- **Technology Fee (\$46):** All students enrolled at Middle Georgia State are assessed a technology fee each semester. This fee is used to support technology improvements directly benefitting students.

- Special Institution Fee (**up to 4 credit hours, \$125; 5 or more credit hours, \$250**): All USG students are required to pay a mandatory special institution fee imposed by the Board of Regents.
- Student Health Insurance: Students enrolled in graduate nursing or education programs, or international students holding F or J visas at Middle Georgia State, are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. More information can be found on the University's website under Student Health Insurance.
- Liability Insurance (**\$16 per semester**): Education students enrolled in clinical programs require professional liability insurance. This fee is nonrefundable.
- Graduation Fee (**\$50**): Fee required when applying for graduation.
- Online Course Proctoring Fee: Some online courses require proctored exams for which there is a fee.
- Transcript Fee (**\$5**): Waived for graduates of Middle Georgia State College/Middle Georgia State University who apply to Middle Georgia State University graduate programs but required for all if sent to other institutions.

For students in the Master of Arts in Teaching Secondary Education with Initial Teacher Certification program, the following fees apply:

- GACE Admissions Assessment: Program Admission (combined test) (**\$128**); Program Admission (any two tests) (**\$103**); Program Admission (single test) (**\$78**);
- GACE Content Assessment: (combined test) (**\$193**); (single test) (**\$123**);
- Criminal Background Check (**estimated \$15**)*
- Georgia Educator Ethics Entry Assessment (**\$30**)
- Liability Insurance (**estimated \$16**)*
- LiveText Field Experience Edition (**\$133**)
- Georgia Educator Ethics Exit Assessment (**\$30**)

*Please see the most updated information on these fees on the MAT website on the Office of Graduate Studies webpage at: <http://www.mga.edu/graduate-studies/>

For students in the Master of Science in Occupational Therapy, the following estimated fees apply:

- Liability Insurance: (**estimated \$16**). Students enrolled in clinical programs require professional liability insurance. This fee is nonrefundable.
- Books/Supplies: (**approx. average of \$300.00 per semester**). Variable based on where books are purchased, etc.)
- Additional MSOT Course/Lab Fees: (**Approx. \$400 total for two years of program**). Includes any special assessments, evaluations, etc.
- Background Check: (**approx. \$200**). Variable depending on fieldwork site requirements.
- Drug Screen: (**approx. \$50**). Variable depending on fieldwork site requirements.
- Fingerprinting: (**approx. \$50-100**). Variable depending on fieldwork site requirements.
- Physical Examination: (**approx. \$50-150**). Variable depending on provider/insurance. May be required by specific fieldwork sites.
- Immunizations: (**approx. \$50-250**). Variable depending on provider/insurance and fieldwork requirements.
- American Heart Association CPR Fee: (**approx. \$50-100**). Required prior to any fieldwork experience.
- ACEMAPP Fee (**\$50**). Applies only to specific fieldwork sites.
- Uniforms: (**approx. \$50-100**). Variable depending on whether required by fieldwork sites.
- American Occupational Therapy Association (AOTA) Student Membership: (**\$75.00 per year**). Required in order to access materials for various courses.

*Please see the most updated information on these fees on the MSOT website on the Office of Graduate Studies webpage at: <http://www.mga.edu/graduate-studies/>

Additional Costs of Attendance

Students may incur additional costs of attendance while attending Middle Georgia State graduate programs. These costs include, but are not limited to, textbooks, course supplies, nursing or other uniforms, and instruments.

Refund Policy (Non-Financial Aid)

A full refund will be given to students who officially withdraw prior to the last the drop/add period. The refund amount for students completely withdrawing from the University after the last day of the drop/add period will be based on a pro rata percentage determined by dividing the total number of calendar days in the semester the student has completed by the total number of calendar days in the semester. The total number of calendar days in the semester will include weekends. Scheduled breaks of five or more days and days that a student was on an approved leave of absence are excluded. No refunds will be issued once a student has completed 60% or more of a semester. However, a refund of all nonresident fees, matriculation fees, and other mandatory fees will be made in the event of the death of a student at any time during the academic session.

NO refunds will be made for the following:

- Withdrawal after 60% of the semester is completed
- Failure to withdraw officially
- Suspension or forced withdrawal for disciplinary reasons
- Reduction in hours after the "drop/add" period ends

Financial Aid

Applying for financial aid is a complex and time-consuming step for prospective students. For the most up-to-date information, please see the following link:

<http://www.mga.edu/financial-aid/default.aspx>

Contact the Financial Aid Office: Toll-Free at 1-877-238-8664 or fainfo@mga.edu

NOTE: A student admitted to a graduate program on a provisional basis is ineligible to receive assistance from any federal student aid program.

Graduate Assistantship Programs

As a way of fostering a strong graduate studies culture and encouraging mentoring as an essential practice of graduate education, a select number of students may receive financial aid in the form of assistantships while pursuing a master's degree. To be eligible for appointment as a graduate assistant, the student must be fully admitted to a program with Regular Admission Status as identified by the Office of Graduate Studies in the initial acceptance letter.

A graduate assistantship is an honor based on merit, and for this aid, students are required to complete specific services to the University as spelled out in the letter or email that communicates the award of an assistantship. The Graduate Program Coordinator will assign the graduate assistant to a faculty mentor, who will be that student's immediate supervisor. The Office of Graduate Studies will provide orientation and continuing education for all graduate assistants and their faculty mentors. For each semester of an assistantship, a student must provide proof of insurance and register for and earn credit for six to twelve hours* of graduate course work leading to a degree**. A graduate assistant must also maintain at least a 3.0 GPA and may not have received less than a "B" in any previous graduate course prior to an application for an assistantship. Applicants must also pass a background check prior to the start of their duties. They must additionally provide two letters of reference, which may be the same letters provided in the general admissions process if an applicant has yet to take a graduate course at any institution.***

*Note (1): Credit hour eligibility for assistantships will depend on the type of assistantship and the nature of the compensation as determined by the Dean of Graduate Studies.

**Note (2): Graduate teaching assistants will need 18 hours of 5000-level credit in the area of instruction.

***Note (3): Policy under review AY2022-2023

Complete guidelines for Graduate Assistantships, which may include Research Assistantships or Teaching Assistantships, can be found in the Graduate Assistantship Handbook (p. 83) in the Appendix of the Office of Graduate Studies Academic Catalog.

Financial Aid Priority Deadlines

Students applying for financial aid should adhere to these deadline dates to allow for appropriate processing and review time to ensure that their financial aid is available for use prior to the start of a semester. **The following deadlines are 'priority' deadlines. Students meeting these deadlines should have ample notice of their awards prior to the start of the semester. All other applicants will be processed in date order.** The Office of Student Financial Aid will still process the student's award package even if the deadline is missed; however, we make no guarantee that the funds will be available for payment if students apply late. If students miss the deadline and must pay upfront, they generally can be reimbursed for any aid for which they are deemed eligible.

March 15	Fall semester priority deadline for submitting the completed and signed FAFSA or Renewal FAFSA to the federal processor.
April 20	Fall semester deadline for submitting all supporting documentation requested by the Office of Student Financial Aid.
September 1	Spring semester priority deadline for submitting the completed and signed FAFSA or Renewal FAFSA to the federal processor.
October 1	Spring semester deadline for submitting all supporting documentation requested by the Office of Student Financial Aid.
March 1	Summer semester priority deadline for submitting the completed and signed FAFSA or Renewal FAFSA to the federal processor.
April 5	Summer semester deadline for submitting all supporting documentation requested by the Office of Student Financial Aid.

*Students who miss these deadlines must be prepared to pay their own fees. Students must apply for financial aid each academic year. Awards are made only for the current year.

Financial Aid Program Descriptions

Federal Grants

Graduate students and students holding baccalaureate degrees are not eligible for the Federal Pell Grant or Supplemental Educational Opportunity Grant (SEOG).

Federal Loans

Federal Direct (Unsubsidized) Student Loans

A federal loan program available to graduate students; there is no requirement to demonstrate financial need. The loan amount that may be borrowed is based on the student's cost of attendance minus any other financial aid the student receives.

Interest Payment: Students must pay all interest that accrues on unsubsidized loans during the time of enrollment in school, during the grace period, and during any periods of deferment or repayment. There are two ways students may pay the required interest:

- Make monthly or quarterly payments to the lender,

OR

- Reach an agreement with the lender to add interest to the principal of the loan, but no more frequently than quarterly; this is called capitalization. If students do not make interest payments as scheduled while in school, in grace period, or during a period of authorized deferment, the lender may automatically capitalize the interest every three months. During other periods, students must pay this interest to the lender, unless the lender agrees to grant forbearance, as explained in the promissory note.

Federal Direct PLUS Loans for Graduate Students

The federal government sponsors PLUS loans for students needing additional loan assistance. The maximum PLUS loan amount that may be borrowed is the student's cost of attendance minus any other financial aid the student receives.

Alternative Loans

Alternative education loans are created and offered by private lenders. They are credit-based loans that help students "bridge the gap" between the financial aid they have been awarded and any additional amount they feel may be needed to help achieve their educational goals. The lender sets the terms and conditions of the loan. Unlike Federal Direct loans which are created and guaranteed by the federal government, alternative education loan terms vary from lender to lender. All students are advised to utilize all federal financial aid, including Federal Direct loans, before borrowing an Alternative Education Loan.

Federal Work Study

This program is designed to provide students with an opportunity to pay part of their educational expenses by working at a part-time job. To be employed under this program, students must show evidence of financial need each semester, and maintain good academic standing while employed under this program. Preference will be given to students with exceptional financial need.

Under the Federal Work Study Program students are given the opportunity to work approximately 16 hours per week depending on the award. These funds must be earned. Students must arrange their employment schedule with their assigned supervisors.

Student Assistant Program

This program, sponsored entirely by Middle Georgia State University, employs students on a part-time basis on campus. Financial need is not a determinant. Students must be enrolled for at least 4.5 hours to be employed as a student assistant.

Under Student Assistant programs, students are given the opportunity to work approximately 15 to 19 hours per week depending on the award. These funds must be earned. Students must arrange their employment schedule with their assigned supervisors.

Financial Aid Policies Governing the Administration of Awards

- Applicants must be accepted for regular admission to Middle Georgia State University before financial aid funds can be awarded.
- Applicants for financial aid must be enrolled at the University before financial aid funds can be applied to institutional charges. Applicants must take courses applicable to their program of study.
- Enrollment hours at the University are locked at a designated census date each semester to insure proper reporting of enrollment and accuracy of aid awarded. Students must register for all courses in that semester before the census date to have pro-rated aid adjusted. Coursework added after this date will not be eligible for an adjustment/increase of the student's award.
- Federal Student Loan recipients in graduate programs must enroll and maintain an enrollment of at least 4.5 or more semester hours to be considered half-time. Full time has been designated as 9 semester hours.
- Payment of Awards: Eligible financial aid awards are authorized to the student's Middle Georgia State University account each semester after registering. Students may use these funds to pay institutional charges, i.e. tuition, fees, room, board, and book charges. Student financial aid funds which remain after all MGA obligations have been satisfied are disbursed through Higher One by means chosen by the student. Generally, funds are disbursed three weeks after the end of drop-add and weekly thereafter. The initial refund date will be published each semester.
- Federal Financial Aid regulations require students to begin attendance to be eligible. Therefore, students reported as "no shows" will have their aid adjusted accordingly.
- Ordinarily, financial assistance is awarded for two semesters of the regular academic year. Summer semester will be treated separately from the regular academic year. Students may be required to complete a Summer Application for Aid to advise the Financial Office of their intent to attend.
- Financial Aid awards are made for Fall and Spring semesters. If a student intends to begin in Spring or Summer semesters, they should notify the Office of Financial Aid so that their award may be adjusted to complement their enrollment.
- Students in default or overpayment on Federal or State Student aid Programs or a Scholarship program will not be considered for any financial aid program at Middle Georgia State University unless the default or overpayment has been satisfied.
- Students enrolled as transient students at Middle Georgia State University from a University of Georgia System School only can receive aid through a consortium agreement. All other students should check with their home institution.

Refund/Repayment Policy for Financial Aid Recipients

When financial aid recipients withdraw during a semester, the amount of federal assistance that students have earned up to that point is determined by a formula specified by the Department of Education. If students were disbursed less assistance than the amount earned up to the point of withdrawal, they are eligible to receive the additional funds. If students received more assistance than earned, then they and the institution will share in returning excess funds to the appropriate federal agency. A percentage of book charges must also be returned, which will cause debt to Middle Georgia State University. To avoid these charges, students should contact the Bookstore to see if the books can be returned for credit. The Office of Financial Aid follows the published institutional refund policy.

The amount of assistance earned is determined on a pro-rata basis. That is, if students completed 30 percent of the period of enrollment, they have earned 30 percent of the assistance originally scheduled. Once students complete more than 60 percent of the enrollment period, all assistance originally scheduled has been earned.

If students received excess funds based on this formula, the University must return a portion of the excess equal to the lesser of:

- The institutional charges multiplied by the unearned percentage of student funds, or
- The entire amount of the excess funds.

If the University is not required to return all of the excess funds, students must return the remaining amount. Any loan funds that students must return must be repaid by the students in accordance with the terms of the promissory note.

Per federal regulations, schools are required to review students who received federal financial aid and failed to earn a passing grade in any of the classes. An assessment must be made to determine whether the students earned the non-passing grades while attending classes or stopped attending classes but did not officially withdraw. Students who stopped attending prior to the 60% mark will be subject to a return calculation of their aid.

Financial Aid Satisfactory Academic Progress (SAP) Policy

It is each individual student's responsibility to read and adhere to the Standards of Academic Progress. The policy is in place because the Higher Education Act of 1965 was amended with Program Integrity regulations passed on October 29, 2010 that mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive any Title IV federal financial aid. **The financial aid SAP policy should not be confused with Probation or Good Standing as defined by Middle Georgia State University (MGA) academic policies.**

Qualitative (GPA) Component

Financial aid GPA includes all credit hours attempted at MGA and all other hours accepted for credit from previously attended institutions, including learning support and repeat coursework, that are accepted as credit to MGA. Beginning Fall 2022, the minimum acceptable GPA is based on the number of semester hours attempted, including transfer hours. NOTE: Financial aid GPA may differ from your academic GPA. Also, grades not associated with quality points cannot be used to calculate financial aid GPA. They do, however, count as attempted hours. **Graduate Students** are required to maintain at least a 3.0 cumulative grade point average (GPA). Graduate transfer work is subject to department approval. Any approved transfer work will be considered when calculating SAP eligibility.

Quantitative (Pace) Component

Graduate Students must earn at least 67% of all attempted hours. (This may be rounded up from 66.5%)

Maximum Timeframe Component

Student financial aid is available for up to 150% of the number of hours required to complete the specific program of study. **Example:** If a bachelor's program requires **120** hours, a student may attempt a maximum of **180** hours before becoming ineligible for financial aid. Students who change majors or degree programs may reach eligibility limits before obtaining a degree. Students who change majors or degree programs should do so early so as not to jeopardize eligibility for student financial aid. Major changes are not considered mitigating circumstances for financial aid appeal purposes. **Maximum timeframe violations are not placed on warning their first term and must appeal for aid.**

Students Receiving Subsequent Degrees

Students who already have a degree and are seeking another degree will be given additional time for completion of their new program. Students may not exceed 150% timeframe for both programs. Students exceeding these hours or pursuing a 3rd degree will be placed on Suspension and must appeal to have their eligibility determined (students with this circumstance should contact the Office of Financial Aid directly).

PROGRAM	MAXIMUM ATTEMPTED HOURS ALLOWED
Certificates	150% of the certificate's required hours
First Associate Degree	90 semester hours or 150% of required hours
First Bachelor Degree	180 semester hours
Second Associate Degree	150 semester hours (90+60=150)
Second Bachelor Degree	270 semester hours (180+90=270)
Bachelor Degree Seeking Associate Degree	240 semester hours (180+60=240)
Graduate Degree	150% of the program's required hours
All Other Programs of Study	Determined based on prior credentials and current program requirements
Second Graduate Degree	Determined on Case-by-Case basis(Ex: Second Master's Degree, Masters to Doctoral)

Review Process

At the BEGINNING of your first term at MGA and each subsequent semester, the Office of Financial Aid will determine whether the student has successfully completed the minimum expected number of hours with the required GPA and shown progression toward their current program of study. This review will include all hours attempted during the students' attendance period at MGA, as well as transfer hours. If after this review a student is not making SAP according to Grade Point Average (qualitative) or PACE (quantitative) standards, their status will be changed to **Warning**. If at the end of their first term students do not meet policy, their aid will be suspended. The student does have the option to appeal to have aid reinstated. Students who become ineligible due to **Maximum-Time Frame component will have their aid suspended**, and they will not be eligible to receive additional financial aid unless an appeal is submitted and approved.

Transfer Students

Transfer students will have their status calculated at the entry of their first term of attendance and each term thereafter. All hours accepted as credit to MGA will be included in the calculation for all components of Satisfactory Academic Progress. If a transfer student is not meeting the SAP policy their first term, the student is placed on Financial Aid Warning. If the transfer student is not meeting SAP at the end of their first term, their aid will be suspended. Students do have the option to appeal their status to have their aid reinstated.

Financial Aid Suspension

Financial Aid Suspension means the termination of all financial aid until the student completes one of the following tasks:

1. The student becomes compliant with the SAP policy.
2. The student's financial aid appeal is approved and is placed on an academic plan.

The student will not qualify for any aid if suspended. It is the student's responsibility to pay all tuition and fees by the payment deadline to prevent cancellation of registration. Students who have submitted an appeal are responsible for all tuition and fees that are due prior to a decision being finalized.

A student currently on financial aid warning status will be placed on financial aid suspension after grades are posted if the student fails to meet the GPA (qualitative), PACE (quantitative), or Maximum Time-Frame standards.

Financial Aid Appeal Approval

Students may be approved to have financial aid reinstated by either becoming compliant with the SAP standards or submitting a financial aid appeal for review and have it approved by the Financial Aid Appeals Committee. Financial aid approval may result in the student being eligible for aid one term with the expectation that the student will be compliant at the end of that term or student may be placed on an academic plan. Academic plans are prescribed by the Financial Aid Appeals Committee to ensure the student is making progress towards degree completion and compliance with the SAP policy. Students will be notified in writing of the terms and conditions of their academic plan approval. Students who are unable to fulfill the academic plan prescribed must contact the Office of Financial Aid upon notification of the requirements. Students who have been granted probationary approval must successfully complete all coursework attempted. Students who fail to successfully complete all coursework while on probationary approval will have all financial aid suspended.

Appeals Process

Students who have experienced mitigating circumstances and as a result have lost eligibility for financial aid may appeal by completing the applicable financial aid appeal form and submitting it to the financial aid office along with supporting documentation. The appeal will be reviewed by the Financial Aid Appeals Committee. Notification to the student of the decision will be provided via written notification and SWORDS message, along with any special conditions which must be met if approved. If an appeal is denied or student chooses not to appeal, student can regain eligibility by reaching required standards per SAP Policy at his/her own expense. Students in violation of the maximum timeframe component whose appeal has been denied will be ineligible indefinitely. Decisions made by the SAP Committee are final, and no further appeal from the student will be accepted by the Office of Financial Aid, the Department of Education, or any other department at MGA. **Deadline:** Students must appeal by the midterm point of current semester in which they expect to receive aid. Incomplete appeals may result in automatic denial.

Deadline

Incomplete appeals may result in automatic denial. Students must appeal by the end of term in which they expect to receive aid.

Academic Circumstances that Affect Status

- Failing grades, withdrawals and incompletes all reduce your completion ratio as well as counting against maximum attempted hours.
- Repeated courses count as attempted hours. Also, each course is counted in your financial aid GPA calculation.
- Academic renewal does **not** impact the calculation of financial aid GPA or attempted hours, and all hours are considered in components of the SAP policy.
- Students who are suspended academically or choose not to attend because of SAP Suspension will not be automatically eligible for financial aid upon their return. **Absence does not restore eligibility for financial aid.** It remains the responsibility of the student to be knowledgeable of their SAP status when returning to school after dismissal or choosing not to return because of SAP Suspension.
- Grade changes require students to submit a written request to have SAP recalculated after confirmation has been received that grade change has been posted to academic history.
- Audit Courses – Students are not eligible to receive financial aid for audit courses. Audited courses are not included in hours attempted or earned for SAP determination. (Rev. 04.22.2021)

General Academic Policies

Knowledge-of-the-Catalog

It is the responsibility of all Middle Georgia State University students to read, understand, and observe the rules and regulations of the University as published in the Academic Catalog and in other official announcements. The University reserves the right to change at any time any regulations and requirements as necessitated by the University or by the University System of Georgia. Unless otherwise determined by the Graduate Studies Catalog, graduate students shall follow the same policies applied to all students in the most recent Catalog and the most updated version of the Student Handbook. [Notice 2]

Notification of Privacy Rights

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading, or in violation of their right to privacy. Students may ask the College to amend a record that they believe is inaccurate or misleading, or in violation of their privacy rights. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of their right to privacy. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Note: FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or official of the National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The University may disclose education records in certain other circumstances:

- a. to comply with a judicial order or a lawfully issued subpoena;
- b. to appropriate parties in a health or safety emergency;
- c. to officials of another school, upon request, in which a student seeks or intends to enroll;
- d. in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- e. to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- f. to accrediting organizations to carry out their functions;
- g. to organizations conducting certain studies for or on behalf of the University;
- h. the results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605

5. The University designates the following as public or "Directory Information": The student's name, USPS mailing addresses, major field of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part time enrollment status, classification, the previous educational agency or institution attended, and participation in officially recognized activities and other similar information.

6. Students may restrict the release of "Directory Information", except to school officials with legitimate educational interests and others as indicated in point #3 above. To do so, a student must make the request in writing to the Office of the Registrar, Middle Georgia State University, 100 University Parkway, Macon, GA 31206-5144. A form is available in the Registrar's Office for that purpose. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed. For purposes of compliance with FERPA, the University considers all students independent. For more information about FERPA, visit the Registrar's Office webpage, Understanding of Your Privacy Rights: FERPA: <http://mga.edu/registrar/FERPA.aspx>.

Student Handbook

All students are expected to read, understand, and abide by the policies and procedures outlined in the Student Handbook. The Student Handbook provides information about various student services, programs, and resources as well important policies and procedures (including but not limited to the Alcohol and Drug-Free Campus Policy; FERPA; Freedom of Speech, Expression, & Assembly; Sexual Harassment & Misconduct; and the Student Code of Conduct.) The MGA Student Handbook is available at www.mga.edu/student-affairs.

Exceptions Rule/Graduate Studies General Petition Form:

The following sections provide guidelines that apply to all graduate students. If there is a question about the interpretation of a policy, the University officer charged with the decision or step shall uphold due process, fairness, and academic standards for all students but shall provide documentation, in the form of a cover memo or the Graduate Studies General Petition Form, if an exception is made, which shall be signed by the Graduate Program Coordinator/Chair, the Dean of the School, the Dean of Graduate Studies, and submitted for formal approval to either the Provost, the Registrar, the Vice President for Student Affairs, or other officer as needed.

A complete record of all Exceptions/Graduate Studies General Petition Forms shall be kept for seven (7) years in the Office of Graduate Studies and in the individual student file.

Syllabi and University Policy

Individual class syllabi determine the individual policies of the classroom and/or the online learning environment, which graduate students are obligated to read and follow.

College, Department, or Program-Specific Academic Standards

General Academic Standards apply to all graduate programs, which include both degree and certification programs. Some colleges/school, departments, or programs have additional and/or different academic standards, which govern a student's progress toward program completion. Students should be aware of the academic regulations that apply to their programs of study and to the process and requirements for readmission.

Post-baccalaureate, Master's, and Doctoral Level Rigor

Undergraduate courses cannot be used for graduate credit.

Master's-level courses provide a level of knowledge and demand a degree of expertise beyond the baccalaureate level. Master's study prepares graduates for even more advanced study in the discipline and/or prepares them to be expert practitioners in their field. The fundamental concepts of the discipline should be mastered; the exposure to the literature of the discipline should demonstrate depth and scope beyond undergraduate education; and the level of theoretical understanding and its integration into a framework of practice should be pronounced. A student in the master's program will be 1) a highly experienced practitioner, problem solver, and project or site manager; and/or 2) will be an active participant in the scholarship of the discipline and should conduct that research as having the potential for publication and/or presentation at professional meetings.

5000-level classes should include a comprehensive exposure to the foundations and definitions that distinguish the discipline; an exposure to the current literature and/or practices of the discipline; and the conceptual frameworks of the field.

6000-level classes should demonstrate a depth of scholarly exposure above the foundations of the 5000-level class. The emphasis on the precise explication of theory, research, and critical thinking should approximate the pre-requisites for doctoral study; and the course and program requirements should provide evidence that the student learning outcomes have a higher threshold for meeting the course standards than lower-level courses.

7000-level classes emphasize the precise explication of theory, research, and critical thinking above that of the 6000-level class; represent an advanced application of discipline-specific knowledge, and require the development of individual research interest. The course and program requirements provide evidence that the student learning outcomes for meeting the course standards are at the doctoral level.

8000-level classes comprise courses that typically require a higher level of discipline-specific knowledge, critical thinking, and research skills than the program 7000-level courses. The sequence of 8000-level courses concludes with a defense of a research project and the production of work that is publishable.

Completion of Degree

Students must complete their degrees within five years of their first semester, including any possible instances of academic suspension and reinstatement. Students must complete their degree under the requirements of a catalog dated no earlier than the academic year of when they began their program of study (the matriculation catalog) and not older than three years before they graduate. Students must complete all requirements for graduation specified by their program, including the requisite number of credit hours. Certification of candidates for degrees shall be verified by the Registrar's Office no later than midterm of the semester of graduation.

Dual Concentrations or Tracks

If a master's degree program includes multiple concentrations and requires the completion of a specific concentration or track, students in that program may complete one additional concentration or track in the curriculum. Students should be aware, however, that pursuing multiple concentrations will likely entail enrolling in graduate classes and credit hours beyond the requisite number of classes and credit hours for their degree program (typically 30 credit hours for completion of a master's degree program.) The second concentration or track must be completed within the time frame stated in the **Completion of Degree** policy in MGA's Office of Graduate Studies Catalog. (In AY 2022-2023, that time frame is five years from a student's first semester in a graduate degree program.)* Additionally, pursuing a second concentration or track may affect students' Financial Aid. Courses taken to satisfy a second concentration or track may not be covered by Financial Aid—as **Financial Aid does not allow for additional credit hours beyond program requirements and includes strict policies outlined elsewhere in the Graduate Catalog**—or by the Tuition Assistance Program (TAP) from the University System of Georgia for its employees or by other sponsoring employer programs. Students should be aware of the **PACE Standard (Maximum Time Frame)** policy for graduate students related to Financial Aid including the following policy statement: **“the maximum length of study cannot extend beyond completion of courses required for the degree or certificate program.”**** Students considering pursuing an additional concentration or track in their graduate program must notify their Graduate Program Coordinator in writing, copying the Financial Aid Officer at financialaid@mga.edu and the Graduate Admissions Coordinator at graduateadmissions@mga.edu, to receive official approval.

* See the **Completion of Degree** section of the Graduate Catalog.

** See the **Financial Aid Satisfactory Academic Progress (SAP) Policy/Components** section of the Graduate Catalog.

Progression and Academic Standing

Students enrolled in a degree program must maintain a minimum graduate grade point average of 3.0 in their graduate level classes. Students must be in Good Academic Standing to be eligible for graduation.

Courses earned with grades of "C" or lower may not be used toward a graduate degree, but will be calculated in the overall grade point average.

Graduate students are expected to maintain Good Academic Standing as they progress toward completing their programs. Students will be evaluated each semester on the basis of the GPA in their graduate coursework. The academic standing of graduate students is classified as follows:

- 1) Good Academic Standing
- 2) Academic Probation
- 3) Academic Suspension

Good Academic Standing

Good Academic Standing is defined for graduate students as a GPA of 3.0 or higher in graduate coursework.

Academic Probation

A student whose grade point average in his or her graduate coursework falls below 3.0 after the completion of at least six (6) hours of graduate level classes begins the next semester on Academic Probation. A student must earn a GPA of 3.0 or higher in graduate coursework each semester while on Academic Probation.

One of three possible actions will be implemented for a student on Academic Probation at the end of each term of enrollment:

- 1) A student who earns a semester GPA of 3.0 or higher in graduate coursework and raises his or her overall GPA to 3.0 or higher in graduate coursework will return to Good Academic Standing.
- 2) A student whose semester GPA in graduate coursework is 3.0 or higher, but whose overall GPA in graduate coursework remains below 3.0, will remain on Academic Probation.
- 3) A student who earns a semester GPA in graduate coursework below 3.0 while on Academic Probation, regardless of the overall graduate coursework GPA, will be on Academic Suspension for one semester.

Removal from Probation

Removal from Academic Probation occurs when, at the end of a probationary term, a student's grade point average in graduate coursework equals or exceeds 3.0.

Academic Suspension

Academic Suspension occurs when a student on academic probation earns a semester GPA in graduate coursework below 3.0 regardless of the overall GPA in graduate level classes. The length of Academic Suspension is one semester.

Reinstatement to Master's Degree

After the mandatory period of Academic Suspension, a student on Academic Suspension must apply for reinstatement to the appropriate program in order to continue graduate study.

The student on Academic Suspension is not guaranteed the opportunity to return to the degree program. The student on Academic Suspension must apply, in writing, for reinstatement to the degree program after the one semester absence. Reinstatement criteria are established by the school that houses the student's graduate program. Any student seeking reinstatement must begin the process with an email to the Office of Graduate Studies at: graduateadmissions@mga.edu.

If a student's request for reinstatement is approved by the program that placed the student on Academic Suspension, the student returns to the degree program on Academic Probation. One of three possible actions will be implemented for a Reinstated student on Academic Probation at the end of each term of enrollment:

- 1) A Reinstated student who earns a semester GPA of 3.0 or higher in graduate level classes and raises his or her overall GPA to 3.0 or higher in graduate level coursework will return to Good Academic Standing.
- 2) A Reinstated student who earns a semester GPA of 3.0 or higher in graduate level classes, but whose overall GPA in graduate level coursework remains below 3.0, will remain on Academic Probation.
- 3) A Reinstated student who earns a semester GPA below 3.0 in graduate level classes while on Academic Probation, regardless of the overall GPA in graduate level coursework, will be academically suspended from the degree program.

If a student seeks admission to and is reinstated by a program other than the program from which the student was academically suspended, then the student begins the new program on Academic Probation. One of two possible actions will be implemented at the end of the next term of enrollment:

- a) A reinstated student who earns a GPA of 3.0 or higher in graduate coursework is removed from Academic Probation and returns to Good Academic Standing.
- b) A reinstated student who earns a GPA below 3.0 in graduate coursework will be academically suspended from the new degree program.

Process for Reinstatement

To request reinstatement, the suspended student shall send an email to the Graduate Program Coordinator and the Graduate Admissions officer, who shall then review the student's record to approve or deny reinstatement. Their decision shall be communicated to the student via email. As with other student records, all communication regarding reinstatement shall remain in the student's permanent file.

Drop/Add

Students are allowed to drop or add classes during the published drop/add period in the academic calendar without penalty (without receiving a grade of "W" or "WF" in the course). If students drop a class during the drop/add period, the course is not entered on the student's record. Students without HOLDS may drop or add a class online through their SWORDS account. Otherwise they should see their advisor to make a change or submit a Change of Schedule (Drop/Add Form) in person or by fax to the Registrar's Office on the Macon Campus or the administrative offices at other campuses.

Definition of Full- and Half-time

For financial aid and other purposes, **9 or more credit hours is defined as full-time**, and **6 hours is defined as half-time**.

Course Load and Limitation

Graduate students may take up to 12 credit hours per semester unless they have the permission of the Coordinator of their program of study for 15 credit hours. For over 15 hours, students must have permission of the Dean of the School that houses the program of study. The Office of Graduate Studies discourages students from taking more than 12 hours, as excessive credit hours often lead to low grades and withdrawal from classes, which can affect progression, financial aid, eligibility for graduate assistantships, and timely graduation.

Withdrawal

Academic Withdrawal

Students may initiate withdrawal from classes through the Student Web Organized Records & Data System (SWORDS) or by submitting a Withdrawal Form to the Office of the Registrar at the Cochran campus, Macon campus, or the administrative offices at other campuses.

Withdrawal before Midterm

After the Drop/Add period up to and including the mid-term date (as designated in the Academic Calendar), students may withdraw from a course and receive a grade of "W" (withdrawal without penalty) by correctly following the withdrawal procedure.

Withdrawal after Midterm

If students withdraw from classes after mid-term, a grade of "WF" (withdrawal with penalty) is assigned. A grade of "WF" is computed the same as an "F" in the Grade Point Average. Following the same procedures outlined in the Undergraduate Catalog, students may petition to have a "WF" converted to a "W." Graduate students must notify the instructor of record in writing that they are withdrawing from a class after Midterm; lack of notification may affect an appeal to convert the "WF" to a "W."

Limitation and Grade Consequences of Withdrawal

Middle Georgia State University limits the total number of courses from which students may withdraw over the course of their matriculation. Students may withdraw from a maximum of 5 courses. Once students reach the 5-course limit, all subsequent withdrawals will be assigned grades of "F." Students will not be allowed to withdraw from classes during the last two weeks of class. The official date of withdrawal is the date on which the student properly executes the withdrawal.

Faculty Initiated Withdrawal

Graduate students may be withdrawn from a class by the instructor for lack of attendance, online activity, participation, virtual contact/response, or the timely completion of assignments. The instructor's policy must be clearly stated on the course syllabus. Before withdrawing a student, the instructor must email the student at least a week in advance but no sooner than the third full week of class. The date of withdrawal shall be entered when final grades are submitted.

Attendance Policy

All graduate classes must have an attendance policy, which must be clearly stated on the course syllabus. Graduate-level attendance policies may vary from undergraduate policies. If the class meets face to face, the instructor is encouraged to follow the rule that no penalty may be applied for absences less than or equaling two weeks of class, except that penalties can be applied for missed assignments at any time, including the first day. If the class is completely online, penalties for not logging in, not responding to the instructor's queries, or not submitting quizzes, daily assignments, tests, papers, or other assessments can trigger failure for the class and/or Faculty Initiated Withdrawal after three weeks (see above).

Grade Reports

Grades reports are available to students in SWORDS at the end of each semester.

A	Excellent	4.0	90-100
B	Good	3.0	80-89
C	Unacceptable	2.0	70-79
D	Unacceptable	1.0	60-69
F	Failure	0	50-59
I	Incomplete	0	0

Repeated Courses

A graduate student may repeat/retake a maximum of two graduate level courses for credit only with the permission of the dean that houses the degree program or his/her designee. No graduate course can be repeated more than once. In such cases the student does not have an option of an independent study or of requesting a different instructor nor of repeating the class as a session* class added to the schedule of classes solely for that purpose. A student who repeats a course will have the cumulative Grade Point Average calculated using the grade from the last attempt. The grade of the first and subsequent attempts that are excluded from the GPA will remain on the student's official permanent record. A course taken to replace a "W" does not count as a "repeated" course. Students earning a grade of B or above may not repeat the same course for credit.

**Note: For example, adding a first or second session class in a semester*

Academic Records

The academic records of students are maintained in the Registrar's Office under strict regulations as mandated by FERPA regulations. The records include a chronological listing of all courses taken and the cumulative GPA.

Incompletes

Graduate students may request an Incomplete for non-academic reasons, which shall be entered by the instructor of record, or another officer of the University with the instructor's permission, when Final Grades are submitted. The student must be passing the class at the time of the request to be granted an Incomplete. The last date of attendance must be recorded when Final Grades are entered. Students must complete the Incomplete by either midterm of the next semester if they are enrolled for that semester or within 12 months if they are not enrolled before the expiration of that 12-month period. It is the student's responsibility to complete the course and to contact the instructor of record to plan the completion of course work and to have the Incomplete removed from his or her permanent record. An Incomplete will revert to an "F" if not completed, although in this case the course (s) may be repeated if approved by the process outlined in Repeated Courses.

Graduation

Graduate students must follow the same calendar, process, and fee payment as outlined elsewhere in the Catalog for Graduation. The Graduation Fee for graduate students is set at \$50 as of July 1, 2017. Graduate students may not apply for graduation with Incompletes on their transcripts unless the graduation audit indicates that the instructor of record anticipates successful completion of the coursework during the semester of graduation. Students must be able to complete all course requirements by the end of spring semester to be eligible for spring graduation.

Graduate Student Responsibilities, Rights, and Expectations

Graduate students retain the same rights as any other students, including the protections provided by all State and Federal laws and those enumerated by the University System of Georgia and the Middle Georgia State University Student Handbook. The essential responsibilities of all students are integrity and civility, but the standards for graduate students are higher than those of undergraduates for whom the University encourages a greater learning curve. The privilege of graduate studies has been awarded to students in a merit-based culture of academic excellence and campus citizenship. Therefore, the standards for graduate students are higher and will be maintained as such by the faculty of graduate studies, who have been charged with defining the expectations it has of graduate students. It is incumbent upon all students that they follow the Student Code of Conduct and that they read, understand, and follow all policies listed on course syllabi or those identified by any academic program pertaining to on-campus, off-campus, or online activity, including, but not limited to, clinical training, internships, or academic related travel.

For questions about rights and responsibilities, the classroom instructor should be the first step, with the Program Coordinator or the Dean of the School as the next step; students should contact the Dean of Graduate Studies and/or the Office of Student Affairs if questions or problems persist that cannot be addressed at the initial stages. It is incumbent upon students to be knowledgeable about their rights and responsibilities, which are subject to change without notice. Before any formal process of appeal or complaint (see the steps Student Appeals outlined below), it is the belief of the Office of Graduate Studies that dialogue based on fairness and mutual respect can solve many misunderstandings. The Dean of Graduate Studies welcomes the opportunity to host any discussions between students and faculty to avoid the potential escalation of disagreement; to promote understanding and compromise; and to advise all parties on process and record keeping as it pertains to these rights and responsibilities

Graduate Student Advisory Council (GSAC)

The mission of GSAC (the Council) is to act as an advocate for graduate students in any matter concerning academics, the general welfare of graduate students, communication with the Office of Graduate Studies and any other office of the University, including the President, the Provost, and the Vice President for Student Affairs. All graduate students enrolled full-time are eligible to serve as members of GSAC, yet any graduate student may send proposals to GSAC, which shall consist of at least three graduate students (or any odd number up to seven) as nominated by graduate faculty, appointed by the Dean of Graduate Studies, and approved by the President. The Council shall meet at least once a year, virtually or in person, and shall elect among its members a chair and a recorder. A student may serve as many one-year terms as nominated and approved. Minutes shall be kept, and meetings shall follow Robert's Rules of Order (Newly Revised, in brief), 2004. All members are voting members. The first meeting of the year shall be called by the Dean of Graduate Studies, or his or her designee, who may be a graduate assistant or a member of the graduate faculty.

**Note: The GSAC catalog statement and organizational makeup are undergoing revision AY 2022-2023.*

Student Code of Conduct

All students are expected to read, understand and abide by the Student Code of Conduct by following this link:

<https://www.mga.edu/student-conduct/index.php>

**Note (1) A graduate student who has been found to have violated the academic integrity or ethical standards of a class, a program, its activities, or partnerships with outside organizations may be permanently barred from the program or any other graduate degree offered by the University. Violations include, but are not limited to, falsification of documents, plagiarism, false swearing, falsification of research, cheating, or violations of records or other documents. All students are afforded due process before such a finding and are encouraged to consult the Dean of Graduate Studies and the Assistant Vice President for Student Affairs as to their rights.*

***Note (2): Per the "Addendum on Infraction Steps for Graduate Students" memo dated 03.25.21 from the Associate Provost and Dean of Graduate Studies to the MGA Provost, the AVP of Student Affairs, the Director of Graduate Student Policy & Support, and the Chair of the Graduate Studies Council, the Student Code of Conduct and infraction steps for graduate students are under revision. Until that revision has been finalized the following processes should be followed:*

For graduate student infractions that may result in a **hearing process, panel, or hearing officer**, these steps will be followed until the Graduate Studies Council can review such processes for formal revision of the *Student Code of Conduct* and the *Graduate Studies Academic Catalog*.

Graduate students who commit infractions of academic integrity should always be afforded the processes in the *Student Code of Conduct*, as outlined under "Procedures for Adjudicating Cases of Academic Misconduct" and as further identified on the infraction form:

https://www.mga.edu/student-conduct/docs/Faculty_Resolution-Student_Infraction_and_Complaint_Form.pdf

1) Where existing policies speak to a **hearing process**, the Assistant Vice President for Student Affairs shall consult with the Director of Graduate Student Policy and Support to determine whether an accused student wants a hearing panel of other students **or** a hearing conducted by an individual hearing officer.

- 2) The choice of a **hearing panel or a hearing officer** shall be documented in the form of an email to the AVP Student Affairs from the accused student.
- 3) This decision must be communicated within three (3) business days of sending the infraction form; if the student fails to follow up, the process will automatically revert to a hearing officer.
- 4) If there are graduate students trained to serve on hearing panels and time allows, the panel shall be composed of at least one graduate student and other trained students and university personnel as necessary; hearing panels typically have at least three (3) voting members and are usually assisted by an ex officio administrator.
- 5) If there are no available graduate students trained to serve on a hearing panel, then the panel shall be composed of other trained students and university personnel as necessary; hearing panels typically have at least three (3) voting members and are usually assisted by an ex officio administrator.
- 6) If the accused student selects the option of a hearing officer, typically the Director of Graduate Student Policy and Support serves in this capacity, although the AVP Student Affairs, the Dean of Graduate Studies, or any other graduate dean or coordinator may also serve if requested by the AVP Student Affairs.
- 7) In all instances, the AVP Student Affairs and the Dean of Graduate Studies will ascertain that adequate training has been provided to students or to hearing officers and that any accused student has been fully consulted as to due process.

Overview of Grievances/Complaints

All students should familiarize themselves with general guidelines for appeals by following this link: <https://www.mga.edu/student-affairs/complaints.php>

Student Appeals

Students adjudicated under the Student Code of Conduct have the right to appeal decisions of the Student Conduct Officer and Student Conduct Board panel, and the Vice President of Student Affairs provided specific relevant grounds for appeal are cited. In cases of sexual harassment/assault only, either party (the complainant or the accused student) may appeal a decision on those same grounds (see 2b (p. 32) below).

Appeal Procedures Not Involving Suspension/Expulsion

Steps for filing an appeal in cases not involving suspension/expulsion are outlined below:

Written notification of the decision to appeal and the grounds for the appeal (see 2b below) must be received by the Student Conduct Officer within two University business days after the original decision is communicated to the adjudicated student. The Student Conduct Officer will convene an Appeals Panel comprised of Student Conduct Board members who were not involved with the original hearing.

Appeal proceedings will begin within five (5) University business days of the receipt of the written notification from the student. The Student Conduct Officer will be responsible for notifying the adjudicated student of the outcome of the appeal within two University business days of the conclusion of the appeal proceedings. This is the final appeal at the institutional level.

Appeal Procedures for Suspension/Expulsion

Steps for filing an appeal in cases involving suspension/expulsion are outlined below:

1. Students who are appealing suspension or expulsion and feel that further action is warranted following a decision may appeal to the Vice President of Student Affairs of the College. The appeal must be submitted to the Student Conduct Officer in writing within two (2) University business days after the finding and sanction are communicated to the adjudicated student. The Student Conduct Officer is responsible for submitting the student's written appeal, along with other appropriate documentation to the Vice President of Student Affairs. At the discretion of the Student Conduct Officer, an extension of no more than one (1) University business day may be granted after notification of suspension or expulsion has been communicated to the student. Students appealing decisions involving suspension or expulsion may have their movements on campus restricted to academic endeavors or other restrictions deemed appropriate during the period of appeal. Otherwise, no sanction will be enforced until a final decision is reached.
2. With the Vice President of Student Affairs' approval, the Student Conduct Officer will convene an Appeals Panel to review the case. No panel member will be from the adjudicated student's school or department of academic major. A different panel may be appointed for each case.

After reviewing the case, the panel will prepare a written recommendation for the Vice President of Student Affairs' consideration. The Vice President of Student Affairs will review the recommendations submitted by the panel and render a decision. He/she will communicate his or her decision to the student within ten (10) University business days after an appeal is filed with the Student Conduct Officer. This is the final appeal at the institutional level. Therefore, the sanction imposed will be in effect immediately. However, the President may, at his or her discretion, review any student conduct case and take such action, as he or she deems appropriate.

a. Purpose of the Appeals Panel

The purpose of an appeal is to review the procedures and findings of the body of original jurisdiction and to determine if there is a basis for error in a student conduct hearing.

b. Grounds

A student may appeal a student conduct decision on the following grounds:

- i. A violation of due process.
- ii. Evidence of prejudicial treatment by the original hearing body.
- iii. Evidence becomes available during the review process that was not previously available during the original hearing.
- iiii. Mercy appeal for review of an imposed sanction considered too harsh/lenient.

c. Procedure

The Appeals Panel:

- i. Will review all material related to the case including
 1. the record made before the original hearing body convened;
 2. all pertinent documents, including hearing minutes, witness statements, and incident reports;
 3. prior violations and sanctions against the student.
- ii. May, at its discretion, hear oral argument from either party or their representatives.

d. Findings

The Appeals Panel may:

- i. Affirm the original decision and deny the appeal
- ii. Affirm the findings of guilt and modify the sanction. The Appeals Panel may, at its discretion, change, increase or reduce the sanction imposed. If the sanction is modified, the Appeals Panel must state in writing the justification for such modification.
- iii. Find evidence of prejudice on the part of the original hearing body and refer the case for rehearing before another hearing body.
- iiii. Refer the case to the original hearing body for reconsideration of specific points deemed important by the Appeals Panel.
- iiiii. Reverse the finding of guilt and affirm the appeal.

Regents' Appeal

Any student aggrieved by a final decision of the Vice President of Student Affairs or the College President may apply to the Board of Regents, without prejudice to his or her position, for a review of the decision, as provided in the Policies of the Board. Visit the Bylaws of the Board of Regents of the University System of Georgia at: <http://www.usg.edu/regents/bylaws/#VIII>

Final Course Grade Appeal Process

The evaluation of student performance is recorded on the student's University transcript as part of the student's permanent record. The grade is determined by the faculty member responsible for the course and is based on the terms of the instructor's syllabus. The course grade is considered final unless an appropriate appeal is filed by the student.

Grounds for Filing a Final Grade Appeal

The grade appeal procedure is not to be used to review the judgment of an instructor in assessing the quality of a student's work. Possible grounds for an appeal include the following:

1. An obvious error in the calculation of the grade.
2. The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course.
3. The assignment of a grade to a particular student on some basis other than the performance in the course.
4. The assignment of a grade by a substantial departure from the instructor's previously identified standards as outlined on the syllabus or as posted electronically.

For the student who is dissatisfied with a grade and with reason to believe the grade issued is incorrect, the following appeal procedure is provided by the Office of Graduate Studies and the University.

Note: In terms of documentation, process, and the burden of proof, the burden is on the student to present evidence and to follow through with the steps in a timely way. Email shall be the official means of notification, documenting dates, and presenting evidence. It may also be the means by which a signed and scanned letter is attached and transmitted. Failure to check email or having technical issues related to email are not regarded as acceptable interruptions in the calendar of the Grade Appeal process as identified by the number of working days noted in bold and by the University officials to whom these processes have been assigned for review. For any of these steps, a graduate student may be asked to print out an email or other document, then sign it, scan it, and mail it by either attachment, regular mail, or certified mail.

Level 1: **Within ten (10) working days** after the Registrar has posted the final grade, the student shall confer with the instructor who issued the grade and shall outline the reasons why he or she believes the grade is incorrect. (If the faculty member is unavailable, the student shall contact the Graduate Program Coordinator, the Department Chairperson, or the Dean of Graduate Studies within this same time period.)

Following the student-faculty conference and with **ten (10) working days** the instructor shall advise the student by email of the outcome of the course grade review and shall process a grade change if appropriate.

Level 2: If the student still considers the grade to be incorrect, the student may formally appeal the grade **within ten (10) working days** after the email date of the faculty response letter from Level 1. The student may request by email that the Graduate Program Coordinator and Department Chairperson review all the data from Level 1 and any additional information deemed pertinent by the student and/or faculty member and make a decision regarding the appeal. The Graduate Program Coordinator and Department Chairperson must respond by email to the student involved, the faculty member, and the Dean of Graduate Studies **within ten (10) working days** regarding the chair's decision on the appeal.

Level 3: The student may continue the appeals process by requesting by email that the Dean of Graduate Studies review all data from Levels 1 and 2 and any additional information received from the student, faculty member, Graduate Program Coordinator, and Department Chairperson and make a decision on the appeal. This level of appeal must be initiated by the student **within ten (10) working days** of the date of the chair's decision from Level 2, which shall be communicated by email. **Within ten (10) working days** from the initiation of Level 3, the Dean of Graduate Studies must inform by email the student, faculty member, Graduate Program Coordinator, and Department Chairperson of the decision regarding the appeal.

Level 4: If the student is still dissatisfied, he or she may continue the appeals process from Level 3 **within ten (10) working days** of receiving the decision from the Dean of Graduate Studies by requesting of the Dean that he or she appoint a Hearing Panel of a non-voting chair from the faculty membership of the Graduate Studies Council and, in consultation with the Student Conduct Officer, three students who may or may not be graduate students. The chair shall convene the panel and issue its report in the form of a signed letter. The Hearing Panel shall call a hearing **within ten (10) working days** of receiving the written request from the Dean. The student, faculty member, Graduate Program Coordinator, Department Chairperson, and the Dean of Graduate Studies **shall be informed by letter within five (5) working days** of the decision of the Hearing Panel.

Level 5: If the student is not satisfied by the decision of the Hearing Panel, the student may appeal **within ten (10) working days of the date of the letter in Level 4** to the Office of the Provost, who shall appoint a representative to ascertain that all steps have been followed. The Provost, or representative thereof, shall prepare a summary for the President's review, who shall issue a final decision within thirty (30) working days, which shall be considered final.

Credit Hour: Definition and Policy

Middle Georgia State University defines the credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

In addition, the institutional policy for determining the amount of credit for student work conforms to University System of Georgia policy 3.4.1, which establishes the standard measure of a fifteen week semester and requires a minimum of 750 minutes of instruction or equivalent for each semester hour (BOR 3.4.1).

Middle Georgia State University has a policy of credit hour equivalency that applies to all instruction types and modes of delivery, including credit for traditional classroom instruction, labs, clinicals, studio classes, flight courses, internships, co-ops, fieldwork, independent study, and web-based instruction that is hybrid, partially, or completely online.

A 'classroom hour' is defined as 50 minutes of instruction time in the classroom. Therefore for a one credit hour course that is offered for a period of 15 weeks over a semester, 750 minutes of instruction are required. All credit-bearing classes offered in the traditional classroom instruction mode must include a minimum of 750 minutes per credit hour of classroom instruction time or an equivalent of instructor-mediated alternative instructional activities. In addition all credit bearing classes must include a minimum of 1500 minutes per credit hour of student-driven, "out of classroom" activities. Therefore, a total of 2250 minutes must be required in a 15 week semester for every credit hour awarded.

For courses that are offered using different modes of delivery, the time spent in classroom instruction or alternative instruction and in "out of classroom" activities can vary, however, the total time spent on the course per credit hour must still be a minimum of 2250 minutes.

Master of Arts in Teacher Education with Initial Teacher Certification (6-12)

Dean of the School of Education and Behavioral Sciences: Dr. David Biek
Chair of the Department of Teacher Education and Social Work: Dr. Rhonda Amerson
Graduate Program Coordinator, Education: Dr. Sumitra Himangshu-Pennybacker

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School of Education and Behavioral Sciences
Middle Georgia State University
100 University Parkway
Macon, Georgia 31206

Teacher Education Program Mission Statement

We are committed to preparing adaptive professionals who are competent, accountable, reflective, and engaged in a diverse and changing world. Our highly experienced faculty is dedicated to the development of each student through a vibrant curriculum that integrates superior academic training and supervised clinical experiences. Completion of the program ensures that candidates emerge as well-rounded professionals who understand the complexities of educating all students in Central Georgia as part of a rapidly changing global environment.

Conceptual Framework (MAT)

The Department of Teacher Education and Social Work's philosophy consists of four essential elements that constitute a highly qualified, adaptive professional who will contribute to the field of education and affect the lives of children and communities in positive and meaningful ways. Pre-service teachers will exemplify the following four essential elements: **(C)**ompetent, **(A)**ccountable, **(R)**eflective, and **(E)**ngaged adaptive professionals in the field, otherwise known as **CARE**.

Accreditation (MAT)

Programs in the Department of Teacher Education and Social Work are accredited under the Georgia Professional Standards Commission (GaPSC).

Master of Arts in Teacher Education with Initial Teacher Certification Program Mission

The mission of Middle Georgia State University's Master of Arts in Teacher Education with Initial Teacher Certification Program is to prepare adaptive professionals who are competent, accountable, reflective, and engaged. Aligned with the mission statement of the University and the Office of Graduate Studies, this program builds on successful baccalaureate degrees in a wide variety of content areas, as indicated on the Office of Graduate Studies and Teacher Education websites. The MAT program is designed to address a continuing teacher shortage in Georgia and to provide initial teacher certification for graduate program candidates. This degree program produces pedagogically well prepared and competent candidates to meet the critical need for highly qualified and effective school teachers for specific secondary content areas, P-12 education fields, and career and technical education fields in the state of Georgia; hence, these well trained MGA graduates will strengthen the faculty of area school systems.

The MAT program prepares the candidate who holds a bachelor's degree from an accredited institution approved by the Georgia Professional Standards Commission (GaPSC). Candidates may choose to pursue specialization in one of the following content areas: Biology (6-12), Computer Science (P-12), Economics (6-12), English (6-12), French (P-12), Health & Physical Education (P-12), History (6-12), Latin (P-12), Math (6-12), Music (P-12), Political Science (6-12), or Spanish (P-12.)

The MAT program is a year-long, full-time online program with off-site placement of its graduate interns at partner school districts in the Middle Georgia area, and across the state of Georgia. This pedagogy-focused MAT degree program is designed to address a critical need for highly qualified and effective school teachers in the Middle Georgia area, and across the state of Georgia. The MAT curriculum is designed to provide a pathway to initial teacher certification and foster applied research in the areas of teacher practice, student achievement, professional development, assessment, and innovation for graduates who already have earned an undergraduate degree from an accredited institution approved by the Georgia Professional Standards Commission (GaPSC).

Program Format and Degree Requirements (MAT)

The Master of Arts in Teacher Education with Initial Teacher Certification (MAT) program prepares the student who holds a bachelor's degree from a Georgia Professional Standards Commission (GaPSC) recognized institution the opportunity to provide educational services for all students in grades 6-12 / P-12. The program is offered as a full-time program of 30 credit hours. There are two practicum experiences, EDUC 5005 and EDUC 5006. The first practicum consists of a school setting appropriate to their content area, and meeting specific GaPSC grade-band requirements for secondary and P-12 certification. The second practicum consists of teaching a full semester in a school setting appropriate to their content area, and meeting specific GaPSC grade-band requirements for secondary and P-12 certification. Graduate interns will be placed in classrooms appropriate to their secondary / P-12 content area for 900 hours; it is important to note that the Georgia Professional Standards Commission requires a minimum of 700 hours.

During Practicum & Seminar (EDUC 5005), the graduate interns will co-teach all-day three days per week in a school setting. During Clinical & Seminar (EDUC 5006), the graduate interns will teach all-day, every day in a school setting. The MAT program is an online program administered by the School of Education and Behavioral Sciences from the Macon Campus with off-site housing of its graduate students in individual schools within the state of Georgia.

The MAT program directs graduate interns to complete the program in three consecutive semesters. The program is currently 30 credit hours.

Master of Arts in Teacher Education with Initial Teacher Certification (6-12)

MAT Cohort-Based Curriculum & Course Schedule:

Curriculum and Projected Course Schedule (Summer Cohort)

First Semester - Summer (9 Credit Hours)

Graduate interns must be admitted into the MAT program and hold a valid pre-service certificate.

EDUC 5001	Foundations of Teaching and Learning	3
EDUC 5007	Classroom Management	3
SPED 5001	Adolescent Development and Diverse Learning Needs	3

Second Semester - Fall (12 Credit hours)

Graduate interns must have successfully completed all Semester 1 Checkpoints in the MAT program and hold a valid pre-service certificate to progress in the program from Semester 1 to Semester 2.

EDUC 5003	Reading and Multiple Literacies	3
EDUC 5004	Methods of Teaching and Assessment	3
EDUC 5005	Practicum & Seminar	6

Third Semester - Spring (9 Credit hours)

Graduate interns must have successfully completed all Semester 2 Checkpoints in the MAT program and hold a valid pre-service certificate to progress in the program from Semester 2 to Semester 3.

EDUC 5006	Clinical & Seminar	9
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Curriculum and Projected Course Schedule (Spring Cohort)

First Semester - Spring (12 Credit Hours)

Graduate interns must be admitted into the MAT program and hold a valid pre-service certificate.

EDUC 5001	Foundations of Teaching and Learning	3
EDUC 5003	Reading and Multiple Literacies	3
EDUC 5005	Practicum & Seminar	6

Second Semester - Summer (9 Credit hours)

Graduate interns must have successfully completed all semester 1 checkpoints in the MAT program and hold a valid pre-service certificate to progress in the program from Semester 1 to Semester 2.

EDUC 5004	Methods of Teaching and Assessment	3
EDUC 5007	Classroom Management	3
SPED 5001	Adolescent Development and Diverse Learning Needs	3

Third Semester - Fall (9 Credit hours)

Graduate interns must have successfully completed all semester 2 checkpoints in the MAT program and hold a valid pre-service certificate to progress in the program from Semester 2 to Semester 3.

EDUC 5006	Clinical & Seminar	9
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Total Hours: 30

Master of Business in Professional Leadership

Dean of the School of Business: Dr. Marc Miller

Administrative Director of the Master of Business in Professional Leadership: Dr. William Carty

(478) 934-3009, office

(478) 471-2802, FAX

Email: william.carty@mga.edu

School of Business

Middle Georgia State University

100 University Parkway

Macon, Georgia 31206

Master of Business in Professional Leadership Program Mission

The Master of Business in Professional Leadership (MBPL) is a business and interdisciplinary studies degree designed for people who wish to advance as leaders and excel across multiple commercial, government, and non-profit enterprises by inspiring and motivating individuals and organizations. Unlike a traditional business quantitative-centric degree, which is focused on managing processes, policies, and resources, the MBPL is a business degree focused on qualitative leadership. The professional development model of institutional learning, self-development, and experience as part of the lifelong learning and lifelong leading processes are integrated throughout the program. Under the supervision of the course instructor, the final course will involve a practical project in engagement with and in collaboration with a client.

Program Format and Degree Requirements (MBPL)

Students are required to complete 30 hours of coursework. There are 18 hours of core instruction and 12 hours of electives. Core instruction establishes a foundation of both business and leadership in the human dynamic of organizations through studies in Leadership in Theory and Practice, Leadership Development, Leadership and Organizational Behavior, Human Resource Management, Management in the Global Environment, and Management Information Systems. Electives are drawn from across other graduate programs at MGA in Management, Information Technology, Technical Writing, Public Relations, Sport Management, and Aviation Management. Core instruction in the program focuses on applied leadership in a business environment with further focus in specific fields through the choice of electives. This program is delivered in an online eight-week format, which provides flexibility, especially to working students.

Master of Business in Professional Leadership

Admission Requirements

1. Bachelor's Degree from an institutionally accredited university.
2. Preferred minimum GPA of 2.75.*
3. Letter of application that states the applicant's interest in the program.
4. Professional resume highlighting work experience.

*Note: Interested applicants who do not meet the preferred minimum GPA may take a standardized test such as the GRE or GMAT to further strengthen their application. Additionally, significant weight is placed on the resume when making a decision about an applicant with a lower than preferred GPA to account for experience beyond the classroom

Core Courses

Take all six courses for a total of 18 credit hours

*NOTE: MGMT 6300, Human Resource Management, may be replaced with MCOM 5030, Crisis Communications, and associated follow-on electives to allow for completion of an additional certificate in Strategic Business Communication *or* ENGL 5106, Technical Writing in the Digital Age, with associated follow-on electives to complete a certificate in Technical Writing and Digital Communication.

MGMT 5200	Management Information Systems	3
MGMT 5400	Managing in a Global Environment	3
MGMT 5600	Leadership and Organizational Behavior	3
MGMT 5610	Leadership in Theory and Practice	3
MGMT 6300	Human Resources Management	3
MGMT 6400	Strategic Leadership Development	3

Electives

Take four courses for a total of 12 credit hours

AVIA 6100	Human Factors in Aviation Management	3
AVIA 6200	Aviation Legal Studies	3
AVIA 6300	Airline Management	3
SMGT 6010	Sport Administration	3

SMGT 6020	Sport Law and Risk Management	3
MGMT 5700	Marketing Management	3
MGMT 6140	Supply Chain Management Strategy	3
MGMT 6100	Project Management	3
MGMT 6200	Continuous Process Improvement	3
ITEC 5100	Current and Emerging Issues in Information Technology	3
ITEC 5110	IT Leadership and Strategic Planning	3
ITEC 5120	IT Project Management	3
ITEC 6700	Introduction to Data Science	3
ENGL 5206	Public and Professional Writing	3
MCOM 5030	Crisis Communication	3
COMM 6610	Social Media Communication and Advertising	3
MCOM 6000	Production and Design for Public Relations	3

Master of Science in Information Technology (MSIT)

Dean of the School of Computing: Dr. Alex Koohang
Associate Dean of the School of Computer: Dr. Kevin S. Floyd
Chair of the Department of Information Technology: Dr. Neil Rigole
Graduate Program Coordinator, Information Technology: Dr. Vicky Sandoval

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Department of Information Technology
Middle Georgia State University
100 University Parkway
Macon, Georgia 31206

Department of Information Technology Mission

The mission of the Department of Information Technology (IT) is to educate students in information technology in ways that lead to fulfilling careers and enhance the economic vitality of Central Georgia. The Department prepares its graduates to solve problems and apply new technologies within an increasingly interconnected and changing global environment. The Department pursues this mission as an educational leader in teaching excellence, scholarship, professional service, and community outreach.

Master of Science in Information Technology Program Mission

The Master of Science in Information Technology is a unique collegiate program in the Middle Georgia region that fulfills MGA's mission to provide "high quality programs connected to community needs." It will also help establish MGA as a leader for the "economic" life of central Georgia.

The program aligns with and is complementary to Middle Georgia State University's ABET accredited Bachelor of Science in information Technology housed in the Department of Information Technology. This program is uniquely positioned in Central Georgia to address the mission and to meet the needs of both the 21st century student and employer. IT will fuel the regional economy by producing top-quality graduates who will be successful in 21st century careers. Many baccalaureate programs at Middle Georgia State University focus on careers in the greatest demand regionally and nationally: business, information technology, nursing, health care and teacher education. The Masters of Science in Information Technology will enable IT professionals with baccalaureate degrees to pursue advanced specialized training in the areas of cybersecurity and forensics, software development, critical infrastructure management, and health informatics.

Master of Science in Information Technology Degree Requirements

The MSIT program requires students to complete 30 hours of graduate coursework. The first 15 hours provide students with knowledge in core information technologies in leadership, strategic planning, and research. Students can then focus on one area of study to enhance their set of skills and knowledge. These areas of study are Cybersecurity and Forensics, Software Development, Critical Infrastructure Management, Health Informatics, Social Media, and Data Science. The courses in the program emphasize leadership abilities, critical thinking, problem solving, decision-making, and interpersonal and communication skills. Career success through lifelong learning, professional development, and research is stressed at all levels of the curriculum. The program is designed to produce graduates prepared to take on leadership duties in the field of Information Technology in general as well as in specific work settings such as healthcare and information security.

Program Format (MSIT)

All courses in the program are offered in an eight-week session format. Students can complete the Master of Science in Information Technology either in an accelerated (1 year) format or a regular (2 year) format. In the accelerated format, a student can take a total of 4 courses per semester divided up over two 8-week sessions. In the regular format, a student can take a total of 2 courses per semester divided up over two 8-week sessions.

Information Technology (MSIT)

Master of Science in Information Technology

Core Courses (15 hours)

ITEC 5100	Current and Emerging Issues in Information Technology	3
ITEC 5110	IT Leadership and Strategic Planning	3
ITEC 5120	IT Project Management	3

ITEC 5140	Research Methods in Information Technology	3
ITEC 6900	Graduate Capstone	3

Choose one of the following tracks:

Cybersecurity and Forensics (15 hours)

ITEC 6200	Digital Forensics	3
ITEC 6210	Network and Cyber Security	3
ITEC 6240	Security Policy, Ethics, and the Legal Environment	3
ITEC 6250	Disaster Recovery, Planning, and Response	3
ITEC 6220	Ethical Hacking	3

Software Development (15 hours)

ITEC 6400	Advanced Programming and Data Structures	3
ITEC 6410	Object Oriented Analysis and Design	3
ITEC 6420	Distributed Enterprise Software	3
ITEC 6430	Software Testing and Quality Assurance	3
ITEC 6450	Mobile Computing Systems and Applications	3

Health Informatics (15 hours)

ITEC 6240	Security Policy, Ethics, and the Legal Environment	3
ITEC 6250	Disaster Recovery, Planning, and Response	3
ITEC 6300	Health Information Technology	3
ITEC 6320	Electronic Health Records	3
ITEC 6340	Public Health Informatics	3

Data Analytics (15 hours)

ITEC 6700	Introduction to Data Science	3
ITEC 6710	Statistical Data Analysis	3
ITEC 6720	Programming for Data Science	3
ITEC 6730	Decision & Predictive Analytics	3
ITEC 6740	Machine Learning	3

Social Media (15 Hours)

ITEC 5300	Web Development	3
COMM 6610	Social Media Communication and Advertising	3
ITEC 6620	Managing Technologies for Social Media	3
ITEC 6240	Security Policy, Ethics, and the Legal Environment	3
ITEC 6700	Introduction to Data Science	3

Homeland Security (15 Hours)

ITEC 6200	Digital Forensics	3
ITEC 6240	Security Policy, Ethics, and the Legal Environment	3
ITEC 6500	Concepts in Homeland Security	3
CRJU 6550	Law Enforcement Operations	3
CRJU 6640	Intelligence Gathering for Homeland Security	3

Students may also pursue a generalist path by choosing 15 hours from any advisor approved ITEC graduate courses.

Total Hours: 30

Doctor of Science in Information Technology

On December 8, 2020, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) approved a Level Change for Middle Georgia State University to offer the Doctor of Science in Information Technology.

For the DSIT Curriculum and Typical Projected Course Schedule, please see the School of Computing website here:

<https://www.mga.edu/computing/doctorate-information-technology.php>

Doctor Of Science In Information Technology (DSIT)

Dean of the School of Computing: Dr. Alex Koohang

Associate Dean of the School of Computer: Dr. Kevin S. Floyd

Chair of Department of Information Technology: Dr. Neil Rigole

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Department of Information Technology

Middle Georgia State University

100 University Parkway

Macon, Georgia 31206

Department of Information Technology Mission

The mission of the Department of Information Technology (IT) is to educate students in information technology in ways that lead to fulfilling careers and enhance the economic vitality of Central Georgia. The Department prepares its graduates to solve problems and apply new technologies within an increasingly interconnected and changing global environment. The Department pursues this mission as an educational leader in teaching excellence, scholarship, professional service, and community outreach.

Doctor of Science in Information Technology Program Mission

The Doctor of Science in Information Technology is a unique collegiate program in the Middle Georgia region that fulfills MGA's mission to provide "high quality programs connected to community needs." It will also help establish MGA as a leader for the "economic" life of central Georgia.

The program aligns with and is complementary to Middle Georgia State College's ABET accredited Bachelor of Science in Information Technology and the Master of Science in Information Technology housed in the Department of Information Technology. This program is uniquely positioned in Central Georgia to address the mission and to meet the needs of both the 21st century student and employer. IT fuels the regional economy by producing top-quality graduates who will be successful in 21st century careers. The D.Sc. program will help IT leaders progress to senior roles developing strategic operations for organizations across the world.

Doctor of Science in Information Technology Degree Requirements

The DSIT program requires students to complete 54 hours of graduate coursework. The program is cohort based and admits students in the Fall. Admitted students can continue to work while completing their education, but there is not a part-time track of the program.

The program is innovative and unique to the middle Georgia region and to the university system. The program's inter-disciplinary structure blends innovation, strategy, and technology to empower world-class organizations. An applied research project offers students an opportunity to find solutions to complex information technology challenges.

Program Format (DSIT)

The majority of the degree is completed online with short residencies at the beginning and end of the program. The program is designed to take five semesters to complete.

Technology Research

The Doctor of Science in Information Technology requires 21 hours of research courses. Students must obtain a 'B' or better in the following courses:

ITEC 7110	Research for Decision Making	3
ITEC 7120	Statistical analysis for decision-making	3
ITEC 7130	Advanced research analysis for decision-making	3
ITEC 7140	Qualitative Analysis for Decision Making	3
ITEC 7150	Research Design Proposal	3
ITEC 8900	Doctoral research project	6

Leadership and Management

The Doctor of Science in Information Technology requires 12 hours of leadership and management courses. Students must obtain a 'B' or better in the following courses:

ITEC 7200	Design thinking & innovation	3
ITEC 7220	Leadership development	3
ITEC 7230	Information Technology Strategic Planning	3
ITEC 7210	Leading disruptive technology in organizations	3

Focused Topics

The Doctor of Science in Information Technology requires 15 hours of focused topics courses. Students must obtain a 'B' or better in the following courses:

ITEC 8100	Data science and analytics strategy	3
ITEC 8110	Organizational strategy for cybersecurity management	3
ITEC 8120	Information technology policy, compliance, and legal	3
ITEC 8130	Information Technology Project and Program Management	3
ITEC 8140	Contemporary issues in information technology	3

Doctoral Seminars

The Doctor of Science in Information Technology requires 6 hours of seminar courses. Students must obtain a 'B' or better in the following courses:

ITEC 7000	Doctoral Seminar I	3
ITEC 8950	Doctoral Seminar II	3

Doctorate in Public Safety (DPS)

Doctor of Science in Public Safety (DSPS)

Dean of the School of Education and Behavioral Sciences: Dr. David Biek
 Chair of the Department of Psychology and Criminal Justice: Dr. Paul Gladden
 Graduate Program Coordinator, DSPS: Dr. John Hall

(478) 757-5748, office
 (478) 471-2501, FAX Email: john.hall3@mga.edu

School of Education and Behavioral Sciences
 Middle Georgia State University
 100 University Parkway
 Macon, Georgia 31206

Program Description (Doctor of Science in Public Safety)

The Doctor of Science in Public Safety is a graduate program that prepares individuals to serve as managers in the executive arm of local, state, and federal government and that focuses on the systematic study of executive organization and management. The program includes instruction in the roles, development, and principles of public administration; the management of public policy; executive-legislative relations; public budgetary processes and financial management; administrative law; public personnel management; professional ethics; and research methods. The Public Safety Doctoral Program is designed to serve current professionals within the field who have interest in advancing into leadership roles within their respective area. The proposed program fits well within both the vision and mission of MGA by offering a doctoral level practitioner focused program that enhances partnerships between research and practice in the public safety workforce. The program aims to merge the practice of public safety with the research capabilities of higher education to provide a holistic approach to in-service training (i.e., to working public safety professionals), with concentration being on those who are currently in, or plan to seek, administrative positions within their respective agency or area of experience and linking them with researchers who can guide program evaluation with the intent of improving public safety for all Georgians.

Program Format (Doctor of Science in Public Safety)

The Doctor of Science in Public Safety (DSPS) curriculum emphasizes the core concepts, theories, and practices of public safety management to provide a holistic approach to administrative education. The program includes coursework in management and leadership theories, human resource practices, cultural competency, and program evaluation with an emphasis on application of this knowledge within a public safety context. The DSPS program requires students to complete 54 hours of graduate coursework. All courses are offered online and students may complete the program on a full-time or part-time basis. Students choose from among two concentration tracks: Those who select the security and analytics track will learn the foundations of security systems theories and practices and will then apply those to specific analyses (i.e., geographical information systems or financial and fraud analysis). Alternately, students who select the emergency and disaster management track will focus on the application of resilience to public emergencies and disaster science within a public safety context. In the capstone course for the program, students will complete a field-based research project using the skills acquired through their previous coursework, including Quantitative and Qualitative Research Methods Course. Projects will be focused on a real-world challenge faced in the student's public safety agency and will include implementation and evaluation of a programmatic solution to that challenge.

Doctorate in Public Safety Curriculum

Students must complete all program requirements with a grade of "C" or better.

Core Courses (33 Credit Hours)

Complete each of the following courses.

SFTY 7000	Public Safety Administration	3
SFTY 7010	Correctional Management & Law	3
SFTY 7020	Police Management & Law	3
SFTY 7030	Legal Issues in Criminal Justice Organizations	3
SFTY 7040	Public Administration	3
SFTY 7050	Organizational Theory	3
SFTY 7060	State and Local Government	3
SFTY 7070	Public Agency Financial Management	3
SFTY 7100	Qualitative Methods and Analysis	3

SFTY 7110	Quantitative Methods and Analysis	3
SFTY 8120	Policy & Program Evaluation	3

Global Diversity Elective (3 Credit Hours)

Complete one of the following courses.

SFTY 7200	Cultural Crime and Justice	3
SFTY 7210	International Affairs	3

Concentration Track (9 Credit Hours)

Choose and complete one of the following concentration areas.

Security and Analytics Track**Security and Analytics Required Courses**

Complete both courses.

SFTY 8000	Security Systems	3
SFTY 8010	Geographic Information Systems	3

Security and Analytics Track Elective

Complete one of the following.

SFTY 8130	Financial Investigation & Fraud Prevention	3
SFTY 8140	Cybercrime	3

Emergency and Disaster Management Track**Emergency and Disaster Management Track Required Courses**

Complete both courses.

SFTY 8400	Infrastructure and Resilience	3
SFTY 8410	Emergency Management	3

Emergency and Disaster Management Track Elective

Choose and complete one of the following.

SFTY 8430	Disaster Science	3
SFTY 8420	Conflict Management	3

Practicum (9 Credit Hours)

Complete both courses.

SFTY 8980	Evaluation Design and Planning	3
SFTY 8990	Evaluation Implementation	6

Master of Science in Management (MSM)

Dean of the School of Business: Dr. Marc Miller

Administrative Director, Master of Science in Management: Dr. Anthony Narsing

(478) 471-2724, office

(478) 471-2802, FAX

(800) 272-7619, toll-free

anthony.narsing@mga.edu

School of Business

Middle Georgia State University

100 University Parkway

Macon, Georgia 31206

School of Business Mission

The Mission of the School of Business is to provide high quality undergraduate and graduate business programs targeted primarily to meet Central Georgia workforce needs. The School focuses on effective teaching and student learning for a diverse student population. Faculty engagement in scholarly activities, especially applied and pedagogical research, enhances classroom instruction. Faculty provide professional services to the community and their disciplines.

Core Values

- **Continuous improvement** - We are committed to continuous improvement.
- **Curriculum** - We offer a dynamic curriculum blending theory with practice.
- **Diversity** - We value the diversity of the Middle Georgia State University community.
- **Integrity** - We share a strong commitment to honesty, fairness and high ethical standards.
- **Partnership** - We are committed to building mutually beneficial relationships with key stakeholders.
- **Access** - We provide access to opportunities for our students.

Master of Science in Management Program Mission

The Master of Science in Management (MSM) provides individuals with knowledge to advance their careers as leaders in private sector businesses, positions in government, and administrators in non-profits.

Program Format and Degree Requirements (MSM)

The 30 credit hour program provides individuals with knowledge to advance their careers as leaders in private sector businesses, positions in government, and administrators in non-profits. The program is composed of a 21-hour core and a nine-hour concentration. The core courses provide all students with important management concepts including marketing, decision sciences, leadership, information systems, accounting, and global issues. Students then choose a concentration in aviation management, organizational management, sport management, or supply chain management for more specialized knowledge.

This program is delivered in an online eight-week format, which provides flexibility especially to working students.

Business (MSM)

Master of Science in Management

Core Courses (21 hours)

ACCT 5100	Managerial Accounting	3
MGMT 5200	Management Information Systems	3
MGMT 5300	Decision Sciences	3
MGMT 5400	Managing in a Global Environment	3
MGMT 5600	Leadership and Organizational Behavior	3
MGMT 5700	Marketing Management	3
MGMT 5900	Strategic Management	3

Choose one of the following tracks**Aviation Management (9 Hours)**

AVIA6100	Human Factors in Aviation Management	3
AVIA6200	Aviation Legal Studies	3
AVIA6300	Airline Management	3

Sport Management (9 Hours)

SMGT6010	Sport Administration	3
SMGT6020	Sport Law and Risk Management	3
SMGT6030	Sport Psychology	3

Supply Chain Management (9 hours)

MGMT 6130	Purchasing and Materials Management	3
MGMT 6140	Supply Chain Management Strategy	3
MGMT 6200	Continuous Process Improvement	3

Organizational Management (9 hours)

MGMT 6100	Project Management	3
MGMT 6200	Continuous Process Improvement	3
MGMT 6300	Human Resources Management	3

Total: 30 Hours

Master of Nursing Adult/Gerontology Nurse Practitioner (MSN)

Dean of the School of Health and Natural Sciences: Dr. Tara L. Underwood
Chair of the Department of Nursing: Dr. Donna Ingram
Graduate Program Coordinator, Nursing: Dr. Kerry Garrett

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(478) 471-2983, FAX
kerry.garrett@mga.edu

School of Health and Natural Sciences
100 University Parkway
Macon, Georgia 31206

Mission Statement

The mission of the Middle Georgia State University Master of Science in Nursing Program is to prepare advanced practice nurses to provide care to the entire adult to older adult age population and across the continuum of care, particularly those with acute care needs.

Program Format and Degree Requirements (MSN)

The Master of Science in Nursing program is a 43 credit hour program designed to be completed in five consecutive semesters. All courses in the program are offered fully online with two full-day intensive/immersion sessions held each semester. Clinical practice is planned in a variety of settings and is designed to address the program and course objectives. Students will complete 630 clinical practice hours. MSN students may choose to complete these hours at Atrium Health Navicent, or they may choose to complete these hours at a Georgia healthcare facility of their choice pending approval from the MSN Program Coordinator. Upon successful completion of the program, graduates will be eligible to sit for the American Nurses Credentialing Center's (ANCC) AGACNP certification exam. The program is designed to be completed in five consecutive semesters.

Student Expectations (MSN)

Middle Georgia State University students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The Middle Georgia State University Student Code of Conduct contains a full description of student rights and responsibilities and the disciplinary procedures which will guide the action of the faculty and administration should a student allegedly violate the code. Nursing is a profession governed by a code of ethics and standards of practice. Students who are charged with a violation of the Middle Georgia State University Student Code of Conduct will be subject to disciplinary procedures by the School of Health and Natural Sciences and Middle Georgia State University. Any violation of the Middle Georgia State University Student Code of Conduct, whether the violation is related to a lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.

Academic Standards (MSN)

In addition to the other academic regulations of the University, the following requirements apply to the nursing program:

1. All clinical nursing courses require a satisfactory level of performance in theory and in clinical, including campus labs. All graduate nursing courses require a minimum grade of at least a "B" (80%). Nursing Grading Scale: A=100-90, B=89-80, C=79-75, D=74-65, F=64 and below.
2. There will be no rounding of nursing grades.
3. Grades for the clinical component of nursing courses are determined on a competency basis and designated as satisfactory or unsatisfactory. A satisfactory level of clinical competence is required in order to earn a passing grade ("B" or higher) in graduate nursing courses. An unsatisfactory level of competence results in failure in that course. A course grade of "F" will be assigned if a student fails clinical.
4. Graduate nursing course credits are valid for 60 (5 years) months. All graduate nursing courses must be completed within 60 months of the date of entry into the first graduate nursing course.
5. Nursing Student Policies in effect at the time of admission to a nursing cohort apply throughout the program unless due notification of change is provided to the student.

Clinical Requirements (MSN)

Accepted students must meet the clinical requirements of all affiliating clinical sites by established deadlines, to include, but limited to:

1. Completed health history and physical form;

2. Immunization form;
3. TB screening;
4. Criminal Background Check;
5. Urine Drug Screen
6. Mandatory Health Professional CPR certification through the American Heart Association
7. Professional malpractice liability insurance

Note: a) Students must maintain ability to meet requirements of Nursing Practice Performance Standards/Essential Abilities. Students experiencing a change in health status may be required to resubmit health forms. b) Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the affiliating clinical agencies in order to participate in clinical experiences and progress in the program. Students denied acceptance by any clinical affiliates will not be able to attend clinical experiences and, therefore, will not be enrolled in the Nursing Program. c) Random Criminal Background Checks or Urine Drug Screen may be required while in the Nursing Program. This testing, if required, will be at the student's expense.

Nursing (MSN)

Master of Nursing Adult/Gerontology Acute Care Nurse Practitioner

Year One (24 hours)

NURS 5000	Advanced Pathophysiology	3
NURS 5100	Professional Concepts	2
NURS 5200	Advanced Health Assessment/Diagnostic Reasoning	4
NURS 5300	Advanced Pharmacology/Therapeutic Interventions	3
NURS 5400	Adult/Gerontology Acute Care I	6
NURS 5500	Research and Evidence Based Practice	3
NURS 5600	Quality/Safety/Improvement Processes	3

Year Two (19 hours)

NURS 6200	Leadership/Management & Healthcare Policy	3
NURS 6400	Adult/Gerontology Acute Care II	6
NURS 6500	Adult/Gerontology Acute Care III	7
NURS 6600	Project Management in Health Care	3

Total Hours: 43

Master of Science in Occupational Therapy Bridge Program

Master of Science in Occupational Therapy (MSOT)

Dean of the School of Health and Natural Sciences: Dr. Tara L. Underwood
Chair of the Department of Rehabilitation Sciences: Ms. Betsy McDaniel
Program Director, Master of Science in Occupational Therapy: Dr. Traci Swartz

(478) 934-3057, office
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Email: traci.swartz@mga.edu

School of Health and Natural Sciences
Department of Rehabilitation Sciences
1100 Second Street, S.E.
Cochran, Georgia 31014

Accreditation Statement

The Master of Science in Occupational Therapy Program at Middle Georgia State University has been granted Candidacy status by the *Accreditation Council for Occupational Therapy Education* (ACOTE) of the *American Occupational Therapy Association* (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is 301.652.AOTA and its web address is www.acoteonline.org. The program must have a pre-accreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the *National Board for Certification in Occupational Therapy* (NBCOT®). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses (including Georgia) are usually based on the results of the NBCOT® Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT® certification examination or attain state licensure. More information about NBCOT® can be found online at <https://www.nbcot.org>.

The Master of Science in Occupational Therapy Program has been granted approval by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Mission Statement

The Middle Georgia State University Master of Science in Occupational Therapy (MSOT) Program is supportive of the mission of MGA, as well as the University System of Georgia (USG), by educating lifelong learners whose scholarship and careers will enhance the region, as well as providing accessible and affordable, high-quality education in the field of occupational therapy. The MSOT Program seeks to enable individuals to create healthy and productive lives through occupational and community engagement, by producing graduates who are competent, compassionate, ethical, and reflective practitioners, and who become leaders in the field.

Program Format and Degree Requirements

The Master of Science in Occupational Therapy program is a rigorous full-time 2.5 year program (seven sequential semesters), including fieldwork experiences, offered in a hybrid format (online, with on-campus attendance required approximately 4-5 times per semester). The 74-hour (not including prerequisites) curriculum includes coursework in three components: foundational knowledge, courses related to the occupational therapy process, and fieldwork experience.

MSOT Program Progression

All MSOT courses must be taken in sequential order, and graduate students must obtain a "B" or better in all MSOT courses. Failure to complete any course in the semester will delay progression to the next semester. Students will be allowed a second attempt of the failed course the following year when the course is offered again. Failure of the second attempt of the course will result in dismissal from the MSOT Bridge Program.

Core Course Requirements

**Students must hold an associate degree in occupational therapy assistant from an ACOTE accredited OTA program and be currently certified by NBCOT and licensed as an OTA. In addition, they must have completed a minimum of 84 semester equivalent credits from an institutionally accredited college or university with up to 43 of those hours being OTA courses. This program will require 4 core courses at the undergraduate level that are not traditionally included in most OTA curriculums*:* MATH 1401 - Elementary Statistics, SOCI 1101 - Intro to Sociology, PSYC 3265 - Abnormal Psychology, HLSA 3000 Research Methods for Health Sciences. Note: Equivalent transfer courses may be accepted upon review.

MATH 1401

Elementary Statistics

3

SOCI 1101	Introduction to Sociology	3
PSYC 3265	Abnormal Psychology	3
HLSA 3000	Research Methods for Health Sciences	3

OTMS Semester 1 (Fall)

Students must obtain a letter grade of "B" or better in the following courses

OTMS 5000	Occupational Therapy Foundations	3
OTMS 5010	Clinical Kinesiology with Lab	3
OTMS 5020	Clinical Pathophysiology for Occupational Therapy with Lab	3
OTMS 5110	Assessment and Documentation Process	2
OTMS 5030	Leadership, Ethics, and Professionalism	2

*Note: All courses must be taken in sequential order. Graduate students must obtain a "B" or better in all OTMS courses. Failure to complete any course in Semester 1 will delay progression to the next semester. Student's will be allowed a second attempt of the failed course the following year when it is offered again. Failure of the second attempt of the course will result in dismissal from the Master of Science in Occupational Therapy Bridge Program.

OTMS Semester 2 (Spring)

Students must obtain a letter grade of "B" or better in the following courses

OTMS 5100	Occupation Based Assessment and Intervention with Lab and FW-IA: Pediatrics	7
OTMS 5120	Neuroscience Foundations for Occupational Therapy with Lab	3
OTMS 5130	Occupational Analysis and Performance	2
OTMS 5140	Evidenced Based Practice and Research I	3

*Note: All MSOT courses must be taken in sequential order. Graduate students but obtain a "B" or better in all MSOT courses. Failure to complete any course in the semester will delay progression to the next semester. Student's will be allowed a second attempt of the failed course the following year when it is offered again. Failure of the second attempt of the course will result in dismissal from the MSOT Bridge Program.

OTMS Semester 3 (Summer)

Students must obtain a letter grade of "B" or better in the following courses

OTMS 5200	Occupation Based Assessment and Intervention with Lab and FW-IB: Biopsychosocial Influences	5
OTMS 5210	Evidence Based Practice and Research II	2

*Note: All MSOT courses must be taken in sequential order. Graduate students but obtain a "B" or better in all MSOT courses. Failure to complete any course in the semester will delay progression to the next semester. Student's will be allowed a second attempt of the failed course the following year when it is offered again. Failure of the second attempt of the course will result in dismissal from the MSOT Bridge Program.

OTMS Semester 4 (Fall)

Students must obtain a letter grade of "B" or better in the following courses

OTMS 5300	Occupation Based Assessment and Intervention with Lab and FW-IC: Adults to Geriatrics	7
OTMS 5040	Administration, Management, and Policy	2
OTMS 5340	Evidence Based Practice and Research III	2

*Note: All MSOT courses must be taken in sequential order. Graduate students but obtain a "B" or better in all MSOT courses. Failure to complete any course in the semester will delay progression to the next semester. Student's will be allowed a second attempt of the failed course the following year when it is offered again. Failure of the second attempt of the course will result in dismissal from the MSOT Bridge Program.

OTMS Semester 5 (Spring)

Students must obtain a letter grade of "B" or better in all Level II Fieldwork courses

OTMS 5220	Emerging and Nontraditional Practice	3
OTMS 5310	Assistive Technology, Environmental Assessment, and Intervention	4
OTMS 5320	Service Delivery and Educational Methods	2
OTMS 5330	Clinical Review and Competency Testing Seminar	1

Students must successfully complete all didactic MSOT courses with a letter grade of "B" or better, complete all clinical requirements as necessary, and be in good standing with the MSOT Faculty before they will be allowed to register for Level II Fieldwork courses. Students must successfully complete all Level II Fieldwork courses with a grade of "B" or better as determined by the Academic Fieldwork Coordinator and Fieldwork Educator in order to progress. Failure of a fieldwork course with a letter grade of less than "B" on the Level II Fieldwork Performance Evaluation may result in dismissal from the MSOT Program.

OTMS Semester 6 (Summer)

Students must obtain a letter grade of "B" or better in all Level II Fieldwork courses

OTMS 5400	Level II Fieldwork A	9
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Students must successfully complete all didactic MSOT courses with a letter grade of "B" or better, complete all clinical requirements as necessary, and be in good standing with the MSOT Faculty before they will be allowed to register for Level II Fieldwork courses. Students must successfully complete all Level II Fieldwork courses with a grade of "B" or better as determined by the Academic Fieldwork Coordinator and Fieldwork Educator at the assigned site in order to progress. Failure of a fieldwork course with a letter grade of less than "B" on the Level II Fieldwork Performance Evaluation may result in dismissal from the MSOT Program.

OTMS Semester 7 (Fall)

OTMS 5402	Level II Fieldwork B	9
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Students must successfully complete all didactic MSOT courses with a letter grade of "B" or better, complete all clinical requirements as necessary, and be in good standing with the MSOT Faculty before they will be allowed to register for Level II Fieldwork courses. Students must successfully complete all Level II Fieldwork courses with a grade of "B" or better as determined by the Academic Fieldwork Coordinator and Fieldwork Educator at the assigned site in order to progress. Failure of a fieldwork course with a letter grade of less than "B" on the Level II Fieldwork Performance Evaluation may result in dismissal from the MSOT Program.

Post-Master's Certificate in Adult Gerontology Acute Care Nurse Practitioner

Dean of the School of Health and Natural Sciences: Dr. Tara L. Underwood
 Chair of the Department of Nursing: Dr. Donna Ingram
 Graduate Program Coordinator, Nursing: Dr. Kerry Garrett

(478) 471-2761, office
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 Email: kerry.garrett@mga.edu

Post-Master's Certificate in Adult Gerontology Acute Care Nurse Practitioner

The Adult Gerontology Acute Care Nurse Practitioner certificate is designed for Advanced Practice Registered Nurses with certification in other specialty areas to receive the necessary education to sit for AGACNP certification.

Year One (6 hours)

Students must take the following course in sequence. A grade of "B" or better must be earned in each course to successfully complete certificate requirements.

NURS 5400	Adult/Gerontology Acute Care I	6
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Year Two(13 hours)

Students must take the following course in sequence. A grade of "B" or better must be earned in each course to successfully complete certificate requirements.

NURS 6400	Adult/Gerontology Acute Care II	6
NURS 6500	Adult/Gerontology Acute Care III	7

Admissions Requirements

1. Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) from an accredited College or University.
2. Unencumbered license as a Registered Nurse and APRN certification in the State of Georgia.
3. Completion of the following prerequisite course: Advanced Pathophysiology, Advanced Pharmacology, and Advanced Physical Assessment
4. Official transcripts
5. Two letters of recommendation
6. Resume
7. Interview
8. Essay- Describing the desire to complete training for AGACNP certification and the value it will add to their career path and healthcare delivery.

Master of Arts in Technical and Professional Writing (MATPW)

Dean of the School of Arts and Letters: Dr. Mary Wearn
Associate Dean of the School of Arts and Letters: Dr. Amy Berke
Chair of the Department of English: Dr. Benita Muth
Coordinator of Graduate Technical Writing Programs: Dr. Monica Miller

(478) 471-5799, office
(478) 471-5794, FAX
(800) 272-7619, toll-free
Email: monica.miller@mga.edu

School of Arts and Letters
English Department
100 University Parkway
Macon, Georgia 31206

Mission Statement: Master of Arts in Technical and Professional Writing

Administered by Middle Georgia State University's Department of English in the School of Arts and Letters, the Master of Arts in Technical and Professional Writing was developed as a cross-disciplinary graduate degree by the Department of English, the Department of Media, Culture, and the Arts, and the Department of Information Technology. The program teaches the knowledge and skills for the analysis, design, and production of documents in our high-tech age and prepares graduates for professional careers as writers, editors, researchers, web-content managers, and such related careers as education, advertising, human resources, business, government, non-profits, museums, marketing, and libraries. The program includes study in theories of rhetoric, the craft of technical and professional writing, and advanced digital literacy. The program also offers instruction in document design, document production, and editing. Other topics include visual rhetoric and multimedia composition, usability testing, project management, website development, and publishing across print and digital platforms. This graduate degree in technical and professional writing teaches the knowledge and skills necessary for the analysis, design, and production of documents within competitive professional environments that value and reward high-level writing and digital acumen.

English (MATPW)

M. A. in Technical and Professional Writing

Required Core Courses

These eight courses below are required:

ENGL 5106	Technical Writing in the Digital Age	3
ENGL 5206	Public and Professional Writing	3
ENGL 5650	Theory and Practice in Editing and Style	3
ENGL 6200	Grant Writing	3
NMAC 5108	Writing and Publishing in Digital Environments	3
COMM 5000	Rhetoric: Written, Visual, and Oral Communication	3
ITEC 5300	Web Development	3
ITEC 5320	Instructional Design	3

Elective Courses

Students will take **two** of the following elective courses:

COMM 6610	Social Media Communication and Advertising	3
CRWR 5040	Fiction Writing	3
CRWR 5050	Poetry Writing	3
CRWR 5440	Screenwriting	3
CRWR 5700	Narrative Journalism	3
CRWR 5900	Publishing and the Creative Writer	3

ENGL 5990	Graduate Internship	3
ENGL 6100	Seminar in Landmark Reports and Papers	3
ENGL 6300	Teaching First Year Composition	3
ENGL 6400	Teaching Developmental Writing	3
ENGL 6500	Teaching Online Research and Writing	3
ITEC 5310	Human Computer Interaction	3
MCOM 5010	Public Relations Writing and Research	3
MCOM 5030	Crisis Communication	3
MCOM 5131	News Writing and Reporting	3
MCOM 6000	Production and Design for Public Relations	3

Program Prerequisites:

There are no prerequisites beyond admission requirements to the program. However, students who want to refresh their writing skills at the undergraduate level may consider taking one or more classes in the Minor in Professional Writing (such as PFWR 3160 Introduction to Professional Writing).

Certificate in Technical Writing and Digital Communication

Dean of the School of Arts and Letters: Dr. Mary Wearn
Associate Dean of the School of Arts and Letters: Dr. Amy Berke
Chair of the Department of English: Dr. Benita Muth
Coordinator of Graduate Technical Writing Programs: Dr. Monica Miller

(478) 471-5799, office
(478) 471-5794, FAX
(800) 272-7619, toll-free
Email: monica.miller@mga.edu

School of Arts and Letters
English Department
100 University Parkway
Macon, Georgia 31206

Mission Statement

The cross-disciplinary graduate Certificate in Technical Writing and Digital Communication is offered collaboratively by the Department of English, the Department of Media, Culture, and the Arts, and the School of Information Technology. The program of study requires 15 credit hours in graduate level courses that develop students' skills in writing, communication, and web development in the digital age. This post-baccalaureate certificate is designed for working professionals and is offered fully online.

Certificate in Technical Writing and Digital Communication

Program Format and Degree Requirements

English

Certificate in Technical Writing and Digital Communication

Required Courses (12 hours)

Students should take the following 4 classes:

ENGL 5106	Technical Writing in the Digital Age	3
NMAC 5108	Writing and Publishing in Digital Environments	3
ITEC 5300	Web Development	3
ITEC 5320	Instructional Design	3

Elective Course (3 hours)

Students should take one of the following courses:

ITEC 5310	Human Computer Interaction	3
ENGL 6200	Grant Writing	3

Total Hours: 15

Graduate Certificate in Teaching College Writing

Graduate Certificate in Teaching College Writing

Dean of the School of Arts and Letters: Dr. Mary Wearn
 Associate Dean of the School of Arts and Letters: Dr. Amy Berke
 Chair of the Department of English: Dr. Benita Muth
 Coordinator of Graduate Technical Writing Programs: Dr. Monica Miller

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School of Arts and Letters
 English Department
 100 University Parkway Macon, Georgia 31206

Program Description (Graduate Certificate in Teaching College Writing)

The Graduate Certificate in Teaching College Writing offers a fully online, 18-hour credential that provides targeted professional development for those who plan to teach at the college level. The certificate provides expertise and evidence of specialization in an area of vital need to higher education: strong, effective writing instruction, especially on the first-year level, and targeted development for any who want to add college instruction as a career component or enhance their current qualifications. The program is designed to develop practical teaching skills in vital areas such as first-year composition, developmental writing, and online instruction in research and writing, as well as enrich the student's experience with rhetoric, editing, and style.

Program Format (Graduate Certificate in Teaching College Writing)

The Graduate Certificate in Teaching College Writing is taught in 8-week sessions classes. Students can complete the program in a calendar year. The program includes an online teaching internship for those not already active educators. The Graduate Certificate in Teaching College Writing is a stand-alone credential, or it can be added as an additional credential to Master of Arts in Technical and Professional Writing.

Graduate Certificate in Teaching College Writing

The Graduate Certificate in Teaching College Writing is an 18-hour, fully online credential which provides targeted professional development for higher educators and dual enrollment instructors who wish to teach writing at a post-secondary level. For those already credentialed to teach, this certificate provides documentation of expertise of the skills needed for strong, effective writing instruction. This graduate certificate is a stand-alone credential or is stackable with MGA's Master of Arts in Technical and Professional Writing.

Admission Requirements:

Students must meet the General Admissions Requirements for Graduate Study of the Office of Graduate Studies:

- A bachelor's degree from a regionally accredited college or university
- Evidence of aptitude for success in graduate-level studies
- Completion of all program admission requirements
- For residents of Georgia, Documentation of Lawful Residence

Students must meet the requirements of the Graduate Certificate in Teaching College Writing program:

- 2.5 GPA
- Letter of Interest

Required Courses (15 hours)

Students will take the following five courses:

COMM 5000	Rhetoric: Written, Visual, and Oral Communication	3
ENGL 5650	Theory and Practice in Editing and Style	3
ENGL 6300	Teaching First Year Composition	3
ENGL 6400	Teaching Developmental Writing	3
ENGL 6500	Teaching Online Research and Writing	3

Elective (3 hours)

Students who are not active educators must take ENGL 5900. This course should be taken in the same semester as either ENGL 6300, ENGL 6400, or ENGL 6500.

Students who are active collegiate educators may choose to take either ENGL 5106 or ENGL 5206 rather than ENGL 5900

ENGL 5990	Graduate Internship	3
ENGL 5106	Technical Writing in the Digital Age	3
ENGL 5206	Public and Professional Writing	3

Graduate Certificate in Creative Writing

Graduate Certificate in Creative Writing

Dean of the School of Arts and Letters: Dr. Mary Wearn
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School of Arts and Letters
 English Department
 100 University Parkway Macon, Georgia 31206

Program Description (Graduate Certificate in Creative Writing)

The Graduate Certificate in Creative Writing is a fully online 15-hour credential that prepares writers to use their talents in the professional world. The certificate supports writers already working in a creative field, students honing their craft before navigating the publishing world or film industry, and those pursuing a personally enriching goal in parallel to their current career. Taught by published authors and master teachers, the program is designed to develop skills in multiple genres—fiction, poetry, screenwriting, and narrative journalism—as well as to introduce writers to practical aspects of publishing.

Program Format (Graduate Certificate in Creative Writing)

The Graduate Certificate in Creative Writing is a fully online program taught in 8-week session classes. Students can complete the program in a calendar year. The program is a stand-alone degree, but students in MGA's Master of Arts in Technical and Professional Writing (or who wish to pursue that degree) can count up to two elective classes for the master's degree.

Graduate Certificate in Creative Writing

The Graduate Certificate in Creative Writing is a 15-hour fully online credential that prepares writers to use their talents in the professional world. It provides high-level instruction to students already working in a creative industry, those honing their craft before navigating the publishing world or Georgia's film industry, or those pursuing a personally enriching goal. It provides either a stand-alone credential or is stackable with MGA's Masters in Technical and Professional Writing.

Admission Requirements:

Students must meet the General Admissions Requirements for Graduate Study of the Office of Graduate Studies:

- A bachelor's degree from a regionally accredited college or university
- Evidence of aptitude for success in graduate-level studies
- Completion of all program admission requirements
- For residents of Georgia, Documentation of Lawful Residence

Students must meet the requirements of the Graduate Certificate in Creative Writing program:

- 2.5 GPA
- Letter of Interest

Required Courses (15 hours)

Students will take the following five classes:

CRWR 5040	Fiction Writing	3
CRWR 5050	Poetry Writing	3
CRWR 5440	Screenwriting	3
CRWR 5700	Narrative Journalism	3
CRWR 5900	Publishing and the Creative Writer	3

Master of Arts in Public Relations

Dean of the School of Arts and Letters: Dr. Mary Wearn
 Associate Dean of the School of Arts and Letters: Dr. Amy Berke
 Chair of the Department of Media, Culture, and the Arts: Dr. Shereé Keith
 Graduate Program Coordinator, Master of Arts in Public Relations: Dr. André Nicholson

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School of Arts and Letters
 Department of Media, Culture, and the Arts
 100 University Parkway
 Macon, Georgia 31206

Master of Arts in Public Relations

Mission Statement: The Master of Arts in Public Relations was designed by the Department of Media, Culture and the Arts that has a deep history of educating students in the humanities and providing them with job ready skills. Students will learn strategic and theoretical principles in courses such as PR Campaigns, PR Foundation and Theory, PR Writing and Research, and Crisis Communication. The program is designed to enhance skills related to public relations writing and strategy, multimedia content creation, public relations ethics, research, communication strategies for social media, and more. Public relations practitioners form, build and maintain relationships between an organization and publics by finding common interests. Practitioners are trusted counsel who advise, engage employees, and build public trust. Upon program completion students will be prepared for careers in public relations in fields such as business, marketing, advertising, entertainment, higher education, technology, healthcare, advocacy, and beyond. Students who earn this degree will be ready to step into a career in the growing field of public relations, ready to forge new paths in the professional world.

Required courses (24 hrs):

MCOM 5000	Public Relations Foundations and Theory	3
MCOM 5010	Public Relations Writing and Research	3
MCOM 5030	Crisis Communication	3
COMM 6610	Social Media Communication and Advertising	3
MCOM 6000	Production and Design for Public Relations	3
MCOM 6010	Public Relations Campaigns	3
MCOM 6020	Public Relations Practicum	3
COMM 5200	Data Storytelling	3
	OR	
ITEC 6620	Managing Technologies for Social Media	3

Electives - Students Choose Two (6 hrs):

MCOM 5020	Media Relations and Ethics	3
MCOM 5040	Fundraising and Planning	3
NMAC 5108	Writing and Publishing in Digital Environments	3
MCOM 5131	News Writing and Reporting	3
ITEC 5300	Web Development	3
MKTG 5000	Marketing Communication	3
CRWR 5700	Narrative Journalism	3
ENGL 5106	Technical Writing in the Digital Age	3
ENGL 5206	Public and Professional Writing	3
ENGL 5990	Graduate Internship	3
MGMT 5610	Leadership in Theory and Practice	3

Total Hours: 30

Graduate Certificate in Strategic Business Communication

Graduate Certificate in Strategic Business Communication

The Graduate Certificate in Strategic Business Communication is a 15 hour interdisciplinary, professional program of study that develops students' skills in public relations, marketing, advertising, and social media communication. This stackable credential is aligned with the MA in Public Relations and students in the certificate program can articulate all successfully completed coursework into the MA program if desired.

Required Courses (15 Hours)

MCOM 5010	Public Relations Writing and Research	3
MCOM 5030	Crisis Communication	3
COMM 6610	Social Media Communication and Advertising	3
COMM 5200	Data Storytelling	3
	OR	
ITEC 6620	Managing Technologies for Social Media	3
MKTG 5000	Marketing Communication	3
	OR	
MGMT 5610	Leadership in Theory and Practice	3

*Students may substitute an alternative graduate Marketing or Management Class with Permission of the Program Coordinator

Courses

ACCT - Accounting

ACCT 5100 - Managerial Accounting (3 credits)

This course provides a framework that emphasizes the role of accounting information for decision-making by managers. The course focuses upon the internal use of accounting for management planning, control and decision-making. Topics include cost accumulation systems, cost management, budgeting, and capital budgeting.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Acceptance into the MSM program.

ACCT 6100 - Auditing (3 credits)

Prerequisites: Acceptance into the program; ACCT 4135 or equivalent

Advanced topics in assurance services with emphasis on audits including statistical sampling, audit software, the regulatory environment of attestation, and current professional topics.

Lecture Hours: 3. Lab Hours: 0.

ACCT 6200 - Financial Accounting Topics (3 credits)

Prerequisites: Acceptance into the program; ACCT 3103 or equivalent

Addresses current financial reporting issues of interest to the accounting profession. Explores the International Financial Reporting Standards (IFRS) that have been issued by the International Accounting Standards Board, which over 120 countries require or allow the use of for the preparation of financial statements by publicly held companies. Efforts are currently underway to either replace or converge U.S. GAAP with IFRS.

Lecture Hours: 3. Lab Hours: 0.

ACCT 6300 - Managerial and Accounting Information Systems (3 credits)

Prerequisites: Acceptance into the program; ACCT 3110 and ACCT 4205 or equivalent

This course examines a wide range of fundamental to advanced techniques used by companies for tracking and reporting. Students will develop the ability to choose, extract, and analyze information to solve business problems, critique technology-enabled business processes, developing information systems, and designing and evaluating internal and cost controls.

Lecture Hours: 3. Lab Hours: 0.

ACCT 6400 - Tax Research (3 credits)

Prerequisites: ACCT 3120 and ACCT 4120 or equivalent

This course provides an introduction to the fundamentals of tax research, including the effective analysis and communication of the results of tax research well beyond the undergraduate level. Online research tools will be emphasized.

Lecture Hours: 3. Lab Hours: 0.

ACCT 6505 - Graduate Accounting Special Topics (3 credits)

Prerequisites: At least 12 hours graduate level credit AND approval of School of Business Dean

This course provides the student an opportunity to pursue in-depth studies of a topic(s) not covered in existing graduate courses. Nature and scope is determined in consultation with faculty sponsor.

Lecture Hours: 3. Lab Hours: 0.

ACCT 6605 - Graduate Accounting Internship (3 credits)

Prerequisites: At least 12 hours graduate level credit AND approval of School of Business Dean

This course provides the student an opportunity to pursue professional work experience in public, private, or not-for-profit accounting organization. The nature and scope is determined in consultation with a faculty sponsor and an internship site coordinator.

Lecture Hours: 3. Lab Hours: 0.

AVIA - Aviation

AVIA 6100 - Human Factors in Aviation Management (3 credits)

This course is a study of the management of workload, performance, and situational awareness of individual and group behavior in aviation operations.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Acceptance to the Masters of Science in Management. Corequisite: NONE. Cross-Listed as: NONE.

AVIA 6200 - Aviation Legal Studies (3 credits)

This course is a study of the legal issues most common in aviation. Topics include torts, contracts, security, labor law, and accident adjudication.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Acceptance to the Masters of Science in Management. Corequisite: N/A. Cross-Listed as: N/A.

AVIA 6300 - Airline Management (3 credits)**Prerequisite(s):** N/A**Course Description: Airline Management**

This course integrates the fundamentals of economics, route selection, schedule creation, fleet composition and revenue management unique to Air Carrier Operations.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Acceptance to the Masters of Science in Management. Corequisite: N/A. Cross-Listed as: N/A.

COMM - Communication**COMM 5000 - Rhetoric: Written, Visual, and Oral Communication (3 credits)**

Prerequisite: Meet program admission requirements or permission of Graduate Program Coordinator

The course covers contemporary rhetorical theory and its development from classical rhetoric. The course emphasizes the impact of rhetorical theory on composition. Students will apply rhetorical theory in oral, written and visual compositions. Critical analysis of discourses, to include the realms of politics, institutions, law, medicine, religion, education, science, and the media, will be studied.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the program or permission of the Graduate Program Coordinator.

COMM 5200 - Data Storytelling (3 credits)

Prerequisite: Meet program admission requirements or permission of Graduate Program Coordinator

Data Storytelling will cover the fundamentals of effective data-driven storytelling. Students will learn how to detect and articulate the stories behind datasets and communicate data findings in visual, oral, and written contexts for various audiences and publics.

Lecture Hours: 3. Lab Hours: 0.

COMM 6610 - Social Media Communication and Advertising (3 credits)

Prerequisite: Meet program admission requirements or permission of Graduate Program Coordinator

This course investigates issues related to the impact of social media content and the relationships between organizations and their audiences. Topics include creating brand strategies for social media marketing, effective advertisement, and communication. Students will have an understanding of the drivers of value for a brand and how social media messages differ from traditional media.

Lecture Hours: 3. Lab Hours: 0.

CRJU - Criminal Justice**CRJU 6550 - Law Enforcement Operations (3 credits)**

This course provides students with an overview of law enforcement operations in the United States, with emphasis on police functions including police role in homeland security, leadership, administration, and organizational design. Police tactical operations and techniques used to accomplish these functions will be examined. It is also critical to examine strategies for evaluating police performance, police human relations, interactions, labor relations, police planning strategies, financial management, community policing, training, and other relevant contemporary issues on American policing. The impact, consequences, and implications of police use of advanced information technology is also examined.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the MSIT program.

CRJU 6640 - Intelligence Gathering for Homeland Security (3 credits)

This course examines key questions and issues facing the U.S. intelligence community and their role in homeland security and defense. Students will have the opportunity to fully address policy, organizational and substantive issues regarding homeland intelligence support. The course will also examine infrastructure vulnerabilities and cybersecurity defenses. It will provide an overview of diverse intelligence entities and how the intelligence community operates. It will emphasize issues affecting policy, oversight, and intelligence support to homeland defense and security and national decision-making processes.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the MSIT program.

CRWR - Creative Writing**CRWR 5040 - Fiction Writing (3 credits)**

CRWR 5040 is an advanced workshop in the narrative technique of the contemporary short story. Students will examine the short story using models from classic and/or contemporary fiction writers in order to produce their own work. In workshop format, students will critique each other's stories.

Lecture Hours: 3 credits. Prerequisite: Admission to Program or permission of Graduate Program Coordinator.

CRWR 5050 - Poetry Writing (3 credits)

CRWR 5050 is an advanced workshop in writing contemporary poetry for publication. Students will study the writing craft and examine formal and free-verse models from established poets. In workshop format, students will critique each other's poems and will take their work through extensive revisions.

Lecture Hours: 3 credits. Prerequisite: Admission to program or permission of Graduate Program Coordinator.

CRWR 5440 - Screenwriting (3 credits)

This course develops skills in writing scripts for the screen. Each student will gain an advanced knowledge of screenwriting principles to create their own screenplays.

Lecture Hours: 3.00. Lab Hours: 0. Prerequisite: Meet Program Admissions Requirements or Permission of Graduate Program Coordinator.

CRWR 5700 - Narrative Journalism (3 credits)

This course develops skills in writing narrative journalism, including immersion and reportage, with an emphasis on literary storytelling. Students will produce and critique works of narrative journalism intended for publication.

Lecture Hours: 3.0. Lab Hours: 0. Prerequisite: Meet Program Admissions Requirements or Permission of Graduate Program Coordinator.

CRWR 5900 - Publishing and the Creative Writer (3 credits)

An examination of the profession of publishing for creative writers. This course provides new or unpublished writers with knowledge of industry standards, expectations, and processes essential to the start of a professional writing career. Students will explore current publishing platforms, from self-publishing to independent and traditional models, with an emphasis on the roles a writer must play at every stage of the process, i.e. author, client, collaborator, publicist, peer, and community member.

Lecture Hours: 3.0. Lab Hours: 0. Prerequisite: Meet Program Admissions Requirements or Permission of Graduate Program Coordinator.

EDUC - Education

EDUC 5001 - Foundations of Teaching and Learning (3 credits)

In preparation for entry into the classroom as a well-prepared and effective teacher, course topics will include teaching in the contemporary schools; acknowledging and celebrating diversity, accommodating learners with exceptionalities; introduction to curriculum and instruction, and assessment. The use of technology is required. This course meets state and national standards. NOTE: This course is non-transferable to a baccalaureate program.

Pre-requisite: Admission into the M.A.T. Program and issued a valid Preservice Certificate.

Lecture/Lab Hours: Three hours per week.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Prerequisites: Admission into the MAT Program and hold a valid Pre-Service Certificate.

Corequisite: None.

EDUC 5003 - Reading and Multiple Literacies (3 credits)

Prerequisites: Hold a valid Pre-Service Certificate and a grade of "B" or better in EDUC 5001, EDUC, 5002, and SPED 5001

Co-requisites: EDUC 5004 and EDUC 5005

A study of design principles for promoting reading across the curriculum for guided inquiry, self-directed learning, collaborative learning, effective use of cultural and digital new media to meet the needs of diverse learners, as well as cognitive reading strategies for constructing meaning from text. The use of technology is required. This course meets state and national standards. NOTE: This course is non-transferable to a baccalaureate program.

Lecture Hours: 3. Lab Hours: 0.

EDUC 5004 - Methods of Teaching and Assessment (3 credits)

Prerequisites: Hold a valid Pre-Service Certificate and a grade of "B" or better in EDUC 5001, EDUC 5002, and SPED 5001

Co-requisites: EDUC 5003 and EDUC 5005

An introduction to instructional strategies and curriculum for teaching secondary content that emphasizes effective instruction based on Universal Design, formulating student learning objectives, selection of appropriate pedagogies, and authentic assessments for data-driven decision making. The use of technology is required. This course meets state and national standards. NOTE: This course is non-transferable to a baccalaureate program.

Lecture Hours: 3. Lab Hours: 0.

EDUC 5005 - Practicum & Seminar (6 credits)

Course Description

This field-based semester-long course is designed to give the graduate intern field experiences in the appropriate P-12 (PK-2, 3-5, 6-8, and 9-12) or Secondary (6-8 and 9-12) classroom settings where they will have the opportunity to develop and demonstrate competence in the professional roles and dispositions required of lead teachers. Graduate interns will study and apply pedagogical content knowledge grounded in research-based best practices in the design, implementation, and evaluation of instruction specific to their area of concentration to meet the diverse needs of all learners. The most critical component of this placement is the hands-on learning opportunity that occurs over the course of the semester in which the graduate intern will be engaged in curriculum design; determining and adapting appropriate methods to classroom instruction; fostering critical thinking skills; meeting district and state standards; the use of technology in enhancing student learning. Graduate interns will also attend virtual or face-to-face seminars on related topics throughout the semester and attain instruction with the infusion of diversity, equity, and inclusive principles. This course is aligned with state and national standards. The use of technology is required.

NOTE: This course is non-transferable to a baccalaureate program.

Prerequisites: Formal admission into the Masters of Teaching Program, hold a valid preservice certificate, and pass program checkpoints. Lecture Hours: 6 . Lab Hours: A minimum of 300 hours of clinical hours must be completed.. Prerequisite: Prerequisites: Formal admission into the Masters of Teaching Program, hold a valid preservice certificate, and pass program checkpoints.. Corequisite: N/A.

EDUC 5006 - Clinical & Seminar (9 credits)

COURSE INFORMATION

This field-based semester-long culminating experience is designed to give the graduate intern intensive and extensive practice in which they are fully immersed in the appropriate P-12 (PK-2, 3-5, 6-8, and 9-12) or Secondary (6-8 and 9-12) classroom settings. Graduate interns will apply pedagogical content knowledge grounded in research-based best practice in the design, implementation, and evaluation of instruction specific to their area of concentration to meet the diverse needs of all learners. The most critical component of this placement is the hands-on learning opportunity that occurs over the course of the semester in which the graduate intern will be engaged in curriculum design; determining and adapting appropriate methods to classroom instruction; fostering critical thinking skills; meeting district and state standards; the use of technology in enhancing student learning. Graduate interns will also attend virtual of face-to-face seminars on related topics throughout the semester and attain instruction with the infusion of diversity, equity, and inclusive principles throughout the semester. This course is aligned with state and national standards. The use of technology is required.

NOTE: This course is non-transferable to a baccalaureate program.

Lecture/Lab: 9 credits

Prerequisite

Formal admission into the Masters of Teaching Program, hold a valid preservice certificate, and pass program checkpoints.

Lecture Hours: 9. Lab Hours: A minimum of 600 clinical hours must be completed.. Prerequisite: Prerequisite Formal admission into the Masters of Teaching Program, hold a valid preservice certificate, and pass program checkpoints.. Corequisite: N/A.

EDUC 5007 - Classroom Management (3 credits)

This course is designed to teach graduate interns the skills and aptitudes needed to manage a safe, respectful, equitable, engaging classroom environment. In this course, interns investigate a wide range of models of classroom management and conduct their own primary research into methods in practice at partnering schools. Interns will create an action plan of practical strategies to implement in middle and secondary classrooms based on techniques used to enhance student engagement, and to decrease undesired behaviors in the classroom.

Pre-requisite: Admission into the M.A.T. Program and issued a valid Preservice Certificate.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Pre-requisite: Admission into the M.A.T. Program and issued a valid Preservice Certificate.. Corequisite: N/A. Cross-Listed as: Equivalent to EDUC 5002.

EDUC 5010 - Intensive edTPA Retake (3 credits)

Prerequisites: Permission of the Dean of the School of Education and Behavioral Sciences and hold a valid Pre-Service Certificate

This field-based course is a supervised clinical experience in an approved instructional setting. edTPA Retake will offer graduate interns additional opportunities to practice and refine teaching skills and for faculty and graduate interns to engage in reflective dialogue about graduate intern strengths, as well as areas for improvement. Additionally, edTPA Retake allows graduate interns to continue to analyze and reflect on teaching effectiveness and apply what they have learned in their preparation programs. Note: All artifacts and commentaries included in a retake must reflect new planning, instructing and/or assessing for student learning, and must not have been previously submitted to edTPA. Revised or edited versions of previously submitted artifacts and commentaries may not be submitted with one exception "when retaking any portion of edTPA, if the graduate intern can teach the same group of students, the same context information about that group of students may be resubmitted. (SCALE, 2013, p. 1). A faculty member will maintain close supervision during the clinical experience. NOTE: This course is non-transferable to a baccalaureate program.

Lecture Hours: 3. Lab Hours: 0.

ENGL - English

ENGL 5106 - Technical Writing in the Digital Age (3 credits)

Prerequisite: Meet Program Admissions Requirements or Permission of Graduate Program Coordinator

The course provides intensive study of principles and strategies in composing technical communications. It promotes sophisticated analysis of audience and develops nuanced rhetorical skills for crafting succinct, optimally readable documents in a variety of print and digital genres.

Lecture Hours: 3. Lab Hours: 0.

ENGL 5206 - Public and Professional Writing (3 credits)

The course develops advanced skills in composing and publishing business, professional, and public-sector communications, emphasizing visual design, graphics, desktop publishing, and document management systems. Projects range from small-scale promotional materials to formal proposals and grant-writing.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the program or permission of the Graduate Program Coordinator.

ENGL 5650 - Theory and Practice in Editing and Style (3 credits)

The course develops skills in editing texts in workplace environments, with a focus on practical, theoretical, and political implications. It promotes polished mastery of grammar and style essential to professional writers and appreciation of a broad range of nuanced rhetorical situations.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the program or permission of the Graduate Program Coordinator.

ENGL 5990 - Graduate Internship (3 credits)

This internship provides graduate students with an opportunity to apply their advanced academic training by working in an appropriate position on campus or with an off campus organization, business, or firm.

Lecture Hours: 3.0. Lab Hours: 0. Prerequisite: Admission to the program or permission of the Graduate Program Coordinator.

ENGL 6100 - Seminar in Landmark Reports and Papers (3 credits)

The course analyzes landmark reports and papers within the context of public discourse through various communication channels and within a variety of discourse communities. Documents of such magnitude as the *9/11 Commission Report*, the *Warren Commission Report*, the *Starr Report*, the *Federalist Papers*, the *Strategic Defense Initiative*, the *Tower Commission Report*, and the *Watergate Documents* will be examined.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the program or permission of the Graduate Program Coordinator.

ENGL 6200 - Grant Writing (3 credits)

In this course, students will develop skills in searching for and writing typical grant components, including a statement of need/ rationale, implementation strategies, outcomes, personnel, evaluation, budget, attachments, and an executive summary.

Lecture Hours: 3.0. Lab Hours: 0.0. Prerequisite: Admission to the program or permission of the Graduate Program Coordinator.

ENGL 6300 - Teaching First Year Composition (3 credits)

This course provides students with theoretical and practical preparation to teach first-year composition courses at the college/ university level.

Lecture Hours: 3.00. Lab Hours: 0. Prerequisite: Admission to the program or permission of the Graduate Program Coordinator.

ENGL 6400 - Teaching Developmental Writing (3 credits)

This course provides students with theoretical and practical preparation to teach developmental writing in post-secondary education.

Lecture Hours: 3. Prerequisite: Admission to the program or permission of the Graduate Program Coordinator.

ENGL 6500 - Teaching Online Research and Writing (3 credits)

This course provides students with theoretical and practical preparation to teach writing and research in online environments in post-secondary education

Lecture Hours: 3 credits. Prerequisite: Admission to the program or permission of Graduate Program Coordinator.

ITEC - Information Technology

ITEC 5100 - Current and Emerging Issues in Information Technology (3 credits)

Prerequisite: Admission to the MSIT program

This course includes an overview of current and emerging issues in the field of Information Technology, technology forecasting and analysis; overview of emerging issues and leading technologies in IT and how they impact information systems, users, the IT labor force and society.

Lecture Hours: 3. Lab Hours: 0.

ITEC 5110 - IT Leadership and Strategic Planning (3 credits)

Prerequisite: Admission to the MSIT Program

This course explores various theories and approaches to organizational leadership as well as the role of the leader in the strategic alignment of people, resources and processes to the vision; mission and purpose of the IT organization are addressed. Students study the principles of strategic management and link these principles to both sound theory and best practices.

Lecture Hours: 3. Lab Hours: 0.

ITEC 5120 - IT Project Management (3 credits)

Prerequisite: Admission to the MSIT Program

This course will provide a graduate level comprehensive foundation for project management as it applies to information systems development. Students will be introduced to the theory and concepts of project management, and the tools to manage projects with a specific focus on information technology. At the end of this course, students should be able to develop, execute, and control a basic project plan capable of supporting organizational objectives linked to measures of success for a single project.

Lecture Hours: 3. Lab Hours: 0.

ITEC 5130 - Data Analytics (3 credits)

Prerequisite: "B" in ITEC 5125

This course will focus on current, critical issues in database systems that support the processes of decision-making and management of informational issues. The following issues will be central to student learning: distributed database management; business intelligence framework; data warehouse management; online analytical processing; data-mining tools; database security policies and procedures.

Lecture Hours: 3. Lab Hours: 0.

ITEC 5140 - Research Methods in Information Technology (3 credits)

Prerequisite: Admission to the MSIT program

This course will introduce basic ideas about conducting research in the field of information technology. Students will learn methods for reading empirical research articles, selecting research topics, research strategy and tactics, statistical methods, devising research questions, planning research, analyzing experimental results, modeling and simulating computational phenomena, and synthesizing broader theories.
Lecture Hours: 3. Lab Hours: 0.

ITEC 5300 - Web Development (3 credits)

Prerequisite: Meet Program Admissions Requirements or Permission of Graduate Program Coordinator

This course includes a comprehensive coverage of web page design theory and development technologies. Students will use a popular content management system to develop responsive, mobile-first websites. Other topics include web site marketing, hosting, and accessibility issues. Critical thinking will be encouraged through web development projects, course discussions, and research on web accessibility and the use of web pages as communication tools.

Lecture Hours: 3. Lab Hours: 0.

ITEC 5310 - Human Computer Interaction (3 credits)

Prerequisite: Meet Program Admissions Requirements or Permission of Graduate Program Coordinator

This course covers the theory of human-computer interaction, user interface design, and usability analysis. Students will learn principles and guidelines for usability, quantitative and qualitative analysis methods, and apply them through critiques of existing interfaces and development of new ones. Topics covered will also include cognitive models, task analysis, psychology, experimental design, and prototyping methods.

Lecture Hours: 3. Lab Hours: 0.

ITEC 5320 - Instructional Design (3 credits)

Prerequisite: Program Admissions Requirements or Permission of Graduate Program Coordinator

This course examines the processes of instructional systems design within a project-based context. Practical aspects of instructional or learning systems design in the classroom and workplace are learned while completing project work. This course also provides a study of the principles of designing and developing instructional content to communicate technical information for the Web and other environments for both technical and non-technical users. The course will help students analyze, apply, and evaluate principles of the instructional design process to develop education and training materials spanning a wide range of knowledge domains and instructional technologies.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6200 - Digital Forensics (3 credits)

Prerequisite: Admission to the MSIT program

An introduction to the fundamental concepts behind the collection and analysis of the digital evidence left behind in a digital crime scene. Topics include the identification, preservation, collection, examination, analysis, and presentation of evidence for prosecution purposes. Discussion also covers the laws and ethics related to computer forensics and challenges in computer forensics. Network forensics is briefly explored.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6210 - Network and Cyber Security (3 credits)

Prerequisite: Admission to the MSIT program

An introduction to the security concepts needed for the design, use, and implementation of secure voice and data communications networks, including the Internet. A brief review of networking technology and standards (including an introduction to Internet communication protocols) is provided. Security subjects addressed include defense models, security policy development, authentication and authorization controls, firewalls, packet filtering virtual private networks (VPNs) and wireless network security.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6220 - Ethical Hacking (3 credits)

Prerequisite: "B" in ITEC 6210

This course provides comprehensive ethical hacking and network security knowledge. Students will learn how to gather information for IT security purposes, secure information systems, launch and prevent attacks, and perform investigations. Ethical hacking topics covered also include exploiting systems, vulnerability assessments, network intrusion, and penetration testing.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6230 - Digital Evidence and Cybercrime (3 credits)

Prerequisite: "B" in ITEC 6210

An introduction to the fundamental concepts behind the collection and analysis of digital evidence. Students will learn the processes and procedures required to conduct an investigation including; identification, preservation, collection, examination, analysis, and presentation of evidence for civil and criminal cases. Students will learn to provide written reports that meet the standards required for courtroom presentation. Discussion will include legal and ethical issues related to being a digital forensics examiner.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6240 - Security Policy, Ethics, and the Legal Environment (3 credits)

Prerequisite: Admission to the MSIT program

An overview of laws and ethics related to information assurance. The information security responsibilities of major domestic and international agencies (such as the Federal Bureau of Investigation, National Security Agency, and National Institute of Standards and Technology) are reviewed. Topics include issues involving information security management within an enterprise, such as suitable organizational policy, plans, and implementation strategies. Discussion also covers ethical issues, such as monitoring employee computer use and proper limitations on the use of customer data.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6250 - Disaster Recovery, Planning, and Response (3 credits)

Prerequisite: Admission to the MSIT program

An in-depth examination of managerial and technical strategies for maintaining enterprise resiliency in the face of man-made or natural disruptions to business operations. Emphasis is on the importance of advanced planning. Techniques for performing business risk assessment and potential incident impact analysis are explored. Discussion covers alternative models for supporting contingency operations, including the use of service-level agreements. Key activities and processes involved in post event business resumption, including the recovery of key information assets, are reviewed. Actual and hypothetical cases are analyzed.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6300 - Health Information Technology (3 credits)

Prerequisite: Admission to the MSIT program

This course will introduce essential topics of health informatics including concepts, theory, EHR, information systems and technologies used in the health IT field and organizations. This course will help students learn the trends and current situations of health IT and provide the fundamental knowledge for other specialized courses.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6320 - Electronic Health Records (3 credits)

Prerequisite: Admission to the MSIT program

This course will prepare students to work in an electronic health record environment. Topics include an in-depth study of the electronic health record. The course will cover e-health, health information exchange, regional health information organizations, security, contingency planning, admissibility, functionality, interoperability, supporting technologies, liability, EHR data, and other current issues. This course will also serve to educate participants on the gaps and needs of the consumer upon using e-health systems to provide benefits throughout society.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6340 - Public Health Informatics (3 credits)

Prerequisite: Admission to the MSIT program

Public Health informatics is an emerging interdisciplinary field that uses information technology and informatics methods to meet public health goals. To meet these goals, public health practitioners need to develop skills and knowledge to optimize their contribution to improvements in public health informatics; similarly, informaticians need to understand the unique public health environment and opportunities for the application of informatics methods and tools. This course provides foundational knowledge relevant to public health informatics, and introduces students to skills, resources, and concepts that will allow them to be a life-long learner and work in this evolving field.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6400 - Advanced Programming and Data Structures (3 credits)

Prerequisite: Admission to the MSIT Program

This is a foundational course for graduate students in software design and development concentration. Topics include topics of advanced programming, data structures, and algorithm analysis such as lists, heaps, stacks, queues, trees, graphs, sorting and searching, recursion, data abstraction, runtime and complexity analysis, and big-oh notation.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6410 - Object Oriented Analysis and Design (3 credits)

Prerequisite: Admission to the MSIT program

This course focuses on object-oriented analysis and modeling techniques necessary to solve complex, real-world software design problems. Topics include software architecture, key object-oriented design concepts such as information hiding, abstraction, inheritance, and polymorphism, basic design patterns, object-oriented iterative development methodologies such as the Unified Process. Students learn techniques for transforming software requirements into high-quality language-independent object-oriented design. The course will include an iterative project in which the students can obtain hands-on experience by designing and developing a real-world information system using various o-o design techniques.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6420 - Distributed Enterprise Software (3 credits)

Prerequisite: B in ITEC 6410

This course teaches how to build distributed multi-tier enterprise client-server applications that communicate with other enterprise systems. The course focuses on development of three-tiered distributed software systems with user interface, business logic, and database systems. Topics include distributed software architecture, business requirements analysis, distributed transactions, replications, distributed objects and components, web services, and so on.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6430 - Software Testing and Quality Assurance (3 credits)

Prerequisite: B in ITEC 6410

This course covers on the relationship between software testing and quality assurance with an emphasis on the role of testing in the software development life cycle. Topics include commonly used software testing strategies, testing techniques, software inspection, quality models and measures, quality assurance, defect prevention and process improvement.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6450 - Mobile Computing Systems and Applications (3 credits)

Prerequisite: Admission to the MSIT program

This course covers the concepts, technologies, practices, and research issues in designing and developing applications that make use of mobile computing systems. Topics include wireless communication protocols, mobile data and power management, context awareness, privacy and security, mobile computing, and the mobile application development process.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6500 - Concepts in Homeland Security (3 credits)

Prerequisite: Admission to the MSIT program

This course provides an overview of the basic concepts of homeland security, including infrastructure protection, jurisdiction, and issues in technical areas such as interconnectivity and interoperability. The nation's telecommunications and information technology networks are examined as both vulnerable assets and critical solutions.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6510 - Critical Infrastructure Security (3 credits)

Prerequisite: Admission to the MSIT program

This course provides an introduction to critical infrastructure assurance as policy field. Review covers the concept of critical infrastructures and their interdependencies. Topics include the development of modern critical infrastructures, the reasons why they have become central elements of 21st century societies, efforts being made to safeguard them, and potential threats to their continued effective operation.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6520 - Industrial Control Systems (ICS) Security (3 credits)

Prerequisite: Admission to the MSIT program

This course is designed to focus on how Industrial Control Systems function while looking at the security issues concerning the development of the technology in support of critical infrastructure.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6600 - Social Media Concepts and Issues (3 credits)

Prerequisite: Admission to MSIT program or permission of Graduate Program Coordinator

This course examines social media history, theories, practices, privacy, law, and ethics. It promotes strategies and critical thinking needed to effectively use tools and to manage social and mobile media platforms. Students examine critical issues, including best practices, accuracy, big data, ethics, privacy, and trust.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6620 - Managing Technologies for Social Media (3 credits)

Prerequisite: Admission to MSIT program or permission of Graduate Program Coordinator

Students will learn strategy and decision-making for the technical development and management of online sites and mobile apps, including management of platforms, languages, products, and tools. Students will analyze, evaluate and be able to apply social media technologies and services. Concepts of trust, reputation, privacy and quality of communication in relation to social media will be presented.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6630 - Social Media Metrics & Evaluation (3 credits)

Prerequisite: Admission to MSIT program or permission of Graduate Program Coordinator

This course is designed to help students understand the need and importance behind social media analytics. Students will leverage data made natively available via social media platforms to evaluation social marketing campaigns. Students will identify key data points, create charts and graphs to visualize analysis, and make actionable recommendations.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6700 - Introduction to Data Science (3 credits)

This course introduces definition and foundational concepts of data science and reviews the benefits and opportunities of data science. The course provides an overview of modeling methods, analytics software, and information systems. It discusses problems and solutions for traditional and contemporary data management systems, and the selection of appropriate tools for data collection and analysis.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6710 - Statistical Data Analysis (3 credits)

This course teaches fundamentals of statistical analysis including how to evaluate statistical information, perform data analyses, and interpret and communicate analytical results. Students will learn how to use R for statistical analysis, data visualization, and report generation. Topics covered include descriptive statistics, central tendency, exploratory data analysis, probability theory, discrete and continuous distributions, statistical inference, correlation, linear regression, hypothesis tests and selected contemporary statistical concepts.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6720 - Programming for Data Science (3 credits)

This course focuses on fundamentals of the Python programming language. It introduces an in-depth discussion of data representations, showing how data structures are implemented in Python and demonstrating tools and libraries for data science. Topics include the standard Python library and packages for analytics and modeling, object-oriented programming, and data stream processing.

Lecture Hours: 3. Lab Hours: 0.

ITEC 6730 - Decision & Predictive Analytics (3 credits)

This course focuses on the foundations of predictive modeling and introduces the conceptual foundations of regression and multivariate analysis, exploratory data analysis, model identification, and model validation. Students will learn the differences between statistical models for statistical inference and predictive modeling. The topics include exploratory data analysis, statistical graphics, linear regression, automated variable selection, principal components analysis, exploratory factor analysis, cluster analysis, path analysis, and time series analysis.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: ITEC 6710.

ITEC 6740 - Machine Learning (3 credits)

The course provides a survey of machine learning techniques, including traditional statistical methods, resampling techniques, model selection and regularization, tree-based methods, principal components analysis, cluster analysis, artificial neural networks, and deep learning. Students will learn how to design and implement machine learning models with software tools for data science and how to find underlying patterns useful for data reduction, feature analysis, prediction, and classification.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: ITEC 6710 and ITEC 6720.

ITEC 6900 - Graduate Capstone (3 credits)

Prerequisites: At least a "B" in all of the following: ITEC 5100, ITEC 5110, ITEC 5120, and ITEC 5140

This course is designed to integrate and utilize academic learning and is the culmination of theory, principles, methodologies, tools, and technologies associated with the curriculum of the MSIT program. A theoretical or applied research project will provide the culminating experience (as a team or individually), focusing on the application of advanced research and analytic skills related to the learning outcomes of the program. Students will demonstrate problem solving, critical thinking, and research techniques. Information Technology ethics and professional responsibility will also be emphasized.

Lecture Hours: 3. Lab Hours: 0.

ITEC 7000 - Doctoral Seminar I (3 credit hours)

Prerequisite: Admission to the DSIT Program

The seminar serves as a venue for the development of a variety of skills and capacities to succeed as a doctoral student and as a vehicle for socialization into the shared community of professional life. As one instructional element of the seminar, the first residency will provide doctoral students with significant time for sustained participation with peers and faculty members in scholarly/creative activities. Faculty will facilitate activities, conversations, and structured time to reflect about how to be successful in the doctoral experience. The format includes student presentations and discussion of reports based on literature, practices, problems and research.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to DSc in IT program.

ITEC 7110 - Research for Decision Making (3 credit hours)

Prerequisite: Admission to the DSIT Program

Covering research design, this course utilizes common methods to conduct research for decision-making within organizations.

Lecture Hours: 3. Lab Hours: 0.

ITEC 7120 - Statistical analysis for decision-making (3 credit hours)

Prerequisite: Admission to the DSIT Program

The course emphasizes statistics to solve management problems for decision-making. Topics include describing and displaying data, experimental design, sampling, probability, hypothesis tests and confidence intervals, ANOVA, correlation, and regression.

Lecture Hours: 3. Lab Hours: 0.

ITEC 7130 - Advanced research analysis for decision-making (3 credit hours)

Prerequisite: Admission to the DSIT Program

This course covers advanced multivariate statistics for decision-making. Topics include multivariate analysis of variance, principal components, factor analysis, among others. Research design and method are emphasized.

Lecture Hours: 3. Lab Hours: 0.

ITEC 7140 - Qualitative Analysis for Decision Making (3 credits)

Prerequisite: Admission to the DSIT Program

The course emphasizes qualitative research methods to solve management problems for decision-making. Topics include ethnography, phenomenology, case studies, grounded theory, narrative, and defining themes and patterns.

Lecture Hours: 3. Lab Hours: 0.

ITEC 7150 - Research Design Proposal (3 credits)

Prerequisite: Admission to the DSIT Program

Students will identify and develop components of their research design proposal. Topics include problem statement, purpose, research questions/hypotheses, literature review, methodology that includes research design, instrument design, and sampling, protecting the rights of human subjects/IRB, data collection procedure, and data analysis.

Lecture Hours: 3. Lab Hours: 0.

ITEC 7200 - Design thinking & innovation (3 credit hours)

Prerequisite: Admission to the DSIT Program

Through activities and case studies, students will learn the five stages of design thinking, empathize, define, ideate, prototype, and test that provides a solution-based approach for IT leaders to solve problems.

Lecture Hours: 3. Lab Hours: 0.

ITEC 7210 - Leading disruptive technology in organizations (3 credit hours)

Prerequisite: Admission to the DSIT Program

This course begins with explaining disruptive technologies and how new technologies are expected to create a new world of opportunities and risks in the business world. Students will learn how to lead and manage disruptive technologies and use them to leverage competitive advantage for organizations.

Lecture Hours: 3. Lab Hours: 0.

ITEC 7220 - Leadership development (3 credit hours)

Prerequisite: Admission to the DSIT Program

This course focuses on leadership development for IT leaders. Students will assess their own leadership attributes, characteristics, and skills and construct a personal leadership development plan. Furthermore, students learn how to become effective IT leaders within organizations.

Lecture Hours: 3. Lab Hours: 0.

ITEC 7230 - Information Technology Strategic Planning (3 credit hours)

Prerequisite: Admission to the DSIT Program

This course focuses on understanding how to develop and implement innovative IT strategies, that effectively address internal and external information system & information technology issues.

Lecture Hours: 3. Lab Hours: 0.

ITEC 7240 - Strategic Thinking for IT Leaders (3 credit hours)

Prerequisite: Admission to the DSIT Program

This course focuses on how IT leaders can find and develop unique opportunities to create value for organizations. Students will learn how to develop ideas individually and in a team to determine a course of action.

Lecture Hours: 3. Lab Hours: 0.

ITEC 8100 - Data science and analytics strategy (3 credit hours)

Prerequisite: Admission to the DSIT Program

This course will provide the students with an understanding of how organizations can leverage data science and analytics to gain competitive advantage.

Lecture Hours: 3. Lab Hours: 0.

ITEC 8110 - Organizational strategy for cybersecurity management (3 credit hours)

Prerequisite: Admission to the DSIT Program

This course takes an operational approach to implementing and managing cybersecurity strategic plans within organizations.

Lecture Hours: 3. Lab Hours: 0.

ITEC 8120 - Information technology policy, compliance, and legal (3 credit hours)

Prerequisite: Admission to the DSIT Program

This course examines cyber policy, compliance, and the law of domestic and foreign Internet governance essential for IT leaders.

Lecture Hours: 3. Lab Hours: 0.

ITEC 8130 - Information Technology Project and Program Management (3 credit hours)

Prerequisite: Admission to the DSIT Program

This course provides students with the skills to successfully plan and manage organizational projects and procedures. The inner and outer workings of project logistics, management, constraints, risks, and execution necessary to deliver projects within the desired scope are the focus of this course.

Lecture Hours: 3. Lab Hours: 0.

ITEC 8140 - Contemporary issues in information technology (3 credit hours)

Prerequisite: Admission to the DSIT Program

This course covers contemporary issues in IT. Topics include FinTech, cybersecurity issues, social issues, security, privacy, copyright, information access, data security, Human-computer Interaction, AI, robotics, critical infrastructure, strategies for building scalable digital business among others.

Lecture Hours: 3. Lab Hours: 0.

ITEC 8900 - Doctoral research project (6 credit hours)

Prerequisite: Completing all courses in the DSIT Program

The doctoral research project is the last course in the program. Students will develop a research project that focuses on creation of new knowledge.

Lecture Hours: 6. Lab Hours: 0. Prerequisite: Completing all courses in the program. This is the last course the DSc in IT program.

ITEC 8950 - Doctoral Seminar II (3 credit hours)

Co-requisite: ITEC 8900 Research Project

As one instructional element of the seminar, a second residency serves as the culminating experience for D.Sc. in information technology students. The aim of the seminar is to provide doctoral students with an opportunity to discuss their completed doctoral projects with fellow students and leading academics in the field of information technology. The seminar also serves as a platform for students to solidify a valuable network and examine issues, such as publishing, which are important for their future careers.

Lecture Hours: 3. Lab Hours: 0. Corequisite: ITEC 8900.

ITEC 8999 - Doctoral Research Project Extension (1-3)

For students who have not completed a satisfactory doctoral research project after enrolling in ITEC 8900 (Doctoral Research Project). May be repeated up to three times for credit. Registration is required each semester for any student who has completed all coursework but who has yet to successfully finish the doctoral project. Continuous enrollment required until project is completed. No credit toward degree.

Lecture Hours: 1-3. Lab Hours: 0. Prerequisite: ITEC 8900 (In Progress).

MCOM - Marketing and Communication

MCOM 5000 - Public Relations Foundations and Theory (3 credits)

This course surveys the history, growth, theories, messages, and effects of the public relations field. It builds on the foundational elements learned in an introductory public relations course. Students will gain a stronger understanding of the role of research and evaluation of messaging through a variety of channels to diverse publics.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission into the MA in Public Relations program or Permission of Graduate Program Coordinator.

MCOM 5010 - Public Relations Writing and Research (3 credits)

This course provides students with the skills to construct sound communication texts for use in public relations. The course will develop students' professional writing skills expected in the field and covers strategies for producing multiple forms of public relations writing. The course also covers essential research techniques using both quantitative and qualitative methods to produce informed projects.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission into the MA in Public Relations program or Permission of Graduate Program Coordinator.

MCOM 5020 - Media Relations and Ethics (3 credits)

This course provides students the skills to construct public relations messages for communicating with the media. The course also explores the growing role and importance of ethics in public relations and public affairs. Students will critically engage with case studies in the field and develop original texts for target audiences. Students will also respond to ethical dilemmas in the field and evaluate organizational responses.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission into the MA in Public Relations program or Permission of Graduate Program Coordinator.

MCOM 5030 - Crisis Communication (3 credits)

This course examines the nature of issue and crisis management from the strategic communication perspective. Students will study various issues, risk and crisis situations, as well as the current literature on strategic issue, risk, and crisis communication methods. The course is designed to help students build skills during pre-crisis (preparation and planning), crisis (best practices for effective communication), and post-crisis (lessons learned, corrections, and recovery).

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission into the MA in Public Relations program or Permission of Graduate Program Coordinator.

MCOM 5040 - Fundraising and Planning (3 credits)

This course is designed to provide students with the fundamentals of fundraising, philanthropy and ethical practices. Students will learn characteristics of nonprofits, the basics of developing a case for support, conducting prospect research, and techniques to increase giving. Students will gain an understanding of the various types of funding sources, planning, capital campaigns, grant writing, annual giving, and social media fundraising.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission into the MA in Public Relations program or Permission of Graduate Program Coordinator.

MCOM 5131 - News Writing and Reporting (3 credits)

The course develops skills in news writing and reporting, including feature writing and press releases, with advanced focus on communication theory, research, ethics, and writing across various media platforms.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the program or permission of the Graduate Program Coordinator.

MCOM 6000 - Production and Design for Public Relations (3 credits)

This course will introduce students to the various types of multimedia production tools used in public relations. Students will produce project-based content such as videos, logos, podcasts, digital layouts, photography, etc. Students will develop multi-dimensional digital campaigns for social media and mobile platforms; focusing on a range of storytelling techniques and tools to create in-depth stories that incorporate visual, audio, text, and data.

Lecture Hours: 3. Lab Hours: 0.

MCOM 6010 - Public Relations Campaigns (3 credits)

In this course, students will master the elements of a strategic communications campaign through a case study and practical approach. Students will work with a team to develop a robust, strategic, measurable and actionable strategic communications plan. Students will use the principles and techniques of public relations to analyze case studies, track current public relations issues, and analyze various communication campaigns such as health, sports, and corporations.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Completion of at least 6 hours in the core of the MA in Public Relations program.

MCOM 6020 - Public Relations Practicum (3 credits)

This course is designed to provide students with real-world application of PR/strategic communication theories, principles and best practices for institutional experiences. Students will work for a client to develop a strategic communication/public relations campaign to address a specific need and/or develop a case for support. Students will analyze the organizational goals, obstacles, history, leadership, current and possible stakeholders, and industry trends to develop possible campaign concepts. Ultimately, students will create a client-requested portfolio of PR materials to be used for a campaign rollout.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Completion of at least 15 hours in the core of the MA in Public Relations program.

MGMT - Management**MGMT 5200 - Management Information Systems (3 credits)**

Prerequisite: Acceptance into the MSM program

Description: This course focuses on the management and use of information systems and technology. This course explores topics such as the strategic importance of managing data, the management of systems development, electronic document management, and more.

Lecture Hours: 3. Lab Hours: 0.

MGMT 5300 - Decision Sciences (3 credits)

Prerequisite: Acceptance into the MSM program

This course addresses decision making using quantitative and qualitative data analysis techniques that are appropriate for managers in a variety of industries.

Lecture Hours: 3. Lab Hours: 0.

MGMT 5400 - Managing in a Global Environment (3 credits)

Prerequisite: Acceptance into the MSM program

This course is geared toward developing students to be astute managers in our dynamic, global business environment. Issues that influence effective international management will be covered. Theories and practices regarding international strategy, international alliance formation and management, and international human resource management will also be covered.

Lecture Hours: 3. Lab Hours: 0.

MGMT 5600 - Leadership and Organizational Behavior (3 credits)

Prerequisite: Acceptance into the MSM program

This course will facilitate a comprehensive understanding of human behaviors and the organizational system, and how effective leadership enables an organizational environment that enhances performance. Major organizational and leadership theories will be covered. A course project will afford students the opportunity to demonstrate their understanding of the concepts and theories discussed and to apply the knowledge gained throughout the semester.

Lecture Hours: 3. Lab Hours: 0.

MGMT 5610 - Leadership in Theory and Practice (3 credits)

The course reviews the essential literature of the discipline and provides students with practical exercises to apply their research findings. This course explores the skills, abilities, and behaviors needed to influence and effectively lead individuals, teams, and organizations toward the achievement of common goals. It addresses the roles leaders play and the responsibilities they fulfill as they endeavor to positively impact organizational performance and success.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Prerequisite: Admission to MBPL program or permission of coordinator.

MGMT 5700 - Marketing Management (3 credits)

Prerequisite: Acceptance into the MSM program

This comprehensive and practical introduction to marketing management focuses on critical marketing skills needed by successful managers in all business functions. Students will improve their ability to make effective marketing decisions, including assessing marketing opportunities and developing marketing strategies and planning implementation. Topics include market-oriented strategic planning, effective marketing research, marketing analytics, individual and organizational buyer behavior, segmenting markets and target market selection, product strategies, branding, pricing strategies, distribution strategies, and communicating with consumers using various promotional tools. This course also emphasizes that firms must integrate these different elements of the marketing mix to ensure that all marketing activities collectively shape a coherent strategy.

Lecture Hours: 3. Lab Hours: 0.

MGMT 5900 - Strategic Management (3 credits)

Prerequisites: A grade of B in at least four of the following: ACCT 5100, MGMT 5200, MGMT 5300, MGMT 5400, MGMT 5600, MGMT 5700

Co-requisites: A grade of B in any of the following courses not already taken: ACCT 5100, MGMT 5200, MGMT 5300, MGMT 5400, MGMT 5600, MGMT 5700

Strategic Management is an integrative graduate level course that seeks to develop the strategic thinking and knowledge about the strategies and management processes that enable organizations to leverage resources and cope with the challenges of dynamic business environments.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Prerequisites: A grade of B in at least four of the following: ACCT 5100, MGMT 5200, MGMT 5300, MGMT 5400, MGMT 5600, MGMT 5700. Corequisite: Co-requisites: A grade of B in any of the following courses not already taken: ACCT 5100, MGMT 5200, MGMT 5300, MGMT 5400, MGMT 5600, MGMT 5700.

MGMT 6100 - Project Management (3 credits)

Prerequisites: Acceptance into the MSM program

This course uses the Project Management body of knowledge (PMBOK) as the underlying structure for the study of project management. Project initiating, planning, executing, monitoring and controlling, and closing are covered. Updated theories and techniques are also discussed.

Lecture Hours: 3. Lab Hours: 0.

MGMT 6110 - Acquisition Management (3 credits)

Prerequisites: Acceptance into the MSM program; MGMT 3141 or MGMT 3155 or equivalent

This course is designed to educate students to be effective acquisition program managers and leaders by providing analysis, synthesis, and evaluative skills needed to manage a major system. It includes detailed acquisition document planning and execution, with project level instruction designed to build acquisition strategies, source selection plans, test and evaluation master plans, and system engineering master plans.

Lecture Hours: 3. Lab Hours: 0.

MGMT 6120 - Advanced Logistics Management (3 credits)

Prerequisites: Acceptance into the MSM program; MGMT 3141 or MGMT 3155 or equivalent

This course examines integrating logistics practices in the private and public sector. It presents ways and means to apply logistics principles to achieve competitive advantage. It emphasizes enterprise strategy supply chain management practices and processes throughout a product's life-cycle.

Lecture Hours: 3. Lab Hours: 0.

MGMT 6130 - Purchasing and Materials Management (3 credits)

Prerequisite: Acceptance into the MSM program

This course covers purchasing and managing the materials and other inputs organizations use when creating products and services.

Lecture Hours: 3. Lab Hours: 0.

MGMT 6140 - Supply Chain Management Strategy (3 credits)

Prerequisite: Acceptance into the MSM program

This course examines supply chain management concepts of demand management, supply management, inventory management, capacity management, and quality management. Communications and transportation technologies such as Decision Support Systems and Enterprise Resource Planning will also be included. The course employs a case study methodology which includes contemporary, brand name organizations to illustrate effective approaches and lessons learned.

Lecture Hours: 3. Lab Hours: 0.

MGMT 6200 - Continuous Process Improvement (3 credits)

Prerequisites: A grade of B in at least 9 hours of graduate credit

This course blends theory and practice with regards to continuous process improvement. The tools and philosophies of well-established bodies of knowledge such as Lean, Six Sigma, Theory of Constraints, and others are covered. A group project helps students understand the real-world constraints and capabilities of applying these theories.

Lecture Hours: 3. Lab Hours: 0.

MGMT 6300 - Human Resources Management (3 credits)

This course is a study of how individuals are managed in organizations. It explores how the human resource (HR) function impacts organizations and organizational members, and how effective human resource management contributes to employee performance and the development and implementation of organizational strategy. The course is designed to develop knowledge and competencies regarding key human resource issues, policies, and practices. Topics include HR planning, the legal environment, job analysis and design, recruitment and selection, training and development, performance management, compensation and benefits, employee rights and discipline, labor relations, and high performance work systems.

Lecture Hours: 3. Lab Hours: 0.

MGMT 6400 - Strategic Leadership Development (3 credits)

This course reviews approaches to leader development that occur within an organization. It examines the structured processes found in both institutional leadership and self-development programs. Students will be given the opportunity to improve personal leadership skills and will create an organizational leadership development program.

Lecture Hours: 2. Lab Hours: 1. Prerequisite: Prerequisite: Completion of 21 hours in MBPL or permission of coordinator.

MGMT 6505 - Graduate Management Special Topics (3 credits)

Prerequisite: A grade of B in at least 12 hours of graduate business credit AND approval of School of Business Dean

This course provides the student an opportunity to pursue management studies on a topic(s) not covered in existing graduate courses. Nature and scope is determined in consultation with faculty sponsor.

Lecture Hours: 3. Lab Hours: 0.

MGMT 6605 - Graduate Management Internship (3 credits)

Prerequisite: A grade of B in at least 12 hours of graduate business credit AND approval of School of Business Dean

This course provides the student an opportunity to pursue professional work experience in public, private, or not-for-profit organization. The nature and scope is determined in consultation with a faculty sponsor and an internship site coordinator.

Lecture Hours: 3. Lab Hours: 0.

NMAC - New Media and Communications**NMAC 5108 - Writing and Publishing in Digital Environments (3 credits)**

Prerequisite: Meet Program Admissions Requirements or Permission of Graduate Program Coordinator

This course examines composition through the theory and practice of digital writing. It examines the ongoing evolution of writing and publishing in digital environments and its impact on personal, professional, and community-based projects. It prepares graduate students to analyze and solve design problems related to rhetorical delivery and content management in digital and online contexts. Individual and collaborative projects will require students to work flexibly across various digital platforms.

Lecture Hours: 3. Lab Hours: 0.

MKTG - Marketing**MKTG 5000 - Marketing Communication (3 credits)**

This course offers insights into the traditional and novel marketing communication and ideas. It presents marketing essentials for operating in small businesses, corporate settings, and not-for-profit organizations. The course deals with the central focus of marketing, which is the exchange of value between people.

The course surveys in an in-depth fashion the theoretical and structural models of marketing communication and aims to equip students with the tools necessary to create a coherent and fully integrated promotional campaign.

Students will be actively involved in the design and implementation of various strategic communications approaches meant to target different publics on an international scale. The global nature of advertising and marketing is given due consideration, thus allowing students to incorporate a series of culturally driven elements and factors, thus gaining in the process a far better understanding of how and why these factors need to be taken into consideration when selling a product, a service or a media/culturally driven production.

Lecture Hours: 3. Lab Hours: 0.

NURS - Nursing

NURS 5000 - Advanced Pathophysiology (3 credits)

Prerequisite: Admission to MSN Program or Permission from MSN Graduate Program Coordinator

This course will build upon the students' previous knowledge of anatomy and physiology. Pathophysiology of various disease conditions including the genomics of disease will be presented as a basis for advanced practice nursing. This course will focus on the causation and manifestation of common acute and chronic diseases of adults and older adults, and will provide the basis for advanced practice clinical coursework.

Lecture Hours: 3. Lab Hours: 0.

NURS 5100 - Professional Concepts (2 credits)

Prerequisite: Admission to MSN Program or Permission from MSN Graduate Program Coordinator

This course focuses on the major concepts incorporated into the role of the advanced practice nurses working with adult and elderly clients and families. Emphasis is on health care delivery, patient outcomes, legal and ethical considerations, and professional standards for advanced practice nurses.

Lecture Hours: 2. Lab Hours: 0.

NURS 5200 - Advanced Health Assessment/Diagnostic Reasoning (4 credits)

Prerequisite: Admission to MSN Program or Permission from MSN Graduate Program Coordinator

Co-requisite: NURS 5200L

The course is designed to assist students to refine history taking, psychosocial, cultural, interviewing and physical assessment skills acquired during their baccalaureate education. Content focuses on assessment of individuals throughout adulthood and into older adulthood with attention to common conditions encountered in acute care practice. Emphasis is placed on detailed health history taking including ethnic variations, and differentiation, interpretation, and documentation of normal and abnormal findings. Additional course content will incorporate interpreting diagnostic study results, and using clinical reasoning to formulate diagnoses and appropriate diagnostic codes. All students will perform physical assessments in laboratory and clinical settings. This course is non-transferable to baccalaureate programs.

Lecture Hours: 3. Lab Hours: 3.

NURS 5300 - Advanced Pharmacology/Therapeutic Interventions (3 credits)

Prerequisite: Admission to MSN Program or Permission from MSN Graduate Program Coordinator

This course will focus on classifications of pharmacologic agents as well as herbal and natural substances used in treating and preventing disease. Pharmacokinetics, pharmacodynamics, mechanism and transport will be discussed with particular emphasis on the adult and elderly adult populations. The mechanism of action, therapeutic effects, clinical applications, contraindications, and adverse effects as well as a description of current drug development and approval will be included. Special consideration will be given to the unique medication considerations for the elderly adult. Non-pharmacologic as well as pharmacologic therapeutic interventions will be addressed.

Lecture Hours: 3. Lab Hours: 0.

NURS 5400 - Adult/Gerontology Acute Care I (6 credits)

Prerequisites: NURS 5000, 5100, 5200

Co-requisite: NURS 5400L

Novice adult-gerontology acute care Nurse Practitioner students, under the supervision of Certified Nurse Practitioners, will focus on the application of the diagnostic/clinical reasoning process in the diagnosis and management of acute and chronic conditions of adult and elderly clients commonly encountered in acute care settings. The course incorporates therapeutic, diagnostic and pharmacological interventions into the plan of care to improve outcomes of the adult and aging clients with complex chronic and acute illnesses. This course is non-transferable to baccalaureate programs.

Lecture Hours: 3. Lab Hours: 9.

NURS 5500 - Research and Evidence Based Practice (3 credits)

Prerequisite: Admission to MSN Program or Permission from MSN Graduate Program Coordinator

This course addresses research design, data analysis, and clinical/ethical issues associated with health services research. The course focuses on clinical outcomes research in advanced practice nursing and related disciplines with an emphasis on clinical trial design and testing of theory driven interventions and application of evidenced based practice.

Lecture Hours: 3. Lab Hours: 0.

NURS 5600 - Quality/Safety/Improvement Processes (3 credits)

Prerequisite: Admission to MSN Program or Permission from MSN Graduate Program Coordinator

This course is designed to provide students with knowledge and skills in managing the care of patients with particular attention to delivery of care and patient outcomes. The course will incorporate theory, evidence based practice and strategic management to meet the demands of the evolving healthcare system. Students will use quality improvement concepts to develop and implement processes that will maximize patient outcomes and satisfaction. Considering the dynamics of the healthcare environment, this course focuses on effective and efficient management strategies from various sectors to ensure delivery of safe quality care.

Lecture Hours: 3. Lab Hours: 0.

NURS 6200 - Leadership/Management & Healthcare Policy (3 credits)

Prerequisite: Admission to MSN Program or Permission from MSN Graduate Program Coordinator

This course examines leadership and change from various historical, theoretical, and practical perspectives. Core competencies, environmental dynamics, culture, quality improvement, systems thinking are the foundations for this course.

Lecture Hours: 3. Lab Hours: 0.

NURS 6400 - Adult/Gerontology Acute Care II (6 credits)

Prerequisite: NURS 5400

Co-requisite: NURS 6400L

Intermediate adult-gerontology acute care Nurse Practitioner students, under the supervision of Certified Nurse Practitioners, will focus on the wellness promotion, health maintenance, diagnosis, and management of acute and chronic health conditions for adults and elderly clients in acute and critical healthcare settings. Students will develop algorithms for use in critical reasoning. This course is non-transferable to baccalaureate programs. Lecture/Lab Hours: Two hours lecture and twelve hours lab per week.

Lecture Hours: 2. Lab Hours: 12.

NURS 6500 - Adult/Gerontology Acute Care III (7 credits)

Prerequisite: NURS 6400

Co-requisite: NURS 6500L

This course focuses on the synthesis of previous knowledge and integration of the adult/gerontology Nurse Practitioner role in acute care as students move from novice to expert. Students will integrate the knowledge from previous clinical and didactic experiences to care for persons with complex acute and chronic health conditions. The Advanced Practice Nurse Certification and Licensure process will be explored. The issues of third party billing, reimbursement for services and prescriptive privileges will be discussed. This course is non-transferable to baccalaureate programs.

Lecture Hours: 2. Lab Hours: 15.

NURS 6600 - Project Management in Health Care (3 credits)

Prerequisite: Admission to MSN Program or Permission from MSN Graduate Program Coordinator

Co-requisite: NURS 6600L

This course introduces the concepts of efficiency, error, risks, process improvement, and production of healthcare services with an emphasis on quality assurance. Through reflective leadership, organizational analysis and strategic planning students will evaluate the impact of professional norms, policy and competition on organizational strategies. This course is non-transferable to baccalaureate programs.

Lecture Hours: 2. Lab Hours: 3.

OTMS - Occupational Therapy

OTMS 5000 - Occupational Therapy Foundations (3)

This course focuses on the history, philosophies, roles and functions, standards of practice, professional behaviors, terminology, and process of occupational therapy. Students will analyze the philosophical assumptions, theories, models and frames of reference that have shaped the profession of occupational therapy.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the MSOT Bridge Program. Corequisite: OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040.

OTMS 5010 - Clinical Kinesiology with Lab (3)

This course will include study of functional anatomy and biomechanical principles as it applies to human movement and occupations. Emphasis will be on the mechanics and principles of human motion, and how occupational performance may be impacted by movement dysfunction. Laboratory experiences will consist of analyses of a variety of movements involved in occupations, as well as observation, analysis, and assessment of posture, range of motion, and muscle strength.

Lecture Hours: 2. Lab Hours: 1. Prerequisite: Admission to the MSOT Bridge Program. Corequisite: OTMS 5000, OTMS 5020, OTMS 5030, OTMS 5040.

OTMS 5020 - Clinical Pathophysiology for Occupational Therapy with Lab (3)

This course includes a review of the anatomy & physiology involved, epidemiology, pathologic, and clinical manifestations of common acute and chronic conditions. General medical diagnoses that are a leading cause of disability in children, adolescents, adults, and older adults will be defined and described. Etiology, signs, symptoms, clinical course, medical management, morbidity, and prognosis are reviewed. The influence of medical pathology on activities of daily living, life routines, social participation, and occupational performance will be examined.

Lecture Hours: 2. Lab Hours: 1. Prerequisite: Admission to the MSOT Bridge Program. Corequisite: OTMS 5000, OTMS 5010, OTMS 5030, OTMS 5040.

OTMS 5030 - Leadership, Ethics, and Professionalism (2)

This course provides an overview of principles and philosophies of leadership, as well as ethics/ethical dilemmas from both individual and organizational perspectives. Topics may include professional behavior, teamwork, interprofessional and intraprofessional issues, and entrepreneurship. Roles and responsibilities, mentorship, supervision, continuing competency, lifelong learning, and professional advocacy will also be explored.

Lecture Hours: 2. Lab Hours: 0. Prerequisite: Admission to the MSOT Bridge Program. Corequisite: OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5040.

OTMS 5040 - Administration, Management, and Policy (2)

This course will provide an overview of principles and philosophies of administration and management as applicable to occupational therapy practice. Topics may include, but are not limited to, program design, marketing, supervision/management, team building, reimbursement, budgeting, and program evaluation. Course will also examine regulatory and legislative issues, as well as social and economic forces in a constantly changing healthcare environment.

Lecture Hours: 2. Lab Hours: 0. Prerequisite: Admission to the MSOT Bridge Program. Corequisite: OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030.

OTMS 5100 - Occupation Based Assessment and Intervention with Lab and FW-IA: Pediatrics (7)

This course involves the presentation of the OT process with infants through adolescents, from assessment through intervention. Factors that influence occupational performance including performance skills, performance patterns, context, and client factors are examined. This course also provides an introduction to and practice with using evaluation tools and methodologies to analyze and evaluate occupational performance deficits of children. Active learning experiences are used to examine and demonstrate strategies to remediate performance deficits. This course

requires the integration and application of content from first semester coursework including basic science concepts from Pathophysiology, Neuroscience, and Kinesiology. The course includes a laboratory component to enable students to apply and practice skills that are learned in the lecture portion of the course and a Level I fieldwork experience is also embedded within the course.

Lecture Hours: 4. Lab Hours: 3. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040. Corequisite: OTMS 5110, OTMS 5120, OTMS 5130, OTMS 5140.

OTMS 5110 - Assessment and Documentation Process (2)

The focus of this course is on development of critical reasoning, including screening and referral, assessment, goal setting, intervention planning, reassessment, discontinuation of therapy, and documentation of the therapy process. Also includes an examination of the collaborative process within teams, referral to other appropriate services, diversity issues with assessments, and client and family centered care. Emphasis will be placed on the assessment process and providing justification and necessity of interventions within a variety of settings, both traditional and nontraditional.

Lecture Hours: 2. Lab Hours: 0. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040. Corequisite: OTMS 5120, OTMS 5130, OTMS 5140.

OTMS 5120 - Neuroscience Foundations for Occupational Therapy with Lab (3)

This course involves the study of the anatomy, physiology, and pathology of the human nervous system and the effect on occupational performance as it applied to the practice of occupational therapy. Students will be presented with case studies which reinforce the clinical application of the course topics. In lab, students will engage in activities related to the assessment of neurological function and investigate neuroanatomic structures using resources such as brain atlases and images. Lab experiences will also include assessments to help clarify the functional implications correlated with neurological diseases and conditions that occupational therapists may see in clinical practice.

Lecture Hours: 2. Lab Hours: 1. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040. Corequisite: OTMS 5110, OTMS 5130, OTMS 5140.

OTMS 5130 - Occupational Analysis and Performance (2)

This course provides advanced knowledge of the analysis of occupational behaviors throughout the lifespan, using the Occupational Therapy Practice Framework (OTPF). Students will employ clinical reasoning to identify how meaningful occupations are applied as treatment media with individuals, groups, populations, and organizations. Students will also examine use of evidence-based practice for remediation of performance deficits. Case studies, videos, and other resources will be utilized to identify and analyze purposeful and meaningful occupations.

Lecture Hours: 1. Lab Hours: 1. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040. Corequisite: OTMS 5110, OTMS 5120, OTMS 5140.

OTMS 5140 - Evidenced Based Practice and Research I (3)

This course is the first of two research courses and will further develop skills in locating and critiquing literature relevant to occupational therapy practice in order to synthesize and inform the clinical reasoning process. The course will also introduce the principles and processes involved in conducting literature reviews, as well as developing and conducting a research project. Qualitative and quantitative approaches will be reviewed and analyzed relative to their strengths, limitations, and practical uses.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040. Corequisite: OTMS 5110, OTMS 5120, OTMS 5130.

OTMS 5200 - Occupation Based Assessment and Intervention with Lab and FW-IB: Biopsychosocial Influences (5)

This course involves the study of principles and rationale of OT psychosocial assessment, reasoning and administration of appropriate instruments to meet client needs across the lifespan. It also includes the study of psychiatric diagnoses, and relevant interventions including psychopharmacology, commonly requiring occupational therapy intervention. Relevant theories, models and frames of reference associated with psychosocial practice are discussed and applied. Appropriate interpersonal skills and group dynamic principles are introduced and applied to the assessment, treatment planning, intervention, documentation, and discharge planning processes associated with psychosocial practice. Factors that influence occupational performance including performance skills, performance patterns, context, and client factors are examined. Includes application of theory and intervention through problem-based learning and a Level I fieldwork experience is embedded within the course.

Lecture Hours: 3. Lab Hours: 2. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040, OTMS 5110, OTMS 5120, OTMS 5130, OTMS 5140. Corequisite: OTMS 5210, OTMS 5220.

OTMS 5210 - Evidence Based Practice and Research II (2)

This course builds on the student's knowledge of the research process and evidenced based treatment principles. The foundation for a research project was established OTMS 5140 and will provide students an opportunity to explore the literature related to a variety of topics presented in the treatment courses throughout the curriculum. Course includes implementation of an original project including collection, analysis and interpretation of data, with culmination in a publication, project, or poster presentation.

Lecture Hours: 2. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040, OTMS 5110, OTMS 5120, OTMS 5130, OTMS 5140. Corequisite: OTMS 5200, OTMS 5220.

OTMS 5220 - Emerging and Nontraditional Practice (3)

Contemporary issues that impact the delivery of occupational therapy services will be examined and explored. Emerging roles for occupational therapists, as well as utilization of skills within various nontraditional and non-clinical positions, will be examined. Experiences to develop the knowledge and skills needed to function in these roles will also be provided through laboratory experiences, review of evidence-based literature, and enhancement of clinical reasoning skills. Students will become familiar with community organizations related to health/wellness, promotion, and prevention, among other topics, as well as acquire knowledge and skills in community based assessment, education, and program development.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040, OTMS 5110, OTMS 5120, OTMS 5130, OTMS 5140. Corequisite: OTMS 5200, OTMS 5210.

OTMS 5300 - Occupation Based Assessment and Intervention with Lab and FW-IC: Adults to Geriatrics (7)

This course involves presentation of the OT process with adults and the aging population, from evaluation through intervention in various practice settings. Appropriate interpersonal skills and group dynamic principles are applied to the assessment, treatment planning, intervention, documentation, and discharge planning processes associated with adults/older adults with a variety of conditions. Factors that influence occupational performance including performance skills, performance patterns, context, and client factors are examined. Includes application of theory and intervention through case-based learning and a Level I fieldwork experience embedded within the course.

Lecture Hours: 4. Lab Hours: 3. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040, OTMS 5110, OTMS 5120, OTMS 5130, OTMS 5140, OTMS 5200, OTMS 5210, OTMS 5220. Corequisite: OTMS 5310, OTMS 5320, OTMS 5330.

OTMS 5310 - Assistive Technology, Environmental Assessment, and Intervention (4)

This course examines adaptations, equipment/assistive devices, and technologies, as well as environmental modifications for health and wellness of individuals and populations with and without disabilities. Consideration will be given to technologies useful for pediatric to geriatric populations in school, at home, and in the community. Students will explore the impact of the non-human environment on the occupational performance of individuals across the lifespan and gain knowledge and skills to provide assessment and intervention to enhance function. Students will also acquire knowledge and experience in application of evidence-based practice, coordination of resources, and in advocacy for clients who may benefit from technology and environmental modifications. Orthotics and splinting will also be covered.

Lecture Hours: 3. Lab Hours: 1. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040, OTMS 5110, OTMS 5120, OTMS 5130, OTMS 5140, OTMS 5200, OTMS 5210, OTMS 5220. Corequisite: OTMS 5300, OTMS 5320, OTMS 5330.

OTMS 5320 - Service Delivery and Educational Methods (2)

This course examines teamwork, intraprofessional collaboration, and interprofessional collaboration across a variety of practice settings. Course also introduces the teaching-learning process, theories, methods, and techniques. Students will explore educational methods for delivery of education to persons, groups, and populations, including application of concepts of literacy/health literacy.

Lecture Hours: 1. Lab Hours: 1. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040, OTMS 5110, OTMS 5120, OTMS 5130, OTMS 5140, OTMS 5200, OTMS 5210, OTMS 5220. Corequisite: OTMS 5300, OTMS 5310, 5330.

OTMS 5330 - Clinical Review and Competency Testing Seminar (1)

This course is a comprehensive review of all practical skills and preparation for Level II fieldwork, and will give students information regarding strengths and weaknesses. Students will have an opportunity to ask questions and practice skills learned in all previous courses, as well as complete self-assessments and an Occupational Therapy Knowledge Exam (OTKE).

Lecture Hours: .5. Lab Hours: .5. Prerequisite: Admission to the OT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040, OTMS 5110, OTMS 5120, OTMS 5130, OTMS 5140, OTMS 5200, OTMS 5210, OTMS 5220. Corequisite: OTMS 5300, OTMS 5310, OTMS 5320.

OTMS 5340 - Evidence Based Practice and Research III (2)

This is the last of three courses in the evidence-based practice and research series. It continues to build on the student's knowledge of the research process and evidence-based treatment principles introduced in OTMS 5140 and OTMS 5210. The course will provide students an opportunity to further develop skills in applying principles of theory and practice to formulating and implementing a research project. Students continue collaboration with faculty and/or clinical mentors for project implementation, culminating in a publication or presentation.

Lecture Hours: 2. Lab Hours: 0. Prerequisite: Admission to the MSOT Bridge Program, OTMS 5000, OTMS 5010, OTMS 5020, OTMS 5030, OTMS 5040, OTMS 5100, OTMS 5110, OTMS 5120, OTMS 5130, OTMS 5140, OTMS 5210, OTMS 5220. Corequisite: OTMS 5300, OTMS 5310, OTMS 5320, OTMS 5330.

OTMS 5400 - Level II Fieldwork A (9)

This course is the first of two 12-week supervised clinical experiences designed to give students the opportunity to integrate and apply didactic knowledge. Particular emphasis will be on assisting the student with achieving competence in clinical reasoning and provision of services congruent with the standards of entry-level practice in the profession of occupational therapy.

Lecture Hours: 0. Lab Hours: 9. Prerequisite: Admission to the MSOT Bridge Program, All OTMS courses. Corequisite: None.

OTMS 5402 - Level II Fieldwork B (9)

This course is the second of two 12-week supervised clinical experiences designed to give students the opportunity to integrate and apply didactic knowledge. Particular emphasis will be on assisting the student with achieving competence in clinical reasoning and provision of services congruent with the standards of entry-level practice in the profession of occupational therapy.

Lecture Hours: 0. Lab Hours: 9. Prerequisite: Admission to the MSOT Bridge Program, All OTMS courses. Corequisite: None.

SFTY - Public Safety

SFTY 7000 - Public Safety Administration (3)

Examination and application of systems, leadership, and management theories to the public safety system. Students will assess public safety operations in historical and current context of public expectations and relationships, media, as well as state and local government.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the Doctoral Program in Public Safety..

SFTY 7010 - Correctional Management & Law (3)

Examination of Correctional policies and procedures, human resource, fiscal, and risk management within prisons, jails, and community corrections organizations. Students will learn to develop institutional-specific visions, missions, strategic and implementation plans within consideration of general and administrative correctional issues.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7000.

SFTY 7020 - Police Management & Law (3)

Examination of Policing Policies and Procedures, human resource, fiscal, and risk management within local, state, and federal police organizations. Students will learn to develop institutional-specific visions, missions, strategic and implementation plans within consideration of general and administrative policing issues.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7000.

SFTY 7030 - Legal Issues in Criminal Justice Organizations (3)

Review and application of constitutional law regarding one's rights during investigatory proceedings, as well as other topics that arise within criminal justice organizations: the right to bear arms, privacy rights, freedom of religion, speech, and association, freedom of the press, and equal protection before the law.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7000.

SFTY 7040 - Public Administration (3)

Review and evaluation of the historical development of public administration in the United States. Students will examine public administration theory and research in context of historical and current issues within management and administration of government and non-profit organizations.

Lecture Hours: 3. Lab Hours: 0.

SFTY 7050 - Organizational Theory (3)

Examine the foundation, development, and management of organizations within system, informal, and formal models. Students will evaluate processes and procedures within government and nonprofit organizations, as well as the relativity of leadership and management within various organizational structures.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7040.

SFTY 7060 - State and Local Government (3)

Examination of state and local government systems. Students will focus on distinctions in relationships and communities in relation to procedures and implementation of policy and program administration.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7040.

SFTY 7070 - Public Agency Financial Management (3)

Examination of public budgeting practices, techniques, and tools, as well as roles of fiscal responsibilities for federal, state, and local governments. Students will review and apply principles of public budgeting to borrowing authority, fundraising, and public financial reports.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7040.

SFTY 7100 - Qualitative Methods and Analysis (3)

Review and evaluation of qualitative methods within public safety and public administration research, primarily focusing on its utility in formative and summative evaluations of policies and programs. Students will learn various qualitative techniques, data structuring and management, and techniques of qualitative analysis.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7000 and SFTY 7040.

SFTY 7110 - Quantitative Methods and Analysis (3)

This course provides a review and evaluation of quantitative methods within public safety and public administration research, primarily focusing on its utility in formative and summative evaluations of policies and programs. Students will learn various quantitative techniques of data collection, data structuring and management, and techniques of quantitative analysis.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7000 and SFTY 7040.

SFTY 7200 - Cultural Crime and Justice (3)

Examination of culture concepts and meaning within international criminal justice systems. Review of crimes and criminal justice procedures in context of race, gender, ethnicity, and other idents within both individual and structural perspectives.

Lecture Hours: 3. Lab Hours: 0.

SFTY 7210 - International Affairs (3)

This course will provide an examination of modern international relations and diplomacy. Students will evaluate the development and administration of international organizations with the context of applicable legal practices and cultural norms. Students will compare and evaluate nations' and regions' methods of management and leadership.

Lecture Hours: 3. Lab Hours: 0.

SFTY 8000 - Security Systems (3)

Review of security systems, programs, and procedures. Students will examine methods of control and surveillance, as well as methods to identify and assess process and structural risks within various social and organizational contexts. Students will be required to design a security plan for an organizational event or structure.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7110.

SFTY 8010 - Geographic Information Systems (3)

Investigation of spatial analysis and its role within crime analytics and prevention, as well as surveillance tactics and risk assessments. Students will learn the basics of crime mapping through Geographic Information Systems, as well as analytic techniques to assess patterns of crime and other forms of risk.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 8000.

SFTY 8120 - Policy & Program Evaluation (3)

Examination of qualitative and quantitative methods to measure merit and worth of programs and policies. Students will examine evaluation procedures in context of types, approaches, and purposes for formative and summative evaluations of programs. Course includes students design and propose an evaluation of a policy or program.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7100 and 7110.

SFTY 8130 - Financial Investigation & Fraud Prevention (3)

Examination of investigative and management techniques to prevent and inhibit internal fraud and financial crime within organizations. Students will review internal investigation techniques, methods of financial surveillance and auditing.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 8000.

SFTY 8140 - Cybercrime (3)

Examination of the use of technology in crime and warfare, including cyber terrorism and hacking, as well as interpersonal crimes including stalking, and sabotage. Students will review and assess how technology is used to commit these crimes, as well as the use of technology in monitoring, preventing, and inhibiting of these crimes.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 8000.

SFTY 8400 - Infrastructure and Resilience (3)

Assessment of resilience and other ecological theories within risk and emergency management. Students will apply aspects of organization, individual, and social resilience to measure risk and preparation for national, social, and technological crises and disasters, as well as review historic accounts of disasters and the effects of resilience.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 8410.

SFTY 8410 - Emergency Management (3)

Examination of the emergency management process within the United States. Students will apply tenants of mitigation, preparedness, response, and recovery within context of natural, social, and technological crises and disasters.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 7040.

SFTY 8420 - Conflict Management (3)

Examine and apply conflict resolution methodologies (or) strategies within socio- and political contexts and the role of a public administrator. Methods of negotiation, conflict dynamics, and communication will be evaluated and applied to specific conflicts and crises.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 8410.

SFTY 8430 - Disaster Science (3)

Examination of the techniques and methodologies disaster preparedness (or) preparation and management of natural disasters and methods of analyzing risk, impact, and aftermath of natural disasters including meteorology, climatology, and hydrology.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: SFTY 8410.

SFTY 8980 - Evaluation Design and Planning (3)

Directed study for development of program or policy evaluation, design and proposal presented to faculty advisor and committee.

Lecture Hours: 0. Lab Hours: 3. Prerequisite: All SFTY doctoral coursework must be completed..

SFTY 8990 - Evaluation Implementation (6)

Directed study for implementation of program or policy evaluation, presented to faculty advisor and committee.

Lecture Hours: 0. Lab Hours: 6. Prerequisite: All SFTY doctoral coursework.

SMGT - Sport Management

SMGT 6010 - Sport Administration (3 credits)

This course is designed to cover some of the main areas handled by athletic administrators in interscholastic sports and professional sports. Topics cover governance in college and high school; human resources practices, including the use of volunteers; technology; planning for facilities and budgets; and other topics related to sports administration. The final paper will require that students use the knowledge gained in multiple areas of the course to create a business plan for an interscholastic sports program that can be applied to multiple areas of athletic administration.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the MSM program or permission of the Graduate Program Coordinator.

SMGT 6020 - Sport Law and Risk Management (3 credits)

This course covers areas of sports law by reviewing specific cases, instances, or developing issues in the world of sports related to negligence, torts, risk management, contracts, anti-discrimination, constitutional law, anti-trust, labor law, and collective bargaining agreements, which come up at all levels, from youth sports to the professional levels. The paper for this course will be a topic related to a current sports law issue such as extending nets in baseball stadiums; discrimination suits in soccer; paying college student-athletes for likeness rights; and many other topics from which a student may choose. Students will be able to recognize issues and regulations in the sports world to look for risk management and development of helping their organization avoid potential issues.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the MSM program or permission of the Graduate Program Coordinator.

SMGT 6030 - Sport Psychology (3 credits)

This course will cover psychological aspects in sports related to student-athletes and administration. Topics include sports as a microcosm of society, and how sports fit into society; how individual personalities learn through sports; and how sports participants deal with stress or anxiety in sports. Motivation, diversity, teamwork, and leadership are key components to this course. Finally, this course teaches students how sports reveal differences and how participants come together as a team when exposed to differences on the field or in other areas of life. The paper for this course will allow students to select a topic related to sports psychology as an ever expanding field and to select a topic of interest to the student.

Lecture Hours: 3. Lab Hours: 0. Prerequisite: Admission to the MSM program or permission of the Graduate Program Coordinator.

SPED - Special Education

SPED 5001 - Adolescent Development and Diverse Learning Needs (3 credits)

Prerequisites: Admission into the MAT Program and hold a valid Pre-Service Certificate

Co-requisite: EDUC 5001 and EDUC 5002

Learners are examined from the standpoint of developmental characteristics; social, cultural, racial, and gender affiliation; socioeconomic status; religious influences; learning styles; first language; special needs; and exceptionalities. Adolescents are also examined from biological, psychological, cognitive, and social perspectives within the tapestry of their families and communities; and through the influences of societal and cultural norms. The use of technology is required. This course meets state and national standards. NOTE: This course is non-transferable to a baccalaureate program.

Lecture Hours: 3. Lab Hours: 0.

Appendix: Graduate Assistantship Handbook

The Office of Graduate Studies Middle Georgia State University Graduate Assistantship Handbook Policies and Procedures 2022-2023

Edited and updated 7/1/2022 (subject to change)

Approved by MGA Faculty Senate 5/6/2016

(1) Welcome

We are excited to have you join Middle Georgia State University as a Graduate Assistant (GA). This handbook has been created to provide an overview of Middle Georgia State University's policies, procedures, and responsibilities that pertain to Graduate Assistants (GAs). We hope it will be a useful resource for you. If at any time you have questions about your assistantship, you may contact the Office of Human Resources, the Office of Graduate Studies, your school or department, or your supervisor. We wish you a successful academic and professional career, and we are certain your experience as a Graduate Assistant will enrich both.

(2) Catalog Statement on Assistantships

Graduate Assistantship Programs (Please see Graduate Assistantship Programs (p. 21) in the Office of Graduate Studies Academic Catalog.)

As a way of fostering a strong graduate studies culture and encouraging mentoring as an essential practice of graduate education, a select number of students may receive financial aid in the form of assistantships while pursuing a master's degree. To be eligible for appointment as a graduate assistant, the student must be fully admitted to a program with Regular Admission Status as identified by the Office of Graduate Studies in the initial acceptance letter.

A graduate assistantship is an honor based on merit, and for this aid, students are required to complete specific services to the University as spelled out in the letter or email that communicates the award of an assistantship. The Graduate Program Coordinator will assign the graduate assistant to a faculty mentor, who will be that student's immediate supervisor. The Office of Graduate Studies will provide orientation and continuing education for all graduate assistants and their faculty mentors. For each semester of an assistantship, a student must provide proof of insurance and register for and earn credit for six to twelve hours of graduate course work leading to a degree. (See "Eligibility Requirements" below.) A graduate assistant must also maintain at least a 3.0 GPA and may not have received less than a "B" in any previous graduate course prior to an application for an assistantship. Applicants must also pass a background check prior to the start of their duties. They must additionally provide two letters of reference, which may be the same letters provided in the general admissions process if an applicant has yet to take a graduate course at any institution.

Note*: Graduate teaching assistants will need 18 hours of 5000-level credit in the area of instruction.

**Policy under review AY 2022-2023*

(3) General Graduate Assistantship Policies

Middle Georgia State University's graduate assistantships are designed to provide students with valuable professional development opportunities while earning a graduate degree. The graduate assistantship involves the dual responsibilities of maintaining a satisfactory academic performance and of successfully performing the assigned duties.

Work assignments cannot exceed 19 hours per week. Students interested in seeking an assistantship may contact the Office of Graduate Admissions, the program chair, and/or dean of the college or school offering the graduate program in which they are enrolled. (For specific application instructions, see section 5 of this handbook, "Application Process.") GAs may not volunteer "extra hours" while employed or be asked to work more time than what they can be paid. GAs are not allowed to work as a GA prior to (or after) their contracted dates. GAs must complete all required hiring documents with the Office of Human Resources prior to their first day of work.

If GAs feel at any time that their work responsibilities cannot be completed during the 19 hours, then they should express their concerns with their supervisor immediately to discuss alternative solutions. Working in excess of the 19 hour limit is not permissible.

All GAs are classified as exempt from the Fair Labor Standards Act (FLSA). Exempt work is performed by either (a) executives/administrators or (b) professionals, and is paid on a salaried basis regardless of the specific number of hours worked in a given week. GAs perform work at the professional level, utilizing content knowledge that requires at least a bachelor's degree, and as a result are paid as exempt professionals. GAs may NOT be engaged in work that is primarily or materially clerical, service/maintenance, trades/skilled crafts, or technical/paraprofessional, since such work must be classified as non-exempt under the FLSA and must be paid on an hourly basis for all hours worked, including overtime, if applicable.

Assistantship appointments are made for one semester and are not automatically renewed. A request for graduate assistantship must be completed for each semester an assistantship is requested. Continuation depends upon availability of funds, level of enrollment, and program needs. Salaries are paid in accordance with the budget policies and payroll procedures of the university.

Assistantship appointments are made for a maximum of two years. Additional semesters must be recommended by the employing school or department and approved by the appropriate dean and the graduate coordinator.

The Graduate Assistantship Handbook does not represent a contract of employment. Graduate Assistants are employed on an at-will basis, meaning that employment is not guaranteed for a specific duration of time. The University has a right to terminate employment at any time, with or without cause.

(4) Types of Graduate Assistantships

Graduate Research Assistant (GRA)

The duties assigned for Graduate Research Assistantships should be relevant and add value to the student's major field of study, area of interest, or expertise. The research is usually a component of the faculty advisor's research that is directly supported by external funding. GRAs are generally expected to carry out a specific research project that often forms the basis for a thesis or dissertation. General duties include:

- Performing experiments, calculations, and analyzing the result and disseminating new knowledge orally or in written publications
- Reflecting on the state of the field and proposing new research problems
- Attending conferences to present results and collaborate with other researchers
- Training and supervising less experienced research personnel

Graduate Teaching Assistant (GTA)

Graduate Instructors are those graduate students who are involved in instruction, usually of undergraduates. Qualified GTAs perform instructional duties in an area of their expertise, most often within their home schools or departments, although qualified GTAs may perform teaching duties outside their schools or departments. Students appointed as a GTA must have a baccalaureate degree and be enrolled in a graduate program. GTAs who are primarily responsible for teaching a course for credit and/or assigning final grades for such a course must have earned at least 18 credit hours of graduate coursework in the teaching discipline prior to their appointment, be under direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be evaluated regularly. GTAs only engaged in activities such as assisting in laboratory sessions, teaching physical education activities, attending or helping to prepare lectures, grading papers, keeping class records, conducting discussion groups, conducting tutorials, and holding student conferences do not need to meet the 18 credit hour requirement.

Graduate Faculty Assistant (GFA)

Students holding GFA appointments may not have a primary responsibility for a course, but they may serve as discussion leaders in breakout sections, grade papers, or assist the primary instructor of a course in other ways. GFAs will normally have completed less than 18 hours of graduate course credits in the appropriate discipline. The school or department chair or division director shall determine that the credentials of a student qualify the individual to undertake the work assignment.

Graduate Program Assistant (GPA)

Students in this role assist in the program that requires graduate-level knowledge skills and disposition and should not be doing clerical work that could be done by work-study or student assistants.

Graduate Student Assistant (GSA)

Graduate students appointed as Graduate Student Assistants may be involved in instruction and/or research usually in their area of expertise. GSAs assist faculty, schools, departments, or other units in a variety of activities that are closely related to the student's area of academic study and interest. Specific duties of GSAs may be similar or identical to GTAs and GRAs.

(5) Eligibility for Graduate Assistantships

General Eligibility Requirements:

- Students must be accepted into their graduate degree program.
- Students must be accepted as "regular" degree candidates in an approved graduate degree program.
- Students must be enrolled for 6 to 12 credit hours prior to accepting an assistantship*. (*As per the Graduate Catalogue, credit hour eligibility for assistantships will depend on the type of assistantship and the nature of the compensation as determined by the Dean of Graduate Studies. If students are enrolled for 9 or fewer credit hours, they must have permission of the Dean of Graduate Studies and their Graduate Program Coordinator.)
- Students must have a minimum undergraduate GPA of 2.7 or graduate GPA of 3.0 on a 4.0 scale.
- Students must be eligible to work in the United States.

- Students must receive approval by the school or department, dean of the college or school, and the Office of Graduate Studies prior to being awarded a graduate assistantship.
- The Board of Regents of the University System of Georgia has implemented a system-wide health insurance policy requirement that mandates all students in graduate-level programs carry approved health insurance for the entire duration of their academic program if they: receive a Full Tuition Waiver as part of their graduate assistantship award; are enrolled in programs that require proof of health insurance; receive fellowships that fully fund their tuition.

(6) Application Process

Students applying to graduate programs at Middle Georgia State University who are interested in applying for a graduate assistantship should submit a letter demonstrating their interest in an assistantship as part of their application for admission. Students currently enrolled in a graduate program at Middle Georgia State University interested in applying for an assistantship should send a letter of interest to the Office of Graduate Admissions. Selection for assistantships will occur at the program level after a review by the Offices of Human Resources, Financial Aid, and Fiscal Affairs to determine hiring eligibility.

(7) Supervision and Evaluation

All GAs are supervised by a graduate faculty member within an academic school or department. The supervisor is responsible for evaluating the GA's performance each semester. If the evaluation is unsatisfactory, the supervisor may recommend termination of the appointment. Graduate Assistants may be evaluated more than once throughout the semester, and the supervisor will provide continuing feedback about the GA's performance.

(8) Job Descriptions and Work Responsibilities

The area in which the GA is assigned to work is expected to clearly communicate the position's responsibilities, duties, and expectations to the GA in a written job description. The job description should specify the essential functions of the assistantship such as work hours expected, lines of authority, daily work activities, etc.

The area is also responsible for letting the GA know who the supervisor will be during the appointment. The supervisor should update the position's description accordingly as duties are assigned or taken away.

The work schedule of the GA should be determined between the immediate supervisor and the GA. The supervisor understands that the GA's academic success is the primary importance and work responsibilities should not replace the academic responsibility of a student. The supervisor and the GA should discuss scheduling conflicts when abuse of flexible scheduling occurs. The University requires regular attendance and punctuality at work. The GA should communicate any prior notifications of absences to the supervisor. If prior notification is not achievable, communication needs to be made as soon as possible.

GAs should refer to the individual job description or the supervisor for specific details regarding the required dress attire required for the position.

(9) Additional Employment

GAs may accept additional employment, but are strongly cautioned against doing so. Their first responsibility is that of a student. Their second responsibility is that of the assistantship. Students currently employed full-time by Middle Georgia State University and receiving tuition assistance through the Tuition Assistance Program (TAP) from the University are ineligible of an assistantship.

(10) Academic Standards

GAs are expected to maintain an overall 3.0 cumulative graduate GPA. Failure to maintain an overall GPA of 3.0 will render the student ineligible for an assistantship the following semester and/or year. If a student is placed on academic probation, his or her assistantship will be terminated. GAs must enroll in a minimum of 6 graduate credit hours each semester to maintain their assistantship.

(11) Benefits

GAs are ineligible for vacation, sick, holiday pay, or unemployment benefits. Supervisors reserve the right to revoke, deny, or reschedule absences on the basis of workloads and deadlines.

(12) Resignation and Termination

If, for any reason, a GA finds it necessary to resign from the assistantship, a letter of resignation must be submitted to the GA's supervisor and to the Office of Graduate Studies as soon as possible. If the resignation takes place prior to the end of the contracted period, the GA's salary or stipend will be prorated accordingly.

After consultation with the graduate program dean, the supervisor may terminate an assistantship if the GA: fails to adequately perform the assigned duties and responsibilities specified with the job; exhibits unprofessional behavior; or fails to meet the minimum GPA or enrollment hours required each semester. Since a graduate assistantship is a service scholarship, GAs who are terminated or resign are not eligible to receive unemployment compensation.

A GA may be terminated for any one of the following reasons: (a) the GA is found to have engaged in sexual harassment; faculty and graduate students should familiarize themselves with the University policy regarding sexual harassment, (b) the overall GPA for graduate courses at Middle Georgia State University falls below 3.0, (c) the semester course load falls below the minimum required load of 6 credit hours, (d) an allegation of academic or scientific misconduct such as cheating, plagiarism, or falsification of data has been investigated and verified, or (e) suspension or dismissal of a graduate student from the University for disciplinary reasons has occurred. In all instances of termination, except in cases of an immediate threat to safety, the process should be fair, methodical, and clearly communicated to all parties after full consultation among the dean, the faculty member/supervisor, and the GA, who has a right to be heard by the program dean.

(13) Grievances

If the case of concern arises regarding a GA's work or academic performance, there is an obligation for the GA to attempt to resolve the concern with the supervisor at the school or department level. If adequate resolutions cannot be attained, then the GA should contact the chair at the school or department level. If satisfactory resolution cannot be attained at that level, then the GA should contact the Dean of Graduate Studies to try and work out a successful resolution.

(14) Equal Employment Opportunity

Middle Georgia State University follows a policy of nondiscrimination in regards to age, race, color, religion, sex, national origin, sexual orientation, marital status, Vietnam Era veterans, and persons with handicaps and disabilities. This policy applies to the awarding of student financial aid and the recruitment, admission, housing, placement, and retention of students, faculty, and staff. The University complies with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964 regarding race, color, national origin, religion and sex discrimination; Title IX of the Education Amendments Act of 1972 regarding sex discrimination; the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding discrimination based on disabilities and handicaps; the Age Discrimination in Employment act; and other state and federal laws and regulations.

Persons having inquiries concerning the University's compliance with the regulations implanting any of the above are directed to contact the executive director of human resources, Office of Human Resources at (478) 471-2010.

(15) Sexual Harassment and Personal Misconduct

Middle Georgia State University is committed to maintaining an academic environment in which its members can freely work together, both in and out of the classroom, to further education, service, and research. Every member of the Middle Georgia State University community must recognize that sexual harassment compromises the integrity of the institution, its tradition of intellectual freedom, and the trust placed in its members. It is the intention of Middle Georgia State University to prevent sexual harassment as well as to correct and, where indicated, discipline those engaged in sexual harassment. Because of the special nature of a university community, Middle Georgia State University reiterates its commitment to academic freedom and asserts that these procedures shall not be detrimental to the principles of academic freedom.

Graduate Assistants will conform to the policies and procedures governing sexual harassment and misconduct outlined by the current Middle Georgia State University Student Handbook and the current employment policies governing Middle Georgia State University.

For a newly updated policy on Sexual Harassment and Misconduct, see section 4.1.6.26 in: <http://policies.mga.edu/>

(16) Confidentiality

While working as GAs, students may come in contact with, learn of, and/or produce confidential information concerning Middle Georgia State University's business and personnel. If the GA does have access to such information, it is to remain confidential and as property of the University. Upon receipt of a GA position, each GA will sign a Confidentiality Agreement.

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