

# **The Office of Graduate Studies**

## **ACADEMIC CATALOG**



**2017-2018**

Edited and updated 8/17/17

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# 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 School 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. In the spring of 2016, a Master of Science in Management and a Master of Arts in Teaching Secondary Education were also approved.

Dr. Kevin Cantwell, Dean  
Office of Graduate Studies  
Academic Services Building, 221  
100 University Boulevard  
Warner Robins, Georgia 31093  
Phone: (478) 929-6712  
FAX: (478) 929-6714  
Email: kevin.cantwell@mga.edu

Dr. Loretta Clayton, Director of Graduate Student Policy & Support  
Office of Graduate Studies  
The Education Building, 315  
100 University Parkway  
Macon, Georgia 31206  
Phone: (478) 471-5762  
FAX: (478) 929-6714  
Email: loretta.clayton@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 (SACSCOC) to award associate, baccalaureate, master's degrees, and certificates. As of December 7, 2015, Middle Georgia State University was approved by SACSCOC for level-change to offer master's degrees.

Southern Association of Colleges and Schools/ Commission on Colleges (SACS/COC)  
1866 Southern Lane  
Decatur, GA 30033  
(404) 679-4500  
Fax: (404) 679-4558  
www.sacscoc.org

The MSN program was granted candidacy status by the Accreditation Commission for Education in Nursing (ACEN) on January 12, 2016. Full accreditation of the Master of Science in Nursing Program is anticipated by summer 2017.

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
(404) 975-5000  
www.acennursing.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](mailto: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  
(478) 471-3627  
[titleix@mga.edu](mailto:titleix@mga.edu)

### **Sexual Harassment and Misconduct**

For a newly updated policy on Sexual Harassment and Misconduct, see section 1.3.6 in <http://policies.mga.edu/>  
Effective August 7, 2015

### **Freedom of Expression**

For a newly developed policy on Freedom of Expression, see section 1.3.3 in <http://policies.mga.edu/>

Effective August 7, 2015

### **Disability Services**

Disability 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 disabilities 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

- *Disability Student Handbook* available to students upon registration with the Disability Services Coordination of academic accommodations with Middle Georgia State University faculty

Disability Services is located within the Counseling Center, located in the Student Life Center on the Macon Campus (478) 471- 2985, in Sanford 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/disability-services>.

### **Academic Rights and Responsibilities**

Middle Georgia State University is committed to intellectual pluralism and academic freedom. The college 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 <https://www.aaup.org/file/1940%20Statement.pdf>.

### **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.**  
<http://www.mga.edu/academics/calendars/default.aspx>

### **Contact for Admissions**

Ms. Liz Douglas  
 Graduate Admissions  
 Suite 217, Academic Services Bldg.  
 100 University Boulevard  
 Warner Robins, GA 31093  
 Phone: 1-478-929-6865  
 Fax: 1-478-929-6714

### **General Admissions Requirements for Graduate Study**

1. A bachelor's degree from a regionally 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

a regionally accredited college or university and who want to take a limited number of classes, normally not to exceed 9 hours.

### **General Admissions Requirements for Graduate Certificate Applicants**

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

### **Special Admissions\* Requirements for Graduate Certificate Applicants**

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 a regionally accredited college or university and who want to take a limited number of classes, normally not to exceed 9 hours.

\*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.

### **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 Teaching Secondary Education with Initial Teacher Certification**

Admission into the MAT Program is competitive and granted on a space available basis.

Students must:

1. Be admitted to Middle Georgia State University (MGA) in good academic standing with a cumulative GPA of 3.0 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 2.75-2.99 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 biology, English, history or mathematics from a GaPSC accredited institution.

3. Submit a graduate program admission packet to the Office of Graduate Studies. Admission packets are found on the Office of Graduate Studies website. Prospective students may also contact the Office of Graduate Studies for an admission packet. Deadline for submission of packets is January 15<sup>th</sup> for summer semester. Packets submitted after the deadline will be considered after all applicants meeting the deadline are processed. Admission packets must be complete in order for the Pre-Service Certificate to be requested.
4. Present a passing score on the GACE Program Admissions Assessment or show evidence of exemption from any of the following national exam scores: minimum 525 composite score on Praxis I (if taken prior to August 2006); SAT – minimum combined score of 1000 on SAT verbal/math; ACT minimum combined score of 43 on English/Math; or GRE minimum combined score of 1030 on verbal/quantitative prior to August 1, 2011 or minimum combined score of 297 on verbal/quantitative if taken after August 1, 2011.
5. Provide a clear criminal background check and proof of completion of the Georgia Educator Ethics Entry Assessment (350G). Information regarding both will be provided in the admission packet.
6. Provide passing scores at the Professional Level on the GACE content area assessments for your degree.
7. Provide biographical statement including professional goals and two professional recommendations.
8. Complete GaPSC GCIC background check and Verification of Lawful Presence paperwork.
9. The School of Education will request a Pre-Service Certificate from the GaPSC for the prospective candidate. The decision to issue the Pre-Service Certificate resides solely with the GaPSC.
10. Upon receipt of a copy of the Pre-Service Certificate by the School of Education the prospective candidate will be notified in writing by the School of Education of their acceptance as a graduate intern.
11. Upon acceptance, students are referred to as “graduate interns”.
12. Be available during regular public school day hours for practicums.
13. Upon acceptance, graduate interns must present proof of having liability insurance and a LiveText account.
14. Graduate interns must sign their program of study. Graduate interns are required to follow the program of study as prepared by the School of Education. Deviations from that program without prior consent from the Dean of the School of Education will result in dismissal from the School of Education.

### **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 key assessments with an 80% mastery.
5. 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 Practicum II (EDUC 5006).
8. Provide evidence of submitting the edTPA portfolio prior to the end of the semester while enrolled in EDUC 5006 - Practicum II and Seminar.
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, MGA, the GaPSC and associated Local Units of Administration (LUAs).

**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 School of Education after successful completion of the degree program and earning passing scores on the following:

1. edTPA portfolio (Passing score: 35 or higher) (After 9/1/17 Passing score: 38 or higher);  
AND
2. Georgia Educator Ethics Exit Assessment - 360G (Passing score: Pass).

Upon receipt of passing scores on the above assessments and the MGA Official Transcript with the degree awarded the School of Education will recommend the intern 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 School of Education. A graduate intern may also be dismissed from the School of Education for disciplinary reasons. Behavioral concerns can/would be addressed through the Office of Student Affairs of MGA. In

addition, students may be dismissed from the School of Education for inappropriate behaviors as outlined in the School of Education Graduate Student Handbook. Behaviors that are grounds for removal from the clinical experiences include, but are not limited to: confidentiality breeches, harassment, absenteeism or tardiness, malpractice/negligence, failure to follow School of Education 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 School of Education.

### **Code of Ethics Violations (MAT)**

Pre-Service Certificate holders are certified individuals, and they are expected to uphold the Code of Ethics for Georgia Educators. Both Educator Preparation Providers (EPPs) and Local Units of Administration (LUAs) [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 cause impact the EPP's approval status.

### **MAT Re-Entry Policy**

Students who meet all present criteria for readmission to the School of Education Graduate Program, must submit a completed readmission application, a criminal background check, and must submit 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 Admissions Requirements Masters of Science in Information Technology (MSIT)**

1. Graduation from a regionally accredited college or university.
2. A Bachelor of Science degree in Information Technology or closely related field.
3. A minimum overall GPA of 2.5
4. Graduate Record Exam (GRE) with scores of at least a 140 on the verbal portion, at least 140 on the quantitative portion, and at least 3.5 on the analytical portion.
5. **GRE waived if** undergraduate GPA 3.0 or higher.

### **Additional Required Materials (MSIT)**

- a. Statement of applicant goals for graduate study.
- b. Two letters of recommendation from either academic or professional sources.
- c. Official transcripts from all undergraduate and graduate institutions.
- d. A current résumé.

### **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 below]

### **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 below in the Office of Graduate Studies Academic Catalog.) Those requirements are currently:

1. A bachelor’s degree from a regionally 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. Those requirements are detailed below. Admission to the MSM program is competitive. A Graduate Admissions Committee composed of select faculty who teach in the MSM program will review and admit students for each semester. Primary admissions criteria include the following:

- Previous education
- Work experience
- Statement of career goals
- Grade point average (GPA) and Graduate Management Aptitude Test (GMAT) scores

### **Previous Education (MSM)**

A bachelor’s degree from a regionally accredited institution is required for admission to the MSM. The undergraduate degree is not required to be in a business discipline. However, one or more foundation courses listed below (or their equivalent) may be required if those courses were not part of the applicant’s undergraduate program.

### **Foundation Course Requirements (MSM)**

For all Students (a “C” or better is required):

- ACCT 2101 Accounting I (3 credit hours) (available online)
- ACCT 2102 Accounting II (3 credit hours) (available online)
- BUSA 2105 Business Communications (3 credit hours) (available online)



ECON 2106 Microeconomics (3 credit hours) (available online)  
MGMT 3101 Business Statistics (3 credit hours) (available online)  
MGMT 3141 Principles of Management (3 credit hours) (available online)

### **Additional requirements for those applicants seeking the Accounting concentration (MSM)**

Admission to the Accounting concentration requires 30 semester hours of undergraduate accounting from a regionally accredited institution. A grade of “B” or better is required in each of the following courses (or their equivalent):

### **Foundation Course Requirements – Accounting Students Only (MSM)**

A “B” or better is required:

ACCT 2101 Accounting I (3 credit hours) (available online)  
ACCT 2102 Accounting II (3 credit hours) (available online)  
ACCT 3101 Intermediate Financial Accounting I (3 credit hours)  
ACCT 3102 Intermediate Financial Accounting II (3 credit hours)  
ACCT 3110 Cost Accounting (3 credit hours)  
ACCT 3120 Principles of Taxation I (3 credit hours)  
ACCT 4135 Auditing (3 credit hours)  
ACCT 4205 Accounting Information Systems (3 credit hours)  
ACCT Electives (6 hours)

Note: Students lacking one or more undergraduate Business Foundation Course Requirements (undergraduate prerequisites) may be allowed by the School of Business to satisfy the corresponding admission requirement by taking and passing specific Ivy Software courses, which students can take online at their own pace for a very attractive per course fee; see [www.ivysoftware.com](http://www.ivysoftware.com). Each case must be coordinated and approved by the School of Business Graduate Program Coordinator.

### **Work Experience (MSM)**

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

### **Statement of Career Goals (MSM)**

Applicants will be asked to submit a statement of their career goals citing how the MSM would assist them in achieving those goals.

## **Grade Point Average (GPA) and Graduate Management Aptitude Test (GMAT) (MSM)**

To be considered for Regular Admission Status (RAS) to the MSM program, students must have a minimum undergraduate cumulative grade point average of 2.50 or higher (on a 4.0 scale), a minimum GMAT score of at least 400 and meet one of the following criteria:

- 1)  $\text{GMAT} + (200 \times \text{overall GPA}) \geq 950$  OR
- 2)  $\text{GMAT} + (200 \times \text{upper division GPA}) \geq 1000$  OR
- 3) Students who have completed a baccalaureate degree from the MGA School of Business or from an AACSB accredited institution with an overall GPA of 3.25 or higher will be exempt from the GMAT. Students whose undergraduate degree is in a non-business discipline will not be exempted from taking the GMAT.

## **Graduate Admissions Committee (GAC) (MSM)**

The GAC will be appointed each year by the Dean of the School of Business in consultation with the MSM Graduate Program Coordinator. The GAC will review applications and make acceptance decisions each semester. The GAC may request additional information from applicants and/or request an interview with the applicant as part of their decision process. Admission to the MSM program is competitive. Acceptance is not guaranteed for applicants who meet the above criteria. The Dean of the School of Business may grant a Provisional Admission to a student he/she believes shows promise despite not meeting some of the above admissions criteria. (See Provisional Admission Status below.)

## **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.
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)**

- a. Criminal Background Check
- b. Urine Drug Screen
- c. Résumé

- d. Statement of personal and professional goals
- e. Three letters of recommendation attesting to aptitude for graduate study
- f. Meet Southern Regional Education Board Council (SREB) on Collegiate Education Nursing Practice Standards/Essential Abilities
- g. Interview\*
- h. 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.

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

### **Regular Admissions Status (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 webpage.]

### **Provisional Admissions Status (PAS)**

Accepted to the program having met most of the General Admission Requirements for Graduate Studies and having submitted most materials required by a particular program. PAS is determined by the judgment of the Dean and the Graduate Program Coordinator, who shall provide for the provisionally accepted student a checklist and timeline of what must be completed and by what date to determine Regular Admissions Status. Unless otherwise specified by a particular program\* PAS may be approved for up to 15 hours of credit, with the requirement that the student may not get below a B in any enrolled classes during PAS. Materials must be received by 11:59 p.m. on the late admissions deadline.

[Students can be granted PAS for no longer than twelve (12) months from the date of acceptance. Please note that PAS may affect the amount of financial aid since this aid would come from a student's remaining undergraduate funds.]

### **PAS with Academic Requirements (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.

### **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. Applicants applying for the MS in Information Technology are allowed to use the waiver option, but applicants for the MS in Nursing, the MS in Management, 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 with requested documentation concerning the adjudication of the case(s) will be required to be returned to the Office of Admissions. A signature on the questionnaire form allowing the College 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 Director of Admissions and/or the Assistant Vice President of Student Affairs will review the report and determine whether an admission decision can proceed forward or whether an interview with the Admissions Review Committee is required. Depending on the nature of the offense, an interview with the Admission Review Committee may be required. The committee will consist of representatives from Campus Police, Enrollment Management, Residence Life, and the Student Affairs office. Once a decision concerning admission is made, the Director of Enrollment Services is notified. The applicant will be notified of final decision by letter. The decision of the Admission Review 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 be academically dismissed from the University.

## **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 as evidenced by Graduate Studies Petition for Course Substitution and Transfer Credit, which has complete guidelines and can be found online on the Graduate Studies site.

### **Residency Rule**

Students shall take their last 15 hours of credit in residence (defined as enrolled in MGSU 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](http://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](http://www.ets.org)

**Exceptions to the English (TOEFL) Requirement:** Applicants holding a bachelor's degree from a regionally 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 \$24,625 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](mailto:graduateadmissions@mga.edu), faxed to 478.929.6714, or mailed to Graduate Admissions, Suite 217, Academic Services Bldg., Warner Robins, GA 31093 USA, 1.478.929.6865 (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 send pdf files to the Office of Graduate Admissions. Note: The Office of Graduate Studies anticipates the implementation of a fully online application process by December 2017.
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.
5. Check the **GRE** site for test dates and locations. The institutional **GRE** code is **1602**. Note: The Office of Graduate Admissions accepts GRE scores taken within the past five years.

### **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: <http://www.mga.edu/graduate-studies/>.



- 5) Select Contact Us on the navigation bar on the left to provide your contact information and designate your program of interest.
- 6) Check Admissions Deadlines for application!
- 7) Go to Apply Now on the navigation bar on the left.
- 8) Follow all instructions on the site.
- 9) Once you've submitted all materials, return to the Apply Now page and select Check Admissions Status.
- 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.

Note: The Office of Graduate Studies anticipates the implementation of a fully online application process by December 2017.

### **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: <http://www.mga.edu/technology/email.aspx>

### **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: <http://www.mga.edu/technology/banner.aspx>

### **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](http://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](http://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](http://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](http://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: <http://www.mga.edu/d2l/default.aspx>

## **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](mailto:helpdesk@mga.edu). Students may call (478) 471-2773 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 <http://www.mga.edu/d2l/help.aspx>.

### **Student Fees and Financial Policies**

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

<http://www.mga.edu/bursar/graduate-tuition-and-fees.aspx>

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**

**Base Rate:** This rate applies to all currently enrolled graduate students at Middle Georgia State.

**eTuition rate:** This rate applies to all totally online courses and is applied as a per credit hour add-on to the Base Rate. Please see the Bursar's Office webpage for the applicable rate.

Program	Base Rate	Online add-on	Total Per Credit Hour
MAT	\$195 per credit hr	\$60	\$255 PCH
MSIT	\$195 per credit hr	\$60	\$255 PCH
MSM	\$195 per credit hr	\$60*	\$195 PCH*
MSN	\$195 per credit hr	\$60	\$255 PCH
Graduate Certificates	\$195 per credit hr	\$60	\$255 PCH

These rates apply to tuition only and are subject to increase each year. New rates are automatically calculated on students' schedule bills. Any questions may be directed to one of the cashiers in the Bursar's Office by calling (478) 471-2705.

\*The MSM Program currently offers its courses in a face-to-face format, but the School of Business anticipates developing online courses for which the online add-on would apply.

## Fees

In addition to tuition, Middle Georgia State imposes certain fees. Current fee amounts are listed on the University's website under the Bursar's Office page. 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 and Nursing 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)**
- edTPA Portfolio **(\$300)**

\*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/>

### **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 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](mailto:fainfo@mga.edu)

## **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 from 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.

\*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: Graduate teaching assistants will need 18 hours of 5000-level credit in the area of instruction.

Complete guidelines for Graduate Assistantships, which may include Research, Teaching, Faculty, Program or Student Assistantships, can be found in the Graduate Assistantship Handbook 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 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 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 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 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 enroll for at least a half-time course load, 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 the Student Assistant programs, students are given the opportunity to work approximately 15 to 19.5 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 admissions 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 Policy. 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 a student who receives any financial aid. A student's entire academic history at all schools attended including transferrable hours is reviewed at the time of entry and each semester thereafter whether or not Title IV funded aid was received to ensure compliance with the policy. **The financial aid satisfactory academic progress policy should not be confused with Probation or Good Standing as defined by Middle Georgia State University (MGA) academic policies.**

### **Components**

The MGA definition of satisfactory academic progress for receiving financial aid includes the following components:

1. **Grade Point Average Standards**-Graduate students are required to maintain at least a 3.0 cumulative **financial aid** grade point average (GPA). Financial aid GPA includes all credit hours **attempted** at MGA and all other previously attended institutions, including learning support and repeat coursework. **NOTE:** Financial aid GPA may differ from your academic GPA. Also, grades not associated with quality points cannot be used to calculate GPA. They do, however, count as attempted hours.

I. **PACE Standard (Quantitative)** - Students enrolled at MGA must show measurable progress toward earning a degree by successfully completing a minimum of 67% of cumulative credit hours **attempted**. Grades of A, B, C, D, P and S count as the successful completion of a course. Grades of F, W, WF, FA, I, IP, NR and U **do not** count as the successful completion of a course. Transfer consortium, repeated, and learning support count as attempted hours.

II. **PACE Standard (Maximum Time-Frame)** - In addition to previously stated standards, student financial aid is available for up to 150% of the number of hours required to complete the specific program of study. 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.**

**Students Seeking 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 3<sup>rd</sup> 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).

<b>PROGRAM</b>	<b>MAXIMUM ATTEMPTED HOURS ALLOWED</b>
Graduate Degree	150% of the program's required hours
All Other Program of Studies	Determined based on prior credentials and current program requirements

\*\*\* THE MAXIMUM LENGTH OF STUDY CANNOT EXTEND BEYOND COMPLETION OF COURSES REQUIRED FOR THE DEGREE OR CERTIFICATE PROGRAM\*\*\*

## Review Process

**At the beginning of your academic career 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 G.P.A. 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. SAP status is calculated at the end of each semester after grades are posted to academic history. 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** and they will be allowed to receive financial aid the following term (Note: \*Transfer exception below). Continued eligibility will be determined after this term. Students who become ineligible due to **PACE- max-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 are **ineligible** for financial aid until all required transcripts from prior college attendance have been received and reviewed to determine SAP eligibility status. Transfer students not compliant with MGA's Standards of Academic Progress at their time of entry will be placed on financial aid suspension. Students may appeal this determination.

## 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. 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 BANNERWEB 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. **IMPORTANT: Only one appeal may be submitted per academic year.** Students may appeal

their SAP Suspension **only three times** during their academic career at MGA. Decisions made by the SAP Committee are **final** and there is no further appeal the student may submit to the Office of Financial Aid, the Department of Education or any other department at MGA.

## **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 hours.
- Repeated courses count as attempted hours each time you register for them. Also, each course is counted in your financial aid GPA requirement.
- Academic renewal hours count toward all 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 standard 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.
- Summer Term Courses – all hours attempted and completed in the summer term are treated as any other semester hours in determining SAP status. SAP will be checked following the summer term as well.
- 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.

## **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]

### **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 and Master's 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.

### **Completion of Degree**

Students must complete their degrees within five years of their first semester and must graduate under the requirements of a catalog no earlier than the previous academic year. All students must complete 30 credit hours for graduation, unless otherwise specified by program requirements, as in the case of the MSN, which requires 43 hours; the MSM, which requires 31 hours; and the Certificate in Technical Writing and Digital Communications, which requires 15 hours. Completion of Degree shall be verified by the Registrar's Office no later than midterm of the semester of graduation.

### **Progression and Academic Standing**

Students enrolled in a degree program must maintain a minimum graduate program grade point average of 3.0 for the master's. 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 nursing 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 term on the basis of the program GPA. 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 program GPA of 3.0 or higher.

### **Academic Probation**

A student whose program grade point average falls below 3.0 after the completion of at least nine (9) hours of graduate work in his or her program begins the next term on academic probation. A student must earn a term GPA of 3.0 or higher each term 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 term GPA of 3.0 or higher and raises his or her program GPA to 3.0 or higher will return to Good Academic Standing.



- 2) A student whose term GPA is 3.0 or higher, but whose program GPA remains below 3.0, will remain on Academic Probation.
- 3) A student who earns a term GPA below 3.0 while on Academic Probation, regardless of the program GPA, will be on Academic Suspension for one term.

### **Removal from Probation**

Occurs when, at the end of a probationary term a student's graduate program grade point average equals or exceeds 3.0.

### **Academic Suspension**

Academic Suspension occurs when a student on academic probation earns a term GPA below 3.0, regardless of the program GPA.

The length of Academic Suspension will be a minimum of one term. One term is defined as the fall, spring, or summer term. The summer term includes all sessions; thus, a student on Suspension is required to sit out all sessions that comprise the summer term. The student must apply to be reinstated by the program and University.

### **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, either to a degree program or to non-degree status, in order to continue graduate study.

The student on Academic Suspension is not guaranteed the opportunity to return to the University. The student on Academic Suspension must apply, in writing, for reinstatement to the University and program after the one term absence. Reinstatement criteria are established by the University or by the school that houses the student's graduate program.

If a student's request for reinstatement is approved by the program that placed the student on Academic Suspension, the student returns to the University 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 term GPA of 3.0 or higher and raises his or her program GPA to 3.0 or higher will return to Good Academic Standing.
2. A Reinstated student who earns a term GPA is 3.0 or higher, but whose program GPA remains below 3.0, will remain on Academic Probation.
3. A Reinstated student who earns a term GPA below 3.0 while on Academic Probation, regardless of the program GPA, will be academically suspended from the University.

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 returns to the University on Academic Probation. One of two possible actions will be implemented at the end of the next term of enrollment:

1. A reinstated student who earns a GPA of 3.0 or higher is removed from Academic Probation and returns to Good Academic Standing.
2. A reinstated student who earns a GPA below 3.0 will be academically suspended from the University.

### **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 credit hours is defined as full-time**, and **4.5 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 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
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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 only one Middle Georgia State University course for credit only with the permission of the Dean of the program that houses the degree and the Dean of Graduate Studies. 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 may not take the same or similar class as a transient student and then petition to have it replace the course in which a grade of “C” or lower was earned. A finding of academic dishonesty cannot be a condition for petitioning to repeat a graduate-level class. 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.

### **Student 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.

### **Student Code of Conduct**

All students are expected to read, understand and abide by the Student Code of Conduct by following this link: <http://www.mga.edu/student-conduct/code-of-conduct.aspx>.

*Note: 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.*

### **Overview of Grievances/Complaints**

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

### **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 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:

- 1) A violation of due process.
- 2) Evidence of prejudicial treatment by the original hearing body.
- 3) Evidence becomes available during the review process that was not previously available during the original hearing.
- 4) Mercy appeal for review of an imposed sanction considered too harsh/lenient.

### c. Procedure

The Appeals Panel:

- 1) Will review all material related to the case including

- a) the record made before the original hearing body convened;
  - b) all pertinent documents, including hearing minutes, witness statements, and incident reports;
  - c) prior violations and sanctions against the student.
- 2) May, at its discretion, hear oral argument from either party or their representatives.

#### **d. Findings**

The Appeals Panel may:

- 1) Affirm the original decision and deny the appeal
- 2) 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.
- 3) Find evidence of prejudice on the part of the original hearing body and refer the case for rehearing before another hearing body.
- 4) Refer the case to the original hearing body for reconsideration of specific points deemed important by the Appeals Panel.
- 5) 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:

- a. An obvious error in the calculation of the grade.
- b. The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course.
- c. The assignment of a grade to a particular student on some basis other than the performance in the course.
- d. 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 Teaching Secondary Education with Initial Teacher Certification (MAT)**

Dean: Dr. David Fuller

Graduate Program Coordinator, Education: Dr. Mark Randall Spaid

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

#### **School of Education Mission**

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 School of Education’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)**

Providers accredited under NCATE standards, as well as those accredited under the Teacher Education Accreditation Council (TEAC) standards, are now served by the single specialized accreditation system for educator preparation in the United States, the Council for the Accreditation of Educator Preparation (CAEP). More than 900 educator preparation providers participate in the CAEP accreditation system.

## **Master of Arts in Teaching Secondary Education with Initial Teacher Certification Program Mission**

The mission of Middle Georgia State University's Master of Arts in Teaching Secondary 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 Science, Technology, Engineering or Mathematics (STEM), English, and history. As a program with a key partnership in the Bibb County School District, the MAT degree program is designed to address a continuing teacher shortage in Georgia and to provide initial teacher certification for graduate program candidates. This proposed graduate degree program will produce well-prepared and competent candidates to meet the critical need for highly qualified and effective secondary school teachers in the middle Georgia area; hence, these well trained MGA graduates will strengthen the faculty of area school systems.

## **Program Format and Degree Requirements (MAT)**

The Master of Arts in Teaching Secondary Education with Initial Teacher Certification (MAT) program prepares the candidate who holds a Bachelor's degree in biology, English, history or mathematics from a Georgia Professional Standards Commission (GaPSC) accredited institution the opportunity to provide educational services for all students in grades 6-12. The program is offered as a full-time program of 30 credit hours. There are three EDUC field experiences: one half semester in a middle grades setting and one half semester in a high school setting. The final field experience is full semester at the high school. These graduate interns will be placed in secondary classrooms for 900 hours; it is important to note that the Georgia Professional Standards Commission requires a minimum of 700 hours.

During the first eight weeks of fall semester, the interns will be co-teaching all-day two days per week in a middle grades subject area classroom to satisfy the GaPSC requirement for a grades 6-12 certification. During the fall semester, the MAT interns will be co-teaching all-day two days per week. During the spring semester, the interns will be co-teaching all-day, every day with their cooperating teachers. The MAT program is an online program administered from the School of Education from the Macon Campus with off-site housing of its graduate students in individual schools of the Bibb County School District, Macon, GA.

This program directs candidates to begin in summer semester and complete the program in the spring of the following calendar year. The graduate-level education courses, including field experiences, will be offered during fall and spring terms and will be full semester in length. Summer term will follow the traditional institutional calendar. The program is currently 30 credit hours.

## **Education**

### **Master of Arts in Teaching Secondary Education with Initial Teacher Certification**

## **Curriculum and Projected Course Schedule (MAT)**

### **Summer Semester (9 Credit Hours)**

- EDUC 5001 – Foundations of Teaching and Learning **Credit: 3 hours**
- EDUC 5002 – Integrating Technology in School-Based Learning Environments **Credit: 3 hours**
- SPED 5001- Adolescent Development and Diverse Learning Needs **Credit: 3 hours**

### **Fall Semester (12 Credit hours)**

- EDUC 5003 – Reading and Multiple Literacies **Credit: 3 hours**
- EDUC 5004 – Methods of Teaching and Assessment **Credit: 3 hours**
- EDUC 5005 – Practicum I and Seminar (First Half of Semester - Middle Grades Placement in content area; Second Half of Semester – High School Placement in content area) **Credit: 6 hours**

### **Spring Semester (9 Credit hours)**

- EDUC 5006 – Practicum II and Seminar (this includes the action research project) **Credit: 9 hours**

**Total Hours: 30\***

\*Note: Graduate Interns will take EDUC 5010 if edTPA score requires additional clinical placement.

- EDUC 5010 – Intensive edTPA Retake **Credit: 3 hours**

## **Course Descriptions (MAT)**

### **EDUC 5001 - Foundations of Teaching and Learning 3-0-3**

**Credit:** 3 hours

**Prerequisites:** Admission into the MAT Program and hold a valid Pre-Service Certificate

**Co-requisites:** EDUC 5002 and SPED 5001

**Description:** In preparation for effective entry into the classroom as a teacher, topics include teaching in the contemporary school; adolescent development; cognitive and behavioral approaches to learning, diversity, collaboration beyond the classroom; accommodating learners with exceptionalities; introduction to curriculum and instruction, and assessment. The use of technology is required. This course meets state and national standards.

**Lecture/Lab:** 3 hours per week

### **EDUC 5002 - Integrated Technology in School-Based Learning Environments 3-0-3**

**Credit:** 3 hours

**Prerequisites:** Admission into the MAT Program and hold a valid Pre-Service Certificate  
**Co-requisites:** EDUC 5001 and SPED 5001

**Description:** Overview of systematic planning, development and evaluation of media-rich classroom instruction. Best practices collecting, summarizing, analyzing and applying assessment data to classroom improvement with techniques for organization and participation in a grade-level or school-wide collaborative team. The use of technology is required. This course meets state and national standards. NOTE: This course is non-transferable to a baccalaureate program.

**Lecture/Lab:** 3 hours per week

### **EDUC 5003 - Reading and Multiple Literacies 3-0-3**

**Credit:** 3 hours

**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

**Description:** 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/Lab:** 3 hours per week

### **EDUC 5004 - Methods of Teaching and Assessment 3-0-3**

**Credit:** 3 hours

**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

**Description:** 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/Lab:** 3 hours per week

### **EDUC 5005 - Practicum I and Seminar 6-0-6**

**Credit:** 6 hours

**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 5004

**Description:** This field-based course is a supervised clinical experience in an approved instructional setting. The teacher candidate will spend half of the semester in a PDS middle grades school and half of the semester in a PDS high school setting. A faculty member maintains

close supervision. During the high school experience, data for the edTPA will be collected.  
NOTE: This course is non-transferable to a baccalaureate program.

**Lecture/Lab:** A minimum of 300 hours of clinical hours must be completed.

### **EDUC 5006 - Practicum II and Seminar 9-0-9**

**Credit:** 9 hours

**Prerequisites:** Hold a valid Pre-Service Certificate and a grade of "B" or better in EDUC 5001, EDUC 5002, EDUC 5003, EDUC 5004, EDUC 5005, and SPED 5001

**Description:** This field-based course is a supervised clinical experience in an approved instructional setting. Practicum II is a full semester experience during which the edTPA will be completed and submitted. In addition, a graduate-level action research presentation with directed literature review and data analysis for the (RTI) outcome of a lesson plan taught to an underperforming subgroup of students is required. It is anticipated that this presentation will be shared at the professional development school to an audience of high school and higher administrators. A faculty member maintains close supervision. During the high school experience, the edTPA will be completed. The use of technology is required. This course meets state and national standards. NOTE: This course is non-transferable to a baccalaureate program.

**Lecture/Lab:** A minimum of 600 clinical hours must be completed.

### **SPED 5001 - Adolescent Development and Diverse Learning Needs 3-0-3**

**Credit:** 3 hours

**Prerequisites:** Admission into the MAT Program and hold a valid Pre-Service Certificate

**Co-requisite:** EDUC 5001 and EDUC 5002

**Description:** 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/Lab:** 3 hours per week

### **EDUC 5010 - Intensive edTPA Retake 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours per week

## **Master of Science in Information Technology**

Dean: Dr. Alex Koohang

Associate Dean and Graduate Program Coordinator, Information Technology: Dr. Kevin S. Floyd

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School of Information Technology

Middle Georgia State University

100 University Parkway

Macon, Georgia 31206

### **School of Information Technology Mission**

The mission of the School 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 School prepares its graduates to solve problems and apply new technologies within an increasingly interconnected and changing global environment. The School 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 College's ABET accredited Bachelor of Science in information Technology housed in the School 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 increasingly fuel the regional economy by



producing top-quality graduates who will be successful in 21st century careers. Many baccalaureate programs at Middle Georgia State College 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 enables IT professionals with baccalaureate degrees to pursue advanced specialized training in the areas of information security and digital forensics, software development, and health informatics.

## **Master of Science in Information Technology Program Format and Degree Requirements**

The MS in IT 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 Information Security and Digital Forensics, Software Development, and Health Informatics. 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.

### **Information Technology (MSIT)**

Master of Science in Information Technology

#### **Core Courses (15 hours - Required)**

- ITEC 5100 – Current and Emerging Issues in Information Technology **Credit: 3 hours**
- ITEC 5110 – IT Leadership and Strategic Planning **Credit: 3 hours**
- ITEC 5120 – IT Project Management **Credit: 3 hours**
- ITEC 5140 – Research Methods in Information Technology **Credit: 3 hours**
- ITEC 6900 – Graduate Capstone **Credit: 3 hours**

Choose one of the following tracks:

#### **Information Security and Digital Forensic (15 hours)**

Required:

- ITEC 6200 – Digital Forensics **Credit: 3 hours**
- ITEC 6210 – Network and Cyber Security **Credit: 3 hours**
- ITEC 6240 – Security Policy, Ethics, and the Legal Environment **Credit: 3 hours**
- ITEC 6250 – Disaster Recovery, Planning, and Response **Credit: 3 hours**

Choose one of the following:

- ITEC 6220 – Ethical Hacking **Credit: 3 hours**
- ITEC 6230 – Digital Evidence & Cybercrime **Credit: 3 hours**

### **Software Development (15 hours)**

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

### **Health Informatics (15 hours)**

- ITEC 6240 – Security Policy, Ethics, and the Legal Environment **Credit: 3 hours**
- ITEC 6250 – Disaster Recovery, Planning, and Response **Credit: 3 hours**
- ITEC 6300 – Advanced Health Information Technology **Credit: 3 hours**
- ITEC 6320 – Advanced Electronic Health Records **Credit: 3 hours**
- ITEC 6340 – Public Health Informatics **Credit: 3 hours**

Students may also pursue a generalist path by choosing 15 hours from any of the concentrations.

**Total Hours: 30**

### **Course Descriptions (MSIT)**

#### **ITEC 5100 – Current and Emerging Issues in Information Technology 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Admission to the MSIT program

**Description:** 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/Lab:** 3 hours lecture each week

#### **ITEC 5110 – IT Leadership and Strategic Planning 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Admission to the MSIT Program

**Description:** 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/Lab:** 3 hours lecture each week

#### **ITEC 5120–IT Project Management 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Admission to the MSIT Program

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 5130– Data Analytics 3-0-3**

**Credit:** 3 hours

**Prerequisite:** “B” in ITEC 5100

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 5140 – Research Methods in Information Technology 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Admission to the MSIT program

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6200 – Digital Forensics 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Admission to the MSIT program

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6210 – Network and Cyber Security 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Admission to the MSIT program

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6220 - Ethical Hacking 3-0-3**

**Credit:** 3 hours

**Prerequisite:** “B” in ITEC 6210

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6230 - Digital Evidence and Cybercrime 3-0-3**

**Credit:** 3 hours

**Prerequisite:** “B” in ITEC 6210

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6240 – Security Policy, Ethics, and the Legal Environment 3-0-3**

**Credit:** 3 hours

**Prerequisite:** “B” in ITEC 5100

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6250 – Disaster Recovery, Planning, and Response 3-0-3**

**Credit:** 3 hours

**Prerequisite:** “B” in ITEC 5100

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6300 - Advanced Health Information Technology 3-0-3**

**Credit:** 3 hours

**Prerequisite:** “B” in ITEC 5100

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6320 - Advanced Electronic Health Records 3-0-3**

**Credit:** 3 hours

**Prerequisite:** “B” in ITEC 5100

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6340 - Public Health Informatics 3-0-3**

**Credit:** 3 hours

**Prerequisite:** “B” in ITEC 5100

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6400 – Advanced Programming and Data Structures 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Admission to the MSIT program

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6410 – Object Oriented Analysis and Design 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Admission to the MSIT Program

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6420 – Distributed Enterprise Software 3-0-3**

**Credit:** 3 hours

**Prerequisite:** B in ITEC 6410

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6430 – Software Testing and Quality Assurance 3-0-3**

**Credit:** 3 hours

**Prerequisite:** B in ITEC 6410

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6450 – Mobile Computing Systems and Applications 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Admission to the MSIT program

**Description:** 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/Lab:** 3 hours lecture each week

### **ITEC 6900 – Graduate Capstone 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours lecture each week

## **Master of Science in Management (MSM)**

Dean: Dr. Kenny Holt

Graduate Program Coordinator, Business: Mr. Jerry Williams

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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) is designed for students with business or engineering backgrounds who have moved or plan to move into a middle- to upper-level management position.

## Program Format and Degree Requirements (MSM)

The 31 credit hour program is composed of an 18 – 21 hour core and four possible areas of concentration: Accounting, Program Management, Supply Chain Management, and General Management. It will be delivered primarily in a face-to-face classroom environment supplemented by classroom and class delivery technologies. While the program can accommodate almost anyone with an accredited undergraduate degree who would like to advance his or her career to middle and/or upper level management positions, there are features of the program that members of the following communities will find particularly appealing:

### Robins AFB Civilians and Military/Department of Defense Contractors

- Evening classes scheduled at our Warner Robins Campus
- Up to six hours credit awarded for qualifying Defense Acquisition University courses

### Current School of Business Students

- Students in their final semester of the BS program may enroll in MSM courses

### Accounting Students

- Meet 150 hour requirement for CPA examination



- Reduced core classes; more accounting classes to help students prepare for the CPA exam

## **Business (MSM)**

Master of Science in Management

### **Core Courses (18-21 hours)**

- ACCT 5100 - Managerial Accounting (non-Accounting students only) **Credit: 3 hours**
- MGMT 5600- Leadership and Organizational Behavior **Credit: 3 hours**
- MGMT 5200 - Advanced Management Information Systems **Credit: 3 hours**
- MGMT 5300 - Decision Sciences **Credit: 3 hours**
- MGMT 5400- Managing in a Global Environment **Credit: 3 hours**
- MGMT 5100 - Advanced Supply Chain Management **Credit: 3 hours**
- MGMT 5900 - Advanced Strategic Management **Credit: 3 hours**

### **Accounting (13 hours)**

Required:

- ACCT 6100 - Advanced Auditing **Credit: 3 hours**
- ACCT 6200 - Financial Accounting Topics **Credit: 3 hours**
- ACCT 6400 - Tax Research **Credit: 3 hours**
- ACCT 6950 - Graduate Accounting Capstone **Credit: 1 hour**

Choose one of the following:

- ACCT 6300 - Managerial and Accounting Information Systems **Credit: 3 hours**
- ACCT 6505 - Graduate Accounting Special Topics **Credit: 3 hours**
- ACCT 6605 - Graduate Accounting Internship

### **Program Management (10 hours)**

Required:

- MGMT 6110 - Acquisition Management **Credit: 3 hours**
- MGMT 6950 - Graduate Program Management Capstone **Credit: 1 hour**

Choose two of the following:

- MGMT 6100 - Advanced Project Management **Credit: 3 hours**
- MGMT 6120 - Advanced Logistics Management **Credit: 3 hours**
- MGMT 6130 - Advanced Purchasing and Materials Management **Credit: 3 hours**
- MGMT 6200 - Advanced Continuous Process Improvement **Credit: 3 hours**

- MGMT 6505 - Graduate Management Special Topics **Credit: 3 hours**
- MGMT 6605 - Graduate Management Internship **Credit: 3 hours**

### **Supply Chain Management (10 hours)**

Required:

- MGMT 6120 - Advanced Logistics Management **Credit: 3 hours**
- MGMT 6130 - Advanced Purchasing and Materials Management **Credit: 3 hours**
- MGMT 6960 - Graduate Supply Chain Management Capstone **Credit: 1 hour**

Choose one of the following:

- MGMT 6100 - Advanced Project Management **Credit: 3 hours**
- MGMT 6200 - Advanced Continuous Process Improvement **Credit: 3 hours**
- MGMT 6505 - Graduate Management Special Topics **Credit: 3 hours**
- MGMT 6605 - Graduate Management Internship **Credit: 3 hours**

### **General Management (10 hours)**

Required:

- MGMT 6970 - Graduate General Management Capstone **Credit: 1 hour**
- Any three School of Business 6000 level courses. The student must meet the individual course prerequisites in order to take the course. **Credit: total 9 hours**

### **Course Descriptions (MSM)**

#### **ACCT 5100 - Managerial Accounting 3-0-3**

**Credit:** 3 hours

**Prerequisites:** Acceptance into the program; ACCT 2101 and ACCT 2102 or equivalent

**Description:** 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. **(Note: this course may not be taken for credit by Accounting Majors)**

**Lecture/Lab:** 3 hours per week

#### **ACCT 6100 - Advanced Auditing 3-0-3**

**Credit:** 3 hours

**Prerequisites:** Acceptance into the program; ACCT 4135 or equivalent

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

**Lecture/Lab:** 3 hours per week

**ACCT 6200 - Financial Accounting Topics 3-0-3**

**Credit:** 3 hours

**Prerequisites:** Acceptance into the program; ACCT 3103 or equivalent

**Description:** 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/Lab:** 3 hours per week

**ACCT 6300 - Managerial and Accounting Information Systems 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours per week

**ACCT 6400 - Tax Research 3-0-3**

**Credit:** 3 hours

**Prerequisites:** ACCT 3120 and ACCT 4120 or equivalent

**Description:** 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/Lab:** 3 hours per week

**ACCT 6505 - Graduate Accounting Special Topics 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours per week

**ACCT 6605 - Graduate Accounting Internship 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours per week

### **ACCT 6950 - Graduate Accounting Capstone 1-0-1**

**Credit:** 1 hour

**Prerequisite:** A grade of B in at least one of the following ACCT 6100, ACCT 6200, ACCT 6300

**Co-requisites:** A grade of B in any of the following courses not already taken ACCT 6100, ACCT 6200, ACCT 6300

**Description:** This course serves as a capstone for the Accounting concentration. Material from previous classes is reviewed. The course is not intended as a comprehensive review but rather a guided self-study course in preparation for the capstone final examination. An update of recent advancements and issues in Accounting is also presented.

**Lecture/Lab:** One hour per week

### **MGMT 5100 - Advanced Supply Chain Management 3-0-3**

**Credit:** 3 hours

**Prerequisite:** MGMT 3141 or MGMT 3155 or equivalent

**Description:** This course examines supply chain concepts of demand management (sell), supply management (buy), inventory management (store), capacity management (make), and quality management utilizing tools and creative problem solving principles useful for process improvement. Students will also evaluate how supply chain strategy can be aligned with the overall business strategy, the market, and competitive environment to improve overall supply chain performance.

**Lecture/Lab:** 3 hours per week

### **MGMT 5200 - Advanced Management Information Systems 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Acceptance into the program; MGMT 3141 or MGMT 3155 or equivalent

**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.

**Lab/Lecture:** 3 hours per week

### **MGMT 5300 - Decision Sciences 3-0-3**

**Credit:** 3 hours

**Prerequisite:** Acceptance into the program; MGMT 3101 or equivalent

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

**Lab/Lecture:** 3 hours per week

### **MGMT 5400- Managing in a Global Environment 3-0-3**

**Credit:** 3 hours

**Prerequisites:** MGMT 3141 or MGMT 3155 or equivalent

**Description:** 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/Lab:** 3 hours per week

### **MGMT 5600- Leadership and Organizational Behavior 3-0-3**

**Credit:** 3 hours

**Prerequisites:** MGMT 3141 or MGMT 3155 or equivalent

**Description:** 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/Lab:** 3 hours per week

### **MGMT 5900 - Advanced Strategic Management 3-0-3**

**Credit:** 3 hours

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

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

**Description:** Advanced 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.

**Lab/Lecture:** 3 hours per week

### **MGMT 6100 - Advanced Project Management 3-0-3**

**Credit:** 3 hours

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

**Description:** 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.

**Lab/Lecture Hours:** 3 hours per week

### **MGMT 6110 - Acquisition Management 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours per week

### **MGMT 6120 - Advanced Logistics Management 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** Three hours per week

### **MGMT 6130 - Advanced Purchasing and Materials Management 3-0-3**

**Credit:** 3 hours

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

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

**Lecture/Lab:** 3 hours per week

### **MGMT 6200 - Advanced Continuous Process Improvement 3-0-3**

**Credit:** 3 hours

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

**Description:** 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.

**Lab/Lecture:** 3 hours per week

### **MGMT 6505 - Graduate Management Special Topics 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours per week

**MGMT 6605 - Graduate Management Internship 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours per week

**MGMT 6950 - Graduate Program Management Capstone 1-0-1**

**Credit:** 1 hour

**Prerequisites:** A grade of B in MGMT 6110 and one of the following MGMT 6100, MGMT 6120, MGMT 6130 or MGMT 6200

**Description:** This course serves as a capstone for the Program Management concentration. Material from previous classes is reviewed. The course is not intended as a comprehensive review but rather a guided self-study course in preparation for the capstone final examination. An update of recent advancements and issues in Program Management is also presented.

**Lecture/Lab:** 1 hour per week

**MGMT 6960 - Graduate Supply Chain Management Capstone 1-0-1**

**Credit:** 1 hour

**Prerequisites:** MGMT 6120 and MGMT 6130

**Description:** This course serves as a capstone for the Supply Chain Management concentration. Material from previous classes is reviewed. The course is not intended as a comprehensive review but rather a guided self-study course in preparation for the capstone final examination. An update of recent advancements and issues in Supply Chain Management is also presented.

**Lecture/Lab:** 1 hour per week.

**MGMT 6970 - Graduate General Management Capstone 1-0-1**

**Credit:** 1 hour

**Prerequisites:** At least two General Management electives

**Description:** This course serves as a capstone for the General Management concentration. Material from previous classes is reviewed. The course is not intended as a comprehensive review but rather a guided self-study course in preparation for the capstone final examination. An update of recent advancements and issues in General Management is also presented.

**Lecture/Lab:** 1 hour per week.

## **Master of Nursing Adult/Gerontology Nurse Practitioner (MSN)**

Dean, School of Health Sciences: Dr. Tara L. Underwood  
Chair, Department of Nursing: Dr. Donna Ingram  
Graduate Program Coordinator, Nursing: Dr. Lawanda Greene

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School of Health Sciences  
100 University Parkway  
Macon, Georgia 31206

### **Mission Statement (MSN)**

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. The graduate will be eligible to sit for Adult/Gerontology Acute Care Nurse Practitioner certification exam offered by the American Nurses Credentialing Center's (ANCC). Instruction will be delivered online with students expected to complete a minimum of 630 clinical practice hours. Attendance at a minimum of two full day intensive sessions will be required per semester. Admission to the program occurs fall semester of each academic year.

### **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 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.
6. 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; and
6. Mandatory Health Professional CPR certification through the American Heart Association (CPR classes are provided to students at Middle Georgia State University at a nominal fee.)
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 **Credit: 3 hours**
- NURS 5100 Professional Concepts **Credit: 2 hours**
- NURS 5200 Advanced Health Assessment/Diagnostic Reasoning **Credit: 4 hours**
- NURS 5300 Advanced Pharmacology/Therapeutic Interventions **Credit: 3 hours**
- NURS 5400 Adult/Gero Acute Care I **Credit: 6 hours**
- NURS 5500 Research and Evidence Based Practice **Credit: 3 hours**
- NURS 5600 Quality/Safety/Improvement Processes **Credit: 3 hours**

### **Year Two (19 hours)**

- NURS 6200 Leadership/Management & Healthcare Policy **Credit: 3 hours**
- NURS 6400 Adult/Gero Acute Care II **Credit: 6 hours**
- NURS 6500 Adult/Gero Acute Care III **Credit: 7 hours**
- NURS 6600 Project Management in Healthcare **Credit: 3 hours**

**Total Hours: 43**

### **Course Descriptions (MSN)**

#### **NURS 5000- Advanced Pathophysiology 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours lecture each week.

#### **NURS 5100 - Professional Concepts 2-0-2**

**Credit:** 2 hours

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

**Description:** 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/Lab:** 2 hours lecture each week.

**NURS 5200 - Advanced Health Assessment/Diagnostic Reasoning 3-3-4**

**Credit:** 4 hours

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

**Co-requisite:** NURS 5200L

**Description:** The course is designed to assist students to refine history taking, psychosocial, cultural, 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 primary 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.

**Lecture/Lab:** 3 hours lecture and 3 hours lab each week.

**NURS 5300 - Advanced Pharmacology/Therapeutic Interventions 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours lecture each week.

**NURS 5400 - Adult/Gerontology Acute Care I 3-9-6**

**Credit:** 6 hours

**Prerequisites:** NURS 5000, 5100, 5200

**Co-requisite:** NURS 5400L

**Description:** Novice adult-gerontology acute care nurse practitioner students, under the supervision of Certified Nurse Practitioners, will focus on the diagnosis and management of acute and chronic conditions of adult and elderly clients in a variety of healthcare settings. The course incorporates therapeutic, diagnostic and pharmacological interventions into the plan of care.

**Lecture/Lab:** 3 hours lecture and 9 hours lab each week.

**NURS 5500 - Research and Evidence Based Practice 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours lecture each week.

### **NURS 5600 - Quality/Safety/Improvement Processes 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours lecture each week.

### **NURS 6200 - Leadership/Management & Healthcare Policy 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours lecture each week.

### **NURS 6400 - Adult/Gerontology Acute Care II 2-12-6**

**Credit:** 6 hours

**Prerequisite:** NURS 5400

**Co-requisite:** NURS 6400L

**Description:** 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.

**Lecture/Lab:** 2 hours lecture and 12 hours lab each week.

### **NURS 6500 - Adult/Gerontology Acute Care III 2-15-7**

**Credit:** 7 hours

**Prerequisite:** NURS 6400

**Co-requisite:** NURS 6500L

**Description:** 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/Lab:** 2 hours lecture and 15 hours lab each week.

### **NURS 6600 - Project Management in Healthcare 2- 3- 3**

**Credit:** 3 hours

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

**Co-requisite:** NURS 6600L

**Description:** 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.

**Lecture/Lab:** 2 hours lecture and 3 hours lab each week.

### **Certificate in Technical Writing and Digital Communication**

Dean of the College of Arts and Sciences: Dr. Ron Williams

Chair of the Department of English: Dr. Amy Berke

Graduate Program Coordinator, Certificate in Technical Writing and Digital Communication: Dr. Chip Rogers

(478) 471-5366, office

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College of Arts and Sciences

English Department

100 University Parkway

Macon, Georgia 31206

## **Mission Statement (Certificate in Technical Writing and Digital Communication)**

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.

## **Program Format and Degree Requirements (Certificate in Technical Writing and Digital Communication)**

### **English**

Certificate in Technical Writing and Digital Communication

### **Courses (15 hours)**

- ENGL 5106 - Technical Writing in the Digital Age **Credit: 3 hours**
- NMAC 5108 - Writing and Publishing in Digital Environments **Credit: 3 hours**
- ITEC 5300 - Web Development **Credit: 3 hours**
- ITEC 5310 - Human Computer Interaction **Credit: 3 hours**
- ITEC 5320 - Instructional Design **Credit: 3 hours**

Total Hours: 15

## **Course Descriptions (Certificate in Technical Writing and Digital Communication)**

### **ENGL 5106 – Technical Writing in the Digital Age 3-0-3**

**Credit:** 3 hours

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

**Description:** This course provides intensive and advanced study of principles and strategies for researching, planning, composing, and revising technical documents and workplace communications in the digital age. It promotes nuanced and effective use of language, sophisticated analysis of purpose and audience across a wide spectrum of disciplines and workplace environments, and rhetorical and document design strategies to craft succinct and optimally readable documents in a variety of genres and delivery platforms.

**Lecture/Lab:** 3 hours a week

### **NMAC 5108 – Writing and Publishing in Digital Environments 3-0-3**

**Credit:** 3 hours

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

**Description:** This course expands the definition of writing 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/Lab:** 3 hours a week

### **ITEC 5300 – Web Development 3-0-3**

**Credit:** 3 hours

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

**Description:** This course includes a comprehensive coverage of web page design theory and development technologies. Students will use HTML, CSS, jQuery, and popular frameworks 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/Lab:** 3 hours a week

### **ITEC 5310 – Human Computer Interaction 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours a week

### **ITEC 5320 – Instructional Design 3-0-3**

**Credit:** 3 hours

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

**Description:** 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/Lab:** 3 hours a week



# **Appendix**

**The Office of Graduate Studies**

**Middle George State University**

**GRADUATE ASSISTANTSHIP HANDBOOK**

**Policies and Procedures**

**2017-2018**

Edited and updated 6/30/2017 (subject to change)

Approved by MGA Faculty Senate 5/6/2016

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## **(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 above 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 or in the first stage of the program fall 2016.

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.

## **(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 six to twelve credit hours prior to accepting an assistantship\*. (\*As per the Graduate Catalog, 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 for an assistantship.

## **(10) ACADEMIC STANDARDS**

GAs are expected to maintain an overall 3.0 cumulative graduate GPA. Failure to maintain an overall cumulative graduate 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 the minimum of six 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 HARRASSMENT 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 1.3.6 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.