

Armstrong

Graduate Affairs Committee

Burnett Hall Board Room

Agenda: February 7, 2012

PRESENT: Carol Andrews, Joey Crosby (Chair), Becky da Cruz (Vice Chair), Kathleen Fabrikant, Chris Hendricks, John Hobe, Patricia Holt, Daniel Liang, Brenda Logan, Jean Neils-Strunjas, Anita Nivens, Sandy Streater, Anne Thompson (ex officio), John Kraft (ex officio), Laura Barrett (ex officio), Donna Brooks (ex officio), Patricia Wachholz (ex officio), Melissa Reams (ex officio)

GUEST: Mark Finlay

- I. **Call to Order.** The meeting was called to order at 2:30 p.m. by Dr. Joey Crosby.
- II. **Approval of Minutes.** The minutes of January 10, 2012 were approved with the correction of a typographical error.

Dr. Crosby announced that the minutes of today's meeting would be distributed by email within the next two days for review and approval, so they can be sent to the February meeting of the Faculty Senate.

III. Committee Reports

A. Graduate Curriculum – (see Attachment 1)

The committee accepted the report of the Graduate Curriculum Committee with the correction of some typographical errors. The report should proceed through the Senate as an action item for Presidential approval.

B. Graduate Faculty Status – (see Attachment 2)

The committee accepted the report of the Graduate Faculty Status Committee with the correction of a typographical error.

C. Graduate Student Appeals – no report

IV. GSCC

Ms. Melissa Reams reported that all representative positions had been filled with the exception of Special Education.

The annual Tax and Relax event is being held on February 9 from 3 p.m. - 6 p.m. in Savannah Ballrooms B and C. It is free to all graduate students.

The GSCC has joined the National Association of Graduate-Professional Students.

Six students in Nursing and in Communication Sciences and Disorders have been funded to attend conferences. The budget has a balance of approximately \$11,000 at this time. The funding year ends in June.

V. John Kraft

A. Graduate Assistant Allocation for 2012-2013 (see Attachment 3)

There was discussion of the selection process used this year for allocating graduate assistants. It is a work in progress. The recommendation from the Graduate Affairs Committee did not take into consideration entities like the Writing Center, the Public Service Center, or International Studies. The topic of multiple recipients was also not addressed in the original recommendation.

Funding for graduate assistantships is a budgeted line item. Right now we have funding for 17 graduate assistants from Academic Affairs. Before the budget was rebalanced, we used to have funding for 38. Dr. Anne Thompson is going to be meeting with Dr. Keith Betts and Ms. Lisa Sweany to discuss issues of using graduate assistantships versus using work study. She asked if any GAC members would like to be included in that meeting. Either Dr. Joey Crosby or Dr. Sandy Streater will be included.

B. Graduate Catalog and GRE scores (see Attachment 4)

Dr. Kraft distributed a draft copy of what might go in the graduate catalog regarding the new GRE scores and requirements. The section on non-degree seeking students (page 2) should be ignored at this time, as there is a committee working on this.

Dr. Streater noted that there are two tables – one for verbal, and one for quantitative – and that they are slightly different.

Dr. Wachholz stated that the tests required by the College of Education are not mentioned. It was suggested that the section should have students refer to individual programs, and that the wording should be changed to “may be required.”

C. Graduate Studies Open House

The Graduate Studies Expo has been renamed Graduate Studies Open House. The tentative date is April 5, from 4:30 p.m. to 6:30 p.m.

VI. Anne Thompson

Dr. Thompson reminded all that syllabi and CVs for Fall 2011 and Spring 2012 need to be submitted for all classes and all faculty, for SACS. These items should be sent to Ms. Abby Willcox in Institutional Research.

VII. Adjournment. The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Phyllis L. Panhorst
Coordinator of Faculty Information and
Graduate Catalog Editor

Armstrong

GRADUATE CURRICULUM COMMITTEE
University Hall 282
Minutes, January 25, 2012

PRESENT: Carol Andrews (Chair), Allison Belzer, John Hobe, Brenda Logan, Sara Plaspohl, Ashraf Saad, Phyllis Panhorst (Catalog Editor)

ABSENT: Helen Taggart

GUESTS: Elizabeth Desnoyers-Colas, Mark Finlay, Judy Ginter, Christopher Hendricks, Patricia Holt, John Kraft, Sandy Streater, Jean Neils-Strunjas, Paula Tillman

CALL TO ORDER. The meeting was called to order at 2:00 p.m. by Dr. Carol Andrews.

APPROVAL OF MINUTES. The minutes of November 30, 2011 were approved as presented.

The minutes of September 21, 2011 were revisited and approved as amended to correct significant errors found on pages 8 and 9 that were discovered by the Registrar. See Attachment 1 for specific errors and corrections.

ITEMS

I. College of Education

A. Adolescent and Adult Education

Items 1-18 from the Department of Adolescent and Adult Education were discussed and approved by the committee.

1. Create the following course:

ADED 7010 Special Topics in Adult Education

2-V-3

Prerequisites: None

Description: Designed to promote specialized investigation appropriate to the instructional needs of adult educators. Topics of independent student exploration will vary. This course may be repeated one time.

Rationale: The field of adult education covers many specific areas of study. This course will cover relevant topics in adult education customized toward explicit populations of adult educators and their practice in the field.

Effective Term: Fall 2012

CURCAT:

Major Department: Adolescent and Adult Education

Can Course be repeated for additional credit? Yes

Maximum Number of Credit Hours: 6

Grading Mode: Normal

Instruction Type: Lecture

Course Equivalent: None

B. Childhood and Exceptional Student Education

1. Delete the following course:

~~RDEN 8070 UNDERSTANDING READERS AND THE READING PROCESS 3-0-3~~

Rationale: Course is being replaced by RDEN 7070.

Effective Term: Fall 2012

2. Create the following course:

RDEN 7070 UNDERSTANDING READERS AND THE READING PROCESS 3-0-3

Description: Major theories underlying reading and the teaching of reading, current topics and issues in the literacy field, variety of teaching strategies, and an introduction to past and present literacy scholars and their contributions to the teaching of reading. The first of three courses that will lead to the Reading Endorsement certificate.

Rationale: This course replaces RDEN 8070 with only a course number change.

Effective Term: Fall 2012

CURCAT

Major Department: Childhood and Exceptional Student Education

Can course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading mode: Normal

Instruction type: Lecture

Course Equivalent: RDEN 8070

3. Delete the following course:

~~RDEN 8071 LINKING LITERACY ASSESSMENT TO INSTRUCTION 3-0-3~~

Rationale: Course is being replaced by RDEN 7071.

Effective Term: Fall 2012

4. Create the following course:

RDEN 7071 LINKING LITERACY ASSESSMENT TO INSTRUCTION 3-0-3

Prerequisite: RDEN 7070

Description: Emphases include understanding and applying a variety of assessment techniques and making informed decisions based on the assessment data. The second of three courses that will lead to a Reading Endorsement certificate.

Rationale: This course replaces RDEN 8071 with only a course number change.

Effective Term: Fall 2012

CURCAT

Major Department: Childhood and Exceptional Student Education

Can course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading mode: Normal

Instruction Type: Lecture

Course Equivalent: RDEN 8071

5. Delete the following course:

~~RDEN 8072 INSTRUCTIONAL STRATEGIES IN THE CONTENT AREAS—3-0-3~~

Rationale: Course is being replaced by RDEN 7072.

Effective Term: Fall 2012

6. Create the following course:

RDEN 7072 INSTRUCTIONAL STRATEGIES IN THE CONTENT AREAS 3-0-3

Prerequisite: RDEN 7071

Description: Reading strategies applicable to a P-12 content area. The third of three courses that will lead to a Reading Endorsement certificate.

Rationale: This course replaces RDEN 8072 with only a course number change.

Effective Term: Fall 2012

CURCAT

Major Department: Childhood and Exceptional Student Education

Can course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading mode: Normal

Instruction type: Lecture

Course Equivalent: RDEN 8072

7. Modify the following course:

EEXE 6400 COLLABORATION, INCLUSION, AND TRANSITION STRATEGIES

3-V-3

Prerequisites: ~~Candidacy in the Department of Special and Adult Education and EEXE 6130, EEXE 6406, EEXE 6790, EEXE 7001, EEXE 6025~~

Description: Covers federal and state mandates concerning transition planning and preparation for students with learning and behavioral problems as they move through the P-12 educational experience and on to post secondary education and/or training. Stresses the collaboration and consultation skills required to facilitate appropriate transitions. **A field experience is required.**

Rationale: The course no longer requires these prerequisites. A field experience is required.

Effective Term: Fall 2012

8. Modify the following course:

EDUC 6000 PROFESSIONAL ORIENTATION TO TEACHING 3-0-3

Prerequisites: ~~Permission of department head.~~

Rationale: No department head permission is required.

Effective Term: Fall 2012

9. Modify the following course:

EEXE 6027 DISABILITIES THAT IMPACT LEARNING AND BEHAVIOR 3-0-3

Prerequisites: ~~CEUG 2100~~

Rationale: The prerequisite is no longer required.

Effective Term: Fall 2012

10. Modify the following course:

EEXE 6231 LANGUAGE AND LITERACY SKILLS FOR READING, SPELLING, AND WRITTEN EXPRESSION 3-V-3

Prerequisites: EEXE 6010, EEXE 6025, EEXE 6027, EEXE 6130

Description: Course covers basic language acquisition theories and the role of language in developing skills in reading, spelling, and written expression. Covers research based methods for developing literacy skills for students with language based learning problems. **A field experience is required.**

Rationale: Field experience requirement wording matches previous course wording in catalog.

Effective Term: Fall 2012

11. Modify the following course:

FOUN 6745 CLASSROOM BASED RESEARCH 3-V-3

Description: Course helps educators learn to apply basic ~~research~~ principles of research to classroom instruction to assess its effectiveness with diverse students. Demonstrates applied research principles, data collection, data analysis, summarizing results, and reporting procedures for various constituents. Course project may be included in a program's exit portfolio. **A field experience is required.**

Rationale: Field experience requirement wording matches previous course wording.

Effective Term: Fall 2012

12. Modify the following course :

ECMT 6000 TEACHING READING ~~AND~~ DIAGNOSIS & ~~AND~~ REMEDIATION ~~3-2-3~~ **3-V-3**

Prerequisites: ~~Admission to Candidacy in the Department of Early Childhood~~ EDUC 6000, EDUC 6100

Description: An overview of the program of reading in the elementary school with an emphasis on instruction and assessment. Considers the stages of children's reading development, instructional materials and strategies, **and as well as the use of** diagnostic techniques in the classroom. **A field experience is required.**

Rationale: Corrects prerequisite requirements. Field experience requirement wording matches previous course wording in the catalog. Field experience hours are variable.

Effective Term: Fall 2012

13. Modify the following course:

ECMT 6010 DEVELOPMENTAL CHARACTERISTICS OF YOUNG CHILDREN ~~3-2-3~~ **3-V-3**

Prerequisites: ~~Admission to Candidacy in the Department of Early Childhood~~ Education EDUC 6000, EDUC 6100

Description: Early growth and development of young children that focuses on physical, emotional, cognitive and social development. Traditional and contemporary theories for cognition and learning will be examined and schooling from a cultural and sociopolitical context. **A field experience is required.**

Rationale: Corrects prerequisite requirements Field experience wording matches previous course wording in the catalog. Field experience hours are variable.

Effective Term: Fall 2012

14. Modify the following course:

ECMT 6020 LANGUAGE ARTS/CREATIVE ACTIVITIES 3-0-3

Prerequisites: ~~Admission to Candidacy in the Department of Early Childhood~~ Education

Rationale: Corrects prerequisite requirement. Candidates are admitted to candidacy when admitted to the program.

Effective Term: Fall 2012**15. Modify the following course:**

ECMT 6030 SOCIAL STUDIES/SCIENCE 3-0-3

Prerequisites: ~~Admission to Candidacy in the Department of Early Childhood Education,~~ EDUC 6000, EDUC 6100Rationale: Corrects prerequisite requirement. Candidates are admitted to candidacy when admitted to the program.**Effective Term: Fall 2012****16. Modify the following course:**ECMT 6040 TEACHING MATHEMATICS IN ELEMENTARY SCHOOL ~~3-2-3~~ **3-V-3**Prerequisites: ~~Admission to Candidacy in the Department of Early Childhood Education~~ EDUC 6000, EDUC 6100Description: An overview of content and methods for teaching elementary mathematics. ~~Directed field experiences required.~~ Topics include algorithms, number systems, geometry, mathematical reasoning and representation. Emphasis will be ~~one~~ **on** problem solving, communication and the use of technology when delivering instruction. **A field experience is required.**Rationale: Corrects prerequisite requirement. Candidates are admitted to candidacy when admitted to the program. Field experience requirement wording matches previous course wording in the catalog. Field experience hours are variable. Corrected spelling error.**Effective Term: Fall 2012****17. Modify the following course:**

ECMT 6090 CLASSROOM MANAGEMENT 3-0-3

Prerequisites: ~~Admission to Candidacy~~ EDUC 6000, EDUC 6100Description: Designed to explore the interaction of the characteristics of P-5 learners and pedagogy. Emphasis will be placed on classroom ~~manage~~ **management** and discipline.Rationale: Corrects prerequisite requirement. Candidates are admitted to candidacy when admitted to the program. Corrected spelling error.**Effective Term: Fall 2012****18. Modify the following course:**

ECMT 6750 GRADUATE INTERNSHIP 0-V-4

Prerequisites: ~~Admission to Candidacy in the Department of Early Childhood Education,~~ and eCompletion of all M.A.T. Program of Study courses.

Rationale: Corrects prerequisite requirement. Candidates are admitted to candidacy when admitted to the program.

Effective term: Fall 2012

II. College of Health Professions

A. Health Sciences

Items 1-5 from the Department of Health Sciences were discussed and approved by the committee.

1. Create the following course:

MHSA 6010 Foundations of Clinical Informatics **3-0-3**

Description: An introduction to contemporary information systems and applications utilized as part of the patient care delivery process. Topics include the history of clinical informatics as a discipline, concepts of health care data, knowledge, and information, legal and regulatory environmental issues, and the evolution and use of clinical information systems such as electronic medical records, electronic health records, CPOE (computerized physician/provider order entry), and various E-health applications.

Rationale – HIMSS (Healthcare Information & Management Systems Society) is one of the two major accreditation/certification bodies for health informatics professionals. The professional certification for HIMSS - CPHIMS (Certified Professional in Health Information Management and Systems) – requires applicants to have the requisite didactic and experiential background in clinical information systems to sit for the certification exam. This course provides some of the required background didactic knowledge for the exam. This course is a cross listed course.

Effective Term: Fall 2012

CURCAT:

Major Department: Health Sciences

Can course be repeated for credit? No

Maximum number of credits: 3

Grading Mode: Normal

Instruction Type: Lecture

Course Equivalent: NURS 6010

2. Create the following course:

MHSA 6020 Information/Knowledge Management **3-0-3**

Pre-requisite(s) – MHSA/NURS 6010

Description: An introduction to the principles of knowledge management and its application to healthcare informatics. The course will address standard

knowledge management lifecycle, including acquisition, organization, processing, sharing and operationalization within a healthcare enterprise. Approaches to clinical decision support, diffusion of innovation, data warehouse, and data mining will be explored.

Rationale – HIMSS (Healthcare Information & Management Systems Society) is one of the two major accreditation/certification bodies for health informatics professionals. The professional certification for HIMSS - CPHIMS (Certified Professional in Health Information Management and Systems) – requires applicants to have the requisite didactic and experiential background in clinical information systems to sit for the certification exam. This course provides some of the required background didactic knowledge for the exam. This course is a cross listed course.

Effective Term: Fall 2012

CURCAT:

Major Department: Health Sciences

Can course be repeated for credit? No

Maximum number of credits: 3

Grading Mode: Normal

Instruction Type: Lecture

Course Equivalent: NURS 6020

3. Create the following Course:

MHSA 6030 Project Management

3-0-3

Pre-requisite(s) – MHSA/NURS 6010

Description: A survey of methods and techniques used to effectively initiate, plan, control and report on the development and implementation of health information systems projects. The emphasis is on the use of a structured approach to project management to ensure a well-planned project where scope is managed, risks are assessed, and stakeholders' expectations are met vis-à-vis the end product. This course is aligned with the processes described in the Project Management Institute's *PMBOK® (Project Management Book of Knowledge) Guide*.

Rationale. HIMSS (Healthcare Information & Management Systems Society) is one of the two major accreditation/certification bodies for health informatics professionals. The professional certification for HIMSS - CPHIMS (Certified Professional in Health Information Management and Systems) – requires applicants to have the requisite didactic and experiential background in clinical information systems to sit for the certification exam. This course provides some of the required background didactic knowledge for the exam. This course is a cross listed course.

Effective Term: Fall 2012

CURCAT:

Major Department: Health Sciences
Can course be repeated for credit? No
Maximum number of credits: 3
Grading Mode: Normal
Instruction Type: Lecture
Course Equivalent: NURS 6030

- 4. Create the following course:**
- | | |
|--|--------------|
| MHSA 6040 System Analysis and Design | 3-0-3 |
| Pre-requisite(s) – MHSA/NURS 6010 | |
| Description: An overall coverage of a healthcare information system’s life cycle and detailed study of concepts, methodologies, and tools currently used in analysis, design, and implementation of such a system. Practical understanding of the system development is enforced through team projects in reference to a fictitious healthcare environment. | |

Rationale. HIMSS (Healthcare Information & Management Systems Society) is one of the two major accreditation/certification bodies for health informatics professionals. The professional certification for HIMSS - CPHIMS (Certified Professional in Health Information Management and Systems) – requires applicants to have the requisite didactic and experiential background in clinical information systems to sit for the certification exam. This course provides some of the required background didactic knowledge for the exam. This course is a cross listed course.

Effective Term: Fall 2012

CURCAT:
Major Department: Health Sciences
Can course be repeated for credit? No
Maximum number of credits: 3
Grading Mode: Normal
Instruction Type: Lecture
Course Equivalent: NURS 6040

- 5. Create the program of study for the Post Baccalaureate Certificate in Clinical Informatics.**

| | | |
|-----------------------|--|--------------|
| MHSA/NURS 6010 | Foundations of Clinical Informatics | 3-0-3 |
| MHSA/NURS 6020 | Information / Knowledge Management | 3-0-3 |
| MHSA/NURS 6030 | Project Management | 3-0-3 |
| MHSA/NURS 6040 | System Analysis and Design | 3-0-3 |

| | |
|--------------------|-----------|
| Total Hours | 12 |
|--------------------|-----------|

Rationale - This is a post baccalaureate certificate program (courses cross listed with the nursing program) designed in response to health care community request. Its

purpose is to educate an individual to act as a liaison between the health care practitioner and the computer systems worker to initiate, plan, control and report the development and implementation of health information system s products.

Effective Term: Fall 2012

Points of discussion:

1. **The Post Baccalaureate Certificate in Clinical Informatics is an interdisciplinary certificate that is being offered by the Department of Health Sciences and the Department of Nursing.**
2. **A clinical background is deemed the important factor for undertaking the certificate, not a computer background. The Department of Health Sciences is writing the Admission Standards and the Standards of Progression and Graduation for the catalog.**
3. **There are faculty from both departments who are qualified to teach each of the four courses.**
4. **There is a possibility that CSCI 6040 will be created at some point in the future and cross-listed with MHSA/NURS 6040, as there are faculty in the Department of Computer Science and Information Technology who are also qualified to teach that course and may be interested in doing so.**
5. **The prefix under which any given course will be offered is dependent upon the department of the faculty member who is going to teach it during any given semester.**

B. Nursing

Items 1-4 from the Department of Nursing were discussed and approved by the committee.

1. **Create the following course:**
NURS 6010 Foundations of Clinical Informatics **3-0-3**
Description: An introduction to contemporary information systems and applications utilized as part of the patient care delivery process. Topics include the history of clinical informatics as a discipline, concepts of health care data, knowledge, and information, legal and regulatory environmental issues, and the evolution and use of clinical information systems such as electronic medical records, electronic health records, CPOE (computerized physician/provider order entry), and various E-health applications.

Rationale. HIMSS (Healthcare Information & Management Systems Society) is one of the two major accreditation/certification bodies for health informatics professionals. The professional certification for HIMSS - CPHIMS (Certified Professional in Health Information Management and Systems) – requires applicants to have the requisite didactic and experiential background in clinical information

systems to sit for the certification exam. This course provides some of the required background didactic knowledge for the exam. This course is a cross listed course.

Effective Term: Fall 2012

CURCAT:

Major Department: Nursing

Can course be repeated for credit? No

Maximum number of credits: 3

Grading Mode: Normal

Instruction Type: Lecture

Course Equivalent: MHSA 6010

2. Create the following course:

NURS 6020 Information/Knowledge Management

3-0-3

Pre-requisite(s) – MHSA/NURS 6010

Description: An introduction to the principles of knowledge management and its application to healthcare informatics. The course will address standard knowledge management lifecycle, including acquisition, organization, processing, sharing and operationalization within a healthcare enterprise. Approaches to clinical decision support, diffusion of innovation, data warehouse, and data mining will be explored.

Rationale. HIMSS (Healthcare Information & Management Systems Society) is one of the two major accreditation/certification bodies for health informatics professionals. The professional certification for HIMSS - CPHIMS (Certified Professional in Health Information Management and Systems) – requires applicants to have the requisite didactic and experiential background in clinical information systems to sit for the certification exam. This course provides some of the required background didactic knowledge for the exam. This course is a cross listed course.

Effective Term: Fall 2012

CURCAT:

Major Department: Nursing

Can course be repeated for credit? No

Maximum number of credits: 3

Grading Mode: Normal

Instruction Type: Lecture

Course Equivalent: MHSA 6020

3. Create the following course:

NURS 6030 Project Management

3-0-3

Pre-requisite(s) – MHSA/NURS 6010

Description: A survey of methods and techniques used to effectively initiate, plan, control and report on the development and implementation of health

information systems projects. The emphasis is on the use of a structured approach to project management to ensure a well-planned project where scope is managed, risks are assessed, and stakeholders' expectations are met vis-à-vis the end product. This course is aligned with the processes described in the Project Management Institute's *PMBOK® (Project Management Book of Knowledge) Guide*.

Rationale. HIMSS (Healthcare Information & Management Systems Society) is one of the two major accreditation/certification bodies for health informatics professionals. The professional certification for HIMSS - CPHIMS (Certified Professional in Health Information Management and Systems) – requires applicants to have the requisite didactic and experiential background in clinical information systems to sit for the certification exam. This course provides some of the required background didactic knowledge for the exam. This course is a cross listed course.

Effective Term: Fall 2012

CURCAT:

Major Department: Nursing

Can course be repeated for credit? No

Maximum number of credits: 3

Grading Mode: Normal

Instruction Type: Lecture

Course Equivalent: MHSA 6030

4. Create the following course:

NURS 6040 System Analysis and Design

3-0-3

Pre-requisite(s) – MHSA/NURS 6010

Description: An overall coverage of a healthcare information system's life cycle and detailed study of concepts, methodologies, and tools currently used in analysis, design, and implementation of such a system. Practical understanding of the system development is enforced through team projects in reference to a fictitious healthcare environment.

Rationale. HIMSS (Healthcare Information & Management Systems Society) is one of the two major accreditation/certification bodies for health informatics professionals. The professional certification for HIMSS - CPHIMS (Certified Professional in Health Information Management and Systems) – requires applicants to have the requisite didactic and experiential background in clinical information systems to sit for the certification exam. This course provides some of the required background didactic knowledge for the exam. This course is a cross listed course.

Effective Term: Fall 2012

CURCAT:

Major Department: Nursing

Can course be repeated for credit? No
Maximum number of credits: 3
Grading Mode: Normal
Instruction Type: Lecture
Course Equivalent: MHSA 6040

C. Rehabilitation Sciences

Items 1-4 from the Department of Rehabilitation Sciences were discussed and approved by the committee.

1. **Create the following course:**
CSDS 7165 Independent Study **V-V-(1-3)**
Prerequisites: permission of instructor or department
Description: Independent study in an area of interest or need in communication sciences and disorders.

Rationale: Currently specialty tracks cannot be offered due to faculty size. The creation of an independent study will allow graduate students preparing to enter the workforce the opportunity to pursue areas of interest and areas related to future employment in addition to the courses listed in the program of study. It will also address reaccreditation recommendations by site visitors to provide additional courses as electives to broaden the academic/clinical exposure of our students in areas that require specialized skill. Lastly, the course also offers faculty a mechanism to provide additional instruction to students who require additional assistance to meet program standards but whose deficiencies do not warrant the retake of an entire course.

CURCAT

Major Department: Rehabilitation Sciences
Can Course Be Repeated For Additional Credit: Yes
Maximum Number of Credit Hours: 6
Grading Mode: Normal
Instruction Type: Lecture/Lab
Course Equivalent: None

Effective date: Fall 2012

2. **Modify the following course names:**
~~CSDS 7153 Practicum I—AASU Clinic~~ **Introduction to Clinical Practicum in Communication Disorders**

~~CSDS 7159 Practicum II—AASU Clinic~~ **Clinical Practicum in Communication Disorders**

~~CSDS 7162 Practicum III—AASU Clinic~~ **Clinical Practicum in Communication Disorders- Intermediate**

~~CSDS 7154 Practicum IV—Educational Setting~~ **Advanced Practicum in Communication Disorders I**

Rationale: The minimal site requirement has been removed by our accrediting body The Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech Language Hearing Association (ASHA). The change in course names better reflect the emphasis on students progressing in level of skill rather than across setting type. The change also no longer obligates the program to provide settings that are difficult to secure in the absence of a CAA requirement. Furthermore, the new titles allow for placement of students in a broader range of community settings that are neither purely educational nor medical such as specialized programs for infants and older adults.

Effective date: Fall 2012

3. Change the name and prerequisites for the following course:

~~CSDS 7155 Practicum V—Medical Setting~~ **Advanced Practicum in Communication Disorders II** 1-V-3

Prerequisites: CSDS 7150, CSDS 7151, CSDS 7153, ~~CSDS 7158~~, and admission to the program

Rationale: CSDS 7158 (Acquired Cognitive-Communication Disorders) is no longer offered as a required course in the graduate program of study.

Effective date: Fall 2012

4. Modify the program of study for the Master of Science degree in Communication Science and Disorders:

| | |
|--|----------|
| B. Specialized Content (51hours) | |
| CSDS 7141 Cognitive and Linguistic Foundations of Language | 3 |
| CSDS 7142 Professional and Ethical Issues in Communication Disorders | 3 |
| CSDS 7143 Language Disorders in School-Age Children..... | 3 |
| CSDS 7144 Neuro-anatomy and Physiology | 3 |
| CSDS 7145 Language Disorders in Early Childhood | 3 |
| CSDS 7147 Language and Literacy..... | 3 |
| CSDS 7148 Oral and Speech Motor Disorders | 3 |
| CSDS 7149 Aural Rehabilitation..... | 3 |
| CSDS 7150 Swallowing Disorders | 3 |
| CSDS 7151 Aphasia and Related Neurogenic Disorders..... | 3 |
| CSDS 7153 Practicum I—AASU Clinic Introduction to Clinical Practicum in Communication Disorders..... | 3 |

~~CSDS 7154 Practicum IV—Educational Setting~~ **Advanced Practicum in Communication Disorders I.....3**

~~CSDS 7155 Practicum V—Medical Setting~~ **Advanced Practicum in Communication Disorders II.....3**

CSDS 7156 Voice and Fluency Disorders3

CSDS 7157 Articulation and Phonological Disorders3

~~CSDS 7159 Practicum II—AASU Clinic~~ **Clinical Practicum in Communication Disorders3**

~~CSDS 7162 Practicum III—AASU Clinic~~ **Clinical Practicum in Communication Disorders – Intermediate Disorders I.....3**

Effective Date: Fall 2012

III. College of Liberal Arts

A. Art, Music and Theatre

Item 1 from the Department of Art, Music and Theatre was discussed and approved by the committee.

1. Create the following course:

ARTS 6110: Digital Media Management

Prerequisite: Permission of Program Coordinator or Instructor

Description: Creating, preparing and managing imagery and content for the web including image manipulation and best practices for web design. Concepts concerning basic design and development of websites emphasized.

Rationale: This course proposes to provide students a basic level of understanding in creating content for and editing websites. Many professionals now find creating and editing digital photographs, editing a website or preparing content for the web to be a part of their job or desired position. This course will support the “reactivation” of the MALPS Program.

Effective Term: Fall 2012

CURCAT:

Major Department: Art, Music, and Theater

Can course be repeated for additional credit? No

Maximum Number of Credit Hours: 3

Grading mode: normal

Instruction Type: normal

Course Equivalent: none

- B. Criminal Justice, Social and Political Science (no items)
- C. Economics (no items)
- D. Gender and Women's Studies (no items)

E. History

Items 1-10 from the Department of History were discussed and approved by the committee.

1. Delete the following course:

~~**HIST 7410 COLLOQUIUM IN NON-WESTERN HISTORY**~~ ~~3-0-3~~

Rationale: Reflects change in major from European to World History.

Effective term: Fall 2012

2. Delete the following course:

~~**HIST 7420 COLLOQUIUM IN EUROPEAN HISTORY**~~ ~~3-0-3~~

Rationale: Reflects change in major from European to World History.

Effective term: Fall 2012

3. Create the following course:

HIST 7440 COLLOQUIUM IN WORLD HISTORY **3-0-3**

Small, writing-intensive course using readings and discussion of the history and historiography of a given topic or theme in World History. May be repeated as topic/theme varies.

Rationale: Reflects change in major from European to World History, replacing deleted courses.

Effective term: Fall 2012

CURCAT:

Major Department: History

Can Course be repeated for additional credit? Yes

Maximum Number of Credit Hours: 21

Grading Mode: Normal

Instruction Type: Lecture

Course Equivalent: HIST 7410, 7420

4. Delete the following course:

~~**HIST 7570 SEMINAR IN EUROPEAN HISTORY**~~ ~~3-0-3~~

Rationale: Reflects change in major from European to World History.

Effective term: Fall 2012

5. Delete the following course:**~~HIST 7590 SEMINAR IN NON-WESTERN HISTORY~~ ~~3-0-3~~**

Rationale: Reflects change in major from European to World History.

Effective term: Fall 2012

6. Create the following course:**HIST 7585 SEMINAR IN WORLD HISTORY 3-0-3**

Course that addresses a particular topic or theme in World History through sources and the writing of a critical research essay. May be repeated as topic/theme varies.

Rationale: Reflects change in major from European to World History, replacing deleted courses.

Effective term: Fall 2012

CURCAT:

Major Department: History

Can Course be repeated for additional credit? Yes

Maximum Number of Credit Hours: 21

Grading Mode: Normal

Instruction Type: Lecture

Course Equivalent: HIST 7570, 7590

7. Modify the following course and change grading mode:**HIST 7950 INDEPENDENT STUDY ~~3-0-3~~ V-V-(1-3)**

Rationale: Allows greater flexibility for fulfilling course of study requirements.

Effective term: Fall 2012

CURCAT:

Major Department: History

Can Course be repeated for additional credit? Yes

Maximum Number of Credit Hours: 9

Grading Mode: ~~Normal~~ S/U

Instruction Type: Lecture

Course Equivalent: None

8. Delete the following course:**~~HIST 7500 HISTORICAL METHODS~~ ~~3-0-3~~**

Rationale: Class has been removed from the course of study and will no longer be offered.

Effective term: Fall 2012**9. Modify the following Programs of Study:**Program of Study - American and ~~European~~ **World History: Seminar Option**A. Required Courses (9 ~~6~~ hours)~~HIST 7500 Historical Methods.....3~~~~HIST 7410, or~~~~HIST 7420, or~~

HIST 7430, or

HIST **7440** Colloquium.....3~~HIST 7570, or~~

HIST 7580, or

HIST ~~7590~~ **7585** Seminar.....3B. Specialized Courses (**18-21** hours)

HIST 5100G Topics in Latin American History.....3

HIST 5150G Topics in Middle Eastern History3

HIST 5200G Topics in African History.....3

HIST 5250G Topics in Asian History.....3

HIST 5300G History of Russian/Soviet Foreign Policy.....3

HIST 5450G Topics in Medieval History.....3

HIST 5480G Topics in Modern European History.....3

HIST 5490G Topics in European Intellectual and Cultural History.....3

HIST 5500G Topics in British History.....3

HIST 5540G Topics in U.S. Foreign Relations.....3

HIST 5560G Topics in History of Georgia.....3

HIST 5565G Topics in the History of American Reform.....3

HIST 5570G Topics in the History of the American South.....3

HIST 5575G Topics in Urban History.....3

HIST 5640G Topics in the History of Technology and Culture.....3

HIST 5650G Topics in African-American History.....3

HIST 5660G Topics in the History of Women & Gender in America.....3

HIST 5670G Topics in the History of Women & Gender in Europe.....3

HIST 5690 Topics in American Thought and Culture.....3

HIST 5700G American Material Culture.....3

HIST 5720G Historical Archaeology.....3

HIST 5750G American Folklife.....3

| | |
|---|--------------|
| HIST 5770G Oral History..... | 3 |
| HIST 5790G Archival Studies..... | 3 |
| HIST 5810G Topics in Architectural History..... | 3 |
| HIST 5940G Fieldwork in History..... | 3 |
| HIST 7100 Internship in Public History..... | 3 |
| HIST 7410 Colloquium in Non-Western History..... | 3 |
| HIST 7420 Colloquium in European History..... | 3 |
| HIST 7430 Colloquium in American History..... | 3 |
| HIST 7440 Colloquium in World History..... | 3 |
| HIST 7570 Seminar in European History..... | 3 |
| HIST 7580 Seminar in American History..... | 3 |
| HIST 7585 Seminar in World History..... | 3 |
| HIST 7590 Seminar in Non-Western History..... | 3 |
| HIST 7850 Special Topics in Material Culture..... | 3 |
| HIST 7920 Directed Readings..... | 3 |
| HIST 7950 Independent Study..... | 3 |
| C. Public History Courses (3-6 hours) | |
| HIST 5700G American Material Culture..... | 3 |
| HIST 5720G Historical Archaeology | 3 |
| HIST 5750G American Folklife..... | 3 |
| HIST 5770G Oral History..... | 3 |
| HIST 5790G Archival Studies..... | 3 |
| HIST 5810G Topics in Architectural History..... | 3 |
| HIST 5830G Historic Preservation..... | 3 |
| HIST 5850G Museum Studies..... | 3 |
| HIST 5870G Heritage Tourism..... | 3 |
| HIST 5890G Topics in Public History..... | 3 |
| HIST 7100 Internship in Public History..... | 3 |
| HIST 7850 Special Topics in Material Culture..... | 3 |
| TOTAL 36 30 hours | |

Program of Study - Public History

A. Required Courses (9 6 hours)

| | |
|--|--------------|
| HIST 7500 Historical Methods..... | 3 |
| HIST 7990 Thesis..... | 6 |

Or

| | |
|--|--------------|
| HIST 7995 Professional Internship in Public History..... | 6 |
| B. Public History Courses (48 15 hours) | |
| HIST 5700G American Material Culture..... | 3 |
| HIST 5720G Historical Archaeology..... | 3 |
| HIST 5750G American Folklife..... | 3 |
| HIST 5770G Oral History..... | 3 |
| HIST 5790G Archival Studies..... | 3 |
| HIST 5810G Topics in Architectural History..... | 3 |
| HIST 5830G Historic Preservation..... | 3 |
| HIST 5850G Museum Studies..... | 3 |
| HIST 5870G Heritage Tourism..... | 3 |
| HIST 5890G Topics in Public History..... | 3 |
| HIST 7100 Internship in Public History..... | 3 |
| HIST 7920 Directed Readings..... | 3 |
| HIST 7950 Independent Study..... | 3 |
| C. Specialized Courses (9 semester hours) | |
| HIST 5100G Topics in Latin American History..... | 3 |
| HIST 5200G Topics in African History..... | 3 |
| HIST 5250G Topics in Asian History..... | 3 |
| HIST 5300G History of Russian/Soviet Foreign Policy..... | 3 |
| HIST 5450G Topics in Medieval History..... | 3 |
| HIST 5480G Topics in Modern Europe..... | 3 |
| HIST 5490G Topics in European Intellectual and Cultural History..... | 3 |
| HIST 5500G Topics in British History..... | 3 |
| HIST 5540G Topics in U.S. Foreign Relations..... | 3 |
| HIST 5560G Topics in History of Georgia..... | 3 |
| HIST 5565G Topics in the History of American Reform..... | 3 |
| HIST 5570G Topics in the History of the American South..... | 3 |
| HIST 5575G Topics in Urban History..... | 3 |
| HIST 5640G Topics: Technology and Culture..... | 3 |
| HIST 5650G Topics in African-American History..... | 3 |
| HIST 5660G Topics in the History of Women & Gender in America..... | 3 |
| HIST 5670G Topics in the History of Women & Gender in Europe..... | 3 |
| HIST 5690 Topics in American Thought and Culture..... | 3 |
| HIST 5940G Fieldwork in History..... | 3 |
| HIST 7410 Colloquium in Non-Western History..... | 3 |

| | |
|---|--------------|
| HIST 7420 Colloquium in European History | 3 |
| HIST 7430 Colloquium in American History..... | 3 |
| HIST 7440 Colloquium in World History | 3 |
| HIST 7570 Seminar in European History | 3 |
| HIST 7580 Seminar in American History..... | 3 |
| HIST 7585 Seminar in World History | 3 |
| HIST 7590 Seminar in Non-Western History | 3 |
| HIST 7850 Special Topics in Material Culture..... | 3 |
| HIST 7920 Directed Readings..... | 3 |
| HIST 7950 Independent Study..... | 3 |
| TOTAL 36 30 hours | |

Rationale: Course of study changes reflect shift of emphasis from European to World History, course changes, and the reduction of degree program hours from 36 to 30 to match cohort institutions.

Effective term: Fall 2012

10. Modify the following statement in Standards of Progression and Graduation:

C. Graduation Requirements

The student must maintain a 3.0 overall average of all graduate courses completed. Students must earn a B or better in a course in order for it to count toward the degree. Students must also satisfactorily pass ~~the following before beginning work on the master's thesis:~~

- ~~1. A a foreign language examination; .~~
- ~~2. A written comprehensive assessment in the major; and~~
- ~~3. An oral comprehensive assessment.~~

The student must apply for graduation two semesters before the date of graduation.

D. Thesis, Internship, and Advanced Fieldwork

- A prospective candidate for a graduate degree must register for a minimum of six hours of thesis credit (HIST ~~8000~~ **7990**). Six hours of professional internship (HIST ~~8100~~ **7995**) may be substituted for thesis work for the public history concentration. In addition, a student must register for the thesis or professional internship during each semester in which the thesis is under preparation and where university facilities or staff time are utilized.
- The letters "IP" will be recorded each semester that a graduate student registers for thesis credit without completing the thesis requirements. When the thesis has been accepted by the thesis committee and approved by Graduate Studies, a grade will be assigned for thesis credit. Only six hours of thesis credit will count toward a degree.

- The Master of Arts thesis must demonstrate the student's ability to research and analyze a problem in history. The research must utilize primary sources as well as incorporate a critical grasp of the secondary works relevant to the thesis inquiry. The thesis shall be written under the direction of the student's advisor/major professor and must receive the approval of two of the three members of the committee assigned to review the thesis. The thesis must be signed by the major professor and the assenting committee members and submitted to the Dean of Liberal Arts.
- In lieu of completing a traditional thesis, students majoring in American or ~~European~~ **World** history may pursue ~~the seminar~~ **two additional** options. Under ~~this~~ **first** option, the student will substitute two additional specialized courses in the program of study. One of the specialized courses must be a seminar (HIST ~~7570, 7580 or 7590~~ **7585**). The student will then produce an article-length seminar paper, which must pass through a review committee following the **same** guidelines as a thesis committee. ~~The student must also present a version of the seminar paper at an academic conference approved by the graduate committee. This option is not recommended for students intending to continue on to a doctoral program.~~ **Under the second option, the student must satisfactorily pass written and oral comprehensive assessments in three areas of the major.**

Rationale: Revises requirements for the former "Seminar Option" and creates a new Comprehensive Option.

Effective term: Fall 2012

F. Languages, Literature, & Philosophy (no items)

G. Liberal and Professional Studies

Items 1-5 from the Liberal and Professional Studies Program were discussed and approved by the committee.

1. **Create the following course:**
**PCLE 7800 PROFESSIONAL COMMUNICATIONS AND LEADERSHIP
 INTERNSHIP** **V-V-3**
Prerequisite: Permission of Program Coordinator
Description: Completion of a structured experiential learning program under the auspices of a site-based and program-approved protocol. Graded on an S or U basis.

Rationale: An internship course will facilitate the reactivated MALPS program goal of helping students gain communication and/or leadership skills in the workplace

Effective Term: Fall 2012

CURCAT:

Major Department: College of Liberal Arts

Can course be repeated for additional credit? Yes

Maximum Number of Credit Hours: 6

Grading mode: S/U

Instruction Type: internship

Course equivalent: none

2. Create the following course:

**PCLE 7700 INDEPENDENT STUDY IN PROFESSIONAL
COMMUNICATIONS AND LEADERSHIP**

V-V-3

Prerequisite: Permission of Program Coordinator

Description: An in-depth, closely supervised, instructor-approved study in student's area of concentration. Student must have skills in independent research and study.

Rationale: An independent study course will add flexibility to the reactivated MALPS program of study, and allow students to gain greater expertise in communication and/or leadership skills.

Effective Term: Fall 2012

CURCAT:

Major Department: College of Liberal Arts

Can course be repeated for additional credit? Yes

Maximum Number of Credit Hours: 6

Grading mode: S/U

Instruction Type: independent

Course equivalent: none

3. Delete the following course

~~MALP 7900 COMPREHENSIVE PROJECT~~

Rationale. To be replaced by PCLE 7900.

Effective Term: Fall 2012

4. Create the following course:

PCLE 7900 COMPREHENSIVE PROJECT

3-0-3

Prerequisite: Completion of 24 hours of graduate course work

Individually designed project or portfolio involving applied research and/or off-campus study in an appropriate setting. Oral presentation of the project is required. The report must be approved to satisfy the requirement for the 2master's degree. Graded on an S or U basis. This option is recommended for those seeking to go on to doctoral work.

Rationale: An comprehensive project or portfolio course will add flexibility to the reactivated MALPS program of study, and allow students to gain greater expertise in communication and/or leadership skills.

Effective Term: Fall 2012

CURCAT:

Major Department: College of Liberal Arts

Can course be repeated for additional credit? Yes

Maximum Number of Credit Hours: 6

Grading mode: S/U

Instruction Type: independent

Course Equivalent: MALP 8200, MALP 7900

5. Modify the following program of study:

**MASTER OF ARTS IN PROFESSIONAL COMMUNICATIONS AND LEADERSHIP
~~LEADERSHIP AND LIBERAL AND PROFESSIONAL STUDIES~~**

A. Core Courses (12 hours)

| | |
|---|--------------|
| ENGL 7100 Professional Communication Strategies..... | 3 |
| ENGL 5740G Technical Editing | 3 |
| PHIL 7100 Professional and Applied Ethics | 3 |
| COMM 7200 Organizational Communication in Diverse Contexts..... | 3 |
| SOCI 7100 Critical Thinking Skills and Methods of Applied Research | 3 |
| LEAD 7200 Leadership in the Public Arena: From Ideas to Action | 3 |

B. Students select ~~a concentration of six~~ courses from the list below. At least fifty percent of all coursework must be at the level of 6000 or above.

~~Track One Communications Studies (12 hours)~~

| | |
|---|--------------|
| ARTS 6110 Digital Media Management..... | 3 |
| COMM 5050G Interpersonal Communication in the Workplace..... | 3 |
| COMM 5100G Communication Theory..... | 3 |
| COMM 5200G Nonverbal Communication | 3 |
| COMM 5500G Communication Between the Genders | 3 |
| COMM 7500 Topics in Communication | 3 |
| ENGL 5710G Writing for the Nonprofit Sector | 3 |
| ENGL 5730G Rhetoric | 3 |
| ENGL 5750G Publication Design | 3 |
| LEAD 7300 Selected Issues in Leadership Studies | 3 |

PCLE 7700 Independent Study 3
PCLE 7800 Internship Project 3
MALP PCLE7900 Comprehensive Project 3
PHIL 7100 Professional and Applied Ethics 3
 PSYC 5150G Conflict Resolution 3
PSYC 5300G Leadership and Group Dynamics 3
PUBH 8730 Health Communications¹ 3
 Approved Elective 3

~~—Track Two—Gender & Women’s Studies (12 hours)~~

~~—Required Course:~~

~~—GWST 5700G Perspectives in Feminist Theory 3~~

~~—Choose at least three:~~

~~—ENGL 5340G Literature by Women 3~~
~~—ENGL 5355G Black Women Writers 3~~
~~—FILM 5025G Popular Culture Theory and Criticism 3~~
~~—GWST 5000G Topics in Gender and Women’s Studies 3~~
~~—GWST 5500G Topics in Women’s Leadership 3~~
~~—GWST 7900 Directed Readings 3~~
~~—HIST 5660G Topics in the History of Women and Gender In America 3~~
~~—PUBH 5570G Women and Minority Health Issues 3~~
~~—PUBH 5575G Human Sexuality 3~~
~~—SOCI 5600G The Sociology of Gender 3~~

~~—Track Three—International Studies (12 hrs.)~~

~~—ECON 5200G International Trade 3~~
~~—ECON 5310G International Finance 3~~
~~—HIST 5100G Topics in Latin American History 3~~
~~—HIST 5200G Topics in African History 3~~
~~—HIST 5250G Topics in Asian History 3~~

¹ Note that this course will soon have a new number at the 7000 level.

| | |
|--|---|
| — HIST 5300G History of Russian/Soviet Foreign Policy | 3 |
| — HIST 5540G Topics in US Foreign Relations | 3 |
| — POLS 5130G Political Terrorism..... | 3 |
| — POLS 5210G International Law | 3 |
| — POLS 5220G Theory of International Relations | 3 |
| — POLS 5250G International Organizations | 3 |
| — POLS 5260G Media and Politics in Latin America..... | 3 |
| — POLS 5270G Intelligence and National Security Policy | 3 |
| — POLS 5280G Seminar in Global Politics..... | 3 |
| — POLS 5290G American Foreign Policy | 3 |
| — POLS 5291G Constitutional Law of Foreign Policy | 3 |
| — POLS 5420G Politics of the Middle East | 3 |
| — POLS 5520G Comparative Judicial Systems | 3 |
| — POLS 5430G Governments of Africa..... | 3 |
| — POLS 5440G Latin American Politics..... | 3 |
| — POLS 5450G Political Sociology of Nationalism | 3 |
| — SOCI 5450G Political Sociology of Nationalism | 3 |
| — POLS 5460G Governments of East Asia..... | 3 |
| — POLS 5490G Political Transformation of the Former Soviet Union | 3 |
| — POLS 5510G Third World National Security..... | 3 |
| — POLS 5535G Public Leadership and Ethics in Theory and Practice..... | 3 |
| — POLS 5560G Comparative Foreign Policy..... | 3 |
| | |
| — Track Four — Leadership Studies (12 hrs.) | |
| — ADMT 7400 Human Resources Management | 3 |
| — ADMT 7410 Organization Theory and Organizational Behavior | 3 |
| — ADMT 7430 Principles of Financial Management for Effective Leadership..... | 3 |
| — GWST 5500G Topics in Women’s Leadership..... | 3 |
| — LEAD 7100 Organizational Dynamics in Multicultural Societies | 3 |
| — LEAD 7200 Leadership in the Public Arena: From Ideas to Action..... | 3 |
| — LEAD 7300 Selected Issues in Leadership Studies | |

| | |
|---|---|
| — MHPA 8500 Leadership Seminar | 3 |
| — POLS 5535G Public Leadership and Ethics in Theory and Practice..... | 3 |
| — PSYC 5150G Conflict Resolution | 3 |
| — PSYC 5200G Industrial and Organizational Psychology | 3 |
| — PSYC 5300G Leadership And Group Dynamics..... | 3 |

C. Other Requirements (6 hours)

| | |
|--------------------------------------|---|
| MALP 8200 Comprehensive Project..... | 3 |
| Approved Elective | 3 |

TOTAL **30 hours**

Rationale :

- The old MALPS degree lacked a readily-understood name and had too many tracks. The revised format eliminates the confusion of multiple tracks. These changes can facilitate scheduling and ensure adequate enrollment as the program grows.
- The revised title more accurately reflects the content of the degree’s curriculum. The term “Professional Communications” is used to distinguish this program from the academic discipline of “communication.”
- Because Communication and Leadership were the two most popular tracks, it seems logical to focus on those two areas and to combine them in a more meaningful way.
- Members of Community Forum held in September 2011 expressed special interest the two areas of focus that we have retained from the old MALPS.
- Employers and community members have expressed interest in improving workplace writing skills; thus the curriculum has been expanded to include courses in written as well as verbal and nonverbal communication. The addition of the course in Health Communication also reflects this goal.
- Employers and community members have expressed interest in workplace technology skills; thus the curriculum now includes a course on digital media management.
- In addition to the streamlining of tracks, several courses that were part of the previous MALPS program of study are being removed for several reasons
 - to streamline and reduce the number of courses offered
 - to focus more on the coursework in the College of Liberal Arts
 - to reduce the prominence of 5000 level courses; surveys of MALPS alumni indicated that this was a weakness of the previous program
 - to facilitate healthy enrollments in graduate-only (>6000-level) courses.
- Most of the courses in the revised program could be offered in an online or blended format. The new program should be more attractive of distance learners.
- Making the capstone project optional, offering credit for an internship, and allowing an elective course if desired, will add flexibility for students nearing the end of their

coursework. The previous capstone course, MALP 8200, was not always the best way to measure student mastery of their field of interest.

- Most of these courses could form the basis for a potential 16- or 18-hours certificate program that will serve students who are not able to complete the revised 30-hour master's degree.
- These changes will not require any additional equipment and facilities, financial resources, new faculty members, or library resources (in reference to [SACS's Significant Departures](#)). Only one completely new seated course is being developed (ARTS 5110G-Digital Media Management).
- These changes are not brought about because of national norms, disciplinary norms, or accreditation requirements for continued good standing (in reference to [BoR Substantive Change/Program Modification](#)). They are simply an effort to build a more solid program, based on an assessment of the existing program's strengths and weaknesses.

Effective Term: Fall 2012

IV. College of Science and Technology (no items)

OTHER BUSINESS

A. Informational Item: HIST 7900. The Registrar's Office found a catalog error when inputting the newly-numbered HIST 7900 (formerly HIST 8000) into Banner. In Banner, the course was listed as V-V-(1-6), but in the minutes it was listed as V-V-(1-3). Subsequent investigation showed that HIST 8000 had appeared as V-V-(1-3) in every catalog since 2000-2001. In the 1999-2000 catalog, it appeared as V-V-(1-6). I could find nothing in the minutes of 1999-2000 changing the credit hours, so we have concluded that this is a typographical error of long standing in the catalog that should be corrected. The Department of History is in agreement with this action.

B. Informational Item: HIST 7995. The Registrar's Office found a catalog error when inputting the newly-numbered HIST 7995 (formerly HIST 8100) into Banner, that was very similar to item A above. In Banner, the course was listed as V-V-(1-6), but in the minutes it was listed as V-V-(1-3). Investigation has shown that at the March 29, 2000 GCC meeting, PBHS 8100 Professional Internship in Public History V-V-(1-6) was changed to HIST 8100 Professional Internship in Public History V-V-(1-6). However, in its first appearance in the 2000-2001 catalog, and in every subsequent catalog, it appeared as HIST 8100 Professional Internship in Public History V-V-(1-3). There is no record of the credit hours being changed. We have concluded that this is a typographical error of long standing in the catalog that should be corrected. The Department of History is in agreement with this action.

ADJOURNMENT. The meeting was adjourned at 3:06 p.m.

Respectfully submitted,

Phyllis L. Panhorst
Catalog Editor

4. Modify the following course:

CRJU ~~8813~~ **6813** Advanced Research Methods 3-0-3

Rationale: MA in CJ program core courses should be designated with a 6000 level course number in line with the new Graduate Course Numbering.

Effective Term: Fall 2012

CURCAT

Course Equivalent: CRJU 8813

5. Modify the following course:

CRJU ~~8820~~ **7820** Law Enforcement Problems & Practice 3-0-3

Rationale: MA in CJ program major courses should be designated with a 7000 level course number in line with the new Graduate Course Numbering.

Effective Term: Fall 2012

CURCAT

Course Equivalent: CRJU 8820

6. Modify the following course:

CRJU ~~8821~~ **7821** Seminar in Advanced Police Administration 3-0-3

Rationale: MA in CJ program major courses should be designated with a 7000 level course number in line with the new Graduate Course Numbering.

Effective Term: Fall 2012

CURCAT

Course Equivalent: CRJU 8821

7. Modify the following course:

Wrong CRJU ~~8822~~ **7822** Law Enforcement Problems & Practice 3-0-3

Right CRJU ~~8822~~ **7822** Topics in Law Enforcement 3-0-3

Rationale: MA in CJ program major courses should be designated with a 7000 level course number in line with the new Graduate Course Numbering.

Effective Term: Fall 2012

CURCAT

Course Equivalent: CRJU 8822

8. Modify the following course:

CRJU ~~8840~~ **7840** Institutional Incarceration/Treatment 3-0-3

Rationale: MA in CJ program major courses should be designated with a 7000 level course number in line with the new Graduate Course Numbering.

Effective Term: Fall 2012

CURCAT

Course Equivalent: CRJU 8840

9. Modify the following course:

Wrong CRJU ~~8841~~ **7841** Law Enforcement Problems & Practice 3-0-3

Right CRJU ~~8841~~ **7841** Community Treatment/Services 3-0-3

Rationale: MA in CJ program major courses should be designated with a 7000 level course number in line with the new Graduate Course Numbering.

Effective Term: Fall 2012

CURCAT

Course Equivalent: CRJU 8841

10. Modify the following course:

CRJU ~~8842~~ **7842** Seminar in Advanced Corrections 3-0-3

Rationale: MA in CJ program major courses should be designated with a 7000 level course number in line with the new Graduate Course Numbering.

Effective Term: Fall 2012

CURCAT

Course Equivalent: CRJU 8842

11. Modify the following course:

Wrong CRJU ~~8843~~ **7820** Topics in Corrections 3-0-3

Right CRJU ~~8843~~ **7843** Topics in Corrections 3-0-3

Rationale: MA in CJ program major courses should be designated with a 7000 level course number in line with the new Graduate Course Numbering.

Effective Term: Fall 2012

CURCAT

Course Equivalent: CRJU 8843

Armstrong

Graduate Faculty Status Committee Report: February 7, 2012

Members: Tim McMillan, Andi Beth Mincer, Pam Mahan, Linda Ann McCall, Daniel Skidmore-Hess (Chair), Annette Wilson, Jane Wong

The committee recommends approval of the following application for graduate faculty status:

Temporary

| | | |
|-----------------|------------|---------------------|
| Kim Kuebler | Nursing | Initial application |
| Ruby Jade Lewis | Psychology | Initial application |
| Ellen Williams | Psychology | Initial application |

There are 4 applications awaiting review.

Respectfully submitted,

Daniel Skidmore-Hess, Chair

Graduate Assistant Allocation for 2012-2013

Awarded Applications

| Person Requesting | College/Office | Department | Supervisor | Type |
|---|----------------|---------------------------|-----------------------|-------------------------------|
| Helen Taggart | COHP | Nursing | Marilyn O'Mallon | 50% Res 30% IA 20% Other |
| Helen Taggart | COHP | Nursing | Dr. Catherine Gilbert | 60% Res 40% Other |
| Dr. Anita Nivens | COHP | Nursing | Dr. Anita Nivens | 40% Res 10% Admin 50% Other |
| Regina Rahimi/Ellen Whitford | COE | Adolescent/Adult Learning | Regina Rahimi | 80% Res 20% Admin |
| Patricia Holt | COE | Adolescent/Adult Learning | Patricia Holt | 80% Res 20% Admin |
| Dr. Bryan Riemann | COHP | MSSM, Health Sciences | Dr. Bryan Riemann | 100% Research |
| Dr. Bryan Riemann | COHP | MSSM, Health Sciences | Dr. Bryan Riemann | 100% Research |
| George Davies | COHP | Rehabilitation Sciences | George Davies | 100% Research |
| Christopher Hendricks | COLA | History | Christopher Hendricks | 100% Instruction Assistance |
| Becky da Cruz | COLA | Criminal Justice | Becky da Cruz | 80% Research 10% IA 10% Admin |
| Drs. John Hobe, Jaime Berry, Allen Berger | COE | CESE | Dr. John Hobe | 100% Admin |
| Dr. Robert LeFavi | COHP | Health Sciences | Dr. Robert LeFavi | 25% Res 25% IA 10% Ad 15% |
| Michael Toma | PSC | Public Service Center | Michael Toma | 85% Res 15% Admin |
| Sandy Streater | COHP | HS -Public Health Program | Sandy Streater | 60% Res 40% Other |
| Dr. Saadatmand | COLA | Economics | Dr. Saadatmand | 100% Research |
| Christopher Hendricks | COLA | History | Christopher Hendricks | 100% Instruction Assistance |
| Christopher Hendricks | COLA | History | Christopher Hendricks | 100% Instruction Assistance |

Admissions and Academic Policies

General Policies

Admission Requirements for Graduate Studies

Degree-seeking applicants are required to meet admission requirements for Graduate Studies. Each graduate program stipulates its own minimum admission requirements. Please refer to the graduate program of your choice. These minimum requirements, if met before the admission deadline, only guarantee that your application will be considered. The application in its entirety, which may include documentation beyond the minimum requirements, is considered when making a final admission decision.

~~The minimum requirements for degree-regular admission are as follows:~~

- ~~1. An earned baccalaureate degree from a regionally-accredited institution is required. Minimum overall undergraduate GPA is program specific; however, Graduate Studies requires a minimum 2.5 overall undergraduate GPA.~~
- ~~2. Required admission tests and scores are program specific. However, Graduate Studies as a rule requires a minimum score for the following tests:

 - ~~a. Miller Analogies Test = 44/402-407~~
 - ~~b. Graduate Record Examination = 450 verbal and 450 quantitative and 3.5 analytical[§]~~
 - ~~c. Graduate Management Admission Test = 450~~~~
- ~~3. Applicants may be required to meet additional program specific requirements.~~

~~Note that program specific admission requirements for degree admission (regular and provisional) are listed separately. Please refer to the admission requirements listed with each degree program.~~

~~[§]Note: The publisher of the Graduate Record Examination (GRE), Educational Testing Services, will be reporting the results of the quantitative and verbal sections of the revised GRE on a new scale (130-170 instead of 200-800) for examinations taken after August 1, 2011. Educational Testing Services expects to publish the concordance table for the new and old scales in November 2011. Students who apply for admission with the revised GRE will be held to the equivalent scores published in the concordance table. See www.ets.org/gre for more information about the revised GRE.~~

Categories of Graduate Admission

Degree Category

Applicants who are admitted to Graduate Studies with the expressed intention of following a program leading to a graduate degree are classified as degree-seeking students. When admitted as a degree student, the applicant will be placed in one of the following categories:

Degree-Regular

A prospective candidate for a degree, who meets all requirements for unqualified admission, has been recommended by the graduate program in which the student proposes to study, and approved by Graduate Studies is classified as a degree-regular student.

Degree-Provisional

1. A prospective candidate for a degree who does not satisfy the regular admission requirements may be classified in this category under conditions specified at the time of admission.
2. Graduate Studies will establish these conditions based on the recommendation of the graduate program in which the student proposes to study.
3. A student may take no more than nine semester hours of course work which has been determined by the graduate program in which the student proposes to study. Because there is the requirement to carry more than nine semester hours during the first semester of the physical therapy program of study, all provisional graduate students in physical therapy will be allowed to enroll in more than nine hours of approved graduate credit.
4. The student may be reclassified to degree-regular status if at least one course at Armstrong, approved by the advisor, has been completed with a grade of no less than a B and has met all the conditions as set forth by the academic department. Most graduate programs require provisional students to take a minimum of three graduate classes before possible reclassification. Each academic unit may require that specific courses must be completed prior to a student's reclassification.

5. Failure to satisfy the conditions in the specified time limit will result in the student's ineligibility to continue in Graduate Studies.
6. Financial aid may not be available for all provisional degree seeking students.

Non-Degree Seeking Category (Undeclared)

1. An applicant with the expressed intention of enrolling in graduate courses without working toward a graduate degree. Non-degree seeking students are limited to a total of six graduate semester hours. A non-degree student may apply to a degree program at any time after meeting requirements for either degree-provisional or degree-regular admission. No financial aid is available for non-degree seeking students.

Post-Baccalaureate - Teacher Certification

1. An applicant who seeks enrollment in courses to meet certification requirements or to renew certification.
2. Hours in excess of the six semester hours allowed for non-degree students may be earned to complete certification requirements or to renew certification.
3. Financial aid may be available for post-baccalaureate teacher certification students. Contact the Financial Aid office for specific details.

Transient

There are two types of graduate transient students: transient to Armstrong (different home institution) or an Armstrong student that is attending another institution.

TRANSIENT TO ARMSTRONG:

Definition: An applicant who is enrolled in a graduate program at another institution but is approved to enroll in graduate courses at Armstrong Atlantic.

1. Transferability of credit is the prerogative of the home institution.
2. The home institution will approve the number of semester hours that may be earned at Armstrong Atlantic.
3. Graduate transient students are not allowed to attend more than two consecutive semesters.
4. Updated letters of good standing are required for each semester attended.
5. Financial Aid is from the home institution. Students are responsible for contacting both their home institution and Armstrong Financial Aid for the required paperwork necessary.

ARMSTRONG STUDENT TRANSIENT TO ANOTHER INSTITUTION

Definition: An applicant who is enrolled in a graduate program at Armstrong, and has departmental approval and Graduate Studies approval to attend another institution. Graduate transient approval forms may be obtained in Graduate Studies.

1. Transfer credit may be allowed; however this is the discretion of the individual academic department and the Registrar's Office. Transfer credit will only be allowed for courses with grades of "B" or higher.
2. Armstrong graduate students are not allowed to attend more than 2 consecutive semesters as a transient student and students will only be approved 1 semester at a time. Official transcripts for the first term, with the grade (s) posted, must be received by the Graduate Office prior to permission for the 2nd semester.
3. Armstrong graduate students must have been enrolled at Armstrong at the graduate level for the semester immediately prior to the transient term. (Students are not allowed to attend transient the first term of acceptance.)
4. It is the student's responsibility to obtain official transcripts from the transient institution and have them delivered to the Graduate Office as soon as possible after the end of semester. An official transcript from the transient institution must be on file with the Graduate Office in order to register for a subsequent term. Copies (Xerox or scanned to e-mail) or faxes are not acceptable.
5. Students that do not attend the transient institution, or withdraw from classes at the transient institution, must contact the transient institution for an official transcript showing the withdrawal or a written enrollment verification indicating non-attendance.
6. A copy of approved graduate transient permission forms will be provided to Armstrong's Financial Aid Office. It is the student's responsibility to contact Armstrong's Financial Aid Office in regards to their financial aid status. There is no guarantee that financial aid will be awarded.
7. Attending as a transient student to another institution during the final term prior to graduation is not recommended as official transcripts with all grades posted, must be in received by Graduate Studies, and transfer work completed prior to the awarding and/or posting of the degree. Faxes or copies of transcripts are not acceptable.

Re-admit

1. Students who have not been enrolled at Armstrong Atlantic for one full year (three or more consecutive semesters including the summer semester) must complete a graduate readmission form in Graduate Studies.
2. There is no fee for re-admission.
3. There is no guarantee of re-admission into a prior program.
4. All student records will be reviewed prior to re-admission.
5. Students may be requested to submit additional information in addition to the re-admit form.

Guidelines for Admission Classification**Undergraduate and Graduate Students****Determination of Admission Classification**

An applicant with an earned baccalaureate and/or earned graduate degree from a nationally accredited institution may be admitted by the undergraduate admissions office and be classified as an undergraduate or may be admitted by Graduate Studies and be classified as a graduate student.

Tuition and fees are charged at either the undergraduate or graduate rate based upon the student classification in the student information system.

Undergraduate Status

Applicants are classified as undergraduate students if:

- An undergraduate application has been received.
- Pursuing any of the following undergraduate admission categories:
 - Post Baccalaureate, personal enrichment courses, or prerequisite courses for a second degree
 - Second Baccalaureate Degree

Students with an earned baccalaureate and/or earned graduate degree will continue to be classified as an undergraduate student until they wish to enroll in graduate courses for graduate credit at the 5000 level (or 6000, 7000, 8000 levels).

Once an undergraduate student changes admission status from an undergraduate admission category to a graduate admission category, the graduate classification will remain unless the student decides to pursue an undergraduate degree instead.

Graduate Status

Applicants are classified as graduate students if:

- An application to Graduate Studies has been received and prior degrees have been verified.
- Pursuing any of the following graduate admission categories:
 - Degree Seeking (regular or provisional)
 - Non-degree Teacher Certification
 - Graduate courses for personal enrichment (non-degree/undeclared)
 - Certificate at the graduate level

Residence Requirement for Degrees

A minimum of one-half of the hours required for the degree must be earned in residence. A maximum of one-half of the hours required for the degree may be earned in courses offered off-campus, including courses offered through the Area Teacher Education Services. Armstrong courses taken off-campus as part of an approved external degree program are considered to have been completed in residence.

Admission Requirements for International Applicants

In addition to items required of all applicants, international applicants must submit the following:

- Official TOEFL scores (minimum of 523 paper-based score, 193 computer-based score, or 70 Internet-based score)

- Original documentation certifying immigrant or non-immigrant status (copy of front and back of I-551 card (permanent alien resident Card), copy of visa information, passport, front and back of I-94 card, etc.)
- Official transcripts of all colleges/universities - U.S. and international
- Official English translation of all college/university transcripts earned outside of the U.S.
- Official evaluations of all non-U.S. transcripts (Acceptable evaluating organizations are Josef Silny, Inc. or World Education Services) This evaluation must state that you have the minimum equivalency of a 4 year U.S. bachelor's degree and must include a course by course evaluation along with a grade point average calculation.
- Interview with the academic unit may be requested

For international students requesting an I-20, the following documents must also be submitted. These forms are available on the website for Graduate Studies :

- Prospective international students must show original financial certification of funds showing availability of funds for one full year of graduate study - certification of funds must be current within 6 months of accepted term. **Having sufficient funds for the cost of living and educational expenses is required by U.S. Immigration regulations. (The amount of funding required varies with the degree program. Please contact Graduate Studies for current information.)**
- Proof of health insurance for entire length of study **is required.**
- Request for I-20 (form available from Graduate Studies).
- International Student Data Sheet

International students here on non-immigrant student visas (F-1, J-1, etc.) are not eligible for state or federal loans or scholarships.

Readmission

Students who have not been enrolled at Armstrong Atlantic for one full year (three or more consecutive semesters including the summer semester) must complete a graduate readmission form in Graduate Studies. Former students who have not attended another institution since leaving Armstrong may be readmitted, provided they have not been disenrolled from Graduate Studies. There is no guarantee of re-admission into a prior program. All student records will be reviewed prior to re-admission. Students may be requested to submit additional information in addition to the re-admit form. Former students who have attended another institution since leaving Armstrong must meet requirements as listed in the catalog in effect at the time of return and submit **original** transcripts from all colleges/universities in the interim. A student who is readmitted after an absence from the university for more than two years must meet degree requirements as listed in the catalog in effect at the time of return.

Persons Sixty-Two Years of Age or Older

Persons who are sixty-two years of age or older may enroll in credit courses on a "space available" basis without payment of fees, except for supplies, laboratory, or special course fees. They must be residents of the state of Georgia and must present a birth certificate or comparable written documentation of age to enable Graduate Studies to determine eligibility. They must meet all admission and degree requirements. All residency requirements apply. For questions regarding the 62 Plus program and residency, contact the Armstrong Office of Adult Academic Support Services.

Admission of Veterans

After being accepted at Armstrong Atlantic and upon receipt of certification of eligibility from the Veterans Administration, veterans may begin using VA education benefits under the following programs: Post 9/11 GI Bill (chapter 33), Active Duty MGIB-AD (chapter 30), Selected Reserve MGIB-SR (chapter 1606), Reserve Educational Assistance Program REAP (Chapter 1607), Veterans Educational Assistance Program VEAP (chapter 32), Survivors' and Dependents' Educational Assistance Program DEA (chapter 35), or VA Vocational Rehabilitation (Chapter 31). Students using Veterans Affairs educational programs should be prepared to pay tuition and fees at the time of registration.

Vocational Rehabilitation Applicants

Those applicants sponsored by Vocational Rehabilitation or other community agencies must apply at least six weeks before the beginning of any semester to ensure proper processing of application.

Immunization Requirements

The Board of Regents of the University System of Georgia requires all new students attending Armstrong Atlantic 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. Students who previously attended Armstrong are exempt, assuming records are already in the Armstrong system.

Students who do not present evidence of immunization will not be allowed to register or to attend classes until they can present the required immunization certificate. Students who have religious objections and students whose physicians have certified that they cannot be immunized because of medical reasons may be allowed to register with the understanding that they must leave the campus in the event of an outbreak of the aforementioned diseases. Immunization forms may be obtained from Graduate Studies or the web site.

Required Admissions Examinations

Prospective candidates for graduate degrees are required to submit official scores from the examination appropriate to their specific degree program. To be official, test scores must be sent from the testing agency directly to Graduate Studies. Further information on test dates and fees may be obtained from the Testing Center in the Division of Student Affairs or Graduate Studies.

Graduate Management Admission Test (GMAT)

The GMAT consists of seven separately-timed sections, each containing multiple choice questions. Total test time is three and one-half hours. The GMAT measures general verbal and mathematical skills that are associated with success during the first year of graduate study. Verbal and quantitative scores are required.

Graduate Record Examination (GRE)

The GRE General Test contains sections designed to measure verbal, quantitative, and analytic abilities.

- **Verbal Reasoning** — Measures your ability to analyze and evaluate written material and synthesize information obtained from it, analyze relationships among component parts of sentences and recognize relationships among words and concepts.
- **Quantitative Reasoning** — Measures problem-solving ability, focusing on basic concepts of arithmetic, algebra, geometry and data analysis.
- **Analytical Writing** — Measures critical thinking and analytical writing skills, specifically your ability to articulate and support complex ideas clearly and effectively.

The test consists of seven thirty-minute sections. Specialized subject tests are also offered. General test scores are required.—The publisher of the Graduate Record Examination (GRE), Educational Testing Services, revised the quantitative and verbal sections of the revised GRE on a new scale (130-170 instead of 200-800) for examinations taken after August 1, 2011. Graduate programs with GRE requirements use the new scale. Applicants who submit GRE scores based on the prior, but still valid, scale should consult the following concordance table.

| <u>Prior Scale</u> | <u>Current Scale</u> | <u>Prior Scale</u> | <u>Current Scale</u> | <u>Prior Scale</u> | <u>Current Scale</u> | <u>Prior Scale</u> | <u>Current Scale</u> |
|--------------------|----------------------|--------------------|----------------------|--------------------|----------------------|--------------------|----------------------|
| 800 | 170 | 640 | 162 | 480 | 152 | 320 | 140 |
| 790 | 170 | 630 | 162 | 470 | 151 | 310 | 139 |
| 780 | 170 | 620 | 161 | 460 | 151 | 300 | 138 |
| 770 | 170 | 610 | 160 | 450 | 150 | 290 | 137 |
| 760 | 170 | 600 | 160 | 440 | 149 | 280 | 135 |
| 750 | 169 | 590 | 159 | 430 | 149 | 270 | 134 |
| 740 | 169 | 580 | 158 | 420 | 148 | 260 | 133 |
| 730 | 168 | 570 | 158 | 410 | 147 | 250 | 132 |
| 720 | 168 | 560 | 157 | 400 | 146 | 240 | 131 |
| 710 | 167 | 550 | 156 | 390 | 146 | 230 | 130 |
| 700 | 166 | 540 | 156 | 380 | 145 | 220 | 130 |
| 690 | 165 | 530 | 155 | 370 | 144 | 210 | 130 |
| 680 | 165 | 520 | 154 | 360 | 143 | 200 | 130 |
| 670 | 164 | 510 | 154 | 350 | 143 | | |
| 660 | 164 | 500 | 153 | 340 | 142 | | |
| 650 | 163 | 490 | 152 | 330 | 141 | | |

See www.ets.org/gre for more information about the revised GRE [and GRE speciality exams.](#)

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Miller Analogies Test (MAT)

The MAT consists of 100 multiple choice questions designed to measure verbal aptitude. The total exam time is fifty minutes. A single raw score is assigned.

Numbering System for Courses

5000-5999 - Graduate courses with dual enrollment by undergraduate and graduate students

6000-9999 - Graduate courses (undergraduate students may not enroll)

Fifty percent of the graduate program of study must be completed at the 6000-~~8000~~9000 levels.

The dual enrolled graduate courses at the 5000 level will be designated in the following way:

Example: GERO 5000-U (undergraduate credit only)
GERO 5000-G (graduate credit only)

A student must enroll for either undergraduate or graduate credit in a dual-enrolled course and will not be allowed to change level of credit after the initial enrollment. The above designation (U or G) will be placed on the class rolls and on the individual student transcripts. Upon the advisor's approval, credit earned in 5000-U courses may be applicable to an undergraduate program of study. Upon the advisor's approval, credit earned in 5000-G courses may be applicable to a graduate program of study. Credit earned in 5000 level courses may only be used once for one level (undergraduate or graduate). Ordinarily graduate students cannot apply a 5000-G course to their graduate program of study when they have completed the 5000-U level courses for their Armstrong undergraduate degree.

No more than fifty percent of a graduate program of study may be comprised of dual-enrolled courses.

Additional course requirements are included for graduate credit in 5000 level courses. Refer to the course outlines/syllabi from the academic unit for these requirements.

Grade Reports

Grade reports are issued directly to the student at the end of each semester. The following grade reports will be used for completed graduate credit:

| Grade | Honor Points | Grade | Honor Points |
|--|--------------|---|--------------|
| A Excellent | 4.0 | WF Withdrawal with failure | |
| B Good | 3.0 | (Student withdraws from the class | |
| C Satisfactory | 2.0 | after the mid-semester period) | 0 |
| D Unacceptable | 1.0 | V Audit (Must receive permission to audit | |
| F Failure | 0 | prior to registration and the course may | |
| I Incomplete (Assigned by the instructor | | not be changed to credit) | 0 |
| in emergency situations) | 0 | S Satisfactory | 0 |
| IP In Progress (Assigned by the instructor for | | U Unsatisfactory | 0 |
| practicum/project and/or | | NR Grade not reported | 0 |
| thesis courses only) | 0 | | |
| W Withdrawal with no penalty | | | |
| (Student withdraws from the class | | | |
| no later than the mid-semester | | | |
| period in a course) | 0 | | |

The overall GPA is determined by dividing the total honor points earned by the total hours attempted, with hours and honor points for repeated courses not duplicated in the calculation. An I which has not been removed by the mid-term date of the succeeding semester is changed to an F unless the instructor recommends an extension in writing addressed to the Assistant Vice President for Academic Affairs. An IP will be assigned for practicum/project and/or thesis courses until completed. The S and U symbols must be utilized for completion of the thesis, practicum, or project. The S and U symbols may be used for other courses. A WF (withdrew, failing) is recorded for any student withdrawing after the mid-term date. Exceptions to this policy must be approved by the school or college dean and will be approved only on the basis of hardship.

Repeating Courses — When a course is repeated, only the last grade earned counts in earned hours requirements, GPA hours, points, and overall GPA. All course work taken remains on a student's academic record. A student may repeat any course.

Academic Dismissal Due to Low Grades

Every student admitted to AASU with graduate student status must maintain a record of academic success in graduate coursework. A student may earn one C grade or below without being academically dismissed. If a student earns a second C or below the student will be dismissed regardless of overall GPA. After being academically dismissed, the student must wait one semester before reapplying for admission. Readmission is not guaranteed.

This policy takes effect Fall 2010 semester. Retaking a course and earning a grade above the C level does not change the implementation of this policy. For the purposes of the graduate studies probation and dismissal policy, the following grades are included in the definition of C or below: C, D, F, WF, and U.

Academic Standing

A student maintains good academic standing on their academic record when the student achieves a 3.0 or higher cumulative grade point average (GPA). If a student's GPA falls below 3.0, the academic standing shall be noted as on probation.

Course Load and Limitations

A full-time graduate student is defined as one who registers for nine or more credit hours. A full-time graduate student who has been awarded a graduate assistantship must enroll in a minimum of six credit hours. Graduate students may not take more than twelve credit hours per semester, excluding the summer semester during which they may take a maximum of nine credit hours. Exceptions must be approved by the respective dean upon the recommendation of the department head. This does not apply to physical therapy students.

Independent Study, Directed Study, and Reading and Conference Courses

Only six credit hours of independently-taught course work, directed study, and reading and conference course work may apply to a degree.

Attendance Policy

The effect of attendance on course grades is left to the discretion of instructors. Students are responsible for knowing everything that is announced, discussed, or lectured upon in class as well as for mastering all outside assignments. Students are also responsible for submitting all assignments, tests, recitations, and unannounced quizzes on time.

Instructors are responsible for informing all classes at the first meeting what constitutes excessive absence in the course. Students are responsible for knowing and complying with attendance regulations in all their courses. Instructors may withdraw students from any course with a grade of W or WF on or before the midterm semester dates or with a grade of WF after the midterm semester dates if, in their judgment, absences have been excessive.

During the attendance verification period at the beginning of the term, a student may be dropped from a course for non-attendance. Once a student has been dropped for nonattendance, it is the responsibility of the student to re-register for the course before the drop/add period is over.

Students who appear on the class list and wish to drop a course must submit a drop request on SHIP or a drop form to the registrar's office during the drop/add period. Students may not assume that a faculty member will drop them from the course during attendance verification.

Course Withdrawal, Drop, and Add

"Withdrawal from the university" is defined as formally leaving the university. "Drop" is defined as dropping one or more courses during the drop/add period but continuing enrollment in at least one course. "Add" is defined as enrolling in additional semester hours or courses before the end of the drop/add period.

A student who wishes to withdraw from a course after the drop/add period is over must obtain a withdrawal notice from Enrollment Services. The notice must be signed by the instructor of the course and returned by the student to Enrollment Services.

A student who withdraws from a course after the drop/add period is over and before the mid-term semester dates will receive a W or WF at the instructor's discretion. A student who withdraws from a course after the mid-term semester dates will receive a WF in the course.

Administrative Withdrawal

The university reserves the right to withdraw any student who does not meet financial obligations or required standards of graduate scholarship.

Withdrawing from the University

Withdrawing from the university means that a student has requested to drop all courses for the current term. A student who finds it necessary to withdraw should begin the withdrawal process in the Division of Student Affairs. The last day to formally withdraw from the university is the published last day of class for the session enrolled. Withdrawals based on military obligations must include copies of supporting military orders.

Formal withdrawal from the university is required to ensure that the student is eligible to return to Armstrong Atlantic at a future date. Any refund to which a student is entitled will be considered on the basis of the withdrawal date. Grading procedures for withdrawing are the same as those listed under "Dropping Courses."

Hardship Withdrawal from the University

In the case where a student is forced, through circumstances of extreme duress beyond their control, to withdraw from the university past mid term, the student should begin the withdrawal process at the Division of Student Affairs. The Division of Student Affairs will direct the student to the appropriate College Dean. The Dean or the Dean's designee may, with appropriate evidence provided by the student, withdraw the student from all courses without penalty. Individual faculty members will be notified that the student has been withdrawn from the university and a grade of "W" issued for all courses. The individual instructor retains the right to challenge the issuance of a "W".

Graduate Transfer Credit

A maximum of six semester hours of credit may be accepted for the program of study from credit completed at another regionally-accredited institution. This is in addition to semester hours which may be taken in linked and collaborative programs with Georgia Southern University and approved programs at Savannah State University. This is also in addition to courses taken at other institutions as part of collaborative arrangements in conjunction with approved external degree programs. Decisions regarding acceptability of credit will be made at the program level. Only courses with grades of B or better will be accepted. The courses must have been completed no more than seven years prior to the completion of graduate requirements.

Time Limitation

All requirements for the degree must be completed within seven years. This may not apply to certificates, based upon recommendation of the advisor. An extension of time may be granted by the respective dean in cases of unusual circumstances. Physical therapy students should refer to the physical therapy section for program-specific time limitations.

Program of Study Requirements for Degree Programs

A program of study must be maintained by the academic unit for each degree-provisional or degree-regular student. The program of study, signed by the student, advisor, and program coordinator, must be forwarded to Graduate Studies accompanying the student's Application for Graduation. No credit for courses with a grade of D, F, or U will apply to the program of study. Credit hours may vary by program of study. Financial aid can be awarded only for classes that are on a student's program of study.

Program of Study Requirements for Certificate Programs

A program of study must be maintained by the academic unit for each certificate student. The program of study, signed by the student, advisor, and program coordinator, must be forwarded to Graduate Studies. No credit for courses with a grade of D, F, or U will apply to the program of study. Credit hours may vary by certificate program. Financial aid can be awarded only for classes that are on a student's program of study.

Program of Study for Teacher Certification Programs

A program of study must be maintained by each academic unit for each certification student. The program of study (signed by the student's academic advisor) should be forwarded to the Graduate Studies Office. No credit for courses with a grade of D, F, or U will apply to the certification. Certification hours will vary by individual. Students who have been verified by the College of Education as following their individual program of study (as prescribed by the Georgia Professional Standards Commission) who have not exhausted their undergraduate eligibility may be eligible for financial aid as a fifth year senior. **Please contact the Armstrong Financial Aid Office for specific information.**

Required Hours, Comprehensive Assessment, and Other Requirements

A student must satisfactorily pass a program-specific comprehensive assessment to complete degree requirements. Please refer to specific programs for details.

Graduation Requirements

Students must apply for graduation by February 15th for May graduation, by June 15th for summer graduation and by September 15th for December graduation. A student must have degree-regular status and earn a 3.0 overall GPA on graduate course work to meet graduation requirements. All required work for the degree program (comps, portfolio, thesis) must be completed before degrees will be awarded. There is no honor designation at Armstrong for graduate students.

Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC)

The IRB, a federally-mandated board which monitors the use of human subjects in research, must approve all graduate student research that uses human participants. The IACUC, a federally-mandated board which monitors the use of animal subjects in research, must approve all graduate student research that uses animal participants.

Project/Practicum/Thesis Requirements

A minimum of six hours of thesis credit is required of all thesis-option programs of study in Graduate Studies. Students must register for additional project/practicum/thesis hours each semester after the required minimum credit hours are met until a grade is earned. The grade of IP will be reported until the project/practicum/thesis is completed. The grade of S or U will be assigned upon completion. The thesis must conform to the guidelines from Graduate Studies. The project/practicum must conform to guidelines from the academic unit.

Comprehensive Assessment

Successful completion of a program-specific comprehensive assessment is required for graduation. All registration scheduling and comprehensive assessment results must be obtained from the student's academic unit. Please check with your academic advisor regarding dates.

Change in Degree Objective

Students requesting a change in major at the graduate level must complete the Request for Change in Degree Objective Form one semester in advance of the change. The form may be obtained from Graduate Studies. Review and approval must be obtained from the current and requested academic units. Changes can be made at the beginning of the semester only, before classes begin.

Student Appeals

The student may initiate appeals for admission, progression, and graduation decisions. Appeals must be submitted prior to mid-term of the next regular semester. The student will complete the Graduate Student Appeal Form and submit appropriate documentation, such as test scores, transcripts, letters of recommendation and/or medical records. A student who wishes to appeal any of the above mentioned decisions would have the following line of appeal:

1. Submit completed appeal form and supporting documentation to the Assistant Vice President for Academic Affairs.
2. The appeal will be forwarded to the appropriate program coordinator, department head, and dean for recommendation.
3. The appeal will be returned to Graduate Studies and the student will be notified of the decision.

If a student wishes to dispute the result of the appeal, the following procedure must occur:

1. Student will submit a formal letter to the Graduate Studies to request a hearing with the Graduate Student Appeals subcommittee.

2. The chair of the Graduate Student Appeals subcommittee will call a meeting.
3. A representative from the department and the student will attend the hearing to petition the committee to adjudicate the departmental decision.
4. The Graduate Appeals Committee will submit a recommendation to the Vice President of Academic Affairs.
5. All decisions made by the Vice President of Academic Affairs are final and will be returned to Graduate Studies.
6. Graduate Studies will notify the student of the final decision.

~~Students~~ *Students should consult their program and college for further information and other policies that may apply.*

Grade Appeal Process

Appeals for a change of grade may be initiated through the head of the appropriate academic department prior to midterm of the semester after the grade was received, in accordance with the regulations of Armstrong Atlantic State University. A student who contests a grade will have the following line of appeal:

1. The student will discuss the contested grade with the instructor involved.
2. If the grade dispute remains unresolved, the student will meet with the department head and the instructor. If the grade dispute is with the department head, the student will meet with the dean of the college or school and the department head. A memorandum for the record will be prepared by the department head (or dean) which will include the substance of the conversations during the meeting. The student will receive a copy upon request.
3. If the grade dispute remains unresolved, the student will present his or her appeal in writing to the department head or the dean of the college or school, as applicable, who will then appoint a review board to hear the appeal. It is expected that the student will initiate this step no later than midterm semester after the grade was received (except if the student plans enrollment in a course for which the course grade being appealed is prerequisite – see Item 4 below).
 - a. The review board will consist of the department head or the dean of the college, as applicable, and two members of the department, not including the instructor involved. A separate hearing officer shall be appointed by the college dean. In small departments, membership may come from outside the department.
 - b. The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.
 - c. The review board will hear the grade appeal and present its findings to the college dean prior to the last week of the semester.
4. If the student plans enrollment in a course for which the course grade being appealed is a prerequisite, then the following timetable will be met at the first of that semester:
 - a. If a grade appeal is not resolved with the instructor concerned, the student will file an appeal in writing with the department head (or the dean of the college or school if the grade dispute is with the department head). This step will be taken by the second day of the semester.
 - b. The review board to hear the appeal will be appointed by the third day of the semester. If department members are not available to form a review board, the dean of the college or school, in consultation with the department head, will appoint a review board.
 - c. A review board will hear and complete the grade appeal by the fifth day of the semester and present its findings to the school dean through the hearing officer (or the Vice President if the dean is a member of the committee).
 - d. If the appeal to the dean is denied, the student will be dropped from the course if the student is already enrolled.
5. If the dean denies the appeal, the student may continue the appeal to the Vice President and Dean of Faculty. This appeal must be in writing and must be filed within five days of notification from the dean.
6. Neither the President nor the Board of Regents will accept or consider appeals based on academic grades.

~~Students~~ *Students should consult their program and college for further information and other policies that may apply.*

Second Graduate Degree

Two graduate degrees may be earned simultaneously by one student at Armstrong. Academic credit from a completed graduate degree may also be applied toward another graduate degree. To earn the second graduate degree, the student must meet all program requirements for the second degree. At least fifty percent of the credit hours required for the second degree must be taken in addition to credit earned for the first degree.

Academic Advisors

When the student is notified of admission to Graduate Studies, a faculty member in the student's degree field will be assigned as an academic advisor. A graduate student may request a change in advisor by contacting the graduate coordinator in writing. If the request is granted, the graduate coordinator, Graduate Studies, and the student will be notified in writing.

The academic advisor will assist in helping the student plan a program of study in keeping with the student's field and goals. The advisor will also assist in approving all course selections prior to registration. International students will be advised by the international student advisor as well as by an academic advisor in their academic program. Graduate students with physical or developmental disabilities are encouraged to use the services of the director of disability services in the Division of Student Affairs.

Staff Development Credit

Graduate Studies does not grant staff development credit.

Experiential Learning Credit

Graduate Studies does not grant graduate credit for experiential learning.

Student Records

Armstrong Atlantic State University Notification of Student Rights under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.
A student should submit his or her request to inspect and review their education records to the University Registrar. The University Registrar is located in Victor Hall, Room 104. The written request must identify the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the university to amend a record should write the University Registrar and clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University Registrar will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
The university discloses education records without a student's prior written consent to officials with legitimate educational interests, as permitted under FERPA. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university. Upon request, the university will also disclose a student's education records without the student's consent to officials of another college, university or other institution in which the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Washington, DC 20202-5901

Directory Information

The following is considered “directory information” at Armstrong Atlantic State University and will be made available to the general public unless the student notifies the Office of the Registrar in writing: The student’s (1) name; (2) address; (3) telephone listing; (4) electronic email address; (5) photograph; (6) date and place of birth; (7) major field of study; (8) grade level; (9) enrollment status (e.g., undergraduate or graduate, full-time or part-time); (10) dates of attendance; (11) participation in officially-recognized activities and sports; (12) weight and height of members of athletic teams; (12) degrees, honors and awards received; (13) the most recent educational agency or institution attended.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold disclosure of such directory information. Armstrong Atlantic State University will honor your request to withhold directory information.

Academic Records

The Registrar’s Office maintains official academic records (credit and non-credit) for undergraduate and graduate students at the university. An individual transcript detailing all course work attempted, hours earned, and computation of three GPAs (institutional, transfer, and overall) constitutes the student’s permanent academic record. Other student records stored include the admission application, admission test scores, transcripts from institutions previously attended, and various data change forms.

Armstrong follows the published guidelines established by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and FERPA (Family Education Rights and Privacy Act) for record retention and disposition. Armstrong Atlantic publishes policies on the confidentiality of records in the official student handbook, Students Illustrated, and in the undergraduate and graduate catalog.

