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# North Georgia College & State University

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Graduate Bulletin  
Summer 2008 – Spring 2010 Revised

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*This revision applies to first-time and transfer students entering NGCSU summer 2009, fall 2009, or spring 2010 and former returning students who have not been enrolled in the 18 months prior to their re-enrollment.*

*This bulletin is your guide to  
North Georgia College & State University's Graduate Studies.  
For clarification and additional information about any portion of this publication,  
contact:*

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North Georgia College & State University  
Dahlonega, GA 30597  
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[www.ngcsu.edu](http://www.ngcsu.edu)*

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# ***Important Public Information Statements***

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## **Limitation on Institutional Liability**

The statements set forth in this bulletin are for informational purposes only and should not be construed as the basis of a contract between a student and the institution.

While the provisions of this bulletin will ordinarily be applied as stated, North Georgia College & State University reserves the right to change any provision listed in this bulletin, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of Academic Affairs. It is especially important that students note that it is their responsibility to keep themselves apprised of current graduate requirements for their particular degree programs.

## **Students Rights and Responsibilities**

Students are notified of their Family Educational Rights and Privacy Act rights on the NGCSU website at [www.ngcsu.edu](http://www.ngcsu.edu).

NGCSU designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participating in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The University may disclose any of those items without prior written consent, unless the student submits a written request to suppress directory information by October 1 of each year.

Under the Higher Education Act of 1965 and its amendments, North Georgia College & State University also is required to disclose institutional and financial assistance information to students. This information is available from the Student Financial Aid Office, on the Internet under Admissions/Enrollment on the University's website at [www.ngcsu.edu](http://www.ngcsu.edu).

## **Campus Security**

The campus of North Georgia College & State University is considered to be one of the safest in the nation. In compliance with the Crime Awareness and Campus Security Act of 1990, the University has established statements of campus security policies and regularly publishes its crime statistics. This information may be obtained by writing the Office of Public Safety, NGCSU, Dahlonega, GA 30597. E-mail: [publicsafety@ngcsu.edu](mailto:publicsafety@ngcsu.edu), website: [www.ngcsu.edu/resource/pubsafe/index.htm](http://www.ngcsu.edu/resource/pubsafe/index.htm).

The use of tobacco in any form is restricted on the University campus and at the Pine Valley recreation area, with smoking permitted only in designated areas. Alcohol is permitted only by special approval for sponsored events at Pine Valley and at the Alumni Center, and students must have identification proof that they are at least 21 years of age to participate.

## **Civil Rights and Equal Employment Opportunities**

No person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits for, or otherwise be subject to discrimination under any program or activity conducted by North Georgia College & State University. The University complies with the Civil Rights Act of 1964 and is an Affirmative Action/Equal Employment Opportunity institution in compliance with applicable federal

and state law and regulations, and the policies of the Board of Regents of the University System of Georgia.

### **Student E-mail**

Upon admission to North Georgia College & State University, each student is provided with a student e-mail account. Student e-mail is the official channel of communication between the University and its students. It is the responsibility of the student to periodically monitor his/her student e-mail account and be aware of the information sent by the University. Lack of knowledge that results from failure to monitor University e-mail communications will not excuse students from complying with University policies, procedures and/or deadlines and will not be considered grounds for appeal for relief from those policies, procedures and deadlines.

## ***General Information***

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North Georgia College & State University is a co-educational, liberal arts university, as well as the Military College of Georgia. It is a state-supported senior unit of the University System of Georgia under the direction of the State Board of Regents. North Georgia College & State University is located in Dahlonega, Georgia, approximately one hour north of Atlanta via Highway 400 and a 30-minute drive west of Gainesville via Highway 60. The city of Dahlonega is nestled in the foothills of the Blue Ridge Mountains and is a popular tourist site. Dahlonega was the location of our nation's first major gold rush and is the former home of the U.S. Mint.

### **History**

Following the Civil War, the abandoned U.S. Mint property was given to the state of Georgia for educational purposes, thus the birth of what is now North Georgia College & State University. Originally named North Georgia Agricultural College, the institution was established in 1873 as a land-grant school of agriculture and mechanical arts, particularly mining engineering. As area gold mining resources were depleted and agricultural education was assumed by the University of Georgia, the mission of NGCSU evolved into one emphasizing arts and sciences. The school was renamed North Georgia College in the summer of 1929. The institution received university status in 1996 and was given the name North Georgia College & State University.

### ***Mission Statement***

North Georgia College & State University develops and educates leaders through strong liberal arts, pre-professional, professional, and graduate programs. North Georgia College & State University is proud to be designated by the Board of Regents of the University System of Georgia and by the Georgia General Assembly as the Military College of Georgia and distinguished as a leadership institution of Georgia.

North Georgia College & State University provides an environment of academic excellence that develops leaders who respect all people, maintain high ethical standards, continue intellectual and personal growth, and serve the community, the state, the nation, and the world.

This mission is founded upon the following core values:

**Courage** – demonstrating the individual and institutional character required to translate thought into action under adverse or challenging conditions,

**Integrity** –cultivating in ourselves and in others the willingness and steadfastness to act honestly and ethically,

**Loyalty** – being faithful to the mission of the university,

**Respect** – acknowledging the dignity and worth of all beings and preserving the richness of our cultures and ecology,

**Service** – giving of oneself to enhance the life and richness of the university and all of its members, as well as the larger community,

**Truth** – searching for and honoring truth as it relates to academics, individuals, self, and society, and

**Wisdom** – making sound decisions in complex or ambiguous situations based on accumulated knowledge and experiences.

### ***Learning Outcomes***

Academic studies at North Georgia will lead to earning a degree within a specific discipline, determined by the major you choose. In the process students will learn ways of knowing and

ways of being, called learning outcomes. These learning outcomes will be integrated into academic work in both the core curriculum and major programs, and they will be integrated within the wide array of co-curricular activities offered by North Georgia.

The faculty and staff at North Georgia believe the following learning outcomes should characterize our graduates:

- The student will communicate effectively using multiple literacies and forms of expression. Over the course of learning experiences at North Georgia, these skills will be gained through activities involving writing, speaking, multi-media, technology, and cross-cultural dialogue.
- The student will demonstrate analytic, contextual, and holistic thinking. Activities requiring the use of argument, quantitative reasoning, diverse viewpoints, problem solving, and research will help develop these skills.
- The student will engage in integrative learning. Instructors and advisors will guide students in learning how to make connections across courses, disciplines, and co-curricular activities and to make connections between liberal arts and professional fields, through activities such as experiential and academic learning, advanced integrative projects, and culminating work.
- The student will reflect critically and take informed action individually as a citizen. Through course work and co-curricular activities students will learn to analyze issues, to consider their own role and the role of competing values in these issues, and to contextualize them within real-life perspectives.
- The student will analyze ethical interactions in local and global communities. Learning experiences at NGCSU will involve examining a student's own values and bases for choice, considering questions in their chosen field, and participating in group decision-making. These experiences will shape the student's ideas about the role of civic values in a diverse democracy.

### ***Information Literacy***

NGCSU Graduate Programs expect a sophistication of information literacy skills from graduate students. Educating students to become *informed leaders* is central to information literacy theory, the mission of the institution, and to society. The five information literacy competency standards identified by the Association of College and Research Libraries (2000) are the learning outcomes that form the basis for the NGCSU Quality Enhancement Plan (QEP):

- The information literate student determines the nature and extent of the information needed.
- The information literate student accesses needed information effectively and efficiently.
- The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system.
- The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose.
- The information literate student understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally.

### ***Technological Literacy***

NGCSU Graduate Programs expect a sophistication of technology skills from graduate students for the purposes of communication and scholarly activity. Therefore, incoming graduate students are expected to have competency in six basic skills:

- Students should be able to engage in electronic collaboration using E-mail, e-mail attachments, and listservs.
- Students should be able to create structured electronic documents using word processing programs and basic Web page editors.
- Students should be able to produce technology-enhanced presentations.
- Students should be able to use appropriate electronic tools for research and employ wise judgment as to the validity and usefulness of electronic sources and their content.

- Students should be familiar with and adhere to major legal, ethical, and security issues in information technology such as privacy, copyright, plagiarism, citing sources, "netiquette," hacking, hoaxes, and viruses.
- Students should have a working knowledge of computer hardware, software installation, troubleshooting, and file management.

Although these proficiencies are common expectations of all graduate programs, individual programs may have other expectations. To acquire technological literacy, students may enroll in basic computer science courses available through NGCSU's Office of Continuing Education or through its undergraduate programs.

### ***Accreditation and Memberships***

North Georgia College & State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the associate, bachelor, master, and educational specialist levels. The Commission may be contacted by mail at 1866 Southern Lane, Decatur, GA 30033-4097, or call (404) 679-4500. The University is an accredited member of the Association of Military Colleges and Schools, and the Georgia Association of Colleges and Employers.

North Georgia College & State University's master of science with a major in nursing degree is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33<sup>rd</sup> Floor, New York, NY, 10006; telephone 1-800-669-1656, ext. 153. The University's teacher education programs are accredited by the National Council for Accreditation of Teacher Education, 2010 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036-1023; telephone 202-466-7496, and are approved by the Georgia Professional Standards Commission (Two Peachtree Street, Suite 6000, Atlanta, Georgia 30303-3141). The master of science in physical therapy degree is accredited by the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314-1488; telephone 703-706-3245. The master of science degree in community counseling is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), 1001 North Fairfax Street, Suite 510, Alexandria, VA 22314, (703) 535-5990.

The Board of Regents of the University System of Georgia approved the creation of the Consortium Doctorate of Physical Therapy led by the Medical College of Georgia with North Georgia College & State University and Armstrong Atlantic State University. With approval by the Commission on Accreditation for Physical Therapy Education (CAPTE), each of the institutional partners offers all of the course work leading to the doctoral degree (DPT) by using their existing faculty, facilities, and resources, while the Medical College of Georgia acts as the degree granting authority.



# ***Student Services***

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## ***Academic Advising***

The dean of the appropriate school is responsible for naming the general advisor for graduate students in his/her school. A student is advised by the head of the major department or by professors appointed as academic advisors. A new student seeking an advisor should report to the appropriate school where the student will be assigned an advisor.

Academic advisement is a process-oriented, interactive professional relationship between advisor and advisee. It is viewed as process-oriented because it involves the developmental stage of career exploration of the advisee, followed by a course of action that includes discovery, knowledge, timeliness, and precision on the part of both advisor and advisee. Both parties are responsible for the success of the relationship, as follows:

An advisor is expected to

- respect advisees,
- have knowledge of the curriculum and advisement issues related to the program,
- be efficient and accurate when completing programs of study,
- help advisees explore their academic progress,
- assist advisees with career choice(s), and
- be available for advisement throughout the academic year, including prior to and during pre-registration.

An advisee is expected to

- respect the advisor,
- read and apply the information in the Graduate Bulletin,
- make and keep appointments with the advisor,
- be prepared for appointments with the advisor, and
- engage in exploration of career choice.

## ***Student Disability Resources***

North Georgia College & State University is committed to the full inclusion of individuals with disabilities and to the principle of individual rights and responsibilities. To that end, the policies and procedures of NGCSU reasonably ensure that a person with a disability is not, on the basis of that disability, denied full and equal access to academic programs and co-curricular activities and is not subjected to discrimination in such programs and activities.

The policies for access by individuals with disabilities at NGCSU are designed to ensure full compliance with all pertinent federal and state legislation, specifically to include Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

### ***Procedures for Requesting Accommodations***

A student seeking accommodations has the legal responsibility to request accommodations in a timely manner and to provide the institution with appropriate, current documentation of the disabling condition. Sufficient, advanced notice of a request for accommodation is required in order to give the Office of Student Disability Resources a reasonable period of time to evaluate the request and documentation. A student may submit a request and documentation any time during his or her enrollment at NGCSU, but no action based on the request and documentation is retroactive.

To receive disability accommodations at NGCSU, a student must comply with the procedures listed below:

- Be officially admitted to NGCSU
- Register with the Office of Student Disability Resources
- Submit current, written documentation from appropriate professional personnel, which is subject to verification by NGCSU

Approval of reasonable accommodations will be made on a case-by-case basis on the justification contained in the written documentation provided by the student.

Students who believe they have experienced discrimination on the basis of a disability can seek resolution through grievance procedures established by North Georgia College & State University. These procedures are clearly outlined in the publication *Academic Program Access for Students with Disabilities* which is posted on the NGCSU Web site under services provided by the Office of Student Disability Resources and is also available in all departments.

<b>Contact:</b>	Coordinator, Student Disability Resources
<b>Location:</b>	122 Barnes Hall
<b>Phone:</b>	(706) 867-2782
<b>Fax:</b>	(706) 867-2882
<b>E-Mail:</b>	<a href="mailto:emcintosh@ngcsu.edu">emcintosh@ngcsu.edu</a>
<b>Web:</b>	<a href="http://www.ngcsu.edu/Learning/ATallant/disaccom.shtml">www.ngcsu.edu/Learning/ATallant/disaccom.shtml</a>

### ***Counseling and Psychological Services***

North Georgia College & State University offers to all students personal, academic, and career counseling services. Students are encouraged to seek the assistance of a counselor for assistance in solving a range of personal and professional problems. Contacts with the Student Counseling Office are strictly confidential within the guidelines of state and federal laws. Office staff will be glad to talk to parents/faculty/friends about concerns they have about a student and what help the office might be able to provide. However, information about a student can be released only if this office has a release signed by the student.

<b>Contact:</b>	Office of Counseling and Psychological Services
<b>Location:</b>	210 Barnes Hall
<b>Phone:</b>	(706) 864-1819
<b>Web:</b>	<a href="http://www.ngcsu.edu/Stu_Lif/StdntDev/index.htm">www.ngcsu.edu/Stu_Lif/StdntDev/index.htm</a>

### ***Library Services***

The new 88,000 square foot library is located at the entrance to the campus of North Georgia College & State University. This rich *learning commons* brings together research services, collections, technology, and faculty & staff expertise from the library, Instructional & Information Technology, the Writing Center, and the Center of Teaching and Learning Excellence. The library provides access to a collection of 200,000 print and electronic books, 40,000+ electronic and print journals, 200+ databases, a government documents collection and over 2,000 media items. The library delivers a broad range of information services that are assessable from both on- and off-campus including interlibrary loan, reserves, and research assistance. The facility provides access to 200+ computer workstations, a wireless network for laptops, printers, scanners, and a variety of other high demand technology in a comfortable and highly collaborative learning environment that is open 90 hours per week and 7 days a week. The library is a member

of GALILEO and SOLINET. The library's website is the gateway to collection and services. Visit it often at [www.library.ngcsu.edu](http://www.library.ngcsu.edu).

### ***Department of Information & Instructional Technology***

Use of computers and related technology is an integral part of a college education. NGCSU recognizes the importance of technology and its role in today's society and makes every effort to ensure that its students are afforded the opportunity to acquire knowledge and skills that will enable them to compete in a world that increasingly relies on technology and information literacy. Upon acceptance to NGCSU, each student is given an e-mail address and a network login ID. These accounts remain active as long as the student is enrolled at NGCSU. Each student is also assigned a BANNER Student Information System ID and PIN that is used for registration, drop/add, accessing academic transcripts, addresses, schedule, fee assessment, account summary, grades, financial aid and Hope scholarship information. Information regarding access to these accounts along with other student computer related information can be found on the "Help Desk" link on the Information & Instructional Technology NGCSU Web page. Students may call the IIT Help Desk at 706-864-1922 with questions regarding these accounts. NGCSU has several fully-equipped computer labs available for student use throughout the daytime and evening hours, including over 200 workstations available in the Library Technology Center. Additionally, NGCSU has a campus-wide wireless network, available in all classroom and administrative buildings and in many outside sitting areas. Wireless access is also available in all residence hall common areas. Wired Internet access is also available from all residence hall rooms.

The IIT Help Desk is available to assist students with their privately owned computers. The Help Desk, funded in part by the student technology fee, is located in the first floor of the Library Technology Center, room 164. The Help Desk provides many services: virus, worm and trojan spyware removal; installation of anti-virus, firewall and security software; general computer repair and updates; hardware diagnostic, installation and replacement; OS rebuilds; assistance installing applications, peripherals and drivers; wireless configuration and training. Students may call the Help Desk at 706-864-1922 or email [helpdesk@ngcsu.edu](mailto:helpdesk@ngcsu.edu) to schedule an appointment for service, or come by the Help Desk location in the Library Technology Center.

### ***Student Health Services***

North Georgia College & State University maintains a Student Health Services facility on the campus for students who have paid the Student Health Fee. Student Health Services is open from 8 AM through 5 PM, Monday through Friday. Treatment is provided for nearly all minor illnesses and injuries that are sustained while school is in session. Other illnesses and injuries are referred to the student's home physician or Chestatee Regional Hospital in Dahlonega or Northeast Georgia Medical Center in Gainesville. Student Health Services cannot assume treatment for a pre-existing condition of any student.

The university assumes no responsibility for injuries received in voluntary or required activities, for the cost of prescriptions not stocked within Student Health Services, for X-ray work, lab work or surgery of any kind, or for the health of students who do not abide by regulations of Student Health Services or the instructions of the university physician. Workers compensation cases and automobile accidents are referred to the student's physician or the emergency room.

# **Admissions**

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## ***Admission Requirements and Procedures***

Application materials may be obtained from the Office of Graduate Admissions or from the NGCSU Web site, [www.ngcsu.edu](http://www.ngcsu.edu). All applicants must pay a one-time, non-refundable application fee, submit a graduate application, NGCSU immunization certificate, and other application materials if required. In order to be considered for graduate admission to North Georgia College & State University, applicants must hold at least a bachelor's degree from a regionally accredited college or university and must meet other program admissions requirements. Graduate admission is program specific. In general, applicants should contact the program of interest before applying for graduate admission.

A letter from the graduate program verifies official acceptance or denial to the university. Students who are admitted but do not enroll within one year of acceptance must reapply. Students who were previously enrolled but have not been in attendance within the last three semesters must also reapply. In addition, currently enrolled students wanting to change graduate programs must reapply to the new program.

All documents and materials submitted to fulfill the application requirements for entry to a program at NGCSU become the property of the university and will not be returned. These materials are kept for one year for incomplete application files; three years for completed and accepted, but not enrolled.

### **International Students**

International students are encouraged to attend NGCSU and should complete the International Application for Graduate Admission. Prospective students are advised to consult with the Office of Graduate Admissions for the most recent requirements regarding financial statements, I-20 and visa forms, resident status, health insurance requirements, scores on English proficiency tests, and employment restrictions.

International applicants whose native language is not English must submit TOEFL or IELTS scores. Minimum acceptable scores on the TOEFL are 550 on the paper version; 213 on the computer version; 79 on the Internet version; or 6.5 on the IELTS. This requirement is waived for international students who have received a degree from an accredited institution in the U.S. or from institutions in countries where English is the primary language.

All official international transcripts must have a foreign credential evaluation done by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. The evaluation must be sent directly from the agency to the Office of Graduate Admissions, North Georgia College & State University, 82 College Circle, Price Memorial Hall, Dahlonega, GA 30597. North Georgia accepts evaluations from Josef Silney & Associates, Inc. and World Education Services (WES).

### **Transcripts**

Applicants to masters level programs must include one copy of an official transcript from each institution of higher education previously attended as part of their applications. Candidates for the Education Specialist Degree, doctoral studies, or post-graduate studies need only submit an official transcript from the institution where their masters' degrees were earned. In cases in which a student is completing a bachelor's or other degree just before beginning graduate study at NGCSU, a final official transcript documenting completion of the degree must be received by the

Graduate Admissions Office at least eight working days prior to the beginning of the student's first semester of enrollment.

### **Entrance Testing Requirements**

Graduate admission may require that the applicant submit qualifying scores on an appropriate entrance exam. These exams are the Graduate Record Exam (GRE), the Miller Analogies Test (MAT), and the Graduate Management Admissions Test (GMAT). Only those scores that are less than six years old will be considered. Student copies of test scores are not considered official. The entrance exam and qualifying score depend on the program the prospective candidate wishes to enter.

### **Immunization Certification Requirement**

An NGCSU immunization certification form, which is a Board of Regents' policy, is required of all applicants, and former returning NGCSU students are required to meet any new immunization requirements.

### **Graduate Admissions Grade Point Average Calculation**

The number of completed grade point average credits is the total of completed units taken for the baccalaureate and all credits taken beyond the bachelor's degree for which students received a letter grade A-F or WF (plus and minus points are not used). If a student repeated a course, both attempts are used for the purpose of calculating the graduate admission grade point average.

### **Second Master's Degree at NGCSU**

A student who wishes to earn a second master's degree must complete all specific course requirements related to the second degree. The program coordinator and the head of the department may recommend to the dean that the number of credits required for the second degree be reduced by up to 30 percent to reflect course content common to both degrees. The student has two options: (1) The student may complete all of the aforementioned requirements and apply for the two degrees to be conferred simultaneously. (2) The student may complete the first degree, apply for its conferral, and then complete the second degree by earning a number of credits in residence after the date of the first degree's conferral that is no less than 70 percent of the number of credits normally required for the second degree.

## ***Georgia ONmyLINE***

Georgia ONmyLINE provides access to a full array of online and distance education offerings from the 35 colleges and universities in the University System of Georgia (USG). For further information visit the website at <http://www.georgiaonmyline.org>. Through this site, prospective and enrolled students can quickly find programs and/or courses that meet their career or degree needs. They can apply for admission to colleges and universities, and once accepted, register for courses. The offerings listed in this site will serve both students who seek fully online solutions for their education needs, as well as on-campus students who seek occasional online formats to meet their content, time, and scheduling needs.

# Academics

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## Academic Guidelines

### Academic Credit

Credits are expressed in terms of semester hours. One semester hour is the credit given for the work associated with one hour of class per week throughout one semester.

The course numbering systems used by NGCSU is such that in general, the first digit of the course corresponds to the level of the class (1000-4999, Undergraduate, and 5000-8999, Graduate). Students must be admitted to graduate studies in order to take courses numbered 5000-8999.

### Grading System

All institutions of the University System of Georgia are on a 4.0 grade point average system. The following grades are approved for use in institutions of the University System of Georgia and are included in the determination of the grade point average.

A	Excellent - 4 quality points per semester hour
B	Good - 3 quality points per semester hour
C	Satisfactory - 2 quality points per semester hour
D	Passing - 1 quality point per semester hour
F	Failure - No quality points
WF	Withdrew - failing; No quality points

The following grading symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

I	This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond the student's control, was unable to meet the full requirements of the course. If an I is not satisfactorily removed within two semesters, the symbol I will be changed to the grade F by the appropriate official. Under special circumstances, this period of time can be increased with the approval of the program coordinator and the dean of the appropriate school.
IP	In Progress This symbol is appropriate for thesis hours and project courses. If an IP grade isn't satisfactorily removed after three semesters, the symbol of IP will be changed to the grade of F by the appropriate university official. Under special circumstances, this period of time can be increased with the approval of the dean.
W	This symbol indicates that a student was permitted to withdraw without a penalty. Withdrawals without penalty will not be permitted after the mid-point of the total grading period except in cases of hardship as determined by the appropriate office of the respective institution.
V	This symbol indicates that a student was given permission to audit this course. Students may not transfer from audit to credit status or vice versa.
NR	Grade not reported by instructor to registrar.

## **Cumulative Grade Point Average**

The cumulative grade point average in each institution of the University System of Georgia will be calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, F or WF has been received into the number of grade points earned on those hours scheduled. The cumulative grade point average will be recorded on the student's permanent record.

## **Institutional Grade Point Average and Repeated Courses**

If a student repeats a course, only the grade of the most recent attempt of the course is used for the purpose of calculating the institutional grade point average. This is the case even if the grade in the most recent attempt is lower than in previous attempts. When the grade in the most recent attempt of a course is lower, this grade is used in addressing graduation requirements. For example, if a student earns a grade of C in a course and upon repeating it earns a grade of D, then the previous credit and the grade of C are not applicable toward meeting graduation requirements.

## **Changes in Grades**

All grade changes must receive the approval of the dean of the appropriate school before the Registrar can record changes.

## **Grade Reports**

Students may view/print final grades from BANNER. Grades will be posted to the web as soon as they are processed by the Registrar's Office. This generally takes place within five working days of the last day of exams.

## **Communication with Faculty Advisor**

The academic advising process is a responsibility shared by the advisor and the student. It is the student's responsibility to communicate with the advisor concerning contemplated changes in class schedule, program of study, or career plans.

## **Class Schedule Changes**

Class schedule changes must be made during the first five days of the fall semester and the first five days of the spring semester. The final day for changing a schedule will vary during summer sessions. Students should consult the university calendar for this information. Schedule changes should be made only after careful consultation with the academic advisor. Students are held responsible for unauthorized changes in schedules. Such changes may result in loss of credit. After the initial period for adjusting class schedules, a withdrawal from a class will result in the assignment of a grade of W (withdraw without penalty) or WF (withdraw failing) as determined by the instructor. The University System of Georgia regulations require that students being withdrawn from classes after midterm receive the grade of WF. Instructors may request the Office of Academic Affairs approve a grade of W after midterm in cases of extenuating circumstances.

## **Course Schedules and Course Numbering**

The University makes every effort to maintain the schedule of courses as announced in its bulletin. However, the University reserves the right to withdraw courses, change instructors, or change the schedule of classes at any time without previous announcement.

All students should beware of enrolling in courses that they have previously taken. The final responsibility for non-duplication of courses rests with the student. Students may not retake a co-listed course for graduate credit if undergraduate credit for the same course has been earned during the previous three years.

### **Course Load**

A graduate student who is registered for nine semester hours or more for one term is classified as a full-time student.

### **Time Limit, Residence Requirement**

In any graduate program all work submitted for a degree (including the comprehensive examination) must be completed within a continuous six-year period. It is expected that the student will complete the program with reasonable continuity. Students called into military service, stricken by serious illness, or the like may apply for an extension of time.

Former NGCSU graduate students who have been absent from a program for 18 months or more will reenter under the graduate bulletin that is currently in effect.

### **Transfer, Transient, Extension and, Correspondence Credit**

In order to earn a master's degree at NGCSU, a student must earn a minimum of 24 hours of credit in residence applicable toward the degree. Some programs may require a higher number of credits in residence; consult the transfer-credit policy for the specific program. Credits may be transferred from another regionally accredited institution subject to the following conditions: (1) work already applied toward another degree cannot be accepted; (2) work must have been completed within the six-year period allowed for the completion of degree requirements; (3) work must have been applicable toward a graduate degree at the institution where credit was earned; (4) work offered for transfer must have the approval of the student's advisor, the program coordinator, and the dean of the appropriate school; (5) acceptance of the transfer credit does not reduce the residence requirement stated above; (6) any graduate student may apply to the dean of the appropriate school in writing for authorization to complete certain courses at another college or university as a transient student by submitting a Transient Permission Form. Transient student permission will not be granted to students on academic notice, probation, or suspension, or for the purpose of repeating courses.

### **Change of Program**

Currently enrolled students wanting to change graduate programs must reapply to the new program. Students should consult with the program coordinator of the new program to determine the supporting application materials that must be resubmitted (i.e., letters of recommendation).

### **Graduation**

Students who anticipate completing all degree requirements must apply for graduation through the Registrar's Office during the first week of their final semester of course work. A graduation fee should be submitted to the Business Office of the University. Cap and gowns are ordered through the NGCSU Bookstore. Students are expected to attend the graduation exercises at which their degrees are to be conferred. No students will be issued diplomas or transcripts of credits if they are in default of any payments due the University.

### **Code Of Conduct**



The standards of conduct expected of North Georgia College & State University students are basically those prevailing in any well-ordered society composed of intelligent, moral people. In terms of disruptive behavior, the Board of Regents of the University System of Georgia has stated that any student who, acting singularly or in concert with others, obstructs or disrupts, or attempts to obstruct, or disrupt, by force or violence, or by threat of force or violence, any teaching, research, administrative, disciplinary, public service or any other activity authorized to be held or conducted on the campus of North Georgia College & State University or on any campus of the University System of Georgia shall be subject to immediate dismissal. The words force and violence shall be construed to include such obstructive and disruptive acts as stand-ins, sit-ins, and lie-ins.

Any student who remains in or refuses to vacate any building on the campus of North Georgia College & State University or on the campus of any institution within the University System of Georgia at a time when such building is normally, usually, and customarily closed to students, and after having received notice to vacate from the president of the institution or other officer charged with the custody and control of the building, shall be subject to immediate dismissal.

### ***Appeal of Grades Obtained in Graduate-Level Courses***

The procedure for student complaints concerning faculty-grading practices will be as follows:

1. Students are encouraged to attempt to resolve grade complaints directly with the instructor. If this attempt fails, student complaints are directed through the program coordinator and, if necessary, through the appropriate academic dean to the faculty member involved.
2. In instances that cannot be resolved at the program or school level, the complaint will be forwarded to the Associate Vice President for Academic Affairs for consideration.
3. Students must notify the Office of Academic Affairs **in writing** of the intention to appeal grades. This notification must be received **within 30 days** of the issuance of the grade(s), or the right to appeal is forfeited.
4. The faculty pool for the Grade Appeal Committee will be chosen in the following manner:
  - a. Each year, a pool of faculty members with representation from each graduate academic program department will be selected. When a student grade appeal is submitted to the Vice President for Academic Affairs, three faculty members will be selected to serve as a Student Grade Appeal Committee for that particular appeal. A committee chair and a recording secretary will be designated.
  - b. Faculty from the same program as the instructor(s) involved in the appeal will not serve on the committee. Faculty from the student's program will not serve on the committee.
  - c. Faculty who are potentially biased against or in favor of the student or the involved instructor(s) will not serve on the committee.
  - d. The aggrieved student and each involved instructor may strike one member from the panel without prejudice.
5. The committee functions in the following manner:
  - a. Prior to the hearing, the committee will investigate the circumstances of the appeal, allowing the student, the involved instructor(s), and the program coordinator to present their cases in writing. If the program has a grade-appeal process, the program committee will also submit, in writing, a summary or documentation from the program's hearing process.
  - b. The committee will schedule a hearing, making every conceivable effort to identify a date, time, and place when the student and instructor can attend.
  - c. During the committee hearing, both the student and the involved instructor(s) will be allowed to present their cases. The student and the instructor have the option of addressing the committee in person or providing the committee with a written statement of appeal in lieu of appearing in person. Both the student and the instructor(s) may name other individuals with relevant, first-hand information to address the panel in person or in writing.

- d. If the student chooses to address the committee in person, he/she has the privilege of bringing one advisor, selected from the faculty, staff, or student body, to the meeting. The advisor is not allowed to address the committee or to ask questions of committee members during the meeting. The student is allowed, during the meeting, to confer privately with the advisor.
- e. If the instructor (and, if applicable in clinical or internship situations, the clinical instructor or on-site supervisor) additionally chooses to address the committee in person, he/she may bring one advisor, selected from the faculty or staff, to the meeting. The advisor is not allowed to address the committee or ask questions of committee members or any other attendee during the meeting. The instructor is allowed to confer privately with the advisor during the meeting.
- f. The student and the instructor(s) have the right to remain in the room while testimony is being given. All oral testimony will be tape-recorded.
- g. If the student chooses to provide the committee with a written statement of appeal in lieu of appearing in person, the student will be required to submit a signed statement indicating that he/she has chosen not to meet with the committee.
- h. If there are follow-up questions from the committee, they will be mailed to the student or instructor, along with a request that they be answered in writing and promptly submitted.
- i. After considering all information relating to the appeal, the committee will formulate recommendations based on the decision of the majority.
- j. The chair will forward a record of the hearing and a recommendation to the Office of the Vice President for Academic Affairs.
- k. The Vice President for Academic Affairs will review the recommendation. It will be the responsibility of the Vice President for Academic Affairs to render a decision in the case, whereupon the student, the program coordinator, and the faculty member shall be advised in writing. If circumstances warrant, the Vice President for Academic Affairs shall have the authority to change a student's grade upon recommendation of the committee.
- l. In the event the student wishes to appeal the decision of the Vice President for Academic Affairs (VPAA), he/she may direct his/her appeal *in writing* to the President within **five** business days from the receipt of the letter sent by the VPAA. The decision of the President shall be final and binding.

### ***Dismissal Of A Student From Graduate Studies***

1. Students dismissed from the University and one of its graduate programs shall have the right to appeal.
2. Students are encouraged to attempt to resolve appeals through the program coordinator and, if necessary, through the appropriate academic dean.
3. In instances that cannot be resolved at the program or school level, the appeal will be forwarded to the Associate Vice President for Academic Affairs for consideration.
4. Students must notify the Office of Academic Affairs **in writing** of the intention to appeal the dismissal. This notification must be received **within 30 days** of the notification of dismissal, or the right to appeal is forfeited.
5. The appeal will be heard as soon as possible so that, if the appeal is successful, the student will be readmitted to the program, with a minimum of interruption. However, the student will not be allowed to enroll while his/her appeal is pending.
6. The members of the Dismissal Appeal Committee will be the Chair of the Graduate Council and all of the graduate program coordinators, with the exception of the graduate program coordinator for the program from which the student was dismissed.
7. The committee functions in the following manner:
  - a. Prior to the hearing, the committee will investigate the circumstances of the appeal, allowing the student and the program coordinator to present their cases in writing. If the program has a dismissal-appeal process, the program committee will also submit, in writing, a summary or documentation from the program's hearing process.

- b. The committee will schedule a hearing, making every conceivable effort to identify a date, time, and place when the student and instructor can attend.
- c. During the committee hearing, both the student and the program coordinator will be allowed to present their cases. The student and the program coordinator have the option of addressing the committee in person or providing the committee with a written statement of appeal in lieu of appearing in person. Both the student and the program coordinator may name other individuals with relevant, first-hand information to address the panel in person or in writing.
- d. If the student chooses to address the committee in person, he/she has the privilege of bringing one advisor, selected from the faculty, staff, or student body, to the meeting. The advisor is not allowed to address the committee or to ask questions of committee members during the meeting. The student is allowed, during the meeting, to confer privately with the advisor.
- e. If the instructor (and, if applicable in clinical or internship situations, the clinical instructor or on-site supervisor) additionally chooses to address the committee in person, he/she may bring one advisor, selected from the faculty or staff, to the meeting. The advisor is not allowed to address the committee or ask questions of committee members or any other attendee during the meeting. The instructor is allowed to confer privately with the advisor during the meeting.
- f. The student and the instructor(s) have the right to remain in the room while testimony is being given. All oral testimony will be tape-recorded.
- g. If the student chooses to provide the committee with a written statement of appeal in lieu of appearing in person, the student will be required to submit a signed statement indicating that he/she has chosen not to meet with the committee.
- h. If there are follow-up questions from the committee, they will be mailed to the student or program coordinator, along with a request that they be answered in writing and promptly submitted.
- i. After considering all information relating to the appeal, the committee will formulate recommendations based on the decision of the majority.
- j. The chair will forward a record of the hearing and a recommendation to the Office of the Vice President for Academic Affairs.
- k. The Vice President for Academic Affairs will review the recommendation. It will be the responsibility of the Vice President for Academic Affairs to render a decision in the case, whereupon the student, the program coordinator, and the appropriate dean shall be advised in writing.
- l. In the event the student wishes to appeal the decision of the Vice President for Academic Affairs (VPAA), he/she may direct his/her appeal *in writing* to the President within **five** business days from the receipt of the letter sent by the VPAA.
- m. If the student is not satisfied by the final decision of the President, he/she may apply to the Board of Regents for a review of the decision. The application for review must be submitted in writing to the Board's office of Legal Affairs within a period of twenty days following the decision of the President. It shall state the decision complained of and the redress desired.

## ***Academic and Professional Integrity Policy***

### **Preamble**

North Georgia College & State University is dedicated to providing an educational climate characterized by integrity. Academic integrity, in particular, must be the cornerstone of an institution of higher learning and must pervade all segments of the NGCSU community. Furthermore, academic integrity is the mutual responsibility of the various constituencies (students, faculty, staff, and administration), which compose the University. At the graduate level, academic professional programs are further committed to uphold the standards of Professional integrity as often outlined by Professional Codes of Ethics.

## **Honor Code of NGCSU**

The honor code, "On my honor, I will not lie, cheat, steal, plagiarize, evade the truth, conspire to deceive, or tolerate those who do" reflects NGCSU's commitment to academic and professional integrity.

### **Distribution**

The Academic and Professional Integrity Council recommends that the honor code be placed on all syllabi and in graduate program student handbooks. The absence of the honor code statement on the syllabi or an assignment or the absence of a student's signature in no way releases the student from his/her responsibility to know, understand, and follow the University's honor policy.

### **Academic Integrity Defined**

The following regulations define the concept of academic integrity and should be useful in determining standards and attitudes appropriate for optimal intellectual functioning.

1. A student shall not receive or give assistance not authorized by the instructor in the preparation of any assignment or examination included in an academic course.
2. A student shall not take or attempt to take, or otherwise procure in an unauthorized manner, any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll book.
3. A student enrolled in a course shall not sell, give, lend or otherwise furnish to any unauthorized person material, which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the instructor.
4. A student shall not plagiarize. Themes, essays, term papers, tests, and other similar requirements must be the work exclusively of the student submitting them. When direct quotations are used, they must be so indicated, and, when ideas of another are incorporated in the paper, they must be appropriately acknowledged.
5. A student shall not resubmit his/her graded material from other courses or from previous assignments for a current assignment without permission of the instructor.

### **Professional Integrity Defined**

A professional is one who willingly "adopts" and consistently applies the knowledge, skills, and values of a chosen profession. Integrity may be the most appropriate word used to describe the person who willingly and consistently acts in accordance with social standards or moral values of society. Professional integrity thus defines the professional who consistently and willingly practices within the guidelines of the mission of a chosen profession, under the obligation of a Code of Ethics. The following rules and principles define the concept of Professional Integrity:

1. A student shall not violate the provisions of the Code of Ethics prescribed or adopted by the relevant graduate program.
2. A student shall not lie to or otherwise deceive instructors, peers, internship supervisors, or clients.
3. A student shall not show disregard for the well being, safety, or dignity of clients, peers or supervisors.
4. A student shall not misuse resources of the university or any agency for which the student is conducting an internship, clinical experience, etc.
5. A student shall not misappropriate the work of others or claim it as his/her own work
6. A student shall comply with the policies and regulations of the program and any agency for which the student is conducting an internship, clinical experience, etc.

### **Graduate Academic & Professional Integrity Council**

The Academic and Professional Integrity Council shall be composed of ten faculty members drawn from and representative of departments that house graduate professional programs appointed by the Leadership and Appointments Committee and twelve student members--two from each of the departments that house graduate professional programs--appointed by the Vice President for Student Affairs. The Associate Vice President for Academic Affairs shall serve as the permanent chair. Committee members shall be appointed for two-year terms which will be staggered to insure continuity.

### **Policies and Procedures**

The policies and procedures regarding academic integrity at NGCSU are herein described. The absence of an integrity code statement on an assignment, the absence of a written honor pledge on an assignment, or the absence of a student's signature in no way releases the student from his/her responsibility to know, understand, and follow the University's honor policy.

In certain graduate school programs there are Professional Codes of Ethics and Conduct and/or accreditation requirements in which standards for academic and professional integrity are established through departmental procedures. Graduate students of these programs are referred to their departmental office for the appropriate publication (programmatic Student Handbook, graduate bulletin, etc.) that addresses the policies and procedures for violation of both academic and professional/conduct integrity issues. In each such program, there are approved parallel processes for addressing Violations of the University Academic Integrity Policy. These departmental policies and procedures have been evaluated for appropriate attention to "due process" and other standards, and have been approved by the Office of Academic Affairs for operation within that particular program. If a student wishes to appeal the departmental decision regarding academic or professional integrity violations, the appeal should be sent directly to the Vice President of Academic Affairs.

### **Violations of the Academic & Professional Integrity Policy**

In cases where the student's graduate program procedure is not outlined within the department or in cases where the student has exhausted the procedure within his/her program, students are to follow the policy and procedures outlined below.

In any instance in which a faculty member or a student has information about an infraction of the Graduate Academic & Professional Integrity policy, such individual is obligated to notify the course instructor of the course in which the suspected violation occurred. If the instructor concludes that a violation of the Graduate Academic & Professional Integrity Policy has occurred, he/she will penalize the student and file an incident report with the Graduate Academic & Professional Integrity Council. The instructor will furnish a copy of the completed report to the student and will request that the student sign the report as an indication that the student is aware of the contents of the report.

A student wishing to appeal an instructor's conclusions or penalties has seven calendar days from the date on which the incident report is received by the student to notify the Office of Academic Affairs. In a situation justifying a formal hearing, the Graduate Academic & Professional Integrity Council will hear the case as soon as it is reasonable to do so. Hearings of the Graduate Grade Appeal committee will never be held if the issue involves academic and professional integrity. In the case in which an instructor has imposed a grade penalty related to an issue of academic integrity, but the instructor has not filed an incident report, the student may submit an appeal to the Associate Vice President for Academic Affairs who will arrange for a hearing in accordance with the procedures described below if the student requests such a hearing.

### **Incident Reports**

Forms for Violation of Graduate Academic and Professional integrity incident report can be found on the NGCSU website. Each filed incident report will be submitted to the Associate Vice President for Academic Affairs, who then submits a copy of the incident report to the Graduate AIC. The Graduate Academic Integrity Council will then review all incident reports. Upon the filing of an incident report, the instructor or the student involved in the alleged violation may request that the Graduate Academic Integrity Council conduct a hearing and notify the Vice President for Academic Affairs. If neither the involved student or faculty member requests a hearing, but the council determines that the case justifies an investigation, the council may choose to conduct a formal hearing at its discretion. If the council chooses not to hold a hearing, then it will be recommended to the VPAA that the instructor-imposed sanction be upheld.

### **Hearings of the Academic & Professional Integrity Plan**

If a hearing is called, the Associate Vice President for Academic Affairs will select three faculty and two students from the Graduate Academic & Professional Integrity Council to be the adjudicatory body; one faculty member of whom shall be designated as the Chair. All six members shall have a vote. Any member of the Graduate Academic & Professional Integrity Panel will disqualify him/herself if his/her personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or the institution. Students from the same graduate program should not be appointed to a hearing of their peers.

At hearings held by the Graduate Academic & Professional Integrity Panel, the student defendant and faculty plaintiff will be afforded all rights required by due process considerations. Hearings before the Graduate Academic Integrity Panel will be closed. Decisions will be rendered by majority vote. During a hearing, it is the Panel's responsibility to determine whether the charged party is guilty or not and, if appropriate, to accept or modify any instructor-imposed sanctions. If the Panel finds the student guilty of a violation of an Academic or Professional Integrity issue, the instructor-imposed sanction will not be lessened or reduced by the Graduate Academic and Professional Integrity Council. The Panel, however, may consider and recommend imposing a more serious sanction following review of the case. If the involved student is found not guilty, the Panel will recommend that the faculty sanction be lifted and the case be considered closed. The final decisions and recommendations of the Panel will be submitted to the Vice President for Academic Affairs.

### **Sanctions and Other Recommendations**

Following a decision of guilt, the Graduate APIC will discuss whether to uphold or modify the instructor-imposed sanction. All five members will discuss their recommendations for sanction; the three faculty members shall determine the sanction by vote. The Graduate AIC will then make its recommendation for sanction to the Vice President for Academic Affairs. The Vice President for Academic Affairs will have the ultimate responsibility for meting out sanctions. These sanctions will also be communicated to the aggrieved parties in the case and made a part of the public record of the University. Possible sanctions included, but are not limited to

- Expulsion from the Institution
- Expulsion from the Graduate Program
- Suspension
- Probation
- Reprimand (oral or written)
- Forced withdrawal from course
- Change in course grade
- Assigned work project

### **Appellate Procedures**

The student or the course instructor(s) may appeal a decision of the Graduate Academic Integrity Panel to the Vice President for Academic Affairs and a decision of the Vice President for Academic Affairs to the President. Detailed procedures for such appeals can be found in the North Georgia College & State University Student Handbook and Activities Calendar. Procedures for appeals are specified in the Student Code of Conduct Appellate Procedures and are not limited to cases involving suspension or expulsion.