The Office of Graduate Studies

ACADEMIC CATALOG

2016-2017

Edited and updated 8/14/16

Table of Contents

Academic Rights and Responsibilities

Post-baccalaureate and Master's Level Rigor

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DDEF‚!(2(!G/. 0/1; !)7!G‚5*)50!1GG/. 61‖H8!3F‚!2. >3F‚/5!977. :)13). 5!. I!<. ⊬, 0‚7!15*!2:F. . ⊬7! <. ; ;)77). 5!. 5!<. ⊬, 0‚7J!

DDD!EF‚!<‚/3)I): 13‚!)5!5!E‚:F5): 1‖K/)3)50!15*!L)0)31‖<. ; ; >5): 13). 57)7!G‚5*)50!1GG/. 61‖H8!3F‚! 2. >3F‚/5!977. :)13). 5!. I!<. ⊬, 0‚7!15*!2:F. . ⊬7!<. ; ;)77). 5!. 5!<. ⊬, 0‚7J!

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Office of Graduate Studies Academic Catalog of MGA

History of the Office of Graduate Studies

In the spring of 2015, the Board of Regents of the University System of Georgia approved the mission change for Middle Georgia State College, which

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

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

Title IX Coordinator
Frances Marine Davis, University Counsel
Middle Georgia State University
(478) 471-2472

Notice on Admission Guidelines

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

Program Admission Requirements Master of Arts in Teaching Secondary Education with Initial Teacher Certification*

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8. Provide evidence of submitting the edTPA portfolio prior to the end of the semester while enrolled in EDUC 5006 - Practicum II and Seminar.*

9. Complete residency requirements for MGA.

10. Adhere to all policies and codes of personal and professional conduct, which originate with the School of Education, MGA, the GaPSC and associated Local Units of Administration (LUAs).

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(Illegible encoded text)

Units of Administration (LUAs) [school districts] are equally responsible for reporting suspected violations of the Code of Ethics to GaPSC. All educators are mandated reporters and are required to report alleged misconduct. For the educator, failure to report could result in a sanction of the educator's certificate, and for an EPP, failure to report could cause impact the EPP's approval status.

MAT Re-Entry Policy

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

Foundation Course Requirements – Accounting Students Only (a "B" or better is required)

ACCT 2101 Accounting I (3 credit hours) (available online)
ACCT 2102 Accounting II (3 credit hours) (available online)
ACCT 3101 Intermediate Financial Accounting I (3 credit hours)
ACCT 3102 Intermediate Financial Accounting II (3 credit hours)

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

International Applicant Admissions Requirements

Definition of an International Student:

1. You are not a U.S. Citizen or Permanent Resident and are currently in the United States on an F-

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2. Students with VA educational eligibility under the Montgomery/ GI Bill (Active Duty and Selected Reserve), the Post- 9/11 Veterans Education Assistance Act of 2008 (New GI Bill), and the Reserve Educational Assistance Act (REAP).

3. Certain eligible spouses and dependents of veterans who are totally and permanently disabled as a result of military service, those who died while in the military, or those whose death resulted from a military-connected disability.

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

1. Certifying persons for the receipt of VA educational benefits.

2. Monitoring registration and withdrawal and academic progress with reporting as required to the Veterans' Administration.

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

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

Before Applying to a Graduate Program

1. Admission to Graduate Studies differs from undergraduate admission as admission decisions at the graduate level are made by the individual academic departments and requirements vary by program. Review the Program Checklist for all required materials.
2. Before you submit your application, scan unofficial transcripts, etc., and be prepared to send .pdf files to the Office of Graduate Admissions.

3. Request Official Transcripts at least a month before the deadline, which must be received either as a sealed document or accessed by the Office of Graduate Admissions through a secure access code. Official transcripts should be sent to the Office of Graduate Admissions.
4. The Letters of Recommendation are typed letters from academic or professional sources. Be sure to notify references that they will be asked to write a letter for you, and give them at least three weeks to complete the letter. Letters must be signed and then faxed, mailed, or scanned to the Office of Graduate Admissions by the reference.
5. Check the GRE site for test dates and locations. The institutional GRE code is **1602**. Note: The Office of Graduate Admissions accepts GRE scores taken within the past five years.

How to Apply

1) Read all the information above in the <u>Before Applying to a Graduate Program</u>
2) Go to the University site.
3) Go to Academics.
4) Go to Graduate Studies on the navigation bar on the left.
5) Check Deadlines first!
6) Then go to Apply Now on the navigation bar on the left.
7) Follow all instructions on the site.
8) Once you've submitted all materials, return to Apply Now page and select Check

Student Email

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

SWORDS

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

Tuition Rates

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

eTuition rate: This rate applies to all totally online courses and is applied as a per credit hour add-

- Liability Insurance (**$16 per semester**): Nursing students enrolled in clinical programs require professional liability insurance. This fee is nonrefundable.
- Graduation Fee (**$35**): Fee required when applying for graduation.
- Online Course Proctoring Fee: Some online courses require proctored exams for which there is a fee.
- Transcript Fee (**$5**): Waived for graduates of Middle Georgia State College/Middle Georgia State University who apply to Middle Georgia State University graduate programs but required for all if sent to other institutions.

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

- GACE Admissions Assessment: Program Admission (combined test) (**$128**); Program Admission (any two tests) (**$103**); Program Admission (single test) (**$78**);
- GACE Content Assessment: (combined test) (**$193**); (single test) (**$123**);
- Criminal Background Check (**estimated $15**)*
- Georgia Educator Ethics Entry Assessment (**$30**)
- Liability Insurance (**estimated $16**)*
- LiveText Field Experience Edition (**$133**)
- Georgia Educator Ethics Exit Assessment (**$30**)
- edTPA Portfolio (**$300**)

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

Additional Costs of Attendance

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

Refund Policy (Non-Financial Aid)

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

mandatory fees will be made in the event of the death of a student at any time during the academic session.

NO refunds will be made for the following:

- Withdrawal after 60% of the semester is completed

- Failure to withdraw officially

- Suspension or forced withdrawal for disciplinary reasons

- Reduction in hours after the "drop/add" period ends

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

Important note: for AY 2016-2017 no Graduate Teaching Assistantships will be awarded.

Complete guidelines for Graduate Assistantships, which may include Research Assistantships or Teaching Assistantships, can be found in the Graduate Assistantship Handbook in the Appendix of the Office of Graduate Studies Academic Catalog (page 80).

Financial Aid Priority Deadlines

Students applying for financial aid should adhere to these deadline dates to allow for appropriate

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Federal Work Study

This program is designed to provide students with an opportunity to pay part of their educational expenses by working at a part time job. To be employed under this program, students must enroll for at least a half-time course load, show evidence of financial need each semester, and maintain good academic standing while employed under this program. Preference will be given to students with exceptional financial need. Under the Federal Work Study Program students are given the opportunity to work approximately 16 hours per week depending on the award. These funds must be earned. Students must arrange their employment schedule with their assigned supervisors.

Student Assistant Program

This program, sponsored entirely by Middle Georgia State University, employs students on a part-time basis on campus. Financial need is not a determinant. Students must be enrolled for at least six hours to be employed as a student assistant. Under the Student Assistance programs, students are given the opportunity to work approximately 15 to 19.5 hours per week depending on the award. These funds must be earned. Students must arrange their employment schedule with their assigned supervisors.

Financial Aid Policies Governing the Administration of Awards
- Applicants must be accepted for admissions to Middle Georgia State University before financial aid funds can be awarded.
- Applicants for financial aid must be enrolled at the University before financial aid funds can be applied to institutional charges. Applicants must take courses applicable to their program of study.
- Enrollment hours at the University are locked at a designated census date each semester to insure proper reporting of enrollment and accuracy of aid awarded. Students must register for all courses in that semester before the census date to have pro-rated aid adjusted. Coursework added after this date will not be eligible for an adjustment/increase of the student's award.
- Federal Student Loan recipients in graduate programs must enroll and maintain an enrollment of at least 4.5 or more semester hours to be considered half-time. Full time has been designated as 9 semester hours.
- Payment of Awards: Eligible financial aid awards are authorized to the student's Middle Georgia State University account each semester after registering. Students may use these funds to pay institutional charges, i.e. tuition, fees, room, board, and book charges. Student financial aid funds which remain after all MGA obligations have been satisfied are disbursed through Higher One by means chosen by the student. Generally, funds are disbursed three weeks after the end of drop-add and weekly thereafter. The initial refund date will be published each semester.

- Federal Financial Aid regulations require students to begin attendance to be eligible. Therefore, students reported as "no shows" will have their aid adjusted accordingly.
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Per federal regulations, schools are required to review students who received federal financial aid and failed to earn a passing grade in any of the classes. An assessment must be made to determine whether the students earned the non-passing grades while attending classes or stopped attending classes but did not officially withdraw. Students who stopped attending prior to the 60% mark will be subject to a return calculation of their aid.

Financial Aid Satisfactory Academic Progress (SAP) Policy

It is each individual student's responsibility to read and adhere to the Standards of Academic Progress Policy. The policy is in place because the Higher Education Act of 1965 was amended with Program Integrity regulations passed on October 29, 2010 that mandates institutions of higher education to establish a standard of satisfactory academic progress for a student who receives any financial aid. A student's entire academic history at all schools attended including transferrable hours is reviewed at the time of entry and each semester thereafter whether or not Title IV funded aid was received to ensure compliance with the policy. **The financial aid satisfactory academic progress policy should not be confused with Probation or Good Standing as defined by Middle Georgia State University (MGA) academic policies.**

Components

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

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

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

aid. **Major changes are not considered mitigating circumstances for financial aid appeal purposes.**

Students Seeking Subsequent Degrees- Students who already have a degree and are

Financial Aid Appeal Approval

Students may be approved to have financial aid reinstated by either becoming compliant with the SAP standards or submitting a financial aid appeal. Financial aid approval may result in the student being eligible for aid one term with the expectation that the student will be compliant at

does not restore eligibility for financial aid. It remains the responsibility of the student to be knowledgeable of their SAP standard when returning to school after dismissal or choosing not to return because of SAP Suspension.

! Grade changes require students to submit a written request to have SAP recalculated after confirmation has been received that grade change has been posted to academic history.

! Summer Term Courses – all hours attempted and completed in the summer term are treated as any other semester hours in determining SAP status. SAP will be checked following the summer term as well.

! Audit Courses – students are not eligible to receive financial aid for audit courses. Audited courses are not included in hours attempted or earned for SAP determination.

General Academic Policies

Knowledge of the Catalog

College, Department, or Program-Specific Academic Standards

Progression and Academic Standing

Students enrolled in a degree program must maintain a minimum graduate program grade point average of 3.0 for the master's. Students must be in Good Academic Standing to be eligible for graduation.

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

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

1. Good Academic Standing
2. Academic Probation
3. Academic **Suspension**

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The length of Academic Suspension will be a minimum of one term. One term is defined as the Fall, Spring, or Summer term. The Summer term includes all sessions; thus, a student on Suspension is required to sit out all sessions that comprise the Summer term. The student must

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Limitation and Grade Consequences of Withdrawal

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

Faculty Initiated Withdrawal

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

Attendance Policy

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

Grade Reports

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

A	Excellent	4.0	90-100
B	Good	3.0	80-89
C	Unacceptable	2.0	70-79
D	Unacceptable	1.0	60-69

student and then petition to have it replace the course in which a grade of "C" or lower was earned. A finding of academic dishonesty cannot be a condition for petitioning to repeat a graduate-level class. A student who repeats a course will have the cumulative Grade Point Average calculated using the grade from the last attempt. The grade of the first and subsequent attempts that are excluded from the GPA will remain on the student's official permanent record. A course taken to replace a "W" does not count as a "repeated" course.

Student Records

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

Incompletes

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

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Overview of Grievances/Complaints

All students should familiarize themselves with general guidelines for appeals by following this link:

2. With the Vice President of Student Affair's approval, the Student Conduct Officer will convene an Appeals Panel to review the case. No panel member will be from the adjudicated student's school or department of academic major.   A different panel may be appointed for each case.

    After reviewing the case, the panel will prepare a written recommendation for the Vice President of Student Affairs' consideration. The Vice President of Student Affairs will

5) Reverse the finding of guilt and affirm the appeal.

Regents' Appeal

Any student aggrieved by a final decision of the Vice President of Student Affairs or the College President may apply to the Board of Regents, without prejudice to his or her position, for a review of the decision, as provided in the Policies of the Board. Visit the Bylaws of the Board of Regents of the Unive32 (ve) 0.2 (32 0.2 (i) 0g5U) -0.2 y(s) -0.2 term ofGUe32 0(a) 0.2 , a

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working days the instructor shall advise the student by email of the outcome of the course grade review and shall process a grade change if appropriate.

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

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

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

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

trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

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

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

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

randy.spaid@mga.edu

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

School of Ed

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Fall Semester 2017 (12 Credit hours)

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

Spring Semester 2018 (9 Credit hours)

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

Total Hours: 30

Course Descriptions (MAT)

EDUC 5001 - Foundations of Teaching and Learning 3-0-3
Credit: 3 hours
Prerequisites

underperforming subgroup of students. It is anticipated that this presentation will be shared at the professional development school to an audience of high school and higher administrators. A faculty member maintains close supervision. During the high school experience, the edTPA will be completed. The use of technology is required. This course meets state and national standards.
NOTE: This course is non-transferable to a baccalaureate program.
Lecture/Lab: A minimum of 600 clinical hours must be completed.

SPED 5001 - Adolescent Development and Diverse Learning Needs 3-0-3
Credit: 3 hours
Prerequisites: Hold a Pre-Service Certificate and a grade of "B" or better in EDUC 5001, 5002, 5004, 5005, 50**06**
Co-requisite: EDUC 5003

Description: Learners are examined from the standpoint of developmental characteristics; social, cultural, racial, and gender affiliation; socioeconomic status; religious influences; learning styles; first language; special needs; and exceptionalities. Adolescents are also examined from biological, psychological, cognitive, and social perspectives within the tapestry of their families and communities; and through the influences of societal and cultural norms. The use of technology is required. This course meets state and national standards.
NOTE: This course is non-transferable to a baccalaureate program.
Lecture/Lab: 3 hours per week

EDUC 5010 - Intensive edTPA Retake 3-0-3
Credit: 3 hours
Prerequisites: Permission of the Dean of the School of Education and hold a valid Pre-Service Certificate

Description: This field-based course is a supervised clinical experience in an approved instructional setting. edTPA Retake will offer graduate interns additional opportunities to practice and refine teaching skills and for faculty and graduate interns to engage in reflective dialogue about graduate intern strengths, as well as areas for improvement. Additionally, edTPA Retake allows graduate interns to continue to analyze and reflect on teaching effectiveness and apply what they have learned in their preparation programs.
Note: All artifacts and commentaries included in a retake must reflect new planning, instructing and/or assessing for student learning, and must not have been previously submitted to edTPA. Revised or edited versions of previously submitted artifacts and commentaries may not be submitted with one exception – when retaking any portion of edTPA, if the graduate intern can teach the same group of students, the same context information about that group of students may be resubmitted. (SCALE, 2013, p. 1)
A faculty member will maintain close supervision during the clinical experience.
NOTE: This course is non-transferable to a baccalaureate program.
Lecture/Lab: 3 hours per week

Master of Science in Information Technology

Dean: Dr. Alex Koohang
Graduate Program Coordinator, Information Technology: Dr. Kevin S. Floyd

(478) 471-2801, office
(478) 757-2622, FAX
(800) 272-7619, toll-free
kevin.floyd@mga.edu

School of Information Technology

Master of Science in Information Technology Degree Requirements

The MS in IT program requires students to complete 30 hours of graduate coursework. The first 15 hours provide students with knowledge in core information technologies in leadership, strategic planning, and research. Students can then focus on one area of study to enhance their set of skills and knowledge. These areas of study are Information Security and Digital Forensics and Health Informatics. The courses in the program emphasize leadership abilities, critical thinking,

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

Software Development (15 hours)

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

Health Informatics (15 hours)

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

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

Total Hours: 30

Course Descriptions (MSIT)

ITEC 5100 – Current and Emerging Issues in Information Technology 3-0-3
Credit: 3 hours
Prerequisite: Admission to the MSIT program

Description: This course includes an overview of current and emerging issue in the field of Information Technology, technology forecasting and analysis; overview of emerging issues and leading technologies in IT and how they impact information systems, users, the IT labor force and society.
Lecture/Lab: 3 hours lecture each week

ITEC 5110 – IT Leadership and Strategic Planning 3-0-3
Credit: 3 hours
Prerequisite: "B" in ITEC 5100

Description: This course explores various theories and approaches to organizational leadership as well as the role of the leader in the strategic alignment of people, resources and processes to the vision; mission and purpose of the IT organization are addressed. Students study the principles of strategic management and link these principles to both sound theory and best practices.
Lecture/Lab: 3 hours lecture each week

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ITEC 5120–IT Project Management 3-0-3
Credit: 3 hours
Prerequisite: "B" in ITEC 5110

Description: This course will provide a graduate level comprehensive foundation for project management as it applies to information systems development. Students will be introduced to the theory and concepts of project management, and the tools to manage projects with a specific focus on information technology. At the end of this course, students should be able to develop, execute, and control a basic project plan capable of supporting organizational objectives linked to measures of success for a single project.
Lecture/Lab: 3 hours lecture each week

ITEC 5130– Data Analytics 3-0-3
Credit: 3 hours
Prerequisite: "B" in ITEC 5100

Description: This course will focus on current, critical issues in database systems that support the processes of decision-making and management of informational issues. The following issues will be central to student learning: distributed database management; business intelligence

ITEC 6210 – Network and Cyber Security 3-0-3 Credit:

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Description: This course covers on the relationship between software testing and quality assurance with an emphasis on the role of testing in the software development life cycle. Topics include commonly used software testing strategies, testing techniques, software inspection, quality models and measures, quality assurance, defect prevention and process improvement.
Lecture/Lab: 3 hours lecture each week

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

(800) 272-7619, toll-free
francisco.lopez@mga.edu

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

School of Business Mission

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

Core Values

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

Master of Science in Management Program Mission
The Master of Science in Management (MSM) is designed for students with

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advance his or her career to middle an upper level management positions, there are features of the program that members of the following communities will find appealing:

Robins AFB Civilians and Military/Department of Defense Contractors
- Evening classes scheduled at our Warner Robins Campus
- Up to six hours credit awarded for qualifying Defense Acquisition University courses

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

Accounting Students
- Quick completion time; get both undergraduate and graduate degree in 5 years
- Meet 150 hour requirement for CPA examination
- Reduced core classes; more accounting classes to help students prepare for the CPA exam

Business (MSM)
Master of Science in Management

Core Courses (18-21 hours)

- ACCT 5100 - Managerial Accounting (non-Accounting students only) **Credit: 3 hours**
- MGMT 5600- Leadership and Organizational Behavior **Credit: 3 hours**
- MGMT 5200 - Advanced Management Information Systems **Credit: 3 hours**
- MGMT 5300 - Decisi0 50 0 0 Tm BT 50 0 0 504=7988 T31 T7979 ET Q2 Tf [(re) 0.2 (qui) 0.2 (re) 0.

Program Management (10 hours)

Required:

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

Choose two of the following:

- MGMT 6100 - Advanced Project Management **Credit: 3 hours**
- MGMT 6120 - Advanced Logistics Management **Credit: 3 hours**
- MGMT 6130 - Advanced Purchasing and Materials Management **Credit: 3 hours**
- MGMT 6200 - Advanced Continuous Process Improvement **Credit: 3 hours**
- MGMT 6505 - Graduate Management Special Topics **Credit: 3 hours**
- MGMT 6605 - Graduate Management Internship **Credit: 3 hours**

Supply Chain Management (10 hours)

accounting for management planning, control and decision-making. Topics include cost accumulation systems, cost management, budgeting, and capital budgeting. **(Note: this course may not be takey n c-0.20.2 0.2 (e) 0.2 (pi) 0.2 (e) -0.20.2d.2 (tak0.2 (() 0.2 (taky A.2 (tak-0.2 (r)-0.2 (r)**

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

Description: This course provides the student an opportunity to pursue in-depth studies of a topic(s) not covered in existing graduate courses. Nature and scope is determined in consultation with faculty sponsor.
Lecture/Lab: 3 hours per week

ACCT 6605 - Graduate Accounting Internship 3-0-3
Credit: 3 hours
Prerequisites: At least 12 hours graduate level credit AND approval of School of Business Dean

Description: This course provides the student an opportunity to pursue professional work experience in public, private, or not-for-profit accounting organization. The nature and scope is determined in consultation with a faculty sponsor and an internship site coordinator.
Lecture/Lab: 3 hours per week

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MGMT 6100 - Advanced Project Management 3-0-3
Credit: 3 hours
Prerequisites: Acceptance into the program; MGMT 3141 or MGMT 3155 or equivalent

Description:

Six Sigma, Theory of Constraints, and others are covered. A group project helps students understand the real-world constraints and capabilities of applying these theories.
Lab/Lecture: 3 hours per week

MGMT 6505 - Graduate Management Special Topics

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interpersonal interactions. The Middle Georgia State University Student Code of Conduct contains a full description of student rig

Description: This course focuses on the major concepts incorporated into the role of the advanced practice nurses working with adult and elderly clients and families. Emphasis is on health care delivery, patient outcomes, legal and ethical considerations, and professional standards for advanced practice nurses.
Lecture/Lab: 2 hours lecture each week.

NURS 5200 - Advanced Health Assessment/Diagnostic Reasoning 3-3-4
Credit: 4 hours
Co-requisite: NURS 5200L

Description: The course is designed to assist students to refine history taking, psychosocial, cultural, and physical assessment skills acquired during their baccalaureate education. Content focuses on assessment of individuals throughout adulthood and into older adulthood with attention to common conditions encountered in primary care practice. Emphasis is placed on detailed health history taking including ethnic variations, and differentiation, interpretation, and

NURS 5500 - **Research and Evidence Based Practice 3-0-3**
Credit: 3 hours

Description: This course addresses research design, data analysis, and clinical/ethical issues associated with health services research. The course focuses on clinical outcomes research in advanced practice nursing and related disciplines with an emphasis on clinical trial design and testing of theory driven interventions and application of evidenced based practice.
Lecture/Lab: 3 hours lecture each week.

NURS 5600 - Quality/Safety/Improvement Processes 3-0-3
Credit: 3 hours

Description: This course is designed to provide students with knowledge and skills in managing the care of patients with particular attention to delivery of care and patient outcomes. The course will incorporate theory, evidence based practice and strategic management to meet the demands of the evolving healthcare system. Students will use quality improvement concepts to develop and implement processes that will maximize patient outcomes and satisfaction. Considering the dynamics of the healthcare environment, this course focuses on effective and efficient management strategies from various sectors to ensure delivery of safe quality care.
Lecture/Lab: 3 hours lecture each week.

NURS 6200 - **Leadership/Management & Healthcare Policy 3-0-3**
Credit: 3 hours

Description: This course examines leadership and change from various historical, theoretical, and practical perspectives. Core competencies, environmental dynamics, culture, quality improvement, systems thinking are the foundations for this course.
Lecture/Lab: 3 hours lecture each week.

NURS 6400 - Adult/Gerontology Acute Care II 2-12-6
Credit: 6 hours
Prerequisite: NURS 5400
Co-requisite: NURS 6400L

Description: Intermediate adult-gerontology acute care nurse practitioner students, under the supervision of Certified Nurse Practitioners, will focus on the wellness promotion, health maintenance, diagnosis, and management of acute and chronic health conditions for adults and elderly clients in acute and critical healthcare settings. Students will develop algorithms for use in critical reasoning.
Lecture/Lab: 2 hours lecture and 12 hours lab each week.

NURS 6500 -

Description: This course focuses on the incorporation of previous knowledge and integration of the adult/gerontology nurse practitioner role in acute care as students move from novice to expert. Students will integrate the knowledge from previous clinical and didactic experiences to care for persons with acute and chronic health conditions. Students will be expected to incorporate wellness promotion and maintenance, and diagnosis and management for a variety of acute and chronic health concerns for adults and elderly clients.
Lecture/Lab: 2 hours lecture and 15 hours lab each week.

NURS 6600 - Project Management in Healthcare 2- 3- 3
Credit: 3 hours
Co-requisite: NURS 6600L

Description: This course introduces the concepts of efficiency, error, risks, process improvement, and production of healthcare services with an emphasis on quality assurance. Through reflective leadership, organizational analysis and strategic planning students will evaluate the impact of professional norms, policy and competition on organizational strategies.
Lecture/Lab: 2 hours lecture and 3 hours lab each week.

Certificate in Technical Writing and Digital Communication*
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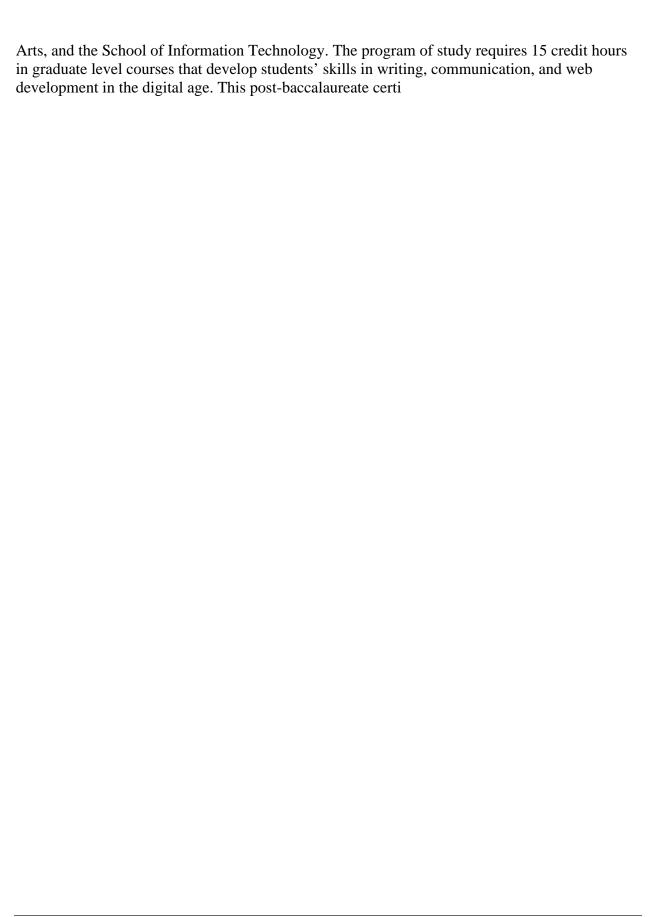
Dean of the College of Arts and Sciences: Dr. Ron Williams
Chair of the Department of English: Dr. Amy Berke
Graduate Program Coordinator, Certificate in Technical Writing and Digital Communication: Dr. Chip Rogers

(478) 471-5366, office
(478) 471-5794, FAX
(800) 272-7619, toll-free
Email!chips.rogers@mga.edu

College of Arts and Sciences
English Department
100 University Parkway
Macon, Georgia 31206

Mission Statement

The cross-disciplinary graduate Certificate in Technical Writing and Digital Communication is offered collaboratively by the Department of English, the Department of Media, Culture, and the

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Arts, and the School of Information Technology. The program of study requires 15 credit hours in graduate level courses that develop students' skills in writing, communication, and web development in the digital age. This post-baccalaureate certi

Appendix

The Office of Graduate Studies

Middle George State University

GRADUATE ASSISTANTSHIP HANDBOOK

Policies and Procedures

2016-2017

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is placed on academic probation, his or her assistantship will be terminated. GAs must enroll in

(14) EQUAL EMPLOYMENT OPPORTUNITY

Middle Georgia State University follows a policy of nondiscrimination in regards to age, race, color, religion, sex, national origin, sexual orientation, marital status, Vietnam Era veterans, and persons with handicaps and disabilities. This policy applies to the awarding of student financial aid and the recruitment, admission, housing, placement, and retention of students, faculty, and staff. The University complies with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964 regarding race, color, national origin, religion and sex discrimination;