



**Spring 2019
Academic Catalog
and
Student Handbook
Addendum**

Clayton State University is a senior unit of the University System of Georgia

PROVISIONS OF THIS PUBLICATION

The Clayton State University Student Handbook & Academic Catalog is designed to provide information about the University's policies, degree programs, course offerings, services, faculty, and facilities. Statements set forth in this publication are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

Information in this addendum is retroactive to January 1, 2019 and any policies or curricular changes that have been updated in this addendum supersede those found in the 2019 Academic Catalog that was released in August 2018.

While the provisions of the Academic Catalog portion of this publication will ordinarily be applied as stated, Clayton State University reserves the right to change any provision listed - including but not limited to academic requirements for graduation - without actual notice to individual students. While every effort will be made to keep students advised about all changes, it is especially important that each student note that it is his or her responsibility to remain apprised of current graduation requirements for particular degree and certificate programs.

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Accreditation and Approvals

Regional Accreditation:

Clayton State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Clayton State University. Direct all other queries about programs, services, or admissions directly to Clayton State University, (678) 466-4000. For more information, visit <http://www.clayton.edu/sacs>.

National Accreditations and Approvals:

- Clayton State's College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB).
- The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation (ADA).
- The Health Care Management Program holds the Association of University Programs in Health Administration Management (AUPHA) full certified undergraduate status.
- The Health and Fitness Management is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Committee on Accreditation for the Exercise Sciences.
- Clayton State University is an accredited institutional member of the National Association of Schools of Music (NASM).
- The Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).
- The Legal Studies and Paralegal Programs are approved by the American Bar Association (ABA).
- ***Effective February 5, 2019, Clayton State University has withdrawn its membership in the Council of the Accrediation of Educator Professionals.***

State or Local Approvals:

- The Nursing Program is approved by the Georgia Board of Nursing.
- The University's teacher preparation program is approved by the Georgia Professional Standards Commission.

Financial Aid Programs:

The University has been approved for the following state and federal programs:

- Veterans Administration Benefits
- Federal Work Study Program
- Federal Student Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- HOPE Scholarship & Grant Program
- Zell Miller Scholarship
- Dual Enrollment Program
- Georgia's HERO Scholarship Program
- Public Safety Memorial Grant

DEGREE PROGRAMS

** Italized degree programs, minors, and pre-professional areas of study in this section represent those that were omitted from the 2018-2019 Academic Catalog*

Clayton State offers several types of degree programs and certificates. Each of these degree programs encompasses a variety of majors, or programs of study. Majors leading to particular degrees are listed below.

Associates Degree Programs

Associate Degree Program	Advising College
A.A. Integrative Studies	Arts and Sciences
A.S. Integrative Studies	Arts and Sciences
A.A. Film Production	Arts and Sciences

Applied Associate of Science Degree Programs and Certificates

Career Program	Advising College
Information Technology (A.A.S.I.T.)	Information and Mathematical Sciences
Paralegal Studies (A.A.S.)	Arts and Sciences
Paralegal Certificate.....	Arts and Sciences

Baccalaureate Degree Programs

Baccalaureate Degree Programs	Advising College
Accounting (B.B.A.).....	Business
Biology (B.S.)	Arts and Sciences
Biology (B.S.) with secondary education.....	Arts and Sciences
Business - General (B.B.A.).....	Business
Chemistry (B.S.).....	Arts and Sciences
Communication and Media Studies (B.A.)	Arts and Sciences
Computer Science (B.S)	Information and Mathematical Sciences
Criminal Justice (B.S.)	Arts and Sciences
Dental Hygiene (B.S.)	Health
Dental Hygiene (B.S.D.H.).....	Health
English (B.A.)	Arts and Sciences
English (B.A.) with secondary education.....	Arts and Sciences
Film Production (B.A.).....	Arts and Sciences
French (B.A.) eMajor.....	Arts and Sciences
Health Care Management (B.S.)	Health
Health and Fitness Management (B.S.)	Health
Health Sciences (B.S.).....	Health

History (B.A.).....	Arts and Sciences
History (B.A.) with secondary education	Arts and Sciences
Information Technology (B.I.T. and B.S.I.T.).....	Information and Mathematical Sciences
Integrative Studies (B.S.).....	Arts and Sciences
Legal Studies (B.S.).....	Arts and Sciences
Liberal Studies (B.A.).....	Arts and Sciences
Management (BBA)	Business
Marketing (BBA).....	Business
Mathematics (B.S.)	Information and Mathematical Sciences
Mathematics (B.S.) with secondary education	Information and Mathematical Sciences
Middle Level Education (B.A.)	Arts and Sciences
Music (B.A.)	Arts and Sciences
Music Education (B.M.)	Arts and Sciences
Nursing - Basic Licensure (B.S.N.).....	Health
Nursing - For Existing R.N.'s (B.S.N.)	Health
Performing Arts (B.A.).....	Arts and Sciences
Philosophy (B.A.)	Arts and Sciences
Political Science (B.S.)	Arts and Sciences
Psychology and Human Services (B.S.)	Arts and Sciences
Sociology (B.S.)	Arts and Sciences
Spanish (B.A.) eMajor.....	Arts and Sciences
Supply Chain Management (BBA).....	Business
Theatre (B.A.).....	Arts and Sciences

Bachelor of Applied Science Degree Programs

Bachelor of Applied Science Degree Programs	Advising College
Administrative Management (B.A.S.)	Arts and Sciences
Homeland Security/Emergency Management (B.A.S.).....	Arts and Sciences
Technology Management (B.A.S).	Arts and Sciences

Minor Programs

Clayton State offers a variety of minor programs for students to enrich the overall educational experiences of students. Minors are not required for graduation, and certain minors are available only to students in specific majors.

In order to graduate with a formal minor that will be noted on the student's permanent record, the student must complete the requirements for the specific minor as stipulated in the online CSU catalog. The major advisor is responsible for reviewing a student's progress in the minor. Students must submit to the Office of the Registrar a minor application along with the degree graduation application by the published graduation application deadline. Minors may only be awarded in conjunction with a baccalaureate degree. Minors will not be awarded after the baccalaureate degree has been posted to the academic transcript.

Minor Program**Accounting**

African American Studies
 Art
 Aviation Administration
 Biology
 Business (for non-Business majors)
 Business Economics
 Chemistry
 Communication and Media Studies
 Computer Science
 Corporate Communication
 Criminal Justice
 Dance
 Education Specialties
 English
 Entrepreneurship & Innovation
 Film
 Film and Entertainment Management
 Finance
 Forensic Science
 French
 Health & Fitness Management
 History
 Homeland Security/Emergency Management
 Information Technology
 Pre-Law
 Marketing
 Mathematics
 Music
 Philosophy
 Physics
 Political Science
 Professional Sales
 Psychology
 Sociology
 Social Work
 Spanish
 Supply Chain Management
 Theatre
 Women's and Gender Studies

**Advising College
Business**

Arts and Sciences
 Arts and Sciences
 Arts and Sciences
 Arts and Sciences
 Business
 Business
 Arts and Sciences
 Arts and Sciences
 Info/Math Sciences
 Arts and Sciences
 Arts and Sciences
 Arts and Sciences
 Arts and Sciences
 Arts and Sciences
 Business
 Arts and Sciences
 Business
 Business
 Arts and Sciences
 Arts and Sciences
 Info/Math Sciences
 Arts and Sciences
 Business
 Info/Math Sciences
 Arts and Sciences
 Arts and Sciences
 Arts and Sciences
 Arts and Sciences
 Arts and Sciences
 Business
 Arts and Sciences
 Arts and Sciences
 Arts and Sciences
 Arts and Sciences
 Business
 Arts and Sciences
 Arts and Sciences

Pre-Professional Concentrations

Clayton State offers a variety of pre-professional concentrations of study for students who anticipate transferring to other institutions to complete degree requirements. Advisors are available within the College of Arts and Sciences assist students in selecting courses appropriate for pre-Dentistry, pre-Engineering, pre-Law, pre-Medicine, pre-Pharmacy, and pre-Physical

Therapy. Students interested in these concentrations of study must be sure to declare a major in an appropriate field while enrolled at Clayton State.

Pre-Dentistry

Students wishing to prepare to enter a professional school of dentistry should select the Biology or Chemistry (B.S.) major and consult with a professional advisor and career mentor.

Pre-Engineering

This concentration of study is designed for students who intend to transfer to Georgia Tech or another university engineering program; students should check with an Engineering advisor about the latest information on transfer programs.

Pre-Law

Law schools do not require a particular major, but institutions accredited by the American Bar Association require that entering students hold a bachelor's degree. Students wishing to prepare for law school should consult a pre-law advisor to determine the best concentration of study to suit their needs. Pre-law students are encouraged to consider Clayton State's bachelor's programs in English, Legal Studies, Integrative Studies or History and the minor program in Philosophy.

Pre-Medicine

Students wishing to prepare for medical school at the Medical College of Georgia or other institutions typically select the Biology (B.S.) or Chemistry (B.S.) major and should consult a professional advisor and career mentor.

Pre-Pharmacy

This concentration of study is designed for students who intend to transfer to another university pharmacy program; students should check with a Pre-Pharmacy advisor about the latest information on transfer programs.

Pre-Physical Therapy or Pre-Physician's Assistant

Students wishing to prepare to enter a professional school of physical therapy or a physician's assistant program should select the Biology (B.S.) major and consult a Biology advisor in the Department of Biology.

Pre-Veterinary Medicine

Students wishing to enter a professional school of veterinary medicine should select the Pre-Veterinary Medicine track of the Biology (B.S.) major and consult a Biology advisor in the Department of Biology.

Master's Degree Programs

Master's Degree Programs	Advising College
Archival Studies (M.A.S.).....	Information and Mathematical Sciences
Business Administration (M.B.A.).....	Business
Clinical/Counseling Psychology (M.S.).....	Arts and Sciences
Criminal Justice (M.S.).....	Arts and Sciences
Health Administration (M.H.A.).....	Health
Liberal Studies (M.A.L.S.).....	Arts and Sciences
Nursing (M.S.N.).....	Health
Teaching Fields in Secondary Education (M.A.T.).....	Arts and Sciences

Post-Master's Certificates

Post-Master's Certificate	Advising College
Family Nurse Practitioner (Post-M.S.N.).....	Health
Human Resource Leadership (Post-M.B.A.).....	Business
International Business (Post-M.B.A.).....	Business
Supply Chain Management (Post-M.B.A.).....	Business

Specialized Programs

Program	Advising College
Chemistry + Chemical Engineering Dual Degree	Arts and Sciences
Computer Science + Engineering Dual Degree	Information & Mathematical Sciences
Integrative Studies + Engineering Dual Degree	Information & Mathematical Sciences
Mathematics + Engineering Dual Degree	Information & Mathematical Sciences
Regents Engineering Pathways Program (REPP).....	Information & Mathematical Sciences
Integrative Studies, Pre-Engineering Concentration (A.S.)	Arts and Sciences
Integrative Studies, Pre-Pharmacy Concentration (A.S.).....	Arts and Sciences

Online Degree Programs

Program	Advising College
Accounting (B.B.A.).....	Business
Administrative Management (B.A.S.)	Arts and Sciences
Archival Studies (M.A.S.).....	Information and Mathematical Sciences
Dental Hygiene (B.S.)	Health
English (B.A.)	Arts and Sciences

French Language and Literature (B.A.)	Arts and Sciences
General Business (B.B.A.)	Business
History (B.A.)	Arts and Sciences
Homeland Security/Emergency Management (B.A.S.)	Arts and Sciences
Information Technology (B.S.I.T.)	Information and Mathematical Sciences
Integrative Studies (B.S.)	Arts and Sciences
Liberal Studies (B.A.)	Arts and Sciences
Logistics and Supply Chain Management (B.B.A)	Business
Management (B.B.A.)	Business
Marketing (B.B.A.)	Business
Master of Business Administration (M.B.A.)	Business
Nusing (RN – BSN, MSN)	Health
Political Science (B.S.)	Arts and Sciences
Spanish Language and Literature (B.A.)	Arts and Sciences
Technology Management (B.A.S.)	Arts and Sciences

ACADEMIC CATALOG

College of Arts and Sciences

Department of Interdisciplinary Studies

Bachelor of Applied Science in Homeland Security/Emergency Management

The Bachelor of Applied Science in Homeland Security/Emergency Management degree programs provides career education and training for individuals seeking to pursue careers and graduate degrees in the areas of Homeland Security and Emergency Management. This program also will provide the training and knowledge necessary to prepare individuals for positions of leadership and management in this emerging field of national importance.

The U.S. Department of Homeland Security has identified the following Federal agencies with missions directly related to national security and readiness for emergencies. These include the following: The United States Coast Guard, Customs and Border Protection, the Federal Emergency Management Agency, the Federal Law Enforcement Training Center, U.S. Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, the Federal Protective Service, the United State Secret Service, the Transportation Security Administration, the Management Directorate, the Sciences and Technology Directorate, the National Protection and Programs Directorate and the Office of Intelligence and Analysis. In addition, many major national and international corporations have developed security and emergency management divisions and operations that offer extensive employment opportunities.

**BACHELOR OF APPLIED SCIENCE IN HOMELAND SECURITY AND EMERGENCY
MANAGEMENT
DEGREE PROGRAM REQUIREMENTS****BAS Program Requirements:**

1. Student must have minimum overall GPA (as defined by Banner) of 2.0 at time of application
2. The student must satisfy one of the three career course requirements prior to being admitted to BAS program:
 - a. Must have an AAS or AAT (Career Associate Degree) from a regionally accredited college or university with 38 transferrable technical or career credit hours
OR
 - b. Must have at least 38 semester credit hours of professional/technical courses from a regionally accredited college or university with a grade of C or higher and 21 of these 38 hours must be in one professional/technical area. If the student has 30-37 professional/technical courses, he/she will need to take additional courses to satisfy the 38 hour requirement; the student's advisor will recommend appropriate courses.
OR
 - c. Must have at least 12 semester credit hours of military courses from the U.S. Military. If the student has less than the 38 transferrable technical/career/military courses, he/she will need to take additional courses to satisfy the 38 hour requirement; these courses can be satisfied from a combination of additional

technical or career courses, military credit and/or lower division academic credit. The student’s advisor will recommend appropriate courses. Please note that students cannot use lower division academic courses to satisfy both the block credit (38 hours) and core curriculum (Areas A-F) requirements. Therefore, students may need to take additional courses to satisfy their core curriculum requirements.

Core Curriculum (Areas A - E)..... 42 hours
 All Core Curriculum requirements for the BAS Homeland Security/Emergency Management degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.

Lower Division Career Courses 38 hours
 Program specific courses are taken as part of the career associate degree at Clayton State University or another institution.

No grades of D in upper-division courses are allowed in the Homeland Security/Emergency Management major. Grades of D are also prohibited in certain lower-division courses that are used for upper division course exemptions (see notes regarding TECH 3111 and TECH 3112). Upper-division courses are all courses other than those of Areas A through E of the core curriculum and Lower Division Career Courses. 1000- or 2000-level courses used in the upper division are included in this restriction.

Upper Division Major Requirements 40 hours

Bachelor of Applied Science Foundation Courses 16 hours
 ENGL 3900 Professional and Technical Writing or
 COMM 3300 Interpersonal Communications 3 hours
 TECH 3101 Supervision for the Workplace 3 hours
 TECH 3104 Ethics for Administrative and Technology Managers..... 3 hours
 TECH 3111 Applied Economics* 3 hours
 TECH 4115 Global Technology 3 hours
 TECH 4850 Capstone Seminar in Administrative and Technology Managers..... 1 hour

Upper Division HSEM Foundation Requirements..... 18 hours
 HSEM 3000 Homeland Security 3 hours
 HSEM 3003 Emergency Management 3 hours
 Any HSEM 3000-4000 level course (no duplication) 3 hours
 Any HSEM 3000-4000 level course (no duplication) 3 hours
 Any HSEM 3000-4000 level course (no duplication) 3 hours
 Any HSEM 3000-4000 level course (no duplication) 3 hours

Upper Division Related Elective (select two courses) 6 hours
 HIST 4250 World Religions or SOCI 3410 Sociology of Religion..... 3 hours
 Any HSEM 3000-4000 level course 3 hours
 Any AVIA 3000-4000 level course 3 hours
 Any TECH 3000-4000 level course 3 hours
 Any POLS 3000-4000 level course 3 hours

Total Degree Requirements..... 120 hours

* Students with credit for ECON 2105 and 2106 may exempt this course and take an additional upper division related elective. A grade of C or higher is necessary for both courses.

Department of Teacher Education

Admission Policy – Middle Grades Education

Students who plan to pursue a B.A. in Middle Grades Education will be designated as Pre-Middle Grades and must meet the following criteria before being admitted to the Middle Grades program. More information about the application is available at general information sessions. Contact the Department of Teacher Education about the dates for these information sessions.

1. Admission to Clayton State University. (Transfer students who meet the criteria below may simultaneously submit applications for the University and for teacher education program admission—two separate application forms.)
2. Met with an Arts and Sciences Academic Advisor.
3. Completion of at least 45 semester hours of college credit. Grades of A, B, C, or K in all applicable Area A-F courses. Students are required to complete all courses in Areas A-F before admission to program.
4. Grades of A, B, C, or K in all applicable Areas A-F courses.
5. A cumulative Institutional Grade Point Average of 2.50 or higher based on all last attempted coursework
6. A cumulative Overall Grade Point Average of 2.50 or higher.
7. Grades of A, B, or C in EDUC 2110, EDUC 2120, and EDUC 2130
8. Attendance at a general information session sponsored by the Clayton State University Department of Teacher Education.
9. Passing scores or exemption on the GACE Program Admission Assessment.
10. Submission of a one-page essay on why the applicant wants to be a teacher.
11. Completion of the Georgia Ethics Exam.
12. Attendance at a personal interview conducted by the Department of Teacher Education.
13. Once conditionally admitted into the Middle Grades Program, you will apply for a Pre-Service Certificate. This includes completing Personal Affirmation Questions, a signed notarized Verification of Lawful Presence (VLP) with supporting documentation for VLP, and a signature authorizing a criminal background check. The application will be submitted by the Teacher Education Department to the Georgia Professional Standards Commission where they will verify the documents and Georgia Crime Information Center will conduct a criminal record check. **IN ORDER TO REMAIN IN OUR PROGRAM AT CLAYTON STATE AND GRADUATE WITH A DEGREE IN MIDDLE GRADES EDUCATION, YOU MUST BE ISSUED A PRE-SERVICE CERTIFICATE.** If application for a Pre-Service Certificate is denied, you must withdraw from our program

In order for a student to be eligible to begin and continue taking upper-division Teacher Education courses the following requirements must be met:

1. Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)
2. Middle Grades Education Candidates who select a teaching concentration in mathematics, must earn a grade of “C” or better in MATH 1113 (pre-calculus) and MATH 1231 (statistics) before declaring mathematics as a teaching concentration. Passage of both MATH 1111 and MATH 1112 with a grade of “C” or better will be accepted as a substitute for MATH 1113.
3. Minimum competence in microcomputer applications as required by the Clayton State Notebook Computer Policy (refer to policy in this Clayton State University Catalog).

4. Signing of an affidavit to show compliance with Professional Standards Commission Standard II.A. (G10): "The education unit/program shall provide information to each candidate about professional ethical standards, background check, and clearance for certification and employment; and ensure that candidates admitted to the program are persons whose social and ethical behavior is acceptable as an educator." The affidavit form is provided upon formal notification of admission to the B.A. program. Teacher candidates must provide evidence of liability insurance and successful background check clearance prior to participation in specific field-based or clinical experiences.

APPLICATION PROCEDURES

1. Applicants who meet the criteria explained above should submit an application form and supporting documentation to the Clayton State University Department of Teacher Education. (Application forms are available from the Department of Teacher Education.)
2. The application deadline for Teacher Education programs is posted in the Department of Teacher Education. (The deadline period is called an admission cycle.)
3. All complete and eligible applications received by the published deadlines will be admitted in the program for the appropriate semester. Complete applications must include *all* required documentation.
4. Applicants not admitted during a given admission cycle and individuals who fall below minimum standards after notification of admission may, upon written request to the Department of Teacher Education, have their applications reconsidered during the next admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.
5. Applicants may submit their applications for Fall Semester admission by or before the last Friday in May. Applicants selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the individual must formally accept or decline admission; those who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants. Candidates admitted into the B.A. program will be assigned to an advisor in education for the junior and senior years.
6. A maximum of 21 semester hours of upper division transfer credit may be applied to the B.A. in middle Grades teacher education at Clayton State University. The following courses must be taken at Clayton State University: LART 3010, SCI 3110, HIST 3110, EDUC 3000, 3001, 3010, 3100, 3350, 4001, 4002, 4040, 4710, 4712, and 4720. The Department of Teacher Education will evaluate equivalencies for other courses in the Middle Grades Education program. Every effort will be made to accept credit that is reasonably equivalent to Clayton State University courses. However, the University reserves the right to request additional documentation and/or to require specific site-based experiences or directed readings to validate credit and/or to meet certification requirements. Applicants will be notified in writing of such requirements.

Department of Visual and Performing Arts

Bachelor of Arts in Music

The Bachelor of Arts in Music is a 120-credit program that allows students to study music in the context of a liberal arts education. The Clayton State Division of Music is an accredited institutional member of the National Association of Schools of Music. Its mission is to provide:

- Professional preparation for performers, educators, scholars, and creators
- Broad-based liberal arts education in music
- Service to the university and the public through performance and community engagement

Music Outcomes

1. Hear, identify and manipulate with fluency in sound and notation the elements of music such as rhythm, melody, harmony, structure, timbre, and texture
2. Demonstrate proficiency in solo and collaborative performance including technical competency, sight-reading, interpretive skill and artistic self-expression
3. Think, speak and write clearly and effectively about music
4. Develop teaching and coaching skills appropriate to the performance medium

HONOR SOCIETIES AND CLUBS

Several honor societies, clubs, and service organizations are designed to support, augment, and supplement the educational and professional development of music students, including Mu Phi Epsilon (Coeducational Professional Music Fraternity) and the National Association for Music Education (NAfME Collegiate).

ADMISSION

Students who wish to major in Music must successfully audition for members of the faculty. Information about music auditions is available from the office of the Department of Visual and Performing Arts and on the Department's webpage. In addition, students must pass a Sophomore Barrier before enrolling in certain 3000- or 4000-level music courses.

BACHELOR OF ARTS IN MUSIC PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Music major are shown under *Core Curriculum* in the *Graduation Requirements* section of the *Undergraduate Catalog*.

Lower Division Major Requirements (Area F) 18 hours

Music Major:

MUSC 1011 (Music Theory I)	3 hours
MUSC 1012 (Music Theory II)	3 hours
MUSC 1111 (Aural Skills I)	1 hour
MUSC 1112 (Aural Skills II)	1 hour
MUSC 1710 (Major Ensemble; four semesters)	4 hours
MUSC 2111 (Aural Skills III)	1 hour
MUSC 2112 (Aural Skills IV)	1 hour

MUSC 2500 (Applied Music; four semesters) 4 hours

Major Requirements 60 hours

Music:

Required Courses 24 hours

MUSC 0890 (Recital Attendance; 6 semesters) 0 hours

MUSC 2011 (Music Theory III) 3 hours

MUSC 2012 (Music Theory IV)..... 3 hours

MUSC 2152 (Class Piano IV) 1 hour

MUSC 3220 (Intro. to Music Technology) 3 hours

MUSC 3614 (Music History Survey I)..... 3 hours

MUSC 3615 (Music History Survey II)..... 3 hours

MUSC 3820 (Improvisation) 1 hour

MUSC 4990 (Music Capstone)..... 3 hours

Additional music courses/ensembles 4 hours

(select **four** from MUSC 3410, 3431, 3432, 3510, 3550, 3570)

Performing Arts Electives..... 18 hours

(select from MUSC, DANC, THEA courses)

Guided Electives (non-MUSC)..... 18 hours

Total..... 120 hours

Other Music Graduation Requirements

1. A minimum of 39 hours of 3000- or 4000-level courses is required for graduation.
2. Students are encouraged, but not required, to use Electives to complete a minor program.
3. No grades of D in upper-division courses are allowed in the Bachelor of Music degree program. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction. Additionally:
 - a. No grades of D are allowed for any MUSC, THEA, or DANC course at any level.
 - b. No grades of D are allowed for any course for students in the Music Education program.
4. Requirements specific to the Music Program:
 - a. To graduate with a B.A. degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance, and must attend performances and forums.
 - b. Students must pass the Sophomore Barrier (usually at the end of the sophomore year) in order to enroll in upper-division music courses.
 - c. MUSC 2301 (Introduction to World Music) must be taken as an elective if not taken in Area C2 of the Core Curriculum.

Bachelor of Music in Music Education

The Bachelor of Arts in Music Education is a 120-credit comprehensive program that lead to Georgia K-12 teacher certification in music. The Clayton State Division of Music is an accredited institutional member of the National Association of Schools of Music. All education programs at Clayton State have been approved by the Georgia Professional Standards Commission and accredited by the Council for the Accreditation of Educator Preparation. Students who successfully complete the EdTPA and GACE assessments will be fully certified to teach music classes in any Georgia K-12 school.

Music Outcomes

1. Hear, identify and manipulate with fluency in sound and notation the elements of music such as rhythm, melody, harmony, structure, timbre, and texture
2. Demonstrate proficiency in solo and collaborative performance including technical competency, sight-reading, interpretive skill and artistic self-expression
3. Think, speak and write clearly and effectively about music
4. Develop teaching and coaching skills appropriate to the performance medium

HONOR SOCIETIES AND CLUBS

The National Association for Music Education (NAfME) is designed to support, augment, and supplement the educational and professional development of music education majors.

AUDITION

Students who wish to major in Music Education must successfully audition for members of the faculty. Information about music and music education auditions is available from the office of the Department of Visual and Performing Arts and on the Department's webpage. In addition, students must pass a Sophomore Barrier before enrolling in certain 3000- or 4000-level music courses.

BACHELOR OF MUSIC IN MUSIC EDUCATION PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours

All Core Curriculum requirements for the Music Education major are shown under *Core Curriculum* in the *Graduation Requirements* section of the *Undergraduate Catalog*.

Lower Division Major Requirements (Area F) 18 hours

Music Education Major:

MUSC 1011 (Music Theory I)	3 hours
MUSC 1012 (Music Theory II)	3 hours
MUSC 1111 (Aural Skills I)	1 hour
MUSC 1112 (Aural Skills II)	1 hour
MUSC 1710 (Major Ensemble; four semesters)	4 hours
MUSC 2111 (Aural Skills III)	1 hour
MUSC 2112 (Aural Skills IV)	1 hour
MUSC 2500 (Applied Music; four semesters)	4 hours

Music Education

Required Courses 60 hours

MUSC 0890 (Recital Attendance; 6 semesters)	0 hours
MUSC 2011 (Music Theory III)	3 hours
MUSC 2012 (Music Theory IV)	3 hours
MUSC 2152 (Class Piano IV)	1 hour
MUSC 2900 (Intro. to Music Education and Technology)	2 hours
MUSC 3431 (Choral Conducting Techniques)	1 hour
MUSC 3432 (Instrumental Conducting Techniques)	1 hour
MUSC 3410 (Major Ensemble; 3 semesters)	3 hours
MUSC 3614 (Music History Survey I)	3 hours
MUSC 3615 (Music History Survey II)	3 hours
MUSC 3820 (Improvisation)	1 hour
MUSC 3890 (Junior Recital)	0 hours
MUSC 3910 (Elementary Music Methods)	3 hours
MUSC 4500 (Applied Music; 3 semesters)	3 hours
MUSC 4930 (Student Teaching)	12 hours
EDUC 2110 (Invest. Critical/Contem Issues)	3 hours
EDUC 2120 (Exploring Socio-Culture)	3 hours
EDUC 2130 (Exploring Learning and Teaching)	3 hours
EDUC 3030 (Exploring-Exceptional Learner)	3 hours

Select one of the following emphasis areas: 9 hours

Instrumental Music Education

MUSC 1310 (Class Voice)	1 hour
MUSC 3450 (String Meth. and Mat.)	1 hour
MUSC 3451 (Brass Meth. and Mat.)	1 hour
MUSC 3452 (Perc. Meth. and Mat.)	1 hour
MUSC 3453 (Woodwind Meth./Mat.)	1 hour
MUSC 4922 (Instr. Meth./Mat. I)	2 hours
MUSC 4923 (Instr. Meth./Mat. II)	2 hours

Vocal Music Education

MUSC 1771 (Diction for Singers I)	1 hour
MUSC 2771 (Diction for Singers II)	1 hour
MUSC 4700 (Vocal Pedagogy)	3 hours
MUSC 4910 (Choral Meth./Literature).....	2 hours
Select two from:.....	2 hours
MUSC 3450.....	1 hour
MUSC 3451.....	1 hour
MUSC 3452.....	1 hour
MUSC 3453.....	1 hour

Total..... 120 hours

Other Music Education Graduation Requirements

1. A minimum of 39 hours of 3000- or 4000-level courses is required for graduation.
2. No grades of D in upper-division courses are allowed in the Bachelor of Music Education degree program. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction. Additionally:
 - c. No grades of D are allowed for any MUSC, THEA, or DANC course at any level.
 - d. No grades of D are allowed for any course for students in the Music Education program.
3. Requirements specific to the Music Education Program:
 - a. To graduate with a B.A. degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance, and must attend performances and forums.
 - b. Students must pass the Sophomore Barrier (usually at the end of the sophomore year) in order to enroll in upper-division music courses.
 - c. MUSC 2301 (Introduction to World Music) must be taken as an elective if not taken in Area C2 of the Core Curriculum.

ADMISSION AND READMISSION REQUIREMENTS INTO THE MUSIC EDUCATION CERTIFICATION PROGRAM

Students must meet the following criteria before submitting their applications for admission into the teacher education certification program. Contact the Division of Music or the Department of Teacher Education for more information or an application.

1. Admission to Clayton State University. (Transfer students who meet the criteria below may simultaneously submit applications for the University and for teacher education program admission—two separate application forms.)
2. Completion of at least 45 semester hours of college credit (minimum requirement to submit application). Students are required to complete all Area F courses, MUSC 2900, and MUSC 2301.
3. Grades of A, B, C, or K in all applicable Areas A-F courses. Students must have a grade of C or better in ALL courses required for the degree.
4. A cumulative Institutional Grade Point Average of 2.50.
 - a. A Program Grade Point Average of 2.50 based upon all coursework last attempted in Areas A-F.

- b. Successful completion of MUSC 2900 with a grade of C or better with documentation of 35 field experience hours.
- c. Successful completion of MUSC 2301 with a grade of C or better.

In order for a student to be eligible to begin taking upper-division courses in teacher education, the following requirements must be met:

1. Written notification of program acceptance. (Meeting minimum admission standards does not guarantee acceptance.)
2. Completion of *all Area F* courses and a minimum of 24 hours in Areas A-E of the Core Curriculum and MUSC 2900 and MUSC 2301 with grades of A, B, C, or K.
3. Maintenance of the 2.50 or better Program Grade Point Average as explained above and a 2.5 or better institutional Grade Point Average.
4. Submit a one-page essay on why you want to be a music teacher.
5. Successful completion of Sophomore Barrier – Music Education
6. Documentation of teaching observations (this is satisfied in EDUC 2110, 2120, or 2130 at CSU)
7. Completion of the GACE Basic Skills Assessment. The Georgia Professional Standards Commission (GPSC) has adopted the following policy: "Students will be required to pass all sections (reading, writing, and mathematics) of an academic skills test prior to entry into the preparation program for their initial educator certificate as of July 1, 1997. The assessment is GACE Basic Skills Assessment, developed and administered by National Evaluations Systems, Inc. (NES). Contact the Department of Teacher Education for further information. (Note: Testing requirements will be updated in accordance with GPSC regulations.)
8. Signing of an affidavit to show compliance with Professional Standards Commission Standard II.A. (G10): "The education unit/program shall provide information to each candidate about professional ethical standards, background check, and clearance for certification and employment; and ensure that candidates admitted to the program are persons whose social and ethical behavior is acceptable as an educator." The affidavit form is provided upon formal notification of admission to the B.A. or B.M. program.
9. A background check. (Conducted by Clayton State Public Safety. A \$10.00 processing fee is required and will be at the expense of the applicant.)
10. Provide evidence of liability insurance and successful background check clearance prior to participation in specific field-based or clinical experiences when required.

APPLICATION PROCEDURES (Music Education Certification Program)

1. Applicants who meet the criteria explained above should submit a teacher education certification application form and supporting documentation to the Clayton State University Director of Music Education or the Department of Teacher Education. (Application forms are available from the Division of Music Handbook and the Department of Teacher Education.)
2. The application deadline for Teacher Education programs is posted in the Department of Teacher Education. (The deadline period is called an admission cycle.)
3. All complete and eligible applications received by the published deadlines will be considered for the available positions in the programs for the appropriate semester. (Complete applications must include *all* required documentation. The date that an application is completed is not a factor in the admission decision process for applications received by the deadline.)

4. Applicants not admitted during a given admission cycle and individuals who fall below minimum standards after notification of admission may, upon written request to the Department of Teacher Education, have their applications reconsidered during the next admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.
5. Applicants may submit their applications for Fall Semester admission between April 1 and the last Friday in May. Any applications received after the May deadline will be placed on a waiting list in the event a slot in the programs becomes available. Applicants may submit their applications for Spring Semester admission between September 1 and the last Friday in October. Any applications received after the October deadline will be placed on a waiting list in the event a slot in the programs becomes available.
6. Applicants selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the individual must formally accept or decline admission; those who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

General University policies on good standing and academic and disciplinary probation and suspension apply to the teacher education programs (except that for teacher education the standard is a 2.50 cumulative Program GPA on the last attempt of courses taken to meet program requirements, and a cumulative Institutional GPA of 2.50 rather than a 2.00 Institutional GPA). Due to the sensitive nature of working with children and youth in authentic school settings, the following additional standard applies: Any faculty member or administrator of the University and/or a cooperating school system may immediately remove a candidate from an on-site setting if, in that person's professional judgment, the candidate has acted in an inappropriate manner involving children or youth. The Coordinator for Educational Field Experiences and/or the Department Head for Teacher Education/Director of Professional Education Programs will investigate the case in an expeditious manner. The department head will issue a written ruling to the candidate with copies to the Dean of Arts and Sciences and the Provost/Vice President for Academic Affairs. Depending on the circumstances, the ruling may include exoneration, admonishment, probation, suspension of reasonable duration, or dismissal. Appeals may be initiated according to established University Academic Appeal policy.

STUDENT TEACHING/SENIOR INTERNSHIP

In order to be placed in the student teaching/senior year internship, which begins during the first week or pre-planning week at the end of July or beginning of August, depending on the school year calendars of the six partnership school districts, candidates must have in place the following:

1. A cumulative Program GPA of 2.50 or higher.
2. A cumulative Institutional GPA of 2.50 or higher.
3. Completion of each course in the program sequence with a grade of *C* or higher (or *K*).
4. Endorsement of the junior year by the Professional Education Programs Committee (PEPC).
5. Passage of an updated background check.
6. Renewal of liability insurance coverage.

Course overloads will not be permitted during enrollment in the full-time student teaching/senior internship. The student may only be enrolled in student teaching/senior internship

TEACHER CERTIFICATION

In Georgia, to receive certification to teach, individuals must document having met criteria endorsed by the Georgia Professional Standards Commission, including successful completion of the GACE Content Assessment(s). Fingerprinting and FBI background checks are required for professional employment in Georgia public schools. An applicant for certification in Georgia must comply with the ethical standards of the profession. Additional information and Georgia certification applications are available online at www.gapsc.com. The Department of Teacher Education will assist students in submitting proper documentation to the Georgia Professional Standards Commission.

Minor Program in Music

The following are courses required in the minor in music. Be sure to check for pre-requisite course requirements and co-requisite requirements.

Required Courses:	9 hours
MUSC 2011 Music Theory III	3 hours
MUSC 2111 Aural Skills III	1 hour
MUSC 1500 or 2400 Applied Music (4 semesters)	4 hours
MUSC 0890 Recital Attendance (4 semesters)	0 hours
MUSC 1151 Class Piano I	1 hour

*MUSC 2301 Introduction to World Music (3 hours)
**can be taken in area C2*

Choose one:	3 hours
MUSC 3614 Music History Survey I	3 hours
MUSC 3615 Music History Survey II	3 hours

Any Upper Division Music Courses **6 hours**
(except: any pedagogy course or music technology)

Additional information:
 Students wishing to minor in music must audition before the music faculty prior to being accepted into the program and registering for music courses.

Bachelor of Arts in Theatre

The Bachelor of Arts in Theatre is a versatile program that allows students to pursue theatre studies in the context of a liberal arts education. It prepares students for careers in the professional Theatre community and furnishes them with the tools for creating new work and making a significant impact on Theatre in our region and state.

Theatre Outcomes

1. Recognize and interpret subject matter and history of theatre: major works, issues, and movements
2. Demonstrate competent oral and written communication skills in one or more of the following area: acting, directing, playwriting, technical theatre
3. Assess and employ theatrical concepts in decision-making and critical esthetic judgment
4. Recognize and demonstrate practical skills required in professional theatre settings

HONOR SOCIETIES AND CLUBS

The Fairly Odd Players is a student organization for theatre majors designed to support, augment, and supplement their educational and professional development.

AUDITION

Students who wish to major in Theatre must successfully audition for members of the faculty. Information about theatre auditions is available from the office of the Department of Visual and Performing Arts and on the Department's webpage.

BACHELOR OF ARTS IN THEATRE PROGRAM REQUIREMENTS

Core Curriculum (Areas A - E)..... 42 hours
All Core Curriculum requirements for the Performing Arts major are shown under *Core Curriculum* in the *Graduation Requirements* section of the *Undergraduate Catalog*.

Lower Division Major Requirements (Area F) 18 hours

Theatre major:

THEA 1100 (Introduction to Theatre)	3 hours
THEA 1880 (Introduction to Acting).....	3 hours
THEA 1890 (Theatre Laboratory) (6 semesters required)	0 hours
THEA 1990 (Play Development)	3 hours
THEA 2900 (Directing).....	3 hours

Select **two** from:

THEA 1700 (Intro. To Theatre Design)	3 hours
THEA 2100 (Stagecraft)	3 hours
THEA 2990 (Intermediate Play Dev.)	3 hours

Required Courses	24 hours
THEA 3901 (Theatre Internship/Practicum I)	3 hours
THEA 4500 (Capstone Project)	3 hours

Select **six** from:

THEA 3800 (Playwriting)	3 hours
THEA 3880 (Acting II)	3 hours
THEA 3902 (Theatre Internship/Practicum II)	3 hours
THEA 3903 (Theatre Internship/Practicum III)	3 hours
THEA 3991 (Advanced Play Development I)	3 hours
THEA 3992 (Advanced Play Development II)	3 hours
THEA 3993 (Advanced Play Development III)	3 hours
THEA 4101 (Theatre Concepts I)	3 hours
THEA 4111 (Theatre Concepts II)	3 hours
THEA 4112 (Theatre Concepts III)	3 hours
THEA 4102 (Lighting Design)	3 hours
THEA 4103 (Set Design)	3 hours
THEA 4104 (Costume Design)	3 hours
THEA 4511 (World Theatre)	3 hours
THEA 4800 (Special Topics I)	3 hours
THEA 4801 (Special Topics II)	3 hours
THEA 4802 (Special Topics III)	3 hours
THEA 4880 (Acting Styles)	3 hours

<u>Performing Arts Electives</u>	18 hours
(select from THEA, MUSC, DANC courses)	

<u>Guided Electives</u> (non-THEA)	18 hours
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Total	120 hours
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Other Program-Specific Graduation Requirements

1. A minimum of 39 hours of 3000- or 4000-level courses is required for graduation.
2. Students are encouraged, but not required, to use Electives to complete a minor program.
3. Students pursuing the major in Theatre may not apply more than 27 MUSC credit hours toward graduation.
4. No grades of D in upper-division courses are allowed in the Bachelor of Theatre degree program. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction. Additionally, no grades of D are allowed for any MUSC, THEA, or DANC course at any level.
5. Additional requirements:
 - a. Theatre Laboratory is a requirement for students. Students must take six semesters of this course. Transfer students are required to take one semester of Theatre Laboratory for every 20 hours of coursework remaining.
 - b. Students who change their majors to a B.A. in Theatre are also required to take one semester of Theatre Laboratory for every 20 hours of coursework remaining.

Minor Program in Theatre

The following are courses required in the minor in theatre. Be sure to check for pre-requisite and co-requisite course requirements.

Required Courses:	9 hours
THEA 1100 Introduction to Theatre.....	3 hours
THEA 1880 Introduction to Acting	3 hours
THEA 2900 Directing	3 hours
Upper Division Courses	9 hours
Any three (3) three-hour 3000- or 4000-level THEA courses.	
Total Program Requirements	18 hours

College of Business

Minor in Accounting

The minor in Accounting is designed to serve both business and non-business majors. The minor in Accounting will provide non-accounting majors with a comprehensive foundation in financial and managerial cost accounting critical for understanding a company's internal and external financial reports along with knowledge and skills in individual income taxation and ability to perform and complete various tax forms and tasks.

Required Accounting Courses 15 hours

ACCT 2101 Principles of Financial Accounting	3 hours
ACCT 2102 Principles of Managerial Accounting	3 hours
ACCT 3110 Managerial Cost Accounting	3 hours
ACCT 3250 Taxation of the Individual	3 hours
ACCT 3351 Intermediate Accounting I	3 hours

Accounting Elective Courses 3 hours

Choose one course from the following list:

ACCT 3352-Intermediate Financial Accounting II	3 hours
ACCT 4330-Accounting Information Systems	3 hours
ACCT 4110-Advanced Managerial Cost Accounting	3 hours
ACCT 4250-Advanced Income Taxation	3 hours
ACCT 4440-Governmental and Non-Profit Accounting	3 hours
ACCT 4850/4851/4852-Accounting Internship/Cooperative Education	3 hours
ACCT4210-Volunteer Income Tax Prep	3 hours
ACCT 4470-Forensic Accounting	3 hours

Total Accounting Minor Requirements 18 hours

School of Graduate Studies

Master of Arts in Liberal Studies

MASTER OF ARTS IN LIBERAL STUDIES DEGREE PROGRAM REQUIREMENTS

Each student will complete thirty-six (36) semester hours of MALS course work with a minimum grade point average of 3.0. At least twenty-seven (27) of these credits must be taken at Clayton State University. In their first semester, students should take the required Introduction to Graduate Studies course (3 hours). Also, in this and subsequent semesters, additional foundational seminars (9 hours) will provide students with a selected background in Art, Literature, Music, Philosophy, and Political/Historical Thought. Each student will also select an academic area of focus or concentration (18 hours). Students may select from one of five concentration areas in this degree program: Liberal Arts (ART, CMS, PHIL, SOCI, THEA), English, History, Mathematics, or Public Administration. Students have two options (6 hours) in completing the program: Capstone Thesis Option or Capstone Non-Thesis Option.

Foundational Seminars	12 hours
MALS 5000 Introduction to Graduate Studies.....	3 hours
Choose 3 of the following courses*:	
ART 5000 Great Works in Art History	3 hours
ENGL 5000 Great Books	3 hours
MUSC 5000 Great Works in Musical History	3 hours
PHIL 5000 Classics of Philosophy.....	3 hours
POLS 5000 Great Political Thinkers.....	3 hours
<i>*or suitable course substitutions as approved by the MALS Program Director and Dean of Graduate Studies</i>	

Academic Concentrations (choose 1 option)

Option 1: English	18 hours
Choose 6 of any of the graduate level ENGL courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.	
Option 2: History	18 hours
Choose 6 of any of the graduate level HIST courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.	
Option 3: Liberal Arts	18 hours
Choose a combination of any 6 graduate level courses as listed in this catalog with the following prefixes: ART, CMS, CRJU, ENGL, HIST, IDST, MALS*, PHIL, POLS, SOCI, THEA or others which are offered.	
Option 4: Mathematics	18 hours
Choose 6 of any of the graduate level MATH courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.	
Option 5: Philosophy	18 hours
Choose 6 of any of the graduate level PHIL courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.	

Option 6: Public Administration..... 18 hours

Choose 6 of any of the graduate level POLS courses listed in this catalog or others which are offered and approved by the MALS program director and Dean of Graduate Studies.

**Excludes MALS 5000 Introduction to Graduate Studies and Thesis or Non-thesis Capstone and Non-Capstone courses.*

Capstone Experience 6 hours**Non-Thesis Option (select one or both of the following courses) 6 hours**

MALS 6890 Non-Thesis Professional Paper Research & Preparation 1 – 3 hours

MALS 6899 Non-Thesis Comprehensive Exam 1 – 6 hours

The Non-Thesis option is available to candidates in all tracks. Candidates who choose this option must take two additional courses from any of the areas of concentration and must also either: a) present a paper at a state, regional, national or international academic conference or b) have an article accepted for publication in a peer-reviewed journal. Students selecting this option must also pass a comprehensive exam of major coursework prepared by a committee comprised of at least three MALS faculty.

Thesis Option 6 hours

MALS 6995 Master's Thesis Research 3 hours

MALS 6999 Master's Thesis Preparation 1 - 3 hours

Students who have completed all their course work in the areas of Foundational Seminars and at least fifteen hours in their Academic Concentration may select the capstone thesis option to fulfill the requirements for their degree. Students work under the supervision of three faculty advisors (from at least two different academic disciplines, one of whom must be designated the Thesis Chair), and may begin work on the thesis project only after a capstone thesis proposal has been formally approved. The thesis may take the form of academic or applied research, or it may be a creative work. The capstone thesis must be of a nature to warrant six hours of graduate credit. In general, the projects should yield a written piece of work, although products such as artistic/musical creations also may be acceptable.

Second Master of Arts in Liberal Studies Requirements

Students may pursue a second Master of Arts in Liberal Studies degree program in a different concentration. The following policies and procedures must be followed:

- Students must meet normal admission requirements for the second degree program.
- Students must complete 36 hours of degree requirements for the second degree.
- Course and resident credit used to satisfy the requirements of one Clayton State degree cannot be used to satisfy the requirements of another degree.
- A maximum of 9 graduate credits from an accredited institution, including Clayton State, can be applied toward the requirements for a second Master's degree as long as:
 - those credits were taken within 6 years of admission to the second degree program
 - the courses are recommended by the student's advisor, and
 - a first Master's degree has been completed before admission to a second Master's degree.

- Only transfer credits of a B or above will be considered, and no Pass/Fail credits will be accepted. Transfer credit must be contained on an official transcript from an accredited degree granting institution. *See Policy on Transfer Credit at the Master's Level in the Academic Policies section of the catalog.*
- Students must complete a minimum of 24 credits in courses other than the capstone courses in the approved program of study. *See Residency Requirement in the Graduation Requirements section of the catalog.*
- Specialization in the second master's degree must be different from that of the first master's degree. No courses within that specialization can duplicate courses in the first master's degree.
- Any specific requirements (Comprehensive Exams or Thesis Courses) must be completed as part of the second program.
- PLEASE NOTE: Students will have to request a course substitution to ensure all coursework for the second master's degree is 36 hours of distinctly different coursework from the first master's degree.

Master of Business Administration

ADMINISTRATIVE OFFICER

Tameka Womack, *Program Director*

GRADUATE FACULTY

Dr. Khamis Bilbeisi, *Associate Professor of Accounting*

Dr. Craig Hill, *Professor of Supply Chain Management & Charles S. Conklin Endowed Chair*

Dr. Louis F. Jourdan, *Professor of Management*

Dr. Reza Kheirandish, *Associate Professor of Economics*

Dr. Carin A. Lightner-Laws, *Assistant Professor of Management & Supply Chain Management*

Dr. Chen-Miao Lin, *Professor of Finance*

Dr. Lawrence (Larry) K. Menter, *Lecturer of Business Ethics, Law & Social Sciences*

Dr. George E. Nakos, *Professor of Marketing*

Dr. C.R. Narayanaswamy, *Professor of Finance & Economics*

Dr. Keith Miller, *Assistant Professor of Supply Chain Management*

Dr. Kamran Moghaddam, *Associate Professor of Supply Chain Management*

Dr. Mario Norman, *Associate Professor of Marketing*

Dr. Adel Novin, *Professor of Accounting*

Dr. Alphonso Ogbuehi, *Professor of Marketing and International Business*

Dr. Judith Ogden, *Professor Emeritus*

Dr. Louis Xavier Orchard, *Associate Professor of Accounting*

Dr. Leon C. Prieto, *Associate Professor of Management*

Dr. Andrew Sbaraglia, *Associate Professor of Accounting*

Dr. Margaret Thompson, *Professor of Management*

GOALS AND OUTCOMES

The Master of Business Administration (MBA) program at Clayton State University is designed for working professionals who are seeking to move their careers to the next level and beyond. It is a fast-track 12-month program designed for busy executives whose time is already at a premium. Classes meet weeknights one night per week or online during fall, spring and summer terms. Online course components are utilized to strengthen students' technology skills and to help students use their time effectively.

The curriculum is rigorous and designed to:

- Prepare graduates to operate successfully and lead organizations in a business environment that is global and rapidly changing,
- Prepare students for professional management careers by increasing their communication skills, broadening their appreciation of diverse cultures, improving their decision making, and reinforcing their ability to apply knowledge and skills in problem solving,
- Produce graduates who will develop a better understanding of the importance of ethical business behavior and corporate social responsibility

All students enrolled in the program will complete a minimum of 33 credit hours. Eight core courses will be required and three courses will be in the concentration of their choice. The concentrations include Accounting, General Business, Human Resource Leadership, International Business, and Supply Chain Management.

All students enrolled in the program are required to complete a minimum of 33 semester credit hours with no elective courses.

Outcomes for the MBA program are as follows:

- graduates will demonstrate knowledge of logistics, accounting, marketing, economics, organizational behavior, finance, production, international and managerial issues and strategy;
- graduates will demonstrate leadership ability and team building skills;
- graduates will be able to manage successfully in a rapidly changing global business environment;
- graduates will be able to identify and manage ethical issues and multicultural diversity
- graduates will demonstrate appropriate oral and written communication skills
- graduates will demonstrate the ability to evaluate the business environment, then choose and utilize the quantitative or decision making technique that is appropriate for the given situation

The curriculum is designed to challenge students and to open minds to new ways of thinking about business issues. Courses include lectures, case discussions, current business issues, and team projects. Students take two courses a semester, including summer.

Admission Requirements

General Requirements for Admissions:

Admission into the program is based on several factors to ensure a talented and diverse student body. These factors are:

- Completed online application to the School of Graduate Studies
- Bachelor's degree with a minimum graduating institutional 3.0 GPA from an accredited College or University (as verified by official transcript)
- Essay of purpose and graduate school interest
- Three (3) professional references listed with contact information

OR

- Completed online application to the School of Graduate Studies
- Bachelor's degree with a minimum graduating institutional 2.75 GPA from an accredited College or University (as verified by official transcript)
- An interview conducted by Clayton State MBA (interview may be on campus or remote via tele-conference)
- Essay of purpose and graduate school interest
- Three (3) professional references listed with contact information

OR

- Completed online application to the School of Graduate Studies
- Bachelor's degree with a minimum graduating institutional 2.75 GPA from an accredited College or University (as verified by official transcript)
- Professional resume demonstrating 3 years of professional/managerial work experience
- Essay of purpose and graduate school interest
- Three (3) professional references listed with contact information

OR

- Completed online application to the School of Graduate Studies
- Bachelor's degree with graduating institutional 2.00 – 2.74 GPA from an accredited College or University (as verified by official transcript)
- A minimum of 1000 total score based on GPA X 200 plus GMAT (GRE) score
- Essay of purpose and graduate school interest
- Three (3) professional references listed with contact information

Above age 62 Acceptance requirement:

- Completed online application to the School of Graduate Studies
- Bachelor's degree from an accredited College or University (as verified by official transcript)
- A minimum of 10 years of business ownership or 10 years of executive level management experience
- Essay of purpose and graduate school interest
- Three (3) professional references listed with contact information

International Students:

- Applicants whose native language is not English or whose language of college instruction was not English are required to submit English Language proficiency scores from either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The minimum score for the Internet Based TOEFL is 79-80. The minimum IELTS total for the 6.
- Academic credentials must be original documents with authorized signatures, seals, stamps, and must be evaluated by a credential evaluating organization. The School of Graduate Studies accepts evaluations that are prepared by either Josef Silney and Associates or World Education Services.

Academic Policies

Progress: It is expected that a student will need no more than 20 months to complete the MBA degree.

To receive a Master of Business Administration graduate degree from Clayton State University, a student usually completes all 33 semester hours of the program requirements from Clayton State University. All semester hours in the MBA program at CSU must be completed after the student has been admitted to the degree program. Transfer of graduate credit is generally not accepted, although a maximum of six transfer credit from an AACSB accredited institution may be considered on an individual basis.

Students accepted into a program who do not attend classes for over one year must apply for readmission into the degree program at both the School of Graduate Studies and the College of Business Administration level and begin a new planned program of study. Transfer course credit over five years old will not be accepted in the program. Other previous course work will be evaluated on the basis of its applicability to the new program of study. To remain a student in good standing, students must maintain a 3.0 GPA.

Withdrawals

Withdrawals are subject to approval by the Director of the MBA program. Students who simply stop attending classes in any course without officially withdrawing will be assigned failing grades.

Any student who desires to withdraw from the University should contact the MBA Program Director. Following an exit interview, the student will be issued a copy of the withdrawal form and the Program Director will process the paperwork with the necessary University offices.

Enforced Withdrawal from the University

A student who fails to comply with the conditions stated for provisional admission may be denied continuation in the program and the School of Graduate Studies.

Course Load

Six semester hours will be required of all MBA students who seek to use financial aid in the spring, summer, and fall semesters. Students can register for up to four classes in Spring and Fall (two classes in each 8-week session) and three classes in Summer.

Change of Schedule

A student’s schedule may be changed subject only to the approval of the MBA Program Director. (Note: University policy is stated below.) The procedure is as follows:

1. The student obtains a drop/add request form from the respective school to add a course, drop a course, or to add and drop.
2. After the appropriate signatures have been obtained, the student makes the change using regular CSU student guidelines for adds and drops.

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM REQUIREMENTS

MBA Core Requirements 21 hours

ACCT 5000 Foundations of Accounting	2 hours
ACCT 6100 Accounting for Managerial Decision Making	3 hours
BUSA 5000 Concepts of Quantitative Methods	1 hour
BUSA 6100 Decision Making Under Uncertainty	3 hours
FINA 6100 Corporate Finance.....	3 hours
MGMT 6101 Innovation and Design Thinking	3 hours
MGMT 6111 Leadership & Organizational Behavior	3 hours
MKTG 6100 Marketing Strategy	3 hours

Capstone..... 3 hours

MGMT 6104 Strategic Management	3 hours
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Accounting Concentration

Graduate Accounting courses, with the exception of ACCT 6100, will be cross-listed with undergraduate courses. Graduate students may not repeat a course taken as an undergraduate. Graduate students must comply with the course pre-requisites for all Accounting courses.

Select three courses from the following..... 9 hours

ACCT 5110 Advanced Managerial Cost Accounting for Accounting Executives	3 hours
ACCT 5210 Volunteer Income Tax Assistance (VITA).....	3 hours
ACCT 5250 Advanced Topics in Taxation.....	3 hours
ACCT 5352 Advanced Financial Accounting & International Issues	3 hours

ACCT 5370 Commercial Law for Accountants.....	3 hours
ACCT 5440 Governmental & Non-Profit Issues for Accounting Executives	3 hours
ACCT 5470 Forensic & Investigative Accounting	3 hours
ACCT 5900 Accounting Internship/Research	3 hours
ACCT 6100 Accounting for Managerial Decision Making	3 hours

General MBA (No Concentration)

Students complete the General MBA by completing 24 credit hours of core courses and selecting any three electives from the concentration courses for a total of 9 credit hours.

Human Resource Leadership Concentration

MGMT 6108 Talent Development in Organizations	3 hours
MGMT 6109 Human Resource Consulting	3 hours
MGMT 6110 Global Human Resource Leadership (or study abroad trip)	3 hours

International Business Concentration

Required International Business Courses.....	6 hours
BUSA 6101 International Business and Global Logistics	3 hours
MGMT 6105 Global Experience/Study Abroad	3 hours

Electives (Chose one)	3 hours
MKTG 6103 Global Marketing.....	3 hours
MGMT 6106 Cross-Cultural Negotiating.....	3 hours
MGMT 6110 Global Human Resource Leadership.....	3 hours

Supply Chain Management Concentration

Required Supply Chain Management Courses	9 hours
BUSA 6101 International Business & Global Logistics (or study abroad trip)	3 hours
MGMT 6102 Operations & Supply Chain Management	3 hours
MGMT 6103 Field Problems in Logistics Systems	3 hours

Master of Science in Clinical/Counseling Psychology

**MASTER OF SCIENCE IN CLINICAL/COUNSELING PSYCHOLOGY DEGREE
REQUIREMENTS**

Clinical/Counseling Psychology Core Requirements	9 hours
PSYC 5000 Advanced Development	3 hours
PSYC 5020 Cultural Issues in Applied Settings	3 hours
PSYC 5040 Advanced Research Methods and Statistics I	3 hours
Clinical/Counseling Required Courses	54 hours
PSYC 5160, The Helping Relationship	3 hours
PSYC 5350, Advanced Psychopathology & Diagnosis	3 hours
PSYC 5170, Theories and Practice of Psychotherapy	3 hours
PSYC 5190, Theories and Practice of Psychotherapy with Youth	3 hours
PSYC 5110, Ethics in Clinical Settings	3 hours
PSYC 5280, Developmental Disorders & Psychopathology	3 hours
PSYC 6120, Introduction to Psychological Assessment	3 hours
PSYC 6520, Career Development Theory & Practice	3 hours
PSYC 6885, Professional Identity & Practice,	2 hours
PSYC 5150, Group Therapy	3 hours
PSYC 6590, Clinical Practicum (variable credit- repeated for total of six hours)	6 hours
PSYC 6500, Psychopharmacology & Drugs of Abuse	3 hours
PSYC 6510, Grief & Crisis Intervention	3 hours
PSYC 5180, Advanced Theories & Practice of Psychotherapy	3 hours
PSYC 5200, Family & Couples Therapy	3 hours
Required Capstone Project: Professional Paper (minimum of 4 hours).....	4-6 hours
PSYC 6890, Professional Paper (variable credit for up to 6 hours)	4-6 hours
PSYC 6899, Professional Paper Completion (variable credit for up to 6 hours).....	1-6 hours
<i>The professional paper in Clinical/Counseling psychology involves a theoretically-driven conceptualization and critical investigation of a clinical case study. The written product resulting from this effort is a professionally written manuscript providing a literature review and a comprehensive discussion of a selected case study. Following successful production of the written manuscript, students are required to successfully present their product to their Professional Paper team.</i>	
Required Comprehensive Exam	
PSYC 6900, Clinical Comprehensive Exam	0 hours
<i>The Clinical/Counseling program administers the Counselor Preparation Comprehensive Exam (CPCE) to assess students' knowledge gained from matriculation in the program. The exam will be administered twice annually, spring and summer semesters. Eligible students take the exam at the first available testing date after becoming eligible. The exam covers the following areas: Human Growth and Development, Social and Cultural Diversity, Helping Relationship, Group Work, Career Development, Assessment, Research and Program Evaluation, Professional Orientation and Ethical Practice, and Psychopathology. All Clinical/Counseling students are required to successfully pass the comprehensive exam.</i>	
Total Program Requirements	61-63 hours

COURSES

Courses listed in this section were omitted from the 2018-2019 Academic Catalog.

Undergraduate Level Courses

Chemistry (CHEM)

CHEM 4700, CHEM 4701, 4702 – Special Topics in Chemistry (V-V-{1-3})

Selected advanced topics of current interest in chemistry. This course will be offered as fits the needs and interests of the students and faculty. Course may be repeated for credit if topics are different. Prerequisite(s): CHEM 1212 with a grade of C or higher and consent of the head of the department of Natural Sciences.

Film (FILM)

FILM 3700, 3701, 3702, 3703 Great Directors (3-0-3)

This revolving topics course analyzes and discusses historically important films by great international directors. It considers the role of the director in the creation of excellent films: personal “auteurist” styles, cinematic strategies, and typical themes. May be repeated when topics vary up to four times without departmental approval. Prerequisite(s): CMS 2100; FILM 2700

Graduate Level Courses

Accounting (ACCT)

ACCT 5120 – Special Topics in Accounting

Selected advanced topics in current accounting trends. This course will be offered as it fits the needs and interests of the students and faculty. Course may be repeated if topics are different.

Business (BUSA)

BUSA 5120 – Special Topics in Business

Selected advanced topics in current accounting trends. This course will be offered as it fits the needs and interests of the students and faculty. Course may be repeated if topics are different.

English (ENGL)

ENGL 5114 – Literature of the Adolescent Experience

This course emphasizes thematic connections between contemporary adolescent literature and traditional literature from various literary perspectives. Course topics for study will include application of literary theory representation of adolescence in diverse cultural contexts, and

connections to middle and secondary English classrooms. This course is recommended for English majors in the teaching certification program.

ENGL 5120 – 19th Century American Literature and Culture

A graduate-level survey of early modern English literature and literary culture, ca. 1500-1700. Typical areas of emphasis will include significant literary movements within the era, major authors, and/or attention to a specific genre. Course content will include some attention to historical context, research methods, and applied critical theory.

ENGL 5130 – Studies in Southern Literature

An expansive course focusing on the major movements, issues, or themes in the study of nineteenth and twentieth century Southern American literature. Topics may include nineteenth century slave narratives, the Southern Renaissance, Southern fiction since 1945, Civil Rights literature, poetry, and/or major authors.

ENGL 5250 – 19th Century British Literature

A graduate-level survey of nineteenth century British literature and literary culture, ca. 1780-1900. Typical areas of emphasis will include significant literary movements within the era, major authors, and/or attention to a specific genre. Course content will include some attention to historical context, research methods, and applied critical theory.

Management (MGMT)

MGMT 5120 – Special Topics in Management

Selected advanced topics in current Management trends. This course will be offered as it fits the needs and interests of the student and faculty. Course may be repeated for credit if topics are different.

Marketing (MKTG)

MKTG 5120 – Special Topics in Marketing

Selected advanced topics in current Marketing trends. This course will be offered as it fits the needs and interests of the student and faculty. Course may be repeated for credit if topics are different.

GRADUATION REQUIREMENTS

Core Curriculum

General Education Learning Outcomes:

Goal A1 (Written Communications)

Students will write effective expository and argumentative essays which consider purpose and audience.

Goal A2 (Quantitative)

Students will apply mathematical knowledge to interpret quantitative information using verbal, numerical, graphical, and symbolic forms.

Goal B (Institutional Foundations)

1. Students will effectively evaluate arguments, considering opposing points of view when appropriate.
2. Students will construct effective inductive and valid deductive arguments and determine to what extent such arguments justify their conclusions.

Goal C (Humanities or Fine Arts)

Students will demonstrate the ability to communicate critically on cultural concepts, artifacts or expressions in either English or a foreign language.

Goal D (Natural Sciences, Mathematics or Technology)

Students will apply scientific reasoning or mathematical methods to demonstrate scientific knowledge or to solve problems.

Goal E (Social Sciences)

Students will examine and apply concepts of social identity and individual differences, such as ethnicity, race, gender, age, class, ability or sexual orientation.

Guidelines for the Core Curriculum (Areas A – E) are established by the University System of Georgia in order to ensure a solid general education foundation for all graduates. Courses taken within the Core are guaranteed to transfer within the University System in accordance with guidelines. To a great extent, Areas A-E of the Core are “major free,” meaning that they will apply regardless of major; however, certain majors do have specific mathematics, science, and other requirements in Areas A-E. All baccalaureate degree graduates and all A.A. and A.S. degree graduates must complete Areas A-E of the Core Curriculum, as specified below. ***Students should check with their degree program requirements for information on the minimum passing grade necessary.*** The areas of the Core and courses that can satisfy area requirements are as follows:

AREA

A. Essential Skills..... 9 hours

A1. Two Composition Courses

ENGL 1101 English Composition I

ENGL 1102 English Composition II

A2. Non-Science/Math Majors

One Mathematics Course from Among

MATH 1101 Mathematical Modeling

MATH 1111 College Algebra

MATH 1112 Trigonometry & Analytical Geometry*

MATH	1113	Precalculus
MATH	1241	Survey of Calculus
MATH	1501	Calculus I

A2. Science/Math Majors**One Mathematics Course from Among**

MATH	1112	Trigonometry & Analytical Geometry*
MATH	1113	Precalculus
MATH	1501	Calculus I

**Only the three credit MATH 1112 can be used by science majors in Area A2 and only if the student has a grade of C or better in MATH 1111.*

***Science/Math majors who do not place into MATH 1112 or MATH 1113 are required to take an appropriate MATH pre-requisite sequence prior to scheduling MATH 1112 or MATH 1113.*

B. Critical Thinking and Communication.....4-5 hours***B1. One Critical Thinking Course**

CRIT	1101	Critical Thinking
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B2. One or Two Foreign Language or Communication Courses from Among

COMM	1001	Presentational Speaking
COMM	1002	Presentation Applications
COMM	1110	Spoken Communication
FREN	1002	Elementary French II
SPAN	1002	Elementary Spanish II

* The sum of credits taken in areas B and D must total 15 credits. This means that students taking more than 7 credits in area D1 (e.g., science majors and health professions majors) need to take only one credit in area B2.

C. Humanities..... 6 hours**C1. One Literature, Philosophy, or Foreign Language Course from Among**

ENGL	2111	World Literature I—Pre-Modern
ENGL	2112	World Literature II—Modern World
ENGL	2121	British Literature I
ENGL	2122	British Literature II
ENGL	2131	American Literature I
ENGL	2132	American Literature II
FREN	2001	Intermediate French I
FREN	2002	Intermediate French II
PHIL	2010	Introduction to World Philosophy
PHIL	2030	Ethics in Historical/Contemp. Perspective
SPAN	2001	Intermediate Spanish I
SPAN	2002	Intermediate Spanish II

C2. One Fine Arts or Intermediate Foreign Language Course from Among

ART	1100	Art Appreciation
ART	2301	Art of the Pre-Modern World
ART	2302	Art of the Modern World
CMS	2100	Introduction to Film
FREN	2001	Intermediate French I

FREN	2002	Intermediate French II
HUMN	2111	Perspectives on the Arts and Humanities
MUSC	2101	Music Appreciation
MUSC	2301	Introduction to World Music
PHIL	2040	Introduction to Aesthetics
SPAN	2001	Intermediate Spanish I
SPAN	2002	Intermediate Spanish II
THEA	1100	Theater Appreciation

D. Natural Sciences, Mathematics and Technology

D1. Science (Non-Science Majors) 7 hours

Non-Science majors must satisfactorily complete two courses and one laboratory in Area D1 from the following list.

ASTR	1010	Solar System Astronomy
ASTR	1020/L	Stellar and Galactic Astron. *
BIOL	1107/L	Principles of Biology I
BIOL	1108/L	Principles of Biology II
BIOL	1111/L	Introductory Biology I
BIOL	1112	Introductory Biology II*
ENVS	2022	Environmental Science I
GEOL	1011/L	Introductory Geosciences
CHEM	1151/L	Survey of Chemistry I
CHEM	1152	Survey of Chemistry II*
CHEM	1211/L	Principles of Chemistry I
CHEM	1212/L	Principles of Chemistry II*
PHYS	1111/L	Introductory Physics I
PHYS	1112/L	Introductory Physics II*
PHYS	2211/L	Principles of Physics I
PHYS	2212/L	Principles of Physics II*

**With the exception of BIOL 1108/L, the second courses in the same discipline sequence require the first as a prerequisite.*

Students may not receive credit for both the first Principles course and the other first course in the same discipline (i.e. taking BIOL 1107/L and BIOL 1111/L is not permitted). This rule also applies to the second courses (i.e. taking PHYS 1112/L and PHYS 2212/L is not permitted).

D1. Science (Health Professions Majors) 8 hours

Health Professions majors must satisfactorily complete a two-semester science course and laboratory sequence from the following:

BIOL	1107/L	Principles of Biology I
BIOL	1108/L	Principles of Biology II
	OR	
CHEM	1151/L	Survey of Chemistry I
CHEM	1152/L	Survey of Chemistry II
	OR	
CHEM	1211/L	Principles of Chemistry I
CHEM	1212/L	Principles of Chemistry II
	OR	
PHYS	1111/L	Introductory Physics I
PHYS	1112/L	Introductory Physics II

OR

PHYS 2211/L Principles of Physics I
 PHYS 2212/L Principles of Physics II

D1. Science (Science Majors)..... 8 hours

Science majors must satisfactorily complete a two three-hour science courses and their accompanying one-hour laboratory courses from the following.

BIOL 1107/L Principles of Biology I
 BIOL 1108/L Principles of Biology II
 CHEM 1211/L Principles of Chemistry I
 CHEM 1212/L Principles of Chemistry II*
 PHYS 2211/L Principles of Physics I**
 PHYS 2212/L Principles of Physics II**

**With the exception of BIOL 1108/L, the second courses in a discipline require the first as a prerequisite.*

*** Biology majors are required to complete a physics sequence (PHYS 1111/L and 1112/L OR PHYS 221/L and PHYS 2212/L) in their upper division requirements; therefore, they cannot apply calculus-based Physics (PHYS 221/L and PHYS 2212/L) in area D1 and PHYS 1111/L and PHYS 1112/L in their upper division requirement.*

D2. Science, Math or Technology (Non-science Majors)..... 3 hours

All students must complete an additional three hours in Area D2 from the following courses:

CSCI 1300 Computational Thinking and Coding
 CSCI 1301 Computer Science I
 ENVS 2022 Environmental Science I
 GEOL 1011/L Introductory Geosciences
 MATH 1112 Trigonometry and Analytic Geometry**
 MATH 1221 Finite Mathematics
 MATH 1231 Introductory Statistics
 MATH 1241 Survey of Calculus
 MATH 1113 Pre-calculus
 MATH 1501 Calculus I
 MATH 2502 Calculus II
 SCI 1901 Selected Topics in Science

*** Only the three credit MATH 1112 can be used by non-science majors in Area D2.*

Students selecting MATH 1501 or MATH 2502 will count three hours in Area D2 and one hour in Area F or in their degree requirements. Some majors have specific D2 requirements. Students should consult with their advisors for details.

D2. Science, Math or Technology (Science majors)..... 3 hours

All students must complete an additional three hours in Area D2 from the following courses:

CSCI 1301 Computer Science I
 MATH 1231 Introductory Statistics*
 MATH 1501 Calculus I**
 MATH 2502 Calculus II**

*** Students selecting MATH 1501 or MATH 2502 will count three hours in Area D2 and one hour in Area F or for their specific upper division degree requirements.*

E. Social Sciences..... 12 hours

E1. One American Government Course

POLS 1101 American Government

E2. One World History Course from Among

HIST 1111 Survey of Pre-Modern World History

HIST 1112 Survey of Modern World History

HIST 2750 Critical Trends and Issues in Recent World History

POLS 2401 Introduction to Global Issues

E3. One American History Course from Among

HIST 2111 Survey of U.S. History to 1877

HIST 2112 Survey of U.S. History since Reconstruction

E4. One Behavioral Sciences Course from Among

AFAM 2010 Introduction to African American Studies

ECON 1101 Survey of Economics

ECON 2105 Principles of Macroeconomics

ECON 2106 Principles of Microeconomics

PSYC 1101 Introduction to Psychology

SOCI 1101 Introduction to Sociology

WST 2010 Introduction to Women's Studies

RULES AND REGULATIONS

Undergraduate Specific Rules and Regulations

Course Overload

Students may schedule up to 18 hours per semester (13 in Summer) without special permission. A student who wishes to accelerate his or her study by taking more than 18 hours (or 13 in Summer) up to a maximum of 24 hours in a semester must meet with their advisor and have a written overload request approved by the department chair or designee of the academic major. A student must have been at Clayton State University for at least two semesters and have achieved an overall B average before an overload will be approved, although the department chair or designee may make exceptions in special circumstances.

Graduate Specific Rules and Regulations

Course Repeat Policy

A graduate student can repeat a course and earn a satisfactory grade. All course attempts are recorded on the transcript, but only the most recent attempt for credit will count toward fulfillment of the graduate degree program and be included in the institutional GPA. This policy provides an opportunity for a student to raise their GPA by re-taking a course and earning a higher grade, but students must be aware that the most recent grade will count even if it is lower. Courses in which a grade that is less than C (i.e., D, F, WF, or U) is earned will not count toward the fulfillment of the respective degree requirements. With the exception of a grade of U, grades less than C will also count for GPA calculation purposes. Courses in which grades of D, F, WF, and U are earned must be repeated.

Academic Standing

Graduate students are expected to maintain Good Academic Standing throughout their matriculation in their graduate program. Good Academic Standing at Clayton State University is defined as a minimum institutional graduate GPA of 3.0.

Academic Probation

Students whose institutional GPA falls below the minimum acceptable GPA of 3.0 are placed on Academic Probation. Students on Academic Probation are restricted to taking 6 credit hours or less for a minimum of one semester and until the institutional GPA is raised to a minimum of 3.0. Students on Probation must contact their Graduate Program Director to receive information and assistance on their continuation in graduate study. In addition, students on probation, especially

those on probation for the first time, may be required to develop a remediation plan for continuing in graduate school. International students who fall below a GPA of 3.0 risk losing their F-1 or J-1 active immigration status.

Students who are on Academic Probation who earn a term GPA of 3.0 or higher and raises his or her institutional GPA to a 3.0 or higher will return to Good Academic Standing.

Students who are on Academic Probation whose term GPA is 3.0 or higher, but whose institutional GPA remains below 3.0, will remain on Academic Probation.

Students who are on Academic Probation who earn a term GPA below 3.0 while on Academic Probation, regardless of the institutional GPA, will be excluded for one term (Academic Suspension (see below)).

Academic Suspension

Students who are on Academic Probation and earn a term GPA that is below 3.0 are placed on Academic Suspension. Academic Suspension bars students from enrolling for one semester. Students who are suspended are required to develop a concrete plan for academic success in consultation with their Graduate Program Director/Coordinator. Reinstatement is not automatic.

To be reinstated a student must submit (1) a letter requesting reinstatement; and, (2) a remediation plan for future academic success to the School of Graduate Studies four weeks prior to the start of the semester in which they wish to resume coursework. Students who are reinstated will be on Academic Probation, will be restricted to 6 credit hours, and must continue to maintain a minimum term GPA of 3.0 until they achieve Good Academic Standing. For those reinstated, in consultation with their Graduate Program Director/Coordinator, the Dean of the School of Graduate Studies may impose additional restrictions such as, students may be required to enroll in specific courses, and/or participate in structured academic support programs.

Academic Dismissal

Students will be dismissed from graduate study when their institutional is below 3.0 for two consecutive terms of enrollment. Students will also be dismissed from graduate study if their term GPA is below 3.0 following reinstatement from Academic Suspension.