

# VALDOSTA STATE UNIVERSITY



# GRADUATE CATALOG

2014 - 2015



2014-2015  
Graduate Catalog

*Revised April 2014*

**The Graduate School**

Valdosta State University

Valdosta, GA 31698

Telephone 229.333.5694

# ACADEMIC CALENDAR

## FALL 2014 THROUGH SUMMER 2015

### FALL 2014

Mon, Aug 18	First Class Day
Mon, Sep 1	Labor Day Holiday
Thurs, Oct 2	Midterm
Mon-Fri, Nov 24-28	Thanksgiving Holidays
Mon, Dec 8	Last Class Day
Tues, Dec 9	Examination Preparation Day
Wed-Fri, Dec 10-12	Semester Final Examinations
Sat, Dec 13	Graduation

### SPRING 2015

Mon, Jan 12	First Class Day
Mon, Jan 19	MLK, Jr. Holiday
Thurs, Mar 5	Midterm
March 23-27	Spring Break
Mon, May 4	Last Class Day
Tues, May 5	Examination Preparation Day
Wed-Fri, May 6-8	Semester Final Examinations
Sat, May 9	Graduation

### SUMMER 2015

#### Maymester (Summer I)

Thurs, May 14	First Class Day – Maymester
Mon, May 25	Memorial Day-Holiday
Tues, May 26	Midterm
Thurs, Jun 4	Last Class day
Fri, Jun 5	Final Examinations

#### Summer II (full term)

Wed, Jun 10	First class day
Thurs, Jul 2	Midterm
Fri, Jul 3	Holiday; No Classes Meet
Tues, Jul 28	Last Class Day
Wed-Thurs, Jul 29-30	Final Examinations
Sat, Aug 1	Graduation

#### Summer III

Wed, Jun 10	First class day
Fri, Jun 19	Midterm
Wed, Jul 1	Last class day
Thurs, Jul 2	Final Examinations

#### Summer IV

Mon, Jul 7	First class day
Fri, Jul 16	Midterm
Tues, Jul 28	Last class day
Wed, Jul 29	Final Examinations
Sat, Aug 1	Graduation

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## **MISSION STATEMENT VALDOSTA STATE UNIVERSITY**

Since 1913, Valdosta State University has been a major provider of educational services for south Georgia. The beauty and consistency of its Spanish Colonial style of architecture are indicative of its dedication to serving the region's heritage while developing programs and services to enhance its future.

Within the context of the University System's mission and vision, Valdosta State University possesses the core characteristics of a regional university. The core characteristics include:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of a specific region of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet effect even beyond the region;
- a campus-wide commitment to a technologically-enhanced learning community that promotes student success, sustains instructional excellence, serves a diverse and well-prepared student body, offers academic assistance, and provides enrichment for all students;
- a range of disciplinary and interdisciplinary academic programming at the baccalaureate and master's levels, as well as a range of professional programs at the baccalaureate and post-baccalaureate levels, including a limited number of professionally oriented doctoral-level programs;
- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the university's scope of influence;
- a commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits and a commitment to research in selected areas of institutional strength and focused on regional need.

As a regional university in south Georgia, Valdosta State cooperates with other University System institutions to ensure that the region receives the services it needs. To expand its programmatic outreach, it develops and offers programs by distance learning and at off-campus locations throughout the region. It will continue to exercise a leadership role in meeting the needs of the region, particularly in providing access to professionally oriented doctoral programs, primarily in education, and to applied research.

VSU prides itself on offering nationally accredited programs in Art, Business, Music, Nursing, Sports Medicine/Athletic Training, Communication Disorders, School Psychology, Theatre, Public Administration, Social Work, and Teacher Education, which have a magnet effect beyond the institution's primary setting. In its academic credit programming, VSU will place a priority on developing existing programs that aid the educational, economic, cultural, and social advancement of its region and new programs in health-related professions and public administration. The programs will continue to be supported by strong preparatory courses and majors in the humanities, sciences, and social studies. VSU also remains committed to pre-professional programs preparing its undergraduate students for medical, legal, technical, and other professional study.

In its service to students, VSU concentrates on those from the region, including a large number of older, non-traditional students who live and work off-campus and many who transfer from other institutions. To serve its region and to attain maximum educational benefits, the university promotes an atmosphere that attracts a diversified student body, of which a representative proportion will be minority students.

VSU promotes a successful learning experience by maintaining services for minority, disabled, veteran, international, and other students with special needs. To aid in developing the whole student, it provides counseling, health services, academic advising, special assistance, honors programs, international programs, career planning, and many co-curricular activities.

VSU is committed to providing life-long learning and to the economic and cultural development of its region. It offers various non-credit programs and services through the South Georgia Institute, ArtSouth, the Valdosta Symphony Orchestra, the Music Society, and other organizations. Community relations are enhanced through alumni services and VSU-TV and Radio. Community service and technical assistance are offered by faculty and staff in a variety of forms.

Research, scholarship, and creative endeavors exist primarily to meet the regional needs of schools, businesses, and other organizations and to promote faculty development and instructional improvement.

VSU aspires to improve continuously the quality and effectiveness of its programs, scholarship, and student services. Assessment of programs, the raising of standards, and the refinement of learning technologies will improve the university. To aid in obtaining this objective, institutional research and planning, external funding, and collaborative relationships with other institutions will be promoted. To a great extent, VSU will continue to develop as a regional university serving its south Georgia constituency by implementing programs that meet student needs and providing the maximum opportunity for faculty development.

Approved by the Institutional Planning Committee November 18, 1999; Approved by the Faculty Senate February 17, 2000; the revision was approved February 2002. Subsequent revisions approved by the VSU Faculty in January 2007 and approved by the USG Board of Regents in June 2007.

## **HOW TO USE THIS CATALOG**

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

While the provisions of this catalog will ordinarily be applied as stated, Valdosta State University reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Registrar's Office. It is especially important that all students note that it is their individual and personal responsibility to keep themselves apprised of current graduation requirements for their particular degree program.

## **ACCREDITATION AND MEMBERSHIPS**

Valdosta State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelor's, master's, educational specialist, and doctoral 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 VSU.

Numerous academic programs have attained accreditation from national professional organizations. Valdosta State University is an accredited institutional member of the National Association of Schools of Art and Design and of the National Association of Schools of Theatre. Also in the College of the Arts, programs in music are accredited by the National Association of Schools of Music. The public relations emphasis within the Bachelor of Fine Arts degree with a major in speech communications has been awarded Certification in Education for Public Relations by the Public Relations Society of America.

The Bachelor of Science degree program in chemistry has been approved by the Committee on Professional Training of the American Chemical Society. Students who complete the approved program are eligible to have their degree certified by the American Chemical Society.



Both the undergraduate Applied and Clinical Sociology program and the graduate Applied Sociology program are accredited by the Commission on Applied and Clinical Sociology.

Both the bachelor's degree (BSN) and the master's degree (MSN) programs in the College of Nursing and Health Sciences are accredited by the Commission on Collegiate Nursing Education [One Dupont Circle, NW, Suite 530, Washington, DC 20036, Phone: 202-887-6791 Fax: 202-887-8476].

The Athletic Training Education Program is accredited by the Commission on the Accreditation of Athletic Training Education.

All of the education programs housed within the James L. and Dorothy H. Dewar College of Education and Human Services as well as the Art Education program are approved by the Georgia Professional Standards Commission.

The Dewar College of Education and Human Services maintains accreditation with the National Council for Accreditation of Teacher Education, and all of its individual educator preparation programs are approved by the Georgia Professional Standards Commission. Specific questions concerning teacher certification should be directed to the appropriate department. The master's program in communication disorders is nationally accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association, and the master's program in school counseling is nationally accredited by the Council for Accreditation of Counseling and Related Educational Programs.

The Master of Library and Information Science Program is accredited by the American Library Association.

The Marriage and Family Therapy Master's Program is accredited by the Commission on Accreditation for Marriage and Family Therapy Training and Education of the American Association for Marriage and Family Therapy, 112 S. Alfred Street, Alexandria, VA 22314, 703-838-9808.

The Master of Social Work program is accredited by the Council on Social Work Education.

The College of Education and Human Services also houses graduate programs that are nationally recognized by specialized professional associations:

- Instructional Technology-Technology Applications and Instructional Technology [Ed.S.] (Association for Educational Communications and Technology)
- Instructional Technology-Library Media ( Association for Educational Communications and Technology and American Library Association/American Association of School Librarians)
- Reading Education (International Reading Association)
- Special Education/Deaf Education (Council for Exceptional Children)

The Master of Public Administration program is accredited by the National Association of Schools of Public Affairs and Administration.

AACSB International–The Association to Advance Collegiate Schools of Business accredits the programs in the Harley Langdale, Jr. College of Business Administration.

# THE GRADUATE SCHOOL

*Dr. James LaPlant, Interim Assistant Vice President for Research and Graduate Dean  
Suite 3100, Converse Hall*

## MISSION STATEMENT

The mission of the Graduate School at Valdosta State University is to support graduate education and associated scholarly activities. Graduate degrees conferred and the level of research conducted will be consistent with a regional university as defined by the Georgia University System Board of Regents.

Graduate instruction will be carried out in a manner that provides a solid foundation for continuous learning as our students grow as scholars and professionals. Valdosta State University Graduate School will provide programs that meet the identified needs of the citizens within its 41-county service area.

The Graduate School will cultivate a supportive environment for research, scholarly activities, and other creative endeavors that are integral to successful graduate programs. Working through the Office of Sponsored Programs and Research Administration, we will support graduate faculty and students in obtaining external funds for research, instructional and curriculum development, and scholarship.

## GRADUATE PROGRAMS

Valdosta State University offers over 56 graduate programs and degrees in on-campus, online, and hybrid delivery formats. Descriptions of these programs can be found in this catalog. Specific information about each program's admission requirements, policies, and graduation requirements is available at <http://www.valdosta.edu/academics/graduate-school/our-programs>.

Additionally, Valdosta State University provides several fully online, collaborative education programs through partnerships with other USG institutions. Information on these programs is located throughout this catalog and online at <http://www.valdosta.edu/colleges/education/deans-office/online-programs>.

## APPLICATION PROCEDURES

After successfully completing a university program at the undergraduate level for a master's-level program, or at the appropriate graduate level for education specialist and doctoral programs (as evidenced by receipt of a degree from a regionally accredited institution), an applicant may be considered for admission to the Graduate School at Valdosta State University. Please submit all application-related materials to:

### **The Graduate School**

Valdosta State University  
1500 North Patterson Street  
Valdosta, GA 31698-0005

Please consult our programs page for a list of specific requirements for each program (<http://www.valdosta.edu/academics/graduate-school/our-programs>). General requirements are as follows:

- 1. Applicants must complete the online Graduate Application and fee.** Visit the Graduate School homepage at <http://www.valdosta.edu/academics/graduate-school> and click *Apply Now*.
- 2. Official Transcripts**

Applicants must submit an official transcript from each previously attended institution (including transfer credit). Applicants must include a final college transcript including date of degree from a regionally accredited institution. Applicants may be accepted pending graduation if their degree will be awarded after the admissions deadline but before enrollment. If an applicant attended school outside the United States, an evaluation of the transcripts from outside the U.S. is required.

**Please note:** the M.A.T. in Special Education requires two transcripts from each institution attended.



### 3. Official Test Scores

Applicants should select the appropriate entrance examination from the options available for their degree program. All programs do not accept all tests. Visit the Degrees and Programs page to see if test scores are necessary for your program and, if so, which tests are required:

<http://www.valdosta.edu/academics/graduate-school/our-programs>.

The Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or Miller Analogies Test (MAT) scores are considered official when they are sent directly to the Graduate School from the Educational Testing Service (GRE), the Graduate Management Admissions Council (GMAT), or Pearson Publishers (MAT). Scores are only retained by the testing service for a period of five years. If the applicant's test date is over five years old and scores cannot be obtained directly from the testing service, the applicant may contact another institution to which the scores have been previously submitted to request confirmation of the scores. Confirmation may come in the form of a letter from the institution providing the score(s) and the test date or an official transcript with the scores printed on the document. Please note: some departments may not accept scores older than five years. Valdosta State University reserves the right to verify or validate all information submitted for consideration for admission into graduate study. Validation may include the submission of additional standardized admissions test scores.

### 4. Language Proficiency Requirement

Students whose first language is not English must present evidence of English language proficiency by submitting one of the following documents: official scores on the Test of English as a Foreign Language (TOEFL), official scores on the International English Language Testing System (IELTS), or proof of having completed ELS Language Centers' level 109. Minimum acceptable scores on the TOEFL are:

- 523 on the paper-based test
- 193 on the computer-based test
- 70 on the internet-based test.

The minimum acceptable score on the IELTS is 6.0.

Some programs at VSU may require higher scores. If you were born in a non-English speaking country but received a high school or college degree in the US, you are exempt from submitting the language proficiency requirement.

### 5. Supplemental Materials

Many degree programs have supplemental application requirements. Examples include but are not limited to: recommendations, letters of support, Ed.D. Letter of Support Form, Ed.S. Letter of Assurance Form, written statements, goal statements, essays, résumés, and more. Applicants should refer to the admission requirements for their program for specific requirements. Required forms are available at <http://www.valdosta.edu/academics/graduate-school/our-programs>.

### 6. Medical Form

The VSU Medical Form, also known as the Certificate of Immunization or Health Form, must be completed and signed by the applicant. The completed form must be received before enrollment. The Certification of Health Care provider section must be completed and signed by a health official and must include dates of immunization, dates of the diseases, or date of immune titer. The student must complete the Student Information Section and sign the second page of the document. Immunization records from other institutions are accepted; however, VSU's form with the student information, along with signature, must be submitted.

**Exceptions:** Former and current VSU students are exempt from submitting this document. Online students must submit the distance learning exemption of the medical form. Visit your program information page to see if your program qualifies for the distance learning exemption: <http://www.valdosta.edu/academics/graduate-school/our-programs>.

VSU reserves the right to verify all application materials submitted. This includes contacting recommendation sources to verify authorship or requesting additional documentation of test scores or transcripts, if needed. Once an application has been submitted, applicants can check graduate application status online. Visit the online Application Status Check at <https://www.valdosta.edu/academics/graduate-school/application-status-check.php>.

## VERIFICATION OF LAWFUL PRESENCE

The Board of Regents of the University System of Georgia (USG) requires that individuals submit documentation of US citizenship or permanent residency before being considered for in-state tuition.

The following documents serve as proof of lawful presence in the United States. One of the following is required before you are eligible for in-state tuition:

- Your completed FAFSA for the current or next financial aid year. Lawful presence can be determined through this process.
- A certified US birth certificate showing the applicant was born in the US or a US territory. Photocopies are not acceptable.
- Copy of a current US passport.
- Copy of a current driver's license issued by the state of Georgia after January 1, 2008.
- Copy of a US certificate of naturalization.
- Copy of a US certificate of citizenship.
- A US certificate of birth abroad issued by the Department of State or a consular report of birth abroad.

Please note: Any applicant whose status cannot be verified is not eligible for in-state tuition regardless of how long he or she has lived in Georgia.

## INTERNATIONAL APPLICANTS

Valdosta State University welcomes applications from international students. At VSU, international students are defined as citizens of countries other than the United States who require a valid visa in order to study in the US. International students who require a visa are not eligible for non-degree or irregular admission. Please note: online programs do not qualify for issuance of an I-20 student visa per Department of Homeland Security guidelines. To be considered for admission, international students must submit the following materials to:

### **The Graduate School**

1500 N. Patterson Street  
Valdosta State University  
Valdosta, GA 31698-0005 USA

### **1. A completed Graduate Application for Admission/Readmission and application fee.**

Applications may be submitted online. Visit <http://www.valdosta.edu/academics/graduate-school/> and click on *Apply Online*. International applicants who are unable to submit the application fee online may submit a paper application. International applicants may request a paper application from the Graduate School at <http://www.valdosta.edu/academics/graduate-school/> or in writing.

### **2. A course-by-course evaluation of international transcripts conducted by an international education evaluation service in the USA must be completed.**

For a list of potential evaluation services, please visit: <http://www.valdosta.edu/iss/transferring-procedures.php>. Fees for this service are to be paid by the applicant. Official original language transcripts are not required by the Graduate School. Some academic programs require the official original language transcripts. Please check program requirements for each program's policy.

### **3. Students whose first language is not English must present evidence of English language proficiency by submitting one of the following documents:** official scores on the Test of English

as a Foreign Language (TOEFL), official scores on the International English Language Testing System (IELTS), completion of Level 6 at VSU's English Language Institute with a B average or better, or proof of having completed ELS Language Centers' level 109.

Minimum acceptable scores on the TOEFL are:

- 523 on the paper-based test
- 193 on the computer-based test
- 70 on the internet-based test.

The minimum acceptable score on the IELTS is 6.0. Please note: the M.B.A. program only accepts TOEFL scores.

Some programs at VSU may require higher scores. If you were born in a non-English speaking country but received a high school or college degree in the US, you are exempt from submitting the language proficiency requirement.

**4. Applicants should select the appropriate entrance examination from the options available for their degree program.** All programs do not accept all tests. Visit the Degrees and Programs page to see if test scores are necessary for your program and, if so, which tests are required:

<http://www.valdosta.edu/academics/graduate-school/our-programs/>. The Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or Miller Analogies Test (MAT) scores are considered official when they are sent directly to the Graduate School from the Educational Testing Service (GRE), the Graduate Management Admissions Council (GMAT), or Pearson Publishers (MAT). Valdosta State University reserves the right to verify or validate all information submitted for consideration for admission into graduate study. Validation may include the submission of additional standardized admissions test scores. Information on the administration of these tests is available from US embassies, from American Cultural Centers, or online at <http://www.gre.org>, <http://www.mba.com>, or <http://www.milleranalogies.com>.

**5. A completed Certificate of Finances statement guaranteeing that the student will have \$34,895 US (for nine months) available for personal and educational expenses for the 2014-2015 school year.** The Certificate of Finances form is available from the Graduate School. Please note: the amount necessary for the Certificate of Finances changes based on current tuition rates. For the current academic year, please view the Certificate of Finances form at <http://www.valdosta.edu/iss/forms/graduatecof.pdf>.

#### **6. Supplemental Materials**

Many degree programs on campus have supplemental application requirements. Examples include but are not limited to: recommendations, letters of support, Ed.D. Letter of Support Form, Ed.S. Letter of Assurance Form, written statements, goal statements, essays, résumés, and more. Applicants should refer to the admission requirements for their program for specific requirements. Required forms are available at <http://www.valdosta.edu/academics/graduate-school/our-programs/graduate-application-related-forms.php>.

#### **7. Medical Form**

The VSU Medical Form, also known as the Certificate of Immunization or Health Form, must be completed and signed by the applicant. The completed form must be received before enrollment.

The Certification of Health Care provider section must be completed and signed by a health official and must include dates of immunization, dates of the diseases, or date of immune titer. The student must complete the Student Information Section and sign the second page of the document. Immunization records from other institutions are accepted; however, VSU's form with the student information, along with signature, must be submitted. Documents submitted to satisfy immunization requirements must be in English or a translation must be provided.

Former and current VSU students are exempt from submitting this document.

When all requirements are received, the academic program will evaluate the applicant's credentials and render an admission decision. The applicant will be notified of the University's decision by mail and, if admitted, will be issued an I-20 immigration form. This form must be taken to the nearest US embassy or consular office, which will issue a visa for entry to the United States. Because of Homeland Security guidelines, student visas cannot be issued for online programs. Individuals living and working in the US whose visa status permits graduate enrollment and who do not require a student visa may be considered for admission. For further instructions on the visa process, please consult the International Programs website: <http://www.valdosta.edu/iss>.

Additional information on international student admissions to the Graduate School at Valdosta State University is available from the Center for International Programs, Valdosta State University, Valdosta, GA 31698, USA.

## **NON-DEGREE-SEEKING APPLICANTS**

Applicants who wish to take graduate courses but do not intend to pursue a degree may be considered for non-degree seeking admission status such as add-on certification, an endorsement, certificate renewal, or for personal enrichment. Non-degree seeking applicants must submit:

- 1. The completed Graduate Application for Admission/Readmission Form and the application fee.**
- 2. One of the following as proof of an undergraduate degree:**
  - a. A copy of a transcript from an accredited or approved institution indicating that a baccalaureate degree has been completed; or
  - b. A copy of a clear/renewable teaching certificate of a type which requires a baccalaureate degree for its issuance.
- 3. The completed VSU Medical Form (prior to enrollment).** Students enrolling in face-to-face courses must complete the immunization record and have the document certified by a health care provider. Students enrolling in only online courses should complete the Student Information Section and Distance Learning Exemption portions of the form. Former and current VSU students are exempt from resubmitting this form.

Some add-on and endorsement programs may have additional admission requirements. Applicants should check the non-degree admission requirements for that major to determine if any additional documents are required. Not all programs or majors accept non-degree students. Please check program requirements for additional information: <http://www.valdosta.edu/academics/graduate-school/our-programs/>. Please note: non-degree students are not eligible for financial aid.

## **TRANSIENT STUDENTS**

Individuals enrolled as graduate students in good standing at another regionally accredited college or university may be accepted on a transient basis.

Transient students must submit:

- 1. The completed Graduate Application for Admission/Readmission Form and application fee.**
- 2. A letter of good standing from their institution.**
- 3. The completed VSU Medical Form (prior to enrollment).** Students enrolling in face-to-face courses must complete the immunization record and have the document certified by a health care provider. Students enrolling in only online courses should complete the Student Information Section and Distance Learning Exemption portions of the form. Former and current VSU students are exempt from resubmitting this form.

Some graduate programs may not consider transient requests. Contact the Graduate School to determine eligibility.

## **COLLABORATIVE ONLINE EDUCATION PROGRAMS**

Valdosta State University provides several fully online programs through collaborations with other USG institutions. Formerly known as GeorgiaOnMyLine programs, the collaborative online education programs include:

- Master of Arts for Teachers (M.A.T.) in Special Education-General Curriculum
- Master of Arts for Teachers (M.A.T.) in Special Education-Adapted Curriculum
- Master of Education (M.Ed.) in Curriculum and Instruction: Accomplished Teaching
- Master of Education (M.Ed.) in Middle Grades Math/Science
- Education Specialist (Ed.S.) in Teacher Leadership
- Gifted In-Field Endorsement
- Online Teaching Endorsement
- Certificate in Online Teaching

Visit <http://www.valdosta.edu/colleges/education/deans-office/online-programs/>.

These programs provide opportunities for graduate education in an online learning environment. The tuition cost for these programs is a flat GOML tuition rate of \$385 per credit hour (for the 2013-2014 academic year). The programs consider applications each semester. Students in collaborative online education programs are subject to the policies and guidelines governing academic standards, appeals, and progress outlined in subsequent pages of the catalog.

## **APPLICATION POLICY**

### **Application Fee**

The application fee is non-refundable. This rule includes, but is not limited to, the following cases: an applicant is denied, an applicant does not complete the application process, the applicant applies to a program for which he or she is ineligible, or the admitted applicant does not enroll as a student.

### **Retention of Documents by the Graduate School**

All documents and materials submitted for a graduate application at VSU become the property of the University and will not be returned. Application materials submitted without an application are retained for a period of two years. Application materials for incomplete applications, denied applicants, and admitted applicants who did not enroll are retained for a period of three years. Application records for students who enroll are retained for a period of seven years from the date of last enrollment.

### **Changes to Applications**

Applicants who wish to change their desired term, program, or major following submission of an application may do so in some circumstances. Applicants are permitted one update or change per application. Subsequent changes in term, program, or major will require a new application and application fee.

Admitted applicants should be aware that any offer of admission is valid for that semester only (as notated in official acceptance letter). Admitted applicants who do not begin taking courses for the semester they are admitted must contact the Graduate School to request a change in the semester prior to the admission deadline of that semester. Deferment of admission is not guaranteed and will be evaluated on a case-by-case basis.

Applications to the M.Ed. in Curriculum and Instruction and to the M.Ed. in Middle Grades Math/Science follow the guidelines below:

- Quick Admitted applicants who do not enroll may update their applications for a future term. All requirements for Full Semester Two admission must be submitted to be reviewed for the updated term. Quick Admission is only offered one time per student per program.
- Quick Admitted applicants who enroll but do not complete requirements for Full Semester

Two admission before the deadline may be updated for Full Semester Two review for a future semester. Quick Admission is only offered one time per student per program.

- Applications that are incomplete for Quick Admission review can be updated to a future semester. One update is permitted per application.
- Applicants accepted for both Quick Admission and Full Semester Two review who do not enroll either semester may update their application for a future semester.

Please contact the Graduate School for further information on application updates and eligibility.

## **ADMISSION AND READMISSION**

Official acceptance or denial is verified by a letter from the Graduate School. Students can check the progress of their application by going to the Graduate School homepage at <http://www.valdosta.edu/academics/graduate-school/> and selecting the application status feature. Students who were previously enrolled but have not been in attendance within the last three semesters must apply to the Graduate School for readmission. Former students who completed graduate degrees at VSU and who wish to seek another graduate degree at VSU must submit a new Graduate Application for Admission/Readmission and fee. In addition, they should check with the Graduate School to determine what, if any, previously submitted materials are on file. Students seeking to change graduate programs or change their status from non-degree to degree-seeking must submit a new application and fee in addition to any materials required for the new program or status.

## **GRADUATE ADMISSION APPEALS PROCESS**

Any applicant who is denied admission to a graduate program at Valdosta State University has the right to appeal the decision.

There are three levels of appeal: (1) the department level, (2) the college level, and (3) the Graduate School level. The Graduate School will not hear an admission appeal unless the applicant has exhausted the appellate procedures in the department and college and has been unable to reach a satisfactory resolution of the problem. A denied applicant must initiate the appeal within 30 days of the date noted on the official denial letter sent by the Graduate School.

Please visit the Graduate School website for details on the appeals process: <http://www.valdosta.edu/academics/graduate-school/appeals.php>. The applicant completes the top portion of the form and provides an explanation for the basis of the appeal. Please include any supporting documents related to the appeal. Next, the applicant must contact the program coordinator for his or her program to discuss the appeal. The applicant must be prepared to submit any additional materials needed by the department appeals committee. The applicant should submit the completed appeal form, as well as any supporting or required documents, to the Graduate School. The form will be forwarded to the appropriate department. An applicant who is denied admission by the department may appeal to the college.

Applicants whose appeals have been denied at the departmental and college levels may submit the appeal form to the Dean of the Graduate School. Once the appeals form, signed by the department head and the dean of the college (or chair of the College Graduate Appeals Committee), is received by the Dean of the Graduate School, the Dean of the Graduate School will contact the applicant to discuss the appeal. The Dean of the Graduate School will notify each applicant, in writing, of the final decision of the Graduate School.



## **GRADUATE STUDENT CLASSIFICATIONS AND ADMISSIONS CRITERIA**

Valdosta State offers several admission classifications to graduate students. Students who have met all requirements may be considered for admission. Criteria and limitations for all categories of admission are shown below.

Some colleges and departments have criteria that exceed the minimums shown below. Please visit <http://www.valdosta.edu/academics/graduate-school/our-programs/> for individual college and department listings to determine specific standards. Please note: graduate admission is highly competitive. Meeting the minimum requirements does not guarantee admission to a program.

### **REGULAR ADMISSION**

To be considered for admission as a “regular” graduate student in a master’s program, the applicant must hold a bachelor’s degree from a regionally accredited or approved college or university with an undergraduate major in, or prerequisites for, the planned graduate field of study, where applicable. The applicant must, at a minimum, have a cumulative undergraduate grade point average of at least 2.5 on a 4.0 scale, calculated on all work attempted in which letter grades were awarded; however, some programs require minimum grade point averages that are higher than the Graduate School minimum.

Education Specialist, Doctor of Education, and Doctor of Public Administration applicants must hold a master’s degree from a regionally accredited institution. Applicants for Ed.S. and Ed.D. programs will be admitted only as “regular.”

Verification of the degree and grade point average in the form of official transcripts is required. Most degree programs require acceptable entrance exam scores on the GRE, MAT, or GMAT, and some programs have additional admission criteria. Please refer to the departmental listings for all these specific requirements: <http://www.valdosta.edu/academics/graduate-school/our-programs/>.

### **PROBATIONARY ADMISSION**

Applicants who have submitted all required documents but fail to meet one or more of the criteria for regular admission may be considered for probationary admission under conditions specified at the time of admission by the academic department. Probationary admission is not guaranteed nor is it offered by all programs. Please refer to the departmental listings for specific requirements and required supplemental material. Go to <http://www.valdosta.edu/academics/graduate-school/our-programs/> and click on the program of interest.

Students admitted as probationary are eligible for financial aid. Students admitted on a probationary basis remain in this category for 9 semester hours of work. The grade point average for these 9 semester hours must be 3.0 or higher, and the student must meet all contingencies stipulated by the department in the acceptance letter issued by the Graduate School, in order to be reclassified as “regular” students. Probationary admission is not offered for Ed.S. or doctoral programs and is not offered for all master’s programs. Because of the highly competitive nature of admissions, probationary admission cannot be guaranteed.

For more information on financial aid requirements and eligibility, visit the Office of Financial Aid’s website: <http://www.valdosta.edu/financialaid/>.

### **IRREGULAR ADMISSION**

Applicants who have not submitted one or more of the required documents (not including transcripts) may sometimes be admitted as “irregular” to a master’s program. To be eligible for an Irregular Request, an applicant must hold a bachelor’s degree from a regionally accredited institution at the point of application and must have submitted the application and application fee, all official transcripts, and a completed Request for Irregular Admission Form prior to the admission deadline for that semester. Students in this category will not be fully admitted to a degree program until they have met all admission requirements.

Prior to the completion of 9 hours, students must submit all outstanding requirements meeting minimum standards. Once all outstanding requirements have been received, the application will be reviewed for full admission. Full admission is not guaranteed. Submission of outstanding documents is subject to deadlines for each term. Students who have not submitted all requirements will not be allowed to continue in the program. Students admitted as irregular are not eligible for financial aid or graduate assistantships. Irregular admission is not offered by all master's programs and is not offered for any Ed.S. or doctoral programs. Please contact the Graduate School or visit the Degrees and Programs page to see if a program qualifies: <http://www.valdosta.edu/academics/graduate-school/our-programs/>.

## COLLABORATIVE ONLINE EDUCATION M.ED. ADMISSIONS CLASSIFICATION

### Quick Admission or Semester One Admission

Used by the following collaborative online education programs:

- Master of Education (M.Ed.) in Curriculum and Instruction
- Master of Education (M.Ed.) in Middle Grades Math/Science

Quick Admission is the term commonly used to refer to semester one admission for the programs listed above. An offer of Quick Admission is based upon fulfillment of semester one requirements. Prospective students should review the admission requirements for their desired program of study to determine the documentation requirements and minimum standards for grade point average and scores. Visit <http://www.valdosta.edu/colleges/education/deans-office/online-programs>. All Quick Admissions students are admitted on a “probationary” basis. Students who have not been approved for Full Semester Two admission to the program are not permitted to register for their second semester until they receive official notification of full admission, by mail, from the Graduate School. Quick Admission students are eligible for many types of financial aid and are encouraged to contact the Office of Financial Aid to explore aid options (229-333-5935).

### Full Semester Two Admission

Used by the following collaborative online education programs:

- Master of Education (M.Ed.) in Accomplished Teaching
- Master of Education (M.Ed.) in Middle Grades Math/Science

To be reviewed for Full Semester Two admission, all required documents must be received by the Graduate School prior to the admission deadline. Students awarded Full Semester Two admission to a program are eligible for financial aid. The following classifications are used for Full Semester Two admission:

**Regular Admission** indicates the student meets all admission requirements and meets or exceeds all required minimums.

**Probationary Admission** indicates the applicant does not meet criteria for “regular” admission and is being admitted on a provisional basis.

To be reclassified as “regular,” a student must meet all criteria outlined in the official notice of acceptance. “Probationary” admission is not guaranteed nor intended to negate grade point average minimum requirements. Quick Admission and Full Semester Two admission only apply to the programs specified. Applicants to other programs are not eligible for Quick Admission.

### TRANSIENT

Graduate students currently enrolled in good standing at another college or university may register in courses offered by Valdosta State University for credit at their home institution. Applicants

are strongly advised to check with their home institution before applying to see if the VSU credit is applicable. Transient admission is valid only for one term and is subject to semester admissions deadlines. The Langdale College of Business Administration will not consider requests for transient admission. Transient admission and course availability is not guaranteed and is subject to departmental approval. Contact the Graduate School for questions regarding transient eligibility.

## **NON-DEGREE**

Applicants who hold an undergraduate degree and wish to take graduate or undergraduate courses for add-on certification, an endorsement, certificate renewal, or personal enrichment without pursuing an advanced degree may be admitted as “non-degree.” Non-degree students may be considered for admission to a graduate degree program if they meet the following requirements: maintain a cumulative average of B or higher in VSU graduate courses taken as a non-degree student; submit a new application and fee to the Graduate School for a degree program; and submit all admission documents required for the program by the established deadline. Non-degree admission and subsequent admission to a degree-seeking program cannot guarantee and will be subject to departmental approval. A maximum of 9 semester hours taken as a non-degree VSU student may be transferred into a degree granting program if approved by the department. Please consult the program coordinator of the degree program of interest for information on what can be transferred. Students admitted as non-degree are not eligible for financial aid or graduate assistantships.

## **LETTERS OF GOOD STANDING**

Letters of Good Standing are issued for VSU degree-seeking students only. Graduate students wanting to take courses at other institutions for credit should consult with their program advisors regarding acceptable courses and allowable hours for transfer credit. Graduate students **MUST** follow the procedures outlined below:

1. Students should consult with their advisor regarding the appropriateness of a course offered at another institution. The student’s advisor should send a memo or e-mail to the Dean of the Graduate School requesting a Letter of Good Standing (include what semester, what course[s], number of credit hours, and student information). Include the name and address of the institution to which the Letter of Good Standing should be sent. **DO NOT USE TRANSIENT FORMS FROM THE REGISTRAR’S OFFICE.**
2. If approved by the Dean of the Graduate School, a Letter of Good Standing is then forwarded to the appropriate institution, with copies going to the student and the advisor.
3. After students complete courses and grades are posted, they must have an official transcript sent to VSU’s Graduate School. If the course will substitute for a VSU course, the advisor and student must complete a Course Substitution Form and, after signatures are obtained from the advisor, the department head, and the appropriate college dean, forward it to the Dean of the Graduate School.

## **ENROLLMENT BY UNDERGRADUATES**

A student with senior standing at Valdosta State University, with an overall academic grade point average of 3.0 or better, may register for graduate courses during the final two semesters of undergraduate work under the following conditions:

1. No more than a total of 9 semester hours may be taken for graduate credit, and no more than 6 semester hours of graduate work may be taken in a given semester.
2. A student registering for one or more graduate courses is limited to the normal graduate academic course load of 12 semester hours per semester.
3. Permission for a student to take graduate courses under this provision is granted only by the Dean of the Graduate School upon recommendation of the student’s advisor. To request permission, the student’s advisor must submit a request to the Dean of the Graduate School on behalf of the student. The request should contain the student’s full name, the student ID number,

- and verification that the student meets all requirements outlined.
4. Permission must be obtained for each semester in which the student desires to take graduate courses. Once permission is granted, the academic department must manually place the undergraduate into the approved graduate-level courses.
  5. Deficiency points will apply if graduate courses taken by undergraduates are counted toward graduate degree requirements.

## REGISTRATION

Currently enrolled students may register for courses during the following registration periods.

### Early Registration

Held approximately six weeks before the term begins. Registration priority is based on student classification in the following order: graduate students and seniors; juniors; sophomores; freshmen.

### Regular Registration and Drop/Add

Held immediately prior to the beginning of classes. Registration is held on a first-come, first-served basis. Fee schedules and course schedules can be obtained at <http://www.valdosta.edu/administration/finance-admin/financial-services/students/welcome.php>.

### Late Registration and Continued Drop/Add

Held for approximately three or four days after the term begins. A late fee is assessed for registration during the Late Period.

All students must be advised before registration. Students who have not been advised will not be able to access the registration system.

Note that the collaborative online education programs have different registration periods, which can be found at <http://www.valdosta.edu/colleges/education/deans-office/online-programs/calendar.php>.

Registration in all courses offered by the University is under the direct supervision of the Registrar. Published schedules, policies, and procedures for registration must be strictly observed. Registrations are canceled for students who do not pay fees by the published deadlines. Please refer to the Registrar's website for more information: <http://www.valdosta.edu/academics/registrar/>.

## ODUM LIBRARY

Odum Library contains the general and research library collections of the University. The building was dedicated in 1972 and named in 1990 for the late Gertrude Gilmer Odum, Professor Emerita of English. In 2004 the library doubled in size, offering an Internet Café, a computer lab, an electronic classroom, a Georgia Library Learning Online (GALILEO) Technology Center, and a 100-seat auditorium, as well as expanded study space, reading rooms, book stacks, and a new Archives section. In 2011 a three-phase renovation of the original library building was completed. The library is designed to facilitate research and study. Students can get research assistance from the Reference Services Department in a number of different ways, including e-mail, chat, and in-person research consultations. The collection contains over 500,000 bound volumes and over a million volumes in microforms, as well as current issues of over 2,000 magazines, journals, and newspapers. In addition to printed materials, the library has extensive collections of audiovisual, graphic, and machine-readable materials. The library is a Selective Depository of US Government documents and one of only three depositories for Georgia State Publications. The library maintains the Archives of Contemporary South Georgia History and a Southern History Collection. The Odum Library Media Center is a service-oriented office providing assistance in media content development and media presentations. It provides access to a wide variety of traditional and new media equipment and software. The Information Technology Help Desk and Center for eLearning are also located in Odum Library. Visit <http://www.valdosta.edu/library/> for more information.

# ACADEMIC STANDARDS AND REGULATIONS

## GRADING SYSTEM

The semester hour is the basic unit of work, in which each course offered has credit value in terms of a certain number of semester hours normally conforming to the number of contact class hours per week. For example, courses meeting three hours a week carry three hours credit. A typical exception occurs in laboratory work, in which two or three hours of class contact time would have a one-credit-hour value.

Grades and quality points represent the instructor's final estimate of the student's performance in a course. All grades assigned remain on the student's permanent record and transcript. The following letters denote grades that are included in the computation of the grade point average:

A = Excellent	4 quality points per hour
B = Good	3 quality points per hour
C = Satisfactory	2 quality points per hour
D = Passing	1 quality point per hour
F = Failure	0 quality points
WF = Withdrew failing	0 quality points

Graduate students may calculate their graduate grade point average by dividing the number of graduate semester credit hours taken into the total number of quality points earned.

The following letters denote cases in which the grade is not included in the computation of the grade point average:

I	Incomplete
IP	In progress (course scheduled for more than one semester)
K	Credit by examination
NR	Not reported by instructor or course ending date is after the scheduled end of the semester
S	Satisfactory
U	Unsatisfactory
V	Audit
W	Withdrew without penalty

Cumulative grade point averages are calculated at the close of every semester in which course work is taken. This calculation appears on the permanent record of each student. Students may review this grade record and grade point average by viewing their transcript located inside BannerWeb. To view their transcripts, students should log in and follow prompts to "Student Services and Financial Aid." Matters requiring interpretation of a graduate record should normally be referred to the student's advisor or the Graduate School. Undergraduate grades will not be calculated as part of the graduate student's semester or cumulative average.

A report of "I" (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of "I" requires the subsequent completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student's enrollment status during the period specified for completion. It is the student's responsibility to request that a grade of "I" be assigned for a class. To request a grade of incomplete, students should go to the following website: <http://www.valdosta.edu/academic/registrar/forms/request-for-incomplete-form.pdf> and read the procedures and download the Request for Assigning a Grade of Incomplete form. Students should remember that they should keep attending class, if possible, until the paperwork for the "I" is submitted. Additionally, their graduation dates will be adjusted if their incompletes are not resolved by their projected graduation date.

A grade of “IP” indicates that credit has not been given in courses that require a continuation of work beyond the semester for which the students signed up for the course. The use of the symbol is approved for dissertation and thesis hours and project courses. It cannot be substituted for an “I.”

The computation of the overall grade point average treats “WF” and “F” grades identically: both are failing grades. Grades of “W” do not enter into the computation. Earning grades below “B” in graduate courses will result in the following consequences:

- Students will be dismissed from the Graduate School if they accumulate three or more academic deficiency points unless otherwise indicated by individual program policy. A grade of “C” (although it may be credited toward a degree) equals one deficiency point. A grade of “D,” “WF” or “F,” or “U” (none of which will be credited toward a degree) equals two deficiency points.
- Warning letters will be issued to students for each earned deficiency point until enough points are accumulated to warrant dismissal.

Additional policies related to retention, dismissals, and readmission can be viewed at <http://www.valdosta.edu/academics/graduate-school/our-programs/>.

Students should work with their advisors and professors to avoid earning deficiency points (e.g., withdrawing from school before receiving failing grades). See withdrawal policies at <http://www.valdosta.edu/administration/student-affairs/withdrawal-policies.php>.

## **APPEAL OF DISMISSAL FROM GRADUATE SCHOOL**

The appeal form for dismissal from the Graduate School is located at <http://www.valdosta.edu/academics/graduate-school/documents/dismissal-appeal-form-9-13.pdf>.

Graduate students who wish to appeal a dismissal must first discuss the issue with their advisor. Further appeals are then directed, in order, to their professor’s Department Head, College Dean, Dean of the Graduate School, and Vice President of Academic Affairs/Provost.

## **EXPECTATIONS FOR SATISFACTORY GRADUATE-LEVEL STUDENT PERFORMANCE**

Graduate students are expected to earn grades of at least “B” in most of their course work for their degree. For graduation, a graduate student must have earned a cumulative grade point average (GPA) of at least 3.0 in all graduate course work at Valdosta State University. Throughout their program, students’ performance must be acceptable on a continuing basis. If their GPA falls below a 3.0, students must maintain an overall GPA of not less than 2.5. No grade below “C” will be credited toward a graduate degree. All grades received for graduate courses taken at or transferred to VSU, after admission to the Graduate School, will be used to calculate the graduate cumulative grade point average. Courses may be retaken, if desired or required, but all graduate grades received will affect this average.

## **GRADE APPEALS**

Grade appeals are handled at the departmental and college levels. Students should contact their advisor or department head for information about the appeals process and forms.

## **AUDITING CLASSES**

Students may be permitted to audit selected courses, provided regular enrollment in the course is permitted and provided such arrangement is agreeable to the instructor. Fees for auditing are the same as for regular registration. Students are not permitted to change from audit to credit or from credit to audit after the last day for course changes as specified in the official calendar.

## **WITHDRAWAL FROM COURSES POLICIES**

**eCore.** VSU students enrolled in eCore courses must follow eCore withdrawal policies.

**BEFORE MIDTERM.** Students may withdraw from courses following the drop/add period until midterm by completing the withdrawal process on Banner. Students may withdraw online from



courses following the drop/add period until midterm. However, a student may not exercise this right to withdraw to avoid sanction for academic dishonesty. Instructors may assign a “W” on the proof roll for students not attending class. It is the responsibility of the student to complete the withdrawal process. A withdrawal is official when it is received and processed by the Registrar’s Office.

**AFTER MIDTERM.** Students will not be allowed to withdraw after the midterm point of the term as published in the school calendar as required by Board of Regents’ policy; however, students may petition for an exception to the Board of Regents’ withdrawal deadline for cases of hardship by completing a petition for withdrawal form, available in the Office of the Dean of Students. The petition will become a permanent part of the student’s file. If the petition is approved, the instructor may assign a grade of “W” or “WF” after midterm. Note that “WF” is calculated in the grade point average the same as “F.” Any student who discontinues class attendance after midterm and does not officially withdraw may be assigned a grade of “F.” No fee adjustment will be made for withdrawals except as outlined in the Tuition, Fees, and Costs section of this catalog. The Business and Finance Office will receive a copy of the withdrawal form for refunding if applicable. Students receiving financial aid or graduate assistantships should be aware that withdrawal from courses may affect continued financial aid and assistantship eligibility.

These policies apply to graduate students at Valdosta State University for all classes offered by VSU, whether delivered face-to-face or online. However, some VSU students may be enrolled in classes offered through collaborative partnerships with other institutions or eCore. In these programs, some policies and processes may differ slightly. Students taking classes in those programs should visit the appropriate program links for further information.

**Collaborative Online Education Programs.** For collaborative classes offered by VSU, students are able to withdraw themselves online; however, if they do so after midterm, they will receive a “WF.” If these students have documentation for medical or hardship circumstances, they should complete the appropriate process as outlined below. If that paperwork is approved through the normal process in the Office of the Dean of Students, faculty members will have the option of changing the grade from a “WF” to a “W.”

## **MEDICAL WITHDRAWALS FROM THE UNIVERSITY**

A student who has an injury or illness that prevents the completion of all classes for that term may request a Medical Withdrawal through the Office of the Dean of Students. The Medical Withdrawal process is outlined below. It should be noted that a Medical Withdrawal can be requested only after midterm. A student wanting to withdraw before midterm must follow the Withdrawal from Course Policy outlined in the undergraduate and graduate catalogs. If a student has to withdraw from a class before midterm for a documented medical reason, that student may use this process to appeal to change a regular withdrawal to a medical withdrawal. Questions regarding this policy should be directed to the Registrar’s Office 229-333-5727. Questions regarding the late withdrawal process should be directed to the Office of the Dean of Students 229-333-5941. It is the student’s responsibility to withdraw officially in accordance with university regulations. Only in very rare instances will a partial withdrawal be considered, such as in cases in which a student may not be able to complete a specific class because of a medical condition or injury that prohibits participation. For more detailed information on the Medical Withdrawal policy and procedures, go to <http://www.valdosta.edu/academics/academic-affairs/vp-office/advising/medical-withdrawal-process.php>.

## **HARDSHIP WITHDRAWALS FROM THE UNIVERSITY**

A student who has an emergency that prevents the completion of all classes for that term may request a Hardship Withdrawal through the Office of the Dean of Students. The Hardship Withdrawal process is outlined below. It should be noted that a Hardship Withdrawal can be requested only after midterm. A student wanting to withdraw before midterm must follow the Withdrawal from Course Policy outlined in the undergraduate and graduate catalogs. If a student has to withdraw from a class

before midterm for a documented hardship reason, that student may use this process to appeal to change a regular withdrawal to a hardship withdrawal. Questions regarding this policy should be directed to the Registrar's Office 229-333-5727. Questions regarding the late withdrawal process should be directed to the Office of the Dean of Students 229-333-5941. It is the student's responsibility to withdraw officially in accordance with university regulations. Only in very rare instances will a partial withdrawal be considered, such as in cases in which a student may not be able to complete a specific class because of a hardship that prohibits class participation. For more detailed information on the Hardship Withdrawal policy and procedures, go to <http://www.valdosta.edu/academics/academic-affairs/vp-office/advising/hardship-withdrawal-process.php>.

## **MENTAL HEALTH WITHDRAWALS FROM THE UNIVERSITY**

To ensure that Valdosta State University students receive due process rights, VSU has initiated the following Mental Health Withdrawal Procedure. Before a student may be withdrawn for mental health reasons, there must first be the following chain of events:

1. The student displays behavioral indicators that are determined by a mental health professional to be of danger to the student or others.
2. When a mental health professional recommends that a student needs to be withdrawn from school for mental health reasons, an informal hearing will then be set up to determine whether or not the student should be withdrawn.
3. In this informal hearing conducted by the Office of the Dean of Students, the student or his or her representative may present any pertinent information that he or she believes will have a bearing on the particular case.

This procedure is enacted to ensure that the student's legal rights are not violated and that the University has the right to remove any student who it feels, based on professional evaluation, may present a danger to himself or herself or to others. No fee adjustment will be made for withdrawals except as outlined in the Cost and Financial Aid section of this catalog. The Business and Finance Office will receive a copy of the withdrawal form for refunding if applicable.

## **GRADUATE COURSE NUMBERING**

At Valdosta State University, courses numbered 1000-4999 are for undergraduate students only. Some courses numbered 3000-3999 are open to graduate students; such courses carry dual numbers, with the graduate version of the course numbered between 5000 and 5999. Similarly, courses numbered 4000-4999 are dual numbered 6000-6999 for graduate credit.

Courses numbered 7000-8999 are open to graduate students only. Courses numbered 9000-9999 are open to doctoral students only.

Graduate students should be sure that they are registered for graduate courses. This information appears on the official class roll and on the student's schedule. While a graduate student may be permitted to take an undergraduate course, this course will not fulfill graduate degree requirements. Only courses numbered 5000 or above are graduate-level courses.

In programs with thesis requirements, a minimum of 30 semester hours of academic course work is required. Of these 30 semester hours, at least 9 semester hours must be in courses numbered 7000 or above, with a minimum of 6 hours of thesis. In programs without thesis requirements, a minimum of 30 semester hours of academic course work is required. Of these 30 semester hours, at least 15 semester hours must be in courses numbered 7000 or above. The remainder must be completed in courses numbered 5000 or above.

## **DETERMINATION OF CREDIT HOURS**

Valdosta State University utilizes the federal definition of the credit hour as a basis for determining the amount of credit assigned for student work, complying with Federal Regulation Program Integrity Rules, University System of Georgia (USG) Policy 3.4, and the Southern Association of Colleges and Schools Commission on Colleges Federal Requirement 4.9 and Policy Statement on Credit Hours. The Academic Committee of the VSU Faculty Senate is responsible for ensuring that credit hours awarded for course work are appropriate, and the VSU Registrar's Office ensures that credit hours are accurately attached to courses in the student information system. The Registrar's Office ensures that the number of class minutes for lecture- and laboratory-based courses have been accounted for in the scheduling of courses. The full policy statement is available upon request from the Office of Academic Affairs or the Registrar's Office.

## **CROSS-DISCIPLINARY COURSES**

Certain courses, because of their scope and focus, are identified by different designations, that is, cross-listed, such as MLIS 7270 / PADM 7110. Students may decide which designation they wish to register for, depending on their needs, but such a dual listed or cross-listed course can count only once and cannot be taken a second time for credit under a different designation. Cross-disciplinary courses are clearly identified in the "Courses of Instruction" section by the phrase "Also offered as ...."

## **MAXIMUM COURSE LOADS AND OTHER RESTRICTIONS**

The normal full load for a graduate student is 9-15 hours of graduate-level work per semester.

Course loads in excess of these limits may be allowed by permission of the major professor or the department head and the Dean of the Graduate School.

Graduate assistants must register for a minimum of 6 hours per semester. The normal full load for a student with a graduate assistantship is 9 semester hours (fall/spring) and 6 semester hours in summer.

For all financial aid programs, 9 semester hours is considered full time, and 5 semester hours is considered half-time enrollment for graduate students. At least half-time enrollment, 5 semester hours, is required for eligibility under all federal loan programs.

Undergraduate courses will not be calculated when determining a graduate student's full-time or part-time status or assistantship eligibility. However, these hours will be included in determining a student's maximum load, as stated above.

## **GENERAL REQUIREMENTS FOR GRADUATE DEGREES**

Specific requirements for each graduate program offered by the University can be viewed at <http://www.valdosta.edu/academics/graduate-school/our-programs/>. Students should refer to these listings to determine the requirements for degree completion and graduation.

## **REQUEST FOR EXTENSION OF SEVEN-YEAR RULE (COURSE AGE EXTENSION)**

Courses taken more than seven years prior to the semester of degree completion cannot be used to meet graduate degree requirements. Under extenuating circumstances, however, the student's advisor may appeal in writing for a onetime extension of this limitation. A student's advisor must send a memo to the Dean of the Graduate School requesting an extension. The memo must include a brief justification and the student's ID number. The student's transcript will be reviewed; the Dean will then approve or deny the request in a memo to the advisor and will send a copy to the Registrar's Office. The maximum extension for completion of the program cannot exceed one additional calendar year.

## **TRANSFER CREDIT**

The academic advisor reviews official transcripts to determine course equivalence/similarity. If the advisor determines the course is an appropriate transfer course, he/she sends a course substitution

form or a transfer credit memo to the Graduate School for approval. The course substitution form or memo specifies the course, hours, institution of origin, and how the course should be applied (e.g., general elective or a course substitution for an existing course in the curriculum). Courses considered for transfer credit must: (1) be no more than 7 years of age, or more specifically, may not be over 7 years of age when the student completes the degree at VSU; (2) be earned at an institution that is regionally accredited; (3) be graduate-level courses; and (4) not exceed specific program limitations on total number of hours. All transfer requests are subject to approval by the Dean of the Graduate School, and grades transferred fall under the current deficiency point system.

## **COMPREHENSIVE EXAMINATIONS**

All graduate programs require a Comprehensive Examination or an acceptable substitute. Successful completion of this exam indicates that students have nearly completed their work toward the degree. The Comprehensive Examination may not be taken until all required course work has been completed or is in the process of being completed, and the language requirements have been fulfilled. The Dean of the Graduate School shall be notified upon the student's successful completion of this requirement.

## **THESES AND DISSERTATIONS**

The thesis or dissertation represents the culmination of students' academic programs. It is a major achievement, reflecting their development as professionals in their chosen fields. Students have an opportunity to demonstrate their intellectual capabilities through the production of an original piece of research. While students will have the assistance of many others in completing this project, including faculty and fellow graduate students, the finished thesis or dissertation reflects their work, their effort, and their intellectual development.

Students should review the sections below pertaining to their thesis or dissertation project. Also, students using human or animal subjects in their research should consult the Office of Sponsored Programs and Research Administration's web page on Research Ethics for necessary forms and approvals at: <http://www.valdosta.edu/academics/graduate-school/research/office-of-sponsored-programs-research-administration/research-ethics.php>.

### **THESIS**

All students must register for thesis credit each semester in which they are actively working on their thesis. The total number of thesis credit hours required for the degree will be determined by the individual departments. Students must enroll in the thesis course in the semester in which they graduate. All thesis courses will be graded on a "satisfactory" or "unsatisfactory" basis. General thesis regulations are furnished by the Graduate School: <http://www.valdosta.edu/academics/graduate-school/thesis-and-dissertation-information.php>.

When a thesis is required, the approved, defended thesis must be submitted to the Graduate School not less than 14 days before the scheduled date of graduation. The Thesis Committee shall certify in writing to the Dean of the Graduate School that the student has successfully defended the thesis at a scheduled defense. After the Graduate School's review and approval, two copies of the thesis (plus others, if required by the department), signed by the major professor, the members of the Thesis Committee, and the Dean of the Graduate School, shall be submitted to the library not less than 5 days after the scheduled date of graduation. A completed Binding Fee form must accompany copies to be bound. Students are also required to submit a copy in Word format on a jump drive or CD to the University Archives for its online repository (a V-text submission form must accompany the copy). Copies of the Binding Fee form and the V-text form may be printed from the Thesis and Dissertation Information page.

Signature on the thesis by the Dean of the Graduate School indicates final acceptance of the student's thesis and marks the completion of requirements for the master's degree. The Dean of the Graduate School will notify the Registrar's Office to authorize the student's graduation.

## DISSERTATION

Students enrolled in a Doctor of Education (Ed.D.) program must complete a dissertation. Students enrolled in a Doctor of Public Administration (D.P.A.) program must complete a dissertation-quality final project. Both programs follow the dissertation guidelines referenced below.

All students must register for dissertation credit each semester in which they are actively working on this project. A minimum of 9 semester hours of dissertation credit is required for the degree. Students must be enrolled in dissertation hours in the semester in which they graduate. All dissertation courses must be graded on a “satisfactory” or “unsatisfactory” basis. General dissertation regulations are furnished by the Graduate School: <http://www.valdosta.edu/academics/graduate-school/thesis-and-dissertation-information.php>.

The approved, defended dissertation must be submitted to the Graduate School no fewer than 14 days before the scheduled date of graduation. The Dissertation Committee shall certify in writing to the Dean of the Graduate School that the student has successfully defended the dissertation at an announced open meeting. After the Graduate School’s review and approval, two copies of the dissertation (plus others, if required by the department), signed by the Dissertation Chair and members of the Dissertation Committee, the Dean of the College of Education and Human Services or the Dean of the College of Arts and Sciences, and the Dean of the Graduate School, shall be submitted to the library no fewer than 5 days after the scheduled date of graduation. A completed Binding Fee form must accompany copies to be bound. Students are also required to submit a copy in Word format on a jump drive or CD to the University Archives for its online repository (a V-text submission form must accompany the copy). Copies of the Binding Fee form and the V-text form may be printed from the Thesis and Dissertation Information page.

Signature of the Dean of the Graduate School on the dissertation indicates final acceptance of the student’s dissertation and marks the completion of requirements for the Ed.D. degree or the D.P.A. degree. The Dean of the Graduate School will notify the Registrar’s Office to authorize the student’s graduation.

## SECOND MASTER’S DEGREE PROGRAM OF STUDY

Students seeking a second master’s degree must submit a Program of Study that is approved by their program and faculty advisor, department head, and the Dean of the Graduate School. The Program of Study should list all courses to be taken for the second graduate degree. Transfer courses cannot be older than 7 years at the time of the completion of the second degree. Courses may be drawn from a completed graduate degree or from a concurrent VSU degree upon the approval of the program, faculty advisor, department head, and the Dean of the Graduate School. No graduate course in either category may be used in which the grade was below a “B.”

## APPLICATION FOR GRADUATION

Students must apply for graduation at least one semester in advance.

### Procedures for Graduation Application

1. Download the online Application for Degree and Instructions at <http://www.valdosta.edu/academics/registrar/documents/application-for-graduation-with-instructions.pdf>.
2. Complete section A of the Application for Degree.
3. Complete the New Alumni section.
4. Pay the \$25 Application for Graduation Fee at [https://secure.touchnet.com/C20243\\_ustores/web/product\\_detail.jsp?PRODUCTID=257&SINGLESTORE=true](https://secure.touchnet.com/C20243_ustores/web/product_detail.jsp?PRODUCTID=257&SINGLESTORE=true).
5. Send the Application for Degree Form, copy of receipt for payment of fees, and the alumni form to your advisor, who will submit the form and supporting documents to the Registrar. A special graduate-student-only commencement ceremony is held for graduate students, their families, and friends. Commencement information is posted at <http://www.valdosta.edu/administration/advancement/event-services/commencement/welcome.php>.

Students planning to attend graduation should make arrangements with the VSU Bookstore for purchase of cap, gown, and hood. The Registrar's Office should be consulted early in the program (at least one semester before graduation) for procedures and deadlines. Consult the VSU Commencement web page for more details.

The Application for Graduation fee is valid for one year beyond the initial term selected for completing degree requirements. A 3.0 cumulative GPA on all graduate courses completed at VSU after acceptance to the Graduate School is required for graduation. All financial obligations to the University must be cleared before an official diploma will be issued.

## GRADUATE ASSISTANTSHIPS

Valdosta State University's graduate assistantships are designed to promote the research, teaching, and service responsibilities of the University and to provide students with valuable professional development opportunities while earning graduate degrees. Therefore, the graduate assistantship involves the dual responsibilities of maintaining a satisfactory academic performance and of successfully performing the assigned teaching, research, or other responsibilities. The graduate assistant is expected to enroll and earn credit for a minimum of 6 graduate semester hours each term in which the assistantship is held. Graduate students work a minimum of 14 hours and a maximum of 20 hours per week. Graduate students may not have another job on campus while serving in an assistantship position.

### Eligibility Requirements

Valdosta State University offers a limited number of graduate assistantships. The student must be accepted as either "Regular" or "Probationary" in an approved graduate degree or post-master's program at VSU. Students classified as either "Irregular" or "Non-Degree" are not eligible for assistantships. To apply, please visit the Graduate Assistantship website at <http://www.valdosta.edu/academics/graduate-school/prospective-graduate-assistants.php>.

### Tuition Rates and Other Financial Obligations

The graduate assistantship program allows graduate assistants to pay a flat, per-semester tuition rate of \$38.00, applicable to both in-state and out-of-state residents. Tuition is reduced in the following manner for both in-state and out-of-state students:

**Fall and spring:** A GA will receive a tuition waiver after payment of the first \$38 of tuition each semester for a total of up to 15 credit hours in the fall and 15 credit hours in the spring. Any additional credits taken will be charged to the GA at the in-state rate.

**Summer:** A GA will receive a tuition waiver after payment of the first \$38 of tuition for a total of up to 9 semester credit hours in the summer (semester I, II, III, IV). Any additional credits taken will be charged to the GA at the in-state rate.

Students are also required to pay the student-related fees. These fees include but are not limited to the Health, Athletic, Student Activity, Transportation, Technology, Access Card, and other fees. In addition, students are required to maintain health insurance, either through the VSU United Healthcare Plan or their own plan. Students are also responsible for their own living expenses and books. Visit the tuition website for a complete list of student-related fees: <http://www.valdosta.edu/academics/graduate-school/tuition-and-financial-aid.php>.



## ACADEMIC DISHONESTY

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics. Appendix A of the Student Code of Conduct in the VSU Student Handbook outlines academic integrity violations as well as the academic response and disciplinary response to such violations. See <http://www.valdosta.edu/academics/academic-affairs/vp-office/academic-dishonesty.php>.

The online VSU Student Handbook reflects the most current policy on academic integrity. Academic integrity violations may result in suspension or expulsion from the university. See <https://www.valdosta.edu/academics/academic-affairs/vp-office/academic-honesty-at-vsu.php>.

## PLAGIARISM

Cheating and plagiarism are academic integrity violations. These violations are serious and will result in negative consequences. Visit <http://www.valdosta.edu/academics/academic-affairs/vp-office/student-resources.php> for information on policies and procedures for students committing these academic integrity violations.

Plagiarism is defined as “the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one’s own original work, or attempts thereof,” (Article I of the Virginia Tech Honor Code Constitution, [www.honorsystem.vt.edu/?q=node/5](http://www.honorsystem.vt.edu/?q=node/5)). The violation, then, consists of both copying and misrepresenting the material in question. When a student places his or her name on any kind of work, he or she claims responsibility for the originality of the contents except for those parts that are specifically attributed to another or that are considered common knowledge. If a student has consulted any outside source, whether published or not, and has incorporated any of its “language, structure, programming, computer code, ideas, and/or thoughts” into his or her work without acknowledging that source, he or she may be guilty of misrepresenting the work’s originality. When paraphrasing material from an outside source, the student must change both the sentence structure and the vocabulary (where possible) in expressing the original material in his or her own words. Any instance in which the “language, structure, programming, computer code, ideas, and/or thoughts” have been borrowed from another’s work, paraphrased or not, without proper reference/citation, the act constitutes plagiarism on the part of the writer. Visit <http://www.valdosta.edu/academics/academic-affairs/vp-office/student-resources.php> for more information and resources regarding plagiarism.

Course sections may use plagiarism-prevention technology. Students may have the option of submitting their written work online through a plagiarism-prevention service or of allowing the instructor to submit their work. The written work may be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.

## STUDENT E-MAIL RESPONSIBILITIES

All students accepted to VSU receive an e-mail account through the University. It is the students’ responsibility to access this account frequently, as their graduate program and the Graduate School will send important information to that e-mail address. Indeed, the Graduate School will use graduate students’ university-given e-mail address as the official site of notifications to them. For information on university e-mail, visit <http://www.valdosta.edu/administration/it/its/css/helpdesk/>.

## UNIVERSITY COURSE DESIGNATION ABBREVIATIONS

ACCT	Accounting	KSPE	Kinesiology & Physical Education
ACED	Adult and Career Education	LATN	Latin
AFAM	African American Studies	LEAD	Educational Leadership
ANTH	Anthropology	LEAS	Legal Assistant Studies
ARED	Art Education	LIBS	Library Science
ARID	Interior Design	LING	Linguistics
ARST	Special Topics in Art	LITR	Literacy
ART	Art Studio & Art Appreciation	MATH	Mathematics
ARTH	Art History	MBA	Master of Business Administration
AS	Aerospace Studies	MDIA	Mass Media
ASLS	American Sign Language Studies	MFTH	Marriage and Family Therapy
ASTR	Astronomy	MGED	Middle Grades Education
BIOL	Biology	MGMS	Middle Grades Math and Science
BUSA	Business Administration	MGNT	Management
CHEM	Chemistry	MKTG	Marketing
CIED	Curriculum and Instruction	MLIS	Master of Library and Information Science
CISM	Computer Info Systems Mgmt	MSED	Middle & Secondary Education
COMM	Communication Arts	MUE	Music Education
COOP	Cooperative Education	MUSC	Music
CRJU	Criminal Justice	NAS	Native American Studies
CWCL	Creative Writing and Contemporary Literature	NURS	Nursing
CS	Computer Science	NUTR	Nutrition
CSD	Communication Sciences and Disorders	PADM	Public Administration
DANC	Dance	PERS	Perspectives Courses
DEAF	Deaf Education	PHIL	Philosophy
ECED	Early Childhood Education	PLA	Prior Learning Assessment
ECON	Economics	PHSC	Physical Science
EDAT	Education—Accomplished Teaching	PHYS	Physics
EDET	Education—Exemplary Teaching	POLS	Political Science
EDUC	Education	PSYC	Psychology and Counseling
ENGL	English	PSYG	Psychology—Gifted
ENGR	Engineering	READ	Reading Education
ENSL	English for International Students	REL	Religious Studies
ESOL	English to Speakers of Other Languages	RSCH	Research
FIN	Finance	RUSS	Russian
FLED	Foreign Language Education	SCHC	School Counseling
FREN	French	SEAC	Special Ed Adapted Curriculum
GENS	General Studies	SEEC	Special Ed and Early Childhood
GEOG	Geography	SEED	Secondary Education
GEOL	Geology	SEGC	Special Ed General Curriculum
GRMN	German	SERD	Special Education Reading
HIST	History	SOCI	Sociology
HONS	Honors	SOWK	Social Work
IB	International Business	SPAN	Spanish
INTL	International/Intercultural Studies	SPEC	Special Education
INTP	Interpreting	TASP	Transatlantic Studies Program
ISCI	Integrated Science	THEA	Theatre
ITED	Instructional Technology	VSU	Freshman Orientation
JAPN	Japanese	WMBA	Web-based MBA
JOUR	Journalism	WGST	Women's and Gender Studies

# COLLEGE OF ARTS AND SCIENCES

*Dr. Connie L. Richards, Dean*  
*1036 Bailey Science Center*

- Dr. Robert Gannon . . . . . Head, Department of Biology
- Dr. James Baxter . . . . . Head, Department of Chemistry
- Dr. Mark Smith . . . . . Head, Department of English
- Dr. Paul Riggs . . . . . Head, Department of History
- Dr. Gregory Harrell . . . . . Head, Department of Mathematics and Computer Science
- Dr. Victoria Soady . . . . . Head, Department of Modern and Classical Languages
- Dr. Fred Downing . . . . . Head, Department of Philosophy
- Dr. Edward Chatelain . . . . . Head, Department of Physics, Astronomy, and Geosciences
- Dr. James W. Peterson . . . . . Head, Department of Political Science
- Dr. Darrell Ross . . . . . Head, Department of Sociology, Anthropology, and Criminal Justice

The College of Arts and Sciences offers graduate programs that lead to the Master of Arts degree with majors in English and in history; the Master of Science degrees with majors in sociology, in criminal justice, and in biology; and the Master of Public Administration and Doctor of Public Administration degrees. Courses in anthropology, the natural sciences, foreign languages, mathematics, computer science, and philosophy are available at the graduate level to fulfill electives and requirements for programs across the University.

# Department of Biology

*Dr. Robert Gannon, Head*  
2035 Bailey Science Center

The Department of Biology at Valdosta State University offers a Master of Science degree with a major in biology for students who wish to continue their study of biological science, biological technologies, and related sub-disciplines. This is a research, thesis-based degree. The Biology Department does not offer a non-thesis option. Because there are only a minimal number of specifically required courses in the program, students may, in consultation with their advisors, develop a program of study individually tailored to accommodate their special interests and career goals. Students earning a Master of Science with a major in biology are well prepared for a number of careers and further educational programs. These include doctoral studies, job markets in college and secondary school teaching as well as innumerable biology and biotechnology or medical fields.

The Biology Department of VSU expects its graduate students to acquire the following: A breadth of knowledge appropriate to a master's level of competence in the biological sub-disciplines of cell and molecular biology, genetics, organismal biology, and evolution and ecology a knowledge base that will permit students to identify significant biological research questions, develop protocols to solve problems, and properly analyze and resolve research questions through the use of the scientific method. The Biology Department's admission policies, degree offerings, degree options, and course offerings are designed to help all students achieve these goals.

## MASTER OF SCIENCE WITH A MAJOR IN BIOLOGY

### SELECTED EDUCATIONAL OUTCOMES

1. To demonstrate competency in factual content and interpretation of the major biological concept areas of cell and molecular biology, genetics, organismal biology, and evolution and ecology.
2. To demonstrate the ability to identify significant biological research questions, develop research protocols, and properly analyze research questions through the use of the scientific method.
3. To produce a systematic and thoroughly researched thesis suitable for publication and appropriate to the thesis sub-discipline.
4. To participate in activities related to the profession.

### EXAMPLES OF OUTCOME ASSESSMENTS

1. Students must complete all academic requirements to a satisfactory degree.
2. Students must submit a thesis.

Prior to admission to any graduate program at Valdosta State University, applicants must first submit a completed application to the Graduate School. A completed application packet includes official transcripts from all institutions previously attended, official test scores (GRE), completed application form, fee, and any additional program requirements, submitted by the admission deadline. To be considered for the preferred term, all required materials must be received by the Graduate School no later than the close of business on the deadline. It is the responsibility of the applicant to allow adequate time for document submission and to ensure receipt of documents.

### Application Deadlines:

Fall Deadline:	July 15
Spring Deadline:	November 15
Summer Deadline:	April 15

Go to the Graduate School Website at <http://www.valdosta.edu/academics/graduate-school/welcome.php> and click on Our Programs, then click on Biology Program for information on:

- Specific Biology Program Admission Requirements
- Biology Program Retention, Dismissal, and Readmission Policies
- Biology Program Graduation Requirements

To Apply Online: <https://www.applyweb.com/apply/vsug/menu.html>

## THESIS

A master's thesis in biology should be a written work suitable to a relevant, professional sub-discipline of biology, demonstrating competent and substantial research coupled with an innovative approach to the subject matter. The thesis will be directed by a faculty member and a committee of two other faculty members (one of whom may be from outside the Department of Biology). Once the thesis has been submitted, students will have an oral defense covering both the thesis and their coursework. Students must complete a minimum of 30 hours of coursework and 6 hours of thesis credit.

The program of study will consist of 30 semester hours. Of these 30 semester hours, a graduate student must take six hours of Thesis (BIOL 8999), two hours of Graduate Seminar (BIOL 7900), two hours of a special topics course BIOL 7020 or 7030), and three hours of Experimental Design and Data Analysis in the Biological Sciences (BIOL 7050) to earn the Master of Science degree with a major in biology. Students may take up to 6 hours of approved course work outside of biology that the thesis committee deems acceptable and supportive of the program of study (e.g., math, geology, chemistry, physics, education, etc.). Students working in educational fields may take up to 6 hours of courses that involve science education such as ECED 7431, ECED 7432 (Early Childhood Education), MGED 7500, MGED 7520, MGED 8000 (Middle Grades Education), as well as selected courses in Middle Grades and Secondary Education (MSED), Special Education (SPEC), and Psychology (PSYC).

## REQUIREMENTS FOR THE M.S. DEGREE WITH A MAJOR IN BIOLOGY

<b>Required Courses</b> .....	<b>13 hours</b>
BIOL 7010, BIOL 7020, or BIOL 7030 .....	2 hours
BIOL 7050 .....	3 hours
BIOL 7900 (must be taken twice) .....	2 hours
BIOL 8999 .....	6 hours
<b>Guided Electives</b> .....	<b>17 hours</b>
Studies Courses (7000-level or above BIOL) .....	2 hours
Studies Courses (5000-level or above) .....	9-15 hours
Electives (5000-level or above) .....	0-6 hours
<b>Total Required for the Degree</b> .....	<b>30 semester hours</b>

# Department of English

*Dr. Mark Smith, Head  
Room 207 West Hall*

The Department of English offers a Master of Arts degree with a major in English. Students have the option of pursuing the M.A. with an emphasis in literature or the M.A. with an emphasis in rhetoric and composition.

The Department also offers a Master of Arts in English Studies for Language Arts Teachers, a fully online degree program. For information on this degree, please visit <http://www.valdosta.edu/academics/graduate-school/our-programs/english-studies-for-language-arts-teachers-.php>.

## DESCRIPTION

The Department of English at Valdosta State University offers a Master of Arts degree with a major in English for students who wish to continue their study of literature, literary criticism, language, rhetoric and composition, and creative writing. Because there is no formal tracking, students may, in consultation with their advisors, individually tailor their programs to accommodate special interests. Students earning a Master of Arts degree with a major in English are well prepared for a number of careers and programs. These include doctoral studies, college and secondary school teaching, business, and other professional endeavors. The English Department of VSU expects its graduate students to acquire the following:

1. A breadth of knowledge, including general knowledge of major literary periods and movements, general knowledge of useful literary concepts and terminology, and specific knowledge of key works and figures;
2. The ability to produce cogent written works blending knowledge of specific texts, history, and sources with a clearly developed critical point of view; and
3. The ability to discuss their work articulately.

The English Department's admissions policies, degree offerings, degree options, and course offerings are designed to help all students achieve these goals.

## MASTER OF ARTS WITH A MAJOR IN ENGLISH

### SELECTED EDUCATIONAL OUTCOMES

1. To demonstrate an ability to interpret language and literature in light of key facts, concepts, and contexts.
2. To employ a variety of critical approaches.
3. To produce systematic and thoroughly researched work appropriate to the discipline.
4. To participate in activities related to the profession.

### OUTCOME ASSESSMENTS

The English Department assesses the extent to which its program requirements create the desired outcomes by using a variety of techniques. Examples of these assessments (and the related educational outcome) include the following:

1. Students will pass a two-hour written comprehensive examination or prepare a master's thesis.
2. Students will pass either an oral examination or successfully defend a thesis.
3. Students will complete a Graduate Student Exit Questionnaire and an exit interview.

Prior to admission to any graduate program at Valdosta State University, applicants must first submit a completed application to the Graduate School. A completed application includes official transcripts from all institutions previously attended, official test scores (GRE), completed application, fee, and any additional program requirements, submitted by the admission deadline. To be considered for the preferred term, all required materials must be received by the Graduate School no later than the close of business on the deadline. It is the responsibility of the applicant to allow adequate time for document submission and to ensure receipt of documents.

#### **Application Deadlines:**

Early Fall Deadline: April 1  
Fall Deadline: July 15

Go to the Graduate School Website at <http://www.valdosta.edu/academics/graduate-school/welcome.php> and click on Our Programs, then click on English for information on:

- Specific English Program Admission Requirements
- English Program Retention, Dismissal, and Readmission Policies
- English Program Graduation Requirements

To Apply Online: <https://www.applyweb.com/apply/vsug/menu.html>

Students may be accepted as probationary students in the Department of English. In order to be accepted as such, students must meet either the minimum GPA or GRE requirements shown at <http://www.valdosta.edu/gradschool/Englishadmissions.shtml>. Moreover, students must submit a three-page essay to the Department of English, detailing (a) career goals and (b) academic interests. Probationary acceptance is provisional and at the discretion of the Graduate Committee.

#### **THESIS OPTION**

A master's thesis in English should be a work of 50 or more pages demonstrating competent and substantial research coupled with an innovative approach to the subject matter. The thesis will be directed by a faculty member and a committee of two other faculty members (one of whom must be from a department outside English). Once the thesis has been submitted, students will have an oral defense covering both the thesis and their coursework. Students following this option must complete a minimum of 30 hours of coursework and 6 hours of thesis credit.

#### **NON-THESIS OPTION—COMPREHENSIVE EXAMINATION**

Students in the literature emphasis will develop, in consultation with their committee, a reading list representative of a currently recognized area in literary studies. This list should consist of no fewer than six primary sources and no fewer than 20 secondary sources (articles and/or book chapters), excluding material that students have already studied in their classes. The list should seek depth of coverage in no fewer than two recognized periods in British and/or American literature. Committee chairs should ensure the list is coherent and meets the above requirements. Students will then take a three-hour written examination over this reading list and a follow-up oral examination over the written test and their coursework.

In addition, the exam must contain at least three questions or question categories:

- One question or category must cover breadth of knowledge in the field or area.
- One question or category must require in-depth discussion of a particular work or perspective using key facts, concepts, or contexts.
- One question or category must require the ability to employ various theoretical and/or pedagogical perspectives.

Finally, question categories can provide options.



These examinations should be taken during the final semester. Students following this option must complete 36 hours of coursework.

Students in the rhetoric and composition emphasis will develop, in consultation with their committee, a reading list in a specialized area. This list should consist of approximately six to eight primary and secondary works, excluding material that students have already studied in their classes.

Students entering either emphasis without an undergraduate degree in English or an English minor must complete the following requirements prior to enrollment in graduate-level coursework: ENGL 3060, ENGL 3210, ENGL 3215, ENGL 3110, and ENGL 3120, with a grade of “B” or higher in each.

## **MASTER OF ARTS WITH A MAJOR IN ENGLISH – EMPHASIS IN LITERATURE**

<b>Required Courses.</b> .....	<b>18 hours</b>
ENGL 7000, ENGL 7010 .....	6 hours
Seminars (8000-level) .....	12 hours
<b>Guided Electives.</b> .....	<b>18 hours</b>
Studies Courses (7000-level ENGL) .....	0-18 hours
Seminars (8000-level ENGL) .....	0-18 hours
*Graduate Option (ENGL 6000 and/or courses from other departments) .....	0-9 hours
Thesis Hours (under the thesis option) .....	6 hours
<b>Total Required for the Degree</b> .....	<b>36 semester hours</b>

\* In order to take advantage of our extensive undergraduate offerings and to engage in interdisciplinary study, students will also have the opportunity to exercise a graduate option. Under this option, students will be allowed a maximum of 9 hours of coursework that can be drawn from selected 4000-level courses within the English Department with the prefixes ENGL, LING, CWCL, and JOUR (with the instructor’s permission, graduate students may take the undergraduate course with appropriate adjustments in the course syllabus); only 6 hours of the Graduate Option can be taken as graduate courses outside the English Department.

## **MASTER OF ARTS WITH A MAJOR IN ENGLISH– EMPHASIS IN RHETORIC AND COMPOSITION**

<b>The Rhetoric and Composition Emphasis.</b> .....	<b>18 hours</b>
<b>Required courses</b> .....	<b>.6 hours</b>
ENGL 7000, ENGL 7010 .....	6 hours
<b>Required, if not taken as an undergraduate</b> .....	<b>0-3 hours</b>
ENGL 4620** .....	3 hours
<b>Choice of the following</b> .....	<b>3-6 hours</b>
ENGL 7600 and/or ENGL 8600 .....	3-6 hours
<b>Choice of the following</b> .....	<b>3-6 hours</b>
ENGL 7600, ENGL 8600, **LING 4000, **LING 4160, **ENGL 4610, ENGL 8690 (ENGL 8690 may be taken twice for credit)	
<b>Guided Electives.</b> .....	<b>18 hours</b>
Studies Courses (7000-level ENGL) .....	0-18 hours
Seminars (8000-level ENGL) .....	0-18 hours
*Graduate Option (ENGL 6000 and/or courses from other departments) .....	0-9 hours
Thesis Hours (under the thesis option) .....	6 hours
<b>Total Required for the Degree</b> .....	<b>36 semester hours</b>

# MASTER OF ARTS WITH A MAJOR IN LITERATURE AND LANGUAGE

<b>Required Courses.</b> .....	<b>27 hours</b>
ENGL 7005, ENGL 7200, ENGL 7100 .....	9 hours
ENGL 7400, ENGL 7500, ENGL 7610 .....	9 hours
ENGL 7710, ENGL 7720, ENGL 7620 .....	9 hours
<b>Electives.</b> .....	<b>9 hours</b>
One course from ENGL 8610, ENGL 8710, or ENGL 8720 .....	3 hours
One course from ENGL 8400, ENGL 8200, or ENGL 8100 .....	3 hours
One course from outside the program .....	3 hours
<b>Total Required for the Degree</b> .....	<b>36 semester hours</b>

\* In order to take advantage of our extensive undergraduate offerings and to engage in interdisciplinary study, students will also have the opportunity to exercise a graduate option. Under this option, students will be allowed a maximum of 9 hours of coursework which can be drawn from selected 4000-level courses within the English Department with the prefixes ENGL, LING, CRWR, and JOUR (with the instructor's permission, graduate students may take the undergraduate course with appropriate adjustments in the course syllabus); only 6 hours of the Graduate Option can be taken as graduate courses outside the English Department.

\*\* These courses fall under the Graduate Option that allows for only two courses at the 4000 level. Credit for such courses will be listed as ENGL 6000. If taken at the undergraduate level, these courses cannot be taken again for graduate credit.

Students seeking the M.A. in English as a second master's degree must satisfy all the requirements for the Master of Arts in English.

## T-5 CERTIFICATION

Students wishing to obtain T-5 certification may do so after the completion of the M.A. program, provided they have a T-4 certificate and complete the professional education courses required for T-5 certification by the State Department of Education.

## ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL) ENDORSEMENT

*Dr. Mark Smith, Head, Department of English  
Room 207, West Hall*

*Dr. Victoria Soady, Head, Department of Modern and Classical Languages  
Room 128, West Hall*

The English to Speakers of Other Languages (ESOL) Endorsement provides credentials to teach English as a second language in Georgia. An ESOL endorsement can be pursued by undergraduate or graduate students working toward or possessing certification in any teaching field or in the service field of communication disorders (speech and language pathology). An individual in any other service field or in the leadership field must have established a teaching field in order to pursue the ESOL endorsement. An individual with a permit in foreign language is also eligible to add the ESOL endorsement.

### REQUIREMENTS FOR THE ESOL ENDORSEMENT

ESOL 6010 .....	3 hours
ESOL 6020 .....	3 hours
ESOL 6030 .....	3 hours

**Total Required for the ESOL Endorsement.** .....

**.9 hours**

# CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL) (ONLINE)

*Dr. Victoria Soady, Head, Department of Modern and Classical Languages  
Room 128, West Hall*

This online certificate in Teaching English to Speakers of Other Languages (TESOL) prepares majors from any discipline to pursue teaching opportunities with English Language Learners (ELLs) in corporate settings and in private language schools in the United States and internationally. It combines a theoretical foundation in Second Language Acquisition with practical experience. No previous background in linguistics is required for admission. Some background in a second language is recommended. It may be combined with any degree program.

The courses are designed to accommodate different needs and learning styles through computer-based, online instruction using synchronous and asynchronous multimedia tools: Wimba voice boards, virtual classrooms, and online social environments such as Second Life. These approaches allow for flexibility in scheduling for students. Students will be trained in using all necessary technology and supported throughout the course by faculty.

This stand-alone certificate is available for students who are not currently enrolled at Valdosta State University, subject to application and successful admission. International students must demonstrate competence in English by meeting the TOEFL score prescribed by university admissions.

## SELECTED EDUCATIONAL OUTCOMES

Students will:

1. Demonstrate an understanding of how to apply Second Language Acquisition theories, principles, and current research in creating instructional materials and in assessing ELLs.
2. Demonstrate an understanding of the role that Language Transfer plays in teaching and learning processes with ELLs in order to plan lessons that address possible interference between English and other languages.
3. Identify suitable ESOL assessment tools, administer assessments, and develop instructional materials to address specific literacy challenges of ELLs.

A grade of “C” or better is required in each course.

## REQUIREMENTS FOR THE ONLINE CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

*ESOL 6010, *ESOL 6020, *ESOL 6030	9 hours
ESOL 6040, ESOL 6050	6 hours
FLED 7500	3 hours

**Total Required for the TESOL Endorsement . . . . . 18 hours**

\*Note: These three courses within the certificate fully satisfy the add-on ESOL Endorsement requirements for certified teachers in Georgia.

# Department of History

*Dr. Paul Riggs, Head  
Room 1104, Ashley Hall*

The Department of History offers a graduate program that leads to the Master of Arts degree with a major in history. The graduate major in the Department of History is designed to provide students with advanced instruction and training, and courses are available in the history of the United States, Europe, Latin America, the modern Middle East, and the Ancient World. The program also equips students with the knowledge, skills, and values required for professional careers in history and gives qualified students the foundation for doctoral study in history.

History's scope is extremely broad, and the study of people and their institutions form a particular focus of the discipline. The use of language and the ability to communicate skillfully also are major concerns of history. Thus, advanced study in history prepares students for many different occupations and professions in which such qualities are essential. Traditionally, teaching has been a career possibility, but, as well, qualified recipients of the Master of Arts with a major in history are prepared to enter doctoral programs; to seek employment in business or government, in museums and libraries, in publishing, journalism, and advertising; or to enter the military, politics, or theology. An advanced degree in history continues to be excellent preparation for business school or law school.

Students who are interested in the Master of Arts or who have questions about the vocational possibilities of the major should consult with the History Department faculty in Ashley Hall.

## **MASTER OF ARTS WITH A MAJOR IN HISTORY**

### **SELECTED EDUCATIONAL OUTCOMES**

1. Students will demonstrate advanced knowledge of political developments in history.
2. Students will demonstrate advanced knowledge of social developments in history.
3. Students will communicate effectively orally and in writing.
4. Students will demonstrate advanced knowledge of the process of historical research and critical analysis.
5. Students will complete historical research projects that effectively use library resources and computer and information technology.

### **OUTCOME ASSESSMENTS**

The department assesses the extent to which the program requirements create the desired outcomes by using a variety of techniques.

1. The History Department's policy is that all graduate courses require such written work as essays, reviews, and research papers to help determine progress in research and written communication skills, analytical and interpretive skills, and mastery of course content.
2. The comprehensive written and oral examinations to which all students are subject provide a means of ascertaining mastery of historical knowledge as well an indication of the candidate's adequate mastery in oral communication, critical analysis, historical synthesis, and historical interpretation commensurate with that expected of a student seeking a Master of Arts degree.
3. When such information is available, the History Department will use as an assessment tool the results of university-wide data related to the program and to Master of Arts graduates.

Prior to admission to any graduate program at Valdosta State University, applicants must first submit a completed application to the Graduate School. A completed application packet includes official transcripts from all institutions previously attended, official test scores (GRE or MAT), completed application form, fee, and any additional program requirements submitted by the admission deadline.

To be considered for your preferred term, all required materials must be received by the Graduate School no later than the close of business on the deadline. It is the responsibility of the applicant to allow adequate time for document submission and to ensure receipt of documents.

**Admission Deadlines:**

Fall Deadline: April 1  
 Spring Deadline: October 1

Go to the Graduate School Website at <http://www.valdosta.edu/academics/graduate-school/welcome.php> and click on Our Programs, then click on History Program for information on:

- Specific History Program Admission Requirements
- History Program Retention, Dismissal, and Readmission Policies
- History Program Graduation Requirements

To Apply Online: <https://www.applyweb.com/apply/vsug/menu.html>

**REQUIREMENTS FOR THE MASTER OF ARTS DEGREE WITH A MAJOR IN HISTORY**

**PLAN A (thesis program) . . . . . 36 semester hours**

The thesis option is designed primarily for those students who plan on pursuing a Ph.D. in history upon completion of the M.A. at VSU.

HIST 7000 . . . . .	3 hours
HIST Graduate Seminars . . . . .	9 hours
HIST Graduate courses . . . . .	12 hours
HIST 7999 . . . . .	6 hours
Electives (must include at least one 3-hour history graduate course outside of primary and secondary fields and may include one 3-hour graduate course outside of history) . . .	6 hours

**PLAN B (non-thesis program) . . . . . 33 semester hours**

The non-thesis option is designed primarily for students currently employed as secondary education teachers, those seeking an advanced degree in history to teach at the community college level, or those seeking a graduate degree in history for any other personal or professional reason.

HIST 7000 . . . . .	3 hours
HIST Graduate Seminars . . . . .	9 hours
HIST Graduate courses . . . . .	15 hours
Electives (must include at least one 3-hour history graduate course outside of primary and secondary fields and may include one 3-hour graduate course outside of history) . . . . .	6 hours

**COMPREHENSIVE EXAMS AND FOREIGN LANGUAGE REQUIREMENT**

1. Regardless of which option students select, they must pass both a comprehensive written and oral examination.
2. Regardless of which option students select, they must pass a reading knowledge examination in a foreign language. In the thesis program, a grade of “B” or better in a fourth sequence course in a foreign language may be accepted in lieu of a reading knowledge exam. In the non-thesis program, a grade of “B” or better in a third sequence course in a foreign language may be accepted in lieu of a reading knowledge exam.

# Public Administration

*Dr. James W. Peterson, Head, Department of Political Science  
Room 244, West Hall*

*Coordinator of the Public Administration Program  
Room 101, West Hall*

## MASTER OF PUBLIC ADMINISTRATION DEGREE

The Master of Public Administration (MPA) degree is designed to prepare students for productive and rewarding careers in public service. The format of the program accommodates students currently employed in the public sector as well as students seeking entry-level positions. The MPA program is designed to complement any undergraduate program of study. Applications for admission will be accepted from any qualified candidates regardless of their undergraduate degree. The MPA program is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

Students pursuing the MPA degree in residence at one of Valdosta State University's centers must complete 36 semester hours of coursework, including 24 hours of required core courses and 12 hours in a concentration area approved by the MPA Coordinator. The Human Resource Management track is offered at Moody AFB; the Public Sector Management and the Public Policy tracks are offered exclusively via the Internet. Candidates for these tracks must be currently employed in a governmental (including military) or non-governmental organization or have appropriate work experience in such an organization. Candidates with private sector experience who are interested in a career in the public or non-governmental sectors may be considered.

## SELECTED EDUCATIONAL OUTCOMES

Upon successful completion of the MPA program students will:

1. Gain a comprehensive understanding of the basic technical skills needed to succeed in public or not-for-profit management.
2. Develop a broad outlook and an understanding of ethical factors required of program managers and administrators in public or not-for-profit agencies operating in a multicultural context.
3. Strengthen oral and written communication skills.
4. Gain familiarity with up-to-date information management systems.

## OUTCOME ASSESSMENTS

1. The comprehensive understanding of basic technical skills essential for successful public or not-for-profit management will be demonstrated by successful completion course work and PADM 7900.
2. Students will demonstrate an understanding of ethical management in a multicultural context through course papers, portfolio assessment, and employer surveys.
3. Students will demonstrate effective communication skills through written and oral presentations in program course work.
4. Students will demonstrate familiarity with up-to-date information management systems through course examinations, portfolio analysis, exit and alumni questionnaires, and employer surveys.

Prior to admission to any graduate program at Valdosta State University, applicants must first submit a completed application packet to the Graduate School. A completed application packet includes official transcripts from all institutions previously attended, official test scores (GRE, MAT, or GMAT), completed application form, fee, and any additional program requirements submitted by the admission deadline. To be considered for the preferred term, all required materials must be received by the Graduate School no later than the close of business on the deadline. It is the responsibility of the applicant to allow adequate time for document submission and to ensure receipt of documents.

**Admission Deadlines:**

Fall Deadline: July 15  
Spring Deadline: November 15  
Summer Deadline: April 15

Go to the Graduate School Website at <http://www.valdosta.edu/academics/graduate-school/welcome.php> for information on:

- Specific MPA Program Admission Requirements
- MPA Program Retention, Dismissal, and Readmission Policies
- MPA Program Graduation Requirements

To Apply Online: <https://www.applyweb.com/apply/vsug/menu.html>

**REQUIREMENTS FOR THE M.P.A. DEGREE**

(Including On-line Tracks)

<b>Core (Required) Courses</b> .....	<b>24 hours</b>
PADM 7300*, PADM 7060, PADM 7410 .....	9 hours
PADM 7000, PADM 7110, PADM 7140, PADM 7170 .....	12 hours
PADM 7900** .....	2 hours
PADM 7210** .....	1 hour

\* Must be taken during first semester.  
\*\*Co-requisite courses; must be taken during the final semester.

**Concentration Area** .....

All courses for a concentration must be approved by advisor.

**Total Required for the Degree** .....

**DOCTOR OF PUBLIC ADMINISTRATION DEGREE**

The Doctor of Public Administration (D.P.A.) is a practitioner-oriented degree that helps students develop the essential leadership, management, communication, and problem solving abilities necessary to succeed in today’s professional environment. The courses in the program are designed to suit the information and skill needs of professionals currently in the field.

The DPA program consists of 54 semester hours of coursework, divided among foundation and core courses, theory and methods courses, elective courses, and capstone/project credits. The majority of the DPA program is designed around the use of web technology. Students will participate in selected residency seminars and meetings during the first weekend of each fall and spring semesters on the VSU main campus; the remainder of the coursework will be completed online.

**SELECTED EDUCATIONAL OUTCOMES**

Upon successful completion of the DPA program, students will:

1. gain substantial competency in the core subject matter and methodologies that are central to preparation for the DPA degree.
2. obtain a firm understanding of the importance and relevance of the broad intellectual tradition of public administration.
3. demonstrate the ability to apply their advanced understanding of public administration theories and tools to enhance the effectiveness, efficiency, responsiveness, and representativeness of public organizations.
4. serve as agents of change and effectiveness in public sector organizations by using their knowledge and training to advance the scope of possibilities for organizations committed to public service.



## OUTCOME ASSESSMENTS

1. DPA faculty committee members will review end-of-course evaluations written by the faculty for that particular course. Adjustments for students for whom remedial work is indicated will be prescribed and monitored by the DPA faculty committee. Artifacts of gained knowledge will be course examinations, term papers and projects, and other outputs.
2. Students will conduct research projects and present their documented findings during residency seminars.
3. The capstone seminar will assess student knowledge through applied projects or case studies or both.
4. Students will complete professional portfolios that will be assessed by the DPA faculty.
5. Students will complete and successfully defend a dissertation-quality applied research project.

Prior to admission to any graduate program at Valdosta State University, applicants must first submit a completed application packet to the Graduate School. A completed application packet includes official transcripts from all institutions previously attended, official test scores (GRE), completed application form, fee, and any additional program requirements submitted by the admission deadline. To be considered for your preferred term, all required materials must be received by the Graduate School no later than the close of business on the deadline. It is the responsibility of the applicant to allow adequate time for document submission and to ensure receipt of documents.

### Admission Deadlines:

Fall Deadline: April 15

This program considers applications for Fall term only.

Go to the Graduate School Website at <http://www.valdosta.edu/academics/graduate-school/welcome.php>, click on Our Programs, then click on Public Administration for information on:

- Specific DPA Program Admission Requirements
- DPA Program Retention, Dismissal, and Readmission Policies
- DPA Program Graduation Requirements

To Apply Online: <https://www.applyweb.com/apply/vsug/menu.html>

## REQUIREMENTS FOR THE DPA DEGREE

<b>Core (Required) Courses</b> .....	<b>15 hours</b>
PADM 9000, PADM 9010, PADM 9020 .....	9 hours
PADM 9060; PADM 9070 or SOCI 9070 .....	6 hours
<b>Methods Courses</b> .....	<b>9 hours</b>
PADM 9030*, PADM 9040 .....	6 hours
PADM 9050 or PSYC 9050 .....	3 hours
*Student must take PADM 9030 in the first semester of course work	
<b>Concentration Area Courses</b> .....	<b>15 hours</b>
Each student is to identify an area of concentration no later than upon completion of 18 hours of coursework, in consultation with the DPA Coordinator, the Head of the Department of Political Science, and the Dean of the College of Arts and Sciences.	
<b>Guided Elective Courses</b> .....	<b>6 hours</b>
Students will select 6 semester hours of guided electives through consultation with their advisor.	
<b>Capstone Seminar/Project</b> .....	<b>9 hours</b>
PADM 9990 .....	3 hours
PADM 9999 .....	6 hours
<b>Total Required for the Degree</b> .....	<b>54 semester hours</b>

## **CERTIFICATE PROGRAMS IN PUBLIC ADMINISTRATION**

The Public Administration Program offers three certificate programs: Public Management, Non-profit Management, and Public Sector Human Resources Management. Each program consists of 12 credit hours: two required courses and two elective courses from a set list of courses applicable to the certificate subject area. A final portfolio is required and will be evaluated by a Public Administration Faculty Committee appointed by the Program Chair. Students must complete their certificate program within 3 years.

In order to enroll in a certificate program, students must hold a bachelor's degree from a regionally accredited university and must be admitted to the Graduate School. Students who successfully complete a certificate program and who are formally accepted into the Public Administration Program may apply all courses in which they earned a grade of "B" or higher toward their Master of Public Administration degree.

### **CERTIFICATE IN PUBLIC MANAGEMENT**

<b>PADM 7140 and 7350</b> .....	<b>.6 hours</b>
<b>Elective Courses (choose two)</b> .....	<b>.6 hours</b>
PADM 7020, PADM 7110, PADM 7120, PADM 7250, PADM 7260, PADM 7270, PADM 7380, PADM 7400, PADM 7410, PADM 7670, PADM 7860	
<b>Total hours</b> .....	<b>.12 hours</b>

### **CERTIFICATE IN NON-PROFIT MANAGEMENT**

<b>PADM 7040 and 7240</b> .....	<b>.6 hours</b>
<b>Elective Courses (choose two)</b> .....	<b>.6 hours</b>
PADM 7020, PADM 7120, PADM 7170, PADM 7270, PADM 7400, PADM 7410, PADM 7670, PADM 7860	
<b>Total hours</b> .....	<b>.12 hours</b>

### **CERTIFICATE IN PUBLIC SECTOR HUMAN RESOURCES MANAGEMENT**

<b>PADM 7000 and 7010</b> .....	<b>.6 hours</b>
<b>Elective Courses (choose two)</b> .....	<b>.6 hours</b>
PADM 7170, PADM 7180, PADM 7220, PADM 7410, PADM 7670, PADM 7860	
<b>Total hours</b> .....	<b>.12 hours</b>

# Department Of Sociology, Anthropology, and Criminal Justice

*Dr. Darrell L. Ross, Head*  
*Room 1120, University Center*

The Department of Sociology, Anthropology, and Criminal Justice offers two Master of Science degrees, one with a major in criminal justice (MSCJ) having both a thesis and non-thesis option and one with a major in sociology (MS SOC) with a focus on applied sociology. The Applied and Clinical Sociology Graduate Program is accredited by the Commission on Applied and Clinical Sociology.

## MASTER OF SCIENCE WITH A MAJOR IN CRIMINAL JUSTICE

### SELECTED EDUCATIONAL OUTCOMES

Students completing requirements for the Master of Science degree with a major in criminal justice should demonstrate a mastery of the following:

1. an understanding of major criminological theories, their strengths and weaknesses, their role in explaining crime and delinquency, and their role in informing public policy;
2. a familiarity with the structure and function of systems of criminal justice in the United States and in other countries;
3. the use and application of scientific research methods to the study of crime as well as to solving crimes;
4. the integration of criminal justice theory and research findings with criminal justice practice;
5. an understanding of the development of contemporary criminal justice issues in modern societies and how such issues may be informed by systematic research and analysis.

### OUTCOME ASSESSMENTS

Educational outcomes for the Master of Science degree with a major in criminal justice will be assessed in the following ways:

1. systematic analysis of student examinations and research papers from courses;
2. surveys of students or alumni from the program;
3. baseline data from other comparable programs in the university will be compared to data based on students in the program;
4. regular meetings among program faculty to assess courses and student performance;
5. periodic review of all theses and area papers written in a given assessment period and evaluation of related student performance.

Prior to admission to any graduate program at Valdosta State University, applicants must first submit a completed application to the Graduate School. A completed application packet includes official transcripts from all institutions previously attended, official test scores (GRE), completed application packet, fee, and any additional program requirements submitted by the admission deadline. To be considered for your preferred term, all required materials must be received by the Graduate School no later than the close of business on the deadline. It is the responsibility of the applicant to allow adequate time for document submission and to ensure receipt of documents.

### Admission Deadlines:

Fall Deadline:	July 15
Spring Deadline:	November 15

Summer Deadline: April 15

Go to the Graduate School Website at <http://www.valdosta.edu/academics/graduate-school/welcome.php> and click on Our Programs, then click on Criminal Justice Program for information on:

- Specific Criminal Justice Program Admission Requirements
- Criminal Justice Program Retention, Dismissal, and Readmission Policies
- Criminal Justice Program Graduation Requirements

To Apply Online: <https://www.applyweb.com/apply/vsug/menu.html>

## REQUIREMENTS FOR THE M. S. WITH A MAJOR IN CRIMINAL JUSTICE

<b>Required Core</b> .....	<b>18-21 hours</b>
CRJU 7000, CRJU 7370 .....	6 hours
CRJU 7411, CRJU 7412 .....	6 hours
CRJU 7600 and CRJU 7990, or CRJU 7999 .....	6 hours
<b>Criminal Justice Track</b> .....	<b>15-18 hours</b>
<i>Applied Criminal Justice Track:</i>	
Any combination of the following courses: CRJU 7100 (3 hours), CRJU 7620 (3 hours), CRJU 7510 (3 hours), CRJU 7630 (3 hours), CRJU 7700 (3 to 6 hours), CRJU 7710 (3 hours), CRJU 7900 (1-6 hours), CRJU 7910 (3 to 6 hours), or guided electives selected with the approval of the advisor (up to 6 hours)	
<i>or</i>	
<i>Research and Theory Track:</i>	
Any combination of the following courses: CRJU 7010 (3 hours), CRJU 7300 (3 hours), CRJU 7350 (3 hours), CRJU 7413 (3 hours), CRJU 7500 (3 hours), CRJU 7610 (3 hours), CRJU 7700 (3 to 6 hours), CRJU 7900 (1-6 hours), or guided electives selected with the approval of the advisor (up to 6 hours)	
<b>Total Required for the Degree</b> .....	<b>36 semester hours</b>

## MASTER OF SCIENCE WITH A MAJOR IN SOCIOLOGY

### SELECTED EDUCATIONAL GOALS

Students completing the program for the Master of Science degree with a major in sociology should demonstrate a mastery of the following:

1. Competence in sociological research and evaluation.
2. Competence in social theory.
3. Competence as a sociological practitioner.
4. Competence addressing issues related to multiculturalism and diversity.
5. Mastery in an area of sociological practice.

### OUTCOME ASSESSMENTS

Educational outcomes for the Master of Science degree with a major in sociology will be assessed by multiple techniques including the following:

1. Program faculty will meet regularly to plan and to assess student and program outcomes.
2. The Sociological Practice courses will provide opportunities to assess writing and oral

presentation skills.

3. The Comprehensive Examinations will provide a means of assessing outcomes of the program.
4. Graduate exit surveys will be given to all students successfully completing the program.
5. When available, university-wide data pertaining to the program and its graduates will be used for assessment and improvement.

Prior to admission to any graduate program at Valdosta State University, applicants must first submit a completed application to the Graduate School. A completed application packet includes official transcripts from all institutions previously attended, official test scores (GRE or MAT), completed application form, fee, and any additional program requirements submitted by the admission deadline. To be considered for your preferred term, all required materials must be received by the Graduate School no later than the close of business on the deadline. It is the responsibility of the applicant to allow adequate time for document submission and to ensure receipt of documents.

**Admission Deadlines:**

Fall Deadline: July 15  
Spring Deadline: November 15  
Summer Deadline: April 15

Go to the Graduate School Website at <http://www.valdosta.edu/academics/graduate-school/welcome.php> and click on Our Programs, then click on Sociology Program for information on:

- Specific Sociology Program Admission Requirements
- Sociology Program Retention, Dismissal, and Readmission Policies
- Sociology Program Graduation Requirements

To Apply Online: <https://www.applyweb.com/apply/vsug/menu.html>

**REQUIREMENTS FOR THE M. S. DEGREE WITH A MAJOR IN SOCIOLOGY**

<b>Core Courses</b> .....	<b>15 hours</b>
SOCI 7011, SOCI 7012, SOCI 7021 .....	9 hours
SOCI 7022, SOCI 7050 .....	6 hours
<b>Additional Coursework</b> .....	<b>15 hours</b>
Elective Courses .....	9 hours
Students may select from any SOCI prefix course numbered 5000-8000 except SOCI 7800.	
<b>SOCI 7800</b> .....	<b>6 hours</b>
Successful completion of the Graduate Comprehensive Examination	
<b>Total Required for the Degree</b> .....	<b>30 semester hours</b>