

# **Valdosta State University**

**2009-2010  
Graduate Catalog**

**A Regional University  
of the University System of Georgia**

**June 2009**

The Graduate School  
Valdosta State University  
Valdosta, GA 31698  
Telephone 229 333 5694

## Academic Calendar Fall 2009 through Summer 2010

### FALL 2009

Mon, Aug 17	First Class Day
Mon, Sept 7	Labor Day
Thurs, Oct 8	Midterm
Mon-Tues, Oct 19-20	Fall Break
Wed-Fri, Nov 25-27	Thanksgiving Holidays
Mon, Dec 7	Last Class Day
Tues, Dec 8	Exam Prep Day
Wed-Fri, Dec 9-11	Exams
Sat, Dec 12	Graduation

### SPRING 2010

Mon, Jan 11	First Class Day
Mon, Jan 18	MLK Holiday
Thur, Mar 4	Midterm
Mar 15-19	Spring Break
Mon, May 3	Last Class Day
Tues, May 4	Exam Prep Day
Wed-Fri, May 5-May 7	Exams
Sat, May 8	Graduation

### SUMMER 2010

#### Maymester

Thur, May 13	First Class Day – Mayterm
Mon, May 24	Midterm
Mon, May 31	Memorial Day Holiday
Thur, Jun 3	Last Class day
Fri, Jun 4	Exams

#### Summer II (full term)

Thur, Jun 10	First class day
Fri, Jul 2	(No Class) July 4 Holiday
Mon, Jul 5	Midterm
Tue, Jul 27	Last Class Day
Thur-Fri, Jul 29-30	Exams
Sat, Jul 31	Graduation

#### Summer III

Thur, Jun 10	First class day
Mon, Jun 21	Midterm
Thur, Jul 1	Last class day
Mon, Jul 5	Exams

#### Summer IV

Tues, Jul 6	First class day
Thur, Jul 15	Midterm
Tues, Jul 27	Last class day
Thur, Jul 29	Exams
Sat, Jul 31	Graduation

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Insert campus map: same as undergraduate



## **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 Mission 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 Office of the Registrar. 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 Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelor's, master's, educational specialist, and doctoral degrees. For questions about the accreditation of VSU, contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500. 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. The Marriage and Family Therapy Master's Program at Valdosta State University 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.

Both the bachelor's degree (BSN) and the master's degree (MSN) programs in the College of Nursing 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].

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



The Athletic Training Education Program is accredited by the Commission on the Accreditation of Athletic Training Education, and the master's degree program in Communication Disorders is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association.

The College of Education also houses 10 programs that are Nationally Recognized by specialized professional associations: Early Childhood Education (Association for Childhood Education International), French Education (American Council on the Teaching of Foreign Languages), Instructional Technology–Technology Applications (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), Instructional Technology Ed.S. program (Association for Educational Communications and Technology), Reading Education (International Reading Association), School Psychology (National Association of School Psychologists), Spanish Education (American Council on the Teaching of Foreign Languages), Early Childhood Special Education/General Curriculum (Association for Childhood Education International and the Council for Exceptional Children), and 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 Master of Social Work program is accredited by the Council on Social Work Education.

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



### **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 Grants and Contracts, 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 40 graduate programs and degrees. 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/gradschool/degree.shtml>.

Valdosta State University offers several fully online programs. For more information on these programs visit: [http://www.valdosta.edu/distance/online\\_degrees.shtml](http://www.valdosta.edu/distance/online_degrees.shtml).

Additionally, Valdosta State University provides several fully online programs through the Georgia ONmyLINE family of programs. See the Georgia ONmyLINE Section below, for special application, admission and other requirements for this set of online programs.

### **APPLICATION PROCEDURES**

After having successfully completed a university program on the undergraduate level, for a master's level program, or on the appropriate graduate level for education specialist and doctoral programs, as evidenced by the receipt of the degree(s) from a regionally accredited institution(s), a person may apply to a program in the Graduate School at Valdosta State University.

1. Applicants must complete the online Graduate Application for Admission/Readmission. Visit the Graduate School homepage at [www.valdosta.edu/gradschool/](http://www.valdosta.edu/gradschool/) and click on Apply Online. (International applicants see INTERNATIONAL APPLICANT GUIDELINES below and Georgia ONmyLINE applicants see Application Procedures for Georgia ONmyLINE below).

2. The application fee must be submitted with the application.

3. Official Transcripts

Applicants must include one copy of an official transcript from each institution of higher education (undergraduate and graduate) previously attended as part of their application. Transcripts must document all coursework attempted. If an applicant enrolled at institutions other than the degree-granting institution(s), degree-granting transcripts alone will not fulfill this requirement. An official transcript(s) from the other institution(s) will also be required. Transcripts should be sent to:

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

4. Official Test Scores

Official test scores are required for admission to most degree programs. Applicants should select the appropriate test from the options available for their degree program.

a. The Graduate Record Examination (GRE) is accepted by all VSU graduate programs that require an entrance exam.

b. The Miller Analogies Test (MAT) is an acceptable alternative for the GRE for the following programs: Master of Arts in Teaching (M.A.T.), Master of Education (M.Ed.), Education Specialist (Ed.S), Master of Library and Information Science, Master of Science in with a major in marriage and family therapy, Master of Music Performance (M.M.P), Master of Music Education (M.M.E), Master of Science in Nursing (M.S.N.), Master of Public Administration (M.P.A.), Master of Social Work (M.S.W.), and Master of Science (M.S.) in with a major in sociology.

c. The Graduate Management Admission Test (GMAT) is accepted by the Master of Business Administration, Georgia WebMBA, and the Master of Public Administration programs.

d. Students whose first language is other than English must also present evidence of English language proficiency by submitting official test scores of the Test of English as a Foreign Language (TOEFL). Minimum acceptable scores are

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

Some programs at Valdosta State University may require higher scores.

The GRE, GMAT, or MAT scores are considered official when they are sent directly to the Graduate School from the Educational Testing Service (GRE and GMAT) or Pearson Publishers (MAT). Scores are only retained by the testing services 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 where 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. Student copies are not considered official. 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 admission test scores.

5. Supplemental Materials

Many degree programs on campus have supplemental application requirements. These include recommendations, letters of support, Ed.D. Letter of Support Form, Ed.S. Letter of Assurance Form, written statements, goal statements, essays, resumes, and more. Applicants should refer to the admission requirements for their program for specific requirements. Required forms are available at

**[http://www.valdosta.edu/gradschool/application\\_forms.shtml](http://www.valdosta.edu/gradschool/application_forms.shtml)**

-Recommendations

All recommendations must be completed using a VSU Recommendation Form. Letters are welcome and encouraged but must accompany the appropriate recommendation form. The General Recommendation Form may be used for all programs requiring recommendations EXCEPT for the Marriage and Family Therapy program and the Master of Social Work (M.S.W) program. MFT applicants must use the MFT Recommendation Form, and MSW applicants must use the MSW Recommendation Form. Personal recommendations (i.e., friends and family) are strongly discouraged.

-Written Statements

Also called Career Goal Statements and Essays, Written Statements are required by some graduate programs. Guidelines and instructions for this part of an application are established by the program. Visit the Graduate School homepage to download instructions. When submitted these should contain the applicant's full name and last 4-digits of social security number.

-The Letter of Assurance and Ed.D. Letter of Support

These are forms that must be completed by the applicant's supervisor or superintendent.

-Other documents may be required by programs. Applicants should check the program admission requirements for additional documents not listed here.

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 and received prior to enrollment. This is not an admission requirement. This form is available at

**[http://www.valdosta.edu/gradschool/application\\_forms.shtml](http://www.valdosta.edu/gradschool/application_forms.shtml)**.

- For programs with face-to-face requirements: The Certification of Health Care provider 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.
- Students in fully online programs with no face-to-face requirements must complete the Student Information Section and Distance Learning Exemption sections of the VSU Medical Form. Immunization records are not required.
- Former and current VSU students will not be required to submit a new form.

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 online Application Status Check at [https://banssb.valdosta.edu/pls/prod/bwwkasck.p\\_getssn](https://banssb.valdosta.edu/pls/prod/bwwkasck.p_getssn)

## **INTERNATIONAL APPLICANTS**

Valdosta State welcomes applications from international students. At Valdosta State University, international students are defined as citizens of countries other than the United States who require a visa in order to study in the U.S. To be considered for admission, international students must submit the following materials to the Graduate School, 1500 N. Patterson, 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 [www.valdosta.edu/gradschool/](http://www.valdosta.edu/gradschool/) and click on Apply Online. International applicants who are unable to submit the application fee online may submit a paper application. To obtain a paper application, international applicants may request a paper application from the Graduate School at [www.valdosta.edu/gradschool/](http://www.valdosta.edu/gradschool/)
2. Official original language college and university transcripts, as records of past academic work. To be considered official, these transcripts must be submitted to the Graduate School in the original, sealed envelope from the educational institution(s).
3. A course-by-course evaluation of international transcripts conducted by an International Education Evaluation service must be completed. Web site links for this service may be obtained through the Graduate School or Office of International Programs. Fees for this service are to be paid by the applicant.
4. Students whose first language is other than English must also present evidence of English language proficiency by submitting official test scores of the Test of English as a Foreign Language (TOEFL). Minimum acceptable scores are
  - 523 on the paper-based test
  - 193 on the computer-based test
  - 70 on the internet-based test.

Some programs at Valdosta State University may require higher scores.

5. Official results from the Graduate Record Examination, the Graduate Management Admissions Test, or the Miller Analogies Test. See admission requirements for specific programs to determine which test is needed. Information on the administration of these tests is available from U.S. Embassies, from American Cultural Centers, and online at <GRE.org>, <MBA.com>, or <http://www.milleranalogies.com>
6. A completed Certificate of Finances statement guaranteeing that the student will have \$22,207 US (for nine months) available for personal and educational expenses. The Certificate of Finances form is available from the Graduate School. Visit [http://www.valdosta.edu/gradschool/application\\_forms.shtml](http://www.valdosta.edu/gradschool/application_forms.shtml) and select Certificate of Finance. This must be an official document authorized and stamped by a bank official. Copies cannot be accepted.
7. Supplemental Materials
 

Many degree programs on campus have supplemental application requirements. These include recommendations, letters of support, Ed.D. Letter of Support Form, Ed.S. Letter of Assurance Form, written statements, goal statements, essays, resumes, and more. Applicants should refer to the admission requirements for their program for specific requirements. Required forms are available at [http://www.valdosta.edu/gradschool/application\\_forms.shtml](http://www.valdosta.edu/gradschool/application_forms.shtml)

  - Recommendations: All recommendations must be completed using a VSU Recommendation Form. Letters are welcome and encouraged but must accompany the appropriate recommendation form. The General Recommendation Form may be used for all programs requiring recommendations EXCEPT for the Marriage and Family Therapy program and the Master of Social Work (M.S.W) program. MFT applicants must use the MFT Recommendation Form and MSW applicants must use the MSW Recommendation Form. Personal recommendations (i.e., friends and family) are strongly discouraged.
  - Written Statements: Also called Career Goal Statements and Essays, Written Statements are required by some graduate programs. Guidelines and instructions for this part of an application are established by the program. Visit the Graduate School homepage to download instructions. When submitted these should contain the applicant's full name and last 4-digits of social security number.
  - The Letter of Assurance and Ed.D. Letter of Support are forms that must be completed by the applicant's supervisor or superintendent.
  - Other documents may be required by programs. Applicants should check the program admission requirements for additional documents not listed here.
8. Medical Form
 

The VSU Medical Form also known as the Certificate of Immunization, must be completed and signed by the applicant and received prior to enrollment. This is not an admission requirement. This form can be located at [http://www.valdosta.edu/gradschool/application\\_forms.shtml](http://www.valdosta.edu/gradschool/application_forms.shtml).

- For programs with face-to-face requirements: The Certification of Health Care provider 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.
- Former and current VSU students will not be required to submit a new form.

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 U.S. 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 United States whose visa status permits graduate enrollment and who do not require a student visa may be considered for admission.

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 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.

## **TRANSIENT STUDENTS**

Students who are currently admitted 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. Prospective transient students should contact the appropriate program coordinator for their major to determine eligibility.

## **APPLICATION POLICY**

### **Application Fee**

The application fee is non-refundable.

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

All documents and materials submitted to fulfill the application requirements for entry to a program in the Graduate School 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 applications that were not completed, denied applicants, and admitted applicants who did not enroll are retained for a period of three years. Application records for students who enrolled 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 semester, prior to admission deadline of that semester. Deferment of admission is not guaranteed and will be evaluated on a case-by-case basis.



## **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 [www.valdosta.edu/gradschool/](http://www.valdosta.edu/gradschool/) and selecting the Application Status Check 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 must submit a new application and fee.

Applicants denied admission may be eligible for other programs and should contact the Graduate School to obtain information on other programs. If a denied applicant decides to pursue admission to a secondary program, he or she must submit a new application and application fee to begin the program.

## **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 that applicant has exhausted the appellate procedures in the Department and College and has been unable to reach a satisfactory resolution of the problem. Denied applicants must initiate an appeal within 30 days of the date of the denial letter. The first step in the appeal process is to download the appeal form.

**<http://www.valdosta.edu/gradschool/documents/AdmissionDenialAppealFormJan09.pdf>**

The applicant must fill out the top portion of the form and provide an explanation for the basis of their appeal .

Next the applicant must contact the Department Head for their program and set up a meeting to discuss the appeal. The applicant should be prepared to submit any additional materials needed by the departmental appeals committee.

Applicants whose appeals have been denied at the Departmental and College level may submit the appeals 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) has been received by the Dean of the Graduate School, the Dean will contact the applicant to make an appointment. The Dean of the Graduate School will notify each applicant, in writing, of the final decision of the Graduate School.

## **VSU Georgia ONmyLINE Program Admission Guidelines**

Valdosta State provides several fully online programs through the Georgia ONmyLINE family of programs. 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 Accomplished Teaching  
Master of Education (M.Ed.) in Middle Grades Math/Science  
Education Specialist (Ed.S.) in Teaching & Learning: Exemplary Teaching  
Gifted Endorsement  
Online Teaching Endorsement  
Certificate in Online Teaching

These programs provide opportunities for graduate education in an online learning environment providing flexibility for working professionals. The tuition cost for these programs is a flat e-tuition rate of \$350 per credit hour. The programs consider applications each semester.

### **APPLICATION PROCEDURES: Georgia ONmyLINE**

#### **Master of Arts for Teachers (M.A.T.) and Master of Education (M.Ed.) Programs**

After having successfully completed a baccalaureate program (evidenced by receipt of the degree from a regionally accredited institution), a person may apply to the Georgia ONmyLINE M.A.T. or M.Ed. Programs. The M.A.T. and M.Ed. programs utilize a sequenced, two-semester admission process. Each program establishes semester one and semester two admission requirements. Semester one admission, commonly referred to as Quick Admission, is provisional and valid for one semester. Offers of quick admission will be extended only once per Georgia ONmyLINE program. To be permitted to register for semester two and continue in the program, applicants must complete all semester two admission requirements for their program, prior to the Georgia ONmyLINE program deadline for that term. Applicants who do not complete the admission requirements prior to the deadline will not be permitted to enroll that term and must reapply for admission for a future semester. For additional information on admission status, see the Georgia ONmyLINE Admission Classification/Criteria section of the catalog. Program specific information is available online at

**[http://www.valdosta.edu/distance/GOML/goml\\_programs.shtml](http://www.valdosta.edu/distance/GOML/goml_programs.shtml)**

#### **Education Specialist Program: Georgia ONmyLINE**

After successfully completing a master's program (evidenced by receipt of the degree from a regionally accredited institution) and receiving a clear/renewable teaching or service (T or S) certificate at the master's level or higher, an educator may apply to the Georgia ONmyLINE Ed.S. program. The Ed.S. program utilizes a traditional, one-semester admission process. Ed.S. applicants must complete all admission requirements prior to the deadline for review. Prospective applicants should review program information on the VSU Georgia ONmyLINE Program page at

**[http://www.valdosta.edu/distance/GOML/goml\\_programs.shtml](http://www.valdosta.edu/distance/GOML/goml_programs.shtml)**

## **GENERAL ADMISSION GUIDELINES**

### **For Degree-Seeking Georgia ONmyLINE Applicants**

After having successfully completed a university program on the undergraduate level for master's programs or on the appropriate graduate-level for Georgia ONmyLINE advanced graduate degree programs, as evidenced by receipt of the degree(s) from a regionally accredited institution(s), a person may apply to the Georgia ONmyLINE programs at Valdosta State University.

1. Applicants must complete the online VSU Georgia ONmyLINE Application for Admission. For online application link., visit the VSU/GOML homepage at [www.valdosta.edu/distance/GOML/](http://www.valdosta.edu/distance/GOML/)
2. The application fee must be submitted with the online application. This fee is non-refundable and is payable by credit or debit card.
3. All documents required for admission by the applicant's desired program must be received by the Graduate School. The following documents are required for all VSU/Georgia ONmyLINE Programs. Applicants should review the admission requirements for the program of their choice for additional requirements and submission requirements and deadlines:
  - a. Official transcripts from each institution of higher education where the applicant has previously enrolled. This includes all undergraduate and graduate institutions attended. Transcripts must document all coursework attempted. If an applicant enrolled at institutions other than the degree-granting institution(s), degree-granting transcripts alone will not fulfill this requirement. An official transcript(s) from the other institution(s) attended will also be required.
  - b. The Student Information Section and Distance Learning Exemption portions of the VSU Medical Form must be submitted. Georgia ONmyLINE students are not required to provide immunization records because of the online nature of the program.
4. Applicants must review the admission requirements for their desired Georgia ONmyLINE program to determine what additional documents are required for admission consideration.
5. Applicants whose first language is other than English, must also present evidence of English language proficiency. Evidence may be presented in either of the following ways:
  - a. Submit official test scores on the Test of English as a Foreign Language (TOEFL). A minimum score of 523 paper-based test, 193 computer-based test, or a minimum score of 70 on the internet-based test is required for admission.
  - b. Submit proof of satisfactory completion of ELS Language Centers' Level 109 course.

All application materials should be submitted to: The Graduate School, Valdosta State University, 1500 North Patterson Street, Valdosta, GA 31698-0005.

VSU reserves the right to verify all application materials submitted and to require additional documentation as needed. This right includes, but is not limited to, contacting recommendation sources to verify authorship or requesting additional documentation of test scores or transcripts, if needed.

### **INTERNATIONAL APPLICANTS: Georgia ONmyLINE**

All Georgia ONmyLINE programs are offered exclusively online. Because of Homeland Security guidelines, student visas cannot be issued for online programs. Individuals living and working in the United States whose visa status permits graduate enrollment and who do not require a student visa, may be considered for admission. Applicants who are not born U.S. Citizens and applicants who completed coursework at institutions outside the U.S. may be required to submit the following:

1. Evidence of immigration status in the U.S. including naturalization paperwork, permanent resident cards, or documentation of valid visas.
2. A course-by-course evaluation of international transcripts completed by an International Education Credentials Evaluation Service. This is required for all coursework completed outside the U.S.
3. If the applicant's first language is other than English official results from the Test of English as a Foreign Language (TOEFL). A minimum of 523 on the paper-based test, 193 on the computer-based test, or a minimum of 70 on the internet based test is required for admission.

All application materials should be submitted to: The Graduate School, Valdosta State University, 1500 North Patterson Street, Valdosta, GA 31698-0005.

### **ENDORSEMENT AND CERTIFICATE ONLY PROGRAMS: Georgia ONmyLINE**

After having successfully completed a baccalaureate program (evidenced by receipt of the degree from a regionally accredited institution) and receiving a clear/renewable teaching certificate at the bachelor's level or higher (required for endorsement programs only, an individual may apply for a Georgia ONmyLINE non-degree program. These programs utilize a traditional, one-semester admission process. For additional information on these programs visit the VSU Georgia ONmyLINE Program page at [http://www.valdosta.edu/distance/GOML/goml\\_programs.shtml](http://www.valdosta.edu/distance/GOML/goml_programs.shtml)

For non-degree admission guidelines for these programs, see the Georgia ONmyLINE Non-Degree Seeking Applicants section of this catalog.

### **NON-DEGREE SEEKING APPLICANTS: Georgia ONmyLINE**

VSU offers several Georgia ONmyLINE programs that provide endorsement for certified public school educators or professional certificates. These programs do not result in award of a degree. Students admitted to these programs are considered non-degree-seeking status students. Non-degree-status students generally are ineligible for financial aid. Prospective students considering a non-degree Georgia ONmyLINE program at VSU are encouraged to contact the Office of Financial Aid for specific information. Applicants for Georgia ONmyLINE non-degree programs must submit:

1. The VSU Georgia ONmyLINE Online Application for Admission. Access the application through the VSU Georgia ONmyLINE home page at [www.valdosta.edu/distance/GOML/](http://www.valdosta.edu/distance/GOML/)
2. One of the following as proof of an undergraduate degree
  - a. An official or unofficial transcript from a regionally accredited institution indicating the award of a bachelor's degree or higher and date of graduation, or
  - b. A copy of a clear/renewable teaching certificate of a type that requires a baccalaureate degree for its issuance.
3. The Student Information Section and Distance Learning Exemption portions of the VSU Medical Form must be submitted. Georgia ONmyLINE students are not required to provide immunization records because of the online nature of the program.

Georgia ONmyLINE endorsement programs require applicants to hold clear/renewable teaching certificates to be eligible for admission to the program. Applicants for these programs should provide evidence of the clear/renewable certificate as evidence of the certificate and required baccalaureate degree.

Non-degree admission to Georgia ONmyLINE degree programs is not available at this time.

### **APPLICATION POLICY: Georgia ONmyLINE**

#### **Application Fee**

The application fee is non-refundable. This rule includes 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 who does not enroll as a student.

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

All documents and materials submitted to fulfill the application requirements for entry to a program in the Graduate School at VSU become the property of the University and will not be returned. Application material submitted without an application are retained for a period of two years. Applications and associated materials that were incomplete at an admission deadline and could not be reviewed, denied applications, and applications of admitted applicants who did not enroll are retained for a period of three years.

### **CHANGES TO APPLICATIONS: Georgia ONmyLINE**

Master of Arts for Teachers (M.A.T.) and Master of Education (M.Ed.) Applications - MAT and M.Ed. applications are valid for a period of two semesters only.

Applicants approved for semester one quick admission who do not enroll in their first semester have the option of completing the admission requirements prior to the deadline for what would have been their second semester. If approved for semester two admission, the applicant can begin the program as a fully admitted student.

A quick-admitted applicant who fails to complete the requirements for semester two admission will not be permitted to register for second semester or continue in the program until he or she is fully admitted. To complete the requirements and enroll in a

future term, the applicant must submit a new application, fee, any outstanding requirements and be approved for full admission to the program, in order to continue his or her studies. Quick admission will not be offered more than one time per degree program.

Applicants who do not complete the requirements for semester one/quick admission may request an update of their application to a future term. Only one update is permitted for incomplete applications. Update requests are subject to semester deadlines.

Applicants accepted for semesters one and two but who do not enroll in either term may request an update to their application for a future term. One update is permitted for these applicants, and update requests are subject to semester deadlines. Application records for students who enrolled in courses are retained for a period of seven years from the date of last enrollment.

### **Education Specialist (Ed.S.), Certificate-Only, and Endorsement Georgia ONmyLINE Programs**

Following submission of an application, applicants are permitted to request an update or change to their application. Changes may include a change in semester or change in major or degree program. Changes and updates are subject to program deadlines, required document changes, and approval by the program coordinator.

Denied applications cannot be updated. Applicants denied admission who wish to pursue admission to a different program or who wish to pursue admission to the same program for a different term must submit a new application and fee. Documents submitted with the previous application can be applied towards the new application.

### **ADMISSION AND READMISSION: Georgia ONmyLINE**

Admission decisions are rendered by the program admissions committee. Official notification of admission will be issued by the Graduate School.

### **ADMISSION CLASSIFICATION: Georgia ONmyLINE Quick Admission or Semester One Admission**

Used by the following Georgia ONmyLINE Programs:

- Master of Arts for Teachers (M.A.T.) in Special Education - General and Adapted Curriculum programs
- Master of Education (M.Ed.) in Accomplished Teaching
- 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 a portion of the criteria and document requirements, for full semester two admission to a program. 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. All Quick Admission students are admitted on a “probationary” basis. Students who have not been approved for full 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 Georgia ONmyLINE Programs:**

- Master of Arts for Teachers (M.A.T.) in Special Education - General and Adapted Curriculum programs
- Master of Education (M.Ed.) in Accomplished Teaching
- Master of Education (M.Ed.) in Middle Grades Math & Science

Often referred to as “Semester Two Admission,” Full Admission to the programs above marks the final step in the admission process. To be reviewed for full admission, all required documents to the program must be received by the Graduate School prior to the requisite admission deadlines. Students awarded Full Semester Two Admission to a program are eligible for Financial Aid. Students may be approved for Full Semester Two Admission under one of two classifications:

- Regular Admission - Indicates that a student has completed all admission requirements and meets or exceeds all required minimums for full, semester two admission to the program. Under this status a student is cleared to continue their studies in the program.
- Probationary Admission - A Semester Two Applicant who has completed admission requirements but who has not met all program criteria for “Regular” admission may be considered for “Probationary” admission. To be reclassified as “Regular,” a student must meet all criteria outlined in the official notice of acceptance. “Probationary” admission is not guaranteed and is not intended to negate scores and grade-point average minimum requirements

### **New Ed.S. Admission**

Used by

- **Education Specialist (Ed.S.) in Teaching and Learning: Exemplary Teaching**

Applicants meeting all admission criteria may be considered for admission to the Ed.S. in Teaching and Learning: Exemplary Teaching program. This program does not utilize a provisional admission term, so applicants must complete all admission requirements in advance of the deadline in order to be eligible for admission consideration. Only “Regular” status is used for admission to this program.

### **Certificate-Only and Endorsement Admission Classifications**

Used by:

- **Certificate in Online Teaching**
- **Gifted and Talented Endorsement**
- **Online Teaching Endorsement**

Applicants for these programs are admitted as non-degree status students. Applicants must meet all documentation and minimum requirements to be admitted to the program. In most instances, financial aid is not available for programs that do not grant

degrees; however, in some instances teacher education programs may be eligible. Prospective students considering the Gifted and Talented Endorsement or Online Teaching Endorsement programs should contact the Office of Financial Aid (229-333-5935) to determine eligibility.

### **ADMISSION APPEAL: Georgia ONmyLINE**

Any applicant denied admission to a Georgia ONmyLINE 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.

The first step in the appeal process is to download the appeal form:

**<http://www.valdosta.edu/gradschool/documentsAdmissionDenialAppealFormJan09.pdf>**

The applicant completes the top portion of the form and provides an explanation for the basis of 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 Appellate Committee) has been received by the Dean of the Graduate School, the Dean 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.

Georgia ONmyLINE students are subject to the policies and guidelines governing academic standards, appeals, and progress outlined in subsequent pages of the catalog.

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

Valdosta State University offers several admission classifications to graduate students. Students who have met all requirements may be admitted as “regular.” Criteria and limitations for this and all other categories are shown below. Applicants for Education Specialist and Doctor of Education programs will be admitted only as “regular.” Some colleges and departments have criteria that exceed the minimums shown below. Please visit **<http://www.valdosta.edu/gradschool/degree.shtml>** 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.



## **Master's Degree Programs**

### **Regular Admission**

To be considered for admission as a “regular” graduate student, 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. 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.

See <http://www.valdosta.edu/gradschool/degree.shtml>

### **Probationary Admission**

Applicants who have submitted all of the required documents (including the Graduate Application for Admission/Readmission, application fee, standardized test scores, transcripts from all institutions attended and any supplemental materials required by the program) 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. Please refer to the departmental listings for specific requirements and required supplemental material. Go to <http://www.valdosta.edu/gradschool/degree.shtml> 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 in the official offer of admission, 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.

### **Irregular**

Applicants who have not submitted one or more of the application materials, official test scores, or supplemental materials may sometimes be admitted as “irregular.” 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 required, and a completed Request for Irregular Admission Form, prior to the admission deadline for that semester. Students in this category will not be admitted to a degree program until they have met all admission requirements. Irregular status is granted only during the period in which the student has not yet earned 9 semester hours of credit at VSU. In order to continue taking courses, an Irregular student must submit the outstanding requirements that meet the minimum standards prior to the completion of 9 semester hours. Irregular

students who do not submit the requirements prior to the completion of 9 semester hours will be prohibited from continuing until such time as all requirements are received. 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.

### **Transient**

Graduate students currently enrolled in good standing at another college or university may register at Valdosta State University provided they submit an application for admission and the requirements for admission. The College of Business Administration will not consider requests for transient admission.

### **Non-Degree**

Students 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." Students who maintain a cumulative average of "B" or higher in VSU graduate courses taken while a non-degree-seeking student may later be granted entry to a degree program upon proper application and submission of additional program admission requirements to the Graduate School. A maximum of 9 semester hours in VSU graduate courses may be considered by the appropriate department involved for transfer into a degree-granting program. Students admitted as non-degree are not eligible for financial aid or graduate assistantships.

NOTE: Graduate students must maintain a minimum graduate grade point average of 2.5 to be eligible for financial aid.

### **LETTERS OF GOOD STANDING**

Letters of Good Standing are issued for VSU-degree-seeking students only (not non-degree for certification). Graduate students interested in taking courses at other institutions for transfer credit should remember that only 6-9 semester hours (depending on program policies) of graduate course work may be accepted as 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 Graduate School dean 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 the course and the grade is posted, they must have an official transcript sent to the VSU's Graduate School. If the course will substitute for a VSU course, the advisor and student must complete a Course Substitution Form and forward it to the dean of the Graduate School after signatures are obtained from the advisor, the department head, and the respective college dean.

### **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, 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.

### **REGISTRATION**

Currently enrolled students may register for courses during the following registration periods. Note that Georgia ONmyLINE programs have different registration periods, which can be found at [http://www.valdosta.edu/distance/GOML/goml\\_calendar.shtml](http://www.valdosta.edu/distance/GOML/goml_calendar.shtml)

#### 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/finadmin/financial/student.shtml>

#### 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.

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.

## 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 requesting an unofficial transcript from the Registrar's Office or by viewing their transcript on the Web. Students should log in and follow prompts to "Student Services and Financial Aid" in order to view transcripts. 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/RequestforIncomplete.shtml>**

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:

1. Academic Warning

A student earning one grade below "B" will be issued a letter of academic warning.

2. Academic Dismissal

Students who have acquired any combination of two grades "D," "F," "WF," or "U" will be dismissed from the Graduate School. Several programs have additional policies related to dismissal, visit **<http://www.valdosta.edu/gradschool>** and select a graduate program for specific information about dismissals.

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

The appeal form for dismissal from the graduate school is located at **<http://www.valdosta.edu/gradschool/documents/DismissalAppealFormJan09.pdf>**

Graduate students who wish to appeal a dismissal must first discuss the issue with their professor. 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 of at least 3.0 in all graduate course work at Valdosta State University and a grade of "C" or better in each course presented to meet degree requirements. Throughout their program, students' performance must be acceptable on a continuing basis. Students must at all times maintain an overall grade-point average 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 Valdosta State University, 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**

The grade appeal form is located at this web address:

**<http://www.valdosta.edu/gradschool/documents/GradeappealformJan09.pdf>**

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

## **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 POLICY**

Students may withdraw from courses following the drop/add period until mid-term by completing the withdrawal process on BANNER. A withdrawal before mid-term is non-punitive, and a grade of "W" is assigned. 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 only when it is received and processed by the Office of the Registrar. The policy of the Board of Regents does not allow students to withdraw after the midterm date published in the school calendar. Students may appeal for an exception to the withdrawal deadline for cases of medical and hardship issues. Information on Medical and Hardship Withdrawals is outlined below. Any student who discontinues class attendance after mid-term and does not officially withdraw may be assigned a grade of "F." No fee adjustment will be made for withdrawals except as outlined in this catalog. The Finance and Administration Office will receive a copy of the withdrawal form for refunding if applicable.

## **MEDICAL WITHDRAWALS FROM THE UNIVERSITY**

A student who has an injury or illness that prevents the completion of all classes for that semester may request a Medical Withdrawal through the Dean of Students Office. All paperwork for the Medical Withdrawal must be completed by the last day of the semester. For more detailed information on the Medical Withdrawal policy and procedures go to:

**<http://www.valdosta.edu/studentaffairs/dean/MedicalWithdrawals.shtml>**.

It should be noted that a Medical Withdrawal can be requested only after midterm. A student wanting to withdraw before mid-term must follow the Withdrawal from Course Policy described above. Questions regarding this policy should be directed to the Office of the Registrar (333-5727). It is the student's responsibility to withdraw officially in accordance with university regulations.

## **HARDSHIP WITHDRAWALS FROM THE UNIVERSITY**

A student who has a family or workplace emergency that prevents the completion of all classes for that semester may request a Hardship Withdrawal through the Dean of Students Office. All paperwork for the Hardship Withdrawal must be completed by the last day of the semester. For more detailed information on the Hardship Withdrawal policy and procedures go to:

**<http://www.valdosta.edu/studentaffairs/dean/HardshipWithdrawals.shtml>**

It should be noted that a Hardship Withdrawal can be requested only after mid-term. A student wanting to withdraw before mid-term must follow the Withdrawal from Course Policy outlined above. Questions regarding this policy should be directed to the Office of the Registrar (333-5727). It is the student's responsibility to withdraw officially in accordance with university regulations.

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

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

1. The student displays behavioral indicators, which 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.

### **CROSS-DISCIPLINARY COURSES**

Certain courses, because of their scope and focus, are identified by different designations, that is, cross-listed, such as MFTH 5700 / SOCI 5700. 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 at the graduate level; however, in special circumstances, with the approval of the major professor and the department head, a graduate assistant may be permitted to take 12 hours.

For many financial aid packages, 6 semester hours is considered full time. Graduate students may earn no more than 6 hours credit in directed study and/or independent study courses to meet the requirements of a degree-granting program.

Undergraduate courses will not be calculated when determining a graduate student’s full-time or part-time status. 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/gradschool/degree.shtml>

Students should refer to these listings to determine the requirements for degree completion and graduation.

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, students, with the approval of their advisor, may appeal in writing for a one-time extension of this limitation. A committee, approved by the dean of the appropriate college, will consider the appeal and may recommend to the Dean of the Graduate School that the student be granted an extension of the seven-year limitation. 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 or she sends a transfer credit memo to the Graduate School for approval. The memo specifies the course, hours, institution of origin, and how the course should be applied (e.g., general elective or if the student intends to pursue a course substitution for an existing course in the curriculum). Courses considered for transfer credit must: (1) be no more than seven 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 (6-9 semester hours depending on program policies).

Students who have already earned a master's degree previously and who are seeking an additional master's may qualify for a specific program of study. In this case the advisor has the option of adapting the student's curriculum to include 9 semester hours previously earned as part of the previous degree. This credit is not subject to the "seven year rule." A maximum of 9 hours can be used. It should be noted that any requests for credit must meet all policy requirements listed above. All transfer requests are subject to approval by the Graduate School Dean.

## **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 fulfilled. The Dean of the Graduate School shall be notified upon the student's successful completion of this requirement.

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.

## **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 be enrolled 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/gradschool/documents/ThesisDissertation\\_Guide\\_2002.pdf](http://www.valdosta.edu/gradschool/documents/ThesisDissertation_Guide_2002.pdf)

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 Supervisory Committee shall certify to the Dean of the Graduate School that the student has successfully defended the thesis at an announced open meeting. Two copies of the thesis (plus others, if required by the department), signed by the major professor, members of the Supervisory Committee, and the Dean of the Graduate School, shall be submitted to the library not less than 5 days before the scheduled date of graduation. 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 Graduate Dean will notify the Office of the Registrar to authorize the student's graduation.

### **DISSERTATION**

Students enrolled in a Doctor of Education (Ed.D.) program must complete a dissertation. 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 the dissertation course 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. Visit online

**[http://www.valdosta.edu/gradschool/documents/ThesisDissertation\\_Guide\\_2002.pdf](http://www.valdosta.edu/gradschool/documents/ThesisDissertation_Guide_2002.pdf)**

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 to the Dean of the Graduate School that the student has successfully defended the dissertation at an announced open meeting. 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 the Dean of the Graduate School, shall be submitted to the library no fewer than 5 days before the scheduled date of graduation. 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. The Graduate Dean will notify the Office of the Registrar 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 the program and faculty advisor, department head, and Dean of the Graduate School. The Program of Study should list all courses to be taken for the second graduate degree. Courses may be drawn from a previously completed graduate degree upon the approval of the program and faculty advisor, department head, and Dean of the Graduate School. No graduate course may be used in which the grade was below a "B." No more than 9 semester hours from a previous graduate degree may be used.

## APPLICATION FOR GRADUATION

Students must apply for graduation one semester in advance.

### Procedures for Graduation Application

1. Download the online application for degree forms at <http://www.valdosta.edu/registrar/documents/GraduationApplicationandInstructions.pdf>
2. Complete section A of the Application for Degree
3. Complete the New Alumni section.
4. Pay \$25 to the Bursary and attach your receipt to the Application for Degree document.
5. Send the application for degree form, copy of receipt for payment of fees, and the alumni form to your advisor.

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.

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.

## 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/studentaffairs/StudentHandbook.shtml>

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. Additional information on academic integrity as well as resources for faculty and students can be found at the Academic Affairs website: <https://www.valdosta.edu/judicial/AcademicStudentConductCode.shtml>

## **PLAGIARISM**

Cheating and plagiarism are academic integrity violations. These violations are serious and will result in negative consequences. Visit <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml> for information on policies and procedures for students committing these academic integrity violations.

Plagiarism is defined as “the copying of the language, structure, ideas, and/or thoughts of another and passing off same as one’s own, original work.” 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, 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 own words. Any instance where the “language, structure, 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/academic/StudentResources.shtml> for more information and resources regarding plagiarism.

## **SCHOLARLY CONDUCT**

VSU expects all students to meet high standards of academic conduct, and this expectation is particularly true of graduate students. Graduate students have been through the experience of completing undergraduate degree programs, and they should be familiar with the expected standards of conduct within Academe. Some of the key principles relating to these standards are found in the Thesis and Dissertation Guide at [http://www.valdosta.edu/gradschool/documents/ThesisDissertation\\_Guide\\_2002.pdf](http://www.valdosta.edu/gradschool/documents/ThesisDissertation_Guide_2002.pdf) Students may also consult individual program standards.

## **STUDENT 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/helpdesk/guides/blazenet/> for more information.

## **The 62+ PROGRAM FOR GEORGIANS 62 AND OLDER**

Georgians 62 years of age and older are eligible to enroll as graduate students on a “space available” basis without paying most of the normal fees or tuition. For complete eligibility requirements and application information, contact the Admissions Office or the Graduate School.

## University Course Designation Abbreviations

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



## **COLLEGE OF ARTS AND SCIENCES**

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

Dr. James LaPlant, Assistant Dean

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. Mylan Redfern, 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. Michael Capece, Acting 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, in marriage and family therapy, and in biology; and the Master of Public Administration degree. 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  
1036 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 numerous biology and biotechnology or medical fields.

The Biology Department of Valdosta State University 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.





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**

**Required Courses ..... 4 hours**

- BIOL 7000 Introduction to Research ..... 2 hours
- BIOL 7900 Graduate Seminar (must be taken twice) ..... 2 hours

**Guided Electives ..... 32 hours**

- Studies Courses (7000-level or above BIOL) ..... 5 hours
- Studies Courses (5000-level or above) ..... 15-21 hours
- Electives (5000-level or above) ..... 0-6 hours
- BIOL 8999 Thesis ..... 6 hours

**Total Required for the Degree ..... 36 semester hours**



## **DEPARTMENT OF ENGLISH**

Dr. Mark Smith, Head  
Room 207, West Hall

### **Degrees**

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 an M.A. with an emphasis in rhetoric and composition.

### **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 advisers, 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 Valdosta State University 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– EMPHASIS IN LITERATURE or EMPHASIS IN RHETORIC AND COMPOSITION**

#### **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

<http://www.valdosta.edu/gradschool/degree.shtml>

and 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>

### 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 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 will then take a two-hour written examination over this reading list and a follow-up oral examination over that written test and their coursework. These examinations should be taken before or immediately after the final semester. Students following this option must complete 36 hours of coursework.

**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.

**REQUIREMENTS FOR THE  
MASTER OF ARTS WITH A MAJOR IN ENGLISH—  
EMPHASIS IN LITERATURE**

**Required Courses. .... 18 hours**

- ENGL 7000 Approaches to Graduate Study ..... 3 hours
- ENGL 7010 Approaches to Critical Theory ..... 3 hours
- Seminars (8000-level) ..... 12 hours

**Guided Electives. .... 18 hours**

- 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

**Total Required for the Degree ..... 36 semester hours**

\* In order to take advantage of our extensive undergraduate offerings and/or 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.

**REQUIREMENTS FOR THE  
MASTER OF ARTS WITH A MAJOR IN ENGLISH–  
EMPHASIS IN RHETORIC AND COMPOSITION**

**The Rhetoric and Composition Emphasis. .... 18 hours**

Required courses .....	6 hours
ENGL 7000 Approaches to Graduate Study .....	3 hours
ENGL 7010 Approaches to Critical Theory .....	3 hours
Required, if not taken as an undergraduate .....	0-3 hours
ENGL 4620** Survey of the History of Rhetoric	
Choice of the following .....	3-6 hours
ENGL 7600 Studies in Rhetoric and Composition and/or ENGL 8600 Seminar in Rhetoric and Composition	
Choice of the following .....	3-6 hours
ENGL 7600 Studies in Rhetoric and Composition	
ENGL 8600 Seminar in Rhetoric and Composition	
**LING 4000 Elements of Linguistics	
**LING 4160 Sociolinguistics	
**ENGL 4610 History of the English Language	
ENGL 8690 Workshop in Rhetoric and Composition (ENGL 8690 may be taken twice for credit)	

**Guided Electives. .... 18 hours**

Studies Courses (7000-level ENGL) .....	0-18 hours
Seminars (8000-level ENGL) .....	0-18 hours
*Graduate Option (ENGL 6000 and/or .....	0-9 hours
courses from other departments)	
Thesis Hours (under the thesis option) .....	6 hours

**Total Required for the Degree ..... 36 semester hours**

- \* In order to take advantage of our extensive undergraduate offerings and/or 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.



**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 Applied Linguistics for ESOL Teachers ..... 3 hours  
ESOL 6020 Cultural Perspectives for ESOL Teachers ..... 3 hours  
ESOL 6030 Methods and Materials for Teaching ESOL ..... 3 hours

**Total Required for the ESOL Endorsement ..... 9 hours**



## **DEPARTMENT OF HISTORY**

Dr. Paul Riggs, Head  
Room 113, Ashley Hall North

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, Africa, and Asia. 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: July 15  
   Spring Deadline: November 15  
   Summer Deadline: April 15

Go to the Graduate School Website

**<http://www.valdosta.edu/gradschool/degree.shtml>**

and 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 required**

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 Valdosta State.

HIST 7000 Seminar in Historiography .....	3 hours
HIST Graduate Seminars .....	6 hours
HIST Graduate courses .....	18 hours
HIST 7999 Thesis .....	6 hours
Electives (graduates courses outside of history) .....	3 hours

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

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 Seminar in Historiography .....	3 hours
HIST Graduate Seminars .....	6 hours
HIST Graduate courses .....	21 hours
Electives (graduates courses outside of history) .....	3 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.



**DEPARTMENT OF MODERN AND  
CLASSICAL LANGUAGES**

Dr. Victoria Soady, Head  
Room 128, West Hall

The Department of Modern and Classical Languages, in conjunction with the Department of Middle, Secondary, Reading, and Deaf Education, offers the Master of Education degree with a major in secondary education–teaching field Spanish.

Students entering the program for this Master of Education degree have already met initial certification requirements and, consequently, have the necessary foundations in language, culture, literature, and professional education for advanced study. In their graduate work, the foreign language education (FLED) students take at least 20 hours of guided electives at the graduate level within the content area of Spanish. Following an integrated approach, these courses are designed to promote competencies in the areas of language, literature, and culture at the superior level of proficiency and to provide students with a focused and in-depth program of study. Students take a course dealing with second language acquisition, in order to further their knowledge in the areas of instructional and learning strategies and their application in foreign language teaching, and a core of professional education courses that address ideas, concepts, and trends associated with education and how these relate to educators. Finally, through a professional development seminar, students are required to perform self-assessment, determine areas of skill and knowledge in need of improvement, and design an effective career growth and development plan, as a preliminary step in expanding and modifying their personal teaching strategies.

**MASTER OF EDUCATION WITH A MAJOR IN SECONDARY  
EDUCATION SPANISH – TEACHING FIELD SPANISH**

**Selected Educational Outcomes**

1. Program graduates will demonstrate the ability to listen, speak, read, and write at the advanced or superior level of proficiency (as defined by the American Council on the Teaching of Foreign Languages Proficiency Guidelines) in the Spanish language and an in-depth knowledge of Hispanic cultures and representative authors and works of Hispanic literature.
2. Program graduates will demonstrate knowledge of and the ability to use innovative approaches to curriculum, instructional methods, resources, and assessment appropriate to the teaching of foreign languages.
3. Program graduates will develop and integrate personalized teaching strategies.
4. Program graduates will demonstrate an understanding of second-language acquisition and its relation to first-language development and the ability to create meaningful learning opportunities based on this knowledge.
5. Program graduates will demonstrate an understanding of research methods in language learning.

The Department of Modern and Classical Languages evaluates the level of linguistic proficiency and cultural knowledge achieved by the students in the Master of Education degree program in Spanish by using a variety of assessment measures. The results of the assessment activities are used for continued curriculum development and revision.

**Outcomes Assessments**

1. Coursework : The corresponding department will evaluate core courses through written examinations, projects, and papers.
2. Capstone Experience: Students are required to maintain a professional portfolio containing goal statements, sample papers, research projects, course work, reflective self-assessment, and other specified items to be monitored as the students progress through the program. The portfolio will be submitted for partial fulfillment of the requirements for this M.Ed. degree.
3. Research: Program graduates will successfully conduct investigative research on one or more topics relevant to the field of foreign language education and report their findings.

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

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


**REQUIREMENTS FOR THE M.ED. WITH A MAJOR IN  
 SECONDARY EDUCATION SPANISH – TEACHING FIELD SPANISH**

**Core Curriculum.** ..... **7 hours**  
     PSYC 7010 Learning and Assessment ..... .3 hours  
     RSCH 7100 Research Methodology in Education ..... 3 hours  
     LEAD 7210 Ethics and Law ..... 1 hour

**Area of Concentration.** ..... **29-30 hours**  
     Content Courses (Guided Electives in Spanish) ..... 20-21 hours  
     FLED 7100, FLED 7500, FLED 7600 ..... 9 hours

**Total Required for the Degree** ..... **36-37 semester hours**

This program also requires students to prepare and present a professional portfolio.

	<b>PUBLIC ADMINISTRATION</b>
	Dr. James W. Peterson, Head, Department of Political Science Room 244, West Hall Dr. Nolan Argyle, Coordinator of the Public Administration Program Room 101, West Hall

### **MASTER OF PUBLIC ADMINISTRATION (MPA) 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

<<http://www.valdosta.edu/gradschool/degree.shtml>>

- 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)

**Core (Required) Courses ..... 24 hours**

PADM 7300 Foundations Seminar in PA*	3 hours
PADM 7060 Quantitative Methods for PA	3 hours
PADM 7090 Policy Analysis	3 hours
PADM 7000 Human Resource Management	3 hours
PADM 7110 Information Management	3 hours
PADM 7140 Governmental Budgeting and Finance	3 hours
PADM 7170 Organizational Behavior	3 hours
PADM 7900 Capstone Seminar in PA**	2 hours
PADM 7210 Internship in PA**	1 hour

\* Must be taken during first semester

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

**Concentration Area ..... 12 hours**

All courses for a concentration must be approved by advisor.

**Total Required for the Degree ..... 36 semester hours**

**DOCTOR OF PUBLIC ADMINISTRATION (D.P.A.) DEGREE**

The Doctor of Public Administration 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

<<http://www.valdosta.edu/gradschool/degree.shtml>>

and click on DPA Program 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**

**Core (Required) Courses ..... 15 hours**

- PADM 9000 Administration and Government ..... 3 hours
- PADM 9010 Financial Management for Public and  
Non-Governmental Organizations ..... 3 hours
- PADM 9020 Managing Human Resources in Public and  
Non-Governmental Organizations ..... 3 hours
- PADM 9060 Information and Data Management ..... 3 hours
- PADM 9070 or SOCI 9070 Culture of Formal Work  
Organizations . ..... 3 hours

**Methods Courses ..... 9 hours**

- PADM 9030\* Logic of Inquiry in Public Admin. .... 3 hours\*
- PADM 9040 Research Methods in Public Admin. .... 3 hours
- PADM 9050 or PSYC 9050 Program Evaluation ..... 3 hours

\*Student must take PADM 9030  
in the first semester of course work

**Concentration Area Courses ..... 15 hours**

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.

**Guided Elective Courses ..... 6 hours**

Students will select 6 semester hours of guided electives through consultation with their advisor.

**Capstone Seminar/Project ..... 9 hours**

- PADM 9990 Capstone Seminar ..... 3 hours
- PADM 9999 Final Project/Organizational Analysis ..... 6 hours

**Total Required for the Degree ..... 54 semester hours**





**DEPARTMENT OF SOCIOLOGY,  
ANTHROPOLOGY, AND CRIMINAL JUSTICE**

Dr. Michael Capece, Acting Head  
Room 1120, University Center

The Department of Sociology, Anthropology, and Criminal Justice offers three Master of Science degrees, one with a major in criminal justice (MSCJ) having both a thesis and non-thesis option, one with a major in sociology (MS SOC) with a focus on applied sociology, and one with a major in marriage and family therapy (MS MFT). The Applied and Clinical Sociology Graduate Program is accredited by the Commission on Applied and Clinical Sociology. The Marriage and Family Therapy Program is accredited by the Commission on Accreditation for Marriage and Family Therapy Training and Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT).

**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 (listed below) 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

<<http://www.valdosta.edu/gradschool/degree.shtml>>

and 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**

**Required Core. .... 15 hours**

- CRJU 7000, CRJU 7370 ..... 6 hours
- CRJU 7411, CRJU 7413 ..... 6 hours
- CRJU 7600 ..... 3 hours

**Criminal Justice Electives. .... 15 hours**

- CRJU 7010 Advanced Comparative CJ Systems ..... 3 hours
- CRJU 7100 Seminar in Law Enforcement ..... 3 hours
- CRJU 7300 Seminar in Criminal Law and Procedure ..... 3 hours
- CRJU 7350 Seminar in Forensic Investigation ..... 3 hours
- CRJU 7500 Adv. Criminal Behavior and Personality ..... 3 hours
- CRJU 7510 Advanced Correctional Therapies ..... 3 hours
- CRJU 7610 Seminar in Gang, Group, and ... ..... 3 hours

CRJU 7620 Seminar in Criminal Victimization .....	3 hours
CRJU 7630 Advanced Crime Prevention .....	3 hours
CRJU 7700 Selected Topics .....	3 to 6 hours
CRJU 7710 Seminar in Juvenile Justice .....	3 hours
CRJU 7720 The Media and Criminal Justice .....	3 hours
CRJU 7730 Great Works in Criminal Justice .....	3 hours
CRJU 7900 Independent Study .....	1-6 hours
CRJU 7990 Area Paper .....	3 hours
CRJU 7999 Thesis (for students taking the thesis option) ...	6 hours

**Guided Electives (selected by student with approval of advisor). .... 6 hours**

**Total Required for the Degree ..... 36 semester hours**

## **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  
**<http://www.valdosta.edu/gradschool/degree.shtml>**

and 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**

**Core Courses. .... 15 hours**

- SOCI 7011 Sociology in Applied Settings ..... 3 hours
- SOCI 7012 Sociological Theory ..... 3 hours
- SOCI 7021 Statistical Applications in Sociology ..... 3 hours
- SOCI 7022 Research Methods ..... 3 hours
- SOCI 7050 Class, Gender, and Ethnic Issues  
in Applied Settings ..... 3 hours

**Additional Coursework . .... 15 hours**

- Elective Courses ..... 9 hours  
Students may select from any SOCI prefix course  
numbered SOCI 5000-8000 except SOCI 7800.
- SOCI 7800 ..... 6 hours

**Successful completion of the Graduate Comprehensive Examination**

**Total Required for the Degree ..... 30 semester hours**

**MASTER OF SCIENCE DEGREE  
WITH A MAJOR IN MARRIAGE AND FAMILY THERAPY**

Marriage and Family Therapy addresses the interpersonal and social context of mental health and emotional problems. To qualify students to practice MFTH, the curriculum for the master's degree program in marriage and family therapy focuses on the knowledge and skills necessary to assess and intervene in the interactions among people. It prepares students to use an active, positive approach to therapy that will help individuals and their families build on their strengths, improve communication, and develop solutions to their problems.

The Master of Science degree with a major in marriage and family therapy prepares students for licensure as Marriage and Family Therapists in Georgia and for clinical membership in the American Association for Marriage and Family Therapy (AAMFT). The curriculum, developed to meet national accreditation standards, links theory and practice throughout training. A twelve-month clinical practicum is required. Students receive at least 500 hours of direct client contact and 100 hours of AAMFT approved supervision. Practicum experience is provided at the on-site Marriage and Family Therapy Training Clinic and through community placements. Course work includes some assignments and activities that encourage self-exploration and personal growth.

**Selected Educational Outcomes**

Students completing the Marriage and Family Therapy Master of Sciences degree program will demonstrate mastery in the following:

1. Assuming the professional role and identity of a marriage and family therapist.
2. Applying a systems/relational understanding to the assessment and treatment of mental health and emotional problems.
3. Considering the relevance of ethnicity, race, gender, socioeconomic status, and culture when developing treatment plans.
4. Applying the various theoretical models of marriage and family therapy to practice.
5. Demonstrating clinical competency in the practice of MFTH.
6. Practice according to the American Association for Marriage and Family Therapy's (AAMFT) ethical code.

**Examples of Outcome Assessments**

1. Faculty assessment of student performance in all courses includes requiring students to demonstrate their ability to integrate course content and make case application. Written case applications are stressed.
2. The comprehensive exam taken by students prior to graduation evaluates the students' ability to integrate and apply information from the training program as a whole. It also measures effectiveness of the program in teaching essential concepts.

3. Practicum supervisors will evaluate the clinical performance of each student. Community practicum site directors will also complete a form evaluating their impressions of the training program.
4. The ability of graduates to pass the national MFTH exam and obtain licensure is another measure of outcome.

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**

Go to the Graduate School Website

**<http://www.valdosta.edu/gradschool/degree.shtml>**

and click on Marriage & Family Therapy for information on:

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

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

**Required Course Work**

**Area I: Theoretical Foundations. .... 5 hours**

MFTH 7101: Family Systems Theories\* ..... 3 hours

MFTH 7103: Advanced Theories Seminars ..... 2 hours

\*Additional Theoretical Foundations included in MFTH 6800

**Area II: Clinical Practice. .... 15 hours**

MFTH 7102: Interventions in MFTH ..... 3 hours

MFTH 7400: Psychopathology & Pharmacology ..... 3 hours

MFTH 7601: Treatment Issues in Family Therapy ..... 3 hours

MFTH 7602: Couples & Sex Therapy ..... 3 hours

MFTH 7700: Assessment in MFTH ..... 3 hours

**Area III: Individual Development & Family Relations. .... 9 hours**

MFTH 6700: Family Sociology ..... 3 hours

MFTH 7500: Development in the Family System ..... 3 hours

MFTH 7050: Class, Gender, & Ethnic Issues ..... 3 hours

<b>Areas IV: Professional identity &amp; Ethics.</b> .....	<b>5 hours</b>
MFTH 6800: Orientation to MFTH .....	3 hours
MFTH 7350: Legal Issues in MFTH .....	1 hour
MFTH 7880: Professional Seminar .....	1 hour
<b>Area V: Research.</b> .....	<b>3 hours</b>
MFTH 7200: Research in MFTH .....	3 hours
<b>Area VI: Electives.</b> .....	<b>minimum of 5 hours</b>
MFTH 7900: Thesis .....	6 hours
SOCI 7021: Statistics .....	3 hours
MFTH 7510: Human Sexuality & Gender .....	3 hours
MFTH 7550: Family Stress & Crisis .....	3 hours
MFTH 7650: Special Topics in MFTH .....	1 hour each
Other approved courses	
<b>Area VII: Supervised Clinical Practice.</b> .....	<b>18 hours</b>
(1 year, minimum 500 hours direct client contact)	
MFTH 7600: Practicum in MFTH .....	18 hours
<b>Total Required for the Degree</b> .....	<b>minimum of 60 semester hours</b>

The degree requires a minimum of two years to complete and requires summer study. Three-year and four-year plans are also available.