

# **Valdosta State University**

**2008-2009  
Graduate Catalog**

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

**June 2008**

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

## Academic Calendar Fall 2008 through Summer 2009

### FALL 2008

Mon, Aug 18	First Class Day
Mon, Sept 1	Labor Day
Thurs, Oct 9	Midterm
Mon-Tues, Oct 13-14	Fall Break
Wed- Fri, Nov 26-28	Thanksgiving Holidays
Mon, Dec 8	Last Class Day
Tues, Dec 9	Exam Prep Day
Wed- Fri, Dec 10-12	Exams
Sat, Dec 13	Graduation

### SPRING 2009

Mon, Jan 12	First Class Day
Mon, Jan 19	MLK Holiday
Thur, Mar 5	Midterm
Mar 16 - 20	Spring Break
Fri, May 1	Last Official Class Day
Sat, May 2	Designated Make-up Day for M classes
Mon, May 4	Exam Prep Day
Tues- Fri, May 5-8	Exams
Sat, May 9	Graduation

### SUMMER 2009 Maymester

Thur, May 14	First Class Day - Mayterm
Mon, May 26	Midterm for Maymester
Mon, May 25	Memorial Day- Holiday
Thur, Jun 4	Last Class day - Mayterm
Fri, Jun 5	Maymester exams

### Summer II (full term)

Wed, Jun 10	First class day
Thur, Jul 2	Midterm
Fri, Jul 3 (No Class)	July 4 Holiday
Mon, Jul 6	No Classes
Wed, Jul 29	Last Class Day
Jul 30-31	Exams
Sat, Aug 1	Graduation

### Summer III

Wed, Jun 10	First class day
Fri, June 19	Midterm
Wed, Jul 1	Last class day
Thurs, Jul 2	Exams

### Summer IV

Tues, Jul 7	First class day
Thur, Jul 16	Midterm
Tues, Jul 28	Last class day
Wed, Jul 29	Exams
Sat, Aug 1	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.

#### **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 [1866 Southern Lane, Decatur, Georgia, 30033-4097; Telephone 404-679-4501] to award associate, bachelor's, master's, educational specialist, and doctoral degrees. 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 Sports Medicine/Athletic Training 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.



Graduate programs at Valdosta State University are administered by the Graduate School. Graduate coursework is taught by faculty members serving on the Graduate Faculty. The primary purpose is to provide opportunities for dedicated students, who have completed a baccalaureate degree, to pursue the mastery of an area of learning and to develop the qualities of scholarship and academic discipline necessary to provide creative contributions to their chosen field of work or interest.

After having successfully completed a university program on the undergraduate level, as evidenced by the receipt of a baccalaureate degree from an accredited institution, a person may apply to a program in the Graduate School at Valdosta State University. Application packets for admission to the Graduate School may be secured from the graduate office or on-line at <[www.valdosta.edu/gradschool](http://www.valdosta.edu/gradschool)>. Prospective students are urged to submit completed application packets as early as possible and by the following dates:

Fall Semester	July 15
Spring Semester	November 15
Summer Session	May 1

The dates listed above are general deadlines. Several programs, including the Master of Arts degree with a major in history, the Master of Social Work program, the Master of Education degree with a major in communication disorders, the Education Specialist degree with a major in instructional technology, and the Doctor of Education (Ed.D.) programs have different deadlines. Applicants should contact the Graduate School for the specific deadlines for these programs.

## APPLICATION PROCEDURES

Applicants must include one copy of an official transcript from each institution of higher education previously attended as part of their application. Degree-seeking applicants are also required to provide an official copy of scores on one of the following appropriate examinations:

1. The Graduate Record Examination (GRE) is required for all programs except those in the College of Business and may be used for the M.P.A. program. The Miller Analogies Test (MAT) is an acceptable alternative for the M.Ed. and Ed.S. programs, the M.P.A. program, the M.S.W. program, the M.L.I.S program, and the M.S. in Marriage and Family Therapy program or Sociology program.
2. The Graduate Management Admission Test (GMAT) is required for the Master of Business Administration degree in the College of Business and may be used for the Master of Public Administration program.

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 the Psychological Corporation (MAT). 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.

Students 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:

1. Submit proof of satisfactory completion of ELS Language Centers' Level 109 course;
2. Submit official test scores on the Test of English as a Foreign Language (TOEFL). A minimum of 523 (193 on the computer-based test) or a minimum score of 70 on the internet-based test is required for admission. Some programs may require higher minimums.

Application forms and other information may be obtained from the Graduate School or <<http://www.valdosta.edu/gradschool>>. Applicants who wish to take graduate courses for other than degree-seeking purposes, such as add-on or renewal certification or for personal growth, must submit the completed application forms and one of the following as proof of an undergraduate degree:

1. A copy of a baccalaureate diploma from an accredited or approved institution.
2. A copy of a transcript from an accredited or approved institution indicating that a baccalaureate degree has been completed.
3. A copy of a teaching certificate of a type which requires a baccalaureate degree for its issuance.

Students who are currently admitted as graduate students in good standing at another accredited college or university may be accepted on a transient basis. Transient students must furnish a letter of good standing from their institution in addition to the application.

All applicants must pay a \$40.00 application fee (on-line application fee is \$35.00). The fee is not credited toward the tuition fee when the student is accepted, nor is it refunded in the event that the application is denied or if the applicant does not enroll as a student.

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. These materials are kept for one year. Applicants accepted to a program who do not begin taking courses the semester for which they are admitted must submit a new application.

Admission to the Graduate School does not necessarily imply admission to one of the degree-granting programs at the University. Some programs have program-specific requirements which are not listed in the admissions criteria presented here. In general, no students should apply for admission to the Graduate School without first contacting the head of the department in which they intend to do the major portion of their work.

Students who are denied admission into their chosen program may be eligible for other areas and should contact the Graduate School to determine additional options.

## **INTERNATIONAL STUDENT ADMISSION**

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, Valdosta State University, Valdosta, GA 31698-0005:

1. A completed Application for Admission to the Graduate School, along with a \$40.00 check or money order in U.S. currency. Application packets are available from the Graduate School Office or on-line at [www.valdosta.edu/gradschool/](http://www.valdosta.edu/gradschool/).
2. Official original language and English (translated) copies of college and university transcripts, as records of past academic work, along with copies of academic degrees and certificates that the applicant has received. To be considered official, these transcripts must be submitted directly from the educational institutions to the Graduate School. Official transcripts must be translated and evaluated by an International Educational Evaluation Service before being sent to the Graduate School. Web site links for this service may be obtained through the Graduate School or International Programs. Fees for this service are to be paid by the applicant.
3. If the applicant's first language is other than English, proof of satisfactory completion of ELS Level 109 or official results from the Test of English as a Foreign Language (TOEFL). A minimum of 523 (193 on the computer-based test) or a minimum score of 70 on the internet-based test is required for admission. Some programs may require higher minimums.
4. 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 and from American Cultural Centers.

5. A completed Certificate of Finances statement guaranteeing that the student will have \$21,698 (for nine months) available for personal and educational expenses. The Certificate of Finances form is available from the Graduate School.

Once these materials are received, the Graduate School will evaluate the international applicant's credentials and make an admissions decision. The applicant will be notified of the University's decision 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.

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.

## **ADMISSION AND READMISSION**

Official acceptance or denial is verified by a letter from the Graduate School. Students who are admitted but do not enroll for the semester in which they were admitted must submit another application if they want to attend Graduate School at a later date. Students who were previously enrolled but have not been in attendance within the last three semesters must apply to the Graduate School for readmission.

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

Valdosta State University offers several admission classifications to graduate students. Students who have met all requirements will 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" based on standards presented in the College of Education section of this Catalog.** Some colleges and departments have criteria that exceed the minimums shown below. Please refer to individual college and department listings to determine specific standards.

### **Master's Degree Programs**

**Regular Admission** - To be considered for admission as a "regular" graduate student the applicant must have received a bachelor's degree from an 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 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. Verification in the form of an official transcript is required. All master's degree programs require an acceptable GRE, GMAT, or MAT score. In addition, some programs have additional admission criteria; please refer to the departmental listings for all these specific requirements.

**Irregular** - Applicants who have not submitted all application documents may sometimes be admitted as “irregular.” Students in this category will not be admitted to a degree program until they have met all admission requirements. Students may not enroll in more than 9 hours of coursework while in irregular status. Students admitted as irregular are not eligible for financial aid or graduate assistantships.

**Probationary Admission** — Applicants failing to meet one or more of the requirements for regular admission may be considered for probationary admission under conditions specified at the time of admission by the appropriate department and approved by the Dean of the Graduate School. 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, unless different conditions were specified at the time of admission. After completion of the probationary period, students may be reclassified as “regular” students, with the approval of the Dean of the Graduate School and the department concerned.

**Transient** - Graduate students currently enrolled in good standing at another college or university may register at Valdosta State University.

**Non-Degree** - Students who hold an undergraduate degree and wish to take graduate or undergraduate courses for add-on certification 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 graduate courses taken may later be granted entry to a degree program upon proper application to the Graduate School. A **maximum** of 9 semester hours **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**

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 no more than six semester hours 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 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 not 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.
4. Permission must be obtained for each semester in which the student desires to take graduate courses.

### **REGISTRATION**

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

- |         |   |
|---------|---|
| Early   | Registration held approximately six weeks before the term begins. Registration priority is based on student classification in the following order: Graduate students and seniors; juniors; sophomores; freshmen.  |
| Regular | Registration and drop/add held immediately prior to the beginning of classes. Registration is held on a first-come, first-served basis. Fee- and course-schedules can be obtained at < <a href="http://www.valdosta.edu">http://www.valdosta.edu</a> >. |
| Late    | 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.   |

New students are expected to register for classes during orientation programs held prior to the first day of classes.

All undergraduate and graduate 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.

For more information on fee payment procedures, see the section on Tuition, Fees, and Costs.

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

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

For graduation, the cumulative graduate grade-point average must be 3.0 or higher on a 4.0 scale. 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. Any student acquiring any combination of two grades "D," "F," "WF," or "U" will be dismissed from the Graduate School. Additional requirements have been established for the Master of Business Administration program; the Master of Science programs with majors in Criminal Justice, Marriage and Family Therapy, and Sociology; the Master of Public Administration program. Please refer to the program descriptions in this *Catalog*.

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.



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 at <<http://hpk460.valdosta.edu:8890/>>. Students should log in and follow prompts to "Student Services & 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. Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation. If an "I" is not changed to a letter grade within one calendar year, it will be changed to the grade "F."

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."

Students dropping a course within the time limit noted in the University Calendar, while performing satisfactorily, will receive a grade of "W" (withdrawal from a course, having completed work to that point satisfactorily); otherwise they will be given a grade of "WF" (withdrawal, having not done satisfactory work). 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.

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, Vice President of Academic Affairs, and President of the University.

## **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 when it is received and processed by the Office of the Registrar.

Board of Regents policy does not allow students to withdraw after the midterm date published in the school calendar. Students may petition for an exception to the withdrawal deadline for cases of hardship. Petition forms are available in the Office of the Registrar. The petition will become a permanent part of the student's file. 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 may request to be withdrawn from the university for medical reasons. The student must contact the Dean of Students Office in the University Union to make this request. The Dean of Students Office staff will assist the student through the process of a medical withdrawal. The telephone number is 229-333-5941.

#### **Mental Health Withdrawals**

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.

### **AUDITING CLASSES**

Students may be permitted to audit selected courses, provided regular enrollment in the course concerned permits, and provided such arrangement is agreeable to the instructor concerned. 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.

### **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.

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

Graduate students taking 9 or more graduate hours are considered full-time. The normal full load for a graduate student is 9-15 hours of graduate-level work per semester. The maximum course load for a student employed full-time is 9 semester hours 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.

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 or part-time status. However, these hours will be included in determining a student's maximum load, as stated above.

### **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 as "[Also offered as ...]."

### **GENERAL REQUIREMENTS FOR GRADUATE DEGREES**

Specific requirements for each graduate program offered by the University are presented in the departmental listings of this *Catalog*. 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.

At least 50% of the student's course work must be completed in residence at Valdosta State University. **No more than 6 semester hours of graduate course work may be accepted by transfer from another institution to Valdosta State University.** Credit to a degree program for transferred course work may be obtained by application to the Dean of the Graduate School, with approval by the major professor.

**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.

**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.

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/unsatisfactory basis.

General thesis regulations are furnished by the Graduate School. 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 send a copy of the signature page to the Office of the Registrar to authorize the student's graduation.

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/unsatisfactory basis.

**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.

General dissertation requirements are furnished by the Graduate School. Signature on the dissertation by the Dean of the Graduate School indicates final acceptance of the student's dissertation and marks the completion of requirements for the Ed.D. degree. The Graduate Dean will send a copy of the signature page to the Office of the Registrar to authorize the student's graduation.

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. Transfer courses not from a completed graduate degree are limited to 6 semester hours and cannot be older than 7 years at the time of the second degree's completion. 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 in either category 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. 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. A \$25 graduation fee must be paid at the Bursary prior to final evaluation. This 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 < <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: < <http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>>

### **Plagiarism**

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.

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



## COLLEGE OF ARTS AND SCIENCES

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

### **Degrees**

The Department of Biology offers a Master of Science degree with a major in biology. This is a research thesis-based degree. The Biology Department does not offer a non-thesis option.

### **Description**

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. Because there is 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

### Departmental Requirements in addition to the University Requirements for Admission, Retention, and Graduation

**Special Admission Requirements:** To be accepted as a regular graduate student in the Department of Biology, an applicant must have satisfactory Graduate Record Examination (GRE) scores of 1000 on the verbal and quantitative sections of the General Aptitude Test; an undergraduate degree in biology or a related field from an accredited institution (or its equivalent), with a grade point average of 2.8 in the major with an overall grade point average of at least 2.5 (4.0 scale); official transcripts of all college-level courses taken; a one-page Statement of Interest, wherein students describe their interest and reasons for applying to the program; two letters of recommendation; and written acknowledgement from one department faculty member who agrees to serve as the student's major advisor, if the student is accepted.

Applicants may be accepted as probationary graduate students with combined GRE scores of less than 1000 and less than the minimum GPA of 2.8. Such probationary students will remain on probationary status until they have completed 9 semester hours of work with a GPA of 3.0 or better. They may be reclassified as Regular with the approval of the Dean of the Graduate School and the Department of Biology unless different conditions were specified at the time of admission. International students must present a TOEFL score of 500 or better for admission into the M.S. program in Biology.

**Special Graduation Requirements:** Students are required to design, conduct, write, and defend a formal research thesis in their chosen area of study in order to graduate with the Master of Science degree with a major in biology. Students must maintain an overall GPA of 3.0 in order to graduate. All graduate programs of study will consist of 36 semester hours. Of these 36 semester hours, a graduate student must take six hours of Thesis (BIOL 8999), two hours of Graduate Seminar (BIOL 7900), and two hours of Introduction to Research (BIOL 7000) to earn the Master of Science degree with a major in biology. Students may take up to 6 hours of approved course work outside of biology that the thesis committee deems acceptable and supportive of the program of study (e.g., math, geology, chemistry, physics, education, etc.). Students working in educational fields may take up to 6 hours of courses that involve science education such as ECED 7431, ECED 7432 (Early Childhood Education), MGED 7500, MGED 7520, MGED 8000 (Middle Grades Education), as well as selected courses in Middle Grades and Secondary Education (MSED), Special Education (SPEC), and Psychology (PSYC).

Students are required to satisfactorily complete competency exams in the above listed general subject areas, course work, and specific interests of research to achieve candidate status for degree and graduation. Exams may consist of written and oral questions developed and administered by thesis advisors. Students not successfully passing competency exams may, at the thesis committee's discretion, be re-examined after completion of appropriate remedial work as determined by the advisors' committee.

### Selected Educational Outcomes

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

### Thesis

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

### 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.

### Departmental Requirements in addition to the University Requirements for Admission, Retention, and Graduation

Special Admission Requirements: To be accepted as a regular graduate student in the Department of English, an applicant must have the following:

1. an undergraduate GPA of 3.0 on a 4.0 scale. This GPA may be cumulative or in the undergraduate major;
2. a GRE verbal score of 500 or above or a GRE writing assessment number of 4 or above;
3. submission of a three-page essay to the Department of English, detailing (a) career goals and (b) academic interests.

Applicants must include two letters of recommendation and a brief cover letter of application detailing reasons for seeking the master's degree in English at VSU and relevant past experience, including academic awards or recognition.

To be accepted as a probationary student in the Department of English, the student must meet at least two of the three criteria listed above and submit a letter of application.

**Special Graduation Requirements:** For graduation, students must have a cumulative graduate GPA of 3.0 or higher on a 4.0 scale as well as meet all general requirements for graduate degrees. Besides completing the comprehensive written and oral examinations or the thesis and oral defense, students must receive a grade of B or better in the fourth sequence course of a foreign language or a passing grade in a reading proficiency examination administered by the Department of Modern and Classical Languages. Students entering the literature emphasis without an undergraduate degree in English must complete at least 6 hours in British literature and 6 hours in American literature; for students in the Rhetoric and Composition Emphasis, 3 hours in each. Students in both the Literature Emphasis and the Rhetoric and Composition Emphasis must have the written permission of the department head to enroll in ENGL 8700 more than once. 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. 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.

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

### **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.

## **REQUIREMENTS FOR THE M.A. DEGREE WITH A MAJOR IN ENGLISH–EMPHASIS IN LITERATURE**

### **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.

**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.

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

**Selected Educational Outcomes**

1. To demonstrate an ability to apply theoretical, pedagogical, and historical approaches in the study of composition and rhetoric.
2. To demonstrate an ability to interpret language and literature in light of key facts, concepts, and contexts, employing 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.

**REQUIREMENTS FOR THE M.A. DEGREE WITH A MAJOR IN ENGLISH-  
EMPHASIS IN RHETORIC AND COMPOSITION**

**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 thirty 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.

<b>The Rhetoric and Composition Emphasis</b> .....	<b>18 hours</b>
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)	

<b>Guided Electives</b> .....	<b>18 hours</b>
Studies Courses (7000-level ENGL) .....	0-18 hours
Seminars (8000-level ENGL) .....	0-18 hours
*Graduate Option (ENGL 6000 and/or .....	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.

### 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.



	<p><b>ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL) ENDORSEMENT</b></p> <p>Dr. Mark Smith, Head, Department of English Room 207, West Hall</p> <p>Dr. Victoria Soady, Head, Department of Modern and Classical Languages Room 128, West Hall</p>
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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 members of the History Department faculty in Ashley Hall.

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

#### **Departmental Requirements in addition to the University Requirements for Admission**

To be considered for regular admission, an applicant must

1. possess an over-all undergraduate grade-point average of at least 3.0 on a 4.0 scale, calculated on all work attempted in which letter grades were awarded
2. possess an grade-point average of at least 3.0 in all college-level history courses, with no grade below "C" for a history course
3. have at least 15 semester hours of credit, or the equivalent, in college-level history courses.
4. possess minimum scores of 500 on the verbal section and 4 on the analytical writing section of the Graduate Record Examination (GRE). For those applicants whose GRE scores date from up to five years prior to October 2002, a minimum score of 500 on the quantitative or 500 on the analytical sections will be accepted in lieu of the analytical writing requirement.

5. submit (a) an essay on career goals, (b) a formal writing sample, such as a term paper or seminar paper, and (c) two letters of recommendation from persons familiar with the applicant's academic work
6. be recommended for admission by no less than a simple majority of the Department of History's Graduate Studies Committee.

To be considered for probationary admission, an applicant must:

1. possess an over-all 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
2. possess an grade-point average of at least 2.75 in all college-level history courses, with no grade below "C" for a history course
3. have at least 15 semester hours of credit, or the equivalent, in college-level history courses.
4. possess minimum scores of 400 on the verbal section and 3 on the analytical writing section of the Graduate Record Examination (GRE). For those applicants whose GRE scores date from up to five years prior to October 2002, a minimum score of 400 on the quantitative or 400 on the analytical sections will be accepted in lieu of the analytical writing requirement.
5. submit (a) an essay on career goals, (b) a formal writing sample, such as a term paper or seminar paper, and (c) two letters of recommendation from persons familiar with the applicant's academic work
6. be recommended for admission by no less than a two-thirds majority of the Department of History's Graduate Studies Committee. Applicants for probationary admission may, in extraordinary cases, petition the committee for waiver of requirements specific to the department. The committee's decision in such cases must be unanimous for the petition to be approved.

#### **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.

**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 21 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 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.

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

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

<b>Area of Concentration</b> .....	<b>29 hours</b>
Content Courses (Guided Electives in Spanish) .....	21 hours
FLED 7100 Professional Development Seminar I .....	2 hours
FLED 7500 Theory and Practice in Second Language Acquisition .....	2 hours
FLED 7600 Research and Design .....	2 hours
FLED 7800 Professional Development Seminar II .....	2 hours


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

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

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 and Comprehensive Examination: The Department of Modern and Classical Languages will assess students’ listening reading, and writing proficiency through an examination administered upon the students’ entry into the program. These skills will be assessed again upon their completion of the program through the Comprehensive Examination. Knowledge of content material related to Hispanic culture, linguistics, and literature will be assessed through a similar procedure. A Simulated Oral Proficiency Interview to assess speaking proficiency will be administered when students enter the program and upon their completion of the program. The corresponding department will evaluate core courses through written examinations, projects, papers, and presentations and through the Comprehensive Examination that is administered upon the students’ completion of the program.
2. Student Portfolio: 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.

	<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

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.

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 24-hour core includes PADM 7210 and PADM 7900, which must be taken by students during their final semester of coursework. These courses serve as the exit requirement for the MPA program.

The MPA degree, City Manager Track is offered exclusively via the Internet. Candidates for this track 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.

#### **Departmental Requirements in addition to University Requirements for Admission**

A student desiring to work in the College of Arts and Sciences on the M.P.A. degree must present a score of 450 on the Graduate Management Admission Test (GMAT), or a minimum score of 375 on the Miller Analogy Test (MAT), or a combined score of 800 or more on the verbal and either the quantitative or analytical section, or a score of 400 on the verbal and 3.5 or more on the analytical writing sections of the General Test of the Graduate Record Examination (GRE).

A student must also submit a résumé, a career goal statement, and three letters of recommendation.

**Special Retention Policy: MPA and DPA**

A 3.00 cumulative grade point average is required for graduation. No grade below “C” will be credited toward the Master of Public Administration degree or toward the Doctor of Public Administration degree. Students will be dismissed from either program if they accumulate three or more academic deficiency points. A grade of “C” (while it will be credited toward the MPA degree or toward the DPA degree) equals one deficiency point. A grade of “D,” “WF” or “F,” or “U” (none of which will be credited toward the MPA degree or the DPA degree) equals two deficiency points.

**REQUIREMENTS FOR THE M.P.A. DEGREE  
(Including On-line City Management Track)**

**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**

**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.

### **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.

### **Departmental Requirements in addition to University Requirements for Admission**

A student desiring to work in the College of Arts and Sciences on the DPA degree must have a master's degree from an accredited college or university. A student must present a combined score of 1000 or higher on the verbal and quantitative sections, or a score of 500 on the verbal and 5.0 on the analytical writing sections of the General Test of the Graduate Record Examination (GRE) to be considered for regular admission. Exceptionally motivated students with combined scores of 900-999 or 400 and 4.0 may be considered for admission as a probationary student.

## 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 Administration .....	3 hours*
PADM 9040 Research Methods in Public Administration ...	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. The DPA Coordinator, the Head of the Department of Political Science, the Dean of the College of Arts and Sciences, and the Dean of the Graduate School must approve all concentration courses.

### 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

#### 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.

**Special Retention Policy: See previous pages in this section.**



**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.

**MASTER OF SCIENCE WITH A MAJOR IN CRIMINAL JUSTICE**

**Departmental Requirements in Addition to the University  
Requirements of Admission, Retention, and Graduation**

**Special Admission Requirements**

In addition to the requirements of the Valdosta State University Graduate School, applicants for regular admission into the MSCJ degree program must also have a minimum 2.75 grade point average on all undergraduate work for which grades were assigned. A minimum combined score of 800 on the verbal and quantitative sections of the Graduate Record Examination (GRE) is also required. This combined GRE score must include a minimum of 400 points earned on the verbal section of the exam. In addition, a GRE writing assessment score of 3.5 is required. For those students who took the GRE prior to October 2002, the required score for admission is 800 as a combination of any two of the three sections.

Applicants must submit two letters of recommendation from undergraduate professors and a two-page essay relating the reasons why they wish to pursue graduate study in criminal justice at Valdosta State University and summarizing their career goals, relevant past experience, academic awards, and recognition of achievements. In addition, admission to the MSCJ program requires completion of one undergraduate course in basic statistics and one course in research methodology. Students may apply for a waiver of these requirements and demonstrate proficiency by passing an examination.

Students who have not completed these requirements or who do not receive a waiver must complete a statistics course and a research methods course without graduate credit before formal admission to the criminal justice graduate program. Students who do not have an undergraduate degree in criminal justice may be required to audit undergraduate criminal law and criminological theory courses before enrolling in graduate level work in these areas, as determined by the Criminal Justice Graduate Admissions Committee.

### **Probationary Admission**

Applicants who have achieved the minimum GRE scores (see Special Admission Requirements) but who do not have the minimum 2.75 undergraduate grade point average may be admitted on a probationary basis. The requirement for probationary admission are that applicants must: (1) have a minimum 2.50 undergraduate grade point average, (2) have at least three years of post-undergraduate degree experience working in a criminal justice or other social service agency, and (3) be able to pass a probationary admission essay examination. The examination will be held in the departmental offices and will be graded by the Criminal Justice Graduate Admissions Committee. Probationary admission applicants may also be asked to provide a resume and related references. All other probationary admission requirements and standards set by the Valdosta State University Graduate School must also be met.

### **Special Retention Policy**

A 3.00 cumulative grade point average (GPA) is required for graduation. No grade below “C” will be credited toward the MSCJ degree. Students must receive a grade of “B” or better in all core courses. Students will be dismissed from the MSCJ program if they accumulate three or more academic deficiency points. A grade of “C” in any core course will not be counted toward the MSCJ degree and equals one deficiency point. A grade of “C” in any non-core course will be credited toward the MSCJ degree but also equals one deficiency point. A grade of “D” or “U” will not be credited toward the MSCJ degree and equals two deficiency points. A grade of “F” or “WF” (neither of which will be credited toward the MSCJ degree) equals three deficiency points.

### **Readmission After Dismissal for Academic Deficiencies**

After a minimum of three semesters, a student may apply for readmission. Readmission is not guaranteed. The student must also retake only those courses with deficiencies until the number of deficiency points is fewer than or equal to two. The student cannot take a class more than three times or apply for readmission more than twice.

### **Special Graduation Requirements**

MSCJ students are required to complete satisfactorily the core requirements and electives as outlined in the degree plan below. All students in the MSCJ program must also successfully complete a comprehensive examination requirement as required by the Graduate School. Students who successfully complete the thesis option will be seen as having completed this requirement. Students electing the non-thesis option will satisfy this requirement by successfully completing CRJU 7990, during which an Area Paper in the field will be written, in accordance with established guidelines. A full description of the Area Paper is available from the departmental office.

### 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.

### 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**

### **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.

### **MASTER OF SCIENCE WITH A MAJOR IN SOCIOLOGY**

#### **Departmental Requirements in addition to the University Requirements for Admission, Retention, and Graduation**

To be considered for admission to the M.S. degree program in sociology, students must meet the admission requirements of the Graduate School and present a minimum combined score of 800 on the verbal and quantitative sections of the Graduate Record Examination (GRE) or a minimum score of 389 on the Miller Analogies Test (MAT). In addition, applicants must submit a copy of a sample of written work submitted for credit in an upper division or graduate level course in Sociology or their current major field. Also, two letters of recommendations written by faculty members who have taught the candidate in an academic class must be submitted. An undergraduate degree in sociology is not mandatory. However, students without an undergraduate degree in sociology should show evidence via an official transcript of the successful completion of an undergraduate sociological theory course, and undergraduate statistics course, and an undergraduate social science research methods course. If the students cannot show such evidence, the sociology faculty shall meet and discuss the candidate's likely success. If necessary the candidate will be asked to enroll in these courses at VSU.

If an applicant cannot locate a sample of written work that was submitted for credit, then the applicant shall contact the M.S. Sociology Coordinator for directions on writing a personal goal statement. This personal goal statement will serve as an acceptable substitute for the sample of written work.

The writing sample (or personal goal statement) and letters of recommendation should all be sent to the Coordinator of M.S. degree program in sociology in the Department of Sociology, Anthropology, and Criminal Justice, following the established admission timelines of the Graduate School.

### **Special Retention Policy**

A 3.00 cumulative grade point average (GPA) is required for graduation. No grade below “C” will be credited toward the M.S. degree with a major in sociology. Students will be dismissed from the M.S. program if they accumulate three or more academic deficiency points. A grade of “C” (while it will be credited toward the M.S. degree) equals one deficiency point. A grade of “D” (which will not be credited toward the M.S. degree) equals two deficiency points. A grade of “F,” “U,” or “WF” (none of which will be credited toward the M.S. degree) equals three deficiency points.

### **Readmission After Dismissal for Academic Deficiencies**

A student must apply for readmission. Readmission is not guaranteed. A student must wait a minimum of two semesters before applying for readmission. If the student has deficiencies in core courses (SOC 7011, 7012, 7021, 7022, or 7050), the student must retake only those core courses that have deficiencies until the number of deficiency points is fewer than or equal to two. If the student has deficiencies in elective hours (whether sociology courses or courses from any other program), the student shall take only SOC 7021 electives until the number of deficiency points is fewer than three. No elective hours outside of sociology will be accepted to make up deficiency points.

### **Special Graduation Requirements**

To receive a Master of Science degree with a major in sociology, students must complete the core requirements and develop competence in an area of sociological practice, as outlined below, pass a written comprehensive examination, and fulfill the application of knowledge requirement, which is achieved by successfully completing six credit hours of SOC 7800 Sociological Practice.

### **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.

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

<b>Core Courses</b> .....	<b>15 hours</b>
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**

### **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.

### **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.

**Department requirements in addition to University Requirements for Admission, Retention, and Graduation**

**Special Admissions Requirements**

Application to the Marriage and Family Therapy Master's degree program requires:

1. Previous course work in human development, family dynamics, social and behavioral sciences, and statistics. Students lacking these prerequisites will be required to complete these deficiencies in addition to the required coursework.
2. Undergraduate grade point average of 2.75 (minimum)
3. GRE score of 400 verbal or 3.5 on the Writing Assessment or a minimum score of 393 on the Miller Analogies Test. For GRE test scores prior to October 1, 2002: 800 (when the verbal score is combined with the higher of the quantitative or analytical scores).
4. Three letters of reference specifically addressing qualifications for Marriage and Family Therapy
5. An essay by the applicant describing himself or herself and his or her professional goals.
6. Personal qualities such as a high degree of self-awareness, emotional maturity and stability, openness to a variety of perspectives, and respect for a diverse clientele. Prospective students will be screened for these requirements in personal interviews during the admissions process.
7. Related work or volunteer experience is recommended.

Enrollment is limited. Deadline for applications is July 15 of each year. Classes start in August. Academic credit will not be given for life experience or previous work experience.

**Special Retention Requirements**

Students are screened for personal and academic readiness prior to enrollment in the clinical practica. Students must demonstrate professionally appropriate behavior and may be terminated for non-academic reasons.

**Special Graduation Requirements**

Curriculum includes 42 semester hours of classroom instruction and 18 semester hours of supervised practice. Students must pass a comprehensive exam when most course work has been completed. Students must complete 60 semester hours with a "B" average or higher. No grade below "C" will be credited toward the M.S. degree program in Marriage and Family Therapy. Students will be dismissed from the program if they accumulate four or more academic deficiency points. A grade of "C" (while it will be

credited toward the M.S. degree) equals one deficiency point. A grade of “D” (which will not be credited toward the M.S. degree) equals two deficiency points. A grade of “F” or “WF” (neither of which will be credited toward the M.S. degree) equals three deficiency points.

### **Readmission After Dismissal for Academic Deficiencies**

A student must apply for readmission. Readmission is not guaranteed. A student must wait a minimum of two semesters before applying for readmission. If readmitted, the student must retake only courses with deficiencies until the number of deficiency points is fewer than or equal to two. A student cannot take a class more than twice or apply for readmission more than once.

### **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.

**Required Course Work**

<b>Area I: Theoretical Foundations</b> .....	<b>5 hours</b>
MFTH 7101: Family Systems Theories* .....	3 hours
MFTH 7103: Advanced Theories Seminars .....	2 hours
*Additional Theoretical Foundations included in MFTH 6800	
<b>Area II: Clinical Practice</b> .....	<b>15 hours</b>
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
<b>Area III: Individual Development &amp; Family Relations</b> .....	<b>9 hours</b>
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.