REGIONAL ACADEMIC CENTERS

Stetson School of Business and Economics
Tift College of Education
College of Continuing and Professional Studies

Macon
Douglas County
Eastman
Henry County
Information Directory

Admissions Information  .  Coordinator of Admissions  
678-547-6030  
478-301-5400  
1-800-548-7115

Bulletin Requests  .  Administrative Offices  
678-547-6030  
478-301-5400  
1-800-548-7115

Financial Aid Information  .  Financial Aid Office  
678-547-6050  
478-301-5381  
1-800-392-2830

Graduate Programs  .  Tift College of Education, 1-800-548-7115  
Eugene W. Stetson School of Business and Economics,  
1-800-548-7115, ext. 6177  
College of Continuing and Professional Studies, 1-800-548-7115, ext. 5400

Official Transcripts and Academic Records  .  Office of the Registrar  
1-800-342-0841 ext. 2680

Textbook Orders and Information  .  Bookstore Manager  
678-547-6387  
478-301-2945  
1-800-548-7115 ext. 2945

Transfer Credit Information  .  Associate Registrar  
478-301-5400  
678-547-6030  
1-800-548-7115

Tuition and Fees  .  Mercer One  
1-800-342-0841, ext. 1111

Undergraduate Programs  .  Tift College of Education, 1-800-548-7115  
Eugene W. Stetson School of Business and Economics,  
1-800-548-7115, ext. 6177  
College of Continuing and Professional Studies, 1-800-548-7115, ext. 5400

Veteran's Affairs  .  Office of the Registrar (Macon Campus)  
1-800-342-0841, ext. 2683

CENTERS

Douglas County  .  (678) 547-6200  
Eastman  .  (478) 374-5810  
Henry County  .  (678) 547-6100  
Macon  .  (478) 301-2980

2 / MERCER UNIVERSITY
## Regional Academic Centers
### 2004 - 2005 Academic Calendar

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<thead>
<tr>
<th>Session I</th>
<th>Fall Semester 2004</th>
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<tbody>
<tr>
<td>First Day of Classes</td>
<td>Aug 23</td>
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<tr>
<td>Drop-Add / Fee Payment</td>
<td>Aug 23-30*</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Sep 6</td>
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<tr>
<td>Last Day for Course Withdrawal</td>
<td>Sep 24</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Oct 18</td>
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<tr>
<td>Mid-Semester Break (only for Sessions I &amp; II)</td>
<td>Oct 19</td>
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<td>Grades Due from Faculty</td>
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<td>Oct 20</td>
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<td>Drop-Add End / Fee Payment</td>
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<tr>
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<td>Nov 24-27</td>
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<td>Last Day for Course Withdrawal</td>
<td>Nov 29</td>
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<tr>
<td>Last Day of Classes</td>
<td>Dec 18</td>
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<td>Grades Due from Faculty</td>
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<th>Session III</th>
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<td>Drop-Add / Fee Payment</td>
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<td>Labor Day Holiday</td>
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<tr>
<td>Last Day for Course Withdrawal</td>
<td>Oct 25</td>
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<tr>
<td>Thanksgiving Holiday</td>
<td>Nov 24-27</td>
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<td>Last Day of Classes</td>
<td>Dec 11</td>
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<tr>
<td>Final Exams</td>
<td>Dec 13-18</td>
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<td>Grades Due from Faculty</td>
<td>Dec 20, 5:00 p.m.</td>
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<tr>
<th>Session I</th>
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<tr>
<td>Registration</td>
<td>January 4-7</td>
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<tr>
<td>First Day of Classes</td>
<td>Jan 10</td>
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<td>Drop-Add / Fee Payment</td>
<td>Jan 10-18*</td>
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<td>Martin Luther King, Jr., Holiday</td>
<td>Jan 17</td>
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<tr>
<td>Last Day for Course Withdrawal</td>
<td>Feb 7</td>
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<tr>
<td>Last Day of Classes</td>
<td>Mar 7</td>
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<tr>
<td>Session Break (Sessions I &amp; II only)</td>
<td>Mar 8-10</td>
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<td>Grades Due from Faculty</td>
<td>Mar 9, 5:00 p.m.</td>
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<th>Session II</th>
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<td>Drop-Add /Fee Payment</td>
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<tr>
<td>Easter Holiday</td>
<td>Mar 25-27</td>
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<tr>
<td>Last Day for Course Withdraw</td>
<td>Apr 7</td>
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<tr>
<td>Last Day of Classes</td>
<td>May 6</td>
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Grades Due from Faculty: May 9, 5:00 p.m.
Commencement – Macon: May 14, 4:00 p.m.
Commencement – Atlanta
   (College of Continuing and Professional Studies): May 21, 9:00 a.m.
Commencement – Atlanta
   (Tift College of Education): May 21, 3:30 p.m.
Commencement – Atlanta
   (Stetson School of Business and Economics): May 21, 7:00 p.m.

Session III

Registration: Jan 4-7
First Day of Classes: Jan 10
Drop-Add / Fee Payment: Jan 10-18*
Martin Luther King, Jr., Holiday: Jan 17
Last Day for Course Withdrawal: Mar 16
Easter Holiday: Mar 25-27
Last Day of Classes: Apr 23
Final Examinations: Apr 25-30
Grades Due from Faculty: May 4, 12 noon
Commencement – Macon: May 14, 4:00 p.m.
Commencement – Atlanta
   (College of Continuing and Professional Studies): May 21, 9:00 a.m.
Commencement – Atlanta
   (Tift College of Education): May 21, 3:30 p.m.
Commencement – Atlanta
   (Stetson School of Business and Economics): May 21, 7:00 p.m.

*Payments received after designated dates will be assessed a $25 late processing fee.
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The University

Founded in 1833 in Penfield, Georgia, Mercer University has grown into one of the South's premier universities. With more than 7,300 students and 1,250 faculty members on campuses in Macon and Atlanta, Mercer is one of the largest Baptist-affiliated institutions in the world. It is the only independent university of its size in the nation to offer programs in liberal arts, business, engineering, education, medicine, pharmacy, law, theology, and nursing. Led by President R. Kirby Godsey, Mercer has been ranked among the leading regional colleges and universities in the South by *U.S. News & World Report* for thirteen consecutive years.

In an educational environment where practical wisdom and compassion prevail, Mercer is motivated by the best in the Baptist tradition – exploring the relationship of faith and learning and embracing the principles of intellectual and religious freedom. For more than 170 years, young men and women have left Mercer to become leaders of great deeds and influence. Their heritage and legacy promote true promise for the future.

Students benefit from Mercer’s welcoming atmosphere and small-class learning environment. They learn from a prestigious, yet caring, faculty – not teaching assistants as found at many universities. Faculty members, whose credentials represent some of the world’s finest academic institutions, are distinguished for both teaching and research. More than ninety percent of the faculty hold doctorates or the highest attainable degree in their respective fields.

Mercer’s reputation is built on its rigorous academic programs, outstanding faculty, and state-of-the-art facilities. Yet tradition plays a key role in the University’s unique identity as an institution committed to Judeo-Christian principles.

University Mission Statement

Mercer University is a church-related institution of higher learning that seeks to achieve excellence and scholarly discipline in the fields of liberal learning and professional knowledge. The University is guided by the historic principles of religious and intellectual freedom, while affirming religious and moral values that arise from the Judeo-Christian understanding of the world.

University Goals

- To offer undergraduate, graduate, and professional programs based upon a strong liberal arts foundation.

- To support a highly qualified faculty that is student and teaching oriented and is engaged in scholarly, research, and professional activities.

- To foster independent and critical thinking and a continuing interest in learning.

- To foster intellectual and spiritual freedom in an environment that encourages tolerance, compassion, understanding, and responsibility.

- To offer a variety of intellectual, cultural, recreational, and spiritual activ-
ities designed to enlarge capacity for improved judgment and moral, eth-
ical, and spiritual growth.

- To encourage the enrollment of qualified persons from diverse back-
grounds and situations.

- To contribute campus resources in partnership with other institutions and
agencies to improve the educational, social, and economic development
of the community.

- To administer services efficiently and effectively to support the
University's instructional, research, and public service programs.

University-Wide Assessment

Mercer University conducts a university-wide assessment program to meas-
ure student progress toward educational goals, to evaluate academic programs,
to improve learning and teaching, and to evaluate institutional effectiveness.
Students are active participants in a variety of campus-based assessment
activities that focus on attitudes, satisfaction and academic achievement. It is
through student participation in the assessment process that the University can
better understand itself and better serve its constituents.

University History

Mercer University first opened its doors as Mercer Institute on January 14,
1833, at Penfield, Greene County, Georgia. It is named for Jesse Mercer (1769-
1841), an eminent Georgian, distinguished Baptist clergyman and principal
organizer of the Georgia Baptist Convention. Establishment of Mercer Institute
was due largely to his leadership and to the exemplary pioneering of Adiel
Sherwood, a noted Baptist minister and, later a faculty member. In 1871, the
University was moved from Penfield to Macon, and two years later, the Law
School was established.

Early in the administration of Spright Dowell, which began in 1928, a new
charter was approved and corresponding reorganization was perfected.
Significant growth of the University ensued. Before President Dowell retired in
1953 to the position of president emeritus, the plant and property and endow-
ment of the University had been increased more than in all of its previous years.

A more complete account of Mercer history may be found in the late
President Spright Dowell’s A History of Mercer University, 1833-1953, pub-
lished by Mercer University, 1958.

Chosen as Dr. Dowell’s successor was George B. Connell, a 1924 graduate
who had served six years as vice president. During Dr. Connell’s term of office
from 1953 until his death on April 21, 1959, substantial strides were made
throughout the University, including important new construction and the addition
of approximately $1.5 million to the endowment fund.

Emeritus President Dowell, who had remained active in the service of the
University during his retirement by writing a history of Mercer, was appointed by
the Board of Trustees as interim president following Dr. Connell’s death. Dr.
Dowell served until the succeeding president could assume office in April 1960.
During his interim, the formerly independent Southern College of Pharmacy in
Atlanta, founded in 1903, merged with the University. Dr. Dowell died on
February 24, 1963.
On November 6, 1959, the Board of Trustees elected Dr. Rufus Carrollton Harris, president of Tulane University, to the Mercer presidency. Dr. Harris, a 1917 graduate of Mercer who had served his alma mater from 1923-1927 as professor of law and as dean of the Law School, returned to Mercer with a record of outstanding achievements as head of one of the South's most highly regarded universities.

On July 1, 1979, Dr. R. Kirby Godsey, former dean of the College of Liberal Arts and executive vice president of the University, succeeded Dr. Harris as president. Dr. Harris assumed the position of chancellor of the University. The University has made significant strides during Dr. Godsey's tenure.

In 1979, the University established the Executive Forum business enrichment program and Mercer University Press. In 1982, it opened the School of Medicine with the mission of improving the supply and distribution of primary care and other needed specialty physicians in rural and underserved areas of Georgia. In 1984, the business and economic programs were separated from the College of Liberal Arts and the Eugene W. Stetson School of Business and Economics was created.

A year later, Mercer established the School of Engineering, the second engineering school in the state. Building on the expertise within the new engineering school, the University established the Mercer Engineering Research Center in Warner Robins in 1987 to serve the engineering needs of Robins Air Force Base and other government and commercial clients. In 1995, all teacher education and some social science programs were joined to create a new school which, by Board of Trustees vote in 2001, was named the Tift College of Education. The action reflected the University's continuing commitment to carrying on the educational legacy of Tift College, an all women's Baptist college that merged with Mercer in 1986.

In 1996, Jesse Mercer's founding vision of providing students with a classical and theological education came full circle with the founding of the James and Carolyn McAfee School of Theology.

Georgia Baptist College of Nursing merged with Mercer on January 1, 2001. Founded in 1902, the College of Nursing became part of the University through an agreement with the Georgia Baptist Convention.

The College of Continuing and Professional Studies, established in 2003, offers undergraduate degrees in major career fields at Mercer's regional academic centers and a master's degree in community counseling in Atlanta and at the centers. The College also provides non-credit programs in professional development and community enrichment.

Under Dr. Godsey's leadership, Mercer has grown from 3,800 students to more than 7,300, making it one of the largest Baptist-affiliated universities in the world. Recognized by Georgia Trend magazine as one of Georgia's most influential leaders, Dr. Godsey has also led the University to increase its endowment from $16.5 million in 1979 to $225 million in 2001, placing Mercer in the top 5 percent of the nation's 3,400 colleges and universities in endowment.

In the course of its history Mercer University has had twenty-two persons serving in the President's Office. Their names and the dates of their administrations are as follows:

Billington McCarty Sanders .................................1833-1840
Otis Smith ......................................................1840-1844
The Foundation of the Mercer Education: Mercer’s Mission, Common Outcomes, and Defining Values

Consistent with its mission, Mercer University is a community of learning that shapes the minds and spirits of tomorrow’s leaders. As a community of learning, Mercer is a student-centered university, committed to the Baptist heritage in higher education. Together, the schools and colleges at Mercer pursue three outcomes they hold in common: fostering learning, developing character, and preparing leaders.

This commonly held ideal is rooted in the history of higher education and can be traced to the formative influence of “paideia,” the philosophy of education birthed in ancient Greece. Paideia connotes the sort of education that uniquely prepares individuals to lead virtuous and responsible lives within a democratic society. It addresses the character as well as the mind of the learner and celebrates the ideal of educating the whole person. At Mercer, teachers committed to their students, their disciplines, and the vocation of teaching inspire students to share in a passionate quest for knowledge and the wisdom that transforms knowledge into power.

Mercer promotes the principles of free and critical inquiry, excellence in teaching and learning, responsibility for civic engagement, and the importance of diversity and inclusiveness. Consequently, a Mercer education prepares students to expand their horizons, enjoy a “well-stocked mind,” find their vocation, establish a high standard of ethics, appreciate the fine arts, and find fulfillment in enriching and improving the lives of others.
Colleges and Schools of Mercer University

Mercer’s Macon location is a beautiful, 130-acre campus to the west of downtown. It is home to the College of Liberal Arts, the School of Medicine, the Stetson School of Business and Economics, the School of Engineering, and the Tift College of Education. The Walter F. George School of Law is located a mile from the main campus in a four-story reproduction of Independence Hall that sits atop Coleman Hill, overlooking downtown Macon.

Mercer’s Cecil B. Day Graduate and Professional Campus is located on more than 300 acres, just off exit 94 on I-85 in northeast Atlanta. It is home to the Southern School of Pharmacy, James and Carolyn McAfee School of Theology, Georgia Baptist College of Nursing and selected programs in the School of Engineering, Stetson School of Business and Economics, and Tift College of Education.

Regional Academic Centers programs are offered at four community-based educational centers: one on the main campus in Macon, and other locations in Douglas County, Henry County, and Eastman. The program is an important part of Mercer’s educational outreach to older or non-traditional students. The academic programs include undergraduate degrees in major career fields.

College of Liberal Arts (Macon)
The purpose of the College of Liberal Arts is to provide a liberal arts education within the broad outlook of the Judeo-Christian intellectual tradition. It is committed to the goals of learning and faith and strives to uphold the values of personal freedom, individual responsibility, and community service.

The oldest of the University’s academic units, the College of Liberal Arts currently serves about 1,400 students and offers a full array of baccalaureate programs in the humanities, fine arts, social sciences, and sciences. Degrees awarded are Bachelor of Arts, Bachelor of Science, Bachelor of Science in Medicine, Bachelor of Science in Dentistry and Bachelor of Science in Medical Technology, Bachelor of Music Education, and Bachelor of Music.

The College remains the University’s academic cornerstone and has 120 full-time and twenty-five part-time faculty members. The College is led by Dr. Richard C. Fallis, dean.

The School of Medicine (Macon)
The purpose of the School of Medicine of Mercer University is to provide an education for future physicians who will meet the health care needs of Georgia. The School currently has an enrollment of 314 with 278 faculty members, led by Dr. Ann C. Jobe, dean. The School offers the following degrees: Doctor of Medicine, Master of Family Services, Master of Family Therapy, and Master of Public Health. For the Doctor of Medicine degree, the curriculum in the first two years is problem-based and clinically oriented. Students study the basic sciences in an interdisciplinary fashion in small groups. Also during the first two years, students begin learning clinical skills while working with simulated and real patients. The final two years of the curriculum are largely spent in clinical clerkships in affiliated hospitals. These clerkships include internal medicine, surgery, pediatrics, family medicine, obstetrics/gynecology, and psychiatry. During all four years, students participate in primary care preceptorships in communities throughout Georgia.
Eugene W. Stetson School of Business and Economics

The Eugene W. Stetson School of Business and Economics is committed to providing high-quality educational programs and services that effectively integrate an academic perspective with actual business practices.

The School serves over 1,600 students with thirty-nine full-time and twenty part-time faculty. The following degrees are offered: Bachelor of Business Administration, Master of Business Administration, and the Executive Master of Business Administration. The School offers a BBA program on the Macon campus and in the Douglas County Center and a BBA completion program on the Atlanta campus. The MBA is offered in Macon and Atlanta, and the EMBA is offered only on the Atlanta campus.

The School promotes close ties with business practitioners by providing internships, offering the Executive Forum speakers series and bringing business professionals to campus to lecture as a part of Business Week. Students and faculty have regular opportunities to learn from executives who are applying the tools of management in the marketplace.

School of Engineering

The School of Engineering educates future professionals for engineering and related professions. Students acquire knowledge and skills that are critical to success in a highly technological world. Emphasis is placed on the development of communication and teaming skills and sensitivity to moral and ethical issues that are fundamental to achieving one's full potential.

The School currently serves 600 students with thirty-two faculty members, led by Dr. M. Dayne Aldridge, dean. The School offers the following degrees: Bachelor of Science in Engineering, Bachelor of Science with majors in Industrial Management and Technical Communication, Master of Science in Engineering, and Master of Science with majors in Software Systems, Technical Communication Management, and Technical Management. All programs are offered on the Macon campus with a few graduate courses available on the Atlanta campus and Warner Robins Air Force Base.

Tift College of Education

Dedicated to preparing outstanding educators for the 21st Century, the College of Education offers strong programs in a variety of fields to meet the needs of diverse students in the teacher education community.

The College currently serves 1,000 students with twenty-nine faculty members, led by Dr. Carl Martray, dean. Degrees offered include Bachelor of Science in Education, Master of Education and Specialist in Education. The College also offers initial teacher certification at the undergraduate and graduate level.

Majors include Teacher Education in The Holistic Child: Early Childhood and Interrelated (with ESOL option) and Middle Grades Education. In addition to these majors, the College of Education, in conjunction with the College of Liberal Arts, offers certification programs in secondary education (7-12) and special subjects (P-12) for students enrolled in the College of Liberal Arts.

The College's undergraduate programs are offered on the Macon campus, as well as the off-campus centers in Douglas County, Eastman, and Henry County. Graduate programs are offered on the Macon and Atlanta campuses.
**Walter F. George School of Law (Macon)**

The Walter F. George School of Law seeks to teach its students to analyze legal problems through a logical and orderly thought process. The appropriate lawyering techniques are then applied to those problems. The Law School is committed to producing graduates who are good thinkers, precise legal craftsmen and responsible members of society.

Currently serving 430 students with twenty-seven full-time and twenty-one adjunct faculty members, the Law School is led by Dean Daisy Hurst Floyd. The School offers the juris doctor degree.

The Woodruff Curriculum, Mercer’s model curriculum, focuses on ethics and practical skills. It was honored with the Gambrelli Professionalism Award from the American Bar Associate for its “depth and excellence” and “obvious commitment to professionalism.”

The United States District Court, the Superior Court, the City Court and several minor courts are in constant session during the school year, affording opportunity for students to observe skillful, practical application of legal principles.

**Southern School of Pharmacy (Atlanta)**

The mission of the Southern School of Pharmacy is to prepare its graduates to provide pharmaceutical care and thereby assure the safe and effective use of medications for the benefit of the patient and society. The School provides an environment in which students can actively participate to gain knowledge of pharmaceuticals and their actions, to understand contemporary pharmacy practice, and to develop problem solving skills.

Drawing students from throughout the nation and world, the School currently has an enrollment of 575 with thirty-nine faculty members, led by Dr. H.W. “Ted” Matthews, dean. In September 1981, the School became the first pharmacy school in the Southeast and fifth in the nation to offer the Doctor of Pharmacy (Pharm.D.) as its sole professional degree. The School today awards the following degrees: Doctor of Pharmacy, Doctor of Pharmacy/Master of Business Administration, Doctor of Philosophy in Pharmaceutical Sciences and Doctor of Pharmacy/Doctor of Philosophy.

The School is also committed to providing postgraduate education, including graduate programs, residencies, fellowships, certificate programs, and other postgraduate educational opportunities.

**James and Carolyn McAfee School of Theology (Atlanta)**

The mission of Mercer’s McAfee School of Theology is to be an inclusive community of learning focused on Jesus Christ, guided by sacred Scripture, extending the mission of the Church and founded on the heritage of Baptists. The School seeks to equip men and women called of God for authentic ministry, the pursuit of spiritual maturity, and the lifelong process of theological inquiry.

The School currently serves over 150 students with ten full-time and two adjunct faculty members, led by Dr. R. Alan Culpepper, dean. The School offers the Master of Divinity and Doctor of Ministry degrees and concentrations in academic research, business administration, Christian education, and community counseling. McAfee partners with the Georgia Baptist Convention and the Cooperative Baptist Fellowship, attracting students who have looked critically at the options for theological education and seek preparation for ministry in the 21st Century.
Georgia Baptist College of Nursing (Atlanta)

Georgia Baptist College of Nursing is the oldest nursing program in the metropolitan Atlanta area. Its students receive three years of clinical experience in contrast to only two years at other schools of nursing. The College holds contracts with more than forty affiliating clinical agencies, which gives students opportunities to experience nursing in a variety of settings from hospitals to school districts to health departments. Georgia Baptist College of Nursing currently serves 302 students with twenty-nine full-time and five part-time faculty members, led by Dr. Susan S. Gunby, dean. The College offers the Bachelor of Science in Nursing degree and the Master of Science in Nursing degree.

The undergraduate degree program offers two tracks: generic and advanced. The generic track is suited for pre-licensure students who are not yet registered nurses and are pursuing initial professional nursing education. The RN-BSN advanced track is for registered nurses who have graduated from an accredited associate degree or diploma nursing program and have successfully completed the National Council Licensure Exam for RNs. The graduate degree program also has two tracks: nursing educator and acute/critical care nursing of the adult.

The College of Continuing and Professional Studies

Established January 2003, the College of Continuing and Professional Studies is committed to serving adult learners with distinctive interdisciplinary undergraduate and graduate degree programs that integrate theory and practice in unique ways. As the newest academic unit at Mercer University, the College’s faculty and professional support staff are committed to offering quality learning experiences and the personal attention and support that will enable nontraditional learners to achieve their educational and career goals.

The College currently serves 800 students with thirty faculty members, led by Dr. Thomas E. Kail, dean. The College offers undergraduate degrees in criminal justice, human services, technology and communication, organization leadership, as well as general education offerings, in Atlanta, Macon, and the Regional Academic Centers in Douglas County, Eastman and Henry County. On the graduate level, the College of Continuing and Professional Studies offers a master’s degree program in community counseling. More than 1,500 students enroll in noncredit programs that include the Public Safety Leadership Institute, information technology certifications, and College for Kids programs.

Accreditation

Mercer University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor’s, master’s and doctor’s degrees. Inquiries to the Commission on Colleges should relate only to the accreditation status of the institution and not to general admissions information. Inquiries may be referred to the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097; telephone, (404) 679-4500; Fax, (404) 679-4558; E-mail, http://www.sacscoc.org.

The Stetson School of Business and Economics is accredited by AACSB International – The Association to Advance Collegiate Schools of Business, 600 Emerson Road, Suite 300, St. Louis, MO, 63141-6762; www.aacsb.edu.
The Engineering Accreditation Commission of ABET, Inc. has accredited the Bachelor of Science in Engineering degree of the School of Engineering.

The Walter F. George School of Law has been a member of the Association of American Law Schools since 1923 and has been approved by the American Bar Association since 1925. The School of Law is approved by the Committee on Legal Education and Admission to the Bar of the Georgia Bar Association and is registered by the New York State Education Department.

The School of Medicine is a member of the Association of American Medical Colleges and is accredited by the Liaison Committee on Medical Education, representing the American Medical Association and the Association of American Medical Colleges.

The Southern School of Pharmacy's Doctor of Pharmacy degree program is accredited by the American Council on Pharmaceutical Education, 311 West Superior Street, Suite 215, Chicago, IL 60610, (312) 664-3575, (800) 533-3606; FAX, (312) 664-4652. The School is a member of the American Association of Colleges of Pharmacy.

The Georgia Baptist College of Nursing is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY, 212-363-5555 and the Commission on Collegiate Nursing Education, One Dupont Circle NW, Suite 530, Washington, D.C., 202-887-6791.

The James J. and Carolyn McAfee School of Theology was accredited by the Association of Theological Schools in 2002 at the earliest time of its eligibility.

Office of Sponsored Programs

The Office of Sponsored Programs (OSP) is the central focus of research activity at Mercer University. It provides support for the preparation and submission of research proposals.

OSP seeks ways to engage both undergraduate and graduate students and faculty in leading-edge research and exploration of the unknown. Students and professors alike benefit from the interchange and cross-fertilization of ideas between teaching and research. Every effort is made to immediately incorporate research findings into the classroom.

OSP provides enhanced databases to house contract and grant information and assists in developing an extramural support team dedicated to providing an economic base for researchers.

International Programs at Mercer University

Mercer University's International Programs include the Office of International Programs, the Office of Study Abroad, and the English Language Institute (ELI). Each program is focused on specific areas of international education and academic support and operates under the Director of International Education in order to fulfill the University’s institutional goals of intellectual freedom, while affirming religious and moral values that arise from the Judeo-Christian understanding of the world.

The Office of International Programs

The Office of International Programs is located in Macon but has a University-wide responsibility to promote international education. The Office of International Programs manages exchange programs (students and faculty),
study abroad programs, and the English Language Institute (ELI). The Office of International Programs is also responsible for developing and articulating all international exchange and research agreements related to the undergraduate programs. The Office of International Programs assists academic departments with J-1 visiting students and scholars.

All degree-seeking international students who possess F-1 visas on the Atlanta campus and at the extended education centers will need to contact the Office of Student Affairs in the Davis Administration Building (Atlanta campus) for advising. All Atlanta ESL students on F-1 visas will need to visit the Assistant Director of the ELI, which is located in the Sheffield Physical Education Building.

All study abroad programs conducted on the Atlanta campus and at the University’s extended education centers are administered through International Programs’ study abroad office, which is located on the Macon campus. For more information, please consult the departmental web site at www.mercer.edu/international or send an e-mail inquiry to oip@mercer.edu.

English Language Institute (ELI): Atlanta and Macon campuses

Offered on the Atlanta campus, the Mercer University Language Institute (ELI) is designed to assist the international student in developing English language skills at levels sufficient to succeed in an American university undergraduate or graduate program. Grammar, reading, writing, and speaking skills are taught using an integrated approach. These skills are reinforced in required classes in the computer language laboratory. Practice in using English to complete simulated university tasks is provided at the upper levels. Students who successfully complete the ELI program will fulfill the English Language requirement for acceptance into most undergraduate and some graduate programs.

The curriculum is divided into six levels of skill development. During the academic year, there are four eight week sessions that begin in August, October, January, and March. In Atlanta, there is an eight week summer session that begins in May and a seven week session that starts in July.

International students interested in a degree program in Macon may take ELI courses in Atlanta prior to matriculation in a Mercer college or school. Upon successful completion of the Atlanta ELI, international students may transfer to the Macon campus.

For more information about enrolling at the English Language Institute, visit the departmental website at www.mercer.edu/eli, send an email inquiry to eli@mercer.edu, or telephone (678) 547-6151.
Mission of the Regional Academic Centers

A strong commitment to offering undergraduate degree programs in select communities throughout Georgia is an integral part of Mercer University’s mission. The University recognizes that continual learning is essential to Georgia residents who will increasingly rely on their stock of knowledge to lead productive and meaningful lives. The University also believes that education will determine the welfare of society in the present and in the future. Through its Regional Academic Centers, Mercer is committed to eliminating the barriers that prevent working adults from achieving their educational goals. Currently, the College of Continuing and Professional Studies, the Eugene W. Stetson School of Business, and the Tift College of Education offer undergraduate program that prepare adults for leadership roles as teachers, managers of profit and not-for-profit organizations, computer information specialists, communication and public relations experts, and human service, criminal justice, and religious professionals. These academic programs leading to a bachelor's degree are offered in a community setting that makes a high quality educational experience convenient and accessible to adults.

Mercer's Commitment to Adult Students

For more than a decade, Mercer University's evening and weekend programs have set the standard in providing degree programs that are both responsive and sensitive to the needs of adult students. The College of Continuing and Professional Studies, the Eugene W. Stetson School of Business and Economics, and the Tift College of Education have combined their evening and weekend programs into a strong partnership that works for adult students by providing:

- an excellent academic reputation
- a variety of programs
- an outstanding faculty
- academic advising
- convenient locations
- classes that meet one evening per week, on weekends, or at alternative-ly scheduled times
- full-time study in two evenings per week or on weekends throughout the semester
- simplified admission and registration
- student support classes
- affordable tuition and financial aid
- a variety of payment options
Admission Information

Admission Inquiries:

Mercer University’s Regional Academic Centers offer academic programs through the Tift College of Education, the College of Continuing and Professional Studies, and the Stetson School of Business and Economics. The Admission Office for the Regional Academic Centers is located in Macon, Georgia. To receive admission materials, prospective students may contact the Admission Office at one of the Administrative Office phone numbers listed below, or by calling any of the centers.

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<thead>
<tr>
<th>Regional Academic Centers</th>
<th>Telephone Numbers</th>
<th>Fax Numbers</th>
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<tbody>
<tr>
<td>Douglas County Center</td>
<td>(678) 547-6200</td>
<td>(678) 547-6494</td>
</tr>
<tr>
<td>Eastman Center</td>
<td>(478) 374-5810</td>
<td>(478) 374-0414</td>
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<tr>
<td>Henry County Center</td>
<td>(678) 547-6100</td>
<td>(678) 547-6389</td>
</tr>
<tr>
<td>Macon Center</td>
<td>(478) 301-2980</td>
<td>(478) 301-2487</td>
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<tr>
<th>Administrative Offices</th>
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<tr>
<td></td>
<td>(678) 547-6030</td>
<td>(478) 301-5421</td>
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<tr>
<td></td>
<td>(478) 301-5400</td>
<td></td>
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<tr>
<td></td>
<td>(800) 548-7115</td>
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Coordinators are available at each Regional Academic Center for assistance with the admission process. Applications and supporting documents must be received by the Regional Academic Center Admission Office before a student is eligible to enroll. Documents may be given to the Center Coordinator, or mailed directly to the following address:

Mercer University  
Regional Academic Center Admissions  
330 Edgewood Avenue  
Macon, Georgia 31207

Admission Priority Deadlines

Applications for admission and all supporting documents, such as official transcripts and test scores, must be submitted to the Regional Academic Center Admission Office by the Priority Deadline of the session of anticipated enrollment.

<table>
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<tr>
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<th>Fall 2004</th>
<th>Spring 2005</th>
<th>Summer 2005</th>
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<tbody>
<tr>
<td>Session I:</td>
<td>Aug. 6, 2004</td>
<td>Dec. 13, 2004</td>
<td>May 1, 2005</td>
</tr>
<tr>
<td>Session II:</td>
<td>Oct. 1, 2004</td>
<td>Feb. 24, 2005</td>
<td>July 1, 2005</td>
</tr>
</tbody>
</table>

Undergraduate Admission Policies and Procedures

Mercer University’s Regional Academic Centers offer academic programs through the Tift College of Education, the College of Continuing and Professional Studies, and the Stetson School of Business and Economics. It is
the mission of the Regional Academic Center Admission Office to determine an applicant's admissibility for baccalaureate or non-degree study at Mercer University's Regional Academic Centers.

Applicants are strongly encouraged to familiarize themselves with the academic criteria and admission policies required by the individual school for their specific program of study. **Additional admission criteria may apply, depending on the program of study chosen.** Refer to the appropriate school's section of this Bulletin for details.

**Eligibility for the Macon Center**

To be eligible for the programs offered by the Stetson School of Business and Economics, the Tift College of Education and the College of Continuing and Professional Studies through the Mercer University Macon Center in the evening, a student must be at least 24 years of age. Requests for exceptions must be made in writing to the Coordinator of Admissions.

**I. Degree-Seeking Students**

**Entering Freshmen**

Included in this category are applicants who have never previously attended a technical school, college or university. Applicants must have received a high school diploma from a regionally accredited high school, or passed the Test of General Educational Development (GED)*. The following materials are required from entering freshmen who are to be considered for admission:

1. A completed Regional Academic Center Undergraduate Application for Admission.
3. An official high school or GED* transcript.

Applicants who have passed the GED examination with a minimum score of 250 (exams taken prior to Jan. 1, 2002) or 2500 (exams taken after Jan. 1, 2002) may be considered for admission. Accepted GED recipients with little or no previous college credits will be required to take FDLS 110, 120 and 130. (Three elective credits are awarded for each course.) Descriptions of these courses can be found in the College of Continuing and Professional Studies section of this Bulletin.

Please note that only official transcripts and test scores are acceptable. Official documents must be received by the Admission Office in a sealed envelope directly from the high school or testing agency.

Applicants who graduated from high school more than three years ago are not required to take the SAT/ACT examinations. However, an academic transcript from high school is required of each freshman applicant regardless of the year of high school graduation. Generally, high school transcripts may be requested by contacting the Board of Education in the county where the high school is/was located. Official GED transcripts can be obtained by contacting...
the Department of Adult Education in the state in which the exam was taken.

Because many adult students have unique needs and experiences, some applicants may be referred to the Admission Committee for an individual review. Any applicant who is referred to the Admission Committee will be asked to provide two letters of recommendation and a written statement from the applicant. The applicant’s written statement should explain his/her educational and career goals, as well as any circumstances that affected his/her previous academic standing. Provisional admission decisions made by the committee may carry some initial conditions on enrollment.

**Transfer Students**

Included in this category are applicants who received credit for college level work at any regionally accredited college, university or technical school. Applicants cannot have been dismissed, excluded, or suspended from any other regionally accredited institution within the past twelve months. Transfer applicants must be in good academic standing at the college/university previously attended. The following materials are required from transfer applicants who are to be considered for admission:

1. A completed Regional Academic Center Undergraduate Application for Admission.
3. Official transcripts of all college-level work attempted at a regionally accredited college, university or technical school.
4. An official high school or GED transcript (only required for transfer applicants with less than 30 semester hours of college credit).

ALL college, university and technical school transcripts must be submitted, regardless of how long ago the attendance was, whether or not the courses were actually completed, or what the academic standing is/was. Please note that only official transcripts and test scores are acceptable. Official documents must be received by the Regional Academic Center Admission Office in a sealed envelope directly from the college/university, high school or testing agency.

Course work with a grade of “C-” or better earned at regionally accredited institutions will be evaluated on a course-by-course basis and considered for transfer as an equivalent Mercer course or as elective credit. A minimum of 32 credits must be earned in residence at Mercer University for graduation regardless of the number of credits accepted in transfer. These credits are generally the last credits required to complete the degree.

The University Registrar determines which courses taken at other institutions are directly comparable and will be credited toward completion of degree requirements at Mercer University.

At least 12 semester hours of upper division work in a major, concentration or specialization and 6 semester hours of upper division work in a minor, if elected, must be done in residence.

The maximum credit allowed from all two-year colleges attended is 64 semester hours, and no more than 96 semester hours credit can be transferred
from all regionally accredited colleges/universities. Developmental and institutional courses will not be accepted for transfer credit. Courses in programs not available at Mercer (e.g. Secretarial Science, Lab Technician and so forth) also will not be accepted.

Because many adult students have unique needs and experiences, some applicants may be referred to the Admission Committee for an individual review. Any applicant who is referred to the Admission Committee will be asked to provide two letters of recommendation and a written statement from the applicant. The applicant’s written statement should explain his/her educational and career goals, as well as any circumstances that affected his/her previous academic standing. Provisional admission decisions made by the committee may carry some initial conditions on enrollment.

**Internal Transfer Students**

Included in this category are students enrolled at Mercer University’s Cecil B. Day Atlanta Campus or Mercer University’s Main Campus in Macon who want to transfer to a Mercer University Regional Academic Center. A one year non-enrollment period is required for an internal transfer to be approved. Students who wish to request an exception to the one year waiting period must submit the following items to the Regional Academic Center Admission Office:

1. A completed Regional Academic Center Undergraduate Application for Admission. (Application fee not required.)

2. A written statement from the student explaining the specific reasons for requesting the transfer.

All requests to be transferred to the Regional Academic Centers from another Mercer University campus must be approved by the Dean’s Office in the school in which your desired major is offered. The Coordinator of Admission will present the request for transfer to the appropriate Dean’s Office for approval. Applicants must submit the required documents by the Priority Deadline of the desired term of enrollment.

**Note:** Academic majors offered at the Cecil B. Day Atlanta Campus and the Main Campus in Macon may not be offered at the Regional Academic Centers. Please check the availability of your desired major in the appropriate school's section of this Bulletin or with the Regional Academic Center Admission Office.

**Readmit Students**

Included in this category are students who previously attended a Regional Academic Center (formerly Extended Education Center) at Mercer University and wish to re-enter a Regional Academic Center after an absence of more than one semester (not including summer). The following materials are required from applicants desiring readmission:

1. A completed Regional Academic Center Undergraduate Application for Admission. (Application fee not required.)

2. Official transcripts from regionally accredited colleges, universities and technical schools the student has attended since last enrolled at Mercer University. (Readmits who have not been enrolled at Mercer University for ten years or more must re-submit transcripts from all schools attended.)
Students applying for readmission with less than a 2.0 cumulative grade point average and/or who are not in good standing with the University must submit a written statement requesting readmission and explaining circumstances which affected their academic standing. The Coordinator of Admission will present the request for readmission to the appropriate Dean’s Office for approval. Note: The letter and application should be submitted by the priority deadline of the desired term of enrollment.

Generally, readmitted students are permitted to graduate from Mercer University according to the degree requirements set forth in the Bulletin under which they originally enroll. However, students who leave the University, and are not enrolled for three consecutive years, must fulfill the Bulletin requirements in force at the time of re-enrollment.

**Admission to Organization Leadership**

First time applicants should follow the procedures listed under the Transfer heading of this section. Current Mercer University students, Readmits, and Internal Transfer Students must submit a Regional Academic Center Application for Admission requesting the Organization Leadership major. A personal interview is required of all applicants for admission to this program. Specific admission criteria for the Organization Leadership Degree Completion Program can be found in the College of Continuing and Professional Studies section of this Bulletin.

**International Students**

Included in this category are applicants who are not U.S. citizens and who have been issued a VISA permitting them to study in the United States. The following materials are required from international applicants who are to be considered for admission:

1. A completed Regional Academic Center Undergraduate Application for Admission.
2. A non-refundable application fee of $25.
3. A current “declaration of finances”, on original bank stationary, showing that funds are available for one year of support.
4. A current letter of support from a sponsor (required if the “declaration of finances” is not in the name of the applicant).
6. *Official secondary or high school transcripts and certificates. (Only required if applicant has less than 30 semester hours of college credits.)
7. *Official university transcripts and certificates (if applicable).
8. Professional course-by-course credential evaluation of all academic credentials earned outside of the United States.
9. *Official TOEFL score report (Test of English as a Foreign Language). A
minimum score of 550 is required (213 for computerized version) or
Mercer English Language Institute Graduation Certificate.

10. A copy of the student's I-20 form from the last school attended (if appli-
cable).

11. A copy of a valid passport and I-94 form.

12. A copy of the VISA.

13. A copy of the VISA clearance form (only required from international stu-
dents transferring from another U.S. technical school, college, or university)

14. Certified, literal English translation of all documents submitted which are
not in English.

*Note: To be considered “official,” documents must be received in a sealed
envelope directly from the issuing authority. Academic transcripts issued from
countries other than the U.S. must carry the official seal and signature of the
government official authorized to issue such a document. The submission of fal-
sified documents will be considered grounds for rejection.

International applicants are reviewed for admission on an individual basis. Applicants who have earned educational credentials outside of the U.S. will be
required to have their credentials evaluated by a professional credential evalu-

ation agency. Information regarding acceptable agencies and/or details about
this requirement may be obtained by calling the Admission Office for Academic
Regional Centers.

Academic credentials must show that the applicant has completed the
appropriate level of education, and has earned a U.S. equivalent of a “C” or bet-
ter in the academic subjects studied. Upon being accepted, Mercer University
will issue an I-20 to the student.

As a condition of acceptance, each international student must complete the
following courses with a grade of “C” or better:

1. FDLS 110. The Culture of Mercer University

2. FDLS 120. Mathematics, Problem-Posing and Culture or
   ENGL 100. English as a Second Language

3. FDLS 130. Language and Communication

4. COMM 171. Introduction to Public Speaking

*Note: An acceptable math score from the SAT, ACT, or other approved
examination may be substituted for FDLS 120. Refer to the College of
Continuing and Professional Studies section of this Bulletin for descriptions of
the FDLS courses.

International students are required to be full-time students (taking a mini-
um of 12 semester hours) for two consecutive semesters in an academic
year. Mercer University may be required to notify the U.S. Bureau of Immigration
and Citizenship Service whenever a student's course load drops below 12
semester hours. The international student advisor should approve any desired
change of course load prior to the change being made by the University.
While enrolled, international students who hold an F, J or M VISA are covered under the University Accident and Sickness Insurance Program, the cost of which is included in tuition fees. Coverage is available for spouses and dependents at an additional fee. More information about this insurance program may be obtained by contacting the International Student Advisor.

II. Non-Degree Seeking Students

Undergraduate Certificate Students

Included in this category are applicants who wish to take college credit courses which lead to the completion of a certificate, rather than a degree. The initial admission requirements for applicants seeking a certificate are the same as those outlined for entering freshmen or transfer students.

Note: Admission to the Post-Baccalaureate Teacher Certification program is processed through the Tift College of Education Administrative Offices. Refer to the *Tift College of Education* section of this *Bulletin* for Post-Baccalaureate Teacher Certification program admission requirements.

Unclassified Students

Included in this category are applicants who desire to enroll in college credit courses for purposes other than to earn a degree (e.g., to qualify for admission to graduate or professional schools, to further their professional career, to engage in learning for personal development, etc.).

The following materials are required from non-degree, unclassified applicants to be considered for admission:

1. A completed Regional Academic Center Undergraduate Application for Admission.
3. An official transcript from the last college/university attended.

Transient Students

Included in this category are applicants who desire to take courses at one of Mercer University's Regional Academic Centers while officially enrolled in another college or university. The following materials are required from transient applicants to be considered for admission:

1. A completed Regional Academic Center Undergraduate Application for Admission.
3. A “letter of good standing” from the college or university in which the student is currently enrolled indicating permission for the specific courses to be taken.

Joint Enrollment Students

This category includes applicants who are qualified to take college-level courses prior to graduating from high school. The following materials are required from applicants desiring joint enrollment:
1. A completed Regional Academic Center Undergraduate Application for Admission.


3. A “letter of good standing” from the high school principal or guidance counselor which indicates permission for the specific courses to be taken.

Academic Requirements for Joint Enrollment Applicants are as follows:

1. An overall 3.50 high school grade point average based on a 4.00 scale in academic subjects.

2. A combined verbal and mathematical score of 1100 or above on the SAT, or a score of 23 or higher on the ACT.

3. A student must be a high school senior or a rising senior to enroll in summer semester courses.

Note: The academic course load for joint enrolled students is limited to a maximum of three semester hours in the fall and spring semesters and a maximum of six semester hours during the summer semester.

Audit Students

Included in this category are applicants who desire to take courses at a Mercer University Regional Academic Center, but do not wish to receive college credit for courses. Permission of the instructor is required. Additional information about auditing courses can be found in the Academic Regulations section of this Bulletin.

The audit fee is listed in the Financial Information section of this Bulletin. The following materials are required from applicants who wish to audit a course:

1. A completed Regional Academic Center Undergraduate Application for Admission.


Immunization Policy

All students must provide a statement of immunization or immunity against Measles, Mumps and Rubella (MMR), giving the month and year of immunization. A statement of “up to date” is not sufficient. Two doses of measles (Rubeola) vaccine are required. Students must have been at least 12 months old when the first measles dose was received. Physician-diagnosed disease is proof of immunity against measles, but not Rubella. Students born before 1957 need Rubella immunization only.

Prior to enrollment at Mercer, if a student is unable to provide dates of immunization to Measles, Mumps, and Rubella, he or she may document immunity by blood test at the student's expense. If this testing shows no immunity to Measles, Mumps and Rubella, the student may register following documentation of the first dose of MMR, with the second to follow in 30 days, if required.

Immunizations for the following diseases are recommended, but not manda-
tory: chicken-pox (variella), hepatitis A, hepatitis B, polio and tetanus. The most recent tetanus booster should have been within the past 10 years. Immunization against meningococcal meningitis is recommended for college students.

Tuberculosis screening (within the past year) is required of all new students prior to enrollment at Mercer. Students should be tested by a PPD skin test (Mantoux). The fine tuberculosis test is not acceptable. Students should be tested regardless of prior BCG vaccination. Any student with a positive skin test will be required to provide a report of a normal chest x-ray (done after the positive PPD) to be eligible to register. Individuals with a positive tuberculosis skin test should be evaluated by a physician.

Do not assume that childhood immunizations are adequate. The student is responsible for having an adequate immunization status. Medical facilities in the U.S. and in other countries are required to keep records of vaccinations. Additional sources of immunization information include community clinics, health departments and schools.

Mercer requires the signature of a physician or health care provider on the immunization history form. Students should make copies of the completed health form for their own files, and then mail the original forms. Do not rely on health care providers, family members, or other colleges to mail the forms.

Student Health Insurance

The University recognizes the need for students to be covered by a health insurance plan. Therefore, it encourages students to have insurance coverage through their families’ or an individual health plan.

Information for Veterans and Others Eligible for Veterans Benefits

Individuals who contemplate enrollment and who are eligible for financial assistance through the U.S. Department of Veterans Affairs should contact the University’s Office of the Registrar.

General Information

Books: Books and other supplies are available at the Regional Academic Center Bookstore. The cost of books varies with the course of study and course load and may range from $300 to $750 per year.

Parking Fee: No fees are charged for University parking. However, parking decals are required at Mercer’s Campuses and may be obtained from the University Police. Unauthorized or illegal parking violations are subject to fines and vehicle impoundment.

Miscellaneous Fees: Fees or fines may be imposed for dorm or property damage, library fines, Honor Code violations, and Campus Safety violations. The University assumes no responsibility for damages or loss of personal property due to fire, theft, or other casualties.

Student Identification: All Mercer students are required to have a valid Student Identification card. I.D.’s are validated during fee payment each semester, and may be validated once all tuition and fees are settled. A validated I.D. is required for library privileges and use of Mercer University facilities.
Mercer E-Mail: All students are assigned a Mercer e-mail address. This is the address that will be used for official university e-mail correspondence to students.
Student Life

The Mercer community is mindful that the University was founded by Georgia Baptists to serve a Christian purpose. The University, therefore, strives to be a community that exemplifies the compatibility of sound scholarship and Christian faith. It encourages commitment to this faith as a way of life. Student life at the University offers a wide range of resources which promote intellectual, cultural, social, vocational, physical, psychological and spiritual growth. This occurs through the services of the Division of Student Affairs represented by the Vice President for Student Affairs and the offices of Counseling Services and Career Services. The University is a community nurtured by co-curricular opportunities for personal development.

Student Conduct

The University expects students to conduct themselves in a manner which reflects their maturity and their awareness that matriculation at the University is a privilege accorded only to those who share the ideals of an academic community. Any conduct determined as having an adverse effect on the University community may result in disciplinary action, including dismissal. The Code of Conduct is enforced both on University premises and at University-sponsored events held off campus. Generally, institutional discipline is limited to conduct which adversely affects the University's pursuit of its educational objectives.

The following are examples of such conduct:

1. Obstruction, coercion, intimidation, or abuse of any member of the Mercer community.
2. Intentional disruption or physical obstruction of teaching, research and other institutional activities.
3. Theft from or damage to University facilities or property or damage to or theft of the property of a member of the University community.
4. Possession or consumption of alcoholic beverages.
5. Possession or use of drugs prohibited under federal and/or state statutes.
6. Possession of firearms or weapons except where authorized by established University policy.

Any student found guilty of such offenses as the above may be subjected to expulsion, suspension, or such other disciplinary measures as may be deemed appropriate by the proper authorities of the University. The President of the University has the responsibility and power to act as final authority and arbitrator in matters of student discipline and conduct as set forth in the Charter and By Laws of the University.

Student Advisory Board

The Student Advisory Board serves as an official liaison between students, administration, faculty, and staff. The purposes of this organization are to
address student-perceived problems, to listen to suggestions and criticisms, and to make recommendations for improvement or change. The Student Advisory Board serves as a vehicle to protect the intrinsic rights of the student body and to ensure the freedoms of thought and speech which are necessary and consistent with the existence of the Regional Academic Centers as an academic community.

**Honor Societies and Student Organizations**

**Phi Kappa Phi**

Phi Kappa Phi is a national honor society with the primary objective of recognizing and encouraging superior scholarship in all fields of study. The University’s chapter was installed in 1982. Membership is open only to juniors and seniors who have demonstrated unusual achievement in scholarship.

**Alpha Sigma Lambda Honor Society**

Alpha Sigma Lambda is a national honor society for students in higher education programs. Membership in the society was granted to Mercer University in 1990. At that time the Zeta Upsilon Chapter was established. The purpose of the Zeta Upsilon Chapter of Alpha Sigma Lambda is to provide an association of students who have demonstrated academic excellence while completing an undergraduate degree. The criteria for membership in the Zeta Upsilon Chapter is based on three factors:

1. Students who have attended Mercer University for a minimum of four semesters.
2. Students who have completed a minimum of sixty semester hours with Mercer, including thirty semester hours outside the student's major field but not including transfer credits.
3. Seniors who rank in the highest ten percent of all graduating seniors within the College of Continuing and Professional Studies, Tift College of Education and the Eugene W. Stetson School of Business and Economics.

These requirements are in accordance with the standards prescribed in the National Constitution of Alpha Sigma Lambda.

Officers for the Zeta Upsilon Chapter include a President, Vice President, Secretary, and Treasurer. Each officer serves for a period of one year.

**Kappa Delta Pi Honor Society**

Kappa Delta Pi is the oldest and largest national honor society in education in the United States. Membership in the society was granted to Mercer in 1994. The criteria for membership in the society is based on four factors:

1. Students must be admitted to the Teacher Education Program.
2. Students must have a minimum 3.00 cumulative grade point average.
3. Students must have a minimum of 15 semester hours of completed course work in the education subject area.
4. Students must be recommended by the faculty of the Teacher Education Department. Recommendations will be based on potential or achieved educational leadership and exemplification of worthy educational ideals.

Counseling Services, Macon and Atlanta

Mercer University provides counseling services on the Atlanta (the Counseling Center in the Davis Building) and Macon (Counseling and Psychological Services in the rear of the MEP Residence Hall) campuses for students at those locations and who attend in the Academic Centers. They are staffed by professional counselors who provide services at no charge to currently enrolled Mercer students. Some conditions and situations may necessitate referral to other resources. Educational programming is offered on personal development and prevention of psychological problems. Staff provides consultation for faculty, staff, parents, and students.

Career Services, Macon and Atlanta

Career Services on the third level of the Connell Student Center in Macon and in the Business/Education Academic Building in Atlanta offers a range of services to assist students and alumni in making informed choices about majors and career directions. Programs for students and alumni are regularly presented on career exploration, resume preparation, interviewing skills, conducting a job search, networking, and dress for success. Computer-based resume and job search services are available to all Mercer students.

Library Services

The primary mission of the Mercer University Libraries is to serve as a gateway of information resources through strong collections and innovative, technology-rich patron services to support the present and future educational needs of the University community. The four Mercer libraries and four Regional Academic Centers' library collections offer a wide variety of print, non-print and electronic resources, including Web-based library catalogs and remotely accessible full-text resources. Mercer is a full participant in GALILEO, the award-winning statewide library network of full-text resources, e-books and indexes that brings a full array of information resources to the desktop. Combined, the University's libraries are a powerful part of the curricula of the schools and colleges.

The Jack Tarver Library in Macon serves primarily undergraduates through the College of Liberal Arts, the Macon programs of Stetson School of Business and Economics, Tift College of Education, the School of Engineering, the Division of Extended Education and the English Language Institute.

The Monroe F. Swilley Jr. Library in Atlanta serves Southern School of Pharmacy; McAfee School of Theology; Georgia Baptist College of Nursing; the Atlanta programs of the Stetson School of Business and Economics, the College of Continuing and Professional Studies, the Tift College of Education, and the English Language Institute.

The Medical Library and Peyton T. Anderson Resources Center, located in the School of Medicine in Macon, offer a variety of materials that support the Medical School's problem-based curriculum, graduate programs, faculty research and development and community health interests.
The Furman Smith Law Library, located in the Walter F. George School of Law on Georgia Avenue in Macon, is the center of legal research for faculty, students and the local bar community.
Financial Information

2004-2005 Academic Year Only

Tuition and Fees

Undergraduate Tuition Rate ......................... $307/per credit hour

Tift College of Education and College of Continuing and Professional Studies Special Fees:

- Internship, fieldwork, practicum (COMM 475, CRJS 475, HSRV475, SOCI 460, EDUC 398, EDUC 399 and EDUC 485) . $100
- Student Teaching (EDUC 492) .......................... $200
- Internship, fieldwork, practicum (COUN 609, COUN 610) for Community Counseling ........................ $100
- Graduate Tuition Rate (Master of Science in Community Counseling) ......................... $335/per credit hour

Miscellaneous Fees:

- Laboratory Fee (charged each session per designated laboratory class) . $50
- Auditing Fee .............................................. $153.50 per credit hour
- Departmental Examinations (assessed at one-half the per-credit hour rate for each credit hour awarded)
- Payment Plan Fee ....................................... $25 per semester
- Monthly Payment Plan Late Fee ........................ $25
- Transcript Fee .............................................. $2 per request
- Application Fee .............................................. $15 per request
- Late Registration Fee ................................. $25 per semester
- Return Check Fee .... $25 or 5% of check amount, whichever is greater
  (Obligation and fee for returned checks must be paid in cash, cashier's check, or money order. After two returned checks, students are on a “cash only” basis with the University.)

Payment of Tuition and Fees

All tuition and fees are due and payable each semester, not later than the first official day of class. Only those students who register for a given semester during early registration will be billed for the semester in advance. Accounts may later be adjusted and rebilled based on changes in class schedules and financial aid awards. Students who are not early registered and billed prior to the beginning of the semester must be prepared to pay tuition and fees at the time they register. A fee of $25 will be charged for late payment. Those who choose to participate in the Mercer Payment Plan must complete all payments by the last week of classes for that semester. No future registrations will be permitted until all financial obligations are met.

If a student is registered for a particular semester but elects not to attend, the student must officially notify the Registrar. Non-attendance does not cancel charges and the student will be held financially accountable.
PLEASE NOTE: If payment arrangements have not been made by the end of the drop/add period, the student’s registration is subject to cancellation. The University reserves the right to deny access to, or use of, University facilities to any student with an outstanding balance.

Payment of fees is the responsibility of the student, regardless of sponsorship by his or her employer.

Method of Payment

Tuition, special fees, and other assessments may be paid by cash, check, money order (made payable to Mercer University), and by VISA, MasterCard, Discover, and American Express. If paying online, please use only VISA or MasterCard.

Students will be notified of anticipated amounts of financial aid by way of award notifications or letters from the Student Financial Planning Office. Those who do not apply for financial aid in time to be awarded prior to the first day of class will be required to pay a $200 good-faith deposit and sign a “Tuition Deferment for Pending Financial Aid Form”.

Third Party Payments

Special billing arrangements involving third parties must be approved by Mercer One prior to the start of each semester, and applicable vouchers and payment contracts received by the last day of drop/add. All outstanding balances must be paid 30 days from the last day of classes for the semester. A student using a third party payment arrangement will be held liable for payment of his or her account in the event that the third party does not pay.

Payment Plans

In an ongoing effort to assist our students financially, Mercer offers a Monthly Payment Plan, which allows the student to pay tuition in monthly installments. Also, students who receive company reimbursement are eligible to participate in our Deferred Payment Plan. For more information concerning these payment options, please contact Mercer One on the Macon Campus.

Debts

No records are released and no student is considered by the University as a candidate for graduation until all indebtedness to the University has been settled. Mercer One is authorized to withhold and apply to the student’s debt any funds needed from the student’s payroll check, stipend, scholarship, loans, state grants, or any other student financial aid. Students with outstanding indebtedness will not be eligible for registration, and the student may be subject to late penalties and interest charges. Unpaid student accounts which are deemed delinquent may be placed with a collection agency. If such action is required the student will be liable for any costs associated with such action. The student should understand that collection costs will be a minimum of 33 1/3% and up to 67% of the outstanding balance.

Contract

The registration of a student signifies the assumption of definitive obliga-
tions between the student and the University. It is an agreement by the student to fulfill the terms of the registration contract.

Refund Policy

A student who FORMALLY RESIGNS from school prior to the last day of the drop/add period for any term of enrollment will be entitled to a 100% credit of tuition and fees charged for the current term. A student who FORMALLY RESIGNS from school after this date may be entitled to a prorated credit of the tuition and fee charges if certain criteria are met as described in this policy. The criteria for the Mercer Institutional Refund Policy are based upon federal mandates established by the Federal Return Policy which took effect at all of the Mercer campuses on August 15, 2000, replacing all existing refund policies throughout the University.

Mercer University will maintain a fair and equitable refund policy by adherence to this Institutional Refund Policy in all programs, in all schools, and on all campuses. This policy is subject to change if there are future changes to the Federal Return Policy or other Federal, State, Accrediting Agency, or Institutional policies with which it may conflict.

To FORMALLY RESIGN a student must drop or withdraw from all courses for the term by 1.) personally completing and returning an official Term Withdrawal form obtained from the Registrar's Office, or 2.) phoning the Registrar's Office and having an official Term Withdrawal form completed for them. The completed form must be received in the Registrar's Office before the resignation process can be finalized. Resignation calculations will be based upon the date official notification is received in the Registrar's Office.

When the University has assessed charges in error, a full credit and/or refund of the charges will be made. Financial Aid awards and disbursements for students who formally resign from the University after the last day of drop/add each term will be returned to the original source of funds in accordance with the Federal Return Policy.

Any exception to this policy will require a written appeal by the student to the Refund Appeals Committee, via Mercer One on the Macon Campus.

If a student ceases attendance without notifying the University, a federal statutory provision allows the University to use the midpoint of the payment period as the withdrawal date for calculating the Federal Return Policy. Otherwise, the University may use the student's last day of academically related activity if it can document the student's attendance. A calculation for the return of federal funds will be completed within 30 days of the school's determination that a student has ceased attendance without proper notification. Any financial assistance disbursements which must be returned to their original source of funding will then become immediately due and payable by the student to the University and in some cases to the U.S. Department of Education.

The following resignation calculation will be used to determine the prorated amount of tuition and fees to be credited to the student's account and the amount of financial aid to be returned to their source programs:

\[
\text{The total number of calendar days attended by the student} = \text{Percentage to be retained}
\]

\[
\text{The total number of calendar days in the term of enrollment}
\]
The total number of calendar days includes all days beginning with the first day of classes and ending with the last day of exams for the student's official program of study, excluding scheduled breaks of at least five consecutive days or more.

When the percentage to be retained is equal to or greater than 60%
NO tuition credit or refund of Title IV funds is required by the Mercer Institutional Refund Policy or the Federal Return Policy.

Total tuition and fees for the term of enrollment X (100 - percentage to be retained) = Total tuition and fees to be credited to the student's account

Total amount of Title IV Financial Aid disbursed X (100 - percentage to be retained) = Total Title IV Financial Aid to be returned**

** In most cases the University is required to return only the portion of Federal Financial Aid that has been paid toward institutional charges. Any funds refunded to the student prior to resignation could be repayable by the student to the University or the U.S. Dept of Education. Should the University be required to return federal financial aid funds in excess of those retained for tuition and fees then the student would be immediately responsible for payment back to the University for the full amount of this excess refund.

Total amount to be returned to Non-Title IV funds = Total tuition and fees to be credited to the student's account less the total Title IV Financial Aid to be returned.

Federal Title IV financial aid funds must be returned in the following order:

1. Loans: –Federal Unsubsidized
   –Federal Subsidized
   –Federal Perkins
   –Federal PLUS

2. Grants (& Other): –Federal Pell
   –FSEOG
   –Other Title IV (excluding College Work Study earnings).

Non-Title IV financial aid funds will be returned in the following order:

1. Mercer Institutionally funded Loans
   Mercer Institutionally funded Grants/Scholarships

2. Mercer Endowment funded Loans
   Mercer Endowment funded Grants/Scholarships

3. State and Other Loans
   State and Other Grants/Scholarships

4. Student/Parent Payments
Sample Refund Calculations:

First Day of Class = August 18th
Last Day of Exams = December 13th
Holidays = Labor Day, September 1st
Thanksgiving, November 16th - 28th
Thanksgiving Break, November 21st - 23rd

Number of calendar days between August 20 and December 13 = **118 days**
Number of scheduled breaks lasting five consecutive calendar days or longer = **5 days**
Total calendar days in this enrollment period = **113 days**

Resignation Scenario: A regional academic center student formally resigns in the Registrar’s Office on September 17th

Typical Charges: 3,528 Tuition

Financial Aid Disbursed: $5,000 Federal Subsidized Direct Loan of which $1,472 has been refunded to the student.

**Calculation:** Number of Calendar Days between August 20 (First Day of Class) and September 17 (the date of Formal Resignation) = **29 days**

Percentage of charges to be retained* = \( \frac{29 \text{ days}}{113 \text{ days}} = 0.2566 \text{ or } 25.7\% \)

*Note this is the same calculation used for the percentage of Title IV Aid Earned.

Amount of Tuition earned by the Institution = $3,528 x 25.7% = $906.70
Amount of Tuition to be Credited to the Student's Account = $3,528 - $906.70 = $2,621.30
Amount of Title IV funds earned by Student = $5,000 x 25.7% = $1,285
Amount of Title IV fund to be Returned to the Direct Loan Program = $5,000 - $1,285 = $3,715
Amount of Title IV funds to be Returned by the University = $3,528 x (100-25.7%) = $2,621.30

Amount of Title IV funds to be Returned by the Student = *Since the student received a Direct Loan the student will be responsible for the repayment of the amount borrowed less the amount Returned by the University in accordance with the promissory note signed by the student.

Snapshot of Student Account:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$3,528.00</td>
</tr>
<tr>
<td>Direct Loan</td>
<td>(5,000.00)</td>
</tr>
<tr>
<td>Refund to Student</td>
<td>1,472.00</td>
</tr>
<tr>
<td>Account Balance</td>
<td>-0- At time of resignation</td>
</tr>
<tr>
<td>Tuition Credit</td>
<td>(2,621.30)</td>
</tr>
<tr>
<td>University Refund to Direct Loan Program</td>
<td>2,621.30</td>
</tr>
<tr>
<td>Account Balance</td>
<td>-0- After registration</td>
</tr>
</tbody>
</table>

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Leave of Absence

Approved Leave of Absence

A student who is on an approved leave of absence retains in-institution status for Title IV loan repayment purposes. However, if the student does not return from a leave of absence, the student’s loan grace period starts at the date the leave began.

Generally, only one leave of absence may be granted within a 12-month period. The University may grant one additional leave of up to 30 days for a reason not defined in regulation if it determines that the leave is necessary due to unforeseen circumstances.

Jury duty, military service, and conditions covered by the Family and Medical Leave Act are acceptable reasons for granting an additional leave.

Unapproved Leave of Absence

An unapproved leave of absence is a leave granted by the University for academic reasons that do not meet the conditions of the Title IV regulations for an “approved” leave of absence. However, this unapproved leave of absence must be treated as a withdrawal for Title IV purposes.

For a student who takes a leave of absence that does not meet the requirements for approval, the withdrawal date is the date that the student began the leave of absence.

Pre-enrollment deposits will not be refunded should the student not enroll in the semester for which the deposit was intended.

Questions regarding the refund procedures and amounts may be direct to Mercer One, 1400 Coleman Avenue, Macon, Georgia 31207. (Telephone: 478-301-111)

Overpayment

All payments made by or on behalf of the student shall be receipted to their account. Students do not have to request a refund in the event of an overpayment to his/her account. Refunds are processed regularly by Mercer One. Students are welcome, though, to contact Mercer One to inquire about their eligibility for a refund and to determine a general time frame of when a refund will be available.

Financial Aid

The purpose of Mercer’s financial aid program is to provide assistance to students who, without such aid, would be unable to attend college. Financial aid may include scholarships, grants, loans, and part-time employment. These types of assistance are extended either singly or in combination. The type of combination or “package” offered depends upon a student's need for assistance.

In order for a student to be considered for every type of assistance available, a Free Application for Federal Student Aid (FAFSA) and a Mercer Application for Financial Aid must be completed each year. Georgia residents should also complete the Georgia Tuition Assistance Grant Application during their first term of enrollment as a full-time student. All applications are available from the Regional Academic Center Financial Aid Office and the various center locations.
Mercer’s **priority** deadlines for RECEIPT of all required forms are outlined below:

- April 1 - Summer Semester Priority Deadline for All Students
- June 1 - Fall Semester Priority Deadline for Returning Students
- July 1 - Fall Semester Priority Deadline for New Students
- Nov 15 - Spring Semester Priority Deadline for All Students

Forms received after the priority deadline will be given consideration; however, to ensure financial aid eligibility all required forms must be received in the Financial Aid Office at least 30 days prior to the LAST class day of the term or the last day of enrollment, whichever occurs first. Since the FAFSA generally requires two to four weeks processing time, we recommend that it be submitted to the Federal Processor at least six weeks prior to the priority deadline. Students may complete a paper FAFSA, a Renewal FAFSA or they may complete FAFSA on the Web at www.fafsa.ed.gov.

**General Regulations**

1. An applicant for financial assistance must be a U.S. citizen or eligible non-citizen.

2. An applicant for financial aid must be fully admitted to the University before financial assistance can be awarded.

3. In most instances, financial assistance is granted only to students who take a course load of at least six semester hours, although assistance from the Pell Grant may be available to those enrolled less than six hours.

4. Students receiving financial aid from sources other than Mercer University are required to so advise the Office of Financial Aid. A written statement which identifies the sponsor(s) and the amount of the award(s) is required. Some adjustment of the original financial aid award may be necessary.

5. Financial assistance awards will be credited to qualified students’ accounts at the beginning of each semester, with the following exceptions: (1) student work awards are paid directly to students after the funds have been earned; (2) awards for students who are not enrolled at least half-time during the first session of a semester will not be credited to the students’ account until the beginning of the second session; (3) loans for first year, first time borrowers will not be credited until 30 days after the first class day; and (4) loans awarded for only one academic term will be split with one-half of the loan proceeds credited at the beginning of the term and the other half credited at the midpoint of the term.

6. Students must be officially enrolled and attending class at the end of the semester’s drop-add period in order to receive financial aid for the class. Since financial aid is based on enrollment, enrollment changes may affect student financial aid award(s).

7. No financial aid will be disbursed while a student is in verification. Verification is the process in which the Federal Government requires
schools to verify the accuracy of information reported by students on the FAFSA. Some students’ forms will be randomly selected for verification, while other forms will be selected through specific edits. If your forms are selected for verification, you will be notified by the Financial Aid Office and asked to furnish supporting documentation.

8. Veteran’s Benefits must be considered part of the student’s financial aid package. It is the student’s responsibility to advise the Financial Aid Office if VA Benefits are being received.

9. The fact that a student receives an award one year in no way automatically renews the application for subsequent years. Applicants are reminded to reapply for financial aid annually.

10. Students must make progress towards the completion of their course of study, according to the Satisfactory Academic Progress standards below, in order to retain financial aid eligibility.

11. Recipients of financial assistance who become subject to disciplinary probation may forfeit financial aid during the period of probation.

12. This institution is in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and does not discriminate on the basis of race, color, religion, sex, or national origin.

Satisfactory Academic Progress Standards

The Financial Aid Office is required by Federal and State regulations to review the academic performance of every student at the end of each academic year. Failure to maintain Satisfactory Academic Progress affects a student’s eligibility to receive Federal and State financial aid.

Satisfactory Academic Progress at Mercer University is defined as follows:

1. Each student must receive a passing grade in at least 67% of all courses attempted at Mercer. A course is considered “attempted” if the student is enrolled in the course at the end of the “drop-add” period.

2. Each student must have the minimum cumulative grade point average required for continued enrollment in the school/college in which the student is enrolled.

3. Undergraduate students must complete their educational programs within 150% of the published length of the program.

A student who fails to meet items 1 and 2 above is given a probationary semester of Federal and State financial aid eligibility at Mercer. To successfully complete the probationary semester, the student must successfully complete each course attempted during the probationary semester with a grade of “C” or better. (Grades of “F,” “U,” “W,” and “I” are considered unsuccessful completions.) Successful completion of the probationary semester will result in one additional probationary semester of Federal and State financial aid eligibility. A student must successfully complete each probationary semester thereafter as described above, until cumulative academic performance at Mercer meets the Satisfactory Academic Progress standards stated above. Failure to successful-
ly complete any probationary semester will result in the loss of Federal and State financial aid eligibility until a student’s cumulative performance at Mercer meets the Satisfactory Progress standards.

**Note:** For Satisfactory Academic Progress purposes, the grades of “F”, “I”, and “W” will be counted as unsuccessful completion.

Students may appeal decisions made regarding Satisfactory Academic Progress by writing the Financial Aid Committee, c/o the Financial Aid Office. This committee, which is comprised of financial aid representatives, will review all such appeals and notify students of their decisions. Decisions made by this committee are final.

**Federal and State Grants**

**Federal Pell Grant:** Undergraduate students seeking their first bachelor’s degree may qualify for this need-based federal grant. Eligibility and dollar value of the Pell Grant is determined on the basis of a student's financial resources and the resources of his or her family as reported on the FAFSA, along with the cost of education at the institution and the student's enrollment status. Completion of the FAFSA serves as application for the Pell Grant. The maximum Pell Grant for the 2004-2005 academic year is $4,050.

**Georgia Tuition Equalization Grant:** The State of Georgia has made available to qualified Georgia residents an annual tuition grant for attendance at approved private colleges in the State. To be eligible for this grant, the student (and parents of dependent students) must be a United States citizen who has resided in the State of Georgia for at least one full year prior to the date of Registration for any particular semester. The student must be enrolled and attending classes in at least 12 hours of undergraduate coursework for 14 days after the drop-add period of Session II. To be considered for the grant, the student must complete a Georgia Tuition Assistance Grant Application at the beginning of their first term of enrollment as a full-time student and meet all the eligibility requirements. Students can only receive this grant for 127 semester hours. Applications are available from the Regional Academic Center Financial Aid Office. The dollar value of the grant varies by term depending on the funds appropriated by the State legislature. The grant is expected to be $450 per semester for the 2004-2005 academic year.

**HOPE Scholarship:** 1996 and later high school graduates who are designated HOPE Scholars AND students with a cumulative 3.0 GPA at the end of the term in which they attempted (not earned) 30, 60 or 90 semester hours may be eligible to receive a HOPE Scholarship if they meet State eligibility criteria. To maintain HOPE Scholarship eligibility, students must have a cumulative 3.0 HOPE GPA at the end of each spring semester and at their checkpoint. Please note that courses attempted at Mercer and all other postsecondary institutions are included in the GPA and hours attempted calculations. Also, only whole letter grades are used in the GPA calculation (e.g. a “B+” is counted as a “B”). The maximum length of the HOPE Scholarship is 127 attempted hours or 127 paid hours of combined HOPE Scholarship, HOPE Grant and/or HOPE Accel. Full time students must be enrolled and attending classes in at least 12 hours of undergraduate coursework for 14 days after the drop-add period of Session II. Part time students must be enrolled and attending classes in at least 6 hours of undergraduate coursework for 14 days after the drop-add period of Session II.
The maximum annual award for the 2004-2005 academic year is expected to be $3000 for full time students and $1500 for part time students. The Mercer HOPE Scholarship Evaluation Form should be completed, before the end of the semester by all students who believe they may qualify for the HOPE Scholarship. These forms are available from the Regional Academic Center Financial Aid Office and the various center locations.

Promise Teacher Scholarship: This service-obligation scholarship is awarded to high-achieving students who aspire to be teachers in Georgia public schools. To be considered for the scholarship a student must have a cumulative 3.0 GPA, be academically classified as a junior or Senior, and be fully accepted for enrollment into an approved teacher education program in Georgia. The maximum award is $3,000 for the junior year and $3,000 for the senior year. Scholarship recipients are obligated to teach one year in a Georgia public school for each $1,500 awarded. Since funds are limited, students are encouraged to complete an application as soon as they meet all the eligibility criteria. Applications are available from the Tift College of Education and the Financial Aid Office.

Georgia Baptist Funds

Georgia Baptist Convention Scholarship: This fund was established through the Capital Improvement and Endowment Program of the Georgia Baptist Convention to assist deserving students attending Mercer University who are members of cooperating Georgia Baptist Churches. Since funds are limited, awards are determined annually by the Financial Aid Office in accordance to the student's financial need and the date the application is received. Students are required to complete a Georgia Baptist Scholarship application and a FAFSA every year. Applications can be obtained from the Regional Academic Center Financial Aid Office and the various center locations.

Ministerial Education Fund of the Georgia Baptist Convention: This fund provides financial assistance to students who are members of cooperating Georgia Baptist Churches and who are preparing for full-time ministry. The amount of aid varies, depending upon the funds allocated each year by the Georgia Baptist Convention and the number of such vocational applicants enrolled in Baptist colleges within the state. A separate application is required every year. Applications can be obtained from the Regional Academic Center Financial Aid Office.

Endowed Scholarships

Back to School Scholarship for Women: The Back to School Scholarship for Women was established to provide financial support for the educational pursuits of female students attending Mercer University's Extended Education Program. Scholarship recipients are selected based on the following criteria: (1) student must be female and at least twenty-five years of age; (2) student must be in good academic standing or has been accepted without provision into the Extended Education program; (3) student must enroll for a minimum of 6 semester credit hours; (4) student must not be eligible to receive the Pell Grant for the term covered by the scholarship; and (5) student must submit a personal statement concerning her pursuit of a college degree. Recipients of these $500 scholarships are selected by the Scholarship Committee. Applications are
available from the Regional Academic Center Financial Aid Office and the various center locations. In order to be considered for the scholarship, a complete application should be returned to the Financial Aid Office at least one month prior to the first class day of the Fall or Spring semester. (No awards will be made during the Summer semester.)

**Loans**

**William D. Ford Federal Direct Subsidized Loans:** Students who attend school at least half-time may be eligible to receive Federal Direct Subsidized Loans. Students must demonstrate financial need to be eligible, thus completion of a FAFSA is required. The maximum annual loan limits that students may be eligible to borrow are: $2,625 per academic year for freshmen; $3,500 for sophomores; $5,500 for juniors & seniors and up to $8,500 per academic year for graduate students. The aggregate limit that students may borrow is: $23,000 for undergraduate study and $65,500 for graduate study (including loans for undergraduate study).

The government pays the interest accruing on the loan while the student is in school and during the first six months following withdrawal or graduation from school. After this period, the student begins repayment on the loan. Various repayment options exist. The interest rate is variable yearly based on the 91-day Treasury Bill with a maximum annual rate of 8.25 percent. Additional information regarding direct loans can be obtained at [www.ed.gov/directloan](http://www.ed.gov/directloan).

All first time borrowers are required to have Entrance Counseling before the first disbursement of their loan can be made.

**William D. Ford Federal Direct Unsubsidized Loans:** Unsubsidized Loans are available to students who do not qualify for Federal Direct Subsidized Loans. These loans have the same terms and conditions as the Direct Subsidized Loans above except that the borrower is responsible for interest that accrues while he or she is in school. Students may pay the interest as it accumulates or have it capitalized when the loan goes into repayment.

Independent undergraduate students and graduate students are able to borrow additional amounts above the normal yearly limits for a subsidized or unsubsidized loan, as long as the student’s cost of attendance is not exceeded. Undergraduate freshmen and sophomores may be eligible to borrow an additional $4,000; undergraduate juniors and seniors may be eligible to borrow an additional $5,000; and graduate students may be eligible to borrow an additional $10,000 per academic year. The aggregate limit, subsidized and unsubsidized loans combined, that students may borrow is $23,000 for dependent undergraduate students, $46,000 for independent undergraduate students and $138,500 for graduate students (including loans for undergraduate study).

Although unsubsidized loans are not awarded on the basis of need, students are required to complete a FAFSA and to attend school at least half-time. Further information regarding these loans is available from the Regional Academic Center Financial Aid Office.

**William D. Ford Federal Direct Plus Loans:** These loans are available to credit worthy parents of dependent undergraduate students. To apply, a separate application must be completed every year by the parent or legal guardian. The annual limit a parent can borrow is equal to the cost of attendance minus the financial aid which the student receives. The interest rate is variable, based
on the 52-week Treasury Bill with a maximum interest rate of 9%. Interest begins to accumulate at the time the first disbursement is made, and repayment begins within 60 days after the final loan disbursement each year.

If the loan is denied due to an adverse credit history, the parent will be notified by the Direct Loan Servicing Center. The parent may pursue the PLUS Loan further by securing a credit worthy endorser (cosigner). The student is not eligible to endorse a PLUS Loan. If the parent does not wish to pursue the PLUS Loan further, the student may be eligible to receive a Federal Direct Unsubsidized Loan. Further information is available from the Regional Academic Center Financial Aid Office.

**Federal Perkins Loans:** Students who enroll at least half-time and who demonstrate financial need may qualify for a Perkins Loan. Please note that funds are not sufficient to assist every applicant. Proven need for financial assistance and availability of funds determine the applicant's award. Completion of the FAFSA is required.

Undergraduate students may be awarded a maximum of $4000 per year and graduate students may borrow up to $6000 per year. The aggregate limit that students may borrow is $20,000 for undergraduate study and $40,000 for graduate study (including loans for undergraduate study). The government pays the interest accruing on the loan while the student is in school and during the first nine months following withdrawal or graduation from Mercer. After this period, the student begins repayment on the loan. The interest rate is 5%. Deferment and cancellation provisions exists for certain teachers, nurses, law enforcement officers and others. Additional information regarding cancellation and deferment options can be found at www.studentaid.ed.gov.

**Federal Work Study Program**

The Federal Work-Study Program is a program designed to provide a student the chance to pay part of his or her educational expenses by working a part-time job on campus or in a community service job off-campus. In order to be employed under this program, the student must: (1) be enrolled or accepted for enrollment; (2) show evidence of financial need through the FAFSA; and (3) maintain satisfactory academic progress while employed under this program.

All on-campus employment must be authorized by the Student Employment Coordinator before the student begins working. A Student Work Authorization Form is required every year for each job a student worker is assigned. Students must also complete an I-9 Form within three days of employment.
The undergraduate curriculum is composed of two parts. The General Education Program is broad in scope, requiring study in several areas. It affords an introduction to some of the major areas of human knowledge and endeavor, and lays the foundation for continued study and for the student's contribution to society. The Upper Division curriculum calls for more specialized study in a major, a concentration, or a specialization.

General Education

The undergraduate schools and colleges of Mercer University are clearly distinct. The autonomy and traditions of each is respected. Although each school is unique, all have identified goals, objectives, and outcomes that they share and that are reflective of a Mercer education. The objectives and specific outcomes, related to each major goal, do not constitute an exhaustive list but rather a summary of the central, intersecting objectives and outcomes.

Mercer University is dedicated to the ideal of educating the whole person and providing a foundation that can be described by the Greek term “paideia.” Paideia is consistent with the founding vision of Jesse Mercer as he sought to encourage learning and culture for both clergy and laity. Teaching, character development, service and leadership, classical education, and the nurturing of a prevailing culture are all instrumental. Mercer's aim is to prepare all students to contribute to society through a sharing of their knowledge, skills, and character.

Through the general education curriculum Mercer University graduates will be able to:

A. Reason effectively
B. Demonstrate broad and deep knowledge
C. Demonstrate habits of free inquiry
D. Demonstrate an understanding of themselves in light of the values and traditions upon which the University was founded.

From these four goals flow the intended educational outcomes for general education at Mercer University:

A.

1. Communicate clearly, responsibly, and with integrity in written and oral forms
2. Master at least the basic principles of mathematical and scientific reasoning
3. Identify, access, and evaluate information and materials as needed for personal, academic, and professional purposes

B.

4. Acquire foundational knowledge important to becoming an informed person and/or for the major
5. Relate theory, principles, and content from one discipline to another
6. Demonstrate familiarity with cultures and traditions other than one’s own

C.
7. Work as part of a team/group, to learn and teach cooperatively, to develop an appreciation of individual differences, and to assess one’s own and other’s roles in a working group
8. Consider viewpoints other than one’s own, including viewpoints associated with other cultures and traditions
9. Commit to live as an engaged and informed citizen

D.
10. Reflect on one’s life and learning experience
11. Develop a respect for intellectual and religious freedom

Degree Programs

The following programs are available at all Regional Academic Centers except as noted:

Eugene W. Stetson School of Business and Economics

Undergraduate Program:
Bachelor of Business Administration (Macon, Atlanta and Douglas County only)

Graduate Programs:
Master of Business Administration (Macon and Atlanta only)
Executive Master of Business Administration (Atlanta only)

Tift College of Education

Undergraduate Programs:
Bachelor of Science in Education, Early Childhood
Bachelor of Science in Education, Middle Grades

Graduate Programs:
Refer to the Graduate section of the Macon and Atlanta Bulletin for information on the following graduate programs:
Master of Education (Macon and Atlanta only)
Specialist in Education (Atlanta only)

College of Continuing and Professional Studies

Undergraduate Programs:
Bachelor of Applied Studies, Organization Leadership
(Atlanta, Douglas County and Henry County only)
Bachelor of Liberal Studies: Individualized majors and concentrations
(Douglas County, Henry County and Macon only)
Bachelor of Science in Social Science, Criminal Justice
Bachelor of Science in Social Science, Human Services
Bachelor of Science in Information Systems, *Information Systems*  
(Douglas County, Henry County, Macon only)

**Graduate Programs:**  
Refer to the Graduate section of the Atlanta Bulletin for information on the following graduate program:  
Master of Science in Community Counseling (Atlanta Only)

**The Honor System**

Academic integrity at Mercer University is maintained through the Honor System. The Honor System imposes on each student the responsibility for his or her own honest deportment and assumes the corollary responsibility that each one will report any violations of the Honor Code about which he or she has information. The College of Continuing and Professional Studies, the Stetson School of Business and Economics and the Tift College of Education have established committees to investigate, receive testimony, evaluate, and judge cases brought before it by students or faculty members.

**Academic Honesty**

Mutual trust is a basic component of any community. Mercer University expects students, as members of the academic community, to take seriously their positions in that community. Students are expected to ensure the continuance of trust among themselves and between them and the faculty by accepting responsibility for their own work. The University considers breaches of this trust and responsibility to be serious offenses.

Academic offenses include the taking of credit for or unfair advantage of work that has been done by another person. This includes plagiarism, cheating, and other acts of dishonesty in academic areas.

Plagiarism is defined as the use of ideas, facts, phrases, quotations, reproductions, or additional information, such as charts or maps, from any source without giving proper credit to the original author. Failure to reference any such material used is both ethically and legally improper.

Cheating includes the use of textbooks, notes, or other reference materials on a test, daily quiz, or other examination when not specifically permitted by the professor; copying ideas or facts from another student's paper during a test, quiz, or other examination; giving or receiving ideas orally or in writing during a test, quiz, or other examination; obtaining test questions that the professor has not released for reference prior to the test; and obtaining or giving specific information that appears on a test before the test is administered.

**Student Classification**

Undergraduate student classification is based on the satisfactory completion of academic hours as follows:

- Freshman ........................................... 0-29 hours
- Sophomore ......................................... 30-59 hours
- Junior ............................................. 60-89 hours
- Senior ............................................. 90 hours and over
Units of Credit

The unit of credit is the semester hour. Generally, a credit represents one hour of class work per week for one hour of credit awarded, or its documented equivalent in other forms of instruction.

Course Numbers

Undergraduate Level Courses:

100-199: Courses generally considered introductory in nature including those carrying no prerequisites and those intended primarily for freshman-level students.

200-399: Intermediate-level courses designed for students at the sophomore, junior, or senior levels. These are courses carrying prerequisites or requiring a level of sophistication not usually attained until after a student's first year of college.

400-499: Advanced-level courses generally requiring senior status including, but not limited to, such courses as seminars, senior independent or directed study, research, colloquia, etc.

Courses numbered below 300 are lower division courses.
Courses numbered 300-499 are upper division courses.

Graduate Level Courses:

Eugene W. Stetson School of Business and Economics
600-699: Graduate level courses designed for graduate students only

Tift College of Education
500-599: Post-baccalaureate initial certification only; non-degree credit
600-699: Master of Education level classes
700-799: Education Specialist level classes

College of Continuing and Professional Studies
600-699: Graduate courses designed for graduate students only

Grading System and Quality Points

Cumulative grade point averages are computed on a quality point system. The interpretation of the letter grades and their quality point values is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>*</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>*</td>
</tr>
<tr>
<td>ABX</td>
<td>Absent from final examination (excused)</td>
<td>*</td>
</tr>
</tbody>
</table>
IC Incomplete in some requirement other than the final examination (excused)
IP In Progress
AU Audit
W Withdrawal
Z Grade Not Reported

* These grades are not calculated in the GPA.

Satisfactory/Unsatisfactory (SU) Grade

Some courses are offered only on the basis of Satisfactory/Unsatisfactory grading; this grading pattern is stated in course descriptions. Students in the College of Continuing and Professional Studies, the Tift College of Education, and the Stetson School of Business and Economics may elect the S/U option in certain courses. For policies on this option, see the section of each of these schools.

Hours earned with a satisfactory grade will be added to the total required for graduation, but will not affect the cumulative grade point average; an unsatisfactory grade will carry no hours earned and will result in no penalty to the cumulative grade point average.

The satisfactory grade requires a standard of achievement equivalent to that usually awarded the grade of C or better. The purpose of this grade option is to give students the opportunity to expand their knowledge and to satisfy interests outside of their fields of chosen concentration without the risk of placing themselves in academic jeopardy.

Students who elect the S/U option must officially declare the decision no later than the end of the drop/add period, and they cannot change it during the term. Courses originally taken on a letter grade basis may not be repeated on a S/U basis.

ABX and Incomplete

The grade of ABX denotes that the student was absent from the regular final examination because of sickness or another valid and compelling reason satisfactory to the instructor. A special examination to take the place of the one missed must be taken no later than mid term of the next semester or the ABX grade will be changed to the grade of “F.”

The grade of IC (incomplete) means the student is passing the class but some relatively small part of the semester’s work remains incomplete because of illness or another valid and compelling reason satisfactory to the instructor. All course work in an undergraduate class must be completed no later than mid term of following semester or the IC grade will be changed to a grade of “F.”

All ABX and IC grades must be removed before degrees will be awarded.

In Progress (IP)

The IP (In Progress) grade is assigned only in courses which require completion of the assigned work beyond the end of the semester. An IP grade may not be given in place of a grade of incomplete (IC). To qualify for an IP grade, courses must be approved by the appropriate dean’s office. All grades of IP will be converted to F (failure) if the work is not completed in one calendar year from the time the IP grade is assigned.

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Repeating Courses

A student may repeat a course in which he or she has earned a grade of “D”, “F”, or “U” in order to earn credit for the course or improve the grade. No course may be taken more than twice in the undergraduate program. A maximum of four courses may be repeated. Students who are repeating courses in an attempt to meet minimum graduation requirements for grade point averages in overall, major, minor, and/or school or college GPA, or who have extenuating circumstances, must have the appropriate dean’s permission to exceed the four course limit.

Enrollment documents for such courses will carry “Repeat” added to the course, and this notation will appear also on the class roll and permanent record. Hours of credit will be granted only once. The grade recorded in the final attempt will prevail. The final grade earned will be used in computing the cumulative grade point average whether it is higher or lower than any previous grade(s). The previous grade(s) will not be deleted from the permanent record. If the original course is no longer a part of the curriculum, an equivalent course may be substituted on the authority of the appropriate dean.

When a course is repeated, the student is subject to the Bulletin restriction on the total number of credit hours that may be taken in a single term. With a dean’s approval, a student who has a “C” average or above may, in extraordinary circumstances, be allowed to take the “repeat” as an overload. A course may be retaken on an audit basis if a student chooses to do so. A withdrawal grade or an audit does not serve to delete the computation of the previous grade(s).

Courses originally taken on a letter grade basis may not be repeated on a “Satisfactory- Unsatisfactory” basis.

Courses taken at another institution will not be accepted by Mercer as “repeat” credit.

Grade Appeals

If a student disagrees with an assigned course grade the student is required to initiate an appeal with the appropriate faculty member no later than 30 days from the completion of the term in which the course was offered. Appeals received after the 30 day period will not be honored. Questions may be directed to the Dean’s Office of the College/School in which the course is offered.

Academic Advising

Academic advising is integral to a student’s educational experience at Mercer University. Students should meet with their advisors throughout the year to plan their academic programs and evaluate their progress. Advisors are critical in helping a student make certain that all educational requirements are met. Additionally, a student is encouraged to confer with the advisor when a schedule change becomes necessary.

Registration

Registration is required for admission to any class. The University requires all students to have a clear financial account before registering. Completing the registration process commits a student for the courses requested and for the corresponding fees and charges incurred. In addition to the advisor’s approval/signature, students should obtain any other signatures/permissions required for special
circumstances, such as a dean's for overloads, and the instructor's for independent study, internships, etc. Students should consult the University Bulletin and the current schedule of classes for any prerequisites and special requirements for specific course registration and instructions for registration procedures.

**Academic Loads**

An academic load of 12 semester hours qualifies a student for full-time status. Students who expect to receive their degrees at the end of four academic years should complete 16 hours of credit each semester or 32 credit hours per year, which may include taking classes during the summer and fewer credits during the academic year to equal the 30-32 credit hours per year.

After the first semester in residence, students with a cumulative grade point averages of B (3.0) or higher are permitted to take course overloads which is the maximum load of 18 hours of credit or nine hours per eight-week session. Course overloads must be approved by the appropriate dean, and the cumulative average of B must be maintained to retain the privilege in succeeding terms. A student whose cumulative grade point average is C (2.0) or higher may have the privilege to take a course overload during one term of the senior year to make up a deficiency in hours.

College of Continuing and Professional students should reference their section of this Bulletin for course load requirements.

For course load information for graduate students, see appropriate Bulletin describing the program of interest.

**Schedule Changes, Course Withdrawal and Term Withdrawal (Resignation)**

**Schedule Changes**

Course changes may be made on or before the dates specified in the calendar for Regional Academic Centers programs. Students wishing to change courses prior to the beginning of classes or during the Drop/Add period must do so by using the on-line registration system, calling the Office of the Registrar or completing and returning a schedule change form, available at each Regional Academic Center.

**Course Withdrawal**

Students may withdraw from a course with a grade of “W” after the Drop/Add period and on or before the last day for withdrawals as shown in the current calendar. A student who withdraws after the deadline will receive an “F,” except that in extreme personal circumstances and with appropriate documentation a “W” may be assigned. To be officially withdrawn from a course students must request withdrawal by telephoning the Office of the Registrar or by completing a Course Withdrawal Form and submitting it to the Office of the Registrar.

Students should read the financial information section of the Bulletin and contact the Financial Aid Office before officially withdrawing from a course. Financial aid could be reduced upon withdrawal.

**Term Withdrawal / Resignation**

Term withdrawal (resignation) from the University occurs when the student
officially withdraws from all enrolled courses (*including all sessions*). Students may withdraw and receive a grade of “W” on or before the last day for term withdrawal as shown in the current calendar. A student must contact the Office of the Registrar to initiate the process. Withdrawing after the deadline will result in a grade of “F,” except that in extreme personal circumstances and with appropriate documentation, a “W” may be approved by the appropriate dean.

*Students who do not formally change their schedules, withdraw from courses, or totally withdraw from the University may be assigned grades of “F.” Non-attendance does not constitute official schedule change, withdrawal, or term withdrawal.*

Refund policy information pertaining to term withdrawal is found in the Financial Information section of this *Bulletin.*

**Final Examinations**

Examinations are administered at scheduled times at the end of each semester. Students must report to examinations at the time scheduled. Any changes in the examination schedule may be authorized only by the appropriate associate dean. Permission for a make-up examination due to illness or other emergency may be permitted at the discretion of the instructor.

**Advance Placement and Credit-by-Examination**

Students who take Advanced Placement (AP) courses at the high school level and complete the examination administered by the Educational Testing Service are awarded credit based on the score and course equivalent/s as determined by the appropriate Mercer academic department for each exam. No credit may be awarded for scores of 1 or 2. Applicants should request an official score report from The College Board be sent to the Office of the Registrar.

Credit is also awarded for examinations administered by the College Level Examination Program (CLEP). Credit is awarded for scores at the 50th percentile or higher on the general and/or subject exams.

CLEP credit will not be awarded if a student has already taken the equivalent college-level course.

The International Baccalaureate Program is an internationally recognized curriculum which is taught at numerous high schools in the United States, Canada, and other countries. Mercer awards credit for scores of 5, 6, or 7 on the Higher Level examinations of the International Baccalaureate Program. Score reports should be included with the student’s final high school transcript or from the International Baccalaureate office.

In addition to CLEP, Advanced Placement, DANTES, ACT-PEP, and International Baccalaureate exams, students may earn credit toward their degrees through the credit-by-examination procedures established in each of the colleges and schools of the University. These credits are awarded upon completion of institutionally developed and administered examinations. Each college/school determines the courses that may be challenged and establishes the criteria for awarding credit.

Credits earned through the University’s credit-by-examination process will be posted to the permanent academic record in the transfer credit area. This credit will carry an annotation which identifies it as credit-by-examination. It will not carry quality points or a grade and therefore will not affect the cumulative grade point average.
To be eligible to sit for a departmental exam a student must be actively enrolled in the semester in which the exam is to be taken. Appropriate fees must be paid prior to the exam and are non-refundable. Application forms are available in the Office of the Registrar.

A student may receive no more than 32 hours of credit from all extra-course examinations including Advanced Placement, CLEP, DANTES, ACT-PEP, the International Baccalaureate Program, and credit by examination.

Class Auditing Regulations

Auditors are assumed to be seriously interested in the courses for which they enroll. An official entry of audit on the permanent academic record shall be made only if 75 percent of the classes are attended.

Students may audit, with appropriate approval, any courses for which they are eligible. Courses audited may not be established for credit-by-examination, nor may audit courses be changed to credit courses after the last day for course schedule changes (drop/add). Auditors submit no daily work, take no examinations, and receive no credit for courses audited. They may participate in the class discussion only with the permission of the instructor.

See the Financial Information section of this Bulletin for the auditing fee.

Class Attendance

While the University encourages independent study on the part of students, regular class attendance is expected in most courses. No attendance regulation is prescribed by the University. Faculty announce their expectations about attendance in course syllabi.

Transient Status, Mercer Undergraduate Students

An undergraduate student who wishes to take academic courses elsewhere as a transient student and apply those credits toward the Mercer degree must obtain written approval in advance from the appropriate dean and the Registrar's Office and must have been enrolled at Mercer and attended classes at least one semester. Transient Request forms for this program are available in the Registrar's Office. Failure to obtain written approval in advance may preclude acceptance of the transfer credit. A student normally will not be permitted to attend another institution as a transient student for more than two consecutive academic terms. No correspondence work will be accepted for credit toward a degree. Mercer University does accept courses from the Independent Study Programs of the University of Georgia for transfer credit; the maximum credit accepted is 9 semester hours.

A student must be in good academic standing to be approved to take courses as a transient student. Ordinarily, the last 32 semester hours of degree work must be earned in residence at Mercer University. At least 12 semester hours of upper division work in a major, concentration, or specialization and 6 semester hours of upper division work in a minor, if elected, must be done in residence.

Courses that are equivalent to courses offered at Mercer will transfer as long as the institution has acceptable accreditation and the student earns grades of C or better. Course outlines (syllabi) and catalog information may be required before approval for transient status is granted. Courses taken as a transient student will in no way affect the Mercer cumulative grade point average; however,
all transfer credit attempted will be considered when determining University honors at graduation.

It is the student's responsibility to request that a transcript be sent to the Registrar's Office at Mercer University. No credit will be awarded until an official transcript is received from the institution attended.

**Academic Warning, Probation and Suspension**

The minimum standard for satisfactory academic achievement is a grade point average of 2.0 for undergraduate students. Anything below this minimum puts the student's academic career in jeopardy. Within these guidelines a school may have additional procedures due to special programs.

1. Any full-time student who fails to pass a minimum of three hours in any term will be subject to academic suspension. Additionally, students who have demonstrated an inability to complete the special academic requirements of their chosen program of study may be suspended.

2. Because a minimum 2.0 cumulative grade point average is required for the awarding of any degree, a student whose average is below the minimum is deemed to be making unsatisfactory academic progress.

A warning shall be issued to students whose cumulative average is below 2.0 unless the average is below those listed in the following table, in which case probation is incurred immediately. Once on probation, students who are allowed to enroll (that is, those not suspended, as explained below) will remain on probation until the required minimum is met. Students who fail to fulfill the conditions of their probationary status may be subject to suspension. Students below 2.0 but at or above the averages listed in the table will continue to be warned.

<table>
<thead>
<tr>
<th>Total Hours Earned:</th>
<th>Minimum Cumulative Grade Point Average:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–16</td>
<td>1.40</td>
</tr>
<tr>
<td>17–32</td>
<td>1.70</td>
</tr>
<tr>
<td>33–48</td>
<td>1.80</td>
</tr>
<tr>
<td>49–63</td>
<td>1.90</td>
</tr>
<tr>
<td>64–128</td>
<td>2.00</td>
</tr>
</tbody>
</table>

For new transfer students completing their first term at Mercer, only hours earned at Mercer that term will be considered for determining academic standing. In subsequent terms, total hours earned will include transfer credit and hours earned at Mercer. In all cases, only Mercer hours are used to calculate the cumulative grade point average.

3. Students who fail to meet the required minimum cumulative grade point average on three consecutive occasions (including Summer term) will be subject to suspension for one term.

4. Students who believe that suspension has resulted from extenuating circumstances may appeal the decision to the appropriate dean or designated committee of the school or college.

5. Any student who has been suspended for academic reasons will be readmitted only under provisions approved by the appropriate dean.
student who fails to meet the provisions of readmission or after readmis-
sion fails to meet the required minimum cumulative grade point average
may be suspended indefinitely.

Recognition of Scholarship

President’s List

The President’s List will include all undergraduate students who achieve a
4.0 semester GPA in a regular program of 12 or more hours. At least 12 hours
must be taken on a letter graded basis and a grade of S must be earned in all
S-U courses taken above this minimum. This distinction is noted on the official
academic transcript. Students will not be eligible for the President’s List by
virtue of repeated courses. A student who has been found responsible for an
Honor Code violation is not eligible for the President’s Lists.

Deans’ Lists

Deans’ Lists shall include students who complete 12 semester hours or
more and achieve a minimum term grade point average of 3.55; all work must
be letter graded with no grade below a C. Full-time or part-time students who
earn a minimum term grade point average of 3.66 will also be included if they
complete at least 8 hours on a letter graded basis and earn no grade below a
Satisfactory or C. Part-time students achieve Dean’s List status if they complete
8 to 11 hours that are letter graded with no grade below C and attain a 3.66
grade point average for the term. Students will not be eligible for the Dean’s List
by virtue of repeated courses. A student who has been found responsible for an
Honor Code violation is not eligible for the Dean’s Lists.

Graduation with Honors

Candidates for Bachelor’s degrees with a grade-point average of 3.50 will
receive their degrees cum laude; those with an average of 3.70, magna cum
laude; those with 3.85, summa cum laude. To be eligible for honors, a student
must have earned a minimum of 32 semester hours, and at least a 3.50 GPA
at Mercer. In determining the average of students with any transfer credit, the
total average and the Mercer average separately will be evaluated, and the stu-
dent will be given the standing of the lower of these two averages. All college
work attempted, including D’s and F’s for which transfer credit has not
been awarded, will be included in the calculation of the cumulative grade
point average for graduation with honors.

A student who by virtue of a grade or grades made in repeated work
achieves an overall grade point average which would otherwise qualify him or
her for graduation with honors will not be considered eligible to receive honors.
A student who has been found responsible for of an Honor Code violation is not
eligible to graduate with honors.

Departmental Honors

Departmental Honors may be conferred independently of all other distinc-
tions. They are designed to recognize students who have distinguished them-
selves in their major departments; they will not be announced at graduation, but
a notation of departmental honors will be entered on the student’s permanent
record. The specific requirements for each department are listed in this Bulletin
with the course requirements for the major, and details may be obtained from department chairs.

**Undergraduate Degree Requirements**

No undergraduate student will be graduated who has not completed the equivalent of two semesters (at least 32 hours of credit) in residence at Mercer. Ordinarily, the last year of academic work (32 semester hours) must be done in residence. At least 12 hours of upper division work in a major, concentration, or specialization and 6 hours of upper division work in a minor, if elected, must be done in residence.

A Bachelor’s degree requires a minimum of 120 semester hours of academic courses numbered 100 and above. Many programs of study will require more. Refer to the specific major requirements for the credit hours needed to complete a particular program. Courses numbered below 100 do not count toward the fulfillment of the hours required for graduation. Hours earned in any school or college of the University may be used to satisfy the requirements of any undergraduate degree. Students must, however, fulfill all degree requirements of the particular degree of choice.

A cumulative grade point average of 2.0 or higher is required for graduation. Students must also have at least a 2.0 average in the minimum requirements for a major, concentration, specialization, or minor. Individual schools may require higher than 2.0 averages for admission to some programs and to meet graduation requirements in certain courses. Students should see the specific requirements of their program of study in this Bulletin.

Students who wish to complete a major in a different degree program must fulfill the specific course requirements for the major plus additional requirements that may be arranged on an individual basis. The student should consult an academic advisor in the major. The advisor and/or the department chair will determine what course work other than that usually prescribed for the major, if any, will be required.

Students not in the Stetson School of Business and Economics but seeking the Managed Academic Path to Success (MAPS) program in business may earn that MAP only by completing all of the requirements for a second degree, the BBA degree, including the general education requirements.

Minors may also be earned across school or college lines under the same provisions as those stated above for majors. Minors for non-business students are offered by the Stetson School of Business and Economics. Majors and/or minors that are earned across school or college lines will be noted on permanent records but not on diplomas.

Students who wish to have two Bachelor's Degrees conferred simultaneously must complete the general education requirements of both programs, both the usual and special requirements of a major, concentration, or specialization in each program, and at least 18 hours more than the minimum required to earn a Bachelor's Degree.

Individuals who seek a second Bachelor's Degree after graduation must complete the general education requirements appropriate to the degree being sought, meet the residence requirements of a major, concentration, or specialization, and spend a minimum of two semesters (at least 32 hours) in residence at Mercer.
Application for Graduation

All students must apply for graduation. It is the student’s responsibility to be aware of all department, School/College, and University degree requirements as published in the University Bulletin, and to ensure that such requirements have been met or that appropriate waivers have been secured and filed in the Office of the Registrar.

Participation in Commencement Ceremonies

Only those students who should complete all requirements for graduation by the end of spring semester may participate in the commencement ceremony. This requirement may include students to whom degrees have already been awarded during the current academic year.

In extraordinary situations a student who requires no more than 12 credit hours for graduation and plans to complete the degree requirements during the summer session may petition the Associate Provost of Undergraduate Studies for special permission to participate in commencement.

Graduate students may participate according to the policies of their individual school or college. (See Graduate Studies section).

Students may participate in only one ceremony for each degree sought. Participation in the graduation ceremony does not necessarily represent conferral of the degree.

Awarding of Degrees

The University awards degrees at the end of each semester. Diplomas will be released to students and transcripts annotated upon the certification of completion of all degree requirements. A commencement ceremony is held in May of each year. (See the paragraph above on “Participation in Commencement Ceremony”).

Student Records (Transcripts)

A student may obtain a copy of his/her academic record (transcript) by sending a written request and $2.00 per copy to the Office of the Registrar, 1400 Coleman Avenue, Macon, Georgia 31207. Telephone or e-mail requests will not be honored. Transcripts produced by the Office of the Registrar include the complete record of a student’s academic history at Mercer University. The transcript includes both undergraduate and graduate records.

Academic records accumulated in the professional schools (i.e., Law, Medicine, Pharmacy) must be requested separately from the appropriate school.

Student Rights Pertaining To Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students at Mercer University certain rights with respect to their education records. These rights include:

1. The right to inspect and review a student’s education records within 45 days of the day the Office of the Registrar receives a request for access.

The student should submit to the Registrar a written request that identifies the record/s the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place.
where the records may be inspected. If the Registrar does not maintain the records, the student shall be advised of the correct official at the University to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes in inaccurate.

The student may ask the University to amend a record that he/she believes is inaccurate. The student should write the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar or other appropriate official, if the record is maintained by another office, will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as a attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right of a currently enrolled student to request that his/her “directory information” not be released by Mercer University. The University at its discretion and without the written consent of the student may release “directory information” which includes the following items: student name, address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended and participation in officially recognized activities and sports.

A student request for non-disclosure of the above items must be filed with the Office of the Registrar.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mercer University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
The Eugene W. Stetson School of Business and Economics

Dean to be Named
Farhad Frank Ghannadian, Ph.D., Associate Dean/Professor
William Stewart Mounts, Ph.D., Associate Dean/Professor
Gina L. Miller, Ph.D., Assistant Dean/Associate Professor
Charles H. Andrews, Walter W. Austin, Jordan M. Blanke, Vicki B. Eveland,
  Victoria E. Johnson, William Carl Joiner, Kenneth R. Lord, James R.
  Marchand, William R. McNay, Spero C. Peppas, Lloyd J. F. Southern, James
  A. Weisel, Tie Liu Yu, G. Russell Barber, Jr. (Emeritus), M. B. Neace
  (Emeritus), and Austin C. Schlenker (Emeritus), Professors
Linda L. Brennan, Alice F. Collins, Tammy N. Crutchfield, Andrew J. Deile,
  James L. Hunt, Ali R. Jalili, Nancy R. Jay, Allen K. Lynch, C. Gerry Mills,
  Arthur L. Rutledge, Atul K. Saxena, Steven J. Simon, Vijaya Subrahmanyam,
  Mary Jo Vaughan, and Mei Miranda Zhang, Associate Professors
Scott A. Beaulier, Cassie F. Bradley, James E. Coleman, Harold B. Jones,
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The Mission of Mercer University’s Stetson School of Business and Economics

Mission Statement
The Stetson School of Business and Economics (SSBE) promotes the
advancement and integration of quality business education and practice. In sup-
port of Mercer University’s mission, the School provides undergraduate and
graduate programs that are designed to enable, enhance, and expand profes-
sional careers, civic responsibility and lifelong learning.

Performance Objectives
Fulfillment of the Mission is gauged by the SSBE's performance against the
following objectives:

- To graduate students who possess the requisite knowledge and skills for
  productive and continuing careers in business, government and other
  institutions;

- To prepare and enable students to work effectively in the increasingly
  complex and diverse environments of modern organizations;

- To provide students with opportunities to identify ethical dilemmas and
  ethical implications of decision-making inherent in business and society;

- To graduate individuals who possess communication, critical thinking,
  problem-solving and other creative skills necessary for obtaining and
  maintaining organizational positions;
To provide students with examples and opportunities for integration of business theory and application;

To promote the value of community service and social responsibility by providing opportunities for student involvement in community and professional services.

**Operational Priorities**

The Stetson School of Business and Economics supports the teacher-scholar model that views teaching, faculty scholarship and service as interactive elements in the educational process. Teaching includes effective classroom instruction and advising. Scholarship includes both intellectual contribution to the business field and continued individual professional development. Service includes contributions to the school, the university, the business community and society.

**Accreditation**

The SSBE is accredited by AACSB International – The Association to Advance Collegiate Schools of Business, 600 Emerson Road, Suite 300, St. Louis, MO, 63141-6762; www.aacsb.edu.

**Values**

In fulfilling the Mission and by following the operational priorities, the SSBE supports the following values:

- commitment to teaching excellence;
- commitment to scholarship and service that enhances the learning environment;
- collaboration with business and academic communities to create, share and apply knowledge;
- inclusion of stakeholder perspectives in decision-making and continuous improvement;
- creation of a learning community that fosters ethical decision-making and intellectual curiosity;
- sustainment of a personalized, student-oriented environment which facilitates collaboration and on-going relationships among students, faculty, alumni, and the business community;
- value of civic responsibility and the importance of community and professional service;
- diversity of thought, perspective and experience in faculty and students.

**Code of Conduct**

Honesty and integrity are necessary to the academic and professional functions of business. Acts of dishonesty undermine the basic foundation of the academic environment. Students have a responsibility to: strive toward, and
encourage the pursuit of, academic excellence and professional knowledge; conduct themselves in a dignified and ethical manner; abide by the procedures, rules and regulations of Mercer University; and respect the guidelines prescribed by each professor in the preparation of academic assignments. Cases of alleged infractions of these procedures and/or prescriptions, shall be governed by the policy for appeals and exceptions set forth below.

Exceptions and Appeals

Exceptions to policy or appeals of policy decisions must be made in writing to the Dean's office of the Stetson School of Business and Economics. These will be reviewed by the Student Affairs Committee, which will make a recommendation to the appropriate Dean. Appeals for reconsideration of a decision by the Student Affairs Committee must be presented in writing to the Dean.

Second Degree

A student seeking a second undergraduate degree must satisfy the Undergraduate Degree Requirements for the BBA degree, as outlined below, and must meet the requirements for a second Bachelor's Degree as outlined in the general University policies on Undergraduate Degree Requirements.

Undergraduate Degrees

The Stetson School of Business and Economics offers the Bachelor of Business Administration (BBA) degree. In Douglas County the degree is completed through a Personal Portfolio of Study (PPS). In Macon, the upper division business elective courses component is completed through the General Business Studies (GBS) program.

Graduate Degrees

Information on the Master of Business Administration and Executive Master of Business Administration programs is published in the Graduate Sections of the Atlanta and Macon Bulletins.

Study Abroad Program

The Stetson School of Business and Economics Study Abroad Program offers students an excellent opportunity to study different cultural and organizational perspectives and to explore their effects on business concepts and practices. This international experience, which carries six (6) hours of credit in International Business, is an important component of the School's academic programs. The study abroad program includes lectures in international management, marketing, finance, and law, cross-cultural simulations, and visits to varied public and private sector organizations in Europe. Interested students should contact the Program Director on the Atlanta campus for specific information.

International Student Services

The University provides information to international students about government regulations concerning F-1 Student Visas and other assistance services. International Students are encouraged to seek assistance from the Division of Student Affairs and from the Office of International Programs on the Macon campus, or from the International Student Advisor on the Atlanta campus.
Admission

The Stetson School of Business and Economics offers programs on the Cecil B. Day Campus in Atlanta, in Macon, and at the Regional Academic Centers in Douglas County, and Macon. Degree requirements in the Atlanta area differ modestly from requirements in the Macon area. Elective course offerings at the various locations may differ.

Freshmen

Generally admission is offered to those applicants who meet the following criteria:

1. Students for whom official SAT/ACT scores are required must have an academic grade point average (G.P.A.) of 3.00 and a score of 1000 on the SAT or 22 on the ACT.

2. Students for whom the official SAT/ACT scores are not required must have an academic G.P.A. of 2.00.

Transfer Students

Included in this category are applicants who received credit for college level work at any regionally accredited college, university, or technical school. Applicants cannot have been dismissed, excluded, or suspended from any other regionally accredited institution within the past twelve months.

Generally, admission is offered to those applicants who meet the following criteria:

1. A cumulative grade point average of a 2.25 or better for all college-level credit attempted.

2. Good standing at the last regionally accredited college or university attended.

Students who do not meet the cumulative grade point average of 2.25, as stated above, but do have at least a 2.0 cumulative grade point average may be eligible for qualified admission status.

Undergraduate Transfer and Equivalency Credit Policies

The following policies concern academic credit transferred from other regionally accredited institutions of higher education, and courses taken in other units and at other locations within the University.

1. Semester credits transfer into the University on a one-for-one basis. Each quarter hour credit is awarded 2/3 semester hour of credit. Credits taken in any School or College of the University are recognized in all other Schools and Colleges of the University.

2. To fulfill any science general education requirement, transferred courses must include a laboratory component. Preparatory laboratory classes
such as SCIE 100 or equivalent do not meet the lab science requirement.

3. Upper division credit will be granted for business courses taken at another regionally accredited four year institution, except for MGT 498, which must be taken in residence. Upper division credit for the Business Core Courses: ECN 301, ECN 302, ECN 303, FIN 362, MGT 363, and MKT 361 taken at a two year institution can be obtained by:

   a. Taking the CLEP test (if available) and earning a score of 50 or above, or,

   b. Taking an upper division course (300 or 400 level) in the same discipline and passing with a grade of C or better. This would validate the lower division course work, thereby satisfying the core requirement. Validation of the course does not reduce the number of upper division hours needed to graduate.

Upper division credit will be granted for BUS 346 taken at a two year institution.

Credit-by-Examination

Credit-by-Examination toward undergraduate degrees may be earned through the College Level Examination Program (CLEP). On the General Examination, 3 semester hours may be earned on each of two subtests when the percentile is 50 or above and the score on each subtest is at the 50th percentile or above. On the subject examination, 3 or 6 semester hours (depending on the examination) may be earned if the score meets the 50th percentile. Credits on the General or Subject examinations have no grade point values. Credit is awarded to those students who take an Advanced Placement (AP) course and score a three (3) or better on the examination administered by the Educational Testing Service. Applicants should request The College Board to send test results to the Office of Undergraduate Admissions. Credit is awarded for scores of 5, 6, or 7 on the Higher Level examinations of the International Baccalaureate Program. CLEP credit for courses in the major areas must be approved by the faculty of the academic discipline concerned. An official transcript from the College Entrance Examination Board must be provided in order for the CLEP credit to be accepted as transfer credit. Students presenting Advanced Placement, CLEP, or International Baccalaureate scores may not receive more than 32 hours total credit from any or all three sources. Under highly unusual circumstances, an appeal to the Dean may be made for credit greater than 32 hours.

Satisfactory- Unsatisfactory Grading Option

Students seeking the BBA degree (regardless of grade average or year at Mercer) are permitted to take two courses per year on a Satisfactory- Unsatisfactory basis with the following restrictions:

1. Required mathematics, communication, or computer science courses may not be taken on a S-U basis.
2. No course in accounting, business, economics, finance, management or marketing may be taken on a S-U basis, unless the course is graded on a nonoptional S-U basis. Courses taken which are graded on a nonoptional Satisfactory-Unsatisfactory basis will not count toward the allowable two per year.

Curriculum Comments

Students should consult their advisor to determine the number of free electives. Often, the availability of sufficient elective courses will allow a student to minor or take courses in some other area of study.

Students should review the prerequisites for courses included with the course descriptions to ensure that these prerequisites have been satisfied before attempting to register for courses.

Hours credit toward graduation are not awarded for exempted courses. Hours credit are awarded only for courses successfully completed, courses transferred in, and examinations successfully completed through the College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), or the University’s Credit-by-Examination Process.

For special topics and directed research in business, credit hours are determined by the nature of the topic, with a maximum of 3 hours for a given subtitle. Various subtitles may be taken for a maximum of 6 hours credit in a student's PPS or GBS. A maximum of 6 hours of additional special topics credit may be taken outside the PPS or GBS but within the School.

Recognition of Scholarship

President's List and Dean's List

The requirements for inclusion on the President's List and the Dean's List are specified in the University's Undergraduate Academic Policies.

School Honors at Graduation

Honors may be earned independently from overall undergraduate honors (cum laude, magna cum laude, summa cum laude). The School Honors recognize those students who have performed at an exceptionally high level on course work within the School. The requirements are as follows: A grade point average of 3.75 or higher must be earned on Core Curriculum courses and in the Personal Portfolio of Study (PPS) or in the General Business Studies (GBS) program of study. (Transfer students must attain a 3.75 or higher grade point average on all courses taken at Mercer in the Core Curriculum and the PPS or GBS, and a combined grade point average of 3.75 or higher on all courses in the Core Curriculum and PPS or GBS at Mercer and at other institutions from which credit is received.)

Academic Warning, Probation, and Suspension

The policies on academic warning, probation and suspension are specified in the University’s Undergraduate Academic Policies. Students who are subject to suspension because they have not met minimum academic requirements by the end of the regular academic year will be allowed to attend the Summer Term in an attempt to meet the minimum.
Academic Internships

Academic internships are available or can be arranged for students in the Stetson School of Business and Economics. A student must be at least a sophomore with a 2.5 GPA and 9 or more credit hours in business courses. Arrangements between the University and the entity providing the work experience are coordinated by the Office of Student Development Services, in the Division of Student Affairs. Each internship must be approved by the Associate Dean or the Program Director. An internship carries one (1) hour of academic credit, and can be repeated once for an academic career maximum of two (2) credit hours. All such internships will be graded on a mandatory S/U basis.

Internships may be counted only as elective hours, and may not be substituted for or added to any academic courses required for or counted toward any PPS or GBS. Students should register for BUS 318, Internship in Business.

Undergraduate Degree Requirements

To qualify for graduation with the Bachelor of Business Administration degree the following requirements must be satisfied:

1. A minimum of 128 semester hours of academic courses with a cumulative grade point average of at least 2.0.
2. A minimum cumulative grade point average of 2.25 in all business courses taken either at Mercer or transferred from other institutions.
3. A minimum cumulative grade point average of 2.25 in the 18 total hours taken in a Personal Portfolio of Study.
4. Completion of the general education requirements.
5. Completion of the mathematics, communication, statistics and computer science courses required for the degree earned.
6. Completion of the courses required in the Business Core.
7. Completion of the courses and any other requirements for a Personal Portfolio of Study or a General Business Studies program of study.
8. Completion of a minimum of 64 semester hours of academic credit in courses other than those which are offered by the Stetson School of Business and Economics, or which transfer to Mercer as business courses, or which count toward the business core curriculum or which are business courses which count toward a Personal Portfolio of Study or a General Business Studies program of study on the BBA degree. For this purpose, up to nine semester hours of economics and up to six semester hours of basic statistics may count in the minimum 64 semester hours outside of Business.
9. Completion of a minimum of 32 hours from Mercer University and 30 semester hours from the Stetson School of Business and Economics. Students may count all economics courses taken in the Stetson School of Business and Economics toward meeting this requirement. Courses taken at another school or college of Mercer University, which meet the
requirement of a business core curriculum course or business courses that count toward a PPS or MAP GBS, will count toward meeting this the SSBE minimum 30 semester hour requirement. MGT 498 must be taken in residence.

10. Earn a minimum of 12 semester hours of the Personal Portfolio of Study or the General Business Studies program in residence.

11. Take the Senior Assessment Examination.

12. The recommendation of the faculty.

SSBE UNDERGRADUATE HONORS PROGRAM

Mission

The mission of the Honors Program of the Eugene W. Stetson School of Business and Economics of Mercer University is to provide an opportunity to highly qualified business students to excel in an environment that is intellectually challenging and to contribute to knowledge within their disciplines.

Admission Requirements

Undergraduate business students will be eligible to apply for admission to the SSBE Honors Program after having completed 75 credit hours on the basis of grade-point average and faculty recommendation. Eligibility for initial enrollment will include a minimum 3.75 cumulative grade-point average, a positive recommendation from a member of the SSBE faculty, and approval of the Undergraduate Program Director. Students who fail to qualify for admission to the program upon completion of 75 credit hours may apply later in the program, provided they achieve a cumulative grade point average of 3.75 or higher. They will be advised, however, that late entry into the program may require delay of their graduation from the program.

Honors Thesis

Upon admission into the program, each honor student will identify a topic for an independent research project and obtain approval of the topic from a professor in the relevant discipline who will serve as thesis advisor. The student and thesis advisor will jointly nominate two other faculty members to serve on a thesis committee. The student will register for one hour of thesis credit in each of three successive semesters (including one summer), culminating in the writing of an honors thesis which will be presented formally to the thesis committee for approval. The student will submit the research for publication in the Mercer University Undergraduate Research Journal and for presentation at the Undergraduate Research Symposium, and provide a bound copy to the library.

Continued Enrollment in the Program

Admitted students will retain their honor-student status as long as their cumulative grade-point average remains at or above 3.75 and they make satisfactory progress on the Honors Thesis. Students whose grade-point average drops below 3.75 will be placed on program probation and be allowed one semester to raise it to 3.75. If they fail to do so after one semester, they will not
be allowed to continue in the program. Similarly, students must achieve a grade of satisfactory on the Honors Thesis in each of the three semesters in order to retain their status in the program. (A “satisfactory” grade is based on the thesis advisor’s evaluation, in consultation with other committee members, that appropriate progress has been made toward thesis completion at a level of achievement equivalent to that usually awarded the grade of B+ or better.)

**Honors Degree**

Successful completion of Honors Program will lead to the awarding of an Honors Degree from Mercer University. Approval of the thesis by the thesis committee, maintenance of a 3.75 grade-point average, an Honors Thesis grade of satisfactory in each of the three semesters, and compliance with the above thesis-submission requirements constitute successful completion of the Honors Program.

**CURRICULUM**

Students seeking the Bachelor of Business Administration degree with either a Personal Portfolio of Study (PPS) or a General Business Studies (GBS) program of study in the Regional Academic Centers must successfully complete the general education requirements, three mathematics courses, one communication course one computer science course, the business core curriculum courses, and a six course PPS or a five course GBS. The Stetson School of Business and Economics normally works with the College of Continuing and Professional Studies to provide general education courses each term at sites being served by the School in order to satisfy the general education requirements for students seeking the four-year Bachelor degree. The specific courses that will be offered at each site will be based on the level of interest and student program needs expressed by current enrollment statistics as well as anticipated future interest in the program.

**General Education**

(Mercer University is dedicated to the ideal of educating the whole person and providing a foundation that can be described by the Greek term “paideia.” Paideia is consistent with the founding vision of Jesse Mercer as he sought to encourage learning and culture for both clergy and laity. Teaching, character development, service and leadership, classical education, and the nurturing of a prevailing culture are all instrumental. Mercer’s aim is to prepare all students to contribute to society through a sharing of their knowledge, skills, and character. A variety of courses and experiences contribute to the accomplishment of stated student learning goals and outcomes. Through the general education curriculum Mercer University graduates will be able to:

A. Reason effectively
B. Demonstrate broad and deep knowledge
C. Demonstrate a commitment to free inquiry
D. Demonstrate an understanding of themselves in light of the values and traditions upon which the University was founded.)

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From these four goals flow the intended educational outcomes for general education at Mercer University:

A.  
1. Communicate clearly, responsibly, and with integrity in written and oral forms  
2. Master the basic principles of mathematical and scientific reasoning  
3. Identify, access, and evaluate information and materials as needed for personal, academic, and professional purposes

B.  
4. Acquire foundational knowledge important to becoming an informed person and/or for the major  
5. Relate theory, principles, and content from one discipline to another  
6. Demonstrate familiarity with cultures and traditions other than one's own

C.  
7. Work as part of a team/group, to learn and teach cooperatively, to develop an appreciation of individual differences, and to assess one's own and other's roles in a working group  
8. Consider viewpoints other than one's own, including viewpoints associated with other cultures and traditions  
9. Commit to live as an engaged and informed citizen

D.  
10. Reflect on one's life and learning experience  
11. Demonstrate a respect for intellectual and religious freedom

Students seeking the BBA degree must successfully complete the general education program described below.

1. **English Composition I** (3 hours)  
   - ENGL 105. Composition I or  
   - LBST 175. Academic Writing I

2. **English Composition II** (3 hours)  
   - ENGL 106. Composition II or  
   - LBST 180. Academic Writing II

3. **Public Speaking** (3 hours)  
   - COMM 171. Introduction to Public Speaking

4. **Literature** (3 hours)  
   - ENGL 207. Topics in World Literature  
   - ENGL 247. Topics in English Literature  
   - ENGL 277. Topics in U.S. Literature  
   - ENGL 334. Forms and Figures of Literature
ENGL 356. Literature of the South
Any other literature course

5. **History** (3 hours)
   - HIST 101. Civilization of the Western World I
   - HIST 102. Civilization of the Western World II
   - HIST 200. World History
   - HIST 201. The United States from Colonization to 1877
   - HIST 202. The United States from 1877 to the Present
   - HIST 210. Topics in American History
   - HIST 220. Topics in European History
   Any other history course

6. **Religion** (3 hours)
   - RELG 110. Introduction to Religion
   - RELG 120. Introduction to the Old Testament
   - RELG 130. Introduction to the New Testament
   - RELG 220. Survey of World Religions
   Any other religion course

7. **Laboratory Science** (3 hours)
   - BIOL 101. Introduction to Biology and Evolution
   - BIOL 105. Life Forms and Functions
   - BIOL 340. Forensic Criminology
   - ENVS 210. Physical Aspects of the Environment
   - ENVS 215. Environmental Impacts and Living Systems
   - PHYS 220. Astronomy and the Universe
   - PHYS 225. Meteorology
   Any other laboratory science course (excluding SCIE 100 or equivalent)

8. **Social Science** (3 hours)
   - PSYC 111. Introductory Psychology
   - SOCI 111. Introduction to Sociology
   Any other social science course

9. **Fine Arts, Philosophy, or Language** (3 hours)
   - ARTH 101. Art Appreciation
   - ARTH 201. Survey of Western World Art I
   - ARTH 202. Survey of Western World Art II
   - COMM 104. Understanding Theater
   - COMM 205. Understanding Cinema
   - MUSC 150. Music Appreciation
   - PHIL 101. Introduction to Philosophy
   - PHIL 201. The Search for Meaning
   - FREN 101. Elementary French I
   - GERM 101. Elementary German I
   - SPAN 101. Elementary Spanish I
   Any other fine arts, philosophy or foreign language course

10. **Electives** (9 hours)
    - FREN 102. Elementary French II
    - GERM 102. Elementary German II
    - SPAN 102. Elementary Spanish II
    Any other foreign language course or
    Choose courses from blocks 3 - 9 above.
Commentary on blocks 9 and 10:

Students may exempt up to two courses in foreign language by demonstrating competency equivalent to that gained in a two semester sequence of study. The language sequence 101-102 must be completed or exempted to get credit toward General Education. Exemption provides only area credit, which does not count toward graduation.

Comment on Transfer Courses for General Education:

Courses transferred in to Mercer which meet the educational philosophy of a block may be counted in that block, without having to be exactly equivalent to a course listed in the block.

Mathematics, Communication, and Computer Science (15 hours)

Students seeking the BBA degree must successfully complete the following mathematics courses, one communication course and one computer science course.

Normally these courses should be completed by the end of the sophomore year, as the background they provide is essential for successful performance in many upper division business courses. Several are prerequisites for one or more courses in the School.

MATH 130. Topics in Precalculus and Analytic Trigonometry
(or Competency Exam exemption)

MATH 181. Calculus for the Social and Life Sciences
(or an equivalent calculus course)

MAT 226. Elementary Statistical Methods (or BUS/MATH 220)

INSY 102. Application Software Suites

Bus/COMM 270. Business Communication

Business Core Curriculum (36 hours)

The Business Core Curriculum has been designed to ensure that all students receiving the BBA degree will share an important common body of knowledge. This program of study provides the foundation of thinking tools needed throughout a wide range of positions of authority in business and not-for-profit organizations.

ACC 204, 205
BUS 346, 349
ECN 150, 151, and any one Economics course numbered above 300
FIN 362
MGT 363, 382
MKT 361
MGT 498

ECN 150, ECN 151, ACC 204 and ACC 205 should be completed by the end of the sophomore year. The faculty recommends that ACC 204 and ACC 205 not be taken until the sophomore year. Entry into the other courses normally is limited to juniors and seniors. MGT 498 must be taken in residence, after senior standing has been attained and the following prerequisite courses have
been completed: ACC 204 and 205; BUS 346; ECN 150 and 151; FIN362; MGT 363; and MKT 361.

**Upper Division Elective Courses**

The Bachelor of Business Administration degree program enables students to develop the administrative, analytical, decision-making, communication and computer skills necessary to succeed in today's managerially driven world. Courses must be selected from 300-400 level courses from the Regional Academic Centers course offerings, from one or more business disciplines (ACC, BUS, ECN, FIN, MGT, or MKT). Courses which fulfill a general education or a Business Core Curriculum requirement may not double count in the upper division elective business course component of the BBA degree.

**Personal Portfolio of Study (Douglas Only)**

(18 hours)

Students may create their own program of study by selecting six upper division business courses. Students are strongly encouraged to take an international business course as part of their PPS.

**General Business Studies (Macon Only)**

(15 hours)

Students must create a general program of study by selecting five upper division business courses.

**Free Electives:**

(varies according to program)

**Total Graduation Requirements:**

(128 hours)

**Minors For Students Pursuing the B.B.A. Degree**

Minors in a business area are not available for students pursuing the B.B.A. degree. B.B.A. degree seeking students may broaden their PPS or GBS program of study to include courses in alternate disciplines, or seek a minor outside business.

**Minor For Students Not Pursuing the B.B.A. Degree**

A minor for students not pursuing the B.B.A. degree is offered in Business Administration. A 2.0 grade point average is required to earn the minor. The University requires that at least six hours of Upper Division work in a minor be done in residence.

The requirements for a minor in business administration are: ECN 150 or ECN 151, ACC 204, MGT 363, MKT 361 and one other course selected from the curriculum of the School. The fifth course should be selected in consultation with a faculty member in the School. Entry into 300 or 400 level courses normally is limited to juniors and seniors.
COURSES OF INSTRUCTION

The following undergraduate courses are offered by the Stetson School of Business and Economics at Regional Academic Centers in Douglas County and Macon. All courses may not be available at each location. Courses offered in the day program in Macon and on the Cecil B. Day Campus in Atlanta are listed in separate Bulletins.

ACCOUNTING (ACC)

204. Introductory Financial Accounting (3 hours)
A study of the basic principles and concepts relating to the collection and summarization of accounting information, and the understanding, preparation, and use of the income statement, the balance sheet, and the statement of cash flows.

205. Introductory Managerial Accounting (3 hours)
Prerequisite: ACC 204.
An introductory study of the preparation and use of internal accounting information for the planning and controlling of company activities. Topics covered include internal budgeting, cost allocation, and capital budgeting.

375. Tax Accounting (3 hours)
Prerequisites: ACC 204 and 205.
A study of the basic principles and concepts of federal income taxation of business entities (sole proprietorships, partnerships and limited liability entities, C corporations and S corporations). Brief coverage of federal taxation of individuals.

BUSINESS (BUS)

220. Business Statistical Methods (3 hours)
(Same as MAT 226 and MATH 220)
Prerequisites: MATH 130 or consent of instructor.
This course introduces students to basic descriptive and inferential statistics within the business context. The course covers measures of central tendency and variability, probability and sampling, hypothesis testing, linear and multiple regression, analysis of variance, and statistical quality control.

270. Business Communication (3 hours)
(Same as COMM 270)
Prerequisites: ENGL 105, 106 or LBST 175, 180; COMM 171.
Various forms and types of communications used by modern organizations. This course will emphasize both written and oral communication theory, and strategies appropriate for effective communication in business and professional settings. Includes letter, memorandum, and report writing; interviewing; group decision-making, and presentations. (Students can receive credit for either BUS 270, or BUS 281 which is a Macon and Atlanta campus course, but not both.)

318. Internship in Business (1 hour per term)
Prerequisites: Sophomore status, minimum 2.5 GPA and 9 or more credit hours in business courses.
A practical work experience with a business or similar entity related to a student’s career interest. Arrangements between the University and the entity providing the work experience will be coordinated by the Office of Student Development services, in the Division of Student Affairs. Academic credit will be granted only upon review and approval by the Dean, Associate Dean or a Business Faculty member of appropriate written documentation prepared and presented by the student to support the educational element of the experience. Does not count toward a GBS or PPS. May be repeated once. S/U graded.

346. The Legal, Ethical and Regulatory Environment of Business I (3 hours)
Prerequisite: Sophomore standing.
This course is an introduction to law and the legal system. Topics discussed include the court system, constitutional law, administrative law, contract law, torts, product liability, criminal law, business organizations, agency, and an introduction to the governmental regulations of business. The ethical and social responsibilities of business will be emphasized.

349. Management Information Systems (3 hours)
Prerequisite: INSY 115 or INSY 102.
A study of management information systems (MIS) and the impact that MIS has on management decision making. The emphasis of this course is on data collection techniques, information flow within the organization, techniques of analysis and design and implementation of a system.

364. International Business (3 hours)
Prerequisite: MGT 363.
This course focuses on the conduct of organizations dealing with the transactions of goods and services across national boundaries with particular emphasis on the management of these firms. Marketing, financial, human resource, and logistical issues are also explored. The student will develop an appreciation of the thorough understanding of business, cultural, economic, and political issues that an organization must have before it can successfully enter and compete in a foreign market. Application of principles is achieved through a comprehensive project.

477. Special Topics in Business (Subtitle) (1 to 3 hours)
Prerequisites: Junior or senior standing and the consent of the instructor.
An intensive study of some significant topic in business not otherwise covered in the School's course offering. Topics will be chosen in consultation with students who register for the course.

478. Research in Business (Subtitle) (1 to 3 hours)
Prerequisites: Junior or senior standing and the consent of the instructor.
A research-oriented course focusing on an important topic in business not otherwise covered in the School's offerings. The course features student research, independent study, and discussion.

ECONOMICS (ECN)

150. Principles of Microeconomics (3 hours)
Prerequisite: Mathematics competency or completion of a college mathematics course.
A study of the basic tools of economic analysis and principles necessary to appreciate economic relationships, business behavior and consumer behavior. Special emphasis will be given to the areas of supply and demand, marginal analysis, and the theory of the firm.

**151. Principles of Macroeconomics** (3 hours)
Prerequisite: Mathematics competency or completion of a college mathematics course.
The study and analysis of national income accounting, income determination theory, money and monetary policy, fiscal policy, international trade, and the theory of economic growth. Special attention will be given to current economic conditions and trends.

**301. Money, Credit, and Banking** (3 hours)
Prerequisites: ECN 150, 151, and junior status (or consent of instructor).
A functional study of monetary, banking, and credit structures, including a critical examination of monetary theory and policy recommendations.

**FINANCE (FIN)**

**362. Principles of Finance** (3 hours)
Prerequisites: ECN 150; ACC 204; MATH 130.
The course is taught from the viewpoint of a corporate financial manager trying to maximize stockholder wealth. Topics covered include corporate taxation, time value of money, risk and rates of return, funds flow, working capital management, capital budgeting, cost of capital, and dividend policy. Lecture and problems.

**404. Investments** (3 hours)
Prerequisites: FIN 362; BUS/MATH 220 or MAT 226.
The purpose of the course is to evaluate the various financial investments that are available to the investor and to emphasize the risk-return trade off. Topics covered include stock and bond analysis, securities markets, futures contracts, option contracts, efficient market hypothesis, fundamental analysis, and technical analysis. Lecture and problems.

**463. Intermediate Finance** (3 hours)
Prerequisites: FIN 362; BUS/MATH 220 or MAT 226.
A continuation of FIN 362. A study of long-term financing and capital structure decisions, and short-term financial planning and working capital management. Additional topics include mergers and acquisitions and international finance.

**MANAGEMENT (MGT)**

**363. Principles of Management** (3 hours)
Prerequisite: Sophomore standing.
Coordinating or organizational activities through planning, organizing, staffing, executing, and controlling functions. Behavior theory, delegation, communication, decision-making; lecture, discussion and cases.

**382. Production/Operations Management** (3 hours)
Prerequisites: MGT 363, MAT 133 or MATH 130, and BUS/MATH 220 or MAT 226.
In this course, students will analyze production and service operation systems and their relationship with all other functions and activities in the organization. Deterministic and probabilistic models will be used to support decisions making.

423. Organizational Behavior (3 hours)
Prerequisite: MGT 363.
A study of human behavior in formal organizations. Specific topics covered include: variations in individual behavior, perception, motivation and job satisfaction, job design, group and intergroup dynamics, leadership, communications processes, conflict, organizational culture, stress, and organization development.

424. Organization Theory (3 hours)
Prerequisite: MGT 363.
A study of formal organizations as social instruments. Lectures, discussion, and cases dealing with business organizations as well as “not-for-profit” organizations. Topics covered include: organization structure, effects of structure, goals and effectiveness, size, growth, and the effects of environment and technology on organizational processes.

427. Entrepreneurship (3 hours)
Prerequisites: MGT 363; MKT 361.
The entrepreneur is someone who undertakes a venture, organizes it, raises capital to finance it, and assumes all or a major portion of the risk. This course typically covers profiles of entrepreneurs, means of going into business, venture opportunities, and the financial aspects of becoming an entrepreneur. Extensive case studies and projects are required. Each student also develops a business plan.

429. Human Resource Management (3 hours)
Prerequisite: MGT 363; MGT 423 recommended.
A study of the modern personnel function. The assumption will be made that the personnel/human resource department has the responsibility of developing the human resources of organizations. Topics covered include: recruitment, employee selection, training, performance appraisal, wage and salary administration, employee benefits, safety management and collective bargaining.

433. Labor-Management Relations (3 hours)
Prerequisite: MGT 363.
Examination of the historical development and current status of collective bargaining; identification of the role of the three actors (labor, management and government) in the practice of collective bargaining; study of the impact of recent institutional, legislative, and economic developments on labor-management relations.

450. Total Quality Management (3 hours)
Prerequisite: MGT 363.
This course explores the principles, tools, and issues relating to total quality management. Students learn the foundations of total quality based on the teachings of Deming, Juran, and others. The basic tools and techniques for quality improvement as well as quality design are explored as well as the principles of customer focus, teamwork, empowerment, leadership, and incorporating quality into the strategic process as a competitive tool. A comprehensive
project enables the student to apply the concepts learned in a real world setting. The goal is to study and improve a process within an organization to increase quality, productivity, customer satisfaction, and reduce costs.

**498. Strategic Management and Business Policy** (3 hours)
Prerequisites: ACC 204, 205; BUS 346; ECN 150, 151; FIN 362; MGT 363; MKT 361; and Senior Standing.
The problems of business organizations from the point of view of the chief executive officer. Written analysis of in-depth cases that require the student to view decisions in terms of their impact on the total organization. Oral discussion and conceptual skills are also stressed.

**MARKETING (MKT)**

**361. Principles of Marketing** (3 hours)
Prerequisite: Sophomore standing.
Role of the marketing function in planning and implementing objectives of the firm. Consumer markets, industrial markets, channels of distribution, product and pricing policies, sales forecasting, promotion, and control.

**415. Marketing Research** (3 hours)
Prerequisites: MKT 361; BUS/MATH 220 or MAT 226.
A study of the methods and procedures designed to provide management with information on which decisions are made; the gathering and analysis of data in business and public organizations are primary emphasis; topics include the use of secondary data and appropriate sampling and research methodologies for collecting primary data.

**420. Professional Selling** (3 hours)
Prerequisite: MKT 361.
This course helps students develop an understanding of the personal selling process and its role within the marketing and promotional mix of the firm. Basic sales concepts that are used by organizations to develop long term partnerships with customers are examined. Personal selling skills are enhanced through discussions, role playing and sales presentations.

**435. Marketing Promotion and Communication** (3 hours)
Prerequisite: MKT 361.
Integration course for students interested in promotion and marketing communication. Designed to familiarize students with the tools necessary for the development, implementation, and management of promotional programs. The course takes an integrated marketing communication perspective and emphasizes management and coordination of the elements of the promotional mix, namely: implicit promotion, advertising, personal selling, publicity, and sales promotion. The course includes both theoretical and practical aspects of effective marketing communications as well as economic, social, and ethical aspects of promotion.

**442. Consumer Behavior** (3 hours)
Prerequisite: MKT 361.
Includes study of consumer motives, attitudes, expectations, and behavior and their relationship to developing effective marketing programs.
MATHEMATICS (MAT)

226. Elementary Statistical Methods (3 hours)
Prerequisite: Credit for a college mathematics course or consent of instructor. An introduction to basic descriptive and inferential statistics. Includes measure of central tendency and variability; the binomial, normal, student’s t, and chi-square distributions; correlation techniques involving Pearson’s r. The emphasis is on applications rather than mathematical theory.
The Tift College of Education

Carl R. Martray, Ph.D., Dean/Professor
Allison C. Gilmore, Associate Dean/Professor
Susan C. Malone, Associate Dean/Associate Professor
Catherine M. Gardner, Harriet A. Hathaway, Albert A. Stramiello, Richard V. Swindle, and Mary E. Willingham, Professors
Linda Adams, Mary Kay Bacallao, Macklin D. Duggins, Penny L. Elkins, Jianhua Feng, Janet S. Fields, William O. Lacefield, Dana H. Lilly, Margaret R. Morris, and Bruce E. Sliger, Associate Professors
Patrice P. Grimes, Lucile F. Maples, Margaret S. McCall, Instructors

Mission

The mission of the Tift College of Education is to prepare students to blend theory with practice, to think critically, and to interact effectively in a technologically complex, global society. To accomplish this mission, the Tift College of Education offers undergraduate and graduate degree programs and educational services designed to meet the needs of diverse students and of the teacher education and human sciences communities.

Goals

The Tift College of Education will:

1. Reflect an understanding of education as a broad and lifelong process undergirded by the tradition of liberal learning.
2. Provide and promote academic programs that will respond effectively to geographic, professional, and cultural communities.
3. Cultivate a community of learning characterized by tolerance, compassion, mutual respect, and personal, social, and environmental responsibility.
4. Provide an academic environment that enhances the ability and faculty to synthesize theory and practice.
5. Develop a knowledge base and skills that enable students to interact effectively in a diverse, technologically complex society.
6. Create an environment for the development of critical thinking skills.

Tift College of Education Programs

The Tift College of Education offers undergraduate programs both in Macon and in the Regional Academic Centers and graduate programs on the Macon and Atlanta campuses. Undergraduate and graduate programs offered on the Macon campus may be found in the Macon campus Bulletin. Graduate programs offered on the Atlanta campus may be found in the Bulletin for the Cecil
B. Day Campus. The Tift College of Education offers undergraduate programs in Early Childhood Education and Middle Grades Education in the Regional Academic Centers. Mercer's Teacher Education programs are approved by the Georgia Professional Standards Commission.

**Degree Programs**

**Bachelor of Science in Education**

Early Childhood  
Middle Grades

**Non-Degree Seeking Students**

**Post-Baccalaureate Initial Teacher Certification at the Undergraduate Level**

Post-baccalaureate initial certification students are those students who have previously been awarded a Bachelor's degree from an accredited college or university in a major other than teacher education and plan to complete a teacher education undergraduate program of study at Mercer University in order that they might be eligible to apply for a renewable Georgia teaching certificate at the T-4 level. Initial Certification programs are similar to the degree programs; however, students in the initial certification programs are classified as "Non Degree Seeking."

Undergraduate initial certification programs of study are available for Early Childhood Education and Middle Grades Education through the Regional Academic Centers. Post-baccalaureate initial certification at the graduate level is available on the Atlanta campus. Information about graduate level initial certification can be found in the Atlanta Bulletin.

In order to be admitted to the Tift College of Education, post-baccalaureate initial certification students must hold a bachelor's degree from a regionally accredited university with a minimum cumulative GPA of 2.5 on a 4.0 scale. Courses necessary for meeting state certification requirements will be determined after a review of transcripts of all undergraduate work by the appropriate program coordinator/advisor. After post-baccalaureate initial certification students are admitted to the Tift College of Education, they should begin the process of seeking admission to the Teacher Education Program. The admission process is explained in detail in the Teacher Education Handbook, which is available at Mercer's web site, www.mercer.edu.

**Satisfactory- Unsatisfactory Grading Option**

Students seeking an undergraduate degree in the Tift College of Education (regardless of grade average or year at Mercer) are permitted to take a maximum of two courses (6 credit hours) per academic year on a Satisfactory-Unsatisfactory basis, in addition to those courses graded on a non optional Satisfactory-Unsatisfactory basis, with the following restrictions:

1. From the list of General Education requirements that are applicable to a student's undergraduate major, area of concentration, or minor, a student may take not more than 6 credit hours on an S/U basis.
2. When registering for courses, the student must designate the satisfactory-unsatisfactory grading option. The option cannot be changed once the session begins.

3. Courses originally taken on a letter grade basis may not be repeated on a satisfactory-unsatisfactory basis.

Each degree program may have more restrictive policies concerning courses graded on a satisfactory-unsatisfactory basis; such restrictions are included in the information concerning each major.

A grade of "S" earns credit hours but does not affect the grade point average; a grade of "U" does not earn credit hours nor does it affect grade point average.

Class Attendance

Tift College of Education students are expected to attend all scheduled classes. Because absence from class may have an adverse effect upon the student's grade, each instructor is expected to outline the attendance requirements at the beginning of the course and to include these requirements in the syllabus given to the student. If stated in the syllabus, faculty members have the discretionary authority to assign the student an "F" because of excessive absences.

Declaration of a Major

Students should file a Declaration of Major form with the Registrar prior to completing 64 semester hours. Forms for declaring a major may be obtained from the Regional Academic Centers.

Because of the sequencing of required courses in teacher education, a student should declare his or her major as early as possible. However, declaring a major in education does not guarantee admission to the Teacher Education Program.

General Education Requirements

Mercer University is dedicated to the ideal of educating the whole person and providing a foundation that can be described by the Greek term "Paideia." Paideia is consistent with the founding vision of Jesse Mercer as he sought to encourage learning and culture for both clergy and laity. Teaching, character development, service and leadership, classical education, and the nurturing of a prevailing culture are all instrumental. Mercer's aim is to prepare all students to contribute to society through a sharing of their knowledge, skills, and character. A variety of courses and experiences contribute to the accomplishment of stated student learning goals and outcomes.

Through the general education curriculum, Mercer University graduates will be able to:

A. Reason effectively

B. Demonstrate broad and deep knowledge

C. Demonstrate a commitment to free inquiry
D. Demonstrate an understanding of themselves in light of the values and traditions upon which the University was founded.

From these four goals flow the intended educational outcomes for general education at Mercer University:

A.

1. Communicate clearly, responsibly, and with integrity in written and oral forms
2. Master the basic principles of mathematical and scientific reasoning
3. Identify, access, and evaluate information and materials as needed for personal, academic, and professional purposes

B.

4. Acquire foundational knowledge important to becoming an informed person and/or for the major
5. Relate theory, principles, and content from one discipline to another
6. Demonstrate familiarity with cultures and traditions other than one's own

C.

7. Work as part of a team/group, to learn and teach cooperatively, to develop an appreciation of individual differences, and to assess one's own and others' roles in a working group
8. Consider viewpoints other than one's own, including viewpoints associated with other cultures and traditions
9. Commit to live as an engaged and informed citizen

D.

10. Reflect on one's life and learning experience
11. Demonstrate a respect for intellectual and religious freedom

In keeping with its mission, the Tift College of Education requires a set of general education courses that emphasize technology, cultural diversity, and global society. The requirements are designed to meet the needs of undergraduate students seeking degrees in education offered by the Tift College of Education.
Category Courses
Communication LBST 175, 180
(4 courses) COMM 171
INSY 102
Humanities and Social Sciences 1 course from History
(7 courses) 1 course from any Literature
1 course from any Religious Studies
1 course from the following:
COMM 104, 205, ARTH 101, 201, 202, MUSC 150
1 course from the following:
PSYC 111, SOCI 111
1 course from any Philosophy
1 course from the following:
HUMA 302, 303
Any approved Special Topics course
Any approved Study Abroad course
Mathematics & Science 1 course from MATH 129 or above
(3 courses) SCIE 100
Any additional lab Science
ENVS 210, 215
BIOL 101, 105
PHYS 106, 220, 225
Total Hours Minimum of 42

NOTE: Students who wish to determine the level of their algebraic skills can do so by taking an optional advising test. A copy of the test can be obtained from the Regional Academic Center office.

FOUNDATIONS FOR LIBERAL STUDIES

The Foundations for Liberal Studies courses are specifically designed to provide instruction in the strategies and techniques necessary for orientation, adjustment, participation, and success in an academic program by students making their initial entry into a college program, and for students who may have had some prior college work but who have not actively participated in a college program in the last two years.

Five courses comprise the Foundations for Liberal Studies (course descriptions are included in the Bulletin under the College of Continuing and Professional Studies):

FDLS 110. The Culture of Mercer University
FDLS 120. Mathematics, Problem-Posing, and Culture
FDLS 130. Language and Communication
FDLS 150. Principles of Self-Renewal
FDLS 170. Fundamentals of Research Methods

The Office of Admissions may require some entering students to enroll in and successfully complete one or more of the Foundation courses as part of their admissions process.
TEACHER EDUCATION

The Conceptual Framework

Within the context of a distinctive Baptist heritage, the inclusion of the Paideia ideal, and the know-how of blending theory and practice, the Tift College of Education has chosen for its conceptual framework the theme: "The Transforming Practitioner - To Know, To Do, To Be."

TO KNOW

To Know the foundations of the education profession, content bases for curricula, and characteristics of diverse learners.

- Demonstrates knowledge of the philosophical, historical, sociological, legal, and psychological foundations of education.
- Demonstrates expertise in the content bases for curricula, the appropriate uses of technology, good communication skills, and effective pedagogy.
- Shows understanding of and respect for the characteristics, cognitive and social developmental stages, emotional and psychological needs and learning styles of diverse and special needs learners.

TO DO

To Do the work of a professional educator in planning and implementing well-integrated curricula using developmentally appropriate and culturally responsive instructional strategies, materials, and technology.

- Plans, implements and assesses well-integrated, developmentally appropriate, and culturally responsive lessons which are well grounded in pedagogical and psychological theory.
- Individualizes, differentiates, and adapts instruction to meet the needs of diverse and special needs learners.
- Uses a wide variety of teaching methods, strategies, technology, and materials.

TO BE

To Be a reflective, collaborative, and responsive decision-maker, facilitator, and role model within the classroom, school, community, and global environment.

- Uses feedback, reflection, research, and collaboration to enhance teaching performance, revise and refine instruction, make decisions, develop and modify instruction, and grow as a professional.
- Models understanding, respect, and appreciation for diverse educational, cultural, and socioeconomic groups; a willingness to consider diverse opinions and perspectives; and concern for community and global awareness.
• Models positive and effective interpersonal skills interacting with learners, parents, other educators and members of the community.

**Purposes**

The Teacher Education program is designed to prepare effective teachers by providing preservice students with:

1. A broad background in the liberal arts, including study in communication, literature, the social sciences, the arts, mathematics, and the natural sciences.

2. A knowledge base of subject area content appropriate to the particular certification area(s) and grade spans.

3. A knowledge base of educational foundations, educational psychology, human development, human exceptionalities, and parental and family dynamics.

4. A knowledge base of student and subject appropriate methodologies, techniques, strategies, and technology appropriate for facilitating learning and enabling all students, including the exceptional, disabled, and culturally diverse, to become engaged and active learners.

5. The opportunities to demonstrate competency and effectiveness as a teacher through a sequentially planned series of field experiences that allow the student to begin with observation, move through tutorial, small-group, and whole-group teaching experiences, and culminating with a 12-week student teaching experience.

Because of the recognition the importance of addressing technological advancements within society, emphasis on the relevance of technological developments is infused throughout courses in the undergraduate program. Additionally, all course work within the Teacher Education Program reflects the faculty's recognition of diverse and special needs students. The inclusive education of disabled students stresses the importance of the concept that regular educators must plan appropriately for disabled, special needs, and other diverse populations.

**CRITERIA AND PROCEDURES FOR ADMISSION TO TEACHER EDUCATION**

All students must formally apply for admission to the Teacher Education Program. Because of the sequencing of courses and because of prerequisite courses for admission, a student should declare his or her specific major or certification intent in the College of Education and should obtain a copy of the Teacher Education Handbook in the first semester of enrollment. The Teacher Education Handbook is found on-line and is discussed at Orientation or in designated classes.

Once a student is admitted to the Teacher Education Program, that student must continue to make satisfactory progress. The Tift College of Education reserves the right to review periodically the progress of each student and also reserves the right to remove any student from a Teacher Education Program for
failing to continue to meet the established criteria and policies in effect at the
time of admission, and/or for demonstrating conduct that has been judged
unethical or illegal based on the Code of Ethics, on the Mercer University Honor
Code, or on the Standards of Conduct published by the Georgia Professional
Standards Commission (PSC). If a student is denied admission to Teacher
Education, that student must meet any revised admission requirements in effect
at the time of re-application.

**Level I: Provisional Admission**

This is the first level of admission for the student who wishes to proceed in
teacher education with the intent to seek a degree and/or initial certification.
Under Provisional Admission status, a student may take only courses num-
bered at the 100-200 level. Other education courses require full admission sta-
tus. For Georgia students seeking the Promise Scholarship, Provisional
Admission status will not meet the current requirement that a student be admit-
ted into a Teacher Education Program.

To be provisionally admitted, a student must:

1. Submit a Prospective Teacher Candidate Data Sheet.
2. Have a cumulative GPA of 2.5.
3. Have taken and earned no grade below a "C" in LBST 175 and LBST 180.
4. Have taken and earned no grade below a "C" in the Math core class.
5. Have taken and earned no grade below a "C" in public speaking.
6. Attend a Teacher Education Orientation session.

When students apply for admission to the Teacher Education Program,
applications are forwarded to the Teacher Education Admissions Committee.
Admission status letters are sent from the Teacher Education Admissions
Committee Chair. Any admission appeals should follow the procedure outlined
in the Teacher Education Handbook.

**Level II: Full Admission**

Full admission is required before a student can enroll in any education
course numbered 300 or above. The student will receive written notification
of the admission decision from the Tift College of Education Teacher Education
Admissions Committee Chair. For Georgia students seeking the Promise
Scholarship, full admission is the only status that will meet the current require-
ment that a student be admitted into a Teacher Education program.

To be fully admitted, a student must:

1. Meet all criteria for provisional admission (see above).
2. Submit an application for candidacy in the semester prior to registering
   for any education courses numbered 300 or above.
3. Have passed all 100-200 level education courses taken and have earned
   no grade below a "C" in any courses required for the major, including
courses required for areas of concentration in middle grades.
4. Have passed all Praxis I criteria with a score on each test that reflects the minimum score set by the Georgia Professional Standards Commission. Students may be exempt from this requirement if they provide official documentation of qualifying scores on any of these tests: SAT, GRE, or ACT. Required passing scores are listed in the Teacher Education Handbook.

5. Declare a major in Teacher Education.

**Progression Policy**

In order for a student to continue in the Teacher Education Program and to register for education courses numbered 300 or above, he/she:

1. Must meet and must maintain all requirements for Full Admission to the Teacher Education Program.

2. Must maintain a cumulative GPA of 2.5 or better.

3. Must maintain a 2.75 GPA or better in all education courses required for the major, including courses required for areas of concentration in middle grades and for certification in secondary and special subjects.

4. Must successfully complete all education courses. A student who receives a grade below "C" in more than 2 education courses will be dismissed from the Teacher Education Program.

5. **May repeat only 2 education courses.** A teacher education course may be repeated only one time.

6. Must have positive recommendations from each field experience in order to advance in the sequence of field experiences. Field experience placements must meet all diversity of placement criteria.

7. May have no more than 8 hours of general education coursework to be completed in the term following student teaching.

**Level III: Candidate for Certification**

Admission to Level III is required prior to official recommendation by the Tift College of Education for teacher certification. In order to be recommended for certification, a student must:

1. Successfully meet all Level II criteria and Progression Policy criteria.

2. Have a positive recommendation from student teaching/internship.

3. Have passed the appropriate Praxis II test(s) and have submitted scores to the Office of Field Placement and Certification.

4. Meet all state requirements for certification.

**Transfer Student Admission Policy**

Undergraduate transfer students who wish to enter the Teacher Education Program must meet all criteria for Full Admission before registering for education courses numbered 300 and above.
Teacher Education Field Experience

Field experiences in the Teacher Education Program (i.e., Fieldwork I, Fieldwork II, Professional Practicum, Student Teaching, Internship) are carefully designed to prepare prospective teachers to work effectively in school classrooms. The field experiences are systematically selected and sequenced to provide opportunities for prospective teachers to observe, plan, and practice in a variety of settings appropriate to the professional roles for which they are being prepared. Specific policies and procedures have been established to facilitate the field experiences of Mercer's Teacher Education students in the schools. These policies are available in the Teacher Education Handbook.

Field placement clusters are as follows:

<table>
<thead>
<tr>
<th>ECE</th>
<th>FWI</th>
<th>FWII</th>
<th>Practicum</th>
<th>Student Teaching</th>
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<td>Cluster not chosen for FWI or FWII</td>
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<td>or 4-5</td>
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<td>MG</td>
<td>6-8</td>
<td>4-5</td>
<td>6-8</td>
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Programs of Study

The undergraduate Teacher Education Programs available in the Regional Academic Centers are:
- Early Childhood Education (P-5 certification)
- Middle Grades Education (4-8 certification)

EARLY CHILDHOOD EDUCATION

The Early Childhood Education Program is designed to prepare teachers to teach all subjects in grades P-5. Students participate in a variety of field-based experiences that provide experience in a range of P-5 grade levels.

Goals

The Early Childhood program will provide a curriculum that promotes understanding among students of the physical, social, emotional, and cognitive development of young children. Through experiential-based knowledge, students will develop the skills to blend successfully theory with practice within the context of a classroom.

PROGRAM OBJECTIVES/OUTCOMES – INITIAL LEVEL "The Emerging ECE Transforming Practitioner"

I. TO KNOW: Content and Process

The emerging teacher will:

1. Complete academically challenging classes based on theory, research, and best practices.

2. Investigate various curricular designs and models for young children from historical, political, and social perspectives.

3. Acquire knowledge and skills needed to make complex decisions about
children, learning, and teaching based on sound child development principles and age-appropriate learning.

4. Know how to use a variety of teaching methods that evolve from reflective practice.

5. Acquire a strong content knowledge base in the teaching of math, social studies, science, language arts, reading, and fine arts.

6. Develop an understanding of the needs of the early learner (grades P-5).

II. TO DO: Application

The emerging teacher will:

1. Integrate theory and practice in the improvement of the teaching/learning process.

2. Use an integrated approach in constructing and implementing a developmentally appropriate curriculum for young children (P-5).


4. Plan child-centered lessons that provide equal opportunities for success for students from diverse populations.

5. Demonstrate competency in developing and implementing classroom procedures that include questioning, facilitating transition activities, preparing the environment and integrating technology in the classroom.

6. Demonstrate competencies in the on-going engagement of learners through appropriate management strategies.

7. Systematically review and revise teaching based on reflection.

8. Plan alternative and developmentally appropriate assessments for young children.

9. Dialogue with educators, parents and the broader community, using information from a professional knowledge base, about beliefs and practices used in the teaching of young children.

10. Model behaviors and ethical standards of the early childhood education teaching profession.

11. Collaborate effectively with colleagues in decision-making processes.

III. TO BE: Attitude

The emerging teacher will:

1. Encourage connections between home and school through the establishment of positive, reciprocal relationships with parents.

2. Cultivate an awareness of and involvement in professionalism in the field of education.
3. Collaborate within a caring community of learners, using various modes of communication and resources.

4. Recognize exceptionality among students within the learning environment.

5. Know oneself and recognize one’s point of growth along the continuum of teaching as an emerging, developing, and transforming teacher.

EARLY CHILDHOOD EDUCATION
B.S.Ed. Degree
128 Semester Hours

Requirements

General Education Requirements: ........................................... 42 hours

Professional and Pedagogical Studies: .................................... 35 hours
  EDUC 256. Child and Adolescent Development
  EDUC 220. Foundations of Education
  EDUC 305. Fundamentals of Early Childhood Education
  EDUC 357. Psychology of Learning
  EDUC 283. Fundamentals of Special Education
  EDUC 398. Fieldwork I
  EDUC 399. Fieldwork II
  EDUC 485. Professional Practicum
  EDUC 492. Student Teaching

Content Studies: .............................................................. 28 hours
  EDUC 210. Instructional Technologies for Teaching and Learning
  EDUC 330. Creative Arts for ECE
  EDUC 376. Teaching Language Arts for ECE
  EDUC 377. Teaching Literacy for ECE
  EDUC 421. Teaching Science for ECE
  EDUC 424. Health for ECE
  EDUC 428. Teaching Social Studies for ECE
  EDUC 454. Teaching Mathematics for ECE
  EDUC 459. Curriculum for ECE
  MATH 110. Mathematical Problem Solving

Electives: ................................................................. 23 hours

TOTAL ................................................................. 128 semester hours

MIDDLE GRADES EDUCATION

The Middle Grades Education Program is designed to prepare teachers to teach all subjects in grades 4-8 and, at the same time, to enable students to develop concentrated knowledge bases in two academic areas.

Goal

Middle level teachers will develop the knowledge, skills, and attitudes necessary to provide developmentally appropriate learning experiences for middle level students.
PROGRAM OBJECTIVES/OUTCOMES – INITIAL LEVEL
"The Emerging Middle Grades Transforming Practitioner"

I. TO KNOW: Content and Process

1. Understand the foundations of education and their roles in the development of middle grades education programs.

2. Understand and appreciate the key concepts and organization of middle level education.

3. Possess a strong content knowledge base in language arts, mathematics, science, and social studies, with concentrations in at least two of these areas.

4. Possess the ability to make connections among the academic content areas.

5. Understand the needs of the adolescent learner.

II. TO DO: Application

1. Select academic tasks to engage middle grades students' interests and intellectual levels.

2. Utilize effective teaching pedagogy to make connections among academic knowledge, the nature and needs of the adolescent, and the cultural influences of the student, school, and community.

3. Integrate theory and practice in the improvement of the teaching/learning process.

4. Orchestrate classroom discourse in ways that promote the investigation and growth of a variety of ideas.

5. Model behaviors and standards of the middle grades teaching profession.

6. Collaborate effectively with colleagues in decision-making processes.

III. TO BE: Attitude

1. Consider a personal and professional attitude related to one's involvement with the teaching profession and the challenges faced by the middle grades educator.

2. Deliberate thoughtfully during field experiences and student teaching to refine teaching practices.

3. Reflect upon experiences as a basis for decision-making in middle grades teaching.

4. Demonstrate awareness, sensitivity, and knowledge of cultural influences upon teaching and learning in the middle grades.
In addition to the areas of competence mentioned above, the program includes three themes/threads: 1) Technology, 2) Diversity, and 3) Deliberation. These threads are woven into courses and field experiences throughout the middle school program.

MIDDLE GRADES EDUCATION
B.S.Ed. Degree
128 Semester Hours

Requirements

General Education Requirements: ........................................ 42 hours
Professional and Pedagogical Studies: .............................. .32 hours
   EDUC 256. Child and Adolescent Development
   EDUC 220. Foundations of Education
   EDUC 357. Psychology of Learning
   EDUC 283. Foundations of Special Education
   EDUC 398. Fieldwork I
   EDUC 399. Fieldwork II
   EDUC 485. Professional Practicum
   EDUC 492. Student Teaching

Content Studies: ................................................................. 64 hours
   (18 hours overlap with General Studies and methods courses)
   EDUC 210. Instructional Technologies for Teaching and Learning
   EDUC 360. Nature and Needs of the Middle Grade Learner
   EDUC 422. Teaching Science for MGE
   EDUC 425. Health for MGE
   EDUC 429. Teaching Social Studies for MGE
   EDUC 455. Teaching Mathematics for MGE
   EDUC 460. Middle School Curriculum
   EDUC 478. Teaching Literacy for MGE

Two (2) concentrations are chosen from language arts, mathematics, science, and social studies (minimum 21 semester hours for each concentration)*

*For each concentration, the 21 semester hours will include the methods course and 6 content courses.

*Up to three (3) courses from General Studies may count toward each concentration.

Electives: ................................................................. 8 hours
Total .................................................................128 semester hours

NOTE:
See Advisor for the requirements and choices for each concentration.

TEACHER EDUCATION MINOR

Students seeking a minor in Teacher Education must make formal application to the Teacher Education Program. To be admitted for the purpose of seeking a minor in education, an applicant must have a cumulative GPA of 2.5. Further, to take courses numbered 300 and above, the applicant must meet all
other criteria established for full admission to the Teacher Education Program:

- Have taken and earned no grade below a "C" in LBST 175 and LBST 180
- Have taken and earned no grade below "C" in the math core class
- Have taken and earned no grade below a "C" in public speaking
- Have passed all Praxis I criteria with a score that reflects the minimum score set by the Georgia Professional Standards Commission. (An applicant may be exempt from the Praxis I requirement if he/she provides official documentation of qualifying scores on any one of these tests: SAT, ACT, or GRE.)

The minor in Teacher Education consists of a minimum of 16 semester hours; at least 6 hours must be upper division work, and at least 6 hours must be completed at Mercer. This minor is available to all Mercer students; however, receiving a minor in Teacher Education does not fulfill the requirements for teacher certification. Applications for a Teacher Education minor may be found in the Regional Academic Center offices and must be submitted to the Office of Field Placement and Certification on the Macon campus. Site chairs must approve the courses selected to fulfill the requirements for the Teacher Education minor.

COURSES OF INSTRUCTION

EDUCATION (EDUC)

[NOTE: Full Admission Status is required for all classes numbered 300 and above.]

210. Instructional Technologies for Teaching and Learning (3 hours)
This course will cover technologies utilized in the classroom. Emphasis is placed on organizing, planning and assessing learning while using various technological tools.

220. Foundations of Education (3 hours)
This course will address topics of historical, sociological, philosophical, ethical, and professional significance to the discipline of education and will include a study of federal and state educational policies, laws related to education, and international education. Students will be expected to think and write critically about issues in education.

256. Child and Adolescent Development (3 hours)
A study of the principles of growth and development from conception through adolescence. Specific attention will be given to the influences of family on physical maturation, cognitive and linguistic development, social skills, and personality development.

283. Fundamentals of Special Education (3 hours)
This course explores the fundamentals of Special Education in America’s schools. Emphasis is given to the historical development of Special Education,
relevant legislation and litigation, educational policy, and contemporary trends and issues. This course satisfies the requirement for Georgia certification.

305. Fundamentals of Early Childhood Education (3 hours)
This course provides an introductory study of the fundamentals of teaching and learning in early childhood, including program models, curriculum development, resources and materials, instructional planning, and trends and issues in the field, with emphasis on developmentally effective and individually appropriate practices that meet the needs of diverse learners in early childhood programs.

330. Creative Arts for ECE (3 hours)
Prerequisites: EDUC 220, 256, 305, 357.
The course will emphasize the process of creativity in the arts and broaden the understanding of how young children acquire knowledge and skills when actively engaged with creative arts and physical activities.

357. Psychology of Learning (3 hours)
The discipline of psychology is used to address educational issues and learning theory. Particular attention will be paid to individual student differences. The focus will be on variations in styles of learning while acknowledging gender and diversity.

360. Nature and Needs of the Middle Grades Learner (3 hours)
This introductory course will examine middle schools, the development of the middle school concept, and topics considered necessary for effective middle school operations. Emphasis will be placed upon the basic techniques for planning, organizing, and assessing instruction at the middle school level.

376. Teaching Language Arts for ECE (3 hours)
Prerequisites: EDUC 220, 256, 305, 357.
Methods, media, and materials for developing listening, speaking, reading, and writing skills in ECE will be examined.

377. Teaching Literacy for ECE (3 hours)
Prerequisites: EDUC 220, 256, 305, 357.
The reading process, the developmental pattern of literacy, the interrelatedness of reading and writing, the role of reading in content areas, and materials and methods for teaching literacy will be the focus of this class.

378. Children’s Literature (3 hours)
This course provides an introduction to the genres of literature for young children. Areas of focus include: selection and analysis of quality literature, appropriate integration of literature across the curriculum, and application of response theory in literature.

379. Young Adolescent Literature (3 hours)
This course provides an introduction to the genres of literature for young adolescents. Areas of focus include: selection and analysis of quality literature, appropriate integration of literature across the curriculum and application of response theory in literature.

390. Special Topics (1-3 hours)
Prerequisite: Consent of Program Director and Department Chair
This course offers a study of some significant topics in education that is not available through other program offerings.
398. Fieldwork I (1 hour)
Prerequisite: Formal Application.
This course provides a seven week school-based experience for education students. Students will be assigned to diverse public schools and will spend a minimum of five clock hours per week observing and participating, on a limited basis, in classroom-related activities. Students are required to attend Fieldwork I seminars. Note: Grades of Satisfactory (S) or Unsatisfactory (U) Special Fee.

399. Fieldwork II (1 hour)
Prerequisite: Formal Application; EDUC 305 or 360, 357.
This course provides a seven week school-based experience for education students. Students will be assigned to diverse public schools and will spend a minimum of five clock hours per week observing and participating in teaching and learning activities. Students are required to attend Fieldwork II seminars. Note: Grades of Satisfactory (S) or Unsatisfactory (U). Special Fee.

421. Teaching Science for ECE (3 hours)
Prerequisite: EDUC 220, 256, 305, 357.
This course addresses science content, process skills, attitudes, and real-world applications that are developmentally appropriate for elementary science instruction. Effective teaching strategies that incorporate integrated and interdisciplinary approaches, technology, literature, and multi cultural education are combined with theories of learning.

422. Teaching Science for MGE (3 hours)
Prerequisite: EDUC 220, 256, 357, 360.
This course addresses science content, process skills, attitudes, and real-world applications which are developmentally appropriate for middle grades science instruction. Effective planning and teaching strategies which incorporate integrated and interdisciplinary approaches, technology, literature, and multi cultural education are combined with the theories of learning.

424. Health for ECE (1 hour)
Prerequisite: EDUC 220, 256, 305, 357.
This course is a study of issues such as sex, drugs, alcohol, stress management, and self-esteem as they relate to the teaching of the various phases of physical and health education in the elementary school through a theoretical and practical approach.

425. Health for MGE (1 hour)
Prerequisite: EDUC 220, 256, 357, 360.
This course is a study of issues such as sex, drugs, alcohol, stress management, and self-esteem as they relate to the teaching of the various phases of physical and health education in the middle school through a theoretical and practical approach.

428. Teaching Social Studies for ECE (3 hours)
Prerequisites: EDUC 220, 256, 305, 357.
The interdisciplinary nature of social studies will be the focus for the study of curriculum, methods, technology, and professional sources. An emphasis will be on the planning for and development of resources for instruction, including the development of a unit.
429. Teaching Social Studies for MGE  
Prerequisites: EDUC 220, 256, 357, 360.
The application of transient learning theories will be combined with effective teaching strategies that encourage success in social studies for all. The interdisciplinary nature of social studies will be the focus for the study of curriculum, methods, technology, and professional sources. An emphasis will be on the planning for and development of resources (including the development of a unit).

454. Teaching Mathematics for ECE  
Prerequisite: EDUC 220, 256, 305, 357.
Study includes developmentally appropriate methods, materials, media, technology, and techniques for diagnosing, correcting, teaching, and evaluating mathematics in grades P-5.

455. Teaching Mathematics for MGE  
Prerequisite: EDUC 220, 256, 357, 360.
An overview of the essential components in middle grades mathematics for all children is the focus of this course. Study includes methods, materials, media, technology, and techniques for diagnosing, correcting, teaching, and evaluating mathematics in grades 4-8.

459. Curriculum for ECE  
Prerequisite: EDUC 220, 256, 305, 357.
Corequisite: EDUC 485.
An examination of a developmentally appropriate curriculum for children in grades P-5. Topics to be studied include: curriculum structure and content, instructional goals and objectives, integration of the curriculum, and methods for assessing student performance.

460. Middle School Curriculum  
Prerequisite: EDUC 220, 256, 357, 360.
Corequisite: EDUC 485.
The development of middle school curriculum as it has been shaped by socio-cultural and technological forces will be examined. Topics to be studied include: curriculum planning and assessment, common core curriculum, advisee/advisor curriculum, exploration, school activities, integrating the curriculum, and instructional practices appropriate for the young adolescent learner. Issues, trends, and research relevant to effective middle-level instructional practices are discussed.

466. Teaching English/Language Arts MGE  
Prerequisite: EDUC 220, 256, 357, 360.
A study of methods, media, and materials for teaching English/Language Arts at the middle school level, including theory, research, materials, curriculum, units of study, and evaluation.

478. Teaching Literacy for MGE  
Prerequisites: EDUC 220, 256, 357, 360.
This course will include an examination of the reading and writing processes and materials, strategies, and programs appropriate for teaching literacy in all content areas for all middle grade learners. Content covered will focus on liter-
acy factors for reading informational texts, the reading/writing connection and
young adult literature.

485. Professional Practicum  (3 hours)
Prerequisite: Application required; Full Admission Status and Successful completion of EDUC 398, 399.
Corequisite: Required Curriculum Course.
This course provides school-based teaching experience for education students. Students will be assigned to diverse public schools. Students are required to attend Practicum seminars. Students will refer to the Teacher Education Handbook for specific policies and requirements. Successful completion of the Practicum is required for entry into Student Teaching. Note: Grades of Satisfactory (S) or Unsatisfactory (U). Special Fee.

492. Student Teaching  (15 hours)
Prerequisites: Application required; Full Admission Status and Successful completion of all required education courses.
This course provides full-day teaching experience for certificate candidates. Candidates will be assigned to diverse public schools and will gradually assume all responsibility for the classroom to which they are assigned. Student Teachers will participate in classroom teaching and observation, planning and evaluation conferences, and other school-related experiences with guidance provided by the Cooperating Teacher(s) and College Supervisor. Each Student Teacher will teach full-time for a minimum of three to five weeks. Seminars will be held in conjunction with these experiences and will address a variety of topics. All students are required to attend these seminars. Student Teachers will refer to the Teacher Education Handbook for specific policies and requirements. Note: Grades of Satisfactory (S) or Unsatisfactory (U). Special Fee.

EDUCATION EARLY CARE (EDEC)

483. Internship in Child Development  (3 hours)
This course provides a field-based teaching, observing, and/or administrative experience in early childhood and childcare settings for BLS degree education students. Students will spend a minimum of 80 hours in the setting. Specific requirements must be met to receive credit for each of the three areas of concentration: educational studies, child development, or educational program management. Students are required to attend Internship seminars. Successful completion of the Internship in the identified area is required to fulfill concentration requirements.

484. Internship in Educational Program Management  (3 hours)
This course provides a field-based teaching, observing, and/or administrative experience in early childhood and childcare settings for BLS degree education students. Students will spend a minimum of 80 hours in the setting. Specific requirements must be met to receive credit for each of the three areas of concentration: educational program management. Students are required to attend Internship seminars. Successful completion of the Internship in the identified area is required to fulfill concentration requirements.
The College of Continuing and Professional Studies

Thomas E. Kail, Ph.D., Dean/Professor
Laurie L. Lankin, Assistant Dean/Associate Professor
Clinton W. Terry, Assistant Dean/Assistant Professor
Fred W. Bongiovanni, Colin Harris and Kyra L. Osmus, Professors
Timothy D. Craker, Duane E. Davis, Ian C. Henderson, Hani Q. Khoury, William D. Lane, Laurie Lankin, Billy J. Slaton, and Arthur J. Williams, Associate Professors
Thompson Biggers, Gary W. Blome, Marna Burns, Lynn Clemons, F. Bruce Herrington, Karen O. Lacey, Steven J. Miller, Fred W. Ming, Kathleen Pinson, Maryellen Potts, Kenneth W. Revels, Charles H. Roberts, Michael Roty, Mary Saunders, Colleen Stapleton, Clinton W. Terry, and Andrea Winkler, Assistant Professors
Margaret H. Eskew, Visiting Associate Professor
Richard Bohannan, M. Ron Holt and Charles Weston, Visiting Assistant Professors

Mission
Consistent with the mission of Mercer University, the College of Continuing and Professional Studies offers undergraduate and graduate academic programs and lifelong learning opportunities for adults who seek leadership roles in their communities and beyond, professional transition and advancement, and lives that have meaning and purpose.

College of Continuing and Professional Studies Programs
The College of Continuing and Professional Studies offers undergraduate programs in Macon, Atlanta and in the Regional Academic Centers and graduate programs on the Atlanta campus. Graduate programs offered on the Atlanta campus may be found in the Bulletin for the Cecil B. Day Campus.

Degree Programs

Bachelor of Applied Studies (Atlanta, Douglas County and Henry County only)
Organization Leadership

Bachelor of Liberal Studies (Douglas County, Henry County and Macon only)
Individualized Major

Bachelor of Science in Information Systems (Douglas County, Henry County and Macon only)

Bachelor of Science in Social Science (All Centers; not in Atlanta)
Criminal Justice
Human Services

Master of Science in Community Counseling (Atlanta only-please see Atlanta Bulletin for information)

Non-Degree Seeking Students
Students who take courses in the College of Continuing and Professional Studies but do not wish to pursue a degree will be excused from traditional
admission requirements upon the presentation of evidence of a need for the desired course. Evidence may be a letter from an employer that explains the need for the course. The student should provide documentation following the procedures in this Bulletin under the Admission section.

Credit by Examination

Departmental Challenge Examinations: Credits may be awarded upon the successful completion of examinations developed and administered by the departments of the College of Continuing and Professional Studies with the approval of the Assistant Dean or Dean.

1. To be eligible to apply for a departmental challenge examination, a student must be actively enrolled in the semester in which the examination is to be taken or the learning experiences are evaluated. The student must submit an application to the department chair or the appropriate program coordinator who will forward the request for approval to the department chair. The chair will forward the request to the Dean’s Office for approval.

2. Appropriate fee payment must be made to the Bursar's Office prior to sitting for the exam. A non-refundable administrative fee of $50.00 is assessed for each examination taken. If a student fails to achieve a passing score and requests to take the exam again, an additional fee will be assessed. Only the Dean's Office may waive the examination fee. A different exam will be administered for re-takes.

3. The Chair will designate a faculty member to compile the examination questions. The Chair will approve the exam prior to administration, after which the Chair will designate a person to monitor the exam. Results will be forwarded to the Dean's Office who will in turn forward it to the Registrar. Application forms are available in the Office of the Registrar or at the Regional Academic Centers.

4. Students will receive a grade of Satisfactory or Unsatisfactory for the examinations. A satisfactory score must be equivalent to “C” level work or higher. The grade will not carry quality points and therefore will not affect the cumulative grade point average. Credit earned through Departmental Challenge Examination will be posted to the permanent academic record in the transfer credit area. This credit will carry the annotation that identifies it as credit-by-examination. An “Unsatisfactory” grade will not be reflected on the student's transcript.

Satisfactory- Unsatisfactory Grading Option

Students seeking an undergraduate degree in the College of Continuing and Professional Studies (regardless of grade average or year at Mercer) are permitted to take a maximum of two courses (6 credit hours) per academic year on a Satisfactory-Unsatisfactory basis, in addition to those courses graded on a non-optional Satisfactory- Unsatisfactory basis, with the following restrictions:

1. From the list of General Education requirements that are applicable to a student's undergraduate major, area of concentration, or minor a student may take not more than 6 total credit hours on an S/U basis.
2. When registering for courses, the student must designate the satisfactory/unsatisfactory grading option. The option cannot be changed once the session begins.

3. Courses originally taken on a letter grade basis may not be repeated on a satisfactory-unsatisfactory basis.

Each degree program may have more restrictive policies concerning courses graded on a satisfactory-unsatisfactory basis; such restrictions are included in the information concerning each major.

A grade of “S” earns credit hours but does not affect the grade point average; a grade of “U” does not earn credit hours nor does it affect grade point average.

Class Attendance
College of Continuing and Professional Studies students are expected to attend all scheduled classes and field events. Since absence from class may have an adverse effect upon the student's grade, each instructor is expected to outline the attendance requirements at the beginning of the course and to include these requirements in the syllabus given to the student. If stated in the syllabus, faculty members have the discretionary authority to assign the student an “F” because of excessive absences. However, the authority of academic departments to set standardized attendance policies is not abridged.

Course Load
In the College of Continuing and Professional Studies, the maximum load in which a student may enroll without approval of the advisor or dean is 12 credits per semester or 6 credits per eight-week session. Students wishing to take 15 hours per semester can do so with the permission of the advisor and can take more than 15 only with the approval of the dean or associate dean.

Declaration of a Major
Students should file a Declaration of Major form with the Registrar prior to completing 64 semester hours. Forms for declaring a major may be found at the Regional Academic Centers.

Mercer University General Education
The undergraduate schools and colleges of Mercer University are clearly distinct. The autonomy and traditions of each is respected. Although each school is unique, all have identified goals, objectives, and outcomes that they share and that are reflective of a Mercer education. The objectives and specific outcomes, related to each major goal, do not constitute an exhaustive list but rather a summary of the central, intersecting objectives and outcomes.

Mercer University is dedicated to the ideal of educating the whole person and providing a foundation that can be described by the Greek term “paideia.” Paideia is consistent with the founding vision of Jesse Mercer as he sought to encourage learning and culture for both clergy and laity. Teaching, character development, service and leadership, classical education, and the nurturing of a prevailing culture are all instrumental. Mercer's aim is to prepare all students to contribute to society through a sharing of their knowledge, skills, and character.
Through the general education curriculum Mercer University graduates will be able to:

A. Reason effectively
B. Demonstrate broad and deep knowledge
C. Demonstrate habits of free inquiry
D. Demonstrate an understanding of themselves in light of the values and traditions upon which the University was founded.

From these four goals flow the intended educational outcomes for general education at Mercer University:

A.
1. Communicate clearly, responsibly, and with integrity in written and oral forms
2. Master at least the basic principles of mathematical and scientific reasoning
3. Identify, access, and evaluate information and materials as needed for personal, academic, and professional purposes
B.
4. Acquire foundational knowledge important to becoming an informed person and/or for the major
5. Relate theory, principles, and content from one discipline to another
6. Demonstrate familiarity with cultures and traditions other than one's own
C.
7. Work as part of a team/group, to learn and teach cooperatively, to develop an appreciation of individual differences, and to assess one's own and other's roles in a working group
8. Consider viewpoints other than one's own, including viewpoints associated with other cultures and traditions
9. Commit to live as an engaged and informed citizen
D.
10. Reflect on one's life and learning experience
11. Develop a respect for intellectual and religious freedom

General Education Objectives/Requirements

The purpose of General Education is to provide students with the opportunity to explore with competent and committed guidance the several areas of the general curriculum. Students will be exposed to a common body of knowledge drawn from the liberal arts and will experience a learning environment where:
1. Both full-time and adjunct faculty reflect the College’s commitment to quality, person-centered teaching.

2. The primary focus of the College’s work is the cultivation of the three-way conversation among teacher, students, and subject matter. This experience will instill in students certain skills, abilities, knowledge and characteristics.

   Students will:
   1. Develop the ability to think logically and communicate effectively.
   2. Develop the ability to analyze critically a variety of texts.
   3. Refine their discipline of thinking and their precision of expression.
   4. Develop an understanding and appreciation for the relevance of holistic education to their more specific career and life objectives.
   5. Participate in academic contexts that model the ideals of a wholesome educational process.
   6. Incorporate positively their educational experience into the larger pattern of their family and professional lives.

In keeping with its mission, the College of Continuing and Professional Studies requires a set of general education courses that emphasize technology, cultural diversity, and a global society. The requirements are designed to meet the needs of undergraduate students seeking degrees in majors offered by the College of Continuing and Professional Studies.

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Communication</td>
<td>LBST 175, 185, COMM 171, INSY 102</td>
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<tr>
<td>(4 courses)</td>
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<tr>
<td>Cross-Cultural &amp; Global Studies*</td>
<td>1 course from the following:</td>
</tr>
<tr>
<td>(1 course)</td>
<td>LBST 302, 303, or Any approved Special Topics course</td>
</tr>
<tr>
<td>* 60 semester hour prerequisite</td>
<td>Any approved Study Abroad course</td>
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<tr>
<td>Humanities and Social Sciences</td>
<td>1 course from History</td>
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<tr>
<td>(6 courses)</td>
<td>1 course from Literature</td>
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<td></td>
<td>1 course from Religious Studies</td>
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<tr>
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<td>1 course from the following:</td>
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<td>COMM 104, 205, ARTH 101, 201, 202, MUSC 150</td>
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<td>1 course from the following:</td>
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<td>PSYC 111, SOCI 111</td>
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<tr>
<td>Mathematics &amp; Science</td>
<td>1 course from Philosophy</td>
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<tr>
<td>(3 courses)</td>
<td>1 course from MATH 129 or above</td>
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<td></td>
<td>SCIE 100</td>
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</table>
One additional lab Science
ENVS 210, 215
BIOI 101, 105
PHYS 106, 220, 225
SCIE 215, 220

Total Hours Minimum of 42

NOTE: The General Education requirements for the Bachelor of Applied Studies in Organization Leadership, a degree completion program, vary somewhat from this listing. Please see the section which describes that program for information.

DEPARTMENT OF LIBERAL STUDIES

J. Colin Harris, Chair/ Professor
Fred Bongiovanni and Thomas E. Kail, Professors
Timothy D. Craker, Duane E. Davis, Ian Henderson, and Hani Q. Khoury, Associate Professors
Thompson Biggers, F. Bruce Herrington, Karen O. Lacey, Steven J. Miller, Frederick W. Ming, Maryellen Potts, Charles H. Roberts, Michael Roty, Colleen Stapleton, Clinton W. Terry, and Andrea Winkler, Assistant Professors
Margaret H. Eskew, Visiting Associate Professor

The Department of Liberal Studies offers a general education program for undergraduate students in all the Regional Academic Centers and on the Cecil B. Day Campus in Atlanta.

Department of Liberal Studies Mission Statement

The Department of Liberal Studies continues the tradition of Jesse Mercer by making a liberal arts foundation for professional and personal development accessible to working adults throughout Georgia. The purpose of a liberal arts education is not only to free students from the constraints of any one particular confessional, disciplinary, or vocational perspective, but also to free them for fuller and richer citizenship in a world in which different cultures, social institutions and technologies interconnect in multiple and changing ways.

Liberal Studies
B.L.S. Degree

The Bachelor of Liberal Studies Major is for students who want a bachelor's degree for their personal and professional development, but who do not necessarily need or want the professional orientation of the other majors in the College of Continuing and Professional Studies. Students who wish to focus their studies in the liberal arts will find a variety of options for designing a program consistent with their interests and goals. Students who bring with them previous academic work may find that with this program they are able to complete their studies in good fashion by combining their work in various fields.

All students receiving this degree must take two specific courses: LBST 210 – The Idea of the University, and LBST 211 – Interpreting Meaning. Beyond these two courses (6 hours), students will develop their program of study, in conjunction
and with prior approval of an advisor, a program of study involving two concentra-
tions of five courses (15 semester hours). At least 12 hours of the work in the
major must be courses within the College of Continuing and Professional Studies.

Students having an interest in pursuing the Liberal Studies major should first
contact the chair of the Department of Liberal Studies, who will arrange for a
preliminary consultation and assign an advisor. The student will then arrange for
a conference with the advisor, and together they will develop a proposal for the
specific content and direction of the program. When the proposal has been
developed by student and advisor, it will be submitted to the Department of
Liberal Studies for formal approval. Once approved, the program statement will
be filed with the Registrar's Office as a formal declaration of major. Modifications in the approved plan, due to schedule limitations or curricular
changes, may be made with the approval of the department chair.

During the last term of the student's program, he or she will register for
LBST 495: Senior Capstone/Synthesis, a one credit-course that will involve
preparation of an integrative/synthesizing essay bringing together the dimen-
sions of the particular program. A final consultation with a committee of the
Department of Liberal Studies during this last term will serve as the formal eval-
uation of the major.

MINORS
Communication
18 Semester Hours

Students should select 18 hours of 200 level or above from Communication
courses not counted as General Education requirements or as requirements in
their major.

Literary Studies
18 Semester Hours

Students should select any 18 hours of 200 level or above, including at least
6 hours at the 300 level listed in the English subject area that are not counted
as General Education requirements or as requirements in their major.

Religious Studies
18 Semester Hours

Students may obtain this minor by selecting 6 courses from the religious
studies area or, with departmental approval, related or special topics courses,
in addition to those counted in the General Education requirements and those
of their major.

FOUNDATIONS FOR LIBERAL STUDIES

The Foundations for Liberal Studies courses are specifically designed to
provide instruction in the strategies and techniques necessary for orientation,
adjustment, participation, and success in an academic program by students
making their initial entry into a college program, and for students who may have
had some prior college work but who have not actively participated in a college
program in the last two years.

Five courses comprise the Foundations for Liberal Studies:
FDLS 110. The Culture of Mercer University
FDLS 120. Mathematics, Problem-Posing, and Culture
FDLS 130. Language and Communication
FDLS 150. Principles of Self-Renewal
FDLS 170. Fundamentals of Research Methods

FDLS 110, 120 and 130 are designed to be taken at the onset of the student’s academic work at Mercer University; students may take these courses only within the first academic year in the College or with permission of the department chair or a CCPS administrator. The Director of Admissions and the Academic Standards Committee require some entering students to enroll in and successfully complete one or more of the Foundation courses as part of their admissions process, specifically, provisionally admitted students and all international students.

DEPARTMENT OF INFORMATION SYSTEMS
Kenneth W. Revels, Chair/Assistant Professor
Gary W. Blome, Assistant Professor

The Department of Information Systems offers a degree program and a minor that focus on: 1) basic theory and design of computers and computer systems, 2) programming techniques and 3) practical applications of information systems, including networks, data communication and systems development to meet specific organizational requirements.

Program Goals
Students will be exposed to a learning environment that is structured to allow students unlimited access to multiple resources within and outside of the classroom. The department will:

- Offer an undergraduate education based upon a strong liberal arts foundation with emphasis on information systems.
- Foster critical thinking within the classroom, within professional environments and in personal contexts.
- Focus on cultivating an appreciation for the centrality of information systems in a variety of social contexts.
- Refine students’ abilities to more precisely express themselves that allow them to make significant contributions in their workplace, community and in the world.
- Encourage tolerance, compassion, understanding and responsibility.

Program Objectives
Upon completion of a program of study in Information Systems, students will:

1. Be able to demonstrate an understanding of information systems principles relevant in professional contexts.
2. Be able to address fundamental questions about the way technology shapes human consciousness, interaction and social structures.
3. Be able to describe the ways information technology is integrated in professional, personal and larger social contexts.

4. Be able to integrate information systems concepts and theories into current business operations.

INFORMATION SYSTEMS
B.S.I.S. Degree
128 Semester Hours

General Education Requirements ................................. .42 hours
Requirements .......................................................... .39 hours

- INSY 115. Introduction to Information Systems
- INSY 130. Introduction to Operating Systems
- INSY 162. Computer Science
- INSY 269. Multimedia Presentation
- INSY 312. Data Base Design
- INSY 350. Data Communications and Network Systems Design
- INSY 355. Information Systems Analysis and Design
- INSY 425. Expert Systems and Artificial Intelligence or
- INSY 431. Information Technology and Decision Making
- INSY 491. Computer Privacy, Ethics, Crime and Society
- INSY 498. Information Systems Strategy and Policy
- MATH 181. Calculus for the Social and Life Sciences
- 2 Elective courses from: INSY 161, 226, 230, 309, 387, 401, 411, 425 or 431

Business Requirement ................................................. .3 hours
- MGT 363. Principles of Management

Electives ................................................................. .44 hours

TOTAL ................................................................. .128 semester hours

MINOR
Information Systems
18 Semester Hours

Admission to the information systems minor requires approval of the Information Systems Department Chair. Students approved for this minor should select any 6 hours from 100 and 200 level courses and any 12 hours from 300 and 400 level courses listed in the Information Systems subject area and not counted as General Education Requirements or as requirements in their major.

DEPARTMENT OF COUNSELING
AND HUMAN SCIENCES

Arthur Williams, Chair/Associate Professor
Kyra L.Osmus, Professor
William D. Lane, Laurie L. Lankin, and Billy J. Slaton, Associate Professors
Marna Burns, Lynn Clemons, Kathleen Pinson, Mary Saunders and Kevin Wickes, Assistant Professors
Richard Bohannan, M. Ron Holt and Charles Weston, Visiting Assistant Professors
The Department of Counseling and Human Sciences offers major programs in Criminal Justice and Human Services, and minors in Applied Sociology, Criminal Justice, Human Services, and Applied Psychology in the Centers. A degree program in Organization Leadership is offered in Douglas County and Henry County. A masters degree program in Community Counseling is offered on the Atlanta Campus.

Counseling and Human Sciences Department Goal Statement

The Counseling and Human Sciences Department maintains a commitment to student learning through effective teaching, service, and research. The faculty strive to facilitate critical thinking and a life-long interest in learning in an environment of intellectual and spiritual freedom in an atmosphere that encourages compassion, understanding, and responsibility. A comprehensive set of educational programs are offered to meet the needs of students interested in the general fields of applied sociology, applied psychology, human services, criminal justice, organization leadership and counseling.

Counseling and Human Sciences Department Objectives

1. To create an environment for the development of critical thinking skills which contribute to education as a life-long process.
2. To develop a knowledge base and skills that enable students to interact in a diverse, technologically complex society by emphasizing the relationship between theory and practice.
3. To cultivate a community of learning characterized by high ethical standards and an understanding of diversity.
4. To provide and promote academic programs that will respond effectively to professional communities.
5. To provide and encourage opportunities for faculty development in consultation, teaching, service, and research.

CRIMINAL JUSTICE
Dr. Billy J. Slaton, Program Coordinator/Associate Professor

CRIMINAL JUSTICE
B.S.S.S. Degree
128 Semester Hours

Requirements
Prerequisites

- PSYC 111. Introduction to Psychology
- SOCI 111. Introduction to Sociology

General Education Requirements .......................... .42 hours

Content Studies .............................................. .39 hours

- CRJS 260. Introduction to Criminal Justice
- CRJS 359. The Judicial Process
- CRJS 360. Criminology
CRJS 361. Criminal Offender
CRJS 362. Juvenile Delinquency
CRJS 369. Criminal Law and Procedure
CRJS 401. Interpersonal Violence
CRJS 435. Ethics and the Criminal Justice System
* CRJS 470. Criminal Justice Field Experience
CRJS 491. Computer Privacy, Ethics, Crime and Society
HSRV230. Introduction to Interpersonal Relations
PSYC 360. Psychopathology
SOCI 306. Social Sciences Research Methods

*One other CRJS elective for students not taking CRJS 470

Electives ................................................................. .47 hours
TOTAL .................................................................128 semester hours

*NOTE: Criminal Justice majors who have less than two years of professional experience in the Criminal Justice System must take 3 credit hours of CRJS 470, Criminal Justice Field Experience. The applicability of this requirement will be determined by the student’s advisor. An additional three hours of CRJS 470 may be taken as an elective. Students with two or more years of professional experience in the Criminal Justice system may take CRJS 470 as elective hours to a maximum of 6 credit hours. All students must have completed CRJS 260 and HSRV 230 and have junior status to be eligible to apply for CRJS 470. It is the student's responsibility to find a field experience site. At least 8 weeks prior to beginning the semester in which the field experience is planned, the student must have the site approved by his/her faculty advisor. Field experience may be done in the Fall and Spring Semesters or during Summer Session I. CRJS 470 requires 15 hours per week at the field experience site. Exceptions to the above may be made only with the approval of the student's faculty supervisor.

Grade Requirements

A student seeking a major in Criminal Justice must maintain a cumulative grade point average of 2.5 in the courses required in the major to qualify for graduation. A student may not have any grade lower than a “C” in any course required for the major. The S/U grading option may not be elected for any required course in the major.

Criminal Justice majors will be expected to take an exit examination during their senior year. This exam is for program assessment and will not determine graduation status.

MINORS
Criminal Justice
18 Semester Hours

Requirements
CRJS 260. Introduction to Criminal Justice ................. .3 hours
5 Criminal Justice courses .......................................15 hours

Criminal Justice courses used for a student’s major may not be used toward a Criminal Justice Minor.

COLLEGE OF CONTINUING AND PROFESSIONAL STUDIES / 109
Applied Sociology
18 Semester Hours

Requirements

SOCI 111. Introduction to Sociology . . . . . . . . . . . . . . . . . . . . . .3 hours
5 sociology courses of which 2 may be taken at the 200 level . . .15 hours

Sociology courses used for a student's major may not be used toward an
Applied Sociology Minor.

HUMAN SERVICES
Dr. Kyra L. Osmus, Program Coordinator/Professor

HUMAN SERVICES
B.S.S.S. Degree
128 Semester Hours

Requirements
Prerequisites

PSYC 111. Introduction to Psychology
SOCI 111. Introduction to Sociology

General Education Requirements . . . . . . . . . . . . . . . . . . . . . . . . .42 hours
Content Studies . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .42 hours

HSRV 202. Introduction to Human Services
HSRV 230. Introduction to Interpersonal Relations
HSRV 311. Substance Abuse
HSRV 330. Conflict Resolution and Problem Solving
HSRV 340. Social Welfare Policy
HSRV 401. Multi-Cultural Issues and Professional Practice
HSRV 475. Human Services Internship
PSYC 227. Human Development: Lifespan
PSYC 365. Current Psychotherapies
SOCI 306. Social Sciences Research Methods

Three elective courses taken at the 200-400 level not taken above. The
courses may be selected from Criminal Justice, Psychology, Sociology, or
Human Services course offerings.

Electives: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .44 hours
TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .128 semester hours

Grade Requirements

A student seeking a major in Human Services must maintain a cumulative
grade point average of 2.5 in the courses required in the major to qualify for
graduation. A student may not have any grade lower than a "C" in any course
required for the major. The S/U grading option may not be elected for any
required course in the major.

Internships

Students can get a copy of the Internship Handbook, which includes both
the needed forms and a detailed account of the requirements, from their center coordinator or faculty advisor.

Students must have senior status before applying to take their Human Services Internship. It is the student's responsibility to find an internship site. At least 8 weeks prior to beginning the internship, the student must have the internship site approved by his/her faculty advisor.

Internships will be completed during two sessions of the Fall, Spring and Summer semesters. Students must complete 6 hours of Human Services Internship. A student may not take more than 6 internship hours during any semester. Students may take a maximum of only 9 internship hours while earning their undergraduate degree.

A 6-hour internship requires 15 hours per week at the internship site during Fall and Spring semesters and 20 hours during Summer, or a total of 240 hours at the internship site during the semester. A 3-hour internship will last 8 weeks and require 15 hours per week at the internship site, or a total of 120 hours at the internship site. Exceptions to the above may be made only with the approval of the student's faculty advisor.

MINORS
Human Services
18 Semester Hours

Requirements
- HSRV 202. Introduction to Human Services . . . . . . . . . . . . . . . .3 hours
- 5 Human Services courses . . . . . . . . . . . . . . . . . . . . . . . . . . .15 hours

Human Services courses used for a student's major may not be used toward a Human Services Minor.

Applied Psychology
18 Semester Hours

Requirements
- PSYC 111. Introduction to Psychology . . . . . . . . . . . . . . . . . . . .3 hours
- 5 Psychology courses . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .15 hours

Psychology courses used for a student's major or to meet General Education Requirements may not be used toward a Psychology Minor.

ORGANIZATION LEADERSHIP

Lynn Clemons, Program Coordinator

Organization Leadership
B.A.S. Degree
120 Semester Hours

The College offers the Bachelor of Applied Studies (B.A.S.) in Organization Leadership at the regional academic centers in Douglas County and Henry County and on the Atlanta campus. The Bachelor of Applied Studies in Organization Leadership is a 16-month degree completion program designed for mid-career adult learners who have completed 60 to 72 semester hours of
college credit with a minimum 2.5 GPA (on a 4.0 system) and who have a minimum of four or more years of full-time work experience.

**Admission Policies and Procedures**

Students admitted into the B.A.S. in Organization Leadership degree completion program are assigned a Cohort Mentor who serves as their primary advisor throughout the academic program.

The following admission policies and procedures apply to students seeking admission to the Bachelor of Applied Studies in Organization Leadership Program:

A. Admission Policy:

1. Completion of a minimum of 60 semester credits of the required 72 semester credit hours of General Education Core Competencies and Electives. Students requesting admission with fewer than 72 semester credits need to have completed the following Specific Entrance Competencies:

   a) English Composition I and II ...................................... 6 hours
   b) Communications - Written or Oral ................................. 3 hours
   c) Critical Thinking - Math, Statistics, or Philosophy ............ 3 hours

2. It is strongly recommended that applicants to the program complete the 72-semester credit hour general education core and electives before commencing the Organization Leadership studies.

General Education Core and General Education Electives (Semester credits):

a. English Composition I and II ...................................... 6 hours
b. Communications - Written or Oral ................................. 3 hours
c. Critical Thinking Skills - Math, Statistics, or Philosophy . 3 hours
d. Social Sciences (History, Sociology, Psychology, Political Science, Economics, Anthropology, Geography or any Social Sciences Courses) .................................................. 6 hours
e. Humanities (Art, Theater or Music Appreciation, Philosophy, Religion, Communication, Drama, Foreign Language, Literature, Linguistics, or any Humanities course) .......... 6 hours
f. Science (Biology, Botany, Zoology, Chemistry, Physics, Physical Science, Environmental Science, or any Science course) ................................................................. 3 hours
g. General Education Electives (from the d-g categories above) ................................................................. 9 hours

**Sub Total General Education Core/Electives ........ 36 hours**
h. **Free Electives** - Courses from the other disciplines including Business Administration: Marketing, Management, Accounting, Finance, General Business (limited to no more than 27 semester credits); Computer/Information Systems; Engineering; Allied Health Professions; Military Service; ACE and those mentioned in the General Education Core/Electives listed above ......................... 36 hours

**Total General Education Core and Electives** ..........72 hours

**OL Curriculum** ........................................ 48 hours

**Total Requirements** ..........................120 semester hours

No more than 25% of the total number of units for the Organization Leadership Program can consist of business or business related course work.

3. A cumulative GPA of 2.5 (on a 4.0 system) on all work attempted is required. Students without the 2.5 GPA may appeal their admission to the program. The Dean, Program Director, and Cohort Mentor will review all admission appeals.

**Application Process**

Applicants for the Organization Leadership Program will use the process outlined in the section of this Bulletin regarding application to the Regional Academic Centers with this addition: They will complete an interview with an Organization Leadership Program faculty mentor.

**Bachelor of Applied Studies in Organization Leadership**

**Purpose of the Degree**

The purpose of the Bachelor of Applied Studies in Organization Leadership degree is to prepare mid-career working adults to serve effectively in leadership positions and roles. An integral component of the Organization Leadership undergraduate degree program is the emphasis on learning experiences that integrate theory and practice and provide adult learners with the opportunity to apply classroom learning to their working lives.

**Program Objectives**

1. Broaden the student’s knowledge and understanding of the current facets of organization leadership.

2. Facilitate professional growth by exposure to organization culture and development of conceptual and diagnostic skills in leading planned organization change.

3. Focus on organization behavior and the leadership dimensions of attitude, personality, perception, learning, roles, norms, and techniques for leading effective teams.
4. Promote development of interpersonal relationships and effective oral and written communications.

5. Encourage development of religious, ethical and spiritual values and perspectives within the framework of leadership roles and practices.

Student Outcomes

In addition to meeting Mercer University’s Common Student Learning Outcomes graduates of the Organization Leadership degree program will have learned:

1. Effective means of problem-solving and conflict resolution.
2. Follower motivation and goal setting techniques.
3. Interpersonal communication and leadership skills.
4. The role of research and statistical techniques in improving problem solving and decision making.
5. The importance of encouraging and supporting human resource programs for recruitment, development, and retention.
6. To articulate a personal philosophy of leadership and develop strategies to lead by example.

Curriculum

The interdisciplinary social science focus of the Bachelor of Applied Studies in Organization Leadership degree provides mid-career, working adult learners with an understanding of leadership practices in the 21st century. Courses provide a practical approach to leadership and the implementation of change in a world that is increasingly interconnected.

B.A.S. Degree Requirements

General Education Core and Electives .......................... 72 hours
Major Requirements .................................................... 48 hours

- ORGL 399. Special Topics in Leadership Studies
- ORGL 410. Foundations of Leadership in Modern Organizations
- ORGL 415. Communication for Effective Leadership
- ORGL 420. Leadership and Human Behavior in Organizations
- ORGL 425. Leadership and Technology
- ORGL 430. Values, Ethics and Leadership Practice
- ORGL 435. Contemporary Issues: A Leadership Perspective
- ORGL 440. Human Resource Issues in Organizations
- ORGL 455. Leadership in Non-Profit Organizations
- ORGL 460. Strategic Leadership
- ORGL 465. Leadership Practices in the Global Workplace
- ORGL 470. Leadership, Organization Development and Change
- ORGL 475. Advanced Leadership Philosophy and Practice
- ORGL 480. Organization Leadership Applied Research Methods
- ORGL 401S, 402S, 403S, 404S. Seminar/Position Paper
COURSES OF INSTRUCTION

ART AND ART HISTORY (ARTH)

101. Art Appreciation (3 hours)
This course is designed to enable students to understand artistic themes and artistic methods. Emphasis will be placed on the recognition of styles and periods in art history. Slide presentations, field trips, and guest speakers will enable the student to develop a broad appreciation for art.

201. Survey of Western World Art I (3 hours)
This course involves a chronological survey of Prehistoric, Egyptian, Ancient Near East, Mediterranean World, and Medieval art. Students will be exposed to the personal and social functions of art as well as the basic styles.

202. Survey of Western World Art II (3 hours)
This course involves the chronological survey of Renaissance, Manneristic, Baroque, Rococo, and Modern art. Students will also be exposed to the personal and social functions of art as well as the basic styles.

BIOLOGY (BIOL)

101. Introduction to Biology and Evolution (3 hours)
Prerequisite: SCIE 100 or equivalent. Recommended: FDLS 120 or equivalent mathematics skills.
A discovery approach to the study of biological life, touching on several topics. The elegant complexity of living systems is studied with the aid of the microscope and various laboratory activities and experiments. Using a combination of multi-media, lecture and online research, the course spans molecular biology (DNA) and genetics, cell structure and function, metabolism and growth, human physiology and nutrition. The process of biological evolution will be studied using information and evidence from disciplines such as genetics and paleobiology. Laboratory Fee.

105. Life Forms and Functions (3 hours)
Prerequisite: SCIE 100 or equivalent. Recommended: FDLS 120 or equivalent mathematics skills.
A study of the diversity of life in earth’s biosphere, from the most “primitive” bacteria to the “modern” plants and animals, which constitute the product of more than 3.5 billion years of evolution. This course will follow the trail from aquatic to terrestrial life, an evolutionary development considered central to the expansion of the diversity and number of living species. Function will be investigated through a look at organ systems in plants and animals, with an emphasis on human systems and their physiology. Microscope techniques, dissection of one or more invertebrates and simple physiological experiments are used to explore the relationship between form and function. An integrated lecture, discussion and laboratory course. Laboratory fee.

340. Forensic Criminology (3 hours)
(Cross-listed as CRJS 340)
Prerequisite: SCIE 100.
Forensic Criminology examines the role of science in the criminal justice system. Topics and accompanying labs will include DNA, forensic entomology, human anatomy and physiology, toxicology, and fiber evidence. An integrated lecture/laboratory course. Laboratory Fee.

390. Special Topics in Natural Science (3 hours)
Prerequisite: Consent of Department Chair.
A study of some significant topic in the natural sciences which is not available through other program offerings.

COMMUNICATION (COMM)

104. Understanding Theatre (3 hours)
A study of the characteristics and practices of the theatre from the perspective of students’ experience of theatre as audiences engaged with a dynamic and living art form. Major emphasis will be placed on learning an appreciation for theatre through familiarization, comparison, and analysis. Students will attend theatrical productions and will analyze and interpret several plays.

171. Introduction to Public Speaking (3 hours)
The study and practice of basic strategies and skills necessary for preparing and delivering effective oral presentations applicable to a variety of contexts and relevant to career development and responsible citizenship. Major emphasis will be placed on topic selection, audience analysis, message organization, language and argument development, and delivery skills. Students will also learn to be critical consumers of public oral discourse through the study and practice of effective listening, basic argument construction, and basic rhetorical criticism.

205. Understanding Cinema (3 hours)
A study of the characteristics and practices of cinema as an international language from the perspective of students’ experience of film as audiences engaged with a dynamic and living art form. Major emphasis will be placed on learning an appreciation through familiarization, comparison, and analysis. Students will attend cinematic productions and will analyze and interpret films from around the world.

220. News Writing (Cross-listed as ENGL 220) (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175, 180.
Students will be exposed to the fundamentals of reporting and writing for the news media. Special emphasis will be placed on writing techniques for newspapers and magazines.

240. Popular Cultural Forms and Society (Cross-listed as SOCI 240) (3 hours)
Prerequisite: Completion of General Education Social Science requirements. An analysis and interpretation of popular forms of culture and communication. Emphasis will be placed on understanding the ways that everyday behavior and artifacts are imbued with cultural meanings that transcend functional purpose. Case studies will vary but special attention may be paid to such topics as fash-
ion, popular music, Hollywood movies, and popular genres of literature (science fiction, mystery, or romance).

251. Communication and Society (3 hours)
(Cross-listed as SOCI 251)
Prerequisite: Completion of General Education Social Science requirements. This course examines the role that communication has played in the transformation of society. Beginning with the work of Walter Ong, the course traces the impacts of oral, written, print, and image technologies on ancient, medieval, and modern society. This history is used to suggest how contemporary technologies will change the ways in which we organize ourselves and communicate with the world around us.

253. Gender Relations (3 hours)
(Cross-listed as SOCI 253)
Prerequisite: Completion of General Education Social Science requirements. A study of relationships between males and females, examining the ways in which gender relationships both reflect cultural views of gender (roles and stereotypes) and shape individual gender identities and behaviors in particular social contexts (families, schools, media, the workplace, and other institutions).

269. Multimedia Presentations (3 hours)
(Cross-listed as INSY 269)
Prerequisite: INSY 102. An in-depth examination of multimedia presentations. Students will learn how to create graphics, animation, and sound as well as to link them together to build an interactive, multimedia presentation. Special emphasis will be given to Windows' built-in multimedia capabilities. Laboratory Fee.

270. Communication for Business and the Professions (3 hours)
(Cross-listed as BUSN 270)
Prerequisites: ENGL 105, 106 or LBST 175, 180, COMM 171. Students will be introduced to the various forms and types of communication used by modern organizations. Written and oral communication theory will suggest strategies appropriate for effective communication in business and professional settings (report and memorandum/letter writing, interviewing, group decision-making, and presentations). Students will be given a combination of lectures and projects that will ultimately take the form of a final report and presentation.

275. Interpersonal Skills for a Global Society (3 hours)
The study and practice of basic strategies, skills, and principles of effective interpersonal communication in intercultural contexts. Major emphasis will be placed on understanding how cultural issues affect interpersonal communication effectiveness; the role of communication in intercultural adaptation; developing and improving intercultural, interpersonal communication skills; and transcending cultural and ethnic differences to build "community."

309. Communication and Information Theory (3 hours)
(Cross-listed as INSY 309)
Prerequisite: COMM 171. A survey of literature that forms the theoretical basis for understanding human and machine communication. Students will study communication theories
which are relevant to understanding information exchange (both verbal and nonverbal) and relational communication in a range of contexts.

320. Advanced Interpersonal Communication (3 hours)
Prerequisite: COMM 171 or consent of Program Coordinator.
A study of the theories of interpersonal communication with an emphasis on the application of relevant principles to our everyday life. Students will study transactional communication as learned, patterned and contextual, and as multifunctional and multi-channeled behavior. Major emphasis will be placed on how modern communication technology is changing traditional patterns of interaction.

330. Elements of Persuasion (3 hours)
Prerequisite: COMM 171.
The study of persuasive strategies, goals, and effects within interpersonal, group decision-making, political, commercial, and mass communication contexts. Emphasis is on critical analysis of political and advertising campaigns and appeals, as well as the impact of new communications technologies on persuasion. Students will learn to be responsible, critical consumers and ethical practitioners of persuasion.

340. Public Relations (3 hours)
This course examines communication theories and techniques of message preparation necessary to support effective organizational promotion to advance short- and long-term organizational goals. Special emphasis will be placed on the effectiveness of existing campaigns, as well as developing strategies for future organizational promotional campaigns, including those that respond to crisis situations.

345. Mass Media and Society (Cross-listed as SOCI 345) (3 hours)
Prerequisite: Completion of General Education Social Science requirements.
A critical analysis of the impacts and effects of mass media on contemporary society. Special attention will be given to the impact of media on social roles and relationships.

350. Organizational Communication (3 hours)
A focus on communication theory, strategies, and skills in modern organizations. Emphasis is on examining organizational climate and culture, communication process and flow in organizations, intra-organizational conflict, types of leadership and group decision-making, and the implementation of change within the organization. Students will conduct a detailed communication analysis of an existing organization.

355. Communication for Management (3 hours)
This course is directed toward students who have some organizational experience and want to learn more about message content and communicative processes in this context. Looking through the lens of individual, group and management practices, the course focuses on the nature of symbolic activity among organizational actors. Students will examine the nature of organizational environments, culture, definitions of management and job satisfaction. To demonstrate how organizational theory and practice intersect, the course will be taught by an experienced leader from a local organization.
analyzing course material, students will have the opportunity to interact with the organizational leader and the faculty member integrating theoretical constructs with situational characteristics.

365. Contemporary Fiction and Society (3 hours)
Prerequisites: ENGL 105, 106, or LBST 175, 180.
An examination of the inter-relation of contemporary fiction and society through a study of fiction written since 1945. Students will explore ways contemporary fiction may be historically situated while also exploring ways it poses questions about the nature of society and history. Theories and vocabularies for examining its relationship to a culturally diverse world will be introduced.

390. Special Topics in Communication (1-3 hours)
Prerequisite: Consent of Program Coordinator.
A study of some significant topic in communication which is not available through other program offerings. A maximum of 6 credit hours in English or Communication special topics may be selected by students seeking a Communication concentration.

395. Independent Directed Study in Communication (1-3 hours)
Prerequisite: Consent of Advisor.
A study in an area or subject not normally found in established courses, or a special study that allows the student to explore in greater detail a topic raised in established Communication courses.

475. Communication Internship (3-9 hours)
Prerequisites: Senior Status and consent of Program Coordinator.
The internship program is designed to provide the student with an opportunity to apply academic training in practical communication settings. Requests for internships must be made in advance and approved by the Communication Program Coordinator. Communication internships are available only to students with communication concentrations. A maximum of 3 credit hours may be applied to the concentration. An additional 6 credit hours of internship may be counted as other electives. Note: Grade of Satisfactory or Unsatisfactory. Special Fee.

CRIMINAL JUSTICE (CRJS)

260. Introduction to Criminal Justice (3 hours)
Introduction to Criminal Justice provides an overview and analysis of the major components of the criminal justice system. Criminal law, law enforcement, the judicial and correctional process, and probation and parole will be examined. The historical basis for the United States’ criminal justice system, as well as emerging trends in the concept and practices of the criminal justice profession, will be studied. Career opportunities will be emphasized.

340. Forensic Criminology (3 hours)
(Cross-listed as BIOL 340)
Prerequisite: SCIE 100.
Forensic Criminology examines the role of science in the criminal justice system. Topics and accompanying labs will include DNA, forensic entomology, human anatomy and physiology, toxicology, and fiber evidence. An integrated lecture/laboratory course. Laboratory fee.
359. The Judicial Process (3 hours)
Prerequisite: CRJS 260.
Students will study criminal procedure, case analysis, and the mechanics of the municipal, state, and federal judicial systems. The interaction of criminal law, judicial decision-making, and the administration of justice will be emphasized.

360. Criminology (3 hours)
Prerequisite: CRJS 260.
Criminology is an analysis of the major theories of criminal behavior, the nature and types of crime, and the relationship between crime and society. Emphasis will be placed on the scientific approach to studying the criminal offender.

361. Criminal Offender (3 hours)
Prerequisite: CRJS 260.
This course offers a detailed study of the dominant characteristics of criminal offenders defined by the interdisciplinary research and theory on criminal behavior. Emphasis will be placed on violent, property, and white collar offender profiles, including their demographic, social, psychological, class, and cultural elements.

362. Juvenile Delinquency (3 hours)
Prerequisite: CRJS 260.
The student will study the nature and extent of juvenile delinquency in contemporary society. Emphasis will be placed on theories of causation of delinquency as well as current and future delinquency trends. The history, organization, and theories related to juvenile gang activity will be explored. Special emphasis will be placed on the Georgia Juvenile Court Code.

363. Juvenile Justice System (3 hours)
Prerequisite: CRJS 260.
The student will study the organization, functions, and jurisdiction of juvenile agencies; processing and detention of juveniles; juvenile statutes; juvenile court procedure and case disposition. Emphasis will be placed on juvenile treatment programs. Special emphasis will be placed on the Georgia Juvenile Court Code.

365. Alternative to Incarceration (3 hours)
Prerequisite: CRJS 260.
Students will explore alternatives to prison. The history, organization, and effectiveness of diversion centers, work release programs, fines, electronic monitoring, house arrest, probation, and parole will be studied. Future trends will be addressed.

366. The Correctional Process (3 hours)
Prerequisite: CRJS 260.
The student will encounter a thorough examination of the correctional system in the United States. The history, analysis, and evaluation of jails and prisons will be covered. Current practices of punishment, treatment, and reform will be examined. Attention will be given to the practical, legal, and theoretical issues affecting correctional agendas. Future trends will be addressed.

368. Victimology (3 hours)
Prerequisite: CRJS 260.
This is a study of victims of violent, property, and white collar crime. Victim typology, prevention of victimization, and victim treatment are studied. The effects of Victimology on family and acquaintances are examined.

**369. Criminal Law and Procedure** (3 hours)
Prerequisite: CRJS 260.
An overview will be made of the substantive and procedural aspects of criminal law from a constitutional perspective. The philosophical, moral, political, and sociological dimensions of criminal law will be explored, as well as specific topics such as arrest, search and seizure, entrapment, and confessions. Special attention will be placed on the Georgia Criminal Code.

**373. Law Enforcement** (3 hours)
Prerequisite: CRJS 260.
This is an introduction and overview of law enforcement in the United States. Topics will include jurisdiction, organization, and development of local, state, and federal law enforcement agencies and the functions of police officers. Emphasis will be placed on the nature of police powers, the nature of police community relations, police management, and the relationship of law enforcement to other components of the criminal justice system.

**375. Criminal Investigation** (3 hours)
Prerequisite: CRJS 260.
Students will study the practical and scientific methods of crime detection in law enforcement. Emphasis will be placed on special techniques employed in particular kinds of criminal investigation and the legal principles that apply to criminal evidence.

**387. Social Sciences Information Systems** (3 hours)
(Cross-listed as HSRV 387, INSY 387, SOCI 387)
Prerequisites: CRJS 260 or HSRV 202, INSY 102 or 115.
An overview will be provided of the applications of computer technology to criminal justice systems, mental health systems, applied sociology, and other facets of human services systems. Current programs to gather and report data as well as to diagnose/typologize individuals served by the above areas, will be examined and practiced. Topics covered include use of real-time information systems to support operations and services, the hierarchy of local, state, and federal information systems used to enhance capabilities, and the information infrastructure used to administer human services.

**390. Special Topics in Criminal Justice** (1-3 hours)
Prerequisite: CRJS 260.
A significant topic in criminal justice which is not available through other program offerings will be studied in the classroom setting.

**395. Independent Study in Criminal Justice** (1-3 hours)
Prerequisite: Consent of advisor.
This course offers study in an area or subject not normally found in established courses. It may also allow the student to explore in greater detail a topic raised in established criminal justice courses.

**401. Interpersonal Violence** (3 hours)
Prerequisite: CRJS 260.
This course offers a detailed study of the dominant characteristics of violent criminal offenders defined by the interdisciplinary research and theory on violent offenders. Emphasis will be placed on murder, mass murder, spree murder, serial murder, aggravated assault, rape, child abuse, and elder abuse.

**435. Ethics and the Criminal Justice System** (3 hours)
Prerequisite: CRJS 260.
The student will study the history and current trends of ethical issues in the Criminal Justice System, the role of the leader in establishing an ethical climate, the use of ethical decision making models for solving ethical dilemmas, and dealing with unethical conduct. In addition, students will explore the problems associated with the abuse of authority.

**470. Field Experience** (3-6 hours)
Prerequisite: CRJS 260 and HSRV 230; junior status, advance request and approval of both Program Coordinator and Advisor.
Criminal Justice Field Experience is designed to provide the student with an opportunity to apply academic training in practical Criminal Justice settings. Field experience will be jointly supervised by College staff and officials of the participating agency. Criminal Justice field experience is open only to Criminal Justice majors. Note: grade of Satisfactory or Unsatisfactory. Special Fee. CRJS 470 can only be taken in 3-credit hour blocks, with a maximum of two such blocks.

**475. Criminal Justice Internship** (3-6 hours)
Prerequisites: Senior status; advance request; approval of Program Coordinator.
The Criminal Justice internship program is designed to provide the student with an opportunity to apply academic training in practical Criminal Justice settings. Internships will be jointly supervised by college staff and officials of the participating agency. Criminal Justice internships are open only to Criminal Justice majors. Note: Grade of Satisfactory or Unsatisfactory. Special Fee.

**491. Computer Privacy, Ethics, Crime and Society** (3 hours)
(Cross-listed as INSY 491)
Prerequisite: INSY 102.
Computer Privacy, Ethics, Crime and Society provides an overview of real and potential problems faced by organizations threatened by computer criminals, vandals, and hackers. Topics will include: techniques and tactics used by criminals, both internal and external, to penetrate business and government systems; techniques and tactics used by organizations to defend the accuracy and integrity of their information systems and data; types of computer viruses and related protection and detection techniques, as well as the implications of these growing threats to an information-based society.

**ENGLISH (ENGL)**

**100. English as a Second Language** (3 hours)
This course explores the relationship among oral language, reading comprehension, and writing processes. Students will be taught how to deal with print and oral language phonetically, syntactically, semantically, analytically, and interpretatively. This course is especially recommended for international students.
106. Composition II (3 hours)
Prerequisite: ENGL 105.
Composition II enables students to develop both reading and writing skills. Students will read a variety of writing from different fields and cultures. In this context, emphasis is placed on the interpretative process involved in reading and writing. Students are encouraged to learn to become active and critical readers in order to become strong writers. To that end, students will be asked to: analyze and evaluate writing to assess its purpose, audience, and rhetorical strategies; understand, identify, and use key conventions of academic writing; make connections between different essays and explore those connections; learn different ways of developing ideas; and avoid errors which are distracting or confusing to the reader.

207. Topics in World Literature (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175, 180.
This course will focus on an historical period, literary movement, or theme while studying works of literature from the English literary tradition in relation to the diverse world they display, comment upon and help to shape. Topics may include: The Epic Tradition, Gods and Goddesses, Magical Realism and European Romanticism.

220. News Writing (3 hours)
(Cross-listed as COMM 220)
Prerequisites: ENGL 105, 106 or LBST 175, 180.
Students will be exposed to the fundamentals of reporting and writing for the news media. Special emphasis will be placed on writing techniques for newspapers and magazines.

247. Topics in English Literature (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175, 180.
This course will focus on an historical period, literary movement or theme while studying works of literature from the English literary tradition in relation to the diverse “national” traditions they display, comment upon and help to shape. Topics may include: Satire, The Poetic Tradition, Rebellion and Revolution, and Modernism.

277. Topics in U.S. Literature (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175, 180.
This course will focus on an historical period, literary movement or theme while studying works of literature from the United States literary tradition in relation to the diverse “national” traditions they display, comment upon, and help to shape. Topics may include: Narratives of Captivity and Freedom, American Individualism, Literature and Democracy, and the Harlem Renaissance.

300. Advanced Essay Writing (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175, 180.
Advanced Essay Writing will further develop the student's abilities to read and write essays. Students will examine the structures, styles, and techniques of a variety of writing forms. Students will also work on various writing projects in a workshop setting.
323. History and Structure of the English Language (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175, 180.
The history and structure of modern British and American English is traced from Indo-European beginnings through the Anglo-Saxon, Medieval, and Modern period. Emphasis will be placed on present trends in linguistic study.

334. Forms and Figures of Literature (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175, 180.
A study of a significant form or of the works of a particular figure of literary history, this course will examine the works that are relevant to the particular form or figure of literature in relation to the society they display, comment upon and help to shape. Theories and key concepts of literary studies will also be introduced and discussed. Topics may include: The Short Story, Shakespeare, Twain, Flannery O'Connor and Gothic Literature.

356. Literature of the South (3 hours)
Prerequisites: ENGL 105, 106 or LBST 105, 106.
A study of literary traditions of the southern region of the United States, this course will examine Southern works of literature in relation to the society those works display, comment upon, and help to shape. Theories and key concepts for examining both the literature and its relationship to the region will be introduced and discussed.

370. Interdisciplinary Approaches to Literature (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175, 180.
A study of literature that reflects the influence of Africana Studies, Post-Colonial Studies, Women's Studies and other interdisciplinary fields of inquiry, this course examines works of literature in the context of one or more of those interdisciplinary fields, focusing on the society those works display, comment upon and help to shape. Theories and key concepts of the interdisciplinary fields of inquiry will also be introduced and discussed. Topics may include: Women Writers, Literature of the African Diaspora, African-American Literature, Colonial and Post-Colonial Literature, and Psychoanalysis and Literature.

390. Special Topics in English (1-3 hours)
Prerequisite: Consent of Program Coordinator.
A study of some significant topic in literature which is not available through other program offerings. A maximum of 6 credit hours in English or Communication special topics may be selected by students seeking a concentration in communication or English.

395. Independent Study in English (1-3 hours)
Prerequisite: Consent of Advisor.
A study in an area or subject not normally found in established courses, or a special study that allows the student to explore in greater detail a topic raised in established English courses.

407: Advanced Topics in World Literature (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175, 180 and one literature class.
This course will focus on an historical period, literary movement, or theme while studying works of literature from the English literary tradition in relation to the diverse world they display, comment upon and help to shape. Topics may
include: The Epic Tradition, Gods and Goddesses, Magical Realism and European Romanticism. There will be required supplemental reading, in addition to a substantive research paper that will be required of those taking the course at this level. Theories and key concepts of comparative literature will also be introduced and discussed. (Students who have completed ENGL 207 may enroll in ENGL 407 only when a different topic is addressed.)

447: Advanced Topics in English Literature (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175 and 180 and one literature course.
This course will focus on an historical period, literary movement or theme while studying works of literature from the English literary tradition in relation to the diverse “national” traditions they display, comment upon and help to shape. Topics may include: Satire, The Poetic Tradition, Rebellion and Revolution, and Modernism. There will be required supplemental reading, in addition to a substantive research paper that will be required of those taking the course at this level. Theories and key concepts of comparative literature will also be introduced and discussed. (Students who have completed ENGL 247 may enroll in ENGL 447 only when a different topic is addressed.)

477: Advanced Topics in U.S. Literature (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175, 180 and one literature course.
This course will focus on an historical period, literary movement or theme while studying works of literature from the United States literary tradition in relation to the diverse “national” traditions they display, comment upon, and help to shape. Topics may include: Narratives of Captivity and Freedom, American Individualism, Literature and Democracy, and the Harlem Renaissance. There will be required supplemental reading, in addition to a substantive research paper that will be required of those taking the course at this level. Theories and key concepts of comparative literature will also be introduced and discussed. (Students who have completed ENGL 277 may enroll in ENGL 477 only when a different topic is addressed.)

ENVIRONMENTAL SCIENCE (ENVS)

210. Physical Aspects of the Environment (3 hours)
Prerequisite: SCIE 100 and MATH 110 or equivalent.
This course focuses on the nature of the earth’s atmosphere, hydrosphere and geosphere. The effects of human activity on these systems are examined through the physical and chemical changes that take place in these systems. Changes produced by mining, farming, industrial manufacturing, waste disposal, natural hazard mitigation, and other practices will be studied. Laboratory fee.

215. Environmental Impacts and Living Systems (3 hours)
Prerequisite: SCIE 100 and MATH 110 or equivalent.
This course examines how many of earth’s life forms and ecosystems are being impacted by a pattern of human-induced physical and chemical change. A life science approach is taken to study the consequences of such human impacts as industrial practices and spiraling population, which contribute to the decline of many non-human species. Using case studies from different parts of the world, attention is given specifically to biological consequences for human and non-human populations of the current methods of energy and food production, and of air and water pollution. Laboratory fee.
390. Topics in Environmental Sustainability (3 hours)
Prerequisite: SCIE 100 and MATH 110 or equivalent. Recommended: ENVS 210 or ENVS 215.
A study of some significant topic within the interdisciplinary field of environmental science, which is not available through other program offerings, with an emphasis on issues of sustainability. Laboratory fee.

FOUNDATIONS FOR LIBERAL STUDIES (FDLS)

110. The Culture of Mercer University (3 hours)
This seminar is designed to introduce new adults-in-college to the history, traditions, protocol, and demands associated with participation in an academic community within Mercer University. The aim of this course is to assist participants in the process of building a substantial foundation for doing college work. Attention will be given to an assessment of the sociocultural forces that facilitate or block one’s transition to college life, to diagnosing academic strength and weaknesses, to the development of effective interactions skills and strategies, and to the resources, both personal and technological, that serve adults during their academic career. This class is designed to be taken at the onset of the student's academic work at Mercer University; students may take this course only within the first academic year in the College or with permission of the department chair or associate dean.

120. Mathematics, Problem-Posing, and Culture (3 hours)
This seminar will emphasize the importance of mathematical reasoning and effective issues as two interrelated components of problem resolution. This will be accomplished through an examination of case studies and sociocultural forces that influence methods used to select and apply the tools of mathematics in ordinary life and to academic problems. Consideration will be given to how mathematical and computational skills were acquired through prior interactions in community. This class is designed to be taken at the onset of the student's academic work at Mercer University; students may take this course only within the first academic year in the College or with permission of the department chair or associate dean.

130. Language and Communication (3 hours)
This seminar focuses on academic writing as one aspect of communication within a modern culture and as a necessary and inseparable dimension of collegiate study in the liberal arts. As such, it will assist participants in developing foundational writing methods and interpretation skills needed for academic writing in the arts and sciences. Specific emphasis will be placed on reviewing writing and reading skills previously acquired and attention will be given to the development of college level expertise in using appropriate grammar, syntax, writing styles, and publication manuals. The course will preview and practice the various forms of writing and reading that will be encountered as an adult pursues a college degree. This class is designed to be taken at the onset of the student's academic work at Mercer University; students may take this course only within the first academic year in the College or with permission of the department chair or associate dean.
150. Principles of Self-Renewal (3 hours)
This seminar will present a risk-free environment for participants to explore the principles of self-renewal by working in unfamiliar zones of practice in community. These zones will include (a) ethical collaboration in work, (b) self-discovery of meaning, and (c) membership in a diverse interdependent community of practice. This seminar will be guided by a definition of liberal education that emphasizes: (a) contact with unfamiliar cultures, (b) an on-going commitment to reinterpreting the meaning of experience, and (c) the transformational dimension of adult development. Participants will explore the need to integrate life experiences into the milieu of academic work and examine principles of strategic planning applicable to personal life planning. Opportunities will be provided for participants to identify human traits of self and others, to explore new life-directions and options, to acquire new strategies for setting achievement goals, and to discover untapped interest and abilities. A variety of self-assessment tools will be used to assist participants to develop career goals and establish a process for reaching these goals.

170. Fundamentals of Research Methods (3 hours)
Prerequisite: FDLS 110, 130 or the equivalent.
A course that introduces participants to qualitative and quantitative research methods, data collection and analysis techniques, and other documentation procedures necessary for college level research. A review of various approaches to research papers and projects will be presented. Topics will include procedures for developing research questions and hypotheses, identifying relevant sources, compiling bibliographies, outlining, writing, and editing the reports. The Publication Manual of the American Psychological Association will serve as the editorial style manual. Participants will be required to complete a research paper utilizing the skills taught in the course.

GEOGRAPHY (GEOG)

301. Geographic Concepts (3 hours)
Geographic Concepts focuses on world and regional geography with an emphasis on differences in physical and human geography by location. The course also introduces map and chart reading skills, techniques used in the study of geography, and the basic geographical concepts and vocabulary necessary for improving geographical knowledge and awareness.

HISTORY (HIST)

101. Civilization of the Western World I (3 hours)
Civilization of the Western World I is an introductory survey of the civilization of the ancient Near East and Mediterranean World, followed by a more extended survey of the rise of civilization in Western Europe through the period of the Reformation. Emphasis is on social, intellectual, religious, and institutional development.

102. Civilization of the Western World II (3 hours)
Civilization of the Western World II is an introductory survey beginning with the 17th century and continuing to modern times. Particular attention is paid to major political, economic, social, and cultural movements in Europe and how those developments affected non-Western areas through intercultural contacts and the establishment of the colonial system.
200. World History (3 hours)
World History is an introductory survey of selected aspects of world history outside the Western tradition. The course will concentrate on four areas: Africa, Asia, Middle East, and Mesoamerica.

201. The United States from Colonization to 1877 (3 hours)
The United States from Colonization to 1877 is an introductory survey of the major trends and events in Colonial America and the United States to the end of Reconstruction. Particular attention is placed on the diverse cultures in contact, conflict, and confrontation in the struggle to shape and define the U.S.

202. The United States from 1877 to the Present (3 hours)
The United States from 1877 to the Present is an introductory survey of the major trends and events in the United States from Reconstruction to the present. Particular attention is placed on the continuing struggle in U.S. history to deal with the inherent tensions between unity and diversity, chaos and order, liberty and structure.

209. Studies in the Emerging Modern World (3 hours)
Beginning with different conceptions of what characterizes “modernity” (the rise of capitalism, the development of science and technology, the critiques of both the church and the monarch, the development of the concept of individual subjectivity, etc.), this course will examine, in a cross-disciplinary manner and in seminar format, the development of the modern world.

210. Topics in American History (3 hours)
This is a study of one or more significant political, cultural, religious, social, economic or ideological topic in American history. Potential topics include: Federalism, Market Revolution, Cold War, Great Depression, and Manifest Destiny.

220. Topics in European History (3 hours)
This is a study of one or more significant political, cultural, religious, social, economic or ideological topic in European history. Potential topics include: Twelfth-Century Renaissance, Medieval Women, Medieval Religion, The Crusades, Nationalism, Reformation, Imperialism, The Enlightenment, The Scientific Revolution, The Industrial Revolution and The French Revolution.

366. The Civil War and Reconstruction (3 hours)
The course explores the causes of the Civil War, the problems of the nation in wartime, and interpretations of Reconstruction history.

367. The South after Reconstruction (3 hours)
The South after Reconstruction studies the period from Reconstruction to the present, with emphasis on the New South movement, agrarian unrest, and the civil rights movement.

368. Georgia History (3 hours)
Georgia History provides a political, economic, social, and cultural survey of Georgia from its founding to the present.

390. Special Topics in History (1-3 hours)
Prerequisite: Consent of Program Coordinator.
Special Topics in History is a study of some significant topic in history which is not available through other standard program offerings.
410. Advanced Topics in American History (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175 and 180 and one History course at
the 100 or 200 level.
This is a study of one or more significant political, cultural, religious, social, eco-

demic or ideological topic in American history. Potential topics include:
Federalism, Market Revolution, Cold War, Great Depression, and Manifest
Destiny. Meets with HIST 210. It will have additional reading and discussion com-
ponent and will require a substantive research paper. (Students who have com-
pleted HIST 210 may enroll in HIST 410 only when a different topic is addressed.)

420. Advanced Topics in European History (3 hours)
Prerequisites: ENGL 105, 106 or LBST 175 and 180 and one History course
at the 100 or 200 level.
This is a study of one or more significant political, cultural, religious, social, eco-

demic or ideological topic in European history. Potential topics include:
Twelfth-
Century Renaissance, Medieval Women, Medieval Religion, The Crusades,
Nationalism, Reformation, Imperialism, The Enlightenment, The Scientific
Revolution, The Industrial Revolution, and The French Revolution. Will have
additional reading and discussion component and will require a substantive
research paper. (Students who have completed HIST 220 may enroll in HIST
420 only when a different topic is addressed.)

HUMAN SERVICES (HSRV)

202. Introduction to Human Services (3 hours)
The purpose of this course is to examine human services institutions and their
delivery systems. Historical, philosophical, and social influences on the human
service profession are explored. A survey is made of the field, and vocational
choices are clarified.

230. Introduction to Interpersonal Relations (3 hours)
Methods used to enhance interpersonal relationships will be examined.
Listening techniques, nonverbal communication, and basic verbal strategies will
be studied. An emphasis will be placed on individual relationships in the profes-
sional workplace.

311. Substance Abuse (3 hours)
Prerequisites: PSYC 111 or SOCI 111.
This course is an examination of the current and historical patterns of alcohol
and drug use, abuse and control. Specific emphasis will be given to patterns of
usage as well as the types and kinds of programs used by helping agencies and
other organizations in the treatment and rehabilitation process.

330. Conflict Resolution and Problem Solving (3 hours)
Prerequisite: HSRV 230.
Students will build on the interpersonal relationship skills learned in HSRV 230.
Introduction to Interpersonal Relations. Confrontation, problem solving, goal
setting, and evaluation strategies will be explored. Emphasis will be placed on
individual and group facilitates relationships in the professional workplace.

340. Social Welfare Policy (3 hours)
Prerequisite: HSRV 202.
Social Welfare Policy addresses key issues in the formation of social policy and
raises questions about the universal and particular arguments for social welfare programs and processes. Emphasis is placed on the social, political, economic, and cultural context in which policy emerges as well as examining the formation and implementation of social welfare policy at the national, state, local, and agency levels.

387. Social Sciences Information Systems (3 hours)
(Cross-listed as CRJS 387, INSY 387, SOCI 387)
Prerequisites: HSRV 202 or CRJS 260, and INSY 102 or 115.
Social Sciences Information Systems provides an overview of the applications of computer technology to criminal justice systems, mental health systems, and applied sociology, and other facets of human services systems. Current programs to gather and report data as well as to diagnose/typologize individuals served by the above areas will be examined and practiced. Topics covered include use of real-time information systems to support operations and services and the hierarchy of local, state, and federal information systems used to enhance capabilities, and the information infrastructure used to administer human services.

390. Special Topics in Human Services (1-3 hours)
Prerequisite: HSRV 202.
A significant topic in human services which is not available through other program offerings will be studied in the classroom setting.

395. Independent Study in Human Services (1-3 hours)
Prerequisite: Consent of advisor.
This course offers study in an area or subject not normally found in established courses or a study that allows the student to explore in greater detail a topic raised in established human services courses.

401. Multicultural Issues and Professional Practice (3 hours)
Prerequisite: HSRV 202.
This course offers an introduction to multi cultural issues and professional practice in the field of Human Services. Emphasis will be placed on populations whose racial, social, cultural backgrounds, physical abilities, or language differ from those of mainstream United States population. Additional emphasis will be placed on the published ethical guidelines for human service providers with emphasis on professional practice.

415. Older Adults in the 21st Century (3 hours)
A multidisciplinary perspective on the experience of aging in the 21st century global society. From a foundation of the developmental stages of middle and later adulthood, the course will emphasize the role of the human services professional and agency through the investigation of both the opportunities afforded by and the weaknesses evidenced in the contemporary human services agencies as well as the laws and policies that govern the services that are provided. Service provision to diverse clients will be included.

430. Administration and Supervision (3 hours)
Prerequisite: HSRV 202.
Administration and supervision is a study of the concepts and methods of administration and supervision. The course emphasis will be placed on devel-
development of techniques related to program planning and evaluation, leadership, staff development, and organizational assessment.

475. Human Services Internship (3-6 hours)
Prerequisites: Senior status; advance request; consent of Program Coordinator.
The Human Services internship program is designed to provide the student with an opportunity to apply academic training in practical Human Services settings. Requests for internships must be made in advance and approved by the Program Director. Internships will be jointly supervised by college staff and officials of the participating agency. Human Services internships are open only to Human Services majors. Note: Grade of Satisfactory or Unsatisfactory. Special Fee.

INFORMATION SYSTEMS (INSY)

102. Application Software Suites (3 hours)
Prerequisite: Ability to type.
This course is an introduction to popular office automation software, spreadsheet development, database creation, graphic design, electronic presentations and email communication. Credits earned in this course are not applicable to INSY-related degree programs. Students who do not have extensive applications software experience must complete this course as early as possible in their academic program. Laboratory Fee.

115. Introduction to Information Systems (3 hours)
Prerequisite: INSY 102
This course examines the development of computing technology from theoretical, historical and managerial perspectives. Students will investigate the design, development, and implementation of computerized systems in organizational settings. Frequent student-computer interaction will reinforce concepts explored during the course. Laboratory Fee.

130. Introduction to Operating Systems (3 hours)
Prerequisite: INSY 102 or INSY 115.
This course surveys fundamentals of computer architecture and examines functions performed by modern systems software. Specific attention will be directed to popular commercial personal computer operating systems, network operating systems and freeware/shareware systems. Laboratory Fee.

161. The Accessible, Usable Internet (3 hours)
Prerequisite: INSY 102 or INSY 115.
Students will survey the current configuration of the Internet, including resources available to support research. This course will include an introduction to general principles of effective web site design with particular emphasis on issues related to developing accessible, usable web documents for global audiences. Laboratory Fee.

162. Computer Science (3 hours)
Prerequisites: MATH 181 and INSY 102 or INSY 115
This course is an introduction to the theory of computation, as well as to computer programming skills and techniques. Students will apply problem solving methodologies and various tools used in program design/development to produce executable programs in a structured, procedural programming language. Laboratory Fee.
226. Programming in C++  
Prerequisite: INSY 162.
This course builds on programming principles developed in INSY 162, using C++ as the programming language of instruction. Students who want to pursue a technically oriented degree program are encouraged to complete this course. Laboratory Fee.

230. Contemporary Programming  
Prerequisite: INSY 162.
This course introduces students to a currently popular “fourth generation” non-procedural programming language. Language selection depends on instructor and software availability, as well as student demand. Laboratory Fee.

269. Multimedia Presentations  
(Cross-listed as COMM 269)  
Prerequisite: INSY 102 or 115.
Course activities introduce students to theoretical principles underlying the uses of text, graphics, animation, sound and interactivity in multimedia systems design. Students participate in practical multimedia design projects (e.g., web page design, computer-based instruction design, script writing, film design, etc.) suitable for electronic presentation on the Internet. Laboratory Fee.

309. Communication and Information Theory  
(Cross-listed as COMM 309)  
Prerequisite: COMM 171 and INSY 102 or INSY 115
A survey of literature that forms the theoretical basis for understanding human and machine communication. Students will study communication theories which are relevant to understanding information exchange (both verbal and nonverbal) and relational communication in a range of contexts.

312. Data Base Design  
Prerequisite: INSY 162.
Students examine the physical and logical organization of computer database systems using commercially available database management software. This course emphasizes the key role of database theory in organizational information systems processes. Laboratory Fee.

350. Data Communications and Network Systems Design  
Prerequisite: INSY 130 and INSY 162.
This course provides an overview of basic data communications theory and dominant models of computer networking architecture, including OSI (Open Systems Interconnection) and TCP/IP (Transport Control Protocol/Internet Protocol). Students explore the theoretical operation of mid-level access control protocols, including Ethernet and token ring.

355. Information Systems Analysis and Design  
Prerequisite: INSY 162 and INSY 312.
This course focuses on initial phases of the organizational information systems development life cycle. Topics include assessment of possible information systems performance failures, preparation of preliminary systems analysis documents and conceptual design of new information systems necessary to meet
organizational needs. Students examine ways to improve organizational productivity with computer applications. Laboratory Fee.

387. Social Sciences Information Systems (3 hours)
(Cross-listed as SOCI 387, HSRV 387, CRJS 387)
Prerequisites: SOCI 111 and INSY 102 or INSY 115.
An overview of the applications of computer technology to criminal justice systems, mental health systems, applied sociology, and other facets of human services systems will be provided. Current programs to gather and report data as well as to diagnose/typologize individuals served by the above areas will be examined and practiced. Topics covered include use of real-time information systems to support operations and services, the hierarchy of local, state, and federal information systems, and the information infrastructure used to administer human services.

390. Special Topics in Information Systems (1 -3 hours)
Prerequisite: Consent of Instructor and Department Chair.
This is the study of some significant topic in information systems which is not available through some other program offerings.

395. Directed Study in Information Systems (1-3 hours)
Prerequisite: Consent of Instructor and Department Chair.
This course allows the student to explore, in greater depth, a topic raised in established information systems courses.

401. Issues in Technology Management (3 hours)
Prerequisite: INSY 102 or INSY 115
Students consider the impact of computer-based information technology upon both individuals and the organizations in which they work. They will have an opportunity to assess the effect of information technology on the quality of their personal lives, as well as their productivity in an organizational context. Students consider the impact of computer-based information technology upon both individuals and the organizations in which they work. Various formal and informal strategies for the introduction and transfer of technology will be examined, with special emphasis placed on the dynamics of human/technology interaction.

411. Technology and Culture (3 hours)
Prerequisite: INSY 102 or INSY 115.
Consideration is given to the relationships between culture and technology while emphasizing the impact of both upon the concept of information. Students will be exposed to a variety of perspectives and encouraged to think independently about the “information age” while applying humanistic principles embodied in the core curriculum to technical aspects of data processing and information delivery.

425. Expert Systems and Artificial Intelligence (3 hours)
Prerequisite: INSY 162.
This course encompasses the Expert Systems development life cycle from project selection and definition, through systems analysis and design, to running an Expert System on a computer. Basic strategies, tasks and tools needed for Expert Systems development are addressed and an actual Expert System will be developed. In addition, the course will provide a clear understanding of the differences between Expert Systems and Artificial Intelligence. Laboratory Fee.
431. Information Technology and Decision Making (3 hours)
Prerequisite: INSY 162.
This is a study of the relationships between information technology and human decision processes. Students will consider how information systems may be used to support both quantitative and qualitative analyses of decision situations. Various strategies that may be used to improve personal decision-making effectiveness will be examined. Laboratory Fee.

491. Computer Privacy, Ethics, Crime, and Society (3 hours)
(Cross-listed as CRJS 491)
Prerequisite: INSY 102 or INSY 115.
An overview of the real and potential problems faced by organizations threatened by computer criminals, vandals, and hackers is provided. Topics will include: techniques and tactics used by criminals, both internal and external, to penetrate business and government systems; techniques and tactics used by organizations to defend the accuracy and integrity of their information systems and data; types of computer viruses and protection and detection techniques, as well as the implications of these growing threats to an information-based society.

498. Information Systems Strategy and Policy (3 hours)
Prerequisite: All other requirements for the major successfully completed and senior status.
This course serves as the capstone requirement for Information Systems Majors by integrating all of the functional areas and applications of information systems. The focus will be on study and discussion of case studies highlighting organizational problems from the perspective of an experienced information systems consultant and the development of conceptual skills that require the student to approach the application of information technology in terms of its total impact on the organization. The course will use in-depth cases, lectures, and numerous computer projects. Laboratory Fee.

LIBERAL STUDIES (LBST)

175/180. Writing, Education, and Vocation Seminars
LBST 175 and 180 are linked courses focused on developing the writing skills necessary for college. The writing process is taught within the context of students’ personal experience and professional interests, engaging a discussion of the demands of work and culture. Combined, the seminars provide the time needed (two eight week sessions) to practice techniques from writing personal narratives to research papers. Students should register for both courses within the same semester.

175: Academic Writing I: Education and Experience (3 hours)
An interdisciplinary course that emphasizes the communication of ideas while engaging students in critical thinking about the purpose and place of an education, how experience may be an education and how we turn experience into knowledge. The writing process is emphasized through informal writing-to-learn strategies as well as formal essays, with special attention to academic research. Assignments stress the organization and development of ideas, and the conventions of written English.
180. Academic Writing II: Vocation and Values (3 hours)
Prerequisite: LBST 175
The course continues to focus on developing proficiency in written communication while asking students to think, in an interdisciplinary way, about the intersection of personal vocation and value systems. Building on the work accomplished in LBST 175, LBST 180 focuses the writing process on argument and scholarship techniques such as summary, analysis and evaluation, documentation and citation, culminating in a research paper.

210. The Idea of the University (3 hours)
This course introduces students to different ideas of the university and examines how different conceptions of higher education shape our understanding of the curriculum of a university. Students will read and discuss works which address the roles of concepts such as paideia, the liberal arts, culture, citizenship, Wissenschaft, and globalization in higher education. After considering various "stories" of what a university education consists of, students will be asked to construct an individual degree program and to build their own "stories" about the idea of the university.

211. Interpreting Meaning (3 hours)
This course introduces students to different conceptions of meaning and examines how those different conceptions shape our understanding of the world around us. Is meaning the result of an author's intention? Is meaning determined by historical forces? Does the form of a text give shape to meaning? Is there something unconscious at work in the development of meaning? Is it language itself which makes meaning possible, so that the structure of language shapes the way we understand the world around us? Is meaning determined by the formation of an ideology? Are there ways of weaving together different conceptions of meaning in our interpretations? These are all practical questions which arise in courses across the curriculum, and this cross-disciplinary course is designed to help students see how different conceptions of meaning are at work in different interpretations of history, literature, religion, etc.

240. Critical Thinking (3 hours)
(Cross-listed as PHIL 240)
This course focuses on the analysis and practice of argument. The context for analyzing and developing arguments will vary, but may include (without being limited to) the study of a book-length argument in philosophy, essays in the philosophy of science, or some issue or set of issues in public policy.

302. Studies of Cultures in Contact (3 hours)
Prerequisite: 60 credits
A cross-disciplinary study of the issues which arise when different cultures come into contact with each other. Conducted as a seminar, the specific areas covered by each course will vary but may include such rubrics as: "Colonial and Post colonial Cultures in Contact;" :Science, Technology, Values;" "Cultures in Contact in the Medieval World"; "Intersections of Race, Class and Gender."

303. Issues of Justice in a Global Community (3 hours)
Prerequisite: 60 credits
A cross-disciplinary study of the global dimension of ethical issues. Conducted as a seminar, the specific areas covered in each course will vary, but may
include such topics for investigations as global environmental issues, human rights issues, and disability and culture across the globe.

**390. Special Topics in Liberal Studies** (1-3 hours)
A cross-disciplinary study of some significant topic in the general area of liberal studies which is not available through other program offerings.

**495. Senior Capstone/Synthesis** (1 hour)
This course is the curricular unit for the synthesizing essay and the final consultation in the individualized Bachelor of Liberal Studies degree. All persons completing this degree program will enroll in this course during the final term in residence, during which the essay will be completed and submitted and the consultation will take place. Specific instructions for the completion of the essay will be provided by the student’s primary advisor, who will supervise its preparation.

**MATHEMATICS (MATH)**

**110. Mathematical Problem Solving** (3 hours)
This mathematics course includes basic topics of pre-algebra. The focus will be on developing problem-solving skills through concrete experiences, communication, and a Constructiveness approach. An integrated lecture/laboratory course. Does not meet General Education Requirements.

**120. Basic Algebra** (3 hours)
This introduction will examine the rules of exponents, algebraic expressions and operations, applications of linear, quadratic, and rational equations, systems of linear inequalities and equations, radicals and radical equations, and elementary relations and functions.

**129. Modeling Functions with Graphs and Tables** (3 hours)
Prerequisite: MATH 120
This course provides students with an appreciation of the importance of mathematical modeling in a scientifically-oriented society. This is accomplished by emphasizing the mathematics of life experiences, and hence making mathematical content contextual in nature. The course covers the following topics: Modeling of linear, exponential, polynomial, power, and rational functions using technology (Graphing Calculator) as a leading tool.

**130. Topics in Precalculus and Analytic Trigonometry** (3 hours)
Prerequisite: MATH 120
This course discusses polynomial, rational, exponential, and logarithmic functions from a purely mathematical perspective and without using mathematical modeling as an approach. The course will also investigate analytical trigonometry and trigonometric functions. Graphing calculator is required.

**160. College Geometry** (3 hours)
Prerequisite: MATH 120 or consent of Program Coordinator.
This survey of Euclidean geometry emphasizes constructions, as well as direct and indirect methods of proofs. The course also includes an introduction to solid geometry.

**181. Calculus for the Social and Life Sciences** (3 hours)
Prerequisite: MATH 130.
This course examines basic functions and their graphs, limits, continuity, derivatives and their applications, differentiation techniques, and the exponential and logarithmic functions. A graphing calculator is required.

220. Applied Statistical Methods (3 hours)
Prerequisite: MATH 130.
An introduction to basic descriptive and inferential statistics within a business context. The course covers measures of central tendency and variability; probability and sampling; the normal student's t and Chi-square distributions; hypothesis testing; Pearson's "t" and Spearman's "r" correlation analysis; simple linear regression; and statistical quality control.

282. Calculus for the Social and Life Sciences II (3 hours)
Prerequisite: MATH 181.
The course discusses related rates, applications of the exponential and logarithmic functions, the definite integral, and integration techniques. A graphing calculator is recommended.

395. Special Topics in Mathematics or Mathematics Education (2-3 hours)
Prerequisite: Consent of Program Coordinator.
This course is a study of a significant topic in mathematics or mathematics education which is not available through other program offerings.

MODERN FOREIGN LANGUAGES

FRENCH (FREN)
101. Elementary French I (3 hours)
The basics of pronunciation, grammar, diction, and the reading of simple texts are part of this course. Emphasis will be placed on the early development of aural comprehension and oral facility in the language.

102. Elementary French II (3 hours)
Prerequisite: FREN 101.
Elementary French II is a continuation of the subjects presented in FREN 101 with an emphasis on reading comprehension.

GERMAN (GERM)
101. Elementary German I (3 hours)
The basics of pronunciation, grammar, diction, and the reading of simple texts are part of this course. Emphasis will be placed on the early development of aural comprehension and oral facility in the language.

102. Elementary German II (3 hours)
Prerequisite: GERM 101.
This course is a continuation of the subjects presented in GERM 101 with an emphasis on reading comprehension.

SPANISH (SPAN)
101. Elementary Spanish I (3 hours)
The basic elements of pronunciation, grammar, diction, and the reading of simple texts are part of this course. Emphasis will be placed on the early development of aural comprehension and oral facility in the language.
ple texts are part of this course. Emphasis will be placed on the early development of aural comprehension and oral facility in the language.

102. Elementary Spanish II (3 hours)
Prerequisite: SPAN 101.
Elementary Spanish II is a continuation of the subjects presented in SPAN 101 with an emphasis on reading comprehension.

390. Special Topics in Spanish (1-3 hours)
A study of some significant topic in Spanish or in Latin American area studies which is not available through other program offerings.

MUSIC (MUSC)

150. Music Appreciation (3 hours)
This is a nontechnical course designed for those students who have had little or no musical training but who desire a keener enjoyment which clearer understanding of the art form brings to everyday life.

ORGANIZATION LEADERSHIP (ORGL)

399. Special Topics in Leadership Studies (1 hour)
Students will prepare a research paper on introductory leadership topics, for example: gender differences in leadership, historical perspectives to leadership, cultural differences in leadership perspectives and practices, leadership versus management, roles of team leaders, effective use of teams in 21st century organizations, future of heroic leadership and the important role of leadership within voluntary, public and not-for-profit associations and agencies.

410. Foundations of Leadership in Modern Organizations (3 hours)
This course examines, from individual, interpersonal, group and organizational points of view, the type of leadership that is required to create and maintain high levels of performance in organizations. Students will be encouraged to assess their own leadership style and to develop a leadership action plan.

415. Communication for Effective Leadership (3 hours)
This course emphasizes the role of communication in effective leadership. Skills in counseling, interviewing, conducting meetings, and using presentation software will be included. The course will involve a brief study of theories and methods in the field of public relations as they apply to creating and maintaining positive interaction with internal and external constituents of the organization.

420. Leadership and Human Behavior in Organizations (3 hours)
This course focuses on the concepts that provide a foundation for the understanding of individual and group behavior in profit, non-profit and voluntary organizations, with special emphasis on typical interpersonal and leadership relationships.

425. Leadership and Technology (3 hours)
This course emphasizes how leaders manage information flow and how they use technology to improve decision making. Students will consider how information systems may be used to support both quantitative and qualitative analyses of decision situations. Students will also assess the effect of information
technology on the quality of their personal lives as well as on their performance as leaders and citizens within their communities.

430. Values, Ethics and Leadership Practice (3 hours)
This course examines the role of values in ethical decision making and determining the moral obligations of leaders and followers. The course also places an emphasis on critical analysis and application of ethical principles to contemporary leadership decisions and actions.

435. Contemporary Issues: A Leadership Perspective (3 hours)
This course examines the impact of current social, economic, political, technological, and other contemporary issues, including historical perspectives, that influence the role of leaders in a world that is becoming increasingly integrated.

440. Human Resource Issues in Organizations (3 hours)
This course is designed to broaden leaders' understanding of the role and importance of human resources, and assist them in maximizing the effectiveness of employees, volunteers and others within organizations and volunteer associations. The course focuses on such topics as human resource planning, recruitment and selection, evaluation, equal employment, job design, training and development and compensation.

455. Leadership in Non-Profit Organizations (3 hours)
This course introduces the student to the role and duties of a leader, supervisor, or governing board member of a non-profit organization. The student will review theory and investigate specific methods of behaviors of non-profit organization leaders.

460. Strategic Leadership (3 hours)
This course presents the major concepts and approaches to leadership development and strategic planning for an organization. Students learn how senior leadership can create a strong culture within an organization, agency or department and how to lead with vision.

465. Leadership Practices in the Global Workplace (3 hours)
This course analyzes current and evolving theories of leadership, multicultural knowledge systems, individual and group behavior, and organizational theory within a global context.

470. Leadership, Organization Development and Change (3 hours)
A study of the approaches and strategies for leading organizations and managing people in a fast-paced, changing world. Students will examine the role of mission and vision, re-engineering and restructuring in relation to organizational effectiveness and individual productivity and will consider the influence of culture, diversity, ethics, and technology in the design, development, and impact on individual behavior and performance.

475. Advanced Leadership Philosophy and Practice (3 hours)
A review of current, leadership education, and development theories and practices; discussion of fundamental social, economic, and political changes affecting the art and science of leadership; and implications of these changes for individual leadership development and continued growth.
480. Organization Leadership Applied Research Methods (3 hours)
This course provides the student with an introduction to the basic methods, techniques, and procedures of applied research. Emphasis will be placed on both the qualitative and quantitative methods employed in conducting applied research projects. A minimal background in mathematics or statistics is recommended.

401S, 402S, 403S, 404S. Seminar/Position Paper (1 hour each)
The four one-semester courses of seminar/readings, with written position papers, provide the framework for the student to integrate current basic concepts and future practices in each of the vital organization leadership processes found in the 38 semester hour leadership core. The focal point of this effort will be to tie course concepts back to developments taking place within the students' respective organization and community environments. These environments might include non-profit, education, hospitality, transportation, health care, non-profit, professional practice, sports and entertainment, government, and religious/church organizations.

401D - 406D Directed Study: Leadership Journal and Project (1 hour each)
A 6-part series of 1-semester credit "mini" projects that lead to the preparation of a personal applied leadership journal and project.

401D – Personal Leadership Journal
Students are expected to maintain a Personal Leadership Journal throughout their program. This journal should reflect changes in their personal leadership awareness and development.

402D – Journal Process Paper
The journal process paper is a written report addressing the following areas: a description of the student's approach to journal keeping, discussing how journal writing provides knowledge about self and the personal and professional capacities and challenges faced in exercising leadership, and a description of how the student plans to use the ongoing journal writing experience to deepen awareness about leadership development. Students must relate personal reflection and new insights from the course readings.

403D – Applied Project Update
The project is designed to be a hands-on student application of concepts learned through formal study. Using either their own organization or a community-based organization, students will conduct a study of leadership issues within the organization and prepare an analysis of appropriate leadership intervention techniques and strategies that could be used to improve organizational performance. Draft copies of surveys or questionnaires, interview questions, a revised/updated methodology section and an expanded literature review will be submitted.

404D – Applied Project Literature Review
The student will prepare a detailed literature review for the applied project. The literature review will consist of sources from academic references in journals, periodicals, books and web sources.

405D – Final Applied Project - Draft
This report will include the problem statement, literature review, survey
and/or other data collection instruments, data analysis, initial conclusions and possible recommendations of the applied project.

406D – Applied Project Final Report/Oral Presentation

The completed Applied Project Report will be submitted to the Cohort Mentor and an oral summary of the project will be made before faculty, cohort members and others.

PHILOSOPHY (PHIL)

101. Introduction to Philosophy (3 hours)
This introductory course is designed to address such topics as epistemology (the origin and nature of knowledge), metaphysics (the nature of reality), logic (rules for clear thinking), and ethics (questions regarding right and wrong, good and evil).

201. The Search for Meaning (3 hours)
The meaning and purpose of human life as a dominant theme in human reflection on self and the world are integral aspects of the course. Questions to be considered are: What are the sources of meaning in human life? How does the present age shape or meet the human need for meaning and purpose? The course explores these questions through readings in philosophy, theology, literature, and the social sciences.

240. Critical Thinking (3 hours)
(Cross-listed as LBST240)
This course focuses on the analysis and practice of argument. The context for analyzing and developing arguments will vary, but may include (without being limited to) the study of a book-length argument in philosophy, essays in the philosophy of science, or some issue or set of issues in public policy.

PHYSICAL SCIENCE (PHYS)

106. Earth Systems Science (3 hours)
Prerequisite: SCIE 100.
The goal of this course is to obtain scientific understanding of Earth on a global scale by studying the geosphere, atmosphere, and hydrosphere as interacting systems. This course can serve as an introduction to the higher level Physical (PHYS) and Environmental (ENVS) Sciences. Laboratory investigations are integrated into this course. Laboratory fee.

220. Astronomy and the Universe (3 hours)
Prerequisite: SCIE 100 or equivalent. Recommended: FDLS 120 or equivalent mathematics skills.
This is a study of the major fields of astronomy and their relation to other sciences. Topics to be discussed include the history of astronomy, the solar system, and stellar and galactic astronomy. Student work on problems in astronomy will demonstrate how scientific principles are established, how principles are revised or disproved by new data and methods, and how observations of the universe can be used to learn more about the students' place in the cosmos. Laboratory work. Laboratory Fee.

225. Meteorology (3 hours)
Prerequisite: SCIE 100 or equivalent.
Meteorology is designed to provide students with an understanding of basic meteorological concepts. The earth's atmosphere will be discussed from practical and mathematical perspectives. Topics will include hurricanes, tornadoes, thunderstorms, wind, and other weather phenomena. Emphasis will be given to concern with the weather and the ability to survive in it. An integrated lecture/laboratory course. Laboratory Fee.

POLITICAL SCIENCE (POLS)

100. Government in America (3 hours)
The structure, organization, powers, and procedures of the government of the United States are studied.

200. Government at the State and Local Levels (3 hours)
The intergovernmental relations in the federal system as well as the organization, functions, and politics of state and local governments are key components.

395. Special Topics in Political Science (1-3 hours)
Prerequisite: Consent of Program Coordinator.
This course is a study of some significant topic in political science which is not available through other program offerings.

PSYCHOLOGY (PSYC)

111. Introductory Psychology (3 hours)
This introduction to psychology explores the discipline of psychology, including the important theories, methods, and data. Emphasis will be placed on physiology, perception, learning, emotion, motivation, personality, measurement, development, and social behavior.

225. Human Development: Prenatal through Adolescence (3 hours)
Prerequisite: PSYC 111.
An introduction to research methodologies and theories of developmental psychology that focuses on the physiological, cognitive, and psycho-social components of the human development prenatal period through adolescence.

226. Human Development: Early Adult to Death (3 hours)
Prerequisite: PSYC 111.
An introduction to research methodologies and theories of developmental psychology that focuses on the physiological, cognitive, and psycho-social components of the human development early adult period to death.

227. Human Development: Lifespan (3 hours)
Prerequisite: PSYC 111
The study of cognitive, emotional, physical and social growth and maturation during the human lifespan from conception through death is conducted through an examination of principles of development as well as traditional and contemporary theorists and theories.

333. Social Psychology (3 hours)
(Cross-listed as SOCI 333)
Prerequisite: PSYC 111.
Social interaction and pathology, personality and differential psychology, and
social attitudes, prejudices, propaganda, culture, and social institutions are included in this course.

358. Psychology of Religion (3 hours)
(Cross-listed as RELG 358)
Prerequisite: PSYC 111 or consent of Program Coordinator.
A study of the religious dimensions of human experience with attention given to the contributions of modern psychology, to the major theorists, and to the central forms of religious experience and expression.

360. Psychopathology (3 hours)
Prerequisite: PSYC 111.
This is a survey course of the major categories of behavior pathology. The course will focus on the principles of etiology, as well as therapy for different diagnoses. Particular emphasis is placed on the Diagnostic and Statistical Manual of Mental Disorders (latest edition).

361. Group Process and Practice (3 hours)
Prerequisite: PSYC 111
Theory and research of group dynamics and process are presented. Topics studied include group formation, stages of development, process, diversity, and leadership.

365. Current Psychotherapies (3 hours)
Prerequisite: PSYC 111.
The major theoretical systems of psychotherapy are reviewed, and emphasis is placed on the techniques, practices, and assumptions of each theory. Points of convergence and divergence of the theories are presented, and their strengths and weaknesses of use with different populations are studied.

371. Psychology of Women (3 hours)
Prerequisite: PSYC 111.
Students will explore the issues of female gender from the point of view of psychological biological, and sociological theorists. The nature of the archetypical representation of the feminine as well as the nature of stereotypes will be examined. The course encourages students to explore the possibility of reconciliation between masculine and feminine stereotypes which have created past conflicts.

373. Psychology of Men (3 hours)
Prerequisite: PSYC 111.
Students will explore the issues of male gender from the point of view of psychological biological, and sociological theorists. The nature of the archetypical representation of the male as well as the nature of stereotypes will be examined. The course encourages students to explore the possibility of reconciliation between masculine and feminine stereotypes which has created past conflicts.

388. Human Sexuality (3 hours)
Prerequisite: PSYC 111.
Human Sexuality provides information on the biological, psychological, and sociological aspects of human sexuality. Discussion will include the biological male and female, human sexual response, contraception, choices of sexual conduct and behavior, and other related topics.
391. Special Topics in Psychology (1-3 hours)
Prerequisite: PSYC 111.
A significant topic in psychology which is not available through other program offerings will be studied in the classroom setting.

392. Independent Study in Psychology (1-3 hours)
Prerequisite: Consent of advisor.
Directed Study in Psychology offers study in an area or subject not normally found in established courses or a study that allows the student to explore in greater detail a topic raised in established psychology courses.

405. History and Systems of Psychology (3 hours)
Prerequisite: PSYC 111.
This course is a study of the broad historical, philosophical and scientific basis of the field of psychology. An account of the historical development and contemporary status of various theoretical systems is presented.

RELIGION (RELG)

110. Introduction to Religion (3 hours)
A general introduction to the nature and function of the religious dimension of life in personal, social, and cultural contexts. The course addresses the origins and varieties of religious expression, the methods used in the study of religion, and the religious questions that grow out of human experience. Particular emphasis is placed on issues of pertinence for persons involved in educational, social service, and business professions, e.g., perspectives toward religious diversity, constitutional and legal aspects of religion, and religion and science.

120. Introduction to the Old Testament (3 hours)
An introduction to the literature of the Hebrew Bible as the developing expression of the faith and history of ancient Israel and as a foundational document for western culture. Particular attention will be given to the development of the literature in light of its historical and cultural context.

130. Introduction to the New Testament (3 hours)
The student will be introduced to the literature of the New Testament as the multifaceted witness to the origin and development of the early Christian community. Attention is given both to the nature of the literature and to the experiences it reflects through its portrait of the life and teaching of Jesus and the development of the early church.

200. History of Christianity (3 hours)
A survey of the major events and personalities in the development of the Christian tradition from the New Testament period to the present.

220. Survey of World Religions (3 hours)
A comparative, systematic survey of the major religious traditions of the world. Attention is given to the nature of religion and to the historical and cultural contexts that lead to religious diversity.

225. Religion in the United States (3 hours)
A study of the specific features of the religion of colonial America and their influence on contemporary religious expression. In addition to this historical emphasis, attention will be given to the ever changing pattern of new religious movements within American society.
301. Introduction to Christian Theology (3 hours)
An introduction to the perspectives, processes, and products of the church's interpretation of its faith. Attention will be given to theological method, to the major doctrines, and to the constructive task of interpreting Christian faith for the twenty-first century.

336. Christian Social Ethics (3 hours)
A study of the biblical and historical foundations of Christian decision making and the contemporary issues where these decisions are made. Attention will be given to ethical theory in general and to the specific features of Christian decision making in particular as they apply to moral, social, political, and economic issues.

356. Sociology of Religion (3 hours)
(Cross-listed as SOCI 356)
Prerequisite: SOCI 111 or consent of Program Coordinator.
A study of religion in culture and society with special attention to its relationship to social patterns and structures. Emphasis is placed upon the use of sociological methods to understand the religious dimension of life.

358. Psychology of Religion (3 hours)
(Cross-listed as PSYC 358)
Prerequisite: PSYC 111 or consent of Program Coordinator.
A study of the religious dimensions of human experience with attention given to the contributions of modern psychology, to the major theorists, and to the central forms of religious experience and expression.

495. Special Topics in Religion (1-3 hours)
Prerequisite: At least 6 hours of work in religious studies or consent of Program Coordinator.
An elective course in an advanced area of biblical, historical, or theological study. Topics will vary according to the availability of resources and the needs/interests of students currently in the program.

SCIENCE (SCIE)

100. Methods of Scientific Investigation (3 hours)
This course is designed to help students understand the methods involved in the sciences. This course will help students taking physical and biological science classes as well as social science courses understand how information is obtained in these disciplines. The scientific method will be examined by students creating individual and group laboratories. The essentialness of numbers will be explored by students formulating their laboratory results statistically. Students will present their laboratory results in scientific format. Students will individually be required to pick a scientific experiment, set it up, collect data, analyze it, and present it in scientific format as if it were to be submitted to a scientific journal. Students who lack intermediate scientific investigation skills are strongly encouraged to take Methods of Scientific Investigation before taking other science courses. Laboratory Fee.

215. Life Systems (3 hours)
Prerequisites: SCIE 100 and MATH 120 or equivalent.
This course takes a contextual approach to investigating biological and chemi-
cal phenomena, which cause things to happen in our world, such as the bodily workings of a basketball player in the midst of her game. The course is suitable for education majors, as well as others with an interest in understanding how things work on a biological or chemical level. Laboratory fee.

220. Physical Systems (3 hours)
Prerequisites: SCIE 100 and MATH 120 or equivalent.
Physical phenomena are studied through in-depth laboratory-based explorations of everyday occurrences and objects. Topics may include earthquakes and other natural hazards, bicycle racing, transistor radios or ceramics. The relationships of these phenomena with chemical processes will also be studied. This course is suitable for education majors, as well as for others with an interest in understanding how things work on a physical and chemical level. Laboratory fee.

SOCIOLOGY (SOCI)

111. Introduction to Sociology (3 hours)
Introduction to sociology is a survey of the basic concepts, theories, methods, and research associated with the sociological analysis of society. Emphasis will be placed on the study of primary forms of human association and interaction, as well as the social structures and processes that affect the individual.

200. Social Problems (3 hours)
Prerequisite: SOCI 111.
Social problems examines the principal causes, consequences, and solutions of major societal problems from a sociological perspective. The emphasis on specific social problems may vary, but attention will be given to such contemporary issues as discrimination, poverty, violence, population trends, technology, social class inequities, issues of justice, and change.

240. Popular Cultural Forms and Society (3 hours)
(Cross-listed as COMM 240)
Prerequisite: SOCI 111.
An analysis and interpretation of popular forms of culture and communication. Emphasis will be placed on understanding the ways that everyday behavior and artifacts are imbued with cultural meanings that transcend functional purpose. Case studies will vary but special attention may be paid to such topics as fashion, popular music, Hollywood movies, and popular genres of literature (science fiction, mystery, or romance).

251. Communication and Society (3 hours)
(Cross-listed as COMM 251)
Prerequisite: SOCI 111.
This course examines the role that communication has played in the transformation of society. Beginning with the work of Walter Ong, the course traces the impacts of oral, written, print, and image technologies on ancient, medieval, and modern society. This history is used to suggest how contemporary technologies will change the ways in which we organize ourselves and communicate with the world around us.

253. Gender Relations (3 hours)
(Cross-listed as COMM 253)
Prerequisite: Completion of General Education Social Science requirements. A study of relationships between males and females, examining the ways in which gender relationships both reflect cultural views of gender (roles and stereotypes) and shape individual gender identities and behaviors in particular social contexts (families, schools, media, the workplace, and other institutions).

255. The Family (3 hours)
Prerequisite: SOCI 111.
Family structures and functions will be studied. Topics include the changing role of the family in history, the economic, biological, and psychological aspects of the contemporary American family, and the family organization, and re-organization.

306. Research Methods for Social Sciences (3 hours)
Prerequisites: CRJS 260 or HSRV 202.
An introduction to the basic methods, techniques, and procedures of social scientific research will be covered. Emphasis will be placed on both the qualitative and quantitative methods employed in basic and applied social science research.

321. Social Change (3 hours)
Prerequisite: SOCI 111.
Social change is an analysis of the theories, perspectives, and strategies related to social change. Attention will be given to the impact of social change on the values, ideas, the communities, and societal structures in the United States. Processes related to the role of the change agent in society will be considered.

326. Sociology of Community (3 hours)
Prerequisite: SOCI 111.
The community as a social system composed of relationships among individuals, groups, and organizations will be analyzed. Basic sociological principles are applied in a study of community types, functions, power structures, as well as the assessment of community needs. Special attention is given to the application of community organization principles to fulfill the community needs and to develop local groups to address those needs.

333. Social Psychology (3 hours)
(Cross-listed as PSYC 333)
Prerequisite: SOCI 111.
Social interaction and pathology, personality and differential psychology, and social attitudes, prejudices, propaganda, culture and social institutions are included in this course.

345. Mass Media and Society (3 hours)
(Cross-listed as COMM 345)
Prerequisite: Completion of General Education Social Science requirements.
A critical analysis of the impacts and effects of mass media on contemporary society. Special attention will be given to the impact of media on social relations.

356. Sociology of Religion (3 hours)
(Cross-listed as RELG 356)
Prerequisite: SOCI 111 or consent of Program Coordinator.
A study of religion in culture and society with special attention to its relationship
to social patterns and structures. Emphasis is placed upon the use of sociological methods to understand the religious dimension of life.

380. Social Theory (3 hours)
Prerequisite: SOCI 111.
This is an examination of the major theoretical developments in the field of sociology from the nineteenth century to the contemporary period. The use of social theory for research and the analysis of social relations will be considered.

387. Social Sciences Information Systems (3 hours)
(Cross-listed as CRJS 387, HSRV 387, INSY 387)
Prerequisite: SOCI 200, INSY 102.
Social Sciences Information Systems provides an overview of the applications of computer technology to criminal justice systems, mental health systems, and applied sociology, and other facets of human services systems. Current programs to gather and report data as well as to diagnose/typologize individuals served by the above areas will be examined and practiced. Topics covered include use of real-time information systems to support operations and services and the hierarchy of local, state, and federal information systems used to enhance capabilities, and the information infrastructure used to administer human services.

391. Special Topics in Sociology (1-3 hours)
Prerequisite: SOCI 111.
A significant topic in sociology which is not available through other program offerings will be studied in the classroom setting.

392. Independent Study in Sociology (1-3 hours)
Prerequisite: Consent of Advisor.
Directed Study in Sociology offers study in an area or subject not normally found in established courses or a study that allows the student to explore in greater detail a topic raised in established applied sociology courses.
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Carol K. Williams, B.B.A., M.B.A., Associate Vice President for Student Financial Planning

Eugene W. Stetson
School of Business and Economics - Faculty

Emeriti

G. Russell Barber, Jr. (1973) Professor of Accounting and Economics, Emeritus B.A., Occidental College, 1961; M.B.A., Stanford University, 1963; Ph.D., University of Mississippi, 1990; C.P.A.

William Vernon Luckie, Jr. (1976) Assistant Professor of Accounting and Finance, Emeritus; B.S., University of Alabama, 1959; M.B.A., University of Mississippi, 1968; C.P.A.


Full-Time


Walter Wade Austin (1990) Professor of Accounting; B.S., University of Tennessee, 1968; M.B.A., University of Utah, 1971; Ph.D., University of Georgia, 1989; C.P.A.


Jordan Matthew Blanke (1985) Professor of Computer Science and Law; B.S., M.S., SUNY at Stony Brook, 1976; J.D., Emory University School of Law, 1980.

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Linda L. Brennan (1997) Director of Graduate Studies/Macon and Associate Professor of Management; B.I.E., Georgia Institute of Technology; M.B.A., University of Chicago, 1988; Ph.D., Northwestern University, 1994; P.E., P.M.P.

M. Catherine Cleaveland (2004) Visiting Assistant Professor of Accounting; B.S., Georgia Institute of Technology, 1996; M.S., A.B.D., Georgia State University, 1999, 2004.

James E. Coleman (1998) Assistant Professor of Marketing; B.B.A., University of Mississippi, 1976; Ph.D., University of Alabama, 1992, 1995; C.P.A., C.F.P.

Alice Ford Collins (1990) Associate Professor of Marketing; B.S., Virginia
Commonwealth University, 1977; M.S., Ph.D., University of Georgia, 1981, 1990.


Farhad Frank Ghannadian (1988) Associate Dean and Professor of Finance; B.S.B.A., University of Tennessee, 1980; M.B.A., Queens College, 1981; Ph.D., Georgia State University, 1987.


Harold B. Jones, Jr. (1997) Assistant Professor of Management; B.A., University of Omaha, 1968; M.Div., Garrett Theological Seminary, 1971; Ph.D., University of Alabama, 1997; C.F.P.


John R. Miller, (1975) Assistant Professor of Finance; B.I.E., Georgia Institute of Technology, 1965; M.B.A., Georgia State University, 1971; P.E.


Arthur L. Rutledge (1998) Associate Professor of Management Information Systems; B.I.E., Georgia Institute of Technology, 1967; M.S., St. Mary's University, 1975; Ph.D., Georgia State University, 1986.

Atul K. Saxena (1993) Associate Professor of Finance; B.Sc., Meerut University, India, 1978; M.A., Delhi University, India, 1980; M.B.A., University of Georgia, 1988; Ph.D., University of Tennessee, 1993.


Tift College of Education - Faculty


Linda Adams (2000) Associate Professor of Education; B.S., Albany State College, 1974; M.Ed., Georgia State University, 1977; Ph.D., The Ohio State University, 1983.


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Susan C. Malone (2004) *Associate Dean/Associate Professor of


Karen H. Michael (2000) Assistant Professor of Education; B.S., Georgia Southern University, 1991; M.S., North Georgia College, 1995; Ph.D., Purdue University, 2002.


Debra Walls Rosenstein (2002) Assistant Professor; B.S., North Carolina State University, 1975; M.S., University of Tennessee, 1978; Ed.D., Virginia Polytechnic Institute, 1982.


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College of Continuing and Professional Studies - Faculty


J. Thompson Biggers (2002) Assistant Professor of Communication; B.S., Austin Peay State University, 1968; M.A., University of Central Florida; Ph.D., Florida State University, 1981.


Fred Wayne Bongiovanni (1983) Professor of Sociology and Religious Studies, B.A., Towson State
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Duane E. Davis (1973) Associate
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Southern Baptist Theological
Seminary, 1967; Ph.D., Emory
University, 1973.

Margaret Hodges Eskew (2004) Visiting
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John Colin Harris (1977) Associate
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Southeastern Baptist Theological
Seminary, 1968; Ph.D., Duke
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1981; M.S., Ph.D., Southern Illinois

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M.S.C.J., Troy State University, 1973,
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Laurie L. Lankin (1988) Assistant
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Counseling and Human Sciences;
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Stephen Miller (1993) Assistant
Professor of Humanities; B.A., Berry

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Guelph, 1977; Ph.D., University of

Kyra J. Osmus (1987) Professor of
Human Sciences; B.S., M.S.,
University of Alabama, 1967, 1970;
Ed.D., Memphis State University,
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Mary Hamrick Saunders (1994) Assistant Professor of Organization Leadership; B.S.N., M.Ed., University of North Carolina at Chapel Hill, 1964, 1974; Ph.D., Georgia State University, 1990.


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Thomas E. Kail, Ph.D. Associate Provost and Dean,
College of Continuing and Professional Studies

Sharon Kaseric Administrative Assistant
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Gail W. Johnson, M.B.A. Director of Enrollment and Marketing
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Susan B. Lumsden, B.B.A. Director of Financial Aid
Claire Golson, B.A. Associate Director, Financial Aid
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John Boyce, M.S. Library Services

Lynn M. Schott Senior Technical Services Assistant
Tammy Jo Collins, B.L.S. Technical Services Assistant
Carolyn R. Dawson Switchboard Operator

Center Coordinators

Mary Lou Beall, M.A. Douglas County
T. Michael Hilliard, M.Ed. Eastman
Crystal Frazier, M.A. Henry County
Larry E. Robinson, D.Min. Macon

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Regional Academic Centers

Mercer University offers evening and weekend degree programs at the following locations:

DOUGLAS COUNTY CENTER
975 Blairs Bridge Road
Lithia Springs, GA 30122
(678) 547-6200

(I-20, exit #44 off Thornton Road)

EASTMAN CENTER
605 2nd Avenue SW
Eastman, GA 31023
(478) 374-5810

(US 23 to 2nd Avenue / Adjacent to the Ocmulgee Library Annex)

HENRY COUNTY CENTER
160 Henry Parkway
McDonough, GA 30253
(678) 547-6100

(I-75, exit #215 or #216 / Near the Henry County Government Complex)

MACON CENTER
1400 Coleman Avenue
Macon, GA 31207
(478) 301-2980

(On Coleman Avenue at College Street / Near Tatnall Square Park)
(See campus map on next page for building locations)